

***West Bengal State Electricity Distribution Company Limited***

*(A Government of West Bengal Enterprise)*

***Human Resource Development Department***

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*CIN: U40109WB2007SGC113473*



***WBSEDCL***

**Tender Notice**

**BID DOCUMENT**

**For**

**Conducting non residential Advance Level Certified Training  
programme on Cyber Security Global  
Certificate(CEH/CSA,CCNA,CCNP, WINDOWS/LINUX  
SERVER)**

**for Engineers of WBSEDCL.**

**Venue: At Kolkata(having Class room with all high end  
Setup to meet the requirements of this training)**

**Estimated cost : Rs. 7.15 Lakh ( Approximate) + GST**

**GM(HRD&TRG/PM), WBSEDCL**

**NIT No: WBSEDCL/HRDD/Tender/08**

**Dated: 20.12.2022**



**Conducting non residential Advance Level Certified Training programme on  
Cyber Security Global Certificate(CEH/CSA,CCNA,CCNP, WINDOWS/LINUX SERVER)**

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**Conducting non residential Advance Level Certified Training programme on  
Cyber Security Global Certificate(CEH/CSA,CCNA,CCNP, WINDOWS/LINUX SERVER)**

## **SECTION: I**

### **INSTRUCTION TO BIDDER (IB)**

#### **IB.1.**

West Bengal State Electricity Distribution Company Limited herein after referred to as WBSEDCL invites e-tenders for **Conducting non residential Training on Advance Level Certified Training programme On Cyber security Global Certificate (CEH/CSA,CCNA,CCNP, WINDOWS/LINUX SERVER) for Engineers of WBSEDCL** as per detail "Training modules" and other terms and conditions furnished in the different clauses of the bid document.

#### **IB.2. Eligibility Criteria and Technical Criteria:**

##### **A. Eligibility Criteria**

1. The Bidder must comply with the "Mandatory Condition" as mentioned in **Annexure I**.
2. The Bidder should give a Self Declaration Certificate for acceptance of all terms & conditions of tender documents. A duly completed certificate to this effect is to be submitted as per **Annexure II**.
3. The bidder shall have experience in **Conducting Training on Advance Level Certified Training programme On Cyber security Global Certificate (CEH/CSA,CCNA,CCNP, WINDOWS/LINUX SERVER) for Engineers of WBSEDCL** as per scope of work for considerable period of time with following criteria.
  - a) **Only corporate Training imparted to the Employees of the organization's regular roll shall be considered and must have prior experience record for conducting Training programme, global exam on Cyber Security and providing Global Certificates (CEH/CSA,CCNA,CCNP, WINDOWS/LINUX SERVER).**
  - b) **No Training partner's certificate or experience or any consortium between any organizations shall be accepted .**
  - c) **Training for unemployed youth or Training for job seekers under any scheme/project shall not be considered.**
  - d) **The vendor should be experienced in imparting Training for a considerable period of hours/days/months with relevant topics (as per module) during the last two (2) years.**
4. The Annual **Turnover of the Company e.g. Limited/Private Limited/LLP/Agencies registered under Society's Act. should be at least Rs. 50 lakh during any one financial year out of last five financial years (2017-18 to 2021-22) shall only be eligible to participants in the Bid** .Copies of duly signed balance sheet / trading account / profit & loss accounts along with supporting document are to be submitted as per the **Annexure-III**.

This invitation for bidders is open to all Indian firms engaged in the business of **Conducting Training on Advance Level Certified Training programme On Cyber Security Global Certificate (CEH/CSA,CCNA,CCNP, WINDOWS/LINUX SERVER) for Engineers of WBSEDCL**.
5. Faculties/Trainers/Instructors of the Bidder must have Training experience on **Conducting Training on Advance Level Certified Training programme On Cyber Security Global Certificate (CEH/CSA,CCNA,CCNP, WINDOWS/LINUX SERVER) or above (both theoretical & hands on practical )** of 3-4 Yrs of all the modules as mentioned in the "scope of work" under Section-II .



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6. The firm should be neither blacklisted, banned, debarred from participation in any Govt. organization across India in last three years nor any criminal case registered/pending against the firm or its owner/partners anywhere in India. A duly completed certificate to this effect is to be submitted as per **Annexure IV**.
7. The bidder should have successfully executed such Training Orders in at least three organizations in India during last two years, preferably in the Power Sector/ Central/State/UT/PSU's (**where Advance Level Cyber Security Global Certificate (CEH/CSA,CCNA,CCNP, WINDOWS/LINUX SERVER) programme implemented**). The firm should attach list of Orders/ certificate of satisfaction of Training/credentials where the work had been executed during last two(2) years. The details of the same along with supporting document are to be submitted as per **Annexure V**.
8. Intending Bidders desirous of participating in the tender are to log on to the website **<http://wbttenders.gov.in>**. The tender can be searched by typing **wbsedcl** in the search box of the website.
9. 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 eToken. 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.
10. 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".*

#### **B. Technical Criteria (Coverage)**

Bidders must cover all the Training modules/Sub-modules/topics for Training as mentioned under 'Scope of Work' ( Section-II) if required and must have following **pre-qualification criteria**:

**PRE-QUALIFICATION CRITERIA FOR BIDDER:** Agency/Institute/Organization possessing the following pre-qualification criteria must upload the documentary evidence (scanned copy) in support of the same in the portal under Techno-commercial folder.

Pre-Qualification criteria	Documents required (Self Attested)
The bidder(Training Institute ) must be enclosed documentary proof in support of satisfactory completion ( from client or self declaration ) of <b>CEH/CSA,CCNA,CCNP, WINDOWS/LINUX SERVER</b> Training Programs in the form of 3 separate work order in India , preferably in Government Sectors ,executed during the last two year.	Copies of authentic authorization certificates in support of <b>CEH/CSA,CCNA,CCNP, WINDOWS/LINUX SERVER</b> Training programs in the form of 3 separate work order in India , preferably in Government Sectors ,executed during the last two year.



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Pre-Qualification criteria	Documents required (Self Attested)
2. An indicative list of training activities, training material to be provided to the participants and training methodology to be followed at the time of training should be mentioned in details by the bidder. The same should be uploaded along with technical bid in their letter head by the bidder.	Copy of Engagement Order received from clients in this regard along with a certificate of satisfaction for the performance issued in favour of the Firm or in favour of any Faculty or Team involved in this type of Training job for that Firm.
3. All the Faculties/Trainers/Instructors of the Bidder must have relevant Training experience( <b>OSCP,OSCE,ECSA,CISA,CNP Certified</b> ) in the field of <b>Conducting Training on Advance Level Certified Training programme On Cyber Security Global Certificate (CEH/CSA,CCNA,CCNP, WINDOWS /LINUX SERVER) (both theoretical &amp; hands on)</b> of <b>3-4 Yrs</b> years of all the modules as mentioned in the "scope of work" under Section-II in any Govt. or reputed Private Sector Institution including Society registered only and <b>must be a Degree holder from a recognized Institute/ University from a AICTE approved Institute /University /Deemed along with relevant certificates (CEH/CSA,CCNA,CCNP, WINDOWS /LINUX SERVER).</b>	CVs, Qualification/Authorisation certificates and Experience/Performance certificates/credential/achievement/accreditation of the Faculties/Trainers/Instructors in this regard.

### IB.3. Responsibility of Bidders:

1. It shall be the sole responsibility of Bidders to determine and to satisfy themselves by such means as they consider necessary or desirable for all matters pertaining to this contract including, in particular, all factors that may affect the cost, duration and execution of the work.
2. It must be understood and agreed that such factors have properly been investigated and considered while submitting the bid. Any claim, whatsoever, including those for financial adjustments to the contract, once awarded under these documents will not be entertained by WBSEDCL. Neither any change in time schedule of the contract nor any financial adjustments, arising thereof, shall be permitted by WBSEDCL, which are based on the lack of such clear information of its effect.
3. WBSEDCL will not assume any responsibility regarding information gathered, interpretations or conclusions made by the bidder or regarding information, interpretation or deductions the bidder may derive from the data furnished by



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WBSEDCL . Verbal agreement or conversation with any officer, employee of WBSEDCL either before or after the execution of the contracts, shall not affect or modify any of the terms or obligations contained in the contract.

4. The bid shall include all the information as per bid document. The bidder is expected to examine carefully all instruction, conditions, forms, schedules, terms, Annexure, specifications etc. in the bidding documents. Failure to comply with the requirement of bid submission will be at the bidders own risk. Bids, which are determined to be not substantially responsive to the requirements of the bidding documents, will be rejected.
5. The bidder shall bear all the costs associated with the preparation and submission of bid and WBSEDCL in no case shall be responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.
6. In order to avoid any problem arising out of network error or server error, bidders are advised to submit the bid, well in advance of the last date and time of submission of the bid.

#### **IB.4. Formation of cartel & penal Measures:**

Any evidence of unfair trade practices, including overcharging, price fixing, cartelization etc. as defined in various statutes, will automatically disqualify the parties. Repeated occurrence of such evidence of above, tenderers may also be viewed seriously by the WBSEDCL authority and penal measures as deemed fit would be imposed on such tenderers.

#### **IB.5. Key Dates:**

##### **Schedule of Dates for e-Tendering:**

<b>Sl. No.</b>	<b>Activity</b>	<b>Date &amp; Time</b>
1.	Publishing Date	29.12.2022 at 11.00 Hrs
2.	Document Download start date	29.12.2022 at 11.00 Hrs
3.	Date of Pre-bid Discussion	04.01.2023 from 11.00 Hrs
4.	Bid submission start date	06.01.2023 at 15.00 Hrs
5.	Bid submission end date	16.01.2023 at 15.00 Hrs
6.	Last date of <b>Online deposition of EMD/uploading scan copy of BG</b>	16.01.2023 at 12.00 Hrs
7.	Last date of physical submission of <b>original BG at office of GM (HRD&amp;TRG/PM)</b>	18.01.2023 up to 13.00 Hrs
8.	Technical Bid opening date	18.01.2023 at 15.00 Hrs
9.	Financial Bid opening date	To be intimated later through NIC etender portal



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## **IB.6.**

If any 'Strike' or 'Holiday, falls on any of the scheduled date, then the next working day (between mentioned working hours) shall be scheduled date for that particular matter . Any change of dates of other activities as noted above (IB.5) if required will be uploaded in the web portal <http://wbtenders.gov.in>.

## **IB.7. Pre Bid Discussion:**

1. Pre bid discussion will be held in presence of **authorized officer of IT department and officers of HRD & TRG. Dept.** at the HRD Training Room, 5<sup>th</sup> Floor, D Block, Vidhut Bhavan as per schedule indicated in **"Key Dates Clause"** above to clarify the queries, if any, from the vendors in respect of tender. Selected vendors who shall purchase the Bid may participate (maximum two persons) in the said meeting for any such clarification.
2. Non-attendance at the pre bid discussion will not be a cause for disqualification of the bidders.

## **IB.8. Clarification of Bidding Documents:**

If there be any discrepancy or obscurity in the meaning of any clause of the bid document, such queries must be sent through email at our email id [hrdd.wbsedcl@gmail.com](mailto:hrdd.wbsedcl@gmail.com) at least three days prior to the date of Pre-bid discussion. Such query received from vendors prior to pre bid discussion shall only be discussed in the pre bid discussion. No other query except to the ones through will be clarified during pre-bid discussion. If any changes are decided in pre-bid meeting the same will be uploaded in the website <http://wbtenders.gov.in> and no other communication shall be entertained afterwards on the issues discussed in the pre bid meeting. The clarification given in pre-bid discussion shall be final and binding on the bidder.

## **IB.9. Amendment / Addendum of Bidding Documents:**

At any time, prior to the deadline of submission of Bid, WBSSEDCL may, for any reason, modify the Bidding Documents by issuing Addenda / Amendments and the same will be uploaded in the website (<http://wbtenders.gov.in>) only in due time. WBSSEDCL shall not have any obligation to inform the vendor through any other mode of communication.

## **IB.10. Language of the Bid:**

The bid so prepared by the bidder and all other correspondences and documents relating to the bid, exchanged by the bidder and WBSSEDCL, shall be written in British English Language only.

## **IB.11. Period of validity of Bid:**

The bid shall remain valid for acceptance up to 90 (ninety) days from the date of opening of tender. WBSSEDCL may request to extend Validity of the bid beyond 90 (ninety) if required so, without any change in offer. A Bid valid for a shorter period shall be rejected, being non responsive.



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**IB.12. Tender Fee: Free of Cost**

**IB.13. Earnest money [Bid Guarantee]:**

**A. Earnest money Deposit [Bid Guarantee (Bid Security)]:**

1. a) All bids must be accompanied with a refundable earnest money, as "Bid Guarantee". The bid shall be considered non responsive if the earnest money payment (online/BG) document i.e. duly filled **Annexure VI is not submitted/uploaded along with the bid.**  
  
b) **No exemption of EMD is allowed in WBSEDCL irrespective of type of vendor.**
2. **EMD of Rs.18,000/- ( Rupees eighteen thousand Only) is to be paid online as mentioned below .**
3. **The Bid Guarantee of the unsuccessful Bidder/ Bidder, will be returned online as mentioned below. No interest shall be payable by WBSEDCL on the above Bid Guarantee.**

**4. The Bid Guarantee (EMD) shall be forfeited for any of the following reasons:**

- **If during the period of bid validity, the bidder withdraws or modifies the bid in part or as a whole.**
- **If the bidder withdraws from the Offer after submission of the tender.**
- **If any cartel is formed by the tenderer in their quotation.**
- **If any conflict of interest (as mentioned in Clause IB.31) is observed among the Bidder during Technical evaluation.**

**B. Earnest Money Deposit (EMD) - Payment mode :**

The amount of Earnest Money Deposit (EMD) shall be deposited **through Online or Uploading Bank Guarantee (scan copy)** of any Indian schedule Bank in favour of WBSEDCL as prescribed in the NIT.

**The bidder shall select the tender to bid and initiate payment of EMD.**

**(i) Following payment options are available for paying EMD amount through Online mode:**

- a. Net-banking through Payment Gateway.
- b. 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 prefilled 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 a reasonable time to enable the RTGS/NEFT process to be completed.

**(ii) Submission/deposition of EMD in form of Bank Guarantee (BG):**

EMD may be deposited in form of **Bank Guarantee (BG)** as per format ( **Annexure - VIII** ) issued by any branch of any scheduled bank in India in favour of West Bengal State Electricity Distribution Company Limited, payable at Kolkata scan copy of which is to be uploaded in the NIC portal .  
**Validity of the Bank Guarantee must be at least 180 days.**



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### (iii) General Instructions for Online Payment of EMD:

- 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 which is updated in 24 Hrs. (approx.). As such Bidder opting to pay through NEFT/RTGS mode shall make payment well before 24 Hrs. to avoid any complicity.
- In case actual EMD amount as per NIT is more than the one shown in E-tender Portal, Bidder 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 Bidder 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) Instructions for online uploading of scan copy of BG of EMD:

For submission /deposition of EMD in the form of BG , Bidder will have to OPT for "EMD EXEMPTION" in E-Tender Portal and upload scanned copy of BG in EMD exemption Document Upload section.

Original BG shall have to be submitted at office of GM(HRD&TRG/PM), HRDD, Vidyut Bhavan, 5<sup>th</sup> Floor(D-Block), Salt Lake, Kolkata -700091 within the stipulated date and time as mentioned in the NIT.

### C. Refund/ Settlement of EMD Amount:

- For unsuccessful Bidder or in case of cancellation of tender 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. **In case of EMD submitted in the form of BG, the original BG shall be collected from HRDD, Vidyut Bhavan on submission of application along with authorization letter.**
- For successful bid(s), EMD will be refunded from WBSEDCL authority after completion of tendering process and following due procedures.
- The bank account used for payment of EMD by the Bidder 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.
- For any queries related to payments and refunds, Bidder will have to communicate with ICICI Customer Support, viz. 33-40267512/ 13 since payment gateway facility used by E-tender portal is maintained by ICICI.
- **Successful bidder (L1) shall have to mandatorily create vendor id through WBSEDCL Web Portal Vendor Corner if not created earlier with Active GSTIN Registration number.**

### IB.14. General Guidance for e-Tendering:

Instructions/Guidelines for electronic submission of the tenders have been mentioned below for assisting the bidders to participate in e-Tendering.

1. Registration of Bidders : Any bidder willing to take part in the process of e-Tendering will have to be enrolled & registered with the e-Procurement system, through logging on to <https://wbtenders.gov.in>.



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2. Digital Signature certificate (DSC): Each bidder is required to obtain a class-II or Class-III Digital Signature Certificate (DSC) for submission of tenders.
3. The bidder can search and download NIT & Tender Documents electronically from the <https://wbtenders.gov.in> website using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.

#### **IB.15. Signing of Bids:**

1. The bid shall be downloaded from the website [www.wbtenders.gov.in](http://www.wbtenders.gov.in) and shall be signed by a person / persons duly authorized by the bidder.
2. To be qualified for evaluation and finalization of contract, Bidder/ Bidders shall submit a written power of attorney, authorizing the signatory of the Bid to act on behalf of the Bidder in the form and manner which is acceptable by WBSEDCL.
3. All the pages of the bid and where, entries/ amendments have been made, shall be signed by the person/persons signing the bid.
4. The complete bid shall be without alterations, interlineations or erasers, except those to accord with instructions issued by WBSEDCL or as necessary to correct errors made by the bidders, in which case such corrections shall be initialed by the person/persons signing the bid. Bids not duly signed shall be treated as cancelled.

#### **IB.16. Online Submission of Bid:**

Bids shall be submitted as under:

1. Tenders are to be submitted online through the website( [www.wbtenders.gov.in](http://www.wbtenders.gov.in) ). All the documents uploaded by the Tender Inviting Authority form an integral part of the contract. Tenderers 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 (Techno-commercial) proposal and the other is Financial Proposal (BoQ).** 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 **Techno-commercial Bid.**

The bidder needs to download the Forms / Annexure / BOQ, fill up the particulars in the designated Cell and upload the same in the designated **Techno-commercial folder and Financial folder. BOQ (Annexure- X) must be uploaded only in Financial Folder.**

The documents uploaded shall be virus scanned and digitally signed using the Digital Signature Certificate (DSC). Tenderers should take note of all the addendum/corrigendum related to the tender and upload the latest documents as part of the tender. Original copies of the uploaded documents may be submitted for physical verification if required by the Tender Inviting Authority at the time of technical evaluation.

#### **2. DOCUMENTS CONSTITUTING THE BID:**

***(All Documents must be uploaded as per NIT sequence)***

- a) **Techno-commercial folder (Cover)** : The file should be saved in a PDF version and should comprise of the following items:
  - i. **"NIT"**: NIT to be downloaded and Scanned PDF copy to be submitted by the bidder.
  - ii. **"EMD"**:
    - Scanned copy of document (**duly filled Annexure VI**) in support of payment of EMD in favour of WEST BENGAL STATE ELECTRICITY DISTRIBUTION COMPANY LIMITED .



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- iii. **"Mandatory Condition"**: Duly Completed Scanned PDF copy of Annexure-I.
- iv. **"Annexure"**: Duly Completed Scanned PDF copy of **Annexure-II, Annexure-III, Annexure-IV, Annexure-V, Annexure-VI, Annexure-VII, Annexure-VIII, Annexure-IX Annexure-X, Annexure-XI** along with supporting documents.
- v. The Bidder shall submit attested copies of **Valid & Active PAN and GST Registration No. along with all related particulars and photocopies of the Returns towards payment of taxes/Statutory Compliances** with the Government during the last five financial years and other credentials/documents as stated in the above table with the Bid.
- vi) Undertaking to be uploaded as per **Annexure IX**.
- vii) Curriculum vitae of faculty engaged by the agency to be uploaded as per **Annexure XI**.
- viii. **"Certificate / Credentials"**:
  - Scanned PDF copy of Qualification & experience certificate in support of Faculty/Trainers/Instructors as mentioned in the Pre-Qualification Criteria and Annexure I & V by the Bidder.
  - Scanned PDF copy of orders issued by the Clients along with certificate of satisfaction of Training/credentials where the work had been executed during the last 2 years, issued in favour of the Organization or in favour of any Faculty or Team involved in this type of Training job.
  - Scanned and certified PDF copies of the CVs with edential/achievement/accreditation if any in regard to faculties/Trainers/Team who would be entrusted by the bidder for all the modules of above Training.
  - Scanned PDF copy of relevant documents supporting the existence of an office in West Bengal.
- ix. **Technical Coverage** :-Scanned PDF copy of declaration of the bidder that they have capacity and credential to Train all the modules (as mentioned under Section -II) of above Training and accordingly rate offered as per **Annexure X**
  - x) Infrastructure in **Digital,Modern & Equipped Classroom, High speed PC, High speed internet connectivity, UPS power, Projector** etc. including all sorts of environments required for this advanced level Cyber Security Training to be provided by the Bidder at Kolkata as mentioned in GCC.1 (i) must be specified by vendor in separate sheet, scanned copy of which is to be uploaded.

**viii. Other Important Documents (OIDs):**

- i) Duly Completed Scanned **PDF** of **Valid & Active** PAN Card.
- ii) Duly Completed Scanned **PDF** of **Valid & Active GSTIN & last 2 yrs GST returns** Registration Certificate.
- iii) Duly Completed Scanned **PDF** of Bidder Address Details.
- iv) Duly Completed Scanned **PDF** of Professional Tax.
- v) Scanned **PDF** copy of Certificate of Incorporation as company under Companies Act or trade License as the case may be.
- vi) Scanned **PDF** Copies of duly signed Balance Sheet / Trading Account / Profit & Loss Accounts along with supporting document & a duly completed certificate.
- vii) Scanned **PDF** Copies of **Income Tax Return acknowledgement** of **last three years**.

**a) Financial Folder (Cover) :**

- i) **"BoQ"**: Financial Bid i.e. BoQ given with Tender is to be uploaded in PDF version after filling all relevant information. **The priced BoQ should be uploaded only in the financial folder and strictly as per the format available with the tender as per Annexure X** failing which the Offer is liable for rejection (renaming or changing format of BoQ sheet (file) will not be accepted by the system).



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**Vendors should quote item wise rates without tax in BoQ ( Annexure-X) only and upload in the financial folder only . Offers indicating rates anywhere else shall be liable for rejection. Applicable Tax will be extra.**

**IB.17. Conditional and incomplete tenders are liable to be summarily rejected.**

**IB.18.** No price preference will be allowed to any tenderer based on the size of the industry or its geographic location. Co-operative Society will not be considered with separate status.

**IB.19. Late Submission of Bid:**

Bidder shall take all possible measures to submit the bid within the schedule date & time **at specified location** prescribed elsewhere in the bidding document. Late submission of bid for whatever reason shall not be accepted.

**IB.20. Opening and evaluation of tender:**

**1. Opening of Technical Proposal (Techno – Commercial Bids):**

- Technical proposals will be opened by the Tender Inviting Authority or his authorized representative **electronically** from the website stated above, using their Digital Signature Certificate.
- Technical proposals for those tenderers whose original copies of BG towards EMD have been received will only be opened. Proposals corresponding to which original copy of BG towards EMD has not been received, will not be opened and will stand rejected. **This is not applicable for Online submission / deposit of EMD.**
- All bids found to be responsive as regards Clause IB.16.2 will be examined. Bids which do not satisfy the "Clause IB.16.2 will not be considered for technical evaluation.
- The bidder shall not take any commercial deviation from the stipulation of Bid document. If the bidder takes any commercial deviation, his Bid may be liable for rejection.
- Techno-commercial deviations will not be considered in any circumstances. Negative deviations will not be accepted in any circumstances and shall be considered as non-responsive and shall be liable for rejection.
- **Any suppression of facts detected at any stage of bidding process shall be liable for disqualifications of the bidder and accordingly their bid shall be under subject of cancellation.**
- Date of opening of financial bid will be intimated to the techno-commercially qualified tenderers in the NIC Portal only.

**2. Opening of Financial Proposal (Price Bids) :**

- Financial proposals submitted by the tenderers in the prescribed format (**Annexure-X**) and declared techno-commercially eligible, will be opened electronically by the Tender Inviting Authority on the prescribed date.
- No deviation in any form in the price-bid sheet is acceptable.
- **The Tender Accepting Authority may ask any of the tenderers to submit analysis to justify the rate quoted by that tenderer.**
- For any discrepancy in the amount of figures and words, the quoted amount in figure will prevail.

**3. Evaluation and Comparison of Bids (Price bids):**

On examination of documents submitted under different covers WBSEDCL will evaluate and compare the bids determined to be substantially responsive at each step.

- 4.** Any variation, up or down, in taxes & duties or any new levy introduced subsequent to bid opening will not be considered for comparison of bids.



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- 5. The Financial Bid with the item(module) wise lowest price will be the highest evaluated bid. Itemwise evaluation will be done for L1 Bidder/ Bidders selection.**  
**Rate should be quoted for all the modules by the Bidders for successful Bid processing.**

**IB.21. Time Schedule:**

The basic consideration and the essence of the Contract/Empanelment shall be strict adherence to the time schedule as it will be specified in the contract to be issued from WBSEDCL. Certification & Training will be completed within **one and half year**.

**IB.22. Number of Batch :—As per requirement ( Minimum 6 Batches) to complete of all courses.**

**IB.23. Number of Participants: 31 nos (Max.) .**

**IB.24. Duration of Training programme: Min. 208 hrs. but to be covered in a span of one and half year in staggered manner (3hrs session per day).**

**IB.25. Price:**

1. Price offer shall be uploaded in the prescribed format only i.e BoQ (Annexure- X) only.
2. No deviation in any form in the Price Bid Sheet is acceptable subsequently the entire Tender process of the Vendor shall be cancelled.

**Rate(Training Fees) per module(1 to 6 no.) for single batch Training considering maximum number of participants and duration of the Training programme and session type (3hrs. session per day) of each module as mentioned in Scope of work under Section-II and other terms and conditions as laid down in this Tender may be quoted in Annexure-X (BoQ) maintaining all clauses in GCC.1( i to xv) including conducting exam and training program of 3(Three) global certificates.**

**IB.26. Taxes, Duties and other levies:**

Only GST as applicable shall be paid extra.

**IB.27. Statutory Obligations:**

Statutory obligations as per law of the land are to be complied.

**IB.28. Issue of Order:**

WBSEDCL will award the contract to the successful bidder whose bid has been determined to substantially responsive **as mentioned IB.20** and has been determined the lowest priced bid, provided further that the bidder is determined to be qualified to perform the contract satisfactorily. WBSEDCL shall be the sole judge in this regard.

**IB.29. Acceptance of Order:**

The successful bidder shall submit written unconditional acceptance of Purchase Order within 5 (Five) days from date of issuance of the same. Submission of conditional acceptance of Purchase Order shall be treated as non-compliance of this clause.



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### **IB.30. Right to reject Bids :**

WBSEDCL 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 Purchase Order, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders the reason for WBSEDCL's action.

### **IB.31. Conflict of Interest:**

The Bidder shall not have a Conflict of Interest that may affect the Tendering Process. Any Bidder found to have a Conflict of Interest as per the following reasons, shall be disqualified. In the event of disqualification, the Bid Security of the bidder shall be forfeited for the time, cost & effort of the Authority including consideration of such Bidder's Proposal, without prejudice to any other right or remedy that may be available to the Authority hereunder or otherwise. Any bidder found to have a conflict of interest if his near relative is posted as an employee/ officer in any capacity in WBSEDCL, who is associated with the Tender inviting Authority or vice versa.

Any bidder found to have a conflict of interest if any employee of the bidding firm/company has or develops a financial or other interest with any employee / officer of WBSEDCL associated with the Tender inviting Authority during the execution of the Contract or vice versa.

Any bidder has a relationship with another bidder/bidders directly or through common third parties that puts them in a position to have access to each other's information about or to influence the tendering processes of either or each of the other bidder.

### **IB.32. Settlement of Disputes:**

In case of any dispute arising out the contract, the same should be settled through meeting between the WBSEDCL and the contracting agency at the appropriate level. The necessary judicial affairs and/or Court Case shall be exclusively within the jurisdiction of High Court at Kolkata only.

### **IB.33. Communication:**

The successful vendor, for communicating with WBSEDCL, for this job may use the following modes.  
Telephone – (033) 2319 7519/(033) 2319 7476.

### **IB.34.Representative of Vendor:**

1. The successful vendor is required to nominate one officer exclusively for this project/programme from commencement to completion as a Nodal Officer **to be stationed at Kolkata(preferably).** with whom WBSEDCL will contact on all matters related to this order.
2. The vendor has to specifically furnish to WBSEDCL, the name, designation, Telephone no. including mobile no., email address of such person.



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## **SECTION: II**

### **Scope of work**

(Different Module/Sub-module of Training to be imparted)

- ❖ **Venue of the Training: At Kolkata**
- ❖ **Number of participants : 31 (Max.)**
- ❖ **No. of Batch : As per requirement ( Minimum 6 Batches) to complete of all Training modules.**
- ❖ **Duration of Total Training programme : Min. 208 hrs. but to be covered in a span of one and half year in staggered manner (3hrs session per day).**

Module No.	Training module ##	MAX. PARTICIPANTS	Expected Duration	Minimu no. of Days With ( 3 hour session per day)
1	Training and EC-Council Certified Global certification in Certified SOC Analyst (CSA)	4	Min 24 hours.	08 days
2	Training and Global certification by CISCO on CCNP Security	5	Min 40 hours.	14 days
3	Training and EC-Council Certified Global certification in CEH v12	7	Min 40 hours.	14 days
4	Training on CCNA	7	Min 40 hours.	14 days
5	Training and certification on Active Directory and overview of Windows Server	4	Min 40 hours.	14 days
6	Training on SDWAN	4	Min 24 hours.	08 days

## Detail module are mentioned below :

SL NO. 1 (Global certification course)

Course Title	Training and EC-Council Certified Global certification inCEH v12
Course Outline	<ul style="list-style-type: none"><li>• Course contents as per EC Council certified course content in Certified SOC Analyst (CSA) and certification exam</li><li>• Topics to be coverd:<ol style="list-style-type: none"><li>1.Key issues plague the information security world, incident management process, and penetration testing.</li><li>2. System hacking methodology,</li><li>3. Various types of footprinting, footprinting tools, and countermeasures.</li><li>4. Reconnaissance methods, tools and preventions</li><li>5. Different types of Malware, malware analysis and malware countermeasures.</li><li>6. Attacks using Social Engineering techniques identify theft and social engineering countermeasures.</li><li>7. Scanning and sniffing techniques of Networks.</li><li>8. DoS/DDoS attack techniques,</li></ol></li></ul>



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	<p>botnets, DDoS attack tools, and DoS/DDoS countermeasures. 9. Latest OWASP Top 10 for Web application Security with live examples 10. Browser based Extensions type of attacks and its Prevention techniques 11. SSRF Attacks Methodology and Prevention Techniques 12. Session hijacking techniques and countermeasures. 13. Different types of webserver attacks, attack methodology, and countermeasures. 14. Different types of web application attacks, web application hacking methodology and countermeasures. 15. SQL injection advanced attacks and injection detection tools. 16. Wireless Encryption, wireless hacking methodology, wireless hacking tools, and Wi-Fi security tools. 17. Mobile platform attack vector, android vulnerabilities, mobile security guidelines and tools. 18. Firewall, IDS and honeypot evasion techniques, evasion tools, and countermeasures. 19. Common threats in cloud computing ,Managing cloud identities 20. Enabling MFA for Azure user accounts and Deploying firewall solutions in an Azure environment 21. Configuring cloud storage replication and Enabling alert notifications 22. Using AI and ML to identify anomalies and Pen testing in the context of cloud computing 23. Various types of penetration testing, security audit, vulnerability assessment, and penetration testing roadmap 24. Perform vulnerability analysis to identify security loopholes in the target organization"s network, communication infrastructure, and end systems. 25. Different threats to IoT platforms and learn how to defend IoT devices securely. 26. Steganography, steganalysis attacks, and covering tracks</p>
<b>Duration / Days</b>	Min 40 hours.
<b>Timings</b>	To be decided later.
<b>Batch Strength</b>	5 to 10 participants.
<b>Training to be provided to</b>	Officials of WBSEDCL
<b>Methodology of Training</b>	Offline Lecture, Demos, Interactive sessions, Quiz and Assessment, Hands on physical lab
<b>Attendance</b>	Attendance shall be taken on program day.
<b>Venue</b>	Offline Face to Face at WBSEDCL or bidders locations in kolkata as per direction of WBSEDCL.



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**SL No. 2 (Global Certification):**

<b>Course Title</b>	Training and EC-Council Certified Global certification in Certified SOC Analyst (CSA)
<b>Course Outline</b>	<ul style="list-style-type: none"> <li>• Course contents as per EC Council certified course content in Certified SOC Analyst (CSA) and certification exam</li> <li>• Implementation and integration of SOC-SIEM</li> <li>• Gain Knowledge of SOC processes, procedures, technologies, and workflows. » Gain basic understanding and in-depth knowledge of security threats, attacks, vulnerabilities, attacker's behaviors, cyber kill chain, etc. » Able to recognize attacker tools, tactics, and procedures to identify indicators of compromise (IOCs) that can be utilized during active and future investigations. » Able to monitor and analyze logs and alerts from a variety of different technologies across multiple platforms (IDS/IPS, end-point protection, servers and workstations). » Gain knowledge of Centralized Log Management (CLM) process. » Able to perform Security events and log collection, monitoring, and analysis. » Gain experience and extensive knowledge of Security Information and Event Management. » Gain knowledge on administering SIEM solutions (Splunk/AlienVault/OSSIM/ELK). » Understand the architecture, implementation and fine tuning of SIEM solutions (Splunk/ AlienVault/OSSIM/ELK). » Gain hands-on experience on SIEM use case development process. » Able to develop threat cases (correlation rules), create reports, etc. » Learn use cases that are widely used across the SIEM deployment. » Plan, organize, and perform threat monitoring and analysis in the enterprise. » Able to monitor emerging threat patterns and perform security threat analysis. » Gain hands-on experience in alert triaging process. » Able to escalate incidents to appropriate teams for additional assistance. » Able to use a Service Desk ticketing system. » Able to prepare briefings and reports of analysis methodology and results. » Gain knowledge of integrating threat intelligence into SIEM for enhanced incident detection and response. » Able to make use of varied, disparate, constantly changing threat information. » Gain knowledge of Incident Response Process. » Gain understating of SOC and IRT collaboration for better incident response</li> </ul>
<b>Duration / Days</b>	Min 24 hours.
<b>Timings</b>	To be decided later.
<b>Batch Strength</b>	3 to 7 participants
<b>Training to be provided to</b>	Officials of WBSEDCL
<b>Methodology of Training</b>	Offline Lecture, Demos, Interactive sessions, Quiz and Assessment, Hands on physical lab



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<b>Attendance</b>	Attendance shall be taken on program day.
<b>Venue</b>	Offline Face to Face at WBSEDCL or bidders locations in kolkata as per direction of WBSEDCL.

### SL NO. 3 (Global certification course)

<b>Course Title</b>	Training and Global certification by CISCO on CCNP Security
<b>Course Outline</b>	<ul style="list-style-type: none"> <li>• Course contents as per Cisco certified course content for CCNP Security and certification exam.</li> <li>• Recognizing and managing common security threats and countermeasures</li> <li>• Selecting and configuring appropriate network infrastructure security methods</li> <li>• Managing advanced security configurations in network security devices and cloud</li> <li>• Relying on web security features to provide content security</li> <li>• Configuring endpoint-based security</li> <li>• Deploying network telemetry and network access solutions</li> </ul>
<b>Duration / Days</b>	Min 40 hours.
<b>Timings</b>	To be decided later.
<b>Batch Strength</b>	3 to 7 participants.
<b>Training to be provided to</b>	Officials of WBSEDCL
<b>Methodology of Training</b>	Offline Lecture, Demos, Interactive sessions, Quiz and Assessment, Hands on physical lab
<b>Attendance</b>	Attendance shall be taken on program day.
<b>Venue</b>	Offline Face to Face at WBSEDCL or bidders locations in kolkata as per direction of WBSEDCL.



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**SKILL DEVELOPMENT TRAINING COURSES WITH GENERAL INSTITUTE  
PROVIDED CERTIFICATE :**

**SL NO 4. (Skill development)**

<b>Course Title</b>	Training on CCNA
<b>Course Outline</b>	<ul style="list-style-type: none"><li>• As per CISCO contents coursework and contents for CCNA 200-301</li><li>• Network layer addressing and subnetting</li><li>• Configuring a Cisco Router</li><li>• Ethernet operation</li><li>• Switch configuration</li><li>• VLAN operation and configuration</li><li>• STP and Ethernet Channel operation and configuration</li><li>• TCP and UDP Operation</li><li>• Building, Configuring, and Troubleshooting ACLs</li><li>• Network address translation operation and configuration</li><li>• Wide area networking and VPN operation</li><li>• Implementing application layer protocols for Cisco networks</li><li>• Cisco Network basic security concepts</li><li>• Cisco wireless basic operation and configuration</li><li>• Network troubleshooting</li><li>• The basics for network automation and programmability</li></ul>
<b>Duration / Days</b>	Min 40 hours.
<b>Timings</b>	To be decided later.
<b>Batch Strength</b>	5 to 10 participants
<b>Training to be provided to</b>	Officials of WBSEDCL
<b>Methodology of Training</b>	Offline Lecture, Demos, Interactive sessions, Quiz and Assessment, Hands on physical lab
<b>Attendance</b>	Attendance shall be taken on program day.
<b>Venue</b>	Offline Face to Face at WBSEDCL or bidders locations in kolkata as per direction of WBSEDCL.



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**SL NO 5. (Skill development)**

<b>Course Title</b>	Training and certification on Active Directory and overview of Windows Server
<b>Course Outline</b>	<ul style="list-style-type: none"> <li>• Overview of Windows server -install,migrate,features,configuration ,upgradation.</li> <li>• Enterprise storage solutions overview and use -DAS,SANs,NAS, Fibre Channel, iSCSI, and Fibre Channel over Ethernet.</li> <li>• Installation and configuring hyperv and virtual machines.</li> <li>• DNS sever configuration and management-Describe DNS server,Zones,records,Install and configure DNS roles and Zones,Implement DNS forwarding</li> <li>• Install and configure domain controllers.</li> <li>• Manage objects in AD DS by using graphical tools and Windows PowerShell.</li> <li>• Implement AD DS in complex environments.</li> <li>• Implement and administer Active Directory Rights Management Services (AD RMS).</li> <li>• Implement AD DS sites, and configure and manage replication.</li> <li>• Implement and manage Group Policy Objects (GPOs).</li> <li>• Manage user settings by using GPOs.</li> <li>• Secure AD DS and user accounts.</li> <li>• Implement and manage a certificate authority (CA) hierarchy with AD CS.</li> <li>• Deploy and manage certificates.</li> <li>• Implement and administer AD FS.</li> <li>• Implement synchronization between AD DS and Azure AD.</li> <li>• Monitor, troubleshoot, and establish business continuity for AD DS services.</li> <li>• Generation of reports .</li> <li>• Windows PC user end log analysis ,system, audit access and Windows OS security related overview and management.</li> </ul>
<b>Duration / Days</b>	Min 40 hours.
<b>Timings</b>	To be decided later.
<b>Batch Strength</b>	5 to 10 participants
<b>Training to be provided to</b>	Officials of WBSEDCL
<b>Methodology of Training</b>	Maximum to be covered in hands-on physical lab training on Windows server preferably on latest server and using Windows 10 PC ,interactive session, Quiz assessment
<b>Attendance</b>	Attendance shall be taken on program day.



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<b>Venue</b>	Offline Face to Face at WBSEDCL or bidders locations in kolkata as per direction of WBSEDCL.

**SL NO 6. (Skill development) :**

<b>Course Title</b>	Training on SDWAN
<b>Course Outline</b>	<ul style="list-style-type: none"> <li>• Usage, implementation, configuration ,integration with network and security devices.</li> <li>• Deploy and configure key elements in an SD-WAN solution, including routers and controllers, based on Zero Trust and Zero Touch principles</li> <li>• Setup and verify OMP as a key protocol element in the SD-WAN Solution</li> <li>• Use vManage GUI for centralized Monitoring and Configuring</li> <li>• Segment SD-WAN fabric, through the use of VPN's (VRF's)</li> <li>• Apply templates to configure devices and features</li> <li>• Apply control plane policies</li> <li>• Apply data plane policies</li> <li>• Apply QoS mechanisms to SD-WAN fabric</li> <li>• Route application traffic based on path performance using BFD</li> <li>• Deploy, configure and operate Multi-Tenant vManage NMS</li> <li>• Implement and test redundancy and high availability</li> <li>• Troubleshoot common operating issues in an SD-WAN solution</li> <li>• Implement secure Direct Internet Access on remote locations</li> <li>• Differentiate options for Cloud Services in SD-WAN (Cloud on Ramp for SaaS and IaaS)</li> </ul>
<b>Duration / Days</b>	Min 24 hours.
<b>Timings</b>	To be decided later.
<b>Batch Strength</b>	3 to 5
<b>Training to be provided to</b>	Officials of WBSEDCL
<b>Methodology of Training</b>	Hands on practical on running system ,Offline Lecture, Demos, Interactive sessions, Quiz and Assessment.
<b>Attendance</b>	Attendance shall be taken on program day.
<b>Venue</b>	Offline Face to Face at WBSEDCL or bidders' locations in kolkata as per direction of WBSEDCL.



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## **SECTION: III**

### **GENERAL CONDITIONS OF CONTRACT (GCC)**

#### **GCC.1. General Terms:**

- (i) **Infrastructure—Classroom (Digital , Modern & Equipped ) , High speed PC, High speed internet connectivity, Projector, UPS power including all sorts of environments required for Training at Class room located at Kolkata must be arranged by the vendor for Conducting Training on Advance Level Certified Training programme On Cyber security Global Certificate (CEH/CSA,CCNA,CCNP, WINDOWS /LINUX SERVER) for Engineers of WBSEDCL.**
- (ii) **Conducting global exam and training program of 3(Three) global certificates.**
- (iii) All trainees shall be provided with soft copy of training materials.
- (iv) The training shall be combination of both theoretical and practical and should be full proof in nature and as per requirement as mentioned in Tender clause **IB.2 : A&B.**
- (v) Training should be in English language only.
- (vi) Each and every trainer shall have the industrial training experience of providing training **for at least 03-04 years** covering the modules/sub-modules in the field of **Advance Level Certified Training programme On Cyber security Global Certificate (CEH/CSA,CCNA,CCNP, WINDOWS /LINUX SERVER) or above** as mentioned in the Tender.
- (vii) Training shall be normally **from 10 AM to 1 PM or 2PM to 5.00 PM** i.e. only 3 hrs daily , as per convenience in working days ( Refreshment will have to be arranged by Vendor).
- (viii) WBSEDCL **shall not accept online mode** of training excepting in case of reference study/case study etc.
- (ix) One course **Coordinator/Nodal officer** shall be there from the end of vendor and one **Nodal officer** from WBSEDCL.
- (x) The bidder has to furnish all the information as required regarding their offer.
- (xi) Quotation from any sub-vendor will not be entertained.
- (xii) Any form of consortium will not be allowed.
- (xiii) The bidder shall satisfy WBSEDCL with his ability to complete the works positively within the stipulated time.
- (xiv) All correspondence, documents and Bid, exchanged between the Bidder and WBSEDCL shall be written in English language. Failure to comply with this request may disqualify a bidder.
- (xv) The Company reserves the right, to reject any or all the tenders, at its discretion, without assigning any reason whatsoever.

**GCC.2a. Rates: (a) Rate(Training Fees) per module(1 to 6 no.) for single batch Training considering maximum number of participants and duration of the Training programme and session type (3hrs. session per day) of each module as mentioned in Scope of work under Section-II and other terms and conditions as laid down in this Tender may be quoted in Annexure-X (BoQ) maintaining all clauses in GCC.1( i to xv) including conducting exam and training program of 3(Three) global certificates.**

**(b) Validity:** Rates quoted by the Bidders shall remain firm and valid for at least 3 months from date of issue of Training order.



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### **GCC.3.a.Evaluation & Feedback system after each Training module/sub-module :**

Evaluation & Feedback of Training/ Trainers/Trainees from both Trainers & Trainees respectively will be arranged after each Training module/sub-module. **Training may be required to be repeated depending on the evaluation/feedback of Training from Trainees/Trainers without any extra payment.**

### **GCC.3.b. Cancellation/Termination of Order:**

WBSEDCL shall have the right to repudiate the contract if the work is not completed within schedule completion time as per "Time Schedule" and "Completion Time" -Clause to be mentioned in the contract in line with the Tender clause **IB.21&24** The following causes may also led to cancellation of Order.

1. Non acceptance of Contract/ Order as per "Acceptance" clause.
2. If failed to implement the Training program .
3. **If it is found at any stage that the Training imparted ( Theoretical & Practical) are not as per the required level / not served the purpose.**
4. In each above cases 15 days termination notice shall be issued prior to termination of Contract/ Order.

### **GCC.4. Arbitration & Legal Jurisdiction:**

1. During execution of this contract, if any dispute arises thereby, shall be settled amicably between WBSEDCL and yourself to the extent possible.
2. All disputes or differences in respect of which the decision if any has not become final shall be settled by arbitration in accordance with the provisions of the Arbitration and Conciliation Act – 1996 or any statutory modification thereof. The venue of Arbitration shall be Kolkata only.
3. The necessary legal affairs and / or court case shall be exclusively within the jurisdiction of Calcutta High Court only.

### **GCC.5. Risk Purchase / Performance:**

Adherence to time schedules mentioned in the foregoing clauses shall be deemed as the essence of contract and if the vendor fail to perform within the periods prescribed for such work in the rate contract order, WBSEDCL shall be entitled to execute the job through the best and nearest substitute available elsewhere on the account and at the risk of the contracting agency or to cancel the contract and the contracting agency shall be liable to compensate for any loss or damage which WBSEDCL may sustain by reason of such failure on the part of the Contracting Agency.

### **GCC.6. Liquidated Damage:**

The timely completion of entire project is the basic consideration and essence of the contract and WBSEDCL reserves the right to repudiate the contract if the successful bidder fails to complete the work within stipulated period for completion. However, the ordering authority may at his discretion waive this condition with imposition of liquidated damage indicated herein below :

In case of delay in starting the work , Company reserves the right of imposing penalty @ 0.5 % per week on the overall value subject to maximum 10 % of the total estimated cost of contract.



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## **GCC.7. Termination for Insolvency**

The buyer may at any time terminate the Contract by giving a written notice to the awarding firm, without compensation to the firm, if the firm becomes bankrupt or otherwise insolvent as declared by the competent Court, provided that such termination will not prejudice or affect any right of action or remedy, which has accrued or will accrue thereafter to the department.

## **GCC.8. Force Majeure :**

Should any force majeure circumstances arise, each of the contracting parties be excused for the non-fulfillment or for the delayed fulfillment of any of its contractual obligations, if the affected party within 15 days of its occurrence informs in a written form the other party. Force Majeure shall mean fire, flood, natural disaster or other acts such as war, turmoil, sabotage, explosions, epidemics, quarantine restriction, strikes, and lockouts i.e. beyond the control of either party.

## **GCC.9. Submission of bills for payment :**

1. Terms of Payment: No advance payment will be made against the Contract Order in any circumstances.
2. The bills (GST Invoice) in triplicate is to be submitted after successful completion of **Training, examination & providing certificates of each batch on the basis of Training execution order**, to the Controlling Officer as mentioned in **GCC.11** with **relevant papers & documents(successful completion certificate from Nodal Officer, Feedback from all participants** etc). as would be mentioned in the Contract order for payment. **Payment will be released within 30 days of receipt of the Bill(s) by the Accounts wing of the HRD Department if all documents found in order & satisfactory.** TDS is applicable as per norms. Bank Mandate for payment through NEFT/RTGS should be submitted along with the first Bill.

## **GCC.10. Price:**

1. Incomplete or partial quotation will not be accepted and shall be liable to be rejected.
2. Price should be quoted in the Price Bid Sheet (BoQ) as per format. No deviation in any form in the Price Bid Sheet(s) is acceptable. The quoted price shall remain firm throughout the period of the contract and no adjustment shall be made to the contract price.

## **GCC.11. WBSEDCL Personnel for Liaison :**

1. **Controlling Officer:** GM(HRD&TRG/PM)
2. **Nodal Officer:Officers from IT&C wing will be Nodal officer for the entire programme.**  
He/She would issue the successful completion certificate for the entire scope of work under the LoA to be issued to the eligible bidder.
3. **Course Co-ordinator :** A.C.E., HRDD / A.G.M.,HRDD.
4. **Paying Authority:** AM(F&A) / HRDD.



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## **Annexure - I**

### **Mandatory Conditions:**

<b>Sl. No</b>	<b>Requisite Credentials</b>	<b>Supporting Documents to be submitted(Uploaded)</b>	<b>Submitted (Uploaded) (Yes / No)</b>
<b>1.</b>	Self Declaration Certificate for acceptance of all terms & conditions of tender documents.	A duly completed certificate as per <b>Annexure II</b>	
<b>2.</b>	The bidder should be registered either under the Companies Act, 1956 (substituted by Companies Act 2013) e.g. Limited/Private Limited /LLP/Agencies registered under Society's Act.	Certificate of incorporation as a Company under Companies Act. with their valid trade license as the case may be and they would be bound to submit their documents against their status.	
<b>3.</b>	Annual Turnover details of <b>Rs. 50 lakh</b> in the previous five(5) Financial Years (2017-18 to 2021-2022)	Copies of duly signed balance sheet / trading account / profit & loss accounts along with supporting document & a duly completed certificate as per <b>Annexure-III</b>	
<b>4.</b>	The bidder should not have been blacklisted from any Govt. organization across India in last three years	A duly completed certificate as per <b>Annexure IV</b>	
<b>5.</b>	The bidder must have Relevant Training experience(OSCP,OSCE,ECSA,CISA Certified) in the field of <b>Advance Level Certified Training programme On Cyber security Global Certificate (CEH/CSA,CCNA,CCNP, WINDOWS /LINUX SERVER)</b> for Engineers ( <b>both theoretical &amp; hands on</b> ) of 3-4 Yrs years of all the modules as mentioned in the "scope of work" under Section-II in any Govt. or reputed Private Sector Institution including Society registered only and faculties must be must be a <b>Degree holder from a recognized Institute/ University from a AICTE approved Institute /University /Deemed along with relevant certificates CEH/CSA,CCNA,CCNP(WINDOWS/LINUX SERVER)</b> .	Copies of authentic authorization certificates in support of Trainer/Training whichever applicable as per <b>Annexure V</b>	
<b>6.</b>	The firm should have experience in the field of <b>Advance Level Certified Training programme On Cyber security Global Certificate (CEH/CSA,CCNA,CCNP, WINDOWS /LINUX SERVER)</b> in at least one organization) during last 5 years.	Copy of Engagement Order received from clients in this regard along with a certificate of satisfaction for the performance issued in favour of the Organization or in favour of any Faculty or Team involved in this type of Training job for that Firm. <b>Annexure V</b>	
<b>7</b>	Faculties/Trainers/Instructors of the Bidder must have a Degree holder from a recognized Institute/	CVs, Qualification/Authorisation certificates and	



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	University (with CEH/CSA,CCNA,CCNP, WINDOWS /LINUX SERVER). Training experience in the field of <b>Advance Level Certified Training programme On Cyber security Global Certificate (CEH/CSA,CCNA,CCNP, WINDOWS /LINUX SERVER) (both theoretical &amp; hands on)</b> of 3-4 Yrs of all the modules/Sub modules as mentioned in the "scope of work" under Section-II & <u>as per business need</u> of WBSEDCL( <b>Ref-GCC.1</b> ) and must be capable to Train the officers of WBSEDCL for <u>developing</u> their own Capacity Building .	Experience/Performance certificates/credential/achievement/accr edition of the Faculties/Trainers/Instructors in this regard.	
<b>8</b>	Must Comply with all statutory obligations <u>as applicable.</u>	Copy of PAN Card	
		Copy of GSTIN Registration Certificate & 2yrs return.	
		Copy of Registration Certificate	
		P Tax if applicable	
		Trade License details	
		Bidder's Address Proof	
<b>9</b>	Earnest Money Deposit	Scan Copy of Demand Draft / Bank Guarantee (as per <b>Annexure VI</b> ) along with completed Scanned PDF copy of <b>Annexure VII</b>	
<b>10</b>	Technical Coverage	Duly completed Scanned PDF copy of undertaking with CVs of Faculties as per <b>Annexure XI</b>	
<b>11</b>	The bidder should have at least one office in West Bengal.	Relevant Documents supporting the existence of an office in West Bengal.	



## **Annexure II**

**To  
The GM(HRD&TRG/PM),  
HRD & TRG Department,  
Vidyut Bhaban, 5<sup>th</sup> Floor, 'D' Block,  
Salt Lake, Sector – II, DJ Block,  
Kolkata – 700 091.**

### **Sub: Self Declaration Certificate.**

**Ref : NIeT No. \_\_\_\_\_ dated \_\_\_\_\_  
[For Conducting Training on Advance Level Certified Training  
programme On Cyber security Global Certificate (CEH/CSA,CCNA,CCNP,  
WINDOWS /LINUX SERVER)]**

Dear Sir,

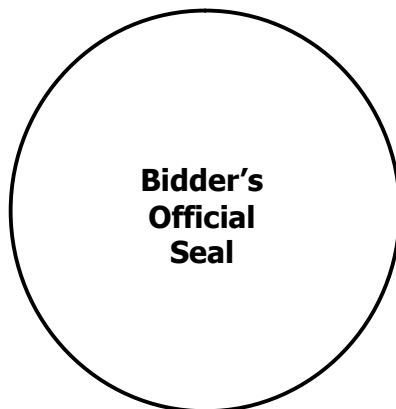
With reference to the above, I am/ We are offering our competitive bids for Training in the field of **Advance Level Certified Training programme On Cyber security Global Certificate (CEH/CSA,CCNA,CCNP, WINDOWS /LINUX SERVER)**, I / We hereby reconfirm and declare that I / We have carefully read, understood & complying the above referred tender document including instructions, terms & conditions, Training modules/sub-modules to be covered( Scope of work), duration of each module/sub-module and all the contents stated therein.

I / We also confirm that the rates/price quoted by me / us are inclusive of (i) Classroom/Faculty/Trainer fees/charges(both theoretical and practical)/use of High speed internet& Computer as per requirement of above Tender (ii) Purchase of Printing materials and any other apparatus as required for the Training (iii)other incidental charges(if any) (v) Providing soft copies of Study materials. Only GST as applicable shall be paid extra.

**Date :**

**Place :**

**Seal :**



**Authorized Signatory**

**Name:**

**Designation:**

**Contact No.:**

**Email ID:**



**Conducting non residential Advance Level Certified Training programme on  
Cyber Security Global Certificate(CEH/CSA,CCNA,CCNP, WINDOWS/LINUX SERVER)**

### **Annexure III**

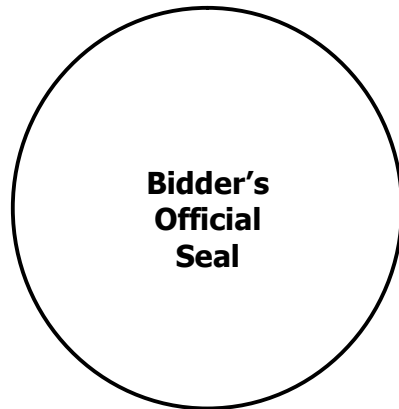
#### **Annual Turnover Details:**

<b>Evaluation Criteria</b>			<b>Remark</b>
<b>Bidder's Annual Turnover for last Five Financial years</b>	<b>Financial Year</b>	<b>Turnover in Rs.</b>	-
	<b>2021-22</b>		<b>Supporting Documents are to be attached along with the Annexure - III</b>
	<b>2020-21</b>		
	<b>2019-20</b>		
	<b>2018-19</b>		
	<b>2017-18</b>		

**Date:**

**Place:**

**Seal :**



**Authorized Signatory**

**Name:**

**Designation:**

**Contact No.:**



**Conducting non residential Advance Level Certified Training programme on  
Cyber Security Global Certificate(CEH/CSA,CCNA,CCNP, WINDOWS/LINUX SERVER)**

## **Annexure IV**

# **CERTIFICATE**

**(to be provided on letter head of the firm)**

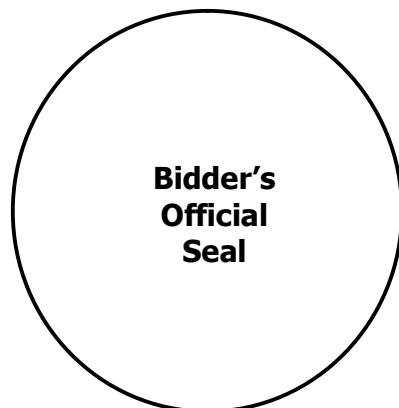
I hereby certify that the above firm neither blacklisted by any Central/State Government/Public Undertaking/Institute nor is any criminal case registered / pending against the firm or its owner / partners anywhere in India.

I also certify that the above information is true and correct in any every respect and in any case at a later date it is found that any details provided above are incorrect, any contract given to the above firm may be summarily terminated and the firm blacklisted.

**Date:**

**Place:**

**Seal :**



**Authorized Signatory**

**Name:**

**Designation:**

**Contact No.:**



**Conducting non residential Advance Level Certified Training programme on  
Cyber Security Global Certificate(CEH/CSA,CCNA,CCNP, WINDOWS/LINUX SERVER)**

## Annexure V

### Authorisation , Work Order and Faculty Details:

Sl. No.	Evaluation Criteria	(1) Name of the Authorizing authority for Sl.No. -1	Documents to be uploaded in Technical folder  (Refer IB16.2a)
		(2) Name of the Client with Ref. No. /Order No. & date for SL. No. -2	
		(3) Name of the Faculties/Trainers/Instructors for SL. No. -3	
1	Authorized training & exam centre for EC-Council for Advance Level Certified Training programme On Cyber security Global Certificate (CEH/CSA,CCNA,CCNP, WINDOWS /LINUX SERVER)		Scanned PDF copy of authentic authorization certificate in support of Authorized training & exam centre for EC-Council.
2	List of Orders where the similar type of Training executed by you during the last five years in different organizations where <b>Advance Level Certified Training programme On Cyber security Global Certificate (CEH/CSA,CCNA,CCNP, WINDOWS /LINUX SERVER)</b> has been implemented		Scanned PDF copy of orders issued by the Clients along with certificate of satisfaction of Training/credentials where the work had been executed during last 5 years,issued in favour of the Organization or in favour of any Faculty or Team involved in this type ( <b>Advance Level Certified Training programme On Cyber security Global Certificate</b> ) of Training job for that Firm <b>are to be uploaded along with the Annexure-V</b>
3.	<b>Faculties/Trainers /Instructors details</b> ( as per Pre-qualification Criteria of Fculties mentioned under <b>clause IB.2.B</b> ) and as confirmed by vendor in <b>Annexure -I</b> )		Scanned and certified PDF copies of the <b>CVs ,Qualification/Authorisation certificates</b> with credential/achievement/accreditation/ Experience/Performance certificates of imparting Training in the field of <b>Advance Level Certified Training programme On Cyber security Global Certificate (CEH/CSA,CCNA,CCNP, WINDOWS /LINUX SERVER)</b> in regard to faculties who would be entrusted by the bidder for all the modules of above Training <b>are to be uploaded along with the Annexure-V</b>

Date:

Place: Authorized Signatory  
Bidder's Official Seal

Name, Designation



**Conducting non residential Advance Level Certified Training programme on  
Cyber Security Global Certificate(CEH/CSA,CCNA,CCNP, WINDOWS/LINUX SERVER)**

## **ANNEXURE - VI**

To  
The GM(HRD&TRG/PM),  
HRD & TRG Department,  
Vidyut Bhaban, 5<sup>th</sup> Floor, 'D' Block,  
Salt Lake, Sector – II, DJ Block,  
Kolkata – 700 091.

**Sub: - Earnest Money Deposit (EMD) Details.**

**Ref : NIeT No. \_\_\_\_\_ dated \_\_\_\_\_**

**[For Conducting Training on Advance Level Certified Training programme On Cyber security Global Certificate]**

Dear Sir,

Earnest Money of Amount Rs..... ( Rupees ..... only) has been deposited online on ..... The reference no. of Transaction is ..... / has been paid through Bank Guarantee (BG) as per format (Annexure-VII ), scan copy of the same has been uploaded in the NIC portal.

Thanking you,

Yours faithfully,

(Authorized Signatory with Seal and date)



**Conducting non residential Advance Level Certified Training programme on Cyber Security Global Certificate(CEH/CSA,CCNA,CCNP, WINDOWS/LINUX SERVER)**

**Annexure VII**  
**PROFORMA FOR BID GUARANTEE (Earnest Money)**  
(To be stamped in accordance with Stamp Act)

Ref:.....

Bank Guarantee No.....

Date.....

**To**  
**The General Manager (HRD & Trg.),**  
**Human Resource Development Department.**  
**West Bengal State Electricity Distribution Co. Ltd.**  
**5th floor, D-Block, Vidyut Bhawan,**  
**Bidhannagar, Kolkata - 700091.**  
**West Bengal.**

Dear Sirs,

In accordance with Invitation to bid under your Notice Inviting e-Tender (NIeT) No.....  
M/s....., having its Registered/Head Office  
at.....(hereinafter called the 'Bidder') wish to participate in the  
said Bid of ..... and you, as a special favour have agreed to accept an irrevocable  
and unconditional Bank Guarantee for an amount of ..... vide up  
to..... on behalf of Bidder in lieu of the Bid deposit required to be made by the bidder, as a  
Condition precedent for participation in the sand tender.

We, the ..... Bank (Name) at..... (Address)  
having our Head Office at.....guarantee and undertake to pay immediately on demand  
by West Bengal State Electricity Distribution Co. Ltd. the Amount of ..... (in  
words & figures) without any reservation, protest, demur and recourse. Any such demand made by said  
'WBSEDCL' 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 and including  
.....\*

If any further extension of this guarantee is required, the same shall be extended to such required  
period (not exceeding one year) on receiving instruction from M/s ..... on whose behalf this  
guarantee is issued.

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

**WITNESS**

.....  
(Signature )

.....  
(Signature )

.....  
(Name )

.....  
( Name )

.....  
(Official Address )

.....  
(Official Address )

Attorney as per Power of Attorney No. .... Date .....

\* This date should be initially for one hundred eighty (180) days and may be extended from time to time.



**Conducting non residential Advance Level Certified Training programme on**  
**Cyber Security Global Certificate(CEH/CSA,CCNA,CCNP, WINDOWS/LINUX SERVER)**



### **Annexure VIII**

**To**  
**The GM(HRD&TRG/PM),**  
**HRD & TRG Department,**  
**Vidyut Bhaban, 5<sup>th</sup> Floor, 'D' Block,**  
**Salt Lake, Sector – II, DJ Block,**  
**Kolkata – 700 091.**

#### **Sub: Self Declaration Certificate.**

**Ref : NIeT No. \_\_\_\_\_ dated \_\_\_\_\_**  
**[For Conducting Training on Advance Level Certified Training**  
**programme On Cyber security Global Certificate]**

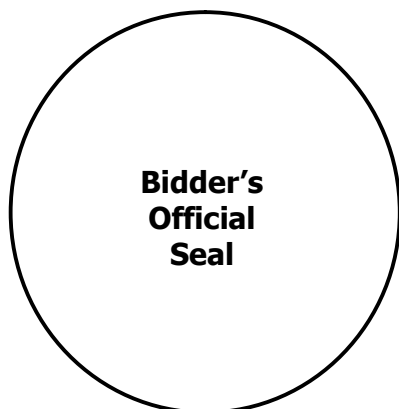
Dear Sir,

With reference to the above, I am/ We are offering our competitive bids for Training in the field of **Advance Level Certified Training programme On Cyber security Global Certificate (CEH/CSA,CCNA,CCNP, WINDOWS /LINUX SERVER)**, I / We hereby reconfirm and declare that we have highly qualified and experienced faculty etc. (whose CVs are uploaded with Annexure-V) ) to provide quality and full proof Training in all the modules and Sub-modules as mentioned under scope of work ( Section-II) & in eligibility criteria (IB.2: A&B).

**Date :**

**Place :**

**Seal :**



**Authorized Signatory**

**Name:**

**Designation:**

**Contact No.:**

**Email ID:**



**Conducting non residential Advance Level Certified Training programme on**  
**Cyber Security Global Certificate(CEH/CSA,CCNA,CCNP, WINDOWS/LINUX SERVER)**

**Annexure IX**  
**( To be submitted in Letter Head of the Company)**

**To**  
**The GM(HRD&TRG/PM),**  
**HRD & TRG Department,**  
**Vidyut Bhaban, 5<sup>th</sup> Floor, 'D' Block,**  
**Salt Lake, Sector – II, DJ Block,**  
**Kolkata – 70**

**Sub: Self Declaration Certificate (2).**

**Ref : NIT No.:**

**Dated:-**

**[Conducting Training on Advance Level Certified Training programme On Cyber Security Global Certificate]**

Dear Sir,

I,.....Director /Authorized  
Representative of M/S..... solemnly declared  
that :

1. We are submitting Tender for the  
Work.....  
  
against Tender Notice  
No.....Date.....
2. None from our company is relative of employee of W.B.S.E.D.C.L.
3. All information furnished by us in respect of fulfillment of eligibility criteria and qualification information of this Tender is complete, correct and true.
4. All documents / credentials submitted along with this Tender are genuine, authentic, true and valid.
5. If any information and documents submitted is found to be false /incorrect/invalid any time, WBSSEDCL may cancel my Tender and action as deemed fit may be taken against us, including termination of the contract ,forfeiture of all dues including Earnest Money and banning /  
delisting of our company.

**Date :**

**Place :**

**Authorized Signatory**

**Name:**

**Designation:**

**Valid mobile No. & Email ID:**

**Bidder's  
Official  
Seal**



**Conducting non residential Advance Level Certified Training programme on  
Cyber Security Global Certificate(CEH/CSA,CCNA,CCNP, WINDOWS/LINUX SERVER)**

## **ANNEXURE-XI**

### **CURRICULAM VITAE OF FACULTY TO BE ENGAGED BY THE AGENCY**

**(Ref: NIT No. WBSEDCL/HRDD/e-Tender/      dated:      )**

**Tender ID: 2022\_WBSED\_**

<b>NAME :</b>			
<b>FATHER'S NAME :</b>			
<b>DATE OF BIRTH :</b>			
<b>ADDRESS :</b>			
<b>CONTACT NUMBER :</b>			
<b>E-MAIL ID :</b>			
<b>ACADEMIC QUALIFICATION :</b>			
<b>Qualification</b>	<b>Year of Passing</b>	<b>Subject</b>	<b>Score (in %)</b>
10 th			
12 th			
Graduation			
Post Graduation			
Other (if any)			
<b>PROFESSIONAL CERTIFICATE :</b>			
<b>Advance Level Global Certificate</b>	<b>Year of Passing</b>	<b>Score (in %)</b>	



**Conducting non residential Advance Level Certified Training programme on  
Cyber Security Global Certificate(CEH/CSA,CCNA,CCNP, WINDOWS/LINUX SERVER)**

OTHER QUALIFICATION :			
Qualification	Year of Passing	Subject	Score (in %)

EXPERIENCE & SKILLS : (Supporting documents to be attached)	
Sl. No.	Description

ACHIEVEMENTS (Related to this training programme) (IF ANY) :	
Sl. No.	Description

***(Attested by the Bidder)***

***(Signature of the Faculty)***

**Official  
stamp of  
the Bidder**



**Conducting non residential Advance Level Certified Training programme on  
Cyber Security Global Certificate(CEH/CSA,CCNA,CCNP, WINDOWS/LINUX SERVER)**

## Annexure X BOQ

A	B	D	E	M	BA	BC	
<b>Item Wise BoQ</b>							
1							
4	Tender Inviting Authority: <b>GM (HRD &amp; TRG/PM), WBSEDCL.</b>						
5	Name of Work: <b>Conducting non residential Training on Advance Level Certified Training programme On Cyber security Global Certificate (CEH/CSA,CCNA,CCNP, WINDOWS/LINUX SERVER) for Engineers of WBSEDCL.</b>						
6	Contract No: <b>WBSEDCL/HRDD/E-Tender/08</b> Dated: <b>20.12.2022</b>						
8	Name of the Bidder/						
9	<b>PRICE SCHEDULE (Annexure-X)</b> <b>(DOMESTIC TENDERS - RATES ARE TO GIVEN IN RUPEES (INR) ONLY)</b> <b>(This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only )</b>						
11	Sl. No.	Training module (Subject & Topics)	Quantity	Units	Rate (Training Fees) per module for single batch Training considering maximum number of participants and duration of the training programme and session type (3 hrs.session per day) of each module as mentioned in section-II, scope of work and other Terms and Condition as laid down in this tender (IN Rs.)	TOTAL AMOUNT without taxes col (7) = (3) x (5)	TOTAL AMOUNT without taxes In Words.
12	1	2	3	4	5	7	9
14	1	Training and EC-Council Certified Global certification in Certified SOC Analyst (CSA) -- 4 number MAX. PARTICIPANTS	1	NO.		0.00	INR Zero Only
15	2	Training and Global certification by CISCO on CCNP Security --5 number MAX. PARTICIPANTS	1	NO.		0.00	INR Zero Only
16	3	Training and EC-Council Certified Global certification in CEH v12 -- 7number MAX. PARTICIPANTS	1	NO.		0.00	INR Zero Only
17	4	Training on CCNA -- 7number MAX. PARTICIPANTS	1	NO.		0.00	INR Zero Only
18	5	Training and certification on Active Directory and overview of Windows Server -- 4number MAX. PARTICIPANTS	1	NO.		0.00	INR Zero Only
19	6	Training on SDWAN -- 4number MAX. PARTICIPANTS	1	NO.		0.00	INR Zero Only
20	7	<b>NB# 1.Itemwise evaluation will be done for L1 Bidder/ Bidders selection</b> <b>2.Total in Figure will be ignore for Bid Evaluation</b> <b>3.Applicable GST will be paid extra</b> <b>4.Rate should be quoted for all the modules by the Bidders for successful evaluation of Bids</b>					
21	Total in Fig					0.00	INR Zero Only
23	Quoted Rate in Words					INR Zero Only	



**Conducting non residential Advance Level Certified Training programme on  
Cyber Security Global Certificate(CEH/CSA,CCNA,CCNP, WINDOWS/LINUX SERVER)**