



**WSEDCL**

# West Bengal State Electricity Distribution Company Limited

(A Government of West Bengal Enterprise)

## Human Resource Development Department

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CIN: U40109WB2007SGC113473



**WSEDCL**

### Tender Notice

### BID DOCUMENT

For

**Tender for Selection of Agencies for Engaging Housekeeping & Caretaker –  
Conservancy Services at Electricity Employees Training (EETIs) Institutes under HRDD,  
WSEDCL**

**Estimated Cost: Rs 100 Lakhs (per year)  
EMD :- Rs 2,50,000/-**

**GM(HR&A)Trg.Dev.&PMS, WSEDCL**

**NTI No: WSEDCL/HRDD/CT& HK /e-Tender/ 03**

**Dated: 20/05/2026**

*Chatterjee*

*[Signature]*  
AAM(HR&A)  
HRDD

*[Signature]*  
GM/HRDD

*[Signature]*  
BE (E)

*[Signature]*  
GM(HR&A)

*[Signature]*  
MGR(F&A)



**Engaging Housekeeping & Caretaker – Conservancy Services  
at EETIs Institutes under HRDD, WSEDCL**

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

**IB.1.**

West Bengal State Electricity Distribution Company Limited herein after referred to as WBSSEDCL invites e-tenders for **Engagement of Caretaker (Conservancy Supervisor) & Housekeeping Personnel** (as per Annexure-I) at different **Electricity Employees Training Institute (EETIs) & its hostel building situated at Burdwan, Tribeni, Kharagpur, Berhampore, Malda & Coochbehar under the HRD Department of WBSSEDCL** for a period of **Two years (02)** in each EETIs which will be extend further **1 (one) year** on review of the satisfactory performance of the vendor, as per detail "Scope of Work" and other terms and conditions furnished in the different clauses of the bid document.

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

**A. Eligibility Criteria**

1. The Bidder must comply with the "Mandatory Condition" as mentioned in Annexure I.
2. The Bidder should give a Self Declaration Certificate for acceptance of all terms & conditions of tender documents. A duly completed certificate to this effect is to be submitted as per Annexure III.
3. Trade License
4. PAN Card
5. GST Registration Certificate with clear mention of Type of Registration along with current GST payment Certificate/Documents related to Active GST and acknowledgement of GST Return for the last 2(two) years.
6. The Bidder must have a valid license / registration of ownership to operate Caretaking and Housekeeping services.
7. Registration with the Regional Labour Commissioner, valid license under the Contract Labour (R&A) Act, 1970.
8. EPF Registration Certificate and Challan for last month.
9. E.S.I Registration Certificate and Challan for last month
10. Certificate of Incorporation/ Certificate of Commencement in case of Private/Public Limited Company registered under the Companies Act and Deed of Partnership in case of Partnership firm.
11. Professional tax registration certificate and current enrollment challan (if applicable)
12. Documents related to corporate office with in West Bengal /firm sand/ or Sole Proprietorship, having principal place of business in West Bengal in the form of above documents.
13. The Bidding Firm/Company should have at least three years' experience in providing Caretaker and House Keeping Services to Government Institutions/ Government Departments / Public Sector Undertakings/ Public Sector Banks / Public Sector Insurance Companies. A complete list of clients serviced during three years (year wise) and certificate from the Clients with respect to satisfactory performance of the bidder shall be enclosed with the technical bid.



14. Copy of IT Return for the last three Financial Years 2022-23, 2023-24 & 2024-25.
15. Average Annual Turnover should be more than 36 lacs for the last 3 Financial Years i.e. 2022-23., 2023-24 & 2024-25. Audit Report for Companies Registered under Companies Act and for any other organization, other than companies, Annual Accounts along with Profit & loss A/c or copy of Form 3CB - 3CD to be submitted duly certified by any Chartered Accountant with valid UDIN.
16. A solvency certificate of any scheduled bank amounting to 30% of the estimated cost is required to be submitted by the bidder.
17. The Agencies should have not been Black listed /Holiday listed for any Govt. organizations across India in last three calendar years. During the contract period, if the undertaking submitted by the vendor is found to be false, the order issued on the vendor shall be terminated with the forfeiture of the EMD/ Security Deposit. A duly completed certificate to this effect is to be submitted as per Annexure V.
18. Intending Bidders desirous of participating in the tender are to log on to the website <http://wbtenders.gov.in>. The tender can be searched by typing **wbsedcl** in the search box of the website.
19. 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, Safes crypt, 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.
20. 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 WBSIEDCL. Neither any change in time schedule of the contract nor any financial adjustments, arising thereof, shall be permitted by WBSIEDCL, which are based on the lack of such clear information of its effect.
3. WBSIEDCL 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 WBSIEDCL. Verbal agreement or conversation with any officer, employee of WBSIEDCL 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, cartelization 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.

**IB.5. Key Dates:**

**Schedule of Dates for e-Tendering:**

Sl. No.	Activity	Date & Time
1.	Publishing Date	25.05.2026 at 11.00 Hrs
2.	Document Download start date	25.05.2026 at 11.00 Hrs.
3.	Date of Pre-bid Discussion	01.06.2026 at 11.00 Hrs
4.	Bid submission start date	05.06.2026 at 11.00 Hrs
5.	Bid submission end date	19.06.2026 at 14.00 Hrs
6.	Last date of Online deposition of EMD/uploading scan copy of BG	19.06.2026 at 14.00 Hrs
7.	Technical Bid opening date	22.06.2026 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

**IB.7. Pre Bid Discussion:**

1. Pre bid discussion will be held 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 will not be a cause for disqualification of the bidders.

**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 [gm.hrdd@wbasedcl.in](mailto:gm.hrdd@wbasedcl.in) at least three days 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 made afterwards on the issues discussed in the pre bid meeting. The clarification given in pre-bid discussion shall be final and binding on the bidder.

**IB.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 Addendum / Amendments and the same will be uploaded in the website (<http://wbtenders.gov.in>) only in due time. WBSEDCL shall not have any obligation to inform the vendor through any other mode of communication.

**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)** 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]:**

ITB.12.1 All bids must be accompanied by "Bid Guarantee/Earnest Money Deposit". The bid shall be considered non responsive if the Bid Guarantee is not submitted along with the bid.

ITB.12.2 BID GUARANTEE/EMD should be deposited in online mode through Net-banking / RTGS / NEFT through e-tendering website only. Earnest Money Deposited in any other form will not be accepted. Details of online transaction should be mentioned properly in the prescribed format in the Application form.

**ITB.12.3** Please note that without submission of Earnest Money or in adequate submission of Earnest Money or Earnest Money deposited through other than the prescribed mode, results in non-opening of Technical Bid and subsequently disqualification from the tendering process. At the time of opening of Technical Bid, if any discrepancy found in application of a participant and subsequently the application declared as disqualified, the EMD will be refunded to the participant through online mode using e-tendering website through an automated process by NIC portal on receipt of updated status of any bid for EMD submitted in online mode.

**ITB.12.4 Procedures for Payment of EMD:**

- a. A bidder desirous of taking part in a tender invited by the offices of WBSEDCL shall log into the Procurement portal of the Government of West Bengal <https://wbtenders.gov.in> using their login ID and password.
- b. The bidder shall select the tender to bid and initiate payment of EMD. The following payment options are available for paying the EMD amount through the online mode:
  - i. Net-banking through Payment Gateway.
  - ii. RTGS/NEFT Payment: On selection of RTGS/NEFT as the payment mode, the e-Procurement



portal will show a pre-filled challan having the details to process the RTGS/NEFT transaction. The bidder will print the challan and use the pre-filled information to make RTGS/NEFT payment using their 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.

#### **ITB.12.5 Refund/Settlement of EMD Amount:**

- ▶ For unsuccessful bidders, the EMD amount submitted against the tender shall be refunded automatically, through an automated process, by the NIC portal on receipt of the updated status of any bid.
- ▶ For successful bid(s), EMD will be refunded by WBSEDCL authority after completion of the tendering process and following due procedures.
- ▶ The bank account used for payment of EMD by the bidders shall be kept operative until the completion of the tendering process. All refunds will be made mandatorily to the Bank A/c from which the payment of EMD has been initiated.

#### **IB.13. 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.14. 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.15. Online Submission of Bid:**

Bids shall be submitted as under:



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

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

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

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

## 2. **DOCUMENTS CONSTITUTING THE BID:**

**a) Technical 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. **"Mandatory Condition"**: Duly Completed Scanned PDF copy of Annexure-I
- iii. **"Annexure"**: Duly Completed Scanned PDF copy of Annexure-II, Annexure-III, Annexure-IV, Annexure-V, Annexure-VI along with supporting documents.
- iv. **"Certificate"**:  
Scanned PDF copy of relevant documents supporting the existence of an office in the State as mentioned in Annexure-I
- v. **"Technical Specification"**: Duly Completed Scanned PDF copy of Annexure-I with supporting Documents.

### **b) Financial Cover:**

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

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



**c) Other Important Documents (OIDs):**

- i) Duly Completed Scanned **PDF** of PAN Card.
- ii) Duly Completed Scanned **PDF** of GSTIN Registration Certificate.
- iii) Duly Completed Scanned **PDF** of Bidder Address Details.
- iv) Duly Completed Scanned **PDF** of Professional Tax.
- v) Duly Completed Scanned **PDF** of valid Employees Provident Fund Registration.
- vi) Duly Completed Scanned **PDF** of valid ESI Registration Certificate for workers in (ESI coverage area)/Mediclaime(for workers in Non-ESI coverage area)
- vii) 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.
- viii) Scanned **PDF** Copies of duly signed Balance Sheet / Trading Account / Profit & Loss Accounts along with supporting document & a duly completed certificate.

**IB.16. Submission of original copies of documents of Bid Security Deposit:**

No price preference or exemption of fees (EMD) 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 a separate status.

**IB.17.**

Conditional and incomplete tenders are liable to summary rejection.

**IB.18.**

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.19. 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.20. Opening and evaluation of tender:**

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

- Technical proposals will be opened by the Tender Inviting Authority or his authorized representative electronically from the website stated above, using their Digital Signature Certificate.
- Technical proposals for those tenderers who have not submitted EMD through online submission towards deposition of Bid security along with other documents will not be opened and will stand rejected.
- All bids found to be responsive as regards Clause IB.16/ IB.20 will be examined. Bids which do not satisfy the "Clause IB.16/ IB.20 will not be considered for technical evaluation.
- The bidder shall not take any commercial deviation from the stipulation of Bid document. If the bidder takes any commercial deviation, his Bid may be liable for rejection.



- Techno-commercial deviations will not be considered in any circumstances. Negative deviations will not be accepted in any circumstances and shall be considered as non-responsive and shall be liable for rejection.
- The summary list of bidders, whose bids will be found techno- commercially eligible, will be uploaded in the web portals. Date of opening of financial bid will be intimated to the techno-commercially qualified tenderers.

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

- Financial proposals submitted by the tenderers in the prescribed format BOQ (ANNEXURE-X) and declared techno-commercially eligible, will be opened electronically by the Tender Inviting Authority from the web portal stated above on the prescribed date.
- No deviation in any form in the price-bid sheet is acceptable.
- The encrypted copies will be decrypted and evaluated online.
- After opening of the financial proposal the preliminary summary result containing inter-alia, name of bidders and the rates quoted by them will be uploaded.
- The Tender Accepting Authority may ask any of the tenderers to submit analysis to justify the rate quoted by that tenderer.
- For any discrepancy in the amount of figures and words, the quoted amount in figure will prevail.

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

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

**4. Evaluation of bid shall be made on the total rate of all the items, clubbed together.** This however will not encroach on the right of WBSEDCL to go into further processes for item wise evaluation, if required.

**5.** Any variation, up or down, in taxes & duties or any new levy introduced subsequent to bid opening will not be considered for comparison of bids.

**6. The Commercial Bid with the lowest total rate will be the highest evaluated bid.**

**IB.22. Price:**

1. Price offer shall be submitted in the prescribed format only.
2. No deviation in any form in the Price Bid Sheet is acceptable.

**IB.24. Taxes, Duties and other levies:**

No custom duty will be paid by WBSEDCL. Only GST as applicable shall be paid extra.

**IB.25. Statutory Obligations:**

Statutory obligations as per law of the land are to be complied as per Annexure-VIII

**IB.26. Issue of Purchase Order:**

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

**IB.27. Acceptance of Purchase Order:**



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

**IB.28. Right to reject Bids :**

WBSEDCL reserves the right to accept or reject any bid and to annul the bidding process and reject all bids at any time prior to award of Purchase 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.29. Conflict of Interest:**

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

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

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

**IB.30. Termination of Contract:**

Contract can be terminated by either side by giving one month's notice. The Company reserves the right to cancel/discontinue the order at any point of time without assigning any reason thereof.

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

The successful vendor, for communicating with WBSEDCL, for this job may use the following modes.

Telephone – (033) 2359 9078 2319 7476, 2319 7512.

**IB.33. Representative of Vendor:**

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



**SECTION: II**  
**Schedule of Requirements**

**No. of Caretaker (Conservancy Supervisor) & Housekeeping Personnel required at our EETIs**

EETI- Tribeni		EETI- Burdwan		EETI- Berhampore		EETI- Kharagpur		EETI- Malda		EETI- Coochebhar	
CT/CS *	HP *	CT/CS *	HP *	CT/CS *	HP *	CT/CS *	HP *	CT/CS *	HP *	CT/CS *	HP *
3	6	3	6	3	6	3	6	3	4	3	4

- Additional Housekeeping Personnel may have to be provided by the agency depending on the requirement of the Company in future.
- A number of personnel required may be modified accordingly by WBSEDCL, in other areas as per requirement.

\* **CT/CS** – Caretaker (Conservancy Supervisor); HP – Housekeeping Personnel



**SECTION: III**  
**SCOPE OF WORK**

- a) The Caretaker (Conservancy Supervisor) will be the custodian of the entire premises of the Institute with the responsibility to look after the property, assets of the Hostel/Training Institute besides taking care of the requirements of the boarders during their stay for attending the Training Sessions.
- b) The Caretaker (Conservancy Supervisor) shall maintain a Register with the record of rooms / linen allotted to each of the occupants during the training session and shall get the entries signed by each boarder at the time of first arrival & last departure from the Training Institute.
- c) The Caretaker (Conservancy Supervisor) shall look after the needs of the boarders and shall make all efforts in rendering services to the utmost satisfaction of the boarders.
- d) Any complaint of whatsoever in nature may be brought to the notice of the Principal / Course Coordinator of **EETIs**.
- e) The Caretaker (Conservancy Supervisor) shall ensure that the duties & responsibilities given are carried out in its true sense, leaving no scope for boarders to lodge any complaint against any irregular service.
- f) The duties assigned by the Principal / Course Coordinator of respective **EETIs** shall have to be discharged effectively and in case of exigency, any task required to be done shall be complied with, as per instructions of the Principal / Course Coordinator of **EETIs**.
- g) Housekeeping activities will cover Floor cleaning (sweeping & damp mopping of tiles vitrified floors, staircases sidewalls, corridors, passages). Dusting, cleaning of all class furniture and fixture, dusting of wall panels, top dusting, wall cleaning, ceiling & roof cleaning, cleaning of electrical fittings & fixtures and toilet cleaning & touch up.
- h) Dressing and beautification of garden area including grass cutting. Bushes surrounding the hostel/training institute premises should be cleaned on weekly basis.
- i) All the wash basin and toilet pans should be kept stain free using Harpic/Sanifresh.
- j) Thorough cleaning and sanitisation of the toilets, wash basins, mirrors, dustbins should be done using suitable non abrasive cleaners and disinfected.
- k) Naphthalene balls should be supplied in the storage cabinets, wash basin and toilets sufficiently on regular basis
- l) Materials for cleaning etc. Will have to be provided by the Vendor as per requirements made by Principal /Course Coordinator of Respective **EETIs**. The charges will be reimbursed separately on submission of original bills duly certified by Principal/Course Coordinator (self attested copy of original receipt voucher/ challans and copy of requisition of Principal /Course Coordinator.
- m) Attendance: Engaged persons for the above work should have to sign in Attendance Sheet maintained at **EETI** & Hostel separately. Monthly duty roster shall be certified by the Principal / Course Coordinator of respective **EETIs**.
- n) Holidays: National Holidays as per current Circular will be admissible in a year for the engaged Caretaker (Conservancy Supervisor)/ Housekeeping personnel.
- o) Rates: Monthly Minimum wages with detailed break up of Rates as per format prescribed in Annexure-II is to be quoted separately (only as per BOQ Annexure-X which is in line with Annexure-II) for Caretaker (Conservancy Supervisor) and Housekeeping personnel like Sweeper, Cleaner and Gardener etc. Rates thus quoted should be exclusive of GST. However, Minimum wages is applicable in accordance to the Circular issued by the Office of



the Labour Commissioner, Govt. of West Bengal, time to time. GST as applicable will be paid as per norms on receipt of Proper documents & GST Invoice in this regard.

Service Charge quoted includes administrative charges, transportation cost, uniform cost, accessories any other charges i.e reliever charges /any overheads/profits etc which are necessary for maintaining work. The service charge on basic/Min Wage per personnel includes agencies administrative charge, transportation charge, pay slips, uniform cost and any other charges/overheads/profits/cost of items which are necessary for maintaining work. The increment of rate of minimum wages (which is generally published twice in a year), PF,ESI ,Bonus percentage by the appropriate Govt. from time to time will be paid by WBSEDCL on reimbursement basis on submission of proper bill after due clearance of all statutory compliances with minimum wages to all the security personnel deployed for guarding under different sites of WBSEDCL.

The quoted rate includes all taxes, duties, cess, if any, excepting GST as applicable allowable by WBSEDCL over & above the contracted rate as per norms.

No other incidental charges will be entertained.

- p)** Engagement: Caretaker (Conservancy Supervisor) will be liable to discharge his duties & responsibilities at the respective EETIs seven (07) days a week with reliever option. Arrangement of reliever against weekly off-day / absence is to be extended as per law. Housekeeping personnel will be engaged for 08 (eight) hours in a day as per duty roster to be scheduled by the Principal / Course Coordinator of the Institute and 06 (six) days in a week to perform their duties at Training Institute and Hostel Campus. Free accommodation will be provided to the Caretaker (Conservancy Supervisor).
- q)** Vendor should take proper care while engaging / deploying Caretaker (Conservancy Supervisor) & House Keeping Personnel. They should be properly-dressed in uniform and should carry their individual Identity Card. They must be well behaved and in case of receipt of any complaint, the agency will be liable to remove / replace the staff within 12 hours time.



## SECTION: IV

### GENERAL CONDITIONS OF CONTRACT (GCC)

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

1. The bidder has to furnish all the information as required regarding their offer.
2. The WBSEDCL reserves the right to reject the bid, if any deviation from tendered specifications is found in the techno commercial bid at any point of time.
3. The Bidder should have Registered office situated in Kolkata, West Bengal.
4. The bidder has to furnish all the information as required regarding their offer.
5. Quotation from any sub-vendor will not be entertained.
6. Any form of consortium will not be allowed.
7. The bidder shall satisfy WBSEDCL with his ability to complete the works positively within the stipulated time.
8. All correspondence, documents and Bid, exchanged between the Bidder and WBSEDCL shall be written in English language. Failure to comply with this request may disqualify a bidder.
9. The Company reserves the right, to reject any or all the tenders, at its discretion, without assigning any reason whatsoever.

#### **GCC.2. Cancellation/Termination of Order:**

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

1. Non acceptance of Purchase Order as per "Acceptance" clause.
2. If failed to implement the project.
3. In each above cases 15 days termination notice shall be issued prior to termination of Purchase Order.

#### **GCC.3. Security Deposit:**

1. Security Deposit "The Security Deposit, amounting to 3% of the contract value, may be submitted in the form of a Demand Draft or Bank Guarantee (BG) (Annexure VII & Annexure IX). The validity period of the Security Deposit must be 6 months beyond the expiry of the contract. Accordingly, the Security Deposit should remain valid for a total period of 2 years and 6 months from the date of issuance of the contract."
2. Security will be refunded to the supplier, after it duly performs and completes the contract period in all respect.
3. Security will be forfeited if the firm fails to perform/abide by any of the terms or conditions of the contract.
4. No interest would be paid on the Security Deposit.

#### **GCC.4. Arbitration & Legal Jurisdiction:**

1. During execution of this contract, if any dispute arises thereby, shall be settled amicably between WBSEDCL and yourself to the extent possible.
2. All disputes or differences in respect of which the decision if any has not become final shall be settled by arbitration in accordance with the provisions of the Arbitration and Conciliation Act – 1996 or any statutory modification thereof. The venue of Arbitration shall be Kolkata only.



3. The necessary legal affairs and / or court case shall be exclusively within the jurisdiction of Calcutta High Court only.

**GCC.5. Risk Purchase / Performance:**

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

**GCC.6. Termination for Insolvency**

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

**GCC.7. Force Majeure :**

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

**GCC.8. Liquidated damage: -**

In case of any damage of any property of WBSEDCL caused by any of the employees/ workmen engaged by the agency, the agency will be liable to repair the damage at their own cost or to reimburse the actual cost of repair done by the authority of WBSEDCL in the mode of deduction from the immediate bill/Security Deposit..

Monitoring of the levels of quality of the outsourced services shall be done on regular basis by the Principals of the respective EETIs and in the event of quality of work being found to be unacceptable in any month due to deficiency in the office work for lack of manpower and/or any other reasons on the agency's side, "Penalty" will be levied and the same will be deducted from the contractor's bills/Performance Security in any case as detailed below:-

- a) In case any of the contractor's personnel deployed under the contract is absent, and the contractor is unable to provide a suitable substitute in time, it shall be treated as absence. In such cases, a penalty of 0.5% from the monthly invoice, calculated for that particular day, shall be levied by the authority and deducted from the contractor's bills.
- b) In case any of the contractor's personnel deployed under the contract fails to report in time and the contractor is unable to provide a suitable substitute in time for the same, it will be treated as absence and a penalty as mentioned above shall be levied.
- c) In case of any complaint is received attributable to them is conduct/misbehavior of the contractor's personnel, a penalty @2.5% from the monthly invoice payment for each such incident shall be levied if found to be guilty after further enquiry by office of the GM(HR&A)Trg.Dev.&PMS. Moreover, the concerned contractor's personnel may be penalized even up to termination from the system immediately.



- d) The penalties shall be recovered out of 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 poor performance with no improvement in spite 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 HRD Department, WBSEDCL.

**GCC.9. Submission of bills for payment :**

1. Terms of Payment: No advance payment will be made against the Purchase Order in any circumstances.
2. The bills in triplicate is to be submitted to the respective Consignee Officer as mentioned in **GCC.11** with relevant papers & documents for Certification of Bill including Challan and successful completion & performance certificate and the same would be forwarded to the Manager(F&A), HRDD for payment.

**GCC.10. Price:**

1. Price offer shall be submitted for the mentioned materials as per given specification only.
2. All prices should be given item wise, although evaluation will be made on total price of all items. Incomplete or partial quotation will not be accepted and shall be liable to be rejected.
3. Price should be quoted in the Price Bid Sheet -BOQ (Annexure- X) as per format. No deviation in any form in the Price Bid Sheet(s) is acceptable. The quoted price shall remain firm throughout the period of the contract and no adjustment shall be made to the contract price in respect of rise or fall in cost of Installation Charge.

**GCC.11. WBSEDCL Personnel for Liaison :**

1. Controlling Officer: GM(HR&A) Trg.Dev.&PMS
2. Nodal Officer: Manager(HR&A)- HRDD
3. Consignee and Supervising Officer:  
Principals/Course Coordinator of respective EETI. - He would issue the successful completion and performance certificate for the entire scope of work under the LoA.
4. Paying Authority: Manager (F&A)/HRDD.

**GCC.12. Area of Work**

Name, Address, Phone No., and Email-ID of EETIs under HRDD, WBSEDCL

SL. NO.	NAME OF THE EETIS & KJTC	EETIs- ADDRESS	Mobile No.	E-Mail ID
1	EETI – Burdwan	Burdwan - Kalna Road, Hatgobindapur Bazar, (Inside 33/11 KV Power House) Dist. – Burdwan, Pin: 713 407	9230962558	eeti.burdwan@wbasedcl.in
2	EETI – Tribeni	Tribeni (Near B.T.P.S.), P.O. Tribeni, Dist. Hooghly, Pin-712503	9230962559	eeti.tribeni@wbasedcl.in
3	EETI – Berhampore	EETI, Lalbagh, near Kurmitala, Murshidabad, Pin – 742 149	9230962562	eeti.berhampore@wbasedcl.in
4	EETI – Kharagpore	P.O. Inda, Kharagpur, Behind Shakti Bhavan, Dist. Paschim Midnapur, Pin-721305	9230962561	eeti.kharagpore@wbasedcl.in
5	EETI – Coochbehar	Power House Campus, N.N. Road, Opposite Sudhir Medical Coochbehar – 736101	9230962564	eeti.coochbehar@wbasedcl.in
6	EETI- Malda	Nimasarai, P.O. Old Malda, P.S. English bazaar, near Kalindi 33/11 KV Sub- station, Dist. Malda, Pin- 732128	9230962562	eeti.malda@wbasedcl.in



## Annexure-I

### Mandatory Conditions:

Sl. No.	Requisite Credentials	Supporting Documents to be submitted	Submitted (Yes / No)
1.	Self Declaration Certificate for acceptance of all terms & conditions of tender documents.	A duly completed certificate as per Annexure -VI	
2.	The bidder should be registered under the Companies Act, 1956 (substituted by Companies Act 2013) or a partnership firm or a firm of individual for more than 3 (three) years ending 31.03.2025.	Certificate of incorporation as a Company under Companies Act. or a registered partnership deed or trade license as the case may be.	
3.	Annual Turnover details in the previous three Financial Years (2022-23 to 2024-25)	Copies of duly signed balance sheet / trading account / profit & loss accounts along with supporting document & a duly completed certificate as per Annexure-IV	
4.	The bidder should not have been blacklisted from any Govt. organization across India in last three years	A duly completed certificate as per Annexure V	
5.	The firm should have experience in the same business in the last 3 years.	The details of the same along with supporting documents are to be submitted	
6.	The bidder should have at least one office in the State.	Relevant Documents supporting the existence of an office in the State.	
7.	Must Comply with all statutory obligations.	Copy of PAN Card	
		Copy of GSTIN Registration Certificate	
		Copy of Registration Certificate	
		P Tax if applicable	
		ESI Registration certificate	
		Employee Provident Fund registration	
8.	Security Money Deposit (SD)	Trade License details	
		Scan Copy of Demand Draft / Bank Guarantee (as per Annexure IX) along with completed Scanned PDF copy of Annexure VII	

*[Handwritten Signature]*



**Annexure II**

**Details of Breakup of Rates iro Caretaker (Conservancy Supervisor)  
& Housekeeping Personnel**

Sl. No.	Description	Break up of Rates i.r.o Caretaker (Conservancy Supervisor)		Break up of Rates i.r.o Housekeeping Personnel	
		Details	Rate.	Details	Rate.
1)	Monthly Minimum Wage (Basic)	Minimum Rate of Wages in West Bengal for Semi Skilled Worker as per present rates approved by Office of Joint Labour Commissioner , Govt of West Bengal	11425	Minimum Rate of Wages in West Bengal for Unskilled Worker as per present rates approved by Office of Joint Labour Commissioner , Govt of West Bengal	10386
2)	Wage per Man-day	Monthly Minimum Wage / 26 days	439.42	Monthly Minimum Wage/26 days	399.46
3)	Statutory Payments	EPF 13 % as per Govt norms on SI No 2	57.13	EPF 13 % as per Govt norms on SI No 2	51.93
4)		ESIC 3.25 % as per Govt norms on SI No 2	14.28	ESIC 3.25 % as per Govt norms on SI No 2	12.98
5)		Bonus 8.33 % as per Govt norms on SI No 2	36.60	Bonus 8.33 % as per Govt norms on SI No 2	33.28
6)	Agency Service Charge in percentage & Rupees to calculated on SI No 2	6. (a) Agency Service Charge in percentage on SI No 2		6. (a) Agency Service Charge in percentage on SI No 2	
		6.( b) Agency Service Charge in Rupees on SI No 2		6. (b) Agency Service Charge in Rupees on SI No 2	
7)	Total Wage per Man-day	Total of Sl. No. 2 to 5 & 6 (b)		Total of Sl. No. 2 to 5 & 6(b)	

- Zero Service Charges will not be accepted as valid bid and the vendor will be rejected forthwith.
- However, Minimum wages is applicable in accordance to the Circular issued by the Office of the Labour Commissioner, Govt. of West Bengal, time to time
- Rates as specified as per Minimum wages effective from January 2026 as per Govt of West Bengal as per Circular no. 06/Start/14/RW/242023/LCS/JLC Dtd. 09.01.2026 of Addl. Labour Commissioner, West Bengal.
- Service Charge quoted includes all administrative charges, transportation cost, uniform cost, accessories any other charges i.e reliever charges /any overheads/profits etc which are necessary for maintaining work. The service charge on basic/Min Wage per personnel includes agencies administrative charge, transportation charge, payslips, uniform cost and any other charges/overheads/profits/cost of items which are necessary for maintaining work. No other miscellaneous charges will be entertained. Rates quoted will be exclusive of GST which will be paid as per norms on receipt of Proper documents & GST Invoice in this regard.

***Signature of Bidder with seal***

*[Handwritten Signature]*



**Annexure III**

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

**Sub: Self Declaration Certificate.**

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

Dear Sir,

With reference to the above, I am/ We are offering our competitive bids for **Engagement of Caretaker (Conservancy Supervisor) & Housekeeping Personnel** (as per **Annexure-I**) at different **Electricity Employees Training Institute (EETIs) & its hostel building situated at Burdwan, Tribeni, Kharagpur, Berhampore, Malda & Coochbehar under the HRD Department of WBSEDCL**, I / We hereby reconfirm and declare that I / We have carefully read, understood & complying the above referred tender document including instructions, terms & conditions and all the contents stated therein. I / We also confirm that the rates quoted by me / us as per Annexure-II Applicable Taxes like GST must be shown in the quotation clearly.

**Date :**

**Place :**

**Seal :**



**Bidder's  
Official  
Seal**

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



**Annexure- IV**

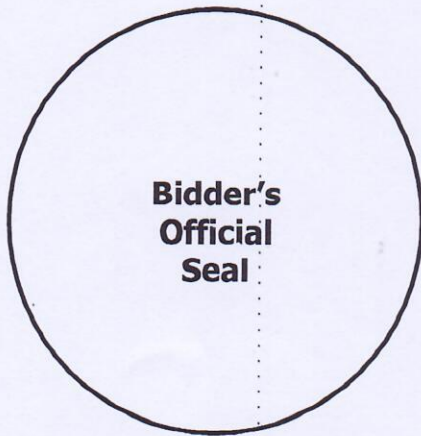
**Annual Turnover Details:**

Evaluation Criteria		Remark
Bidder's Annual Turnover for last three Financial years	Financial Year	Turnover in Rs.
	2022-23	-
	2023-24	-
	2024-25	-

**Date:**

**Place:**

**Seal :**



**Bidder's  
Official  
Seal**

**Authorized Signatory**

**Name:**

**Designation:**

**Contact No.:**



**Annexure V**  
**CERTIFICATE**

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

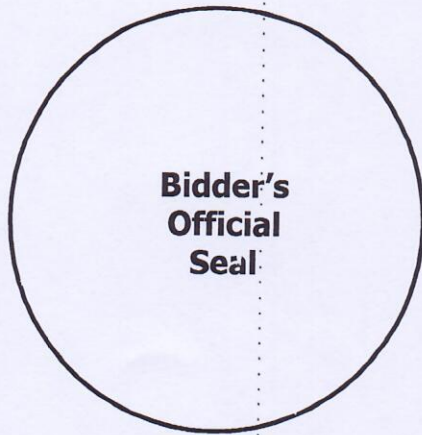
I hereby certify that the above firm neither blacklisted by any Central/State Government/Public Undertaking/Institute nor is any criminal case registered / pending against the firm or its owner / partners anywhere in India.

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

**Date:**

**Place:**

**Seal :**



**Authorized Signatory**

**Name:**

**Designation:**

**Contact No.:**



**Annexure VI**

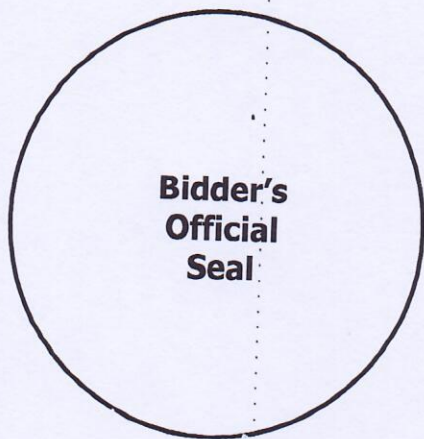
**Details of other organizations where similar contracts undertaken during last three years (enclose supporting documents).**

Sl. No.	Name & Address of the Organization	No. of Personnel supplied		Period of Contract	Whether Govt./semi Govt./Autonomous bodies/PSUs/Industries etc. (pl specify)	Amount of Contract	Reason for termination (if currently not valid)
		Caretaker (Conservancy Supervisor)	Housekeeping Personnel				

**Date:**

**Place:**

**Seal :**



**Bidder's  
Official  
Seal**

**Authorized Signatory**

**Name:**

**Designation:**

**Contact No.:**



**ANNEXURE - VII**

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

**Sub: - Security Money Deposit (SD) Details.**

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

**[Tender for Engaging Housekeeping & Caretaker – Conservancy Services  
at EETIs Institutes under HRDD, WBSEDCL]**

Dear Sir,

Security Money Deposit of Amount Rs. **3,00,000/- ( Rupees Three lakhs only)** has been deposited physically in form of BG/DD/Pay Order. The reference no. of DD/BG is ..... / has been paid through Bank Guarantee (BG) as per format (Annexure-IX),

Thanking you,

Yours faithfully,

and date)

(Authorized Signatory with Seal



**ANNEXURE - VIII**

**Subject: Undertaking for Compliance with Statutory Obligations**

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

Respected Sir/Madam,

I/We, the undersigned, do here by undertake and declare that during the execution of the contract / work order bearing reference number [WO / FO Number], dated [DD/MM/YYYY], with [Name of the Organization], we shall strictly comply with all applicable statutory laws, rules, and regulations in force from time to time, including but not limited to:

The Minimum Wages Act, 1948  
The Employees Provident Fund and Miscellaneous Provisions Act, 1952  
The Employees State Insurance Act, 1948  
The Contract Labour (Regulation and Abolition) Act, 1970 S. The Payment of Wages Act, 1936  
The Payment of Bonus Act, 1965  
The Payment of Gratuity Act, 1972  
The Equal Remuneration Act, 1976  
The Factories Act, 1948 (where applicable)  
The Labour Welfare Fund Acts (as applicable)  
Any other labour or taxation laws applicable in relation to the services executed under the said contract.

We further confirm:

- All statutory deductions and deposits (e.g., EPF, ESI, GST, TDS, etc.) will be made and deposited within the stipulated time.
- Necessary return and registers will be maintained and submitted as required under relevant Acts.
- All personnel deployed will be provided with wages and benefits not less than those prescribed under applicable laws.
- The organization shall not be held liable for any non-compliance on our part.

We understand that non-compliance with any of the above provisions may result in termination of the contract and/or legal action as deemed appropriate.

This undertaking is being given voluntarily and with full understanding of its implications.

Thanking you,

Yours faithfully,

For [Vendor/Contractor Name]

Authorized Signatory Name: \_\_\_\_\_ Designation:

Contact No.: \_\_\_\_\_ Seal:



**Annexure IX**

**BANK GUARANTEE PROFORMA FOR SECURITY DEPOSIT GUARANTEE BOND**

In consideration of the West Bengal State Electricity Distribution Company Limited ( hereinafter called the WBSEDCL) having agreed to exempt..... (hereinafter Called of the said contractor(s) from the demand under the terms & conditions of an agreement dated ..... made and..... for..... between..... and..... for..... under Purchase Order No..... dated ..... ( hereinafter called) the said agreement of Security Deposit for the due fulfillment by the said contractor(s) of the terms and conditions contained in the said agreement on production of a Bank Guarantee for .....(Rupees .....only ).

(1) We .....( hereinafter referred to as 'The Bank' at the request of .....  
(indicate the name of Bank)

..... Contractor(s) do hereby undertake to pay to the WBSEDCL an amount not exceeding Rs..... against any loss or damage caused to or suffered or would be caused to or suffered by the WBSEDCL by reason of any breach by the said contractor(s) or any of the terms and conditions contained in the said agreement.

(2) We ..... Do hereby undertake to pay the amounts due and payable under  
(indicate the name of Bank)

this guarantee without any demur, merely one demand from the WBSEDCL stating that the amount claimed in due by way of loss or damaged caused to or would be caused to or suffered by the WBSEDCL by reason of breach by the said contractor(s) of any of the terms and conditions contained in the said agreement or by reason of the contractor(s) failure to perform the said agreement. Any such demand made on the Bank shall be conclusive as regards the amount due and payable by the Bank under this guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs. ....

(3) We undertake to pay to the WBSEDCL any money so demand notwithstanding any dispute or disputes

Raised by the contractor(s) supplier(s) in any suit or proceeding pending before any Court or Tribunal Relating

thereto or liability under this present being absolute any unequivocal . The payment so made by us under this bond shall be a valid discharge of our liability for payment thereunder and the contractor(s) / supplier(s) shall have no claim against us for making such payment.

(4) We ..... further agree that the hereinafter Contained shall remain

(indicate the name of Bank)

in full force and effective during the period that would be taken for the Performance of the said Agreement

*[Handwritten Signature]*



( 2 )

and that it shall continue to be enforceable till all the dues of the WBSEDCL under or any virtue of the said agreement have been fully paid and its claim satisfied or Discharged or till WBSEDCL certifies that the terms and conditions of the said Agreement have been fully and properly carried out by the said contractor(s) and accordingly/discharges this guarantee. Unless a Demand of claim under this guarantee is made on us in writing on or before.....we shall be Discharged from all liabilities under this guarantee thereafter.

(5) We ..... further agree with the WBSEDCL that the WBSEDCL

(indicate the name of Bank)

shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary and of the terms and conditions of the said agreement or to extend time of Performance by the said contractor(s) from time to time or to postpone for any time or from time to time any of the powers exercisable by the WBSEDCL against the said contractor(s) and to for bear or enforce any of the terms and conditions relating to the said Agreement and we shall not be relieved from our liability by reason of any such verification, or extension being granted to the said contractor(s) or for any for bearance, act or omission on the part of the WBSEDCL or any indulgence by the WBSEDCL to the said contractor(s) or any such matter or thing what-so-ever which under the law relating to sureties would, but for this provision, have effect of so relieving us.

(6) Notwithstanding any this contained herein above our liability under this guarantee is limited to Rs..... (Rupees.....) and the guarantee is in force upto ..... Unless a demand or claim is made under this guarantee on Bank within 6 (six) months from the date of expiry of the validity of this Bank Guarantee all your rights under this guarantee shall be forfeited and we shall be relieved and discharged from all liabilities under this guarantee.

(7) This guarantee will not be discharged due to the change in the constitution of the Bank or the contractor(s) / supplier(s).

(8) We ..... Lastly undertake not to revoke this guarantee

(indicate the name of Bank)

During its currency except with the previous consent of the WBSEDCL in writing.

Dated the .....day of.....

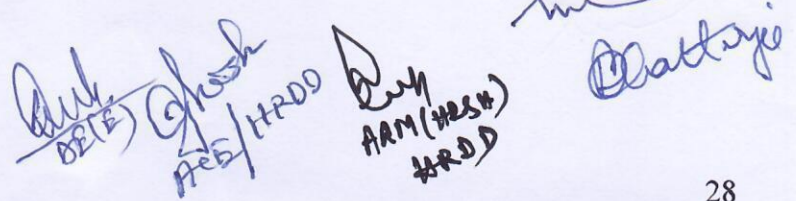
( Indicate the name of Bank )



**Annexure: X**

**BOQ**

Item Rate BoQ								
Tender Inviting Authority: The General Manager (HR&A) Trg. Dev & PMS, Human Resource Development Department, WBSEDCL								
Name of Work: Selection of Agencies for Engaging Housekeeping & Caretaker – Conservancy Services at Electricity Employees Training (EETIs) Institutes under HRDD, WBSEDCL								
Contract No: WBSEDCL/HRDD/CT&HK/e-Tender/03				Dated: 20/05/2020				
Name of the Bidder/ Bidding Firm / Company:								
<b>PRICE SCHEDULE</b>								
(This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only)								
Sl. No.	Item Description	Quantity	Units	Monthly Minimum Wage (Per Man Per Day) BASIC RATE In Figures To be entered by the Bidder Rs. p	Agency Service Charge in %	Agency Service Charge in Rs. p	TOTAL AMOUNT Without Taxes	TOTAL AMOUNT In Words
1.01	Minimum Rate of Wages in West Bengal for Semi Skilled Worker as per present rates approved by Office of Joint Labour Commissioner, Govt of West Bengal	26	Days	439.42		0.00	11424.92	INR Eleven Thousand Four Hundred Twenty Four & Paise Ninety Two Only
1.02	Minimum Rate of Wages in West Bengal for Unskilled Worker as per present rates approved by Office of Joint Labour Commissioner, Govt of West Bengal	26	Days	399.49		0.00	10385.96	INR Ten Thousand Three Hundred Eighty Five & Paise Ninety Six Only
Total in Figures							0.00	INR Zero Only
Quoted Rate in Words							INR Zero Only	


  
 Ghosh  
 HRDD  
 ARM (HR&A)  
 HRDD

