

भांडागारण विकास एवं विनियामक प्राधिकरण  
**Warehousing Development and Regulatory Authority**

FILE No. IT-CR0BGAP/1/2023-IT

Dated: 21.10.2024

**LIMITED TENDER ENQUIRY**

**BID DOCUMENT**

WDRA invites the bids from Banks for providing the services of BG verification through SFMS (Structured Financial Messaging System).

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**INSTRUCTIONS TO THE BIDDERS**

1. Warehousing Development and Regulatory Authority, Delhi, hereinafter referred to as the 'Client', invites bidders to participate in Limited Tender Enquiry under Single Bid System, to be submitted by reputed banks dealing with Ministries/Govt. departments for providing services of BG verification through SFMS (Structured Financial Messaging System) to WDRA office.
2. Bidders shall ensure that their tenders, duly sealed and signed, complete in all respects as per instructions contained in the Tender Documents, are dropped in the tender box located at the WDRA office New Delhi on or before the closing date and time indicated in the Annexure 4, failing which the tenders will be rejected.
3. Tenders not accompanied by required documents/certificates shall be summarily rejected.
4. If a bank quotes "Nil" charges/rate/consideration, the bid shall be treated as unresponsive and will not be considered.
5. Each applicant bank shall submit only one bid. In case of submission of more than one bid by the any particular bank, all bids of such bank shall be summarily rejected.
6. The bidders shall be selected on basis of submission of required documents / certificates as mentioned in this Tender documents and Price Bid.
7. Bid shall be valid for 90 days from last date of bid submission and further extendable by 90 days depending on requirement of WDRA.
8. The contract shall be for a period of two years further extendable by the Competent Authority depending on requirement. The contract may be terminated before completion of two years after giving one month notice to the successful bidder.
9. The Bidder should, at the time of submission of the bid, submit bids on bidder's bank letterhead with signature and stamp of bank.
10. The bidder shall attach the copy of the authorization letter / power of Attorney as proof of authorization for signing on behalf of the Bidder as per Annexure 5.
11. For all purposes of the contract including arbitration thereunder, the address of the bidder mentioned in the bid shall be final unless the bidder notifies a change of address by a separate letter sent by registered post with acknowledgement due to the Warehousing Development and Regulatory Authority, Delhi. The bidder shall be solely responsible for the consequences of any omission or error to notify change of address in the aforesaid manner.
12. For any bid related queries, bidders may contact client representative Director (A&F) on his email [dirwdra.fpd@nic.in](mailto:dirwdra.fpd@nic.in).
13. The Delhi courts shall have exclusive Jurisdiction to settle any disputes which may arise out of or in connection with this bid and its work order.
14. This office reserves right to cancel this bid fully/partially at any stage of bidding process, without stating any reason thereof.
15. While all efforts have been made to avoid errors in the drafting of the bid document, the bidder is advised to check the same carefully. No claim on account of any errors detected in the bid documents shall be entertained.

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**Annexure-1**

**(TENDER FORM)**

To  
Director (A&F)  
Warehousing Development and Regulatory Authority  
New Delhi  
Dear Sir,

1. I/We, the undersigned certify that I have gone through all the terms and conditions mentioned in the bid document No \_\_\_\_\_ dated \_\_\_\_\_ and undertake to comply with them unconditionally.
2. That the rates quoted by me are valid and binding upon me/us for the entire period of contract.
3. Details of documents to be submitted

S. No.	Document	Yes/No
1.	Signed copy of complete bid document	
2.	Authorisation letter in favour of the representative of the bidder who is signing the documents	
3.	Additional Documents if any please specify	

(Signature of bidder)

Name and Designation of authorised person

Date

Address...

.....

.....

Telephone: \_\_\_\_\_

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FAX \_\_\_\_\_

E-mail \_\_\_\_\_

Bank seal

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**Annexure-2**

**SCOPE OF WORK OF SERVICES**

SERVICE NAME	VERIFICATION OF BG THROUGH SFMS
QUANTITY *	Estimated 270 per year
SERVICE PERIOD	Two years, extendable by the Competent Authority

(\*) The quantity mentioned is tentative and actual number may vary depending on the requirement of WDRA.

The selected bank shall provide the following:

1. Advising bank details (including IFSC code) that will be shared by WDRA with the Warehouseman/Inspection Agencies/Service provider etc. who while having their Bank Guarantee issued communicate the details to the issuing bank for entering it in SFMS facility.
2. Daily share details of BGs issued in favour of WDRA on designated email ids as provided by WDRA. The details shall include – BG Number, Date of Issue, Issuing Bank details, Applicant details, Beneficiary name, Amount/Value of BG, Expiry date, Claim date, etc.
3. Login credentials to WDRA for verification of BG received. The online facility shall show details mentioned in point 2 above.

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**Annexure-3**

**BIDDER DETAILS FORM**

1. Name of the Bank .....
2. Address of the Bank .....
3. Name of the authorised person submitting the bid ..Shri/Smt/Ms.....
4. Designation of the authorized person submitting the Bid. ....
5. Mobile No. of the person submitting the Bid .....
6. E-mail of the person submitting the Bid .....
7. Name, Designation, address and Mobile Number of alternate person  
.....
8. Tel no. with STD code (0) .....
9. Organization's email ID .....
10. Website Address .....
11. PAN No. ....
12. GST No.. .....

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**Annexure-4**

**1) TIMELINES:**

Sr. No.	Activity Scheduled	Date and Time
1	Date of Commencement of Bid	21/10/2024
2	Bidders can seek clarifications if any	26/10/2024, before 4:00PM
3	End Date and Time of Submission of Bid	11/11/2024 at/before 2:30 PM
4	Date and Time of Opening Bid	11/11/2024 at 3:30 P.M.

2) Tender documents are to be submitted at below mentioned address in sealed envelopes.

On envelope mention “Tender document related to BG verification through SFMS”

Director (A&F)  
Warehousing Development and Regulatory Authority,  
4th Floor, NCUI Building,  
3, Siri Institutional Area  
August Kranti Marg, Hauz Khas  
New Delhi-110016.

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**Annexure-6**

**AUTHORISATION LETTER**

We, \_\_\_\_\_ [name of bank and address of the registered office] do hereby constitute, nominate, appoint and authorize Mr. / Ms. \_\_\_\_\_ [name], son/ daughter/ wife of \_\_\_\_\_ [name], who is presently employed with us and holding the position of \_\_\_\_\_ [designation] as Authorized Representative with power to sub- delegate, in writing, to do in our name and on our behalf, all such acts, deeds and things as are necessary or required in connection with or incidental to submission of our proposal in response to the Tender No. IT-CR0BGAP/1/2023-IT dated \*\*\*\*\* floated by Warehousing Development and Regulatory Authority including but not limited to signing and submission of all applications, proposals and other documents and writings, participating in pre-bid and other conferences and providing information/ responses to the Authority, representing us in all matters before the Authority and undertakings consequent to acceptance of our proposal and generally dealing with the Authority in all matters in connection with or relating to or arising out of our proposal for the services of BG verification through SFMS (Structured Financial Messaging System) to WDRA office.

Competent Authority Signature

Name

Designation

Date

Place

Bank details and Seal



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**Annexure-7**

**PRICE BID**

Ref: Tender No ..... Dated-----

Sir,

I/We, the undersigned, hereby submit the price bid for providing services in conformity with the tender document. We hereby offer to supply the services at the prices and rates mentioned in this Annexure.

The prices quoted are inclusive of all charges for WDRA.

We have carefully read and understood the terms and conditions of the bid document and shall abide by the same.

Item No.	Service Name	Base Price per BG Including all charges but excluding taxes (A)	Taxes (if any) with rate & details (B)	Total Price per BG (Inclusive of all charges and taxes) (C=A+B)
1	BG verification through SFMS			

**Dated:**

**Signature of authorised person**

**Full Address:**

**Fax No.**

**E-mail:**

**Bank Seal**