

**WBSEDCL**

West Bengal State Electricity Distribution Company Limited

(A Govt. of W.B. Enterprise)

Human Resource Development Department

Tender Notice No: GM/HRD/Tender/BBS/09**Date: 02.08.2023****Memo No.: GM/HRD/BBS/190****TENDER DOCUMENT****Date: 02.08.2023.**

"Tender for trainings of two days duration to impart Behaviour Based Safety (BBS) Training programme to "Train the Trainers" (TOT) training by forming of a group of 40 officials (one batch) of WBSEDCL employee"
Estimated cost : Rs. 60,000 (Rupees Sixty thousand only)

Sealed bids in two parts – Techno Commercial bid and Price bid are invited from the bonafide reputed specialized consultancy firm / Institution having minimum **Ten (10) Lakh annual turnover** and minimum **3 (three) years experience** in imparting similar kind of trainings to impart Behaviour Based Safety (BBS) Training programme to "Train the Trainers" (TOT) training by forming of a group of 40 officials (one batch) of WBSEDCL employee at our Company owned Electricity Employees' Training Institute (EETIs)-Kolkata(Newtown) in West Bengal. This is in order to promote safety, eliminate hazards and prevent injuries by changing their unsafe behaviors and desirable behavioral changes in work culture of the workforce as per detail "Training modules" (scope of work) and other terms and conditions furnished in the different clauses of the bid document which is also available in WBSEDCL website.

Eligibility Criteria and Technical Criteria:

A. Eligibility Criteria

- 1) The bidder shall have experience in **imparting Training on Behaviour Based Safety (BBS) Training programme as per scope of work** for considerable period of time with following criteria.
 - a) Only corporate Training imparted to the Employees of the organization's regular roll shall be considered.
 - b) No Training partner's certificate or experience or any consortium between any organizations shall be accepted .
 - c) The vendor must have experienced faculties in imparting Training for a considerable period of hours/days/months with relevant topics (as per module) during the last 5 (Five) years.
 - d) The Annual Turnover of the Company not less than Rs. 10 lakh during any one financial year out of last 5(Five) financial years (2018-19 to 2022-23) shall only be eligible to participants in the Bid. Copies of duly signed balance sheet / profit & loss accounts along with supporting document are to be submitted .
 - e) This invitation for bidders is open to all Indian Company engaged in the business of imparting Training in any Govt. or Reputed Private Organisations, Society registered in India on Different Training Modules as per the Scope of Work.
 - f) The Company should be neither blacklisted, banned, debarred from participation in any Govt. organization across India in last **Five years** nor any criminal case registered/pending against the Company or its directors anywhere in India.
 - g) The bidder should have successfully executed Behaviour Based Safety(BBS) Training programme at least in one occasion where they have conducted Training against a valid work order for a considerable period of time (supported with work order/ Experience certificate by the Company where Training was imparted) in a Govt. or in a PSU or Reputed Private Organizations during last five years. The bidder should attach list of Orders/ certificate of satisfaction and/or Training/credentials/Experience certificates where the work had been executed during the last 5 years. The details of the same along with supporting document are to be submitted.
 - h) The Company should posses & comply with all statutory compliances/obligations (such as **valid and active** Trade license, PAN, GSTIN (updated last 2years) , P.T as applicable and P.F. , E.S.I & other (If applicable).

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B) Technical Criteria (Coverage):

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

PRE-QUALIFICATION CRITERIA FOR BIDDER: Company possessing the following pre-qualification criteria must attach the documentary evidence in support of the same in the sealed cover under techno-commercial folder (subject to verification during Technical evaluation).

Sl no	Pre qualification criteria	Documents required (Self Attested)
1	Annual Turnover as on 31.03.2023 for the last five years 2018-19, 19-20, 20-21, 21-22, 22-23.	Copies of duly signed balance sheet , ITR of last 3 years, profit & loss accounts along with supporting document of relevant years.
2	The bidder should have successfully executed Behaviour Based Safety (BBS) Training programme at least in one occasion where they have conducted Training against a valid work order (supported with work order/ Experience certificate by the Company where Training was imparted) in a Govt. or in a PSU or Reputed Private Organizations during last five years. The bidder should attach list of Orders/ certificate of satisfaction and/or Training/credentials/Experience certificates where the work had been executed during the last 5 years. The details of the same along with supporting document are to be submitted. (irrelevant documents in support to Training etc. should be restricted and those not to be entertained by WBSEDCL& hence, does not require those documents for establishing as their credentials).	Copy of appointment order or work order received from clients in this regard along with self certificate towards conducting the same.
3	The bidder must have adequate number (Minimum 3 nos.) of:- Trainers / Instructors / Faculty having experience in imparting Training in the field Behaviour Based Safety (BBS) Training programme at any organizing / firm/ society either Govt. Or Private Sector etc. The Faculty must have minimum Qualification and post qualification experience: (1) Post Graduation / Graduation (Degree) from recognized University/ Institute on BBS / Psychology and experience for at least 01 year OR (2) Post Graduate Diploma from recognized University/ Institute on BBS / Psychology and experience for at least 03 years OR (3) Post Graduate Certificate from recognized University/ Institute on BBS / Psychology and experience for at least 04 years In all above cases post qualification experience in working and imparting training on various modules as mentioned under scope of Work including Psychological Counseling will only be considered for eligibility of a Bidders. Trainers should be well conversant in Bengali, Hindi and English.	Copies of self attested certificates and documents of Qualification and post qualification experience in the field of Behaviour Based Safety (BBS) Training i.f.o. Instructors/Trainers/Faculty along with their cv.
4	Must Comply with all statutory obligations.	Copy of Valid & Active PAN Card, GSTIN Registration Certificate (last 2 year GST Return submission copy) , Registration Certificate, Income Tax Return of last 3 Years, Bidder's Address Proof.

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 work.
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. Conditional and incomplete tenders are liable to be summarily rejected.

Preparation & Submission of Bid :

The bid will be submitted in **two parts**:

The bidder shall prepare separate envelopes for **Part-A Techno-Commercial Bid and Part-B Price bid** with clear marking of the same on the top of each envelope and shall also seal both the envelopes with wax or PVC tape.

The two bids will further be sealed in an outer (Main) envelope with wax or PVC tape.

Part A: Techno Commercial Bid:

Cover 1: Techno Commercial bid consisting of all credentials as mentioned herewith & documents in support of qualifying requirements, faculty Qualification, Similar type of training experience along with bid document duly signed are to be submitted under Cover 1. Tender Notice No., Due date & time of submission of Tender and the words 'Cover - 1 & Techno Commercial bid' should be clearly written on the front side of the envelope.

The envelope shall contain all documents as given below, complete in all respect including **Annexure-A and B** duly filled & signed with Bidder Office seal.

The Bidder must include the following documents to substantiate the Qualifying Requirements:

- i) Self attested copy of **Valid & Active** PAN Card.
- ii) Self attested copy of **Valid & Active GSTIN** Registration Certificate & **last 2years Return.**
- iii) Bidder Address Details.
- iv) Self attested copy of Professional Tax.
- v) Self attested copy of Certificate of Incorporation as company under Companies Act or trade License as the case may be.
- vi) Self attested copies of duly signed Balance Sheet / Trading Account / Profit & Loss Accounts along with supporting document & a duly completed certificate.
- vii) Self attested copies of **Income Tax Return acknowledgement of last three years.**

Part B: Price Bid: Price offer is to be submitted under Cover 2. Tender Notice No., Due date & time of submission of Tender and the words 'Cover - 2 & Price Bid' should be clearly written on the front side of the envelope. The envelope shall contain complete price schedule as given in **Annexure-C**. All the above two covers shall be placed in a 3rd Cover and shall be submitted properly sealed super scribing "Tender Notice No., Subject matter, Due date & time of submission and nos. of covers inside" mentioning Tenderer's name and seal.

The sealed Tenders, addressed to the General Manager (HRD&TRG), HRDD, WBSEDCL is to be submitted to his Office at 5th floor, "D" Block, Bidyut Bhavan, Kolkata-700 091.

Price Bids will be opened for the bidder(s) only who will be qualified in their Techno Commercial Bids. Price Bid(s) i.r.o. the non qualified Techno – Commercial bidder(s) will not be opened. Financial bid with the lowest price will be the highest evaluated bid.

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.

- 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.
- Conditional and incomplete tenders are liable to be summarily rejected. The Tender Accepting Authority may ask any of the tenderers to submit analysis to justify the rate quoted by that tenderer.
- Successful bidder(s) shall have to mandatorily create vendor id through WBSEDCL Web Portal Vendor Corner if not created earlier with active GSTIN registration no.

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.

Any bidder found to have a conflict of interest if any employee of the bidding Organisation/ Premier Institute/ University/Deemed University/ Society 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.

Penalty: In case of any deviation noticed during the Training period from the terms & conditions as laid down in the Purchase Order/ Tender paper, the company has right to impose penalty as it deem fit .

Acceptance of Order:

The successful bidder shall submit written unconditional acceptance of Contract within 5 (Five) days from date of issuance of the same. Submission of conditional acceptance of the Contract shall be treated as non-compliance of this clause and subsequently order will be cancelled and no work order shall be issued.

Scope of work

Two days Behaviour Based Safety (BBS) Training programme to the Forty (40) participants in one batch at the Company owned Electricity Employees' Training Institute (EETI) –located at Kolkata (Newtown) should comprise of the following areas as detailed below:

Day I (10 a.m -5.30 p.m with 1hr. recessing for lunch): Introduction to Behaviour-Based Safety:

- Introduction to course objectives
- Concept of Behavioural Based Safety.
- Processes of Behavioural Based Safety.
- Implementation of Behaviour Based Safety.
- Difference between behaviour and attitude
- Accident Causing Factors/ Accident Sequence
- Type of Behaviours causing Accident /Injuries.
- Why People Tend to do Unsafe acts/At Risk Behaviours?
- How to enhance Safe behavior?

Day II (10 a.m -5.30 p.m with 1hr. recessing for lunch): Behavioural Modification Basic Principles & Technique :

- Practicum on Behavioural Based Safety.
- Antecedents-Behaviour-Consequence (ABC)
- Model of Behaviour and Key Behaviour Principles.
- Positive and negative reinforcements
- The sequence of Behavioural Change and methods / process to stop unsafe behavioural practice in workplace.
- Myths of Behavioural Based Safety.
- Action Plan.
- Psychosocial Aspects of Safety. Psychological counseling to ensure safe behavioural practice in workplace.
- Case studies.
- BBS Quiz / Feedback.
- Valediction.

**** The whole Training session must be recorded live by the successful agency and the same is to be handed over to the Principal in CD /Pen drive along with the Invoice of the programme apart from soft copy of Training Materials for all the Participants**

- NB # Direct interaction with contractor workers for 1 or 2 hours at EETI- Kolkata will be arranged by WBSEDCL for the Trainers of the Agency to obtain relevant data of unsafe behavior etc. prior to start TOT programme.
- # Accidental records & Data due to unsafe Accident in our system will be provided by WBSEDCL prior to start TOT programme.

GENERAL CONDITIONS OF CONTRACT (GCC)

GCC.1.

General Terms:

1. **Validity of Contract :** Contract will be valid for one batch of two days duration Training only. However this programme may be extended in future at the same rate and Terms & Condition as per requirement of the company .
2. **Venue :** EETI-Kolkata(Near Karigari Bhawan,Newtown),Action Area III-B/8,Newtown.
3. **Time schedule:** 10 a.m. to 5.30 p.m. with 1hr. recessing for lunch in WBSEDCL's working days.
4. **NO. of Batches :** One
5. **NO. of participant :** Forty (40)
6. **Duration of Training :** Two (2) Days
7. **Quality of job:** The job being executed shall be supervised and certified by the designated officials of HRD & TRG Department including Principal of EETI-Kolkata.
8. **Rates:** Rate of one batch of 40 participants for two days programme may be quoted. Only GST as applicable shall be paid extra above the quoted rate.
9. **Statutory compliances** in respect of the faculties &/or supporting hands of the concerned Agency if engaged / deployed, all subject to the compliance of applicable Acts / Laws. And all relevant papers in support to the compliance may be submitted well in advance for WBSEDCL's review.
10. **Tender fees :** Nil.
11. **Earnest money:** Nil.
12. **No Sub letting/Outsourcing/Franchising shall be allowed in any circumstances.**
13. **No Consortium of any form will be allowed.**

GCC.2.

Submission of bills for payment:

1. **Terms of Payment:** No advance payment will be made against the Contract Order in any circumstances.
2. Bill in triplicate after successful completion of Training is to be submitted to the **Principal of the Electricity Employees' Training Institute (EETI) – Kolkata (Newtown)** where the training has been conducted for payment along with **necessary satisfactory performance certificate issued by the Principal and Video recording of the Programme in soft form** . Principal will forward the Bill along with **satisfactory performance certificate , original attendance sheet & feedback report** I to the office of the undersigned duly certified by him for payment of the bill in due period by the accounts wing of HRD Department, WBSEDCL.
3. Payment will be released within 30 days of receipt of the Bill(s) by the Accounts wing of the HRD Department. Bank Mandate for payment through NEFT/RTGS should be submitted along with the Bill. **Vendor(L1) has to create their vendor ID in WBSEDCL through www.wbsedcl.in web portal.**

The bidder has to submit attested copies of valid **PAN, Relevant & Valid Trade License, GST Registration (Updated & valid)** etc. as noted in the Bid.

GCC.5.

Bid opening & Evaluation: Last date for submission of completed tender documents is up to **22.08.2023 up to 2:00 pm**. Bids shall be opened in the presence of bidder/s or his authorized representatives, who choose to attend at **3.00 pm on the same day**. The bidders' representatives, who will be present; shall sign in the attendance register, authority letter to this effect shall be submitted by the bidder before they are allowed to participate in bid opening. If the last date stipulated for receipt of bids and/or for their opening happens to be a Holiday / unscheduled closure, it shall be deemed to fall on next working day at the same time.

All the bids shall be evaluated based on the term & conditions of this tender to shortlist the qualified bidders. Bids shall be evaluated in two phases. First, Techno-Commercial bid evaluation shall be done. Only those bidders, who shall qualify the technical cum commercial bid evaluation, shall be considered for opening of price bid. The opening of the price bid will be intimated to the respective bidders in due course and will be allowed to participate/attend at the time of price bid opening.

WBSEDCL shall consider placement of order on the qualified bidder, whose offer is lowest.

GCC.06.

WBSEDCL Personnel for Liaison:

1. Controlling Officer: GM(HRD&TRG/PM)
2. Nodal Officer: Principal of the EETI-Kolkata(Newtown) should be treated as site in charge/Nodal Officer.
She /He would issue the successful completion certificate for the entire scope of work under the LoA.
3. Course Coordinator : ACE , HRDD.
4. Paying Authority: Asst. Manager(F&A) & DDO/HRDD.

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.

DEFAULT RISK: In the event the selected bidder is assigned with work which the selected bidder after having taken part in the bidding process, declines to take up or complete the work, WBSEDCL in such circumstances shall have the right to get the work done by any other vendor and recover the differential cost from the selected bidder for that particular work.

The Company will have the right to cancel any or all the Tender without showing any reason, whatsoever.


General Manager (HRD&TRG/PM)
HRDD:WBSEDCL

Annexure-A

INFORMATION TO BE GIVEN BY THE BIDDER

- a. Name of the Bidder :
- b. Address of the bidder :
- Telephone No. (Office) :
Mobile :
E-mail ID :
- c. Registration particulars of the bidder & Date
of Formation :
- d. Name/Designation/Address of the Authorized
Signatory for signing the bid holding the Power
of Attorney(if any) :
- e. Permanent Account Number (PAN) :
- f. GST Registration details :

Certified that the information given above is true and if any information is found to be false or misleading the bid /contract shall be liable to be cancelled.

Name :

Signature with office seal :
(Capacity in which signed)

Annexure- B

TENDER FOR BBS TRAINING UNDER HRDD, WBSEDCL

Ref : Tender Notice No.:

Dated:-

Mandatory documents (qualifying Criteria) to be submitted in Techno commercial Cover (in Cover -2) :

Sl. No.	Requisite Credentials	Supporting Documents to be submitted	Submitted (Yes / No)
1.	The bidder should be registered either under the Companies Act, 1956 (substituted by Companies Act 2013) in case of Limited/ Private Ltd. Company or Partnership company/Individual Enterprise.	Certificate of incorporation as a Company under Companies Act. with their valid trade license as the case may be. And in case of other Organization, they should submit their supporting documents against their status.	
2.	Annual Turnover details of Rs. 10 lakhs during any one financial year out of last five financial years (2017-18 to 2021-22).	Copies of duly signed balance sheet / trading account / profit & loss accounts along with supporting document & a duly completed certificate.	
3.	The bidder should have at least one office in India/West Bengal.	Relevant Documents supporting the existence of an office in India /West Bengal. (Bidder's Address Proof)	
4.	Must Comply with all statutory obligations.	ESI Registration Certificate (if applicable)	
		EPF Registration Paper(if applicable)	
		Copy of PAN Card	
		Copy of GSTIN Registration Certificate	
		Copy of Registration Certificate	
		P Tax if applicable	
		Trade License details	
5.	Income Tax Return	Tax Audit Report	
		Last three years w.e..f 2019-20, 2020-21,2021-22	
6.	GST Return	Last two years w.e.f. 2020-21,2021-22	
7.	(i) Job experience in similar field of activities BBS Training.	(i) Documents of Work Order	
		(ii) Copies of Invoices submitted to ordering authority,	
		(iii) Performance certificates	
8.	Faculty details	CVs of each Faculties with supporting Documents of Qualification and Experience in BBS Training only	

Bidder's Official Seal

Authorized Signatory

Annexure-C

PRICE SCHEDULE

Imparting Behaviour Based Safety (BBS) Training programme of two days duration to "Train the Trainers" (TOT) training by forming of a group of 40 officials/participants (one batch) of WBSEDCL employees as per Scope of Work including Video Recording , Terms and condition of the tender.

Venue : EETI – Kolkata (New Town).

BATCH:

SI No	Description	Batch	Amount (Rs) without GST
1	Two day Training Fees for 40 officials/participants .	1nos	
	Total		

Total in words Rupees.....

Note: Only GST as applicable shall be paid extra from the above the quoted rate.

Bidder's Official Seal

Authorized Signatory

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