

West Bengal State Electricity Distribution Company Limited

(A Government of West Bengal Enterprise)

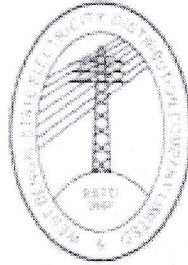
Human Resource Development Department

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CIN: U40109WB2007SGC113473



WBSEDCL

Tender Notice

BID DOCUMENT

For

**Tender for conducting Management Development Training Programmes for
the Employees of WBSEDCL**

**Estimated Cost: Rs 150 Lakhs (Rs. 75 Lakhs per year) Tender Fee: Nil
EMD :- Rs 1,90,000/-**

GM(HRD&TRG/PM), WBSEDCL

NIT No: WBSEDCL/HRDD/E-Tender/ 06

Dated: 16/08/2022

[Signature]
General Manager (HRD & Training)
HRD Department, WBSEDCL

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SECTION: I

INSTRUCTION TO BIDDER (IB)

IB.1.

West Bengal State Electricity Distribution Company Limited referred to as WBSEDCL invites **E-tenders for Contract to impart Training on Management Development Programmes to be imparted at all EETI's & Kalyani Junior Training Centre for the Employees of WBSEDCL** as per detail "Training modules" and other terms and conditions furnished in the different clauses of the bid document.

IB.2. Eligibility Criteria and Technical Criteria:

A. Eligibility Criteria

1. The Bidder must comply with the "Mandatory Condition" as mentioned in **Annexure I**.
2. The Bidder should give a Self Declaration Certificate for acceptance of all terms & conditions of tender documents. A duly completed certificate to this effect is to be submitted as per **Annexure II**.
3. The bidder shall have experience in **imparting Training in any Government or Private Organisation on different Training Modules as per the Scope of Work (Section-II)** at least during the last three years at regular basis, say 15-20 days in a month.
4. The Annual Turnover should be at least **Rs. 5 crores during last previous three financial years (2018-2019 to 2020-21)**. Copies of duly signed balance sheet / profit & loss accounts along with supporting document are to be submitted as per the **Annexure-III**.
5. This invitation is open to all reputed Management Institutions /Universities /Deemed Universities which are recognized by AICTE preferably/UGC or a Ltd / Pvt Ltd Company/engaged in imparting Training to the Corporates / Govt CPSU/SPSU or internationally reputed Pvt organizations having wide experience in Training & Development **However Trustees /Partnership Firms/Consortium/Franchise or Training Partner are not allowed to bid.**
6. The bidders should be neither blacklisted, banned, debarred from participation in any Govt. organization across India in last three years nor any criminal case registered/pending against the firm or its Director/Faculty Member etc. anywhere in India. A duly completed certificate to this effect is to be submitted as per **Annexure IV**.
7. The bidders should have successfully executed such HR & Finance related Training Orders in at least one organization preferably in the Power Sector/ CPSU/SPSU during last three years. The Institution should attach list of Orders/ certificate of satisfactory completion of Training /credentials where the work had been executed in the last 3 years is required. The Training Experience and its working credentials should be executed in favour of the bidder, experience certificate provided by the bidder where the work has been outsourced on behalf of the bidder to any third party will not be considered. The details of the same along with supporting document are to be submitted as per **Annexure V**.
8. Intending Bidders desirous of participating in the tender are to log on to the website **<http://wbtenders.gov.in>**. The tender can be searched by typing **wbosedcl** in the search box of the website.
9. Bidders willing to take part in the process of **e-tendering** are required to obtain **Digital Signature Certificate (DSC)** in the name of person who will sign the tender, from any authorized Certifying Authority (CA) under CCA, Govt of India (viz. nCode Solution, Safescrypt, e-Mudhra). DSC is given as a USB eToken. After obtaining the Class 2 or Class 3 Digital Signature Certificate (DSC) from the approved Certifying Authority they are required to register the fact of possessing the Digital Signature Certificates through the registration system available in the website.
10. Intending bidders are to download the tender documents from the website stated above, directly with the help of the **e-Token** provided. *This is the only mode of collection of tender documents. Details of submission procedure are given in "Instructions to Bidders".*



B. Technical Criteria (Coverage)

Bidders should cover all the Training modules / topics for Training as mentioned under Scope of Work 'Section-II' and must have following pre-qualification criteria:

PRE-QUALIFICATION CRITERIA FOR BIDDER: Bidders must possess the following pre-qualification criteria and upload the documentary evidence in support of the same in Techno commercial folder.

Pre-Qualification criteria	Documents required (Self Attested)
1. The bidder must have Experienced Faculty / Instructors / Trainers for imparting the Training Programmes. (Temporary hired faculty or Instructors/ Trainers would not be acceptable)	1. Copies of experience and performance certificates must be enclosed in the letterhead of the HOD of the bidders or by any Superior authority with official seal and signature. 2. Copies of all proofs of training imparted by the bidders for the academic sessions may be submitted stating the subjects of specialization, if any.
2.All the faculties must be a recognized Master's Degree/Post Graduate Diploma holder i.e. (MBA(HR/Finance/SupplyChain Management/CA/Cost Accountancy /Ph.D in Humanities/Finance area, from a AICTE/UGC approved Institute /University /Deemed University/Open University /IGNOU etc .	
3.The faculty (s) should have experience of imparting Training i.r.o the modules/Sub Modules/Topics as mentioned in the "Scope of work"	
4.Approach and Methodology to perform the work in this assignment. a. Understanding of the scope of the Training Initiative b. Training Content Development Methodology c. Methods to ensure learning objectives required d. Study material that will be given to the participants	



IB.3. Responsibility of Bidders:

1. It shall be the sole responsibility of Bidders to determine and to satisfy themselves by such means as they consider necessary or desirable for all matters pertaining to this contract including, in particular, all factors that may affect the cost, duration and execution of the Training.
2. It must be understood and agreed that such factors have properly been investigated and considered while submitting the bid. Any claim, whatsoever, including those for financial adjustments to the contract, once awarded under these documents will not be entertained by WBSEDCL. Neither any change in time schedule of the contract nor any financial adjustments, arising thereof, shall be permitted by WBSEDCL, which are based on the lack of such clear information of its effect.
3. WBSEDCL will not assume any responsibility regarding information gathered, interpretations or conclusions made by the bidder or regarding information, interpretation or deductions the bidder may derive from the data furnished by WBSEDCL. Verbal agreement or conversation with any officer, employee of WBSEDCL either before or after the execution of the contracts, shall not affect or modify any of the terms or obligations contained in the contract.
4. The bid shall include all the information as per bid document. The bidder is expected to examine carefully all instruction, conditions, forms, schedules, terms, Annexure, specifications etc. in the bidding documents. Failure to comply with the requirement of bid submission will be at the bidders own risk. Bids, which are determined to be not substantially responsive to the requirements of the bidding documents, will be rejected.
5. The bidder shall bear all the costs associated with the preparation and submission of bid and WBSEDCL in no case shall be responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.
6. No sub let / outsourcing / consortium shall be entertained..
7. In order to avoid any problem arising out of network error or server error, bidders are advised to submit the bid, well in advance of the last date and time of submission of the bid.
8. Any suppression of the fact if detected during the processing of bid documents that bid document shall be summarily rejected at that stage without citing any reason
9. No communication or intimation in connection with the bid or the bidders in regard to deficiencies shall be made.

IB.4. Formation of cartel & penal Measures:

Any evidence of unfair trade practices, including overcharging, price fixing, cartelization etc. as defined in various statutes will automatically disqualify the parties. Repeated occurrence of such evidence of above, tenderers may also be viewed seriously by the WBSEDCL authority and penal measures as deemed fit would be imposed on such tenderers that includes Blacklisting.

IB.5. Key Dates:

Schedule of Dates for Tendering:

Sl. No.	Activity	Date & Time
1.	Publishing Date	24.08.2022 at 11.00 Hrs
2.	Document Download start date	24.08.2022 at 11.00 Hrs
3.	Date of Pre-bid Discussion	30.08.2022 from 11.00 Hrs
4.	Bid submission start date	02.09.2022 at 12.00 Hrs
5.	Bid submission end date	14.09.2022 at 12.00 Hrs
6.	Last date of physical submission of Tender Fee and EMD	15.09.2022 at 14.00 Hrs
7.	Technical Bid opening date	16.09.2022 at 13.00 Hrs
8.	Financial Bid opening date	The date and time will be intimated after Proof of concept



IB.6.

If any 'Strike' or 'Holiday', falls on any of the scheduled date, then the next working day (between mentioned working hours) shall be considered and subsequently all the dates in order to be rescheduled at the later dates and will be informed in website of WBSEDCL.

IB.7. Pre Bid Discussion:

1. Pre bid discussion will be held in presence of authorized officer of HRD & TRG. Dept. at the HRD Training Room, 5th Floor, D- Block, Vidyut Bhavan as per schedule indicated in "**Key Dates Clause**" above to clarify the queries, if any, from the vendors in respect of tender. Vendors may participate (maximum two persons) in the said meeting for any such clarification.
2. Non-attendance at the pre bid discussion may or may not be a cause for disqualification of the bidders (Considering the bidders future reaction about the job and its related matter).

IB.8. Clarification of Bidding Documents:

If there be any discrepancy or obscurity in the meaning of any clause of the bid document, such queries must be sent through email at our email id hrdd.wbsedcl@gmail.com at least three days(03) prior to the date of Pre-bid discussion. Such query received from bidders prior to pre bid discussion shall only be discussed in the pre bid discussion. No other query except to the ones through will be clarified during pre-bid discussion. If any changes are decided in pre-bid meeting the same will be uploaded in the website <http://wbtenders.gov.in> and no other communication shall be entertained afterwards on the issues discussed in the pre bid meeting. The clarification given in pre-bid discussion shall be final and binding on the bidder.

IB.9. Amendment / Addendum of Bidding Documents:

At any time, prior to the deadline of submission of Bid, WBSEDCL may, for any reason, modify the Bidding Documents by issuing Addenda / Amendments and the same will be uploaded in the website (<http://wbtenders.gov.in>) only in due time. WBSEDCL shall not have any obligation to inform the vendor through any other mode of communication.

IB.10. Language of the Bid:

The bid so prepared by the bidder and all other correspondences and documents relating to the bid, exchanged by the bidder and WBSEDCL, shall be written in English Language only.

IB.11. Period of validity of Bid:

The bid shall remain valid for acceptance up to 90 (ninety) days from the date of opening of tender. WBSEDCL may request to extend Validity of the bid beyond 90 (ninety days), if required so, without any change in offer. A Bid valid for a shorter period shall be rejected, being non responsive.

IB.12. Tender Fee : Free of Cost

IB.13. A. Earnest money Deposit [Bid Guarantee (Bid Security)]:

1. a) All bids must be accompanied with a refundable earnest money, as "Bid Guarantee". The bid shall be considered non responsive if the earnest money payment (online/BG) document i.e. duly filled **Annexure VI is not submitted/uploaded along with the bid.**
b) **No exemption of EMD is allowed in WBSEDCL irrespective of type of vendor.**
2. **EMD of Rs. 1.90 Lakh (Rupees One Lakh Ninety Thousand Only) is to be paid online as mentioned below .**
3. **The Bid Guarantee of the unsuccessful Bidder/ Bidder, will be returned online as mentioned below. No interest shall be payable by WBSEDCL on the above Bid Guarantee.**



4. The Bid Guarantee (EMD) shall be forfeited for any of the following reasons:

- If during the period of bid validity, the bidder withdraws or modifies the bid in part or as a whole.
- If the bidder withdraws from the Offer after submission of the tender.
- If any cartel is formed by the tenderer in their quotation.
- If any conflict of interest (as mentioned in Clause IB.30) is observed among the Bidder during Technical evaluation.

B. Earnest Money Deposit (EMD) - Payment mode :

The amount of Earnest Money Deposit (EMD) shall be deposited **through Online or Uploading Bank Gurantee (scan copy)** of any Indian schedule Bank in favour of WBSEDCL as prescribed in the NIT.

The bidder shall select the tender to bid and initiate payment of EMD.

(i) Following payment options are available for paying EMD amount through Online mode:

- a. Net-banking through Payment Gateway.
- b. RTGS/NEFT Payment: On selection of RTGS/ NEFT as the payment mode, the e-Procurement portal will show a pre-filled challan having the details to process RTGS/NEFT transaction. The bidder will print the challan and use the prefilled information to make RTGS/NEFT payment using his bank account. Once the payment is made, the bidder will come back to the e-procurement portal to continue the bidding process after expiry of a reasonable time to enable the RTGS/NEFT process to be completed.

(ii) Submission/deposition of EMD in form of Bank Guarantee (BG):

EMD may be deposited in form of **Bank Guarantee (BG)** as per format (**Annexure - VIII**) issued by any branch of any scheduled bank in India in favour of West Bengal State Electricity Distribution Company Limited, payable at Kolkata scan copy of which is to be uploaded in the NIC portal . **Validity of the Bank Guarantee must be at least 180 days.**

(iii) General Instructions for Online Payment of EMD:

- The bidder will have to mandatorily pay through Net-banking facility once Net banking mode is opted for payment.
- Status of NEFT/RTGS payment through Challan for a bid may take time for bank settlement which is updated in 24 Hrs. (approx.). As such Bidder opting to pay through NEFT/RTGS mode shall make payment well before 24 Hrs. to avoid any complicity.
- In case actual EMD amount as per NIT is more than the one shown in E-tender Portal, Bidder will have to opt for NEFT/RTGS mode (challan mode). In that case the total actual EMD amount is to be paid only through NEFT/RTGS mode (challan mode).
- The bank account used for payment of EMD by the Bidder shall be maintained operative until the completion of tendering process. All refunds will be made mandatorily to the Bank A/c from which the payment of EMD has been initiated.

(iv) Instructions for online uploading of scan copy of BG of EMD:

For submission /deposition of EMD in the form of BG , Bidder will have to OPT for "EMD EXEMPTION" in E-Tender Portal and upload scanned copy of BG in EMD exemption Document Upload section.

Original BG shall have to be submitted at office of GM(HRD&TRG/PM), HRDD, Vidyut Bhavan, 5th Floor(D-Block), Salt Lake, Kolkata -700091 within the stipulated date and time as mentioned in the NIT.



C. Refund/ Settlement of EMD Amount:

- For unsuccessful Bidder or in case of cancellation of tender EMD amount submitted against the tender shall be refunded automatically, through an automated process, by NIC portal on receipt of updated status of any bid. **In case of EMD submitted in the form of BG, the original BG shall be collected from HRDD, Vidyut Bhavan on submission of application along with authorization letter.**
- For successful bid(s), EMD will be refunded from WBSEDCL authority after completion of tendering process and following due procedures.
- The bank account used for payment of EMD by the Bidder shall be maintained operative until the completion of tendering process. All refunds will be made mandatorily to the Bank A/c from which the payment of EMD has been initiated.
- For any queries related to payments and refunds, Bidder will have to communicate with ICICI Customer Support, viz. 33-40267512/ I3 since payment gateway facility used by E-tender portal is maintained by ICICI.
- **Successful bidder(s) shall have to mandatorily create vendor id through WBSEDCL Web Portal Vendor Corner if not created earlier. b) To be submitted in "NIT" folder.**
- **Successful bidder (L1) shall have to mandatorily create vendor id through WBSEDCL Web Portal Vendor Corner if not created earlier with Active GSTIN Registration number.**

IB.14. General Guidance for e-Tendering:

Instructions/Guidelines for electronic submission of the tenders have been mentioned below for assisting the bidders to participate in e-Tendering.

1. Registration of Bidders : Any bidder willing to take part in the process of e-Tendering will have to be enrolled & registered with the e-Procurement system, through logging on to <https://wbttenders.gov.in>.
2. Digital Signature certificate (DSC): Each bidder is required to obtain a class-II or Class-III Digital Signature Certificate (DSC) for submission of tenders.
3. The bidder can search and download NIT & Tender Documents electronically from the <https://wbttenders.gov.in> website using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.

IB.15. Signing of Bids:

1. The bid shall be downloaded from the website www.wbttenders.gov.in and shall be signed by a person / persons duly authorized by the bidder.
2. To be qualified for evaluation and finalization of contract, Bidder/ Bidders shall submit a written power of attorney, authorizing the signatory of the Bid to act on behalf of the Bidder in the form and manner which is acceptable by WBSEDCL.
3. All the pages of the bid and where, entries/ amendments have been made, shall be signed by the person/persons signing the bid.
4. The complete bid shall be without alterations, interlineations or erasers, except those to accord with instructions issued by WBSEDCL or as necessary to correct errors made by the bidders, in which case such corrections shall be initiated by the person/persons signing the bid. Bids not duly stamped and signed shall be treated as cancelled.

IB.16. Online Submission of Bid:

Bids shall be submitted as under:

16.1 Tenders are to be submitted online through the website (www.wbttenders.gov.in). All the documents uploaded by the Tender Inviting Authority form an integral part of the contract. Tenderers are required to upload all the tender documents along with the other documents, as asked for, in the tender, through the above website within the stipulated date and time as given in the Tender. **Tenders are to be submitted in two folders - one is Technical (Techno-commercial) proposal and the other is Financial Proposal (BoQ).** The tenderer shall carefully go



through the documents and prepare the required documents and upload the scanned documents in Portable Document Format (PDF) to the portal in the designated locations of **Techno-commercial Bid**.

The bidder needs to download the Forms / Annexure / BOQ, fill up the particulars in the designated Cell and upload the same in the designated **Techno-Commercial folder and Financial folder**.

The documents uploaded shall be virus scanned and digitally signed using the Digital Signature Certificate (DSC). Tenderers should take note of all the addendum/corrigendum related to the tender and upload the latest documents as part of the tender.

Original copies of the uploaded documents may be submitted for physical verification if required by the Tender Inviting Authority at the time of technical evaluation.

2. Documents Constituting the Bid to be submitted (uploaded):

a) **Techno-commercial folder (Cover)** : The file should be saved in a PDF version and should comprise of the following items:

- i. **"NIT"**: NIT to be downloaded and Scanned PDF copy to be submitted (uploaded) by the bidder.
- ii. **"EMD"**:
 - Scanned copy of document (**duly filled Annexure VI**) in support of payment of EMD in favour of WEST BENGAL STATE ELECTRICITY DISTRIBUTION COMPANY LIMITED .
- iii. **"Mandatory Condition"**: Duly Completed Scanned PDF copy of Annexure-I.
- iv. **"Annexure"**: Duly Completed Scanned PDF copy of Annexure-II, Annexure-III, Annexure-IV, Annexure-V, along with supporting documents.
- v. The Bidder shall submit/upload attested copies of valid **PAN, Valid GST Registration certificate (Vendors having blocked GST Registration are strictly disqualified from participation in the Tender), photocopies of the Returns of Income taxes/Statutory Returns except GST during the last three financial year with the Bid is to be submitted . Valid & active GST is required to be mandatory for bill/invoicing.**
- vi. **Vendors have to furnish mandatorily last 2(two)years GST return in addition to Valid GST Registration Certificate**
- vii. **"Certificate / Credentials"**:
 - Scanned PDF copy of Credentials/Experience certificates in support of Faculty/Trainers/Instructors as mentioned in the Pre-Qualification Criteria and Annexure I & V by the Bidder.
 - Scanned PDF copy of orders/ Experience certificates issued by Govt. Organisation/Private Company issued in favour of the Organization or in favour of any Faculty or Team involved in demonstration/instructing/assisting in any Training activities. The Training Experience and its working credentials should be executed in favour of the bidder , experience certificate provided by the bidder where the work has been outsourced on behalf of the bidder to any third party will not be considered
 - Scanned and certified PDF copies of the CVs with credential/achievement/accreditation if any in regard to faculties/Trainers/Team who would be entrusted by the bidder for all the modules of above Training.
 - Scanned PDF copy of **relevant documents supporting the existence of an office in West Bengal preferably at Kolkata**
 - **Faculties or Trainers/Instructors may be common for the participating Bidder but those Faculties or Trainers/Instructors can not take part in this bid individually/jointly which may attract CONFLICT OF INTEREST as stated in clause IB.29 and such Bidder (Both) will be disqualified and EMD shall be forfeited as mentioned in that clause IB.29.**

Vii. Technical Coverage:-Scanned PDF copy of **declaration of the bidder** that they have capacity and credential to Train all the modules (as mentioned under Section -II) Scope of Work of above Training and accordingly **rate** offered as per **Annexure VIII & IX**.

b) **Financial Folder (Cover)** :

- i) **"BoQ"**: Financial Bid in PDF version filled with all relevant information. Financial Bid i.e. BoQ given with Tender to be uploaded after filling all relevant information. **The priced BoQ should be uploaded strictly as per the format**



available with the tender as per **Annexure IX** failing which the Offer is liable for rejection (renaming or changing format of BoQ sheet (file) will not be accepted by the system).

Vendors should quote rates in BoQ only, offers indicating rates anywhere else shall be liable for rejection.

c) Other Important Documents (OIDs):

- i) Duly Completed Scanned **PDF** of PAN Card.
- ii) Duly Completed Scanned **PDF** of Valid & Active GSTIN Registration Certificate.
- iii) **Vendors have to furnish last 2(two)years GST Return.**
- iv) Duly Completed Scanned **PDF** of Bidder Address Details.
- v) Duly Completed Scanned **PDF** of Professional Tax.
- vi) Scanned **PDF** copy of Certificate of Incorporation as company under Companies Act or a registered partnership deed or trade License as the case may be.
- vii) Scanned **PDF** Copies of duly signed Balance Sheet / Trading Account / Profit & Loss Accounts along with supporting document & a duly completed certificate.
- viii) Scanned **PDF** Copies of Income Tax Return acknowledgement of last three years.

IB.17. Self Declaration : As mentioned in Annexure- II,VIII & X.

IB.18. Conditional and incomplete tenders are liable to summary rejection.

IB.19. No price preference will be allowed to any tenderer based on the size of the industry or its geographic location. Co-operative Society will not be considered with separate status.

B.20. Late Submission of Bid:

Bidder shall take all possible measures to submit the bid within the schedule date & time at specified location prescribed elsewhere in the bidding document. Late submission of bid for whatever reason shall not be accepted.

IB.21. Opening and evaluation of tender:

1. Opening of Technical Proposal (Techno – Commercial Bids):

- Technical proposals will be opened by the Tender Inviting Authority or his authorized representative **electronically** from the website stated above, using their Digital Signature Certificate.
- Technical proposals for those tenderers whose original copies of BG towards EMD have been received will only be opened. Proposals corresponding to which original copy of BG towards EMD has not been received, will not be opened and will stand rejected. **This is not applicable for Online submission / deposit of EMD.**
- All bids found to be responsive as regards Clause IB.16.2 will be examined. Bids which do not satisfy the "Clause IB.16.2 will not be considered for technical evaluation.
- The bidder shall not take any commercial deviation from the stipulation of Bid document. If the bidder takes any commercial deviation, his Bid may be liable for rejection.
- Techno-commercial deviations will not be considered in any circumstances. Negative deviations will not be accepted in any circumstances and shall be considered as non-responsive and shall be liable for rejection.
- **Any suppression of facts detected at any stage of bidding process shall be liable for disqualifications of the bidder and accordingly their bid shall be under subject of cancellation.**
- The summary list of Bidder, whose bids will be found techno- commercially eligible, will be uploaded in the web portals. Date of opening of financial bid will be intimated to the techno-commercially qualified tenderers.

2. Opening of Financial Proposal (Price Bids) :

- Financial proposals submitted by the tenderers in the prescribed format (**ANNEXURE-IX**) and declared techno-commercially eligible, will be opened **electronically** by the Tender Inviting Authority from the web portal stated above on the prescribed date.
- No deviation in any form in the price-bid sheet is acceptable.
- The encrypted copies will be decrypted and evaluated online.
- After opening of the financial proposal the preliminary summary result containing inter-alia, name of Bidder and the rates quoted by them will be uploaded.
- **The Tender Accepting Authority may ask any of the tenderers to submit analysis to justify the rate quoted by that tenderer including its break up of cost as quoted.**
- For any discrepancy in the amount of figures and words, the quoted amount in figure will prevail.

3. Evaluation and Comparison of Bids (Price bids):



On examination of documents submitted under different covers WBSEDCL will evaluate and compare the bids determined to be substantially responsive at each step.

4. Any variation, up or down, in taxes & duties or any new levy introduced subsequent to bid opening will not be considered for comparison of bids.
5. **The Financial Bid found techno commercially suitable with the lowest price will be the highest evaluated bid.**

WBSEDCL shall however consider placement of contract on the qualified Bidder, whose offer is found to be most suitable in all respect that includes Price, Faculty/Trainer/Instructor Pool and experience/performance certificate/any proof of conducting training apart from their previous performances.

IB.22.a. Time Schedule:

The basic consideration and the essence of the Contract shall be strict adherence to the time schedule as it will be specified in the contract to be issued from WBSEDCL.

IB.22.b Validity of Contract:

The contract will be made initially for a **period of two year** which may be extended for further two years as per requirements of the Company and on the basis of satisfactory performance. However company will have the right to terminate the contract at any time if the performance is not satisfactory.

IB.22.c Batch Size: The batch size would be 10-15 heads only. (However, in exigencies the no. of participants may be relaxed)

IB.23. Price:

1. Price offer shall be submitted in the prescribed format only.
2. No deviation in any form in the Price Bid Sheet is acceptable subsequently the entire Tender process of the Vendor shall be cancelled.

IB.24. Taxes, Duties and other levies:

Only GST as applicable shall be paid extra.

IB.25. Statutory Obligations:

All statutory obligations as per law of the land are to be complied.

IB.26. Issue of Order:

The order will be issued after completion of the procedure of E- Tender

IB.27. Acceptance of Order:

The successful bidder shall submit written unconditional acceptance of the Order within 7 (Seven) days from date of issuance of the same.

IB.28. Right to reject Bids :

WBSEDCL reserves the right to accept or reject any bid and to annul the bidding process and reject all bids at any time prior to award of the Order, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders the reason for WBSEDCL's action.

IB.29. Conflict of Interest:

The Bidder shall not have a Conflict of Interest that may affect the Tendering Process. Any Bidder found to have a Conflict of Interest as per the following reasons, shall be disqualified. In the event of disqualification, the Bid Security of the bidder shall be forfeited for the time, cost & effort of the Authority including consideration of such Bidder's Proposal, without prejudice to any other right or remedy that may be available to the Authority hereunder or otherwise. Any bidder found to have a conflict of interest if his near relative is posted as an employee/ officer in any capacity in



WBSEDCL, who is associated with the Tender inviting Authority or vice versa. Syndicate in any form if detected in future will be for cancellation and subsequent forfeiture of Bid Security. Any bidder found to have a conflict of interest if any employee of the bidding firm/company has or develops a financial or other interest with any employee / officer of WBSEDCL associated with the Tender inviting Authority during the execution of the Contract or vice versa.

Any bidder has a relationship with another bidder/bidders directly or through common third parties that puts them in a position to have access to each other's information about or to influence the tendering processes of either or each of the other bidder.

IB.30. Settlement of Disputes:

In case of any dispute arising out the contract, the same should be settled through meeting between the WBSEDCL and the contracting agency at the appropriate level. The necessary judicial affairs and/or Court Case shall be exclusively within the jurisdiction of High Court at Kolkata only.

IB.31. Communication:

The successful vendor, for communicating with WBSEDCL, for this job may use the following modes.

E mail- hrdd.wbsedcl@gmail.com

Telephone – (033) 23197 512 , 23197 519.

IB.32. Representative of Vendor:

1. The successful vendor is required to nominate one officer exclusively for this project/program from commencement to completion as a Nodal Officer to be stationed at West Bengal preferably Kolkata , with whom WBSEDCL will contact on all matters related to this order.
2. The vendor has to specifically furnish to WBSEDCL, the name, designation, Telephone no. including mobile no., email address of such person.



SECTION-II **SCOPE OF WORK**

- ❖ **Venue of the Training:** All Electricity Employees Training Institutes(EETI) /Kalyani Junior Training Centre
- ❖ **Located :-** Training Institutes located at 1. Kolkata 2. Malda 3. Siliguri 4 .Coochbehar 5. Kharagpur 6. Behrampore 7. Tribeni 8. Kalyani 9.Burdwan
- ❖ **Batch of the Training:** 10 – 15 Heads

Employees of WBSEDCL		Offer of Duration & Rate
Sl. No.	Management Development Training Topics /Module	
1	Leadership and Decision Making	Offer from the intended Agencies will be accepted for 01 day per participant Basis with their Training topics & Modules apart from mentioning the probable Faculty Members CV for the verification of WBSEDCL.
2	Corporate Ethics and Values and Managing Stress	
3	Contract Labour Management and its relevance in Power Discom	
4	Finance for Non Finance	
5	Communication & Soft Skill	
6	General awareness of the relevant Acts and its essentials of Legal function and Compliance in Power Sector/ Discom. i. The Electricity Act 2003 ii. The Employees Provident Fund & misc. Provisions Act 1952 iii. The Employees compensation Act 1923 iv. The Factories Act 1948 v. The Minimum wages Act 1948 vi. The Employees State Insurance Act 1948 vii. The Right to information Act 2005 viii. Payment of Bonus Act 1965 ix. Contract Labour Act 1971 x. Consumer Protection Act 1986	
7	Competency based Management and its application.	
8	Team Building and Team Work.	
9	Customer satisfaction & Grievance handling.	
10	Evaluating self performance for achieving Organizational goal.	
11	Material Management, Purchase Policy & Procedure, Tendering Procedure guidelines as per CVC guideline, E-Procurement of Govt. Dept.	
12	Finance Management relating to Distribution Discom. Process of Accounts, Cash management and Store Accounting.	
13	GST (Goods & Service Tax).	
14	Risk Management in Power Sector- Relating to activities of HR, Finance & Technical. Strategic Risk –Operational Risk – Financial Risk and Identification of Risk, Control and Review of risk.	
15	Disciplinary guidelines & application of Principal of Natural Justice.	
16	Project & Contract Management.	

- Agencies should have experienced faculty with preferable work experience of 5years & should submit modules as per our Scope of Work to conduct Training at EETIs (Training Centres under WBSEDCL located at Kolkata, Malda, Siliguri, Coochbehar, Kharagpur, Behrampore, Tribeni, Kalyani, Burdwan). If required proposed Faculties will be asked to conduct dummy classes at HRDD HQ to verify their method and standard of Training.
- Mode of Delivery: Lectures/Audio/ Video presentation/Group Discussion/Role Play, Game, Question Answer Session.
- Participants should be provided with a course material.



SECTION: III

GENERAL CONDITIONS OF CONTRACT (GCC)

GCC.1. General Terms:

- (i) **Infrastructure—Classroom , PC and all sorts of Training aids required for Training must be specified by vendor.**
- (ii) All trainees shall be provided with printed training materials and along with soft copy. The training shall be on theoretical aspects with emphasis on case studies.
- (iii) Faculties with multilingual abilities shall be preferred (say proficiency in English/Bengali/Hindi/Nepali will be preferred)
- (iv) Each and every trainer shall have the training experience on different training modules as specified in the Scope of Work (Section II) **for at least five years.**
- (v) Training shall be imparted by the bidders normally from 10 AM to 5.30 PM **in WBSEDCL's working days (excluding Saturday & Sunday) with reasonable break for lunch.**
- (vi) WBSEDCL shall not accept **online mode** of training excepting in case of reference study/case study etc. However under severity of pandemic conditions if ensued, online mode of training will be preferred mode to be considered as and when directed .
- (vii) One course Coordinator shall be there from the end of vendor and one **Nodal officer** from WBSEDCL.
- (viii) The bidder has to furnish all the information as required regarding their offer.
- (ix) Quotation from any sub-vendor will not be entertained.
- (x) Any form of consortium will not be allowed.
- (xi) The bidder shall satisfy WBSEDCL with his ability to complete the works positively within the stipulated time.
- (xii) All correspondence, documents and Bid, exchanged between the Bidder and WBSEDCL shall be written in English language. Failure to comply with this request may disqualify a bidder.
- (xiii) The Company reserves the right, to reject any or all the tenders, at its discretion, without assigning any reason whatsoever.
- (xiv) The Training programme shall have to be conducted at Electricity Employees Training Institutes situated at EETI- New Town, Burdwan, Tribeni, Berhampore, Kharagpur, Coochbehar, Siliguri ,Malda, Kalyani Junior Training Centre under HRD Department, WBSEDCL.
- (xv) Course module may be redesigned under mutual agreement time to time based on the needs of the company without affecting the cost part.
- (xvi) Design of the Training certificate will be made by WBSEDCL with the logo of WBSEDCL & successful bidder and to be signed by both the parties.
- (xvii) **Certificate to be printed & provided by the successful bidder after obtaining WBSEDCL's approval on the design.**
- (xviii) Required Stationary Kits (writing pad, pen, plastic folder) will be provided by WBSEDCL.

GCC.2.

Financial Evaluation: (a) Training charge **per candidate per day** as per Annexure-IX (BoQ) considering a batch of 10-15 participants to cover all the modules as mentioned in Scope of Work (Section-II) may be quoted which would include the (i) Faculty/Trainer fees/charges,(both theoretical and practical) (ii) Travelling Expenses, Purchase of Printing materials, Providing Training materials and any other apparatus/accessories as required for the Training ,(iii)other incidental charges(if any) . Applicable Taxes like GST must be shown in the quotation clearly (Accommodation in EETI Hostel/Guest House (normally available *), Vehicle (normally available*) from EETI/Guest House to Training place and back , Food (Break Fast/ Lunch /Tea & Snacks thrice daily /Dinner) will be arranged and paid by WBSEDCL for participants & Faculty/Trainer) for Training programme in WBSEDCL campuses/Guest house only.

*** In case of non-availability of accommodation and Vehicle (under exceptional situation) , Vendor has to arrange the same by themselves with their own cost including food etc during their stay at such arrangement. However, WBSEDCL will not reimburse such expenditure at any point of time.**

(b) Validity: Rates quoted by the Bidders shall remain firm and valid during the contract period or till complete execution of the contract .



GCC.3 . Cancellation/Termination of Contract/Penalty:

WBSEDCL shall have the right to repudiate the contract if the work is not completed within schedule completion time as per "Time Schedule" and "Completion Time" Clause. The following causes may also led to cancellation of Order.

1. Non acceptance of Contract/ Order as per "Acceptance" clause.
2. If failed to implement the project.
3. Unsatisfactory performance of Faculty/Trainer/Vendor *on the basis of feedback evaluation reports from the Principal/Course coordinator of WBSEDCL.*
4. In each above cases 15 days termination notice shall be issued prior to termination of Contract and WBSEDCL shall have the right to impose **penalty. Maximum penalty shall be limited to the deduction of the whole course fee of the said programme only for which the performance is unsatisfactory** from the pending bill(s) which may be lying with WBSEDCL.
5. **Any suppression of facts detected at any stage during the contract period shall be termination of the contract.**

GCC.4. Arbitration & Legal Jurisdiction:

1. During execution of this contract, if any dispute arises thereby, shall be settled amicably between WBSEDCL and the contract awarding vendor to the extent possible.
2. All disputes or differences in respect of which the decision if any has not become final shall be settled by arbitration in accordance with the provisions of the Arbitration and Conciliation Act – 1996 or any statutory modification thereof. The venue of Arbitration shall be Kolkata only.
3. The necessary legal matters and / or court case shall be exclusively within the jurisdiction of Calcutta High Court only.

GCC.5. Risk Purchase / Performance:

Adherence to time schedules mentioned in the foregoing clauses shall be deemed as the essence of contract and if the vendor fail to perform within the periods prescribed for such work in the rate contract order, WBSEDCL shall be entitled to execute the job through the best and nearest substitute available elsewhere on the account and at the risk of the contracting agency or to cancel the contract and the contracting agency shall be liable to compensate for any loss or damage which WBSEDCL may sustain by reason of such failure on the part of the Contracting Agency.

GCC.6. Liquidated Damage:

The timely completion of entire project is the basic consideration and essence of the contract and WBSEDCL reserves the right to repudiate the contract if the successful bidder fails to complete the work within stipulated period for completion. However, the ordering authority may at his discretion waive this condition with imposition of liquidated damage indicated herein below:

1. In case of delay in starting the work, Company reserves the right of imposing penalty @ 0.5 % per week on the overall value subject to maximum 10 % of the total estimated cost of contract.
2. Liquidated Damage, if applicable during contract period, will be recovered from any outstanding bills / Security Deposit lying with WBSEDCL.

GCC.7. Termination for Insolvency

The buyer may at any time terminate the Contract by giving a written notice to the awarding firm, without compensation to the firm, if the firm becomes bankrupt or otherwise insolvent as declared by the competent Court, provided that such termination will not prejudice or affect any right of action or remedy, which has accrued or will accrue thereafter to the department.

GCC.8. Force Majeure:

Should any force majeure circumstances arise, each of the contracting parties can be excused for the non-fulfillment or for the delayed fulfillment of any of its contractual obligations, if the affected party within 15 days of its occurrence informs in a written form the other party. Force Majeure shall mean fire, flood, natural disaster, Lock down due to pandemic situations or other acts such as war, turmoil, sabotage, explosions, epidemics, quarantine restriction, strikes, and lockouts i.e. beyond the control of either party.



GCC.9. Submission of bills for payment :

1. Terms of Payment: No advance payment will be made against the Contract Order in any circumstances.
2. The bills (GST Invoice) in triplicate is to be submitted after successful completion of Training of each batch on the basis of execution order to be issued from HRDD (as per requirement) to the Controlling Officer as mentioned in **GCC.11** with **relevant papers & documents** (successful completion certificate from Nodal Officer of respective site in charge , Feedback from of all participants etc). as would be mentioned in the Contract order for payment. **No advance payment for the assigned Training will be made.** TDS is applicable as per norms. Bank Mandate along with one cancelled cheque for payment through NEFT/RTGS should be submitted along with the first Bill.

GCC.10. Price:

1. Incomplete or partial quotation will not be accepted and shall be liable to be rejected.
2. Price should be quoted in the Price Bid Sheet (**BoQ**) as per format. No deviation in any form in the Price Bid Sheet(s) is acceptable. **The quoted price shall remain firm throughout the period of the contract.**

GCC.11. WBSEDCL Personnel for Liaison:

1. **Controlling Officer:** GM(HRD&TRG/PM)
2. **Nodal Officer:** Officers from the respective site/Training Institutes should be treated as site in charge She /He would issue the successful completion certificate for the entire scope of work under the LoA.
3. **Course Co-ordinator :** AGM (HR&A)/ HRDD / Manager(HR&A) HRDD
4. **Paying Authority:** Asstt. Manager (F&A) & DDO/HRDD.



Annexure - I

Mandatory Conditions:

Sl. No.	Requisite Credentials	Supporting Documents to be submitted	Submitted (Yes / No)
1.	Self Declaration Certificate for acceptance of all terms & conditions of tender documents.	A duly completed certificate as per Annexure II	
2.	The bidder must be a reputed Management Institutions /Universities /Deemed Universities and recognized by the AICTE (preferably)/UGC or a Ltd/Pvt Ltd Company/engaged in imparting Training to the Corporates eg Govt CPSU/SPSU or in internationally reputed Pvt organizations having wide experience in Training & Development area.	Certificate of incorporation and Certificate issued from Registrar of the company in case of Ltd./Pvt. Ltd. Co, under Companies Act, 1956. or under Societies Act as the case may be.	
3.	Annual Turnover details of Rs. 5 crores during last three Financial Years (2018-19 to 2020-21)	Copies of duly signed balance sheet / trading account / profit & loss accounts along with supporting document & a duly completed certificate as per Annexure-III	
4.	The bidder should not have been blacklisted from any Govt. organization across India in last three years	A duly completed certificate as per Annexure IV	
5.	The bidder must have Trainers/instructors having proficiency and experience for at least 05 years in the profession of teaching or imparting training on various modules as mentioned under 'Section-II'	Duly authenticated copies of experience and performance certificates must be enclosed in the letterhead of the HOD of the bidders or any superior authority i.f.o Instructors/Trainers/Faculty along with their CVs (Minimum Three (3) nos.) should be uploaded as per Annexure-XI i.r.o academic sessions stating the subjects of specialization if any.	
7.	The bidder should have at least one office in West Bengal preferably at Kolkata	Relevant Documents supporting the existence of an office in West Bengal.	



Sl. No.	Requisite Credentials	Supporting Documents to be submitted	Submitted (Yes / No)
8	Must Comply with all statutory obligations.	Copy of PAN Card	
		Copy of Valid & Active GSTIN Registration Certificate	
		Copy of Registration Certificate	
		P Tax if applicable	
		Trade License details	
		Bidder's Address Proof	
9	Earnest Money Deposit / Security Deposit	Scan Copy of Demand Draft / Bank Guarantee (as per Annexure VII) along with completed Scanned PDF copy of Annexure VI	
10	Technical Coverage	Duly completed Scanned PDF copy of undertaking, CVs Experience and Performance certificates of Trainers / Instructors and credentials as per Annexure I, V	
11	Income Tax for the last 3 years	Submission of these documents are necessary as applicable	
12	Self Declaration Certificate (3).	Annexure-X	
13	GST Return for last 2 years		



Annexure II

To
The GM(HRD&TRG/PM),
HRD & TRG Department,
Vidyut Bhaban, 5th Floor, 'D' Block,
Salt Lake, Sector – II, DJ Block,
Kolkata – 700 091.

Sub: Self Declaration Certificate (1).

Ref : NIeT No. _____ dated _____

[Management Development Programmes to be imparted at all Electricity Employees Training Institutes & Kalyani Junior Training Centre, Kalyani for all the employees of WBSEDCL]

Dear Sir,

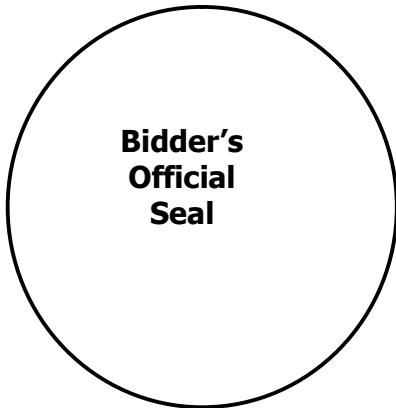
With reference to the above, I am/ We are offering our competitive bids for **Management Development Programmes to be imparted at all EETI s & KJTC, Kalyani for the Employees of WBSEDCL**, I/ We hereby reconfirm and declare that I / We have carefully read, understood & complying the above referred tender document including instructions, terms & conditions, **Training modules to be covered (Section-II), duration of Training** and all the contents stated therein.

I / We also confirm that the rates quoted by me / us are inclusive of (i) Faculty/Trainer fees/charges,(both theoretical and practical demonstration if applicable) (ii) Equipment and accessories required for trainings (ii) Travelling Expenses up to WBSEDCL's EETIs /Guest House, (iii) Purchase of Printing materials and any other apparatus as required for the Training (iv)other incidental charges (if any) (v) Providing Training materials . **Accommodation in Guest House (only one room), Vehicle from Guest House to Training place and back for Faculty/Trainer and Food (Break Fast/ Lunch /Tea & Snacks /Dinner) will be arranged by WBSEDCL for participants & Faculty/Trainer) as and when available otherwise I/We will have to arrange all requirements for our faculty at our own cost.** Applicable Taxes like GST are mentioned in the **Annexure IX** (BoQ).

Date :

Place :

Seal :



**Bidder's
Official
Seal**

Authorized Signatory

Name:

Designation:

Contact No.:

Email ID:

Annexure III

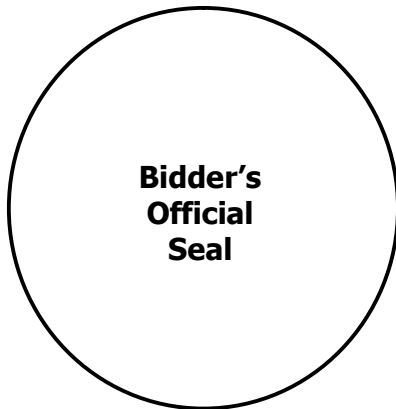
Annual Turnover Details:

Evaluation Criteria			Remark
<u>Bidder's Annual Turnover for last three Financial years</u>	Financial Year	Turnover in Rs.	-
	2018-2019		Supporting Documents(IT Returns) are to be attached along with the Annexure - III
	2019-2020		
	2020-2021		
Evaluation Criteria			
<u>Financial Year</u>	<u>IT Returns (3 Years)</u>		
<u>2019-2021</u>			

Date:

Place:

Seal :



Authorized Signatory

Name:

Designation:

Contact No.:

Annexure IV

CERTIFICATE

(to be provided on letter head of the firm)

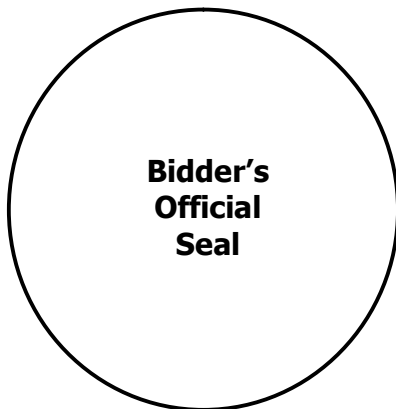
I hereby certify that the above institution/organisation is neither blacklisted by any Central/State Government/Public Undertaking/Institute nor is any criminal case registered / pending against the organisation/ institution or its owner / partners anywhere in India.

I also certify that the above information is true and correct in any every respect and in any case at a later date it is found that any details provided above are incorrect, any contract given to the above firm may be summarily terminated and the firm blacklisted.

Date:

Place:

Seal :



**Bidder's
Official
Seal**

Authorized Signatory

Name:

Designation:

Contact No.:

Annexure V

Authorization and Work Order Details:

Sl. No.	Evaluation Criteria	Name of the Client with Ref. No. /Order No. & date	Remark
1	Qualification & Experience Details of Trainers/Instructors/ Faculty Members		Duly Authenticated & Scanned PDF Copies of performance /experience certificates in the letter head of the the HOD or by any other Superior Authority of the bidders for the academic sessions may be submitted stating the subjects of specialization if any i.f.o. Instructors /Trainers/Faculty are to be attached along with the Annexure-V
2	<u>List of Order where the similar type of Training executed by the Vendor during the last three (03) years</u>		Scanned PDF copies of Orders issued by the Clients along <u>with certificate of satisfaction of Training /credentials where the work had been executed in the last 3 years,</u> issued in favour of the Organization or in favour of any Faculty /Trainer or Team involved in this type of Training job are to attached along with the Annexure-V. The Training Experience and its working credentials should be executed in favour of the bidder , experience certificate/orders provided by the bidder where the work has been outsourced on behalf of the bidder to any third party will not be considered

Date:
Place:
Seal :



Authorized Signatory
Name:
Designation:
Contact No.:

ANNEXURE - VI

To
The GM(HRD&TRG/PM),
HRD & TRG Department,
Vidyut Bhaban, 5th Floor, 'D' Block,
Salt Lake, Sector – II, DJ Block,
Kolkata – 700 091.

Sub: - Earnest Money Deposit (EMD) Details.

Ref : NIeT No. _____ dated_ _____

[For Imparting Management Development Programmes at all EETIs & KJTC for employees of WBSEDCL]

Dear Sir,

Earnest Money of Amount Rs. **1,90,000/- (Rupees One Lakh Ninety Thousand only)** has been deposited online on The reference no. of Transaction is / has been paid through Bank Guarantee (BG) as per format (Annexure-VII), scan copy of the same has been uploaded in the NIC portal.

Thanking you,

Yours faithfully,

(Authorized Signatory with Seal and date)



Annexure VII
PROFORMA FOR BID GUARANTEE (Earnest Money)
(To be stamped in accordance with Stamp Act)

Ref:.....

Bank Guarantee No.....

Date.....

To
The General Manager (HRD & Trg.),
Human Resource Development Department.
West Bengal State Electricity Distribution Co. Ltd.
5th floor, D-Block, Vidyut Bhawan,
Bidhannagar, Kolkata - 700091.
West Bengal.

Dear Sirs,

In accordance with Invitation to bid under your Notice Inviting Tender (NIT) No..... M/s....., having its Registered/Head Office at..... (hereinafter called the 'Bidder') wish to participate in the said Bid of and you, as a special favour have agreed to accept an irrevocable and unconditional Bank Guarantee for an amount of vide up to..... on behalf of Bidder in lieu of the Bid deposit required to be made by the bidder, as a Condition precedent for participation in the said tender.

We, the..... Bank (Name) at..... (Address) having our Head Office at..... guarantee and undertake to pay immediately on demand by West Bengal State Electricity Distribution Co. Ltd. the Amount of (in words & figures) without any reservation, protest, demur and recourse. Any such demand made by said 'WBSEDCL' shall be conclusive and binding on us irrespective of any dispute or difference raised by the Bidder.

This Guarantee shall be irrevocable and shall remain valid up to and including*

If any further extension of this guarantee is required, the same shall be extended to such required period (not exceeding one year) on receiving instruction from M/s on whose behalf this guarantee is issued.

In witness where of the Bank, through its authorized office, has set its hand and stamp on this day of20.....at.....

WITNESS

.....
(Signature)

.....
(Signature)

.....
(Name)

.....
(Name)

.....
(Official Address)

.....
(Official Address)

Attorney as per Power of Attorney No. _____ Date _____

* This date should be initially for one hundred eighty (180) days and may be extended from time to time.



Annexure VIII

**To
The GM(HRD&TRG/PM),
HRD & TRG Department,
Vidyut Bhaban, 5th Floor, 'D' Block,
Salt Lake, Sector – II, DJ Block,
Kolkata – 700 091.**

Sub: Self Declaration Certificate (2).

Ref : NIeT No. _____ dated _____

[For Management Development Programmes to be imparted at all EETIs (Electricity Employees Training Institutes) & Kalyani Junior Training Centre, Kalyani for the Employees of WBSEDCL]

Dear Sir,

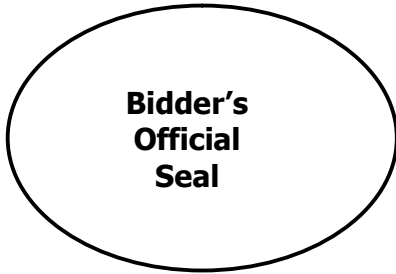
With reference to the above, I am/ We are offering our competitive bids for Management Development Programmes to be imparted at all EETIs & Kalyani Junior Training Centre for the Employees of WBSEDCL, I / We hereby reconfirm and declare that we have experienced Faculty /Instructors etc. (whose CVs, experience & performance certificates are attached herewith) to provide quality Training in all the modules as mentioned under "Section-II".

Enclo:- CVs & Certificates of the
Faculty / Trainers & Instructors.

Date :

Place :

Seal :



**Bidder's
Official
Seal**

Authorized Signatory

Name:

Designation:

Contact No.:

Email ID:

Validate

Print

Help

ANNEXURE - IX

Item Wise BoQ

Tender Inviting Authority: GM (HRD & TRG/PM), WBSEDCL							
Name of Work: Tender for conducting Management Development Training Programmes for the Employees of WBSEDCL							
Contract No: WBSEDCL/HRDD/e-TENDER/06				Date:- 16.08.2022			
Name of the Bidder/ Bidding Firm / Company :							
ANNEXURE - IX PRICE SCHEDULE (DOMESTIC TENDERS - RATES ARE TO GIVEN IN RUPEES (INR) ONLY) (This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only)							
Sl. No.	Item Description	Item Code / Make	Quantity	Units	Training Charge (Rate) per participant per day basis of the Training considering a batch of 10-15 participants to cover all the modules as mentioned in "Section-II" inclusive of all other cost as mentioned in GENERAL CONDITIONS OF CONTRACT (GCC1 ,2a &2b) and in Annexure -II except applicable GST	AMOUNT Without Taxes col (13) = (4) x (7) in Rs. P	AMOUNT In Words
1	2	3	4	5	7	13	15
1	Management Development Programmes to be imparted at all Electricity Employees Training Institutes and Kalyani Junior Training Centre (Theoretical, Practical demonstration as applicable as stated in the tender document)	Item1	1.00	No		0.00	INR Zero Only
Total in Figures						0.00	INR Zero Only
Quoted Rate in Words	INR Zero Only						

Annexure X
(To be submitted in Letter Head of the Company)

To
The GM(HRD&TRG/PM),
HRD & TRG Department,
Vidyut Bhaban, 5th Floor, 'D' Block,
Salt Lake, Sector – II, DJ Block,
Kolkata – 70

Sub: Self Declaration Certificate (3).

Ref : NIeT No.:

Dated:-

(Conducting Imparting Training on Management Development Programmes to be imparted at all EETIs (Electricity Employees Training Institutes) & Kalyani Junior Training Centre, Kalyani for the Employees of WBSEDCL)

Dear Sir,

I,.....Director /Authorized Representative of
M/S..... solemnly declared that :

1. We are submitting Tender for the Work.....
against Tender Notice No.....Date.....
2. None from our company is relative of employee of W.B.S.E.D.C.L.
3. All information furnished by us in respect of fulfillment of eligibility criteria and qualification information of this Tender is complete, correct and true.
4. All documents / credentials submitted along with this Tender are genuine, authentic, true and valid.
5. If any information and documents submitted is found to be false /incorrect/invalid any time, WBSEDCL may cancel my Tender and action as deemed fit may be taken against us, including termination of the contract ,forfeiture of all dues including Earnest Money and banning / delisting of our company.

Date :

Place :

**Bidder's
Official
Seal**

Authorized Signatory

Name:

Designation:

Valid mobile No.:

Email ID:

CURRICULAM VITAE OF FACULTY TO BE PROVIDED BY THE AGENCY

(Ref: NIT No. WBSEDCL/HRDD/e-Tender/ dated:)

NAME	:	
FATHER'S/HUSBAND'S/GURDIAN'S NAME	:	
DATE OF BIRTH	:	
RESIDENTIAL ADDRESS with PIN Code	:	
OFFICE ADRESS with PIN Code & with valid Land-line no.	:	
CONTACT NO.	:	
E-MAIL ID	:	

10 th		12 th		GRADUATION		POST GRADUATION		OTHER (IF ANY)		PROFESSIONAL	
YES	NO	YES	NO	YES	NO	YES	NO	YES	NO	YES	NO

CITY DIST.



Tender Inviting Authority: GM (HRD & TRG/PM), WBSEDCL							
Name of Work:Tender for conducting Management Development Training Programmes for the Employees of WBSEDCL							
Contract No: WBSEDCL/HRDD/e-TENDER/ 06 Date:-16.08.2022							
Name of the Bidder/ Bidding Firm / Company :							
<div>ANNEXURE - IX PRICE SCHEDULE (DOMESTIC TENDERS - RATES ARE TO GIVEN IN RUPEES (INR) ONLY) (This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only)</div>							
Sl. No.	Item Description	Item Code / Make	Quantity	Units	Training Charge (Rate) per participant per day basis of the Training considering a batch of 10-15 participants to cover all the modules as mentioned in "Section-II" inclusive of all other cost as mentioned in GENERAL CONDITIONS OF CONTRACT (GCC1 ,2a &2b) and in Annexure -II except applicable GST	AMOUNT Without Taxes col (13) = (4) x (7) in Rs. P	AMOUNT In Words
1	2	3	4	5	7	13	15
1	Management Development Programmes to be imparted at all Electricity Employees Training Institutes and Kalyani Junior Training Centre (Theoretical, Practical demonstration as applicable as stated in the tender document)	item1	1.00	No		0.00	INR Zero Only
Total in Figures						0.00	INR Zero Only
Quoted Rate in Words		INR Zero Only					