

**West Bengal State Electricity Distribution Company Limited**  
**(A Govt. of West Bengal Enterprise)**



**TENDER BOOKLET**

**For**

*Rate Contract with Travel Agencies for arrangement of tours of officials of WBSEDCL PAN India Basis*

**Issued against**

**Press Tender Notification no: WBSEDCL/CSC/SC/Travel/ 04.**

**Dated- 03.04.2025**

**By**

***COMMON SERVICE CELL***  
***WBSEDCL***

**Vidyut Bhavan, Block-DJ, Sector-II, Bidhannagar, Kolkata-700091**



# WEST BENGAL STATE ELECTRICITY DISTRIBUTION COMPANY LIMITED

(A GOVERNMENT OF WEST BENGAL ENTERPRISE)

Registered Office: Viduyt Bhavan, Block -DJ, Sector -II, Bidhannagar, Kolkata – 700091

CIN- U40109WB2007SGC113473 Website- [www.wbsedcl.in](http://www.wbsedcl.in)

Common Service Cell

8<sup>th</sup> Floor 'B' Block

Viduyt Bhavan

Telephone No. 033-2334-5828

Tele Fax No. 033-2359-1924

Extension No. 03323197-213/239

Email Id- [csbwbsedcl@gmail.com](mailto:csbwbsedcl@gmail.com)

Press Tender Notification no: WBSEDCL/CSC/SC/Travel/ 04.

Dated. 03-04-2025

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West Bengal State Electricity Distribution Company Limited hereinafter referred to as WBSSEDCL, a Govt. of West Bengal Enterprise having its registered office at Vidyut Bhavan, Block- DJ, Sector-II, Salt Lake, Kolkata - 700091 is responsible to distribute uninterrupted and quality Power within the State of West Bengal within the jurisdiction WBSSEDCL with a consumer base of approx. 2.2 Cr.

The Addl. General Manager (HR&A), Common Service Cell, WBSSEDCL, 8<sup>th</sup> floor 'B' Block, Vidyut Bhavan, Salt Lake, Kolkata -91 on behalf of WBSSEDCL invites Sealed tenders from the reputed and solvent agencies/companies having their proven experience to execute a service contract for a period of 02(two) years as enlisted Travel Partner who will organize complete tours i.e. booking of air tickets, hotel accommodation and local transport PAN India basis for officials of WBSSEDCL for inspection and testing purpose as well as any other official purposes as and when required by the authority of WBSSEDCL in line with the terms and conditions mentioned hereunder.

Name of the Work :	Enlistment of potential Agency/Company towards arrangement of tours i.e. booking of air tickets, hotel accommodation and local transport for officials of WBSSEDCL PAN India basis as and when required
Estimated value for Contract Period of 03 (Three) years:	₹ 6.70 Cr. (Rupees Six Crores Seventy Lakhs) only excluding GST
Amount of Earnest Money:	₹ 1.5 Lakh/- (Rupees One Lakh Fifty thousands) only
Amount of Security deposit :	₹ 5.5 Lakh (Rupees Five Lakhs and Fifty Thousands) only
Publishing date :	07.04.2025 at 11.00 hrs
Start date of Downloading of Tender Booklet :	07.04.2025 at 11.00 hrs. onwards
Pre-Bid Meeting:	11.04.2025 at 14.00 hrs. in Corp. C.S. Cell Conference Room, 8 <sup>th</sup> Floor B Block Vidyut Bhavan, Kolkata-91
Bid submission starts on and from	21.04.2025 at 11.00 hrs.
End date of submission of bid:	28.04.2025 at 15:00 hrs.
Date of opening of Techno-Commercial Bid and Time and place	30.04.2025 at 15.00 hrs.
Date and opening of Financial Bid :	Will be intimated later on to the Technically –Commercially Qualified bidders
Website for downloading Enlistment Booklet, corrigendum and addendum :	<a href="http://www.wbsedcl.in">www.wbsedcl.in</a>
Mode of submission of Earnest Money and Security Money	Demand Draft or Bank Guarantee





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Submission of Demand Draft/ Pay Order/Bank Guarantee :	DD/PO/BG must be submitted in favour of "West Bengal State Electricity Distribution Co. Ltd." payable at Kolkata from any Nationalized/Scheduled Bank.
Date of opening of Techno-Commercial Bid:	at 12noon
Validity of Enlistment :	3 years

## ❖ Scope of Work

The Agency/Company will be liable to arrange tour programs of the officials of WBSEDCL throughout India. Arrangement of tour programs comprises the following: -

- Booking of air tickets:** - In general Air tickets should be booked in **refundable economy class with on flight meal and preferable seat** for the officials of WBSEDCL. Booking of tickets in **refundable Business class with on flight meal and preferable seat** should be done as and when informed time to time. Service charge will be calculated on the basis of per person per PNR for the one end journey i.e. journey from Source to Destination (onward journey) or Return Journey, for the same day. Imposition of multiple service charges for same person in a one way journey will not be allowed.
- Hotel accommodation:** - Arrangement of accommodation in **refundable Single Bedded AC rooms with complementary Breakfast and with one major meal (lunch or dinner) a.k.a MAP plan** in Hotels should be done as per below mentioned scenario: -

Category of City	Name of the Cities	Pre-requisites
A	Hyderabad, Delhi, Ahmedabad, Bengaluru, Mumbai, Greater Mumbai, Pune, Chennai and Kolkata	Single bedded AC Deluxe/ Executive rooms in reputed three star hotels having their own restaurants
B	Vijaywada, Warangal, Greater Visakhapatnam, Guntur, Nellore, Guwahati, Patna, Chandigarh, Durg-Bhilai Nagar, Raipur, Rajkot, Jamnagar, Bhavnagar, Vadodara, Surat, Faridabad, Gurgaon, Srinagar, Jammu, Jamshedpur, Dhanbad, Ranchi, Bokaro Steel City, Belgaum, Hubli-Dharwad, Mangalore, Mysore, Gulbarga, Kozhikode, Kochi, Thiruvanthapuram, Thrissur, Malappuram, Kannur, Kollam, Gwalior, Indore, Bhopal, Jabalpur, Ujjain, Amravati, Nagpur, Aurangabad, Nashik, Bhiwandi, Solapur, Kolhapur, Vasai-Virar Cty, Malegaon, Nanded-Waghala, Sangli, Cuttack, Bhubaneswar, Raurkela, Amritsar, Jalandhar, Ludhiana, Puducherry, Bikaner, Jaipur, Jodhpur, Kota, Ajmer, Salem, Tirupur, Coimbatore, Tiruchirappalli, Madurai, Erode, Dehradun, Moradabad, Meerut, Ghaziabad, Aligarh, Agra, Bareilly, Lucknow, Kanpur, Allahabad, Gorakhpur, Varanasi, Saharanpur, Noida, Firozabad, Jhansi, Asansol, Siliguri, Durgapur, Alwar, Bhiwadi, Goa, Baddi, Udaipur, Haridwar, Sonipat, Bhatinda, Satna, Vapi, Ahmednagar, Silvassa, Daman, Sitarganj, Kashipur, Sirsa, Yamunanagar, Jabli, Ambarnath, Pantnagar, Sriperumbudur, Pali, Akola, Secunderabad, Bharatpur,	Single bedded AC Deluxe/ Executive rooms in reputed budget hotels having their own restaurant





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	Kapada & Lonavala.	
C	The remaining cities and towns in various states or Union Territories (which are not covered under A or B category)	Single bedded AC Deluxe/ Executive rooms in reputed budget hotels having their own restaurant

The above Category of City list is not exhaustive and may be updated as per Govt. Norms from time to Time

**N.B. : In case of cancellation, Hotel Booking Charges should be refundable till 24 hours before check-in.**

AC Room has to be provided per person with attached bathroom. Also the said rooms should not be linked with common area, such as terrace or balcony with open access. Any complaints from the residing Officer regarding such arrangement will be lead to imposition of penal or any other legal action against the vendor which may deemed fit as per company's norm, additionally the hotel booking charges will be forfeited

- iii) **Local Transport: - AC Swift Dezire or Similar/ AC Ertiga or similar/ AC Innova Crysta or similar** car should be provided on disposal basis for the entire tour programme i.e. airport to airport service. In this case the Agency/ Company can utilize their enlisted reputed third party car vendors who could provide well-conditioned car. There will be no outstation concept i.r.o. vehicular billing; billing of such is to be based only through Time/Distance travelled unit. No additional Garage Km will be admissible, only pickup and drop km and time will be considered for billing excluding other optional incidental charges like Night Halt charges (after 10.00 pm), toll and parking charges if any etc.
- iv) Any modification of the scheduled flight booking/Hotel Booking/Vehicle transportation is to be done through Corp. C.S. Cell only and emergency modification of such bookings in course of the official tour is to be done as per instruction of the touring Officers or their controlling officer. A documented communication of such modification has to be made to Corp. C.S. Cell within 7 working days from completion of journey. Processing of Bill shall be based on such communication.

## ❖ Eligibility Conditions

- A) The **Average Annual Turnover** of the Agency/ Company **should not be less than ₹2.3 Cr. in F.Y. 2021-22, 2022-23 and 2023-24.** In case of Company duly certified audited accounts should be submitted with the application. In case of other than Company, Accounts certified by a Chartered Accountant should be submitted. UDIN has to be provided for authentication of documents submitted in favour of Audit Report. For Companies Registered under Companies Act and for any other organization, other than companies Annual Accounts along with Profit & loss A/c to be submitted duly certified by Chartered Accountant.





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- B) The vendor needs to submit solvency certificate of Rs.40 lacs provided from any scheduled bank under RBI.
- C) The Agency/ Company should be in continuous operation for a **minimum period of 10 years till date of submission of the tender** and should have well established network throughout India with reputed hotels and transport agencies. Necessary documents i.e. certificate of commencement/incorporation, list of reputed hotels doing business with the agency/ company as per requirement etc. should be submitted. The Agency/Company should have valid GST Registration.
- D) It is mandatory that the Agency/Company should have accreditations from **Ministry of Tourism of GoI and International Air Transport Association (IATA) or should be General Sales Agent (GSA) / Passenger Sales Agent (PSA) of an IATA member Airlines**. In addition to this the company/agency may also have accreditations from **Travel Agents Association of India (TAAI), Travel Agents Federation of India (TAFI), Indian Association of Tour Operators (IATO)** but this will not carry any weightage or provide any preferences. Necessary certificates must be submitted along with application.
- E) The Agency/ Company should have their Head/Registered/Corporate office within India and also an office within the jurisdiction any of Kolkata, Howrah, Salt Lake and South & North 24 Parganas in West Bengal which will be referred as **"Local Office"** herein after. Detailed address and location of the offices in West Bengal should be furnished. Necessary documents should be submitted with application. If it is felt necessary, WBSedCL reserves the right of physical inspection without giving any prior notice. If the Agency/Company changes location of its office within the contract period, the same must be intimated to the Addl. General Manager (HR&A), Common Service Cell in written manner with supporting documents. In case of proprietorship agency, the address of the office and residence should not be same.
- F) Local Office(s) in above mentioned jurisdiction(s) should be under charge of a full time staff of the Agency/Company who is adequately experienced in matters regarding tourism related services. Also there should be at least two staffs in the local office except the office in-charge who will be experienced for minimum three years and also well aware about matters regarding tourism related services. Necessary documents should be submitted.
- G) The office of the Agency/Company should be equipped with Telephone, Computers with internet connection. Responsible persons should have mobile phones clearly mentioned in the Application Form if needed in case of emergency.
- H) The Agency/Company should not be blacklisted and/or holiday listed by any reputed PSU(s) and/or departments of any State Government and/or Government of India in last five years i.e., **2019-20, 2020-21, 2021-22, 2022-23 and 2023-24. Necessary undertaking of authorized signatory of the Agency/Company in non-judicial stamp paper of ₹100 with the seal of the organization should be submitted to such effect.**
- I) **No preference will be allowed to any agency/company based on its geographic location or size of the company/agency.**
- J) **Items of Annexure-II may be considered as part of NIT.**





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## K) Credential of the Agency

The bidder should have been in the business of Tourism for at least five years during the following financial year i.e. 2019-20, 2020-21, 2021-22, 2022-23 and 2023-24 and should have executed work order / orders & completion of the same of Govt. or any Govt. Undertaking Organization or any Private Company having annual turnover of not less than 100 crores, during the above mentioned Financial Years, total costing as detailed below:

- 3 similar completed works, each costing not less than Rs.90 Lakhs or,
- 2 similar completed works, each costing not less Rs.1.12 crore or,
- One similar completed work, costing not less than Rs.1.80 crore or,

Copy of the Order and Job Completion Certificate/ Payment Certificate/ Payment details mentioning the subsequent Order Number, amounting to the stipulated Value at a), b) & C) has to be attached.

## ❖ Terms & Conditions

### i) Type of Tender:

This enlistment tender is **02(two)** part tender comprises the following: -

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

### ii) Acceptance of Tender: -

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

### iii) Availability of Tender Booklet: -

The tender booklet will be available in PDF format at the website of **WBSEDCL** i.e. [www.wbsedcl.in](http://www.wbsedcl.in). There will be no physical procuring of Tender document. Participants have to download the same from the website.

### iv) Earnest Money: -

An **Interest Free Refundable Earnest Money** of ₹1,50,000 (One One Lakh Fifty Thousand) only should be deposited in form of DD/BG drawn in favour of "WEST BENGAL STATE ELECTRICITY DISTRIBUTION COMPANY LIMITED" payable at Kolkata from any scheduled bank under RBI. The



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DD/BG should be attached with the application form at the time of submission. Details of DD/BG should be properly mentioned in the prescribed format in Application form. At the time of opening Technical Bid, if any discrepancy is noted in the application of a participant and subsequently such application is declared as disqualified, the DD/BG will be returned to the authorized representative of the Agency/Company in hand.

Please note that validity period of DD will be 90 (ninety) days and validity period of BG will be 180 (one hundred eighty) days from the date of submission.

Please note that non submission of Earnest Money or submission of inadequate Earnest Money shall result in non-opening of Technical Bid.

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

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

v) **Security Deposit: -**

Successful bidder has to deposit an **Interest Free Refundable Security Money** of ₹5,50,000 (Rupee Five Lakhs Fifty Thousand) in form of **DD/Bank Guarantee** drawn in favour of "WEST BENGAL STATE ELECTRICITY DISTRIBUTION COMPANY LIMITED" payable at Kolkata from any scheduled bank under RBI. After completion of successful contract period the same will be returned to the Agency/Company against their application for refund. In case of renewal of contract (if necessary), the same may be retained further on mutual agreement.

An additional BG of 10% on the estimated tender value will be imposed if the quoted rate is 20% to 80% lower than the estimated rate.

Please note that non submission of Security Deposit or submission of inadequate Security Deposit results in rejection of Tender and termination of Contract.

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

24/4/25  
Addl. General Manager (HR&A)  
Common Services Cell





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- If the Agency/Company is being disqualified or holiday listed by WBSEDCL resulting termination of contract.
- In case of breach of any terms of service contract.
- If the agency/company is terminated due to non-performance as per clause no: xxi(a), after issuance of termination notice.

## vi) Bank Details for issuance of Bank Guarantee: -

If intending participants want to deposit the above mentioned Earnest Money and/or Security Money in form of Bank Guarantee issued from any nationalized/scheduled bank, the respective Bank Guarantee should be in favour of “**West Bengal State Electricity Distribution Company Limited**” payable at **Kolkata** against the following Bank Details: -

WBSEDCL PAN	AAACW6953H
WBSEDCL LEI	335800XAI2LVH4RAVP09
BANK NAME	PUNJAB NATIONAL BANK
BRANCH	MAYUKH BHAWAN
ACCOUNT NO.	1096250031639
IFSC	PUNB0109620

## vii) Submission of Tender: -

Application should be submitted in a sealed envelope at the office of the **Additional General Manager (HR&A), Common Service Cell, 8<sup>th</sup> floor 'B' Block, Vidyut Bhavan** within the time and date stipulated in this booklet. There will be no consideration to allow any participant to submit application beyond the stipulated time and date.

The sealed envelope should contain the following duly sealed envelopes: -

- One envelope labelled as ‘**Earnest Money**’ containing the Earnest Money document i.e. DD/BG.
- One envelope labelled as ‘**Techno-Commercial Bid**’ containing the application form along with all requisite documents as mentioned in the NIT.
- One envelope labelled as ‘**Price bid**’ containing Price Bid.

**Press notification no. of the Tender, submission date, opening date, matter of tender, name, address, mobile no. and e-mail address of contact person of the participating Agency/Company** should be mentioned clearly and prominently on **each envelope**.

## viii) Opening of Tender: -

The tender will be opened in the following manner in presence of Tender Committee and the authorized representatives of the participating Agencies/Companies who will bring authorization letter with them at the time of opening of tender and submit the same prior opening of the tender: -

Addl. General Manager (HR&A)  
Common Services Cell



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- The envelope containing the Earnest Money will be opened first.
- After thorough scrutiny of the Earnest Money document, the envelope named Techno-Commercial Bid the participants who have deposited the requisite Earnest Money in proper manner will be opened.
- After thorough scrutiny of techno-commercial documents, Price Bid of Techno-Commercially eligible participants will be opened.

## Evaluation of tender: -

- Evaluation of **Techno-Commercial bid** will be done on the basis of merit of the documents submitted by the participants as per **Annexure-II** of the NIT.
- Evaluation of **Price Bid** should be done on the basis of rates quoted by the participants for each section. If any bidder does not quote for any one of the sections, the same will be disqualified instantly. After aggregation of all rates, the lowest bid will be selected. Formula fitted for evaluation is mentioned in the lower section of **Annexure-III**.
- In case of receiving same rates by two or more participants, negotiation may be done if Committee decides to do so.

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

## ix) Evaluation Parameters: -

- For evaluation of lowest bid for **Booking of Air Ticket** the amount of Service Charge including any other incidental charges (if any) excluding GST will be considered as evaluation Parameter.
- For Arrangement of **Hotel Accommodation**, the rate for per room per night including MAP Plan and Service Charge including any other incidental charges (if any) excluding GST will be considered as evaluation parameter.
- For **Local Transport**, 80 kms for Rate per KM, 08 hours for Rate per Hour will be considered only for calculation purpose. In addition to that Rate per day, Night Halt Charge (if any) and cancellation charge (if any) will be taken for evaluation. However, at the time of billing the actual figures will be considered.

### Formula for obtaining L1 rate is as follows (as mentioned in Annexure – III):-

L1 rate = Category A(i+ii+iii) + Category B (i+ii+iii) X weightage for cancellation charge(as mentioned at table below) + Category C (i+ii+iii+iv+v)+ Category D (i+ii+iii+iv+v)+ Category E (i+ii+iii+iv+v)

Sl. No.	% of Hotel Fare Refunded	Weightage Multiplication factor (fraction to be multiplied with the total Hotel Rate as per Annexure -III)
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1	0-25%	0.95
2	25%-50%	0.90
3	50%-80%	0.85
4	80%-100%	0.80
5	NIL	1

**x) Price Matching:-**

The mode of price matching will be followed for enlistment of the vendors, i.e., when overall valid L1 rate is discovered, then next L2 and L3 will be approached to match the same rate, terms and conditions and if they agree, they too will attached for the same Rate Contract, making it a pool of vendors. In case that, L2 and L3 will be approached for price matching, and if any one of them is reluctant agree then next lowest bidder may be approached.

For the mode of bookings, priority will be given based on the overall performance of the vendors for booking.

**xi) Pre-bid meeting: -**

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

**xii) Modification/Corrigendum/Amendment of NIT: -**

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

**xiii) Award of Contract: -**

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

**xiv) Rate: -**

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



# WEST BENGAL STATE ELECTRICITY DISTRIBUTION COMPANY LIMITED

(A GOVERNMENT OF WEST BENGAL ENTERPRISE)

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CIN- U40109WB2007SGC113473 Website- [www.wbsedcl.in](http://www.wbsedcl.in)

Common Service Cell  
8<sup>th</sup>.Floor'B'Block  
Vidyut Bhavan

Telephone No. 033-2334-5828  
Tele Fax No. 033-2359-1924  
Extension No. 03323197-213/239  
Email Id- [csbwbsedcl@gmail.com](mailto:csbwbsedcl@gmail.com)

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## xv) Agreement:

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

## xvi) Working Procedure: -

After receiving of journey requisition from concerned department, the same will be forwarded in prescribed format to the agency/Company through e-mail by Common Service Cell. The official e-mail address of Common Service Cell is [csctraveldesk@gmail.com](mailto:csctraveldesk@gmail.com) or any other official email address of Corp. C.S. Cell. The Agency/Company should make all the arrangements and send air tickets, hotel reservation vouchers to the e-mail of the concerned department/officials as well as to Common Service Cell. In this case the following should be maintained: -

- Air tickets should be booked and send within 24 (twenty-four) hours from the receipt of the journey requisition or prior to commencement of journey whichever will be earlier.
- Hotel Vouchers should be sent 24 (twenty-four) hours prior to commencement of journey.
- The details of car should be provided clear 04 (four) hours before commencement of journey.

In case of cancellation or modification in schedule of journey, the same will be intimated accordingly in the above mentioned manner. There will be no scope of verbal communication. All communications should be in written form through e-mail.

The Agency/Company will only follow the instruction provided by Common Service Cell and should not entertain any request made by other departments of WBSEDCL. All communications should be channelized through Common Service Cell. If it is seen that the Agency/Company has done anything beyond the instruction provided by Common Service Cell, then the Agency/Company will be only liable for that part.

## xvii) FEEDBACK

A feedback form is to be submitted by the touring officers after completion of the tour where they will provide score between scale of 1 to 5 points (5 being the highest rating) on service and quality of Car, Accommodation and Food. Vendor's bills will be processed in full value only on receipt of the feedback of greater than or equals to 3 points. All negative feedback by the touring Officers will be accompanied by factual reasons for that. Additional feedback may be also be submitted for Airlines, but will not carry any point weightage for processing of bills. Any deduction for negative feedback will be made from respective heads of the said service. In case of Hotel bills, weightage of 70% of the total bill value for accommodation and wightage of 30% of the total bill value for food will be considered for deduction if required based on feedback. Bills will be processed on case to case basis after seeking clarification from the travelling officers and concerned vendors.

The mode of deduction will be as follows:





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- For 1 points : deduction will be 50% of the base value on that particular category
- For 2 points : deduction will be 20% of the base value on that particular category

**xviii) Billing/ Invoicing and submission: -**

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

- a) For air ticket, actual fare per person after considering charges for facilities provided and discounts (if any) + service charge claimed by Agency/Company (if any) + applicable GST on service charge.
- b) For Hotel reservation, room rent per person per night inclusive of facilities provided x no. of days of accommodation + applicable GST.
- c) For Transport, total charge based on Km/time. Original Car duty slip should be attached with the bill/invoice.

**PROCEDURE of BILLING**

- i. A triplicate copy of duly signed invoice is to be submitted to the Ordering authority along with ticket/booking voucher/ original car duty slip wherever required.
- ii. The bill should be consolidated in nature covering Air Ticket, Hotel and Car Bill. Bill will be submitted once or twice monthly.
- iii. **Single GST invoice should be submitted covering all the transaction for that period.**
- iv. Vendor should submit cancellation statement along with submission of bills.
- v. All refund should be adjusted with same invoice.
- vi. Corp. C.S.Cell will maintain a journey register where journey will be recorded along with a unique number. Every journey requisition will be bearing that unique number for transparent processing of the journey and same is to be mentioned in a separate tabular sheet duly signed by from the vendor's end.
- vii. E-invoicing is mandatory as per prevailing GST norms. Otherwise, turnover declaration to be given as per norms.
- viii. All bills will be processed based feedback of the touring officers as per clause no: xvii

The bills/invoices should be submitted in triplicate preferably on fortnight basis to the **Additional General Manager (HR&A), Common Service Cell, WBSEDCL, 8<sup>th</sup> floor 'B' Block, Vidyut Bhavan, Block-DJ, Sector-II, Salt Lake, Kolkata – 91.**

**xix) Payment: -**

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





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**xx) Penalty/Liquidated damage:-**

If the Agency/Company fails to arrange the journey wholly or partly, a liquidated damage/penalty @ ₹5,000/- (five thousand) will be imposed on the immediate submitted bill(s).

On the other hand, in failure of the vendor/selected agency/Company if the journey is arranged by any other agency or by the travelling official of WBSEDCL himself/herself, the expenditure thereto will also be charged on actual basis in addition to the liquidated damage/penalty.

In both the above cases such charges will be adjusted against the immediate bills submitted by the Agency/Company.

However, relaxation on penalty will be applicable only in case of booking of air ticket if booking couldn't be done due to non-availability of seats in intending flight or the intending flight becomes non-operational. But in this case agency/company should inform with valid document from the concerned airline mentioning the actual issue. In case of non-availability of seats in airline, same is to be informed to Corp. C.S. Cell via email immediately on receipt of requisition by the vendor. In case the Airline Company cancels the flight and no alternate arrangement is provided by the Airline Company, any penal measure in such case will not be imposed on the vendor. Documents in support of the same have to be provided by the vendor. However, in such case other logistics support will be provided as per contract, with intimation C.S. Cell.

**xxi) Force Majeure:-**

If at any time during the continuance of this Contract, the performance in whole or in part by either party of any obligation under this contract shall be prevented or delayed by the reasons of any war, hostility, acts of the public enemy, epidemics, pandemics, civil commotion, sabotage, fires, floods, explosion, quarantine restrictions, strikes, lockouts, lockdowns or act of God (hereinafter referred to as 'such acts') provided notice of happening of such event is given by one party to the other within 10 days from the date of occurrence thereof, neither party shall be by reasons of such event, be entitled to terminate this contract nor shall either party have any claim for damages against the other in respect of such non-performance or the delay in performance, and deliveries under the contract shall be resumed as soon as practicable after such event has come to an end or ceased to exist, and the decision of the Controlling Officer as to whether the deliveries have been so resumed or not, shall be final and conclusive, PROVIDED FURTHER that if the performance in whole or part of any obligation under this contract is prevented or delayed by reason of any such event for a period exceeding 60 days, either party may at its option terminate the contract provided also that the Company shall be at liberty to take over from the Contractor at a price to be fixed by WBSEDCL, which shall be final, all unused, undamaged and acceptable material, bought out components and stores in course of manufacture in the possession of the contractor at the time of such termination or such portion thereof as the Company may deem fit excepting such materials, bought out components and stores as the contractor may with the concurrence of the Company elect to retain. WBSEDCL shall not be held responsible to or liable to pay for any interruption in the work at the site of the contractor arising out of resistance from the local public due to any resistance towards work.





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**Dated. 03-04-2005**

**xxii) Validity of Contract: -**

The Contract will be valid for the period of **03(Three)** years from the date of signing agreement. There will be agreement contract in writing, signed by authorized representative of both the parties.

**xxiii) Cancellation/Termination of Contract before expiry period: -**

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

If the agency/company

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

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

**xxiv) Legal Jurisdiction: -**

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

**xxv) The company reserves the right to reject or accept any or all tenders without assigning any reason whatsoever.**



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Dated. 03.04.2025

## Annexure-I

### Key Dates & Time Span

Date of publishing of Press Notification	07.04.2025 at 11.00hrs
Date of uploading of NIT at WBSEDCL's website <a href="http://www.wbsedcl.in">www.wbsedcl.in</a> (Publishing Date)	07.04.2025 at 11:00 hrs.
Tender Booklet downloading start date	07.04.2025 at 11:00 hrs.
Pre-Bid Discussion:	11.04.2025 at 14:00 hrs.
Bid submission starts on & from	21.04.2025 at 11:00 hrs.
Last date of submission of EMD and Bid submission closes on	28.04.2025 at 15:00hrs.
Techno-commercial bid opening date	30.04.2025 at 12:00hrs.
Price bid opening date	The date & time will be intimated after evaluation of Techno- commercial bid

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





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## Annexure-II

### Format for Techno-Commercial Bid (Part-I)

#### Techno-commercial Requirement for organizing tour programs of officials of WBSEDCL PAN India Basis

1.	Name of firm/Agency/Company	:	
2.	Detailed Address & Telephone No.		
	a) Head Office	:	<div>Address</div> <div>Telephone No.</div>
	b) Local Office at Kolkata/Howrah/Salt Lake/ North 24 Parganas/South 24 Parganas (Mark the location)	:	<div>Address</div> <div>Telephone No.</div>
3.	Contact Details:		
	a) Authorized person at Head Office	:	<div>Name:</div> <div>Telephone&amp; Mobile no:</div> <div>e-mail:</div>
	b) Fax number (if any) of Local Office	:	
	c) Email address of Local Office	:	



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d) Details of personnel of Local Office				
	Particulars	Head of the Office	Responsible Person I	Responsible Person II
	Name:			
	Telephone & Mobile No:	Telephone No.	Telephone No.	Telephone No.
		Mobile No.	Mobile No.	Mobile No.
	Work in the organization since:			
	e) Website URL (if any)	:		
4.	Trade License no (Copy should be enclosed)	:		
5.	PAN No. (Copy should be enclosed)	:		
6.(a)	GST Registration No. (Copy should be enclosed)	:		
6.(b)	GST Registration Type (Regular or Composite) (Document should be submitted)	:		
7.	Certificate of Incorporation/ Certificate of Commencement in case of Private/Public	:		





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	Limited Company		
8.	Company Identification Number (if any)	:	
9.	Professional Tax Reg. no (if applicable):	:	
10.	IT Return for 2020-21, 2021-22, 2022-23 and 2023-24	:	
11.	Average Annual Turnover for 2021-22, 2022-23 and 2023-24	:	
12.	Accreditations from (Documents should be enclosed)	:	<p>a) Ministry of Tourism, GOI: Yes /No</p> <p>b) Travel Agents Association of India (TAAI): Yes/No</p> <p>c) Travel Agents Federation of India (TAFI): Yes/No</p> <p>d) Indian Association of Tour Operators (IATO): Yes/No</p> <p>e) International Air Transport Association (IATA) or General Sales Agent (GSA) / Passenger Sales Agent (PSA) of an IATA member Airlines: Yes/No</p>
13.	Whether the firm had been removed from approved list of Travel Agency from any organization?	:	Yes/No (if yes, give details)
14.	Whether the firm is demoted to a lower class of Travel Agency at any organization?	:	Yes/No (if yes, give details)



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15.	Whether the firm is having business banned/ suspended by any government department in the past?	:	Yes/No (if yes, give details)
16.	Whether the firm is convicted by a court of law?	:	Yes/No (if yes, give details)
17.	Whether business activities of the firm have been suspended and they are subject to legal proceeding?	:	Yes/No (if yes, give details)
18.	Whether the firm was disqualified pursuant to administrative suspension or disbursement by any Department?	:	Yes/No (if yes, give details)
19.	Whether already enlisted with other department (except any other department of WBSSEDCL)	:	Yes/No (if yes, give details)
20.	Work experience details in support of execution of work with reference to Terms & Conditions	:	
21.	Filled up Annexure- III, IV,V & VII	:	
22.	<b>Fees Payment Details</b>		
	Details of DD/BG		<b>Earnest Money</b>
	Mode of Payment	:	
	DD/BG Number	:	





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	DD/BG Date	:	
	Amount	:	
	Issuing Bank	:	
	Branch name	:	
	Whose favour	:	
23.	Enclosures		
i)	Experience Certificate of personnel of Local Office	v)	Certificate of Incorporation & CIN (if any)
ii)	Attesttted copy of Trade License, PAN Card & GST Registration Certificate indicating Registration Type	vi)	Prof. Tax Registration Certificate
iii)	Accreditation Certificates	vii)	Desired IT Returns
iv)	Earnest Money	viii)	Audited Accounts for <b>2020-21, 2021-22, 2022-23 and 2023-24</b>
		ix)	Filled up Annexure – III, IV, V & VII
		x)	Undertaking of holiday listing
<b><u>-Declaration-</u></b>			
01.	I/we certify that I/we have read the Enlistment Rule of WBSEDCL and am/are prepared to abide by them as amended form time to time.		
02.	I/we certify that the information given in the Technical Bid is true to the best of my/our knowledge. I/we also understand that in case any information is found wrong. I/we am/are liable for cancellation of Bid and to be debarred for enlistment/ tendering process in future.		
Signature(s) of the Authorized Signatory with seal of Local Office		Signature(s) of the Authorized Signatory with seal of Head Office	
<b>Note:</b> - The complete application form along with DD/BG should be submitted to the Office the Additional General Manager (HR&A), Common Service Cell, WBSEDCL at 8 <sup>th</sup> floor B Block of Vidyut Bhavan at Block-DJ, Sector-II, Bidhannagar, Kolkata-700091.			



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## Annexure-III

### Format for Price Bid (Part-II)

Price Bid for organizing tour programmes of officials of WBSEDCL PAN India Basis

Category	Tender Specification	Rent (for hotels) & Rate of Service Charges (Air Tickets) including any other incidental charges excluding GST (₹)	Applicable GST (%)	HSN/ SAC Code
A) Booking of air tickets in refundable economy class with on flight meal	i) Booking of Air tickets for the Officials under WBSEDCL for to & fro journeys in refundable economy class with on flight meal and seat.			
	ii) Booking of Air tickets for the Officials under WBSEDCL for to & fro journeys in refundable Business (if required) class with on flight meal and seat.			
	iii) Cancellation charges of air tickets, if any:			
B) Reservation of Hotel accommodation throughout India with MAP Plan	i) Charges for Hotel accommodation for cities under <b>Type A</b> .			
	ii) Charges for Hotel accommodation for cities under <b>Type B</b> .			
	iii) Charges for Hotel accommodation for cities under <b>Type C</b> .			
	iv) Cancellation charges (in %) for each category.			
C) Providing AC Innova Cars with fuel and driver on disposal basis	i) Rate per KM			
	ii) Rate Per hour			
	iii) Rate per day			

Addl. General Manager (HR&A)  
Common Services Cell





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	iv) Night halt charges per night, if any					
	v) Driver Allowance (if any)					
D) Providing AC Ertiga/ Similar Cars with fuel	i) Rate per KM					
	ii) Rate Per hour					
	iii) Rate per day					
	iv) Night halt charges per night, if any					
	v) Driver Allowance (if any)					
E) Providing AC Swift Dezire/Sim ilarCars with fuel	i) Rate per KM					
	ii) Rate Per hour					
	iii) Rate per day					
	iv) Night halt charges per night, if any					
	v) Driver Allowance (if any)					

**Notes: -** For finalization of rates evaluation for **Category C, D, E**

i) For Rate per day for journey 08 hours and 80 KMS will be taken as standard.

ii) 80 KMS will be taken as a standard for calculation of rate per KM

iii) 08 hours will be taken as a standard for calculation of rate per hour

However, at the time of billing actual KM journeyed and/or actual hour of utilization will be considered.

**Formula for obtaining L1 rate is as follows: -**

L1 rate = Category A(i+ii+iii) + Category B (i+ii+iii) X weightage for cancellation charge(as mentioned at table Terms & Conditions Clause no: ix at page no.9) + Category C (i+ii+iii+iv+v)+ Category D (i+ii+iii+iv+v)+ Category E (i+ii+iii+iv+v)



# WEST BENGAL STATE ELECTRICITY DISTRIBUTION COMPANY LIMITED

(A GOVERNMENT OF WEST BENGAL ENTERPRISE)

Registered Office: Viduyt Bhavan, Block –DJ, Sector –II, Bidhannagar, Kolkata – 700091

CIN- U40109WB2007SGC113473 Website- [www.wbsedcl.in](http://www.wbsedcl.in)

Common Service Cell  
8<sup>th</sup>.Floor' B'Block  
Vidyut Bhavan

Telephone No. 033-2334-5828  
Tele Fax No. 033-2359-1924  
Extension No. 03323197-213/239  
Email Id- [csbwbsedcl@gmail.com](mailto:csbwbsedcl@gmail.com)

Press Tender Notification no: WBSedCL/CSC/SC/Travel/ 04.

Dated. 03-04-2025

## Annexure-IV

### PROFORMA FOR UNDERTAKING TO BE SUBMITTED BY THE BIDDER

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

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

1. We are submitting Tender for the Service Contract for **organizing tour programs of officials of WBSedCL PAN India Basis.**
2. None of the Partners of our firm in relation directly or indirectly with an employee(s) of WBSedCL.
3. All information furnished by us in respect of fulfillment of eligibility criteria and qualification information of this Tender is complete, correct and true.
4. All documents/Credentials submitted along with this Tender are genuine, authentic, true and valid.
5. Quoted rates for the service under each stipulated Category are as per specification as mentioned in the NIT.
6. If any information and document submitted is found to be false/incorrect any time, department may cancel my Tender and action as deemed fit may be taken against us, including termination of the contract, forfeiture of all dues including Earnest Money/Security Deposit whichever will be available at that time and banning/delisting of our firm and all partners of the firm etc.

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

Dated.....





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Dated. 03. 04. 2025

## Annexure-V

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

To

The Tender Committee

Sub: Letter of Bid for the execution of Service Contract for **organizing tour programs of officials of WBSEDCL PAN India Basis.**

Ref: N.I.T.No. WBSEDCL/CSC/SC/Travel/2130

Dated. 18.01.2022

Dear Sir,

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

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

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

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

Dated.....



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Dated. 03.04.2025

## Annexure-VI

### PROFORMA OF CONTRACT AGREEMENT

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

The AGREEMENT made this .....day of ..... in the year ..... between **WEST BENGAL STATE ELECTRICITY DISTRIBUTION COMPANY LIMITED (WBSEDCL), (A Govt. of West Bengal Enterprise)**, a company incorporated under Companies Act 1956 having its registered Office at **"Vidyut Bhavan", Block-DJ, Sector-II, Bidhannagar, Kolkata-700091**, hereinafter referred to as the **"Company"** (which expression shall unless excluded by or repugnant to the context be deemed to include its successors and assigns) of the ONE PART.

AND

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

WHEREAS the Company invited tender vide Tender Notice No. WBSEDCL/CSC/SC/Travel/ dtd: (Annexed hereto) for "execution of Service Contract for organizing tour programs of officials of WBSEDCL PAN India Basis".

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

AND WHEREAS AFTER consideration of the tender submitted by the Contractor, with clarification(s), the Company accepted the said tender submitted by the Contractor and placed Letter of Award vide memo no. WBSEDCL/CSC/SC/Travel/..... Dtd: .....

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

1. The Contractor agrees to undertake the work of "organizing tour programs of officials of WBSEDCL PAN India Basis" as per terms & conditions stipulated in the NIT as well as Letter of Award/Order no. WBSEDCL/CSC/SC/Travel/..... Dtd: ..... referred to above.
2. The Company agrees to pay the contractor as per the Letter of Award no. WBSEDCL/CSC/SC/Travel/..... Dtd: ..... referred to above.





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Dated. 03-04-2025

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

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

SIGNED, SEALED AND DELIVERED

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



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Dated. 03.04.2025

## Annexure-VII

### Vendor Mandate Form

MANDATE FORM BY VENDOR FOR RTGS/NEFT PAYMENT			
(TO BE FIELD IN BLOCK LETTERS)			
1. NAME OF THE VENDOR:			
2. ERP VENDOR NO.:		To be provided by WBSEDCL later	
3. Vendor Type: Company/Partnership/Proprietorship/Self Help Group/HUF/Others (to be specified)			
4. ADDRESS:			
5. Telephone No.:		Fax No.:	
6. MOBILE PHONE No.:			
7. E-mail:			
8. PAN NO.: (MANDATORY)			
9. GST REGISTRATION NO:			
10. GST REGISTRATION TYPE:		COMPOSITE / REGULAR	
11. PARTICULARS OF BANK ACCOUNT (One cancelled Cheque is to be enclosed)			
i) Name of the Account Holder:			
ii) BANK NAME:			
iii) BRANCH NAME:			
iv) BRANCH ADDRESS:			
iv) BRANCH TELEPHONE NO.:			
v) Account type (whether SB or Current):		SB	Current
vi) ACCOUNT NO.:			
vii) BANK'S MICR CODE:			
viii) BANK'S IFSC CODE:			
12. DECLARATION OF THE PARTY:			
I hereby declare that the particulars given above are correct and complete. If the transaction is delayed or not affected at all for reasons of incomplete and incorrect information, WBSEDCL will not be held responsible.			
Date:			
Signature of the Vendor			
N.B.: [Where the cheque does not carry IFS Code an attestation from Bank attesting the IFS Code should be given.]			
Date:			
SIGNATURE OF BANK OFFICIAL WITH SEAL			





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Press Tender Notification no: WBSEDCL/CSC/SC/Travel/ 04.

Dated. 03.04.2025

## Annexure-VIII

### PROFORMA OF BANK GUARANTEE FOR EARNEST MONEY

(To be executed on a Rs. 100/- Non judicial Stamp Paper in the name of issuing bank arranged by the participating Agency/Company at the time of submission of bid)

Ref.....

Bank Guarantee No.....

Date.....

To  
The .....  
.....  
.....

West Bengal

Dear Sirs,

In accordance with invitation to bid under your Bid No. **WBSEDCL/CSC/SC/Travel/2130 dtd: 18.01.2022** M/s..... having its registered/ Head Office at ..... (herein after called the 'Bidder') wish to participate in the said bid of "execution of Service Contract for organizing tour programs of officials of WBSEDCL PAN India Basis" and you, as a special favour have agreed to accept an irrevocable and unconditional Bank Guarantee for an amount of ₹1,50,000/- (Rupees One Lakhs Fifty thousand) valid upto ..... 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 bid.

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 Company Ltd., the amount of ₹1,50,000/- (Rupees One Lakh Fifty thousand) without any reservation, protest, demur and recourse. Any such demand made by said 'Owner' shall be conclusive and binding on us irrespective of any disputes or difference raised by the Bidder.

This Guarantee shall be irrevocable and shall remain valid upto and including \* ..... if any further extension of this guarantee is required, the same shall be extended to such required period

Addl. General Manager (HR&A)  
Common Services Cell



# WEST BENGAL STATE ELECTRICITY DISTRIBUTION COMPANY LIMITED

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**Press Tender Notification no: WBSEDCL/CSC/SC/Travel/ 04.**

**Dated. 03-04-2025**

(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)

\* This date shall be 180 (One hundred Eighty) days from date of placement of Contract.





# WEST BENGAL STATE ELECTRICITY DISTRIBUTION COMPANY LIMITED

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Dated. 03-04-2025

## Annexure-IX

### PROFORMA OF BANK GUARANTEE FOR SECURITY DEPOSIT

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

Ref.....

Bank Guarantee No. ....

Date:.....

To

.....

.....

West Bengal

Dear Sir(s),

In consideration of West Bengal State Electricity Distribution Company Ltd. (hereinafter referred to as the "owner" which expression shall unless repugnant to the context or meaning thereof include its successors, administrators and assigns) having awarded to M/s. .... with registered/Head Office at ..... (hereinafter referred to as "contractor" which expression shall unless repugnant to the context or meaning thereof include its successors, administrators and assigns), a Contract issued by Owner's Letter of Award vide memo no: **WBSEDCL/CSC/SC/Travel/..... Dated.....** for execution of Service Contract for organizing tour programs of officials of WBSEDCL PAN India Basis for two years (scope of work) and the same having been acknowledged by the Contractor, resulting in a Contract bearing no. .... dated..... Contractor having agreed to provide a Contract Performance Guarantee for the faithful performance of the entire Contract equivalent to ₹5,50,000/- (Rupees Five lakhs Fifty Thousand only).

We .....  
(name & address) having its Head office at .....  
(hereinafter referred to as the "Bank", which expression shall unless repugnant to the context or meaning thereof include its successors, administrators and assigns) do hereby guarantee and undertake to pay the Owner, on demand any or all monies payable by the Contractor to the extent of ₹5,50,000s/- (Rupees Five lakhs Fifty Thousand only) as aforesaid at any time up to .....\*(day/month/year) without any demur, reservation, contest, recourse or protest and/or without any reference to this Contractor.



# WEST BENGAL STATE ELECTRICITY DISTRIBUTION COMPANY LIMITED

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

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

The bank also agrees that the Owner at its option shall be entitled to enforce this guarantee against the Bank as a principal debtor, in the first instance without proceeding against the Contractor and not withstanding any security or other guarantee the Owner may have in relation to the Contractor's liabilities.

Notwithstanding anything contained herein above our liability under this guarantee is restricted to ₹5,50,000/- and it shall remain in force upto including ..... \*(dd/mm/yyyy) and shall be extended from time to time for such period as may be desired by M/s. .... on whose behalf this guarantee has been given.

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

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

WITNESS

..... (Signature)	..... (Signature)
----------------------	----------------------





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

Attorney as per Power of Attorney No. ....

Date .....

\* Till 3 (three) months after the expiry of contract.

\*\* Upto 3 (three) months after the expiry of Contract period.

Notes:

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

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

FORMAT OF THE BANK GUARANTEE FOR ADDITIONAL  
PERFORMANCE SECURITY DEPOSIT

To

.....(Designation of Officer/Engineer-In-Charge)

.....(Office address of Officer/Engineer-in-Charge)

WHEREAS (name and address of Contractor) (hereafter called "the Contractor") has undertaken, in pursuance of Contract No.

Dated ..... to .....  
execute ..... (name of Contract and brief description  
of Works (hereinafter called "the Contract")).

AND WHEREAS it has been stipulated by you in the said Contract that the Contractor shall furnish you with a Bank Guarantee by a Scheduled Commercial Bank for the sum specified therein for 'ADDITIONAL PERFORMANCE SECURITY DEPOSIT' for compliance with his obligation in accordance with the Contract;

NOW WHEREAS we ..... (indicate the name  
of the bank and branch) have agreed to give the Contractor such a Bank Guarantee.

NOW THEREFORE we ..... (indicate the name of the  
bank & branch) hereby affirm that we are the Guarantor and responsible to you on  
behalf of the Contractor, upto a total of Rs. .... (amount of  
guarantee)

(in words). We undertake to pay you, upon your first written demand and without cavil of argument, a sum within the limits of

(amount of guarantee) as aforesaid without your needing to prove or to show grounds or reasons for your demand for the sum specified therein.

We ..... (indicate the name of the  
bank and branch) hereby waive the necessity of your demanding the said debt from the contractor before presenting us with the demand.

We ..... (indicate the name of the bank  
and branch) further agree to pay to you any money so demanded notwithstanding any dispute or disputes raised by the contractor(s) in any suit or proceeding pending before any court or Tribunal..... the present absolute and unequivocal.



The payment so made by us under this bond shall be a valid discharge of our liability for payment there under and the contractor(s) shall have no claim against us for making such payment.

We (indicate the name of the bank and branch) further agree that no change or addition to or other modification of the terms of the Contract or of the works to be performed there under or of any of the Contract documents which may be made between you and the Contractor shall in any way release us from any liability under this guarantee, and we hereby waive notice of any such change, addition or modification.

We (indicate the name of the bank and branch) lastly undertake not to revoke this guarantee except with the previous consent of you in writing.

This Guarantee shall be valid upto..... It come into force with immediate effect and shall remain in force and valid for a period upto the time of completion of the work under the stated contract plus claim period of Six months for the Bank Guarantee. Notwithstanding anything mentioned above our liability against this guarantee is restricted to Rs..... (Rupees.....) and unless a claim in writing is lodged with us within the validity period i.e. upto..... of this guarantee all our liabilities under this guarantee shall cease to exist.

Signed and sealed this ..... day ..... of .....2025..... at

by:

SIGNED, SEALED AND DELIVERED  
For and on behalf of the BANK

(Signature)

(Name)

(Designation)

(Code Number)

(Address)

NOTES: (1) The bank guarantee should contain the name designation and code number of the officer(s) signing the guarantee

The address, telephone number and other details of the Head Office of the Bank as well as of issuing Branch should be mentioned on the covering letter of issuing Branch.



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# END OF DOCUMENT