

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



TENDER BOOKLET

For

**Rate Contract with IRCTC and/or Indian Railway  
approved Agency for arrangement of Railway E-  
Tickets for officials of WBSEDCL for their journey  
throughout India**

Issued vide:

Press Tender Notification no: WBSEDCL/CSC/SC/Rail Ticket/689. Dated-14-10-25.

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

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: WBSSEDCL/CSC/SC/Rail Ticket/ 689. Dated. 14-10-25

## :- INDEX :-

Sl. no.	Particulars	Page no.
1	Synopsis	2-3
2	Scope of Work	3
3	Eligibility Conditions	3-4
4	Terms & Conditions	4-11
5	Annexure –I Key Dates & Time Span	12
6	Annexure – II Format for Techno-Commercial bid (Part-I)	13-16
7	Annexure – III Format for Price Bid (Part-II)	17
8	Annexure – IV Proforma for Undertaking	18
9	Annexure – V Letter to be submitted by the Participant	19
10	Annexure – VI Proforma for Contract Agreement	20-21
11	Annexure – VII Vendor Mandate Form	22
12	Annexure – VIII Proforma of undertaking of Blacklisting	23
13	Annexure – IX Proforma of Addition Performance Security Deposit	24-26





# WEST BENGAL STATE ELECTRICITY DISTRIBUTION COMPANY LIMITED

(A GOVERNMENT OF WEST BENGAL ENTERPRISE)

Registered Office: Vidyut 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/Rail Ticket/ 689. Dated. 14-10-25**

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

The Addl. General Manager (HR&A), Common Service Cell, WBSEDCL, 8<sup>th</sup> floor 'B' Block, Vidyut Bhavan, Salt Lake, Kolkata -91 on behalf of WBSEDCL invites Sealed tenders from the IRCTC and/or Indian Railway approved reputed and solvent agencies/companies having their proven experience to execute a service contract for a period of 02(two) years as enlisted Railway e-Ticketing Partner who will arrange confirmed railway e-tickets in GENERAL/TATKAL for officials of WBSEDCL for their journeys throughout India as and when required by the authority of WBSEDCL in line with the terms and conditions mentioned hereunder.

Name of the Work :	Enlistment of potential <b>IRCTC and/or Indian Railway</b> approved Agency/Company towards arrangement of confirmed railway e-tickets in <b>GENERAL/TATKAL QUOTA</b> for officials of WBSEDCL for journey throughout India as and when required basis for a Service Contract Period of 03 (three) years
Estimated value for Contract Period of 03 (three) years:	₹ 21 lakh
Amount of Earnest Money:	₹ 2,000/-
Amount of Security deposit :	₹ 2,000/-
Publishing date press notification in newspaper:	17.10.2025
Start date of Downloading of Tender Booklet :	17.10.2025 at 11.00 hrs. onwards
Pre-Bid Meeting:	29.10.2025 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:	31.10.2025 at 12.00 hrs.
End date of submission of bid:	06.11.2025 at 15:00 hrs.
Techno-commercial bid opening date	10.11.2025 at 15.00hrs
Price bid opening date	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	Demand Draft in favour of "West Bengal State Electricity Distribution Co. Ltd." payable at Kolkata from any Nationalized/scheduled Bank.

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



# 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/Rail Ticket/ 689 . Dated. 14-10-25**

<b>Submission of Demand Draft :</b>	DD must be submitted in favour of "West Bengal State Electricity Distribution Co. Ltd." payable at Kolkata from any Nationalized/scheduled Bank.
<b>Validity of Engagement Contract :</b>	3 years

## ❖ Scope of Work

The Agency/Company will be liable to arrange confirmed railway e-tickets in **GENERAL/TATKAL QUOTA** for the officials of WBSEDCL for their journey throughout India.

Arrangement of railway e-tickets comprises the following: -

Category of Officer	Rank of the Officers	Entitled Class
A	General Manager/ Chief Engineer/equivalent and above	As per requisition
B	From Assistant Manager/Divisional Engineer/equivalent upto Addl. GM/ Addl. CE/equivalent	
C	From Office Executive or similar rank officials upto Junior Manager/equivalent	
D	Officials below the rank of Office Executive	

## ❖ Eligibility Conditions

### A) Business Profile of the Agency/Company:

- Trade License
- PAN Card
- GST Registration Certificate
- Certification of incorporation or commencement in case of Company
- Professional Tax Registration (if applicable)

**B) The Average Annual Turnover** of the Agency/ Company **should not be less than ₹7 (Seven) lakh in F.Y. 2021-22, 2022-23 & 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 any Chartered Accountant should be submitted. For companies registered under Companies Act and for any other organization, other than companies, Annual Accounts along with Profit and Loss A/C to be submitted, duly certified by Chartered Accountant. UDIN has be provided for authentication of documents submitted in favour of Audit Report

**C) The Agency/ Company should be in continuous operation for a minimum period of 05 (five) years during the period of 2019-20, 2020-21, 2021-22, 2022-23 and 2023-24.** Necessary supporting documents i.e.





# 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/Rail Ticket/ 689. Dated. 14-10-25**

certificate of commencement/incorporation should be submitted. The Agency/Company must have completed or executed work order, having a value of not less than Rs. 7 Lakhs in a single order. Supporting documents regarding such executed order is to be provided.

- D) It is mandatory that the Agency/Company should have valid accreditations/registration under **Indian Railway and/or Indian Railway Catering and Tourism Corporation (IRCTC)**. Necessary certificates must be submitted along with application.
- E) The Agency/ Company should have their principal place of business/Registered/Corporate/Local office within the jurisdiction any of Kolkata, Howrah, Salt Lake and South & North 24 Parganas. Detailed address and location of the offices should be furnished. Necessary documents should be submitted with application. If it is felt necessary, WBSEDCL reserves the right of physical inspection without giving any prior notice. If the Agency/Company changes location of its office within the contract period, the same must be intimated to the Addl. General Manager (HR&A), Common Service Cell in written manner with supporting documents. In case of proprietorship agency, the address of the office and residence should not be same.
- 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 ticket booking related service. Necessary documents should be submitted to that regard.
- 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 have been 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 F.Y i.e. **2019-20, 2020-21, 2021-22, 2022-23 and 2023-24**. Necessary undertaking of authorize signatory of the Agency/Company as per enclosed Annexure should be submitted on company's letterhead.
- I) No preference shall be given to any agency/company based on its geographical location or size of the agency/company.

## ❖ Terms & Conditions

### i) Type of Tender:

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

- a) **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.
- b) After completion of thorough checking of Techno-Commercial Bid, **Price Bid** of the techno-commercially eligible participants will be opened from which lowest offered rates will be obtained.

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





# 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/Rail Ticket/ 689

Dated. 14-10-25

## ii) Acceptance of Tender: -

Participants shall ensure that all the eligibility conditions duly fulfilled by them and if there be any dispute regarding non-submission of any documents, WBSedCL reserves the right to cancel that bid unilaterally without assigning any reason. 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 sell of Tender document. Participants have to download the same from the website.

## iv) Earnest Money: -

An Interest Free Refundable Earnest Money of ₹2,000.00 (Two thousand) should be deposited in form of Demand Draft (DD) drawn in favour of "WEST BENGAL STATE ELECTRICITY DISTRIBUTION COMPANY LIMITED" payable at Kolkata from any nationalized/scheduled bank. The DD should be attached with the application form at the time of submission. Details of DD should be properly mentioned in the prescribed format in Application form. At the time of opening Technical Bid, if any dispute found in application of a participant and subsequently the application declared as disqualified, the DD will be refunded to the authorized representative of the Agency/Company in hand.

Please note that validity period of DD will be 90 (ninety) days from the date of submission.

**Please note that without submission of Earnest Money or inadequate submission of Earnest Money results 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 grounds, if felt necessary and decided by the Tender Committee: -

- 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 deposit the security money within two weeks of acceptance of service contract order.
- If any point of time during the evaluation process of this tender it is found that Agency/Company has submitted fake documents or details furnished by them is incorrect.

## v) Security Deposit: -

After finalization of tender, the submitted Earnest Money will be converted to Interest Free Refundable Security Money amounting to Rs.2,000/- (Eight Thousands). 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.



# 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: **WBSSEDCL/CSC/SC/Rail Ticket/ 689**, Dated. **14-10-25**

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

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

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.

## vi) 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.

## vii) 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: -

- The envelope containing the Earnest Money will be opened first.





# 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/Rail Ticket/ 689, Dated. 14.10.25**

- b). 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.

**viii) 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. 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) Formula for obtaining L1 rate (as mentioned in Annexure-III): -**

**Grade Point:** Service Charge excluding GST (₹20-50) = 1, (₹51-100) = 2, (₹101-150) = 3, (₹151-200) = 4, (₹201-250) = 5, (₹251-300) = 6 & (₹301 and above) = 7

**L1 rate** = lowest of aggregated value of Grade Point for all tender specification, class & quota.

**x) 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.

**xi) 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.

**xii) Award of Contract: -**

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





# 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/Rail Ticket/ 689,

Dated. 14-10-85

**xiii) Rate: -**

After finalization of rates, the same will be firmed 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.

**xiv) Agreement:**

After award of LOA to L<sub>1</sub> bidder 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 such Agency/Company. The Additional General Manager (HR&A), Common Services Cell will sign the agreement on behalf of WBSedCL.

**xv) 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 which will be intimated from time to time. The Agency/Company should book and send railway tickets to the e-mail of the concerned department/officials (if available) as well as to Common Service Cell. In this case the following should be maintained: -

- Railway tickets should be booked and sent within 24 (twenty-four) hours from the receipt of the journey requisition or prior to commencement of journey whichever will be earlier.
- Tickets will be booked preferably in General or Tatkal Quota. The vendor will assist the Officials for booking Premium Tatkal in consideration of an Assistance Fee.
- All tickets will be accompanied with on-board meals and dynamic fare will also be allowed as per IRCTC norms.
- If any issue is raised regarding availability of confirmed tickets in TATKAL Quota and/or any alteration has to be made, the same should be informed to the concerned officer at first. Then as per their advice, booking of ticket should be made and sent with line of intimation in mail. Any unavailability of confirmed tickets in Tatkal Quota, has to be informed to Corp. C.S. Cell within IRCTC's scheduled Tatkal opening time +5 minutes, to facilitate arrangement of alternate journey mode.

In case of cancellation or modification in schedule of journey, the same will be intimated accordingly in the way of 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

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





# WEST BENGAL STATE ELECTRICITY DISTRIBUTION COMPANY LIMITED

(A GOVERNMENT OF WEST BENGAL ENTERPRISE)

Registered Office: Vidyut 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/Rail Ticket/ 689 . Dated. 14-10-85**

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.

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

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

- Actual railway fare per person + service charge claimed by Agency/Company + applicable GST on service charge.
- Total fare displayed on ERS (Electronic Reservation System) generated through IRCTC will be reimbursed except agent service charge.
- A triplicate copy of duly signed invoice is to be submitted to the Ordering authority along with all requisite documents including ticket.
- Bill will be submitted twice monthly.
- Vendor should submit cancellation statement along with submission of bills.
- Bills for arrangement of journey should be submitted on fortnightly basis i.e. bills for procuring tickets from 1<sup>st</sup> to 15<sup>th</sup> day of a month should be submitted within 20<sup>th</sup> day of the same month and from 16<sup>th</sup> to end of the month should be submitted within 5<sup>th</sup> day of the next month.
- Bills should in consolidated manner, i.e. all transaction within the said period will be covered in single invoice.
- Bill/Invoice should be prepared in following manner maintaining the guidelines of GST for billing/invoicing:  
Actual railway fare per person + service charge claimed by Agency/Company + applicable GST on service charge.
- All refund should be adjusted with same invoice.
- E-invoicing is mandatory as per prevailing GST norms. Otherwise, turnover declaration to be given as per norms.

Agency/Company may prepare bills/invoices as per their existing accounting system. However, it will be preferred if a consolidated bill showing all breakups may be prepared for each journey requisition.

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.**

**xvii) Payment: -**

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

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





# 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/Rail Ticket/ 689. Dated. 14.10.25**

In case the agency/company unable to produce valid document from IRCTC/Indian Railways for unavailability for desired General @ 10% of the service charge will be imposed. The recovery of the deductible amount will be done from the immediate next payable amount.

**xix) Validity of Contract: -**

The Contract will be valid for the period of **03(three)** years from the date of signing agreement. The validity period may be extended or the contract may be renewed if required by the authority on mutual basis.

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

The contract will be terminated as per discretion of the authority of WBSEDCL for the grounds 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 submit false particulars at the time of tender submission or indulged in any type of forgery or falsification of records.
- Changes its constitution without proper intimation to or without approval of the enlistment authority.
- Changes its permanent/business address without prior intimation to the enlistment authority.
- Declared or is in the process to be declared bankrupt/insolvent, winding up/dissolves/partitioned.
- Persistently defaulted in settlement of Statutory Taxes such as Income Tax, GST, and EPF etc.
- Forms cartel or practicing unfair trade practice including overcharging, price fixing etc as defined in various statutes.

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

**xxi) Legal Jurisdiction: -**

Any legal dispute that may arise between the parties relating to any provisions of the order/contract be subject to superintendence and jurisdiction of High Court, Calcutta or any of its subordinate courts having competent jurisdiction.

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



# WEST BENGAL STATE ELECTRICITY DISTRIBUTION COMPANY LIMITED

(A GOVERNMENT OF WEST BENGAL ENTERPRISE)

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

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

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)

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

Press Tender Notification no: WBSEDCL/CSC/SC/Rail Ticket/ 689, Dated. 14.10.25

## Annexure-I

### Key Dates & Time Span

Date of publishing of Press Notification	17.10.2025	Day 1
Date of uploading of NIT at WBSEDCL's website <a href="http://www.wbsedcl.in">www.wbsedcl.in</a> (Publishing Date)	17.10.2025 at 11.00 hrs. onwards	Day 1
Tender Booklet downloading start date	17.10.2025 at 11.00 hrs. onwards	Day 1
Pre-Bid Discussion:	29.10.2025 at 14.00 hrs. in Corp. C.S. Cell Conference Room, 8 <sup>th</sup> Floor B Block Vidyut Bhavan, Kolkata-91	Day 12
Bid submission starts on & from	31.08.2025 at 12.00 hrs.	Day 14
Last date of submission of EMD and Bid submission closes on	06.11.2025 at 15:00 hrs.	Day 20
Techno-commercial bid opening date	10.11.2025 at 15.00hrs	Day 24
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.





# 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/Rail Ticket/ 689. Dated. 14-10-25

## Annexure-II

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

Techno-commercial Requirement for enlistment of an agency/ company for booking of Railway e-tickets for officials of WBSEDCL for their journey throughout India

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



# 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)

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)

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

Press Tender Notification no: WBSEDCL/CSC/SC/Rail Ticket/ 689 . Dated. 14.10.25

d) Details of personnel of Local Office				
	Particulars	Head of the Office	Responsible Person I (if any)	Responsible Person II (if any)
	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	:		

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





# 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/Rail Ticket/ 689. Dated. 14-10-25

	Limited Company		
8.	Company Identification Number (if any)	:	
9.	Professional Tax Reg. no (if applicable)	:	
10.	IT Return for 2021-22, 2022-23 & 2023-24	:	
11.	Average Annual Turnover for 2021-22, 2022-23 & 2023-24	:	
12.	Accreditations from (Documents should be enclosed)	:	a) Indian Railway Catering and Tourism Corporation (IRCTC) And/or b) Indian Railway: Yes/No
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)
15.	Whether the firm is having business banned/ suspended by any government department in the past?	:	Yes/No (if yes, give details)
16.	Whether the firm is convicted by a court of law?	:	Yes/No (if yes, give details)
17.	Whether business activities of the firm have been suspended and they are subject to legal proceeding?	:	Yes/No (if yes, give details)
18.	Whether the firm was disqualified pursuant to administrative suspension or disbursement by any Department?	:	Yes/No (if yes, give details)
19.	Whether already enlisted with other department (except any other department of WBSEDCL)	:	Yes/No (if yes, give details)
20.	Work experience details in support of		



# WEST BENGAL STATE ELECTRICITY DISTRIBUTION COMPANY LIMITED

(A GOVERNMENT OF WEST BENGAL ENTERPRISE)

Registered Office: Vidyut 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/Rail Ticket/ 689 . Dated. 14-10-25

	execution of work with reference to Terms & Conditions	
21.	Filled up Annexure- III, IV,V & VII	:
22.	<b>Fees Payment Details</b>	
	<b>Details of DD:</b>	<b>Earnest Money</b>
	DD Number	:
	DD Date	:
	Amount	:
	Issuing Bank	:
	Branch name	:
	Whose favour	:
23.	<b>Enclosures</b>	
i)	Experience Certificate of personnel of Local Office	v) Certificate of Incorporation & CIN (if any)
ii)	Attested 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 2021-22, 2022-23 & 2023-24
		ix) Filled up Annexure - III, IV, V & VII
<b>-Declaration-</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 from 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/PO 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.		





# 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: WBSSEDCL/CSC/SC/Rail Ticket/ 689

Dated. 14.10.25

## Annexure-III

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

Price Bid for engagement of an agency/company for booking of Railway e-tickets for officials of WBSSEDCL for their journey throughout India

Category	Tender Specification	Class	Rate of Service Charges including any other incidental charges excluding GST per passenger (₹)		Applicable GST (%)	HSN/ SAC Code
			GENERAL Quota	TATKAL Quota		
Booking of railway e-tickets	i) Booking of railway e-tickets for the Officials of WBSSEDCL for to & fro journeys	1AC/ First Class/EC				
		2AC/ 2 tier AC Sleeper				
		3AC/ 3 tier AC Sleeper				
		AC Chair Car/ CC				
		Sleeper				

N.B. :- Assistance Fee for Premium Tatkal will be same as rate quoted in Tatkal Quota

Formula for obtaining L1 rate is as follows: -

Grade Point: Service Charge excluding GST (₹20-50) = 1, (₹51-100) = 2, (₹101-150) = 3, (₹151-200) = 4, (₹201-250) = 5, (₹251-300) = 6 & (₹301 and above) = 7

L1 rate = lowest of aggregated value of Grade Point for all Tender Specification, class & quota.



# WEST BENGAL STATE ELECTRICITY DISTRIBUTION COMPANY LIMITED

(A GOVERNMENT OF WEST BENGAL ENTERPRISE)

Registered Office: Vidyut 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/Rail Ticket/ 689** Dated. **14.10.25**

## 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 arrangement of confirmed railway e-tickets in **GENERAL/TATKAL** for officials of WBSedCL for their journey throughout India as and when required 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.....





# 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/Rail Ticket/ 689

Dated. 14.10.25

## 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 arrangement of confirmed railway e-tickets in **GENERAL/TATKAL QUOTA** for officials of WBSEDCL for their journey throughout India as and when required basis

Ref: N.I.T.No. WBSEDCL/CSC/SC/Rail Ticket/

Dated.

Dear Sir,

We offer to execute the service contract as per your Service specification in accordance with the Terms & conditions of the NIT document as available in the website. The details of the Tender Cost and 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.....



# WEST BENGAL STATE ELECTRICITY DISTRIBUTION COMPANY LIMITED

(A GOVERNMENT OF WEST BENGAL ENTERPRISE)

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

CIN- U40109WB2007SGC113473 Website- [www.wbsecl.in](http://www.wbsecl.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- [csbwsecl@gmail.com](mailto:csbwsecl@gmail.com)

Press Tender Notification no: WBSEDCL/CSC/SC/Rail Ticket/ 689

Dated. 14-10-25

## 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 Government 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/Rail Ticket/ ..... dtd: (Annexed hereto) for "execution of Rate Contract for arrangement of railway e-tickets for officials of WBSEDCL for their journey throughout India".

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/Rail Ticket/ ..... Dtd: .....

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

1. The Contractor agrees to undertake the work of "arrangement of railway e-tickets for officials of WBSEDCL for their journey throughout India" as per terms & conditions stipulated in the NIT as well as Letter of Award/Order no. WBSEDCL/CSC/SC/Rail Ticket/ ..... Dtd: ..... referred to above.
2. The Company agrees to pay the contractor as per the Letter of Award no WBSEDCL/CSC/SC/Rail Ticket/ ..... Dtd: ..... referred to above.
3. Both the Contractor and the Company agree that for the purpose of jurisdiction of court in regard to any dispute arising out of this agreement, this agreement shall be deemed to have been executed within the jurisdiction of the original side of the High Court, Calcutta.





## 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: WBSSEDCL/CSC/SC/Rail Ticket/ 689

Dated. 14-10-25

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



# 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/Rail Ticket/ 689** Dated. **14-10-25**

## Annexure-VII

### Vendor Mandate Form

MANDATE FORM BY VENDOR FOR RTGS/NEFT PAYMENT			
(TO BE FILL 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	

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





# 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/Rail Ticket/ 689

Dated. 14.10.25

## Annexure-VIII

### PROFORMA OF UNDERTAKING OF BLACKLISTING

(To be submitted by the authorized signatory in Company's letterhead)

#### Self-Declaration

We, the undersigned do hereby that, we have never ever been blacklisted and/or there were no debarring actions against us for any default in providing service or in the performance contract entrusted to us by any Government/Private Organization.

In the event of any such information pertaining to the aforesaid matter found at any given point of time either during the course of the contract or at the bidding stage, my bid/contract shall be liable for truncation/cancellation without any notice at the sole discretion of the institute.

Place: Kolkata

Date:

Yours faithfully

Signature of the bidder with seal



# 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/Rail Ticket/ 689

Dated. 14.10.25

## Annexure-IX

### 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.





# 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/Rail Ticket/689**

**Dated. 14-10-25**

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  
.....2025..... at

day .....of

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.

Addl. General Manager (HR)  
Common Services Cell



# 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)

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)

Common Service Cell

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

Vidyut Bhavan

Press Tender Notification no: WBSEDCL/CSC/SC/Rail Ticket/ 689

Dated. 14-10-25

# END OF DOCUMENT