

WEST BENGAL STATE ELECTRICITY
TRANSMISSION COMPANY LIMITED

**TENDER DOCUMENT FOR BI-ANNUAL RATE
CONTRACT FOR PROCUREMENT OF AIR &
RAILWAY TICKET FOR JOURNEY OF THE
COMPANY'S OFFICIAL POSTED AT VIDYUT
BHAVAN, WBSETCL.**

NIT No. GM (HR&A)/WBSETCL/Tickets / 2019-20/31 dated:
02.12.2019

Section I –VI

Notice Inviting Tender (NIT)
Instruction to Bidder/Agency (ITB)
General Conditions of Contract (GCC)
Special Condition of Contract (SCC)
Scope of work and additional terms & conditions
Annexure



WBSETCL

Office of the General Manager (HR&A)
WEST BENGAL STATE ELECTRICITY TRANSMISSION COMPANY LIMITED
CIN: U40101WB2007SGC113474

*Regd. Office: Vidyut Bhavan (8TH Floor), Block- 'D',
Bidhannagar, Block-DJ, Sector-II : Kolkata : 700 091*

Ph No: (033) 2319-7670; Fax: (033) 2334-2218;
E-mail- fl.wbsetcl@gmail.com
Website- www.wbsetcl.in

These documents are meant for the exclusive purpose of bidding against this NIT and shall not be transferred, reproduced or otherwise used for purposes other than that for which they are specifically issued.

Section I - NOTICE INVITING TENDER

West Bengal State Electricity Transmission Company Limited

(A Govt. of West Bengal Enterprise)

Office of the General Manager(HR&A)

CIN: U40101WB2007SGC113474

ABRIDGED NOTICE INVITING TENDER

For

[Bi-Annual Rate Contract for procurement of Air & Railway Ticket]

[Domestic Competitive Bidding]

NIT No: GM(HR&A)/WBSETCL/Tickets /2019-20/31

DT 02.12.2019

WBSETCL invites tender from eligible and qualified bidder/Agency for **biannual rate contract for procurement of air & railway ticket for journey of the company's official posted at Vidyut Bhavan, WBSETCL which may be extended for further one year based on performance.**

Bid documents shall be purchased by paying Rs. **2360/- (Rupees Two Thousand Three hundred and sixty only) inclusive of GST** in the form of D.D. payable at Kolkata in favour of WBSETCL between 11.00 am to 03: 00 p.m on all working days except Saturday from 02.12.2019 to 09.12.2019. Bids shall be received upto 2 pm on 20.12.2019 and shall be opened on 20.12.2019 at 3 pm.

Interested bidder/agencies may obtain bidding documents from the office of GM(HR&A) WBSETCL, 10th Floor, D Block, Bidyut Bhavan , Saltlake, Kolkata-91 on payment of prescribed cost of bidding documents. Detailed NIT and bidding documents are also available on WBSETCL website(www.wbsetcl.in) and can be downloaded from the website for bidders information only. Bid submission should however be made on the bid documents purchased from WBSETCL and as amended from time to time.

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(A Govt of West Bengal Enterprise)

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DETAILED NOTICE INVITING TENDER

For

[Bi-Annual Rate Contract for procurement of Air & Railway Ticket]

[Domestic Limited Competitive Bidding]

NIT No: GM(HR&A)/WBSETCL/Tickets/2019-20/31

DT:02.12.2019.

1.0 WBSETCL invites tender from eligible and qualified bidder/Agency for **biannual rate contract for the procurement of following which may be extended for further one year based on satisfactory performance :**

GROUP	DESCRIPTION OF ITEM
Group-A	Air ticket for journey of the company's official posted at Vidyut Bhavan, WBSETCL.
Group-B	Railway ticket for journey of the company's official posted at Vidyut Bhavan, WBSETCL.

2.0 Detailed Specifications, scope of Works & Services and terms and conditions thereof are given in the bidding documents, which are available at the address given below as per the following schedule:

Bidding document No	:	GM(HR&A)/WBSETCL/Tickets/2019-20/31 DT : 02.12.2019
Document sale date & time	:	Between 11:00 am to 03:00 pm on all working days except Saturday from 02.12.2019 to 09.12.2019
Request for clarifications to be sent to the address given in clause 10.0	:	Up to 13.12.2019 by 03.00 P.M.
Pre-bid meeting	:	16.12.2019 at 3:00 P.M. Venue: Office of the GM(HR&A) Facility & Logistics Cell, 10 th Floor, D block, Bidyut Bhavan, Saltlake, Kolkata-91
Bid receipt date & time	:	Upto 20.12.2019 by 2: 00pm
Opening of bid [Techno-commercial bid]	:	20.12.2019 at 3:00P.M. Venue: Office of the GM(HR&A) Facility & Logistics Cell, 10 th Floor, D block, Bidyut Bhavan, Saltlake, Kolkata-91

Opening of Price bid	:	The bidder/Agency shortlisted in the techno commercial bid shall be informed of the date & time of the opening of the price bid and venue
Cost of the Tender Document	:	Rs. 2360/- (Rupees Two Thousand Three hundred and sixty only) inclusive of GST

A complete set of bidding documents may be purchased by any interested bidder on submission of a written application and payment(non-refundable) of the cost of bidding documents as mentioned above in the form of a Demand Draft/ Pay order/ banker's cheque payable at Kolkata drawn in favour of "WEST BENGAL STATE ELECTRICITY TRANSMISSION COMPANY LIMITED" from any scheduled commercial bank.

3.0 Issuance of bidding documents shall not automatically construe that the bidder/agency fulfils the Qualifying Requirements which shall be determined during bid evaluation based on data/documents submitted by the bidder/agency. Bid documents are not transferrable.

4.0 The purpose of the pre-bid meeting will be to clarify the scope of work, and any issues regarding the bidding documents and the Technical Specifications, if raised at that stage by the bidder/agencies. The WBSETCL shall not be under any obligation to entertain /respond to suggestions made or to incorporate modifications sought for by the bidder/agencies during the pre-bid meeting or thereafter.

5.0 **The bidders may quote against any single Group (Group-A or Group- B) or Both the Groups (Group A and Group B). Bidders have to quote Service Charge in Rupees for Booking/ Cancellation Group-A and for Group- B bidders must quote service charge in Rupees for booking/cancellation of all General, Tatkal & Premium Tatkal quota under both A/C & Non A/C categories. . If the rates for the General,Tatkal& premium Tatkalquota for both A/C & Non A/C categories for booking /cancellation are not quoted by the bidder, the price bid of that bidder will be rejected.**

6.0 All bids shall remain valid up to a minimum period of **one hundred and twenty (120) days** from the next day of **price bid opening date**.

7.0 All bids must be supported by **bid security** for an amount of

a) For Group-A: Rs.28,000.00 [Rupees Twenty Eight Thousand Only]

b) For Group-B: Rs. 6,000.00 [Rupees Six Thousand Only]

in the form of Demand Draft /Pay order /banker's Cheque drawn **in favour of West Bengal State Electricity Transmission Company Limited from any scheduled Commercial Bank, Payable at Kolkata**. Bidders must submit the Bid security physically within the stipulated date as above at the office of the **General Manager (HR&A), 8th Floor, D-Block,**

BidyutBhawanand also to be documented along with the bid and submitted online. Non submission of the acceptable bid security along with prescribed cost of bidding documents as specified here, in a sealed cover or submission of bid security and cost of bidding document of inadequate value shall be rejected by the WBSETCL and in such cases bids shall be considered as non responsive.

N.B.: The EMD value indicated in the e-tendering portal is only an ornamental value “1” and shall be read as indicated in Clause 7.0 of the detailed NIT. Relevant Annexure-3c is to be submitted in the designated folder satisfactorily.

8.0 Qualification Requirement for Bidder/Agency:

8.1. Following shall be the qualification requirement:

Technical:

1. Bidder/ Agency should have a membership with International Air Transport Association [IATA] for Air Ticket and Indian Railway Catering and Tourism Corporation Ltd [IRCTC] for Rail Ticket.
2. Bidder/Agency should have served at least one (1) Govt/PSU's/Reputed Company's for the completed 2 years within last 5 years from the date of issuance of this tender notice in providing travel related services for each Group.
3. The Bidder/Agency must have their own office at Kolkata to carry out day to day functioning.

Financial:

i. Liquid Assets (L.A) as per the last audited accounts available should be as follows

a) For Group-A: Rs. 3,50,000.00 [Rupees Three lakhs Fifty thousand Only]

b) For Group-B: Rs. 75,000.00 [Rupees Seventy five thousand only]

Bidder/Agency shall have Liquid Asset (L.A) and/ or evidence of access to or availability of credit facility of equivalent amount.

Against offer bid for more than one Group (for both the Groups), the L.A amount shall be the sum of the respective individual Group L.A amount of the offered items as specified above.

ii. Minimum Average Annual Turnover (MAAT) for best three (03) years out of the last five (05) financial years excluding non-recurring item should be as follows:

a) For Group-A: Rs.21,00,000.00 [Rupees Twenty one lacs only]

b) For Group-B: Rs 4,50,000.00 [Rupees Four lacs fifty thousand only]

Against offer bid for more than one Group (for both the Groups), the MAAT amount shall be the sum of the respective individual Group MAAT amount of the offered items as specified above.

iii. Net Worth should be positive.

8.2. **The bidder/agency shall submit** as part of his techno-commercial bid, documents establishing the bidder/agency's qualifications to execute the Order to the satisfaction of the WBSSETCL. All documents required to establish bidder/agency's financial and technical qualification must be submitted as part of techno-commercial bid. In particular, the following documents need to be submitted by the bidder/agency:-

- a. Copy of valid membership with International Air Transport Association [IATA] for Group A { Air Ticket} and Indian Railway Catering and Tourism Corporation Ltd [IRCTC] for Group B{ Rail Ticket}.**[Applicability up to the extent of meeting Technical QR]**.
- b. Copies of work order of at least one Major reputed organisations/department of Government of India/ public Sector Undertakings/ Statutory bodies/ MNC wherein travel related service has been executed during completed 2 years within last 5 years from the date of issuance of this tender notice supported by documentary evidence for each Group.**[Applicability up to the extent of meeting Technical QR]**.
- c. Documentary evidence of executing travel related services covering all the aspects as well as satisfactory completion / on-going certificate stating the Annual value of work from the client for each Group.**[Applicability up to the extent of meeting Technical QR]**.
- d. Audited Annual Accounts of the company for the last Five (5) years (in case of companies)
or
IT Return duly acknowledged by the tax department for the last Five (5) years (in case of bidder/Agency other than companies).**[Applicability up to the extent of meeting Financial QR]**.
- e. Self-declaration that the bidder/agency should not have been debarred or blacklisted by any State or central govt/ PSU in India while executing similar nature of work. If any dispute is pending at any Court of Law or under any Arbitration/ similar process pending decision of debarring/ blacklisting , detailed information must be enclosed.
The Bidder/agency who have been delisted or debarred or Blacklisted by any State or Central Government/ PSU in India while executing similar nature of work shall not be eligible any way.
- f. Copies of Income tax/ Professional Tax Clearance Certificate / P.T (DepositChallan)/ PAN card / GST Registration Certificate.
- g. Registered Deed of partnership Firm / Article of Association & Memorandum/ Certificate of incorporation in India etc.
- h. Documents to provide evidence that Registered office/Service Centre of the bidder/agency is within Kolkata jurisdiction.

8.3. In addition to above, the bidder/agency shall also be required to meet the eligibility conditions and submit a signed copy of Power of Attorney in favour of Signatory of the Bid as per Annexure: 4 & an Affidavit regarding Eligibility (duly notarized) as per Annexure: 6 of Section V-A of the bidding documents.

8.4. Notwithstanding anything stated herein, WBSETCL reserves the right to inquire and review the bidder/agency's capability and capacity to complete the scope of work.

9.0 WBSETCL reserves the right to accept or reject any bid partly or fully or cancel the bidding process without assigning any reasons thereof and in such case no bidder/agency shall have any claim arising out of such action.

10.0 Address for seeking any clarifications on the bid documents:

The Nodal Officer & Addl General Manager (HR&A)-II, Corporate

Office of The GM(HR&A), WBSETCL

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