WEST BENGAL STATE ELECTRICITY TRANSMISSION COMPANY LIMITED

ENLISTMENT OF VENDORS FOR ENGAGEMENT OF AGENCY BY THE UNIT OFFICES FOR ANNUAL RATE CONTRACT FOR NON-CIVIL RELATED WORKS UNDER WBSETCL

NIT No. GM(HR&A)/ TP&AS/NON-CIVIL/2024/70 Date:10.07.2024

[OPEN E-TENDER]

Section I –VI

I. Notice Inviting Tender (NIT) & Qualifying Requirement of this NIT(QR)
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WBSETCL

Office of the General Manager (HR&A),
Training, Planning & Allied Services
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

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), TP & AS
8th floor, 'D'- Block, Vidyut Bhavan, Salt Lake, Kolkata- 700091

NOTICE INVITING TENDER

For

(Open Domestic Competitive Bidding)

NIe-T No.: GM(HR&A)/ TP&AS/NON-CIVIL/2024/70 Date: 10.07.2024

ABRIDGED NOTICE INVITING E-TENDER

Notice Inviting NIe-T No. **GM(HR&A)/TP&AS/NON-CIVIL/2024/70 Date:10.07.2024** of GM(HR&A), TP&AS, WBSETCL for the work of "**ENLISTMENT OF VENDORS AND ANNUAL RATE CONTRACT FOR NON-CIVIL RELATED WORKS UNDER WBSETCL." Date of uploading of NIT (Online): 10.07.2024 from 11:00 AM**, **Closing date (Online): 31.07.2024 at 03:00 PM.** Interested bidder may visit the following websites for the detailed NIT published in **https : // wbtenders. gov.in** or www.wbsetcl.in.

Sd/-
General Manager (HR&A), TP&AS

DETAILED NOTICE INVITING TENDER
WEST BENGAL STATE ELECTRICITY TRANSMISSION COMPANY LIMITED
(A Govt. of West Bengal Enterprise***)***
Office of the General Manager (HR&A), TP & AS
8th floor, 'D'- Block, Vidyut Bhavan, Salt Lake, Kolkata- 700091
[Open Domestic Competitive Bidding]

NOTICE INVITING E-TENDER

1.0 WBSETCL invites single stage double folder bids from eligible and qualified bidders through e-tender for procurement of service as follows:

Sl. No.	Name of the Work	NIe-T No.
1.	**ENLISTMENT OF VENDORS AND ANNUAL RATE CONTRACT FOR NON-CIVIL RELATED WORKS UNDER WBSETCL**	**GM(HR&A)/ TP&AS/NON-CIVIL/2024/70 Date: 10.07.2024**

2.0 Brief Scope of work:

1) **ENLISTMENT OF VENDORS AND ANNUAL RATE CONTRACT FOR NON-CIVIL RELATED WORKS UNDER WBSETCL**
2) The work involves to perform Non-Civil related works i.e. housekeeping, deweeding & gardening etc. of all EHV Sub-stations and Other Unit Offices such as Abhikshan Bhavan, SLDC, Administrative Building, Camp Offices under WBSETCL by the vendor as per specification and as directed by the respective Controlling Officer.
3) Detailed Specifications, scope of work and terms and conditions of work 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:

NIe-T No.	**GM(HR&A)/ TP&AS/NON-CIVIL/2024/70 Date: 10.07.2024**
Date of uploading of NIT & other documents (Online) (Publishing Date)	**10.07.2024 (11:00 AM)**
Start date for document download/ submission of pre-bid queries (if any) (Online)	**10.07.2024 (11:00 AM)**
Last date for submission of Pre bid Query (if any)	**15.07.2024 (5:30 PM)**
Pre-bid meeting to be held in the Conference Room, 9th Floor, B-Block, Vidyut Bhavan, on	**18.07.2024 (3:30 PM)**
Bid submission start date (online)	**22.07.2024 (11:00 AM)**
End date for documents download and Bid submission (online)	**31.07.2024 (3:00 PM)**
Last date of submission of original documents in sealed envelope for a) EMD/Bid Security; b) Affidavit regarding Eligibility (duly notarized) & c) Power of attorney in favour of signatory of the Bid. (Except Proprietor)	**01.08.2024 (4:00 PM)**
Opening of the Techno-Commercial Bids	**02.08.2024 (3:00 PM)**
Opening of the Price-Bid	Shall be intimated later.
Bid validity	120 (One Hundred and Twenty) days from the next day of price bid opening date.
Cost of Tender	**Nil**
Bid Security	**Referred to Bid Documents**
Validity of Rate Contract	**Initially for a period of 2 (two) years** from the date of placement of LOA.

3.0 In the event of e-filling, e-submission of tender documents, Intending bidders may download the tender documents from the websites https://wbtenders.gov.in or https://etender.wb.nic.in directly with the help of valid DSC. However, necessary original documents viz. **a) Affidavit regarding Eligibility (duly notarized) & b) Power of attorney in favour of signatory of the Bid (Except Proprietor) etc.** should have to be submitted physically under sealed cover at the Office of the General Manager (HR&A), TP&AS, WBSETCL on or before the scheduled date & time as specified above.

Any bids without supported by the proper original documents as stated above shall not be accepted.

4.0 Uploading of bidding documents shall not automatically construe that the bidder fulfilled the qualifying requirements which shall be determined during bid evaluation based on data / documents submitted by the bidder.

5.0 All bids shall remain valid up to a minimum period of **120 (One Hundred and Twenty)** days from the next day of price bid opening date.

6.0 This enlistment of vendors for selection of agency will be made by dividing the entire work Zone into **6(six) Clusters** stated in detailed below:

a) Zone 1 (Kolkata Trans Zone) - Cluster A
b) Zone 2 (Chinsurah Trans Zone) - Cluster B
c) Zone 3 (Siliguri Trans Zone) - Cluster C
d) Zone 4 (Midnapore Trans Zone) - Cluster D
e) Zone 5 (Berhampore Trans Zone) - Cluster E
f) Zone 6 (Durgapur Trans Zone) - Cluster F

7.0 QUALIFYING REQUIREMENTS FOR BIDDERS:

7.1 Technical Qualifying Requirement:

The bidder should have the past experience of executing the following Works and Services of similar nature such as housekeeping, deweeding & gardening / any Civil Construction or Maintenance Works under any running EHV / HV sub-station of value not less than to amount **stated below i.r.o particular Zone in a Single / Multiple contracts** in the preceding **5(five) financial years** under Central / State Government or reputed power utilities of PSUs.

a) Zone 1 (Kolkata Trans Zone) - Cluster A -- Rs.5,13,642.00
b) Zone 2 (Chinsurah Trans Zone) - Cluster B -- Rs.3,59,114.00
c) Zone 3 (Siliguri Trans Zone) - Cluster C -- Rs.2,71,616.00
d) Zone 4 (Midnapore Trans Zone) - Cluster D -- Rs.3,26,575.00
e) Zone 5 (Berhampore Trans Zone) - Cluster E -- Rs.2,95,873.00
f) Zone 6 (Durgapur Trans Zone) - Cluster F -- Rs.2,30,810.00

N:B: In case the bidder is bidding for more than one Zone / Cluster the above order value will be equivalent to the cumulative of the Zones order value, for which the bidder is bidding. In case the cumulative order value for the applied Zones is less than required, the bids for all the Zones of the said bidder will be cancelled / disqualified.

7.2 Financial Qualifying Requirement:

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

a) Zone 1 (Kolkata Trans Zone) - Cluster A -- Rs.1,07,009.00
b) Zone 2 (Chinsurah Trans Zone) - Cluster B -- Rs.74,816.00

c) Zone 3 (Siliguri Trans Zone) - Cluster C -- Rs.56,587.00

d) Zone 4 (Midnapore Trans Zone) - Cluster D -- Rs.68,037.00

e) Zone 5 (Berhampore Trans Zone) - Cluster E -- Rs.61,641.00

f) Zone 6 (Durgapur Trans Zone) - Cluster F -- Rs.48,086.00

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

N:B: In case the bidder is bidding for more than one Zone/ Cluster the Liquid Asset will be equivalent to the cumulative of the Zones, for which the bidder is bidding. In case the cumulative Liquid Asset for the applied Zones is less than required, the bids for all the Zones of the said bidder will be cancelled / disqualified.

ii. Minimum Average Annual Turnover (MAAT): MAAT for best 3(three) years out of the last 5(five) Financial years should be as follows:

a) Zone 1 (Kolkata Trans Zone) - Cluster A -- Rs.6,42,053.00

b) Zone 2 (Chinsurah Trans Zone) - Cluster B -- Rs.4,48,892.00

c) Zone 3 (Siliguri Trans Zone) - Cluster C -- Rs.3,39,521.00

d) Zone 4 (Midnapore Trans Zone) - Cluster D -- Rs.4,08,218.00

e) Zone 5 (Berhampore Trans Zone) - Cluster E -- Rs.3,69,841.00

f) Zone 6 (Durgapur Trans Zone) - Cluster F -- Rs.2,88,513.00

N:B: In case the bidder is bidding for more than one Zone the MAAT will be equivalent to the cumulative of the Zones for which party is bidding. The proofs in support of the same shall have to be submitted with the bid documents. In case the cumulative MAAT for the applied Zones is less than required, the bids for all the Zones of the said bidder will be cancelled / disqualified.

iii. Net worth should be positive for all zones i.r.o all the bidders.

8.0 Earnest Money Deposit (EMD)/Bid Security:

8.1 The bidder shall furnish Bid Security along with a covering letter for an amount as follows as per respective Cluster / Zone for which the party is bidding. **In case the bidder is bidding for more than one Zone or for all Zones the Earnest Money Deposit will be equivalent to the cumulative of the zones for which party is bidding.**

a) Zone 1 (Kolkata Trans Zone) - Cluster A -- Rs.8561.00

b) Zone 2 (Chinsurah Trans Zone) - Cluster B -- Rs.5985.00

c) Zone 3 (Siliguri Trans Zone) - Cluster C -- Rs.4527.00

d) Zone 4 (Midnapore Trans Zone) - Cluster D -- Rs.5443.00

e) Zone 5 (Berhampore Trans Zone) - Cluster E -- Rs.4931.00

f) Zone 6 (Durgapur Trans Zone) - Cluster F -- Rs.3847.00

8.2 <u>EMD is to be submitted as per following guidelines</u>:

A bidder desirous of taking part in a tender invited by Offices of WBSETCL shall login to the e-Procurement portal of Government of West Bengal https://wbtenders.gov.in using his login Id and password.

The bidder shall select the tender to bid and initiate payment of EMD. Following payment options are available for paying EMD amount through online mode:

a. Net-banking through Payment Gateway.

b. **Submission of EMD through BG:** For submission of EMD in the form of BG, bidders will have to

opt for EMD Exemption in e-tender portal and upload scanned copy of BG along with requisite testimonials for proportional EMD in the EMD exemption document upload section.

EMD in the form of Bank Guarantee from any scheduled commercial bank favoring WBSETCL which shall remain valid for a period of one hundred and eighty (180) days from the next day of techno-commercial bid opening date with a further claim period of thirty (30) days. Bids shall be rejected by the WBSETCL; if the bidder fails to submit original Bank Guarantee against Earnest Money Deposit (EMD) physically to the Office of The Chief Engineer, Procurement Department, WBSETCL under sealed cover on or before the scheduled date & time as specified above. For preparation of BG the Bank details of WBSETCL is given below.

NAME OF THE BANK	State Bank of India
ADDRESS OF THE BANK	Industrial Finance Branch Kolkata, 4th & 5th Floor, Jeevan Deep Building,1, Middleton Street, Kolkata, West Bengal-700071
ACCOUNT NO	41456850307
IFS CODE	SBIN0001936

EMD amount can be paid either in online mode or submitted through Bank Guarantee (BG) in full. **Partial payment through online mode and remaining submission through BG is not allowed.**

8.3 <u>General Instructions for Online Payment</u>:

i. The bidder will have to mandatorily pay through Net-banking facility once Net- banking mode is opted for payment.

ii. Only a single value can be entered as EMD amount in e-tender portal for each tender. However, in case tender has fixed EMD on line item (multiple items) basis, then, for the cases when actual EMD value calculated as per NIT by the bidder is less than the one mentioned in e-tender portal, bidders shall mandatorily opt for Exemption for payment of actual EMD amount and upload the requisite testimonials for proportional EMD and its proportional amount is to be paid in the form of BG.

iii. The bank account used for payment of EMD by the bidders shall be maintained operative until the completion of tendering process. All refunds will be made mandatorily to the Bank A/c from which the payment of EMD has been initiated.

8.4 Refund/Settlement of EMD Amount:

i. For unsuccessful bidders, EMD amount submitted against the tender shall be refunded automatically, through an automated process, by NIC portal on receipt of updated status of any bid.

ii. For successful bid(s), EMD will be refunded from WBSETCL authority after completion of tendering process and following due procedures.

iii. The bank account used for payment of EMD by the bidders shall be maintained operative until the completion of tendering process. All refunds will be made mandatorily to the Bank A/c from which the payment of EMD has been initiated.

iv. For any queries related to payments and refunds, bidders will have to communicate with ICICI Customer Support, viz, 9836547326/ 8017094744 since payment gateway facility used by E-tender portal is maintained by ICICI.

NB: It is stated herein that presently, Nodal Bank nominated by the Govt. of West Bengal is ICICI Bank Ltd. in the NIC Portal. However, the Bank may change based upon change of nomination by the Govt. of West Bengal from time to time.

8.5 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.

8.6 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.

8.7 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.

8.8 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 honor 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.

9.0 In addition to above, the bidder shall also be required to meet the eligibility conditions and submit a declaration as per Annexure: 5 of Section VI-A of the bidding documents.

10.0 Notwithstanding anything stated herein, WBSETCL reserves the right to inquire and review the bidder's capability and capacity to execute the works and service.

11.0 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 shall have any claim arising out of such action.

12.0 Address for seeking any clarifications on bid documents or submission of Pre-bid queries as per above schedule:

Office of the General Manager (HR&A), TP&AS,

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: clmwbsetcl@gmail.com

Website- www.wbsetcl.in

SECTION (II): INSTRUCTION TO BIDDERS

ITB. 1. Responsibility of bidders

ITB.1.1. The Purchaser will not assume any responsibility regarding information gathered, interpretations or conclusions made by the bidder or regarding information, interpretations or deductions the bidder may derive from the data furnished by the Purchaser. Verbal agreement or conversation with any officer/employee of the Purchaser either before or after the submission of bid shall not affect or modify any of the terms or obligations contained herein.

ITB.1.2. It shall be the sole responsibility of bidders to determine and to satisfy themselves by such means as they consider necessary or desirable as to all matters pertaining to this bidding process including in particular all factors that may affect the cost, duration and execution of the Works and services.

ITB. 2. Qualifying Requirements

ITB.2.1. The bidder shall furnish, as part of his techno-commercial bid, documents establishing the bidder's qualifications to perform the Contract to the satisfaction of the Purchaser.

ITB.2.2. Notwithstanding anything stated herein, WBSETCL reserves the right to inquire and review the bidder's capability and capacity to perform the work during the course of evaluation particularly with regard to resources, engineering knows how, Quality assurance system, testing facilities, construction and erection equipment& tools, number of qualified and competent surveyors and supervisors etc.

ITB. 3. Process to be confidential

ITB.3.1. Subject to ITB. 4, no bidder shall contact the Purchaser on any matter related to its bid from the time of opening of the bids to the time the Contract is awarded.

ITB.3.2. Any effort by a bidder to influence the Purchaser or others connected in the process of examination, clarification, evaluation and comparison of bids, and in decisions concerning the award of Contract, may result in the rejection of his bid.

ITB. 4. Clarifications on bidding documents

ITB.4.1. A prospective bidder requiring any clarification on bidding documents may notify the Purchaser in writing by post or fax **through hard copy with soft copy** to the address mentioned in NIT, not later than the date and time specified in NIT. The Purchaser will issue clarification(s) as he may think fit not later than seven (7) days prior to the deadline/ extended deadline for submission of bids prescribed by the Purchaser. All such clarifications shall form part of the bidding documents and shall accompany the bidder's Proposal. Written copies of the Purchaser's response (including an explanation of the query but without identifying its source) will be sent to all prospective bidders who have purchased the bidding documents.

ITB.4.2. Any queries sent by the bidders after the date and time notified in NIT or any extended date, if any, shall not be entertained.

ITB. 5. Amendment of bidding documents

ITB.5.1. At any time, but not later than ten (10) days prior to the deadline for submission of bids, the Purchaser may, for any reason, modify the bidding documents by issue of an addendum/amendment.

ITB.5.2. The addendum/amendment will be uploaded at the e-tendering portal (https://wbtenders.gov.in, or https://etender.wb.nic.in) The Purchaser shall assume that the information contained therein will have been taken into account by the bidder in its bid. The Purchaser will bear no responsibility or liability arising out of non-receipt of the same in time or otherwise by the bidder.

ITB.5.3. For the information of bidders, the addendum/ amendments shall be uploaded on the website. The bidders may visit the website of WBSETCL from time to time in their own interest.

ITB. 6. Language of the bid

The bid prepared by the bidder and all correspondences and documents relating to the bid, exchanged between the bidder and the Purchaser 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.

ITB. 7. Documents constituting the bid

ITB.7.1. The bid to be submitted by the bidder shall consist of the following documents:

STATUTORY DOCUMENTS: -

a. Bid Form as per Annexure: 1 of Section VI-A

b. Proof of submission of Bid Securities / EMD originally deposited through e-Tender portal as per requisite amount as stated above. Scanned copy of the bid securities shall be uploaded in the specified folder provided (online).

c. A Power of Attorney, (scanned copy), as per Annexure: 3 of Section VI-A duly attested by a Notary Public, authorizing that the person(s) signing the bid has/ have the authority to sign the bid and to make the bid binding upon the bidder

d. Details and documentary evidence as per Annexure: 4, 4A and 4B of Section VI-A to establish that the bidder meets the qualification requirements.

e. A Declaration as per Annexure: 5 of Section VI-A affirming the eligibility of the bidder.

f. GCC, ITB, SCC and Technical specification are required to be uploaded in the e-tender portal during e-submission of the tender in specified folder.

NON STATOTORY DOCUMENTS:

a. Scanned copies of documents to be uploaded for establishing the bidder's qualifications. In particular, the following documents need to be uploaded by the bidder:

b. List of contracts for similar Works and services executed in the past three years with copies of LoA's and execution status of each contract supported by client's certificate.

c. 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 bidders other than companies)

d. Self-Attested Copies of Professional Tax Clearance Certificate, E.S.I and E.P.F registration numbers, PAN and/or TAN Card, Registration Certificate (Form GST REG - 06) issued under Goods and Services Tax Laws.

Sl. No.	Category Name	Sub-Category Description	Detail(s)
A.	Certificate(s)	Certificate(s)	Registration Certificate (Form GST REG - 06) issued under Goods and Services Tax Laws. P Tax challan & certificate, EPF & ESI Registration Certificate,
B.	Company Detail(s)	Company Detail	As per annexure 1
C.	Credentials	Credential – 1	As per annexure 4 to 4B for similar works.
D.	Equipment	Machineries	All equipment, tools & tackles as required for this job
E.	Payment certificate	Payment Certificate (if available)	Payment certificates is to be provided on completed job, (if available)

ITB. 8. Cost of bidding: Not Applicable.

ITB. 9. Bid Prices

ITB.9.1. The bidder shall be deemed to have satisfied himself before bidding as to the correctness and sufficiency of his bid for the work and the rates and prices stated in the schedule of the items. The rates and prices quoted shall cover all obligation of the bidder under the Contract and all materials and things necessary for the proper completion and maintenance of the Works and services.

ITB.9.2. All the rate shall be quoted in through BOQ only. The rate quoted by the bidder shall be firm during the entire period of Contract/LoA. The total price at the bottom of Price Schedule shall be indicated both in figures and words and Price Schedule shall be signed on each page by authorized representative of the bidder.

ITB.9.3. If rebate/discount is offered, the overall discount in percentage shall be brought out in the Price Schedule. Conditional rebates/discount, if any, offered by any bidder shall not be considered during bid evaluation.

ITB.9.4. In case the Purchaser observes that the L1 bidder has quoted abnormally low bid in comparison with Purchaser's cost estimate, the bid will be compared with the average of bids quoted by the other bidders. The Purchaser then, shall ask the bidder to produce detailed price analysis to demonstrate the justification of prices quoted in the bid. After evaluation, Purchaser may ask the bidder to enhance the Performance Security at the bidder's expense, equivalent to the difference of L1 bid and the average of bids quoted by the other bidders. Such performance guarantee shall be valid till the successful execution of the Works and services, failing which his bid may be rejected. (Not Applicable).

ITB. 10. Period of validity of bids

ITB.10.1. The bids submitted by the bidder shall remain valid for a period specified in NIT. A bid valid for a shorter period than that prescribed in the NIT shall be rejected by the Purchaser.

ITB.10.2. In exceptional circumstances, WBSETCL may solicit the bidder's consent to 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 of ITB. 11 regarding discharge and forfeiture of bid security shall continue to apply during the extended period of bid validity.

ITB. 11. Bid Security

ITB.11.1. The bidder shall furnish bid security in through online mode as stated above of the prescribed amount.

ITB.11.2. The bid security is to be submitted as a part of the techno commercial bid in a separate sealed envelope. Any bid not accompanied with the bid security in adequate value required as per the bidding documents will be rejected by the Purchaser and returned to the bidder with in thirty (30) days of the bid opening date.

ITB.11.3. The bid security shall be forfeited in the following circumstances:

a. If the bidder withdraws its bid as a whole or in part as per **Error! Reference source not f ound.**

b. If the bidder does not extend the bid validity as required under ITB 10.2.

c. If the bidder deviates from any clarification/confirmation given by him subsequent to submission of his bid.

d. If the bidder does not accept the correction of its bid price pursuant to ITB. 17.

e. If the successful bidder fails, within the specified time limit to accept the LoA unconditionally or, to furnish the security deposit/contract performance guarantee, in accordance wherever such deposit is required to be furnished.

ITB.11.4. **The bid security of the enlisted bidders is to be refunded on submission of CPG.** The bid security of the unsuccessful bidders shall be refunded against written application from the respective bidder. The bid security shall also be refunded on cancellation of the rate contract, against application from the respective bidder.

ITB.11.5. No interest shall be paid by the Purchaser on the bid security.

ITB. 12. Submission of bids

ITB.12.1. The bidder shall submit their bid online at the web site as mentioned here: **http://wbtenders.gov.in, or** in including uploading of all the required documents as specifically mentioned in the bid document.

ITB. 13. Deadline for Submission of bids

ITB.13.1. Bids must be uploaded by the party at the web site address specified in NIT not later than the time and date mentioned in NIT.

ITB.13.2. The Purchaser 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 hoisting 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.

ITB.13.3. In the event, the deadline for submission of bid is extended by the Purchaser, 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 modification in part of earlier bid.

ITB.13.4. 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 the Purchaser to forfeit his bid security.

ITB. 14. Withdrawal of bids

The bidder shall not be permitted to withdraw their bid during the interval between bid submission deadline (as mentioned in NIT) and the period of bid validity as per ITB 10.0. If any withdrawal of bid is made by the bidder during the above period, it shall result in the forfeiture of the bid security.

ITB. 15. Bid Opening

ITB.15.1. WBSETCL will open bids (On line) in the presence of bidders' authorized representatives (up to 2 persons) who choose to attend at the 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. The bidders' representatives who are present in the bid opening shall sign the bid opening statement or bid opening register as evidence of their attendance. In the event of the specified date for the opening of bids being declared a holiday for the Purchaser, the bids will be opened at the appointed time on the next working day.

ITB.15.2. Bids that are not opened and read out at bid opening will not be considered for further evaluation, regardless of the circumstances.

ITB.15.3. The bidders' names, bid withdrawal, bid prices, discounts, and the presence or absence of the requisite bid security and such other details as WBSETCL, at its discretion, may consider appropriate will be announced at the opening.

ITB.15.4. **In the case of Single stage two-envelope bids, on the deadline for submission of bid the techno-commercial bid shall only be opened. The date for opening of the Price bid shall be**

intimated at the appropriate time to the bidders whose bid is found responsive in the techno-commercial evaluation.

ITB.15.5. In the event, the Purchaser, in its discretion, decides not to open the bid for want of adequate response to the bidding, the Purchaser may either extend the bid pursuant to ITB 13.3 or cancel the bidding process.

ITB. 16. Clarification on bids

ITB.16.1. During bid evaluation, WBSETCL may, at its discretion and if so required, ask the bidders for any clarification in support of their compliance to stipulated Qualifying Requirements (QR) or any other matter related to its bid except to the extent in ITB.16.2. 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.

ITB.16.2. Any post-bid change in the price or substance of the bid shall not be sought, offered or accepted, if given by the bidder.

ITB. 17. Correction of arithmetical errors in price bid

ITB.17.1. Arithmetical errors will be corrected at the time of evaluation of Price bid and the corrected figure will be considered as evaluated bid price. 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.

ITB.17.2. If there is a discrepancy between the product of unit price and quantity and the total price, 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. In case unit price or quantity or both are not filled in against any item, it will be treated as zero and will be assumed that the bidder has absorbed the cost elsewhere in the price bid.

ITB.17.3. 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 the Purchaser or the bid price quoted by the bidder, whichever is lower, will be taken.

ITB.17.4. 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 seven (7) days prior to the last date of submission of bids would be considered.

ITB.17.5. Any error in description, quantity or rate in Price Schedules or any omission thereof from such schedules shall not vitiate the Contract or release the bidder from the execution of the whole or any part of the Works and services indicated therein according to the specifications or from any of his obligations under the Contract.

ITB. 18. Time Schedule

The basic consideration and the essence of the Contract shall be the strict adherence to the time schedule specified in the detailed NIT. No credit will be given for earlier completion for the purpose of evaluation.

ITB. 19. Procedure of Evaluation of bids (Not Applicable)

ITB.19.1. The Purchaser 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 shall be liable to be rejected.

ITB.19.2. The Purchaser 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 Contract.

ITB.19.3. The evaluation will take into account the bidder's financial and technical capabilities. It will be based upon an examination of the documentary evidence of the bidder's qualifications submitted by the bidder, as well as such other information of bidders sought by Purchaser in accordance with ITB.16.1 as and when the Purchaser deems necessary and appropriate.

ITB.19.4. **The Category wise bid prices of all the eligible bidders in respective category of enlistment shall be compared among themselves to determine the lowest evaluated rates for each Category and further the lowest bid shall be compared with category wise /item-wise estimated rates to arrive the finalized item rate for execution of this Contract.**

ITB. 20. Letter of Award

ITB.20.1. After approval of bid evaluation by WBSETCL, the successful bidder may be invited for pre-award discussions, if so, required by the Purchaser. 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 herein referred to as '**ENLISTMENT OF VENDORS AND ANNUAL RATE CONTRACT FOR NON-CIVIL RELATED WORKS UNDER WBSETCL WITH CATEGORY WISE RATES'** that his bid has been accepted. Detailed LOA against each work shall be issued by the respective Controlling officer of the concerned site office.

ITB.20.2. Within ten (10) days of receipt of the notice, the successful bidder shall sign and return one (1) copy of the same to WBSETCL as acknowledgment of acceptance of the same.

ITB. 21. Signing of Contract Agreement (For Normal & Emergency works & Services valuing more than 15 Lakhs)

ITB.21.1. WBSETCL will send the format of the Contract Agreement of Section VI-B incorporating all agreements between the parties duly signed by the authorized signatory of the Purchaser along with the LoA/notice.

ITB.21.2. Within ten (10) days from the date of acceptance of LoA/notice, the successful bidder shall sign the Contract Agreement (on judicial stamp paper of appropriate value) and return two (2) copies to the Purchaser and retain one (1) copy of the same. The Contractor shall also send four photocopies of the Contract for distribution to concerned offices.

ITB. 22. Variations

ITB.22.1. The Contractor shall not modify the specification and specific services except under direction in writing by the Purchaser. The Purchaser shall have the right to alter, amend, omit or otherwise vary the quantity/item of the services by notice in writing to the Contractor and the Contractor shall carry out such variations.

ITB.22.2. Quantities of items relating to Works and services shown in the bidding schedule are provisional. The Purchaser, during execution of the Contract, reserves the right to vary the individual quantities by plus/minus (±) twenty five percent (25%) during the execution of the Contract but without any change in unit price or other terms and conditions. However, total variation should not exceed (±) 25% of the ordered value.

ITB. 23. Corrupt or Fraudulent Practices

The Purchaser requires that the bidders observe the highest standard of ethics during the procurement and execution of the Contract(s).

ITB.23.1. In pursuance of this policy, the Purchaser defines, for the purposes of this provision the terms set forth below as follows:

a. "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 Contract.

b. "Fraudulent practice" means a misinterpretation of facts in order to influence the procurement process or the execution of Contract to the detriment of the Purchaser, 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 the Purchaser of the benefits of free and open competition.

ITB.23.2. The Purchaser will reject a bid or cancel the Contract if already placed, if it determines that the bidder recommended for award or on whom the Contract has already been placed has engaged in corrupt or fraudulent practices in competing for the Contract in question.

ITB.23.3. The Purchaser may declare a firm ineligible for issue of Contract, 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 contract of the Purchaser

ITB. 24. Purchaser's right to accept any bid, and to reject any or all bids.

WBSETCL reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to award of Contract, without thereby incurring any liability to bidders.

ITB. 25. Pre-bid meeting

ITB.25.1. The bidder or its authorized representative is invited to attend pre-bid meeting to be held on the date, time and location specified in BDS. 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. The Purchaser shall not be under any obligation to entertain /respond to suggestions made or to incorporate modifications sought for by the prospective bidders.

ITB.25.2. Any modification/amendment of the bidding documents shall be made by the Purchaser exclusively through the issue of an amendment pursuant to ITB. 5

ITB.25.3. 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.

ITB.25.4. Any essential requirement not included in the Price Schedules but required for successful commissioning and operation of Works as per scope of Contract shall be indicated by the bidders as per Form: 13 and any additional information as per Form:12 shall be submitted before the pre-bid meeting by the date specified in the BDS. The Purchaser 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.

ITB.25.5. Bidders shall not be permitted to indicate any additional requirements in the bid for any reason whatsoever after the Purchaser has considered such amendments.

Amendment of bidding documents

ITB.26.1. At any time after pre-bid meeting, but not later than ten (10) days prior to the deadline for submission of bids, the Purchaser may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the bidding documents by issue of an addendum/amendment.

ITB.26.2. 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.

ITB.26.3. 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.

For the information of bidders, the addendum/ amendments shall be uploaded on the e-tendering portal. The bidders may visit the website from time to time

SECTION (III): GENERAL CONDITIONS OF CONTRACT

GCC.1. Definitions

In the Contract (as hereinafter defined) the following words and expressions shall have the meaning hereby assigned to them.

GCC.1.1. "Commencement Date" means the date of Letter of Award (LoA) or any other date specified therein.

GCC.1.2. "Contract" means the Contract Agreement entered into between the Purchaser and the Contractor, together with the Contract Documents referred to therein; all such documents shall constitute the Contract and the term Contract shall in all such documents be construed accordingly

GCC.1.3. "Contract Price" means the sum total of contract price stated in the Letter of Award as payable to the Contractor for execution of the entire scope of Contract subject to such addition & adjustments thereto or deductions there from as may be made pursuant to the Contract. In cases where separate identifiable Works and services can be completed and taken over by the Purchaser and for which separate completion schedule is provided in the Contract, in relation to such Works and services, the Contract Price shall mean the price relatable to such Works and services completed and taken over by the Purchaser.

GCC.1.4. "Contractor" means the successful bidder whose bid has been accepted by the Purchaser and to whom the Letter of Award has been issued by the Purchaser which has been duly accepted by the Contractor, named as such in the Contract Agreement and includes its legal successors and permitted assigns.

GCC.1.5. "Contractor's equipment" means all appliances or things of whatsoever nature required for the purposes of performance of the Contract and which are to be brought to the Site by the Contractor in terms of the provisions of the Contract but does not include any equipment/materials intended to form part of the Works and services.

GCC.1.6. "Controlling Officer" means the person appointed by the Purchaser in the manner provided in GCC.14 hereof and named as such in SCC to perform the duties delegated by the Purchaser.

GCC.1.7. "Purchaser" means West Bengal State Electricity Transmission Company Limited (WBSETCL), Kolkata, and includes its legal successors and permitted assigns.

GCC.1.8. "Letter of Award" means notice of acceptance of the bid in writing to the successful bidder, indicating the sum WBSETCL will pay for the Works and services

GCC.1.9. "GCC" means the General Conditions of Contract hereof.

GCC.1.10. "SCC" means the Special Conditions of Contract hereof.

GCC.1.11. "Site" means the place or places, where Works and services are to be executed by the Contractor together with so much of the area surrounding the same as the Contractor shall, with the consent of the Purchaser, use in connection with the Works and services other than merely for the purposes of access.

GCC.1.12. "Taking Over Certificate" (TOC) shall mean the Purchaser's written acceptance for the Works and services or any part thereof in terms of GCC.24

GCC.1.13. Works and services mean and include all work or any part of the work thereof covered in the scope of the Contract, as per specifications, and erection, testing and putting into satisfactory operation including supply, transportation, handling, unloading and storage at Site.

GCC.1.14. Government means Government of India or Government of West Bengal, as the case may be.

GCC.1.15. Periods

In these provisions "Day" means calendar day. However, "Working day" as used herein means all calendar days excluding Sundays and Government holidays in West Bengal. "Month" and "Year" and all dates shall be reckoned according to the Gregorian calendar.

GCC.1.16. "Program" means the Program to be submitted by the Contractor in accordance with GCC and any approved revisions thereto.

GCC.1.17. "Sub-contractor", including Sub-vendor or Sub-supplier means any person to whom execution of any part of the Works, including preparation of any design or supply of any Equipment/Materials, is sub-contracted directly or indirectly by the Contractor, and includes its legal successors or permitted assigns.

GCC.1.18. "Tests on Completion" means the tests specified in the Contract or otherwise agreed by the Purchaser and the Contractor to be performed before the Works or any part thereof are taken over by the Purchaser.

GCC.1.19. "Tests on Completion" means the tests specified in the Contract or otherwise agreed by the Purchaser and the Contractor to be performed before the Works or any part thereof are taken over by the Purchaser.

GCC.1.20. "Time for Completion" means the time stated in the "Time Schedule" for completing the Works or any part thereof and passing the Tests on Completion calculated from the Commencement Date unless extended.

GCC.1.21. "Works" means and include all work or any part of the work thereof covered in the scope of the Contract, services as per Specifications, and completion, erection, testing and putting into satisfactory operation including all supply, transportation, handling, unloading and storage at Site.

GCC.1.22. "Price Schedule" means the schedules or any part or individual schedule thereof, submitted by the bidder with his bid and forming a part of the Contract Documents.

GCC.2. Scope of the Contract

GCC.2.1. The Works and services, to be carried out under the Contract, shall be as delineated in the bidding documents including the Technical Specification and shall, except as otherwise provided in these conditions, include all labour, materials, tools & plants, equipment and shifting which may be required in preparation of and for the entire execution and completion of the Works and services.

GCC.3. Contract documents

GCC.3.1. The following documents shall be deemed to form an integral part of the Contract

a. Instruction to Bidders

b. General Conditions of Contract, including any amendment/errata thereto

c. Special Conditions of Contract, including any amendment/errata thereto

d. The bid submitted by the Contractor including letters of clarification exchanged between the Contractor and Purchaser

e. Technical Specifications and approved drawings (including any amendment/errata thereto) in respect of equipment/materials/services to be supplied under this Contract

f. Enlistment Order placed by the Purchaser and its acceptance by the Contractor

g. Contract Agreement, if applicable

GCC.3.2. All Contract documents, all correspondence and communications to be given, and all other documentation to be prepared and supplied under the Contract shall be written in English, and the Contract shall be construed and interpreted in accordance with that language. If any of the Contract Documents, correspondence or communications are prepared in any language other than the governing language as specified in this clause, the English translation of such documents, correspondence or communications shall prevail in matters of interpretation.

GCC.3.3. Subject to Article 1.2 of the Contract Agreement, all documents forming part of the Contract (and all parts thereof) are intended to be correlative, complementary and mutually explanatory. The Contract shall be read as a whole.

GCC.3.4. Subsequent to signing of the Contract Agreement, the Contractor at his own cost shall provide the Purchaser with at least six (6) copies of the Contract Documents within thirty (30) days after signing of the Contract Agreement.

GCC.3.5. The Contractor shall provide free of cost to WBSETCL all the engineering data, drawings and descriptive materials submitted with the bid, complete set of his bid and bidding documents, copies of all the correspondence with WBSETCL, etc. in at least six (6) copies to form a part of the Contract Documents immediately after the Letter of Award (LoA).

GCC.3.6. Endorsement of Term: The failure of either party to endorse at any time any of the provisions of the Contract or any rights in respect thereto or to an option herein provided shall in no way be construed to be a waiver of such provisions, rights or option or in any way to affect the validity of the Contract. The exercise by either party of any of his rights herein shall not preclude or prejudice either party from exercising the same or any other right it may have hereunder.

GCC.3.7. Effect: The Contract shall be considered to come into force on the date of LoA by WBSETCL to the Contractor which may be in the form of a fax or a Letter of Award. The Time for Completion shall be reckoned from that date.

GCC.4. Order of precedence of the documents

GCC.4.1. In the event of any ambiguity or conflict between the Contract Documents, the order of precedence shall be:

a. Contract Agreement and the Appendices thereto

b. Enlistment Order including all documents referred to therein

c. Special Conditions of Contract

d. General Conditions of Contract

e. Technical Specifications

f. Drawings (detailed and small scale)

g. Bid form, Price Schedules and Annexure submitted by the Contractor

GCC.5. Contract Execution

GCC.5.1. The Purchaser will issue the Enlistment Notice incorporating commercial, technical and other allied terms and conditions.

GCC.5.2. If provided for in the Enlistment Notice, within thirty (30) days from the issuance of the LoA, the Contractor has to submit the Contract Agreement on non-judicial stamp paper of appropriate value (as per the draft form annexed) including all related documents and the same has to be signed by both the parties. The authorized representative of the Purchaser will sign the Contract on behalf of the Purchaser. Power of Attorney of the authorized representative of the Contractor who will sign the Contract on behalf of the Contractor is to be submitted before signing of the Contract Agreement.

GCC.6. Contract Price

GCC.6.1. The Contract Price shall be firm and shall remain fixed during the scheduled completion time, except for variations authorized by the Purchaser and for which additional payment will be due to the Contractor in terms of GCC.30 . Escalation in rates will not be permitted due to increase in taxes, duties etc. or due to any reasons during the period of completion as stipulated except as permissible under **Error! Reference source not found.**

GCC.7. Notices

GCC.7.1. Notices shall be deemed to include any approvals, consents, instructions, orders and certificates to be given under the Contract. All notices to be given under the Contract shall be in writing, and shall be sent either by personal delivery, courier, post or fax followed by post confirmation to the address of the relevant party.

GCC.7.2. Any notice delivered personally or sent by fax shall be deemed to have been delivered on date of its dispatch.

GCC.7.3. Either party may change its address at which notices are to be received by giving ten (10) days' notice to other party in writing.

GCC.8. Governing Law

The Contract shall be governed by and interpreted in accordance with laws in force in India including any such laws passed or made or coming into force during the period of the Contract. Unless otherwise mentioned in the SCC, the Courts of Kolkata shall have exclusive jurisdiction in all matters arising under the Contract.

GCC.9. Disputes

GCC.9.1. If any dispute or difference of any kind whatsoever will arise between the Purchaser and the Contractor in connection with or arising out of the Contract, the parties will make every effort to resolve amicably such dispute or difference by mutual consultation. After thirty (30) days from the date the dispute is first brought to the notice of either party, if the parties have failed to resolve their dispute or difference by such mutual consultation, then the dispute shall be referred in writing by either party to the Adjudicator, with a copy to the other party.

GCC.9.2. Adjudication

GCC.9.2.1. An Adjudicator shall be appointed by the Appointing Authority as specified in the SCC. The Adjudicator shall give its decision in writing to both parties within thirty (30) days of a dispute being referred to it. The decision of the Adjudicator shall become final and binding upon the Purchaser and the Contractor. Any decision that has become final and binding shall be implemented by the parties forthwith. The Adjudicator shall be paid fee plus reasonable expenditures incurred in the execution of his duties as Adjudicator under the Contract. These costs shall be divided equally between the Purchaser and the Contractor.

(GCC.9.2.2 is applicable only when value of works & services to be executed under the contract is Rs. 50 Lakhs or above)

GCC.9.2.2. If either the Purchaser or the Contractor is dissatisfied with the Adjudicator's decision, or if the Adjudicator fails to give a decision within thirty(30) days of a dispute being referred to it, then either the Purchaser or the Contractor may, within sixty (60) days of such reference, give notice to the other party, with a copy for information to the Adjudicator, of its intention to commence arbitration, as hereinafter provided, as to the matter in dispute, and no arbitration in respect of this matter may be commenced unless such notice is given.

GCC.9.3. Arbitration

(Applicable only when value of works & services to be executed under the contract is Rs. 50 Lakhs or above)

GCC.9.3.1. The Purchaser shall appoint a sole arbitrator whose decision shall be final and binding and shall be enforceable in any court of competent jurisdiction as decree of the court. The parties hereby waive any objections to or claims of immunity from such enforcement. If, for any reason, an arbitrator is unable to perform his function, the mandate of the arbitrator shall terminate and a substitute shall be appointed in the same manner as the original arbitrator.

GCC.9.3.2. The arbitration proceedings shall be conducted in accordance with Indian Arbitration and Conciliation Act 1996 as amended from time to time. The cost of the arbitration shall be equally shared by the Purchaser and Contractor. The arbitration shall be conducted at Kolkata.

GCC.9.3.3. Notwithstanding any disputes with reference to the Contract pending for arbitration, the Contractor shall continue to perform his obligations in accordance with the Purchaser's decision or instruction, and Purchaser shall also continue to perform his obligations under the Contract including payment of any undisputed monies due to the Contractor.

GCC.10. Terms and Procedure for Payment

GCC.10.1. The payments to the Contractor for the performance of the Contract will be made by the Purchaser as per terms and conditions specified in the SCC. No payment made by the Purchaser herein shall be deemed to constitute acceptance by the Purchaser of the Works and services or any part thereof. The currency of payment shall be Indian rupees. The payments made to the Contractor shall be subject to deductions towards security deposit as per GCC.11 and statutory deductions as per GCC.12.11.

GCC.10.2. Progressive Payments

GCC.10.2.1. Bills for progressive payments shall be submitted by the Contractor, supported with measurements, jointly acknowledged and accepted in the measurement books, at intervals stated in the SCC on or before the date fixed by the Controlling Officer for the Works and services executed during the specified period. The Controlling Officer shall then arrange to have the bill verified for payment.

GCC.10.2.2. The progressive payment shall be released by the Paying Authority as specified in the SCC, after certification by the Controlling Officer that the Works and services have been performed in accordance with the Technical Specifications.

GCC.10.3. In case of the delayed Works and services beyond the scheduled completion period, progressive payments shall continue to be made provided provisional extension has been given.

GCC.10.4. The final bill shall be submitted by the Contractor within three (3) months of physical completion of the Works and services unless otherwise a longer period is agreed between the Controlling Officer and Contractor. No further claims shall be made by the Contractor after submission of the final bill and these shall be deemed to have been waived and extinguished. Payment of the final bill will be made within four (4) months of receipt of the same after due verification and adjustments, if any.

GCC.10.5. Method of Measurement

GCC.10.5.1. Measurement of bill of quantity items shall be taken in accordance with method of measurement stipulated in the technical specifications/bill of quantities. In case of supplementary items, the Controlling Officer shall also specify the method of measurement for such items at the time of issue of order of execution for such items.

GCC.10.5.2. In case no method of measurement is stipulated in the technical specifications/bill of quantities/order of the Controlling Officer, then the method of measurement of such items shall be as per the relevant standard method of measurement issued by Bureau of Indian Standards (BIS) or general industry practice or local custom.

GCC.10.6. Records and measurement

GCC.10.6.1. The Controlling Officer shall, except otherwise stated, ascertain and determine by measurement the value of the Works and services done in accordance with the Contract.

GCC.10.6.2. All items having a financial value shall be entered in measurement book prescribed by the Controlling Officer so that a complete record is obtained of all Works and services performed under the Contract.

GCC.10.6.3. Measurements shall be taken jointly by the Controlling Officer or his authorized representative and the Contractor or his authorized representative and shall be signed and dated by both the parties on completion on measurement. If the Contractor objects to any of the measurement recorded, a note to that effect shall be made in the measurement book against the item objected to and such note shall be signed and dated by both the parties engaged in taking the measurement. The decision of the Controlling Officer on any dispute or difference or interpretation with regards to measurements shall be final and binding on both the parties and shall be beyond the scope of the provisions of settlement of disputes under the Contract.

GCC.10.6.4. The Contractor shall, without extra charge, provide assistance with every appliance, labour, etc. necessary for taking measurements.

GCC.11. Performance Security

The Performance Security will be provided by the Contractor either in the form of a Security Deposit or by furnishing a bank guarantee as specified in the SCC.

GCC.11.1. Security Deposit

At the time of signing the Contract, where such signing of Contract Agreement is involved, or within thirty (30) days of the placement of the LoA whichever is earlier, or within thirty (30) days of the placement of LoA where no Contract Agreement signing is involved, the bid security

amount submitted by the Contractor in the form of Demand Draft/ Banker's Pay Order/ Banker's Cheque shall be retained by the Purchaser as initial security deposit for the due and faithful fulfillment of the Contract by the Contractor. Further, at the time of making any payment to Contractor for the work done under the Contract for Normal & Planned work, the Purchaser shall deduct **ten percent (10%)** of the gross value of each running bill(s), subject to maximum of **ten percent (10%) of the total Contract Price**.

GCC.11.1.1. Purchaser shall refund one half of the security deposit amount to the Contractor on certification by the Controlling Officer in writing that the work has been completed satisfactorily as per the specified time schedule and technical specifications. The remaining half of the security deposit amount shall be refunded by the Purchaser on expiry of defect liability period provided that the Controlling Officer is satisfied that there is no demand outstanding against the Contractor. The Purchaser shall have absolute discretion to forfeit the security deposit for any default on the part of Contractor in the performance of the Contract, including its obligations under the defect liability period.

GCC.11.1.2. No interest shall be payable by the Purchaser to the Contractor against security deposit.

GCC.11.2. Bank Guarantee (NOT APPLICABLE)

GCC.11.2.1. At the time of signing the Contract or within thirty (30) days of the placement of the enlistment notice whichever is earlier, the Contractor shall provide the Purchaser a performance security in the form of bank guarantee, as per enclosed format provided, **for an amount as described in SCC from** a scheduled commercial bank in India. This shall be valid up to thirty (30) days after the expiry of the enlistment/contract period, with an additional claim period of thirty (30) days. The bank guarantee will be released after expiry of the guarantee period upon written request by the Contractor. No interest will be paid by the Purchaser on performance security. The value of the bank guarantee is not to be construed as limiting the damages under enlistment/contract period. The Purchaser reserves the right to verify the authenticity of the bank guarantee from the issuing bank.

GCC.11.2.2. The Contract Performance Guarantee is liable to be invoked on demand of WBSETCL, for any breach under the Contract irrespective of any dispute or difference between WBSETCL and the Contractor, pending before any court, tribunal or any other authority.

GCC.11.2.3. The Performance Guarantee shall be returned to the Contractor within ninety (90) days after receipt of application for release of Performance Bank Guarantee along with certification regarding completion of enlistment/contract period. No claim shall be made against the Performance Guarantee after the issue of Defects Liability Certificate. However, no costs shall be paid for the Bank Guarantee by the Purchaser, irrespective of date of release.

GCC.12. Taxes Duties, and Other Levies

GCC.12.1. Except as otherwise specifically provided in the Contract, the Contractor shall bear and pay all taxes, duties, levies and charges assessed on the Contractor, its Sub-contractors or their employees by all municipal, state or national government authorities in connection with the Works. All taxes, duties - and levies, including Central Goods and Services Tax, West Bengal Goods and Services Tax, Integrated Goods and Services Tax etc., - where applicable and payable on Equipment/Materials, components, sub-assemblies, raw materials and any other item required for manufacture of finished Equipment/Material or completion of Works shall be deemed to have been included in total value of supply of goods or services or both.

GCC.12.2. For the purpose of the Contract, it is agreed that the Contract Price is based on the taxes, duties, levies and charges prevailing at the date seven (7) days prior to the last date of bid submission (hereinafter called "Tax" in this paragraph). If any rates of Tax are increased or decreased, a new Tax is introduced, an existing Tax is abolished, or any change in interpretation or application of any Tax occurs in the course of the performance of the Contract, which was or will be assessed on the Contractor in respect of direct transactions between Purchaser and Contractor, an equitable adjustment of the Contract Price shall be made to fully take into account any such change by addition to the Contract Price or deduction there from, as the case maybe. The benefit of Input Tax Credit (ITC) shall have to be passed on by way of adjustment in the quoted price. The Contractor

shall be responsible for Labour Welfare Cess applicable on the value of the Erection Contract under BOCW (RECS) Act 1996 and Building & Other Construction Workers Welfare Cess (BOCWWC) Act 1996 (and subsequent amendments thereof), which is to be deducted at source by the Purchaser for deposition into Govt. Welfare Fund.

GCC.12.3. **Goods and Services Tax:** Contractor shall mention HSN Code / SAC Code and rate of Taxes against all supplies of Goods or Services or both in its Tax Invoice. In case of all components, Equipment/ Materials identified by the Contractor and WBSETCL to be dispatched directly by the Sub-contractor(s) to WBSETCL site in a State different from the State wherein Sub-contractor's works are located, the Contractor shall affect sale in transit. For affecting the sale in transit, the Contractor shall ensure that his Sub-contractor raises Tax invoices in the Contractor's name (and not in the name of WBSETCL) and obtains GR/LR/RR in the name of Contractor (and not in the name of WBSETCL). The Contractor shall further ensure that he endorses the GR/LR/RR in the name of WBSETCL during transit of the Equipment/Materials before the delivery of Equipment/ Materials is taken by WBSETCL.

GCC.12.4. The Purchaser shall also bear and pay to the Contractor **Good and Services Tax**, Local Tax (if applicable) in respect of direct transactions between the Purchaser and the Contractor, if imposed on the Equipment/Materials including spares and specified in Price Schedule to be incorporated in the Works. These amounts will be payable, by the Purchaser on the supplies made by the Contractor.

GCC.12.5. **Tax deduction at source under GST:** WBSETCL shall deduct tax from the payment made or credited to the supplier on the value of taxable supply, where the total value of such supply, under a contract, exceed Two Lakh and Fifty Thousand Rupees at a rate of one percent or at such rate prevailing from time to time**.**

GCC.12.6. **Service tax:** Purchaser will not bear any liability on account of Service Tax. If necessary, Purchaser shall however deduct such tax at source as per the rules and issue necessary certificate to the contractor**.....NOT APPLICABLE**

GCC.12.7. **Excise duty:** For own manufactured items, the Contractor shall indicate the percentage applicable and also the amount of excise duty against each item and ex-works price of the Equipment/Materials within specified column of the Price Schedule. The same will be paid extra, on production of original documentary evidence, at the rate applicable at the time of physical delivery provided the physical delivery is made within the stipulated delivery time from the date of issue of dispatch clearance and the offer of inspection is received within the schedule delivery period. In case of bought out items, the payment will be released on totality basis as detailed in Appendix 1 to the Contract Agreement**..... NOT APPLICABLE.**

GCC.12.8. In case however, the Equipment / Materials are offered for inspection after the schedule delivery period, CGST plus WBGST, or IGST, as the case may be, will be paid at the rate prevailing at the time of scheduled delivery period or actual delivery period, whichever is lower, in case of direct transactions.

GCC.12.9. **CGST plus WBGST, or IGST, as the case may be,** as applicable on Price Variation for own manufactured items as provided in BDS will be allowed as admissible against documentary evidence

GCC.12.10. The Purchaser shall not take any additional liability towards enhanced taxes, duties beyond the scheduled completion period as incorporated in the Contract, if the delay is due to any failure on the part of the Contractor. However, any variation in taxes and duties during the extended period of completion as per GCC.28.1 will be to the account of the Purchaser.

GCC.12.11. The Purchaser shall be entitled to make necessary tax deductions at source as per the prevalent laws. The Contractor shall be required to submit the PAN details to the Controlling Officer before submission of the first bill/invoice under the Contract.

GCC.12.12. The Contractor shall himself be informed of all the applicable laws, notifications, rules, circulars and other communications of the State or Central or other authorities with regard to levy of any tax, cess, levy or fee etc. which in any manner may impinge upon him in performance of any obligations/responsibilities under or arising out of the Contract.

GCC.13. Patent Indemnity (NOT APPLICABLE)

GCC.13.1. The Contractor shall indemnify and hold harmless the Purchaser, his successors or assignees, its employees and officers from and against any and all suits, actions or administrative proceedings, claims, demands, losses, damages, costs, and expenses of whatsoever nature, including attorney's fees and expenses, which the Purchaser may suffer as a result of any infringement or alleged infringement of any patent, utility model, registered design, trademark, copyright or other intellectual property right registered or otherwise existing at the date of the Contract. In the event of any claim being made or action being brought against the Purchaser or its representative or its employees in respect of any such matters as aforesaid, the Contractor shall immediately be notified thereof.

GCC.13.2. The aforesaid indemnity shall not apply when any infringement has taken place in complying with the specific directions issued by the Purchaser. However, in such cases, the Contractor shall pay any royalties or any other charges payable in respect of any such use, the amount so paid shall be reimbursed to the Contractor only if the use was as a result of any drawings and/or specifications issued after the award of Contract by the Purchaser. In all such cases, the Contractor shall bring to the notice of the Controlling Officer of any such infringement immediately upon the Contractor becoming aware of such infringement.

GCC.14. Purchaser's representative

GCC.14.1. The Purchaser shall appoint an experienced engineer designated as the Controlling Officer as mentioned in the SCC, who shall carry out the functions and obligations of the Purchaser under the Contract.

GCC.14.2. The Purchaser may from time to time appoint any other person as the Controlling Officer in place of the person previously so appointed, and shall give a notice of the name of such other person to the Contractor without delay. The Purchaser shall take reasonable care to see that no such appointment is made at such a time or in such a manner as to impede the progress of Works and services. The Controlling Officer shall represent and act for the Purchaser at all times during the currency of the Contract.

GCC.14.3. Any decision, instruction or approval given by the Controlling Officer to the Contractor shall have the same effect as though it had been given by the Purchaser.

GCC.14.4. All notices, instructions, orders, consents, certificates, approvals and all other communications under the Contract shall be given by the Controlling Officer.

GCC.14.5. The Controlling Officer may authorize his representative(s) as site-in-charge for the Works and services. The Controlling Officer will also be the consignee officer for any supplies to be made under the Contract.

GCC.15. Contractor's representative

GCC.15.1. The Contractor shall employ at least one competent representative (whose name or names shall have previously been communicated in writing to the Controlling Officer by the Contractor) to supervise the construction, erection and commissioning and carrying out of the Works and services. The said representative, (or if more than one shall be employed, then one of such representative), shall be present at the Site during working hours. Any written order or instruction which the Controlling Officer or his duly authorized representative may give to the said representative of the Contractor, shall be deemed to have been given to the Contractor.

GCC.15.2. The Controlling Officer shall be at liberty to object to the presence of any representative or person employed by the Contractor for execution of Works and services or otherwise at the Site of work, who in his opinion is found to have mis-conducted himself or be incompetent or negligent and the Contractor shall remove the person so objected to, upon receipt from the Controlling Officer a notice in writing requiring him to do so and shall provide in his place a competent representative at the Contractor's risk and expense

GCC.16. Commencement of Works and services

GCC.16.1. The Works and services must be taken up and completed in all respects within the specified time of completion as mentioned in the LoA.

GCC.16.2. Before the actual commencement of Works and services, the Contractor shall submit an execution schedule of work clearly showing the materials, men and equipment to be mobilized by him to execute the Works and services. The schedule should contain the planned monthly progress of the Works and services for the approval of the Controlling Officer who will have the authority to make additions, alternations and substitutions to such schedule in consultation with the Contractor.

GCC.17. Protection of Works and services

GCC.17.1. The Contractor shall have total responsibility for protecting the Works and services till it is finally taken over by the Purchaser. No claim will be entertained by the Purchaser for any damage or loss to the Works and services and the Contractor shall be responsible for the complete restoration of the damaged works/equipment to its original condition to comply with the specification and drawings. Should any such damage to the Works and services occur because of other party not under Contractor's supervision or control, the Contractor shall settle his claim directly with the party concerned, and the Contractor shall proceed to repair the work immediately and no cause thereof will be assigned pending resolution of case of dispute.

GCC.17.2. The Contractor shall, in connection with the Works and services, provide and maintain at his own cost all lights, guards, fencing and security when and where necessary or required by the Purchaser or by any authority for the protection of the Works and services or for the safety and convenience of the public or others.

GCC.18. Materials obtained from excavation

Materials of any kind obtained from excavation on the Site shall remain the property of the Purchaser and shall be disposed of as the Controlling Officer may direct.

GCC.19. Materials for the performance of the Contract

GCC.19.1. Materials to be provided by the Contractor

GCC.19.1.1. The Contractor shall, at his own expense, provide all materials required for the Works and services other than those which are to be issued by the Purchaser. The construction water, power or any other facility required for the execution of the Works and services shall be the responsibility of the Contractor. However, the Purchaser at the request of the Contractor may provide any of these facilities, if available, on chargeable basis.

GCC.19.1.2. All materials to be provided by the Contractor shall be in conformity with the specifications laid down in the Technical Specification and the Contractor shall, if requested by the Controlling Officer, furnish proof to the satisfaction of Controlling Officer that the materials so comply.

GCC.19.1.3. Wherever required by the Controlling Officer, the Contractor shall, at his own expense and without delay, provide samples of materials proposed to be used in the Works and services. The Controlling Officer shall within seven (7) days thereafter or within such further period as he may require, intimate to the Contractor in writing, whether samples are approved by him or not. If samples are not approved, the Contractor shall forthwith arrange for fresh samples complying with the Technical Specifications laid down in the Contract, for approval.

GCC.19.1.4. The Controlling Officer shall have full powers to require removal of any or all of the materials brought to Site by the Contractor which are not in accordance with the Contract specifications or do not conform in character or quality to samples approved by him. In case of default on the part of the Contractor in removing rejected materials, the Controlling Officer shall be at the liberty to have them removed by other means. The Controlling Officer shall have full powers to order the Contractor to provide other proper materials to be substituted for rejected materials. In the event of the Contractor refusing to comply, he may cause the same to be supplied by other means. All costs, which may attend upon such removal and/or substitution, shall be borne by the Contractor.

GCC.19.1.5. The Controlling Officer shall be entitled to have tests carried out as specified in the Contract for any materials supplied by the Contractor other than those for which, as stated above, satisfactory proof has already been furnished, at the cost of the Contractor and the Contractor shall provide at his expense all facilities which the Controlling Officer may reasonably require for the purpose. If no tests are specified in the Contract, and such tests are required by the Controlling Officer, the Contractor shall provide all facilities required for the purpose and the charges for these tests

including the cost of materials consumed/used in such tests shall be to the account of the Purchaser, except if the tests disclose that the said materials are not in accordance with the provisions of the Contract, then the same shall be to the account of the Contractor.

GCC.19.2. Materials to be provided by the Purchaser

GCC.19.2.1. Materials to be issued by the Purchaser free of cost

The Purchaser, if so stipulated in the SCC, may issue materials listed out in the SCC free of cost for incorporation in the Works and services as per the terms and conditions specified in the Technical Specification.

GCC.19.2.2. Materials to be issued by the Purchaser on chargeable basis

If after the award of the Contract, the Contractor desires the Purchaser to issue/supply any other materials, for the purpose of the Contract such materials may be issued by the Purchaser, if available, at rates specified in the SCC. The Purchaser reserves the right not to issue any such materials. The non-issue of such materials will not entitle the Contractor for any compensation whatsoever either in time or in cost.

GCC.19.3. General

GCC.19.3.1. Materials required for the Works and services, whether brought by the Contractor or issued by the Purchaser, shall be stored by the Contractor only at places approved by the Controlling Officer. Storage and safe custody of materials shall be the responsibility of the Contractor.

GCC.19.3.2. Controlling Officer shall be entitled at any time to inspect and examine any materials intended to be used in or on the Works and services, either on the Site or at factory or workshop or other place(s) where such materials are assembled, fabricated, manufactured or at any place(s) where these are lying or from which these are being obtained and the Contractor shall give such facilities as may be reasonably required for such inspection and examination.

GCC.19.3.3. All materials brought to the Site shall not be removed off the Site without the prior written approval of the Controlling Officer. But whenever the Works and services are finally completed and advance, if any, in respect of any such materials is fully recovered, the Contractor shall at his own expense forthwith remove from the Site all surplus materials originally supplied by him.

GCC.19.3.4. In respect of all the materials agreed to be issued by the Purchaser to the Contractor, all the costs such as loading, unloading, transportation to Contractor's godown, storage, etc. till the materials are incorporated in the Works and services or returned to the Purchaser, shall be to the account of the Contractor.

GCC.19.3.5. All materials issued to the Contractor by the Purchaser for incorporation or fixing in the Works and services (including preparatory work) shall, on completion or on termination of the Contract, be returned by the Contractor at his expense, at the Purchaser's store, after making due allowance for actual consumption, reasonable wear and tear and/or waste as specified in SCC. If the Contractor is required to deliver such materials at a place other than the Purchaser's store, he shall do so and the transportation charges from the Site to such place, less the transportation charges which would have been incurred by the Contractor, had such materials been delivered at the Purchaser's store, shall be borne by the Purchaser.

GCC.19.3.6. The Contractor shall maintain a stock reconciliation register for the materials as per Annexure 10 of Section: VI-B, showing date-wise receipts, issue and balance in stock. This register shall be produced by him to the Controlling Officer or his representative whenever required for verification of stock. The Contractor shall assist the Controlling Officer for necessary checking of consumption of the said materials item by item in the Works and services, and the balance stock lying at the custody of the Contractor on the date of physical verification. The Contractor shall also provide access to his stores for inspection/checking as and when desired by the Controlling Officer or his representatives. If on such verification/checking it is found that the balance stock of this material at the custody of the Contractor do not corroborate the consumption of the same in Works and services already executed by this time, penal recovery shall be made from the Contractor. The cases which may invite such penal recovery are as under:

a. If it is found that the Contractor has used less materials than that are required as per specification/consumption stipulation, the same may invite rejection of the executed part of job consuming less materials, at the discretion of the Controlling Officer. However, in case the said executed part of job is at all accepted by the Controlling Officer, the Contractor shall be paid at the reduced rate finalized by the Controlling Officer and such reduced rate shall be binding on the Contractor.

b. If it is found that materials issued by the Purchaser are consumed in excess of their requirements as per consumption stipulations, the same will invite penal recovery.

c. If such materials have been lost or damaged due to negligence on the part of the Contractor or due to defective storage by him the same will invite penal recovery.

d. If such materials have been used by the Contractor in temporary work like construction of the Contractor's stores offices, labour hutments etc., the same will invite penal recovery.

GCC.19.3.7. The penal rate of recovery for different type of materials to be issued by the Purchaser for incorporation into the Works and services for the purpose of GCC.19.3.6 shall be as per the rates specified in SCC.

GCC.19.3.8. During execution of work the Contractor shall have to submit to the Purchaser quarterly reconciliation statement of the materials, issued to him vis-à-vis consumption of the same in execution of Works and services and the balance held by him as per Annexure 10 of Section: VI-B.

GCC.19.3.9. On completion of the Works and services, the Contractor shall have to submit to the Purchaser, a full reconciliation statement of total materials issued to him and also of the material procured by him, consumed, and the materials returned to store as per Annexure 10 of Section: VI-B.

GCC.20. Insurance [Applicable only if mentioned in the SCC/Erection Order]

GCC.20.1. Before commencing the execution of the Works and services, the Contractor shall, without in any way limiting his obligations and responsibilities under this clause, indemnify the Purchaser against any damage/loss or injury which may occur to any property or to any person (including any employee of the Purchaser) by or arising out of carrying out of the Contract

GCC.20.2. Towards this end, the Contractor shall arrange adequate insurance coverages, in the joint names of the Purchaser and the Contractor at his own cost from any of the Insurance company approved by IRDA, from the date of commencement of the Work and services to the end of the Defects Liability Period, to the nature and content, amounts and deductibles as further elaborated and detailed in the SCC for the following events which inter-alia will include the following:

a. loss of or damage to the Works and services including Purchaser Issued Materials;

b. loss of or damage to the Contractor's T&P

c. loss of or damage to the property other than Works and services including those of third parties; and

d. Injury and death of personnel belonging to the Contractor, the Purchaser or any other party.

GCC.20.3. Contractor shall ensure that the insurance coverage include any loss or damage to his staff, supervisors, engineers and others who are not covered by Workmen Compensation Act. Alternatively, the Contractor will take suitable additional or separate insurance policies to cover the same.

GCC.20.4. All monies payable by the insurers under such policy or policies shall be first to be paid to the Purchaser who shall pay to the Contractor for the purpose of rebuilding or replacement or repair of the damaged Works and services, Contractor's T&P and/or materials destroyed or damaged as the case may be. Such payments of monies will be made in a manner that the payments are

commensurate with the progress and cost of the repair, replacement and reconstruction, as may be and as determined by the Controlling Officer in consultation with the Contractor.

GCC.20.5. Policies and certificate for insurance shall be delivered by the Contractor to the Controlling Officer for the Controlling Officer's approval before the date of commencement of Works and services.

GCC.20.6. The aforesaid insurance policy/policies shall provide that they shall not be materially modified/ cancelled till the Controlling Officer has agreed to such modification or cancellation in writing.

GCC.20.7. Upon grant of the time extension by the Controlling Officer, it is understood that the Contractor's liability of indemnity will be extended suitably without any further action by the Purchaser and the Contractor shall promptly furnish documentary evidence to the Controlling Officer towards extension of insurance policies for the period of time extension.

GCC.20.8. The Contractor shall ensure that where applicable, his sub-contractor(s) shall take out and maintain in effect adequate insurance policies for their personnel and vehicles and for the part of the Works and services executed by them under the Contract, unless such sub-contractor(s) are covered by the policies taken out by the Contractor.

GCC.20.9. If the Contractor and/or his sub-contractor (if any) shall fail to effect and keep in force the insurance coverage, referred to above or any other insurance which he/they may be required to effect under the terms of the Contract, then in any such case the Purchaser may, without being bound to, effect and keep in force any such insurance coverage and pay such premium or premiums, as may be necessary for that purpose from time to time and deduct the amount so paid by the Purchaser from any monies due or which may become due to the Contractor or recover the same as a debt due from the Contractor.

GCC.20.10. If the Contractor does not provide any of the policies and certificates required, the Purchaser, with due notice to the Contractor may effect the insurance which the Contractor should have provided and recover the premiums, the Purchaser has paid from payments otherwise due to the Contractor or, if no payment is due, the payment of the premiums shall be a debt due from the Contractor.

GCC.20.11. In case of any theft of any equipment/material, the Contractor shall lodge FIR in time to the concerned police station and simultaneously take action to lodge claim to the insurance company and inform the Controlling Officer by endorsing a copy of the FIR and the claim. In case of any loss/damage covered in the policy due to any reasons other than theft, Contractor shall lodge claim to the insurance company and inform the Controlling Officer by endorsing a copy of the claim. Contractor shall follow-up for the final report from the police authorities/insurance company and for early settlement of the insurance claim. Detailed break-up of item-wise equipment/materials cost furnished by Purchaser shall form the basis for lodging the claim in respect of owner supplied materials and settlement of any loss covered in this policy

GCC.20.12. In case of theft/loss/damage of any equipment/materials issued by the Purchaser, either during storage on under erection during the pendency of the Contract, the Purchaser shall replenish the same free of cost after being satisfied that proper action has been taken for lodging the insurance claim, without waiting for the settlement of any claim by the insurance company.

GCC.20.13. Any theft/loss/damage of the Purchaser's equipment/materials while in Contractor's custody due to any lapses on Contractor's part shall be recoverable from Contractor in full to the extent not compensated through the settlement benefit received from the insurance company.

GCC.20.14. Contractor shall vigorously follow up all insurance claims with all concerned authorities so that the settlements are received in time. Insurance claims which remain unsettled at the time of taking over of the Works and services due to default on Contractor's part, shall be recovered from Contractor's pending bills/security deposit or through other action for timely closing of the Contract. Under such circumstances and after recovery of the amount, Contractor shall be authorized to receive pending settlement benefit for such claim directly from the insurance company.

GCC.21. Contractor's Construction Management

GCC.21.1. Contractor's Supervision

The Contractor shall give or provide all necessary superintendence during the execution of the Works and services, and the Contractor's representative(s) shall be on the Site to provide full-time superintendence of the Works and services. The Contractor shall provide and employ technical personnel who are skilled and experienced in their respective callings and supervisory staff who are competent to adequately supervise the Works and services.

GCC.21.2. Setting Out

The Contractor shall set out the Works and services in relation to original points, lines and levels of reference given by the Purchaser in writing and provide all necessary instruments, appliances and labour for such purposes. If at any time during the execution of Works and services, any error appears in the positions, levels, dimensions or alignment of the Works and services, the Contractor shall rectify the error at his cost. The checking of any setting-out by the Purchaser shall not relieve the Contractor of his responsibility for the accuracy thereof.

GCC.21.3. Labour

GCC.21.3.1. The Contractor shall provide and employ on the Site in the installation of the Works and services such skilled, semi-skilled and unskilled labour as is necessary for the proper and timely execution of the Contract.

GCC.21.3.2. Unless otherwise provided in the Contract, the Contractor shall be responsible for the recruitment, transportation, accommodation and catering of all labour required for the execution of the Contract and for all payments in connection therewith.

GCC.21.3.3. The Contractor shall be responsible for obtaining all necessary permit(s) if required, from the appropriate authorities for the entry of all labour and personnel to be employed on the Site.

GCC.21.3.4. The Contractor shall at all times during the progress of the Contract use its best endeavors to prevent any unlawful, riotous or disorderly conduct or behavior by or amongst its employees and the labour of its Sub-contractors.

GCC.21.3.5. The Contractor shall, in all dealings with its labour and the labour of its Sub-contractors currently employed on or connected with the Contract, pay due regard to all recognized festivals, official holidays, religious or other customs and all local laws and regulations pertaining to the employment of labour.

GCC.21.3.6. Before undertaking the work, the Contractor shall produce labour licence from the Assistant Labour Commissioner's Office of the respective region in compliance with the provision of Contract Labour Regulation & Abolition Act, 1970 and any amendments there under.

GCC.21.3.7. The Contractor shall ensure compliance of statutory provisions of various labour laws viz. Payment of Wages Act-1936, Minimum Wages Act-1948, ESI Act-1948, EPF and Miscellaneous provisions of Act- 1956, Workmen's Compensation Act-1923 and any amendments there under to the extent applicable. All safety provisions and rules are to be adequately observed at his own expenses. If however, for any non-compliance of statutory provisions as above, the Purchaser is held responsible as Principal Employer to pay any amount on any of these accounts under the legislation or under the instruction of any appropriate Court of Law or statutory authority, the same shall be recoverable from the bills of the Contractor or reimbursed in favour of the Purchaser suitably.

GCC.21.4. Contractor's Equipment

GCC.21.4.1. The Contractor shall provide all erection equipment, haulage & power, if necessary, including transport at his own cost, to complete the Works and services as per completion schedule.

GCC.21.4.2. All Contractor's equipment shall be brought to the Site after obtaining prior approval of the Purchaser and all such equipment when brought to Site will be deemed to be exclusively intended for the execution of Contract. The Purchaser shall have lien on all such equipment brought to Site for the purpose of execution of Works and services.

GCC.21.4.3. The Contractor shall not remove from the Site any such equipment, except when it is no longer required for the completion of the Works and services, or when the Purchaser has given his consent.

GCC.21.5. Purchaser's Equipment

The Contractor shall pay hire charges as may reasonably be levied for the Purchaser's equipment, if used.

GCC.21.6. Progress Report

The Contractor shall be required to furnish to the Purchaser the monthly progress report of the Works and services, in the prescribed format to be approved by the Controlling Officer.

GCC.21.7. Security and Lighting

The Contractor shall provide and maintain at its own expense all lighting, fencing, and security when and where necessary for the proper execution and the protection of the Works and services, or for the safety of the owners and occupiers of adjacent property and for the safety of the public.

GCC.21.8. Communication

The Contractor may require the Purchaser to confirm in writing any decision or instruction of the Purchaser which is not in writing. The Contractor shall promptly notify the Purchaser of such requirement.

GCC.21.9. Authority of Access.

No persons other than the employees of the Contractor or his authorised representative shall be allowed at the Site. Purchaser and his representatives shall have access to the Site at any time.

GCC.21.10. Facilities to other contractors

The Contractor shall afford all reasonable facilities to any other contractor employed by the Purchaser in the execution on or near the Site of any work not included in the Contract.

GCC.21.11. The Contractor shall not fix or place any placard or advertisement of any description or permit the same to be fixed or placed in or upon any boarding, gantry, building structure other than those approved by the Purchaser.

GCC.21.12. The Contractor shall provide, at his own cost and maintain proper office accommodation for Contractor's representative and staff, as approved by the Purchaser which shall be open at all reasonable hours to receive instructions, notices of communications.

GCC.21.13. The Contractor will have to maintain certain register and records giving particulars of the contract labour employed, the nature of work performed by the Contractor and the rates of wages paid to the contract labour etc. In addition to this a notice in the prescribed form containing particulars about hours of work, nature of duties and extracts of Contract Labour Regulation & Abolition Act will have to be displayed by the Contractor as prescribed in the Contract Labour Regulation & Abolition Act 1970 and any amendments thereof

GCC.21.14. Emergency work

GCC.21.14.1. If, by reason of an emergency arising in connection with and during the execution of the Contract, any protective or remedial work is necessary as a matter of urgency to prevent damage to the Works, the Contractor shall immediately carry out such work.

GCC.21.14.2. If the Contractor is unable or unwilling to do such work immediately, the Purchaser may do or cause such work to be done, as the Purchaser may determine it necessary in order to prevent damage to the Works and services. In such event the Purchaser shall, as soon as practicable after the occurrence of any such emergency, notify the Contractor in writing of such emergency, the work done and the reasons thereof. If the work done or caused to be done by the Purchaser is such that the Contractor was liable to do at its own expense under the Contract, the reasonable costs incurred by the Purchaser in connection therewith shall be paid by the Contractor to the Purchaser.

GCC.22. Damage to property and injury to persons, accident or injury to workers

GCC.22.1. The Contractor shall indemnify and keep indemnified the Purchaser against all losses and claims for injuries or damage to any person or any property whatsoever which may arise out of or in consequence of the construction, erection and maintenance of the Works and services and against all claims, demands, proceedings and expenses whatsoever in respect of or in relation thereto.

GCC.22.2. The Purchaser shall not be liable for damage or compensation payable as per provision of law in respect or consequence of any accident or injury to any workmen or other person in the employment of the Contractor and his sub-contractor. The Contractor shall have to pay all claims, demands, proceedings costs, charges and expenses whatsoever in respect there of or in relation there to.

GCC.23. Inspection & Testing

GCC.23.1. The Purchaser's representative shall be entitled to inspect, examine and test at the Site, the workmanship of all the Works and services to be carried out under this Contract, as and when required. Such inspection and testing shall not relieve the Contractor from his obligations under this Contract.

GCC.23.2. The Contractor shall provide assistance like labour, tools, electricity, fuel and instruments as may be required or as may be reasonably demanded by the Purchaser's representative to carry out the required inspection, examination and tests at Contractor's cost.

GCC.23.3. When the Works and services are to the satisfaction of the Purchaser's representative and are according to the drawings, specifications, the Purchaser's representative shall furnish a certificate to this effect in writing to the Contractor.

GCC.23.4. In the event any work carried out by the Contractor is found defective in workmanship or otherwise not in conformity with the requirements of the drawings, specification, the Purchaser shall reject the work and request the Contractor in writing to rectify the same. The Contractor on receipt of such notification shall either rectify or replace the defective work or installations free of cost to the Purchaser. If the Contractor fails to do so, the Purchaser may, at his option, replace or rectify such defective work/installation at the risk and cost of the Contractor or terminate the Contract for default.

GCC.24. Taking Over

GCC.24.1. The Works and services shall be taken over by the Purchaser after completion, either in full or in part (where for part completion, separate completion schedule has been provided in the Contract), upon successful execution of Works and services by the Contractor in accordance with provisions of Contract.

GCC.24.2. On successful completion of Works and services or any part thereof as provided in GCC.24.1 and upon request of the Contractor for taking over the Works and services and issuance of TOC, the Purchaser shall, within forty-five (45) days after the receipt of the Contractor's application, or within fifteen (15) days from the date of actual handing over of relevant Works and services, whichever is later, either issue the TOC or reject the application giving his reasons and specifying the work required to be done by the Contractor to enable the TOC to be issued.

GCC.24.3. TOC shall be issued to the Contractor specifying the date on which the Works and services or any part thereof were complete and ready for taking over, after ascertaining the following:

a. The Works and services under the Contract have been satisfactorily completed by the Contractor as per the provisions of Contract.

b. The Contractor has cleared the Site of all the surplus materials, removed all scaffoldings, shuttering materials, labour huts/ sheds, cleaned the dirt from Site, temporary sanitary and water supply arrangements and all electrical gadgets/ equipment's/ switches, wiring, any wood work or any such item, as relevant to the Contract to the satisfaction of the Controlling Officer, except those required for carrying out rectification works.

c. All the defects have been rectified to the complete satisfaction of the Controlling Officer.

GCC.24.4. Issuance of such certificates shall not relieve the Contractor of any of his obligations which otherwise were to be complied with under the terms and conditions of the Contract.

GCC.24.5. Notwithstanding the above-mentioned provisions, the issuance of TOC shall not be held up for delay in completion/ rectification of works of minor nature that do not affect the performance/ use of the Works and service. In such a case the Contractor shall however be required to give an undertaking that in case he fails to complete/rectify within a mutually agreed period, the Purchaser shall be at liberty to carry out the work at his risk and cost, and deduct an amount as may be considered appropriate by the Purchaser.

GCC.24.6. Issuance of TOC for any part of the Works and services is only for the purpose of facilitating the Contractor to receive the payment for part of the Works and services completed and for determination of liquidated damages in respect thereof and shall not relieve the Contractor of his responsibilities under the Contract towards other parts of the Works and services.

GCC.25. Liquidated Damages

GCC.25.1. If the Contractor fails to attain completion of the Works and services or any part thereof within the time for completion or any extension thereof under GCC.28, the Purchaser shall recover from the Contractor as liquidated damages a sum of half percent (0.5%) of the rate of each involved items for that particular job for each calendar week (or part thereof) of delay in cases where Works and services are required to be handed over in full as per the scheduled completion time. In other cases, where the Contract provides for handing over the Works and services in part, and scheduled completion time for such part has been provided separately in the Contract, and there is a delay in such completion, the liquidated damages shall be calculated at the rate mentioned above on the contract value relating to the part delayed by the Contractor. However, the total recovery against liquidated damages shall not exceed five percent (5%) of the total Contract Price. 0.5 % of the rate of each item involved for that particular job for each calendar week of delay or part thereof subject to maximum of 5% (five) of contract amount

GCC.25.2. The Purchaser reserves the right to adjust the security deposit/contract performance security towards recovery of liquidated damages or deduct the amount of such damages from any money due or to become due to the Contractor. The payment deduction of such damages does not relieve the Contractor from his obligation to complete the work or from any of his other obligations and liabilities under the Contract.

GCC.26. Defect Liability

GCC.26.1. If during the Defect Liability Period any defect is found in the design, engineering, materials and workmanship of the Works and services executed by the Contractor, the Contractor shall promptly, in consultation and agreement with the Purchaser regarding appropriate remedying of the defects, and at its cost, repair, replace or otherwise make good such defect as well as any damage to the Works and services caused by such defect.

GCC.26.2. The Defect Liability Period shall be as specified in the SCC. Where any part of the Works and services is taken over separately, the Defects Liability Period for that part shall commence on the date it was taken over.

GCC.26.3. If the Contractor fails to commence the work necessary to remedy such defect or any damage to the Works and services caused by such defect within fifteen (15) days of the intimation of the defect, the Purchaser reserves the right to get such work done in a manner as considered necessary, and recover the costs incurred by the Purchaser in connection therewith from the Contractor.

GCC.27. Force Majeure

The Contractor shall not be considered in default if delay in completion of Works and services occurs due to causes beyond his control such as acts of God, natural calamities, civil wars, strikes (other than Contractor's employees strike), fire, frost, floods, riot and acts of unsurpassed power. Only those causes which have duration of more than fifteen (15) days shall be considered as a cause of Force Majeure. A notification to this effect duly certified by statutory authorities shall be given by Contractor to the Purchaser. In the event of delay due to such causes, the time for completion will be extended for a length of time equal to the period of Force Majeure, or the Contract may be terminated as per GCC.29.3.

GCC.28. Extension of Time for Completion

GCC.28.1. If the completion of Works and services is delayed due to reasons beyond the control of the Contractor, the Contractor shall without delay give notice to the Purchaser in writing stating reasons for an extension of time. The Purchaser on receipt of such notice may agree to extend the completion period as may be reasonable, but without prejudice to other terms and conditions of the Contract as the case may be.

GCC.28.2. Where the Works and services are not completed by the Contractor for reasons attributable to him, the Purchaser may extend the time for completion, subject to the levy of liquidated damages as per GCC.25 for the period of delay, as per provisions of the Contract.

GCC.29. Termination

GCC.29.1. Termination for Contractor's default

The Purchaser, without prejudice to any other rights or remedies it may possess, upon written notice of default to the Contractor, terminate the Contract:

a. If the Contractor neglects, or fails to commence the work or achieve the scheduled progress or complete the Works and services as per the completion schedule agreed with the Purchaser, the Purchaser shall have the right to terminate the Contract after giving notice in writing to the Contractor. If the Contractor fails, after fourteen (14) days of such notice to proceed with the Works and services in the manner notified, the Purchaser shall terminate the Contract.

b. If the Contractor, in the judgment of the Purchaser has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.

GCC.29.2. Termination for bankruptcy

GCC.29.2.1. If the Contractor becomes bankrupt or insolvent, has a receiving order issued against it, compounds with its creditors, or, if the Contractor is a corporation, a resolution is passed or order is made for its winding up (other than a voluntary liquidation for the purposes of amalgamation or reconstruction), a receiver is appointed over any part of its undertaking or assets, or if the Contractor takes or suffers any other analogous action in consequence of debt, the Purchaser will be at liberty:

a. to terminate the Contract forthwith by notice in writing to the Contractor or to liquidator or receiver or to any person with whom the Contract may become vested.

b. to give such liquidator, receiver or other person the option of carrying out the Contract subject to his providing a guarantee for the due and faithful performance of the Contract upto an amount to be determined by the Purchaser

GCC.29.3. Termination for force majeure

GCC.29.3.1. Either party, upon thirty (30) days written notice to the other, shall have the right but not an obligation to terminate the Contract due to force majeure conditions, provided the force majeure conditions exists for a period exceeding three (3) months and the work cannot be resumed within a period of three (3) months from the date the force majeure condition cease to exist.

GCC.29.3.2. In the event of such termination of the Contract, payment to the Contractor will be made as follows:

a. The Contractor shall be paid for all construction/services delivered/ executed and for any other legitimate expenses due to him.

b. The Purchaser shall also release security deposit/ contract performance security at its disposal except in cases where the total amount of payment made to the Contractor exceeds the final amount due to him. In such cases, the security deposit/ contract performance security shall be adjusted against any excess payment made to the Contractor. If even after adjustment of security deposit/ contract performance security, any excess payment remains, the Contractor shall refund such excess amount within thirty (30) days after termination.

GCC.30. Variations

GCC.30.1. The Purchaser may by notice in writing, at any time before the Works and services are taken over, instruct the Contractor to alter, amend, omit, add to or otherwise vary any part of the Works and services. The Contractor shall not vary or alter any of the Works and services, except under direction in writing by the Purchaser.

GCC.30.2. Supplementary Items

Rates for the supplementary items shall be arrived at as given hereunder.

a. The rates of all supplementary items shall be decided on pro-rata basis from the existing items in the contract

b. When (a) above cannot be applicable the rates shall be taken from State P.W.D. schedule of rates, as applicable, prevailing at the time of submission of bids including the premium/discount quoted by the Contractor.

c. When both (a) or (b) above cannot be applicable, the rates should be analyzed from present market rates of different elements involved in the item, with Contractor's profit as 10%.

GCC.31. Assignment and Subletting

The Contractor shall not, without the written consent of the WBSETCL, assign or sublet the Contract or any part thereof, provided that any such consent shall not relieve the Contractor from any obligation, duty or responsibility under the Contract.

SECTION (IV) : SPECIAL CONDITIONS OF CONTRACT

The following Special Conditions of Contract (SCC), Section-IV, shall supplement/amend the General Conditions of Contract (GCC), Section-III. Wherever there is a conflict, the provisions in SCC shall prevail over those in the GCC.

SCC Item No	GCC Clause Ref, if any	Data
1	**GCC.8**	The Courts of Kolkata shall have exclusive jurisdiction in all matters arising under the Contract
2	**GCC.9.2.1**	The Appointing Authority for Adjudicator shall be CMD, WBSETCL
3	**GCC.10.1**	The terms of payments are as under: The purchaser shall deduct @ 10 % or any equivalent amount from each R/A-Final Bill as security deposit till the total deduction becomes ten percentage (10 %) of the final contract price including initial security deposit. Statutory deductions for all taxes and duties including BOCWW@1% shall be made from each bill (Applicable for Contracts of the value below Rs. Fifty (50) lacs).
4	**GCC.10.2.1**	The progressive payments shall be made monthly provided the gross value of the Works and services during the period is not less than 20% of the ordered value or as per decision of Controlling officer.
5	**GCC.10.2.2**	The Paying Authority shall be Asst. Manager (F&A) / Jr. Executive (F&A) or DDO of the concerned Unit Office.
6	**GCC 11**	Contract Performance Guarantee amount will be **Rs 15,000/- (Rupees Fifteen Thousand Only) i.r.o each vendor to be submitted at H.Q through Demand Draft/Pay order/Banker's cheque.**
7	**GCC.26.2**	The Defects Liability period will be **06 (Six) months** from the date of satisfactory completion/handing over of the work.

SECTION (V): TECHNICAL SPECIFICATION

SCOPE OF WORK OF THE ENLISTMENT:

The Summary of the Scope of Work (SOW) is as follows:

a) Herbicide + Deweeding within switch yard.

b) Manual Deweeding within switch yard.

c) Manual Deweeding other than switch yard.

d) Cleaning of ceiling & wall of control room &office building including all light, fan, door, window.

e) Sweeping & cleaning of all floor, stair, passage etc. Of control room & office building daily.

f) Sweeping & cleaning of stair, common passage including wall, ceiling, door, window etc. Of all building except control room & office building.

g) Cleaning of roof of all building within sub-station premises.

h) Cleaning of all road within sub-station premises sweeping.

i) Cleaning and disinfection with bleaching powder of all drain.

j) Cleaning & disinfection of IPWC/urinals & channel/wash basin using shop water and disinfected the same using Harpic/Naphtha/Phenyl/ germ cleaner on daily basis.

k) Cleaning & disinfection of all GI/PVC/R.C.C/masonry tank of all capacity.

l) Removing sludge from septic tank and soak well etc.

m) Cleaning silt from inspection pit.

n) Pump operator operating pump(s) two times daily.

o) Gardening.

DETAILED SCOPE OF WORK FOR HOUSEKEEPING & DEWEEDING:

a) HERBICIDE + DEWEEDING WITHIN SWITCH YARD: Supplying & spraying of 41% herbicide in switchyard area of the substation and removal of dry roots, grasses, bushes etc. from the sub-station premises & disposal of the same outside the substation boundary. (Brand of Herbicide should be approved by respective controlling officer before supply). **[No of Operations: 04 in a Year]**

b) MANUAL DEWEEDING WITHIN SWITCH YARD: De-weeding of roots, grasses, bushes etc. in switchyard area of the substation & disposal of the same outside the substation boundary. **[No of Operations: 04 in a Year]**

c) MANUAL DEWEEDING OF AREA OTHER THAN SWITCH YARD: De-weeding of roots, grasses, bushes etc. in areas other than switchyard area of the substation & disposal of the same outside the substation boundary. **[No of Operations: 06 in a Year]**

d) CLEANING OF CEILING & WALL OF CONTROL ROOM &OFFICE BUILDING INCLUDING ALL LIGHT, FAN, DOOR,WINDOW ONCE IN FORTNIGHT: Dusting, cleaning & removal of stain of all interior wall, ceiling / false ceiling of control room & corridor, office room, maintenance / workshop room, Battery room, Communication room office building, pump room, stair hall of control room building, Security goomty, and cleaning of all doors, windows, grill, glass panes (using approved brand cleaner), light & fan fittings etc.

e) **SWEEPING & CLEANING OF ALL FLOOR, STAIR, PASSAGE ETC. of CONTROL ROOM & OFFICE BUILDING DAILY:** Sweeping & wiping of all floors & Dado in control room building, office building including corridor, stair hall in all floors by using phenyl for 6 days/week & disposing all rubbish & garbage from the room to suitable place as direction of E.I.C and cleaning & removal of stain from the same using Soap water/Floor Cleaner once in week.

f) **SWEEPING & CLEANING OF STAIR, COMMON PASSAGE INCLUDING WALL, CEILING, DOOR, WINDOW etc. of ALL BUILDING EXCEPT CONTROL ROOM & OFFICE BUILDING (ONCE IN A WEEK):** Sweeping & cleaning of all stair & common passage (floor, ceiling, wall, window, door, grill etc.) of quarter complex by using phenyl & disposing all rubbish & garbage to suitable place once in week.

g) **CLEANING OF ROOF OF ALL BUILDING WITHIN S/STN PREMISES (once in a 2 month):** Sweeping of roof of all building within sub-station boundary and cleaning of rain water spout and removal of chockage of rain water pipes etc. and disposing all rubbish & garbage to suitable place once in 2month.

h) **CLEANING OF ALL ROAD WITHIN S/STN PREMISES (once in a Week):** Sweeping& cleaning of all roads within sub-station boundary and disposing all rubbish & garbage to suitable place once in a week.

i) **CLEANING AND DISINFECTED WITH BLEACHING POWDER OF ALL DRAIN (Once in a fortnight):** cleaning & removal of rubbish, silt, mud etc. of all drain within sub-station boundary and disposal of garbage to suitable place and disinfected the same using spreading of bleaching powder once in a fortnight.

j) **CLEANING & DISINFECTED IPWC/URINALS & CHANNEL/WASH BASIN with PHENOL DAILY EXCEPT ONE DAY/WEEK and SAME ARE CLEANING WITH ACID ONCE IN A WEEK. FOR CONTROL ROOM & OFFICE BUILDING:** Cleaning of IPWC, WC, URINALS With channels, Wash Basin, Sink etc. using shop water and disinfected the same using Harpic / Naphtha / Phenyl / germ cleaner daily.

k) **CLEANING & DISINFECTED OF ALL GI/PVC/R.C.C/MASONRY TANK ALL CAPACITY (Once in 3 Month):** Cleaning & removing mud, silt etc. from the tank and disposing the same at suitable place and disinfecting water Tank by using processes of chlorination once in 3month.

l) **REMOVING SLUDGE FROM SEPTIC TANK AND SOAK WELL ETC. (ONCE IN A YEAR)**: Removal of Sludge, foreign etc. materials from inside of the septic Tank & Soak Well by suitable labour and disposing the same to suitable place once in a year, if required.

m) **CLEANING SILT FROM INSPECTION PIT**: Cleaning of silt from inside of the pit once in a year, if required.

n) **PUMP OPERATOR OPERATES PUMP/PUMPS <u>TWO TIMES</u> DAILY:** Pump operator operates pumps for smooth supply of water two times daily time to time at pump house including opening and closing of valves of water supply line of substation and colony premises and cleaning, maintaining greasing / oiling etc. of the pumps and valves as & when required.

o) **SCOPE OF WORK & SPECIFIC CONDITIONS: GARDENING [For the entire Year]**

(i) Cleaning is required in all Garden/all Lawn area and benches etc. Wherever required cleaning work shall be carried out.

(ii) Trimming of trees and cutting the branches if required or instructed by authority. Some Plants/Trees outside the main gate compiling the Govt. norms, which are also included in the scope of work.

(iii) To collect all litter (plastic garbage, papers, foreign materials and other material) continuously and drop it in the dustbin.

(iv) The Agency must take care and ensure that no useful materials are found lying around during cleaning and the same should be handed over to the concerned officials and report to the officer.

(v) Maintenance of the Garden shall include pesticide spraying, regular watering, trimming, shaping, grass cutting and keeping the area clean in all aspects and to the satisfaction of the WBSETCL. During the summers the soil is to be mulched on top with straw and leaves to retain the humidity of the soil, for all kinds of lawns, tree pits, shrub beds etc. In case of all shade loving plants, arrangement for shade, till the tree grow to form a canopy, using 50% shade green net to be mounted on poles. Plant is to be staked with a strong bamboo stake of size 2"dia to hold the plant straight against wind and size of stake should be bigger by 2' more than the plant height.

(vi) The Agency must supply manure/pesticides/pots etc. as required. **The payment shall be made in receipt of bill from WBSETCL as reimbursement.**

(vii) The Agency shall take all precautions and observe adequate safety measure during execution of services, and shall not hamper movement of employees/ guests in all Garden/all Lawn area etc.

(viii) Removal of dry refuse and wet refuse obtained during cutting of lawn, trimming of plants, trees and from other horticultural services should be dispose-off far away from the sub-station premises / municipal limit within 3 days. However, before the refuse is taken out for disposal, the Security (Personnel/Supervisor) would need to check it physically in order to ensure that the material, being disposed, does not contain any useful items.

(ix) Maintenance of Lawn Areas.

- WBSETCL shall mow all lawn areas using approved cutting equipment to maintain a close sword to a height of 30 mm for all grass type. Mowing shall be carried out weekly except in dry weather.
- All grass areas are to be watered during dry weather, as often as it is required to keep the grass green and soil moist. WBSETCL shall provide hoses/ sprinklers for use from water points available at Sub-station. In each winter season, lawn must be dressed with good earth and manure mixture in specified proportion (25 mm over the surface).
- Manure, Chemical fertilizer, Urea etc. must be sprinkled over all the lawn area regularly when directed/desired.
- Maintenance of all Garden/Landscaping area consisting of lawns, turfs, flower beds, shrubs, decorative plants, trees etc. by carrying out the operations systematically in order to keep it in perfect health condition at all times. Cleaning of entire area earmarked for maintenance by removing fallen dry leaves and all types of waste materials lying in the garden and disposing the waste as directed including cleaning of benches. Watering the whole area under contract uniformly by means of sprinkler, sprinkler bucket, pipe or running water.
- Composed manure, Farm yard manure or fertilizers may be applied in all lawns, flower beds, shrub pits, trees and potted plants as instructed and directed.
- Deweeding all-lawns turfs, flower beds, shrubs pits etc. perfectly once in 15 days or as required. Weeded out material should be dispose-off far away from the campus.
- Mowing the all lawn, turf and trimming them neatly with all lawn mowers once in 15 days or as required and directed.
- Replanting of seedlings in flower beds after removing the spilled ones with the plants to be

done as and when required. **Cost of the Flowers, Plants will be reimbursed by the concerned office on submission of bills.**

- Insecticides and fungicides to be supplied by WBSETCL sprayed in the all garden carefully. The contractor has to arrange spray pump etc. for the same

a. Maintenance of Hedges: Hedge is to be maintained at a proper height and cleaning of hedge bed is necessary every month. During rainy and winter season, manure is to be poured into hedge beds. Regular and necessary clipping is needed as and when required.

b. **Replacement of Plants:** If during the course of the maintenance period trees or shrubs or other plants die because of the negligence by the agency, the later shall replace the plants at no cost.

c. **Preparations of Seasonal Beds**: Before the onset of each season, the beds shall be prepared, Seeds to be planted in proper shade area, as available and dry grasses, watered twice every day and finally saplings transferred to respective gardens / places and maintained by applying proper fertilizer, watering, etc.

PROCEDURE OF EVALUATION OF BIDS:

a) All the bidders must quote price in the respective Zone wise BOQ where item wise rates must be quoted by the bidder.

b) After that the item wise bid prices of all the eligible bidders of a particular Cluster / Zone shall be compared to determine the lowest evaluated rates for each item in the Scope of work and further the lowest bid shall be compared with item-wise estimated rates to arrive at the item wise final rate. **Quoted rates are accepted for respective enlistment category within the permissible range -5% to +10. % on estimated price/rate. After finalization of zone wise & item wise final evaluated rate WBSETCL shall inform and seek for consent from the Qualified Bidders to work under item wise final evaluated rate. As per their consent final list of eligible bidders will be prepared for enlistment subject to submission of CPG.**

c) Decision of the Tender Committee in this regard will be final.

OTHERS TERMS AND CONDITIONS:

1. TAXES & DUTIES:

As per Section: 9 (3) / 9(4) of CGST Act & 5 (3) / 5 (4) of IGST Act, Reverse Charge Liability is in the hands of WBSETCL.

Applicable Goods & Service Tax (G.S.T.) rate is 5% as per Reverse Charge Mechanism (RCM) if no Input Tax Credit (ITC) is availed by GTA, otherwise, Goods & Service Tax (G.S.T.) rate is 12%. Therefore, an undertaking is required to be obtained from the working vendor regarding Input Tax Credit availed (if any) on account of introduction of G.S.T. under Anti-Profiteering Measure of GST Act.

Applicable Goods & Service Tax (G.S.T.) along with other taxes & duties as per govt. rules / notifications issued from time to time will be paid extra for which valid documents must be produced.

2. RIGHT OF WAY & APPROACH ROAD:

WBSETCL will provide necessary help/ assistance for right of way by conducting route survey & contacting the relevant authorities like R.T.O., District Administration, WBSEDCL etc. for transportation, if required but it will be the sole responsibility of vendor to bear all the expenses thereof & obtain necessary permit from the relevant authorities. Clearing of forests & other

obstruction within ROW will have to be borne by the vendor at his own cost. All existing public roads shall be available for use of the vendor. Wherever required, construction of temporary road will have to be constructed by the vendor at his own cost.

All costs for construction of these roads and payment towards royalty or rental charges, compensation etc., if any, shall be borne by the vendor in respect of approach roads.

3. STATUTORY PERMISSIONS:

The vendor will have to make his own arrangements for obtaining PWD Road Permit, RTO/ NHAI/ SH Permissions for ODC or any other permission from local/other authorities of WB State Government or Central Govt. which may be required & felt appropriate for movement of Trailers/ Trucks/ Mini-Trucks in WB State and for the transport of ODC. If required, WBSETCL will extend all possible assistance to the vendor by way of writing recommendation, letter for issuance of such permission to the various authorities but without any commitment and without prejudice to the other terms and conditions of the contract. The transportation inside Railway premises, PWD or local authority roads will have to be done within their permit period (night or day time) & wherever necessary reinforcement of small bridges/ culverts coming on the way while transporting will have to be arranged by the vendor at his own cost.

4. COMPENSATION FOR LOSS & DAMAGE OF EQUIPMENTS/MATERIALS:

The vendor will be held responsible for any loss, damages, shortages, breakages, detoriations caused to the Power Transformers/EHV equipment & materials or its accessories while in his custody during transit, loading, unloading, dragging, stacking etc & will be liable to pay the amount of loss to be determined by joint inspection by the representative of stores and/or technical personnels for WBSETCL & his authorized representative. In the event of the failure to turn up within 15 days from the date of issuance of our letter regarding shortages/ damages, etc the company will assess the extent of loss without further reference to the vendor & the same will be binding upon him.

The vendor shall be responsible for any accident or damage to private, public properties etc. during any of activity for execution of above job.

5. DETENTION CHARGES:

No detention charges will be paid by WBSETCL. It will be the sole responsibility of the vendor to load, unload, count & properly stack the materials as per instruction of the Engineer-in-charge. No Extra charge will be paid to contractor for Ideal labour.

6. CONTRACT PERIOD:

This annual rate contract will remain valid initially for a period of 2 **(two) years from the placement of LOA** and all the rates along with Terms & Conditions will be remain unaltered during this entire contract period. Any change in Terms & Conditions of contract if found to be necessary will be done mutually between WBSETCL & vendor. This annual rate contract may be extended for further period of **1(one) year** subject to review of satisfactory performance of the vendor.

7. CONTRACT PERFORMANCE GUARANTEE (CPG):

An amount of **Rs.15000 (Fifteen thousand)** have to be deposited by each vendor for this enlistment irrespective of Zones / Cluster for which they shall be enlisted. This amount will be retained by the WBSETCL H.Q. This is in addition to the Security Deposit deducted by the Unit Offices i.r.o each bills / order issued by them i.r.o each work awarded. This Rs.15,000/- (Fifteen thousand) have to be paid either in the form of Demand Draft/Pay order/Banker's cheque. This amount will be refunded to the enlisted vendor after completion of entire contract period.

MODE OF PAYMENT:

a) The payments to the Contractor for the performance of the Contract will be made by the Purchaser as per terms and conditions specified in the SCC. No payment made by the Purchaser herein shall be deemed to constitute acceptance by the Purchaser of the Works and services or any part thereof. The currency of payment shall be Indian rupees. The payments made to the Contractor shall be subject to deductions towards security deposit as per GCC.11 and statutory deductions as per GCC.12.11.

b) Bills for progressive payments shall be submitted by the Contractor, supported with measurements, jointly acknowledged and accepted in the measurement books, at intervals stated in the SCC on or before the date fixed by the Controlling Officer for the Works and services executed during the specified period. The Controlling Officer shall then arrange to have the bill verified for payment.

c) The progressive payment shall be released by the Paying Authority as specified in the SCC, after certification by the Controlling Officer that the Works and services have been performed in accordance with the Technical Specifications.

d) In case of the delayed Works and services beyond the scheduled completion period, progressive payments shall continue to be made provided provisional extension has been given.

e) The final bill shall be submitted by the Contractor within three (3) months of physical completion of the Works and services unless otherwise a longer period is agreed between the Controlling Officer and Contractor. No further claims shall be made by the Contractor after submission of the final bill and these shall be deemed to have been waived and extinguished. Payment of the final bill will be made within four (4) months of receipt of the same after due verification and adjustments, if any.

8. PENALTY:

The penalty shall be imposed @ ½% (half) of contract price for each calendar week of delay or part there of subject to maximum of 5% (five) of contract amount if the works are not executed within the stipulated period.

If the vendor fails to execute the contract on simultaneous 3 (Three) calls from any Area Office without showing any genuine reasons like engagement to other jobs of WBSETCL in other work site or of similar nature, the total CPG/EMD will be forfeited with 15 days' notice and his enlistment will be cancelled.

9. VENDOR PERFORMANCE RATING (V.P.R.):

Execution performance of each enlisted vendor will be assessed at this end on the basis of the formulated parameters for compilation of which necessary feedbacks should be sent to this end from all the relevant site officials under jurisdiction of whom the work is being executed by a particular enlisted vendor.

V.P.R. will be reviewed every 1(One) year from the date of issuance of this Enlistment Order for compilation of which necessary feedbacks should be sent to this end from all the concerned site officials under jurisdiction of whom the work is being executed by a particular enlisted vendor.

Following table depicts the categorization of V.P.R. based on the formulated Parameters:

SL. NO.	V.P.R. GRADATION	SLAB OF AVERAGE MARKS OBTAINED	REMARKS
1.	A	91-100	Vendor can be considered as 1st level preferred Enlisted vendor
2.	B	76-90	Vendor can be considered as 2nd level preferred Enlisted vendor
3.	C	61-75	Enlisted Vendor to be informed about deficiency for immediate corrective & preventive action
4.	D	60 & below	Enlisted Vendor to be put on hold & sent for Holiday Listing without assignment of any further job

10. HOLIDAY LISTING:

If Gradation of V.P.R. of any enlisted vendor is found to be in Category – "D", then the same enlisted vendor will be sent for "HOLIDAY LISTING" for a minimum period of 1 (One) year & prohibited to participate in further works for the same period.

If any vendor is sent for Holiday Listing from this end, the same will be duly intimated to all the relevant site officials. Under no circumstances, any work/job should be allocated /assigned to any vendor who has been sent for "HOLIDAY LISTING".

11. CONTROLLING OFFICER:

The S.E(E) & Area Manager of the concerned Area Offices receiving the consignment will be the controlling officer of the work who will arrange to effect payment against the ordered work.

12. SITE-IN-CHARGE:

The concerned D.E./A.E. receiving the consignment will be the site-in-charge. The controlling officer may however nominate any other officer as the site-in-charge.

13. PAYING OFFICER:

The Manager/AM (F&A)/ Jr. Executive (F&A) or DDO attached to the concerned Area Offices receiving the consignment will be the paying officer.

14. FORCE MAJEURE:

The vendor shall not be liable to any penalty if he is prevented from carrying out any of his obligations by reasons of acts of god, war, invasion, cyclone, fire, floods, epidemics, strikes, acts of foreign country, hostilities (whether war declared or not), riots, civil commotion, mutiny, insurrection, rebellion, revolution, accident, earthquake, fires, floods, Govt. orders or inability to obtain materials due to import or other statutory restriction and other cause beyond the reasonable control of the supplier provided that the vendor shall within 10 days from the beginning of such delay notify WBSETCL in writing of the cause of delay with proper documents/proofs. WBSETCL shall verify the facts & grant such extension if justified.

15. EXTENSION OF COMPLETION TIME:

In the event of force majeure conditions, the vendor shall within 10 days from the beginning of such delay notify WBSETCL in writing of the cause of delay with proper documents/proofs. WBSETCL on receipt of such notice/prayer may agree to extend the scheduled completion time if found justified but without prejudice to other terms & conditions of this contract.

SECTION (VI): ANNEXURES

SECTION VI-A

1. Bid Form
2. Price Schedule
3. Power of Attorney in favour of Signatory of the Bid
4. Qualification Criteria
5. Declaration regarding eligibility
6. Bid Security

SECTION VI-B

7. Contract Agreement
8. Letter of Award (LoA)
9. Bank Guarantee for Contract Performance
10. Proforma for Material Accounting & Reconciliation
11. Proforma of Indemnity Bond for "Purchaser Issued Materials"

SECTION VI-A

Annexure-1

1. Bid Form

To,

…….. [WBSETCL address] …….

Sub: Bid for…….. against NIT no. ……

Dear Sirs,

We, the undersigned bidder, having read and examined in detail the specifications and the terms and conditions in the bidding documents do hereby submit our bid for the subject NIT as per the following details.

We confirm that the Works and services will be completed as per the schedule of completion specified in the bidding documents.

If our bid is accepted, we agree to provide contract performance guarantee for an amount equal to Rs. 1,50,000=00 by way of adjustment of the submitted bid security, as per the General Conditions of Contract.

1.	Name of bidder Office Address Tel. No.: Fax No.: E-mail: Factory Address Tel. No.: Fax No.: E-mail:	
2.	Goods & Service Tax (G.S.T.) No. (a copy of certificate of registration to be enclosed)	
3.	TAN No.: (a copy of certificate to be enclosed) PAN No: (a copy of certificate to be enclosed)	
4.	Particulars of Bid Security submitted	Bank draft/Banker's cheque/Pay Order Number: Amount: Issued by:
5.	Offer validity	Agreed to the validity period specified by WBSETCL in detailed NIT
6.	E.P.F/E.S.I number: (a copy of certificate of registration should be enclosed)	

We enclose herewith all the supporting documents along with the Bid Form in line with the requirement of ITB.

a. Bid Form & Price Schedule
b. Bid Security
c. A Power of Attorney
d. Details and documentary evidence to establish that the bidder meets the qualification requirements
e. A declaration affirming eligibility

Date: (Signature).....

Place: (Printed Name) .....

(Designation).....

(Seal).....

Annexure-2

2. Price Schedule

PROVIDED IN BOQ

Annexure-3

3. Power of Attorney in favour of Signatory of the Bid

[Applicable for companies and partnership firms]

(To be executed on non-judicial stamp paper of appropriate value)

KNOW ALL MEN BY THESE PRESENTS THAT WE, …… [insert the name of the Bidder] …….. a Company incorporated under the Companies Act, 1956 and having its registered office at …….. [insert address] …….. (hereinafter referred to as the Bidder) having been authorized by the Board of Directors of the Company, inter alia, to execute contracts in the name of and for and on behalf of the Company. I …… [insert name of the person giving the power of attorney] ……. presently holding the position of …….. (insert designation of the person giving the power of attorney)……..in the company do hereby constitute, appoint and authorize Shri…… (insert name, designation and residential address of the person to whom the power of attorney is being given)…… as our true and lawful attorney to do in our name and on our behalf all such acts, deeds, things necessary and incidental for submission of our bid against NIT no. …….. floated by WBSETCL. I hereby further authorize the above attorney for signing and submission of the bid and all other documents, information related to the bid including undertakings, letters, certificates, declarations, clarifications, acceptances, guarantees, any amendments to the bid and such documents related to the bid, and providing responses and representing us in all the matters before the Purchaser in connection with the Bid for the said tender till the completion of the bidding process.

I accordingly hereby nominate, constitute and appoint above named …… severally, as my lawful attorney to do all or any of the acts specifically mentioned immediately herein above.

WE do hereby agree and undertake to ratify and confirm whatever the said Attorney shall lawfully do or cause to be done under and by virtue of this power of Attorney and the Acts of Attorney to all intents and purposes are done as if I had done the same on behalf of the Company if these presents had not been made.

IN WITNESS whereof I, …….. have executed these presents this the …….. day of ……at ……..

……..
EXECUTANT
Designation ……..

Name of Company……

……..
Specimen Signature of Attorney
Name……
Designation……..

Signature of the Attorney Attested
……
EXECUTANT
Name……
Designation……

Office Seal……

Annexure-4

4. Qualification Criteria

NIT No:

Bidder's Name and address

To
WBSETCL address

Dear Sirs,

We seek qualification under NIT No ------- and our qualification data is enclosed in the following Forms:

1.	Annexure 4A	:	Details for meeting financial qualification requirements
2.	Annexure 4B	:	Details for meeting technical qualification requirements

We further understand and agree that any misleading or false information furnished by us may result in summary rejection of our bid.

Date: (Signature).....

Place: (Printed Name) .....

(Designation).....

(Seal).....

Note: The Bidder shall enclose relevant documents like copies of self-attested LoAs, completion certificates, agreements etc. supporting the details/data provided in Annexure - 4A and 4B.

Annexure-4A: Details for meeting financial qualification requirement

NIT No:
Bidder's Name and address

To
WBSETCL address

Dear Sirs,

To satisfy the requirements stipulated in the Bidding Documents, we provide the following details.

We confirm that our annual turnover during any of the preceding three financial years as on date of bid opening is not less than …… (insert the amount as per NIT)…….. In support of above, we are enclosing ……. *[Balance Sheets and Profit & Loss Account duly certified by the statutory auditors, or IT Return duly acknowledged by the tax department, or any other documents to be inserted as applicable]* ……..... We are also enclosing authenticated copies of original documents defining the legal status, place of registration and principal state of business.

Sl. No.		
1.	Annual Turnover Financial Year (Note: The financial year should be any one out of the preceding three (3) financial years as on the date of bid opening)	Rs. Lakhs ……..
2.	Net Worth as at the end of the financial year immediately preceding the date of bid opening	NOT APPLICABLE
3.	We have enclosed [Balance Sheets and Profit & Loss Account certified by the statutory auditors/ IT Return duly acknowledged by the tax department] for the above-mentioned financial years	Yes/No
4.	We have enclosed authenticated copies of original documents defining the legal status, place of registration and principal state of business. [Enclose Memorandum of Association and Articles of Association of the Company and certificate of incorporation]	Yes/No

Date: (Signature).....

Place: (Printed Name) .....

(Designation).....

(Seal).....

Annexure - 4B: Details for meeting technical qualification requirement

NIT No:

Bidder's Name & Address:

To

WBSETCL Address

To satisfy the technical qualification requirements stipulated in Bidding Documents, we provide the following details.

List of similar Works and services executed in last five (5) * years:

Sl. No.	Owner/ Client	Scope of works	Order Value	Schedule Time of Completion	Actual Time of Completion	Reason for delay (if any)

**Bidders can choose to mention important assignments executed within the period as mentioned in the qualifying requirements.*

Date: (Signature).....

Place: (Printed Name) .....

(Designation).....

(Seal).....

Note:

- Continuation sheets of like size and format, may be used and annexed to this format if required.
- Relevant client certificates or any other documents to be furnished to justify the above data
-

Annexure-5

5. Declaration regarding eligibility

(To be executed on non-judicial stamp paper of appropriate value as applicable in the state of West Bengal)

I am the ……. *[insert title/ designation]* …….. and the duly authorized representative of ……. *[insert name of the bidder]* …….. and that I possess the legal authority to make this Declaration on behalf of the bidder.

I solemnly declare and affirm that to the best of my knowledge, information, and belief, the above bidder:

a) Is not insolvent or is not in receivership or is not a bankrupt or is not in the process of being wound up, or has not entered into an arrangement with creditors; or,
b) Have fulfilled his obligations with regard to the payment of taxes or other payments due in accordance with the laws of the country; or
c) Have not been declared by WBSETCL to be ineligible for participation in tenders on account of any fraud and/or corruption in competing or executing a Contract.

Further, I also declare that the affairs of the business are not being administered by a court, judicial officer or by an appointed liquidator; and the bidder has not suspended business or is in any analogous situation arising from similar procedures under the laws and regulations of India.

I declare that the particulars furnished above are true and correct to the nest of my knowledge and belief and nothing in material have been concealed or misrepresented.

Date: Signature.....

Place: Name.....

Designation.....

Seal.....

Annexure-6

6.Bid Security

Bank Guarantee

(To be stamped in accordance with Stamp Act)

(NOT APPLICABLE FOR THIS TENDER)

Bank Guarantee No. .....

Date.....

To

[Purchaser's Name and Address]

Dear Sirs,

In accordance with NIT No. ....., M/s ..... having its Registered/Head Office at ..... (here-in-after called the 'Bidder') wish to participate in the said tender for [Name of tender] .....

As an unconditional and irrevocable bank guarantee against Bid Security for an amount of .....(*insert in words and figures)..... valid for.....(insert number of days).....days from .....(**).....is required to be submitted by the Bidder as a condition precedent for participation in the said tender which amount is liable to be forfeited on the happening of any contingencies mentioned in the Bidding Documents.

We, the .....[Name & address of the Bank] ..... having our Head Office at ..... (#) ..... guarantee and undertake to pay immediately on demand by West Bengal State Electricity Transmission Company Limited (WBSETCL) the amount of .....(*insert in words and figures) ..... without any reservation, protest, demand and recourse. Any such demand made by the Purchaser shall be conclusive and binding on us irrespective of any dispute or difference raised by the Bidder.

This Guarantee shall be irrevocable and shall remain valid up to .....(@) ..... If any further extension of this guarantee is required, the same shall be extended to such required period on receiving instructions from M/s..... [Bidder's Name] ..... on whose behalf this guarantee is issued.

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 [thirty (30)] days from the above mentioned expiry date of validity or, from that of the extended date.

In witness where of the Bank, through its authorised officer, has set its hand and stamp on this.....day of.....20.....at.....

WITNESS

.....
(Signature)

SIGNATURE OF AUTHORIZED SIGNATORY OF THE BANK

.....
(Signature)

……	……
(Name)	(Name)
……	……
(Official Address)	(Official Address)

Authorized vide

Power of Attorney No: ……..

Date……..

Note: 1. (*) The amount shall be as specified in the NIT.

(**) This shall be the date of opening of bids.

(#) Complete mailing address of the Head Office and issuing branch of the Bank to be given with fax no./telephone no. of the contact person

(@) The bid security shall be valid for a period as specified in NIT.

2. The Stamp Paper of appropriate value shall be purchased in the name of Bidder/Bank issuing the guarantee

SECTION VI-B

Annexure-7

7. Contract Agreement

[Applicable for contracts with value of Rs. Fifteen (15) lacs and above]

THIS CONTRACT AGREEMENT is made the …….. day of ……., 20……

BETWEEN

West Bengal State Electricity Transmission Company Limited, having been constituted under the Company's Act, 1956 (read with W.B. Power Sector Reforms Transfer Scheme 2007) under Section 131(4) of the Electricity Act, 2003, having its Registered office at …… (hereinafter referred to as the "WBSETCL" or "Purchaser" which expression, unless repugnant to the context shall include its administrators, successors, executors and permitted assigns) OF THE FIRST PART,

and

…….. **[Name of Contractor]** ……., a company incorporated under the Companies Act, 1956, having its principal place of business at …….. [address of Contractor]…….. (hereinafter referred to as the "Contractor" which expression shall include its administrators, successors, executors and permitted assigns) OF THE SECOND PART.

(OR)

…….. **[Name of Contractor]** ……., (a Partnership Firm) registered under the Indian Partnership Act, 1932, having its Head Office at …….. [address of Contractor]…….. and consisting of …….. Partners namely …….. (hereinafter referred to as the "Contractor" which expression shall include its administrators, successors, executors and permitted assigns) OF THE SECOND PART.

(OR)

…….. **[Name of Contractor]** ……., a proprietary concern having its principal place of business at ……..[address of Contractor]…….. and owned and controlled by its Sole Proprietor namely …….. (hereinafter referred to as the "Contractor" which expression shall include its administrators, successors, executors and permitted assigns) OF THE SECOND PART.

WHEREAS the Purchaser has invited bids for…….. [briefly describe the scope of Works and services] …….. as per NIT no. ……

AND WHEREAS the Contractor had participated in the above referred bidding vide their bid proposal no. …….. dated …….. including its amendments, if any and Purchaser after examining the said bid accepted their aforesaid bid and awarded the Contract to the Contractor on terms and conditions more specifically contained in its Letter of Award No. …….. and the documents referred to therein, which have been unequivocally accepted by the Contractor resulting into a concluded contract, hereinafter called the "Contract".

NOW THEREFORE THIS DEED WITNESSETH AS UNDER:

1. **AWARD OF CONTRACT**

   The Purchaser has already awarded the CONTRACT to the Contractor for the Works and service of …….. on the terms and conditions contained in the Letter of Award No. …….. dated …….. and the documents referred to therein and under these presents. The contract has taken effect from …….. i.e. the date of issue of the aforesaid Letter of Award. The terms and expressions used in this Agreement shall have the same meaning as are assigned to them in the "Contract" referred to in the succeeding article.

2. **CONTRACT DOCUMENTS**

The following documents shall constitute the Contract between the Purchaser and the Contractor, and each shall be read and construed as an integral part of Contract:

i. The Contract agreement
ii. Letter of Award
iii. Special Conditions of Contract, including any amendment/errata thereto
iv. General Conditions of Contract, including any amendment/errata thereto
v. Technical Specifications and Bid Drawings, including any amendment/errata thereto
vi. The bid submitted by the Bidder, i.e. Bid Form along with its attachments and Schedule of Quantities/Price Schedules
vii. Annexures

3. CONDITIONS & COVENANTS

3.1. The scope of Works and services under the Contract shall include ……

3.2. The scope of Works and services under the Contract as specified above, consideration, terms of payment, taxes, duties and insurance wherever applicable, agreed time schedule, liquidated damages for delay and all other terms and conditions are contained in the Contract and the Contract shall be duly performed by the Contractor strictly and faithfully in accordance with the terms of this Contract.

3.3. The progress of Works and services shall conform to the agreed work schedule.

3.4. The Contract Agreement constitutes full and complete understanding between the parties and terms of these presents. It shall supersede all prior correspondence to the extent of inconsistency or repugnancy to the terms and conditions contained in the Contract Agreement. Any modifications of the Contract Agreement shall be effected only by the written instrument signed by the authorized representatives of both the parties.

4. The total Contract price for the entire scope of this Contract as detailed in clause no. …….. of the Letter of Award is …… Detailed Price Schedules are attached herewith.

5. The Terms of Payment is governed by GCC clause no. ……

6. Governing Laws

The laws applicable to this Contract shall be the laws in force in India

IN WITNESS WHEREOF, the parties through their duly authorized representatives have executed these presents (execution thereof has been approved by the competent authorities of both the parties) on the day, month and year first above mentioned at ……..…[mention the place where Contract is signed]……..

Signed by for and on behalf of the Purchaser
……
[Signature]
……
[Title]
In the presence of
…… (Signature, Name and Title)

Signed by for and on behalf of the Contractor
……
[Signature]
……
[Title]
In the presence of
…… (Signature, Name and Title)

8.Letter of Award (LoA)

(TO BE PLACED FROM THE RESPECTIVE AREA OFFICES/O&M CONSTRUCTION OFFICES)

Ref. No.:

Date:
To,
……..
Contractor's Name & Address
……
Attn: Mr. ……..

Sub: ……. [brief description of scope of Works and services] …….

Ref: (i) NIT No: ……..
(ii) Bidding documents against NIT No …….. along with clarifications/ amendments dated …… *[References of all correspondence (if any) with successful bidder(s) to be referred]*
(iii) Your bid dated …..… against NIT No……. and subsequent letter dated ……. *[Reference of all correspondence (if any) by successful bidder(s) to be referred]*

Dear Sir,

On reference to the above, we are pleased to place this Letter of Award with you for the ……..[insert the name of the Works and services]…… at the price and terms and conditions stipulated in General Conditions of Contract, Special Conditions of Contract, Technical Specifications and Schedule of Quantities.

1. Scope of Works and services
   ……. [insert brief scope of Works and services]……

2. Contract Price
   Rs……. [insert value in figures] ……
   Rupees…….. [insert value in words]……..
   Above prices are firm and not subject to any variation on any account.

   The prices given above are inclusive of loading and unloading at Site and at Contractor's works and inclusive of cost of transportation and transit insurance. The prices given above are inclusive of all taxes and duties applicable.
   Detailed Price Schedules will be attached herewith.

3. Taxes & Duties:
   [Insert provisions with regard to taxes and duties as applicable to the contract]
   Service Tax
   WOCC Tax
   BOCWWC
   Taxes on supply of materials, if involved
   [Method of payment of taxes and duties to be mentioned here]
   [Variations, if any, on taxes and duties to be mentioned here]

4. Completion Schedule
   The Works and services are to be completed within ……. [insert period in months] ……..
   Date of commencement of Works and services shall be reckoned from the actual date of handing over of the Site.
   The time and date of completion is the essence of this Contract. You are required to organize your resources and perform your work accordingly.

5. Contract Performance Guarantee [***Applicable only for Works and services having a value less than Rs. Fifty (50) lacs]***
   Bid Security of Rs. ……. [insert amount in figures and words] ……..... deposited by you along with the bid vide ……. [insert DD/Pay Order No.] ……. Dated……. [insert date of DD/Pay Order]…….. drawn on ……. [insert name of the bank and branch] …….. will be converted to initial security deposit. Further amount shall be deducted from the progressive payments so that the total deduction shall constitute not less than ten percent (10%) of the Contract value.

   OR

   At the time of signing the Contract or within thirty (30) days of the placement of the LoA whichever is earlier, the Contractor shall provide the Purchaser a performance security in the form of bank guarantee, as per Annexure: 9 of Section VI-B, for an amount equal to ten percent (10%) of the total Contract Price, from a scheduled commercial bank in India. This shall be valid up to thirty (30) days after the defect liability period, with an additional claim period of thirty (30) days. The bank guarantee will be released after expiry of the defect liability period upon written request by the Contractor. No interest will be paid by the Purchaser on performance security. The value of the bank guarantee is not to be construed as limiting the damages under defects liability period. The Purchaser reserves the right to verify the authenticity of the bank guarantee from the issuing bank.

6. Drawings
   The Works and services shall be executed on the basis of approved drawings, as per specification and/ or direction of the Controlling Officer.

7. Terms of Payment
   The progressive payment shall be made ……. [insert frequency of payment – fortnightly/monthly] ……. at ……. [insert percentage] ……. for the value of Works and services as per provisions of GCC and SCC.

8. The Address for correspondence of Purchaser and Contractor is as follows:
   Address of Purchaser:
   ……..
   ……..

   Address of Contractor:
   ……..
   ……..

9. ***[Insert if applicable]*** You shall prepare and finalize the Contract Documents for signing of the formal Contract Agreement and shall enter into the Contract Agreement with us, as per the proforma enclosed with the Bidding Documents, on non-judicial stamp paper of appropriate value within..... [Specify]..... days from the date of this Letter of Award.

10. This LoA is being issued to you in duplicate. Please acknowledge the receipt of this LoA and convey your acceptance within seven (7) days from the date of issue of this LoA by returning one (1) copy duly signed with stamp and recording "Accepted unconditionally". If no acceptance/communication is received within seven (7) days, it will be considered that the LoA has been accepted.

11. This Letter of Award shall be subject to the Technical Specifications and terms and conditions as mentioned in General Condition of Contract and Special Condition of Contract which shall form an integral part of this LoA.

12. Please take necessary action to commence the Works and services and confirm action.

Yours faithfully,

for and on behalf of

…… (Authorized Signatory) ……

……(Name of the Purchaser)……

Annexure-9

9. Bank Guarantee for Contract Performance

(To be stamped in accordance with Stamp Act)

(NOT APPLICABLE FOR THIS TENDER)

Bank Guarantee No. .....

Date.....

To
[WBSETCL's Address]

Dear Sirs,

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 Rs. 1,00,000/-(Rupees One Lakh)

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 of ..... as 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 thirty (30) 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 thirty (30) days from the above mentioned date or from the extended date.

Dated this ……day of ……..20 …… at ……...

Witness:

……	……
(Signature)	(Signature)
……	……
(Name)	(Name)
……	……
(Official Address)	(Official Address)

Authorized vide

Power of Attorney No: ……..

Date……..

Note:	1.	(#) Complete mailing address of the Head Office of the Bank to be given
	2.	The Stamp Paper of appropriate value shall be purchased in the name of guarantee issuing Bank or the party on whose behalf the Bank Guarantee is being issued. The Bank Guarantee (BG) shall be issued on a stamp paper of value as applicable in the state of India from where BG has been issued or the state of India from where the BG shall be operated, whichever is higher
	3.	A bank guarantee will be accepted as Contract Performance guarantee only in Works and services having total contract value of Rs. Fifty (50) lacs or more.

Annexure-10

10. Proforma for Material Accounting & Reconciliation

Name of Materials. .....

Reconciliation.....

1. Name of the Contractor :
2. Name of the Works and services :
3. Contract No. and Date :
4. Location of the Contractor's Stock/godown :
5. Total estimated requirement in the Contract :
6. Indemnity Bond furnished towards The value of security towards Materials :

Note: Separate proforma for each type of material-

a. …….
b. ……..
c. ……..
d. ……..

Same proforma to be used till it is filled by succeeding reconciliation

Fresh proforma for each reconciliation is prohibited.

Sl. No.	Date of Reconciliation	Cumulative quantity issued till last reconciliation	Cumulative quantity incorporated in the Works and Services as certified by the Controlling Officer	Quantity returned	Permissible wastage	Quantity available in stock of Contractor	Unaccounted materials C-(D+E+F+G)	Whether recovery of unaccounted (Column H) effected. If so, amount recovered and bill/MB No.	Outstanding recoveries (cumulative till date)	Remarks
A	B	C	D	E	F	G	H	I	J	K

Note: Reconciliation shall be done at minimum frequency of three (3) months.

(Signature of Controlling Officer)

(Signature of Contractor's authorized Site representative)

Name and Designation……..

Seal……

Annexure-11

11. Proforma of Indemnity Bond for "Purchaser Issued Materials"

(On non-judicial paper of appropriate value and to be stamped in accordance with Stamp Act)

INDEMNITY BOND

THIS INDEMNITY BOND is made this .....day of.....20 .....by .....(Contractor's Name) a Company registered under the Companies Act, 1956/Partnership firm/Proprietary concern having its registered office at..... (hereinafter called as 'Contractor' or "Obligor" which expression shall include its successors and permitted assigns) in favour of West Bengal State Electricity Transmission Company Limited, a Company incorporated under the Companies Act, 1956 having its registered office at ..... (hereinafter called "WBSETCL " which expression shall include its successors and assigns):

WHEREAS WBSETCL has awarded to the Contractor a Contract for.....vide its Letter of Award/Contract No.....dated .....and its Amendment No. ..... and Amendment No....., (applicable when amendments have been issued) (hereinafter called the "Contract") in terms of which WBSETCL has agreed to issue from time to time to the Contractor according to the requirements for incorporation in the Works and services under the said Contract. The "Purchaser Issued Materials" and/or '*****' (hereinafter called "Purchaser Issued Materials") necessarily required for performance of the aforesaid Contract.

And WHEREAS one of the conditions for the issue of the "Purchaser Issued Materials" is that the Contractor shall furnish an Indemnity Bond in favour of WBSETCL covering the full value for the total quantities of "Purchaser Issued Materials" which shall remain in the safe custody of the Contractor during the execution of the Contract.

NOW THIS Indemnity Bond witnesseth as follows:

1. That in consideration of various Purchaser Issued Materials as aforesaid issued/to be issued free of cost by the Purchaser to the Contractor from time to time as per the requirements for the purpose of the performance of the said Contract valued at Rs…….. (amount in Figures) ..... (amount in words) ..... the Contractor hereby undertakes to indemnify and shall keep WBSETCL indemnified, for the full value of the said Purchaser Issued Materials. The Contractor hereby acknowledges receipt of the said Purchaser Issued Materials as per details in the Schedule appended hereto. Further, the Contractor agrees to acknowledge receipt of the subsequent Purchaser Issue Materials as will be issued by Purchaser in form of schedules consecutively numbered which shall be attached to this Indemnity Bond so as to form integral parts of this Bond.

2. That in terms of the said Contract, the maximum quantity of "Purchaser Issued Material" at any point of time during the currency of the Contract shall not exceed the quantity as is identified herein below in column 'd' and its value for the purpose of Indemnity Bond are as given below:

Sl. No.	Name of items of Purchaser Issued Materials	Total quantity in Contract (kg)	Max quantity at any point of time (kg)	Rate Rs. /kg	Total Amount (Rs.) for total quantity in the Contract
A	B	C	D	E	F= (C x E)

1.					
2.					
3.					
4.					
5.					
Total value of this Indemnity Bond = Total value in Rs……..					

3. That notwithstanding the above maximum quantity (Column 'd' above) of 'Purchaser Issued Materials' that remain in the custody of the Contractor at any point of time, the actual issuance of materials with the aforesaid total limit shall be governed by the actual schedule of execution of Works and services as may be agreed to between the Contractor and the Purchaser from time to time. The issuance of lesser quantities and/or availability of balance unused quantity at site of 'Purchaser Issued Materials' shall not in any way dilute the obligation of the Contractor under this Indemnity Bond except that its value in such case will stand reduced to the value of such materials actually with the Contractor computed at the same unit rate as mentioned in para 2. above.

4. That the value of Indemnity Bond as brought out in para 2. and 3. above are linked with the following unit rate of these materials:

Sl. No.	**Material**	**Unit Rate**
a.	----------	
b.	----------	
c.	……	
d.	……	

That in the event of any upward revision of the aforesaid rate by the concerned authorities, the value of the Indemnity Bond shall be enhanced proportionately by the Contractor by executing a fresh Bond.

5. That the Contractor undertakes to keep these 'Purchaser Issued Materials' as the Purchaser's site at a place duly notified by the Controlling Officer and shall not take out these materials or allow the same to be taken out of the site under any circumstances whatsoever.

6. That the Contractor shall remain absolutely responsible for the safe custody and protection of the 'Purchaser Issued Materials' against all risks whatsoever till these are duly incorporated in the Works and services as per the terms of the Contract and non utilized materials will be promptly returned to the

Purchaser in accordance with the said Contract and as such the Contractor do hereby undertakes to indemnify and shall keep the Purchaser indemnified against any loss or damage or conversion that may be caused or done to the said 'Purchaser Issued Materials' while in the Contractor's possession/custody.

7. That the Purchaser shall have the absolute right at all times to take possession of the 'Purchaser Issued Materials' in whatever form the 'Purchaser Issued Materials' may be, if in its opinion, the 'Purchaser Issue Materials' are likely to be endangered, mis-utilized or converted to uses other than those specified in the Contract, by any acts of omission or commission on the part of the Contractor or any other person or on account of any reason whatsoever and the Contractor binds himself and undertakes to comply with the directions of Purchaser to promptly return the 'Purchaser Issued Materials' without any demur or reservation, protest or contest.

8. That the Contractor shall keep the 'Purchaser Issued Materials' as a 'Trustee' on the Purchaser's behalf and the ownership of these materials shall always vest in Purchaser.

9. That the 'Purchaser Issued Materials' shall exclusively be used by the Contractor for performing the Works and services under the Contract and for no other work or purpose whatsoever, otherwise it will be treated as criminal breach of trust. Should however, at any time, any loss/damage occur to the 'Purchaser Issued Materials' in part or in full or the same or any part thereof is misused or converted or used for any other purposes other than the contractual purpose by the Contractor or the surplus unused materials and the wastage/scrap are not returned to Purchaser in terms of the Contract, then Purchaser shall be entitled to recover from the Contractor, the compensation at the specified rates under the Contract for and in respect of such misuse, loss, damage, or conversion or any other unauthorized use not intended under the Contract, without prejudice to any other remedies which may be available to Purchaser including deduction from any payment/dues to or any sum which at any time hereinafter may become due to the Contractor under the Contract.

10. That in the event of any misuse, loss or damage as aforesaid, the assessment for such misuse, loss or damage and the assessment of the compensation thereof would be made by Purchaser or its authorized representatives and the said assessment shall be final and binding on the Contractor.

11. That this Indemnity Bond shall be valid till six (6) calendar months after the scheduled date of completion of Works and services under the Contract and shall be extended from time to time till the entire work under the Contract is successfully completed or earlier upon determination of Contract and all the surplus/wastage/scrap materials are fully returned and the account for 'Purchaser Issued Materials' is finally settled between the Contractor and Purchaser, whichever event is later.

12. That non-observance of the obligations under this Indemnity Bond by the Contractor shall inter-alia constitute a criminal breach of trusts on the part of the Contractor and he shall be liable for all legal/penal consequences thereof.

13. Now the condition of this Bond is that the Contractor shall duly and punctually comply with all the terms and conditions of this Bond to the satisfaction of Purchaser, then, the above Bond shall be void, but otherwise, it shall remain in full force and virtue.

14. That this Bond shall be irrevocable during the validity period and the Contractor shall not revoke this Bond till it is discharged by Purchaser in writing.

For and on behalf of

……(Contractor's Name)……..
Signature……
Name……..
Designation of
Authorized representative……..

WITNESS

1. ……..
2. ……..

Accepted by:

……..
(Name and Designation)
……
For and on behalf of WBSETCL
Notes:

*** For Proprietary Concerns**

Mr. …….. son of …… resident of ……. carrying on business under the name and style of …… at …….. (hereinafter called "the said Contractor" which expression shall unless the context requires otherwise include his heirs, executors, administrators and legal representatives.)

*** For Partnership Concerns**

M/s. …… a partnership firm with its office at …….. (hereinafter called "the said Contractor" which expression shall unless the context requires otherwise include their heirs, executors, administrators and legal representatives), the names of their partners being:

(i) Mr. …….. son of Mr. ……..
(ii) Mr. …….. son of Mr. ……..

*** For Companies**

M/s. …….. a Company registered under the Companies Act, 1956 and having its registered office at …… in the State of …… and its head office at …… (hereinafter called "the said Contractor" which expression shall unless the context requires otherwise include his administrators, successors and assigns.)

**Specify as applicable.*

12. Additional Information

(To be submitted before PRE-BID in terms of ITB.9)

(NOT TO BE SUBMITTED WITH THE BID)

Bidder's Name and Address

To
WBSETCL address

Dear Sirs,

Sl. No	Description of Information	Reference to Bidding documents	Reference to Bid Proposal

Date:

Place:

(Signature).....

(Printed Name) .....

(Designation).....

(Seal).....

Note:

Continuation sheets of like size and format may be used as per Bidders requirements and shall be annexed to this Form.

13. Proposed modifications

(To be submitted before Pre-bid meeting in terms of ITB.9)

(NOT TO BE SUBMITTED WITH THE BID)

Bidder's Name & Address: To

WBSETCL Address

We have carefully gone through the Technical Specifications and the General Conditions of Contract and we have satisfied ourselves and hereby propose certain modifications as mentioned below:

Sl. No.	Sec./Clause & Page No.	Existing Clause	Modified clause (proposed by Bidder)	Reasons for modification

Date:

Place:

(Signature).....

(Authorized Representative of bidder)

.....

(Designation).....

Name of the bidder: .....

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

(DECLARATION TOWRADS ZONE WISE PARTICIPATION I.R.O THIS NIT)

(To be printed on Bidder's Letterhead)

To
The General Manager (HR&A),
Training, Planning & Allied Services,
WBSETCL,
8th Floor, D-Block,
Vidyut Bhavan, Sector-II, Block-DJ, Kolkata,
West Bengal, Pin-700091

REF: NIT No.

Sir,

We do hereby declare, that our agency has submitted bid / price bid for the following Transmission Zone(s) for Annual Rate Contract for Non-Civil related works under that Zone / Cluster:

Sl No.	Zone / Cluster	Yes	No
1	Kolkata		
2	Chinsurah		
3	Durgapur		
4	Midnapore		
5	Berhampore		
6	Siliguri		

(N.B: Please put a ✔ [TICK] under Yes or No as per bidding.)

Yours sincerely,

Authorized Signatory

With Stamp