



WEST BENGAL STATE ELECTRICITY DISTRIBUTION COMPANY LIMITED

Corporate Insurance Department

Vidyut Bhavan(6th Floor),Bidhannagar, Block-DJ : Sector-II
Kolkata-700 091 : Phone No.033-2319-7780

CIN-U40109WB2007SGC113473/Website: www.wbsedcl.in

Schedule of Dates for Limited e-Tendering:		
Sl. No.	Activity	Date & Time
1	Publishing Date	
2	Document Download start date	23.05.2023 at 10.00 Hrs.
3	Last date for submission of pre bid queries (through email or hard copy)	23.05.2023 at 10.30 Hrs.
4	Date of Pre-bid Meeting	29.05.2023 upto 14.00 Hrs.
5	Bid submission start date	30.05.2023 at 15.00 Hrs
6	Bid submission end date	23.05.2023 from 10.00 Hrs.
7	Technical Bid opening date	07.06.2023 upto 14.00 Hrs.
8	Financial Bid opening date	09.06.2023 upto 14.00 Hrs.
		09.06.2023 upto 14.30 Hrs.

INSTRUCTION TO BIDDERS

1. General guidance for e-Tendering:

Instructions / Guidelines for electronic submission of the tenders online have been annexed for assisting the contractors to participate in e-Tendering.

2. Registration of Contractor:

Empanelled insurer willing to take part in the process of e-Tendering will have to be enrolled & registered with the Government e-Procurement System of West Bengal, through logging onto <http://www.wbtenders.gov.in> (the web portal) and the contractor is to click on the link for e-Tendering site as given on the web portal.

3. Digital Signature certificate (DSC):

Each Insurer is required to obtain a Class-II or Class-III Digital Signature Certificate (DSC) for submission of tenders from the approved service provider of the National Informatics Centre (NIC) on payment of requisite amount. Details are available at the Website stated in Clause 2 above. DSC is given as a USB e-Token.

4. Downloading of Tender documents :

The contractor can search & download N.I.T. & Tender Document(s) electronically from computer once he logs on to the website mentioned in clause 2 using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.

5. Submission of Tenders: insurance

General process of submission: Tenders are to be submitted online to the website stated in Cl. 2 above, in two folders at a time, one in Technical Proposal & the other is Financial Proposal before the prescribed date & time using Digital Signature Certificate (DSC). The documents are to be uploaded in the form of virus scanned copy duly Digitally Signed. The uploaded Documents will get encrypted (transformed into non readable formats).

A. Technical proposal

The Technical proposal is not been applicable.

B. Financial Proposal (in one cover/folder)

It contains Bill of Quantities (BOQ).The rate to be quoted in the BOQ on "Item rate" in the space marked for quoting rate. Quoted rate will be encrypted in the B.O.Q. under Financial Bid. **Normal policy excess and information regarding Re-insurance support are also required to be uploaded in pdf format in addition to BOQ.**

(Patranga Basu)

GM (F&A), Corporate, WBSIEDCL



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Sd/-

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