WEST BENGAL STATE ELECTRICITY DISTRIBUTION COMPANY LIMITED
(A Govt. of West Bengal Enterprise)
Office of the Chief Engineer (Procurement & Contracts)
Vidyut Bhavan (4th Floor), Bidhannagar, Block-DJ: Sector-II
Kolkata-700 091: Phone No.033-2359-8397
CIN – U40109WB2007SGC113473 / www.wbsedcl.in / procurementdept@wbsedcl.in

NIT NO.: P-25/ 26-27/PC-IV/ASV

Tenders are invited by the Chief Engineer, Procurement & Contracts Department, WBSEDCL, Vidyut Bhavan (4th Floor), Bidhannagar, Block-DJ, Sector-II, Kolkata-700091 through electronic tendering (e-tendering) **from resourceful experienced and reliable Store verifier for Engagement of Professional firms for conducting Annual Physical Verification of store items and 8 metre & 9 metre long PCC Poles including at Manufacturers' premises and other allied activities at different Store units of WBSEDCL for the year 2026-27 & 2027-28 with a provision for further extension of 1 (One) year after satisfactory completion of 2 (Two) years service, subject to approval of the Competent Authority.**

Estimated financial involvement will be ₹ 90.00 lakhs/year.

SCHEDULE OF DATES FOR E-TENDERING:

Sl. No.	Activity	Date & Time
1	Publishing Date	30.10.2026 at 12.30 Hrs.
2	Document Download start date	30.10.2026 at 15.30 Hrs.
3	Date of Pre-Bid Meeting	05.11.2026 at 14.00 Hrs.
4	Bid submission start date through e - Portal	07.11.2026 at 11.30 Hrs.
5	Bid submission end date	23.11.2026 up to 15.00 Hrs.
7	Technical Bid opening date	25.11.2026 at 15.00 Hrs.
8	Financial Bid opening date	The date & time will be intimated after evaluation of Technical Proposal

Intending bidders desirous of participating in the tender are to log on to the website **https://wbtenders.gov.in** for the tender.

Bidders willing to take part in the process of e-tendering are required to obtain Digital Signature Certificate (DSC) in the name of person who will sign the tender, from any authorized Certifying Authority (CA) under CCA, Govt. of India (viz. nCode Solution, Safescrypt, e-Mudhra). DSC is given as a USB e-Token. After obtaining the Class 2 or Class 3 Digital Signature Certificate (DSC) from the approved Certifying Authority they are required to register the fact of possessing the Digital Signature Certificates through the registration system available in the website.

Tenders are to be submitted online and intending bidders are to download the tender documents from the website stated above, directly with the help of the e-Token provided. This is the only mode of collection of tender documents. **Details of submission procedure are given in "Instructions to Bidders".**

TERMS & CONDITIONS OF THE TENDER NOTICE:

1. Earnest Money amounting ₹10,000.00 (₹ Ten thousand only) is to be deposited for performing physical verification of job.

1.1. Earnest Money deposit shall be submitted through following online payment modes.

1.2. **Net Banking** through Payment Gateway.

1.3. **RTGS / NEFT Payment**: On selection of RTGS/NEFT as the payment mode, the e-Procurement portal will show a pre – filled challan having the details to process RTGS/NEFT transaction. The bidder will print the challan and use the pre filled information to make RTGS/NEFT payment using his bank account. Once the payment is made, the bidder will come back to the e-Procurement portal to continue the bidding process after expiry of reasonable time to enable the RTGS/NEFT process to be completed.

4. General Instructions for Online Payment:

- The bidder will have to mandatorily pay through Net-banking facility once Net-banking mode is opted for payment.
- Status of NEFT/RTGS payment through Challan for a bid may take time for bank settlement to be updated in 24 Hrs. (approx.). As such bidders opting to pay through NEFT/RTGS mode shall make payment well before 24 Hrs. to avoid any complicacy.

- In case actual EMD amount as per NIT is more than the one shown in E-tender Portal, bidders will have to opt for NEFT/RTGS mode (challan mode). In that case **the total actual EMD amount** is to be paid only through NEFT/RTGS mode (challan mode).

- 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.

5. Refund/Settlement of EMD Amount:

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

- The Earnest Money Deposit of the successful bidders will be converted to **Permanent Security Deposit. The Permanent Security Deposit** will be refunded to empanelled vendors after expiry of "Total Empanelment Period" & successful completion of the job.

- The bank account used for payment of EMD by the bidders shall be maintained operative until the completion of "Total Empanelment Period" & successful completion of the job. All refunds will be made mandatorily to the Bank A/c from which the payment of EMD has been initiated.

- For any queries related to payments and refunds, bidders will have to communicate with ICICI Customer Support, viz, 033-40267512/13 since payment gateway facility used by E-tender portal is maintained by ICICI.

6. The bidder shall submit **along with the offer** necessary documents in support of their experience, credential etc. and their Annual Turnover of the last three completed financial years in support of their financial capabilities.

7. No agent is allowed to participate in the Tender.

8. WBSEDCL reserves its right to take decision keeping its financial interest. The Purchase Policy of WBSEDCL along with the provisions of Vendor Rating & Holiday Listing, as effective from 01.09.2012 and the subsequent amendment effective from 18.03.2013, will be applicable.

9. If the offer is submitted without or inadequate Earnest Money, the bid will not be opened. In case of incomplete offer, the tender will be liable for rejection and Earnest Money Deposit will be forfeited.

10. Any evidence of unfair Trade Practices including over charging, price fixing, cartel formation etc. as defined in various statutes, will automatically disqualify the bidders.

11. WBSEDCL is not bound to accept the lowest bid and reserves the right to cancel any or all the bids unilaterally.

12. Any bidder against whom FIR/Complaint has been lodged with Police by WBSEDCL, shall not be eligible to participate in the bidding process.

13. Other information as well as terms and conditions, which are not covered above, will be available in Instructions to Bidders, General Conditions of Contract of this tender and the Revised Purchase Policy of WBSEDCL.

14. Any further information along with WBSEDCL's Revised Purchase Policy may be had from the website: **www.wbsedcl.in** and the following office:

Office of the Chief Engineer (Procurement & Contracts), West Bengal State Electricity Distribution Company Limited, Vidyut Bhavan, 4th Floor, Bidhannagar, Kolkata - 700091.
Phone No.033-23599786

INSTRUCTIONS TO BIDDER

1. OBJECTIVE:

West Bengal State Electricity Distribution Company Limited (WBSEDCL), A Govt. of West Bengal Enterprise, mainly engaged in Distribution of electricity & Hydel Power across the State of West Bengal, invites Tender from reputed and experienced Professional Firms for conducting annual physical verification of Store items and 8 metre & 9 metre long PCC Poles including at Manufacturers' premises and **uploading the reports in the WBSEDCL Customised System** at its different Store units. The work will involve reconciliation of Stock of items as per Annual Physical Verification Report and stock as appearing in the **ERP Stock Balance. Uploading of the verified items will be made on 01.04.2027, 01.04.2028, 01.04.2029 (subject to approval of competent authority for extension of further 1 year) (1st April of each year) by the Store officials in presence of the verifying agency's Partner/Team Leader and one Team Member.**

2. ELIGIBILITY CRITERIA:

The firms must fulfil the following minimum eligibility criteria:

2.1. Firm:

1. Nature of the Firm:	Firms of Chartered Accountants/Cost Accountants/Engineers/ Post Graduate Diploma Holders in Material Management in continuous practice for at least 3 years during the immediately preceding financial years i.e., 2023-24, 2024-25 and 2025-26.
2. Number of Partners in the Firm:	At least 2 (two) full time Partners during the immediately preceding 3 financial years.
3. Exposures:	Experience of conducting Physical Verification of Stores in any Govt/Semi-Govt. Organizations / Companies registered under Companies' Act/ PSE/Power utilities during each of the the last 3 years.
4. Location of the Firm:	The Firm's Registered office/Branch office should be located in the state of West Bengal.

2.2. Qualifying requirements-

The firm shall possess professionals having qualification/experiences as here under for conducting Annual Physical Store verification:

Sl. No.	Key Professionals	Nature of transactions to be carried out	Qualification & Experience
1.	**Partner**	Overall coordination, & planning, team leadership, reporting, liaison with the Audit team.	Qualified Chartered Accountant/Cost accountant/Graduate Engineer/ Post Graduate Diploma in Materials Management and expertise in the area of planning execution and reporting i.r.o. Annual Physical Verification of Store.
2.	**Team Leader (one member in each team)**	Responsibility to lead the teams in the field, planning and execution of the Store verification, discussion with head of office.	Qualified Chartered Accountant/Cost Accountant/ Post Graduate Diploma in Materials Management/Inter CA/ Inter CMA/ Graduate engineer (Electrical).
3.	**Team Member**	Field level verification of Store items (including visits to various units)	Inter CA/Inter Cost or persons with Graduation/ Post Graduate Diploma in Materials Management (Science/Commerce/Management)/ Diploma Engineering preferably in Electrical Discipline.

3. TECHNICAL REQUIREMENTS:

The intending Professional must have experience of conducting Physical Verification of stores in any Govt/Semi-Govt. Organizations / Companies registered under companies Act/ PSE/Power utilities during the last 3 years.

4. EARNEST MONEY:

Earnest Money amounting ₹ 10,000.00 (₹ Ten thousand only) is to be deposited for performing physical verification of job.

4.1. Earnest Money deposit shall be submitted through following online payment modes.

4.2. Net Banking through Payment Gateway.

4.3. RTGS / NEFT Payment: On selection of RTGS/NEFT as the payment mode, the e-Procurement portal will show a pre – filled challan having the details to process RTGS/NEFT transaction. The bidder will print the challan and use the pre filled information to make RTGS/NEFT payment using his bank account. Once the payment is made, the bidder will come back to the e-Procurement portal to continue the bidding process after expiry of reasonable time to enable the RTGS/NEFT process to be completed.

4.4. GENERAL INSTRUCTIONS FOR ONLINE PAYMENT:

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

- Status of NEFT/RTGS payment through Challan for a bid may take time for bank settlement to be updated in 24 Hrs. (approx.). As such bidders opting to pay through NEFT/RTGS mode shall make payment well before 24 Hrs. to avoid any complicacy.

- In case actual EMD amount as per NIT is more than the one shown in E-tender Portal, bidders will have to opt for NEFT/RTGS mode (challan mode). In that case **the total actual EMD amount** is to be paid only through NEFT/RTGS mode (challan mode).

- 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.

5. REFUND/SETTLEMENT OF EMD AMOUNT:

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

- The Earnest Money Deposit of the successful bidders will be converted to **Permanent Security Deposit. The Permanent Security Deposit** will be refunded to empanelled vendors after expiry of "Total Empanelment Period".

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

For any queries related to payments and refunds, bidders will have to communicate with ICICI Customer Support, viz, 033-40267512/13 since payment gateway facility used by E-tender portal is maintained by ICICI.

6. SUBMISSION OF TENDERS:

6.1. General process of submission

Tenders are to be submitted online through the website https://wbtenders.gov.in. All the documents uploaded by the Tender Inviting Authority form an integral part of the contract. Bidders are required to upload all the tender documents along with the other documents, as asked for in the tender, through the above website within the stipulated date and time as given in the Tender. Tenders are to be submitted in two folders - one is Technical Proposal and the other is Financial Proposal. The tenderer shall carefully go through the documents and prepare the required documents and upload the scanned documents in Portable Document Format (PDF) to the portal in the designated locations of Technical Bid.
The bidder needs to download the Forms, fill up the particulars in the designated Cell and upload the same in the designated location of Technical Bid. He needs to download the BOQ, fill up the rates of items in the BOQ in the designated Cell and upload the same in the designated location of Financial Bid.
The documents uploaded shall be virus scanned and digitally signed using the Digital Signature Certificate (DSC). Bidders should take note of all the addendum/corrigendum related to the tender and upload the latest documents as part of the tender.

6.2. Technical Proposal

The Technical Proposal shall contain scanned copies and/or declarations in the following standardized formats in two covers (folders).

A. Statutory Cover

a) To be submitted in "Drafts" folder

i. Earnest Money Deposit (EMD):
As prescribed before about payment options in the NIT.

b) To be submitted in "Annexures" folder

i) Application for Tender (Vide Annexure-I)
ii) Price Schedule in Un-Priced Condition) Vide Annexure-II)

***c)* To be submitted in "NIT" folder**

i. Notice Inviting Tender (NIT)

ii. Addenda/Corrigenda: if any.

Note: Bidders are to keep track of all the Addendum/Corrigendum issued with a particular tender and upload all the above digitally signed along with the NIT. Tenders submitted without the Addendum/Corrigendum will be treated as informal and liable to be rejected.

d) To be submitted in"Forms" folder

i. Schedule of Bid *(Vide Form-I),*
ii. Declaration sheet (Vide Form-II).
iii. Deviation Sheet (vide Form-III).
iv. Check List (Vide Form-IV).
v. Summary statement (Vide Form- V) of Annual Turnover for a period of the last three financial years (i.e 2023-24, 2024-25, 2025-26), certified by the Auditor appointed under Companies Act'2013. In case the bidder is not a company, Turnover certificate of Tax Auditor may be submitted.
vi. *Statement of Orders executed during each of the last three financial years. (2023-24, 2024-25, 2025-26. (Form-VI).*
vii. Proforma for undertaking to be submitted by the Bidders *(Vide Form-VII, IX, X, XI).*
viii. Format of letter of Bid. (Vide Form –VIII)

(Only downloaded copies of the above documents are to be uploaded, virus scanned and digitally signed by the bidder)

Note: Tenders will be summarily rejected if any item in the statutory cover is missing.

B. Non-Statutory Cover (My Document)

i. Certificates:

1) PAN Card details.
2) Current Professional Tax (PT) submission Challan. Application for such addressed to the competent authority may also be considered.
3) GSTIN certificate
4) Undertaking regarding engagement of similar type of job in WBSEDCL.
5) No Criminal Proceeding Certificate/Declaration on Non-Judicial Stamp Paper of ₹100.

ii. Financial information:
Audited Accounts and Audit Report for the financial years 2023-24, 2024-25, 2025-26.

iii. Credential:

a) Firm:

1. Nature of the Firm:	Firms of Chartered Accountants/Cost Accountants/Engineers/ Post Graduate Diploma Holders in Material Management in continuous practice for at least 3 years during the immediately preceding financial years i.e., 2023-24, 2024-25 and 2025-26.
2. Number of Partners in the Firm:	At least 2 (two) full time Partners during the immediately preceding 3 financial years.
3. Exposures:	Experience of conducting Physical Verification of Stores in any Govt/Semi-Govt. Organizations / Companies registered under Companies' Act/ PSE/Power utilities during the last 3 years.
4. Location of the Firm:	The Firm's Registered office/Branch office should be located in the state of West Bengal.

b) **Qualifying requirements:**

The firm shall possess professionals having qualification/experiences as here under for conducting Annual store verification:

Sl. No.	Key Professionals	Nature of transactions to be carried out	Qualification & Experience
1.	**Partner:**	Overall coordination, & planning, team leadership, reporting, liaison with the Audit team.	Qualified Chartered Accountant/Cost accountant/Graduate Engineer/ Post Graduate Diploma in Materials Management and expertise in the area of planning execution and reporting i.r.o. Annual Physical Verification of Store.
2.	**Team Leader (one member in each team):**	Responsibility to lead the teams in the field, planning and execution of the Store verification, discussion with head of office.	Qualified Chartered Accountant/Cost Accountant/ Post Graduate Diploma in Materials Management/Inter CA/ Inter CMA/ Graduate engineer (Electrical).
3.	**Team Member:**	Field level verification of Store items (including visits to various units)	Inter CA/Inter Cost or persons with Graduation/ Post Graduate Diploma in Materials Management (Science/Commerce/Management)/ Diploma Engineering preferably in Electrical Discipline.

Note: Failure of submission of any one of the above-mentioned documents will render the tender liable to summarily rejection.

6.3 Financial Proposal

The financial proposal should contain the following documents in one cover (folder).

Bill of Quantities (BOQ)

The bidder is to quote the rate online through computer in the space marked for quoting rate in the BOQ. *(Only downloaded copies of the above documents are to be uploaded, virus scanned and digitally signed by the bidder)*. Rate should be quoted excluding GST.

Quoting rate in inappropriate space shall make the bid liable for rejection.

7. **BASIS OF QUTATION:**

Bidder shall quote his rate in percent below the following table

Serial No(1)	Description of items (2)	Schedule Rate excluding GST (₹) (3)
1	**Professional fees for store verification per man-day**	
a)	For Partner	2000.00
b)	For Team Leader	1600.00
c)	For Team Members	1200.00
2	**Daily Allowance for store verification per man-day**	
a)	For Partner	1250.00
b)	For Team Leader	1000.00
c)	For Team Members	1000.00

QUOTED RATE

In figures

(NOT TO BE QUOTED)
----------%
above/ below/ at par of the schedule rates (mentioned in column 3).

In words.

(NOT TO BE QUOTED)
---------- percent
above/ below/ at par of the schedule rate (mentioned in column 3).

- In case of discrepancy between figure and words, **words** shall be considered.

N.B. Apart from the Professional Fee and Daily Allowance mentioned above, the firms will be paid once ₹ 250 (Rupees Two hundred Fifty only) per person per store as contingency expenses on Lump Sum basis.

8. **GENERAL INSTRUCTIONS:**
Rates are to be quoted strictly on the basis indicated in the schedules attached here to. Bidders quoting rates on other basis will be rejected. For any doubt or mis-understanding of any clause of this specification, our ACE, PC-IV / Manager (Stores) P&CD may please be contacted for clarification.

9. **DISTRUBUTION OF WORK:**
The Company reserves the right to distribute the order to more than one Professional firm and does not bind itself the accept the lowest offer.

10. **PRE-REQUISITION**
All bidders shall ensure that all pre-requisites as mentioned in the Tender Notice and Tender specifications are duly fulfilled by them and if there be any deficiency towards

non-submission of any document, the WBSEDCL reserves the right to cancel the Tender unilaterally.

11. FORMATION OF CARTEL & PENAL MEASURES:

Any evidence of unfair trade practices, including overcharging, rate fixing, cartel etc. as defined in various statutes, will automatically disqualify the parties with forfeiture of EMD. Repeated occurrence of such evidence of above bidders may also be viewed seriously by the WBSEDCL authority and penal measures as deem fit would be imposed on such bidders.

12. FINANCIAL REQUIREMENTS

Average annual turnover of the professional firm should not be less than ₹ 05 (Five) lakh during the immediately preceding three financial years (2023-24, 2024-25 and 2025-26), as per available statement of Profit & Loss / Tax audit statement duly certified by a Chartered Accountant.

13. RESTRICTION

a) Should have never been issued notice for failure to submit deliverables and cancellation of Service Contract, forfeiture of EMD etc. by any Government and / or semi-Government entities/ any other organization.

b) Should not have been barred from engagement by any Government and / or semi-Government entities /any other organization.

c) Any firm already engaged with WBSEDCL as Statutory Auditor, Cost Auditor, Internal Auditor or Labour Law Compliance Auditor/Tax Auditor/or engaged in any other capacity need not apply.

d) The firm who will be engaged for store verification against the tender will not be entitled to carrying at any other job of Audit under WBSEDCL during this period.

14. SCOPE OF WORK:

14.1 The scope of annual physical verification of stores, will involve Annual Physical verification of the materials and 8m & 9 m long PCC Poles held in stock or in the custody of various units/Pole casting centres with respect to the description/material Code/Quantity and specifications as appearing in the **ERP Stock Balance**.

14.2 Uploading the report in the ERP System & Posting of all Physical Inventory Documents in ERP System.

15. ANNUAL PHYSICAL VERIFICATION:

To Conduct Annual Physical Verification of all the materials lying at the Store Units as on 31.03.2027, 31.03.2028 & 31.03.2029 **(subject to approval of competent authority for extension of further 1 year)**, the engaged firm should submit the ERP System generated Annual Physical Verification report along with

necessary **working sheets**. Apart from ERP stock, the report should also provide details of MAN quantity (for incoming materials during verification period) against which SRV is pending. The soft copy of verification report shall be submitted along with the hard copy. Jointly signed and stamped (Store verifier along with Store in-charge/custodian of store/any store official) copies of working sheets need to be submitted along with ERP generated Store Verification Report in hard copy only.

16. INFRASTRUCTURE & FACILITIES THAT WILL BE PROVIDED BY WBSEDCL:

All the store units of WBSEDCL will remain open from 10 A.M to 5.30 P.M. for Stock verification purpose from Monday to Friday during working days. The verification work will continue on 30th and 31st March every year, irrespective of Holidays.

a) Store-in-charge or his authorized representative will assist in identification of Items and records.

b) WBSEDCL will provide Annual Physical Verification report formats.

c) WBSEDCL will arrange for measurement and counting of store materials as required.

17. RESPONSIBILITIES & DUTIES OF THE PROFESSIONAL FIRM:

i. The programme of stock verification has to be submitted to the concerned Controlling Officer of the store at least one week before commencement of the stock verification. An intimation to be given to the Chief Engineer (P&C) for Chord Road Central Store, Chief Engineer (Distribution-South/North) for other Zonal & Divisional Store & Chief Engineer (Hydel) for Hydel Store, Chief Engineer (Project-IV) for RE-Project Stores and Chief Engineer, PPSP for PPSP Stores.

ii. The professional firm will make arrangements of transport & conveyance for the stock verifiers for attending stock verification at different units of WBSEDCL.

iii. Each stock verification sheet should be signed by the respective Stores In-charge, controlling officer and the team leader and Partner of the firm.

iv. The weighing slip, if weigh measurement is necessary should be signed by the respective Stores In-charge and the team leader of the firm. Weighment slip to be enclosed with the annual physical verification report.

18. TIME SCHEDULE:

The work will commence tentatively in the middle of March and completion time will be within 31st March'27, 31st March'28 & 31st March'29 **(subject to approval of competent authority for extension of further 1 year)**.

19. NODAL /CONTROLLING OFFICER:

The Additional C.E (PC-IV) P&C Dept. will be the Nodal officer.

The different Store units of WBSEDCL are classified as **Type-A: 1 (One) Central Stores (Chord Road), 6 (Six) Zonal Stores along with Zonal Testing Units, Hydel Power Units.**
Type- B: Divisional Stores along with virtual Stores of Project-IV, Physical Stores of Project-IV and any other unit not included in Type – A.
Type-C: Regional Offices (For Physical verification of 8m & 9m long PCC Poles as lying in Pole casting centres & other locations under their jurisdiction).
The Supervising officer will be the respective head of the Store unit and the Controlling Officer will be the respective Head in-charge of the concerned office to which that Store unit is attached with.

20. PROCESS TO BE FOLLOWED:

The professional firm, soon after the receipt of the award of engagement and subsequent acceptance of the same will depute adequate manpower having relevant knowledge for carrying out the verification jobs. The programme of such annual physical Verification should be arranged in such a manner so that the normal work is not adversely affected.

21. DELIVERABLES:

a. Annual Physical Verification Report (PVR) as per our formats along with relevant working sheets.

b. Report on variances between Stocks of items as per **ERP Stock Balance**. Subsequent to uploading the reports in the customised system.

c. Formal Report including recommendations.

22. NO. OF STORE UNITS TO BE VERIFIED:

The number of Stores which are to be verified and period of verification will be as follows; however, the quantity may vary ± 5 % during actual placement of order.

Sl. No.	Category of Store	No. of Stores	Period of Verification	Remarks
1	**A-** Central/Zonal along with Zonal Testing/Hydel	13	10 (Ten) Working Days	a. Working Days are excluding Saturdays, Sundays and other Holidays, but including of 30th & 31st March of each year. b. In case number of days exceed the stipulated time, prior approval of the ordering authority will be required.
2	**B1-** Division along with virtual store of Project-IV (if any), DTD etc.	93	5 (Five) Working	
3	**B2** – Physical Stores of Project-IV	4	3 (Three) working days	
4	**C1**-Regional Offices having 1(One) Pole Casting Centre under their jurisdiction	1	1 (One) working day	
5	**C2**-Regional Offices having 2-3 (Two to Three) Pole Casting Centres under their jurisdiction	10	2 (Two) working days	
6	**C3**-Regional Offices having more than 3(Three) but upto 6 (Six) Pole Casting Centres under their jurisdiction	8	3 (Three) working days	
7	**C4**-Regional Offices having more than 6 (six) Pole Casting Centres under their jurisdiction	2	4 (Four) working days	

23. **SUBMISSION OF OFFER:**

Price shall be quoted on percentage basis (above/ below/ at par) of the scheduled rate mentioned in the price schedule for two items on man-day basis.

a. Professional Fee. (excluding GST)
   i) For Partner
   ii) For Team Leader
   iii) For Team Member

b. Daily Allowance (excluding GST)
   i) For Partner
   ii) For Team Leader
   iii) For Team Member

The Team composition will be one Team leader and four Team members for category-A stores. One Team leader and three Team members for Category-B stores. One Team leader and one Team member for Category-C stores. The tentative time limit allocated to complete the annual physical verification of stock and the related activity at each unit will be as stated in Clause No. 21. Efforts will be made for extending the departmental logistics support in case of Category-C Stores.

The Rate to be quoted in terms of man days against professionals to be engaged for store verification in a team.

The Daily Allowance will be paid only when the location of the store unit will be beyond 50 (Fifty) KM. From the office of the professional firms. D.A. will include both Fooding and Lodging.

The professional fees for the partner will be paid on actual days attended the verification process subject to maximum of **10 % of the working man days** for conducting verification in the respective store unit.

Apart from the Professional Fee and Daily Allowance mentioned above, the firms will be paid once **₹ 250/- (Two hundred and fifty only) - per person per Store as contingency expenses on Lump Sum basis.**

In case of outstation stay (i.e. beyond 50Kms from Firms Office), AC-III Tier journey will be allowed. However, for journey made by non A.C Bus (If the route is not served by rail) ₹ 10 (ten) per KM will be reimbursed as per actual fare subject to production of original tickets/ bill or actual cost of travel whichever is lower. Train ticket in hard copy is to be submitted for reimbursement subject to class eligibility. No other means of conveyance will be reimbursed.

Incase journey is made by A.C Bus, reimbursement will be restricted up to equivalent Train fare (A/C -3 Tier) against production of original ticket.
Only partner will be allowed journey in AC-II tier for the District in North Bengal area (Malda, Uttar/Dakshin Dinajpur, Darjeeling, Kalimpong, Jalpaiguri, Alipurduar & Coochbehar)

Fare for Tatkal Ticket in Train journey will also be reimbursed for the above district on production of photo copy of ticket. Tatkal Ticket fare will be reimbursed also for Team Leader and Team Members for the above districts only.

DA will be paid only when the location of the Store unit will be beyond 50 (Fifty) km. from the office of the professional firms.

Payment to the professional firms shall be restricted to the above. No other payment will be made in this regard.

All costs and expenses incurred by bidders in any way associated with the development, Preparation and submission of responses, including but not limited to attendance at Meetings, discussions, presentations etc. and providing any additional information required by WBSEDCL, will be borne entirely and exclusively by the bidder.

24. **VALIDITY OF THE OFFER:**

The offer of the intending Professional Firms/Organisation against the tender shall remain valid for 90 days from the next day of opening of Techno Commercial Bid. However, appropriate authority of WBSEDCL may, on the merit of case, request extension of validity of the offer for a further suitable period without any change in terms & conditions of the offer.

25. **WBSEDCL SHALL ENDEAVOUR TO EXTEND FOLLOWINGS FACILITIES:**

Food and lodging: - Where WBSEDCL guesthouse/IB is available, that shall be used on payment of usual charges of the company.

26. **PRE-BID DISCUSSION:**

a. The intending firm/verifiers or their representative duly authorized by the intending firm/verifiers should attend the Pre-bid discussion at the stipulated date & time as mentioned in the Tender specification only.

The purpose of the pre-bid meeting is to provide an opportunity for any clarification needed by the applicants to submit Tenders correctly. In case any change in tender clause is required, copy of the same shall be supplied to all the applicants, who have obtained the specific tender document, prior to submission of bid.

Any terms and conditions which are not covered in this bid will be guided by Purchase policy / GCC available in our official Website www.wbsedcl.in.

27. **DISTRIBUTION OF WORK:**

The Company reserves the right to distribute the order to more than one professional firm and does not bind itself to accept the lowest offer.

28. **PAYING AUTHORITY:** AGM (F&A) P&C. shall be the paying authority.

29. **TERMS OF PAYMENT:** Payments will be made within 45 (Forty-five) days from the date of submission of bill (complete in all respect) against all requisite documents.

30. **MODE OF PAYMENT:**

- The bill in triplicate duly signed by the partner of the firm shall be submitted to the paying authority along with following documents.

1. Qualification of the Team Leader & Team Member duly certified by the partner of the respective firm.
2. Attendance Certificate duly signed by a Class- I Officer attached to the respective stores.

3. The store verification sheet duly signed by the respective store In-Charge, controlling officer and the team leader & Partner of the firm. The weighing slip, if weight measurement is necessary should be signed by the respective store in charge and the Team leader of the firm. Weighment slips to be enclosed with the annual physical verification report. Necessary certificate from the store in charge, controlling officer is required regarding uploading of physical quantity in ERP system.
4. Annual physical verification report along with the necessary working sheets. Apart from ERP stock, the report should also provide details of MAN quantity (for incoming material during verification period) against which SRV is pending.
5. Original Tax Invoice, if GST is applicable.

31. **LEGAL JURISDICTION** :
If any dispute or difference arises with respect to complete the transportation work of the equipment/materials pertaining to this order or any other terms and conditions of the order including its execution, such dispute/difference shall be subject to settlement under the jurisdiction of Courts in Kolkata only.

32. SECURITY DEPOSIT CLAUSE:

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

- The Earnest Money Deposit of the successful bidders will be converted to **Permanent Security Deposit. The Permanent Security Deposit** will be refunded to empanelled vendors after expiry of "Total Empanelment Period".

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

For any queries related to payments and refunds, bidders will have to communicate with ICICI Customer Support, viz, 033-40267512/13 since payment gateway facility used by E-tender portal is maintained by ICICI.

33. **LIQUIDATED DAMAGE CLAUSE:** Completion of entire verification job, in the stipulated period, as mentioned, is an essence of the contract. If the above job is not completed within the stipulated period, as mentioned, Liquidated Damage (L.D.) @ 0.143% per day of delay or part thereof up to a maximum of 10% of the total value of the Order, as given to you, will be imposed.

Liquidated Damage, if any involved, shall be recovered from the Outstanding Bills.

34. WORKMEN'S COMPENSATION FOR ACCIDENT OR INJURY TO ANY WORKMEN.

WBSEDCL shall not be liable for damage or compensation payable as per provision of law in respect of consequence of any accident or injury to any workmen or other person in the employment of the contractor or any member of public, Contractor shall have to pay all claims, demand, proceedings costs, charge any expenses whatsoever in respect thereof or in relation there to.

XXXXXXX

29/10/26
Addl. Chief Enginbeer
Procurement & Contract Dept.
W.B.S.E.D.C.L.
Vidyut Bhavan, Kol-700091