

**West Bengal State Electricity Distribution Company
Limited**

(A Government of West Bengal Enterprise)

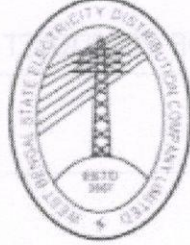
Human Resource Development Department

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CIN: U40109WB2007SGC113473



WBSEDCL

Tender Notice

BID DOCUMENT

For

Imparting Training on Disaster Management and formation of Quick Response Team for Outsourced Staffs and Officials of WBSEDCL posted at Hydel Projects (North Bengal), PPSP at Purulia & other offices situated at Plains as well as Hilly Region of WBSEDCL.

Estimated Cost Amount = Rs 153 Lakhs

Tender Fee: Nil

GM(HRD&TRG/PM), WBSEDCL

NIT No: WBSEDCL/HRDD/e-Tender/ 03

Date: 03.01.2022

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Training on Disaster Management & formation of Quick Response Team

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SECTION: I **INSTRUCTION TO BIDDER (IB)**

IB.1.

West Bengal State Electricity Distribution Company Limited herein after referred to as WBSEDCL invites e-tenders for **Order/Contract to impart Training on Disaster Management and formation of Quick Response Team for Outsourced Staffs and Officials of WBSEDCL posted at Hydel Projects (North Bengal) , PPSP at Purulia & other offices situated at Plains as well as Hilly Region of WBSEDCL** as per detail "Training modules" and other terms and conditions as laid down in the different clauses of the bid document.

IB.2. Eligibility Criteria and Technical Criteria:

A. Eligibility Criteria

1. The Bidder must comply with the "Mandatory Condition" as mentioned in **Annexure I**.
2. The Bidder should give a Self Declaration Certificate for acceptance of all terms & conditions of tender documents. A duly completed certificate to this effect is to be submitted as per **Annexure II**.
3. The bidder shall have experience in **imparting Training in any Power Distribution sector in India** in the last five years.
4. The Annual **Turnover should be at least Rs. One Crore during any three financial years out of last five financial years (2016-17 to 2020-21)**. Copies of duly signed balance sheet / trading account / profit & loss accounts along with supporting document are to be submitted as per the **Annexure-III**.
5. **This invitation for bidders is open to all Indian firms engaged in the business of imparting Training in any Power Discoms in India.**
6. The firm should be neither blacklisted, banned, debarred from participation in any organization across India in last three years nor any criminal case registered/pending against the firm or its owner/partners anywhere in India. A duly completed certificate to this effect is to be submitted as per **Annexure IV**.
7. The bidder should have successfully executed such Training Orders in at least one organization preferably in the Power Sector/ Central/State/UT/PSU's during last five years. The firm should attach list of Orders/ certificate of satisfaction of Training/credentials where the work had been executed in the last 5 years. The details of the same along with supporting document are to be submitted as per **Annexure V**.
8. Intending Bidders desirous of participating in the tender are to log on to the website **<http://wbtenders.gov.in>**. The tender can be searched by typing **wbsedcl** in the search box of the website.
9. Bidders willing to take part in the process of **e-tendering** are required to obtain **Digital Signature Certificate (DSC)** in the name of person, who will sign the tender, from any authorized Certifying Authority (CA) under CCA, Govt of India (viz. nCode Solution, Safescrypt, e-Mudhra). DSC is given as a USB eToken. After obtaining the Class 2 or Class 3 Digital Signature Certificate (DSC) from the approved Certifying Authority they are required to register the fact of possessing the Digital Signature Certificates through the registration system available in the website.
10. Intending bidders are to download the tender documents from the website stated above, directly with the help of the **e-Token** provided. *This is the only mode of collection of tender documents. Details of submission procedure are given in "Instructions to Bidders".*



B. Technical Criteria (Coverage)

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

PRE-QUALIFICATION CRITERIA FOR BIDDER: Agency/Institute/Organization must possess following pre-qualification criteria.

Pre-Qualification criteria	Documents required (Self Attested)
A) All Faculty/Instructors/ Trainers must be authorized by Govt. India Organizations/ Institutes / Organizations recognized/ affiliated by Govt. of India Organizations in the field Disaster Management/Risk & Vulnerability License holder /NDRF/NIDM Trained. or, B) The Faculty should posses technical qualification from any reputed University/Institute/Government Agency in the field of Disaster management.	1. Copies of authorization certificates / License issued by Govt. of India Organisation Institutes / Organizations recognized/ affiliated by Govt. of India Organizations -in the field of Disaster Management etc. as mentioned in Annexure-I i.f.o. Instructors/ Trainers/ Faculty Members along with their CVs and experience and performance certificates.
1. The firm should have experience in the field of Training & Development in any Power Distribution Sector in India. They should have worked at least one organization, in the last 5 years.	2. Copy of Engagement Order received from different clients in this regard along with a certificate of satisfactory completion of the Job issued in favour of the Organization or in favour of any Faculty or Team involved in the job of the organization to be enclosed.
2. The faculty (s) should have experience of handing such training at Plains as well as Hilly Region preferably in the power sector /utilities.	
3. All training sessions must be Instructor lead having at least 1 year experience in the similar field of training (covering the module or topics as mentioned under Scope of Work- Section-II)	

IB.3. Responsibility of Bidders:

1. It will be the sole responsibility of Bidders to determine and to satisfy themselves by such means as they consider necessary or desirable for all matters pertaining to this contract including, in particular, all factors that may affect the cost, duration and execution of the work.
2. It must be understood and agreed that such factors have properly been investigated and considered while submitting the bid. Any claim, whatsoever, including those for financial adjustments to the contract, once awarded under these documents will not be entertained by WBSEDCL. Neither any change in time schedule of the contract nor any financial adjustments, arising thereof, shall be permitted by WBSEDCL, which are based on the lack of such clear information of its effect.
3. WBSEDCL will not assume any responsibility regarding information gathered, interpretations or conclusions made by the bidder or regarding information, interpretation or deductions the bidder may derive from the data furnished by WBSEDCL . Verbal agreement or conversation with any officer, employee of WBSEDCL either before or after the execution of the contracts, shall not affect or modify any of the terms or obligations contained in the contract.
4. The bid shall include all the information as per bid document. The bidder is expected to examine carefully all instruction, conditions, forms, schedules, terms, Annexure, specifications etc. in the bidding documents. Failure to comply with the requirement of bid submission will be at the bidders own risk. Bids, which are determined to be not substantially responsive to the requirements of the bidding documents, will be rejected.
5. The bidder shall bear all the costs associated with the preparation and submission of bid and WBSEDCL in no case shall be responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.



6. In order to avoid any problem arising out of network error or server error, bidders are advised to submit the bid, well in advance of the last date and time of submission of the bid.

IB.4. Formation of cartel & penal Measures:

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

IB.5. Key Dates:

Schedule of Dates for e-Tendering:

Sl. No.	Activity	Date & Time
1.	Publishing Date	11.01.2022 at 11.00 Hrs
2.	Document Download start date	11.01.2022 at 11.00 Hrs
3.	Date of Pre-bid Discussion	18.01.2022 at 11.00 Hrs
4.	Bid submission start date	21.01.2022 at 14.00 Hrs
5.	Bid submission end date	31.01.2022 at 14.00 Hrs
6.	Last date of Online deposition of EMD/uploading scan copy of BG	31.01.2022 at 12.00 Hrs
7.	Last date of physical submission of original BG at office of GM (HRD&TRG/PM)	02.02.2022 at 13.00 Hrs
8.	Technical Bid opening date	02.02.2022 at 15.00 Hrs
9.	Financial Bid opening date	The date and time will be intimated after Proof of concept

IB.6.

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

IB.7. Pre Bid Discussion:

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

IB.8. Clarification of Bidding Documents:

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

IB.9. Amendment / Addendum of Bidding Documents:

At any time, prior to the deadline of submission of Bid, WBSEDCL may, for any reason, modify the Bidding Documents by issuing Addenda / Amendments and the same will be uploaded in the website



(<http://wbtenders.gov.in>) only in due time. WBSEDCL shall not have any obligation to inform the vendor through any other mode of communication on the above matters.

IB.10. Language of the Bid:

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

IB.11. Period of validity of Bid:

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

IB.12. Tender Fee: Free of Cost

IB.13.

A. Earnest money [Bid Guarantee]:

1. All bids must be accompanied with a refundable earnest money, as "Bid Guarantee". The bid shall be considered non responsive if the earnest money payment (online/BG) document i.e. duly filled **Annexure VI is not submitted/uploaded along with the bid.**
2. **EMD of Rs. 3,82,500/- (Rupees Three Lakh Eighty Two Thousand Five Hundred only) is to be paid online as mentioned below .**
3. **The Bid Guarantee of the unsuccessful Bidder/ Bidders, will be returned online as mentioned below. No interest shall be payable by WBSEDCL on the above Bid Guarantee.**
4. **The Bid Guarantee shall be forfeited for any of the following reasons:**
 - If during the period of bid validity, the bidder withdraws or modifies the bid in part or as a whole.
 - If the bidder withdraws from the Offer after submission of the tender.
 - If any cartel is formed by the tenderer in their quotation.

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

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

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

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

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

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

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

(iii) General Instructions for Online Payment of EMD:

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



- Status of NEFT/RTGS payment through Challan for a bid may take time for bank settlement which is updated in 24 Hrs. (approx.). As such bidders opting to pay through NEFT/RTGS mode shall make payment well before 24 Hrs. to avoid any complicity.
- In case actual EMD amount as per NIT is more than the one shown in E-tender Portal, bidders will have to opt for NEFT/RTGS mode (challan mode). In that case the total actual EMD amount is to be paid only through NEFT/RTGS mode (challan mode).
- The bank account used for payment of EMD by the 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.

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

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

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

D. Refund/ Settlement of EMD Amount:

- For unsuccessful bidders or in case of cancellation of tender EMD amount submitted against the tender shall be refunded automatically, through an automated process, by NIC portal on receipt of updated status of any bid.
- For successful bid(s), EMD will be refunded from WBSEDCL authority after completion of tendering process and following due procedures.
- The bank account used for payment of EMD by the 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.
- For any queries related to payments and refunds, bidders will have to communicate with ICICI Customer Support, viz. 33-40267512/ 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 Vendor Corner if not created earlier. b) To be submitted in "NIT" folder.

IB.14. General Guidance for e-Tendering:

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

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

IB.15. Signing of Bids:

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



IB.16. Online Submission of Bid:

Bids shall be submitted as under:

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

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

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

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

2. DOCUMENTS CONSTITUTING THE BID to be submitted (uploaded):

- a) **Techno-commercial folder (Cover)** : The file should be saved in a PDF version and should comprise of the following items:
 - i. **"NIT"**: NIT to be downloaded and Scanned PDF copy to be submitted (uploaded) by the bidder.
 - ii. **"EMD"**:
 - Scanned copy of document (**duly filled Annexure VI**) in support of payment of EMD in favour of WEST BENGAL STATE ELECTRICITY DISTRIBUTION COMPANY LIMITED .
 - iii. **"Mandatory Condition"**: Duly Completed Scanned PDF copy of **Annexure-I**.
 - iv. **"Annexure"**: Duly Completed Scanned PDF copy of **Annexure-II, Annexure-III, Annexure-IV, Annexure-V, along with supporting documents.**
 - v. The Bidder shall submit/upload attested copies of valid **PAN, GST Registration certificate, photocopies of the Returns towards payment of taxes/Statutory Compliances** with the Government during the last three financial year with the Bid. **GST is required to be mandatory for bill/invoicing.**
 - vi. **"Certificate /Credentials"**:
 - Scanned PDF copy of authentic authorization certificate/License in support of Faculty/Trainers/Instructors as mentioned in the Pre-Qualification Criteria and Annexure I & V by the Bidder.
 - Scanned PDF copy of orders issued by the Clients along with certificate of satisfaction of Training/credentials where the work had been executed in the last 5 years, issued in favour of the Organization or in favour of any Faculty or Team involved in demonstration/instructing/assisting in this type of Training activities.
 - Scanned and certified PDF copies of the CVs with credential/achievement/accreditation if any in regard to faculties/Trainers/Team who would be entrusted by the bidder for all the modules of above Training.
 - Scanned PDF copy of **relevant documents supporting the existence of an office in India/West Bengal.**
- Vii. **Technical Coverage**:—Scanned PDF copy of declaration of the bidder that they have capacity and credential to Train all the modules (as mentioned under Section -II) of above Training and accordingly rate offered as per **Annexure VII**
 - Scanned PDF copy of credentials as per following format:

Sl. No.	Names of Industries served/imparted similar Training	Period of Training	Cost of Training	Feedback



b) Financial Folder (Cover) :

- i) **"BoQ"**: Financial Bid in PDF version filled with all relevant information. Financial Bid i.e. BoQ given with Tender to be uploaded after filling all relevant information. **The priced BoQ should be uploaded strictly as per the format available with the tender as per Annexure X** failing which the Offer is liable for rejection (renaming or changing format of BoQ sheet (file) will not be accepted by the system).

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

Bidders should fill all the mandatory fields (of item 1 & item 2) of BoQ in order to make bid process successful.

c) Other Important Documents (OIDs):

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

IB.17. Venue: As mentioned in Annexure- IX

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

IB.19.

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

IB.20. Late Submission of Bid:

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

IB.21. Opening and evaluation of tender:

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

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

2. Opening of Financial Proposal (Price Bids) :

- Financial proposals submitted by the tenderers in the prescribed format (**ANNEXURE-X**) and declared techno-commercially eligible, will be opened **electronically** by the Tender Inviting Authority from the web portal stated above on the prescribed date.
- No deviation in any form in the price-bid sheet is acceptable.
- The encrypted copies will be decrypted and evaluated online.



- After opening of the financial proposal the preliminary summary result containing inter-alia, name of bidders and the rates quoted by them will be uploaded.
- The Tender Accepting Authority may ask any of the tenderers to submit analysis to justify the rate quoted by that tenderer.
- For any discrepancy in the amount of figures and words, the quoted amount in figure will prevail.

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

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

4. **Evaluation of bid shall be made on the price of all the modules as mentioned under Section-II.** This however will not encroach on the right of WBSEDCL to go into further processes for item wise evaluation, if required.
5. Any variation, up or down, in taxes & duties or any new levy introduced subsequent to bid opening will not be considered for comparison of bids.
6. **The Financial Bid with the lowest price will be the highest evaluated bid.**

WBSEDCL shall however consider placement of order/s on the qualified Bidder, whose offer is found to be *most suitable in all respect that includes Price, Time period for covering the entire Topics as mentioned in "Section-II", Faculty/Trainer/Instructor Pool and Feedback of the Training already imparted apart from their previous performances in the similar industry/industries in India.*

7. **Item wise lowest price offered in the Financial Bid (BoQ: Annexure X) will be the highest evaluated bid for each item separately .**

ITEM 1	Imparting Training on Disaster Management and formation of Quick Response Team for Outsourced Staffs and Officials of WBSEDCL posted at Plains of WBSEDCL.
ITEM 2	Imparting Training on Disaster Management and formation of Quick Response Team for Outsourced Staffs and Officials of WBSEDCL posted at Hydel Projects (North Bengal), PPSP at Purulia and other Hilly Region of WBSEDCL.

WBSEDCL shall however consider placement of order/s on the qualified Bidder/s separately for each item i.e for the Training Venues in the Plains (Item 1) and for the Training venue in the Hilly Region (item 2) of WBSEDCL as mentioned above on the basis of L-1 rates found in each item separately whose offer is/are found to be *most suitable in all respect that includes Price, Time period for covering the entire Topics as mentioned in "Section-II", Faculty/ Trainer/ Instructor Pool and Feedback of the Training already imparted apart from their previous performances in the similar industry/ industries in India.*

Bidders should fill all the mandatory fields (of item 1 & item 2) of BoQ in order to make bid process successful.

IB.22.a Time Schedule:

The basic consideration and the essence of the Contract shall be strict adherence to the time schedule as it will be specified in the contract to be issued from WBSEDCL. **Duration of the Training for all the modules under Section-II would be of three (03) days for each batch.**

IB.22.b Validity of Contract:

The contract will be made for a period of three years and if the performance is found extremely satisfactory then the Contract may be extended for another two years in phases (1 year each) with the same rate. However the company will have the right to terminate the contract at any time if the performance is found unsatisfactory.

Normally 4/6 batches per month (except during monsoon and Puja season) one after another will have to be conducted with a tentative yearly target of 30 batches plain & 30 batches at hilly region per year. Target may vary depending upon the situation prevail.



IB.22.c Batch Size and No. of Batches per Year:

The batch size would be 10-15 heads only. (However, in exigencies the no. of participants may be relaxed)

Total batches per Year would be 30 batches at Plains which may vary depending upon the situation prevail.

Total batches per Year would be 30 batches at Hilly Region which may vary depending on the situation prevail.

Both fresh batch & refresher training will have to be conducted.

Bidders should fill all the mandatory fields of BoQ in order to make bid process successful.

IB.23. Price:

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

IB.24. Taxes, Duties and other levies:

Only GST as applicable shall be paid extra.

IB.25. Statutory Obligations:

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

IB.26. Issue of Order:

WBSEDCL will award the contract to the successful bidder/s for item whose bid, has been determined to substantially responsive and the lowest priced bid, provided further that the bidder is determined to be qualified to perform the contract satisfactorily. WBSEDCL shall be the sole judge in this regard.

IB.27. Acceptance of Order:

The successful bidder/s shall submit written unconditional acceptance of Order/Contract within 5 (Five) days from date of issuance of the same. Submission of conditional acceptance of the Order/Contract shall be treated as non-compliance of this clause and subsequently the order may be awarded to the next successful bidder/s (L2).

IB.28. Right to reject Bids :

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

IB.29. Conflict of Interest:

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

Any bidder found to have a conflict of interest if any employee of the bidding firm/company has or develops a financial or other interest with any employee / officer of WBSEDCL associated with the Tender inviting Authority during the execution of the Contract or vice versa.

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



IB.30. Settlement of Disputes:

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

IB.31. Communication:

The successful vendor, for communicating with WBSEDCL, for this job may use the following modes.
Telephone – (033), 2319 7519.

IB.32. Representative of Vendor:

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



SECTION: II
Scope of Work

SL. NO.		DESCRIPTION OF TRAINING AREA/MODULE	DETAILS OF THE MODULE TO BE COVERED DURATION :- 03 DAYS (SCOPE OF WORK ARE MENTIONED IN SECTION –II AND IN SECTION –III CLAUSE GCC.1 & GCC.2. ALL PRACTICAL DEMONSTRATION/MOCK DRILL ETC. ARE TO BE ORGANIZED/CONDUCTED BY THE VENDOR WITH ARRANGEMENT OF ALL APPARATUS/TOOLS/ACCESSORIES)
Introductory Session by the Authorities of WBSEDCL			
1	Introduction	Faculty would introduce himself and allow the participants to get introduced to each other. This will be done in an interesting manner to facilitate ice breaking. Each participant will have to introduce his peer who is seated next giving a snapshot of his / her interests. This will especially enable the participants to be comfortable enough in the classroom in each other’s presence. Such intervention shall be undertaken by the faculty of the respective Vendor on every three months to keep the Employees always boosted.	
2	Fire	<ul style="list-style-type: none">❖ Case studies on Fire Accidents with special reference to Electrical Plant & Sub-stations (Hydel /Solar Generation & Distribution)❖ Causes of Fire and Employees role in Fire prevention.❖ QMK Concept – Fire Prevention and Fire Fighting.❖ Chemistry and classification of Fire.❖ In depth knowledge of portable fire extinguisher.❖ Knowledge to prevent the life in any kind of Emergency❖ Different kind of rescue techniques❖ Tips about the Home & Office safety❖ Familiarization of the system installed in premises.❖ Practical use of Fire Extinguishers on live fire.	
3	First Aid	<ul style="list-style-type: none">➤ Ten Commandments of First Aider.➤ 4 Lacks Identification (Breathing, Heart Beat, Blood and Consciousness).➤ ABC – Airway clearance, Artificial Respiration, Chest Compression (Cardiac Massage).➤ CPR (Cardio Pulmonary Resuscitation).➤ Application of Splints, Slings and Dressings.➤ Managing wounds, Fractures, Bleeding, first Aid to Electrocution.➤ Treatment for Burns, Heart Attack, Cardiac Arrest etc.➤ Transporting casualties, various types of lifts, Rope technique for Rescue, Stretchers.➤ Mannequin with built in artificial lungs & heart is to be used to train participants in C.P.R techniques.	
4	Preparation/Action taken for Emergency and Natural Calamities	<ul style="list-style-type: none">➤ Earthquake/ Building collapse/River Bed collapse & other calamities Preparedness and Action Plan- Before and after Earthquake and Recovery position➤ Cyclone/Heavy Rainfall- water logging / Land Slide/ Flood (<i>as per weather forecast</i>) Preparedness and action Plan –Before and after and Recovery position.➤ Quick restoration procedure of Power supply in the affected area ts due to above disaster with due safety.➤ Survey of the facility/plant by the experts and furnishing guidelines about the requirement such as Escape route planning, Emergency Exits, Identifying safe assembly Point, Checking Fire Alarm and Public Addressing System/Siren.➤ Conducting co-ordination meeting with the QRT (Quick Response Team) members such as Evacuation, Fire fighting, First Aid, Salvage, Communication and Rescue Team Members. This meeting is to be conducted on the same day of Evacuation Drill for duration of 1 hour.➤ Training on Fire Emergency (Fire/Smoke) Bomb Threats & Earthquake.➤ Conducting Evacuation and giving highly motivational and emotional awareness talk to the assembled people. Showing various simple rescue techniques and First Aid ideas by using volunteers out of assembled crowd.➤ Basic Do’s and Don’ts about Evacuation.➤ Familiarizing them with QRT members.➤ Discussion about Do’s and Don’ts in case of any emergency. Necessity for Disaster Preparedness➤ Discussion About Home & Office Safety Tips/Family Disaster Management Plan➤ Environmental Issues.➤ Road Safety Tips.➤ Snake bite – Immediate treatment and management of snake bite cases.➤ Practical Demonstration on Crawling, First Aid during Fire, Other emergency.➤ Practical Demonstration on Different Kind of Rescue Techniques.➤ Live Demonstration on Stretcher, Wheel Chair and on other Emergency Equipments.➤ Different kind of Rope technique with Mock drill➤ Impact on People living in the vicinity Relief ,Rehabilitation & Reconstruction➤ Hazard, Vulnerability ,Capacity & Risk Profile➤ Any other topics relevant to above as intimated by this office.	
5	QRT	Formation of Quick Response Team with hands on Training to face real situation. Name of the QR Team members will be provided by the respective Controlling Officer of the site office. (All apparatus/Tools/accessories for hands on Training are to be arranged by the Vendor as mentioned in GCC.2 and BOQ)	
Valedictory Session by the Authorities of WBSEDCL			



SECTION: III
GENERAL CONDITIONS OF CONTRACT (GCC)

GCC.1. General Terms:

- (i) Vendors have to arrange audio visual system for imparting Theoretical Training at different sites. Training Hall will be arranged by WBSEDCL.
- (ii) All trainees shall be provided with printed training materials and along with soft copy including videos of Mock Drills.
- (iii) The training shall be combination of theoretical and practical demonstration with mock drill.
- (iv) Training should be in English and Bengali language only, however for Darjeeling Hills, Nepali/Hindi speaking faculty is mandatory.
- (v) Each and every trainer shall have the industrial training experience of providing Training on Disaster Management in at least one organisation during **last five years**.
- (vi) Training shall be imparted by the agency normally from 10 AM to 5.30 PM **in WBSEDCL's working days with reasonable break for lunch**.
- (vii) WBSEDCL shall entertain **online mode** of training *if Lockdown declared by the Govt. in case of pandemic or any other unforeseen situation*.
- (viii) One course Coordinator shall be there from the end of vendor and one **Nodal officer** from WBSEDCL.
- (ix) The bidder has to furnish all the information as required regarding their offer.
- (x) Quotation from any sub-vendor will not be entertained.
- (xi) Consortium may be allowed only with Government Organisation/Firm/Society.
- (xii) The bidder shall satisfy WBSEDCL with his ability to complete the works positively within the stipulated time.
- (xiii) All correspondence, documents and Bid, exchanged between the Bidder and WBSEDCL shall be written in English language. Failure to comply with this request may disqualify a bidder.
- (xiv) The Company reserves the right, to reject any or all the tenders, at its discretion, without assigning any reason whatsoever.
- (xv) WBSEDCL won't take any responsibility to keep /store for the materials/equipments apparatus or tools & tackles etc under its custody. The Agency/Vendor/Company shall keep preserve /store their materials under their sole responsibilities.
- (xvi) ***Course module may be redesigned under mutual agreement time to time based on the needs of the company without affecting the cost part.***
- (xvii) ***Bidders should fill all the mandatory fields (of item 1 & item 2) of BoQ in order to make bid process successful.***

GCC.2. (a) Rates:

Training charge per batch as per **Annexure-X (BoQ)** considering a batch of **10-15 participants to cover all the modules as mentioned in Section-II in three days** may be quoted which would include the (i) Faculty/Trainer fees/charges,(both theoretical and practical/mock drill) (ii) Travelling Expenses, Purchase of Printing materials, Providing Training materials and any other apparatus/accessories as required for the Training ,(iii)other incidental charges(if any) . Applicable Taxes like GST must be shown in the quotation clearly.
Accommodation etc: *Accommodation in Guest House (as per availability at sites and at EETI Hostel of WBSEDCL shall be provided), However in case non availability the Vendors shall have to arrange their own accommodation at their cost. Vehicle from Guest House /Locally arranged accommodation to Training place and back , Food (Break Fast/ Lunch /Tea & Snacks - thrice daily /Dinner) will be arranged by WBSEDCL for participants & Faculties/Trainers/Course Coordinator at Training Places and WBSEDCL Guest House only.*



(b) Validity of the offered rate :

Rates quoted by the Bidders shall remain firm and valid **for three years**. And if the performance is found extremely satisfactory then the Contract may be extended for another two years in phases (1 year each) with the same rate.

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

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

1. Non acceptance of Contract/ Order as per "Acceptance" clause.
2. If failed to implement the project.
3. Unsatisfactory performance of Faculty/Trainer/Vendor.
4. In each above cases 15 days termination notice shall be issued prior to termination of Contract/ Order and WBSEDCL shall have the right to impose **penalty. Maximum penalty shall be limited to the deduction of the whole course fee of the said programme only for which the performance is unsatisfactory** from the pending bill(s) which may be lying with WBSEDCL.

GCC.4. Arbitration & Legal Jurisdiction:

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

GCC.5. Risk Purchase / Performance:

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

GCC.6. Liquidated Damage:

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

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

GCC.7. Termination for Insolvency

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



GCC.8. Force Majeure:

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

GCC.9. Submission of bills for payment :

1. Terms of Payment: No advance payment will be made against the Contract Order in any circumstances.
2. The bills (GST Invoice) in triplicate is to be submitted after successful completion of Training of each batch on the basis of execution order to be issued from HRDD (as per requirement) to the Controlling Officer as mentioned in **GCC.11** with **relevant papers & documents** (successful completion certificate from Nodal Officer of respective site in charge , Feedback from of all participants etc). as would be mentioned in the Contract order for payment. Payment will be released **within 30 days of receipt** of the Bill(s) by the Accounts wing of the HRD Department. **No advance payment for the assigned Training will be made.** TDS is applicable as per norms. Bank Mandate along with one cancelled cheque for payment through NEFT/RTGS should be submitted along with the first Bill.

GCC.10. Price:

1. Price should be quoted in the Price Bid Sheet (**BoQ**) as per format. No deviation in any form in the Price Bid Sheet(s) is acceptable. **The quoted price shall remain firm throughout the period of the contract.**

GCC.11. WBSEDCL Personnel for Liaison:

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



Annexure - I

Mandatory Conditions:

Sl. No.	Requisite Credentials	Supporting Documents to be submitted	Submitted (Yes / No)
1.	Self Declaration Certificate for acceptance of all terms & conditions of tender documents.	A duly completed certificate as per Annexure II	
2.	The bidder should be registered either under the Companies Act, 1956 (substituted by Companies Act 2013) or a partnership firm or a firm of individual or a registered Society or a LLP for more than 3 (three) years ending 31.03.2018.	Certificate of incorporation as a Company under Companies Act. or a registered partnership deed with their valid trade license as the case may be. And in case of other agencies/Societies/LLPs etc. ,they would be bound to submit their documents against their status.	
3.	Annual Turnover details of Rs. 1 crore <u>during any three financial years out of last five financial years (2016-17 to 2020-21).</u>	Copies of duly signed balance sheet / trading account / profit & loss accounts along with supporting document & a duly completed certificate as per Annexure-III	
4.	The bidder should not have been blacklisted from any Govt. organization across India in last three years	A duly completed certificate as per Annexure IV	
5.	4. The bidder must have a) Trainers/Instructors/Faculty having authorisation certificate from Govt. India Organizations/ <u>Institutes / Organizations recognized/ affiliated by Govt. of India Organizations</u> in the field of Disaster Management/Risk & Vulnerability Licensed holder/NDRF Trained b) Trainers/instructors having proficiency and experience for at least 03 years in working and imparting training on various modules as mentioned under 'Section-II''	Copies of authorization certificates/License issued by Govt. India Organizations/ <u>Institutes / Organizations recognized/ affiliated by Govt. of India Organizations</u> in the field of Disaster Management i.f.o. Instructors/Trainers/Faculty along with their CVs and experience and performance certificates.	
6.	The firm should have experience in the field of Training & Development in <u>any</u> Power Distribution Sector in India. They should have worked at least one organizations in the last 5 years.	1 Copy of Engagement Order received from clients in this regard along with a certificate of satisfaction for the performance issued in favour of the Organization or in favour of any Trainer or Team involved in the job as per Annexure V	
7	The bidder should have at least one office in India/West Bengal.	Relevant Documents like Trade License/Permanent GST Registration certificate or any document issued by Govt. authority supporting the existence of an office in India/West Bengal	



Annexure – I (contd.)

Sl. No.	Requisite Credentials	Supporting Documents to be submitted	Submitted (Yes / No)
8	Must Comply with all statutory obligations.	Copy of PAN Card	
		Copy of GSTIN Registration Certificate	
		Copy of Registration Certificate	
		P Tax if applicable	
		Trade License details	
		Bidder's Address Proof	
9	Earnest Money Deposit	Scan Copy of Annexure VI	
10	Technical Coverage	Duly completed Scanned PDF copy of undertaking with Authorization certificates, CVs Experience and Performance certificates of Trainers/Instructors and credentials as per Annexure I, V & VII	



Annexure II

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

Sub: Self Declaration Certificate.

Ref : NIeT No. _____ dated _____

[For Imparting Training on Disaster Management and formation of Quick Response Team for Outsourced Staffs and Officials of WBSEDCL posted at Hydel Projects (North Bengal), PPSP at Purulia & other offices situated at Plains as well as Hilly Region of WBSEDCL]

Dear Sir,

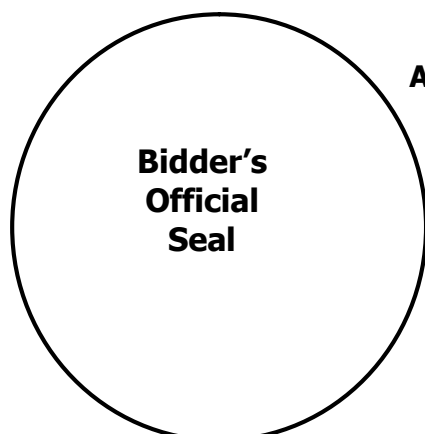
With reference to the above, I am/ We are offering our competitive bids for **Imparting Training on Disaster Management and formation of Quick Response Team for Outsourced Staffs and Officials of WBSEDCL posted at Hydel Projects (North Bengal), PPSP at Purulia & other offices situated at Plains as well as Hilly Region of WBSEDCL**, I / We hereby reconfirm and declare that I / We have carefully read, understood & complying the above referred tender document including instructions, terms & conditions, **Training modules to be covered (Section-II) , duration of Training** and all the contents stated therein.

I / We also confirm that the rates quoted by me / us are inclusive of (i) Faculty/Trainer fees/charges,(both theoretical and practical demonstration/Mock Drill (ii) Equipment and accessories required for trainings/demonstration /mock drill etc. (ii) Travelling Expenses up to WBSEDCL's Guest House/ EETIs campus/ other venues, (iii) Purchase of Printing materials and any other apparatus as required for the Training (iv)other incidental charges (if any) (v) Providing Training materials . ***Accommodation in Guest House (as per availability) and at EETI's Hostel of WBSEDCL will be arranged. In case of non availability of guest house at sites agency has to arrange accommodation and food by themselves. Vehicle from Guest House/agency accommodation to Training place and back for Faculty/Trainer and Food (Break Fast/ Lunch /Tea & Snacks- thrice daily /Dinner at training sites) will be arranged by WBSEDCL for participants & Faculty/Trainer*** . Applicable Taxes like GST are mentioned in the BoQ.

Date :

Place :

Seal :



**Bidder's
Official
Seal**

Authorized Signatory

Name:

Designation:

Contact No.:

Email ID:



Annexure III

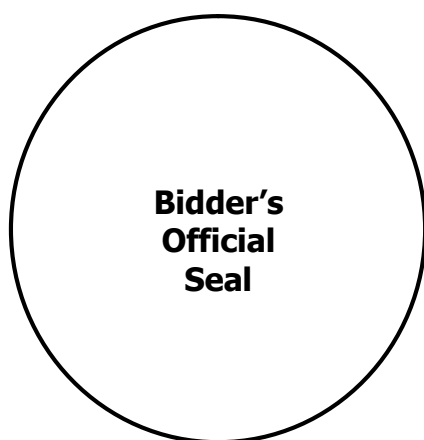
Annual Turnover Details:

Evaluation Criteria			Remark
Bidder's Annual Turnover during any three financial years out of last five financial years (2016-17 to 2020-21).	Any three of following Financial Year	Turnover of any three financial year in Rs.	-
	2020-21		Supporting Documents are to be attached along with the Annexure - III
	2019-20		
	2018-19		
	2017-18		
	2016-17		

Date:

Place:

Seal :



**Bidder's
Official
Seal**

Authorized Signatory

Name:

Designation:

Contact No.:



Annexure IV

CERTIFICATE

(to be provided on letter head of the firm)

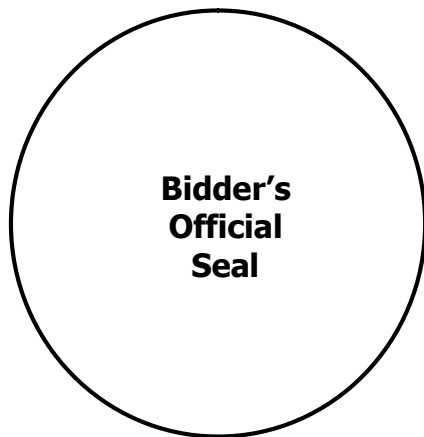
I hereby certify that the above firm neither blacklisted by any Central/State Government/Public Undertaking/Institute nor is any criminal case registered / pending against the firm or its owner / partners anywhere in India.

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

Date:

Place:

Seal:



**Bidder's
Official
Seal**

Authorized Signatory

Name:

Designation:

Contact No.:



Annexure V

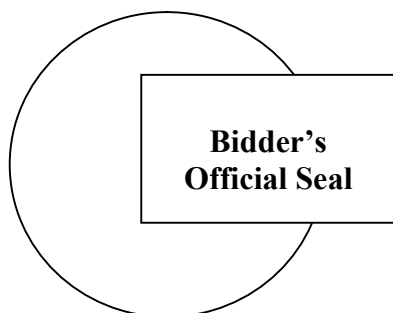
Authorisation and Work Order Details:

Sl. No.	Evaluation Criteria	Name of the Client with Ref. No. /Order No. & date	Remark
1	Authorisation and Experience Details of Trainers/Instructors/Faculty Members	-----	Scanned PDF Copies of authorization certificates / License issued by Govt. of India Organisation <u>Institutes / Organizations recognized/ affiliated by Govt. of India Organizations</u> -in the field of Disaster Management etc. as mentioned in Annexure-I i.f.o. Instructors/ Trainers/ Faculty Members along with their CVs and experience and performance certificates are to be attached along with the Annexure-V.
2	List of Order where the similar type of Training executed by the Vendor during the last five (05) years		Scanned PDF copy of orders issued by the Clients along with certificate of satisfaction of Training/credentials where the work had been executed in the last 3 years, issued in favour of the Organization or in favour of any Faculty/Trainer or Team involved in this type of Training job are to be attached along with the Annexure-V

Date:

Place:

Seal :



Authorized Signatory

Name:

Designation:

Contact No.:



ANNEXURE - VI

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

Sub: - Earnest Money Deposit (EMD) Details.

Ref : NIeT No. _____ dated _____

[For Imparting Training on Disaster Management and formation of Quick Response Team for Outsourced Staffs and Officials of WBSEDCL posted at Hydel Projects (North Bengal), PPSP at Purulia & other offices situated at Plains as well as Hilly Region of WBSEDCL]

Dear Sir,

Earnest Money of Amount Rs. **3,82,500/- (Rupees Three Lakh Eighty Two Thousand Five Hundred only)** has been deposited online on The reference no. of Transaction is / has been paid through Bank Guarantee (BG) as per format (Annexure-VIII), scan copy of the same has been uploaded in the NIC portal.

Thanking you,

Yours faithfully,

(Authorized Signatory with Seal and date)



Annexure VII

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

Sub: Self Declaration Certificate.

Ref : NIeT No. _____ dated _____

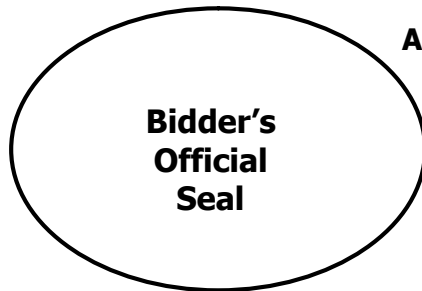
[For Imparting Training on Disaster Management and formation of Quick Response Team for Outsourced Staffs and Officials of WBSEDCL posted at Hydel Projects (North Bengal), PPSP at Purulia & other offices situated at Plains as well as Hilly Region of WBSEDCL]

Dear Sir,

With reference to the above, I am/ We are offering our competitive bids for imparting Training on Disaster Management and formation of Quick Response Team for Outsourced Staffs and Officials of WBSEDCL posted at Hydel Projects (North Bengal), PPSP at Purulia & other offices situated at Plains as well as Hilly Region of WBSEDCL, I / We hereby reconfirm and declare that we have authorized/Licensed and experienced Trainers/Instructors etc. (whose CVs, experience & performance certificates are attached herewith) to provide quality Training in all the modules as mentioned under "Section-II" and will also provide all sorts of equipment tools & accessories required for practical demonstration & mock drill during the training.

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

**Date :
Place :
Seal :**



**Bidder's
Official
Seal**

Authorized Signatory

**Name:
Designation:
Contact No.:
Email ID:**



Annexure VIII
PROFORMA FOR BID GUARANTEE (Earnest Money)

(To be stamped in accordance with Stamp Act)

Ref:.....

Bank Guarantee No.....

Date.....

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

Dear Sirs,

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

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

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

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

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

WITNESS

.....
(Signature)

.....
(Signature)

.....
(Name)

.....
(Name)

.....
(Official Address)

.....
(Official Address)

Attorney as per Power of Attorney No. _____ Date _____

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



Name of the Training Sites/Venue: Annexure- IX

Sl. No.	Name of the office	Location	District
1	Rammam Hydel Project	Rammam	Darjeeling
2	Jaldhaka Hydel Project	Jaldhaka	Do
3	Mini & Micro Hydel Project		Do
4	Purulia Pumped Storage Project	Bagmundi	Purulia
5	Darjeeling Division		Darjeeling
6	Darjeeling CCC		Do
7	Bijonbari CCC	Bijonbari	Do
8	Lodhama CCC	Lodhama	Do
9	Takada CCC	Takada	Do
10	Sukhiapokhari CCC	Sukhiapokhari	Do
11	Kurseong Division		Do
12	Kurseong CCC	Kurseong	Do
13	Sonada CCC	Sonada	Do
14	Mirik CCC	Mirik	Do
16	Kalimpong Division		Do
17	Kalimpong CCC	Kalimpong	Do
18	Teesta Bazar CCC	Teesta Bazar	Do
19	Mongpu CCC	Mongpu	Do
20	Jhalong Paren CCC	Doors	
21	Some other Hilly areas		Darjeeling
22	Different offices of WBSEDCL at Plain areas of West Bengal	Site offices and EETIs/KJTC* of WBSEDCL	All the Districts of West Bengal
N.B.: EETI: Electricity Employees Training Institutes Located at New Town, Kharagpur, Lalbag (Berhampore), Hatgobindapur (Burdwan), Tribeni (Hooghly), Malda Coochbehar and Siliguri. KJTC: Kalyani Jr. Training Training Centre situated at Kalyani			



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Item Wise BoQ

Annexure-x

Tender Inviting Authority: GM (HRD & TRG/PM), WBSEDCL

Name of Work: Imparting Training on Disaster Management and formation of Quick Response Team for Outsourced Staffs and Officials of WBSEDCL posted at Hydrel Projects (North Bengal), PPSP at Purulia & other offices situated at Plains as well as Hilly Region of WBSEDCL.

Contract No: WBSEDCL/HRDD/e-TENDER/03 Date:- 03.01.2022

Name of the Bidder/
Bidding Firm /
Company :

**ANNEXURE - X
PRICE SCHEDULE
(DOMESTIC TENDERS - RATES ARE TO GIVEN IN RUPEES (INR) ONLY)**
(This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only.)

Sl. No.	Item Description	Item Code / Make	Quantity	Units	Training Charge (Rate) per batch considering a batch of 10-15 participants to cover all the modules as mentioned in "Section II" in three days inclusive of all other cost as mentioned in GENERAL CONDITIONS OF CONTRACT (GCC.2a) and in Annexure -II except applicable GST Rs. P	Excise Duty in Rs. P	GST in %	TOTAL AMOUNT Without Taxes in Rs. P	TOTAL AMOUNT With Taxes in Rs. P	TOTAL AMOUNT In Words
1	2	3	4	5	6	7	8	9	10	11
101	Imparting Training on Disaster Management and formation of Quick Response Team for Outsourced Staffs and Officials of WBSEDCL posted at offices situated at Plains of (Theoretical, Practical demonstration and mock drill as stated in the tender document) Duration:- 03 days	item1	1000	No				0.00	0.00	INR Zero Only
102	Imparting Training on Disaster Management and formation of Quick Response Team for Outsourced Staffs and Officials of WBSEDCL posted at Hydrel Projects (North Bengal), PPSP at Purulia & other offices situated at Hilly Region of WBSEDCL (Theoretical, Practical demonstration and mock drill as stated in the tender document) Duration:- 03 days	item2	1000	No				0.00	0.00	INR Zero Only
Total in Figures								0.00	0.00	INR Zero Only
Quoted Rate in Words								INR Zero Only		

**** Note: Bidders should fill all the mandatory fields (of item 1 & item 2) of BoQ in order to make bid process successful.**

BoQ1

Ready

