

OFFICE OF THE EXECUTIVE OFFICER
DIGHA SANKARPUR DEVELOPMENT AUTHORITY
(A Statutory Authority under Government of West Bengal)
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NOTICE INVITING TENDER/NIQ/EOI/RFP NO. : 024/DSDA/ OF 2025 - 2026

Memo No. 5687/DSDA/2025

Dated : 18.10.2025

CORRIGENDUM

1. The agency should not depute any maintenance staff in more than two consecutive shifts. In addition, some period of time like special occasion and natural disaster, extra manpower and labour may be engaged as per direction of the EIC.
2. The Maintenance Personnel, deputed by the agency preferably should be a permanent resident of West Bengal with valid Voter Identity/ Aadhaar Card and should possess valid Workman Permit/ License, as mentioned below, issued by Directorate of Electricity, Govt. of West Bengal.
 - Semi-Skilled Electrician
 - Mandatory Requirement
 - Those workers have minimum i(a) &i(b) license from Directorate of Electricity, Govt. of West Bengal will be treated as only semiskilled labour.
3. The engaged agency should be responsible for overall supervision of maintenance of the whole electrical installations incl. maintenance of the prescribed Log book and look after the attendance of deployed staff.
4. Agency must have to submit mandatorily the list of staff mentioning their Name, contact Mobile No., category along with photo copy Valid Workman Permit, proper identity and address proof etc., in writing to the concerned JE or AE before commencing the work. All the photocopy should be attested and authenticated by the Agency.
5. The agency will have to provide proper uniform for his maintenance staff at his own cost and color the dress will be Blue Shirt (with "DSDA (ELECTRICAL)" logo on shirt pocket), Grey Pant and safe shoe. No staff will be allowed for performing duty without proper uniform.
6. The agency should provide disinfectant/ Hand Sanitizer, Mask, Head Gear, Safety Belt, PPEetc. whatever is require for protection against any type of EPIDEMIC/ ENDEMIC.
7. All LOG BOOK SHOULD BE PROVIDED BY THE AGENCY.
8. Bills should be submitted monthly with the certification of satisfactory performance of the concerned JE / AE. Photocopy of Maintenance Logbook and Attendance Register.

9. The agency shall have to prepare a Duty Roster of the Maintenance Staffs at the beginning of every month, or as directed from time to time. A copy of the said Duty Roster, duly signed by all staffs, should be submitted to the concerned JE.
10. The agency, and all the electricians deputed at worksite must have Mobile Nos. and the same should be intimated to the E.I.C., A.E. & J.E concerned, in writing. The telephone call should be responded without delay.
11. The agency has to provide one smart phone dedicated for maintenance staffs. The cost of the handset and running cost i.e. phone bills have to be borne by the agency. No claim of payment against any telephone bill will be entertained by this department acceptance.
12. The agency should have a close watch on the attendance of the Maintenance Staffs. In case of absence of any Maintenance Staffs, the agency shall have to arrange for suitable alternative within an Hour, failing which, the charges for that day will be deducted from the bill of the agency on pro-rata basis. The Executive Officer-, DSDA reserves the right to terminate the contract in case of absence of maintenance staffs for more than three consecutive days, without showing further reason.
13. The Maintenance Staffs should be polite to all and should be withdrawn for any report or complaint of irregularities against him. However, in normal cases, frequent change of Maintenance Staffs will not be allowed.
14. In case of any Accident and or physical illness of the staffs of the agency, while on duty, no claim will be entertained by this department and all responsibilities thereof should be shouldered by the agency only. Minimum wages as per existing Labor Act should be paid to the Electrician(s) and Helper(s).
15. Minimum wages as per existing Labor Act should be paid incl. PF & ESI to all the maintenance staffs as per current labour rate issued from labour department Gov. of West Bengal.
16. The agency shall have to provide 500V & 1000V Megger, Digital Multimeter (at least 2 nos.), Earth tester and all other requisite tools and tackles sufficient for checking, testing and recording of health of all electrical installation. Other tools & tackles e.g. three sets Box wrange set, double ended spanner set, ring spanner set, different sizes chisels, cable cutter, Crimping Machine, Line Tester, Screw Driver, Pliers, Stripper, Sockets of some common sizes, hammer drill machine, drill machine, concrete drill bit set, MS drill bit set, infrared temperature gun, allen keys, oil can, cutter machine, concrete cutter wheel, MS grinding & cutting wheels, hole saw cutter set, square files, round files, big hacksaw, tubular spanner set, adjustable spanners, torque wrange, hammer etc. should also be available at site, in sufficient quantities at free of cost.
17. Calibration certificate for provided tools should be submitted to the concern JE/ AE (if asked).
18. All the maintenance staff of the contractor should have proper & constant vigilance and check that, there is no sign of heating-up, burning smell, discoloration or sparking at any of BDBs, panel boards, rising main etc. due to overloading or loose termination. Care should be taken to check any highly unbalance in loading at any point.

19. In case of power failure or development of any unfavorable situation the agency will have to communicate with WBSEDCL authority and extend help or cooperation to said authority in restoration of power supply. Meanwhile the agency will have to operate the switching mechanisms of interconnections among available sources at suitable locations to maintain power supplies at important locations by monitoring and/or restricting electrical loads in consultation with the concerned Junior Engineers or Assistant Engineer.
20. Materials required as replacement during maintenance of electrical installations e.g. Lamps, SFUs, Cables etc. will be supplied by the Department for which requisition of Materials, signed by the authorized representative of the agency, should be submitted to the concerned JE (Electrical) well in advance. A separate material stock register should be maintained by the agency where entries related to Issue, Consumption & present stock position of Materials should be made. However auxiliary items like fuse wires, screws, nuts, bolts, washers, insulating tape, Split pins of Ceiling Fans, dusters etc. will have to be supplied by the agency at his/ their own expense.
21. The agency shall have to deposit all dismantled unserviceable materials such as fused lamps, defective condensers, starters, and timers, MCBs etc. to the concerned Section Office or any other locations within worksite premises by the agency by its own laborers / arrangements / tools and tackles. Fresh materials will be issued against respective defective materials. No materials should be taken out of the maintenance site without the permission of the site-in-charge/JE.
22. Any major shut down or fault should be brought to the notice of JE/AE immediately in writing and over telephone for further course of action. The agency will also have to attend emergency calls immediately at the site with staff, tools etc. on demand.
23. The agency will have to attend the break down / fault of any nature involving electrical installations within the scope of contract and restore the same with its own manpower, tools and tackles keeping entries in log books (corrective maintenance) mentioning type of faults, nature of work done, fault clearance time etc.
24. In case of any breakdown caused by cable fault etc., if situation demands the agency will have to restore the power supply temporarily either with the materials available with this department or arranging the same temporarily and safely at his own cost till completion of original restoration work.
25. The agency should be responsible for any damage in the installation due to mishandling or mal-operation by its staff and shall be liable for rectification / replacement, as the case may be, of the damaged installation/equipment within time frame to be fixed by concerned A.E., failing which the said rectification/ replacement of affected equipment/ installation would be executed by external agency and the cost thereof would be recovered from the bill and the accused staff should be replaced immediately.
26. All the log-books should be available and to be produced to the Office of the AE/ JE on demand.

27. The philosophy of "Public Interest would be the MOTTO of this maintenance viewed otherwise.
28. If any kind of incapability & negligence are noticed in observing all the above-said terms & conditions causing inconveniences to public service, is subject to unilateral penalty, be it detected on the spot or thereafter (even after payment). This Department reserves the right to deduct the cost from the bills of the contractor on pro-rate basis as determined by the Engineer-In-Charge for any shortfall in observing above T&C. In that case, the above-said contract may be terminated without issuing any notice and Stringent & punishable action may be taken against the contractor.
29. The contract may be terminated with two months' notice on either side
30. Thumb impression attendance system (Biometric) of every month is first preferable. Otherwise register have to be maintained for same at his own cost.
31. EIC has power to make addition & alteration of terms & condition as per situation or site condition.

Penalties

1. If any damage done by the agency end, due to mishandling/wrong operation / negligence then agency will liable to rectify/ replace the same at their own cost. Otherwise department has the right to deduct the same amount from the bill to restore the same defects.
2. An amount Rs.100/- (minimum) for each person each shift or as per given instruction about penalty amount from EIC will be deducted, if staff dose not wear shoe / dress code.
3. If any fault(s) does not rectify and pending day by day due to negligence of the agency end then department has the right to deduct an amount of Rs.500/- (minimum) each fault each day or as per instruction given about penalty amount from EIC.
4. If any-manpower does not provide by the agency then same manpower charge will be deducted from the bill as per the labour commissioner rate on that day, along with PF & ESI amount for same day.


Executive Officer

Digha Sankarpur Development Authority
& Spl. Officer, U.D.&M.A. Deptt.