

**WEST BENGAL STATE ELECTRICITY TRANSMISSION
COMPANY LIMITED**

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

NIT No. GM (HR&A)/WBSETCL/Tickets / 2021-22/45 dated:
08.11.2021

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 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

For

[Biennial Rate Contract for procurement of Air & Railway Ticket]

[Domestic Competitive Bidding]

NIT No: GM(HR&A)/WBSETCL/Tickets /2021-22/45 DT 08.11.2021

The office of GM(HR&A) WBSETCL invites e-tender from eligible and qualified bidder/Agency for **biennial rate contract for procurement of air & railway ticket for journey of the company's official posted at Vidyut Bhavan,WBSETCL.**

Interested bidder/agencies may obtain bidding documents by registering themselves to the e-tendering portal (<https://wbtenders.gov.in> or <https://etender.wb.nic.in>) and thereby downloading the bidding documents from **08.11.2021** at 11:00 A.M. and shall be submitted up to 04.00 P.M on **27.11.2021**. Detailed NIT is also available on WBSETCL website (www.wbsetcl.in) and can be downloaded from the website for bidder/agencies' 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: VidyutBhavan (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

DETAILED NOTICE INVITING e-TENDER
For
[Biennial Rate Contract for procurement of Air & Railway Ticket]
[Domestic Limited Competitive Bidding]

NIT No: GM(HR&A)/WBSETCL/Tickets/2021-22/45 DT 08.11.2021

1.0 WBSETCL invites e-tender from eligible and qualified bidder/Agency for **biennial rate contract for the procurement of following:**

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 online e-tendering portal <https://wbtenders.gov.in/> or <https://etender.wb.nic.in> as per the following schedule:

Bidding document No	:	GM(HR&A)/WBSETCL/Tickets /2021-22/45 DT 08.11.2021.
Date of uploading of N.I.T. & other Documents (online) (Publishing Date)	:	08.11.2021 from 10:00 AM
Documents download start date (Online)	:	09.11.2021. 11:00 A.M.
Request for clarifications to be sent to the email address given in clause 10.0	:	Up to 17.11.2021 by 04.00 P.M.
Pre-bid meeting	:	22.11.2021 at 2.30 P.M.
Bid submission start date (Online)	:	24.11.2021 from 10.00 A.M.

Last Date of submission of original copies for the cost of Tender Fees, Bid Security(As per Annex-3b),Original Power of Attorney & Affidavit regarding Eligibility(duly notarized) along with one (01) replica of the uploaded offer bid (except BOQ,Annex:2) as Hard Copy (off line) .	:	28.11.2021 up to 02.00 P.M.
Bid Submission closing (On line)	:	27.11.2021 upto 4:00 P.M.
Opening of bid (Online) [Techno-commercial bid]	:	29.11.2021 from 4:00P.M.
Opening of Price bid (Online)	:	The bidder/Agency shall be informed of the date & time of the opening of the price bid at a later stage after techno-commercial evaluation
Cost of the Tender Document	:	Rs.2360.00 [Rupees Two Thousand Three Hundred Sixty only]

In the event of e-filling, intending bidder/agency may download the tender documents from the website <http://etender.wb.nic.in>, <http://wbtenders.gov.in> directly with the help of Digital Signature Certificate. Necessary cost of tender documents (tender fees)as mentioned above may be remitted through 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 and also to be documented through e-filling. The original Demand Draft / Pay Order against tender fees & Bid Security [as per Annexure -3b] should be submitted physically (offline) to the Office of The General Manager, HR&A,WBSETCL under sealed cover on or before the scheduled date & time as specified above.

- 3.0 Uploading 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 discount in percentage for Group-A and for Group- B bidders must quote service charge for both normal and Tatkal quota under both A/C & Non A/C categories. If the rates for both the Normal and Tatkal quota for A/C & Non A/C categories 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.20000.00 [Rupees Twenty Thousand Only]**

b) For Group-B: **Rs. 1000.00 [Rupees One 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, BidyutBhawan** and 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.

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

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 3 Govt/PSU's/Reputed Company's for the completed 3 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. 500000.00 [Rupees Five lacsonly]**
 - b) **For Group-B: Rs. 25000.00 [Rupees Twenty 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. 3000000.00 [Rupees Thirty Lacs only]**
 - b) **For Group-B: Rs. 150000.00 [Rupees One lac 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 upload**, as part of his techno-commercial bid, documents establishing the bidder/agency's qualifications to execute the Order to the satisfaction of the WBSETCL. 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 uploaded 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 few Major reputed organisations/department of Government of India/ public Sector Undertakings/ Statutory bodies/ MNC wherein travel related service has been executed during completed 3 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 travelrelated 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 (Deposit Challan)/ 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 upload a scanned & digitally 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.

N.B.: The Original 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 shall be submitted physically to the Office of The General Manager(HR&A), WBSETCL under sealed cover on or before the scheduled date & time

as specified above. Also, one (01) replica of the uploaded offer bid (except BOQ,) is to be submitted as Hard Copy in a separate cover to this office in the mentioned date & time specified above

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:

**Office of The GM(HR&A), WBSETCL
WEST BENGAL STATE ELECTRICITY TRANSMISSION COMPANY LIMITED**

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