

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

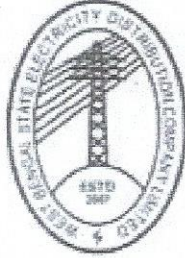
(A Government of West Bengal Enterprise)

## **Human Resource Development Department**

Bidyut Bhavan, 5th Floor: D-Block: Bidhannagar: Kolkata-700 091

Phone: +91 33 2359- 9078/ 23197476 E-mail : <hrdd.wbsedcl@gmail.com>

CIN: U40109WB2007SGC113473



## ***WBSEDCL***

### **Tender Notice**

### **BID DOCUMENT**

**For**

**E-Tender for**

**Selection of Agency for Pest Control Service including Rodent,  
Mosquito and Termite Control of EETI- Berhampore, Burdwan &  
KJTC- Kalyani under HRDD .**

**Estimated Cost: Rs. 1,60,000/- Per annum**

**EMD Rs: 5000/-**

**Validity of the Contract – Three(03) years in phases.**

**GM (HRD&TRG/PM), WBSEDCL**

**NIT No: WBSEDCL/HRDD/Pest Control/E-Tender/ 10**

**Dated: 03/08/2023**

*Adah*  
03/8/2023  
*Subh*  
03/8/23

*Pradyumn*  
3/8/23

*Deepti*  
3/8/23

*Ad*  
03.8.2023

*Adah*  
7/8/23

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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 Selection of Agency for Pest Control Service including Rodent, Mosquito and Termite Control of EETI- Berhampore, Burdwan & KJTC- Kalyani under HRDD.**

#### **IB.1 (A) Area of Work:**

SL. NO.	Name of the EETIs	EETIs- ADDRESS	Phone No. & E-mail
1	Burdwan	Burdwan - Kalna Road, Hatgobindapur Bazar, (Inside 33/11 KV Power House) Dist. – Burdwan, Pin: 713 407	8900793091/ 0342-2584044 E-Mail- <a href="mailto:eeitbdn@gmail.com">eeitbdn@gmail.com</a> / <a href="mailto:eeiti.burdwan@wbasedcl.in">eeiti.burdwan@wbasedcl.in</a>
2	Berhampore	EETI, Lalbagh, near Kurmitala, Murshidabad, Pin – 742 149	8900793090 /03482-270050 E-Mail- <a href="mailto:eeitiberhampore@gmail.com">eeitiberhampore@gmail.com</a> / <a href="mailto:eeiti.berhampore@wbasedcl.in">eeiti.berhampore@wbasedcl.in</a>
3	Kalyani Junior Training Institute (KJTC)	B-9/272, Tarit Bhavan Complex, Near- Central Park, Kalyani, Nadia, Pin- 741235	033-2582-8339 / 8900793094 <a href="mailto:kjtc.hrdd.wbasedcl@gmail.com">kjtc.hrdd.wbasedcl@gmail.com</a> / <a href="mailto:eeiti.kalyani@wbasedcl.in">eeiti.kalyani@wbasedcl.in</a>

#### **Office Building Premises and training Hostel of EETI, Berhampore , EETI- Burdwan and KJTC – Kalyani.**

Periodical Pest Control Servicing visit along with spraying of proper chemicals or any other measures once in every month at each and every built up area of the Office & Hostel building of EETIs & KJTC has to be done to keep the above mentioned areas free from pest, rodent, termite etc. In case any problem arises during servicing period shall have to be attended within 24 hours from the receipt of the complaint from officials of WBSEDCL

1. General Pest Control Service, which includes control of all poisonous pests, lizards, cockroaches, ants, stored product insect etc. (atleast once in a month]
2. Special Rodent Control Service with Rodenticide, Glue Board/ Trapping Board [as and when required].
3. Termite Control Service with Chlorpyrifos 20 EC [at least once in a month] 4 Special Mosquito Control Service, specially at Basement, Ground Floor and surroundings at least twice in a month.

#### **Approximate measurement of each floor of EETI – Berhampore , Burdwan and KJTC – Kalyani are as follows:-**

NAME OF EETI/KJTC	Training Institute Building in Sq. meter/ Sq. feet.	Field Hostel Building in Sq. Meter.	Total Sq. Mater/ Sq. Feet.
Berhampore	627.162 Sq. Meter	1702.34 Sq. Meter	2329.50 Sq. Meter.
Burdwan	575.04 Sq. Meter.	1795.52 Sq. Meter.	2370.56 Sq. Meter.
Kalyani	502 Sq. Meter	-	502 Sq. Meter.

**Actual Measurement of Area should be obtained by the Bidder themselves before submission of Bid.**

**In future, the services of contract may be extended at other EETIs i.e Kolkata, Malda, Coochbehar, Tribeni and Kharagpur, at the same rate, terms and conditions.**



## **IB.2. Eligibility Criteria and Technical Criteria:**

### **A. Eligibility Criteria**

1. The Bidder must comply with the conditions 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 **Pest Control Service including Rodent, Mosquito and Termite Control at different institutes of Training/Offices as per the Scope of Work (Section-II)** for at least three years.
4. This invitation for bidders is open to all Indian firms engaged in the business of **Pest Control Service including Rodent, Mosquito and Termite Control as per the Scope of Work (Section-II).**
5. The firm should be neither blacklisted, banned, debarred from participation in any Govt. 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 III.**
6. The bidder should have successfully executed such Pest Control Orders in at least one organization preferably in the Power Sector/ Central/State/UT/PSU's during last three years. The firm should attach list of Orders/ certificate of satisfaction where the work had been executed in the last 3 years. The details of the same along with supporting document are to be submitted as per **Annexure IV.**
7. Intending Bidders desirous of participating in the tender are to log on to the website **<http://wbttenders.gov.in>**. The tender can be searched by typing **wbsedcl** in the search box of the website.
8. 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.
9. Intending bidders are to download the tender documents from the website stated above, directly with the help of the **e-Token** provided. *This is the only mode of collection of tender documents. Details of submission procedure are given in "Instructions to Bidders".*

### **IB.3. Responsibility of Bidders:**

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

<b>Sl. No.</b>	<b>Activity</b>	<b>Date &amp; Time</b>
1.	Publishing Date	14.08.2023 at 11.00 Hrs
2.	Document Download start date	14.08.2023 at 11.00 Hrs
3.	Date of Pre-bid Discussion	18.08.2023 from 11.00 Hrs
4.	Bid submission start date	24.08.2023 at 12.00 Hrs
5.	Bid submission end date	11.09.2023 at 14.00 Hrs
6.	Last date of physical submission of EMD	11.09.2023 up to 12.00 Hrs
7.	Technical Bid opening date	13.09.2023 at 14.30 Hrs
8.	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 and will be informed in website of WBSEDCL.

#### **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, 5<sup>th</sup> 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. Selected vendors who shall purchase the Bid 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.wbsedcl@gmail.com/gm.hrdd@wbsedcl.in](mailto:hrdd.wbsedcl@gmail.com/gm.hrdd@wbsedcl.in)

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



#### **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 English Language only.

#### **IB.11. Period of validity of Bid:**

The bid shall remain valid for acceptance up to 120 (one hundred twenty) days from the date of opening of tender. WBSEDCL may request to extend Validity of the bid beyond 120 (one hundred twenty days) if required so, without any change in offer. A Bid valid for a shorter period shall be rejected, being non responsive.

#### **IB.12. Earnest money [Bid Guarantee]:**

##### **A. Earnest money Deposit [Bid Guarantee (Bid Security)]:**

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 deposit in the form of (DD/BG) **of Rs. 5000/- (Rupees five thousand Only)** i.e. duly filled **Annexure VI (in case of BG) is not submitted/uploaded along with the bid.**
2. **The Bid Guarantee of the unsuccessful Bidder/ Bidder, will be returned after placement of final order to the successful bidder. No interest shall be payable by WBSEDCL on the above Bid Guarantee.**
4. **The Bid Guarantee (EMD) 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.**
  - **If any conflict of interest (as mentioned in Clause IB.31) is observed among the Bidder during Technical evaluation.**

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

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

(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 - VI** ) 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) **Instructions for online uploading of scan copy of BG of EMD:**

For submission /deposition of EMD in the form of BG , Bidder 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, 5<sup>th</sup> Floor(D-Block), Salt Lake, Kolkata -700091 within the stipulated date and time as mentioned in the NIT.

##### **C. Refund/ Settlement of EMD Amount:**

- **In case of EMD submitted in the form of BG, the original BG shall be collected from HRDD, Vidyut Bhavan on submission of application along with authorization letter.**
- **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 Bidder 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.**
- **Successful bidder(s) shall have to mandatorily create vendor id through WBSEDCL Web Portal Vendor\ Corner if not created earlier.**



### IB.13. Security Deposit :

**Successful Bidder who will be awarded with the order will have to deposit and an amount of Rupees 10,000 (Ten Thousand) only as Security Deposit as contract/job Performance Guarantee in the form of bank guarantee (with minimum validity for the full contract period i.e 3 years)/ Demand Draft of any scheduled bank approved by the Reserve Bank of India drawn a favour of "West Bengal State Electricity Distribution Company Ltd." payable at Kolkata.**

### 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://wbtenders.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://wbtenders.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.wbtenders.gov.in](http://www.wbtenders.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 initialed 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/Uploaded online through the website ( [www.wbtenders.gov.in](http://www.wbtenders.gov.in) ). All the documents uploaded by the Tender Inviting Authority form an integral part of the contract. Tenderers are required to upload all the tender documents along with the other documents, as asked for, in the tender, through the above website within the stipulated date and time as given in the Tender. **Tenders are to be submitted in two folders - one is Technical (Techno-commercial) proposal and the other is Financial Proposal (BoQ) (Annexure-VII).** 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 of **Techno-commercial folder/Financial folder.**

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

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



## **DOCUMENTS CONSTITUTING THE BID:**

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 by the bidder.
- ii. **"EMD"**:
  - Scanned copy of Demand Draft (DD) in favour of WEST BENGAL STATE ELECTRICITY DISTRIBUTION COMPANY LIMITED payable at Kolkata towards tender fee as prescribed in NIT along with duly completed scanned PDF copy of **Annexure V**.
  - Scanned copy of Demand Draft /Bank Guarantee (BG) (as per **Annexure VI**) in favour of WEST BENGAL STATE ELECTRICITY DISTRIBUTION COMPANY LIMITED payable at Kolkata towards EMD as prescribed in NIT along with duly completed scanned PDF copy of **Annexure VI**.
- 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 & Annexure-VI**(in case of BG) along with supporting documents.
- v. The Bidder shall submit attested copies of valid **PAN, GST Registration Certificate along with all related particulars as per Annexure, photocopies of the Returns towards payment of taxes/Statutory Compliances** with the Government during the last three financial year and other credentials/documents as stated in the above table with the Bid.
- vi. **"Certificate /Credentials"**:
  - Scanned PDF copy of License and other documents in support of the firm as mentioned in the Eligible Criteria and Annexure I & IV by the Bidder.
  - Scanned PDF copy of orders issued by the Clients along with certificate of satisfaction.
  - Scanned PDF copy of relevant documents supporting the existence of an office in India/West Bengal

### **Vii. Other Important documents to be uploaded :**

- i) -Duly Completed Scanned **PDF** of valid and active PAN Card.
- ii) Duly Completed Scanned **PDF** of GSTIN Registration Certificate.(Valid and Active)
- iii) Duly Completed Scanned **PDF** of Bidder Address Details.
- iv) 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 or sole enterprise.
- v) Scanned **PDF** Copies of Income Tax Return acknowledgement of last three years
- vi) Scanned **PDF** Copies of GST Return of last 2 Years.

### **b) Financial Folder (Cover) :**

- i) **"BoQ" (Annexure-VII)**: 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**, 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 process in BoQ only, offers indicating rates anywhere else shall be liable for rejection.**

## **IB.17. Submission of original copies of documents of Earnest Money Deposit:**

1. **Mode of Payment:** **EMD** must be submitted in the form of Bank Draft (DD) / Bank Guarantee (BG) of any scheduled Bank of India. Payment in any other form will not be accepted.
2. **Place of submission:** The original copies of the DD/BG, towards Earnest Money Deposit shall be submitted in the following office:

**Office of the GM(HRD&TRG/PM),  
West Bengal State Electricity Distribution Company Limited,  
Vidyut Bhavan, 5<sup>th</sup> Floor, D-Block,  
Salt Lake, Sector-II, Kolkata – 700091.**

3. **Time of submission:** The original copies of DD/BG towards EMD shall be submitted in a sealed envelope in the office as stated above within the date and time as specified in the NIT. If the bidder fails to submit the original copies within the due date and time his tender will not be opened and his bid will stand rejected.



## **IB.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 Commercial Proposal (Techno – Commercial Bids):**

- Technical proposals will be opened by the Tender Inviting Authority or his authorized representative at the time of opening.
- 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.
- 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.
- Date of opening of financial bid will be intimated to the techno-commercially qualified tenderers. Through web portal [www.wbtenders.gov.in](http://www.wbtenders.gov.in)

### **2. Opening of Financial Proposal (Price Bids) :**

- Financial proposals submitted by the tenderers in the prescribed format and declared techno-commercially eligible, will be opened by the Tender Inviting Authority on the prescribed date.
- No deviation in any form in the price-bid sheet is acceptable.
- 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 of bid shall be made on the price as mentioned in BOQ (Annexure-VII).**

- i. The Commercial Bid with the lowest price in Total of all items will be the highest evaluated bid.
- ii. 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.
- iii. **Unreasonable/unfeasible rate quoted for any item which** would mismatch with the market price shall be summarily rejected for bid comparison. For such rejection no vendor can claim or apply for any clarification what so ever. The decision of WBSEDCL shall stand final in this matter and this may lead to cancellation of tender.

## **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.

## **IB.22.b) Validity of the bid is 120 days from the date of opening of the technical & commercial bid.**

## **IB.22.c) Validity of Contract:**

The contract will be made initially for a **period of one year** which may be extended for further two years (on yearly basis) as per requirements of the Company and on the basis of satisfactory performance. However company will have the right to terminate the contract at any time if the performance is not satisfactory.



**IB.23.**

**Termination of Contract:** The above contract may be terminated on either side by giving one month's notice. **The company reserves the right to cancel / discontinue the contract at any point of time without assigning any reason thereof.**

**IB.24.****Payment:**

Each bill in triplicate along with signed challan(s) is to be submitted to the Course Coordinator/ Principal of EETIs/ KJTC for payment which will be made in due course by the accounts wing of HRD Department, WBSEDCL.

**IB.25. Price/Rate:**

Basic rate should be quoted on per Meter square basis of covered area per service per month including transportation and other incidental charges but excluding GST (if any). Applicable GST, if any, should be mentioned separately. Total Cost of Annual Services inclusive of all incidental Charges should be mentioned in both figures and words. Lowest Rate will be evaluated on the basis of total rate inclusive of all charges.(Excluding GST)

**Being the distance places of work food and lodging facilities for two working personnel will be provided without any extra cost.**

No escalation of rate, if any will be considered except in the event of new taxes/levies making into force due to Govt. Legislation/ Notification or by any statutory body, the same will be applicable to the concerned parties from the effective date, subject to approval of the competent authority of WBSEDCL. No advance payment will be made under any circumstances.

No deviation in any form in the Price Bid Sheet is acceptable subsequently the entire Tender process of the Vendor shall be cancelled.

**IB.26. Taxes, Duties and other levies:**

Only GST as applicable shall be paid extra.

**IB.27. Statutory Obligations:**

Statutory compliances in respect of the staff & employees to be engaged / deployed by the vendor are to be maintained as per law.

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

**IB.28. Issue of Order:**

The order will be issued after completion of the Tender process on the successful vendor.

**IB.29. Acceptance of Order:**

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

**IB.30. Right to reject Bids :**

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

**IB.31. 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.32. 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.33. Communication:**

The interested vendors may communicate with WBSEDCL in connection with the tender through the following modes.

Telephone – (033) 2359 0175, 23197 512. E-Mail: [gm.hrdd@wbasedcl.in](mailto:gm.hrdd@wbasedcl.in)

**IB.34. Representative of Vendor:**

1. The successful vendor is required to nominate one person exclusively for this service to be provided to the respective EETIs/KJTC from commencement to completion 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.

**Controlling Officer: GM(HRD&TRG/PM), WBSEDCL.**

**Coordinating Officer: Principal/Course Coordinator of EETIs & KJTC.**

*Shobha*  
7/8/23

**General Manager (HRD&TRG/PM)**  
**WBSEDCL**

## **SECTION-II**

### **SCOPE OF WORK**

Sealed bids are invited from the bonafide resourceful and adequately experienced vendors for **selection of Agency for Pest Control Service including Rodent, Mosquito and Termite etc. Control of EETI- Berhampore, Burdwan & KJTC- Kalyani under HRDD.**

**Approximate measurement of each floor of EETI – Berhampore , Burdwan and KJTC – Kalyani are as follows:-**

<b>NAME OF EETI/KJTC</b>	<b>Training Institute Building in Sq. meter/ Sq. feet.</b>	<b>Field Hostel Building in Sq. Meter.</b>	<b>Total Sq. Meter/ Sq. Feet.</b>
<b>Berhampore</b>	<b>627.162 Sq. Meter</b>	<b>1702.34 Sq. Meter</b>	<b>2329.50 Sq. Meter.</b>
<b>Burdwan</b>	<b>575.04 Sq. Meter.</b>	<b>1795.52 Sq. Meter.</b>	<b>2370.56 Sq. Meter.</b>
<b>Kalyani</b>	<b>502 Sq. Meter</b>	<b>-</b>	<b>502 Sq. Meter</b>

**Actual Measurement of Area should be obtained by the Bidder themselves.**

Periodical Pest Control Servicing visit along with spraying of proper chemicals or any other measures once in every month at each and every built up area of the Office & Hostel building of EETIs & KJTC has to be done to keep the above mentioned areas free from pest, rodent & termite etc. In case any problem arises during servicing period shall have to be attended within 24 hours from the receipt of the complaint from officials of WBSEDCL.

1. General Pest Control Service, which includes control of all poisonous pests, lizards, cockroaches, ants, stored product insect etc. (at least once in a month]
2. Special Rodent Control Service with Rodenticide, Glue Board/ Trapping Board [as and when required].
3. Termite Control Service with Chlorpyrifos 20 EC [at least once in a month] 4 Special Mosquito Control Service, specially at Basement, Ground Floor and surroundings at least twice in a month.

\*\*\*\*\*



**SECTION: III**

**Annexure – I**

**e-Tender for**

**Selection of Agency for Pest Control Service including Rodent, Mosquito and Termite Control of EETI- Berhampore, Burdwan & KJTC- Kalyani under HRDD.**

**NIT No: WBSEDCL/HRDD/Pest Control/E-Tender/**

**Dated: /07/2023**

**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 not have been blacklisted from any Govt. organization across India in last three years	A duly completed certificate as per Annexure III	
3.	The bidder/Companies should have at least one office in India/West Bengal.	Relevant Documents supporting the existence of an office in India/West Bengal. (Bidders address proof)	
4.	Must Comply with all statutory obligations.	Copy of PAN Card (Valid & Active)	
		Copy of GSTIN Registration Certificate (Valid & Active)	
		GST return last 2 years	
		Copy of License to perform such work	
		P Tax if applicable	
		Trade License details	
		IT Return (3Years)	
6.	Earnest Money Deposit/Security Deposit	Scan Copy of Demand Draft / Bank Guarantee (as per Annexure V) along with Annexure VI in case of BG	
7.	Techno Commercial Coverage(Folder)	Duly completed Scanned PDF copy of credentials as per Annexure I	
8.	Experience Details (Work Orders)	As per Annexure IV	

**Annexure II**

**To**

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

**Sub: Self Declaration Certificate.**

**Ref : NIT No. \_\_\_\_\_ dated \_\_\_\_\_**

Dear Sir,

With reference to the above, I am/ We are offering our competitive bids **for Selection of Agency for Pest Control Service including Rodent, Mosquito and Termite Control of EETI-Berhampore, Burdwan & KJTC- Kalyani under HRDD I** / We hereby reconfirm and declare that I / We have carefully read, understood & complying the above referred tender document including instructions, terms & conditions.

GST as per Applicable.

**Date :**

**Place :**

**Seal :**



**Authorized Signatory**

**Name:**

**Designation:**

**Contact No.:**

**Email ID:**



### **Annexure III**

## **CERTIFICATE**

**(to be provided on letter head of the firm)**

**Ref : NIT No.** \_\_\_\_\_ **dated.** \_\_\_\_\_

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 :**



**Authorized Signatory**

**Name:**

**Designation:**

**Contact No.:**

## **Annexure IV**

### **Authorization and Work Order Details:**

**Ref : NIT No.** \_\_\_\_\_ **dated** \_\_\_\_\_

<b>Sl. No.</b>	<b>Evaluation Criteria</b>	<b>Name of the Client with Ref. No. /Order No. &amp; date</b>	<b>Remark</b>
<b>1</b>	<b>Experience Details:</b>  <b>List of Order where the similar type of service executed by the Vendor during the last three (03) years.</b>		Scanned PDF copies of experience certificates <b>are to be attached.</b>

Date:

Place:

Seal :



Authorized Signatory

Name:

Designation:

Contact No.:



## **ANNEXURE - V**

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

**Sub: - Earnest Money Deposit (EMD) Details.**

**Ref : NIT No.**\_\_\_\_\_ **dated**\_\_\_\_\_

Dear Sir,

The following DD/BG in favour of West Bengal State Electricity Distribution Company Limited, payable at Kolkata are enclosed herewith towards EMD.

**Detail of DD Amount :**

1. DD/BG No. & Date :
2. Bank Name :
3. EMD amount (in Rs.):

Thanking you,

Yours faithfully,

(Authorized Signatory with Seal and date)

**Annexure VI**  
**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 Tender (NIT) 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 'WBSSEDCL' 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 of .....20.....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.



# Annexure-VII

## BoQ

BOQ pest control [Compatibility Mode] - Microsoft Excel

Home Insert Page Layout Formulas Data Review View Developer

Themes Colors Margins Orientation Size Print Breaks Background Print Titles Page Setup

Width: Automatic Height: Automatic Scale: 49% Gridlines View Print Sheet Options

Bring to Front Send to Back Selection Pane Group Rotate Arrange

A13 1.01

Item Wise BoQ					ANNEXURE - VII	
Tender Inviting Authority: GM (HRD & TRGIPM), VBSIEDCL						
Name of Work: Selection of Agency for Pest Control Service including Rodent, Mosquito and Termite Control of EETI- Beshampore, Burdwan & KJTC- Kalyani under HRDO						
Contract No: VBSIEDCLHRDO/c- TENDER/ Date:-						
Name of the Bidder/ Bidding Firm / Company:						
ANNEXURE - VII 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 updated 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	Quantity	Basic Rate (per metre sq.) including transportation and other incidental charges excluding GST Pct. P	AMOUNT Without Taxes Pct. P	AMOUNT In Words	
101	Basic rate should be quoted on per Meter square basis of covered area per service per month including transportation and other incidental charges but excluding GST (if any). Applicable GST, if any, should be mentioned separately. Total Cost of Annual Services inclusive of all incidental Charges should be mentioned in both figures and words. Lowest Rate will be evaluated on the basis of total rate inclusive of all charges. Being the distance places of work food and lodging facilities for two working personnel will be provided without any extra cost. GST will be paid extra as per applicable rate.	100		0.00	INR Zero Only	
Total in Figures				0.00	INR Zero Only	
Quoted Rate in Words				INR Zero Only		

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