

**पूर्वी क्षेत्रीय विद्युत समिति/ Eastern Regional Power Committee**  
**14 गोल्फ क्लब रोड, टॉलीगंज/14, Golf Club Road Tollygunge**  
**कोलकाता/Kolkata – 700033**

NOTICE INVITING TENDER

INFORMATION AND INSTRUCTIONS FOR BIDDERS FOR TENDERING FORMING PART OF BID  
DOCUMENT AND TO BE POSTED ON WEBSITE

The Member Secretary, Eastern Regional power Committee (ERPC) invites tender from eligible vendors for the following work as per details given below:

SI No	NIT No	Name of work & Location	Earnest Money	Period of Contract	Bank Guarantee of the work	Last Date of submission of bid, EMD.	Timing and date of opening tender.	Pre Bid Meeting	Place of pre bidding & Place of opening tender	Contact Person
1	N.I.T. No. Tender/ ERPC Estb./2024-25/3	Annual maintenance of ERPC Website	Rs 6,000/-	1 years	10% of the contract value	29.04.2024 11:00 PM	29.04.2024 11:30 PM	16.04.2024 11:00 AM	1 <sup>st</sup> Floor conference room, ERPC, 14 Golf Club Road, Tollygunge, Kolkata - 700033	Shri Anup Das, Deputy Director, ERPC- M#9681214774

Sealed Offers under two envelope system are invited from eligible contractors for Providing Annual maintenance of ERPC Website and other associated services listed below under scope of work in this bid document.

The blank Tender documents for Annual maintenance of ERPC Website can be obtained from The Executive Engineer-in-charge (TS&C), ERPC, 14 Golf Club Road, Tollygunge, Kolkata – 700033 on all working hours between 11 A.M. to 4 P.M or may be downloaded from ERPC website of Eastern Regional Power Committee <https://erpc.gov.in/tender/> .

The Tenders shall be opened in the presence of the Tenderers, who desires to remain present on the 29.04.2024 11:30 PM at the 1st Floor Conference Hall of Eastern Regional Power Committee, 14 Golf Club Road, Tollygunge Kolkata - 700033.

All documents related to the tendering is enclosed-

1. Instructions to the tenderers – Annexure A
2. General conditions of contract- Annexure B
3. Contract agreement - Annexure C
4. Scope of Work – Annexure D
5. Profile of contractor- Format-I
6. Experience of contractor -Format II
7. Format for financial bid- Format III
8. Format for performance guarantee- Enclosure I

**(Anup Das)**

**कार्यपालक अभियंता (TS&C)**

## INSTRUCTIONS TO THE TENDERERS

1. Sealed offers under two envelope systems in the prescribed forms are invited from eligible tenderer for Annual maintenance of ERPC Website as per the notice inviting tender.
2. The amount of Earnest Money Deposit (EMD) shall be in the form of Demand Draft of scheduled Bank issued / drawn in favor of “Member Secretary, Eastern Regional Power Committee, 14 Golf Club Road, Tollygunge, Kolkata – 700033”.
3. The Earnest Money shall be placed in separate sealed cover by writing the name of work on the envelope. If the Earnest Money found not as per the prescribed manner as mentioned at Sr. no 2 above then, Technical/financial Bid shall not be opened.
4. Tender form duly signed in all respect with necessary Earnest Money Deposit in the prescribed manner as mentioned above shall only be considered. Incomplete and tenders without Earnest Money Deposit shall not be considered.
5. Last date of submission of tender is 29.04.2024 11:00 PM
6. Date of opening of tender is 29.04.2024 11:30 PM
7. Pre bid meeting will be held on 16.04.2024 11:00 AM at 1<sup>st</sup> Floor conference room, ERPC, 14 Golf Club Road, Tollygunge, Kolkata - 700003
8. Each and every page of the tender documents should bear the stamp and signature of the person whose name registration exists or he shall be authorized legally or any representative clearly by mentioning the name and stating that the person can sign the tender documents on his behalf. Format I, II & III enclosed shall be filled without exception.
9. The tenderer shall also enclose the following documents –
  - Profile of contractor agency (Format-I)
  - Copy of PAN
  - Copy of GST Certificate
  - Copy of Trade License
  - Copy of GST Returns for last three Assessment Years
  - Copy of IT Returns for last three Assessment Years
  - Copy of Profit Loss Balance Sheet for last three Assessment Years
  - Affidavit for declaration that contractor has not been blacklisted for last three Assessment Years
  - List of Manpower available with the vendor
  - Copy of TAN No, if available
  - Work experience of Last 3 years along with satisfactory performance certificate/ work completion certificate from their clients (Format-II)
  - Copy of ESI, EPF registration etc wherever applicable
  - Copy of stamped and signed document of all pages of this NIT.
9. The site can be seen on any working days during office hours by contacting The Executive Engineer (TS&C), ERPC, 14 Golf Club Road, Tollygunge, Kolkata – 700033. The tenderers are advised to inspect

and examine the website and satisfy themselves before submitting the tenders, the form and nature of website, the means of access to the website. A tenderer shall be deemed to have full knowledge of the website whether he inspects it or not and no extra charges consequent on any misunderstanding or otherwise shall be allowed.

10. Vendor quoting the lowest rate would be awarded the contract subject to fulfilment of all necessary eligibility criteria. However, the competent authority on behalf of ERPC does not bind him to accept the lowest or any other tender and reserves the right to reject any or all of the tenders without assigning any reasons thereof. All the tenders, in which any of the prescribed conditions is not fulfilled or any condition including that of conditional rebate is put forth by the tenderer, shall be summarily rejected.

11. Canvassing whether directly or indirectly, in connection with tenders strictly prohibited and the tenders submitted by the contractors who resort to canvassing will be liable to rejection.

12. The competent authority on behalf of ERPC reserves with himself the right of accepting the whole or any part the tender and the tenderer shall be bound to perform the same at the rate quoted, Further ERPC reserves the right to execute whole or part of the proposed work & the quantity may vary as per actual requirement of ERPC. Contractors cannot raise disputes for the same.

13. The work shall remain open for acceptance for a period of Sixty days from the date of opening of tenders. If any tenders withdraw his tender before the said period, or issue of letter of acceptance/Indent whichever is earlier, or makes any modifications in the terms and conditions of the tender which are not acceptable by the ERPC and, shall be without prejudice to any other right or remedy, be at liberty to forfeit 100% of the said earnest money.

14. Rate shall be quoted in the tender form and the amount for each item should be worked out and requisite totals be given. Special care should be taken to write the rates in figures as well as in words and the amount in figures only, in such a way that interpolation is not possible. The total amount should be written both in figures and in words. In case of figures, the word Rs. should be written before the figure and word P after the decimal figure e.g. Rs 2.15 P and in case of words, Rupees should be preceded and the word Paise should be written in the end, unless the rate is whole rupees and followed by the word only.

15. When there is a difference between the rates in figures and in words, rate quoted by the contractor in words shall be taken as correct.

16. On acceptance of the tender, the name of the accredited representative (s) of the contractor, who would be responsible for taking instructions from ERPC shall be communicated in writing to the Executive Engineer (TS&C), ERPC.

17. GST, Purchase tax, turn over tax, Service tax or any other tax, labor cess, in respect of the contract, is payable by the contractor, The ERPC, will not entertain any claim whatsoever in respect of the same.

18.Rates quoted shall be deemed to have inclusive of material, machinery, tools and plants, etc. & all taxes (including service tax), duties and levies, insurance etc.

19.The tenderer shall produce of their valid enlistment, Service Tax registration and ESI, EPF registration etc wherever applicable, with the appropriate authority.

20.Earnest money given by all the contractors except the three lowest tenderers shall be refunded within a week from the date of opening of the tenders. The earnest money given by the other two tenderers (except the one whose tender is accepted) should also be refunded within 15 days of the acceptance of the Work order by the lowest bidder.

21.The envelope containing tender document shall be sealed and clearly super scribed the name of work and the name and address of the tenderer.

## 22.Eligibility Criteria:

- **The tenderer should have minimum two-year experience in website/webportal maintenance/ development related works of similar nature in reputed organizations preferably in Govt. and Public Sector.**
- **Tenderer has completed/undergoing cumulative work of not less than Rs 12 Lakhs in last three years in web portal/ website related works.**
- **The tenderer should have completed**
  - **one similar work of value not less than rupees. 1.2 lacs in last 3 (there) years.**
  - OR**
  - **two similar works of value not less than rupees 0.90 lacs each last 3 (there) years.**
- **Contractor must not be blacklisted for last 3 years by any government / public sector enterprise. An undertaking should be given on non-judicial stamp paper of Rs. 100/-.**
- **Contractor should have a valid registration in West Bengal as on date.**
- **The bidders who are registered/ approved by government department or organisation like NICS, NSIC, NIC will be given preference.**

23.Submission of bids: Proposals should be submitted in two separate envelopes namely, 'Technical Bid' and 'Financial Bid'. The technical and financial bids duly sealed in separate envelope and be kept inside a single third envelope which shall clearly super scribed as **“Tender for Providing Annual maintenance of ERPC Website”** due on date 29.04.2024 up to 11.00P.M. The envelope should be clearly marked as 'Technical Bid' (Envelope-I) and 'Financial Bid' (Envelope-II). The third envelope shall contain the Earnest Money Deposited with covering letter.

24.Evaluation of Technical Bids: Bids received and found valid will be evaluated by the ERPC Tender opening Committee to ascertain the best-evaluated bid for the complete work/services, under the specifications and documents. The tenderer should take care to submit all the information sought by the ERPC in prescribed formats.

25. Financial Bid: The financial bid of the tenderers, whose technical bid is found to be suitable, will be opened in the presence of the tenderers, who desire to attend the opening of financial bid. Contractor tendered lowest rate will be awarded the work contract.

26. Award of work:

- I. The selection of the agency will be at the sole discretion of the ERPC, who reserves the right to accept one or to reject any or all the tenders without assigning any reasons thereof.
- II. The contract for Providing Annual Maintenance service of ERPC Website shall be awarded to the best qualified responsive tender.
- III. Upon evaluation of offers, the written notification for award of contract will be intimated to the successful tenderer to start the work.

27. Duly filled offer document shall be delivered by Hand Delivery in the office of ERPC at the following location/ address:

**Tender box kept at the reception of 14 Golf Club Road, Tollygunge, Kolkata - 700033**

28. The Tenderer should provide the complete Postal Address, telephone/Mobile/Fax/E- mail address, etc. while submitting the completed Tender form.

29. The agency will be responsible for complying with payment of minimum Wages as applicable under Central Government Rules and other benefits etc. to its employees deployed in the Office, as per labor Laws in force from time to time. The agency will be responsible to comply with laws related to Social Security such as E.S.I., P.F. etc as applicable and Service Tax wherever applicable and other Labour Legislations, Pollution Control and such statutory orders by Government/ Statutory Authorities/ Municipality which may be in force from time to time, if applicable.

30. Support team should be proficient in html, asp, net, pdf, RDBMS, servlets, xml, php, html javascript and any other required tools.

GENERAL CONDITIONS OF CONTRACT

1. Definitions and Interpretation

In the Contract (as hereinafter defined) the following words and expressions shall have the meanings hereby assigned to them except where the context otherwise requires:

- I. "Client" means the Eastern Regional Power Committee (ERPC) Secretariat and the legal successors in title to ERPC.
- II. "Engineer-in-charge" means the Assistant Executive Engineer (TS&C) ERPC or any person(s) nominated by Member Secretary, ERPC for the execution and monitoring of the of the work.
- III. "Contractor" means an individual or firms (proprietary or partnership) whether incorporated or not, that has entered into contract (with the Client) and shall include his/its heirs, legal representatives, successors and assignees. Changes in the constitution of the firm, if any, shall be immediately brought to the notice of the Client, in writing and approval obtained for continued performance of the contract.
- IV. "Contract" means the conditions, the Specifications, the Bill of Quantities, the Tender, the Letter of acceptance, the Contract Agreement (if completed) and such other documents as may be expressly incorporated in the Letter of Acceptance or Contract Agreement.
- V. "Specification" means the specification of the works included in the contract and any modification thereof. The items of works shall be executed in strict accordance with established central government norms.
- VI. "Technical specification" means all the completion technical specification, calculations, and technical information of a like nature provided by the Client to the Contractor under this contract and all Technical specification, calculations, samples, patterns, models, Maintenance manuals and other technical information of a like nature submitted by the Contractor and approved by the Client.
- VII. "Scope of Work" means the maintenance work required to be carried out by the contractor.
- VIII. "Tender" means the Contractor's price offer to the ERPC or client for the execution and satisfactory completion of the works and the remedying of any defects therein in accordance with the provisions of the Contract, Specification as accepted by the Letter of Acceptance. The word Tender is synonymous with "Bid" and the words "Tender Documents" with "Bidding Documents".
- IX. "Letter of Acceptance" means the formal acceptance of the tender by ERPC in writing.
- X. "Contract Agreement" means the contract agreement, if any.
- XI. "Appendix to Tender" means the appendix comprised in the form of Tender annexed to these Conditions.
- XII. "Commencement Date" means the date on which the Contractor received the notice to start the works.
- XIII. "Time for Contract" means the time period for which the contract for "**Annual maintenance of ERPC Website**" has been awarded by the Client to the contractor.
- XIV. "Taking Over Certificate" means a certificate issued by Client evidencing successful and satisfaction completion of the awarded work.

- XV. "Contract Price" means the sum stated in the Letter of Acceptance as payable to the Contractor for the execution and completion of the Works and the remedying of any defects therein in accordance with the provisions of the Contract.
- XVI. "Retention Money" means the aggregate of amount retained by the Client as Security Deposit from the start date of work and till 2 months after completion of the contract period.
- XVII. "Works" means the Permanent Works and the Temporary Works of either of them to be executed in accordance under the contract and contract specifications.
- XVIII. "Website" means the <https://erpc.gov.in/> or any other website of ERPC in its replacement.
- XIX. "Cost" means all expenditure properly incurred or to be incurred, whether on or off the Site.

## 2. Duties and Authority of Engineer-in-charge

The Engineer-in-charge shall carry out the duties as assigned by Member Secretary, ERPC in respect of this contract.

## 3. Custody and Supply of Technical specification and Documents

The Technical specification shall remain in the sole custody of the Client/ Engineer-in-charge but copies as required thereof shall be provided to the Contractor at free of cost solely for the purpose of this contract.

## 4. Sufficiency of Tenderer

The Contractor shall be deemed to have based his Tender on the data made available by the Client and on his own inspection and examination of this website conditions. The acceptance of tender is deemed to have visited the website and made themselves conversant with the type of works incorporated in this tender.

## 5. Contractor's Employees

The Contractor shall provide qualified and experienced technical staff on site of work in connection with the Maintenance work and the remedying of any defects therein.

## 6. Engineer-in-charge at Liberty to Object

The Engineer-in-charge shall be at liberty to object to remove forthwith from the Works, any person provided by the Contractor who, in the opinion of the Engineer-in-charge, misconducts himself, or is incompetent or negligent in the proper performance of his duties, or whose presence on site is otherwise considered by the Engineer-in-charge to be undesirable, and such person shall not be again allowed upon the Works without the consent of the Engineer-in-charge. These decisions would be made with the permission of Member Secretary, ERPC.

## 7. Safety, Security and Protection of the Environment



The Contractor shall, throughout the execution and till completion of the Works and the remedying of any defects therein have full regard for the safety of all persons related to the maintenance of website work.

8. (A) Insurance of work by the Contractor for his liability:

(i) During the Annual maintenance contract period for loss or damage to the property and life arising from a cause for which contractor is responsible.

(ii) For loss or damage occasioned by the Contractor in the Course of any work carried out by him for the purpose of complying with his obligations.

(iii) It shall be the responsibility of contractor to notify the Insurance Company of any charge in the nature and extent of the works and to ensure the adequacy of the Insurance cover at all times during the period of contract.

(B) Damage to Persons and Property

The Contractor shall, except if and so far as the Contract provides otherwise, indemnify the Client against all losses and claims in respect of

(i) Death of or injury to any person, or

(ii) Loss or damage to any property

Which may arise out of or in consequence of the Maintenance work under contract and the remedying of any defects therein, and again all claims, proceedings, damages, costs, charges and expenses whatsoever in respect thereof.

9. Accident or injury to Workmen

The Client shall not be liable for or in respect of any damages or compensation payable to any workman under Compensation – Act for death or injury resulting from any act or default of the contractor. The contractor shall indemnify and keep indemnified the Client against all such damages and compensation and expenses whatsoever in respect thereof or in relation thereto.

10. Evidence and Terms of Insurance

The contractor shall take out appropriate insurance to cover his work and workers and staff employed by him fully.

11. Compliance with Statutes, Regulations

The Contractor shall conform in all respects, including by the giving of all notices and the paying of all fees, with the provision of:

- (a) Any National or State Statute, Ordinance, or other Law, or any regulation, or bye-laws of any local or other duly constituted authority in relation to the execution and completion of the Works and the remedying of any defects therein, and
- (b) The rules and regulations of all public bodies and companies whose property or rights are affected or may be affected in any way by the Works, and the Contractor shall keep the Client indemnified against all penalties and liability of every kind for breach of any such provision.
- (c) Any changes required for approval due to revision of the local laws.

12. Default in Compliance by contractor.

In case of default on the Contractor in carrying out such instruction within the time specified therein or, if none, within a reasonable time, the Client shall be entitled to employ and pay other persons to carry out the same and all costs consequent thereon or incidental thereto shall, be determined by the Engineer-in-charge and shall be recoverable from the Contractor by the Client, and may be deducted by the Client from any payments due, or to become due, to the Contractor, Security deposit/ bank guarantee taken from the contractor and the Engineer-in-charge shall notify the Contractor accordingly.

13. Time for Contract

The Maintenance work shall be carried out for 1 year after placement of LOA.

14. Extension of Time of contract

The Maintenance contract may will not be extended. Client reserves it's right to terminate the Maintenance contract by giving 15 days' notice at any time during the currency of the contract if the services of the agency are not found satisfactory as per the opinion of Client or his representative for which, no claims or compensation shall be entertained by the Client.

15. Defect Identification and it's rectifications.

Contractor shall immediately attend the defects and complaints noticed during the contract period. The contractor shall rectify at his own expenses, any defect in the work carried out by him during this period. On failure of the contractor to do so, the same shall be completed by the Client at the risk and cost of the contractor from his security deposit or bank guarantee.

16. Penalty for Delay or poor quality of work

If the Contractor fails to provide maintenance work in due time and quality of work is not accepted by the Client or Engineer-in-charge, the Client can impose penalty on the contractor. This penalty will be recovered from any payments due, or to become due, to the Contractor, Security deposit/ bank guarantee taken from the contractor and the Engineer-in-charge shall notify the Contractor accordingly.

17. Contractor's Failure to Carry out Instructions.

In case of default on the part of the Contractor in carrying out defect rectification works, the Client/ shall be entitled to employ and pay other persons to carry out the same and if such work, in the opinion of the client, the Contractor was liable to do at his own cost under the Contract, then all costs consequent thereon or incidental thereto shall be determined by the client and shall be recoverable from the Contractor by the Client, and may be deducted by the Client from any payment due or to become due to the Contractor.

18. Instruction for Variations

During the contract period if any purchases/ services are required to be carried out for the website, which do not fall into the maintenance job directly, same would be done by the contractor with the approval of the client or Engineer- in charge. Contractor would submit a bill for such purchase and a 15% Contractor Overhead profit on the invoice amount would be paid to the contractor. During such type of purchase/ work, a market survey can be conducted by the client for verification of the invoice amount if desired by Engineer-in-charge/ Client/ any person(s) authorised by Client and rate of that item would be fixed according to the market survey. On failure to reach an agreement between the Client and contractor regarding this price, the Client's decision shall be final and binding on both sides.

19. Maintaining detailed registered.

All day-to-day work done by the contractor need to be entered in a register and to be signed by the Engineer-in charge periodically.

20. Performance Guarantee:

Within two weeks of issue of letter of intent of work, the Contractor shall submit a Performance Security Bank Guarantee Bond for proper performance of the Contract in the format enclosed as Enclosure III.

The Performance guarantee shall be valid for the duration of the contract period plus 2 months.

The performance security can be encashed by the Client to recover any amount which is payable by the contractor to the Client on any account for a cause arising out of the contract, any default on the part of contractor, any damage made by the contractor, any penalty to be paid by the contractor etc.

**Amount of performance guarantee would be 10% of the Contract Value.**

21. Correction of Certificates

The Engineer-in-charge may have issued any Interim Payment Certificate, the correction or modification in any previous Interim Payment Certificate which has been issued by him, and shall have authority, if any work is not being carried out to his satisfaction, to omit or to reduce the value of such work in any Interim Payment Certificate.

22. Payment to the vendor –

Payment to the vendor would be made in quarterly basis.

23. Default of Contractor:

If the performance of the contract is not satisfactory and not corrected within 15 days of receiving notice, then Client shall be at liberty to terminate the contract.

24. Amicable Settlement of Dispute:

The party shall use their best efforts to settle amicably all disputes arising out of or in connection this contract or the interpretation thereof.

25. Arbitration:

Any dispute and differences relating to the meaning of the specifications, designs, Technical specification and instructions herein before mentioned and as to the quality of workmanship of materials used in the work or as to any other question, claim, right, matter or thing whatsoever in any way arising out of or relating to the contract, designs, Technical specification, specifications, estimates, instructions or these conditions or otherwise concerning the works or the execution of failure to execute the same whether arising during the progress of the work or after the completion or abandonment thereof in respect of which amicable settlement has not been reached shall be referred

- The Sole Arbitrator appointed by the ERPC, who shall proceed as per the Arbitration Act, 1996.
- The Work under the contract shall continue, during the Arbitration proceedings.
- The award of the Arbitrator shall be final, conclusive and binding on both the parties.

26. Payment on Termination:

In the event of termination of the contract, Client shall be at liberty to get the maintenance done at the risk and cost of the contractor and due payment of the contractor, if any, shall be released after the completion of works as decided by client. If payment is due to the ERPC in the matter of penalty, default on contractor, same would be recovered from final bill or encashment of the performance guarantee.

## CONTRACT AGREEMENT

This CONTRACT (hereinafter called the “Contract”) is made on the .....day of the month of ....., 2024 between Member Secretary, Eastern Regional Power Committee, 14 golf Club Road, Tollygunge Kolkata - 700033 on the one hand (hereinafter called the Client) and on the other hand.....(hereinafter called the Contractor).

### WHEREAS

- (a) The Client has accepted the offer of the Contractor to execute the Maintenance work of ERPC Website.
- (b) The Contractor, having represented to the client that they have the required professional skills, personnel & technical resources and has agreed to provide the services and execute the works on the terms and conditions set forth in this Contract Agreement.

Now therefore, the parties hereto/hereby agree as follows:

1.0 The following documents attached hereto shall be deemed to form an integral part of this contract:

1	Notice Inviting Tender & Instructions to Tenderers	Annexure 'A'
2	General Conditions of Contract	Annexure 'B'
3	Contract Agreement alongwith Format No. I, II & III and Enclosure I	Annexure 'C'
4	Scope of Work	Annexure 'D'

2.1 The mutual rights and obligations of the Client and the Contractor shall be as set forth in the contract in particular:

- a) The Contractor shall carry out the services in accordance with the provisions of the contract and,
- b) The Client shall make payments to the contractor in accordance with the provisions of the contract.

In witness whereof, the parties hereto have caused this contract to be signed in their respective names as of the day and year first above written.

FOR AND ON BEHALF OF  
[CLIENT]

Member Secretary, ERPC

FOR AND ON BEHALF OF  
[CONTRACTOR]

Sign of Contractor .....

Date :

Place :

## SCOPE OF WORK

The website of ERPC is already operational in English and Hindi language and is presently begin hosted on NIC server. The bidder should consider the following points while quoting the price.

**1. Important parameter of the Website-**

Sl No	Technology used for developing website application	PHP, HTML, CSS, Javascript, Angular, Wordpress
1	Development platform	Windows
2	Database technology used for the website	MySQL
3	Number of static and dynamic pages	Around 50
4	Number of database and their size in the website	500 MB
5	Size of the website (in GB)	2 GB
6	Estimated number of updates per months	15
7	Upload and download data size per month	50 MB

**2. Expected activities during the maintenance-**

- I. Maintenance and regular updation of all associated activities linked with the work related to the existing website.
- II. Static/ dynamic information updation (as and when required).
- III. Maintenance and checking for dead links of static page.
- IV. archival and updation of data and site map of information.
- V. E-publishing of new publications and E-newsletters.
- VI. Redesign of homepage as and when required.
- VII. Content research and management (uploading of English and Hindi contents on website).
- VIII. Web marketing.
- IX. The bidder must undertake to upload and host the dynamic website on NIC.
- X. Accepting bugs and minor changes and providing solutions.
- XI. Link updates uploads, replace and addition of content and links and other related works.
- XII. Providing periodical training to the officials of ERPC regarding its website.
- XIII. Generating various reports of the website- like Uptime / downtime of website, number of hits, bandwidth, usage detailed etc or any other report as desired as desired by ERPC.
- XIV. Contractor will provide its immediate support and assistance in the event of any disruption in the services.
- XV. Following instruction related to the website as per various orders from different organisations like CERT-In.
- XVI. Any other ERPC website maintenance related job required to be carried out or assigned by ERPC.

XVII. Blocking spams and checking security of the website.



**Profile of Contractor****(with an outline of the experience of the firm for similar works during last three years)**

- a) Name of the firm.
- b) Year of registration.
- c) Type of firm (Individual/Proprietary/Limited Company or any other)
- d) Profile of agency
- e) PAN No
- f) GST No
- g) Trade License No
- h) GST Returns Amount for last three Assessment Years

FY 2020-21	FY2021-22	FY2022-23

- i) IT Returns for last three Assessment Years

FY 2020-21	FY2021-22	FY2022-23

- j) Profit Loss Balance Sheet Amount for last three Assessment Years

FY 2020-21	FY2021-22	FY2022-23

- k) No of Manpower-
- l) TAN No, if available-
- m) ESI, EPF registration No-
- n) Other-

**EXPERIENCE OF CONTRACTOR**

Experience of similar work completed during last three years preceding December 2023 details of completed and ongoing works, works tendered for etc. Use separate sheet for each work.

1	Project title & Location:	
2	Name of the Client and Address:	
3	Describe area of participation (Specific Work done/services rendered by the applicant)	
4	Period of work Done/Services rendered for the project	
5	Total cost of Annual Maintenance services	
6	Date of start of the work and the present status	
7	Any other details	

**NOTE :-**

Supporting authenticated documents, like certificates from the client in support of each of the above works/project to be furnished in original when asked for.

Sign of Contractor: .....

Date : .....

Place: .....

# FINANCIAL BID

To  
The Member Secretary,  
ERPC Secretariat, 14 Golf Club Road,  
Tollygunge Kolkata- 700033,

Sub: Quotation of rate for financial bid for Maintenance contract of ERPC website.

Ref Tenders No.: Tender/ ERPC Estb./2024-25/3

Sir,

I/we, the undersigned certify that I/we have carefully gone through and clearly understood the terms & conditions of the tender document, the work requirements and undertake to comply with them. I/we further undertake to execute and complete the works as per tender's terms and conditions.

I/We have signed and sealed every page of the tender document as token of our acceptance of all the terms and conditions of the tender.

After considering the maintenance work of ERPC Website to be carried out, I/we the contractor ..... (name of the contractor/ agency/ vendor) agrees to quote the price at .....(in words) as **annual maintenance charge**. In case of any additional work, I/ We would raise original invoice with 15% additional Contractor Over Head Profit only.

My/our offer shall be valid for a period of 60 days from the date of opening of the Tender.

Thanking you,

Yours faithfully,

Signature \_\_\_\_\_

For M/s. \_\_\_\_\_

Date \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Seal of Contractor/Tenderer

**Performance Guarantee**

**On non judicial stamp paper of minimum Rs. 100**

**(Guarantee offered by Bank to ERPC in connection with the execution of contracts)**

**FORM OF BANK GUARANTEE FOR  
PERFORMANCE GUARANTEE / SECURITY DEPOSIT / MOBILIZATION ADVANCE.**

1. Whereas the Member Secretary, Eastern Regional Power Committee (ERPC), 14 Golf Club Road, Tollygunge, Kolkata- 700033, (hereinafter called "The Client") has entered into an agreement bearing number \_\_\_\_\_ with \_\_\_\_\_ (name and address of the contractor) \_\_\_\_\_ (hereinafter called "the Contractor") for execution of work \_\_\_\_\_ (name of work)
2. The Client has further agreed to accept an irrevocable Bank Guarantee for Rs. \_\_\_\_\_ (Rs. \_\_\_\_\_ only) valid upto \_\_\_\_\_ (date)\* \_\_\_\_\_ as Performance Guarantee / Security Deposit / Mobilization Advance from the said contractor for compliance of his obligations in accordance with the terms and conditions of the agreement.
3. We \_\_\_\_\_ (indicate the name of the bank) \_\_\_\_\_ (herein after referred to as "the bank"), hereby undertake to pay to the client an amount not exceeding Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only) on demand by the client within 10 days of the demand.
4. We \_\_\_\_\_ (indicate the name of the bank) do hereby undertake to pay the amount due and payable under this guarantee without any demur, merely on a demand from the Client stating that the amount claimed is required to meet the recoveries due or likely to be due from the said contractor. Any such demand made on the Bank shall be conclusive as regards the amount due and payable by the Bank under this Guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ Only).
5. We \_\_\_\_\_ (indicate the name of the bank) further undertake to pay the Client any money so demanded notwithstanding any dispute or disputes raised by the contractor in any suit or proceeding pending before any Court or Tribunal, our liability under the Bank Guarantee being absolute and unequivocal. The payment so made by us under this Bank Guarantee shall be a valid discharge of our liability for payment there under and the Contractor shall have no claim against us for making such payment.
6. We \_\_\_\_\_ (indicate the name of the bank) further agree with the Client that the Client shall have the fullest liberty without our consent and without effecting in any manner our obligations hereunder to vary any of the terms and conditions of the said agreement or to extend time of performance by the said contractor from time to time or to postpone for any time or from time to time any of the powers exercisable by the Client against the said contractor and to for bear or enforce any of the terms and conditions relating to the said agreement and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said contractor or for any for-bearance, act of omission on the part of the Client or any indulgence by the Client to the said contractor(s) or by any such matter of thing whatsoever which under the law relating to sureties would, but for this provision, have effect of so relieving us.

7. We \_\_\_\_\_ (indicate the name of the bank) further agree that the Client at its option shall be entitled to enforce this Guarantee against the Bank as a principal debtor at the first instance without proceeding against the Contractor and notwithstanding any security or other guarantee the Client may have in relation to the Contractor's liabilities.
8. This guarantee will not be discharged due to the change in the constitution of the Bank or the contractor.
9. We \_\_\_\_\_ (indicate the name of the bank) lastly undertake not to revoke this guarantee except with the previous consent of the Client in writing.
10. This guarantee shall be valid upto \_\_\_\_\_ unless extended on demand by Client. Notwithstanding anything mentioned above, our liability against this guarantee is restricted to Rs. \_\_\_\_\_ (Rupees \_\_\_\_\_ only) and unless a claim in writing is lodged with us within six months of the date of expiry or the extended date of expiry of this guarantee all our liabilities under this guarantee shall stand discharged.

Date :

Witnesses :

Authorized signatory  
Name  
Designation  
Staff Code no.

Bank seal

1. Signature \_\_\_\_\_  
Name and address

2. Signature \_\_\_\_\_  
Name and address