

**WEST BENGAL STATE ELECTRICITY
TRANSMISSION COMPANY LIMITED**

**TENDER DOCUMENT FOR
SELECTION OF RECRUITMENT AGENCY FOR
CONDUCTING THE ENTIRE PROCESS OF SELECTION FOR
RECRUITMENT IN DIFFERENT POSTS UNDER WBSETCL**

NIT No. CORP / (HR&A)/TENDER/RECRUITMENT/ 2017-18/12 Date: 22.11.2017

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WBSETCL

**OFFICE OF THE GENERAL MANAGER (HR&A)
WEST BENGAL STATE ELECTRICITY TRANSMISSION
COMPANY LIMITED
VIDYUT BHAVAN
8TH Floor, 'D' BLOCK
SALT LAKE CITY, KOLKATA - 700 091**

- ❖ *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 e-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 e-TENDER

WORK: Selection of recruitment agency for conducting entire process of recruitment of candidates for different posts under WBSETCL

NIT No. CORP / (HR&A)/TENDER/RECRUITMENT/ 2017-18/12 Date: 22.11.2017

West Bengal State Electricity Transmission Company Limited (hereinafter referred to as WBSETCL) is a successor entity of erstwhile West Bengal State Electricity Board owned by the Government of West Bengal and incorporated under the Companies Act, 1956 with registered Office at Vidyut Bhavan, Block-DJ, Sector-II, Salt Lake City, Kolkata, West Bengal, Pin-700091. It has started its business of Electricity Transmission and Load Dispatch since 01.04.2007.

WBSETCL invites **e-Tender** through two bid system for **selection of recruitment agency for conducting entire process of recruitment of candidates for different posts under WBSETCL** as per details given in the tender document.

Interested bidders may obtain bidding documents by registering themselves to the e-tendering portal (<https://wbtenders.gov.in> or <https://etender.wb.nic.in>) and downloading the bidding documents from **23.11.2017 (11:00 A.M.)**. The bids shall be received up to **08.01.2018 (03.00 P.M.)** and will be opened on **08.01.2018 (4:00 P.M.)**

Detailed NIT is also available on WBSETCL website (www.wbsetcl.in) and can be downloaded from the website for bidders' information only.

WEST BENGAL STATE ELECTRICITY TRANSMISSION COMPANY LIMITED

(A Govt of West Bengal Enterprise)

CIN: U40101WB2007SGC113474

Office of the General Manager(HR&A)

Regd. Office: Vidyut Bhavan (8TH Floor), Block-'D",

Bidhannagar, Block-DJ, Sector-II: Kolkata: 700 091

DETAILED NOTICE INVITING TENDER

NIT No. CORP / (HR&A)/TENDER/RECRUITMENT/ 2017-18/12 Date: 22.11.2017

1. WBSETCL invites e-tender from eligible and qualified bidders for selection of recruitment agency for conducting entire process of recruitment of candidates for different posts under WBSETCL.
2. Detailed Specifications, Scope of Works & Services and terms and conditions thereof are given in the bidding documents, which are available at the online e-tendering portal <https://wbtenders.gov.in/> or <https://etender.wb.nic.in> as per the following schedule:

Sl. No.	Events	Date & Time
1	Bidding document No	Corp/HR&A/Tender/Recruitment/2017-18/12 Dated 22.11.2017
2	Date of uploading of N.I.T. & other Documents (Publishing Date)	23.11.2017
3	Documents download start date (Online)	23.11.2017
4	Documents download end date (Online)	08.01.2018 upto 03:00 P.M
5	Start date for submission of pre-bid queries (if any)	23.11.2017
6	Closing date for uploading /submission of pre-bid queries (if any)	16.12.2017 upto 05:00 P.M
7	Pre-bid meeting to be held in the Conference Room, 9 th Floor, B-Block, Bidyut Bhavan	18.12.2017 at 11:00 AM
8	Bid submission start date (Online)	19.12.2017 from 03:00 P.M
9	Bid Submission closing (Online)	08.01.2018 upto 03:00 P.M
10	Last Date of submission of original copies for the cost of Bidding Documents and Earnest Money Deposit (Offline)	08.01.2018 upto 03:00 P.M
11	Last date of submission of the confirmatory hard copy of the techno-commercial Bid in sealed envelope.	08.01.2018 upto 03:00 P.M
12	Bid opening date for Technical Proposals (Online)	08.01.2018 at 04:00 P.M
13	Date for opening of Financial Proposal (Online)	To be notified later after techno-commercial evaluation
14	Cost of Bidding Document	Rs. 5000/- (Rupees Five Thousand Only)

3. The Company now invites quotation from the eligible Recruitment Agencies for entire scope of work on consolidated & per eligible candidates basis, inclusive of all costs. GST and other taxes may be shown separately.

4. The Bid Documents, downloaded from any other source and used for the purpose, will not be accepted. In case of detection of any alteration or modification in the contents thereof, the bid will be liable for rejection and the EMD will be forfeited.

5. **QUALIFYING REQUIREMENT OF THE BIDDERS:**

The following shall be the qualifying requirement for selection of bidders at technical bid stage of the bidding process:

5.1 **Technical Qualification:**

(a) The prospective bidders must have at least three years experience in conducting recruitment process as **on 01.11.2017**.

(b) The Agency / Firm must have the capability to process applications, and must have experience of registration through online copies of applications and documents as per requirement. The agency must have sufficient experience in conducting written examination in multiple venues on the same day, conducting interview for the eligible candidates through engaging expert in the respective field and submission of final merit list of the selected candidates.

(c) The Agency/Firm must have successfully completed recruitment work for Govt. Departments/Central PSUs/State PSUs / State Govt / Statutory Corporation **for an order value of Rs. 10 Lakhs or more per order and at least three such orders will have to be executed during last three financial years.**

(d) They must have sufficient infrastructure for processing applications online through IT infrastructure, competent and technically / professionally qualified manpower of required number for conducting selection process involving minimum 3000 applicants in each case.

(e) The Agency must have experience for conducting large public examinations with multiple venues and experience for conducting interview for professionally qualified candidates from open market through engagement of experts in the concerned fields and in other allied matters including submission of merit list as per Govt. guidelines.

(f) The Recruitment Agency must have sufficient storage space to preserve the examination related documents on behalf of the Company for at least 3 years, in case of conducting selection.

(g) The Agency/Firm shall, during the entire period of contract place in position a core team consisting minimum three key personnel, who are

professionally qualified in the respective field and well experienced in recruitment process. The Agency /Firm, on being selected, shall furnish the details of the core team with their name, designation, qualification and contact no. to WBSETCL in case of assigning any particular project on successful bidding. The core team so engaged shall remain unchanged throughout the period of a particular recruitment project.

- (h) Outsourcing of any job at any stage of recruitment by the agency (if assigned to the agency on being selected) without permission of WBSETCL authority is strictly prohibited.
- (i) Co-operative societies for hand delivery of energy bills, security agencies, manpower hiring agencies, self-help group, housekeeping agencies, outsourcing agencies, consortium etc. are not eligible to take part in the e-Tender.
- (j) Data processing and verification centre of the agency must be situated in Kolkata.
- (k) An Unregistered Partnership Firm or Society shall not be eligible to apply.
- (l) The firms / agencies, which have been blacklisted on previous occasions by any of the Government Departments / Institutions / Local Bodies / Municipalities / Public Sector Undertakings, etc need not participate in the tender.

5.2 Financial Qualification:

- a. The net worth of the Agency should be positive.
- b. **Minimum Annual Average Turnover** (excluding non-recurring items) for the participating bidders should be **Rs. 60,00,000/- (Rupees Sixty Lakhs) for the best three years out of the last five Financial Years (2012-13 to 2016-17)**. The proofs in support of the same shall have to be submitted with the bid documents.
- c. **Liquid Asset:** The bidder must have Liquid Asset not less than **Rs 10,00,000/- (Rupees Ten Lakhs only)** and/or evidence of access to or availability of credit facilities of equivalent amount. This will be as per the last audited accounts.

6. COST OF BID DOCUMENT (Tender fee):

- 6.1 The bidders will have to download the Bid Document from the sites mentioned in the Tender Document. The cost of bid document amounting **Rs 5,000/- (Rupees Five Thousand)** only has to be submitted through **Account Payee Demand Draft / Bankers' Cheque drawn in favour of WBSETCL, payable at Kolkata** along with the tender documents in a separate envelope.
- 6.2 The Tender Fee is non-refundable.

6.3 If the bid is received without the aforesaid tender fee, it would not be considered and would be rejected summarily. Late receipt of the tender fee i.e. after closure of online bidding time will also disqualify the bidder and the bid will not be considered for evaluation.

7. EARNEST MONEY DEPOSIT (EMD):

The Earnest Money Deposit (EMD) or Bid Security of **Rs 40,000 [Rupees Forty thousand only]** has to be submitted in the form of an **Account Payee Demand Draft / Bankers' Cheque / Bank Guarantee, drawn in favour of WBSETCL, payable at Kolkata** along with tender documents in a separate envelope. The scanned copy of the DD or Bankers' Cheque or Bank Guarantee should also be uploaded.

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

9. 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 bidders. WBSETCL shall not be under any obligation to entertain /respond to suggestions made or to incorporate modifications sought for by the bidders during the pre-bid meeting or thereafter.

10. Pre-bid queries of the bidders may be uploaded in the stated website or forwarded through e-mail stated in the Tender Document or may be submitted in hard copy format at the Office of the General Manager (HR&A), Corporate HR & A Department, WBSETCL, 8th Floor, D-Block, Vidyut Bhavan, Salt lake, Kolkata-7000091.

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

12. The total Works and Services as per the scope of work will be awarded to a single bidder based on the evaluation of the bids without any splitting. Bids submitted for part of the scope of work will not be considered eligible for evaluation.

13. Outsourcing / subletting of the whole or any part of the work at any stage of the Contract is strictly prohibited.

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

(END OF SECTION-I)

SECTION-II

INSTRUCTIONS TO THE BIDDERS

1. GENERAL INSTRUCTIONS:

- 1.1 For the Bidding / Tender Document Purposes, West Bengal State Electricity Transmission Company Limited shall be referred to as 'WBSETCL' and the Bidder/Successful Bidder shall be referred to 'Contractor or Bidder or Agency' or interchangeably.
- 1.2 The parties to the Bid shall be the Bidder and WBSETCL.
- 1.3 While all efforts have been made to avoid errors in the drafting of the tender documents, the Bidder is advised to check the same carefully. No claim on account of any errors detected in the tender documents shall be entertained.
- 1.4 The bidder shall submit a copy of the authorization letter / Power of Attorney as the proof of authorization for signing on behalf of the Bidder if such need arises.
- 1.5 All Bidders are explicitly informed that conditional offers or offers with deviations from the conditions of Contract, the bids not meeting the minimum eligibility criteria, Technical Bids not accompanied with EMD of requisite amount/ any other requirements stipulated in the tender documents, are liable to be rejected.
- 1.6 For all purposes of the contract including arbitration there under, the address of the bidder mentioned in the bid shall be final unless the bidder notifies any change of address through separate letter(s) sent by Registered Post with Acknowledgement Due (AD) to the General Manager (HR&A), WBSETCL, Corporate HR & A Deptt., 8th Floor, D-Block, Vidyut Bhavan, Sector-II, Block-DJ, Kolkata, West Bengal, Pin -700091. The bidder shall be solely responsible for the consequences of any omission or error to notify any change of address in the aforesaid manner.
- 1.7 The tender inviting authority may ask for original documents regarding fulfilment of qualifying requirement and any other matters from the prospective bidders. In case the prospective bidders are unable to provide such documents in original, then the bids of such bidders shall not be considered as valid and the same are liable to be cancelled.
- 1.8 **Cost of bidding:** The bidder shall bear all costs associated with the preparation and submission of his bid and WBSETCL, in no case, shall be responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.
- 1.9 The near relatives of the employees of WBSETCL are prohibited from participating in this bid. The near relatives for this purpose are defined as: (a) Members of a Hindu Undivided Family (b) Their husband or wife (c) The one is related to the other in the manner as father, mother, son(s), son's wife (daughter-in-law), daughter(s) & daughter's husband (son-in-law), brother(s) & brother's wife, sister(s) and sister's husband (brother-in-law).

2. PRE BID MEETING

- 2.1 The bidder or its authorised representative is invited to attend pre-bid meeting to be held on the date, time and location specified in schedule. The purpose of the meeting will be to clarify the exact scope of work, and any issues regarding the bidding documents and the technical specifications for its clarification, if raised at that stage by the bidders. WBSETCL shall not be

under any obligation to entertain/respond to suggestions made or to incorporate modifications sought for by the prospective bidders.

- 2.2 Any modification/amendment of the bidding documents shall be made by WBSETCL exclusively through the issue of an amendment.
- 2.3 Non-attendance at the pre-bid meeting will not be a cause for disqualification of bidders but at the same time shall not entitle them to raise any query at a later date.
- 2.4 Any essential requirement not included in the Price Schedules but required for successful operation as per scope of Contract shall be indicated by the bidders and submitted before the pre-bid meeting by the date specified in the schedule. WBSETCL shall make related modifications/amendments as may be considered necessary based on this form in the bidding documents as per provisions mentioned in this clause.
- 2.5 Bidders shall not be permitted to indicate any additional requirements in the bid for any reason whatsoever after WBSETCL has considered such amendments.

3. AMENDMENT OF BIDDING DOCUMENTS

- 3.1 At any time, but not later than ten (10) days prior to the deadline for submission of bids, WBSETCL may, for any reason, modify the bidding documents by issue of an addendum/amendment.
- 3.2 The addendum/amendment will be uploaded in the e-tendering portal and all such amendments/addendums will be binding upon them. WBSETCL shall assume that the information contained therein will have been taken into account by the bidder in its bid. WBSETCL will bear no responsibility or liability arising out of non-compliance of the same in time or otherwise by the bidder.
- 3.3 In order to afford prospective bidders' reasonable time in which to take the addendum/amendment into account in preparing their bids, WBSETCL may, at its discretion, extend the deadline for the submission of bids.
- 3.4 For the information of bidders, the addendum / amendments, if any, shall be uploaded on the website. The bidders may visit the website of WBSETCL from time to time in their own interest.

4. BID SECURITY OR EARNEST MONEY DEPOSIT(EMD)

- 4.1 The bidder shall furnish bid security along with a covering letter for an amount specified in the NIT, in the form of a Demand Draft/ Banker's Pay Order/ Banker's Cheque, at its option, from any scheduled commercial bank drawn in favour of "**WEST BENGAL STATE ELECTRICITY TRANSMISSION COMPANY LIMITED**" payable at Kolkata or a Bank Guarantee (in the prescribed proforma) from any scheduled commercial bank favouring WBSETCL which shall remain valid for a period of **one hundred and eighty (180) days** from the next day of final bid opening date with a further claim period of thirty (30) days. The original Demand Draft / Pay Order/ Bank Guarantee against Bid Security should be submitted physically at the Office of the General Manager (HR&A), WBSETCL under sealed cover on or before the scheduled date & time as specified in the Detailed NIT. For preparation of BG the Bank details of WBSETCL is given below:

Name of the Bank: CANARA Bank

Address of the Bank: Sector-III, Salt Lake City, Kolkata-700091

Account No.: 2549201000230 and IFSC: CNRB0002549

- 4.2** If the bid is received without the aforesaid EMD, it will not be considered and would be rejected summarily. Late receipt of the EMD i.e. after closure of online bidding time will also disqualify the bidder and the bid will not be considered for evaluation.
- 4.3** No request for transfer of any previous deposit of Earnest Money Deposit or Contract Performance Guarantee (CPG) or adjustment against any pending bill held by WBSETCL in respect of any previous work shall be entertained.
- 4.4** No claim shall lie against WBSETCL in respect of erosion in the value of the Earnest Money Deposit and no interest will be payable to the bidders on the EMD.
- 4.5** The Earnest Money Deposit may be forfeited:
- (i) If the bidder unilaterally withdraws / modifies part or whole of his/their bid during the period of validity of the bids specified by the bidder in the bid form; or
 - (ii) In case of successful bidder, if the bidder:
 - a) fails to sign the contract in accordance with the terms of the tender document;
 - b) fails to furnish required CPG in accordance with the terms of tender documents within the time frame specified by WBSETCL; or
 - c) fails or refuses to honour his quoted prices for the services or part thereof.
 - d) If the bidder deviates from any clarification/confirmation given by him subsequent to submission of his bid.

5. PREPARATION OF BIDS

- 5.1 Language:** The bid prepared by the bidder and all correspondences and documents relating to the bid, exchanged between the bidder and WBSETCL, shall be written in the English language, provided that any printed literature furnished by the bidder may be written in another language so long as the bid is accompanied by an English translation of its pertinent passages. Failure to comply with this may disqualify a bid. For purposes of interpretation of the bid, the English translation shall govern.
- 5.2 Technical Bid:** Technical Bid should be prepared as per the instructions given in the Tender Documents and submitted along with all required information, documents in support of the minimum eligibility criteria, valid EMD of requisite amount. The documents comprising the Bid are:
- i. Technical Bid Submission Form (printed on the Company's letterhead of the bidder and duly signed by the authorized person).
 - ii. Documents stated under clause no. 7.3.
 - iii. Signed copies of the General Conditions of Contract in Section III and the Schedule of Work in Section IV as a token of acceptance of the same by the bidder
 - iv. Earnest Money Deposit.
- 5.3 Financial Proposal / Price Bid:** Bidder shall prepare the Financial Proposal in the Price Schedule as per Section V provided in the Tender Document and submit through e-Tender portal only in the BOQ.

6. PERIOD OF VALIDITY OF BIDS

- 6.1** Price Bid shall remain valid for a period of 120 days from the date of opening of the Price Bid (Financial Bid). A bid, valid for a shorter period, shall be rejected by WBSETCL as non-responsive.

6.2 In exceptional circumstances, WBSETCL may solicit the bidder's consent for an extension of bid validity for a further period without any change in the terms and conditions of the offer. The request and response thereto shall be made in writing by post or fax followed by post confirmation. The bidder may refuse the request without having his bid security forfeited. Bidders agreeing to the request will neither be required nor permitted to modify their respective bids, but will be required to extend the validity of their bid securities correspondingly. The provisions regarding discharge and forfeiture of bid security shall continue to apply during the extended period of bid validity.

7. GUIDELINES FOR SUBMISSION OF THE BIDS:

7.1 Instructions/Guidelines for electronic submission of the bids are appended below for assisting the agencies to participate in e-Tendering.

(i) Registration of Agency:

Any agency willing to take part in the process of e-Tendering will have to be enrolled & registered with the Government e-Procurement System through logging on to <https://etender.wb.nic.in> or <https://wbtenders.gov.in>. The agency will have to click on the link for e-Tendering site as given on the web portal.

(ii) Digital Signature Certificate (DSC):

Each Agency is required to obtain a Class-II or Class-III Digital Signature Certificate (DSC) for submission of tenders from the approved service provider of the National Informatics Centre (NIC) on payment of requisite amount. Details are available at the website stated in Clause (i) above. DSC is given as a USB e-Token.

(iii) Collection of Tender Documents:

The Agency can search & download N.I.T. & Tender Document(s) electronically from computer once he logs on to the website mentioned in Clause (i) above using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.

7.2 Bids are to be submitted online to the website stated in Clause 7.1(i) in two folders - **Technical Proposal & Financial Proposal** at a time before the prescribed date & time using the Digital Signature Certificate (DSC). The Digitally Signed virus scanned copies of the documents are to be uploaded. The documents will get encrypted (transformed into non readable formats).

7.3 DOCUMENTS TO BE ATTACHED DURING ONLINE E-TENDER SUBMISSION:

To upload the documents click on the check boxes beside the necessary documents in the My Document list and then click the tab "**Submit Non Statutory Documents**" to send the selected documents to Non-Statutory folder. Next Click the tab "**Click to Encrypt and upload**" and then click the "**Technical**" Folder to upload the Technical Documents to the **My Document Format of West Bengal State Electricity Transmission Company Ltd:**

Sl. No.	Category Name	Sub Category Description	Details
A	Certificates	Certificates	(i) A self attested copy of the TAN (ii) A self attested copy of the PAN (iii) A self attested copy of the certificate of registration of Goods and Services Tax (GST)
B	Company Details	Company Details 1	(i) Incorporation Certificate, Memorandum of Association /

			Articles of Association. (ii) Certificate of Registration
		Company Details 2	(i) Attested copy of Registration under Shop & Establishment Act / Trade License (ii) The Power of Attorney / Resolution by BOD of Company, as the case may be, in favour of signatory of the Bid.
C	Credential	Credential 1	Proof of performing similar nature of work & completion certificate which is applicable for eligibility in this tender (to meet the QR). List of work order/Letters of Award references with execution status of similar purchases/ works in the past (must be indexed properly).
		Credential 2	In the credential 2 folder, bidders must submit the client's certificate for completion/ performance etc., i.e. proof of execution of the work /work order / works/letters of award. (must be indexed properly)
D	Financial Info	Payment Certificate 1	Income Tax Returns for last 05(Five) Assessment Years.
		Payment Certificate 2	Latest Bank Solvency Certificate to be obtained from any Nationalized Bank.
		P/L and Balance Sheet 2016-17	Profit & Loss and Balance Sheet (with annexure and 3 CD Form in case of tax audit)
		P/L and Balance Sheet 2015-16	Profit & Loss and Balance Sheet (with annexure and 3 CD Form in case of tax audit)
		P/L and Balance Sheet 2014-15	Profit & Loss and Balance Sheet (with annexure and 3 CD Form in case of tax audit)
		P/L and Balance Sheet 2013-14	Profit & Loss and Balance Sheet (with annexure and 3 CD Form in case of tax audit)
		P/L and Balance Sheet 2012-13	Profit & Loss and Balance Sheet (with annexure and 3 CD Form in case of tax audit)
E	Manpower and Basic Infrastructure	Technical personnel	List of technical staffs along with structure & organization (as per NIT).
		Technical personnel on contract	List of technical staffs along with structure & organization (as per NIT).

NOTE: BLACK & WHITE SCAN MULTIPAGE SCAN DPI MAX 200-300

7.4 FINANCIAL PROPOSAL

- a. Only pdf copies of the above documents are to be uploaded virus scanned & Digitally Signed by the Agency.
- b. Financial capacity of a bidder will be judged on the basis of information furnished in **Section - 2 and Clause-7.3 above.**
- c. The bidder shall submit its **price bid** in Indian Rupees and all payments under this contract will be made in Indian Rupees.
- d. **The rate shall be quoted in the B.O.Q. under Financial Bid only. Quoting of rate anywhere else in the Bid document, shall result in rejection of the bid summarily.**

7.5 SUBMISSION OF ONE SET OF CONFIRMATORY HARD COPY:

- a. Bidders are required to submit one set of confirmatory copy of the uploaded Techno-commercial Bid along with the proof of fulfilment of Technical Qualification (properly indexed) in a sealed envelope superscribed as "**Hard Copy of Technical Qualification**".
- b. Bidders must submit the "Cost of Bidding document (original) & EMD (original)" together in one sealed envelope whereas the Confirmatory Hard Copy must be submitted in a separate sealed envelope superscribed as "**Cost of Bidding Documents & Bid Security**".
- c. The above two sealed envelopes must again be enclosed in one sealed envelope clearly stating the NIT number and Subject matter and must be submitted to **the General Manager(HR&A), Corporate HR&A Department, 8th.Floor, 'D' Block, Vidyut Bhavan, Block-DJ, Sector-II, Salt Lake, Kolkata-700091** on or before the date as specified in the NIT above.
- d. **Bidders are not required to submit any hard copy of the Price / Financial Bid.**
- e. Legally enforceable documents such as Power of Attorney, Affidavit etc. shall only be submitted in original in hard copy with the Confirmatory Techno-Commercial Bid.
- f. Failure of submission of any of the above mentioned documents will render the bidder liable to be rejected for both statutory & non statutory cover.
- g. Please collect a proof of submission of these documents for future reference.

8. DEADLINE FOR SUBMISSION OF BIDS

- 8.1 Bids must be received by WBSETCL at the online e-tendering portal address specified in NIT no later than the time and date mentioned in NIT. In the event of the specified date for submission of bids being declared a holiday for WBSETCL, the bids will be received up to the appointed time on the next working day. Such postponement of date will not have any impact on the other dates specified in the bidding documents (i.e. bid validity and validity of bid security).
- 8.2 WBSETCL may, at his discretion, under intimation to the bidders who have purchased the bidding documents, extend the deadline for the submission of bids / opening of bids by issuing an addendum and hosting the same on the website, in which case all rights and obligations of WBSETCL and bidders previously subject to the original deadline shall thereafter subject to the deadline as extended.

8.3 In the event, the deadline for submission of bid is extended by WBSETCL, the bidders who have already submitted their bids within the original deadline of submission shall have the option to submit their revised bid in substitution either in full or in part of earlier bid.

8.4 In the absence of a revised bid from any bidder, the original bid shall be considered for opening and subsequent evaluation. In such cases, the bidder would necessarily be required to extend the bid validity period up to the date relevant to the extended date of bid opening. Failure to extend the bid validity by such bidder shall entitle WBSETCL to forfeit his bid security.

9. BID OPENING

9.1 WBSETCL will open the bids electronically at e-tendering portal by the authorized personnel(s) using their Digital Signature Certificate (DSC), at the scheduled date & time for opening of bids as mentioned in NIT or on the date and time as intimated to the bidder on successful completion of evaluation of techno-commercial bids in case of Single-stage two envelope bidding. In the event of the specified date for the opening of bids being declared a holiday for WBSETCL or suspended for any involuntarily reasons, the bids will be opened at the appointed time & date which shall be intimated / communicated to all the intending bidders.

9.2 The bidders' representatives who desire may attend / witness the bid opening event through e-tendering portal at their respective end.

9.3 Cover (folder) for Statutory Documents will be opened first and if found in order, cover (folder) for Non-Statutory Documents will be opened. If there is any deficiency in the Statutory Documents the tender will be summarily rejected.

9.4 Bids that are not opened at bid opening will not be considered for further evaluation, regardless of the circumstances. The reason for which bids are not being opened will be notified to all the bidders through e-tendering portal.

9.5 The bidders' names, bid withdrawal and the presence or absence of the requisite bid security and such other details as WBSETCL, at his discretion, may consider appropriate will be notified in the e-tendering portal at the bid opening date.

9.6 In the case of Single stage two-envelope bids, on the date of opening of bid, the techno-commercial bid shall only be opened. The date for opening of the Price bid shall be intimated electronically at the appropriate time to the bidders whose bid is found responsive in the techno-commercial evaluation.

9.7 The list of eligible bidders will be considered and uploaded in the web portals.

9.8 In the event, WBSETCL, in its discretion, decides not to open the bid for want of adequate response to the bidding, WBSETCL may either extend the bid or cancel the bidding process.

10. CLARIFICATION ON BIDS

10.1 During bid evaluation, WBSETCL may, at its discretion and if so required, ask the bidders for any clarification on any other matter related to its bid except to the extent in 10.2. The request for clarification required from the bidder and the response thereto shall be in writing and shall be delivered by registered post/speed post/ courier/ hand delivery under acknowledgement/ email/ fax so as to reach WBSETCL within the time specified in the request for clarification issued by WBSETCL.

10.2 Any post-bid change in the price or substance of the bid shall not be sought, offered or accepted, if given by the bidder.

11. TECHNICAL BID EVALUATION:

11.1 WBSETCL shall follow two bid system where the technical bid and financial bid shall be evaluated separately.

11.2 The Bidder shall be required to produce attested copies of the relevant documents in support of the documentary evidences for being considered during technical evaluation.

11.3 A substantially responsive bid shall be one that meets the requirements of the bidding document in totality. The Technical Bid not meeting the minimum requirements as per the tender documents shall be rejected and their financial proposals will not be opened online. The responsiveness of the bid shall be judged by:

- (i) Receipt of duly filled, signed and accepted bid documents in complete form, including Authorization letter.
- (ii) Receipt of valid EMD with requisite amount in acceptable format.
- (iii) Documents in support of proof of meeting the Qualifying Requirement.
- (iv) Any other document(s), as may be required to support the responsiveness of the bidder as per the tender.

11.4 The Technical Bids shall be evaluated based on the available documents submitted by the bidder. To assist in the examination, evaluation, and comparison of the bids, and qualification of the bidders, WBSETCL may, at its discretion, ask any bidder for a clarification of its bid. Any clarification submitted by a bidder that is not in response to a request by WBSETCL shall not be considered. WBSETCL's request for clarification and the response shall be in writing.

11.5 If a bidder does not provide clarifications of its bid within the date and time set in WBSETCL's request for clarification, its bid may be rejected.

11.6 WBSETCL also reserves the right to seek confirmation/clarification from the issuing agency of the supporting documents submitted by the bidder as per clause 7.3 above.

12. FINANCIAL BID OPENING PROCEDURE

12.1 The Financial Bids of all the technically qualified bidders shall be opened on the appointed date and time in the presence of the qualified bidders or their authorized representatives, who choose to be present at the time of opening of tender.

12.2 Absence of bidders or their authorized representatives shall not impair the legality of the process.

12.3 The bidder(s) who will qualify in the technical evaluation stage shall only be called for opening of Financial Bids.

12.4 The financial bid price, as indicated in the financial bid submission form of each bidder shall be read out on the spot. However, it shall be clearly stated that the final financial bid prices would be arrived at after detailed scrutiny/correction of arithmetical error(s) in the financial bid.

13. PROCEDURE OF EVALUATION OF BIDS

13.1 WBSETCL will carry out a detailed evaluation of the bids determined to be substantially responsive in order to determine whether the technical aspects are in accordance with the

requirements set forth in the bidding documents. Bids submitted by bidders with any technical or commercial deviations may be liable to be rejected. Bidders shall submit a filled-in proforma.

13.2 WBSETCL will determine to its satisfaction whether the selected bidder has submitted the lowest evaluated responsive bid and is qualified in terms of the qualifying requirements stipulated in NIT and has the adequate capacity and capability to execute the Order.

13.3 Wherever mentioned in the NIT, the evaluation will take into account the bidder's capacity and capabilities, in particular its work in hand and future commitments wherever required. It will be based upon an examination of the documentary evidence of the bidder's capability submitted by the bidder, as well as such other information as WBSETCL deems necessary and appropriate.

13.4 The final evaluated bid prices of all the bidders shall be compared among themselves to determine the lowest evaluated bid and a result of this comparison, the lowest bid will be selected for placement of order. However, WBSETCL reserves the right not to accept the lowest bidder.

13.5 The evaluation of bid shall be done on the basis of "total quoted price for entire scope of service".

14. CORRECTION OF ARITHMETICAL ERRORS IN PRICE BID

14.1 Arithmetical errors will be corrected at the time of evaluation of price bid and the corrected figure will be considered for bid evaluation. The corrections in the bid price shall be done as per the provisions of this clause and shall be binding on the bidder. If the bidder does not accept the correction of errors as per the provisions of this clause, his bid will be rejected and the bid security will be forfeited.

14.2 If there is a discrepancy between the product of unit price and quantity and the total price for the concerned item, the product of unit price and quantity will prevail and the total price will be corrected. If there is discrepancy between summation of subtotals and total price, the summation of subtotal price shall prevail, and the total price shall be corrected. If there is a discrepancy between words and figure, the amount in words will prevail.

14.3 The total price so corrected shall be considered for the purpose of evaluation of bid. However for the purpose of award, the corrected price by WBSETCL or the bid price quoted by the bidder, whichever is lower, will be taken.

14.4 Bids will be corrected for the rates of taxes & duties if incorrect rates are taken by the bidder. For the purpose of bid comparison and evaluation, the rates of taxes & duties in force as on 7 (Seven) days prior to the last date of submission of bids would be considered.

15. LETTER OF AWARD:

15.1 After determining the successful bidder by WBSETCL, the successful bidder may be invited for pre-award discussions. After pre-award discussions and prior to the expiry of the period of bid validity, WBSETCL will notify the successful bidder in writing by registered letter or by fax, that his bid has been accepted. This letter (hereinafter and in the Conditions of Contract called 'Letter of Award' or LoA) shall name the sum which WBSETCL will pay to the Contractor in consideration of the execution & completion of the Works by the Contractor as prescribed under the Contract.

15.2 WBSETCL shall issue the LOA in duplicate of which the successful bidder(s) will return one copy to WBSETCL duly acknowledged, accepted and signed by the authorized signatory, within **10 (Ten) days of receipt** of the same.

15.3 The issuance of the Letter of Acceptance to the bidder shall constitute an integral part and it will be binding on the bidder.

16. MISREPRESENTATION BY THE BIDDER

If the bidder conceals any material information or makes a wrong statement or misrepresents facts or makes a misleading statement in the bid, in any manner whatsoever, in order to create circumstances for the acceptance of the bid, the WBSETCL reserves the right to reject such bid and/or cancel the LoA, if issued.

17. CORRUPT OR FRAUDULENT PRACTICES

17.1 WBSETCL requires that the bidders/Suppliers observe the highest standards of ethics during the execution of the Order.

17.2 In pursuance of this policy, WBSETCL defines, for the purposes of this provision the terms set forth below as follows:

“Corrupt practice” means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the procurement process or in execution of the Order.

“Fraudulent practice” means a misinterpretation of facts in order to influence the procurement process or the execution of Order to the detriment of WBSETCL, and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive WBSETCL of the benefits of free and open competition.

17.3 WBSETCL will reject a bid or cancel the Purchase Order/ LoA if already placed, if it determines that the bidder recommended for award or on whom the Purchase Order/ LoA has already been placed has engaged in Corrupt or Fraudulent practices in competing for the Order in question.

17.4 WBSETCL may declare a firm ineligible for issue of Purchase Order/ LoA, either indefinitely or for a stated period of time, if it any time determines that the firm has engaged in Corrupt or Fraudulent practices in competing for or in executing an earlier order of WBSETCL.

18. RETURNING OF EARNEST MONEY DEPOSIT (EMD).

18.1 The Earnest Money Deposit (EMD) of the unsuccessful bidders in the Technical Bid evaluation stage shall be returned within 15 (Fifteen) days of opening of the Financial Bids.

18.2 The Earnest Money Deposit (EMD) of the unsuccessful bidders in the Financial Bid evaluation stage shall be returned within 15 (Fifteen) days after placement of order to L1 bidder.

18.3 The Earnest Money Deposit (EMD) of all the bidders shall be returned, in case of cancellation of Tender within 15 (Fifteen) from the date of cancellation.

18.4 In all cases, the Earnest Money Deposit (EMD) will be returned upon receipt of application from the bidders.

19. RIGHT OF ACCEPTANCE:

19.1 WBSETCL reserves the rights to accept or reject any bid partly or fully including bids of those bidders who fail to comply with the instructions without assigning any reason whatsoever and

does not bind it to accept the lowest or any specific bids. The decision of the competent authority of WBSETCL in this regard shall be final and binding.

20.1 WBSETCL reserves the right to award any or part or full contract to any successful bidders at its discretion and this will be binding on the bidders.

20.2 In case of failure to comply with the mentioned provisions of the terms and conditions by the contractor, which will be awarded the contract, the competent authority of WBSETCL reserves the right to award the contract to the next higher bidder or any other outside agency. Further, the difference of prices and any other incidental charges shall be recovered from the defaulting bidder, which has been awarded the initial contract and this will be binding on the said bidder.

(END OF SECTION-II)

SECTION-III

SCOPE OF THE WORK / REQUIREMENTS

1. BRIEF SCOPE OF WORK OF THIS ASSIGNMENT

- 1.1 WBSETCL will arrange for publication of advertisement on vacancy and other terms and conditions in newspaper and the agency shall arrange for uploading of details of vacancy and other terms and conditions in the website as per the contents to be supplied by WBSETCL. All arrangements for technical development and hoisting of website/database which should be linked to WBSETCL's website, maintenance & successful running of the same during the entire phase of recruitment will be the responsibility of the agency.
- 1.2 To prepare a '**Time Schedule**' and '**Detailed Plan of Work**' with date mentioning commencement of Online Registration, ending of registration, last date of receipt of hard copy of applications & other documents, date of Written Test/Personal Interview, date for uploading of Admit Card/Call Letter for Written Test/Personal Interview and date of submission of Final Merit List.
- 1.3 To receive applications ONLINE in response to the press notification, to enter particulars of departmental candidates and exempted category candidates offline (if necessary) and to prepare a data-base of the applicants with detailed PROFILE submitted by the candidates.
- 1.4 All Candidates, excepting those belonging to SC & ST Community, will be required to deposit **Rs. 400/- (Rupees four hundred)** for the post under Sl. No. 1 and **Rs 250/- (Rupees Two Hundred Fifty)** for all other posts as application fees. **M/s State Bank of India** is authorized to collect application fees on behalf of WBSETCL through "**SBI Collect**".
- 1.5 To scrutinize the applications received (along with all documents) to shortlist the names of the eligible candidates in accordance with the eligibility criteria incorporated in the Notification published. Proper verification of credentials must be conducted to assess eligibility of the applicant for the recruitment process.
- 1.6 To arrange for issuance of Call Letters through **ORDINARY POST** followed by information through **SMS to the recorded / registered Mobile No & E-mail attaching PDF copy of the Call Letter** and shall provide facility of downloading Call Letter for Written Test to all the Candidates who have registered through online application system from the website of WBSETCL. The documents and other credentials of those candidates, who will qualify in the Written Test, will be checked at the time of Interview. No documents and registration slip shall be collected from the Candidates through post.
- 1.7 The agency should also arrange for necessary **database for candidates of reserved categories** like SC / ST / OBC-A / OBC-B / Physically Challenged/ Exempted

Category/ Ex-Serviceman/ Sportsman Candidates separately.

- 1.8 To arrange sufficient numbers of Standard Venues along with required Infrastructural support in Kolkata for conducting Written Test of the eligible registered candidates as a part of selection process. No Primary School should be hired for Written Test. Seating arrangement of candidates should be limited to 3 candidates for Long Benches and 2 candidates for Medium Benches. The **centre list is required to be approved by the competent authority** of the Company before final booking.
- 1.9 To prepare question papers for the Written Tests, which should be as per the specified standards for the respective posts. These are to be framed by eminent experts and to cover the practical requirements of the Company. Written Test should be taken in the duplicate carbonless OMR Sheet. **Design of the OMR sheet need to be approved by the Company's authority.**
- 1.10 To design **at least 4(four) sets of question series** as per the details mentioned later in this Section and to ensure that there is no misprinting, overprinting and / or any other shortcoming in both the QUESTION PAPER and the OMR SHEET.
- 1.11 The answer sheet to be used for Written Test should be perforated and bar-coded OMR Answer Sheet (wherein the candidate details will be retained by WBSETCL prior to OMR Scanning for evaluation) is to be used for Written Test to ensure highest degree of transparency. Further, provision should be mandatorily made in OMR Answer Sheet for capturing the thumb impression of the candidate.
- 1.12 Ensuring correct identification of the candidates appearing for the examination and Capturing of the bio-metric based finger attendance at the registration desk and provision for use of appropriate detection devices during the test to find out any illegal possession of mobile phone or any other communication device during the currency of the test.
- 1.13 Arranging sufficient number of invigilators for supervision during the Written Tests.
- 1.14 Arranging other services like furniture, drinking water, bell boys, security guards, water boys, display of seating arrangements, proper light etc. at all the venues.
- 1.15 To arrange for Personal Interview for the candidates **in 1:3 ratio** in each category subject to obtaining qualifying marks who will be shortlisted after written test through appropriate panel of experts. The agency shall take necessary steps for issuance of Interview Call Letter through **SPEED POST** followed by information through **SMS** to the recorded mobile no & **E-mail** attaching PDF copy of the Call Letter of Interview. Provision for downloading Call Letter for Interview by all the Candidates, who will qualify in the Written Test, shall also be provided in the website of WBSETCL. There should be provision for

- 1.16** The Interview Panel will comprise of **3(three) members** among them **one representative** from our Company while other two members shall be arranged by the agency who shall originally be an expert in respective field. The expert should be an eminent personality having sufficient experience in relevant Industry/Academics/Profession. The Panelist should be provided with separate interview rooms/closets for undertaking Personal Interview of the candidates.
- 1.17** A broadsheet, incorporating therein the marks obtained in the written test, academic qualification with name of institute, category and rank in order of merit etc, shall be made available to the interviewers. Refreshments for Interviewers & Officials, present during the interview process, are to be arranged.
- 1.18 Submission of Results:**
- a) The agency must submit detailed particulars of all appearing candidates in Written Test and Personal Interview along with the details of address, caste, sub-caste, physically handicapped details, break-up of marks obtained, email id and contact number.
 - b) The agency should submit particulars of candidates (Qualified/ Disqualified) during each and every stage of selection process along with their address, caste, sub-caste, break-up of marks obtained, email id and contact number.
 - c) A Final Category-wise Merit List for all Qualified Candidates is to be prepared and submitted by the agency. This must contain break-up of the marks obtained by the Candidates in each & every stage of recruitment process [Written Test + Personal Interview]. The list must indicate the sub-castes (for reserved category) & nature of disability (for physically challenged candidates).
 - d) The signed final merit list should be handed over in closed sealed envelope keeping absolute confidentiality regarding empanelled candidates.
- 1.19** The agency is required to supply all the available information duly certified as and when asked for in writing by the Director (HR&A) or the General Manager (HR&A) in case of any requisition by any applicant even after recruitment process has been completed in case of any proceeding within the scope of the RTI Act, and/or in a court of law or otherwise. All information so supplied is to be certified by the agency.
- 1.20** The agency must ensure accuracy of high standard in developing data-base, results and preparation of panel of successful candidates.
- 1.21** One **Helpline** is required to be made operational from the date of commencement of Online Registration (Mobile No. & Email Id) till submission of Final Merit List.

2. DETAILS OF POST & VACANCY:

SL. NO.	NAME OF THE POSTS	NO.OF POSTS	DETAILED BREAK-UP CONSIDERING RESERVATION POLICY
1	Assistant Manager Corp. Communication	01	UR:01
2	Jr. Executive(Store)	20	UR:03, UR(EC):01, PH: 01, OBC-A: 02, OBC-A(EC): 01, OBC-B: 02, OBC-B(EC):01, SC:05, SC(EC):02, ST :02,
3	Jr. Engineer(E) Gr.-II	164	UR:36, UR(EC):20, UR(Ex-S):11, UR(MS):05, PH: 04, OBC-A:27, OBC-A(EC): 15, OBC-B:06, OBC- B(EC):03, SC:18, SC(EC): 08, SC(Ex-S):04, ST: 05, ST(EC):02.
4	Technician Gr. III	116	UR:13, UR(EC):07, UR(Ex-S):07, UR(MS):04, PH: 01, OBC-A:13, OBC-A(EC): 06, OBC-B:10, OBC- B(EC):04, SC:25, SC(EC): 13, SC(Ex-S):02, ST: 07, ST(EC):04
	TOTAL	301	

3. POSTWISE MINIMUM EDUCATIONAL QUALIFICATION:

SI. No.	NAME OF THE POST	QUALIFICATION
1	Assistant Manager (Corporate Communication)	Graduate in any discipline plus 2 years" full time Post Graduate Degree in Public Relations / Journalism / Mass Communication from any University recognized by UGC/ One year full time PG Diploma in Mass Communications / Public Relations / Journalism from Indian Institute of Mass Communication.
2	Jr. Executive (Store)	Graduate in any discipline from a "UGC" recognized university with <ul style="list-style-type: none"> • 1 year PG Diploma in Logistics OR • 1 year PG Diploma in Material Management OR • 1 year PG Diploma in Logistics & Material Management OR • 1 year PG Diploma in Supply Chain Management OR • 1 year PG Diploma in Logistics & Supply Chain Management from any University recognized by UGC/Institute approved by AICTE OR • Graduate in any discipline from a "UGC" recognized university with 1 year PGDBM with specialization in Logistics / Material Management / Supply Chain Management.

3	Jr. Engineer (Electrical) Gr.-II	Passed Full time 3 years' Diploma in Electrical Engineering from recognized Institute / College duly recognized by W.B. State Council of Tech. Education.
4	Technician Gr.-III	Madhyamik or equivalent plus Trade Certificate under NCTVT from any Govt. ITI under Director of Industrial Training, Govt. of West Bengal in the trade of Wireman / Electrician.

NB: Degree from Open University/ Private University/ Distance Learning mode/ Part time/ Sandwich Course shall not be considered.

4. AGE LIMIT:

Minimum 18 years and maximum 27 years as on 01.01.2018. Age relaxation for SC/ST and OBC candidates will be **5 years** and **3 years** respectively. Ex-Serviceman candidate will get age relaxation according to the applicable rules. **SC/ ST/ OBC candidates from the states other than West Bengal shall be treated as General Candidate.**

The bidders may note that the PH candidates will get age relaxation **upto 45 years** in this recruitment process.

5. QUESTION PATTERN OF WRITTEN TEST:

5.1 Medium of Examination: English (For the post of Technician Gr.-III question paper will be prepared in both English & Bengali).

5.2 Marks per question: 1 (one)

No of Answer Option: 4 (A, B, C, D)

Negative Marking: Yes 1 (one) mark will be deducted for every 3 (three) wrong answer.

5.3 Post wise marks distribution:

Post Name	Total Marks	Total Time	Domain Marks (Group-A)	General Aptitude (Group-B)	English Test (Group- C)	Bengali / Nepali Test (Group- D)
Assistant Manager (Corp. Communication)	100	90 minutes	60	10	15	15
Jr Executive (Store)	100		60	10	15	15
Jr Engineer (E) Gr-II	100		60	10	15	15
Technician Gr-III	100		60	10	15	15

The Following points may please be noted:

- ❖ Aptitude part for the post of Assistant Manager (Corp. Communication) will comprise of Reasoning, General Awareness & Current Affairs and Numerical

Aptitude. Jr. Executive (Store) question paper is as per Diploma standard. Question paper on Bengali/Nepali and English will be paragraph based having questions on One word Substitution, Spelling Correction, Synonym etc.

- ❖ Aptitude part for the post of Jr Engineer (E) Gr-II will comprise of General Awareness & Current Affairs only. For this post, the questions for domain knowledge will be as per Diploma standard. Question paper on Bengali/Nepali and English will be Paragraph based having questions on One Word Substitution, Spelling Correction, Synonym, etc.
- ❖ Aptitude part for the post of Technician Gr-III will comprise of Class VIII & Madhyamik Level General Awareness & Current Affairs only. Question paper on Bengali/Nepali and English will be Paragraph based having questions on One Word Substitution, Spelling Correction, Synonym etc with class VIII & Madhyamik standard.
- ❖ No such question which might harm Religious/Political/Socio-Economic sentiments of the people should be given in the Question booklet under any circumstances and special care need to be taken on that issue.

5.4 The Agency shall arrange Duplicate Carbonless OMR sheet for taking MCQ type test. The original OMR sheet will be kept by the agency while the duplicate OMR sheet will be handed over to the Candidates. Question Booklet of MCQ type question will also be handed over to the Candidates after Written Test.

5.5 The Agency shall submit detailed Answer Key of the OMR sheet to the Company's authorized representatives within three working days after completion of the Written Test for uploading in WBSETCL's website for information of the Candidates who have appeared in the Written Test.

(END OF SECTION-III)

SECTION-IV

CONDITIONS OF CONTRACT

1. **AWARD OF CONTRACT:**

The Bidder whose Bid has been accepted will be notified by the Tender Inviting & Accepting Authority through acceptance letter / Letter of Acceptance. The notification of award will constitute the formation of the Contract.

The Agreement will incorporate all agreements between the Tender Accepting Authority and the successful bidder. All the tender documents including N.I.T. & B.O.Q. will be the part of the contract documents. After receipt of Letter of Acceptance, the successful bidder shall have to submit requisite copies of contract documents.

2. **CONTRACT PERFORMANCE GUARANTEE / SECURITY**

2.1 The successful bidder has to furnish a **Bank Guarantee / DD / Banker's Cheque of Rs. 4.0 lakhs as Contract Performance Guarantee** in favour of WBSETCL **within 7 days from the date of receipt of the order** which is liable to be invoked / encashed in the event of non-performance / non-execution of the order in its entirety. The validity of the bank guarantee should be of 120 days from the date of submission with a claim period of another 30 days and the same shall be released on successful completion of the project and within 10 days from release of final bill.

2.2 Failure of the successful bidder to submit Performance Guarantee as stated herein shall constitute sufficient ground for annulment of the award and forfeiture of his bid security, in which event the WBSETCL may make the award to the next lowest evaluated bidder or call for new bids.

3. **TIME OF COMPLETION:**

The time schedule for completion of the entire process of Recruitment for the posts assigned to the Agency for selection as shown in the pre-page is **90 days** to be counted from the date immediately following the date of release of the advertisement in the Newspapers. There is no scope for any change in schedule under any circumstances.

4. **TERMS OF PAYMENT:**

4.1 **Quantum of Payment**

a) Payment of 40% of total amount may be released immediately after completion of Written Test as per quoted rate.

b) Payment of another of 40% of total amount may be released after issuance of Call Letters for Personal Interview Test.

c) Payment of balance 20% of total amount may be released only after submission of final merit list.

4.2 All payments, **net of applicable taxes deductible at source**, be released by WBSETCL within 30 days of receiving the correct invoice in triplicate from the Agency.

4.3 The agency will have to submit the Invoice / Bill in triplicate (Original plus two copies)

to the General Manager (HR & A) and the same will be paid after processing.

4.4 All payments for this contract shall be made in Indian Rupees through RTGS/NEFT only. The agency will have to follow applicable procedure of the Company and bear all transaction of the Bank.

5. LIQUIDATED DAMAGES:

5.1 In case of failure on the part of the Agency to complete the entire job or part thereof the entire amount as per contract shall be liable to be forfeited and the Agency is also liable for payment of damage or make good the damages including encashment of Bank Guarantee/DD/Bankers Cheque.

5.2 The Agency will become liable to pay liquidated damages at the rate of ½ % (half percent) of the contract value per week, in case the overall completion schedule of the constituted contract is affected by the delays on the part of Agency/Firm/Company, subject to the **maximum of 10% (ten percent)** of the contract value.

5.3 The liquidated damages shall stand recoverable from progressive amount payable to the selected bidder no sooner it becomes due in case any items of work has remained incomplete beyond the schedule completion period irrespective of the fact on whose account such delay has taken place. This amount so recovered from the Agency will be reimbursed if, after completion of all works, it is satisfactorily demonstrated to WBSETCL that such delay had occurred due to no fault of the selected bidder.

5.4 Likewise, any amount due to WBSETCL due to defect/inadequacy/errors etc. on the part of the Agency will stand recoverable from the progressive amount due to the latter.

6. FORCE MAJEURE-OBLIGATIONS OF THE PARTIES

6.1 "Force Majeure" shall mean any event beyond the control of WBSETCL or of the contractor, as the case may be, and which is unavoidable notwithstanding the reasonable care of the Agency affected, and which could not have been prevented by exercise of reasonable skill and care and good industry practices and shall include, without limitation, the following:

- (i) War, hostilities, invasion, act of foreign enemy and civil war;
- (ii) Rebellion, revolution, insurrection, mutiny, conspiracy, riot, civil commotion and terrorist acts;
- (iii) Strike, sabotage, lockout, epidemics, quarantine and plague, earthquake, fire, flood or cyclone, or other natural disaster.

6.2 As soon as reasonably practicable but not more than 48 (forty eight) hours following the date of commencement of any event of Force Majeure, an affected Agency shall notify to the other Agency of the event of Force Majeure setting out, inter alia, the following in reasonable detail:

- (i) The date of commencement of the event of Force Majeure,
- (ii) The nature and extent of the event of Force Majeure;

- (iii) The estimated Force Majeure Period,
- (iv) Reasonable proof of the nature of such delay or failure and its anticipated effect upon the time for performance and the nature of and the extent to which, performance of any of its obligations under the contract is affected by the Force Majeure.
- (v) The measures which the affected Agency has taken or proposes to take to alleviate/mitigate the impact of the Force Majeure and to resume performance of such of its obligations affected thereby.
- (vi) Any other relevant information concerning the Force Majeure and /or the rights and obligations of the parties under the contract.

7. CONFIDENTIALITY:

7.1 The Agency shall perform the job till submission of the final list to WBSETCL authority in absolute, strict secrecy and confidentiality in maintenance of record and results. In case of any breach/lapse, the Agency shall be liable to Legal/Criminal proceedings.

7.2 Excepting the officers of WBSETCL authorized to interact officially, no other officers / representatives of the Company / or the general public/ candidates shall be given any information on the proposed recruitment the process or results or any other information connected to aforementioned recruitment.

8. PRESERVATION OF THE ANSWER SCRIPTS & OTHER DOCUMENTS:

The Company reserves the right to examine / inspect / verify any document including question paper / answer script, visit the venue of test seek clarification from the Agency at any stage of the recruitment process. The Answer Scripts of all candidates and other related documents should be preserved for at least 3 (Three) year and should be made available to WBSETCL to meet any legal requirement.

9. SUBLETTING OF THE CONTRACT IS PROHIBITED

Subletting or Outsourcing of the whole or any portion of the job at any stage of recruitment by the agency is strictly prohibited.

10. VARIATIONS

10.1 Changes originating from WBSETCL

WBSETCL may by variation order to the Agency, at any time before the Works are taken over, instruct the Agency to alter, amend, omit, add to or otherwise vary any part of the Works. The Agency shall not vary or alter any of the Works, except in accordance with a variation order from WBSETCL. The Agency may, however, at any time, propose variations of the Works to WBSETCL.

The Agency shall not request for extension of time for completion in case of variation of work during execution.

10.2 Variation order procedure

Prior to any variation order under **8.2**, WBSETCL shall notify the Agency of the

nature and form of such variation. As soon as possible after having received such notice, the Agency shall submit to WBSETCL:

10.3 Following the receipt of the Agency submission, WBSETCL shall, after due consultation with the Agency, decide whether or not the variation shall be carried out.

10.4 If WBSETCL decides that the variation shall be carried out, he shall issue a variation order clearly identified as such in accordance with the Agency submission or as modified by mutual agreement

11. JURISDICTION OF COURT:

This contract is governed by the laws of the Republic of India and shall be subject to the exclusive jurisdiction of the Courts in **Kolkata**.

(END OF SECTION-IV)

SECTION - V
TECHNICAL PROPOSAL SUBMISSION FORM
(LETTER OF BID)

Date :

To
The General Manager (HR&A)
WBSETCL, Corporate HR&A Deptt.,
8th Floor, D-Block,
Vidyut Bhavan, Sector-II,
Block-DJ, Kolkata,
West Bengal, Pin-700091

Ref: NIT No. CORP/HR & A/2017-18/12 dated 22.11.2017

We, the undersigned, declare that:

1. We have examined and have no reservations to the Bidding Documents with Instructions to Bidders.
2. We also accept all the terms and conditions of this bidding document including the condition that you are not bound to accept highest ranked bid / lowest bid or any other bid that you may receive.
3. If our bid is accepted, we commit to submit a performance security deposit in accordance with the Bidding Documents.
4. We will execute the work in conformity with the terms and conditions stated in the Bidding Documents.
5. The Government of India/Government of West Bengal or any other Government body has not declared us ineligible or blacklisted us on charges of engaging in corrupt, fraudulent, collusive or coercive practices or any failure /lapses of serious nature.
6. All information furnished by us in respect of fulfilment of eligibility criteria and qualification information of this tender is complete, correct and true.
7. If any information or document submitted is found to be false / incorrect at any time, WBSETCL may cancel our tender and action as deemed fit may be taken against us like termination of our contract, forfeiture of all our dues including EMD or CPG, etc.

Yours sincerely,

Authorized Signatory

(Authorized person shall attach a copy of Authorization for signing on behalf of Bidding company)

Full Name and Designation

(To be printed on Bidder's letter head)

**FORMAT FOR SUBMISSION OF INFORMATION FOR EVALUATION OF
TECHNICAL PROPOSAL**

A. COMPANY PROFILE:

1.	Name of the Bidder	
	Has your firm changed its name any time? If so, when and the reason thereof?	
2.	Head Office / Registered office	
	Complete Postal Address of the Head Office / Registered office	
3.	Nature of the Firm (Sole Proprietorship / Partnership / LLP / Private Ltd. Co. / Public Ltd Co.).	
	Whether Govt. / Semi Govt. / Private	
4.	Name of the Proprietor(s) / Director(s) / Partner(s)	
5	Complete Postal Address	
	Tel. / Mobile No(s)	
	Fax No(s)	
	E-mail	
6.	Complete Postal Address of the Local Office	
7.	Name & Designation of the Contact Person	
	Tel/Mobile No(s)	
	Fax No(s)	
	E-mail	
8.	Year of commencement of Business in the relevant field	
9.	Tax Deduction and Collection Account Number (TAN)	
10.	Permanent Account No (PAN)	
11.	Goods and Service Tax Registration No.	
12.	Whether there is sufficient storage space to keep the examination related documents on behalf of the Company for at least 3 years. (Yes / No). Please specify.	

Signature of Bidder

LETTER OF PRICE BID

NIT No. CORP/HR & A/2017-18/12 dated 22.11.2017

Name of Contract:

To

The General Manager (HR&A), WBSETCL
Corporate HR&A Deptt., 8th Floor, D-Block,
Vidyut Bhavan, Sector-II, Block-DJ,
Kolkata, West Bengal, Pin-700091

Dear Sir,

I / We thoroughly examined and understood instructions to tenders, terms and conditions of contract, given in the invitation to tender and those contained in the general conditions of contract and its Annexure and agree to abide by them.

I/We, submit the Price Bid for selection of contractor/agency for supply of Security Personnel at various units of WBSETCL. Our price bid shall be valid for a period of 120 days from the date of opening of the price bid in accordance with the Bid Documents and may be extended, if required, at any time before the expiry of the period.

I / We hereby offer to work at the rates given Sl. No. 1 of the Price Bid which is for items /services mentioned in Section 5, which will be firm and shall be binding upon me/us for the entire period of the contract.

I / We agree to furnish Cost of Bid document of **(details need to be furnished)** and EMD **(details need to be furnished)** as in the manner prescribed.

As required no documents are being enclosed with Price Bid.

Signature of Bidder with Seal
Name

Capacity to sign the Tender-----
Full postal Address-----

**PRICE SCHEDULE PRICE BID
(SUBMITTED THROUGH E-TENDER PORTAL ONLY)**

NIT No. CORP/HR & A/2017-18/12 dated 22.11.2017

Name of Firm M/s. _____

DESCRIPTION	TOTAL COST PER ELIGIBLE CANDIDATE		
	BASIC CHARGE	TAX *	TOTAL INCLUDIN G TAX
<p>Development of online system for receiving application through web in the mode of registration. Preparation of database of eligible candidates as per layout, processing, finalization of the eligible candidates, issuance of Call Letters for the Written Tests. Also providing facility of downloading of call letters of Written test followed by SMS & intimation through the registered e-mail Id of all registered Candidates. Preparation of question papers (in MCQ type consist of Subject, English, & Bengali/Nepali**), conducting, written tests, arranging standard venues, invigilators and all allied jobs, tabulation of marks, in written Test for all candidates and also supplying of Answer Key as per the NIT.</p> <p>Shortlisting of successful candidates in 1:3 ratio for respective category against respective posts. Conduct of interview, issuance of Call Letters and providing facility for downloading call letters and intimating to each candidates through SMS & e-mail, arranging standard venues, arranging experts in the respective fields & submission of final list of successful candidates based on tabulated marks of both written tests & Personal Interview and subject to all stipulations made in the NIT.</p>			

Note:

* Rate of applicable Tax (GST, etc) may be indicated.

**Nepali shall be applicable for Nepali speaking Candidates only.

Issuance of Call Letters through POST (mode as specified) and provision for downloading Call Letters from the Website of the Company is mandatory for every stage beside intimation through sms & through email address of each candidate.

IN CASE THE BIDDER FURNISHES THE RATE ANYWHERE ELSE IN THE HARD COPY THEN THE BID OF THE BIDDER SHALL SUMMARILY BE REJECTED.

Affidavit regarding eligibility

(To be executed on non-judicial stamp paper)

I am the (title) and the duly authorized representative of(Name of the bidder) and that I possess the legal authority to make this Affidavit on behalf of myself and the business for which I am acting.

I, solemnly, declare and confirm that neither I nor the above business nor any of its officers, directors, partners nor any of its employees:

- a) am / is / are debarred from participating in any public procurement by any Competent Authority as per law.
- b) am / is / are an insolvent or a bankrupt or is in the process of being wound up, or have entered into an arrangement with creditors.
- c) has / have been found guilty of professional misconduct by a recognized tribunal or professional body or any Government authority or judiciary.
- d) has / have not fulfilled obligation with regard to the payment of taxes, or other payment due in accordance with the laws India.

We further declare/undertake that

1. we shall bind ourselves to WBSETCL for executing the job at the price quoted by us and as per the terms and conditions stated in the tender document.
2. we shall take appropriate action for getting proper license / permission from the concerned authorities, wherever applicable.
3. we shall be solely responsible for all the service matters of my/our employees regarding payment of wages, EPF, ESI (if applicable) and leave etc. and understand that I / We am/are bound to disburse the salary of the Security Personnel directly to their bank accounts through ECS.
4. we shall be responsible for all statutory liabilities under the Contract Labour (R & A) Act, the Payment of Wage Act, the Minimum Wage Act, the Employees Provident Fund and MP Act , the Employees' State Insurance Act, the Payment of Bonus Act, the Workmen's Compensation Act, etc.
5. we undertake that my/our firm has never remained a defaulter on account of deposition of EPF and ESI contributions.

6. we undertake that the decision of Competent Authority of WBSETCL with reference to the Labour Welfare or Labour dispute shall be binding upon me and shall ensure the compliance of such decision in letter & Spirit.
7. we shall also ensure the safety of property of WBSETCL. In case of damage to any equipment /property due to delinquency/negligence of our employees, the cost of such damages will be borne by our agency. The decision of WBSETCL in this regard shall be final. In case of any lapse on my/our part or on the part of my/our staff, the WBSETCL authorities may cancel the contract and award the work to another agency and the costs difference may be recovered from me/us and can forfeit the CPG.
8. we shall be bound by the communication of acceptance of the offer dispatched within specified time and we also agree that if the date up to which the offer would remain open be declared a holiday for the Corporation, the offer will remain open for acceptance till the next working day.
9. the Bid Documents have been downloaded from <https://wbtenders.gov.in> or <http://etender.wb.nic.in>. We further certify that no content thereof has been altered/modified by us. In case of detection of any change in the contents of the Bid Documents at any stage, the bid will be liable to be rejected and the EMD will be forfeited.
10. the entries made in the tender appendix/schedules annexure attached with the Technical Bid are true and also that I/ We shall be bound by the Act of my duty.
11. the affairs of the business are not being administered by a court, judicial officer or by an appointed liquidator and the company has not suspended business or is in any analogous situation arising from similar procedures under the laws and regulation of India.

Verified on thisday of of the year That the particulars furnished above are true and correct to the best of my knowledge and belief and nothing in material have been concealed or misrepresented there from.

.....
 (Authorized Representative and Affiant)

(The affidavit may be signed and attested in presence of a Magistrate/Notary)

Bank Guarantee for Earnest Money Deposit

(To be stamped in accordance with Stamp Act)

Bank Guarantee No.....

Date.....

To
The General Manager (HR&A),
WBSETCL

Dear Sir,

In consideration of West Bengal State Electricity Transmission Company Limited (hereinafter referred to as WBSETCL which expression shall unless repugnant to the context or meaning thereof include its successors, administrators and assigns) having awarded to M/ s with its Registered/Head Office at (hereinafter referred to as the 'Contractor' which expression shall unless repugnant to the context or meaning thereof, include its successors, administrators, executors and assigns), a Contract by issue of Letter of Award No..... dated valued at for (Scope of Contract) and the Contractor having agreed to provide a Contract Performance Guarantee for the faithful performance of the entire Contract equivalent to ten percent (10%) of the said value of the Contract to WBSETCL.

We (Name and 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, executors and assigns), do hereby guarantee and undertake to pay WBSETCL, on demand any and all monies payable by the Contractor to the extent ofas aforesaid at any time upto @.....(day/month/year) without any demur, reservation, contest recourse or protest and or without any reference to the Contractor. Any such demand made by WBSETCL on the Bank shall be, conclusive and binding notwithstanding any difference between WBSETCL and the Contractor or any dispute pending before any Court, Tribunal or any other Authority. The Bank undertakes not to revoke this guarantee during its currency without previous consent of WBSETCL and further agrees that the guarantee herein contained shall continue to be enforceable till ninety (90) days after the validity of this guarantee.

WBSETCL shall have the fullest liberty without affecting in any way the liability of the Bank under this guarantee from time to time to extend the time for performance of the Contract by the Contractor. WBSETCL, 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 and any manner, and either to enforce or to forbear to enforce any covenants, contained or implied in the

Contract between WBSETCL and the Contractor or any other course of remedy or security available to WBSETCL. The Bank shall not be released of its obligations under these presents by any exercise by WBSETCL of its liberty with reference to the matters aforesaid or any of them or by reason or any other acts of omission or commission on the part of WBSETCL or any other indulgence shown by WBSETCL or by any other matter or thing whatsoever which under the law would but for this provisions have the effect of relieving the Bank.

The Bank also agrees that WBSETCL 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 notwithstanding any security or other guarantee that WBSETCL may have in relation to the contractor's liabilities.

Notwithstanding anything contained herein above our liability under this guarantee is restricted to and shall remain in force up to and including 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.

All rights of WBSETCL under this guarantee shall be forfeited and the Bank shall be relieved and discharged from all liabilities there under unless a demand or claim is lodged by WBSETCL under this guarantee against the Bank within ninety (90) days from the above mentioned date or from the extended date.

Dated this day of 2017 at

Witness:

.....
(Signature)

.....
(Signature)

.....
(Name)

.....
(Name)

.....
(Official Address)

.....
(Official Address)