



পুৰুলিয়া পাম্পড্ ষ্টোৱেজ প্ৰজেক্ট
OFFICE OF THE CHIEF ENGINEER AND PROJECT MANAGER
PURULIA PUMPED STORAGE PROJECT
WEST BENGAL STATE ELECTRICITY DISTRIBUTION COMPANY LIMITED
(A Govt. of West Bengal Enterprise)
5th FLOOR, 'A' BLOCK, VIDYUT BHAVAN, SALT LAKE-700091
WEST BENGAL, INDIA
E-mail ID- ppsphq@wbasedcl.in

Tender Notice No. PPSP/ e-Ten/ 124/ HR/ NIT-06/ 387

Dated: 19.01.2026

Sealed tender on percentage basis is invited by The CE & PM, PPSP, WBSEDCL, Vidyut Bhavan, Salt Lake, Kolkata – 700091 from bonafide eligible, resourceful and experienced contractors having requisite credentials of running, maintaining, and operating of Guest Houses with catering services of WBSEDCL / other Power Utilities / other Govt. Departments / Semi Govt. Organizations/ P.S.U.s (both state and central) successfully for the following work.

Sl. No	Name of the work	Estimated Amount (₹) per Annum without GST.	Earnest Money Deposit (EMD) (₹)	Contract Period	Eligibility of Contractor
1.	Running, maintaining, and operating the PPSP Old & New Guest House and Extension Counter (together with Transit Camps) at PPSP Township including the catering services all at PPSP Site, Baghmundi, Dist.: Purulia, PIN: 723152.	44,31,004.00/- excl. GST (Rupees Forty Four Lakh Thirty One Thousand Four only)	88,620.00/- (Rupees Eighty Eight Thousand Six Hundred and Twenty Only).	2 (Two) years. (Extendable for a further period of 01 (one) year based on performance).	As mentioned in clause "Eligibility criteria for participation in tender"

- Intending bidder should download the tender documents from the website <https://wbtenders.gov.in> directly with the help of his Digital signature Certificate. Necessary Earnest Money Deposit (EMD) should be paid in full through online mode only as mention at Instructions to Bidders.
- Both Technical Bid and Financial Bid are to be submitted concurrently duly digitally signed by the Bidder through the website <https://wbtenders.gov.in>. (Details of which has been narrated in 'Instruction to Bidders').
- Eligibility criteria for participation in tender:**
 - The bidders shall have credential for successfully running, maintaining, and operating Guest Houses with catering services of WBSEDCL / other Power Utilities / other Govt. Departments / Other reputed companies / Semi Govt. Organizations/ P.S.U.s (both state and central):
 - One similar completed work of at least 1 (one) year period having value per annum not less than the amount equal to 50% of estimated value within last 7 (seven) financial years i.e. between FY 2018-19 to FY 2024-25.
 - Two similar completed works, each having value per annum not less than the amount equal to 40% of estimated value and of at least 1 (one) year period, within last 7 (seven) financial years i.e. between FY 2018-19 to FY 2024-25.
 - Three similar completed works, each having value per annum not less than the amount equal to 30% of estimated value and of at least 1 (one) year period, within last 7 (seven) financial years i.e. between FY 2018-19 to FY 2024-25.
 - The bidders shall have achieved minimum average annual turnover amounting to 40% of estimated value during last three financial year i.e. FY 2024-25, FY 2023-24 & FY 2022-23.
 - The bidders shall have working capital of at least 30% of the Estimated value in the preceding year of bid submission.
 - In case documents certifying credit facility from a scheduled Bank is submitted, the requirement given in 3(C) above shall be judged by adding available credit facility and working capital taken together. The statement displaying cash credit limits should not be more than three (03) months old as on the last date for submission of bids.



- E) Annual Audited Financial report for last 3 (three) financial years (FY 2024-25, FY 2023-24 & FY 2022-23.) to be submitted for verification in respect of bidders for whom audit of accounts is mandatory. For those whose audit of accounts is not mandatory, they shall submit copy of IT returns along with related enclosures for last three years.
- F) All categories of prospective Bidders shall have to submit valid copies of current Professional Tax receipt Challan, GST Registration no, PAN Card, EPF and ESIC registration certificate (If applicable), valid food license issued by the Food Safety & Standard Authority of India and Income Tax Return for last three financial years, Trade License in respect of the prospective Bidder, Proprietorship Firm (Trade License), Partnership Firm (Partnership Deed, Trade License), Ltd Company (Incorporation certificate, Trade License), Co-operative Society (Society Registration copy, Trade License).
- G) The prospective Bidders or any of their constituent partner shall neither have abandoned any work nor any of their contract have been rescinded during the last 5 (five) years. Such abandonment or rescission will be considered as disqualification towards eligibility. Any bidder against whom FIR/Complaint is lodged with Police by WBSEDCL shall not be eligible to participate in the bidding process.
- H) No conditional / Incomplete Tender will be accepted under any circumstances.
4. The FINANCIAL OFFER of the prospective bidder will be considered only if the TECHNICAL BID of the Bidder is found qualified by the WBSEDCL. The decision of the WBSEDCL will be final and absolute in this respect. The list of Qualified Bidders of Technical Bid will be displayed in the website, <https://wbtennders.gov.in>.
5. No mobilization advance and secured advance will be allowed.
6. Bid shall remain valid for a period of 180 (one hundred eighty) days from the date of opening of Price Bid. If the bidder modifies/withdraws the bid during the validity period of bid, the bid will be cancelled with forfeiture of Earnest Money Deposit (EMD).
7. **Date and Time Schedule:**

Sl. No.	Particulars	Date & Time
1.	Publishing Date	28.01.2026 at 10:00 hrs
2.	Documents download start date	28.01.2026 at 10:00 hrs
3.	Seek Clarification Start Date	28.01.2026 at 10:00 hrs
4.	Seek Clarification End Date	02.02.2026 at 11:00 hrs
5.	Pre-Bid Meeting Date	06.02.2026 at 14:00 hrs
6.	Bid submission start date	06.02.2026 at 10:00 hrs
7.	Bid Submission end date	18.02.2026 at 14:00 hrs
8.	Technical Bid opening date	20.02.2026 at 14:00 hrs
9.	Financial Bid opening Date (Online)	To be intimated later

8. The Bidder, at his own cost and responsibility, is encouraged to visit site and evaluate the condition of work that may be necessary for preparing the Bid and entering into a contract for the work as mentioned in the Notice Inviting Tender. Before submission of the bid, Bidders are requested to make themselves fully conversant with the site conditions and other relevant information required to complete the contract so that no ambiguity may arise in these respects subsequent to the submission of the tender and award of work.
9. The intending Bidders shall clearly understand that whatever may be the outcome of the present invitation of Bids, no cost of Bidding shall be reimbursable by the WBSEDCL. The WBSEDCL reserves the right to accept or reject any offer without assigning any reason whatsoever and is not liable for any cost that might have been incurred by any Bidder at any stage of Bidding.
10. Prospective applicants are advised to note carefully the minimum qualification criteria as mentioned in 'Eligibility Criteria' before submitting the bids.
11. Exemption from deposition of earnest money deposit (EMD) shall not be allowed under any circumstances.
12. Conditional / Incomplete tender will not be accepted under any circumstances.



13. During scrutiny, if it comes to the notice of the tender inviting authority that the credential or any other paper found incorrect / manufactured / fabricated, that bidder would not be allowed to participate in the tender and that application will be rejected without any prejudice.
14. Canvassing in connection with the tender is strictly prohibited.
15. The eligibility of a Bidder will be ascertained on the basis of the documents submitted by a Bidder in support of eligibility criteria. If any document, at any stage of tender, is found incorrect / manufactured / fabricated or false, his Tender will be rejected and legal action may be initiated against him.
16. Price preference will not be allowed to any contractor based on the size of the company or its geographic location. Also, Co-operative Society / MSME will not be considered with separate status.
17. WBSEDCL reserves the right to accept or reject any bid and to anal 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.
18. The WBSEDCL reserves the right to cancel the NIT due to unavoidable circumstances and no claim in this respect will be entertained. In such case EMD will be refunded without any interest.
19. Any further information may be obtained from the website: www.wbsedcl.in and the email ID: ppsphq@wbsedcl.in.



[Handwritten signature]
19/01/26

**CHIEF ENGINEER & PROJECT MANAGER
PURULIA PUMPED STORAGE PROJECT**

Chapter-1

INSTRUCTION TO BIDDERS

ITB.1. General guidance for e-Tendering:

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

ITB.2. Registration of Contractor:

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

ITB.3. Digital Signature Certificate (DSC):

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

ITB.4. Downloading of Tender Documents:

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

ITB.5. Submission of Tenders:

General process of submission:

Tenders are to be submitted online along with all necessary documents, as asked for in the tender to the website stated in above, in two folders at a time, one in Technical Proposal & the other is Financial Proposal before the prescribed date & time using Digital Signature Certificate (DSC). The Bidder 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. The bidder needs to download the Forms / Annexure, fill up the particulars in the designated Cell and upload the same in the designated location of Technical Bid. He needs to download the BOQ, fill up his quoted percentage on the total estimated value in the BOQ in the designated Cell and upload the same in the designated location of Financial Bid. The documents uploaded shall be virus scanned and digitally signed using the Digital Signature Certificate (DSC). The uploaded Documents will get encrypted (transformed into non readable formats).

All the documents uploaded by the Tender Inviting Authority form an integral part of the contract. Bidder should take note of all the addendum/corrigendum related to the tender and upload the latest digitally signed documents as part of the tender.

The bidder shall submit **along with the offer** necessary documents in support of their previous supply/work of the items of the tender to WBSEDCL/ Other Power Utilities/ Other Govt. Departments/ Other reputed organization in earlier occasions and financial capabilities to the extent of the estimated financial amount of their offer.

ITB.6. A. Technical Proposal :

It containing following two covers -

A-1. Statutory Cover

Statutory cover Containing Three type of document - (a) NIT (b) Annexure & (c) forms.

(a) NIT folder containing Downloaded and uploaded copies (Digitally Signed) of the following:-

- i. NIT.
- ii. General conditions of contract and scope of works.
- iii. Additional Terms & condition if any.
- iv. Addenda/Corrigenda: if published.



(b) Annexures Folder containing -

- i. Letter of Bid (Annexure-I) duly filled and signed on Letter Head of Bidder.
- ii. Proforma for Undertaking (Annexure-II) duly filled and signed on non-Judicial stamp paper.
- iii. Bid Proposal (Annexure-III) duly filled and signed on Letter Head of Bidder.
- iv. Declaration of Black Listing / Holiday Listing (Annexure -IV) duly filled and signed on Letter Head of Bidder.
- v. Proforma of Bank Guarantee for Performance Bond (Annexure-V) – For successful bidder only
- vi. Format of Indemnity Bond (Annexure -VI) – For successful bidder only.
- vii. Proforma of Extension of Bank Guarantee (Annexure -VII) – For successful bidder only.
- viii. Price Schedule in unpriced condition (Annexure VIII) duly filled and signed.
The bidder is to mention offered quantity and applicable percentage only in respect of GST, if applicable, in the space marked for in the Annexure VIII. HSN/SAC iro each item is to be mentioned.
- ix. Proforma for Contract Agreement – For successful bidder only.
- x. Proforma for Bank Guarantee for additional performance security deposit – For successful bidder only.
- xi. Proforma of declaration regarding no litigation against WBSEDCL.

(c) Forms Folder containing -

- i. Key Information (Form - I) duly filled and signed on Letter Head of Bidder.
- ii. Summary statement (Form - II) of average annual turnover for a period of the last three financial years (FY 2024-25, FY 2023-24 & FY 2022-23), certified by the Auditor appointed under Companies Act, 2013. In case the bidder is not a company, certificate of Tax Auditor may be submitted.
- iii. Statement of order executed during last Seven year (Form-III) duly filled and signed.
- iv. Statement for Current Contract Commitments / Works In Progress (Form-IV) duly filled and signed by Bidder.
- v. Mandate Form (Form-V) duly filled and signed.
- vi. Banker's certificate regarding financial capability of bidder (Form-VI) duly certified by transacting banks.
- vii. Declaration Sheet (Form-VII) duly filled and signed.
- viii. Check List (Form-VIII) duly filled and signed.

A-2. Non Statutory Cover containing -

- i. Copy GST registration certificate.
- ii. Copy of PAN card.
- iii. Copy of Professional Tax (PT) registration certificate and Current Professional Tax (PT) submission Challan.
- iv. Copy of Registration certificate under company Act (if any).
- v. Banker's certificate regarding financial capability issued within last one year from the date of opening of Tender.
- vi. Annual turnover certificate for last three financial years, certified by the Auditor appointed under Companies Act, 2013. In case the bidder is not a company, certificate of Tax Auditor may be submitted.
- vii. Copy of balance sheet & P/L A/C for last three financial years.
- viii. Copies of latest Income Tax return.
- ix. Purchase Orders, work completion certificates/ performance certificates etc. in support of completion of work against respective contracts to fulfill the Eligibility Criteria for participation in the NIT as mentioned in NIT Clause No. 3(A).
- x. List of Orders in hand, along with Order values to be executed within one year of bid submission.

B. Financial Proposal (in one cover/folder)



- i. The financial proposal should be one cover (folder) contains Bill of Quantities (BOQ). Only the percentage rate & Higher or Lower with respect to the estimate amount (Excl. GST) is to be quoted online in the BOQ. The relevant spaces are marked for quoting percentage & mention Less or High in the row mentioned as 'Quoted Rate in Figures' in the BOQ. Quoted rate will be encrypted in the BOQ under Price Bid.
- ii. Only downloaded copies of the above documents are to be uploaded virus scanned & Digitally Signed by the contractor.

Note: Tenders are to be downloaded with the standardized Annexure/ Forms, then these Annexure/ Forms are to be filled up by putting the relevant particulars in the designated Cell and the same are to be uploaded in the designated location/ folders.

ITB.7. Opening and Evaluation of Tender:

Tenders will be opened on the pre-scheduled date and time as per N.I.T.

The owner shall evaluate and compare only the bids determined to be substantially responsive.

A.1. Opening of Technical Proposal

- i. Technical proposals will be opened by the Tender Inviting Authority or his authorized representative electronically from the web site stated using their Digital Signature Certificate. Intending tenderers may remain present if they so desire. Not more than two (2) representatives of each Bidder shall be permitted to attend the opening of tenders.
- ii. Technical proposals for those tenderers whose EMD have been received will only be opened. Proposals corresponding to which EMD has not been received, will not be opened and will stand rejected.
- iii. Decrypted (transformed into readable formats) documents of the Statutory and Non-statutory Covers will be downloaded for the purpose of evaluation.

A.2. Techno-Commercial Evaluation

- i. On examination of document submitted under different covers WBSEDCL will evaluate and compare the bid, determined to be substantially responsive at each step.
- ii. While evaluation the authorized representatives of WBSEDCL may request any of the bidder & seek clarification / information or bidder/s may be asked for producing original hard copy/s of any of the documents already submitted & if these are not produced within the stipulated time frame, their proposals will be liable for rejection.
- iii. Pursuant to scrutiny & decision of the Tender Inviting Authority of WBSEDCL the summary list of Techno-Commercially eligible bidders will be uploaded in the web portals.
- iv. Date of opening of financial proposal will be intimated to the techno-commercially qualified Bidders.

B.1. Opening of Financial Proposal

- i. Financial proposals of the Bidders declared techno-commercially eligible will be opened by the Tender Inviting Authority or his authorized representative electronically from the web site stated using their Digital Signature Certificate. Intending bidder(s) may remain present if they so desire. Not more than two (2) representatives of each Bidder shall be permitted to attend the opening of tenders.
- ii. The encrypted copies will be decrypted and the quoted percentages will be read out to the bidders remaining present at that time.
- iii. 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.
- iv. Revision/withdrawal of Financial Proposal by the bidder after opening of Technical Proposal of the Tender will not be allowed if it is not sought by the Tender Inviting Authority.

B.2. Financial Evaluation

- i. The bids shall be evaluated on the basis of "Percentage (High or Low) on Total Estimated Price (Excl. GST)" quoted by the contractor as mention in BOQ.
- ii. Evaluated bid price of all bidders shall be compared among themselves to determine the lowest evaluated bid and as a result of this comparison, the overall lowest price/bid will generally be selected for award of contract.
- iii. The Tender Inviting Authority may ask any of the Bidders to submit analysis to justify the rate quoted by that Bidder.
- iv. Conditional rebate, if any, offered by any bidder shall not be considered in Bid evaluation.



- v. Overall lowest valid rate should normally be accepted. However, the Tender Accepting Authority does not bind himself to do so and reserves the right to reject any or all the tenders, for valid reasons which are not liable to express to the Bidders.

ITB.8. Responsibility of Bidders :

A. Purulia Pumped Storage Project (4X225MW) (PPSP) is an underground Power House situated in the District of Purulia, West Bengal. It is imperative for each bidder to acquaint himself of all local laws, conditions and factors which may have effect or bearing on the execution of works and supplies under the scope of this Tender. In their own interest, the bidder are required to familiarize themselves with the Acts and other related Acts and laws and regulations of India, with their latest amendments as applicable. WBSEDCL shall not entertain any clarifications from the bidder regarding such local conditions at PPSP Site. Bidders may visit PPSP Site on their own cost, risk and responsibility for better understanding of the work site. Before submission of the bid, Bidders are requested to make themselves fully conversant with the site conditions, labourer conditions, specifications, schedules and all other information so that no ambiguity may arise in these respects subsequent to the submission of tenders. The bidders will also be considered as having acknowledged that any failure to acquaint themselves with all such data and information shall not relieve their responsibility for properly estimating the difficulty or cost of successfully performing the work.

B. WBSEDCL will not assume any responsibility regarding information gathered, interpretations or conclusions made by the bidder or regarding information, interruption or deductions, the bidder may derive from the data furnished by the WBSEDCL. Verbal agreement or conversation with any officer, employee of WBSEDCL either before or after the execution of the contracts, shall not affect or modify any of the terms or obligations contained in the contract.

C. It shall be the responsibility of the bidders to determine and to satisfy themselves by such means as they consider necessary or desirable as to all matters pertaining to this contract including in particular all factors that may affect the cost, duration and execution of the works. It must be understood and agreed that such factors have properly been investigated and considered while submitting the bid. The contractor will also be considered as having acknowledged that any failure to acquaint itself with all such data and information shall not relieve its responsibility for properly estimating the difficulty or cost of successfully performing the work.

D. Claim, whatsoever during fulfilment of the scope of work pertaining to this tender and subsequent contract, including those for financial adjustment to the contract awarded under these specifications and other documents will not be entertained by the WBSEDCL unless otherwise mention in either tender or subsequent contract document. Neither any change in time schedule of contract nor any financial adjustments arising thereof shall be permitted by the WBSEDCL, which are based on the back of such clear information of its effect on the cost of the contract to the bidder.

E. The bidder is expected to examine carefully all instructions, conditions, forms, schedules terms, annexure, specifications and manning pattern in the bidding document. Failure to comply with the requirements of bid submission will be at the bidders own risk. Bids, which are determined to be not substantially responsive to the requirement of the bidding document, will be rejected.

F. The whole work included in the contract shall be carried out by the agency and the agency shall not directly entrust and engage or indirectly transfer, assign or sublet the contract or any part or share thereof or interest therein and no undertaking shall relieve the agency from the responsibility of the contract from active supervision of the work. In case of breach, WBSEDCL shall be at liberty to serve notice and rescind the contract along with forfeiting of EMD, and may invoke the Bank guarantee/ Performance guarantee if required.

ITB.9. Cost of Bidding :

The bidder shall bear all cost associated with the preparation and submission of their bid and WBSEDCL in no case shall be responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.

ITB.10. Clarification of Bidding Document :



A) Should there be any discrepancy or obscurity in the meaning of any clauses of the bid document or if there be any query of the intending bidder, the bidder shall set forth in writing such discrepancies, doubt, obscurity or queries and submit the same to WBSEDCL, marked to the CE & PM, PPSP Hq., 'A' Block, 5th Floor, Vidyut Bhavan, Salt Lake, Kolkata-700091, or send email to ppsphq@wbasedcl.in, within the date specified for this purpose. The clarification given in the pre-bid discussion shall be final and binding on the bidder, being a part of the original Bid Documents.

B) Pre-Bid meeting :

i) A Pre-Bid meeting shall be arranged by WBSEDCL in which all the bidders will be requested to be attend.

If there be any discrepancy or obscurity in the meaning of any clauses of the bid document or if there be any query of the intending bidder, the bidder may submit their queries to the tendering authority before the specified date. The clarification given in the pre-bid discussion shall be final and binding on the bidder, being a part of the original Bid Documents.

ii) Non attendance of the Pre-Bid discussion will not be a cause for disqualification of bidders.

iii) Pre-Bid proceeding shall be circulated among all bidders through online.

ITB.11. Earnest Money :

Earnest Money Deposit (EMD) should be paid in full through online mode only. Partial payment is not allowed. To pay EMD through online mode the prospective Bidders shall have to select the tender to bid and initiate payment of EMD. Following payment options are available for paying EMD amount through online mode :-

i. Net-banking through Payment Gateway.

ii. 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.

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

Status of NEFT / RTGS payment through Challan for a bid may take time for bank settlement which is updated in 24 Hrs. (approx.). As such bidders opting to pay through NEFT / RTGS mode shall make payment well before 24 Hrs. to avoid any complicity.

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.

A Tender not accompanied by Earnest Money shall be disqualified.

Earnest Money is to be forfeited: (a) If the Tenderers withdraw tender during the period of "Processing the Tender". (b) In case of successful Tenderer fails to accept the LOI/ Order in specific time limit unconditionally. (c) If the bidder has been found practicing corrupt or fraudulent or collusive or coercive practices during bidding process. (d) The bidder has been found guilty of Formation of Cartel.

For unsuccessful bidders, EMD amount submitted against the tender shall be refunded automatically, through an automated process, by NIC portal on receipt of updated status of any bid.

For successful bid(s), EMD will be refunded from WBSEDCL authority after completion of tendering process and after receiving of the valid Performance Bond as indicated hereunder.

If the successful bidder, after award of contract, fails to submit the Performance Security/ Additional Performance Security (If Applicable)/ Contract Agreement/ Indemnity Bond as specified in this document within the stipulated time, the Earnest Money submitted by him will be forfeited to compensate WBSEDCL.

No interest will be paid on any Security for any reason whatsoever.

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.

Successful bidder(s) shall have to mandatorily create vendor id through WBSEDCL Web Portal Vender Corner, if not created earlier.

The earnest money shall be released on submission of original receipt duly pre-receipted along with an application.

For return of the Earnest Money of the successful bidder, the successful bidder is to apply for the same



to the Chief Engineer & Project Manager, Purulia Pumped Storage Project, WBSEDCL, 5th Floor, 'A' Block, Vidyut Bhavan, Salt Lake – 700091, giving the reference to the NIT No., date of tender, amount and mode of Earnest Money deposited – all in a complete manner.

ITB.12. Process to be Confidential :

I. After the opening of bids, information relating to the examination, clarification, evaluation and comparison of bids, and recommendations concerning the award of contract shall not be disclosed to bidders or other persons not officially concerned with such process.

II. Any effort by a bidder to influence WBSEDCL or other connected in the process of examination, clarification, evaluation and comparison of bids, and in decisions concerning the award of contract, may result in the rejection of his/their bid.

ITB.13. Time Schedule :

The basic consideration and the essence of the contract shall be the strict adherence to the time schedule specified in the NIT.

ITB.14. Language and Measures :

All documents pertain to the contract including specifications, schedule, notice, correspondences, operating and maintenance instructions or any other writings be written in English language. The metric system of measurement shall be used exclusively in this contract.

ITB.15. Penalty for Suppression / Distortion of Facts:

If any Bidder fails to produce the original hard copies of the documents or any other documents on demand of the Tender Committee within a specified time frame or if any deviation is detected in the hard copies from the uploaded soft copies or if there is any suppression, the tender committee will take action as deem fit against such defaulting Bidder. The Employer reserves the right to accept or reject any Bid and to cancel the Bidding processes and reject all Bids at any time prior to the award of Contract without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the ground for WBSEDCL's action.

ITB.16. CORRUPT OR FRAUDULENT PRACTISE:

WBSEDCL expects that bidders' /contractors' observe the highest standard of ethics during the procurement and execution of such contracts. In pursuance of this policy, the owner defines for the purpose of this provision, the terms set forth below as follows :

A. "Corrupt practice" means the offering giving, receiving or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution.

B. "Fraudulent Practice" means misrepresentation of facts in order to influence a procurement process of the execution of a contract to the detriment of the owner, and includes collusive practice among bidders (Prior to or after bid submission) designed to establish bid prices at artificial no-competitive levels and to deprive the owner of the benefits of free and open competition.

C. WBSEDCL Will reject a proposal for award if the owner determines that the bidder recommended for award has engaged in corrupt or fraudulent practice in competing for the contract in question.

D. WBSEDCL Will declare a Firm ineligible either indefinitely or for a stated period of time if owner any time determines that the firm has engaged in corrupt or fraudulent practices in competing for, or in executing the contract.

ITB.17. Award of Contract :

The acceptance of tender and award of contract to Bidder rests with the WBSEDCL. It shall not be obligatory on the part of the WBSEDCL to accept the lowest tender. The WBSEDCL would be at liberty to accept any tender, lowest or otherwise, in whole or in part and to reject any or all tenders received, without assigning any reason, and no explanation can be demanded by any Bidder in respect thereto. On finalization, WBSEDCL will communicate acceptance of tender to the successful bidder by two separate orders (Purchase Order & Service Order). The successful Bidder shall communicate the acceptance of the Purchase/Service order within a specific period to be mentioned on the order.

ITB.18. Amendment of Bidding Documents :

A. At any time prior to the deadline for submission of bids, WBSEDCL may, for any reason whether at his own initiative or in response to a clarification requested by a prospective bidder, modify the bidding documents by issuing amendments. Any such amendment shall be part of the bidding document.

B. Such amendment(s) will be published on the same website mentioned above. WBSEDCL will bear no responsibility or liability arising out of non-pursuance of the same in time or otherwise by the bidder. In order to afford prospective bidders reasonable time in which to take the amendment in to account in preparing their bids, WBSEDCL may, at its discretion, extend the deadline for submission of bids. Such amendments, clarification, etc. shall be binding on bidders and will be given due



consideration by the bidders while they submit their bids and invariably enclose such documents as a part of the bids

ITB.19. Commercial Deviations :

The Bidders are not allowed to take any commercial deviation from the stipulations as laid down in "Conditions of Contract" of the Bid Document. If such deviations are taken, the Bid shall be liable for rejection.

ITB.20. Holiday Listing and Vendor Rating :

Holiday Listing & Vendor Rating will be applicable according to the "Holiday Listing & Vendor Rating" policies of the Revised Purchase Policy, which is posted in website of WBSEDCL (www.wbsedcl.in). Performance of the bidders, who supplied materials/equipment or worked to WBSEDCL previously, will be evaluated for their Vendor Rating according to the said Vendor Rating policy and their Vendor Rating will be taken into consideration at the time of evaluation of Technical and Financial Proposals of the tender. A declaration as per "Annexure-IV" of the tender document is to be submitted by the bidders.

ITB.21. Statutory Taxes :

The contractor shall be solely responsible for the taxes that may be levied on the contractor's persons or on earnings of any of their office employee and shall hold the purchaser indemnified and harmless against any claims that may be made against the purchaser. The purchaser does not take any responsibility what-so-ever regarding taxes under Indian Income Tax Act, for the contractor or his personnel. If it is obligatory under the provisions of Indian Income Tax Act, deduction of Income Tax at source shall be made by the purchaser. Provisions of GST will be applicable as per GST Act 2017.

ITB.22. Period of Contract :

The period of the contract to be awarded to the successful Bidder shall be as follows:
Up to 2 (Two) years from the date of commencement of work. This can be extended for a period of further 01 (one) year based on satisfactory performance keeping the rates and all Terms & Conditions unchanged, if the agency agrees to.

ITB.23. Bid Prices :

- A. The bidder shall quote their percentage in the appropriate format in BOQ.
- B. Prices indicated in the schedule of prices deemed to include all the levies/duties/taxes/cess & all other incidentals payable as per statute. Only GST, as applicable, shall be paid extra.

ITB.24. Period of Validity of Bids :

The validity of the tender shall be **180 (one hundred eighty) days from the date of opening of price bid.**

ITB.25. Revision of Wages :

The rate of minimum wages is revised by the Labour Department, Govt. of West Bengal at certain intervals. The agency shall have to ensure the payment of basic wages to all the labourers /employees engaged for the contract. The basic wage must not be less than the rate of these minimum wages.

Therefore, at the time of participating in this NIT, the bidders must take into account about the fact that they have to absorb the escalated wage amount in future (If any) within their quoted rate as the LOA Value will remain unchanged over the entire contract period.



CHAPTER-2

GENERAL CONDITIONS OF CONTRACT

1.0	<p>DEFINITION OF TERMS:</p> <p>Unless the context otherwise requires, the following terms whenever used in this document have the respective meaning:</p> <ol style="list-style-type: none">The 'Company'/'Employer'/'Department'/'Purchaser/Owner" shall mean the WEST BENGAL STATE ELECTRICITY DISTRIBUTION COMPANY LTD. (WBSEDCL), having its Office at Vidyut Bhavan, Block-DJ, Sector-II, Kolkata - 700091 and shall include its successors and assigns.The 'Engineer-in-Charge' shall mean the Engineer designated by the Company for the purpose of this contract. He will authorize the Controlling Officer and Supervising Officer for carrying out the work.'Company's representative' shall mean any person or persons of consulting firm appointed and remunerated by the Company to supervise, inspect the work.The 'Contractor' shall mean the Bidder who will be awarded with the contract by the Company and shall include the contractor's executor's administrators, successors and permitted assignees.'General conditions' shall mean all the clauses of General conditions of the proposed contract stated hereinafter. The specification shall mean the specification annexed to or issued with the General Conditions and shall include the schedule and drawings attached thereto.The term 'Services' shall mean all works to be undertaken by the contractor as laid down under the head "scope of work" or elsewhere in the specification enclosed. When the words "approved", "subject to Approval". "As directed", "Accepted", "Permitted" etc. are used, the approval, judgment, direction etc. are understood to be a function of Company.Day' means a calendar day beginning and ending midnight.'Month'/'Calendar month' means not only the period from the first of particular month, but also any period between a date in a particular month, and the date previous to the corresponding date in subsequent month unless specifically stated otherwise.'Week' means seven consecutive calendar days.'Writing' shall include any manuscript, type written, printed or other statement reproduced in any visible form.'Approval' shall mean the written approval of WBSEDCL and/the statutory authorities, wherever such authorities are specified or otherwise.Labourer' shall mean all categories of labour engaged by the Contractor, and his piece workers for work in connection with the execution of the worked covered. All these labourers will be deemed to be employed primarily by the Contractor.
2.0	<p>NAME OF THE WORK :</p> <p>Engagement of Agency on Contract basis for "Running, maintaining, and operating the PPSP Old & New Guest House and Extension Counter (together with Transit Camps) at PPSP Township including the catering services all at PPSP Site, Bagmundi, District: Purulia, West Bengal, PIN – 723 152."</p>
3.0	<p>WORK LOCATION :</p> <p>P.P.S.P Old Guest House, P.P.S.P. New Guest House, driver rooms located in the opposite building of the New Guest House and Extension Counter (including Transit Camps) at PPSP Township, Barreria all at PPSP Site, Bagmundi, District: Purulia.</p>
4.0	<p>CONTRACT PERIOD :</p> <p>The Contract will be for a period of 2 (Two) years from the date of commencement, with a provision to extend the period for a further of 01 (One) year subject to the satisfactory performance of the agency and if the Agency agrees to the extension of contract on same rate, terms & condition.</p>
5.0	<p>COMMENCEMENT OF WORK :</p> <p>Date of commencement of work will be intimated after finalization of Tender.</p>



PRICE :

The quoted rate for the work / job (as mention at scope of work, chapter 3) against Highly Skilled, Skilled, Semi – Skilled, Unskilled Manpower shall be inclusive of all whatever applicable, like wages, other allowances / applicable benefits payable to workers including Manager's Allowance and others, statutory liabilities like E.S.I., P.F., contractor's profit, overhead, Tax & Duty, Cess and all incidental charges payable as per statute. Only GST, as applicable, shall be paid extra as per statute.

The enhancement of minimum wages at every 6 (Six) months for the entire period of contract has already been considered in the estimate. Hence, the contract value shall remain fixed for the entire tenure of contract irrespective of actual revision (enhancement or decrement) in minimum wages that may occur from time to time and the contract shall be duty bound to pay the actual revised minimum wages to their workers. No additional claims shall be entertained in this regard.

Payment will be made based on actual attendance in respect of the regular manpower (Total: 24 persons) on submission of attendance register/ other relevant documents.

The rates and price quoted shall cover all obligation of the bidder under the contract which are necessary for proper execution of the work during the entire contract period as mentioned at scope of work, chapter 3.

Quoted price is firm inclusive of all like tax, duty, and others, if any, till successful completion of the entire contract period and no price variation shall be allowed for any reason whatsoever. The GST will be paid to you extra as applicable.

In addition to the above there will be provisions for the following payments:

- a. Reimbursement of Monthly expenditure for Soap/ Hand Wash/ Detergent/ Phenyl/ Disinfectant/ Purchase of Mop/ Toiletries for all rooms/ washing of linen/ TV recharge will be done on actual basis on submission of Tax Invoice in Original along with the monthly bill subject to a maximum monthly limit of ₹ 20,000/-.
- b. Reimbursement for purchasing & maintaining uniforms will be done on actual basis once in a year on submission of Tax Invoice in Original along with the monthly bill subject to a maximum annual limit of ₹ 50,000/-.
- c. All employees engaged by the contractor under this contract shall be allowed to take one unpaid weekly off-day as per prevailing Circular of the Labour Commissioner, Govt. of West Bengal. These unpaid weekly off-days shall be allowed on staggered basis so that the normal functioning of both PPSP Guest Houses (Old & New) & Township Canteen are not affected.

Under emergency situation, the Controlling Officer/ Supervising Officer of WBSEDCL may instruct the contractor in written to deploy their workers on their weekly off-days. Overtime will be given in such occasions as per prevailing Circular of the Labour Commissioner, Govt. of West Bengal.

The employees engaged by the contractor will be allowed to avail 4 (Four) National Holidays (26th January, 1st May, 15th August and 2nd October). The contractor has to deploy their regular manpower in these holidays also, so that the normal functioning of both PPSP Guest Houses (Old & New) & Township Canteen are not affected. Overtime will be given to the workers, who are on duty in such days, as per prevailing Circular of the Labour Commissioner, Govt. of West Bengal. No separate approval from the controlling/ supervising officer for above mentioned 4 nos. National Holidays.

The maximum limit of overtime for duties in weekly off-days and National Holidays will be 56 days (52 weekly off-days + 4 Holidays) per person per year. The 'per person per day rate' of such overtime payments will be Circular of the Labour Commissioner, Govt. of West Bengal. Payment against such overtime duties will also be made based on actual attendance in respect of the regular manpower (Total: 25 persons) on submission of attendance register/ other relevant documents.

- d. Payment against engagement of extra manpower shall be made on an actual basis, in accordance with the minimum wages applicable to the employees engaged, upon submission of the original Tax Invoice. This amount shall be based on actual per-day wages as per the



	<p>circular issued by the Government of West Bengal, plus 10% contractor's profit, plus the percentage quoted by the contractor. Engagement of such extra manpower shall be strictly as per the requirement of WBSEDCL on emergency situation and only after obtaining prior written permission from the Addl. CE & PSIC, PPSP Site, WBSEDCL. The quantity (quantum) of extra manpower to be engaged shall also be determined and approved by the Addl. CE & PSIC, PPSP Site, WBSEDCL.</p> <p>All Statutory Deductions as per laws/act and any deduction which the WBSEDCL may make under the contract shall be made from the claim bill.</p>
7.0	<p>TERMS OF PAYMENT :</p> <p>Subject to any deduction which the WBSEDCL may make under the contract, the contractor shall, on the certificate of the WBSEDCL's Controlling Officer, be entitled for payment. The progressive payment will be made once in a month against RA Bill subject to fulfillment of all the terms & conditions of the Conditions of Contract. WBSEDCL will not pay any interest and charges, if any, in case of any delayed payment.</p> <p>Payment will be made on monthly basis against submission of Tax Invoice in triplicate enclosing all relevant documents for the claimed month. The original GST Tax Invoices in respect of the materials procured under the reimbursement components along with their consumption statement are also to be enclosed. The necessary deduction on monthly bill, if applicable, will be made as per penalty / LD Clause of this Contract. All statutory deduction as per laws / act shall be made from each bill (running bill or final bill).</p> <p>The entrusted Agency shall have to also certify in the bill that the payment being claimed strictly in terms of the contract and all obligations on his part for claiming this payment have been duly fulfilled as required under this contract. There should also be suitable provision for verification of the authenticity of the person signing the invoice, and so on, to claim the payment.</p> <p>The monthly bill in triplicate duly signed & certified by the Supervising Officer of the job, are to be submitted to the Controlling Officer of the job within 7 (seven) days of the following month for releasing the payment.</p> <p>Statutory deposit, i.e. ESI, PF, GST, Group Insurances etc will be verified with challan, detail statement, return and/or with other relevant record of previous month before disbursement of any payment of contractor claim. The entrusted Agency shall have to submit all relevant Challan containing the details of the contract labourers (including part time labourers if any) of the agency, engaged in this job / work, and both should be match.</p> <p>Along with all monthly bills the contractor shall have to submit the copy (duly signed by the authorized representative or supervisor of the entrusted agency) of attendance statement containing the names of workers with category, details of duty, off day, placement of reliever etc and acquaintance roll containing the desire details of each workers of the contractor, engaged in this job / work and duly filled & signed Mandate Form for RTGS/NEFT Payments (according to the Proforma enclosed herewith) and all report as per terms & conditions of this contract before it receives payment from the department in terms of the contract.</p> <p>Any delay in submission of any necessary document beyond the stipulated period of time on the contractor part will only make accountable for any related consequences.</p>
8.0	<p>TAXES, DUTIES AND OTHER LEVIES:</p> <p>All type of Taxes, duties, Levies, cess, charges and surcharges except GST prevailing on date or which may come in future shall be borne by the Contractor and no claim on this behalf will be entertained by the WBSEDCL. Contractor should make necessary provision while quoting the price including all but excluding GST. GST as applicable shall be paid extra as per statute.</p> <p>The contractor shall be solely responsible for the taxes that may be levied on the contractor's persons or on earnings of any office employee and shall hold the purchaser indemnified and harmless against any claims that may be made against the purchaser. The WBSEDCL does not take any responsibility what-so-ever regarding taxes under Indian Income Tax Act, for the contractor or his personnel. If it is obligatory under the provisions of Indian Income Tax Act, deduction of Income Tax at source shall be made by the purchaser/service receiver.</p> <p>The contractor shall have to obtain and pay for all permits, licenses, or other privileges / obligation necessary to complete the work. The copy of the certificates shall have to be delivered to the Controlling Officer in due time.</p>



	<p>Copy of GST challan of the previous month to be submitted in the next month by the Contractor. If there are number of cases of payment of GST, then details statement to be annexed to verify the deposition of respective GST component of the previous month.</p> <p>The contractor shall have to submit his declaration to the Paying Authority regarding applicability or non-applicability of section 206AB & 206CCA.</p>
9.0	<p>ADDITIONAL LIABILITIES :</p> <p>The WBSEDCL shall not take any additional liability towards enhanced taxes, duties and price variation during the entire contract period as incorporated in the purchase order/ work order, or extension thereof, if granted.</p>
10.0	<p>PERFORMANCE SECURITY :</p> <p>The contractor within thirty (30) days of award of contract shall furnish at his own cost a Bank Guarantee from an Indian Scheduled Commercial Bank for an amount equal to five percent (5%) of the contract value as security deposit for faithful and due fulfillment by the contractor of all obligations under the terms and conditions of the contract. Such security deposit shall be held by the WBSEDCL, as security for satisfactory performance of the contractor in compliance with the requirement stipulated in the order. The validity of the Bank Guarantee / performance security shall be up to three month from the end date of contract period, with a claim period for another six months from the date of expiry of the validity and same may be extended from time to time, if required. The B.Gs are to be extended/ revalidated by the contractor to maintain the above time schedule for any reason whatsoever.</p> <p>The form and content of the aforesaid Guarantee shall be according to the Proforma enclosed herewith. The Guarantee shall provide for payment there from of any damage to WBSEDCL for failure of the contractor to meet its obligation under the contract. Order is liable to be cancelled for non-submission of performance security in time with forfeiture of earnest money. The Security Deposit is liable to be forfeited in case of non-compliance of order or failure to complete the order. The Bank Guarantee shall be returned when all the obligation under the contract have been duly fulfilled.</p> <p>The security deposit should be furnished to the paying officer under intimation to Chief Engineer & Project Manager, Purulia Pumped Storage Project, WBSEDCL, Vidyut Bhavan, Salt Lake, Kolkata.</p> <p>No claim shall be made against WBSEDCL in respect of interest on Security Deposit.</p>
11.0	<p>ADDITIONAL PERFORMANCE SECURITY :</p> <p>In addition to the performance security as mentioned above,</p> <ol style="list-style-type: none"> Additional Performance Security in the form of an irrevocable and unconditional Bank Guarantee for any scheduled Bank equal to 10% of the ordered value is to be furnished by the contractor at his own cost, if the quoted rate is in the range of -20% to -50% of the estimated cost. Additional Performance Security in the form of an irrevocable and unconditional Bank Guarantee for any scheduled Bank equal to 20% of the ordered value is to be furnished by the contractor at his own cost, if the quoted rate is in the range of -50% to -80% of the estimated cost. <p>This additional performance security shall have to be submitted within thirty (30) days of award of contract.</p> <p>The purchase order is liable to be cancelled for non-submission of such additional performance security (if applicable) in time with forfeiture of earnest money. This additional performance security is also liable to be forfeited in case of non-compliance of order or failure to complete the order.</p> <p>The validity of the Bank Guarantee for additional performance security shall be up to three (03) month from the end date of contract period or extension thereof if granted, with a claim period for another six (06) months from the date of expiry of the validity and same may be extended from time to time, if required. The Bank Guarantees are to be extended/ revalidated by the contractor to maintain the above time schedule for delay in successful completion of the entire work due to any reason whatsoever.</p> <p>The form and content of the aforesaid Guarantee shall be according to the Proforma enclosed</p>



	<p>herewith as "Annexure-X". If the bidder fails to complete the work successfully, the Additional Performance Security shall be forfeited at any time during the pendency of the contract period or extension thereof if granted, after serving proper notice to the contractor. The Bank Guarantee shall be returned immediately on successful completion of the Contract and when all obligations under the contract have been duly fulfilled.</p> <p>Refund of additional performance Security deposit shall be subject to WBSEDCL's right to deduct/ appropriate its dues against the contractor under this contract or any other contract.</p> <p>The additional performance Security deposit should be furnished to the paying officer under intimation to Chief Engineer & Project Manager, Pumped Storage Project Department, WBSEDCL.</p> <p>No claim shall be made against WBSEDCL in respect of interest on Security Deposit.</p> <p>If the bidder fails to submit the Additional Performance Security within seven working days from the date of issuance of Letter of Acceptance, his Earnest Money will be forfeited and other necessary actions as per NIT like blacklisting of the contractor, etc, may be taken.</p>
12.0	<p>CONTRACT AGREEMENT & INDEMNITY BOND:</p> <p>Within thirty (30) days after acceptance of Award of Contract, the successful Bidder shall execute the Contract Agreement and furnish Indemnity Bond at his own cost. The form and content of the aforesaid Agreement and Bond shall be according to the Proforma enclosed herewith as "Annexure - IX" & "Annexure - VI" of the Bid Document.</p> <p>Until a formal Contract Agreement is executed, the Bid Document, the Bid, subsequent correspondences together with the Letter of Award of WBSEDCL shall constitute a Contract between Contractor and WBSEDCL.</p> <p>The Contract Agreement and Indemnity Bond should be furnished to the Controlling Officer under intimation to Chief Engineer & Project Manager, Purulia Pumped Storage Project, WBSEDCL.</p>
13.0	<p>CONTROLLING OFFICER:</p> <p>The Addl. CE & PSIC, PPSP Site, WBSEDCL, Purulia, West Bengal, India, PIN-723 152 or his Authorize representative. e-mail: ppsp.site@wbasedcl.in</p>
14.0	<p>SUPERVISING OFFICER/ NODAL OFFICER:</p> <p>The Manager (HR&A), PPSP Site, WBSEDCL, Bagmundi, Purulia, West Bengal, India, PIN-723 152. e-mail : ppsp.site@wbasedcl.in</p>
15.0	<p>PAYING AUTHORITY :</p> <p>The Sr. Manager (F&A)/ Drawing & Disbursing Officer, PPSP Site is the Paying Authority. Monthly bill is to be submitted in triplicate to the Controlling Officer for payment in due course. The monthly payment will be released subject to the conditions that monthly collection received from the visitors have duly been deposited in the accounts section of PPSP Site and after through checkup of all the documents.</p>
16.0	<p>CONTROLLING OFFICER'S DECISION:</p> <p>Controlling Officer's decision is final in all respect of all matters which are left to the decision of the Controlling Officer including the granting of with-holding of certificates. If in the opinion of Contractor, a decision made by Controlling Officer is not in accordance with the meaning and intent of the contract, the Contractor may file with the Controlling Officer within 7 (seven) days after receipt of the decision. Failure to file an objection within the allotted time will be considered as acceptance of the Controlling Officer's decision and the decision shall become final and binding.</p>
17.0	<p>SUBLETTING THE CONTRACT :</p> <p>The contractor shall not be allowed to sublet any part of the contract.</p>
18.0	<p>JOINT VENTURE/ CONSORTIUM :</p> <p>Joint venture/ Consortium will not be allowed for participation in this instant Tender.</p>
19.0	<p>SCOPE OF WORK:</p>



	The scope of work is defined in Chapter 3 of the tender documents.
20.0	<p>COMPLIANCE OF LABOUR LAWS AND STATUTORY OBLIGATION RELATING TO CONTRACT LABOUR TO BE COMPLIED WITH DURING THE PENDENCY OF THE CONTRACT:</p> <p>The Contractor shall have to comply all statutory Labour Laws to protect the workers engaged by them. In this connection the contractor will be required to execute an Indemnity Bond (as per specimen enclosed as Annexure - VI) after placement of Order.</p> <p>The Contractor shall have to comply with all statutory obligations towards engagement of contract labourers for the work and any deviation/non-compliance of the relevant provisions shall attract penal actions as per relevant Act. The Contractor will have to abide by the rules and regulation which are in force and will be endorsed from time to time.</p> <p>This shall be mandatory on the part of the Contractor to furnish the following documents for scrutiny / verification of compliances of different relevant statutory obligations of the department:</p> <p>Employees' Identification:</p> <p>It is the duty of the contractor to issue Employment Card with photograph of the worker at par with the Circular dated 27.09.2002 of the Secretary, WBSEB (since adopted by WBSEDCL) to Driver and Contractor Labourers engaged by them. Copies of the same have to submit to the Controlling Officer immediately after commencement of work. All employees of the contractor must carry Photo Employment Cards. The name of the employees engaged for shift shall be recorded prior to their engagement with photo and father's name etc.</p> <p>For this purpose, submission of photo employment card in duplicate in Form XIV (prescribed format) under Rule-76 of the Contract Labour (Regulation and Abolition) Central Rules, 1971 shall be done.</p> <p>Labour License:</p> <p>The contractor has to furnish labour license, if applicable, issued by Labour Department in respect of the work as per Contract Labour (Regulation & Abolition) Act, 1970 and its amendments as applicable to the work. He has to abide by all other statutes and norms which are prevailing in the land.</p> <p>On receipt of LOA from WBSEDCL, the Contractor shall have to obtain Labour License (if applicable) from the Labour Department on issuance of Form-V from concerned wing of WBSEDCL. The Contractor shall have to apply to the controlling officer of this contract all in a complete manner for issuance of Form-V.</p> <p>Submission of P.F. Challan and Form-3A, 6A(R),12A :</p> <p>Necessary formalities for maintaining Provident Fund related to engagement of labour for execution of the work shall have to be maintained by the entrusted Contractor. The Company (WBSEDCL) will not take any responsibility for any payment or any liability not complied by the agency on account of labour.</p> <p>The entrusted Contractor shall have to submit monthly P.F. Challan containing the details of the contract labourers along with the monthly RA bill and Form -3A and Form-6A(R) & Form-12A submitted to the P.F. Department containing the details of the contract labourers, deduction of P.F. subscription and deposition/paid bills of the same to the P.F. Authority along with the employer share. The amount of P.F. as per Act is to be deducted from the monthly wages (not less than Minimum Wages) of each contract labourer and shall have to be deposited to the P.F. Authority along with the equivalent amount being the employer share.</p> <p>Acquaintance Roll:</p> <p>The entrusted Contractor shall have to submit copy of Acquaintance Roll (as per enclose standard format of WBSEDCL) containing the names and details of the contract labourers, no. of days worked, amount of P.F. subscription deducted and wages paid and dated receipt thereof of the same by each contract labourer along with the monthly bill. If wages paid through electronic payment mode then NEFT / RTGS documents of labour payment shall have to be submitted on monthly basis as documentary evidence.</p>



Payment of Bonus :

The entrusted Contractor shall have to pay Bonus (minimum bonus @ 8.33%) to each contract labourers as per Payment of Bonus Act 1965 & its applicable amendments thereof only as per the prevailing / current Circular or Order of WBSEDCL and authenticated document in regard to receipt thereof is to be submitted to the department. The bonus payable to the workers as per Payment of Bonus Act 1965 by the contractor shall be calculated on monthly basis.

Medical Insurance / ESI :

The entrusted Contractor shall comply with all the provisions of The ESIC Act 1948 and ESIC (General) Regulations 1950 during execution of the contract. The Contractor will be responsible for taking necessary action to bring each Contract Labour engaged for the job under the coverage of Employees State Insurance (ESI) Scheme and the Agency will have to deposit necessary amount of ESI contribution for each contract labour to the ESI department. The Contractor will have to obtain necessary registration from the ESI Corporation for the said job immediately after receipt of the order. If the area is not covered under ESI Scheme, then an equivalent amount is to be deposited to any Nationalized Insurance Company as Insurance coverage of each labourer under Employees' Compensation Act 1923.

The entrusted Contractor shall intimate WBSEDCL, the ESI Registration No. before it receives payment from the department in terms of the contract.

Off-days:

Each contract labour should be given statutory off days as per Act. However, such unpaid leaves shall be allowed on staggered basis so that the normal functioning of both PPSP Guest Houses (Old & New) & Township Canteen are not affected. At least one mandatory/ compulsory unpaid leave is to be given to all workers within every 180 days of service.

National Holidays:

The employees engaged by the contractor will be allowed to avail 4 (Four) National Holidays (1st May, 15th August, 2nd October and 26th January). The contractor has to deploy their regular manpower in these holidays in lieu of overtime, so that the normal functioning of both PPSP Guest Houses (Old & New) & Township Canteen are not affected.

Payment of Basic Wage:

The entrusted Contractor shall have to ensure the payment of basic wages to all the labourers /employees engaged for the contract. The basic wage should not be less than the rate of minimum wages as published by Labour Department, Govt. of West Bengal. The Contractor shall maintain the wage register.

The entrusted Contractor shall have to release the payment of wages within seven days of next month in presence of an authorized representative of WBSEDCL to witness and certify subsequently at the time of submission of monthly bill.

The entrusted Contractor shall abide by the provisions made in the Contract Labour (R&A) Act, 1970 with the latest amendments thereon. Minimum wages shall be enhanced from time to time, as per Notification of Joint Labour Commissioner, Govt. of West Bengal. This enhanced rate of minimum wages has to be paid by the agency to their contract labors.

It is mandatory to submit a declaration from the Contractor Labours including Drivers that they have received minimum wages as per statute including other statutory benefits which should be submitted along with monthly RA bill.

Minimum wages for 6 (six) month's w.e.f. 01.07.2025 to 31.12.2025 as per Circular vide memo no: 06/Stat/14/RW/24/2023/LCS/JLC Dt 09.01.2026 of the Addl. Labour Commissioner, Govt. of West Bengal, are as follows:

- i. Highly Skilled ₹ 12,990.00 per month.
- ii. Skilled ₹ 11,807.00 per month.



iii. Semi-skilled ₹ 10,733.00 per month.

iv. Unskilled ₹ 9,760.00 per month.

The above rate(s) will be revised as per notification of future rate revision by the Office of Labour Commissioner, Govt. of West Bengal, from time to time. The entrusted Contractor shall have to ensure the payment of such revised basic wages as per periodic Circulars of the Office of Labour Commissioner, Govt. of West Bengal to all the labourers /employees engaged for the contract.

P.F. Account:

The entrusted Contractor shall comply with all provisions of Employees' Provident Fund, Group Insurance and similar other statutory provisions either in force or that shall be effective hereafter during execution of the contract. Entrusted agency have to issue NOC for transfer the P.F. accounts on request of his workers at the end of the tenure of the contract.

The Contractor shall intimate WBSEDCL, P.F. A/C No. before it receives payment from the department in terms of the contract.

Payment of Wages :

The entrusted Contractor shall release the all payment of his labourers in presence of an authorized representative of WBSEDCL (as principal employer) for witnessing and authenticating payment of wages including other statutory benefits as per contract labour Act as well as submission of compliance Certificate on monthly basis. However, the Contractor may pay the salary to its worker directly through the bank account of the individual worker. If payment of labourers made through electronic fund transfer then reference of IMPS/NEFT/RTGS/URN/UTBIN should be mention in acquaintance Roll and NEFT / RTGS documents of labour payment shall have to be submitted on monthly basis as documentary evidence.

Mandatory Submission of Documents:-

Labour license (issued by Labour Department), if applicable (ONCE)

Photo employment card in duplicate (issued by the contractor) (ONCE)

Monthly Wage Sheet or Bank Credit Statement /Acquaintance Roll (issued by the agency as per prescribed format containing dated receipt of each labour, paid within 7th of every month)

ESIC Registration Certificate (ONCE)

PF/ ESI Challan along with copy of ECR (in commensurate with monthly minimum wages & paid within 15th of every month).

Monthly attendance sheet.

Payment of bonus with dated receipt thereof.

Other statutory papers and documents as & when required as per Minimum wages Act, Contract Labour (R&A) Act, Payment of Bonus Act, EPF & MP Act, and Payment of wage Act.

Note: Any deviation of above and suppression of information towards compliances of statutory obligations shall attract penal action as per relevant statute or otherwise as would be deemed fit.

21.0 EMPLOYEES' PROVIDENT FUND REGISTRATION AND OTHER STATUTORY OBLIGATIONS :

The contractor must possess individual Employees' Provident Fund Registration Number issued by the Commissioner of Provident Fund under E.P.F. and M.P. Act 1952, amended from time to time. The Bidder must possess also a valid Labour License issued by Competent Authority. Further the contractor shall have to comply with the relevant provisions of the Employees' State Insurance Act 1948, by registering the individual workers with the ESI Corporation and by depositing the employees' & employer's contribution to the ESI Corporation in the matter. To comply with the Workmen's Compensation Act, 1923, the contractor shall possess insurance coverage certificate of its workmen. The contractor, in exercise of work shall abide by the provision of applicable labour laws such as the Factories Act, 1948, the Workmen's Compensation Act, 1923, Minimum Wage Act, 1948, The EPF & Misc. provision Act, 1952 and rules made there under. The contractor shall resort to the Industrial Dispute Act, 1947, to prevent Dispute between the contractor and its workmen and to ensure fair terms to the workmen.

All the statutory liabilities prevailing as on date or which may come in future in respect of the contractor's labourers under the scope of the work shall be borne by the contractor and the WBSEDCL shall not take any responsibility on these accounts whatsoever.

The contractor shall have to follow all the statutory Laws & Acts of Govt of West Bengal.



22.0	<p>INSURANCE :</p> <p>The Contractor shall arrange, secure and maintain all insurance as may be pertinent to the work and obligatory in terms of law to protect the interests of WBSEDCL against all perils. The form & the limit of such insurance together with underwriting in each case shall have to be acceptable to WBSEDCL. However, irrespective of such acceptance the responsibility to maintain adequate insurance coverage at all times during the period of contract shall be Contractor's alone.</p>
23.0	<p>RULES AND REGULATIONS :</p> <p>The Contractor shall abide provisions of the following acts & laws strictly:</p> <ol style="list-style-type: none"> Employees' Provident Fund and Miscellaneous Provisions Act, 1952 Employees State Insurance Act, 1948 or appropriate medical facilities should be strictly adhered to wherever such Acts become applicable. Minimum wages to the workers will be paid according to the rates notified and/or revised by the State Government from time to time under the Minimum Wages Act, 1948 in respect of scheduled employments, within the specified time as per law. Payment of bonus, wherever applicable, has to be made. Workmen's Compensation Act 1923. Contract Labour Regulation and Abolition Act 1970.
24.0	<p>FOOD LICENSE :</p> <p>The contractor must possess valid food license issued by the Food Safety & Standard Authority of India.</p>
25.0	<p>ISSUANCE OF UTENSILS AND OTHERS :</p> <p>Utensils, crockeries, cutleries, liveries etc. will be supplied by the WBSEDCL as per requirement. It is the liability of the agency to keep the materials safe.</p>
26.0	<p>RETURN OF DEFECTIVE MATERIALS:</p> <p>The agency has to intimate and hand over any defective items (like equipment, gadgets, furniture, utensils etc.) which may have become defective and are properties of WBSEDCL.</p>
27.0	<p>DEDUCTION ON ACCOUNT OF DEFICIENCY IN SERVICE, NON-AVAILABILITY OF REQUIRED MANPOWER & LOSS/ DAMAGE OF MATERIALS :</p> <p>The contractor shall have to employ the manpower as per terms & condition of the contract. The contractor shall have to make suitable substitute in case any of the scheduled workmen fails to report for duty due to any reason whatsoever.</p> <p>If the contractor either failed to provide suitable substitute arrangement or fails to provide satisfactory services as per specification of the contract due to paucity of man or incompetency or irregularity or negligence or any other reasons, then, necessary proportionate amount equivalent to the no. of man day or part thereof (Rate of man day will be determined on the basis of their respective category and rate of wages as shown in the entrusted contractor's monthly acquaintance for labour payments) will be deducted from the respective bill as per discretion of the Controlling Officer and decision of WBSEDCL in this respect shall be final and binding to the contractor.</p> <p>Utensils, cutleries, crockeries, liveries etc shall be provided by the WBSEDCL, against receipt (with date) of the materials and any loss/ damage/ breakage of the same shall be adjusted from the security deposit/ monthly Tax Invoices.</p>
28.0	<p>NEGLIGENCE :</p> <p>If the contractor neglects to execute the work with due diligence and expedition or refuses or neglects to comply with any reasonable orders given to him in writing by the WBSEDCL's Engineer in connection with the work, or contravenes the provisions of the contract, in such case the WBSEDCL shall have and be at liberty to take the work wholly or part, out of the contractor's hand and carry on</p>



	<p>the work envisaged in the contract either by themselves or by any other agency. In such case the WBSEDCL shall be entitled to realize the additional cost incurred by him from the contractor either from any balance sums which may be then due on the contract to the contractor or otherwise including forfeiture of the Performance Security.</p>
29.0	<p>CANCELLATION / TERMINATION OF ORDER :</p> <p>In the occasion when the Agency discontinues the work within the contractual period / fails to start the work, then WBSEDCL reserves the right to get the work done by any other Agency and to realize the cost of the said work from the pending bill of the contractor, if any, lying with WBSEDCL. The Contract may be cancelled / terminated at any point of time during the contractual period by WBSEDCL without assigning any reasons whatsoever by serving 14 (Fourteen) days' notice of termination. WBSEDCL also reserves the right to cancel/ terminate the contract for unsatisfactory performance of the contractor as may be observed by the Controlling Officer. If the contractor discontinues the work within the contractual period / fails to start the work or the Contract is cancelled / terminated due to unsatisfactory performance of the contractor on submission of necessary notice in this regard then, fresh order may be placed on the next higher bidder or on any other bidder, as a result of which the extra cost thus liable to be incurred shall be realized from the contractor pending bills / claim/ Bank Guarantee which may be lying with the WBSEDCL.</p> <p>All Statutory obligations and terms and conditions incorporated in this Order are to be strictly complied with by the Contractor. In case any deviation, non-compliance is notified the Controlling Officer will take necessary administrative measures immediately. For repeated failures (after three such occasions) the Contractor may be terminated without any further reference and enlistment may also be cancelled.</p> <p>If the contract terminated as above, the contractor shall have no claim for compensation against the WBSEDCL for any loss or deterioration of any materials that he may have incurred during the period of contract that he may have collected or engaged or entered into an account of the work.</p>
30.0	<p>GENERAL CONDITIONS :</p> <ol style="list-style-type: none"> The scope of this work includes running, maintaining, and operating the PPSP Old & New Guest House, driver rooms located in the opposite building of the New Guest House and Extension Counter (together with Transit Camps) at PPSP Township including the catering services, all at PPSP Site, Baghmundi, Dist.: Purulia, PIN: 723152. The floors of the PPSP Old & New Guest Houses, driver rooms located in the opposite building of the New Guest House and the Extension counter (including Transit Camps) at PPSP Township, Barreria, must be cleaned with water and disinfectant like phenyl, Dettol, Lizol etc. twice a week. Soaps are to be kept in the toilets of the Guest Rooms, Transit Camp Rooms, Driver Rooms before every check-in. Hand Washes are to be kept at every wash basins of all the dining rooms of PPSP New Guest House, Old Guest House & extension counter at PPSP Township. All the rooms of both the Guest Houses, driver rooms located in the opposite building of the New Guest House and the Extension counter (including Transit Camps) at Barreria are to be swept daily. At the time of sweeping, due care is to be taken for sweeping the carpeted floor (if any) as necessary. All the furniture of both the Guest Houses, driver rooms located in the opposite building of the New Guest House and the Extension counter (including Transit Camps) at PPSP Township, Barreria are to be dusted regularly. Sanitary wares of the rooms of both the Guest Houses, driver rooms located in the opposite building of the New Guest House and the Extension counter (including Transit Camps) at PPSP Township, Barreria are to be checked regularly and to be cleaned whenever it would be necessary. Water pipe line connected with the Guest Houses source is to be maintained properly to confirm uninterrupted water supply at the Guest House, driver rooms located in the opposite building of the New Guest House and the Extension counter (including Transit Camps) at Barreria. Bed sheets, pillow covers, towels are to be cleaned after each and every use of the occupant of the Guest Houses, driver rooms located in the opposite building of the New Guest House and the Extension counter (including Transit Camps) at PPSP Township, Barreria. Curtains should be



	<p>washed to ensure proper sanitization.</p> <p>h) The TV sets placed in rooms and in the common areas/ dining rooms of the Guest Houses, are to be taken care of, including regular dusting. TV sets in the guest rooms, common areas/ dining rooms are to be recharged when the rooms are occupied by guests.</p> <p>i) Dining halls and furniture of the Guest Houses, driver rooms and the Extension counter (including Transit Camps) at Barreria are to be cleaned properly so that they remain neat and clean all the time. Kitchens must be cleaned twice daily in the morning and evening to maintain proper hygiene, including disposal of garbage. The kitchen chimneys shall have to be cleaned and maintained after every two months by engaging expert service provider for the overall maintenance of hygiene at the kitchens of such Guest Houses.</p> <p>j) If performance of the Contractor is observed to be poor or unsatisfactory, the Company will have every right to deduct necessary amount from the monthly bills of the contractor in question and may withdraw/ terminate the order by serving one month's notice.</p> <p>k) Catering service of the Guest Houses is to be rendered to the occupants of the Guest Houses only and to those people authorized by the Controlling Officer i.e. the Addl. CE & PSIC, PPSP Site, WBSedCL only. Catering service is not to be provided to any unauthorized people strictly.</p> <p>l) Catering service is also to be rendered at the extension counter at PPSP Township to the employees of WBSedCL and their families who are residing/ visiting at the PPSP Township and to the occupants of the Transit Camps.</p> <p>m) Only fresh and good quality food items as required are to be served.</p> <p>n) Quantity and quality of various food items should strictly conform to the specifications.</p> <p>o) The Contractor may have to provide round the clock service, if the situation so demands.</p>
31.0	<p>MAINTENANCE OF REGISTERS:</p> <p>The agency shall have to maintain following registers properly:</p> <p>i. Visitor's Register :</p> <ul style="list-style-type: none"> At the time of boarding : All details i.e. name of visitor with full address, name of organization, place of posting, date and time of occupation, room no, number of beds occupied, AC. or Non AC. rooms, Rate per day, signature of boarder are to be entered properly in the visitors' register. At the time of departure : Amount realized on account of bed charges including date and time of departure etc. with signature of the boarder are to be entered in the register. The agency shall have to place the Visitors' register along with other documents, if any, to the controlling Officer or his authorized representative in the 1st week of the every month for verification and/or whenever directed by the controlling officer or his authorized representative. <p>ii. Register for utensils : Maintenance of existing register is to be continued. The lost or damaged items shall have to be indicated in the register during verification. The same should be informed to the controlling officer immediately in writing.</p> <p>iii. Register for furniture & other materials : For recording details of furniture, bed sheet, towels, curtains, pillow covers, blankets, mattress, mosquito nets etc., the stock of furniture and fixtures is to be verified afresh and those are to be entered in the Register with signature of the controlling officer. If any of the items (Other than consumables) is found lost during examination or during the contract period, the amount of the same will be realized from your monthly bill. The existing register may be continued for this purpose. The lost or damaged items shall have to be indicated in the register during verification. The same should be informed to the Controlling Officer immediately in writing.</p> <p>iv. Wage Register : The agency shall maintain a wage register duly signed by the labourers/ employees and witnessed by the Asst. Manager /Manager. (HR&A) or his/ her authorized representative of WBSedCL.</p> <p>v. Attendance Register : An attendance register shall be mandatorily maintained at the site, with daily signatures of all employees engaged for the work. The register shall be kept available at all times and produced for inspection on demand by the Controlling Officer or any officer</p>



	authorized by him. Failure to maintain or produce the register shall be treated as a breach of contract conditions.																					
32.0	<p>FUEL AND ELECTRICITY :</p> <p>Electricity will be supplied by the WBSEDCL free of cost. Replacement of electrical installations/ fittings such as emergency lamp, geyser, electrical wiring, light fittings, bulbs, fluorescent tubes etc. of the Guest House shall be maintained by WBSEDCL at their own cost. All installations of the Guest House will remain in the agency's custody and they will remain responsible for security of those items. In case of any damage/defect, the same is to be intimated immediately to the controlling officer for further action.</p> <p>The agency will have to take commercial LPG (Cooking Gas) connections for cooking purpose at their own cost at all three locations. The agency shall maintain all these commercial LPG connections & procure subsequent new LPG cylinders at their own cost throughout the contract period. The agency may use electric heaters/ induction cook-tops for cooking purpose in case of emergency only. Such electric heaters/ induction cook-tops will have to be arranged by the agency.</p>																					
33.0	<p>COLLECTION OF CHARGES :</p> <p>The Contractor will have to collect necessary charges from the occupants for their stay at Guest Houses as per W.B.S.E.D.C.L's approved rate. He will have to deposit the collected amount to the F&A section of PPSP Site within the 7th of every month positively. In case of less recovery or non-recovery of Guest House rents, the contractor would be responsible for submission of the short fall amount. The agency will have to collect the charges in respect of Guest House rents and food stuff supplied to the visitors or other authorized personnel at their own responsibility.</p>																					
34.0	<p>FOOD :</p> <p>The contractor shall have to prepare and supply different food items according to the list in the Chapter 3 only as per the approved rate as mentioned against each item therein, during the period of contract. The rate of the food items, as mentioned in Chapter – 3, will remain fixed for the entire period of contract.</p>																					
35.0	<p>SUPERVISION OF WORK :</p> <p>The contractor shall be solely responsible for the supervision and execution of the entire job to be performed day-to-day as per the contract and for satisfaction of the occupants of the Guest Houses. The contractor and the personnel engaged by him/ her shall receive and execute all the instructions given by the controlling officer or the officer authorized by him/ her.</p>																					
36.0	<p>WORKING PERSONNEL :</p> <p>The Contractor must engage the following personnel for managing, cooking, attending to visitors and to look after their amenities at the PPSP old & new Guest House, driver rooms located in the opposite building of the New Guest House and the Extension counter (including Transit Camps) at PPSP Township, Barreria.</p> <table><tr><th>SL. No.</th><th>Classification</th><th>Number of Workers</th></tr><tr><td>1.</td><td>Highly Skilled (Manager)</td><td>1</td></tr><tr><td>2.</td><td>Skilled (Receptionist)</td><td>1</td></tr><tr><td>3.</td><td>Skilled (Cook)</td><td>2</td></tr><tr><td>4.</td><td>Semi-skilled (Assistant Cook)</td><td>4</td></tr><tr><td>5.</td><td>Unskilled (Helper)</td><td>5</td></tr><tr><td>6.</td><td>Unskilled (Room Attendant)</td><td>8</td></tr></table>	SL. No.	Classification	Number of Workers	1.	Highly Skilled (Manager)	1	2.	Skilled (Receptionist)	1	3.	Skilled (Cook)	2	4.	Semi-skilled (Assistant Cook)	4	5.	Unskilled (Helper)	5	6.	Unskilled (Room Attendant)	8
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	<table><tr><td>7.</td><td>Unskilled (Sweeper)</td><td>4</td></tr><tr><td>8.</td><td>TOTAL</td><td>25</td></tr></table>	7.	Unskilled (Sweeper)	4	8.	TOTAL	25
7.	Unskilled (Sweeper)	4					
8.	TOTAL	25					
	<p>The Contractor will have to submit names and addresses of the workmen to be engaged for this job to the controlling officer. Only after obtaining consent of the project authority, he can engage those employees. The minimum wages are to be provided to them as per norms of the Govt. of W.B. No under aged personnel shall be engaged for rendering the maintenance and catering Service at the PPSP old & new Guest House, driver rooms located in the opposite building of the New Guest House and the Extension counter (including Transit Camps) at PPSP Township, Barreria, all at PPSP Site, at Bagmundi, Purulia. The violation of the same shall attract penal action as per relevant Act. & the penalty has to be borne by the agency.</p>						
37.0	<p>EXTRA MANPOWER :</p> <p>If situation so arises in future, WBSEDCL may ask the entrusted / engaged agency to provide additional manpower in the unskilled category only as per the approved rates of the labour department, Govt. of West Bengal as were fixed in the related classification of works in the matter, for the smooth and unhindered execution of the subject matter works during the visit of VIPs with the written order of Controlling officer, subject to maximum of 120 Man Days (24 days × 05 (Five) persons) in a year.</p>						
38.0	<p>MISCELLANEOUS :</p> <p>During the execution of the work, if any, problem arises which is not covered by the specifications, the contractor shall seek necessary clarification and instruction from WBSEDCL. Such instruction, given by WBSEDCL, shall be binding on the contractor and shall be observed in full.</p>						
39.0	<p>DISMISSAL OF WORKMEN :</p> <p>The agency shall on the request of the Controlling officer immediately dismiss from work any person employed thereon by him, who may in the opinion of the Controlling Officer be unsuitable or incompetent or who may have indulged in any form of misconduct. Such discharge shall not be the basis of any claim for compensation or damages against the Controlling Officer or any other Officer or Employee. The agency shall take necessary steps as per the law in such situations.</p>						
40.0	<p>SAFETY MEASURES :</p> <p>All the safety rules and codes as applicable to the work shall be followed strictly by the contractor without any exception from WBSEDCL.</p>						
41.0	<p>LIABILITY FOR ACCIDENT AND DAMAGES :</p> <p>In respect of any damage or compensation payable as per workman compensation act in consequence of any accident or injury sustained by any of workers in employment of the contractor will be the contractor's liability. For this the contractor shall arrange insurance coverage for his workmen engaged for the work under the contract. All premium for the purpose shall be paid by the contractor and shall be on his account. WBSEDCL will not be held responsible for that.</p>						
42.0	<p>LIMITATION OF LIABILITY :</p> <p>Except in case of criminal negligence or wilful misconduct,</p> <ol style="list-style-type: none">Neither party shall be liable to the other party, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, which may be suffered by the other party in connection with the contract, other than specifically provided as any obligation of the Party in the Contract, andThe aggregate liability of the contractor to the Employer, whether under the contract, in tort or otherwise, shall not exceed the amount resulting from the application of the multiplier specified in the bid document to the contract price or, if a multiplier is not so specified, the total Contract Price, provided that this limitation shall not apply to the cost of repairing or replacing defective						



	equipment, or to any obligation of the Contractor to indemnify the Employer'.
43.0	<p>RISK PURCHASE POLICY :</p> <p>The time of delivery stipulated in the purchase / service order shall be deemed to be of the essence of the contract and if the supplier / service provider fails to deliver / complete the work any consignment within the period prescribed for such delivery / completion schedule in the said purchase order/work order, the purchaser / service provider shall be entitled to purchase / work such consignment or if not available, the best and nearest available substitute elsewhere on the account and at the risk of the supplier / service provider or to cancel the contract and the supplier / service provider shall be liable to compensate for any loss or damage which the purchaser / service provider may sustain by reason of such failure on the part of the supplier / service provider. The Company at its discretion may not issue subsequent tender if earlier Purchase Order / work order against earlier tender is not executed fully.</p> <p>If there is a failure to execute the contract fully, WBSEDCL reserves the right to invoke Bank Guarantee/forfeit Earnest Money deposit/cash security to the extent of loss so suffered by the WBSEDCL on risk purchase or otherwise, and may deduct the additional amount, if any, so incurred by the Company from other claim / bill lying with the WBSEDCL.</p> <p>On cancellation of the contract in full or in part, the WBSEDCL shall determine what amount, if any, is recoverable from the contractor for completion of the work or part of the work or in case the work or part of the work is not to be completed, the loss or damaged suffered by WBSEDCL. In determining the amount, credit shall be given to the contractor for the value of the work executed by him up to the time of cancellation, the value of contractor's materials taken over and incorporated in the work and use of plant and machinery belonging to the contractor.</p> <p>Any excess expenditure incurred or to be incurred by WBSEDCL in completing the work or part of the work or the excess loss or damages suffered or may be suffered by WBSEDCL as aforesaid after allowing such credit shall without prejudice to any other right or remedy available to WBSEDCL in law be recovered from any moneys due to you on any account, and if such moneys are not sufficient, you shall be called upon in writing and shall be liable to pay the same within 30 days.</p>
44.0	<p>FORCE MAJEURE :</p> <p>The contractor shall be under no liability if he is prevented from carrying out any of his obligations by reason of war, invasion, act of foreign country, act of the public enemy, acts of Governments, hostilities (whether war declared or not), riots, civil commotion, mutiny, insurrection, rebellion, revolution, accident, earthquake, fires, floods Govt. order and/or restrictions (except power supply restriction) delay or inability to obtain materials due to import or other statutory restriction and other cause beyond the reasonable control of the contractor. However, such force majeure circumstances shall be intimated to WBSEDCL immediately and to be established subsequently with proper documents/ proofs to the entire satisfaction of the Company / WBSEDCL. The Company shall verify the facts and grant such extension as found to be justified without imposing liquidated damage. WBSEDCL shall not be held responsible to or liable to pay for any Interruption in your work at the site arising out of resistance from the local public due to any resistance towards work.</p>
45.0	<p>SETTLEMENT OF DISPUTES / LEGAL JURISDICTION :</p> <p>If any dispute or difference arises with respect to quality/quantity of the equipment/materials/ work pertaining to this order or concerning question of act arising under the contract or any other terms and conditions of the order including its execution, such dispute/difference shall be decided by the Owner / Company on receipt of written appeal by the Contractor. Any dispute or differences arising out in connection with this contract shall to the extent possible be settled amicably and where settlement cannot be reached then such disputes shall be subjected to settlement under the jurisdiction of Courts in Kolkata only.</p> <p>The contract shall be construed according to acts/laws in force in India.</p>
46.0	<p>HOLIDAY LISTING :</p> <p>This contract will be guided by the WBSEDCL policy on Holiday Listing of Contractors' / Agencies / Firms / Companies where the owner may debar the agency from getting further tender papers for</p>



	such time which shall be applicable as per the rules of owner's apart from other penal measures mentioned in General Conditions of Contract.
47.0	DUTY ROSTER : The contractor shall submit a duly signed and stamped copy of Duty Roster of all employees engaged by him under this contract for the upcoming month to the Controlling Officer & Supervising Officer of WBSEDCL within the last working day of the current month.
48.0	LITIGATION/ ARBITRATION AGAINST WBSEDCL : The bidder should submit the declaration in prescribed format under the Annexure Folder (Annexure – XI) in their letterhead regarding no litigation against WBSEDCL is pending in any Court/ Forum against/ by the bidder or its sister concern/ Director/ Partner/ Proprietor. If any type of legal litigation/ arbitration against WBSEDCL is pending in any court/ forum against/ by the bidder or its sister concern/ Director/ Partner/ Proprietor, then purchaser reserves the right to reject their bid/ termination of contract.
49.0	OTHER : The authority will have the right to enforce any other rules/regulations in addition of the above.



CHAPTER – 3

Special Terms and conditions including Scope of Work

1. **Scope of work :** The antecedents of the work force to be engaged by the agency must be checked for any Criminal or other proceeding being pending and shall be engaged only after being fully satisfied by the engaging agency & WBSEDCL. You have to provide services of one Manager (High Skilled Category) for supervising the entire job related to day-to-day up-keeping, housekeeping, maintenance, supervision and Catering Services at PPSP Old & New Guest House, driver rooms located in the opposite building of the New Guest House, PPSP Township Extension Counter (including Transit Camps); one receptionist (skilled category); two senior cooks (skilled category); four assistant cooks (semi-skilled category); five helpers (unskilled category) for cooking foods and assisting in cooking, serving food and allied works; eight no. room attendants (unskilled category) for attending the guests and visitors at different rooms of the Guest House; and four sweeper (unskilled category) for sweeping, swabbing, cleaning, washing and allied works. These persons will be responsible for the works mentioned hereunder :
 - a. **Manager :** He will responsible for the entire job related to day-to-day up-keeping, housekeeping, maintenance, supervision and Catering Services at the PPSP Old & New Guest House / Inspection Bungalow, driver rooms located in the opposite building of the New Guest House, PPSP Township Extension Counter (including Transit Camps), supervising the works of cook, helpers, room attendants, sweepers and other persons engaged for carrying out the works as specified. He will be responsible for maintaining various registers, collection of bed charges and food charges as per rate and manner specified, display of rate chart of food stuff and bed charges at appropriate places, care of property of WBSEDCL, water supply, proper and interruption free service and all other services required for faithful execution of day-to-day maintenance, supervision, up-keepment and catering services at PPSP Old & New Guest House / Inspection Bungalow, driver rooms located in the opposite building of the New Guest House, PPSP Township Extension Counter (including Transit Camps) and allied works.
 - b. **Receptionist :** Shall be minimum Higher Secondary pass and should Read, Write and Speak with fluency Bengali, Hindi and English languages. He will be responsible for attending calls, booking of accommodation, collection of charges and to supervise the requirements of the boarders as per instruction of the Manager.
 - c. **Cooks and Assistant cooks :** They will be responsible for day-to-day food processing in hygienic condition as and when required maintaining the quality and quantity of food items as per standard specified with utilization of crockery and utensils of the company with due care,
 - d. **Helpers :** They will help in cooking, serving the food, washing the utensils and crockeries, attending the guests, helping in room service etc.,
 - e. **Room Attendants :** They will be responsible for attending the guests and visitors at different rooms of the Guest House, dusting the furniture and fixtures, keeping rooms in clean & tidy condition, regular opening of doors and windows for fresh air circulation when rooms are not in use., washing and drying up all bed materials in sunlight, cleaning of all rooms, staircase, veranda, kitchen and dining hall, common rooms etc.
 - f. **Sweeper :** They will be responsible for sweeping, swabbing, cleaning, washing and allied works at the Guest House and its surroundings.
 - g. **Supervision of works :** All rooms including common veranda, Dining hall, Kitchen, Drawing Rooms, Conference hall etc. are to be cleaned every day.
 - h. All rooms including common veranda, Dining hall, Kitchen, Drawing Rooms, Conference hall etc. are to be cleaned with Phenyl twice in a week.
 - i. All furniture are to be cleaned with dry cloth every day.
 - j. All bed materials viz Pillow, mattress, blankets, bedcovers etc are to be dried up in sunlight once in every month. Naphthalene balls are to be placed at the storing place of these materials.
 - k. Bed sheet, Pillow covers, towels etc. are to be cleaned & ironed properly after every use. Cost of Washing and Ironing are to be borne by the agency.
 - l. Refrigerators are to be handled with due care. Cleaning of the same is to be done in regular manner.
 - m. All toilets are to be cleaned regularly with detergents & disinfectants. Naphthalene balls are to be placed at every basin and other places where required. Soaps are to be kept in the toilets of the Guest Rooms, Transit Camp Rooms, Driver Rooms before every check-in.
 - n. Sanitary wares of all bath rooms are to be cleaned properly.
 - o. Water supply lines connected to LB. are to be maintained properly to avoid any interruption of water supply.



- p. Floor of Dining hall and kitchen are to be kept neat and clean and should washed regularly with phenyl/ detergent. Hand Washes are to be kept at every wash basins of all the dining rooms of PPSP New Guest House, Old Guest House & extension counter at PPSP Township.
- q. Curtains are to be washed once in a month.
- r. Watering of the plants within LB. premises are to be done twice in a day (morning & evening)
- s. Quality and quantity of food items are to be maintained strictly as per standard.
- t. If required, round the clock services are to be provided.
- u. Drinking Water from Aqua guard/ safe drinking water is to be supplied by you to the guests as and when required. Aqua guard has been installed by WBSEDCL.
- v. TV sets are to be kept in clean condition and also covered when not in use. TV sets in the guest rooms, common areas/ dining rooms are to be recharged when the rooms are occupied by guests.
- w. Day-to-day supply and distribution of food-stuff to the Boarders & officials of WBSEDCL are to be made as per prescribed rate of food-stuff.
- x. Bed charges and food-stuff charges are to be displayed appropriately in both the Guest Houses & PPSP Township Canteen.
- y. Crockeries and utensils of the company shall have to be handled with due care.
- z. Supervision of the entire service/job is to be carried out by deploying personnel as specified in the tender document.

2. Accommodation at Guest House/ Inspection Bungalow : Only persons/ officials authorized by the controlling officer or his authorized representative shall be allowed to stay in PPSP Old & New Guest House/ Inspection Bungalow. No other person shall be allowed to stay.

3. Collection of Charges : The agency shall have to collect necessary boarding charges as per company's approved rate from the visitors/boarders for their stay at Guest House/ Inspection Bungalow. The collected amount of the particular month shall be deposited in 1st week of the following month to the Asstt. Manager/ Manager/ Sr. Manager (F&A)/ D.D.O., PPSP Site through controlling officer of the work. Charges for supply and distribution of foodstuff are to be collected by the agency as per prescribed rate of Foodstuff.

4. Accidents : The agency shall inform any incident of accident, fire, damage of property, during the course of carrying out work to the Controlling Officer immediately.

5. COVID 19 Protocol : The agency shall follow all the protocol of COVID-19 as issued by the appropriate Govt. from time to time.

6. Catering Service : Catering service of the Guest Houses is to be rendered to the occupants of the Guest Houses only and to those people authorized by the Controlling Officer i.e. the Addl. CE & PSIC, PPSP Site, WBSEDCL only. Catering service is not to be provided to any unauthorized people strictly. Catering service is also to be rendered at the extension counter at PPSP Township to the employees of WBSEDCL and their families who are residing/ visiting at the PPSP Township and to the occupants of the Transit Camps.

7. Fixed rate of foodstuff : The rate of foodstuff to the boarders of Guest House/ PPSP Township and officials of the WBSEDCL & their families are to be provided at the following rates:

Sl. No.	Name of the food items	Rate / Prices fixed and finalized (₹)
1	Tea per cup (150 ml)	6.00
2	Tea in pot (2 cups, 300 ml)	12.00
3	Coffee per cup (150 ml)	10.00
4	Coffee in pot (two cups, 300 ml)	20.00
5	Biscuit (Packet) Good Day/Cream Cracker	As per MRP



6	Omelette (single)	12.00
7	Omelette (double)	24.00
8	Poach/boiled egg (1 egg)	10.00
9	Pakora (Veg 8 piece) per plate	30.00
10	Pakora (Chicken 8 piece) per plate	55.00
11	BREAKFAST:-	
a.	Plain Parathas - 3 pcs./chapatti - 4 pcs, Veg. - 1 plates (150 gm.)	25.00
b.	Toast, butter/jelly - 4 pcs. Without omelette	20.00
c.	Veg Chowmein (big) - full plate	25.00
d.	Non-veg. Chowmein (Egg) with vegetables - full plate	30.00
e.	Veg Maggi (1 big packet or 2 small packet (Chotu Pack))	20.00
f.	Egg Maggi (1 big packet or 2 small packet (Chotu Pack), 1 egg)	30.00
g.	Sour Curd (100 gms.)	As per MRP
h.	Sweet Curd (100 gms.)	As per MRP
i.	Slice Cake (Britannia/ Winkies/ Biskfarm/ Monginis)	As per MRP
j.	Sinhgara/ Samosa (2 Pcs.)	15.00
k.	Seasonal Fruits	As per actual market price
12	PURE VEGETARIAN MEAL:-	
a.	Luchi 8 Pcs. With aloodum/ Channa curry + Sweet 1 Pc	40.00
b.	Rice (100 gm., uncooked rice)/ Chapati (8 pcs), Dal, Bhaji, 2 Veg. Curry, papad/ salad, chutney/lemon.	45.00
13	NON-VEGETARIAN FULL MEAL:-	
a.	Rice (100 gms, uncooked rice)/ Chapati (8 pcs), Dal, 1 veg. Curry, salad/ papad, chutney/ lemon.	
b.	(i) with one egg curry.	50.00
c.	(ii) with one fish curry (75 gm. Uncooked fish weight) Rohu/ Katla Fish	70.00
d.	(ii) with one fish curry (75 gm. Uncooked fish weight) Small Fish/ Chara Mach	60.00
e.	(iii) with four pcs. Mutton curry (100 gm Uncooked mutton weight)	130.00
f.	(iv) with four pcs. Chicken curry (150 gm Uncooked chicken weight)	80.00
g.	(iv) with four pcs. Deshi Chicken curry (150 gm Uncooked chicken weight)	120.00



14	RATE FOR EXTRA MEALS:-	
a.	Paratha (each)	6.00
b.	Chapati (each)	3.00
15	SPECIAL DISH/ ITEMS:	
a.	Veg. fried rice (per plate)/ Pulao + Chana Dal/ Aludum	55.00
b.	Veg. fried rice (Per plate)/ Pulao + Chicken Kasha (Poultry) (150 gm Uncooked chicken weight)	90.00
c.	Veg. fried rice (Per plate)/ Pulao + Chicken Kasha (Deshi) (150 gm Uncooked chicken weight)	110.00
d.	Veg. fried rice (Per plate)/ Pulao + Chilli Chicken (150 gm Uncooked chicken weight)	90.00
e.	Sweet 1 Piece	10.00
f.	Veg Biryani with potato	80.00
g.	Egg Biryani with potato (2 Eggs)	90.00
h.	Chicken Biryani with potato & 1 Egg (150 gm Uncooked chicken weight)	120.00
i.	Mutton Biryani with potato & 1 Egg (100 gm Uncooked mutton weight)	180.00
16	SPECIAL MENU FOR VIP MEAL (THALI SYSTEM):-	
a.	Basmati rice/ Jeera Rice with fried vegetables/ Pulao/ Chapati with dal, one veg. Curry, one bhaji, Paneer curry, chutney, fried papad and salad with sweet/sour curd	120.00
b.	-do- with mutton curry (100 gm Uncooked mutton weight)	220.00
c.	-do- with 2 types fish curry (150 gm. (2×75 gm.) Uncooked fish weight)	170.00
d.	-do- with chicken curry (Poultry) (150 gm Uncooked chicken weight)	170.00
	-do- with chicken curry (Deshi) (150 gm Uncooked chicken weight)	200.00
e.	Special Darjeeling tea (per cup, 150 ml)	15.00
f.	Pure milk coffee (per cup, 150 ml)	20.00
g.	Dahi Vada (2 pcs.)	20.00

8. Timings :

Morning tea	: 6:30AM to 7:30AM.
Breakfast	: 7:30AM to 9:30AM
Lunch	: 12:30PM to 02:30 PM
Snacks & Tea	: 6:00 PM to 7:00 PM
Dinner	: 8:30 PM to 10:30 PM

8. Cooking medium and spices :



- Fresh and good quality mustard and refined oil (like Fortune/ Dhara/ Engine/ Emami/ Hathi (Elephant)) available in the market may be used for cooking purpose.
 - Cookme/ Everest/ Sunrise/ MDH/ Duta/ Emami Mantra etc. brands of spices should be used for cooking purpose of veg. and non-veg. meals.
 - For Atta, Maida, besan, brands like Fortune/ Ganesh/ ITC Aashirvad should be used for cooking.
 - Good quality Banskathi Rice is to be used for normal cooking. Good quality Basmati rice (like Fortune/ India Gate/ Dawat) is to be used for cooking Biryani, Fried Rice etc. Govind Bhog rice is to be used for pulao etc.
9. **Fuel :** The agency has to arrange for commercial LPG for cooking purposes. Necessary arrangement including safety & security is to be provided. The agency may use electric heaters/ induction cook-tops for cooking purpose in case of emergency only. Such electric heaters/ induction cook-tops will have to be arranged by the agency.
10. **Hygiene & Cleanliness :** The agency should keep clean the Kitchen, dining table and dining area every time. Two times sweeping on floor of kitchen every day and Washing of Dining area every day is mandatory.
11. **Accommodation to the Workers :** Rent free accommodation will be provided to the workers/ staff of the agency deputed for this work on sharing basis by WBSedCL at the Guest House premises and at PPSP Township.



Annexure I

Format of letter of Bid

LETTER HEAD OF BIDDER (AS ENROLLED ONLINE ON e-Tendering PORTAL OF NIC)

TO

THE Tender Committee

Sub: Letter of Bid for the Work

Ref: 1. NIT No. PPSP/ e-Ten/ 124/ HR/ NIT- 06/ 258 dated 08.10.2025

2. Tender ID No. _____

Dear Sir,

We offer to execute the work as per our offered bill of quantity in accordance with the conditions of the NIT document as available in the website. The details of the EMD being submitted by us has been furnished on-line.

This Bid and your subsequent Letter of Acceptance / Purchase Order Shall constitute a binding contract between us.

We hereby confirm our acceptance of all the terms and conditions of the NIT document unconditionally.

.....
SIGNATURE OF THE BIDDER WITH OFFICE SEAL

Dated _____



PROFORMA FOR UNDERTAKING TO BE SUBMITTED BY THE TENDERER**(To be executed on non-Judicial stamp paper of ₹ 50/-)****(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. I/We* are submitting Tender for the Work _____
against Tender Notice No. PPSP/ e-Ten/ 124/ HR/ NIT- 06/ 258 dated 08.10.2025
2. None of the Partners of our firm is relative of employee of WBSEDCL (Name of the Company).
3. Neither I/We* have abandoned any work pertaining to any contracts as were awarded to us previously, nor any of our contracts have been rescinded during the last 5 (five) years, for any default on our part.
4. All information furnished by us in respect of fulfilment of eligibility criteria and qualification information of this Tender is complete, correct and true.
5. All documents / credentials submitted along with this Tender are genuine, authentic, true and valid.
6. 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.
7. Should this Bid be accepted, I/We* also agree to abide by and fulfil all the terms and conditions of provisions of the above mentioned Bidding Documents.

SIGNATURE OF THE TENDERER WITH OFFICE SEAL

Dated _____

(Duly authorized to sign the Tender on behalf of the Bidders)

Name.....

Designation.....

Name of Company.....

(IN BLOCK LETTERS)

WITNESS

Signature.....

Date.....

Name & Address.....

.....

Telegraphic Address.....

.....

.....

Telephone No.....

E-mail.....

(*Strike out whichever is not applicable)

Note :- 1. For the purpose of executing this, the non-judicial stamp papers of appropriate value shall be purchased on behalf of Contractor / Agency.



BID PROPOSAL

(To be submitted on official letter head by the bidder)

Bid proposal Reference:

To
 The C.E. & P.M.
 Purulia Pumped Storage Project
 West Bengal State Electricity Distribution Company Limited
 5th Floor, A Block, Vidyut Bhavan, Salt Lake – 700091, West Bengal.
 India

Sub: Proposal for Running, maintaining, and operating the PPSP Old & New Guest House and Extension Counter (together with Transit Camps) at PPSP Township including the catering services, all at PPSP Site, Bagmundi, Dist. - Purulia, West Bengal, PIN CODE : 723152.

Ref: Tender Notice No – PPSP/ e-Ten/ 124/ HR/ NIT- 06/ 258 dated 08.10.2025

Dear Sir,

I/We, the undersigned, having examined the tender documents issued by WBSEDCL for this bid, I/We hereby like to state that I/ We willfully accept all your conditions and submit our offer for Running, maintaining, and operating the PPSP Old & New Guest House and Extension Counter (together with Transit Camps) at PPSP Township including the catering services, all at PPSP Site, Bagmundi, Dist.: Purulia, PIN: 723152 as per Tender no. stated above.

The "Price Bid Offer" has been furnished in Indian Rupees.

I/We are enclosing herewith the Earnest Money (Bid Security) amounting to ₹ _____ (in words and in figures) in line with the Clause of the "Instruction to bidder", of the Bid Document".

I/We confirm that our Bid shall remain valid for 180 days from the date of opening of the Price Bid.

I/We further confirm that in the event the Bid is accepted, we shall furnish performance security & Indemnity Bond towards successful performance of the contract in accordance with Clause of the "Conditions of Contract and in the format given in Annexure –V & Annexure –VI" respectively and shall execute the Contract Agreement.

Until a formal Contract Agreement is executed, the Bid Document, this Bid, subsequent correspondences together with the Letter of Award of WBSEDCL shall constitute a Contract between WBSEDCL and ourselves.

I/We understand that WBSEDCL is at liberty not to accept the lowest Bid Price. We also understand that WBSEDCL is at liberty not to accept any or all Bids and WBSEDCL is at liberty to negotiate with Bidder(s) at any stage.

Dated this _____ day of _____ 20____

 (Signature of the Bidder)

Witness

 (Signature and Full Name & Address)

 (Full Name)

Title _____
 (affix seal here)

Office address:

Contact Mobile No & E-Mail ID:- _____



PROFORMA OF DECLARATION OF BLACK LISTING/ HOLIDAY LISTING

(To be submitted on official letter head by the bidder)

Ref: **Tender Notice No – PPSP/ e-Ten/ 124/ HR/ NIT- 06/ 258** dated 08.10.2025.

In the case of a Proprietary Concern:

I hereby declare that neither I in my personal name or in the name of my Proprietary concern M/s....., which is submitting the bid, nor any other concern in which I am proprietor nor any partnership firm in which I am involved as a managing partner have been placed on black list or holiday list declared by WBSEDCL, WBSETCL or any central/ state power utility services, except as indicated below:

(Here give particulars of blacklisting or holiday listing, and in absence thereof state 'NIL')

In the case of a Partnership Firm:

We hereby declare that neither we, M/s....., submitting the bid nor any partner involved in the management of the said firm either in his individual capacity or as proprietor or managing partner of any firm or concern have or has been placed on black list or holiday list declared by WBSEDCL, WBSETCL or any central/ state power utility services, except as indicated below:

(Here give particulars of blacklisting or holiday listing, and in absence thereof state 'NIL')

In the case of a Company:

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

(Here give particulars of blacklisting 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 any Administrative Ministry, shall have the right to reject my/ our bid and if the bid has resulted in a contract, the contract is liable to be terminated.

.....
SIGNATURE WITH DATE & SEAL OF THE TENDERER



Format of Bank Guarantee towards Performance Security

(To be executed in non-judicial stamp paper of appropriate value)

Ref.....

Bank Guarantee No..... Date :

To

The C.E. & P.M.

Purulia Pumped Storage Project

West Bengal State Electricity Distribution Company Limited

5th Floor, A Block, Vidyut Bhavan, Salt Lake – 700091, West Bengal.

India

Dear Sirs,

In consideration of West Bengal State Electricity Distribution Company Ltd, (herein after referred to as the "Owner" which expression shall unless repugnant to the context or meaning thereof include its successors, administrators and assigns) having awarded to M/s.....with registered/Head office at.....(hereinafter referred to as "Contractor" which expression shall unless repugnant to the context or meaning thereof include its successors, administrators, executors and assigns), a Contract issued by Owner's Letter of Award No.....dated..... for.....(scope of work) for a Contract Price of (indicate the amount in words and figures) and the same having been acknowledged by the Contractor, resulting in a Contract bearing No.....dated Contractor having agreed to provide a Contract Performance Guarantee for the faithful performance of the entire Contract as per terms of the contract equivalent to ₹..... (indicate the amount in words and figures) being (10%) (Ten Percent) of the said value of the Contract to the Owner, and the Contractor having approached us _____ (Bank) for furnishing such Bank Guarantee which was accepted by us.

We..... (Name and Address of Bank) 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 the Owner, on demand any or all monies payable by the Contractor to the extent of ₹.....(indicate the amount in figures and words) as aforesaid at any time up to.....* (day/month/year) without any demur, reservation, contest, recourse or protest and/or without any reference to this Contractor.

Any such demand made by the Owner on the bank shall be conclusive and binding notwithstanding any difference between the Owner and the Contractor or any dispute pending before any Court, Tribunal, Arbitrator or any other authority. The Bank undertakes not to revoke this guarantee during its currency without previous consent of the Owner and further agrees that the guarantee herein contained shall continue to be enforceable till the Owner discharges this guarantee.

Owner may at any time within the validity and / or claimed period, as may extended from time to time, as mentioned in this guarantee enforce this guarantee by way of a letter calling upon us _____(Bank), to pay any amount limited to the amount cover under this guarantee enclosing a copy of this guarantee, and upon such enforcement, we _____(Bank) hereby agree and undertake to pay Owner forthwith but in no case later than fifteen (15) days from the date of issue of such letter of enforcement of Owner of this guarantee, the amount limited to _____ (indicate the amount in figure and words) without any protest and without referring to M/s _____ (Name of the Contractor) in whose instant the Bank Guarantee is executed.

The Owner shall have the fullest liberty without affecting in any way the liability of the Bank under the guarantee from time to time to extend the time for performance or the Contract by the Contractor. The Owner 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 in any manner and either to enforce or to for bear to enforce any covenants, contained or implied in the Contract between the Owner and the Contractor or any other course or remedy or security available to the Owner. The Bank shall not be relieved of its obligations under these presents by any exercise by the Owner of its liberty with reference to the matters aforesaid or any of them or by reason of any other act of omission or commission on the part of the Owner or any other indulgences shown by the Owner or by any other matter or thing whatsoever which under law would, but for this provision have the effect of relieving the Bank.

The bank also agrees that the Owner 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 not withstanding any security or other guarantee the Owner may have in relation to the Contractor's liabilities.

Notwithstanding anything contained herein above our liability under this guarantee is restricted to ₹..... (indicate the amount in words and figures) and it shall remain in force up to and including** (day/month/year) and shall be extended from time to time for such period as may be desired M/s.....on whose behalf this guarantee has been given. Unless a demand or claim is lodged on us within or an action or suit to enforce the claim is filled against this Guarantee within including*(day/month/year) we shall be discharged from all liabilities thereafter.

Our payments hereunder shall be made to Owner, free and clear of and without reduction by reasons of any and all present and future taxes, levies, charges of withholdings, whatsoever, imposed or collected with respect thereto.

All rights of Owner under this guarantee shall be forfeited and the Bank shall be relieved and discharged from all liabilities thereunder unless Owner brings any action, to enforce a claim under this guarantee against the Bank within One Hundred and Eighty (180) days from the above mentioned date or from the extended date.

The Guarantee shall be governed by and construed in accordance with the law of India. In witness whereof, the Bank, through its authorised Officer, has set its hand and stamp on this _____ day of 20 _____ at _____.

(Signature of the witness)

(Signature of authorised signatory of Bank)

(Name)

(Name)

(Official address)

(Designation with Bank Stamp)

Attorney as per Power of Attorney

No..... Date

* Till 6 (six) months after the validity of the Bank Guarantee i.e. upto __.__.20__.

** Upto 3 (six) months after the expiry of warranty/guarantee period i.e. upto __.__.20__.

Notes:

1. The stamp paper of appropriate value shall be purchased in the name of issuing bank.
2. The sum shall be 10% (TEN percents) of the Contract Price.
3. The performance Bank Guarantee/ Security Deposit Bank Guarantee shall be valid up to three (3) month from the end date of contract period. A period of six (6) months should be added as claimed period from the last date of validity of the Bank Guarantee.
4. In case the Bank Guarantee is given by any bank situated outside West Bengal, arrangement shall be made by the Bank for invoking the Bank Guarantee from any Bank situated in Kolkata, whenever it is necessary.
5. The Bank Guarantee shall be signed on all the pages by the authorized representatives of Bank.



PROFORMA OF INDEMNITY BOND

(To be executed on Non-Judicial Stamp Paper of ₹ 100/-)

BY THE PRESENT INDEMNITY BOARD EXECUTED by me/us on this _____ day of _____, I/We having Registered Office at _____ (hereinafter called "OBLIGOR/OBLIGORS" 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 the West Bengal State Electricity Distribution Company Limited (WBSEDCL), a Government of West Bengal Enterprise within the meaning of sec. 617 of the Company's Act, 1956 having registered office at Vidyut Bhavan, Block – DJ, Sector – II, Salt Lake, Kolkata – 700 091 (hereinafter called as OBLIGEE, which expression shall mean and include it's legal representative, administrators assigns.

Whereas OBLIGOR/OBLIGORS has/have been awarded to execute the job/works under Letter of Award Nos. _____ dated _____ issued by the OBLIGEE after having observing necessary formalities, the details of which is described in the schedule given here under 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 Employee Compensation Act, 1923 (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/OBLIGORS is/are under obligation to execute this Indemnity Bond before the commencement of actual execution and OBLIGOR/OBLIGORS is/are 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 stated within the meaning of the contract before the execution of this Indemnity Bond.

Now this indenture witnesses that I/we the OBLIGOR/OBLIGORS 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 the OBLIGOR/OBLIGORS.
2. THAT the OBLIGOR/OBLIGORS will take/adopt all safety norms in respect of each and every workmen labour personnel according to the rules or to the satisfaction of the OBLIGEE IN ALL CASES.
3. That the OBLIGOR/OBLIGORS undertakes/undertake to engage only those labour worker or any other personnel whether skilled or unskilled or any other person whether in technical management or non-managerial or any other capacity in the area covered under Employee' State Insurance Act, 1948 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 Employees State Insurance Act., who does/do not has/have insurance coverage within the meaning of Employees' State Insurance Act,1948.
4. That the OBLIGOR/OBLIGORS further undertakes/undertake to engage only those labour, worker, or any other personnel, whether skilled or unskilled, whether in technical, managerial or non-managerial or any other capacity in the area NOT covered under Employees' State Insurance Act 1948, who has life insurance for the sum assured equivalent to the amount of Compensation under the Employees Compensation Act in case of accidental death or inquiry and such insurance has been effected by the OBLIGOR/OBLIGORS.
5. THAT the OBLIGOR/OBLIGORS undertakes/undertake to indemnify and keep harmless the OBLIGEE from all claims, action, proceedings and of risk, damage, danger to any person whether belonging to/or not belonging to OBLIGOR/OBLIGORS.



6. THAT the OBLIGOR/OBLIGORS shall keep harmless the OBLIGEE from all claims, compensation, damages, any proceedings in respect of any of its employee/workmen under the Employee Compensation Act or any other laws 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/OBLIGORS has/have not complied with guidelines/formalities within the meaning of Employees' State Insurance Act or Employee 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 the calculation of the total period of completion of work for which the OBLIGOR/OBLIGORS is responsible to complete the work/job and it will be deemed that discontinuance was due to default of OBLIGOR/OBLIGORS.

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 OBLIGOR/OBLIGORS or for any other reason, the OBLIGEE shall have the right to recover the said amount from any amount receivable by OBLIGOR/OBLIGORS or any bank guarantee deposited or anything payable whether in connection with this contract or other contract by the OBLIGEE to the OBLIGOR/OBLIGORS.

9. THAT the OBLIGOR/OBLIGATOR is/are aware and accept 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.

SIGNED AND DELIVERED

BY THE OBLIGOR/OBLIGORS
Signature :

WITNESS:

1) Name & Designation :
Signature :
2) Name & Designation :
Signature :

Note:-

1. For the purpose of executing this Agreement, the non-judicial stamp papers of appropriate value shall be purchased on behalf of Contractor / Agency.

2. The Agreement shall be signed on all the pages by the authorized representatives of Contractor / Agency.



PROFORMA OF EXTENSION OF BANK GUARANTEE
(To be executed on Non-Judicial Stamp Paper of appropriate value)

Ref.....

Date.....

To

.....

.....

..... West Bengal

Sub: Extension of Bank Guarantee Nofor ₹..... favoring yourselves, expiring onon account of M/s.....in respect of Contract No.....dated..... (Hereinafter called original Bank Guarantee).

Dear Sirs,

At the request of M/s, we.....Bank, branch office atand having its Head Office at.....do hereby extend our liability under the above mentioned Bank Guarantee No..... dated..... for a further period of (Years/Months) from.....to expire on..... Except as provided above, all other terms and conditions of the original bank guarantee No.....dated shall remain unaltered and binding.

Please treat this as an integral part of the original bank guarantee to which it would be attached.

Yours Faithfully,

For.....

Manager/Agent/Accountant.....

Power of Attorney No.....

Dated.....

SEAL OF BANK

NOTE: The non-judicial stamp paper of appropriate value shall be purchased in the name of the bank who has issued the Bank Guarantee.



Annexure - VIII**Tender Notice No.** : PPSP/ e-Ten/ 124/ HR/ NIT- 06/ 258

Dated: 08.10.2025

PRICE SCHEDULE (UNPRICED)**To be submitted online by the Bidder in statutory cover (Technical file)****Bidder will quote GST in percentage against each items as mentioned in BOQ. Tender will also quote HSN/SAC against the BOQ item**

SL.NO	ITEM SPECIFICATION	HSN /SAC	UOM	QTY	GST (%)
Part	Description of Work				
1.0	Running, maintaining, and operating the PPSP Old & New Guest House and Extension Counter (together with Transit Camps) at PPSP Township including the catering services, all at PPSP Site, Baghmundi, Dist.: Purulia, PIN: 723152.		Lot	1	

SIGNATURE OF THE BIDDER WITH OFFICE SEAL

Dated _____



Tender Notice No.

: PPSP/ e-Ten/ 124/ HR/ NIT- 06/ 258

Dated: 08.10.2025

Pro-forma for Contract Agreement

(To be executed on Non-Judicial Stamp Paper of ₹ 100/-)

ARTICLES OF AGREEMENT MADE this ----- day of ----- in the year -----
----- between WEST BENGAL STATE ELECTRICITY DISTRIBUTION COMPANY
LIMITED (WBSEDCL), a statutory Body constituted by the Govt. of West Bengal having its head office at
"Vidyut Bhavan", Block-DJ, Sector-II, Salt Lake City, Kolkata-700091 hereinafter referred to as the
'Company' (which expression shall unless excluded by or repugnant to the context be deemed to include
its successors and assigns) of the ONE PART.

AND ----- hereinafter referred to
as the 'Contractor' (Which expression shall unless excluded by or repugnant to the context be deemed to
include its heirs, executors, administrators, representatives and permitted assigns) of the OTHER PART.

WHEREAS the Company invited tender vide Tender Notice No -----
----- (annexed hereto) for " -----"
-----"

AND WHEREAS in pursuance of such invitation for tenders the contractor submitted a tender
vide no ----- dated -----, Techno-commercial part of which
was opened on ----- and the Price bid was opened on ----- (The tender offer is in custody
of the Company at present).

AND WHEREAS AFTER consideration of the tender submitted by the Contractor, with
clarification(s), the Company accepted the said tender submitted by the Contractor and placed Letter of
Award no -----

NOW THEREFORE, the Company and the Contractor agree as follows:

1. The Contractor agrees to undertake the work of-"-----"

-----"as per Letter of Award no -----
-----dt ----- referred to above.

2. The Company agrees to pay the Contractor as per as per Letter of Award no
----- dt. ----- referred to above.

3. Both the Contractor and the Company agree that for the purpose of jurisdiction in the court in
regard to any dispute arising out of this agreement, this agreement shall be deemed to have been
executed within the jurisdiction of the original side of the High Court, Kolkata.

IN WITNESS WHEREOF the parties have hereunder affixed their signature on the day, the month and
year written as above.



SIGNED, SEALED AND DELIVERED:

Contractor

1. _____

Witness

2. _____

Witness

Company

1. _____

Witness

2. _____

Witness



PROFORMA FOR BANK GUARANTEE FOR ADDITIONAL PERFORMANCE SECURITY DEPOSIT

(To be furnished in a non- judicial Stamp Paper of appropriate value)

Ref. No.

Bank

Guarantee

No. _____

Date: _____

To

The Chief Engineer & Project Manager
Pumped Storage Project Department,
West Bengal State Electricity Distribution Company Limited (WBSEDCL)
(A Govt. of West Bengal Enterprise)
Vidyut Bhavan, C Block, 5th Floor
Sector II, Block DJ
Bidhannagar
Kolkata 700 091, India

WHEREAS (Name and address of the contractor) has undertaken, in pursuance of contract no Dated to execute (name of Contract and Brief description of contract) hereinafter called "the contract".

AND WHEREAS it has been stipulated by 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 and branch) hereby affirm that we are the Guarantor and responsible to you on behalf of the Contractor, up to a total ₹ (Rupees in words) being (10%/ 20%) (Ten/ Twenty Percent) of the Tendered Amount to WBSEDCL. 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 disputes raised by the contractor 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 hereby, we 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.

The Guarantee shall be valid upto It comes into the force with immediate effect shall remain in force and valid for a period up to 3 (three) months after the expiry of Defect Liability period/ Contract Period (or extension thereof if granted) under the stated contract plus claim period of six months of the Bank Guarantee. Notwithstanding anything mentioned above our liability against this guarantee is restricted to ₹.....(Rupeesin words) and unless a claim in writing is logged 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 on day of, 20..... at.....

(Signature of the witness)

(Signature of authorized signatory of Bank)

(Name)

(Name)

(Official address)

(Designation and code number with Bank Stamp)

Attorney as per Power of Attorney

No..... Date

* Till 3 (three) months after the validity of the Bank Guarantee.

** Upto 3 (three) months after the expiry of contract period (or extension thereof if granted)/ warranty/guarantee /Defect Liability period.



Notes:

1. The stamp paper of appropriate value shall be purchased in the name of issuing bank.
 2. The sum shall be 10% (ten percent) or 20% (twenty percent) of the Tendered Amount as applicable according to Clause No. 11 (Additional Performance Security) of Chapter 2 (General Conditions of Contract).
 3. The additional performance Bank Guarantee/ Security Deposit Bank Guarantee shall be valid up to three (3) month after the expiry of contract (or extension thereof if granted)/ warranty/guarantee period. A period of three (3) months should be added as claimed period from the last date of validity of the Bank Guarantee.
 4. In case the Bank Guarantee is given by any bank situated outside West Bengal, arrangement shall be made by the Bank for invoking the Bank Guarantee from any Bank situated in Kolkata, whenever it is necessary.
 5. The Bank Guarantee shall be signed on all the pages by the authorized representatives of Bank.
 6. This Bank Guarantee should contain the name, designation and code number of the officer (s) signing the guarantee.
 7. The address, telephone number and other details of the Head Office of the Bank as well as the issuing branch should be mentioned in the cover letter of the issuing branch.
-



PROFORMA OF DECLARATION REGARDING NO LITIGATION AGAINST WBSEDCL

(To be submitted on official letter head by the bidder)

Ref: **Tender Notice No** – PPSP/ e-Ten/ 124/ HR/ NIT- 06/ 387 dated 19.1.2026.

We hereby declare that, no legal litigation/ arbitration is pending/ ongoing against WBSEDCL in any court/ forum against/ by the bidder or its sister concern/ Director/ Partner/ Proprietor.

If it is found at any stage of tendering, our offer will be rejected and I/ we don't have any objection on the same.

Bidder's Name (IN BLOCK LETTERS):

Signature of the Tenderer:

Name of the Tenderer (IN BLOCK LETTERS):

Designation (IN BLOCK LETTERS):

Seal of the company:

Date:



KEY INFORMATION ABOUT THE BID

Tender Notice No.

: PPSP/ e-Ten/ 124/ HR/ NIT- 06/ 387

Dated 19.01.2026

1.0	Proposal No. and Date	:
2.0	Validity of offer from date of opening of Price Bid	: 180 Days
3.0	Name and Communication Details:-	
3.1	Full name of Bidder	:
3.2	Address	:
3.3	Contact Telephone Number	:
3.4	Fax Number / E –Mail ID	:
3.5	Person to be contacted	:
4.0	Nature / status of candidate firm (whether Sole Proprietary / Partnership / Private Limited/Public Limited / Public sector)	:
5.0	Do you anticipate any change in the ownership During proposed period of work?	: Yes / No
6.0	GST Registration No. (a copy should be enclosed)	:
7.0	PAN Card No. (a copy should be enclosed)	:
8.0	Details of Registration certificate under company Act (if any)	:
9.0	Details of Earnest Money submitted: Amount Details of Demand Draft/ Pay Order	: : :
10.0	Details of Tender Fee submitted: Amount Details of Demand Draft/ Pay Order	: : :
11.0	Whether agreed to all Conditions of Contract	: Yes/ No

Signature of the Bidder with official Seal

Dated _____



Certificate regarding Summary Statement of Yearly Turnover**Tender Notice No. -** PPSP/ e-Ten/ 124/ HR/ NIT- 06/ 387

Dated 19.01.2026

This is to certify that the following statement is the summary of the audited Balance Sheet arrived in favour of for the 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 in lakh (two digit after decimal)	
1			
2			
3			
Total			

Average Turnover: In

Note:

1. Year proceeding the current financial year is to be considered as Year-1.
2. Average turnover is to be expressed in lakh of rupees, rounded up to two digits after decimal.
3. Average turnover for 3 years is to be obtained by dividing the total turnover by 3.0. If the Firm was set up in less than 3 year's period, consider the turnover for the period from inception to the Year-1. It may be either 1.0 or 2.0. Average turnover is to be obtained by dividing the total turnover by 1.0 or 2.0, as the case may be.
4. In case, the firm was set up in less than 3 year's period, mentioned the year of inception in the 'Remarks' column.

Signature of the Auditor with official Seal

Date _____



STATEMENT OF ORDERS EXECUTED DURING LAST SEVEN FINANCIAL YEARS**Tender Notice No. -** PPSP/ e-Ten/ 124/ HR/ NIT- 06/ 387

Dated 19.01.2026

(To be filled in Bidder's Letter Head)

Sl. No.	Name of the Work Executed	Financial year	Order No. and date	Name of Work order issuing authority	Contract Value (Excl. GST)	Quantity ordered for Work Execution	Quantity of Work Executed

Signature of the Bidder with official Seal

Date _____



STATEMENT FOR CURRENT CONTRACT COMMITMENTS / WORKS IN PROGRESS**Tender Notice No –** PPSP/ e-Ten/ 124/ HR/ NIT- 06/ 387

Dated 19.01.2026

(To be filled in Bidder's Letter Head)

Name of the Bidder:							
Sl. No.	Name of the Work	Owner Name and Contact Details	Date of issuance of LOI / LOA	Stipulated date of completion	Contract Value (in ₹)	Value of Balance Work (in ₹)	Estimated date of completion
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							

SIGNATURE OF THE TENDERER WITH OFFICE SEAL

Date _____



MANDATE FORM BY VENDOR FOR RTGS/NEFT PAYMENTS
(TO BE FILL IN BLOCK LETTER)

1. NAME OF THE VENDOR :
.....
2. ERP VENDOR NO :
.....
3. VENDOR TYPE : Company/Partnership/Proprietorship/Self Help Grp/HUF / Others
(To be specified)
4. Address :
.....
.....
.....
5. TELEPHONE NO. & FAX NO :
.....
6. MOBILE PHONE :
.....
7. E-mail :
.....
8. P.A.N. NO. (MANDATORY) :

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9. GST REGISTRATION NO. :
.....
10. VAT Registration No.
:.....
11. Service Tax Registration No. :
.....
12. PARTICULARS OF BANK ACCOUNT (One cancelled Cheque is to be enclosed)
 - i) Name of Account Holder :
.....
 - ii) BANK NAME :
.....
 - iii) BRANCH NAME & ADDRESS :
.....
 - iv) BANK BRANCH TELEPHONE NO. :
.....
 - v) ACCOUNT TYPE :
.....
 - vi) ACCOUNT NO :

--	--	--	--	--	--	--	--	--	--
 - vii) BANK MICR CODE:

--	--	--	--	--	--	--	--	--	--	--	--
 - viii) BANK'S IFS CODE:

--	--	--	--	--	--	--	--	--	--	--	--



13. DECLARATION OF THE PARTY:

I do hereby declare that the particulars given above are correct and complete. If the transaction is delayed or not affected at all for reasons of incomplete and incorrect information, WBSEDCL will not be held responsible.

Date:

Signature of the Vendor

N.B: [Where the cheque does not carry IFS Code an attestation from Bank attesting the IFS Code should be given]

SIGNATURE OF BANK OFFICIAL WITH SEAL



BANKER'S CERTIFICATE

(To be filled in the Bank's Letter Head)

(To be given by banker of bidder)

This is to certify that M/s (FULL NAME AND ADDRESS)
 who are submitting their Bid to.....against their tender specification vide Ref.
 No..... and date..... is our customer for the
 past.....years.

Their financial transactions with our bank have been satisfactory. They enjoy the following fund based
 and non-fund based limits including guarantees, L/C and other credit facilities with us against which
 the extent of utilization as on date is also indicated below:

Sl. No.	Type of Facility	Sanctioned limit as on date	Utilization as on date.....

This letter is issued at the request of M/s.....

Signature of Bank Official
 Name of Bank
 Name of authorized Signatory.....
 Designation.....
 Phone No.....
 Address.....

SEAL OF THE BANK



Tender Notice No. : PPSP/ e-Ten/ 124/ HR/ NIT- 06/ 387

Dated 19.01.2026

DECLARATION SHEET

I certify that all the information pertaining to this offer are correct and are true representation of the materials covered by our Formal proposal number.....dated..... I hereby certify that I am duly authorized representative of the supplier / service provider whose name appears above my signature.

Supplier's service provider Name:

Authorised Representative's Signature.....

**Supplier's /Service
Intent:.....**

**Provider The Supplier / Service Provider hereby agrees
to fully comply with the requirements and
intent of this specification for the Price
Indicated.**

.....
.....
Authorised Representative's Signature

Specific exception to specifications
General & supplementary conditions
If any, tabulate & sign below



CHECK LIST

Tenderers are required to upload the scan copy of all the necessary documents, required as per NIT Terms & Condition and verify before submission of Tender and also upload the Check List in the following Format, duly signed.

Sl. No.	Scanned Copy of Documents to be uploaded	Name of folder	To be submitted in cover	Submitted (Y/N)
1.	Letter of Bid (Annexure-I) Proforma for Undertaking (Annexure-II) Bid Proposal (Annexure-III) Declaration of Black Listing/ Holiday Listing (Annexure-IV) Proforma of Bank Guarantee (Annexure-V) Format of Indemnity Bond (Annexure-VI) Proforma of Extension of Bank Guarantee (Annexure-VII) Price Schedule in unpriced condition (Annexure-VIII) Proforma for Contract Agreement (Annexure-IX) Proforma for Bank Guarantee for Additional Performance Security Deposit (Annexure-X) Proforma of declaration regarding no litigation against WBSEDCL (Annexure-XI)	Annexure	Statutory cover (Technical proposal)	
2.	Notice Inviting Tender General Conditions of Contract and Scope of Works.	NIT	Statutory cover (Technical proposal)	
3.	Additional Terms and Condition if any.	NIT	Statutory cover (Technical proposal)	
4.	Addenda / corrigenda, if published	NIT	Statutory cover (Technical proposal)	
5.	Key Information (Form-I) Summary Statement of Average Annual Turnover (Form-II) Statement of Order Executed during last Seven Years (Form-III) Statement for Current Works In Progress (Form-IV) Mandate Form (Form-V) Banker's Certificate regarding Financial Capability of Bidder (Form-VI) Declaration Sheet (Form-VII) Check List (Form- VIII)	Forms	Statutory cover (Technical proposal)	
6.	GST registration certificate.	Certificates	Non-statutory cover (Technical proposal)	
7.	PAN card	Certificates	Non-statutory cover (Technical proposal)	
8.	Professional Tax (PT) registration certificate and Current Professional Tax (PT) submission Challan.	Certificates	Non-statutory cover (Technical proposal)	
9.	If there is no Professional Tax in any state, a declaration should be given.	Certificates	Non-statutory cover (Technical proposal)	
10.	Registration certificate under company Act (if any).	Certificates	Non-statutory cover (Technical proposal)	



11.	Banker's certificate regarding financial capability issued within last one year from the date of opening of Tender.	Certificates	Non-statutory cover (Technical proposal)	
12.	Annual turnover for last three financial years.	Financial Info	Non-statutory cover (Technical proposal)	
13.	Balance sheet & P/L A/C for last three financial years.	Financial Info	Non-statutory cover (Technical proposal)	
14.	Latest Income Tax return.	Financial Info	Non-statutory cover (Technical proposal)	
15.	Purchase Orders, Work orders, Work Completion Certificate/ Performance Certificates etc., Signed Challans etc. in support of completion of supply / work of the item against a particular contract.	Credential	Non-statutory cover (Technical proposal)	
16.	FSSAI Registration Certificate	Certificates	Non-statutory cover (Technical proposal)	
17.	List of Orders in hand, along with Order values to be executed within one year of bid submission.	Declaration	Non-statutory cover (Technical proposal)	
18.	Bill of Quantities.	BOQ	Financial cover (Financial proposal)	

Signature of the Bidder with official Seal

Dated _____

