

# **West Bengal State Electricity Distribution Company Limited**

(A Government of West Bengal Enterprise)  
IT & Communication Cell: 3<sup>rd</sup> floor, 'D' & 'C'- Block,  
Vidyut Bhawan: Bidhannagar: Kolkata-700091,



**WBSEDCL**

**e-TENDER NOTICE**  
(LOCAL COMPETITIVE BIDDING)

**BID DOCUMENT**

**Implementation of Centralized Biometric Attendance Recording System for  
different sites under WBSEDCL**

e-Tender Notice No: WBSEDCL/ IT&C/ 85:00/781


Dated: 13.12.2024

Issued to:

M/s. ....

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Chief Engineer,  
IT & C Cell  
WBSEDCL

Implementation of Centralized Biometric Attendance Recording System for different sites under WBSEDCL

Tender Notice No. WBSEDCL/IT&C/85:00/781 date- 13.12.2024

## **DISCLAIMER**

*This e-Tender Document (also referred as “e-Request for Proposal” or “e-RFP”) is not an agreement and is not an offer or invitation by WBSEDCL to any Bidder other than one that qualifies based on evaluation of submitted BIDs. The purpose of this tender document is to provide information to the potential Bidders to assist them in responding to this Tender Document. Though this Tender Document is prepared with sufficient care to provide all required information to the potential Bidders, they may need more information than that has been provided. In such cases, the potential Bidders are solely responsible to seek the information required from WBSEDCL, at their own cost. WBSEDCL reserves the right to provide such additional information at its sole discretion. In order to respond to the Tender Document, if required, and with the prior permission of WBSEDCL, the potential Bidder may conduct his own study and analysis, as may be necessary.*

*WBSEDCL makes no representation or warranty and shall incur no liability under any law, statute, rules or regulations on any claim the potential Bidder may make in case of failure to understand the requirement and respond to the Tender Document. WBSEDCL may, in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information the information in this Tender Document.*

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## **INSTRUCTION TO BIDDER (IB)**

### **IB.1. Introduction:**

**IB.1.1.** West Bengal State Electricity Distribution Company Limited herein referred to as WBSEDCL, will implement Biometric Attendance integrated system with existing ERP system for different units scattered all throughout the state of West Bengal in **Phase-I** and **Phase-II** manner. The whole organization is maintained in a hierarchical chain. The whole company is divided into six zones. Each zone has regional offices and each regional office have a number of Divisions. The Divisions also have a number of Customer Care centers. WBSEDCL have also other offices where Biometric system is successfully running from 2018. Now, West Bengal State Electricity Distribution Company Limited herein after referred to as WBSEDCL invites e-tenders for implementation of Centralized Biometric Attendance Recording System for different sites under WBSEDCL as per detail "Scope of Work" and other terms and conditions furnished in the different clauses of the bid document.

**IB.2. Objective:** WBSEDCL invites tenders for Implementation of Biometric Attendance Recording System for different sites under WBSEDCL

### **IB.3. Invitation for the BIDs:**

**IB.3.1.** Tender is invited by the Chief Engineer, IT&C Cell, WBSEDCL, Vidyut Bhavan, 3rd Floor, Block DJ, Sector- II, Bidhannagar, Kolkata- 700091, through electronic tendering (e-tendering) for Implementation of Centralized Biometric Attendance Recording System for different sites under WBSEDCL.

**IB.3.2.** 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 '**wbsedcl**' in the search box of the website.

**IB.3.3.** 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 e-Token. 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.

**IB.3.4.** 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".

### **IB.4. Eligibility of Bidder:**

**IB.4.1.** The bidder should comply all mandatory conditions clauses as per the relevant Annexures and Forms.

**IB.4.2.** The bidder should an Authorized System Integrator of the OEM and should produce documentary evidence from the OEM in this regard.

**IB.4.3.** The bidder should not have been blacklisted from any Govt. organization across India from the year of 2019 onwards and undertaking in this regard should be provided by the authorized signatory of the bidder. During contract period if the undertaking submitted by the bidder is found to be false, the order issued on bidder shall be terminated with the forfeiture of the Performance Bank Guarantee (PBG).

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## **IB.5. Responsibility of Bidders:**

**IB.5.1.** 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.

**IB.5.2.** 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.

**IB.5.3.** The bid shall include all the information as per bid document.

**IB.5.4.** 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.

**IB.5.5.** 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.

**IB.6. 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 Bidder(s). 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.

**IB.7. Key Dates:** Schedule of Dates for e-Tendering:

<b>Sl. No.</b>	<b>Activity</b>	<b>Date &amp; Time</b>
<b>1</b>	<b>Publishing Date</b>	19.12.2024 at 11:00 Hrs
<b>2</b>	<b>Document Download start date</b>	19.12.2024 at 14:00 Hrs
<b>3</b>	<b>Clarification submission start date</b>	19.12.2024 at 14:00 Hrs
<b>3</b>	<b>Clarification submission end date</b>	26.12.2024 at 14:00 Hrs
<b>4</b>	<b>Date of Pre-bid Discussion</b>	02.01.2025 at 11:00 Hrs
<b>5</b>	<b>Bid submission start date</b>	04.01.2025 at 14:00 Hrs
<b>6</b>	<b>Bid submission end date</b>	17.01.2025 at 14:00 Hrs
<b>7</b>	<b>Last date of physical submission of EMD</b>	17.01.2025 at 14:00 Hrs
<b>8</b>	<b>Technical Bid opening date</b>	21.01.2024 at 14:00 Hrs
<b>9</b>	<b>Financial Bid opening date</b>	To be intimated later

**IB.8.** If any 'Strike' or 'Holiday', falls on any of the scheduled date, then the next working day (between mentioned working hours) shall be considered as scheduled date and schedule time.

**IB.9. Pre-Bid Discussion:**

**IB.9.1.** Pre-bid discussion will be held at WBSEDCL as per schedule indicated in "Key Dates Clause" above to clarify the queries, if any, from the bidders in respect of tender. Bidders, willing to participate, may attend the meeting (maximum two persons) authorised by them. The letter of Authorization of System Integrator (Bidder) shall have to be produced at the time of attending the meeting.

**IB.9.2.** Relevant queries in soft copy EXCEL format as per ANNEXURE-IX must be forwarded to the following mail id: [ceit@wbasedcl.in](mailto:ceit@wbasedcl.in) and [uttamk.jana@wbasedcl.in](mailto:uttamk.jana@wbasedcl.in) and copy to [itc@wbasedcl.in](mailto:itc@wbasedcl.in).

**IB.9.3.** Non-attendance at the pre-bid discussion will not be a cause for disqualification of the bidders.

**IB.10. Clarification on Bidding Documents:** If there is any ambiguity/confusion in the meaning of any clause of the bid document, such queries must be sent to the email IDs as mentioned in IB9.2 three days 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 the written submitted ones 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 made 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.11. Amendment / Addenda of Bidding Documents:** At any time, prior to the deadline of submission of Bid, WBSEDCL may, for any reason, modify the Bidding Documents, if required, 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 bidder through any other mode of communication.

**IB.12. 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.13. Currencies of Bid and Payment:** All prices shall be quoted by the bidder in 'Indian Rupees' (INR) only. Payment is also to be made in 'Indian Rupees' (INR) only.

**IB.14. Period of validity of Bid:** The bid shall remain valid for acceptance up to 180 (One hundred and eighty days) from the date of opening of tender. WBSEDCL may request to extend Validity of the bid beyond 180 (One hundred and Eighty) days if required so, without any change in offer.

**IB.15. Earnest money [Bid Guarantee]:**

**IB.15.1.** The bidder desirous of taking part in a tender invited by WBSEDCL shall login to the e Procurement portal of Government of West Bengal <https://wbtenders.gov.in> using his login ID and password.

**IB.15.2.** The bidder shall select the tender to bid and initiate payment of EMD of Rs. 39,15,640/- (Rupees Thirty-Nine Lakhs Fifteen Thousand Six Hundred and Forty only) including 18% GST. [2.5% of estimated price of Rs. 15,66,25,326.37/- with GST].

**IB.15.3.** EMD may be submitted either through the following modes i) Through online payment or (ii) In the form of BG. The details of which are elaborated below:

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**IB.15.3.1.** Net-banking through Payment Gateway.

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 pre- filled 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.

**IB.15.3.2.** Submission of EMD through BG: For submission of EMD in the form of BG, bidders will have to opt for EMD Exemption in e-tender portal and upload scanned copy of BG in the EMD exemption document upload section. Original BG shall be submitted at the office of tender inviting authority as per respective clauses of NIT.

**IB.15.4.** Partial payment through online mode and remaining submission through BG is not allowed. In case the EMD is submitted in the form of irrevocable Bank Guarantee, it is to be submitted as per format in ANNEXURE-IV and shall remain valid initially for a period of six months from the last date of submission of the bid document and claim period will be further 3 months. The Bank details for preparation of such BG is:

Beneficiary Name: PUNJAB NATIONAL BANK  
Name of Bank: Mayukh Bhawan  
Name of Branch: PNB Mayukh Bhavan Branch  
A/C no.: 1096250031639  
IFSC: PUNB0109620

**IB.15.5.** General Instructions for Online Payment:

**IB.15.5.1.** The bidder will have to mandatorily pay through Net-banking facility once Net banking mode is opted for payment.

**IB.15.5.2.** 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 bidders opting to pay through NEFT/ RTGS mode shall make payment well before 24 Hrs. to avoid any complicity.

**IB.15.6.** Refund/Settlement of EMD Amount:

**IB.15.6.1.** For unsuccessful bidder(s), EMD amount as submitted against the tender shall be refunded automatically, through an automated process, by NIC portal on receipt of updated status of any bid.

**IB.15.6.2.** For successful bidder(s), EMD will be refunded from WBSEDCL authority after completion of placement of LOA, submission of PBG and execution of contract agreement following due procedures.

**IB.15.6.3.** The bank account used for payment of EMD by the bidders 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.

**IB.15.6.4.** For any queries related to payments and refunds, bidders will have to communicate with ICICI Customer Support, viz, 033-40267512/ 13 since payment gateway facility used by E-tender portal is maintained by ICICI.

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**IB.15.7.** Successful Bidder(s) shall have to mandatorily create bidder ID through WBSEDCL Web Portal Bidder Corner, if not created earlier.

**IB.15.8.** For 'Bid Guarantee' submitted in the form of BG, the said Guarantee of the unsuccessful bidder(s)/Bidder(s) will be returned against their written claim within one month from the date of placement of order and execution of contract agreement with the selected Bidder.

**IB.15.9.** For 'Bid Guarantee' submitted as BG, the Bid Guarantee of the successful bidder(s)/Bidder(s), will be returned within 30 (thirty) days from the date of acceptance of Performance Guarantee to be submitted as per Performance Guarantee Clause of bid document.

**IB.15.10.** No interest shall be payable by WBSEDCL on the above Bid Guarantee.

**IB.15.11.** The Bid Guarantee shall be forfeited for any of the following reasons:

**IB.15.11.1.** If during the period of bid validity, the bidder withdraws or modifies the bid in part or as a whole.

**IB.15.11.2.** If the undertaking provided regarding blacklisting is found to be false.

**IB.15.11.3.** If the successful Bidder fails to accept the order unconditionally as per "Acceptance of Order" clause.

**IB.15.11.4.** If the successful Bidder fails to submit the Contract Agreement as per relevant clause.

**IB.15.11.5.** If the successful bidder fails to furnish the contract performance guarantee as stipulated in PBG clause of bid document.

**IB.15.11.6.** If the successful bidder fails to extend the validity period of EMD as per "Earnest Money" Clause of bid document, as and when required.

**IB.15.11.7.** If any cartel is formed by the bidder(s)/tenderer(s) in their quotation.

**IB.16. 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.

**IB.16.1.** 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://wbtenders.gov.in>.

**IB.16.2.** Digital Signature certificate (DSC): Each bidder is required to obtain a class-II or Class-III Digital Signature Certificate (DSC) for submission of tenders.

**IB.16.3.** The bidder can search and download NIT & Tender Documents electronically from the <https://wbtenders.gov.in> website using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.

**IB.17. Signing of Bids:**

**IB.17.1.** The bid shall be downloaded from the website [www.wbtenders.gov.in](http://www.wbtenders.gov.in) and shall be signed by a person / person(s) duly authorized by the bidder.

**IB.17.2.** 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.



**IB.17.3.** All the pages of the bid and where, entries/amendments have been made, shall be signed by the person/persons signing the bid.

**IB.17.4.** 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 initialled by the person/persons signing the bid. Bids not duly signed shall be treated as cancelled.

**IB.18. Submission of Bid:** Bids shall be submitted as under:

**IB.18.1.** General process of submission: Tenders are to be submitted online through the website ([www.wbtenders.gov.in](http://www.wbtenders.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 Proposal and the other is Financial Proposal. Documents for Technical Proposal are to be submitted at pre-defined folders. Price bid under financial proposal is to be submitted at pre-defined folder named: 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 Technical Bid.

The bidder needs to download the Forms / Annexures/ BOQ, fill up the particulars in the designated Cell and upload the same in the designated location of Technical folder / 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.

**IB.18.2. Part 1:** Techno Commercial Proposal: The Techno Commercial Proposal shall contain scanned copies and/or declarations in the following standardized formats in two covers (folders).

**IB.18.2.1. Statutory Cover:**

**A. Contents of "Drafts" folder:**

- a. EMD: Copy of Bank Guarantee (BG) / Copy of online Transaction details.
- b. Signed copy of Power of Attorney by Bidder.

**B. Contents of "NIT" folder:**

- a. Tender Document with all Annexures: Signed Copy.
- b. Addenda/Corrigendum: Signed copy if published.

**C. Contents of "Annexure" folder:**

- a. **Application for Tender:** Bid Proposal (Annexure -I).
- b. Price Schedule in Un-priced condition: BoQ.
- c. ANNEXURE- II to XXI, are to be submitted in details at Annexure folder in their respective format.

**D. Contents of "Forms" folder:**

- a. Mandatory Condition: Requisite Credentials of Bidder-Form-I
- b. Sheet Containing Document Details: Form-II A, B & C

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Only downloaded copies of the relevant documents are to be uploaded, and digitally signed by the bidder.

**IB.18.2.2. Non-Statutory Cover (My Document):**

A. **Company Details:** Copy of the following document as per Form-I:

- a. Company Profile description
- b. Registration Certificate of the company
- c. PAN Card.
- d. GST registration certificate.
- e. Valid PF (if applicable) Registration Certificate.
- f. Etc.

B. **Credentials:**

- a. Documents to be submitted as mentioned in Eligibility Criteria;
- b. Any documents found necessary.

**IB.18.3. Part 2: Financial Proposal (Price Bid):**

A. **Bill of Quantities (BoQ):** The bidder shall quote the rate in the space marked for quoting rate in the Price Bid Sheet of the downloaded BOQ file.

\*Any deviation in the format, content (Other than entry of the quoted price at the desired blank spaces) of the Price bid/BOQ will render the tender liable to be summarily rejected.

**IB.19. Submission of original copies of documents of Earnest Money Deposit:**

**IB.19.1. Mode of Payment:** In case the EMD is submitted in the form of Bank Guarantee (BG) of any scheduled Bank under the jurisdiction of Reserve Bank of India, the original copies of such BG towards EMD shall be submitted in a sealed envelope in the office as stated below within the date and time as specified in the NIT. If the bidder fails to submit the original copies within the due date and time his tender will not be opened and his bid will stand rejected.

**IB.19.2. Place of submission:** The original copies of such BG, towards Earnest Money Deposit shall be submitted in the following office:

Office of the Chief Engineer,  
IT & C Cell,  
West Bengal State Electricity Distribution Company Limited,  
Vidyut Bhawan, 3<sup>RD</sup> Floor, D-Block,  
Salt Lake, Sector-2,  
Kolkata-700091.

**IB.20.** 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.

**IB.21. 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.22. Opening and evaluation of tender:**

**IB.22.1. Opening of financial proposal (price bids):**

**IB.22.1.1.** Financial proposals submitted by the tenderers in the prescribed format (BoQ Format) and declared techno-commercially eligible, will be opened

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electronically by the Tender Inviting Authority from the web portal stated above on the prescribed date.

- IB.22.1.2.** No deviation in any form in the price-bid sheet is acceptable.
- IB.22.1.3.** The encrypted copies will be decrypted and evaluated online.
- IB.22.1.4.** After opening of the financial proposal, the preliminary summary result containing inter-alia, name of bidders and the rates quoted by them will be uploaded.
- IB.22.1.5.** The Tender Accepting Authority may ask any of the tenderers to submit analysis to justify the rate quoted by that tenderer.
- IB.22.1.6.** For any discrepancy in the number of figures and words, the quoted amount in figure will prevail.

**IB.22.2. Evaluation and Comparison of Bids (Price bids):**

- IB.22.2.1.** On examination of documents submitted under different covers WBSEDCL will evaluate and compare the bids determined to be substantially responsive at each step.
- IB.22.2.2.** Final evaluation by any bidder will be made as mentioned:
  - IB.22.2.2.1.** Quoted Total amount against new quantity (a) for **Phase-I**
  - IB.22.2.2.2.** Quoted Total amount against new quantity (b) for **Phase-II**
  - IB.22.2.2.3.** Quoted Total amount for Buy back quantity (c).
  - IB.22.2.2.4.** 2 years of AMC Cost for **Phase-I** & **Phase-II**, 5 years of FMS Cost, Total charge of SIM subscription for **Phase-I** and **Phase-II** will be added with (a)+((b)-(c)), as mentioned in the BOQ.
- IB.22.2.3.** While evaluation, the Tender Inviting Authority or his authorized representative may summon of the bidders and seek clarification / information or additional documents or original hard copy of any of the documents already submitted and if these cannot be produced within the stipulated timeframe, their proposals will be liable for rejection.

**IB.23. Conditional Rebate / Discount, if any, offered by any Bidder shall be outside the purview of commercial terms & conditions & shall not be considered during Bid evaluation.**

**IB.24.**

**IB.24.1. Opening of technical proposal:**

- IB.24.1.1.** 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.
- IB.24.1.2.** Technical proposals for those tender whose original copies of BG or online payment confirmation towards EMD have been received with power of attorney will only be opened. Proposals corresponding to which the confirmation towards EMD from the respective bank has not been received, will not be opened and will stand rejected.
- IB.24.1.3.** All bids found to be responsive as per above mentioned clause will be examined in respect of "Mandatory Requirements" & other qualifying requirements as

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detailed in the bid document. Bids which do not satisfy the "Mandatory Requirements" and qualifying requirements will not be considered for technical evaluation.

**IB.24.1.4.** The bidder shall not submit any commercial deviation from the stipulation of Bid document. If the bidder submits any commercial deviation, his Bid may be liable for rejection.

**IB.24.1.5.** Techno-commercial Deviations, if any, must be brought out in the specified Deviation Schedule (Annexure-III). Techno-commercial deviations indicated elsewhere will not be considered in any circumstances. WBSEDCL during Techno Commercial Evaluation will examine these deviations. Negative deviations will not be accepted in any circumstances and shall be considered as non-responsive and shall be liable for rejection. When there is no deviation, this sheet is to be submitted with the offer duly signed with an endorsement indicating "No Deviation". Deviations not indicated here will not be taken into consideration.

**IB.24.1.6.** The summary list of bidders, whose bids will be found techno-commercially eligible, will be uploaded in the web portal. Date of opening of financial bid will be intimated to the techno-commercially qualified tenderers.

**IB.24.2. Opening of financial proposal (price bids):**

**IB.24.2.1.** Financial proposals submitted by the tenderers in the prescribed format (BOQ Format) and declared techno-commercially eligible, will be opened electronically by the Tender Inviting Authority from the web portal stated above on the prescribed date.

**IB.24.2.2.** No deviation in any form in the price-bid sheet is acceptable.

**IB.24.2.3.** The encrypted copies will be decrypted and evaluated online.

**IB.24.2.4.** After opening of the financial proposal, the preliminary summary result containing inter-alia, name of bidders and the rates quoted by them will be uploaded.

**IB.24.2.5.** The Tender Accepting Authority may ask any of the tenderers to submit analysis to justify the rate quoted by that tenderer.

**IB.24.2.6.** For any discrepancy in the number of figures and words, the quoted amount in figure will prevail.

**IB.24.3. Evaluation and Comparison of Bids (Price bids):**

**IB.24.3.1.** On examination of documents submitted under different covers WBSEDCL will evaluate and compare the bids determined to be substantially responsive at each step.

**IB.24.3.2.** Final evaluation by any bidder will be made as mentioned:

**IB.24.3.2.1.** Quoted basic as mentioned in the BOQ.

**IB.24.3.3.** While evaluation, the Tender Inviting Authority or his authorized representative may summon of the bidders and seek clarification / information or additional documents or original hard copy of any of the documents already

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submitted and if these cannot be produced within the stipulated timeframe, their proposals will be liable for rejection.

**IB.25.** Conditional Rebate / Discount, if any, offered by any Bidder shall be outside the purview of commercial terms & conditions & shall not be considered during Bid evaluation.

**IB.26. Time Schedule:** The basic consideration and the essence of the Contract shall be with strict adherence to the time schedule specified in the bidding document and incorporated in the contract for execution of entire work. Date of signing of 'Contract Agreement' of LOA shall be considered as zero date. Successful bidder shall submit their installation plan after placement of LOA.

<u>Sl. No.</u>	<u>Activities</u>	<u>Time of Completion</u>
<b>A:</b>	<b><u>Phase-I Implementation</u></b>	
2	Testing/Inspection of Equipment	Within 30 days from zero day
3	Delivery, Installation and commissioning with full functionality and operability mode of Central server with all accessories, necessary software and hardware at Vidyut Bhaban/ Data Centre.	Within 90 days from zero date.
4	Delivery, installation and commissioning of biometric devices with connectivity to central server and registration of users for all sites.	Within 180 days from the zero day.
5	Job Completion of the entire system	After implementation of the entire system as per sl. no. 2, 3 & 4 and smooth running of the entire system for further 1 week <b>except site not ready case(s)</b> – Issuance of Job Completion Certificate by Controlling Officer for <b>Phase -I. The date will be treated as the final completion date of the entire system.</b>
6	3 years of Warranty period	3 years of Warranty period will be started after final Job Completion date as per sl. no. 5
7	2 years of CAMC period	2 years of CAMC period will be started after successful completion of 3 years Warranty Period as per sl. no. 6

<b>B:</b>	<b><u>Phase-II Implementation for Rest of the locations</u></b>	
<u>Sl. No.</u>	<u>Activities</u>	<u>Time of Completion</u>

1.	Delivery, installation and commissioning of biometric devices with connectivity to central server and registration of users for Vidyut Bhaban	Within 60 days from 01.01.2026.
<b><u>Sl. No.</u></b>	<b><u>Activities</u></b>	<b><u>Time of Completion</u></b>
2.	Delivery, installation and commissioning of biometric devices with connectivity to central server and registration of users for all sites.	Within 150 days from 01.01.2026.
3	Job Completion of the entire system	After implementation of the entire system as per sl. no. 2 & 3 and smooth running of the entire system Issuance of Job Completion Certificate by Controlling Officer for <b>Phase-II</b> . The date 04.06.2026 will be treated as the final completion date of the entire system for <b>Phase-II</b> . <b>The system will be operational with full functionality on and from 05.06.2026 for Phase-II.</b>
4	3 years of Warranty period	3 years of Warranty period will be started after final Job Completion date as per sl. no. 3
5	CAMC period	CAMC period will start after successful completion of 3 years Warranty Period as per sl. no. 4. CAMC of <b>Phase-II</b> shall only be valid up to the Contract end date as mentioned in Time schedule for <b>Phase-I</b> .

#### **IB.27. Price:**

**IB.27.1.** Price offer shall be submitted in the prescribed format only.

**IB.27.2.** No deviation in any form in the Price Bid Sheet is acceptable.

#### **IB.28. Tax and Duties and other Levies:**

**IB.28.1.** The Bidder(s) shall be solely responsible for the taxes that may be levied on the Bidder(s) persons or on earnings of any of his employees and shall hold the employer indemnified and harmless against any claims that may be made against the Employer. The Employer does not take any responsibility whatsoever regarding taxes under “Income Tax Act, 1961” for the Contractor or his personnel. If it is obligatory under the provisions under the “Income Tax Act,1961” deduction of Income Tax at source shall be made by the Employer.

**IB.28.2.** GST shall be admissible based on rule and rate in force and will be payable extra. Bidder should be registered under GST act.



**IB.29. Statutory Obligation:** Statutory obligations as per law of the land are to be complied.

**IB.30. Variation during execution:** The provisional quantities of various items are shown in the Price Schedules (BOQ). WBSEDCL, during the execution of the contract, reserves the right to increase or decrease the quantity by up to  $\pm 25\%$  (twenty-five percent) without any change in the unit price or other terms and conditions.

**IB.31. Issuance of LOA:** Methodology of award of Contract: -

**IB.31.1.** WBSEDCL will award the contract to the bidder whose bid has been determined to be substantially responsive and has been determined the lowest evaluated bid, provided further that the bidder is determined to be qualified to perform the contract satisfactorily. WBSEDCL shall be sole judge in this regard.

**IB.31.2.** L1 will be awarded for providing the service. In the event of non-performance by the L1 bidder within reasonable time frame, the L2 and/ or L3 bidder may be approached to perform the job as per relevant clause.

**IB.32. Acceptance of LOA:** The bidder shall submit written unconditional acceptance of LOA within 15 (Fifteen) days from date of issuance of the same, also successful bidder has to submit a signed contract Agreement (by authorized signatory of the bidder) as per ANNEXURE-X within 30 (thirty) days from the date of issuance LOA. Submission of conditional acceptance of LOA shall be treated as non-compliance of this clause. Date of signing of Contract Agreement is considered as a zero date.

**IB.33. 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 Contract, 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.34. Mandatory Condition:** The bidder shall provide documentary evidence satisfactory & acceptable to WBSEDCL to establish that they have the requisite credential, capability and experience to handle the contract and meet requirements of all the Mandatory Conditions indicated in FORM-I.

**IB.35. Power of Attorney:** To be qualified for evaluation and finalization of NIT, intending agency shall submit a written power of attorney on a non-judicial stamp paper of Rs 10/-, authorizing the signatory of the NIT to act on behalf of the bidder.

**IB.36. Settlement of Disputes:**

**IB.36.1.** During the execution of the contract, if any dispute arises thereby, it shall be settled amicably between the contracting parties.

**IB.36.2.** All disputes or differences in respect of which the decision if any has not become final shall be settled by taking recourse of law at any competent Court under the judicature of Hon'ble High Court, Calcutta only.

**IB.36.3.** The necessary legal affairs and/or Court Case shall be exclusively within the jurisdiction of Calcutta High court or any Sub-ordinate Court having competent jurisdiction at Kolkata only.

**IB.37. Communication mode:** The bidders, for communicating with WBSEDCL, for this tender may use the following modes:

Telephone – (033) 2319 7732. Email- [uttamk.jana@wbasedcl.in](mailto:uttamk.jana@wbasedcl.in)

**IB.38.** Representative of Bidder(s): The bidder is required to nominate one officer exclusively for this project from commencement to completion as a Nodal Officer to be stationed at Kolkata, with whom WBSEDCL will contact on all matters related to this order. The bidder has to specifically furnish to WBSEDCL, the name, designation, Telephone no. including mobile no., email address of such person.

**IB.39. Conflict of Interest:**

- IB.39.1.** The Bidder shall not have a Conflict of Interest that may affect the Tendering Process. Any Bidder found to have a Conflict of Interest shall be disqualified. In the event of disqualification, the Bid Security of the bidder shall be forfeited for the time, cost and 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.
- IB.39.2.** Any Bidder will be 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.
- IB.39.3.** Any Bidder will be 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 execution of the contract.
- IB.39.4.** 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-others information about, or to influence the Tendering Process of either or each of the Bidder will be found to have conflict of interest.

## **SCOPE OF WORK (SW)**

**The project implementation of Biometric Attendance shall be carried out in the following manner: -**

### **SW.1. The project shall be on turnkey basis.**

#### **SW.1.1. Phase-I: Key Features of Biometric Attendance Monitoring System:**

- SW.1.1.1.** Two new biometric devices with related electrical and network cable & equipment along with necessary software and licenses to be installed at each site location as per the location list mentioned in **Annexure-XIV** and as per the specification mentioned in **Annexure-II**. The devices should have PUSH technology to push data to a centralized server synchronously within a second. No delay on device or server will be acceptable and the data will be pushed to the server whenever the link becomes available.
- SW.1.1.2.** One Management Application Server, one Database Server with related electrical and network cable & equipment along with necessary software and licenses to be installed at HQ and as per the specification mentioned in **Annexure-II**.
- SW.1.1.3.** The biometric devices will retain the transaction data even after pushing the data to the centralized server for a minimum period of one month.
- SW.1.1.4.** Employees' data like Cost Centre wise his/her present posting, joining, superannuation, shifting duty details, etc. from ERP server are required to PUSH to the Biometric server in some predefined format with necessary encryption instantaneously as per existing hardware, software and network security measurement of WBSEDCL. Biometric system should have to develop required application to pull these data.
- SW.1.1.5.** The Bidder also has to provide APIs to WBSEDCL for data with predefined format to pull these data to ERP server for absentee wise salary generation.
- SW.1.1.6.** There should be one centralized server with NAS (for automated backup of data). The server will be used to store & process all the transactional and non-transactional data at any point of time and also to generate report and will also communicate with heterogeneous system like ERP etc.
- SW.1.1.7.** All devices should maintain same time up to millisecond scale for database insertion and display the time upto second scale on the device. There should not be any deviation in the time shown in the report and that displayed during the time of punching (upto to second scale).
- SW.1.1.8.** The server will be able to handle and process 1000 requests from devices concurrently.
- SW.1.1.9.** Two Biometric devices should be wall mounted at suitable place as per the direction of Supervising Officer of the site. The devices will be connected to an Ethernet switch (to be supplied) which in turn will be connected to the existing Ethernet switch for WAN connectivity. Electrical wiring from existing UPS and LAN wiring from existing switch is to be done. Separate casing to be used for electrical and LAN wiring. Necessary connectors, plugs and switches are to be supplied as required.
- SW.1.1.10.** All the templates Face ID / fingerprint should be encrypted so that they cannot be accessed even if the physical device is compromised. To-fro communication between biometric device and server should be encrypted with strong asymmetric key cipher 256 bits or more so that eavesdropping and MITM shouldn't be possible.
- SW.1.1.11.** The existing MPLS-VPN connectivity of sites will be used for communicating with the biometric devices and centralized server.

- SW.1.1.12.** The Bidder shall have to ensure mobile data (GPRS/4G/5G) connectivity at locations where SIM enabled device are used, either by changing operator or using external antenna or any other means, if required. They will also ensure the security of the MPLS-VPN network by ensuring the mobile data is operated in isolated mode and firewalled.
- SW.1.1.13.** Bidder shall provide responsive web-view so that user can view report from web browser or Mobile browser.

**SW.1.2. Installation of Hardware, Software and Registration of users:** Supply, Delivery, Installation and Commissioning of the items as per details below and quantity as mentioned in “**BOQ**” and as per standards and protocol specified in **ANNEXURE-II**. Integration of the entire system with installation of necessary software, along with necessary software, licenses and up-gradation of the same during the entire period shall also be within scope.

- SW.1.2.1.** Installation of biometric devices along with communication to a central server. The related hardware and software and complete set of all required accessories.
- SW.1.2.2.** Preparation of initial database along with creation of facial template / registration of ten finger prints of all employee posted in each individual establishment where the devices will be installed as per the **Annexure XVIII**.
- SW.1.2.3.** Integration with the existing ERP system for data communication and control.
- SW.1.2.4.** Necessary software to handle the Managerial requirements elaborated in **ANNEXURE-II**.
- SW.1.2.5.** After successful installation the concerned Consignee & Supervising Officer for all site offices shall sign “Installation & Commissioning Certificate” if all provisions are met satisfactorily by the bidder. The format for Installation Certificate is available in **Annexure XVI**.

**SW.1.3. Phase-II: Key Features of Biometric Attendance Monitoring System:**

- SW.1.3.1.** As per the clause of ‘time schedule’, implementation of the **Phase-II** shall be carried out by the Bidder.
- SW.1.3.2.** Two new biometric devices to be installed at each location as per **Annexure-II** by the replacement of the Old devices.
- SW.1.3.3.** Entire installed Biometric Devices for **Phase-II** shall be integrated with the Biometric Server at HQ as mentioned in **Phase-I**.

**SW.2.** The system software including database and application server software should be designed in such a way that those will be capable for integration of new biometric devices into the system after completion of the **Phase-I** (approx. 1000 devices and 10000 employees may be integrated further.)

**SW.3.** System should be robust, scalable and capable of generating real-time report of Biometric attendance for all or set of users on hierarchy basis for throughout the contract period.

**SW.4.** Provision of Generation of custom report of any format need to required.

**SW.5. Responsibility of the Bidder**

- SW.5.1.1.** The bidder will maintain the central server with the database. They should attend and resolve the on-call support for any problem related with the system.
- SW.5.1.2.** The bidder will be required to provide services to manage the entire IT system, including all devices installed by them, such as hardware, software, networks, and related modules installed and commissioned by the bidder for the utility, ensuring maximum availability to help the utility achieve its desired objectives.

Implementation of Centralized Biometric Attendance Recording System for different sites under WBSEDCL

- SW.5.1.3.** System Maintenance Services shall be provided by the bidder to ensure maximum uptime and performance levels of the installed IT systems.
- SW.5.1.4.** Regular updating of OS, kernel, other security and relevant patches and licenses. The firmware of the devices should be upgradable to fix bugs and patch security updates.
- SW.5.1.5.** Reports: All types of credential wise hierarchical reports shall be generated through the user management application like Daily arrival reports, site wise employee wise monthly Biometric Reports, Manager Audit Reports, device lock/unlock report, employee wise absentee report, etc.
- SW.5.1.6.** The successful bidder shall also provide customized MIS report as per requirements that are shared at any stage by WBSEDCL.

**SW.6. Operational Training:** Necessary operational training (half day session) of software for at least two persons of each location to be provided by the bidder.

**SW.7. Hand Over & Take Over of the System after Completion:** Bidder shall hand over the entire system after successful trial-run as per Time Schedule Clause. The concerned Consignee Officer for all site offices shall sign “Hand Over Take Over cum Completion Certificate” if all provisions are met satisfactorily by the bidder. The format for Hand Over/Take Over cum Completion Certificate is available in Annexure XVII. Bidder will approach to the head of the respective site offices for Completion Certificate after completion of enrolment 90% or above for the said office. The head the of the site office should signed the same if 90% or above employees will be enrolled. Bidder will provide access to the supervising officer/designated official of WBSEDCL and necessary support for enrolling remaining employees, if any, even after getting completion certificate.

**SW.8. Warranty:**

- SW.8.1.** The entire items, supplied & installed by the bidder, i.e. Biometric devices, server all Software and accessories, Communication Equipment’s, electrical installations etc. will have warranty for trouble free operation for a period of 3 (years) calendar years without any extra cost to WBSEDCL, from the date of issuance of Job Completion Certificate by the controlling officer as per Time schedule Clause for **Phase-I** and **Phase-II**. Further, during this period, it will be responsibility of the bidder to maintain and support the system fully and ensure proper availability of service.
- SW.8.2.** The provision for supply of licenses for all devices, spares, software patch, reloading and reconfiguration of all software and device drivers, if required, and necessary for services maintenance of all the above shall be bidder’s responsibility. The not ready sites will be carried warranty for the period in lying of entire system warranty from the date of commissioning for those sites.
- SW.8.3.** The Bidder will ensure GPRS /3G /4G/5G connectivity at locations where GPRS enabled device are used, either by changing operator or using external antenna or any other means.
- SW.8.4.** The faults are to be rectified within a period of 48 hrs. for all locations from the time of booking of complaint during the warranty period. For downtime calculation, the day on which the call is closed will not be taken as part of downtime. For the Server and its associated accessories including software to be rectified within 24hours. Sundays & Holidays will not normally be counted towards calculation of downtime. In case of failure / malfunctioning of the system the site officers will inform the bidder. Centralized registration of all calls should be maintained by you to record the calls and acknowledge each and every call with a unique docket number which is to be used for further reference.



**SW.9. Comprehensive Annual Maintenance Contract (CAMC):**

- SW.9.1.** You shall perform CAMC of entire system including LAN & electrical wiring, server, database installed at all locations, ensuring data connectivity at locations with GPRS as per LOA for 2 (Two) years after successful completion of warranty period for **Phase-I**.
- SW.9.2.** For **Phase -II** CAMC period will be started after successful completion of 3 years Warranty Period of **Phase-II** and valid up to end of CAMC period of **Phase-I**.
- SW.9.3.** All necessary spare parts need to be kept in stock accordingly.
- SW.9.4.** CAMC shall also cover troubleshooting of the system including software.
- SW.9.5.** In case of failure / malfunctioning of the system the site officers will inform the bidder. Centralized registration of all calls should be maintained by you to record the calls and acknowledge each and every call with a unique docket number which is to be used for further reference.
- SW.9.6.** The day on which call is registered will not be counted for downtime calculation. Downtime calculation will be started from 0 (zero) hours of the following date. Maximum acceptable downtime will be 48 hrs and for the Server and its associated accessories including software it will be 24 hours. Sundays and Holidays will not be counted towards calculation of downtime. After rectification of fault the system should run at least 30 (thirty) days else total period will be calculated towards downtime of the system. Downtime will be calculated in each quarter separately.
- SW.9.7.** Schedule preventive or un-schedule breakdown maintenance include replacement of all un-serviceable parts free of cost by you. Parts replaced will be new and equivalent to original parts. The defective parts removed will be the property of the bidder. Maintenance of entire system shall be done up to the satisfaction of the Site Officers.

**SW.10. Facility Management Service (FMS):**

- SW.10.1.** Facility Management Service should be provided at Corporate Office, Vidyut Bhavan for day to day operational activity of Centralized Biometric System with all site locations for managing the entire Biometric System from the Job completion date as per the relevant time schedule clause up to end of the entire Period of Contract.
- SW.10.2.** The FMS person to be attached with the project should be present at HQ during installation of Biometric Servers and be conversant with the entire system from start of the installation. However, the payment regarding the FMS will be released only after the start of warranty of **Phase-I**.
- SW.10.3.** Facility Management Services by deploying 1 (one) no. of manpower at Vidyut Bhavan (Attendance timing of FMS personnel for all working days will be intimated as per requirement of WBSEDCL) with suitable accessories like laptop, mobile etc. which shall be provided by the Bidder in order to ensure the optimum performance and operational levels of Biometric system. In absence of deputed FMS personal, suitable substitute must be deployed.
- SW.10.4.** FMS personnel shall have enough experience to execute Centralized Biometric Implementation of Centralized Biometric Attendance Recording System for different sites under WBSEDCL



systems and its operation.

**SW.10.5.** The bidder shall have to provide the services so as to manage entire Biometric systems at WBSEDCL to maximize the availability of the entire system.

**SW.10.6.** To achieve the desired Service, the bidder may need to interact, coordinate and collaborate with the other/different Service Providers as & when required. The FMS personnel will act as the Single Point of Contact (SPOC) for all equipment related issues. The role of FMS shall be started immediately from the handover of the project as per the relevant time schedule clause.

**SW.10.7.** The bidder shall be responsible for management of all the systems as per scope of work with all supportive services.

**SW.10.8.** If the FMS personal, in the opinion of WBSEDCL, is found guilty of any misconduct or incompetence or negligence, then if so directed by WBSEDCL, the successful bidder shall at once remove such employee and replace him by a qualified and competent substitute. It is clarified that the FMS personnel deployed by bidder shall have identity card to be issued by successful bidder.

**SW.11. Change Request (CR):** WBSEDCL will inform the Bidder of any modifications required due to malfunction or failure or enhancement (if required) of the software/system after the successful handover of the project. Necessary changes will made in development system and offer User Acceptance Test (UAT) to WBSEDCL authority. After successful UAT, the changes/modifications will be deployed production through Change Request (CR) as per **Annexure-XIX**. Any Change Request (CR) related to the software functionality must be made available within 15 days from the time the change request is submitted during the warranty period.

## **General Conditions of Contract [GCC]**

### **GCC.1. General Terms:**

**GCC.1.1. The entire work shall be executed on TURN KEY concept.**

**GCC.1.2.** For timely completion of the project, WBSEDCL reserves the right to divide/split/modify/cancel the entire work during placement of order without showing any reason whatsoever.

**GCC.1.3.** WBSEDCL has reserves the right to negotiate with the Bidder(s).

**GCC.1.4.** The bidder has to furnish all the information as required regarding their offer.

**GCC.1.5.** Quotation from any sub-bidder(s) will not be entertained.

**GCC.1.6.** Any form of joint-venture (JV) and consortium will not be entertained.

**GCC.1.7.** The bidder shall not allow the re-tendering of this contract to other bidders/ sub-bidders with the same scope of work and terms & conditions after receiving the LOA.

**GCC.1.8.** The bidder shall satisfy WBSEDCL with his ability to complete the works positively within the stipulated time.

**GCC.1.9.** Bidders are encouraged to make the maximum use of human resources available locally in West Bengal, provided that these meet the technical requirement as specified.

**GCC.1.10.** The Company reserves the right, to reject any or all the tenders, at its discretion, without assigning any reason whatsoever.

**GCC.1.11.** WBSEDCL reserves the right to review the bidder's capability and capacity to perform the work before awarding the Contract.

**GCC.1.12.** To monitor the maintenance activities and to discuss other related matters, meeting will be held between Bidder and WBSEDCL depending upon the need.

**GCC.1.13.** The hardware supplied should have upgradability feature and maintainability, for at least eight years.

**GCC.1.14.** The WBSEDCL reserves the right to reject the hardware/software, even after delivery, if any deviation from tendered specifications is found in the supplied materials at any point of time.

**GCC.1.15.** During entire period of contract, the bidder has to deliver and install on site updates, patches etc. of the Software if any, free of cost.

**GCC.1.16.** The bidder shall maintain sufficient spare of equipment's located at five distribution zones at his own cost for a total period of five years so that the warranty and AMC terms can be maintained.

**GCC.1.17.** The bidder should have service center facility for all equipment's available in Kolkata, West Bengal.

**GCC.1.18.** All the specifications/ documentations and manuals related to the hardware and software implementation are to be handed over to the Company including the customization manuals and APIs in soft & hardcopy. Data Flow diagram, database schema and structure of database are to be provided, before start of the AMC period.

**GCC.2. Loss or damage of equipment:** Bidder shall see that no damages are caused to any equipment and system of WBSEDCL during the installation and commissioning of new Biometric System. If any damage is caused to or suffer or and in general to WBSEDCL equipment or any property or by the consequences of the acts of unlawful omission of the bidder, its employees and workmen or other person connected with it, necessary repairs or replacements shall be taken up by WBSEDCL at the risk and cost of the bidder. The expenses shall be recovered from the money due and payable to the bidder or by other appropriate processes.

**GCC.3. Statutory Obligations:** Statutory obligations as per law of the land are to be complied with, by the Bidder(s). Workmen's Compensation Act 1923, the Contract Labour (Regulation & Abolition) Act 1970, Employees Provident Funds and Miscellaneous Provisions Act 1952, Employees' State Insurance Act 1948, Payment of Wages Act 1936 etc. and rules made there under for every act, are to be dealt with by the Bidder(s) as per relevant act and the financial obligation/s arising out of statutory obligations would be entirely on Bidder(s)'s account and WBSEDCL will not be responsible on this score for any reason whatsoever.

**GCC.4. Locations:** Site locations will be the jurisdiction of the entire state of West Bengal as per **Annexure-XIV**. The list is retentive, final list will be shared at the time of final Contract.

**GCC.5. Contract Period:**

**GCC.5.1.** The contract for **Phase-I** shall remain valid for the period of 5 (five) years from the date of **Job Completion Certificate of the entire system**.

**GCC.5.2.** The contract for **Phase-II** shall remain valid up to the Contract end date as mentioned GCC.5.1 for Phase-I.

**GCC.5.3.** The Contract period may be extended for further two (2) years, if required, with the same terms and conditions on satisfactory performance & on submission of acceptance letter.

**GCC.5.4.** WBSEDCL may terminate the contract earlier, prior to expiry of contract period, with 1 (One) months' notice, if the performance of the Bidder(s) is not found to be satisfactory. In that case, WBSEDCL may move to L2 and/ or L3 bidder and the liabilities due to this difference of cost will be recovered from the L1 bidder.

**GCC.6. Price:**

**GCC.6.1.** Price offer shall be submitted for only the specified items and as per given specification only.

**GCC.6.2.** All prices shall be given item wise in Indian Rupee only.

**GCC.6.3.** Price evaluation will be made on total price of all items as per the formula clearly mentioned in the 'Price Bid Sheet'.

**GCC.6.4.** The quoted unit rates shall remain firm throughout the period of the contract.

## **GCC.7. Taxes, Duties and other levies:**

**GCC.7.1.** The Bidder(s) shall be solely responsible for the taxes that may be levied on the Bidder(s) persons or on earnings of any of his employees and shall hold the employer indemnified and harmless against any claims that may be made against the Employer. The Employer does not take any responsibility whatsoever regarding taxes under “Income Tax Act, 1961” for the Contractor or his personnel. If it is obligatory under the provisions under the “Income Tax Act,1961” deduction of Income Tax at source shall be made by the Employer.

**GCC.7.2.** GST shall be admissible based on rule and rate in force and will be payable extra. Bidder should be registered under GST act.

**GCC.8. Contract Agreement:** The contractor (successful bidder) shall have to be entered into a Contract Agreement 30 (thirty) days from the issue of the Letter of Award (LOA) with West Bengal State Electricity Distribution Company Limited (WBSEDCL) for the proper fulfilment of the contract as per Proforma **(ANNEXURE-X)**. All Documents / Correspondences relevant to this tender evolved during the tendering process and firming up of the Contract and during execution of the work will form part of the agreement. The successful bidder shall have to submit a copy of the whole tender document duly signed and stamped by the authorized representative of the successful bidder.

**GCC.9. Contract Value:** The contract value of the project will be the total amount for the entire period of contract as price schedule sheet (BoQ). (Excluding Tax and Duties).

## **GCC.10. Delivery & Storage of New Equipment and removal of buy back equipments:**

**GCC.10.1.** The Controlling Officer will issue necessary dispatch clearance. On receipt of necessary clearance, delivery of materials and equipments are to be made at respective locations. Accordingly, delivery challan shall be raised. No equipment shall be delivered to the site without obtaining dispatch clearance. The entire responsibility of proper storage, handling, transport at the actual location for installation and insurance against all risks would be vested with the contracting agency and WBSEDCL will not be responsible for any loss, theft or damage of equipment in any manner whatsoever till the same are installed and commissioned and hand over take-over by WBSEDCL.

**GCC.10.2.** The contracting agency will not be permitted to take away any materials / equipment without written permission of the Head of the respective office (CE, IT&C Cell in case of Corporate Office) from the sites where such equipment has been delivered. Such equipments are to be taken back by the contracting agency only in case of any defects / malfunctioning after clearance from the Consignee officer of the respective sites (Supervising Officer in case of Corporate Office).

**GCC.10.3.** All supplied IT items should be certified by respective OEM mentioning the sl. no. of the product for the particular LOA which would be placed on successful bidder / IT implementer. The certificate from OEM containing sl. No. of equipment should be submitted along with Bill “on delivery” as per terms of payment.

**GCC.10.4.** Waybill may be provided by Bidder.

**GCC.10.5.** For buy back process, site wise old equipment as per **Annexure-XV** will be dismantled only after Handover Takeover of the new system but not before the end of the existing AMC contract on 04.06.2026.

**GCC.10.6. All transit risks & costs shall have to be borne by the contractor.**

### **GCC.11. Performance Guarantee:**

- GCC.11.1.** As Contract Guarantee, the successful bidder has to furnish a Performance Guarantee in the form of Bank Guarantee on non-judicial stamp paper of Rs 100 amounting to 10% (Ten) of the value of the order (subject to further variation of PBG rate as per the Govt. circular in future) from any Indian Scheduled Bank as per proforma enclosed (**Annexure XI**), to guarantee faithful execution of the order in accordance with the terms and conditions stipulated in both the orders.
- GCC.11.2.** An additional performance guarantee equivalent to 10% of the contract amount has to be submitted by successful bidder if the bid is in the range of -20% to -80% of the estimated (**Annexure XII**).
- GCC.11.3.** The Performance Guarantee shall be submitted to the CE, IT&C Cell, 3rd Floor, 'D' Block, Vidyut Bhawan, WBSEDCL
- GCC.11.4.** The Performance Guarantee shall cover the satisfactory performance of the entire project periods. For any failure towards satisfactory performance on the part of the Bidder(s), the Bank Guarantee will be liable to encashment and forfeiture.
- GCC.11.5.** Performance Guarantee furnished in any other form will not be accepted.
- GCC.11.6.** Performance Guarantee will not carry any interest.
- GCC.11.7.** The above Performance Guarantee is to be submitted within thirty (30) days from the date of issue of the order and shall remain valid up to 6 years with claim period of another 6 (six) months from the date of placement of LOA.
- In case the contract is renewed, the successful bidder has to extend the validity of the Performance Bank Guarantee till the end of the renewed contract period with a validity of 6 months days beyond the end of the renewed contract period.
- GCC.11.8.** The proceeds of the Performance Guarantee shall be payable to WBSEDCL as compensation for any loss resulting from the failure on the successful bidder's part to complete its obligations under both the Contracts or if any Liquidated Damage is levied on the Bidder(s) as per terms of any of the two Contracts.

**GCC.12. Risk Purchase / Performance:** Adherence to time schedules mentioned in the foregoing clauses shall be deemed as the essence of contract and if the successful bidder fails to execute the contract up to the satisfaction of WBSEDCL, as would be laid down in the contract, WBSEDCL shall be entitled to get the job executed engaging any other on that account and at the risk of the successful bidder or to cancel the contract and the successful bidder shall be liable to compensate for any loss/damage which WBSEDCL may sustain by reason of such failure on their part.

**GCC.13. Cancellation/Termination of Order:** WBSEDCL reserves the right to terminate the contract either in part or in full due to reasons of non-Compliance of stipulated activities laid down in different clauses under this contract, also have the right to invoke and appropriate the entire amount of Bank Guarantee without citing any cause thereof. The following causes may also lead to cancellation of LOA.

- GCC.13.1.** The successful bidder fails to submit written unconditional acceptance of order within 15 (Fifteen) days from the date of issuance of the order.
- GCC.13.2.** The successful bidder fails to sign Contract Agreement within 30 (thirty) days from the date of issuance of the order.

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**GCC.13.3.** If the successful bidder fails to submit the Performance Bank Guarantee as per stipulated format, with requisite validity and within the specified time period with 30 (thirty) days from the date of issuance of the order.

**GCC.13.4.** If the successful bidder fails to submit the additional performance guarantee, if required, as per the stipulated format, with the requisite validity, and within the specified time period of 30 (thirty) days from the date of issuance of the order

**GCC.13.5.** If the successful bidder fails to implement the project successfully in all respect.

**GCC.13.6.** If the successful bidder fails to replace the products and if the specification is found to be mismatched with quoted specification within the stipulated time frame.

**GCC.13.7.** If the successful bidder fails to replace the parts/ devices along with the software within the stipulated time frame.

**GCC.13.8.** If the performance of the successful bidder is found to be non-satisfactory at any stage during the entire contract period.

**GCC.13.9.** If the successful bidder fails to adhere to the 'Confidentiality' clause. In that case termination would be instantaneous.

**GCC.13.10.** In case of successful bidder provide faulty/sub-standard IT devices/ Power / Network Cables and its improper installation leading to dangerous occurrence/incident.

**GCC.13.11.** If the successful bidder fails to comply with any other stipulated activities apart from those, mentioned above, as laid down in various clauses under the orders. In each above cases 30 days termination notice shall be issued prior to termination of LOA.

**GCC.13.12.** The PBG and in case of additional performance guarantee will be invoked in case of termination, and the process for holiday listing will be applied to the bidder from WBSEDCL's end.

**GCC.14. Premature Termination:** If the bidder exits from the contract transferring the entire liability or part thereof prior to natural termination of the contract period, WBSEDCL should have the right to invoke and appropriate the entire amount of Bank Guarantee without citing any cause thereof.

**GCC.15. Confidentiality and Non-Disclosure Agreement:**

**GCC.15.1.** The bidder has to agree not to use the Confidential Information in any way, except for the purpose of execution of the Scope of Work.

**GCC.15.2.** The bidder has to agree to use its best efforts to prevent and protect the Confidential Information, or any part thereof, from disclosure to any person other than WBSEDCL's employees having a need for disclosure in connection with bidder's authorized use of the Confidential Information.

**GCC.15.3.** The bidder has to agree to take all steps reasonably necessary to protect the secrecy of the Confidential Information, and to prevent the Confidential Information from falling into the public domain or into the possession of unauthorized persons.

**GCC.15.4. Ownership of Confidential Information:** The bidder has to agree that all Confidential Information shall remain the property of WBSEDCL, and that WBSEDCL may use such Confidential Information for any purpose without obligation to the bidder. Nothing contained herein shall be construed as granting or implying any transfer of rights to the bidder in the Confidential Information, or any patents or other intellectual property protecting or relating to the Confidential Information;



**GCC.15.5. Survival of Rights and Obligations:** The Terms of Confidentiality set hereinabove, shall be binding upon, inure to the benefit of, and be enforceable by (a) WBSEDCL, its successors, and assigns; and (b) the bidder, its successors and assigns; In brief, strict confidentiality shall be maintained with respect to the contents of the data to be handled by the bidder and, any violation of this confidentiality clause may be treated as breach of trust and would lead to any or all of the penal actions as detailed below:

1. Instant termination of the contract
2. Engaging other agencies to carry out the remaining work with the condition that the cost of such work will be borne by you.

**GCC.15.6.** The contractor shall have to enter into a Confidentiality and Non-Disclosure Agreement within 30 (thirty) days from date of issuance of Letter of Award (LOA) with West Bengal State Electricity Distribution Company Limited (WBSEDCL) for the proper fulfilment of the contract as per Proforma in **Annexure-XIII**.

**GCC.16. Data Security:**

**GCC.16.1.** Contract will also be governed by section 65 and section 66 of Indian IT Act 2000 in terms of Data protection, privacy and hacking of data.

**GCC.16.2.** You shall maintain MeitY Guideline i.r.o. data security.

**GCC.16.3.** You shall also maintain IT security policy of WBSEDCL.

**GCC.17. Clause for Project Management:**

**GCC.17.1.** The bidder/WBSEDCL shall comply with the following key security requirements throughout the project lifecycle:

- I.** Applications should include a unique username and password mechanism.
- II.** Ensure appropriate access controls are in place to prevent unauthorized personnel from accessing WBSEDCL's data.
- III.** Ensure that applications/tools are restricted from forwarding any data file information in electronic format to any email accounts other than those of WBSEDCL.
- IV.** Ensure appropriate cryptographic controls are implemented wherever data is stored within the application.
- V.** Deploy adequate controls on systems supporting WBSEDCL business to protect them from any malicious software or virus attacks.
- VI.** Enable audit trails in the application/tool.

**GCC.17.2. Privacy-related Clause:** The bidder shall comply with all applicable data privacy and security laws, including, but not limited to, national privacy, security, and data protection laws, rules, and regulations. These include data privacy and security requirements, security breach and identity theft notification laws, and other rules governing the privacy, collection, use, disclosure, storage, and management of Confidential/Personal Information under this agreement.

Key data privacy measures include:

- I.** The bidder shall respect the rights of data subjects, including rights to access, rectify, erase, restrict processing, and object to the processing of their personal data.
- II.** Appropriate technical and organizational measures shall be implemented to protect personal data against unauthorized or unlawful processing, as well as accidental loss, destruction, or damage.

- III.** In the event of a data breach, the affected party shall notify the other party without undue delay and take all necessary steps to mitigate the impact.
- IV.** Personal data shall not be disclosed to or processed by third parties without the prior written consent of the data subject, except as required by law. Any third-party processing shall be governed by a written agreement ensuring compliance with this privacy clause.
- V.** Personal data shall be retained only as long as necessary to fulfil the purposes for which it was collected. Upon termination of this agreement, personal data shall be securely disposed of in accordance with applicable data protection laws and regulations.

**GCC.17.3. Data Purging Clause:** Upon termination of services, the bidder shall remove WBSEDCL's data, content, and other assets from the cloud/other environments and certify the destruction of Virtual Machines (VMs), content, and data to WBSEDCL. The bidder must ensure that the data cannot be forensically recovered. WBSEDCL may seek an undertaking from the Cloud Service Provider (CSP) or Service Provider to confirm compliance.

**GCC.17.4. Clause for Safeguarding Biometric Data:**

- I.** Biometric data must be encrypted both in transit and at rest using strong encryption methods.
- II.** Strict access controls must be implemented to ensure that only authorized personnel with a legitimate need have access to biometric data.

**GCC.18. Inspection & Testing: -**

**GCC.18.1.** The successful bidder shall provide factory test report of the quoted Biometric and IT equipment, testing infrastructure & necessary logistic support (like accommodation, transport etc.) as may be required by WBSEDCL for the said testing. Testing offer should reach at this end well in advance (preferably 2 weeks before) so that entire work can be expedited as per given time schedule.

**GCC.18.2.** WBSEDCL at its discretion may itself/engage any third party for factory testing of any equipment on behalf of WBSEDCL or waive off the factory testing as a whole. The personnel of outside agency, if engaged, shall be considered as the representative of WBSEDCL & the test reports furnished by them shall be binding.

**GCC.18.3.** After successful factory inspection & testing, WBSEDCL shall issue 'Delivery Instruction' (DI) for the delivery of the equipment.

**GCC.18.4.** Inspection & testing may be executed without factory testing as per **GCC.18.2** after installation and commissioning of the equipment if WBSEDCL desires so. In that case, WBSEDCL shall issue DI for delivery of the equipment immediately. After installation and commissioning of the product if the specification is found to be mismatching with quoted specification then the entire equipment shall have to be replaced by the successful Bidder unconditionally within 30 days from the date of detection.

**GCC.18.5.** Necessary instruction shall be issued by the Controlling Officer either after successful inspection and testing or after submission of necessary reports of all the equipment as per the relevant clauses, which will be entirely at the discretion of the WBSEDCL's Authority.

#### **GCC.19. Force Majeure:**

**GCC.19.1.** The successful bidder shall have no liability if prevented from carrying out obligations under the orders by reasons of war, invasion, foreign hostilities, war declared, riot, civil commotion, mutiny, fire, Covid like pandemic, Govt. orders and/or restrictions/lock-down or any other cause beyond the reasonable control of the successful bidder. However, such force-majeure circumstances are to be intimated immediately and to be established subsequently with appropriate documents/proofs to the entire satisfaction of WBSEDCL.

#### **GCC.20. Legal Jurisdiction:**

**GCC.20.1.** During execution of this contract, if any dispute arises thereby, shall be settled amicably between the contractual parties.

**GCC.20.2.** All disputes or differences in respect of which the decision if any has not become final shall be settled by taking recourse of law at any competent Court under the jurisdiction of Hon'ble High Court, Calcutta only.

**GCC.20.3.** The necessary legal affairs and / or court case shall be exclusively within the jurisdiction of Calcutta High Court or any subordinate court having competent jurisdiction at Kolkata only.

#### **GCC.21. Limitation of liability: Except in cases of gross negligence or willful misconduct:**

**GCC.21.1.** Neither Party shall be liable to the other Party for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the bidder to pay liquidated damages to WBSEDCL, and

**GCC.21.2.** The aggregate liability of Bidder to WBSEDCL, whether under the Order, in tort, or otherwise, shall not exceed the amount specified in the Contract Price. Provided that this limitation shall not apply to the cost of repairing or replacing defective equipment/solutions, or to any obligation of the bidder to indemnify WBSEDCL with respect to patent infringement.

**GCC.22. Site Not Ready:** If site is not ready within Time schedule for installation & commissioning of the device due to failure on WBSEDCL part. The same confirm by the concerned Supervising Officer with proper certification and no LD will be imposed for such case(s).

**GCC.23. Call docketing process:** In case of failure / malfunctioning of the system the site officers will inform you over telephone. 24 x 7 Centralized registration of all calls should be maintained by bidder to record the calls and acknowledge each and every call with a unique docket number which is to be used for further reference.

#### **GCC.24. Insurance:**

- a. The Bidder at his own cost shall arrange, secure and maintain all insurance as may be pertinent to the Work and obligatory in terms of law to protect his interest and interests of WBSEDCL against all perils detailed herein. The form and the limit of such insurance as defined herein together with the underwriter in each case shall be acceptable to WBSEDCL. However, irrespective of such acceptance, the responsibility to maintain adequate insurance coverage at all times up to handover of all equipments shall be of Bidder alone. The Bidder's failure in this regard shall not relieve him of any of his contractual responsibilities and obligations. The insurance covers to be taken by the Bidder shall be in the joint names of the WBSEDCL and the Bidder, wherein the

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beneficiary will be WBSEDCL and the Bidder will be the custodian. The Bidder shall, however, be authorized to deal directly with the Insurance Company or Companies and shall be responsible in regard to maintenance of all insurance covers.

- b. Any loss or damage to the equipment during transportation, handling, storage, erection, putting into satisfactory operation and all activities to be performed till the successful completion of commissioning up to handover of the Equipment shall be to the account of the Bidder. The Bidder shall be responsible for preference of all claims and make good the damages or loss by way of repairs and/or replacement of the equipment, damaged or lost. The transfer of title shall not in any way relieve the Bidder of the above responsibilities. The Bidder shall provide WBSEDCL with copy of all insurance policies and documents taken out by him in pursuance of the Contract. Such copies of documents shall be submitted to WBSEDCL immediately after such insurance coverage. The Bidder shall also inform WBSEDCL in writing at least sixty (60) days in advance regarding the expiry/cancellation and/or change in any of such documents and ensure revitalization, renewal etc. as may be necessary well in time at his cost, risk and responsibility.
- c. The perils required to be covered under the insurance shall include, but not be limited to fire and allied risks, miscellaneous accidents (erection risks), workman compensation risks, loss or damage in transit, theft, pilferage, riot and strikes and malicious damages, civil commotion, weather conditions, accidents of all kinds, war risks etc. The scope of such insurance shall be adequate to cover the replacement / reinstatement cost of the equipment for all risks up to and including delivery of goods on Ex-works basis and shall also cover transportation and other costs till the equipment are delivered. Notwithstanding the extent of insurance cover and the amount of claim available from the underwriters, the Bidder shall be liable to make good the full replacement/rectification value of all equipment/materials and to ensure their availability as per project requirements. The extent of bidders' liability together with the insurance cover and claim available shall be limited to the full replacement / rectification value of all equipment / material to ensure their availability as per project requirement.
- d. Bidder shall ensure that for all activities to be performed under the Contract viz. transportation, storage, erection, testing, commissioning etc. till the equipment/plant is handed over to WBSEDCL, the insurance cover shall only be taken from Indian Insurance Companies.

#### **GCC.25. Liquidated damage:**

The timely completion of entire project including handing over the sites to WBSEDCL as per "Time schedule" Clause is the basic consideration and essence of the contract and WBSEDCL reserves the right to repudiate the contract if the 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.

- a. **Delay in implementation of the project:** If the bidder fails to complete the work within the completion time as per sl. no.4 for **Phase-I** and as per sl. no. 2 for **Phase-II** stated in the Clause of "Time schedule", a L.D. at the rate of ½% of the value of unfinished portion per day of delay or part thereof subject to a maximum of @10% of value of the unfinished portion of the system (including device cost and installation cost) shall be imposed on the bidder. As it is a turn-key project & mere supply of equipment's cannot be construed as completion of work, hence for the purpose of this clause, work will be treated as finished for a particular location only when successful installation, commissioning, trial run and handover-takeover of the system will be

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completed. Otherwise the total value of material and work for that particular location will be treated as unfinished and L.D. will be calculated on the total value of that unfinished portion of that location.

- b. During Warranty Period:** Failure to set right any malfunctioning or to rectify fault of the system within the schedule downtime as indicated in the “Warranty” clause, a deduction at the rate of @1/2% (half percent) cost of particular site (total equipment cost) per day or part thereof subject to maximum of 10%(ten percent) cost of particular site will be recovered as L.D. from the bidder.
- c. During AMC Period:** If the Bidder fails to set right the malfunctioning of the system within schedule downtime as indicated in relevant clause, WBSEDCL may recover from the bidder @1/2% (half percent) cost of particular equipment per day or part thereof subject to maximum of 10% (ten percent) cost of particular quarter will be recovered as L.D. from the bidder.  
The maximum value of LD would be 10% (ten percent) of AMC order value. In case of termination of LOA as per termination clause, WBSEDCL will engage third party for the maintenance of supplied and installed items and related service. The difference in cost of AMC for engagement of third party will be deducted from outstanding bill / BG lying / to be lying with WBSEDCL.
- d.** Liquidated Damage, if applicable during Project execution period or warranty period or AMC period, will be recovered from any outstanding bills / bank guarantee lying with WBSEDCL.
- e.** No LD will be imposed for those equipment’s for not delivered/ install due to Site Not Ready case(s).

**GCC.26. Submission of bills for payment:**

- a.** Bills shall be prepared on the basis of actual number of devices installed for Delivery, Installation, Commissioning, FMS, GPRS and AMC.
- b.** All the bills in triplicate with relevant papers, documents and compiled in one excel sheet (softcopy and hardcopy) maintaining WBSEDCL hierarchy are to be submitted to the controlling officer IT & C Cell.

**GCC.27. Terms of Payment: No advance payment will be made against this order in any circumstances for turn-key implementation of entire project.**

**I. Payment On Delivery for Phase-I:**

- a. Bill amount:** 50% of the material value supplied & delivered plus 100% tax on those material.
- b. Enclosure:** Receipted challan duly signed by the Consignee Officer.

**II. On complete Installation & Commissioning for Phase-I::**

- a. Bill amount:** 30% of the material value and 100% installation charges with TAX.
- b. Enclosures:** Successful Installation, commissioning certificate as per **Annexure -XVI** must be submitted after duly signed by respective Consignee Officers for all the offices.

**III. On Handover-takeover of the system for Phase-I :**

- a. Bill amount:** 20% of the material value delivered.



- b. Enclosures:** Certificate for successful completion of training to be issued by the concerned Consignee Officer supported by the “Hand Over Take Over cum Completion Certificate” (**Annexure XVII**) by Consignee Officer for all site offices.

**IV. For Facility Management Service (FMS) for Phase-I :**

- a.** No advance payment shall be made against FMS.
- b.** Payment will be released on quarterly basis after completion of the concerned quarter. The first quarter will be calculated from the date of issuance of Completion Certificate.
- c.** Bills are to be submitted in triplicate with monthly performance certificate as an enclosure from the Controlling Officer.

- V. For recurring GPRS charges:** Payment will be released on quarterly basis after completion of the concerned quarter. The first quarter will be calculated from the date of issuance of Completion Certificate. The charges for GPRS will be paid on prorated quarterly basis, for only the active links (connection) as per rate quoted on BoQ.

**VI. For CAMC for Phase-I :**

- a.** No advance payment shall be made against AMC.
- b.** Payment will be released on quarterly basis after completion of the concerned quarter.
- c.** Bills are to be submitted in triplicate with the performance certificate from the Controlling officer for all sites.

**VII. Payment On Delivery for Phase-II:**

- c. Bill amount:** 50% of the material value supplied & delivered plus 100% tax on those material.
- d. Enclosure:** Receipted challan duly signed by the Consignee Officer. This includes completion of onsite supply, transport & delivery of all equipment's, system software peripherals etc.

**VIII. On Installation & Commissioning for Phase-II:**

- c. Bill amount:** 30% of the material value, total 100% installation charges with 100% TAX
- d. Enclosures:** Successful Installation, commissioning certificate as per **Annexure -XVI** must be submitted after duly signed by respective Consignee Officers for all the offices.

**IX. On Handover-takeover of the system for Phase-II :**

- c. Bill amount:** 20% of the material value delivered.
- d. Enclosures:** Certificate for successful completion of training to be issued by the concerned Consignee Officer supported by the “Hand Over Take Over cum Completion Certificate” (**Annexure XVII**) by Consignee Officer for all site offices.

**X. For CAMC for Phase-II :**

- d.** No advance payment shall be made against AMC.



- e. Payment will be released on quarterly basis after completion of the concerned quarter. In case Contract ends before completion of last quarter then bill calculation may be done on pro-rata basis.
- f. Bills are to be submitted in triplicate with the performance certificate from the Controlling officer for all sites.

**GCC.28. Representative of Bidder:**

- a. The bidder is required to nominate a Single Point of Contact (SPOC) exclusively for this project from commencement to completion as a Nodal Officer to be stationed at Kolkata, with whom WBSEDCL will contact on all matters related to this order.
- b. The bidder has to specifically furnish to WBSEDCL, the name, designation, Telephone no. including mobile no., email address of SPOC.
- c. SPOC will provide strategic and tactical recommendations in relation to technology related issues. He will identify and resolve problems and issues together with WBSEDCL.

**GCC.29. WBSEDCL personnel for liaison:**

- a. **Controlling Officer:** Addl. Chief Engineer, IT & C Cell. - He would issue the successful Job completion certificate for the entire scope of work under the LOA.
- b. **Nodal Officer:** Superintendent Engineer (E) / Divisional Engineer (IT&C), IT & C Cell – He would supervise & monitor all the activities.
- c. **Consignee Officer:** The head of the offices/sites will be the Consignee officer who will also monitor the installation of the devices at proper location, electrical wiring and LAN connectivity.
  - I. SE / DE, IT&C Cell, Vidyut Bhawan shall be the Consignee against Corporate Office.
  - II. The Head of any office shall be the Consignee officer for those site offices.
- d. **Supervising Officer:** The Supervising Officer will monitor the employee related matters like initial database creation, new registration, transfer, editing of master details etc.
  - I. AGM/DGM/Sr. Manager (HR&A), IT Cell, Vidyut Bhawan shall be the Supervising Officer against Corporate Office. SE / DE, IT&C Cell, Vidyut Bhawan shall be the Supervising Officer against Corporate Office.
  - II. The respective Head of the HR&A wing (AGM (HR&A) / DGM (HR&A) / Sr. Manager (HR&A) / Manager (HR&A) / Asst. Manager (HR&A) of the all offices/sites will be the supervising officer for the other establishments. **For CCCs respective Manager (HR&A) / Asst. Manager (HR&A) of the Division will supervise and Monitor the system.**
- e. **Paying Authority: All payments for every activity of the Project:** Manager (F&A), IT Cell, Vidyut Bhawan, WBSEDCL.

### Special Conditions of Contract (SCC)

**SCC.1.** The special conditions of the contract, as depicted here, shall supplement the sections like IB, SW & GCC etc. and wherever there is a conflict, the provision herein shall prevail over other sections of this document.

**SCC.2.** The manpower deployed by the successful bidder for completion of the job not have any right whatsoever in getting employment in WBSEDCL.

**SCC.3.** Any scheduled date, if subsequently, is declared as holiday by competent authority, the revised schedule will be notified duly. However, in absence of such notification, the next working day, with scheduled time and venue will be considered as scheduled and Bidder(s) would be intimated accordingly.

**SCC.4.** WBSEDCL reserves the right to disqualify such bidders who have a past track record of not meeting contractual obligations (either in part or in full) against earlier contracts entered into with any unit of WBSEDCL.

#### **SCC.5. Confidentiality:**

**SCC.5.1** The Bidder(s) has to agree not to use the Confidential Information in any way, except for the purpose of execution of the Scope of Work.

**SCC.5.2** The Bidder(s) has to agree to use its best efforts to prevent and protect the Confidential Information, or any part thereof, from disclosure to any person other than WBSEDCL's employees having a need for disclosure in connection with Bidder(s)'s authorized use of the Confidential Information.

**SCC.5.3** The Bidder(s) has to agree to take all steps reasonably necessary to protect the secrecy of the Confidential Information, and to prevent the Confidential Information from falling into the public domain or into the possession of unauthorized persons.

**SCC.5.4** Ownership of Confidential Information: The Bidder(s) has to agree that all Confidential Information shall remain the property of WBSEDCL, and that WBSEDCL may use such Confidential Information for any purpose without obligation to the Bidder(s). Nothing contained herein shall be construed as granting or implying any transfer of rights to the Bidder(s) in the Confidential Information, or any patents or other intellectual property protecting or relating to the Confidential Information;

**SCC.5.5** Survival of Rights and Obligations: The Terms of Confidentiality set hereinabove, shall be binding upon, inure to the benefit of, and be enforceable by (a) WBSEDCL, its successors, and assigns; and (b) the Bidder(s), its successors and assigns;

In brief, strict confidentiality shall be maintained with respect to the contents of the data to be handled by the successful bidder and, any violation of this confidentiality clause may be treated as breach of trust and would lead to any or all of the penal actions as detailed below:

- I. Instant termination of the contract
- II. Engaging other agencies to carry out the remaining work with the condition that the cost of such work will be borne by the defaulting Bidder(s).

  
Chief Engineer,  
IT & C Cell  
WBSEDCL

Implementation of Centralized Biometric Attendance Recording System for different sites under WBSEDCL

Tender Notice No. WBSEDCL/IT&C/85:00/781 date- 13.12.2024

## **ANNEXURES**

<b>Item</b>	<b>Description</b>
Price Bid Sheet (BoQ)	Item Rate BoQ
FORM-I	Declaration of Mandatory Condition
FORM-II(A)	Checklist of Mandatory Condition
FORM-II(B)	Schedule of Bids
FORM-II(C)	Certificate of Yearly Turnover
ANNEXURE-I	Bid Proposal
ANNEXURE-II	Techno Commercial BID
ANNEXURE-III	Techno Commercial Deviation Sheet
ANNEXURE-IV	Proforma of Bank Guarantee for Bid Guarantee
ANNEXURE-V	Proforma of Indemnity Bond
ANNEXURE-VI	Proforma of Declaration of Black Listing
ANNEXURE-VII	Proforma of Declaration Regarding abandonment or Rescission of Work
ANNEXURE-VIII	Declarations
ANNEXURE-IX	Pre-Bid Query Format
ANNEXURE-X	Proforma of Contract Agreement
ANNEXURE-XI	Format for Bank Guarantee for contract Performance
ANNEXURE-XII	Format for Bank Guarantee for additional security

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<b>Item</b>	<b>Description</b>
ANNEXURE-XIII	Proforma Of Confidentiality And Non-Disclosure Agreement
ANNEXURE-XIV	Location List
ANNEXURE-XV	LIST OF BUY BACK ITEMS
ANNEXURE-XVI	Installation & Commissioning Certificate
ANNEXURE-XVII	Hand Over Take Over cum Completion Certificate
ANNEXURE-XVIII	Site wise Registration of the employee record
ANNEXURE-XIX	CHANGE REQUEST FORM
ANNEXURE-XX	THIRD-PARTY DECLARATION FORM
ANNEXURE-XXI	Manufacture's Authorization Form (MAF)

## BoQ FORMAT

**Price BID for Implementation of Centralized Biometric Attendance Recording System for different sites under WBSEDCL with 3 years of warranty & 2 years Comprehensive AMC and 5 years of FM Support.**

Sl. No.	Item Description	Quantity	Units	Unit Material Cost Excluding Tax In Figures To be entered by the Bidder Rs. P	GST rate in %	Unit Installation & Commissioning Cost Excluding Tax In Figures To be entered by the Bidder Rs. P	GST rate in %	TOTAL AMOUNT With out Taxes Col.9=((Col.1.3*Col.5)+(Col.3 * Col.7))	TOTAL AMOUNT In Words
1	2	3	4	5	6	7	8	9	10
1	<b><u>Phase-I:</u></b> Procurement of Attendance device supported with both Face recognition and biometric Finger Print impression including proper wall mounting accessories. As per specification mentioned in Annexure-II	1116.00	Nos					0.00	INR Zero Only
2	<b><u>Phase-I:</u></b> Procurement of 4 Port Ethernet Switch 10/100 Mbps as per specification mentioned in Annexure-II	558.00	Nos					0.00	INR Zero Only
3	<b><u>Phase-I:</u></b> Supply and delivery LAN and Electrical accessories & fittings for required power points and LAN points to install Biometric devices as per specification mentioned in Annexure-II	558.00	Nos					0.00	INR Zero Only
4	<b><u>Phase-I:</u></b> Procurement of Management Application Server with necessary software and related accessories for HQ scalable up to Phase-II as per specification mentioned in Annexure-II	1.00	No					0.00	INR Zero Only
5	<b><u>Phase-I:</u></b> Procurement of Database Server with necessary software and related accessories for HQ scalable up to Phase-II as per specification mentioned in Annexure-II	1.00	Nos					0.00	INR Zero Only

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6	<b><u>Phase-I:</u></b> Procurement of TMS Server with necessary client software and related accessories for HQ scalable up to Phase-II as per specification mentioned in Annexure-II	1.00	No					<b>0.00</b>	INR Zero Only
7	<b><u>Phase-I:</u></b> Procurement of NAS (32 TB) and related accessories for HQ scalable up to Phase-II as per specification mentioned in Annexure-II	2.00	Nos					<b>0.00</b>	INR Zero Only
8	<b><u>Phase-I:</u></b> Procurement of 24-Port 1G Ethernet Switch with necessary accessories for HQ scalable up to Phase-II as per specification mentioned in Annexure-II	1.00	No					<b>0.00</b>	INR Zero Only
9	<b><u>Phase-I:</u></b> Procurement of Client Workstation with 20" Monitor with necessary accessories for HQ as per specification mentioned in Annexure-II	1.00	No					<b>0.00</b>	INR Zero Only
10	<b><u>Phase-I:</u></b> Procurement of 42U Rack with necessary accessories for HQ as per specification mentioned in Annexure-II	1.00	No					<b>0.00</b>	INR Zero Only
11	<b><u>Phase-I:</u></b> Supply and delivery LAN and Electrical accessories & fittings for required power points and LAN points to install all Central Servers for HQ as per specification mentioned in Annexure-II	1.00	No					<b>0.00</b>	INR Zero Only
12	<b><u>Phase-I:</u></b> Quarterly SIM subscription Charges for 20 nos. SIM based Biometric Devices for 5 years.	400.00	Nos					<b>0.00</b>	INR Zero Only
13	<b><u>Phase-I:</u></b> Per Quarter of comprehensive AMC Charges as per the NIT - 2.5% of total cost after summing of Sl. No. 1 to 11 from Col.9	8.00	Nos	<b>0.00</b>				<b>0.00</b>	INR Zero Only

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14	Total FMS cost i.e. 2.5% of item wise total cost after summing of summing of Sl. No. 1 to 11 from Col.9 for 1 no Personnel at HQ for five years or end of contract period of project.	1.00	No	0.00				0.00	INR Zero Only
15	<u>Phase-II:</u> Procurement of Attendance device supported with both Face recognition and biometric Finger Print impression including proper wall mounting accessories. As per specification mentioned in Annexure-II	486.00	Nos					0.00	INR Zero Only
16	<u>Phase-II:</u> Procurement of 4 Port Ethernet Switch 10/100 Mbps as per specification mentioned in Annexure-II	243.00	Nos					0.00	INR Zero Only
17	<u>Phase-II:</u> Supply and delivery LAN and Electrical accessories & fittings for required power points and LAN points to install Biometric devices as per specification mentioned in Annexure-II	243.00	Nos					0.00	INR Zero Only
18	<u>Phase-II:</u> Quarterly SIM subscription Charges for 50 nos. SIM based Biometric Devices for 5 years.	1000.00	Nos					0.00	INR Zero Only
19	<u>Phase-II:</u> Per Quarter of comprehensive AMC Charges as per the NIT - 2.5% of total cost after summing of Sl. No. 15 to 17 from Col.9	8.00	Nos	0.00				0.00	INR Zero Only
20	<u>Phase-II:</u> Buy Back of old Attendance device supported with biometric Finger Print impression including wall mounting accessories.	486.00	Nos					0.00	INR Zero Only
<b>Total in Figures</b>								<b>0.00</b>	Zero Only
<b>Quoted Rate in Words</b>	<b>INR Zero Only</b>								

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NOTE: -

- (a) GST shall be allowed over and above the contracted price at the prevailing rate in force.
- (b) Price bid is to be submitted strictly as per above format and all the columns duly filled in.
- (c) Partial & incomplete quotation will not be Accepted
- (d) The bidder has to declare as follows: -

**“We hereby declare that in quoting the above price, we have taken into account the entire Scope of Work along with all statutory taxes and levies as applicable till date except GST”.**

Signature of the bidder with Office Seal

Dated-----

<p style="text-align: center;"><b><u>FORM-I</u></b></p> <p style="text-align: center;"><b>Mandatory Requirement (MR) of Bidder</b></p>				
<b>Sl. No.</b>	<b>Description</b>	<b>Qualification Criteria</b>	<b>Evaluation/ Document Required</b>	<b>Submitted Yes/ No</b>
1	Bidders Identity	The bidder shall be a private/public Company registered under Companies Act 1956.	Certificate of Incorporation and Registration.	
2	OEM criteria	Original Equipment Manufacturer (OEM) must have its own manufacturing facility operational in India for the past five years. The OEM brand should be of Indian origin only. A valid Factory License must be attached along with the technical bid. OEM should have a service centre and a local representative in the state of West Bengal to ensure a quick response. The OEM must have valid certifications for ISO 9001:2015, and ISO 14001:2015.	Should submit relevant certificate and self-declaration.	

3	Experience of OEM	(a) The OEM(s) must have at least 5 years of experience for installation, testing and commissioning on Trunkey basis of minimum of 300 biometric devices with face or finger recognition technology and maintaining a minimum of 10,000 users' data in at least one or two separate orders across PAN West Bengal/India during the last 5 years in Government, Semi-Government, or PSU establishments.	<ul style="list-style-type: none"> <li>i. The OEM shall submit the documentary proof of orders received.</li> <li>ii. Certificate mentioning order reference from Ordering Authority with satisfactory completion / ongoing during last five years.</li> </ul>	
	Experience of Bidder	(a) The Bidder(s) must have experience in implementing biometric devices with face or finger recognition technology and installation of network equipments across PAN West Bengal/India during the last 5 years in Government, Semi-Government, or PSU establishments.	<ul style="list-style-type: none"> <li>i. The bidder shall submit the documentary proof of orders received.</li> <li>ii. Certificate mentioning order reference from Ordering Authority with satisfactory completion / ongoing during last five years.</li> </ul>	
4	Financial Strength of OEM	a) OEM(s) must have MAAT (minimum average annual turnover) should be INR 100 crores or more for last three financial years (i.e., for the F.Y. 2021-22, 2022-23 & 2023-24).	<p>Provide the turnover in a separate sheet (as per Form-II) with Auditor's signature along with following supporting document duly attested.</p> <ul style="list-style-type: none"> <li>i. Complete set of audit report for Companies for financial years 2021-22, 2022-23 &amp; 2023-24 are required to be submitted.</li> </ul>	



	Financial Strength of Bidder	a) Bidder(s) must have MAAT (minimum average annual turnover) should be equal to the estimated cost or more for last three financial years (i.e., for the F.Y. 2021-22, 2022-23 & 2023-24).	Provide the turnover in a separate sheet (as per Form-II) with Auditor's signature along with following supporting document duly attested.  i. Complete set of audit report for Companies for financial years 2021-22, 2022-23 & 2023-24 are required to be submitted.	
5	Workforce Capability	a) Bidder(s) must have technically sound personnel for execution of FMS service who must have a technical qualification and also experience in similar field.	Copy of academic as well as experience certificates in respective of persons to be engaged for the project.	
		b) Bidder(s) must have technically qualified personals for execution of the Biometric or similar project.	Should submit list of 10 nos. engineers with their qualification and own payroll documents.	
6	Authenticat tion	Bidder(s) must submit a certificate, on company letter head, stating that the bidder hasn't been blacklisted by any institution/ organization/ society/ company of the Central / State Government ministry/department, or its public sector organizations during the last five years, with company stamp and signed by authorized signatory.	Self-Certificate on company letter head with company stamp and signed by authorized signatory.	
7	Office Location	Bidder(s) must have site offices at Kolkata.	Address of office at Kolkata along with Telephone No, Fax and Contact person's identity.	

8	Call logging facility with service Centre	Must have capability to maintain installed System efficiently. The Bidder must have Phone Number for service support where user shall log complaints. Must have service centre at Kolkata.	i. Call log-in facility along with phone no. for WBSEDCL. ii. Address of Kolkata Service Centre.	
9	Back end Agreement	Must have back-end agreement with OEM regarding availability of original spares, End of Support & License of original equipments upto atleast 7 years from the date of the hand over take over the system.	Back end Agreement copies to be submitted mentioning tender no. and model no. of quoted product.	
10	MAF	The bidder should be an authorized system integrator.	Manufacturer authorisation letter (MAF) to be submitted mentioning tender no. and model no. of quoted product by the OEM as per Annexure-XXI	
11	Spare & Stock	The Bidder should agree to provide comprehensive AMC of the entire system and shall maintain sufficient spare of equipments in spare-bank of its own premises at his own cost for a total period of Contract.	Self-Certificate on company letter head with company stamp and signed by authorized signatory.	
12	Conflict of Interest	Conflict of Interest as per relevant clause.	Undertaken is to be given.	
13	Power of Attorney		shall submit a written power of attorney on a non-judicial stamp paper of Rs 10/-, authorizing the signatory of the NIT to act on behalf of the bidder.	

14	Statutory obligation	Must Comply with all statutory obligations.	<ul style="list-style-type: none"> <li>(i) Self-attested copy PF Registration Certificate.</li> <li>(ii) Self-attested copy of PAN Card.</li> <li>(iii) Self-attested copy of Trade License Registration Certificate.</li> <li>(iv) Self-attested copy of GST Registration Certificate.</li> <li>(v) Self-attested copy of Company registration certificate.</li> <li>(vi) Self-attested copy of Authorization for signing the tender documents.</li> <li>(vii) Self-attested copy of IT Return for the Financial Year 2021-22, 2022-23 &amp; 2023-24</li> <li>(viii) ISO Certification (ISO-9001:2015 and ISO 27001)</li> </ul>	
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**FORM- II(A)****Checklist of Mandatory Conditions**

West Bengal State Electricity Distribution Company Limited		
Tender Notice No.		
Details of information to be provided in support of Mandatory condition (copy of Supporting document to be submitted with the bid)		
Sl. No.	Item Details	Details
1	Contact Person with Telephone No., Mobile No., E-mail ID and FAX No. of the Bidder	
2	Communication details of Office at Kolkata	
3	PF Registration No. & valid up to (a copy should be enclosed)	
4	Permanent Account No. (PAN)	
5	Power of Attorney	
6	GST registration No.	
7	SSC Code of GST	
8	Company Registration No.	
9	Trade License No.	
10	Earnest Money (Amount and in the form of BG/online) submitted	

11	Whether agreed to (YES/NO):				
	a) Terms of Payment:		c)	Risk purchase clause:	
	b) Earnest Money clause:		d)	Liquidated damage clause:	
12	Annual Turn Over for each of last three financial years		2021-22 (in INR crore)	2022-23 (in INR crore)	2023-24 (in INR crore)
13	Orders received and executed by the bidder	Financial Year	Organization where worked with Contact Telephone No. and FAX No.	Order No. and Date with Value of the Order	Completion / ongoing Certificate with date (indicating order reference no.)
				Signature of the Bidder with Seal	



**FORM- II(B)****SCHEDULE OF BIDS**

1.	Name of the tenderer with office address Tel No./Fax no./Email address	:			
2.	Address of Kolkata office and Tel no./Fax no./ E-mail address with the name of contact person	:			
3	Contact Person with Telephone No., Mobile No., E-mail ID and FAX No. of the Bidder	:			
4.	GST registration No.	:			
5.	Earnest Money (Amount and in the form of BG) submitted	:	6.	Category of organization	
6.	Details of Earnest Money in BG as submitted:	:	8.	Company Registration No.	
7.	PAN Card No.	:			
8.	Whether agreed to <b>(YES/NO):</b>				
	a) Terms of Payment	:	c)	Risk purchase clause	
	b) Earnest Money clause	:	d)	Liquidated damage clause	
9.	Offer valid upto	:	<b>180 days from the date of opening of the Tender.</b>		
10.	The price should be Firm.	:	<b>The Prices are Firm.</b>		
11.	Whether the bidder has submitted a) GST certificate b) Copy of PAN Card				

	c) Company Registration certificate d) PF Registration No. & valid up to (a copy should be enclosed) e) Trade License Certificate f) IT Returns		
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**(Signature and Seal of Tenderer)**

Dated-----

**FORM- II(C)**

**Certificate regarding Summary Statement of Yearly Turnover**

This is to certify that the following statement is the summary of the audit report /tax audit report arrived in favor of ..... for the **any three consecutive** years or for such period since inception of the Firm, if it was set in less than such three year's period.

Sl. No.	Financial		Remarks
	Year	Turnover rounded up to two digits after decimal	
1.	2021-22		
2.	2022-23		
3.	2023-24		
Total			

Average Turnover:

Note:

1. Average turnover is to be expressed in lakh of rupees, rounded up to two digits after decimal.
2. Average turn over for 3 years is to be obtained by dividing the total turnover by 3 (**any three consecutive** years out of above-mentioned years)

**(Signature with Designation & Seal)**

Dated-----

## **ANNEXURE-I: BID PROPOSAL**

### **From**

Bidder's Name and Address :  
Contact person :  
Designation :  
Telephone No. (Land Line & mobile) :  
Fax :  
Tender Reference :

### **To**

The Chief Engineer,  
IT & C Cell,  
West Bengal State Electricity Distribution Company Limited,  
3<sup>rd</sup> Floor, Block- 'D', Vidyut Bhavan.,  
Bidhannagar, Kolkata- 700 091.

Sub.: Invitation to Bid to implementation of Centralized Biometric Attendance Recording System for different sites under WBSEDCL with 3 years of warranty & 2 years Comprehensive AMC and 5 years of FMS for **Phase-I** and **Phase-II**.

Dear Sir,

1. We the undersigned Bidder/(s), having read and examined in details the specifications and other documents of the subject Tender, do hereby propose to execute the contract as per specification as set forth in your Bid-Document.
2. **PRICES AND VALIDITY:**
  - 2.1. The ex-works prices of all items/equipment and rate of erection, commissioning etc. stated in the bid are FIRM during the entire period of contract irrespective of date of completion and not subject to any price adjustment as per in line with the Bidding Documents. All prices and other terms and conditions of this proposal are valid for a period of 180 (one hundred eighty) days from the date of opening of the bids (Part-1). We further declare that prices stated in our proposal are in accordance with your bidding.
  - 2.2. We confirm that our bid prices include all other taxes and duties and levies applicable on bought out components, materials, equipment's and other items and confirm that any such taxes, duties and levies additionally payable shall be to our account.
  - 2.3. All duties & taxes such, if any, applicable on transaction from us to you payable extra by you against production of documentary evidence to be submitted by us.
3. **BID GUARANTEE:**

We have enclosed a Bid Guarantee in the form of Bank Guarantee from ..... drawn in favour of WBSEDCL for an amount of Rs.....

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4. DEVIATIONS:

We declare that contract shall be executed strictly in accordance with the specifications and documents except for the deviations, all of which have been detailed out exhaustively in our deviation schedules, in volume irrespective of whatever has been stated to the contrary anywhere else in our proposal.

Further, we agree that additional conditions, deviations, if any, found in the proposal documents other than those stated in our Deviation Schedules, save that pertaining to any rebates offered, shall not be given effect to.

5. WORK SCHEDULE:

If this proposal is accepted by you, we agree to provide services and complete the entire work, in accordance with schedule indicated in the proposal, we fully understand that the work completion schedule stipulated in the proposal is the essence of the Contract, if awarded. The completion schedule of the various major key phases of the work will be as per time Schedule submitted by us and approved by WBSEDCL in order to maintain the completion time schedule of bid documents.

6. CONTRACT PERFORMANCE GUARANTEE:

We further agree that if our proposal is accepted, we shall provide a Contract Performance Guarantee of value, equivalent to ten percent (10%) of the Contract Price as stipulated in Bid document in the form of Bank Guarantee (Please specify the form of guarantee) in your favour and enter into a formal agreement with you within 30 (thirty) days from the date of placement of Letter of Award.

Dated.....this.....day of.....2024

Thanking you, we remain,

Yours faithfully,

Date \_\_\_\_\_

Place \_\_\_\_\_

(Signature) \_\_\_\_\_

(Printed Name) \_\_\_\_\_

(Designation) \_\_\_\_\_

(Common Seal) \_\_\_\_\_

Business Address:

Name & Address of Authorized Signatory:



## **ANNEXURE-II: TECHNO COMMERCIAL BID**

<b>Biometric Attendance System</b>				
<b>Sr. No.</b>	<b>Hardware</b>	<b>Parameters Category</b>	<b>Minimum Specification Required</b>	<b>Compliance (yes/no)</b>
1	<b>GENERAL</b>	Credential Support	Face, Finger, Card and PIN	
2		Future Ready	Finger Print scanner should be UIDAI/STQC compliant. In the future device can be upgraded to use in AEBAS system with the same fingerprint scanner.	
3		User Capacity	Min 10000	
4		Ingress Protection	IP 54	
5		Biometric Registration/ Card Punching	During Biometric Registration/Card Punching itself the camera must capture Snap of the person	
6		Type of Card	13.56MHz, MIFARE/HID/PROXIMITY, MIFARE/HID , Plus, DESFireEV1/EV2,Felica	
7		False Acceptance Rate (FAR)	<0.001%	
8		False Rejection Rate (FRR)	<0.1%	
9		RTC	There should be RTC with backup to preserve time/setting/data up to 3 years if not powered.	
10		Certifications	IP54, CE' RoHS, BIS and finger print biometric sensor should be STQC certified	
11	<b>Display</b>	Display	Minimum 5" IPS LCD Display with Capacitive Touch screen	
12		Display Resolution	Vertical Screen 720*1280 Resolution Flash LED with Variable Intensity	
13	<b>Face</b>	Recognition Distance	Min 1 Meter	
14		Recognition Height	140 cm~ 190 cm (55.1" ~ 74.8")	
15		Matching Speed	Less than 1 sec	
16		Camera Type	Dual RGB and Near Infrared Camera	
17		Live Face Detection (Anti Spoofing)	Support live face detection with anti spoofing against 2D photograph, mobile selfie and video.	
18		Mask & No Mask Detection	Seamless Detect & limit access of users not wearing masks & Face detection of the users wearing masks.	

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19	<b>Fingerprint Features</b>	Face authentication Capacity	10000 face in 1:N Mode and 10000 finger in 1:N mode	
20		Encryption	support AES 256 - bit encryption of face template	
21		Events Buffer	5,00,000	
22		Sensor Type	500 DPI Optical Sensor	
23		Operability	Live Finger Detection by sensor and should work well with Dry, Moist and rough fingerprints	
24		Identification Speed	<0.5 sec	
25		Response time	<0.2 sec	
26		Protection	Scratch resistance and toughened glass sensor/device Armord casing	
27		Keypad	Keypad disabling facility	
28		Operating Conditions	Temperature: -5°C to 50°C and Humidity: 10% to 90%"	
29		Finger print template	ISO 19794-2/4	
30	<b>Communication</b>	Ethernet	Yes (10/100 Mbps on Ethernet)	
31		RS-232 / RS-485	1ch Host or Slave (Selectable)	
32		USB	USB 2 & above (USB Type A/B/C)	
33		Wiegand	Wiegand IN/OUT Available	
34		Bluetooth	Yes, Built-in	
35	<b>AUDIO-VISUAL</b>	User Photo Display	Yes	
36		Buzzer	Yes, with successful and unsuccessful alarm	
37	<b>Configuration</b>	CPU	Should be as per industry standards with Minimum 1.5 GHz multi core/Dual Core Arm Cortex A7, Max 1.5GHz	
38		Flash Memory	Min 8GB	
39		RAM Memory	Minimum 1GB	
40		Operating System	Android 10 and higher / Linux	
41	<b>ELECTRICAL</b>	Input Power	Voltage: DC 12V ~ DC 24V	
42	<b>Environmental</b>	Humidity	0% ~ 80%, non- condensing	
43		Operating Temperature	0°C to 50°C	

Attendance Application Software features			
Sl. No.	Items	Minimum Parameter Required	Compliance (yes/no)
1	General Features	Time Attendance & Employee Details Management Software (EDMS) shall be integrated with Biometric application for ensuring effective storage and retrieval of identification templates from the <b>Oracle database</b> . During registration process all details of employee shall be captured into EDMS and shall be possible to be verified against unique Biometric signatures of employees. The EDMS shall be integrated with existing HRIS/ SAP-ERP/ Payroll System for bi-directional data transfer. A unified dashboard shall be provided that will provide employee access status (In/ Out/ Denied), privileges, profiles, biometric signature etc.	
1		Time Attendance & Employee Details Management Software (EDMS) shall be integrated with Biometric application for ensuring effective storage and retrieval of identification templates from the Oracle database. During registration process all details of employee shall be captured into EDMS and shall be possible to be verified against encrypted unique Biometric signatures of employees. The EDMS shall be integrated with existing HRIS/ SAP-ERP/ Payroll System for bi-directional data transfer. A unified dashboard shall be provided that will provide employee access status (In/ Out/ Denied), privileges, profiles, biometric signature etc.	
2		Must have 99.9% availability and suitable hot standby and redundancy features shall be built-in into the system to allow for 24x7x365 operations. In the event of failover there shall be transparent switching from the primary to secondary system without any visual delay. Appropriate error messages shall be displayed in such scenarios and data loss shall be minimal. The Application Software shall interact with an Oracle Database for storing and accessing of necessary data. Archival features shall be available in the Software and it shall be possible to archive data both in online and offline storage for entire period of contract and as per requirement of WBSEDCL. It shall be possible to restore data from archives back into the main system through simple GUI without the need of executing complex scripts by System Administrators.	
3		The proposed Application Software should meet following minimum requirement & specifications:	
4		Manage critical employee information easily	
5		Easy work force scheduling	
6		Monitoring the attendance efficiently	
7		Monitoring absence, leaves, tours, late comers, early goers etc.	
8		Monitoring employee's attendance performance	
9		Integrate with payroll for easy and faster payroll processing	
10		Direct Integration with other 3rd Party Software like HRIS & Payroll System through API or other means by PUSH/PULL method	

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11	General Features	Graphical Attendance Views (Day, Work Week, Week, Month, Year views)	
12		Grace Periods for Work Start/End Times and inclusion of Shifting duty time	
13		Attendance Data Re-processing	
14		Add, delete, edit location / department, Provision to add, edit, activate, deactivate new shift. Provision for changing permissible timings. User defined Attendance Types	
15		The Application software should be capable of shift management minimum 4 (A, B, C & G) shifts	
16		Provision for marking late and early departure and calculation of leave deduction based on the rule	
17		Real-time and Editable Attendance. Provision for Special overriding privilege is to be given to each Head-of-the-Department (HOD) & Reporting Officers (RO) to correct the attendance	
18		The software shall be password protected with multiple levels of security and should be upgradable.	
19		Monitor transaction logs	
20		Overtime Management	
21		Entitlements	
22		Graphical Reports	
23		Sickness Reports	
24		Actual & Planned Work time Reports	
25		Daily/Monthly/Yearly Attendance Reports	
26		Settings for Customization	
27		Email Notifications	
28		Modification History for attendance data	
29		The proposed Application Software design methodology:	
30		Should be a 3-tier Java or .NET web application	
31		Web based Monitoring and Control that can provide easy, quick access from virtually any location with an Internet connection and a qualified browser like Internet Explorer, Mozilla Firefox, and Google Chrome without the need for installing any additional plug-ins	
32		Admin module that shall be accessible only to System Administrators for granting and revoking user access to various user functions in the entire system	
33		It shall be possible to group users performing common functions into groups and being given access to portions of the system.	
34		Should access all features of the application either with a mouse or keyboard along with Shortcuts / Hot Keys configurable for allowing easy access to repeatable and commonly used functions	
35		Integration Using API, Database to Database and Import & Export features shall be available	
36		<b>MS-SQL / Oracle Database to be provide by Bidder</b>	

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37	General Features	Report generation module with First in, last out" (FILO) method to Generate Customized Reports and Charts. Generate Reports in PDF, Word, Excel, Text, CSV and XML to provide various reports like: Late entry and early departure report; Habitual late comes and early departures; Continuous absentee report, location wise/ department wise attendance etc.	
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<b>Management Server (Application Server and Database Server)</b>			
<b>Sr. No.</b>	<b>Parameters</b>	<b>Minimum Specification Required</b>	<b>Compliance (yes/no)</b>
1	Type / Form Factor	1U/2U Rackmount Server	
2	Processor	Minimum 2 x Intel Xeon Silver 4210R Processor with 10C/20T , 2.4 GHz ,13.75 MB Cache, 100W or better CPU, 8 small form factor drive bays	
3	Memory	128 GB Memory	
4	Hard Disk Drive	6 x 600 GB SAS 10K SFF SC MV HDD or as per requirement	
5	NIC /LAN	4 x 1GbE network adapter	
6	HBA	2P FC HBA with Dual SFP Transceiver	
7	Graphics Card	QUADRO T400 4GB Graphics Card	
8	Power Supply	Dual 800W Hot-plug Power Supply (Redundant Mode)	
9	Operating System	Windows Server 2019/2022 Standard with License.	
10	Monitor	21.5" TFT Monitor	
11	Devices	Keyboard & Optical Mouse	
12	USB Ports	Should have USB 3.0 & USB 2.0 ports	
13	Optical Drive	Enhanced DVD-RW with 10 nos. DVD RW Media	

<b>42U Floor Rack</b>			
<b>Sr. No.</b>	<b>Parameters</b>	<b>Minimum Specifications Required</b>	<b>Compliance (yes/no)</b>
1	Type	42U, 19" 800 mm Width, 1000mm Depth, Floor Standing Steel Networking Enclosure	
2	Features	It should confirm to DIN 41494 or equivalent standard	
3		It should be welded construction with steel frame	
4		Front Door: Lockable Toughened Glass Door	
5		19" mounting angle made of formed steel	
6		Basic Frame: Steel Powdered coated standard finish	
7		Top & Bottom welded cover with vented & cable entry exit cut outs	
8		2 pair of 19" mounting rails	
9		1U Cable Manager	
10		Provision to mount the cooling fans on the top panels 2 Nos FAN 180CFM	
11		Mounting Option: Castor wheels (Front 2 wheels with Break and rear without break) Or Levelers or Base plinth	
12		02 nos. Horizontal Power Distribution Unit with 6 x 5/15A sockets Round Pin, 230 Volts AC	

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13		Mounting Hardware set.	
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Client Workstation			
Sl. No	Parameters	Minimum Specification Required	Compliance (yes/no)
1	Type	Tower	
2	Processor	Intel Core i7 14th Gen 14700 (20 Core)	
3	Processor Base Frequency	Max Turbo Frequency : 5.3 GHz or better	
4	Memory slots	4 DIMM	
5	RAM	16GB DDR5 4800 MHz	
6	Graphics	QUADRO T400 4GB Graphics port	
7	Hard Disk drive	1 TB 7200 rpm SATA HDD	
8	SSD	512GB SSD NVME SSD	
9	Operating System	Microsoft Windows 11 Pro 64 Bit with license	
10	Peripheral device	DVDRW, Optical Keyboard & Optical Mouse	
11	Power Supply	500W or better	
12	NIC	1G Dual port	
13	Monitor	21.5" TFT Monitor	

Layer 2 switch 24 Port 10/100/1000Mbps with 4 x 1G/10G SFP+ ports			
Sr. No.	Parameters	Minimum Specification Required	Compliance (yes/no)
1	Physical Ports	24 x 10/100/1000 Mbps Ethernet ports with 4 x 1/10Gig SFP+ ports	
2	Management port	1 x RJ45 port console port	
3	Switching Capacity	128 Gbps	
4	Throughput	96 Mpps	
5	Flash	16 MB	
6	RAM	256 MB	
7	MAC Address	16k	
8	Routing entries (IPv4/v6)	505/131	
9	Packet buffer memory	1.5 MB	
10	Relative Humidity	10%-90% non-condensing	
11	Temperature	0°C -50°C	
12	Power Supply	Default: AC: 100-240V	
13	L2 Features	Switch should support 4K Active VLAN	
		Switch should support QinQ & Selective QinQ	
		Switch should support GVRP	
		Switch should support Private VLAN	

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		Switch should support 802.1D (STP), 802.1W (RSTP) and 802.1S (MSTP)	
		Switch should support BPDU guard, root guard and loopback guard	
		Switch should support IGMP v1/v2/v3, IGMP Snooping, IGMP Fast Leave, MVR, IGMP filter	
14	IPv6 features	Switch should support ICMPv6, DHCPv6, ACLv6	
		Switch should support IPv6 Telnet	
		Switch should support IPv6 neighbor discovery	
		Switch should support Path MTU discovery	
		Switch should support MLD snooping	
		Switch should support IPv6 Static Routing	
		Switch should support RIPng, OSPFv3	
		Switch should support Manual tunnel	
		Switch should support ISATAP tunnel 6 to 4 tunnel	
15	QoS	Switch should support CAR, MAC/IP/TCP/UDP/VLAN/COS/DSCP/TOS based QoS, 802.1P/ DSCP priority re-labeling	
		Switch should support SP, SP+WRR, WRED, Tail-Drop, flow monitoring and traffic shaping	
16	Security	Switch should support Port isolation, Port security and IP+MAC+port binding	
		Switch should support MAC sticky, DAI & IP source guard, IEEE 802.1x, AAA Radius and TACACS+, L2/L3/L4 ACL flow identification and filtration	
		Switch should support Anti-attack from DDoS, TCP's SYN Flood, UDP Flood, etc.	
		Switch should support Broadcast/multicast/unknown unicast storm-control	
		Switch should support MD5, SHA-256, RSA-1024, AES256, etc.	
17	Reliability	Switch should support Static/LACP link aggregation, Interface backup	
		Switch should support EAPS and ERPS	
		Switch should support ISSU Uninterrupted system upgrade	
		Switch should support Upto 4 Units per stack, 40 Gbps stacking bandwidth	
		Switch should support VRRP, UDLD	
18	DHCP	Switch should support DHCP server/relay/client, DHCP snooping/option82	
19	Network Management	Switch should support Console, Telnet, SSH v1/2, HTTP, HTTPS, SNMP v1/v2/v3, RMON	
		Switch should support TFTP, FTP, SFTP	
		Switch should support NTP, ZTP, SPAN, RSPAN	
20	Certification	Product should be TEC certified under Mandatory Testing and Certification of Telecom Equipment	
21	Country of origin	The product must be "Make in India" and the Original Equipment Manufacturer (OEM) must have its own manufacturing facility operational in India for the past five years. A valid Factory License must be attached along with the technical bid.	

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4 Port 10/100/1000Mbps Gigabit Ethernet Unmanaged Switch			
Sr. No.	Technical Specification		Compliance (Yes/No)
1	Hardware Configuration	Switch should support 4 x 10/100/1000 Mbps auto-sensing UTP RJ-45 ports	
2	Standard	Switch should support Network Protocol: IEEE802.3/802.3u/ 802.3x/ 802.3ab/ 802.3az	
3	General	Switch should support Operating Temperature: -5°C-50°C	
		Switch should support Humidity: 10%-90% , non-condensing	
		Switch should support Storage Temperature: -5°C-90°C	

NAS			
Sr. No.	Parameters	Minimum Specification Required	Compliance (yes/no)
1	Hardware Interface	Solid state Drive	
2	Capacity	32 TB	
3	RAM	2 GB and more	
4	HDD	4 x SATA3 6Gb/s; 3.5"/2.5" HDD/SSD	
5	Connector Type	Ethernet 10 Gbps 2 port and USB3.1 and above	

Electrical and Network cable and fittings			
Sr. No.	Electricals /Network Equipment's	Required Make	Compliance (yes/no)
1	Wire	Finolex or Better or Similar	
2	Electrical Switch & Socket (5 amp combined)	Anchor or Better or Similar	
3	PVC conduit pipe for electrical and LAN wiring	Presto or Better or Similar	
4	UTP CAT-6 Cable	D-Link or Better or Similar	

## **ANNEXURE-III**

### **TECHNO COMMERCIAL DEVIATION SHEET**

**1.** If the proposal has got any deviation from the Technical specification, the bidder shall tabulate those deviations clause by clause.

Sl. No	Clause No	Description	Deviation offered	Remarks:(+) ve / (-)ve

**2.** If the proposal has got any deviation from the commercial terms, the bidder shall tabulate those deviations here clause by clause.

Sl. No	Clause No	Description	Deviation offered	Remarks: (+)ve /(-) ve

Signature of Authorised Signatory with office seal

Name and address of the bidder:

**Note: When there is no deviation, this sheet is to be submitted with the offer duly signed with an endorsement indicating “No Deviation”.**

**Deviations not indicated here will not be taken into consideration.**

## **ANNEXURE-IV: PROFORMA OF BANK GUARANTEE**

### **FOR BID GUARANTEE (Earnest Money)**

(To be stamped in accordance with Stamp Act)

Ref. No.:

Date:

To  
The West Bengal State Electricity Distribution Company Limited  
Vidyut Bhawan  
DJ Block, Sector - II  
Salt Lake, Kolkata - 700 091

Dear Sirs,

In accordance with your Notice Inviting Tender (NIT) under your Specification No. \_\_\_\_\_ M/s \_\_\_\_\_ having its Registered Head Office at \_\_\_\_\_ (hereinafter called the Bidder) wish to participate in the said Tender for \_\_\_\_\_.

As an irrevocable Bank Guarantee against Bid Guarantee for an amount of \_\_\_\_\_ is required to be submitted by the Bidder as a condition precedent for participation in the said Tender, which amount is liable to be forfeited on the happening of any contingencies mentioned in the Tender Documents.

We, the \_\_\_\_\_ Bank at \_\_\_\_\_ having our Head Office at \_\_\_\_\_ (Address of Bank) guarantee and undertake to pay immediately on demand by West Bengal State Electricity Distribution Company Limited the amount of \_\_\_\_\_ (in words and figures) without any reservation, protest, demur and recourse. Any such demand made by said Purchaser shall be conclusive and binding on us irrespective of any dispute of difference raised by the Bidder.

This Guarantee shall be irrevocable and shall remain valid up to \*\*\_\_\_\_\_. If any further extension of this guarantee is required, the same shall be extended to such required period on receiving instructions from M/s \_\_\_\_\_ on whose behalf this Guarantee is issued.

All rights of West Bengal State Electricity Distribution Company Limited under this Guarantee shall be forfeited and the Bank shall be relieved and discharged from all liabilities there under unless WBSEDCL enforce a claim under this Guarantee against the Bank within three months from the above-mentioned expiry date of validity or, from that of the extended date.

In witness whereof the Bank, through its authorized Officer, has set its hand and stamp on this \_\_\_\_\_ day of \_\_\_\_\_ 2024 at \_\_\_\_\_.

#### **WITNESS:**

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Official address)

\_\_\_\_\_  
(Designation with Bank Stamp)

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-V: PROFORMA OF INDEMNITY BOND**

**(To be executed on Non-Judicial Stamp Paper of Rs. 100/-)**

BY THE PRESENT INDEMNITY BOND EXECUTED by me/us on this.....Day  
of.....2024.....I/We having Registered Office/residing  
at.....

(hereinafter called "OBLIGOR/OBLIGATOR" which expression shall mean and includes my /our Successors, legal representatives assigns) do hereby binds myself/ourselves and also our company/firm.....after having the power to bind so with the promise and undertaking in favour of West Bengal State Electricity Distribution Company Limited /West Bengal State Electricity Transmission Company Limited, Government Company within the meaning of Sec 617 of the Indian Company's act having registered office at Vidyut Bhawan Block-DJ, Sector-II, Salt Lake city, Kolkata-700091(hereinafter called as OBLIGEE, which expression shall mean and include it's legal representative ,administrators assigns.

Whereas OBLIGOR/OBLIGATOR has/have been awarded to execute the job/works under letter no.....dated .....issued by the OBLIGEE/OBLIGATOR after having observing necessary formalities the details of which is described in the schedule given hereunder as per letter mentioned herein-above and whereas the said job/works will be/likely to be done in places covered under Employees' State Insurance Act(ESI) and /or the Workmen Compensation Act (W.C.Act) and /or other laws relating to the Labour Management and Welfare.

And whereas according to the condition of the contract the OBLIGOR/OBLIGATOR is under obligation to execute this Indemnity Bond before the commencement of actual execution and OBLIGOR/OBLIGATOR is aware that unless this Indemnity Bond is executed in accordance with the condition of contract before the actual execution in accordance with law the OBLIGEE shall have the power to deem that actual work has been started within the meaning of the contract before the execution of this Indemnity Bond.

Now this indenture witnesses that I/we the OBLIGOR/OBLIGATOR do hereby undertake: -

1. That the OBLIGEE shall not be held responsible for any type of accident which may take place during the course of work undertaken by OBLIGOR/OBLIGATOR.
2. That the OBLIGOR/OBLIGATOR will take/adopt all safety norms in respect of each and every workmen/lab our personnel according to the rules or to the satisfaction of the OBLIGEE in all cases.
3. That the OBLIGOR/OBLIGATOR undertakes to engage only those labour/worker or any other ,personnel whether skilled or unskilled or any other person whether in technical, managerial or non-managerial or any other capacity in the area covered under Employees 'State Insurance Act who has /have insurance coverage within the meaning of Employees' State Insurance Act and further undertakes NOT to engage any person in the area covered under the Employees' State Insurance Act, who does /do not has/have insurance coverage within the meaning of Employees' State Insurance Act.
4. That the OBLIGEE, further undertakes to engage only those labour, worker, or any other personnel, whether skilled or unskilled, whether in technical, managerial or non-managerial or other capacity in the area NOT covered under Employees' State Insurance Act, who has life insurance for the sum assured equivalent to the

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amount of Compensation under the Employees' Compensation Act in case of accidental death or inquiry and such insurance has been effected by the OBLIGEE.

5. That the OBLIGOR/OBLIGATOR undertakes/undertake to indemnify and keep harmless the OBLIGEE from all claims, action, proceeding and of risk, damage, danger to any person whether belonging to/or not belonging to OBLIGOR/OBLIGATOR.
6. That the OBLIGAOR/OBLIGATOR shall keep harmless the OBLIGEE from all claims. Compensation, damages, any proceedings in respect of any of its employee/workmen under Work men Compensation Act, Act or any other law for the time being in force.
7. That, if during the course of execution of work as stated in the letter mentioned hereinabove issued by the OBLIGEE it is found that the OBLIGOR/OBLIGATOR has not complied with/guidelines formalities within the meaning of Employees' State Insurance Act or Workmen Compensation Act or any other laws relating to the Labour welfare for the time being in force, and also has not observed the safety norms in accordance with the law to the satisfaction of the OBLIGEE ,the OBLIGEE shall have the right to stop the execution of work/job and the period of such stoppage shall continue till adequate safety and other compliance mentioned hereinabove under the Labour Welfare Legislation have been observed and such period of stoppage shall not be taken into account for calculation of the period of completion of work for which the OBLIGOR/OBLIGATOR is responsible to complete the work/job and it will be deemed that discontinuance was due to default of OBLIGOR/OBLIGATOR.
8. That, if at any time, due to exigency, the OBLIGEE i.e. the West Bengal State Electricity Distribution Company Limited (WBSEDCL)), as the Principal Employer, becomes liable to pay any such compensation mentioned hereinabove, whether on failure of the OBLIGATOR or for any other reason, the OBLIGEE shall have the right to recover the said amount from any amount receivable by OBLIGATOR or any bank guarantee deposited or anything payable by the OBLIGEE to the OBLIGATOR or TO HIS AUTHORITY whether in connection with this contract or by other contract .
9. That the OBLIGOR/OBLIGATOR is/are aware that for the persistent or repeated violation of any condition mentioned in this Indemnity Bond, the OBLIGEE shall have right to terminate the contract of work issued by the OBLIGEE to OBLIGOR/OBLIGATOR.

---

Deponent

Witness

1.....

2.....

## **ANNEXURE-VI: PROFORMA OF DECLARATION OF BLACK LISTING/HOLIDAY LISTING**

**Tender no:**

We hereby declare that we have not been placed on any black list or holiday list declared by WBSEDCL, WBSETCL or any central/ state power utility services, except as indicated below:

*(Here give particulars of black listing or holiday listing, and in absence thereof state "NIL")*

It is understood that if this declaration is found to be false in any particular WBSEDCL, WBSETCL or Administrative Ministry, shall have the right to reject the Bid and if the bid has resulted in a contract, the contract is liable to be terminated.

Signature of Authorised Signatory with office seal

**ANNEXURE-VII: PROFORMA OF DECLARATION REGARDING  
ABANDONMENT OR RESCISSION OF WORK**

**Tender no:**

We hereby declare that we neither have abandoned any work nor any of our contract have been rescinded during the last 5 (five) years, except as indicated below:

*(Here give particulars of abandonment or rescission of work, and in absence thereof state "NIL")*

It is understood that if this declaration is found to be false, The WBSEDCL shall have the right to reject the Bid and if the bid has resulted in a contract, the contract is liable to be terminated.

Signature of the Tenderer with seal

Dated \_\_\_\_\_

## **ANNEXURE-VIII**

### **PROFORMA FOR UNDERTAKING TO BE SUBMITTED BY THE BIDDER**

(For genuineness of the information furnished on- line and authenticity of the documents produced before Tender Committee for verification in support of his eligibility)

I, \_\_\_\_\_, Partner/Legal Attorney/Accredited

Representative of M/S \_\_\_\_\_ solemnly declare that:

1. We are submitting Tender for the Work \_\_\_\_\_  
Against Tender Notice No \_\_\_\_\_ dt. \_\_\_\_\_
2. None of the Partners of our firm is relative of employee of \_\_\_\_\_ (Name of the Company).
3. All information furnished by us in respect of fulfilment 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 document submitted is found to be false/incorrect any time, department 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 firm and all partners of the firm etc.

Signature of the Tenderer with seal

Dated \_\_\_\_\_

## **ANNEXURE-IX: PRE-BID QUERY FORMAT**

West Bengal State Electricity Distribution Company Limited

Tender No.:

### **Pre-BID Query Format**

**Name of the Bidder:**

Sl. No.	Clause No of the Tender Document	Page No of the Tender Document	Text Details	Query Details	Justification of the Query	Remarks
1						
2						
3						
:						
:						
N						





## **ANNEXURE-X: PROFORMA OF "CONTRACT AGREEMENT"**

(To be executed on non-Judicial stamp paper of Rs. 100/-)

This Agreement made this.....day of.....two thousand..... between West Bengal State Electricity Distribution Company Limited, having its head office at Vidyut Bhavan, Bidhannagar, Kolkata – 700 091 (hereinafter referred to as 'Owner' or 'WBSEDCL', which expression shall include its administrators, successors and assigns on one part) and **M/S** ----- (hereinafter referred to as the 'Contractor', which expression shall include its administrators, successors, executors and permitted assigns) on the other part.

WHEREAS WBSEDCL is desirous to implementation of Centralized Biometric Attendance Recording System for different sites under WBSEDCL as per its LOA No. -----

AND WHEREAS **M/S** ----- had awarded the Contract on terms and conditions, documents referred to therein, which have been acknowledged by **M/S** ----- resulting into a "Contract".

### **1) NOW THEREFORE THIS DEED WITNESSETH AS UNDER: -**

#### **1.0 Article**

#### **1.1 Award of Contract**

WBSEDCL awarded the Contract to Contractor Implementation of Centralized Biometric Attendance Recording System for different sites under WBSEDCL on the terms and conditions contained in its Letter of Award No. -----, and the documents referred to therein. The award has taken effect retrospectively from the date of issue of the Award. The terms and expressions used in this Agreement shall have the same meaning as are assigned to them in the 'Contract Documents' referred to in the succeeding Article.

#### **2.0 Documentation**

The Contract shall be performed strictly as per the terms and conditions stipulated herein and in the following documents attached herewith (hereinafter referred to as "Contract Documents").

- i. Tender No.-----
- ii. LOA No. -----

All the aforesaid Contract Documents shall form an integral part of this Agreement, in so far as the same or any part conform to the Bidding Documents and what has been specifically agreed to by the Owner in its Letter of Award. Any matter inconsistent therewith, contrary or repugnant thereto or any deviations taken by the Contractor in its 'Proposal' but not agreed to specially by the Owner in its Letter of Award shall be deemed to have been withdrawn by the Contractor. For the sake of brevity, this agreement along with its aforesaid Contract Documents shall be referred to as the 'Contract Agreement'.

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### **3.0 Conditions & Covenants**

**3.1** The scope of Contract, Consideration, Terms of Payment, Taxes wherever applicable, Insurance, Liquidated Damage, Performance Guarantees and all other terms and conditions are contained in WBSEDCL's Letter of Award No. ----- read in conjunction with other aforesaid Contract Documents. The Contract shall be duly performed by the Contract Documents, but which are needed for successful, efficient, safe and reliable operation of the system unless otherwise specifically excluded in the specifications under 'exclusions' or 'Letter of Award'.

**3.2** The scope of work shall also include supply and other activities of all such items which are not specifically mentioned in the Contract Documents, but which are needed for successful, efficient, safe and reliable operation of the entire supplied and commissioned system unless otherwise specifically excluded in the specifications under 'exclusions', or 'Letter of Award'.

#### **3.3. Time Schedule**

Time is the essence of the Contract and schedules shall be strictly adhered to. "**M/S** ----- --" shall perform the work in accordance with the agreed schedules.

#### **3.4. Quality Plans**

**3.4.1** The Contractor agrees to provide the Owner with the necessary facilities for carrying out inspection, quality audit and quality surveillance of Contractors and its Sub-contractor's Quality Assurance Systems.

**3.4.2** It is expressly agreed to by the Contractor that the quality tests and inspection by the Owner shall not in any way relieve the Contractor of its responsibilities for quality standards, performance guarantee and their other obligations under the Agreement.

**3.5** The Contractor guarantees that the equipment used under the contract shall meet the ratings and performance parameters as stipulated in the technical specifications and in the event of any deficiencies found in the requisite performance figures, the Owner may at its option reject the equipment package or alternatively accept it on the terms and conditions and subject to levy of the liquidated damages in terms of contract documents. The amount of liquidated damages so leviable shall be in accordance with the contract documents.

**3.6** It is further agreed by the Contractor that the contract performance guarantee shall in no way be construed to limit or restrict the owner's right to recover the damages/compensation due to short-fall in the equipment performance figures as stated in Para 3.5 above or under any other clause of the Agreement. The amount of damages/compensation shall be recoverable either by way of deduction from the contract price, contract performance guarantee and or otherwise.

**3.7** The contract performance guarantee furnished by the Contractor is irrevocable and unconditional and the Owner shall have the powers to invoke it notwithstanding any dispute or difference between the owner and the contractor pending before any court tribunal, arbitrator or any other authority.

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**3.8** This Agreement constitutes full and complete understanding between the parties and terms of the presents. It shall supersede and prior correspondence terms and conditions contained in the Agreement. Any modification of the Agreement shall be affected only by a written instrument signed by the authorized representative of both the parties.

**4.0 SETTLEMENT OF DISPUTES**

**4.1** During execution of this contract, if any dispute arises thereby, shall be settled amicably between WBSEDCL and yourself to the extent possible.

**4.2** The necessary legal affairs and / or court case shall be exclusively within the jurisdiction of Kolkata High Court at Kolkata only.

**4.3** Notice of Default: Notice of default given by either party to the other party under Agreement shall be in writing and shall be deemed to have been duly and properly served upon the parties hereto if delivered against acknowledgement or by fax or by registered mail with acknowledgements due addressed to the signatories at the addresses mentioned at Kolkata.

**IN WITNESS WHEREOF**, the parties through their duly authorized representatives have executed these presents (execution where of has been approved by the competent authorities of both the parties) on the day, month and year first above mentioned at Kolkata.

-----

**(Signature of Ordering Authority with Printed Name, Designation, Office Seal)**

-----

**(Signature of Contractor with Printed Name, Designation, Company's Seal)**

## **ANNEXURE-XI: FORMAT OF BANK GUARANTEE FOR CONTRACT PERFORMANCE**

(To be stamped in accordance with Stamp Act)

Bank Guarantee No. \_\_\_\_\_

Ref No. \_\_\_\_\_

Date: \_\_\_\_\_

To

The West Bengal State Electricity Distribution Company Limited,  
Vidyut Bhavan, Salt Lake,  
DJ Block, Sector-II,  
Kolkata -700 091 (India).

Dear Sir,

In consideration of West Bengal State Electricity Distribution Company Limited (hereinafter referred to as WBSEDCL) which expression shall unless repugnant to the context or meaning thereof include its successors, administrators and assigns having awarded to M/s \_\_\_\_\_ with its Registered/Head Office at \_\_\_\_\_ (hereinafter referred to as the 'Contractor') which expression shall unless repugnant to the context or meaning thereof, include its successors, administrators, executors and assigns, a Contract by issue of Order No. \_\_\_\_\_ dated \_\_\_\_\_ valued at \_\_\_\_\_ for \_\_\_\_\_ (Scope of Contract) and the Contractor having agreed to provide a Contract Performance Guarantee for the faithful performance of the entire Contract equipment to \*-----(percent) of the value of the entire system vide Order No. .... date .....(reference of original order), against Contract to WBSEDCL.

We \_\_\_\_\_(Name and Address) having its Head Office at \_\_\_\_\_ hereinafter referred to as the 'Bank') which expression shall, unless repugnant to the context or meaning thereof include its successors, administrators, executors and assigns do hereby guarantee and undertake to pay WBSEDCL, on demand any and all moneys payable by the Contractor to the extent of \_\_\_\_\_ as aforesaid at any time up to (day/month/year) without any demur, reservation, contest recourse or protest and or without any reference to the Contractor. Any such demand made by WBSEDCL on the Bank shall be conclusive and binding notwithstanding any difference between WBSEDCL and the Contractor or any dispute pending before any before any Court, Tribunal or any other Authority. The Bank undertakes not to revoke this guarantee during its currency without previous consent of WBSEDCL and further agrees that the guarantee herein contained shall continue to be enforceable till the WBSEDCL discharges this guarantee.

WBSEDCL shall have the fullest liberty without affecting in any way the liability of the Bank under this guarantee from time to time extend the time for performance of the Contract by the Contractor. WBSEDCL, shall have the fullest liberty, without affecting this guarantee to postpone from time to time the exercise of any powers vested in them or of any right which they might have against the Contractor and to exercise the same at any time and any manner, and either to enforce or to forbear to enforce any covenants, contained or implied in the Contract between WBSEDCL and the Contractor or any other course of remedy or security available to WBSEDCL. The Bank shall not be released of its obligations under this presents by any exercise by WBSEDCL of its liberty with reference to the matters aforesaid or any of them or by reason or any other acts of omission or commission on the part of WBSEDCL or any other indulgence shown by WBSEDCL or by any other matter or thing whatsoever which under the law would but for this provision have the effect of relieving the Bank.

The Bank also agrees that WBSEDCL at its option shall be entitled to enforce this guarantee against the Bank as a Principal debtor, in the first instance without proceeding against the Contractor and notwithstanding any security or other guarantee that WBSEDCL may have in relation to the contractor's liabilities.

Notwithstanding anything contained herein above our liability under this guarantee is restricted to \_\_\_\_\_ and shall remain in force up to and including \_\_\_\_\_ and shall be extended from time to time for such period, as may be desired by M/s. \_\_\_\_\_ to whose behalf this guarantee has been given.

All rights of WBSEDCL under this guarantee shall be forfeited and the Bank shall be relieved and discharged from all liabilities there under unless the WBSEDCL enforce a claim under this guarantee against the Bank within three months from the above-mentioned date or from the extended date.

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Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2024 \_\_ at \_\_\_\_\_

***Witness:***

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Official address) (Designation with Bank Stamp)

\_\_\_\_\_  
Attorney as per Power of

Attorney No. \_\_\_\_\_

Date \_\_\_\_\_

## **ANNEXURE-XII**

### **FORMAT OF THE BANK GUARANTEE FOR ADDITIONAL PERFORMANCE SECURITY DEPOSIT**

To,  
The Chief Engineer (IT&C),  
WBSEDCL,  
3rd floor, D Block, Vidyut Bhavan,  
DJ Block, Sector – II,  
Salt Lake, Kolkata - 700 091

WHEREAS..... (name and address of "the Contractor") Contractor) (hereafter called "the Contractor") has undertaken, in pursuance of Contract no. .... Dated..... to execute..... (name of Contract and brief description of Works (hereinafter called "the Contract"). AND WHEREAS it has been stipulated by you in the said Contract that the Contractor shall furnish you with a Bank Guarantee by a Scheduled Commercial Bank for the sum specified therein for 'ADDITIONAL PERFORMANCE SECURITY DEPOSIT' for compliance with his obligation in accordance with the Contract; NOW WHEREAS we.....(indicate the name of the bank and branch) have agreed to give the Contractor such a Bank Guarantee. NOW THEREFORE we..... (indicate the name of the bank & branch) hereby affirm that we are the Guarantor and responsible to you on behalf of the Contractor, upto a total of Rs. ....(amount of guarantee) .....(in words). We undertake to pay you, upon your first written demand and without cavil of argument, a sum within the limits of.....(amount of guarantee) as aforesaid without your needing to prove or to show grounds or reasons for your demand for the sum specified therein. We ..... (indicate the name of the bank and branch) hereby waive the necessity of your demanding the said debt from the contractor before presenting us with the demand. We..... (indicate the name of the bank and branch) further agree to pay to you any money so demanded notwithstanding any dispute or disputes raised by the contractor(s) in any suit or proceeding pending before any court or Tribunal.....the present absolute and unequivocal. The payment so made by us under this bond shall be a valid discharge of our liability for payment there under and the contractor(s) shall have no claim against us for making such payment, We (indicate the name of the bank and branch) further agree that no change or addition to or other modification of the terms of the Contract or of the works to be performed there under or of any of the Contract documents which may be made between you and the Contractor shall in any way release us from any liability under this guarantee, and we hereby waive notice of any such change, addition or modification. We..... (indicate the name of the bank and branch) lastly undertake not to revoke this guarantee except with the previous consent of you in writing. This Guarantee shall be valid upto..... it comes into force with immediate effect and shall remain in force and valid for a period upto the time of completion of the work under the stated contract plus claim period of Six months for the Bank Guarantee. Notwithstanding anything mentioned above our liability against this guarantee is restricted to Rs..... (Rupees.) and unless a claim in writing is lodge if with us within the validity period i.e. upto.....of this guarantee all our liabilities under this guarantee shall cease to exist.

Signed and sealed this  
day.....of.....2024 at

By:

SIGNED, SEALED AND DELIVERED  
For and on behalf of the BANK

(Signature)  
(Name)  
(Designation)  
(Code Number)  
(Address)

NOTES: (1) The bank guarantee should contain the name designation and code number of the officer(s) signing the guarantee.  
The address, telephone number and other details of the Head Office of the Bank as well as issuing Branch should be mentioned on the covering letter of issuing Branch.

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**ANNEXURE-XIII**

**PROFORMA OF CONFIDENTIALITY AND NON-DISCLOSURE AGREEMENT**

**(To be executed on Non-Judicial Stamp Paper of Rs. 100/-)**

Date:

West Bengal state Electricity Distribution co. Ltd.  
Vidyut Bhavan, Block -DJ, Sector -11,  
Bidhannagar, Kolkata  
West Bengal (India) -700091

Dear Sir,

Sub: Undertaking Implementation of Centralized Biometric Attendance Recording System for different sites under WBSEDCL

**(Name of the Bidder)** (hereinafter referred to as, 'our', 'we' and 'us') write to confirm the terms of our agreement in respect of the confidentiality and non-disclosure of the information WBSEDCL will be making available to us.

WBSEDCL will be providing us with access to certain information, which has been designated as confidential information, and which relates to the "Implementation of Centralized Biometric Attendance Recording System for different sites under WBSEDCL."

This information may be disclosed to us either in writing or by access to computer systems or data, but will be clearly designated on its face or otherwise in writing by WBSEDCL as being confidential ("the Information"). In consideration for WBSEDCL granting this access to the Information, **(Name of the Bidder)** agrees that:

1. Subject to Clause 6 below, we will keep the Information strictly confidential and will not disclose it to any third party (other than Bidder's staff, other Firms) without your prior written consent.
2. The Information will only be disclosed to those personnel of the Bidder and members who need to know it for the proper performance of their duties in relation to this project, and then only to the extent reasonably necessary. We will take appropriate steps to ensure that all personnel to whom access to the Information is given are aware of its confidentiality.
3. The Information disclosed to us will be used solely for the purpose of execution of the Project.

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4. We will comply with the confidentiality obligations set out herein for a period of twelve months from the date of disclosure.
5. On the termination of our involvement in the above project, and upon being requested to do so, we will return the Information disclosed to it within a reasonable period, subject to the retention of proper professional records.
6. The obligations contained above shall not apply to any Information which:
  - 6.1. is or becomes publicly available otherwise than through a breach of this agreement;
  - 6.2. is already in Bidder's possession without any obligation of confidentiality;
  - 6.3. is obtained by Bidder from a third party without any obligation of confidentiality;
  - 6.4. is independently developed by Bidder outside the scope of this agreement;
  - 6.5. Bidder is required to disclose by any legal or professional obligation or by order of a regulatory authority.
7. This Agreement shall terminate upon the earlier of (a) the expiry of twelve months from the date hereof, or (b) the execution of a definitive agreement between the parties in furtherance of the purpose.
8. This Agreement shall be governed by and construed in accordance with the laws of India. Any dispute relating to this Agreement shall be subject to the exclusive jurisdiction of the High Court, Calcutta.

We should be grateful if you would acknowledge your agreement to these terms by signing the copy of this letter where indicated, and returning to us.

Yours faithfully,

**(Name of the authorized person of the Bidder)**

Name of the Company,

Address of the Company.

We agree to the above regulating the disclosure of the Information.

**(Signature)**

.....(Date)

For and on behalf of WBSEDCL

Designation:

Office Address:

### **ANNEXURE- XIV Location List**

<b>Sl. No.</b>	<b>Zone</b>	<b>Region</b>	<b>Division</b>	<b>LOCATION</b>
1	KOLKATA ZONE	24-PARGANAS (SOUTH) REGIONAL OFFICE	BEHALA DIVN.	BUDGE BUDGE CCC
2	KOLKATA ZONE	24-PARGANAS (SOUTH) REGIONAL OFFICE	BEHALA DIVN.	AMTALA CCC
3	KOLKATA ZONE	24-PARGANAS (SOUTH) REGIONAL OFFICE	BEHALA DIVN.	NODAKHALI CCC
4	KOLKATA ZONE	24-PARGANAS (SOUTH) REGIONAL OFFICE	BEHALA DIVN.	BAKRAHAT CCC
5	KOLKATA ZONE	24-PARGANAS (SOUTH) REGIONAL OFFICE	BEHALA DIVN.	PAILAN CCC
6	KOLKATA ZONE	24-PARGANAS (SOUTH) REGIONAL OFFICE	BEHALA DIVN.	USTHI CCC
7	KOLKATA ZONE	24-PARGANAS (SOUTH) REGIONAL OFFICE	BARUIPUR DIVN.	CHAMPAHATI CCC
8	KOLKATA ZONE	24-PARGANAS (SOUTH) REGIONAL OFFICE	BARUIPUR DIVN.	MOGRAHAT CCC
9	KOLKATA ZONE	24-PARGANAS (SOUTH) REGIONAL OFFICE	BARUIPUR DIVN.	BARUIPUR CCC
10	KOLKATA ZONE	24-PARGANAS (SOUTH) REGIONAL OFFICE	BARUIPUR DIVN.	RAMNAGAR CCC
11	KOLKATA ZONE	24-PARGANAS (SOUTH) REGIONAL OFFICE	BARUIPUR DIVN.	MAHINAGAR CCC
12	KOLKATA ZONE	24-PARGANAS (SOUTH) REGIONAL OFFICE	GARIA DIVN.	BANSDRONI CCC
13	KOLKATA ZONE	24-PARGANAS (SOUTH) REGIONAL OFFICE	GARIA DIVN.	GARIA CCC
14	KOLKATA ZONE	24-PARGANAS (SOUTH) REGIONAL OFFICE	GARIA DIVN.	RAJPUR CCC
15	KOLKATA ZONE	24-PARGANAS (SOUTH) REGIONAL OFFICE	GARIA DIVN.	SONARPUR CCC
16	KOLKATA ZONE	24-PARGANAS (SOUTH) REGIONAL OFFICE	GARIA DIVN.	BOALIA CCC
17	KOLKATA ZONE	24-PARGANAS (SOUTH) REGIONAL OFFICE	GARIA DIVN.	BORAL CCC
18	KOLKATA ZONE	24-PARGANAS (SOUTH) REGIONAL OFFICE	GARIA DIVN.	BAISHALI PARK CCC
19	KOLKATA ZONE	24-PARGANAS (SOUTH) REGIONAL OFFICE	JOYNAGAR DIVISION	JOYNAGAR CCC
20	KOLKATA ZONE	24-PARGANAS (SOUTH) REGIONAL OFFICE	JOYNAGAR DIVISION	DAKSHIN BARASAT CCC

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21	KOLKATA ZONE	24-PARGANAS (SOUTH) REGIONAL OFFICE	JOYNAGAR DIVISION	KULTALI CCC
22	KOLKATA ZONE	24-PARGANAS (SOUTH) REGIONAL OFFICE	JOYNAGAR DIVISION	MATHURAPUR CCC
23	KOLKATA ZONE	24-PARGANAS (SOUTH) REGIONAL OFFICE	JOYNAGAR DIVISION	LAKSHMIKANTAPUR CCC
24	KOLKATA ZONE	24-PARGANAS (SOUTH) REGIONAL OFFICE	JOYNAGAR DIVISION	RAIDIGHI CCC
25	KOLKATA ZONE	24-PARGANAS (SOUTH) REGIONAL OFFICE	JOYNAGAR DIVISION	KASHINAGAR CCC
26	KOLKATA ZONE	24-PARGANAS (SOUTH) REGIONAL OFFICE	JOYNAGAR DIVISION	MANIRTAT CCC
27	KOLKATA ZONE	24-PARGANAS (SOUTH) REGIONAL OFFICE	DIAMOND HARBOUR DIVN.	DIAMOND HARBOUR CCC
28	KOLKATA ZONE	24-PARGANAS (SOUTH) REGIONAL OFFICE	DIAMOND HARBOUR DIVN.	SARISHA CCC
29	KOLKATA ZONE	24-PARGANAS (SOUTH) REGIONAL OFFICE	DIAMOND HARBOUR DIVN.	FALTA CCC
30	KOLKATA ZONE	24-PARGANAS (SOUTH) REGIONAL OFFICE	DIAMOND HARBOUR DIVN.	KULPI CCC
31	KOLKATA ZONE	24-PARGANAS (SOUTH) REGIONAL OFFICE	DIAMOND HARBOUR DIVN.	FALTA SEZ CCC
32	KOLKATA ZONE	24-PARGANAS (SOUTH) REGIONAL OFFICE	KAKDWIP DIVN.	KAKDWIP CCC
33	KOLKATA ZONE	24-PARGANAS (SOUTH) REGIONAL OFFICE	KAKDWIP DIVN.	NAMKHANA CCC
34	KOLKATA ZONE	24-PARGANAS (SOUTH) REGIONAL OFFICE	KAKDWIP DIVN.	RUDRANAGAR CCC
35	KOLKATA ZONE	24-PARGANAS (SOUTH) REGIONAL OFFICE	KAKDWIP DIVN.	PATHARPRATIMA CCC
36	KOLKATA ZONE	24-PARGANAS (SOUTH) REGIONAL OFFICE	CANNING DIVISON	CANNING CCC
37	KOLKATA ZONE	24-PARGANAS (SOUTH) REGIONAL OFFICE	CANNING DIVISON	BASANTI CCC
38	KOLKATA ZONE	24-PARGANAS (SOUTH) REGIONAL OFFICE	CANNING DIVISON	JIBANTALA CCC
39	KOLKATA ZONE	24-PARGANAS (SOUTH) REGIONAL OFFICE	CANNING DIVISON	GOSABA CCC
40	KOLKATA ZONE	BIDHANNAGAR REGIONAL OFFICE	BIDHANNAGAR-I DIVN.	BIDHANNAGAR I CCC
41	KOLKATA ZONE	BIDHANNAGAR REGIONAL OFFICE	BIDHANNAGAR-I DIVN.	BIDHANNAGAR II CCC
42	KOLKATA ZONE	BIDHANNAGAR REGIONAL OFFICE	BIDHANNAGAR-I DIVN.	BIDHANNAGAR III CCC
43	KOLKATA ZONE	BIDHANNAGAR REGIONAL OFFICE	BIDHANNAGAR-II DIVN.	NEW BARRACKPORE CCC
44	KOLKATA ZONE	BIDHANNAGAR REGIONAL OFFICE	BIDHANNAGAR-II DIVN.	BIRATI CCC

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45	KOLKATA ZONE	BIDHANNAGAR REGIONAL OFFICE	BIDHANNAGAR-II DIVN.	BAGUIHATI CCC
46	KOLKATA ZONE	BIDHANNAGAR REGIONAL OFFICE	BIDHANNAGAR-II DIVN.	RAJARHAT CCC
47	KOLKATA ZONE	BIDHANNAGAR REGIONAL OFFICE	BIDHANNAGAR-II DIVN.	LAUHATI CCC
48	KOLKATA ZONE	BIDHANNAGAR REGIONAL OFFICE	BIDHANNAGAR-II DIVN.	KRISHNAPUR CCC
49	KOLKATA ZONE	BIDHANNAGAR REGIONAL OFFICE	BIDHANNAGAR-II DIVN.	TEGHORIA CCC
50	KOLKATA ZONE	BIDHANNAGAR REGIONAL OFFICE	BHANGAR DIVISION	KOLKATA LEATHER COMPLEX CCC
51	KOLKATA ZONE	BIDHANNAGAR REGIONAL OFFICE	BHANGAR DIVISION	BHANGAR CCC
52	KOLKATA ZONE	BIDHANNAGAR REGIONAL OFFICE	BHANGAR DIVISION	MINAKHAN CCC
53	KOLKATA ZONE	BIDHANNAGAR REGIONAL OFFICE	BHANGAR DIVISION	SARBERIA CCC
54	KOLKATA ZONE	BIDHANNAGAR REGIONAL OFFICE	BHANGAR DIVISION	KASHIPUR CUSTOMER CARE CENTER
55	KOLKATA ZONE	BIDHANNAGAR REGIONAL OFFICE	NEWTOWN DIVISION	NEWTOWN-I CCC
56	KOLKATA ZONE	BIDHANNAGAR REGIONAL OFFICE	NEWTOWN DIVISION	NEWTOWN-II CCC
57	KOLKATA ZONE	BIDHANNAGAR REGIONAL OFFICE	NEWTOWN DIVISION	NEWTOWN-III CCC
58	KOLKATA ZONE	HOWRAH REGIONAL OFFICE	HOWRAH-I DIVN.	ANDUL-MOURI CCC
59	KOLKATA ZONE	HOWRAH REGIONAL OFFICE	HOWRAH-I DIVN.	JALADHULAGORI CCC
60	KOLKATA ZONE	HOWRAH REGIONAL OFFICE	HOWRAH-I DIVN.	BHATTANAGAR CCC
61	KOLKATA ZONE	HOWRAH REGIONAL OFFICE	HOWRAH-I DIVN.	SANTRAGACHI CCC
62	KOLKATA ZONE	HOWRAH REGIONAL OFFICE	HOWRAH-I DIVN.	BALLY CCC
63	KOLKATA ZONE	HOWRAH REGIONAL OFFICE	HOWRAH-I DIVN.	JAGADISHPUR CCC
64	KOLKATA ZONE	HOWRAH REGIONAL OFFICE	HOWRAH-I DIVN.	DASNAGAR CCC
65	KOLKATA ZONE	HOWRAH REGIONAL OFFICE	ULUBERIA DIVN.	ULUBERIA CCC
66	KOLKATA ZONE	HOWRAH REGIONAL OFFICE	ULUBERIA DIVN.	BURIKHALI CCC
67	KOLKATA ZONE	HOWRAH REGIONAL OFFICE	ULUBERIA DIVN.	BIRSHIBPUR CCC
68	KOLKATA ZONE	HOWRAH REGIONAL OFFICE	ULUBERIA DIVN.	BAGNAN-I CCC
69	KOLKATA ZONE	HOWRAH REGIONAL OFFICE	ULUBERIA DIVN.	BAGNAN-II CCC
70	KOLKATA ZONE	HOWRAH REGIONAL OFFICE	ULUBERIA DIVN.	AJODHYA CCC
71	KOLKATA ZONE	HOWRAH REGIONAL OFFICE	ULUBERIA DIVN.	DEULGRAM CCC
72	KOLKATA ZONE	HOWRAH REGIONAL OFFICE	ULUBERIA DIVN.	SHYAMPUR CCC
73	KOLKATA ZONE	HOWRAH REGIONAL OFFICE	ULUBERIA DIVN.	PANCHLA CCC
74	KOLKATA ZONE	HOWRAH REGIONAL OFFICE	ULUBERIA DIVN.	GARCHUMUK CCC
75	KOLKATA ZONE	HOWRAH REGIONAL OFFICE	ULUBERIA DIVN.	MANSHATALA CCC
76	KOLKATA ZONE	HOWRAH REGIONAL OFFICE	HOWRAH - 2 DIVN.	SALAP CCC
77	KOLKATA ZONE	HOWRAH REGIONAL OFFICE	HOWRAH - 2 DIVN.	BARGACHIA CCC
78	KOLKATA ZONE	HOWRAH REGIONAL OFFICE	HOWRAH - 2 DIVN.	DOMJUR CCC
79	KOLKATA ZONE	HOWRAH REGIONAL OFFICE	HOWRAH - 2 DIVN.	MUNSHIRHAT CCC
80	KOLKATA ZONE	HOWRAH REGIONAL OFFICE	HOWRAH - 2 DIVN.	AMTA CCC
81	KOLKATA ZONE	HOWRAH REGIONAL OFFICE	HOWRAH - 2 DIVN.	AMORAGORI CCC

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82	KOLKATA ZONE	HOWRAH REGIONAL OFFICE	HOWRAH - 2 DIVN.	UDAYNARAYANPUR CCC
83	KOLKATA ZONE	24-PARGANAS (NORTH) REGIONAL OFFICE	BARRACKPUR DIVN.	RAHARA CCC
84	KOLKATA ZONE	24-PARGANAS (NORTH) REGIONAL OFFICE	BARRACKPUR DIVN.	SODEPUR CCC
85	KOLKATA ZONE	24-PARGANAS (NORTH) REGIONAL OFFICE	BARRACKPUR DIVN.	PANSILA CCC
86	KOLKATA ZONE	24-PARGANAS (NORTH) REGIONAL OFFICE	BARRACKPUR DIVN.	AGARPARA CCC
87	KOLKATA ZONE	24-PARGANAS (NORTH) REGIONAL OFFICE	BARRACKPUR DIVN.	MURAGHACHA CCC
88	KOLKATA ZONE	24-PARGANAS (NORTH) REGIONAL OFFICE	BARRACKPUR DIVN.	ANANDAPURI CCC
89	KOLKATA ZONE	24-PARGANAS (NORTH) REGIONAL OFFICE	BARRACKPUR DIVN.	JAFFARPUR CCC
90	KOLKATA ZONE	24-PARGANAS (NORTH) REGIONAL OFFICE	BARRACKPUR DIVN.	TALPUKUR CCC
91	KOLKATA ZONE	24-PARGANAS (NORTH) REGIONAL OFFICE	BARRACKPUR DIVN.	AUROBINDANAGAR CCC
92	KOLKATA ZONE	24-PARGANAS (NORTH) REGIONAL OFFICE	BARRACKPUR DIVN.	BARRACKPORE CCC
93	KOLKATA ZONE	24-PARGANAS (NORTH) REGIONAL OFFICE	BARASAT DIVN.	BERACHAMPA CCC
94	KOLKATA ZONE	24-PARGANAS (NORTH) REGIONAL OFFICE	BARASAT DIVN.	GANGANAGAR CCC
95	KOLKATA ZONE	24-PARGANAS (NORTH) REGIONAL OFFICE	BARASAT DIVN.	JEERAT CCC
96	KOLKATA ZONE	24-PARGANAS (NORTH) REGIONAL OFFICE	BARASAT DIVN.	KADAMBAGACHHI CCC
97	KOLKATA ZONE	24-PARGANAS (NORTH) REGIONAL OFFICE	BARASAT DIVN.	BARASAT CCC
98	KOLKATA ZONE	24-PARGANAS (NORTH) REGIONAL OFFICE	BARASAT DIVN.	NABAPALLY CCC
99	KOLKATA ZONE	24-PARGANAS (NORTH) REGIONAL OFFICE	BARASAT DIVN.	MADHYAMGRAM CCC
100	KOLKATA ZONE	24-PARGANAS (NORTH) REGIONAL OFFICE	BARASAT DIVN.	DUTTAPUKUR CCC
101	KOLKATA ZONE	24-PARGANAS (NORTH) REGIONAL OFFICE	BARASAT DIVN.	NOAPARA CCC
102	KOLKATA ZONE	24-PARGANAS (NORTH) REGIONAL OFFICE	BARASAT DIVN.	BARASAT-II CCC
103	KOLKATA ZONE	24-PARGANAS (NORTH) REGIONAL OFFICE	BARASAT DIVN.	DEGANGA CCC
104	KOLKATA ZONE	24-PARGANAS (NORTH) REGIONAL OFFICE	HABRA DIVN.	HABRA CCC

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105	KOLKATA ZONE	24-PARGANAS (NORTH) REGIONAL OFFICE	HABRA DIVN.	GOBARDANGA CCC
106	KOLKATA ZONE	24-PARGANAS (NORTH) REGIONAL OFFICE	HABRA DIVN.	GAIGHATA CCC
107	KOLKATA ZONE	24-PARGANAS (NORTH) REGIONAL OFFICE	HABRA DIVN.	CHARGHAT CUSTOMER CARE CENTER
108	KOLKATA ZONE	24-PARGANAS (NORTH) REGIONAL OFFICE	HABRA DIVN.	ASHOKENAGAR CCC
109	KOLKATA ZONE	24-PARGANAS (NORTH) REGIONAL OFFICE	HABRA DIVN.	GUMA CCC
110	KOLKATA ZONE	24-PARGANAS (NORTH) REGIONAL OFFICE	HABRA DIVN.	BANIPUR CCC
111	KOLKATA ZONE	24-PARGANAS (NORTH) REGIONAL OFFICE	NAIHATI DIVN.	HALISAHAR CCC
112	KOLKATA ZONE	24-PARGANAS (NORTH) REGIONAL OFFICE	NAIHATI DIVN.	JETIA CCC
113	KOLKATA ZONE	24-PARGANAS (NORTH) REGIONAL OFFICE	NAIHATI DIVN.	BHATPARA CCC
114	KOLKATA ZONE	24-PARGANAS (NORTH) REGIONAL OFFICE	NAIHATI DIVN.	KANKINARA CCC
115	KOLKATA ZONE	24-PARGANAS (NORTH) REGIONAL OFFICE	NAIHATI DIVN.	SHYAMNAGAR CCC
116	KOLKATA ZONE	24-PARGANAS (NORTH) REGIONAL OFFICE	NAIHATI DIVN.	ATPUR CCC
117	KOLKATA ZONE	24-PARGANAS (NORTH) REGIONAL OFFICE	NAIHATI DIVN.	KANCHRAPARA CCC
118	KOLKATA ZONE	24-PARGANAS (NORTH) REGIONAL OFFICE	NAIHATI DIVN.	KAMPA CCC
119	KOLKATA ZONE	24-PARGANAS (NORTH) REGIONAL OFFICE	NAIHATI DIVN.	NAIHATI CCC
120	KOLKATA ZONE	24-PARGANAS (NORTH) REGIONAL OFFICE	NAIHATI DIVN.	DEULPARA CCC
121	KOLKATA ZONE	24-PARGANAS (NORTH) REGIONAL OFFICE	BASIRHAT DIVN.	HASNABAD CCC
122	KOLKATA ZONE	24-PARGANAS (NORTH) REGIONAL OFFICE	BASIRHAT DIVN.	BHEBIA CCC
123	KOLKATA ZONE	24-PARGANAS (NORTH) REGIONAL OFFICE	BASIRHAT DIVN.	SANDESHKHALI CCC
124	KOLKATA ZONE	24-PARGANAS (NORTH) REGIONAL OFFICE	BASIRHAT DIVN.	HINGALGANJ CCC
125	KOLKATA ZONE	24-PARGANAS (NORTH) REGIONAL OFFICE	BASIRHAT DIVN.	BASIRHAT CCC
126	KOLKATA ZONE	24-PARGANAS (NORTH) REGIONAL OFFICE	BASIRHAT DIVN.	MAITRABAGAN CCC
127	KOLKATA ZONE	24-PARGANAS (NORTH) REGIONAL OFFICE	BONGAON DIVN.	BONGAON CCC

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128	KOLKATA ZONE	24-PARGANAS (NORTH) REGIONAL OFFICE	BONGAON DIVN.	GOPALNAGAR CCC
129	KOLKATA ZONE	24-PARGANAS (NORTH) REGIONAL OFFICE	BONGAON DIVN.	BAGDHA CCC
130	KOLKATA ZONE	24-PARGANAS (NORTH) REGIONAL OFFICE	BONGAON DIVN.	GANRAPOTA CCC
131	KOLKATA ZONE	24-PARGANAS (NORTH) REGIONAL OFFICE	BONGAON DIVN.	THAKURNAGAR CCC
132	KOLKATA ZONE	24-PARGANAS (NORTH) REGIONAL OFFICE	BONGAON DIVN.	SINDRANI CUSTOMER CARE CENTER
133	KOLKATA ZONE	24-PARGANAS (NORTH) REGIONAL OFFICE	BONGAON DIVN.	CHANDPARA CUSTOMER CARE CENTER
134	KOLKATA ZONE	24-PARGANAS (NORTH) REGIONAL OFFICE	BADURIA DIVN.	BADURIA CCC
135	KOLKATA ZONE	24-PARGANAS (NORTH) REGIONAL OFFICE	BADURIA DIVN.	KEOTSHA CCC
136	KOLKATA ZONE	24-PARGANAS (NORTH) REGIONAL OFFICE	BADURIA DIVN.	SWARUPNAGAR CCC
137	KOLKATA ZONE	24-PARGANAS (NORTH) REGIONAL OFFICE	BADURIA DIVN.	KATIAHAT CCC
138	KOLKATA ZONE	24-PARGANAS (NORTH) REGIONAL OFFICE	BADURIA DIVN.	KHOLAPATA CCC
139	KOLKATA ZONE	24-PARGANAS (NORTH) REGIONAL OFFICE	BADURIA DIVN.	HAROA CCC
140	MIDNAPORE ZONE	PASCHIM MIDNAPUR REGIONAL OFFICE	KHARAGPUR DIVN.	MALANCHI CCC
141	MIDNAPORE ZONE	PASCHIM MIDNAPUR REGIONAL OFFICE	KHARAGPUR DIVN.	NIMPURA CCC
142	MIDNAPORE ZONE	PASCHIM MIDNAPUR REGIONAL OFFICE	KHARAGPUR DIVN.	KHARAGPUR CCC
143	MIDNAPORE ZONE	PASCHIM MIDNAPUR REGIONAL OFFICE	KHARAGPUR DIVN.	BALICHAK CCC
144	MIDNAPORE ZONE	PASCHIM MIDNAPUR REGIONAL OFFICE	KHARAGPUR DIVN.	SABONG CCC
145	MIDNAPORE ZONE	PASCHIM MIDNAPUR REGIONAL OFFICE	KHARAGPUR DIVN.	PINGLA CCC
146	MIDNAPORE ZONE	PASCHIM MIDNAPUR REGIONAL OFFICE	KHARAGPUR DIVN.	LOWADA CCC
147	MIDNAPORE ZONE	PASCHIM MIDNAPUR REGIONAL OFFICE	KHARAGPUR DIVN.	CHANDKURI CCC
148	MIDNAPORE ZONE	PASCHIM MIDNAPUR REGIONAL OFFICE	KHARAGPUR DIVN.	MADPUR CCC
149	MIDNAPORE ZONE	PASCHIM MIDNAPUR REGIONAL OFFICE	GHATAL DIVN.	DASPUR CCC
150	MIDNAPORE ZONE	PASCHIM MIDNAPUR REGIONAL OFFICE	GHATAL DIVN.	SONAKHALI CCC

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151	MIDNAPORE ZONE	PASCHIM MIDNAPUR REGIONAL OFFICE	GHATAL DIVN.	GHATAL CCC
152	MIDNAPORE ZONE	PASCHIM MIDNAPUR REGIONAL OFFICE	GHATAL DIVN.	BIRSINGHA CCC
153	MIDNAPORE ZONE	PASCHIM MIDNAPUR REGIONAL OFFICE	GHATAL DIVN.	RAMJIBANPUR CCC
154	MIDNAPORE ZONE	PASCHIM MIDNAPUR REGIONAL OFFICE	GHATAL DIVN.	CHANDRAKONA TOWN CCC
155	MIDNAPORE ZONE	PASCHIM MIDNAPUR REGIONAL OFFICE	GHATAL DIVN.	UPPERKUI CCC
156	MIDNAPORE ZONE	PASCHIM MIDNAPUR REGIONAL OFFICE	MIDNAPUR DIVN.	MIDNAPUR CCC
157	MIDNAPORE ZONE	PASCHIM MIDNAPUR REGIONAL OFFICE	MIDNAPUR DIVN.	B R SECTOR CCC
158	MIDNAPORE ZONE	PASCHIM MIDNAPUR REGIONAL OFFICE	MIDNAPUR DIVN.	BARUA CCC
159	MIDNAPORE ZONE	PASCHIM MIDNAPUR REGIONAL OFFICE	MIDNAPUR DIVN.	SALBONI CCC
160	MIDNAPORE ZONE	PASCHIM MIDNAPUR REGIONAL OFFICE	MIDNAPUR DIVN.	ANANDAPUR CCC
161	MIDNAPORE ZONE	PASCHIM MIDNAPUR REGIONAL OFFICE	MIDNAPUR DIVN.	PIRAKATA CCC
162	MIDNAPORE ZONE	PASCHIM MIDNAPUR REGIONAL OFFICE	MIDNAPUR DIVN.	GOALTORE CUSTOMER CARE CENTER
163	MIDNAPORE ZONE	PASCHIM MIDNAPUR REGIONAL OFFICE	MIDNAPUR DIVN.	AMLAGORA CCC
164	MIDNAPORE ZONE	PASCHIM MIDNAPUR REGIONAL OFFICE	MIDNAPUR DIVN.	CHANDRAKONA ROAD CCC
165	MIDNAPORE ZONE	PASCHIM MIDNAPUR REGIONAL OFFICE	BELDA DIVN.	BELDA CCC
166	MIDNAPORE ZONE	PASCHIM MIDNAPUR REGIONAL OFFICE	BELDA DIVN.	KESHIARY CCC
167	MIDNAPORE ZONE	PASCHIM MIDNAPUR REGIONAL OFFICE	BELDA DIVN.	NARAYANGARH CCC
168	MIDNAPORE ZONE	PASCHIM MIDNAPUR REGIONAL OFFICE	BELDA DIVN.	DANTAN CCC
169	MIDNAPORE ZONE	PASCHIM MIDNAPUR REGIONAL OFFICE	BELDA DIVN.	MOHANPUR CCC
170	MIDNAPORE ZONE	PASCHIM MIDNAPUR REGIONAL OFFICE	BELDA DIVN.	KHAKURDA CCC
171	MIDNAPORE ZONE	PURBA MEDINIPUR REGIONAL OFFICE	TAMLUK DIVN.	NANDAKUMAR CCC
172	MIDNAPORE ZONE	PURBA MEDINIPUR REGIONAL OFFICE	TAMLUK DIVN.	MOYNA CCC
173	MIDNAPORE ZONE	PURBA MEDINIPUR REGIONAL OFFICE	TAMLUK DIVN.	GOURANGAPUR CCC

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174	MIDNAPORE ZONE	PURBA MEDINIPUR REGIONAL OFFICE	TAMLUK DIVN.	KOLAGHAT CCC
175	MIDNAPORE ZONE	PURBA MEDINIPUR REGIONAL OFFICE	TAMLUK DIVN.	GOPALNAGAR CCC
176	MIDNAPORE ZONE	PURBA MEDINIPUR REGIONAL OFFICE	TAMLUK DIVN.	PANSKURA CCC
177	MIDNAPORE ZONE	PURBA MEDINIPUR REGIONAL OFFICE	TAMLUK DIVN.	PRATAPPUR CCC
178	MIDNAPORE ZONE	PURBA MEDINIPUR REGIONAL OFFICE	TAMLUK DIVN.	TAMLUK CCC
179	MIDNAPORE ZONE	PURBA MEDINIPUR REGIONAL OFFICE	TAMLUK DIVN.	MATANGINI CCC
180	MIDNAPORE ZONE	PURBA MEDINIPUR REGIONAL OFFICE	CONTAI DIVN.	CONTAI CCC
181	MIDNAPORE ZONE	PURBA MEDINIPUR REGIONAL OFFICE	CONTAI DIVN.	DIGHA CCC
182	MIDNAPORE ZONE	PURBA MEDINIPUR REGIONAL OFFICE	CONTAI DIVN.	MARISHDA CCC
183	MIDNAPORE ZONE	PURBA MEDINIPUR REGIONAL OFFICE	CONTAI DIVN.	PICHHABONI CCC
184	MIDNAPORE ZONE	PURBA MEDINIPUR REGIONAL OFFICE	CONTAI DIVN.	MUKUNDAPUR CCC
185	MIDNAPORE ZONE	PURBA MEDINIPUR REGIONAL OFFICE	CONTAI DIVN.	KHEJURI CCC
186	MIDNAPORE ZONE	PURBA MEDINIPUR REGIONAL OFFICE	CONTAI DIVN.	MADHAKHALI CCC
187	MIDNAPORE ZONE	PURBA MEDINIPUR REGIONAL OFFICE	HALDIA DIVN.	CHANDIPUR CCC
188	MIDNAPORE ZONE	PURBA MEDINIPUR REGIONAL OFFICE	HALDIA DIVN.	MAHISHADAL CCC
189	MIDNAPORE ZONE	PURBA MEDINIPUR REGIONAL OFFICE	HALDIA DIVN.	NANDIGRAM CCC
190	MIDNAPORE ZONE	PURBA MEDINIPUR REGIONAL OFFICE	HALDIA DIVN.	BRAJALALCHAK CCC
191	MIDNAPORE ZONE	PURBA MEDINIPUR REGIONAL OFFICE	HALDIA DIVN.	REYAPARA CUSTOMER CARE CENTRE
192	MIDNAPORE ZONE	PURBA MEDINIPUR REGIONAL OFFICE	HALDIA DIVN.	CHAITANYAPUR CCC
193	MIDNAPORE ZONE	PURBA MEDINIPUR REGIONAL OFFICE	HALDIA DIVN.	DURGACHAK CCC
194	MIDNAPORE ZONE	PURBA MEDINIPUR REGIONAL OFFICE	EGRA DIVN.	EGRA CCC
195	MIDNAPORE ZONE	PURBA MEDINIPUR REGIONAL OFFICE	EGRA DIVN.	BHAGWANPUR CCC
196	MIDNAPORE ZONE	PURBA MEDINIPUR REGIONAL OFFICE	EGRA DIVN.	PATASPUR CCC
197	MIDNAPORE ZONE	PURBA MEDINIPUR REGIONAL OFFICE	EGRA DIVN.	CHOREPALIA CCC
198	MIDNAPORE ZONE	PURBA MEDINIPUR REGIONAL OFFICE	EGRA DIVN.	BALIGHAI CCC

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199	MIDNAPORE ZONE	PURBA MEDINIPUR REGIONAL OFFICE	EGRA DIVN.	AMARSHI CCC
200	MIDNAPORE ZONE	BANKURA REGIONAL OFFICE	BANKURA DIVN.	BELIATORE CCC
201	MIDNAPORE ZONE	BANKURA REGIONAL OFFICE	BANKURA DIVN.	BARJORA CCC
202	MIDNAPORE ZONE	BANKURA REGIONAL OFFICE	BANKURA DIVN.	MEJIA CCC
203	MIDNAPORE ZONE	BANKURA REGIONAL OFFICE	BANKURA DIVN.	GANGAJALGHATI CCC
204	MIDNAPORE ZONE	BANKURA REGIONAL OFFICE	BANKURA DIVN.	SALTORA CCC
205	MIDNAPORE ZONE	BANKURA REGIONAL OFFICE	BANKURA DIVN.	JHANTIPAHARI CCC
206	MIDNAPORE ZONE	BANKURA REGIONAL OFFICE	BANKURA DIVN.	CHHATNA CCC
207	MIDNAPORE ZONE	BANKURA REGIONAL OFFICE	BANKURA DIVN.	PATPUR CCC
208	MIDNAPORE ZONE	BANKURA REGIONAL OFFICE	BANKURA DIVN.	SCHOOLDANGA CCC
209	MIDNAPORE ZONE	BANKURA REGIONAL OFFICE	BANKURA DIVN.	LALBAZAR CCC
210	MIDNAPORE ZONE	BANKURA REGIONAL OFFICE	BISHNUPUR DIVN.	BISHNUPUR CCC
211	MIDNAPORE ZONE	BANKURA REGIONAL OFFICE	BISHNUPUR DIVN.	PATRASAYER CCC
212	MIDNAPORE ZONE	BANKURA REGIONAL OFFICE	BISHNUPUR DIVN.	JOYPUR CCC
213	MIDNAPORE ZONE	BANKURA REGIONAL OFFICE	BISHNUPUR DIVN.	KOTULPUR CCC
214	MIDNAPORE ZONE	BANKURA REGIONAL OFFICE	BISHNUPUR DIVN.	ONDA CCC
215	MIDNAPORE ZONE	BANKURA REGIONAL OFFICE	BISHNUPUR DIVN.	SONAMUKHI CCC
216	MIDNAPORE ZONE	BANKURA REGIONAL OFFICE	BISHNUPUR DIVN.	INDUS CCC
217	MIDNAPORE ZONE	BANKURA REGIONAL OFFICE	BISHNUPUR DIVN.	RADHANAGAR CCC
218	MIDNAPORE ZONE	BANKURA REGIONAL OFFICE	KHATRA DIVN.	KHATRA CCC
219	MIDNAPORE ZONE	BANKURA REGIONAL OFFICE	KHATRA DIVN.	INDPUR CCC
220	MIDNAPORE ZONE	BANKURA REGIONAL OFFICE	KHATRA DIVN.	RANIBANDH CCC
221	MIDNAPORE ZONE	BANKURA REGIONAL OFFICE	KHATRA DIVN.	SARENGA CCC
222	MIDNAPORE ZONE	BANKURA REGIONAL OFFICE	KHATRA DIVN.	SIMLAPAL CCC
223	MIDNAPORE ZONE	BANKURA REGIONAL OFFICE	KHATRA DIVN.	TALDANGRA CCC
224	MIDNAPORE ZONE	BANKURA REGIONAL OFFICE	KHATRA DIVN.	HIRBAND CCC

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225	MIDNAPORE ZONE	BANKURA REGIONAL OFFICE	KHATRA DIVN.	RAIPUR CCC
226	MIDNAPORE ZONE	PURULIA REGIONAL OFFICE	PURULIA DIVN.	TELKALPARA CCC
227	MIDNAPORE ZONE	PURULIA REGIONAL OFFICE	PURULIA DIVN.	CHAKDA CUSTOMER CARE CENTER
228	MIDNAPORE ZONE	PURULIA REGIONAL OFFICE	PURULIA DIVN.	JOYPUR CCC
229	MIDNAPORE ZONE	PURULIA REGIONAL OFFICE	PURULIA DIVN.	ARSHA CCC
230	MIDNAPORE ZONE	PURULIA REGIONAL OFFICE	PURULIA DIVN.	JHALDA CCC
231	MIDNAPORE ZONE	PURULIA REGIONAL OFFICE	PURULIA DIVN.	BALARAMPUR CCC
232	MIDNAPORE ZONE	PURULIA REGIONAL OFFICE	PURULIA DIVN.	BAGMUNDIH CCC
233	MIDNAPORE ZONE	PURULIA REGIONAL OFFICE	PURULIA DIVN.	BARABAZAR CCC
234	MIDNAPORE ZONE	PURULIA REGIONAL OFFICE	PURULIA DIVN.	PURULIA CCC
235	MIDNAPORE ZONE	PURULIA REGIONAL OFFICE	PURULIA DIVN.	BUNDWAN CCC
236	MIDNAPORE ZONE	PURULIA REGIONAL OFFICE	RAGHUNATHPUR DIVN.	HURA CCC
237	MIDNAPORE ZONE	PURULIA REGIONAL OFFICE	RAGHUNATHPUR DIVN.	RAGHUNATHPUR CCC
238	MIDNAPORE ZONE	PURULIA REGIONAL OFFICE	RAGHUNATHPUR DIVN.	SALTORE CCC
239	MIDNAPORE ZONE	PURULIA REGIONAL OFFICE	RAGHUNATHPUR DIVN.	SANTURI CCC
240	MIDNAPORE ZONE	PURULIA REGIONAL OFFICE	RAGHUNATHPUR DIVN.	CHELYAMA CCC
241	MIDNAPORE ZONE	PURULIA REGIONAL OFFICE	RAGHUNATHPUR DIVN.	ADRA CCC
242	MIDNAPORE ZONE	PURULIA REGIONAL OFFICE	RAGHUNATHPUR DIVN.	ANARA CCC
243	MIDNAPORE ZONE	PURULIA REGIONAL OFFICE	RAGHUNATHPUR DIVN.	DUBRA PARA CCC
244	MIDNAPORE ZONE	PURULIA REGIONAL OFFICE	RAGHUNATHPUR DIVN.	KASHIPUR CCC
245	MIDNAPORE ZONE	PURULIA REGIONAL OFFICE	RAGHUNATHPUR DIVN.	MANBAZAR CCC
246	MIDNAPORE ZONE	PURULIA REGIONAL OFFICE	RAGHUNATHPUR DIVN.	PUNCHA CCC
247	MIDNAPORE ZONE	JHARGRAM REGIONAL OFFICE	JHARGRAM DIVN.	JHARGRAM CCC
248	MIDNAPORE ZONE	JHARGRAM REGIONAL OFFICE	JHARGRAM DIVN.	MANIKPARA CCC
249	MIDNAPORE ZONE	JHARGRAM REGIONAL OFFICE	JHARGRAM DIVN.	JAMBONI CCC
250	MIDNAPORE ZONE	JHARGRAM REGIONAL OFFICE	JHARGRAM DIVN.	BINPUR CCC

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251	MIDNAPORE ZONE	JHARGRAM REGIONAL OFFICE	JHARGRAM DIVN.	GOPIBALLAVPUR CCC
252	MIDNAPORE ZONE	JHARGRAM REGIONAL OFFICE	JHARGRAM DIVN.	BELPAHARI CCC
253	MIDNAPORE ZONE	JHARGRAM REGIONAL OFFICE	JHARGRAM DIVN.	NAYAGRAM CCC
254	MIDNAPORE ZONE	JHARGRAM REGIONAL OFFICE	JHARGRAM DIVN.	SANKRAIL CCC
255	BERHAMPORE ZONE	MURSHIDABAD REGIONAL OFFICE	BERHAMPORE DIVN.	KHAGRA CCC
256	BERHAMPORE ZONE	MURSHIDABAD REGIONAL OFFICE	BERHAMPORE DIVN.	GORABAZAR CCC
257	BERHAMPORE ZONE	MURSHIDABAD REGIONAL OFFICE	BERHAMPORE DIVN.	COSSIMBAZAR CCC
258	BERHAMPORE ZONE	MURSHIDABAD REGIONAL OFFICE	BERHAMPORE DIVN.	BERHAMPUR CCC
259	BERHAMPORE ZONE	MURSHIDABAD REGIONAL OFFICE	BERHAMPORE DIVN.	BAHARAN CCC
260	BERHAMPORE ZONE	MURSHIDABAD REGIONAL OFFICE	BERHAMPORE DIVN.	BELDANGA CCC
261	BERHAMPORE ZONE	MURSHIDABAD REGIONAL OFFICE	BERHAMPORE DIVN.	REJINAGAR CCC
262	BERHAMPORE ZONE	MURSHIDABAD REGIONAL OFFICE	BERHAMPORE DIVN.	AMTALA CCC
263	BERHAMPORE ZONE	MURSHIDABAD REGIONAL OFFICE	BERHAMPORE DIVN.	SARGACHHI CCC
264	BERHAMPORE ZONE	MURSHIDABAD REGIONAL OFFICE	RAGHUNATHGANJ DIVN.	RAGHUNATHGANJ CCC
265	BERHAMPORE ZONE	MURSHIDABAD REGIONAL OFFICE	RAGHUNATHGANJ DIVN.	JANGIPUR CCC
266	BERHAMPORE ZONE	MURSHIDABAD REGIONAL OFFICE	RAGHUNATHGANJ DIVN.	AURANGABAD CCC
267	BERHAMPORE ZONE	MURSHIDABAD REGIONAL OFFICE	RAGHUNATHGANJ DIVN.	DHULIAN CCC
268	BERHAMPORE ZONE	MURSHIDABAD REGIONAL OFFICE	RAGHUNATHGANJ DIVN.	FARAKKA CCC
269	BERHAMPORE ZONE	MURSHIDABAD REGIONAL OFFICE	RAGHUNATHGANJ DIVN.	AHIRAN CCC
270	BERHAMPORE ZONE	MURSHIDABAD REGIONAL OFFICE	RAGHUNATHGANJ DIVN.	SAGARDIGHI CCC
271	BERHAMPORE ZONE	MURSHIDABAD REGIONAL OFFICE	KANDI DIVN.	KANDI CCC
272	BERHAMPORE ZONE	MURSHIDABAD REGIONAL OFFICE	KANDI DIVN.	BHARATPUR CCC
273	BERHAMPORE ZONE	MURSHIDABAD REGIONAL OFFICE	KANDI DIVN.	SALAR CCC
274	BERHAMPORE ZONE	MURSHIDABAD REGIONAL OFFICE	KANDI DIVN.	PANCHTHUPI CCC
275	BERHAMPORE ZONE	MURSHIDABAD REGIONAL OFFICE	KANDI DIVN.	KHARGRAM CCC
276	BERHAMPORE ZONE	MURSHIDABAD REGIONAL OFFICE	KANDI DIVN.	GOALJAN CCC

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277	BERHAMPORE ZONE	MURSHIDABAD REGIONAL OFFICE	KANDI DIVN.	SAKTIPUR CCC
278	BERHAMPORE ZONE	MURSHIDABAD REGIONAL OFFICE	KANDI DIVN.	GOKARNA CCC
279	BERHAMPORE ZONE	MURSHIDABAD REGIONAL OFFICE	DOMKAL DIVN.	CHAK ISLAMPUR CCC
280	BERHAMPORE ZONE	MURSHIDABAD REGIONAL OFFICE	DOMKAL DIVN.	DAULATABAD CCC
281	BERHAMPORE ZONE	MURSHIDABAD REGIONAL OFFICE	DOMKAL DIVN.	DOMKAL CCC
282	BERHAMPORE ZONE	MURSHIDABAD REGIONAL OFFICE	DOMKAL DIVN.	RANINAGAR CCC
283	BERHAMPORE ZONE	MURSHIDABAD REGIONAL OFFICE	DOMKAL DIVN.	JALANGI CCC
284	BERHAMPORE ZONE	MURSHIDABAD REGIONAL OFFICE	DOMKAL DIVN.	BAGDANGA CUSTOMER CARE CENTER
285	BERHAMPORE ZONE	MURSHIDABAD REGIONAL OFFICE	JIAGANJ DIVN.	AZIMGANJ CCC
286	BERHAMPORE ZONE	MURSHIDABAD REGIONAL OFFICE	JIAGANJ DIVN.	BHAGABANGOLA CCC
287	BERHAMPORE ZONE	MURSHIDABAD REGIONAL OFFICE	JIAGANJ DIVN.	NABAGRAM CCC
288	BERHAMPORE ZONE	MURSHIDABAD REGIONAL OFFICE	JIAGANJ DIVN.	LALGOLA CCC
289	BERHAMPORE ZONE	MURSHIDABAD REGIONAL OFFICE	JIAGANJ DIVN.	M.M.T CCC
290	BERHAMPORE ZONE	MURSHIDABAD REGIONAL OFFICE	JIAGANJ DIVN.	JIAGANJ CCC
291	BERHAMPORE ZONE	MURSHIDABAD REGIONAL OFFICE	JIAGANJ DIVN.	MAYA CCC
292	BERHAMPORE ZONE	NADIA REGIONAL OFFICE	KALYANI DIVN.	CHAKDAHA WEST CCC
293	BERHAMPORE ZONE	NADIA REGIONAL OFFICE	KALYANI DIVN.	SUBARNAPUR CCC
294	BERHAMPORE ZONE	NADIA REGIONAL OFFICE	KALYANI DIVN.	MADANPUR CCC
295	BERHAMPORE ZONE	NADIA REGIONAL OFFICE	KALYANI DIVN.	NAGARUKHRA CCC
296	BERHAMPORE ZONE	NADIA REGIONAL OFFICE	KALYANI DIVN.	CHAKDAHA EAST CCC
297	BERHAMPORE ZONE	NADIA REGIONAL OFFICE	KALYANI DIVN.	EAST BISHNUPUR CCC
298	BERHAMPORE ZONE	NADIA REGIONAL OFFICE	KALYANI DIVN.	KALYANI CCC
299	BERHAMPORE ZONE	NADIA REGIONAL OFFICE	KALYANI DIVN.	GAYESHPUR CCC
300	BERHAMPORE ZONE	NADIA REGIONAL OFFICE	KRISHNANAGAR DIVN.	KRISHNAGANJ CCC
301	BERHAMPORE ZONE	NADIA REGIONAL OFFICE	KRISHNANAGAR DIVN.	SWARUPGANJ CCC

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302	BERHAMPORE ZONE	NADIA REGIONAL OFFICE	KRISHNANAGAR DIVN.	BAGULA CCC
303	BERHAMPORE ZONE	NADIA REGIONAL OFFICE	KRISHNANAGAR DIVN.	KRISHNAGAR ROAD STATION CCC
304	BERHAMPORE ZONE	NADIA REGIONAL OFFICE	KRISHNANAGAR DIVN.	CHITRASALI CCC
305	BERHAMPORE ZONE	NADIA REGIONAL OFFICE	KRISHNANAGAR DIVN.	KRISHNANAGAR TOWN CCC
306	BERHAMPORE ZONE	NADIA REGIONAL OFFICE	KRISHNANAGAR DIVN.	NABADWIP CCC
307	BERHAMPORE ZONE	NADIA REGIONAL OFFICE	TEHATTA DIVN.	PANCHDHARA ABHAYNAGAR CCC
308	BERHAMPORE ZONE	NADIA REGIONAL OFFICE	TEHATTA DIVN.	CHAPRA CCC
309	BERHAMPORE ZONE	NADIA REGIONAL OFFICE	TEHATTA DIVN.	KARIMPUR CCC
310	BERHAMPORE ZONE	NADIA REGIONAL OFFICE	TEHATTA DIVN.	TEHATTA CCC
311	BERHAMPORE ZONE	NADIA REGIONAL OFFICE	TEHATTA DIVN.	NAZIRPUR CCC
312	BERHAMPORE ZONE	NADIA REGIONAL OFFICE	RANAGHAT DIVISION OFFICE	ARANGHATA CCC
313	BERHAMPORE ZONE	NADIA REGIONAL OFFICE	RANAGHAT DIVISION OFFICE	AISHTALA CCC
314	BERHAMPORE ZONE	NADIA REGIONAL OFFICE	RANAGHAT DIVISION OFFICE	GANGNAPUR CCC
315	BERHAMPORE ZONE	NADIA REGIONAL OFFICE	RANAGHAT DIVISION OFFICE	RANAGHAT(EAST) CCC
316	BERHAMPORE ZONE	NADIA REGIONAL OFFICE	RANAGHAT DIVISION OFFICE	RANAGHAT NORTH-SOUTH CCC
317	BERHAMPORE ZONE	NADIA REGIONAL OFFICE	RANAGHAT DIVISION OFFICE	ULA-BIRNAGAR CCC
318	BERHAMPORE ZONE	NADIA REGIONAL OFFICE	RANAGHAT DIVISION OFFICE	BADKULLA CCC
319	BERHAMPORE ZONE	NADIA REGIONAL OFFICE	RANAGHAT DIVISION OFFICE	DIGNAGAR CCC
320	BERHAMPORE ZONE	NADIA REGIONAL OFFICE	RANAGHAT DIVISION OFFICE	FULIA CCC
321	BERHAMPORE ZONE	NADIA REGIONAL OFFICE	RANAGHAT DIVISION OFFICE	SANTIPUR CCC
322	BERHAMPORE ZONE	NADIA REGIONAL OFFICE	RANAGHAT DIVISION OFFICE	SUTRAGARH CCC
323	BERHAMPORE ZONE	NADIA REGIONAL OFFICE	NAKASHIPARA DIVN.	BETHUADAHARI CCC
324	BERHAMPORE ZONE	NADIA REGIONAL OFFICE	NAKASHIPARA DIVN.	DEBAGRAM CCC
325	BERHAMPORE ZONE	NADIA REGIONAL OFFICE	NAKASHIPARA DIVN.	DHUBULIA CCC
326	BERHAMPORE ZONE	NADIA REGIONAL OFFICE	NAKASHIPARA DIVN.	MATIARY CCC
327	BERHAMPORE ZONE	NADIA REGIONAL OFFICE	NAKASHIPARA DIVN.	MURAGACHA DHARMADA CCC

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328	BERHAMPORE ZONE	NADIA REGIONAL OFFICE	NAKASHIPARA DIVN.	PALASSEY CCC
329	BERHAMPORE ZONE	NADIA REGIONAL OFFICE	NAKASHIPARA DIVN.	BETHUADAHARI(SOUTH) CUSTOMER CARE CENTER
330	SILIGURI ZONE	DARJEELING REGIONAL OFFICE	SILIGURI DIVN.	MILANPALLY CCC
331	SILIGURI ZONE	DARJEELING REGIONAL OFFICE	SILIGURI DIVN.	NJP GATE BAZAR CCC
332	SILIGURI ZONE	DARJEELING REGIONAL OFFICE	SILIGURI DIVN.	SUBHASPALLY CCC
333	SILIGURI ZONE	DARJEELING REGIONAL OFFICE	SILIGURI DIVN.	HAKIMPARA CCC
334	SILIGURI ZONE	DARJEELING REGIONAL OFFICE	SILIGURI DIVN.	POWER HOUSE CCC
335	SILIGURI ZONE	DARJEELING REGIONAL OFFICE	SILIGURI DIVN.	PRADHAN NAGAR CCC
336	SILIGURI ZONE	DARJEELING REGIONAL OFFICE	SILIGURI DIVN.	SILIGURI TOWN CCC
337	SILIGURI ZONE	DARJEELING REGIONAL OFFICE	KURSEONG DIVN.	SONADA CCC
338	SILIGURI ZONE	DARJEELING REGIONAL OFFICE	KURSEONG DIVN.	MIRIK CCC
339	SILIGURI ZONE	DARJEELING REGIONAL OFFICE	KURSEONG DIVN.	KURSEONG CCC
340	SILIGURI ZONE	DARJEELING REGIONAL OFFICE	DARJEELING DIVN.	SUKHIAPOKHRI CCC
341	SILIGURI ZONE	DARJEELING REGIONAL OFFICE	DARJEELING DIVN.	TAKDAH CCC
342	SILIGURI ZONE	DARJEELING REGIONAL OFFICE	DARJEELING DIVN.	BIJANBARI CCC
343	SILIGURI ZONE	DARJEELING REGIONAL OFFICE	DARJEELING DIVN.	LODHAMA CCC
344	SILIGURI ZONE	DARJEELING REGIONAL OFFICE	DARJEELING DIVN.	DARJEELING CCC
345	SILIGURI ZONE	DARJEELING REGIONAL OFFICE	SILIGURI SUB-URBAN DIVN.	NAXALBARI CCC
346	SILIGURI ZONE	DARJEELING REGIONAL OFFICE	SILIGURI SUB-URBAN DIVN.	PHANSIDEWA CCC
347	SILIGURI ZONE	DARJEELING REGIONAL OFFICE	SILIGURI SUB-URBAN DIVN.	KHARIBARI CCC
348	SILIGURI ZONE	DARJEELING REGIONAL OFFICE	SILIGURI SUB-URBAN DIVN.	BAGDOGRA CCC
349	SILIGURI ZONE	DARJEELING REGIONAL OFFICE	SILIGURI SUB-URBAN DIVN.	BIDHAN NAGAR CCC
350	SILIGURI ZONE	DARJEELING REGIONAL OFFICE	SILIGURI SUB-URBAN DIVN.	MATIGARA CCC
351	SILIGURI ZONE	DARJEELING REGIONAL OFFICE	SILIGURI SUB-URBAN DIVN.	SHIBMANDIR CCC
352	SILIGURI ZONE	JALPAIGURI REGIONAL OFFICE	JALPAIGURI DIVN.	BELAKOBA CCC
353	SILIGURI ZONE	JALPAIGURI REGIONAL OFFICE	JALPAIGURI DIVN.	FULBARIHAT CCC
354	SILIGURI ZONE	JALPAIGURI REGIONAL OFFICE	JALPAIGURI DIVN.	MAYNAGURI CCC
355	SILIGURI ZONE	JALPAIGURI REGIONAL OFFICE	JALPAIGURI DIVN.	BHOTPATTY CCC
356	SILIGURI ZONE	JALPAIGURI REGIONAL OFFICE	JALPAIGURI DIVN.	DHUPGURI CCC
357	SILIGURI ZONE	JALPAIGURI REGIONAL OFFICE	JALPAIGURI DIVN.	NAYABASTI PANDAPARA CCC
358	SILIGURI ZONE	JALPAIGURI REGIONAL OFFICE	JALPAIGURI DIVN.	UKILPARA-MASKALAIBARI CCC
359	SILIGURI ZONE	JALPAIGURI REGIONAL OFFICE	MAL DIVN.	MAL CCC
360	SILIGURI ZONE	JALPAIGURI REGIONAL OFFICE	MAL DIVN.	OODLABARI CCC
361	SILIGURI ZONE	JALPAIGURI REGIONAL OFFICE	MAL DIVN.	METTALI CCC
362	SILIGURI ZONE	JALPAIGURI REGIONAL OFFICE	MAL DIVN.	JHALONG CCC

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363	SILIGURI ZONE	JALPAIGURI REGIONAL OFFICE	MAL DIVN.	NAGRAKATA CCC
364	SILIGURI ZONE	JALPAIGURI REGIONAL OFFICE	MAL DIVN.	BANARHAT CCC
365	SILIGURI ZONE	JALPAIGURI REGIONAL OFFICE	MAL DIVN.	KRANTI CCC
366	SILIGURI ZONE	JALPAIGURI REGIONAL OFFICE	MAL DIVN.	GAIRKATA CUSTOMER CARE CENTER
367	SILIGURI ZONE	UTTAR DINAJPUR REGIONAL OFFICE	RAIGANJ DIVISION	ITAHAR CCC
368	SILIGURI ZONE	UTTAR DINAJPUR REGIONAL OFFICE	RAIGANJ DIVISION	HEMTABAD CCC
369	SILIGURI ZONE	UTTAR DINAJPUR REGIONAL OFFICE	RAIGANJ DIVISION	KALIYAGANJ CCC
370	SILIGURI ZONE	UTTAR DINAJPUR REGIONAL OFFICE	RAIGANJ DIVISION	RAIGANJ CCC
371	SILIGURI ZONE	UTTAR DINAJPUR REGIONAL OFFICE	RAIGANJ DIVISION	BIRNAGAR CCC
372	SILIGURI ZONE	UTTAR DINAJPUR REGIONAL OFFICE	RAIGANJ DIVISION	KARANDIGHI CCC
373	SILIGURI ZONE	UTTAR DINAJPUR REGIONAL OFFICE	ISLAMPUR DIVN.	ISLAMPUR CCC
374	SILIGURI ZONE	UTTAR DINAJPUR REGIONAL OFFICE	ISLAMPUR DIVN.	CHOPRA CCC
375	SILIGURI ZONE	UTTAR DINAJPUR REGIONAL OFFICE	ISLAMPUR DIVN.	DALKHOLA CCC
376	SILIGURI ZONE	UTTAR DINAJPUR REGIONAL OFFICE	ISLAMPUR DIVN.	GOALPOKHER CCC
377	SILIGURI ZONE	UTTAR DINAJPUR REGIONAL OFFICE	ISLAMPUR DIVN.	KANKI CCC
378	SILIGURI ZONE	COOCHBEHAR REGIONAL OFFICE	COOCHBEHAR DIVN.	MAIN SECTOR COOCHBEHAR CCC
379	SILIGURI ZONE	COOCHBEHAR REGIONAL OFFICE	COOCHBEHAR DIVN.	KHAGRABARI CCC
380	SILIGURI ZONE	COOCHBEHAR REGIONAL OFFICE	COOCHBEHAR DIVN.	NEW TOWN CCC
381	SILIGURI ZONE	COOCHBEHAR REGIONAL OFFICE	COOCHBEHAR DIVN.	PUNDIBARI CCC
382	SILIGURI ZONE	COOCHBEHAR REGIONAL OFFICE	COOCHBEHAR DIVN.	TUFANGANJ CCC
383	SILIGURI ZONE	COOCHBEHAR REGIONAL OFFICE	COOCHBEHAR DIVN.	BOXIRHAT CCC
384	SILIGURI ZONE	COOCHBEHAR REGIONAL OFFICE	MATHABHANGA DIVN.	MATHABHANGA CCC
385	SILIGURI ZONE	COOCHBEHAR REGIONAL OFFICE	MATHABHANGA DIVN.	SITALKUCHI CCC
386	SILIGURI ZONE	COOCHBEHAR REGIONAL OFFICE	MATHABHANGA DIVN.	DOLONGMORE CCC
387	SILIGURI ZONE	COOCHBEHAR REGIONAL OFFICE	MATHABHANGA DIVN.	HALDIBARI CCC
388	SILIGURI ZONE	COOCHBEHAR REGIONAL OFFICE	MATHABHANGA DIVN.	CHANGRABANDHA CCC
389	SILIGURI ZONE	COOCHBEHAR REGIONAL OFFICE	DINHATA DIVISION	DINHATA CCC
390	SILIGURI ZONE	COOCHBEHAR REGIONAL OFFICE	DINHATA DIVISION	OKRABARI CCC
391	SILIGURI ZONE	COOCHBEHAR REGIONAL OFFICE	DINHATA DIVISION	SAHEBGANJ CCC
392	SILIGURI ZONE	COOCHBEHAR REGIONAL OFFICE	DINHATA DIVISION	SITAI CCC
393	SILIGURI ZONE	COOCHBEHAR REGIONAL OFFICE	DINHATA DIVISION	DEWANHAT CCC
394	SILIGURI ZONE	ALIPURDUAR REGIONAL OFFICE	ALIPURDUAR DIVN.	ALIPURDUAR PURAN BAZAR CCC
395	SILIGURI ZONE	ALIPURDUAR REGIONAL OFFICE	ALIPURDUAR DIVN.	KALCHINI CCC
396	SILIGURI ZONE	ALIPURDUAR REGIONAL OFFICE	ALIPURDUAR DIVN.	KAMAKHYAGURI CCC
397	SILIGURI ZONE	ALIPURDUAR REGIONAL OFFICE	ALIPURDUAR DIVN.	JAIGAON CCC

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398	SILIGURI ZONE	ALIPURDUAR REGIONAL OFFICE	ALIPURDUAR DIVN.	SAMUKTALA CCC
399	SILIGURI ZONE	ALIPURDUAR REGIONAL OFFICE	ALIPURDUAR DIVN.	MADARIHAT CCC
400	SILIGURI ZONE	ALIPURDUAR REGIONAL OFFICE	ALIPURDUAR DIVN.	BIRPARA CCC
401	SILIGURI ZONE	ALIPURDUAR REGIONAL OFFICE	ALIPURDUAR DIVN.	FALAKATA CCC
402	SILIGURI ZONE	ALIPURDUAR REGIONAL OFFICE	ALIPURDUAR DIVN.	MEJBIL CCC
403	SILIGURI ZONE	ALIPURDUAR REGIONAL OFFICE	ALIPURDUAR DIVN.	ALIPURDUAR NEW TOWN CCC
404	SILIGURI ZONE	DAKSHIN DINAJPUR REGIONAL OFFICE	BALURGHAT DIVISION	BALURGHAT CCC
405	SILIGURI ZONE	DAKSHIN DINAJPUR REGIONAL OFFICE	BALURGHAT DIVISION	TAPAN CCC
406	SILIGURI ZONE	DAKSHIN DINAJPUR REGIONAL OFFICE	BALURGHAT DIVISION	KUMARGANJ CCC
407	SILIGURI ZONE	DAKSHIN DINAJPUR REGIONAL OFFICE	BALURGHAT DIVISION	HILI CCC
408	SILIGURI ZONE	DAKSHIN DINAJPUR REGIONAL OFFICE	BALURGHAT DIVISION	PATIRAM CCC
409	SILIGURI ZONE	DAKSHIN DINAJPUR REGIONAL OFFICE	BUNIADPUR DIVISION	BUNIADPUR CCC
410	SILIGURI ZONE	DAKSHIN DINAJPUR REGIONAL OFFICE	BUNIADPUR DIVISION	KUSMANDI CCC
411	SILIGURI ZONE	DAKSHIN DINAJPUR REGIONAL OFFICE	BUNIADPUR DIVISION	HARIRAMPUR CCC
412	SILIGURI ZONE	DAKSHIN DINAJPUR REGIONAL OFFICE	BUNIADPUR DIVISION	GANGARAMPUR CCC
413	SILIGURI ZONE	KALIMPONG REGIONAL OFFICE	KALIMPONG DIVN.	KALIMPONG CCC
414	SILIGURI ZONE	KALIMPONG REGIONAL OFFICE	KALIMPONG DIVN.	TEESTA BAZAR CCC
415	SILIGURI ZONE	KALIMPONG REGIONAL OFFICE	KALIMPONG DIVN.	MONGPU CCC
416	SILIGURI ZONE	KALIMPONG REGIONAL OFFICE	KALIMPONG DIVN.	PEDONG CCC
417	SILIGURI ZONE	KALIMPONG REGIONAL OFFICE	KALIMPONG DIVN.	SINJEE CCC
418	BURDWAN ZONE	BURDWAN REGIONAL OFFICE	BURDWAN NORTH DIVN.	BHATAR CCC
419	BURDWAN ZONE	BURDWAN REGIONAL OFFICE	BURDWAN NORTH DIVN.	KURMUN CCC
420	BURDWAN ZONE	BURDWAN REGIONAL OFFICE	BURDWAN NORTH DIVN.	GALSI CCC
421	BURDWAN ZONE	BURDWAN REGIONAL OFFICE	BURDWAN NORTH DIVN.	GUSHKARA CCC
422	BURDWAN ZONE	BURDWAN REGIONAL OFFICE	BURDWAN NORTH DIVN.	BANPAS CCC
423	BURDWAN ZONE	BURDWAN REGIONAL OFFICE	BURDWAN NORTH DIVN.	BUDBUD CCC
424	BURDWAN ZONE	BURDWAN REGIONAL OFFICE	KATWA DIVN.	DAINHAT CCC
425	BURDWAN ZONE	BURDWAN REGIONAL OFFICE	KATWA DIVN.	KETUGRAM CCC
426	BURDWAN ZONE	BURDWAN REGIONAL OFFICE	KATWA DIVN.	NATUNHAT CCC

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427	BURDWAN ZONE	BURDWAN REGIONAL OFFICE	KATWA DIVN.	PACHUNDI CUSTOMER CARE CENTER
428	BURDWAN ZONE	BURDWAN REGIONAL OFFICE	KATWA DIVN.	KATWA CCC
429	BURDWAN ZONE	BURDWAN REGIONAL OFFICE	KALNA DIVN.	KALNA CCC
430	BURDWAN ZONE	BURDWAN REGIONAL OFFICE	KALNA DIVN.	BAIDYAPUR CCC
431	BURDWAN ZONE	BURDWAN REGIONAL OFFICE	KALNA DIVN.	DHATRIGRAM CCC
432	BURDWAN ZONE	BURDWAN REGIONAL OFFICE	KALNA DIVN.	SAMUDRAGARH CCC
433	BURDWAN ZONE	BURDWAN REGIONAL OFFICE	KALNA DIVN.	PURBASTHALI CCC
434	BURDWAN ZONE	BURDWAN REGIONAL OFFICE	KALNA DIVN.	MONTESWAR CCC
435	BURDWAN ZONE	BURDWAN REGIONAL OFFICE	MEMARI DIVN.	MEMARI CCC
436	BURDWAN ZONE	BURDWAN REGIONAL OFFICE	MEMARI DIVN.	SAKTIGARH CCC
437	BURDWAN ZONE	BURDWAN REGIONAL OFFICE	MEMARI DIVN.	JAMALPUR CCC
438	BURDWAN ZONE	BURDWAN REGIONAL OFFICE	MEMARI DIVN.	SATGACHIA CCC
439	BURDWAN ZONE	BURDWAN REGIONAL OFFICE	MEMARI DIVN.	NABASTHA CCC
440	BURDWAN ZONE	BURDWAN REGIONAL OFFICE	BURDWAN SOUTH DIVN.	BURDWAN SEC1 CCC
441	BURDWAN ZONE	BURDWAN REGIONAL OFFICE	BURDWAN SOUTH DIVN.	BURDWAN SEC2 CCC
442	BURDWAN ZONE	BURDWAN REGIONAL OFFICE	BURDWAN SOUTH DIVN.	BURDWAN SEC3 CCC
443	BURDWAN ZONE	BURDWAN REGIONAL OFFICE	BURDWAN SOUTH DIVN.	BURDWAN SEC4 CCC
444	BURDWAN ZONE	BURDWAN REGIONAL OFFICE	BURDWAN SOUTH DIVN.	KHANDAGHOSH CCC
445	BURDWAN ZONE	BURDWAN REGIONAL OFFICE	BURDWAN SOUTH DIVN.	RAINA CCC
446	BURDWAN ZONE	BURDWAN REGIONAL OFFICE	BURDWAN SOUTH DIVN.	MADHABDIHI CCC
447	BURDWAN ZONE	BIRBHUM REGIONAL OFFICE	SURI DIVN.	RAJNAGAR CCC
448	BURDWAN ZONE	BIRBHUM REGIONAL OFFICE	SURI DIVN.	MD. BAZAR CCC
449	BURDWAN ZONE	BIRBHUM REGIONAL OFFICE	SURI DIVN.	SURI-WEST CCC
450	BURDWAN ZONE	BIRBHUM REGIONAL OFFICE	SURI DIVN.	DUBRAJPUR CCC
451	BURDWAN ZONE	BIRBHUM REGIONAL OFFICE	SURI DIVN.	KHOYRASOLE CCC

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452	BURDWAN ZONE	BIRBHUM REGIONAL OFFICE	SURI DIVN.	SURI-EAST CCC
453	BURDWAN ZONE	BIRBHUM REGIONAL OFFICE	SURI DIVN.	SAINTHIA CCC
454	BURDWAN ZONE	BIRBHUM REGIONAL OFFICE	RAMPURHAT DIVN.	NALHATI CCC
455	BURDWAN ZONE	BIRBHUM REGIONAL OFFICE	RAMPURHAT DIVN.	MURARAI CCC
456	BURDWAN ZONE	BIRBHUM REGIONAL OFFICE	RAMPURHAT DIVN.	LOHAPUR CCC
457	BURDWAN ZONE	BIRBHUM REGIONAL OFFICE	RAMPURHAT DIVN.	PAIKAR CCC
458	BURDWAN ZONE	BIRBHUM REGIONAL OFFICE	RAMPURHAT DIVN.	MAYURESWAR CCC
459	BURDWAN ZONE	BIRBHUM REGIONAL OFFICE	RAMPURHAT DIVN.	MOLLARPUR CCC
460	BURDWAN ZONE	BIRBHUM REGIONAL OFFICE	RAMPURHAT DIVN.	RAMPURHAT CCC
461	BURDWAN ZONE	BIRBHUM REGIONAL OFFICE	RAMPURHAT DIVN.	MARGRAM CCC
462	BURDWAN ZONE	BIRBHUM REGIONAL OFFICE	BOLPUR DIVN.	ILLAMBAZAR CCC
463	BURDWAN ZONE	BIRBHUM REGIONAL OFFICE	BOLPUR DIVN.	BOLPUR CCC
464	BURDWAN ZONE	BIRBHUM REGIONAL OFFICE	BOLPUR DIVN.	AHMEDPUR CCC
465	BURDWAN ZONE	BIRBHUM REGIONAL OFFICE	BOLPUR DIVN.	LAVPUR CCC
466	BURDWAN ZONE	BIRBHUM REGIONAL OFFICE	BOLPUR DIVN.	KIRNAHAR CCC
467	BURDWAN ZONE	BIRBHUM REGIONAL OFFICE	BOLPUR DIVN.	SHANTINIKETAN CCC
468	BURDWAN ZONE	HOOGHLY REGIONAL OFFICE	SERAMPURE DIVN.	SERAMPURE CCC
469	BURDWAN ZONE	HOOGHLY REGIONAL OFFICE	SERAMPURE DIVN.	MAKHLA CCC
470	BURDWAN ZONE	HOOGHLY REGIONAL OFFICE	SERAMPURE DIVN.	RISHRA CCC
471	BURDWAN ZONE	HOOGHLY REGIONAL OFFICE	SERAMPURE DIVN.	DANKUNI CCC
472	BURDWAN ZONE	HOOGHLY REGIONAL OFFICE	SERAMPURE DIVN.	NABAGRAM CCC
473	BURDWAN ZONE	HOOGHLY REGIONAL OFFICE	SERAMPURE DIVN.	CHANDITALA CCC
474	BURDWAN ZONE	HOOGHLY REGIONAL OFFICE	SERAMPURE DIVN.	BEGAMPUR CCC
475	BURDWAN ZONE	HOOGHLY REGIONAL OFFICE	CHANDANNAGAR DIVN.	BANDEL CCC
476	BURDWAN ZONE	HOOGHLY REGIONAL OFFICE	CHANDANNAGAR DIVN.	POLBA CCC
477	BURDWAN ZONE	HOOGHLY REGIONAL OFFICE	CHANDANNAGAR DIVN.	KHALISANI CCC

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478	BURDWAN ZONE	HOOGHLY REGIONAL OFFICE	CHANDANNAGAR DIVN.	CHANDANNAGAR1 CCC
479	BURDWAN ZONE	HOOGHLY REGIONAL OFFICE	CHANDANNAGAR DIVN.	CHANDANNAGAR2 CCC
480	BURDWAN ZONE	HOOGHLY REGIONAL OFFICE	CHANDANNAGAR DIVN.	CHANDANNAGAR3 CCC
481	BURDWAN ZONE	HOOGHLY REGIONAL OFFICE	CHANDANNAGAR DIVN.	MOGHOLTULI CCC
482	BURDWAN ZONE	HOOGHLY REGIONAL OFFICE	CHANDANNAGAR DIVN.	TOLAFATAK CCC
483	BURDWAN ZONE	HOOGHLY REGIONAL OFFICE	CHANDANNAGAR DIVN.	PIPULPATI CCC
484	BURDWAN ZONE	HOOGHLY REGIONAL OFFICE	CHANDANNAGAR DIVN.	BALLYMORE CCC
485	BURDWAN ZONE	HOOGHLY REGIONAL OFFICE	ARAMBAGH DIVN.	KAMARPUKUR CCC
486	BURDWAN ZONE	HOOGHLY REGIONAL OFFICE	ARAMBAGH DIVN.	ARAMBAGH CCC
487	BURDWAN ZONE	HOOGHLY REGIONAL OFFICE	ARAMBAGH DIVN.	GOURHATI CCC
488	BURDWAN ZONE	HOOGHLY REGIONAL OFFICE	ARAMBAGH DIVN.	GOGHAT CCC
489	BURDWAN ZONE	HOOGHLY REGIONAL OFFICE	ARAMBAGH DIVN.	CHAMPADANGA CCC
490	BURDWAN ZONE	HOOGHLY REGIONAL OFFICE	ARAMBAGH DIVN.	PURSURAH CCC
491	BURDWAN ZONE	HOOGHLY REGIONAL OFFICE	ARAMBAGH DIVN.	ASANPUR CCC
492	BURDWAN ZONE	HOOGHLY REGIONAL OFFICE	ARAMBAGH DIVN.	KHANAKUL CCC
493	BURDWAN ZONE	HOOGHLY REGIONAL OFFICE	ARAMBAGH DIVN.	RAJHATI CCC
494	BURDWAN ZONE	HOOGHLY REGIONAL OFFICE	TARAKESWAR DIVN.	MOSAT CCC
495	BURDWAN ZONE	HOOGHLY REGIONAL OFFICE	TARAKESWAR DIVN.	JANGIPARA CCC
496	BURDWAN ZONE	HOOGHLY REGIONAL OFFICE	TARAKESWAR DIVN.	RAJBALHAT CCC
497	BURDWAN ZONE	HOOGHLY REGIONAL OFFICE	TARAKESWAR DIVN.	JANGALPARA CCC
498	BURDWAN ZONE	HOOGHLY REGIONAL OFFICE	TARAKESWAR DIVN.	DADPUR CCC
499	BURDWAN ZONE	HOOGHLY REGIONAL OFFICE	TARAKESWAR DIVN.	DHANIAKHALI CCC
500	BURDWAN ZONE	HOOGHLY REGIONAL OFFICE	TARAKESWAR DIVN.	GURAP CCC
501	BURDWAN ZONE	HOOGHLY REGIONAL OFFICE	TARAKESWAR DIVN.	TARAKESWAR CCC
502	BURDWAN ZONE	HOOGHLY REGIONAL OFFICE	SINGUR-HARIPAL DIVN.	NASIBPUR CCC
503	BURDWAN ZONE	HOOGHLY REGIONAL OFFICE	SINGUR-HARIPAL DIVN.	SINGUR CCC

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504	BURDWAN ZONE	HOOGHLY REGIONAL OFFICE	SINGUR-HARIPAL DIVN.	HARIPAL CCC
505	BURDWAN ZONE	HOOGHLY REGIONAL OFFICE	SINGUR-HARIPAL DIVN.	NALIKUL CCC
506	BURDWAN ZONE	HOOGHLY REGIONAL OFFICE	MOGRA DIVN.	KHANYAN CCC
507	BURDWAN ZONE	HOOGHLY REGIONAL OFFICE	MOGRA DIVN.	BOINCHEE CCC
508	BURDWAN ZONE	HOOGHLY REGIONAL OFFICE	MOGRA DIVN.	SOMRABAZAR CCC
509	BURDWAN ZONE	HOOGHLY REGIONAL OFFICE	MOGRA DIVN.	PANDUA CCC
510	BURDWAN ZONE	HOOGHLY REGIONAL OFFICE	MOGRA DIVN.	ADISAPTAGRAM CCC
511	BURDWAN ZONE	HOOGHLY REGIONAL OFFICE	MOGRA DIVN.	KHAMARGACHI CCC
512	BURDWAN ZONE	HOOGHLY REGIONAL OFFICE	MOGRA DIVN.	BANSBERIA CCC
513	BURDWAN ZONE	HOOGHLY REGIONAL OFFICE	MOGRA DIVN.	MOGRA CCC
514	BURDWAN ZONE	PASCHIM BURDWAN REGIONAL OFFICE	ASANSOL DIVN.	HIRAPUR CCC
515	BURDWAN ZONE	PASCHIM BURDWAN REGIONAL OFFICE	ASANSOL DIVN.	DOMOHANI CCC
516	BURDWAN ZONE	PASCHIM BURDWAN REGIONAL OFFICE	ASANSOL DIVN.	RUPNARAYANPUR CCC
517	BURDWAN ZONE	PASCHIM BURDWAN REGIONAL OFFICE	ASANSOL DIVN.	RANIGANJ CCC
518	BURDWAN ZONE	PASCHIM BURDWAN REGIONAL OFFICE	ASANSOL DIVN.	ASANSOL-1 CCC
519	BURDWAN ZONE	PASCHIM BURDWAN REGIONAL OFFICE	ASANSOL DIVN.	ASANSOL-2 CCC
520	BURDWAN ZONE	PASCHIM BURDWAN REGIONAL OFFICE	ASANSOL DIVN.	BARAKAR CCC
521	BURDWAN ZONE	PASCHIM BURDWAN REGIONAL OFFICE	DURGAPUR DIVN.	CITY CENTRE (DURGAPUR) CCC
522	BURDWAN ZONE	PASCHIM BURDWAN REGIONAL OFFICE	DURGAPUR DIVN.	BIDHANNAGAR (DURGAPUR) CCC
523	BURDWAN ZONE	PASCHIM BURDWAN REGIONAL OFFICE	DURGAPUR DIVN.	COKE OVEN (DURGAPUR) CCC
524	BURDWAN ZONE	PASCHIM BURDWAN REGIONAL OFFICE	DURGAPUR DIVN.	BENACHITY CCC
525	BURDWAN ZONE	PASCHIM BURDWAN REGIONAL OFFICE	DURGAPUR DIVN.	GOPALPUR CCC
526	BURDWAN ZONE	PASCHIM BURDWAN REGIONAL OFFICE	DURGAPUR DIVN.	PANAGARH CCC
527	BURDWAN ZONE	PASCHIM BURDWAN REGIONAL OFFICE	DURGAPUR DIVN.	ANDAL CCC

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528	BURDWAN ZONE	PASCHIM BURDWAN REGIONAL OFFICE	DURGAPUR DIVN.	JAMURIA CCC
529	BURDWAN ZONE	PASCHIM BURDWAN REGIONAL OFFICE	DURGAPUR DIVN.	UKHRA CCC
530	BURDWAN ZONE	PASCHIM BURDWAN REGIONAL OFFICE	DURGAPUR DIVN.	PANDABESWAR CCC
531	MALDA ZONE	MALDA REGIONAL OFFICE	SOUTH MALDA DIVN.	MANIKCHAK CCC
532	MALDA ZONE	MALDA REGIONAL OFFICE	SOUTH MALDA DIVN.	GOLAPGANJ CCC
533	MALDA ZONE	MALDA REGIONAL OFFICE	SOUTH MALDA DIVN.	BAISHNABNAGAR CCC
534	MALDA ZONE	MALDA REGIONAL OFFICE	SOUTH MALDA DIVN.	KALIACHAK CCC
535	MALDA ZONE	MALDA REGIONAL OFFICE	SOUTH MALDA DIVN.	MOTHABARI CCC
536	MALDA ZONE	MALDA REGIONAL OFFICE	SOUTH MALDA DIVN.	SUJAPUR CCC
537	MALDA ZONE	MALDA REGIONAL OFFICE	SOUTH MALDA DIVN.	RATHBARI CCC
538	MALDA ZONE	MALDA REGIONAL OFFICE	SOUTH MALDA DIVN.	FULBARI CCC
539	MALDA ZONE	MALDA REGIONAL OFFICE	SOUTH MALDA DIVN.	MOKDUMPUR CCC
540	MALDA ZONE	MALDA REGIONAL OFFICE	NORTH MALDA DIVN.	BHALUKA CCC
541	MALDA ZONE	MALDA REGIONAL OFFICE	NORTH MALDA DIVN.	SAMSI CCC
542	MALDA ZONE	MALDA REGIONAL OFFICE	NORTH MALDA DIVN.	PARANPUR CCC
543	MALDA ZONE	MALDA REGIONAL OFFICE	NORTH MALDA DIVN.	CHANCHAL CCC
544	MALDA ZONE	MALDA REGIONAL OFFICE	NORTH MALDA DIVN.	MALATIPUR CCC
545	MALDA ZONE	MALDA REGIONAL OFFICE	NORTH MALDA DIVN.	HARISHCHANDRAPUR CCC
546	MALDA ZONE	MALDA REGIONAL OFFICE	NORTH MALDA DIVN.	KUSHIDA CCC
547	MALDA ZONE	MALDA REGIONAL OFFICE	GAZOLE DIVN.	GAZOL CCC
548	MALDA ZONE	MALDA REGIONAL OFFICE	GAZOLE DIVN.	AIHO CCC
549	MALDA ZONE	MALDA REGIONAL OFFICE	GAZOLE DIVN.	PANDUA CUSTOMER CARE CENTER
550	MALDA ZONE	MALDA REGIONAL OFFICE	GAZOLE DIVN.	BAMONGOLA CCC
551	MALDA ZONE	MALDA REGIONAL OFFICE	GAZOLE DIVN.	OLD MALDA CCC
552	MALDA ZONE			MALDA ZONE
553	MALDA ZONE	MALDA REGIONAL OFFICE	GAZOLE DIVN.	GAZOLE DIVN.
554	EETI MALDA			EETI MALDA
555	EETI SILIGURI			EETI SILIGURI
556	BOLPUR STORE			BOLPUR STORE

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557	BERHAMPUR/DOMKOL STORE			BERHAMPUR/DOMKOL STORE
558	Corp. Legal Cell	Corp. Legal Cell	Corp. Legal Cell	Camp Office at High Court

## **ANNEXURE-XV**

### **LIST OF BUY BACK ITEMS**

Sl. No.	Old Biometric
Make	M/s. CMS
Model	DS-K1A802AMF
Quantity	486

**ANNEXURE-XVI**  
**(Installation & Commissioning Certificate)**

Ref LOA No.:

Date of Installation:

<b>Name of the Office</b>			
Sl. No.	Work Item	Completed (Y/N)	Remarks
1	Two wall mounted Biometric devices installed at suitable location and connected to the existing LAN switch for connecting to central sever, along with necessary plug points and power switches extended from the available UPS power, including registration of Face/finger impression of employee.		
2	No. of Employees registered and training completed.		
3	Software for viewing local offline report		
4	Attendance Report obtained from the Biometric web interface.		

\_\_\_\_\_  
Signature of Company Representative

With Designation and stamp

\_\_\_\_\_  
Signature of Consignee Officer

Designation with stamp

## **ANNEXURE-XVII**

### **Hand Over Take Over cum Completion Certificate for Site offices**

LoA Number :

Installation Date:

Name of the Office			
Sl.No.	Work Item	Completed(Y/N)	Remarks
1.	Two wall mounted Biometric devices installed successfully at suitable location along with Two plug points and two switches extended from the available UPS power, including registration of Facial image /finger prints of employees, viewing reports from web interface and also locally.		
2.	Training of Officers and employees		

---

Signature of Bidder Representative

Designation with stamp

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Signature of Consignee Officer

Designation with Stamp

## **ANNEXURE-XVIII**

### **Site wise Registration of the employee record**

<b>Registration Record</b>		
<b>Sl. No.</b>	<b>Features</b>	<b>Specifications</b>
<b>1</b>	<b>Registration</b>	<b>During registration recording of face image / 10 fingers of both hands with identification of individual fingers.</b>
		<b>Name of office</b>
		<b>Name of Employee</b>
		<b>Employee Number</b>
		<b>Department</b>
		<b>Designation</b>

## **ANNEXURE-XIX**

### **CHANGE REQUEST FORM**

**CRF No.**

**Date:**

Request Information: To be completed By Requester			
Change Requested by		Change Title	
Change Reference number (if any)		Location	
Change Urgency <i>Reason for Emergency Change</i>	<input type="checkbox"/> Emergency <input type="checkbox"/> Normal	Expected Implementation Date	
Reason for Change			
Change Description			
Initiated By	<input type="checkbox"/> Incident/Problem <input type="checkbox"/> Operational/Business Request <input type="checkbox"/> Security requirements <input type="checkbox"/> Audit requirements <input type="checkbox"/> Others	Change Related To	<input type="checkbox"/> Hardware level <input type="checkbox"/> Application Level <input type="checkbox"/> Database Level <input type="checkbox"/> OS level <input type="checkbox"/> Others
Additional Notes			

Roles	Name	Action taken	Date/Time
Requester			
Implementer			
Authorized by		<input type="checkbox"/> Accepted <input type="checkbox"/> Rejected	
Approved by		<input type="checkbox"/> Accepted <input type="checkbox"/> Rejected	

<b>UAT by Application Team</b>	
Date	Tested By
<b>UAT by Business Team</b>	
Date	Tested By
Reasons for not conducting UAT	Remarks:

<b>Change Roll-Back Procedure (If Applicable)</b>	
Details of Roll Back Procedure	
Prepared By	Date
Reasons for not preparing Roll Back Procedure	

<b>Date of Migration to Production:</b>	<b>Migrated By:</b>
Impact on Information Security	<input type="checkbox"/> Yes(If yes, kindly fill remarks) <input type="checkbox"/> No
Remarks (Action Taken):	

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## **ANNEXURE-XX**

### **THIRD-PARTY DECLARATION FORM**

Organization Name & Address:			Date:
First Name _____	Middle Name _____	Last Name _____	Department:
Designation:			
<b>Third Party Access Security Policy</b>			
<ul style="list-style-type: none"><li>• User shall access only the appropriate physical area of the premises and appropriate information resource.</li><li>• Users shall not access any information resources of WBSEDCL, without prior authorization of the concerned officials of WBSEDCL.</li><li>• User shall not carry any Personal storage media like USB, Hard drives, Mobile phones, DVD/CDs into secured zones like Data Centre, Disaster Recovery Centre, SCADA Centres, Smart Grid Control Centre, etc.</li><li>• Users shall not access any information resources without the presence of WBSEDCL's authorized personnel.</li><li>• Any passwords and access privileges given shall not be disclosed to anyone inside and outside WBSEDCL's physical and logical boundaries.</li><li>• Users shall not engage in abusive or improper use of information resources, which includes, but is not limited to, misuse of resource/ privileges, tampering with resource and unauthorized removal of resource components.</li><li>• User shall not conduct or permit "hacker" activities. User shall not run "packet sniffers". Users shall not distribute computer viruses, Trojan horses, worms, or any other malicious software.</li></ul>			
I hereby declare that I have understood the information security practices followed at WBSEDCL, and I shall adhere to the procedures.			
(Signature of the Requestor)			
Date:			
Name of the Requestor:			

**ANNEXURE-XXI: Manufacture's Authorization Form (MAF)**

**Tender Reference No.& Tender ID.**\_\_\_\_\_

Dear Sir,

We \_\_\_\_\_(OEM) who are established and reputed manufacturers of \_\_\_\_\_(Equipment) having Factories at \_\_\_\_\_ and \_\_\_\_\_ confirms that , M/s. \_\_\_\_\_(Name and address of Bidder herein after called as partner) wishes to participate the Bid or Project stated above and enter into agreement for the purchase and resale of \_\_\_\_\_(OEM) Products and, Service. The Partner is entitled and authorized to the following.

(a) Resale, and/or distribute \_\_\_\_\_(OEM) products and/or services in India to end users within that Territory.

(b) Bid, negotiate and conclude a contract with \_\_\_\_\_ for the above products/services manufactured or supplied by \_\_\_\_\_ (OEM).

\_\_\_\_\_(OEM) will, within the scope of its agreement with its authorized channels, provide product warranty services and technical support for \_\_\_\_\_ (OEM) products obtained through its authorized channels for a defect liability period mentioned in the Tender document referred above, from the date of installation at \_\_\_\_\_(Work-site name).

\_\_\_\_\_(OEM) certify that, the equipment being sold would not be declared End of Sale (EoS) within defect liability period and that \_\_\_\_\_(OEM) shall supply suitable substitute in case EoS of equipment. Also \_\_\_\_\_(OEM) certifies that the products being sold would be covered under Warranty/Technical Support and technical support will be available for defect liability period from the date of installation at \_\_\_\_\_(Work-site name).

If you need any additional information, please contact Mr./Ms. \_\_\_\_\_ at \_\_\_\_\_ (Mobile No.) of \_\_\_\_\_(E-mail ID).

Yours faithfully,

Name of the person:

For and on behalf of M/s.

Designation:

Contract Details:

Date:

Place:

(Name of Original Equipment Manufacture- OEM) (Seal of OEM)

