

West Bengal State Electricity Distribution Company Ltd.

(A Govt. of West Bengal Enterprise)



WBSEDCL

TENDER BOOKLET

For

**Engagement of potential Agency/Company for providing different
Housekeeping jobs for WBSEDCL at Vidyut Bhavan.**

Issued against

Press Tender Notification no: WBSEDCL/CSC/SC/Housekeeping/87 Dated. 25.04.2025

E-Tender ID: 2025_WBSED_839015

By

**CORPORATE COMMON SERVICE CELL
WBSEDCL**

VIDYUT BHAVAN (8TH FLOOR, B BLOCK)

BLOCK-DJ, SECTOR-II, BIDHANNAGAR, KOLKATA - 700091, INDIA

PHONE 91-33-2334-5828, FAX- 91-33-2359 1924, E-mail cscell@wbasedcl.in

**WBSEDCL****WEST BENGAL STATE ELECTRICITY DISTRIBUTION COMPANY LIMITED****(A Govt. of West Bengal Enterprise)****CORPORATE COMMON SERVICE CELL****VIDYUT BHAVAN (8TH FLOOR, B BLOCK)****BLOCK-DJ, SECTOR-II, BIDHANNAGAR, KOLKATA - 700091, INDIA****PHONE 91-33-2334-5828, FAX 91-33-2359 1924, E-mail cscell@wbasedcl.in****Press Tender Notification no: WBSEDCL/CSC/SC/Housekeeping/87****Dated.****25.04.2025****E-Tender ID: 2025_WBSED_839015****-: INDEX: -**

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WBSEDCL**Addl. General Manager (HR&A)
Corp. C. S. Cell**Regd. Office. Vidyut Bhavan, Block-DJ, Sector-II, Bidhannagar, Kolkata - 700091
Corporate Identity No (CIN). U40109WB2007SGC113473 Web: www.wbasedcl.in

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West Bengal State Electricity Distribution Company Limited hereinafter referred to as WBSEDCL, a Govt. of West Bengal Enterprise having its registered office at Vidyut Bhavan, Block- DJ, Sector-II, Salt Lake, Kolkata -700091 is responsible to distribute uninterrupted and quality Power within jurisdiction WBSEDCL in the state of West Bengal with a consumer base of approx 2.03 Cr.

The Addl. General Manager (HR&A), Common Service Cell, WBSEDCL, 8th floor 'B' Block, Vidyut Bhavan, Salt Lake, Kolkata -91 on behalf of WBSEDCL invites Sealed tenders from the reputed and solvent agencies/companies having their proven experience to execute a service contract for a period of **02(two) years** as enlisted Agency who will provide different housekeeping services to WBSEDCL at Vidyut Bhavan in line with the **terms and conditions** mentioned hereunder.

Name of the Work :	Engagement of potential Agency/Company for providing different housekeeping jobs at Vidyut Bhavan
Estimated Contract Value:	Rs. 55 (Fifty-five) Lacs
Amount of Earnest Money:	Rs. 50,000/-
Amount of Security deposit:	Rs. 2,50,000/-
Publishing date of Press Notification & in NIC Portal:	01/05/2025
Start date of Downloading of NIT:	01/05/2025, 11.00 Hrs
Site Inspection:	02/05/2025 - 06/05/2025, 12.00 Hrs-15.00 Hrs
Pre-Bid Meeting:	06/05/2025, 12.00 Hrs
Bid submission starts on and from:	08/05/2025, 12.00 Hrs
End date of submission of Online Bid:	16/05/2025, 11.00 Hrs
End date of physical submission of Bid documents:	16/05/2025, 15.00 Hrs
Website for downloading Enlistment Booklet, corrigendum and addendum :	www.wbasedcl.in and https://wbtenders.gov.in
Mode of submission of Earnest Money and Security Deposit:	Earnest Money should be deposited online i.e. Net-banking/ RTGS/NEFT through e-tendering portal. Security Deposit may be submitted in form of Demand Draft/Pay Order/Banker's Cheque/Bank Guarantee (BG).
Submission of DD/PO/BC/BG:	DD/PO/BC/BG must be submitted in favour of "West Bengal State Electricity Distribution Co. Ltd." payable at Kolkata issued from any Nationalized/Scheduled Bank.
Date of opening of Techno-Commercial Bid:	19/05/2025 at 11.00 hrs.
Validity of Enlistment :	2 years

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The Agency/Company will be liable to arrange housekeeping services comprises the following: -

- i. To maintain the cleanliness of the offices at Vidyut Bhavan, Vidyut Bhavan Building and Compound.
- ii. To maintain the cleanliness and the hygiene of the toilets at Vidyut Bhavan.
- iii. Daily cleaning/dusting of writing tables, working tables, chairs, telephones, computers, office cubicles, photocopier machines, fax machine, printers etc.
- iv. Daily cleaning of glass panes of doors, windows and partitions.
- v. Periodic cleaning of ceilings, staircases and other areas to remove cobwebs, honey web & beehives once in a week.
- vi. Regular washing of window curtains, sofa covers & chair towels and towels use at bathrooms.
- vii. Regular maintenance of cleanliness of electric fans and light fittings of building.
- viii. Regular maintenance of cleanliness of eight nos. elevators of building.
- ix. Moving of articles like tables, chairs, almirahs, display boards, etc. as and when such shifting is necessary.
- x. Keeping the drains around the office campus clean and clear from choking.
- xi. Clean the brass and other metal fittings once in a week to remove stains and make it shiny.
- xii. Disposing off the dead bodies of birds and animals from the office premises.
- xiii. Cleaning the surface of Water Cooler, Water Filter and wash basin and the surrounding area.
- xiv. Cleaning and maintenance staff should be present from **8 A.M. to 4 P.M.** If required, as per instruction of the authority the housekeeping staffs should continue their duties beyond this time slot for which **no additional payment will be made.**
- xv. All the outsourced housekeeping personnel will enjoy all the Saturdays and Sundays as holidays and other holidays as declared by WBSEDCL. No daily wages payable will be deducted for those days. However, in case of necessity, the HoD can advice the outsourced housekeeping personnel to attend office on any holiday(s) and/or Saturday and/or Sunday. No extra payment will be made for those duties.
- xvi. No pick-up and/or drop-off facility will be provided by WBSEDCL to the outsourced housekeeping personnel under any circumstances. If any outsourced housekeeping personnel remains absent on his/her duty for unavailability of conveyance or due to any reason, the same will be treated as absence from duty and daily wages will be deducted as per prevailing norms until any order/ guideline issued by WBSEDCL and/ or by the GoWB for non-deduction of Wage.
- xvii. In case of outbreak of pandemic and/or epidemic, if lockdown and/or restriction is imposed, the outsourced personnel should attend their duties at their respective department(s) until any guidance (s) and/or order(s) is issued. Necessary passes will be provided by the HoD of the respective department. If the outsourced personnel be absent on their duty for such lockdown/restriction, daily wages will be deducted for each day of absence until any guideline/ order is issued by the GoI/WB government/WBSEDCL for non-deduction of wages.
- xviii. **Total Area covered under this tender: -**
 - a) Total front and back portion of Vidyut Bhavan Building including rooftop & basement.
 - b) Total nos. of floors including ground floor are 11 (eleven).

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- c) Four Blocks in each floor and corridors between each blocks.
- d) There is one no. ladies toilet and three nos. gents' toilets at each floor. At 7th floor VVIP toilets are extra.
- e) All other areas not covered within the Scope of Work should be done as per instruction.
- xix. One female housekeeping staffs who will clean the ladies toilet in every hour should be deployed for each ladies toilet at each floor. As well as male staffs should clean the gents' toilet in every hour.
- xx. The entire floor area should be mopped twice every day. If it is felt necessary to mop any floor area beyond regular mopping schedule that should be done as per advise of the Officer-in-charge.
- xxi. All housekeeping staff will report to the Officer in-charge at C. S. Cell or to the person assigned by the authority of WBSEDCL.
- xxii. The **initial number of engagements will be 16 (sixteen)**, of which 04 (four) will be female. Agency should deploy 04 (four) housekeeping staffs per floor including one (01) female staff. But the competent authority of WBSEDCL reserves the right to increase the no. of housekeeping staffs in future if required without increase in any rates except the statutory payments. After satisfactory completion of cooling period the agency will be asked by the authority of WBSEDCL to deploy more housekeeping staffs to different floors in phase-wise manner at the same rate and terms & conditions of this NIT as well as the LOA.
- xxiii. All the materials required for cleaning should be provided by the WBSEDCL.
- xxiv. All other work as directed by the Officer-in-Charge of WBSEDCL.

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- A) The Agency/ Company should be in continuous operation for a **minimum period of 05 yrs.** Necessary documents i.e. certificate of commencement/incorporation; list of present clients of the agency/company along with ongoing service contract order should be submitted. IT returns of last 05 F.Y. should be submitted.
- B) It is mandatory that the Agency/Company should have following registrations & certificates: -
- i) Registration with the Regional Labour Commissioner, valid license under Contract Labour (R&A) Act, 1970.
 - ii) EPF Registration,
 - iii) ESI Registration
 - iv) GST Registration
 - v) Profession Tax
 - vi) The agency should have any of the certifications like **OHSAS 18001, ISO 45001 for Health & Safety, ISO 9001 for quality and ISO 14001 for Environment**
- Necessary certificates must be submitted along with application.
- C) The Agency/ Company should have their Head/Registered/Corporate office within India and also an office within the jurisdiction any of Kolkata, Howrah, Salt Lake and South & North 24 Parganas which will be referred as **"Local Office"** herein after. Detailed address and location of the offices should be furnished. Necessary documents should be submitted with application. If it is felt necessary, WBSEDCL reserves the right of physical inspection without giving any prior notice. If the Agency/Company changes location of its office within the contract period, the same must be intimated to the Addl. General Manager (HR&A), Common Service Cell in written manner with supporting documents. In case of proprietorship agency, the address of the office and residence should not be same.
- D) The agency/company will ensure to pay the minimum wages and all statutory payments payable to unskilled labour as per the govt. norms as notified time to time by the Govt. of WB.
- E) The agency/company should have Average Annual Turnover not less than **Rs.18, 34,000/- in last three F. Y. i.e. 2021-22, 2022-23 & 2023-24.** Audited annual accounts for Companies registered under companies Act and Accounts certified by any Chartered Accountant in case of entities other than company should be submitted.
- F) The participating agency/company should not be blacklisted or holiday listed by any Govt. office and/or PSU in last three F.Y. i.e. **2021-22, 2022-23 & 2023-24.** Undertaking by the authorized signatory of the participating agency/company on **non-judicial stamp paper of Rs.100/-** should be submitted.
- G) The agency/company should have successfully completed their **service contract in any Govt. office and/or PSU in last three F.Y. i.e. 2021-22, 2022-23 & 2023-24** Necessary completion certificate obtained from the client should be submitted.
- H) No joint venture and/or consortium will be allowed.
- I) **No preference will be allowed to any agency/company based on its geographic location or size of the company/agency.**

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- Techno-Commercial Bid**, which proves the eligibility of the participant. If any participant fails in any parameter of the eligibility criteria will liable to be disqualified from the tender.
- After completion of thorough checking of Techno-Commercial Bid, **Price Bid** of the techno-commercially eligible participants will be opened from which lowest offered rates will be obtained.

ii) Acceptance of Tender: -

Participants shall ensure that all the eligibility conditions duly fulfilled by them and if there be any dispute regarding non-submission of any documents, WBSEDCL reserves the right to cancel that bid unilaterally without assigning any reason whatsoever. Necessary intimation will be given to that effect.

iii) Availability of Tender Booklet: -

The tender documents will be available in PDF format at the official website of **WBSEDCL** i.e. www.wbasedcl.in and in the e-tendering website <https://wbtenenders.gov.in>. Participants have to download the same from these websites.

iv) Site Inspection: - If required, intending bidders can inspect the site at Vidyut Bhavan in presence of Jr. Eng Gr-I (Civil), Corp. Common Service Cell within the stipulated time period.**v) Pre-bid Meeting: -** A pre-bid meeting will be conducted on the date and time stipulated in the NIT at the conference room of Corp. Common Service Cell at 8th floor 'B' Block of Vidyut Bhavan in presence of the Tender Committee and the authorized representative of the intending participants to clarify doubts (if any) from both ends of WBSEDCL as well as the intending participants prior submission of tender. Any representative without proper authorization from the participating agency/company will not be allowed to participate in the pre-bid meeting under any circumstances.**vi) Earnest Money: -** An **Interest Free Refundable Earnest Money** of Rs. **50,000/-** (Rupees fifty thousand) only should be deposited through online mode i.e. Net-banking/RTGS/NEFT through e-tendering website. Earnest Money deposited in any other form will not be accepted. **Details of online transaction should be mentioned properly in the prescribed format in Application form.** At the time of opening Technical Bid, if any dispute found in application of a participant and subsequently the application declared as disqualified, the EMD will be refunded to the participant through online mode by e-tendering website automatically in an automated process by NIC portal on receipt of updated status of any bid.**WBSEDCL****Addl. General Manager (HR&A)
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b) RTGS/NEFT Payment: On selection of RTGS/NEFT as the payment mode, the e-procurement portal will show a prefilled 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.

Refund/settlement of EMD amount: -

- At the time of opening Technical Bid, if any dispute found in application of a participant and subsequently the application declared as disqualified, the EMD will be refunded to the participant in online mode by e-tendering website automatically in an automated process by NIC portal on receipt of updated status of any.
- For successful bid(s), EMD will be refunded from WBSEDCL authority after completion of tendering process and following procedures.

However, WBSEDCL reserves the right to forfeit the above Earnest Money in whole under the following situations, if felt necessary and decided by the Tender Committee: -

- a. Incomplete Submission of Offer, i.e. Agency/Company should have to quote for all three services of this tender.
- b. If the Bid is withdrawn during validity period or any extension thereon.
- c. If the bid is varied or modified in a manner not acceptable to this organization during the validity period or any extension thereof.
- d. If the bidder whose bid has been accepted, fails to furnish the security deposit within two weeks of acceptance of bid.
- e. If in any point of time during the evaluation process of this tender it is found that Agency/Company has submitted fake documents or details furnished by them is incorrect.

vii) Security Deposit: -

On finalization of tender and placement of order to the Successful bidder, an **Interest Free Refundable Security Money of Rs. 2,50,000/- (Two lac fifty thousand)** should be deposited **within 07 (seven) working days from the date of placement of order**. The Security Money may be deposited either in form of **Demand Draft/Pay Order/Banker's Cheque/Bank Guarantee** drawn from any nationalized/scheduled bank in favour of **West Bengal State Electricity Distribution Company Ltd.** payable at **Kolkata**. After completion of successful contract period the same will be refunded to the Agency/Company against their application for refund. In case of renewal of contract (if necessary), the same may be retained further on mutual agreement.

However, WBSEDCL reserves the right to forfeit the above Security Deposit in whole during the validity period in following cases, if felt necessary and decided by the competent authority of WBSEDCL: -

- a. If the Agency/Company is being disqualified or holiday listed by WBSEDCL resulting termination of contract.
- b. In case of breach of any terms of service contract.

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After deposition of the above Security Money, Earnest Money of the L1 bidder deposited at the time of submission of tender will be refunded.

viii) Submission of Tender: -

Application should be submitted through e-tendering website only.

Techno-Commercial Bid along with all requisite and relevant documents duly attested by the authorized signatory of the participating agency/company should be placed in a sealed envelope mentioning “**Techno-Commercial Bid**” on the envelope. Press Notification No., e-tender id, name of the participating Agency/Company should be written prominently on the envelope.

Following points shall be strictly followed by the intending bidders: -

a) A bidder desirous of taking part in this tender shall login to the e-procurement portal of Government of West Bengal i.e. <https://wbtennders.gov.in> using his login ID and password.

b) After selecting the tender, the bidder shall initiate payment of EMD. Following payment options are available for payment of EMD amount: -

Online mode: - If the bidder intends to deposit the Earnest Money online through e-tendering portal, one of the following methods can be opted: -

The payment can be made through Net-banking through Payment Gateway

Or

through RTGS/NEFT: - 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 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.

Bidder shall note that EMD should be paid in full either in online mode. Partial payment is not allowed.

ix) General instructions for online payment: -

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

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

c) In case actual EMD amount as per NIT is more than 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).

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- d) 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.
- e) 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.

x) Opening of Tender: -

At first EMD Submission will be checked for each participating bidder. Afterwards techno-commercial bids of the qualified bidders who has deposited EMD in proper manner will be opened. After thorough scrutiny of the techno-commercial bids, price bid of the techno-commercially qualified bidders will be opened. Representative from the participating agency/company should bring authorization letter with themselves at the opening of tender and submit the same prior opening of technical bid.

xi) Evaluation of tender: -

- a. Evaluation of **Techno-Commercial bid** will be done on the basis of merit of the documents submitted by the participants as per **Annexure-II** of the NIT.
- b. After aggregation of rates of Sl. no. 6, 7 of Annexure-III, the lowest bid will be selected. Formula fitted for evaluation is mentioned in the lower section of **Annexure-III**.
- c. In case of receiving same rates by two or more participants, negotiation may be done if Committee decides to do so.

In the matter of evaluation decision of the Committee will be final.

xii) Evaluation Parameters: -

L1 rate will be obtained on the basis of the aggregate value of **Sl. no. 6 & 7 of the Price Bid**.

xiii) Pre-bid meeting: -

A pre-bid meeting will be held in presence of the Committee Members and authorized representative of the intending Agencies/Companies on the stipulated date to clarify doubts (if any) from both ends of WBSEDCL as well as the intending participants prior submission of tender. Site inspection may be done on the same day if needed.

xiv) Modification/Corrigendum/Amendment of NIT: -

WBSEDCL reserves the right to modify the bid document at any time by issuing addendum/corrigendum and uploading the same in the web portal, but not later than 5 (five) days prior to the deadline for submission of bids. Such addendum/corrigendum shall be binding on the bidders and shall have to be submitted as integral part of the bid. In order to afford prospective bidders reasonable time to

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take the addendum/corrigendum into account while preparing their bids, WBSEDCL may, at its discretion, extend the deadline for bid submission.

xv) Award of Contract: -

After evaluation of all requisite documents and finalization of lowest rate on aggregate basis the lowest bidder will be awarded with the Contract.

xvi) Rate: -

After finalization of rates, the same will be firm for the entire contract period. If any issues regarding enhancement of rate arises during the contract period, the same will not be entertained. If there any changes in statutory subject(s) made by the Govt. of India as well as Govt. of WB resulting impact on finalized rates, the same will be placed under purview of competent authority and will be finalized as per decision taken and the contractor Agency/Company will have to accept that decision.

xvii) Agreement:

After finalization of Agency/Company, a mutual agreement (**Annexure-VII**) will be signed between WBSEDCL and the selected Agency/Company on **Rs.100/-** non-judicial stamp paper which should be arranged by the Agency/Company. The Additional General Manager (HR&A), Common Services Cell will sign the agreement on behalf of WBSEDCL.

xviii) All payments for any particular month to the employees and wage errors of the agency should be completed by 07th day of the next month by NEFT transfer through Bank only by the concerned agency.**xix) PF, Bonus and ESI will be deposited by the agency as per stipulations laid down in Central Acts, Laws on social security. This will be confirmed to the appropriate authority for verification during processing and final payment of bills of subsequent month.****xx) Bonus will be calculated on monthly basis and the same will be disbursed to the staffs by the agency and same will be reimbursed to the agency on quarterly or half yearly or annual (as the case may be) basis against submission of bill by the concerned agency to WBSEDCL.****xxi) The agency should provide Payslip (showing details of payment and deductions), Annual PF Statement and Identity Card to each staff.****xxii) The agency must comply to the provisions of various statutory Acts/Rules/Guidelines governing such contracts and engagement such as The Employees Provident Fund and Miscellaneous Provisions Act 1952, Employees' State Insurance Act 1948, Payment of Wages Act 1936, Minimum Wages Act 1948, The Payment of Bonus Act 1965, The Contract Labour (Regulation & Abolition) Act 1970 and any other Acts if any come into force in due course of engagement.****xxiii) Working Procedure: -**

All the housekeepers engaged by the agency will be under supervision of the supervisor engaged by the agency but under control of the Officer-in-Charge authorized by the authority of WBSEDCL.

WBSEDCL**Addl. General Manager (HR&A)
Corp. C. S. Cell**

Regd. Office. Vidyut Bhavan, Block-DJ, Sector-II, Bidhannagar, Kolkata – 700091
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**WBSEDCL****WEST BENGAL STATE ELECTRICITY DISTRIBUTION COMPANY LIMITED****(A Govt. of West Bengal Enterprise)****CORPORATE COMMON SERVICE CELL****VIDYUT BHAVAN (8TH FLOOR, B BLOCK)****BLOCK-DJ, SECTOR-II, BIDHANNAGAR, KOLKATA - 700091, INDIA****PHONE 91-33-2334-5828, FAX 91-33-2359 1924, E-mail cscell@wbasedcl.in****Press Tender Notification no: WBSEDCL/CSC/SC/Housekeeping/87
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record should be maintained by the Officer-in-Charge. All housekeeping staffs should be in uniform during the working hour and I-cards should be provided.

All cleaning materials should be provided by the WBSEDCL as stipulated in the chapter "Scope of Work".

xxiv) Billing/ Invoicing and submission: -

Bill/Invoice should be prepared in following manner maintaining the guidelines of GST for billing/invoicing.

The bills/invoices should be submitted in triplicate along with attendance sheet duly signed by the concerned officer-in-charge of the user department, wages payment receipt, GST payment & GST return submission Document, Prof. Tax Challan, ESI Challan & EPF challan along with UAN/IP details to the **Additional General Manager (HR&A), Common Service Cell, WBSEDCL, 8th floor 'B' Block, Vidyut Bhavan, Block-DJ, Sector-II, Salt Lake, Kolkata - 91**

xxv) Payment: -

After submission of bills/invoices, Payment will be made in due course by the **Manager (F&A), Establishment Corporate, 6th floor 'B' Block, Vidyut Bhavan.**

xxvi) Deduction/Penalty/Liquidated damage: -**a. Deduction: -**

- i) In case any of contractor's personnel(s) deployed under the contract remains absent and contractor is unable to provide suitable substitute, deduction of amount equivalent to one day's minimum wage & allied charges, i.e. "Existing Minimum Wage of Absentee & allied charges /26" per head per day will be made.
- ii) In case any of contractor's personnel deployed under the contract fails to report in time and contractor is unable to provide suitable substitute in time for the same it will be treated as absence and deduction as mentioned in point xxvi) a. i) shall be levied.

b. Penalty/Liquidated damage: -

- i) In case of any complaint is received attributable to misconduct / misbehavior of contractor's personnel, penalty @ 2.5% for each such incident shall be levied on concerned contractor's personnel's monthly wage after further enquiry from AGM (HR&A), Common Service Cell. Moreover, the concerned contractor's personnel shall be removed from the system immediately.

- ii) In case the contractor fails to execute the work as specified in the agreement or performs unsatisfactorily, the concerned authority reserves the right to deduct the assessed value for any damage as additional cost to the company due to any incomplete or the work has been completed unsatisfactorily. Additionally, a penalty of 2.5% of the monthly contract value will be imposed.

In the event that the Contractor fails to comply with the statutory requirements of the Contract Bill, the bill shall not be processed until all such requirements are fully met. The delay in processing due to non-compliance shall be solely attributable to the Contractor, and no claims for compensation, interest, or any other form of redress shall be entertained. Furthermore, any continued non-compliance may result in additional penalties & suspension of payments or termination of the contract at the sole discretion of the Employer.

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The Contract will be valid for the period of **02 (two)** years from the date of agreement which should be signed within **07 (seven)** days from placement of the LOA. The validity period may be extended or the contract may be renewed if required by the authority on mutual basis.

xxviii) Cancellation/Termination of Contract before expiry period: -

The contract will be terminated as per discretion of the authority of WBSEDCL for the ground mentioned below and in that case the security money deposited will be forfeited. Following are the grounds that may lead to termination of contract and initiation of process subsequently for holiday listing of the agency/company: -

If the agency/company

- Fails to provide service or provide service unsatisfactorily for more than two occasions.
- Fails to abide by the condition of the service contract.
- Found to submit false particulars at the time of tender submission or indulged in any type of forgery or falsification of records.
- Changes its constitution without proper intimation to or without approval of the enlistment authority.
- Changes its permanent/business address without prior intimation to the enlistment authority.
- Declared or is in the process to be declared bankrupt/insolvent, winding up/dissolves/partitioned.
- Persistently defaulted in settlement of Statutory Taxes such as Income Tax, GST, Wages, Bonus, ESI and EPF etc.
- Forms cartel or practicing unfair trade practice including overcharging, price fixing etc. as defined in various statutes.

If any evidence found regarding the above cases or any disciplinary action taken by any Government body against the agency/company, same will attract penal measures as deemed fit and would be imposed on the agency/company by WBSEDCL.

xxix) Legal Jurisdiction: -

Any legal dispute that may arise between the parties relating to any provisions of the Order/Contract shall be adjudicated by Hon'ble High Court, Calcutta or any of its subordinate courts having competent jurisdiction.

xxx) Force Majure: -

If at any time during the continuance of this Contract, the performance in whole or in part by either party of any obligation under this contract shall be prevented or delayed by the reasons of any war, hostility, acts of the public enemy, epidemics, pandemics, civil commotion, sabotage, fires, floods, explosion, quarantine restrictions, strikes, lockouts or act of God (hereinafter referred to as such acts) provided notice of happening of such event is given by one party to the other within 10 days from the date of occurrence thereof, neither party shall, by reasons of such event, be entitled to terminate this contract nor shall either party have any claim for damages against the other in respect of such non-performance or the delay in performance, and deliveries under the contract shall be resumed as soon as practicable after such event has come to an end or ceased to exist, and the decision of the Controlling Officer as to whether the deliveries have been so resumed or not, shall be final and conclusive, PROVIDED FURTHER that if the performance in whole or part of any obligation under this contract is prevented or delayed by reason of any such event for a period exceeding 60 days, either party may at its

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option terminate the contract provided also that the Company shall be at liberty to take over from the Contractor at a price to be fixed by WBSEDCL, which shall be final, all unused, undamaged and accepted material, bought out components and stores in course of manufacture in the possession of the contractor at the time of such termination or such portion thereof as the Company may deem fit excepting such materials, bought out components and stores as the contractor may with the concurrence of the Company elect to retain.

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.

- xxxii) Default Risk:** - In case any of contractor's personnel deployed under the contract fails to report in time and contractor is unable to provide suitable substitute in time for the same it will be treated as absence and penalty as mentioned in point **xxvi (a)** shall be levied. If WBSEDCL is compelled to execute the work by any other method, the cost involved in the execution of work will be recovered with penalty from the Pending Bills/Performance Security of the Contractor. The company reserves the right to forfeit a part or whole of the performance security or/and cancellation of contract in case of repeated instances of bringing the same to the notice of the contractor, verbal or written. The contractor or his employees will not be allowed to take out any item without the explicit written authority of the Officer-in-Charge.
- xxxiii) The company reserves the right to reject or accept any or all tenders without assigning any reason whatsoever.**

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Date of publishing of Press Notification	01/05/2025	Day 01
Date of uploading of NIT at WBSEDCL's website www.wbasedcl.in as well as in NIC Portal https://wbttenders.gov.in (Publishing Date)	01/05/2025	Day 01
Tender Booklet downloading start date	01/05/2025, 11:00 Hrs.	Day 01
Site inspection	02/05/2025-06/05/2025, 12.00 Hrs-15.00 Hrs	Day 02- Day 05
Pre-Bid Discussion	06/05/2025, 12.00 Hrs	Day 05
Online Bid submission starts on & from	08/05/2025, 12.00 Hrs	Day 07
Last date of online Bidding	19/05/2025, 12.00 Hrs	Day 18
Last date of physical Bid documents	19/05/2025, 15.00 Hrs	
Techno-commercial bid opening date	22/05/2025 at 11.00 hrs.	Day 21
Financial bid opening date	The date & time will be intimated after evaluation of Techno- commercial bid	

If any date as stipulated above falls on a holiday or half day then proceeding of that date will be executed on the immediate next full working day.

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1.	Name of firm/Agency/Company	:	
2.	Detailed Address & Telephone No.		
	Head Office	:	Address Telephone No.
	Registered Office at Kolkata/Howrah/Salt Lake/ North 24 Parganas/South 24 Parganas (Mark the location)	:	Address Telephone No.
3.	Contact Details:		
	a) Authorized person at Head Office	:	Name: Telephone & Mobile no: e-mail:
	b) Fax number (if any) of Local Office	:	
	c) Email address of Local Office	:	
	d) Details of personnel of Local Office		
	Particulars	Head of the Office	Responsible Person I Responsible Person II
	Name:		
	Telephone & Mobile No:	Telephone No. Mobile No.	Telephone No. Mobile No.
	e) Website URL (if any)	:	
4.	Trade License no (Copy should be enclosed)	:	
5.	PAN No. (Copy should be enclosed)	:	
6.(a)	GST Registration No. (Copy should be enclosed)	:	
6.(b)	GST Registration Type (Regular or Composite) (Document should be submitted)	:	
7.	Certificate of Incorporation/ Certificate of Commencement in case of Private/Public Limited Company	:	
8.	Company Identification Number (if any)	:	
9.	Professional Tax Reg. no (if applicable):	:	
10.	Registration details with the Regional Labour	:	

WBSEDCL**Addl. General Manager (HR&A)
Corp. C. S. Cell**Regd. Office. Vidyut Bhavan, Block-DJ, Sector-II, Bidhannagar, Kolkata – 700091
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	Commissioner	:	
11.	EPF Registration details	:	
12.	ESI Registration details	:	
13.	ISO 45001 for Health & Safety, ISO 9001 for quality and ISO 14001 for Environment details	:	
14.	IT Return for F.Y. 2021-22, 2022-23 & 2023-24	:	
15.	Average Annual Turnover for F.Y. 2021-22, 2022-23 & 2023-24	:	
16.	List of Clients with ongoing service contract (Documents should be enclosed)	:	
13.	Whether the firm had been removed from approved list of Housekeeping Agency from any organization?	:	Yes/No (if yes, give details)
14.	Whether the firm is demoted to a lower class of Housekeeping Agency at any organization?	:	Yes/No (if yes, give details)
15.	Whether the firm is having business banned/suspended by any government department in the past?	:	Yes/No (if yes, give details)
16.	Whether the firm is convicted by a court of law?	:	Yes/No (if yes, give details)
17.	Whether business activities of the firm have been suspended and they are subject to legal proceeding?	:	Yes/No (if yes, give details)
18.	Whether the firm was disqualified pursuant to administrative suspension or disbursement by any Department?	:	Yes/No (if yes, give details)
19.	Whether already enlisted with other department (except any other department of WBSEDCL)	:	Yes/No (if yes, give details)
20.	Work experience details in support of execution of work with reference to Terms & Conditions	:	
21.	Filled up Annexure- III, IV,V & VII	:	
22.	Fees Payment Details	:	
	Details of	:	Earnest Money
	Payment Mode	:	
	Reference Number	:	
	Payment Date	:	
	Amount	:	

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	Payment Bank	:	
	Branch name	:	
	Whose favour	:	
23.	Enclosures		
i)	Experience Certificate of personnel of Local Office.	ix)	Audited annual accounts for Companies registered under companies Act and Accounts certified by any Chartered Accountant in case of entities other than company should be submitted of last three F. Y. i.e. 2021-22, 2022-23 & 2023-24.
ii)	Attested copies of all requisite registration certificates.	24.	
iii)	Client List.		
iv)	Earnest Money.		
v)	Necessary completion certificate of successful contract obtained from the client should be submitted.	x)	Filled up Annexure – II, III, IV, V & VIII
vi)	Certificate of Incorporation & CIN (if any).	xi)	Undertaking i.r.o. non blacklisted or holiday listed should be submitted by the authorized signatory on non-judicial stamp paper of Rs.100/-
vii)	Prof. Tax Registration Certificate.		
viii)	Desired IT Returns.		
-Declaration-			
I/we certify that I/we have read the Enlistment Rule of WBSEDCL and am/are prepared to abide by them as amended from time to time.			
I/we certify that the information given in the Technical Bid is true to the best of my/our knowledge. I/we also understand that in case any information is found wrong. I/we am/are liable for cancellation of Bid and to be debarred for enlistment/ tendering process in future.			
Signature(s) of the Authorized Signatory with seal of Local Office		Signature(s) of the Authorized Signatory with seal of Head Office	
Note: - The complete application form along with DD/PO should be submitted to the Office the Additional General Manager (HR&A), Common Service Cell, WBSEDCL at 8th floor B Block of Vidyut Bhavan at Block-DJ, Sector-II, Bidhannagar, Kolkata-700091.			

WBSEDCLRegd. Office. Vidyut Bhavan, Block-DJ, Sector-II, Bidhannagar, Kolkata – 700091
Corporate Identity No (CIN). U40109WB2007SGC113473 Web: www.wbasedcl.in**Addl. General Manager (HR&A)**
Corp. C. S. Cell

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Sl. no.	Name of Heads	Amount (Rs.)
1	Monthly minimum wages payable to each unskilled staff	₹ 10,214.00
2	Bonus calculated per month and payable annually	@ 8.33% of the minimum wages
3	(+) Employer PF contribution for employee	13% of the minimum wages
4	(+) Employer ESI contribution for the employee	3.25% of the minimum wages
5	Net Payable to each staff	Sum of above
6	Profit percentage (%) of the agency on monthly minimum wages	
7	GST applicable on above	

* The rates mentioned above under Sl. no. 1 to 4 are as per the directives of the concerned departments are in force at present.

** Only the statutory payments (Sl. no. 1, 2, 3 & 4) are variable in nature and will be modified time to time as per notification of the concerned deptt. The rate of consumables and Profit percentage (%) will be fixed for the entire contract period however the amount of profit will be variable in nature.

*** L1 rate will be obtained on the basis of the aggregate value of Sl. no. 6 & 7.

**** This format is only for reference. This should not be submitted with technical document.

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

I,, Partner /Legal Attorney /Accredited Representative of
M/s., solemnly declare that:

1. We are submitting Tender for the Service Contract for **providing Housekeeping Services for WBSEDCL at Vidyut Bhavan.**
2. None of the Partners of our firm in relation directly or indirectly with an employee(s) of WBSEDCL.
3. All information furnished by us in respect of fulfillment of eligibility criteria and qualification information of this Tender is complete, correct and true.
4. All documents/Credentials submitted along with this Tender are genuine, authentic, true and valid.
5. Quoted rates for the service under each stipulated Category are as per specification as mentioned in the NIT.
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/Security Deposit whichever will be available at that time and banning/delisting of our firm and all partners of the firm etc.

Signature(s) of the Authorized Signatory with seal of Local**Office**

Dated.....

WBSEDCL**Addl. General Manager (HR&A)
Corp. C. S. Cell**

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WBSEDCL

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(A Govt. of West Bengal Enterprise)

CORPORATE COMMON SERVICE CELL

VIDYUT BHAVAN (8TH FLOOR, B BLOCK)

BLOCK-DJ, SECTOR-II, BIDHANNAGAR, KOLKATA – 700091, INDIA

PHONE 91-33-2334-5828, FAX 91-33-2359 1924, E-mail cscell@wbasedcl.in

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Dated.

25.04.2025

E-Tender ID: 2025_WBSED_839015

Annexure-V

Letter to be submitted by the Agency/Company in their letter head along with **Annexure - II**

To

The Tender Committee

Sub: Letter of Bid for the execution of Service Contract for **providing Housekeeping Services for WBSEDCL at Vidyut Bhavan.**

Ref: **N.I.T.No. WBSEDCL/CSC/SC/Housekeeping/**

Dated.

Dear Sir,

We offer to execute the service contract as per your Service specification in accordance with the Terms & conditions of the NIT document as available in the website. The details of the Earnest Money being submitted by us has been duly furnished.

This Bid and your subsequent Letter of Acceptance / Contract 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(s) of the Authorized Signatory with seal of Local Office

Dated.....

WBSEDCL

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(To be executed on a Rs. 100/- Non judicial Stamp Paper arranged by the successful Agency/Company after finalization of the Tender)

Ref.....
 Bank Guarantee No.
 Date:.....
 To

West Bengal

Dear Sir(s),

In consideration of West Bengal State Electricity Distribution Company Ltd. (hereinafter 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 and assigns), a Contract issued by Owner's Letter of Award vide memo no: WBSEDCL/CSC/SC/Housekeeping /..... Dated..... for providing Housekeeping Services for WBSEDCL for years (scope of work) 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 equivalent to Rs...../- (Rupees only.

We (Name & address) having its Head office at (hereinafter referred to as the "Bank", which expression shall unless repugnant to the context or meaning thereof include its successors, administrators and assigns) do hereby guarantee and undertake to pay the Owner, on demand any or all moneys payable by the Contractor to the extent of Rs. 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 to continue to be enforceable till the Owner discharges this guarantee.

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

WBSEDCL**Addl. General Manager (HR&A)
Corp. C. S. Cell**

Regd. Office. Vidyut Bhavan, Block-DJ, Sector-II, Bidhannagar, Kolkata - 700091
 Corporate Identity No (CIN). U40109WB2007SGC113473 Web: www.wbasedcl.in

**WBSEDCL****WEST BENGAL STATE ELECTRICITY DISTRIBUTION COMPANY LIMITED****(A Govt. of West Bengal Enterprise)****CORPORATE COMMON SERVICE CELL****VIDYUT BHAVAN (8TH FLOOR, B BLOCK)****BLOCK-DJ, SECTOR-II, BIDHANNAGAR, KOLKATA – 700091, INDIA****PHONE 91-33-2334-5828, FAX 91-33-2359 1924, E-mail cscell@wbasedcl.in****Press Tender Notification no: WBSEDCL/CSC/SC/Housekeeping/87****Dated.****25.04.2025****E-Tender ID: 2025_WBSED_839015**

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 notwithstanding 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 Rs..... and it shall remain in force up to including *(dd/mm/yyyy) and shall be extended from time to time for such period as may be desired by M/s. on whose behalf this guarantee has been given.

Unless a demand or claim is lodged on us within and including *(dd/mm/yyyy) we shall be discharged from all liabilities thereafter.

Dated this day of, 20..... at

WITNESS

..... (Signature) (Signature)
..... (Name) (Name)
..... (Official address) (Official address)

Attorney as per Power of Attorney No.

Date

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

** Up to 3 (three) months after the expiry of guarantee period.

Notes:

The Stamp Paper of appropriate value shall be purchased in the name of issuing bank.

The performance Bank Guarantee/ Security Deposit Bank Guarantee shall be valid as per terms of contract. A period of 03 (three) months should be added as claimed period from the last date of validity of the Bank Guarantee.

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The AGREEMENT made thisday of in the year between **WEST BENGAL STATE ELECTRICITY DISTRIBUTION COMPANY LIMITED (WBSEDCL)**, a company incorporated under Companies Act 1956 having its registered Office at **"Vidyut Bhavan", Block-DJ, Sector-II, Bidhannagar, 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. **WBSEDCL/CSC/SC/Housekeeping/.....** dtd: (Annexed hereto) for **"execution of Service Contract for providing Housekeeping Services for WBSEDCL at Vidyut Bhavan"**.

AND WHEREAS in pursuance of such invitation for tenders the Contractor submitted a tender vide no. dt the 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 vide memo no. **WBSEDCL/CSC/SC/Housekeeping/.....** Dtd:

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

1. The Contractor agrees to undertake the work of **"providing Housekeeping Services for WBSEDCL at Vidyut Bhavan"** as per terms & conditions stipulated in the NIT as well as Letter of Award/Order no. **WBSEDCL/CSC/SC/Housekeeping/.....** Dtd: referred to above.
2. The Company agrees to pay the contractor as per the Letter of Award no **WBSEDCL/CSC/SC/Housekeeping/.....** Dtd: referred to above.
3. Both the Contractor and the Company agree that for the purpose of jurisdiction of 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.

WBSEDCL

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(A Govt. of West Bengal Enterprise)

CORPORATE COMMON SERVICE CELL

VIDYUT BHAVAN (8TH FLOOR, B BLOCK)

BLOCK-DJ, SECTOR-II, BIDHANNAGAR, KOLKATA – 700091, INDIA

PHONE 91-33-2334-5828, FAX 91-33-2359 1924, E-mail cscell@wbasedcl.in

Press Tender Notification no: WBSEDCL/CSC/SC/Housekeeping/87
25.04.2025

Dated.

E-Tender ID: 2025_WBSED_839015

SIGNED, SEALED AND DELIVERED

..... Contractor Company
..... Witness Witness
..... Witness Witness

WBSEDCL

Regd. Office. Vidyut Bhavan, Block-DJ, Sector-II, Bidhannagar, Kolkata – 700091
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<u>MANDATE FORM BY VENDOR FOR RTGS/NEFT PAYMENT</u>			
(TO BE FIELD IN BLOCK LETTERS)			
1. NAME OF THE VENDOR:			
2. ERP VENDOR NO.:		To be provided by WBSEDCL later	
3. Vendor Type: Company/Partnership/Proprietorship/Self Help Group/HUF/Others (to be specified)			
4. ADDRESS:			
5. Telephone No.:		Fax No.:	
6. MOBILE PHONE No.:			
7. E-mail:			
8. PAN NO.: (MANDATORY)			
9. GST REGISTRATION NO:			
10. GST REGISTRATION TYPE:		COMPOSITE / REGULAR	
11. PARTICULARS OF BANK ACCOUNT (One cancelled Cheque is to be enclosed)			
i) Name of the Account Holder:			
ii) BANK NAME:			
iii) BRANCH NAME:			
iv) BRANCH ADDRESS:			
iv) BRANCH TELEPHONE NO.:			
v) Account type (whether SB or Current):		SB	Current
vi) ACCOUNT NO.:			
vii) BANK'S MICR CODE:			
viii) BANK'S IFSC CODE:			
12. DECLARATION OF THE PARTY:			
I 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.]			
Date:		SIGNATURE OF BANK OFFICIAL WITH SEAL	

WBSEDCL

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END OF DOCUMENT

WBSEDCL

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