



WEST BENGAL STATE EXPORT PROMOTION SOCIETY

Government of West Bengal

2, Church Lane, 4th floor, Room No.401, Kolkata -700001.

Phone: 2243-0380 Tele-fax: 91-33-22439187

Website: www.wbseps.com

Notice Inviting tender

Tender No. WBSEPS/Tender/P-2 /20-21/Transport/ N.Town

Offline tenders are invited by the West Bengal State Export Promotion Society from reliable and experienced agencies / firms / organizations for hiring of transport service with 1 no. of minimum 40 seat capacity Bus for to and fro transportation of Artisans participating in fairs etc organized by Govt Department from Tarulia EWS flats to Biswa Bangla Shilpi Haat located at northern part of ECO Tourism Park, New Town, Kolkata near Nabapur More for a period of nine months from the date of engagement.

Detail information about eligibility, terms & conditions, application forms, schedule of last date and time for submission of tender are given in our website [www.wbseps.com].

Tender will be opened as per schedule given in the tender document. Tenderers may remain present at the time of opening of the tenders, or may send their authorized person (not more than one person for each tenderer) to remain present. In case of any changes in date of tender opening, the same will be notified in the office notice board.

Eligibility:

- [i] The Bidder should either be the Owner of the Vehicle or have a hiring agreement with the owners of the vehicle.
- [ii] The bidder should have the valid documents such as Vehicle Registration Certificate (RC), Insurance Certificate, tax token and certificate of fitness issued by Regional Transport Office (RTO) of the vehicle which are required to be submitted along with the bid.

Date and time schedule:

Sl. No.	Particulars	Date & time
01.	Date of publishing of NIT documents	21/01/2021
02.	Bid submission start date & time	21/01/2021 at 10 AM
03.	Last date of submission of Bid.	28/01/2021 at 2 PM
04.	Date of opening of Bid	28/01/2021 at 4 PM

Specification of work**Tender No. WBSEPS/Tender/P-2 /20-21/Transport/ N.Town**

The Bus will carry the Artisans participating in fairs from Tarulia EWS flats to Biswa Bangla Shilpi Haat located at northern part of ECO Tourism Park, New Town, Kolkata near Nabapur More everyday before the start of the fair. After end of the fair, the bus will carry the Artisans back to Tarulia EWS flats. One way journey will be treated as a trip. Actual timing of trip will be informed later on. If, situation demands, additional trip may also be required. Rate should be quoted in lump sum amount per trip. The bus may be required for other destination also for which lump sum amount per KM may be quoted in the BOQ.

Submission of Bid:-

Both technical and financial bid should be submitted in a single cover super scribing "transport service for BBS Haat New Town" within the stipulated date during office hours in to the tender box placed at the Office of the Director & Member Secretary, West Bengal State Export Promotion Society, Oswal Chambers, 4th floor, Room No. 401, 2, Church Lane, Kolkata-700 001.

Terms and Condition**Tender No. WBSEPS/Tender/P-2 /20-21/Transport/ N.Town**

1. Tenderers will have to enclose documentary proof as specified in eligibility criteria along with other documents as mentioned in NIT.
2. Vehicle provided should be in excellent roadworthy and running condition and fully

insured, including third party. Fitness certificate issued by Regional Transport Office (RTO) should be submitted as and when asked for.

3. Driver sent with vehicle should have a valid driving license and must be physically and mentally fit for services.
4. In case of any delays/breakdown/non-reporting of the vehicle, the information should immediately be passed on to the Authority and suitable replacement has to be arranged at the scheduled time by the Transporter.
5. The Transporter must ensure that driver is not under the influence of alcohol or other intoxicants while performing their duties. Smoking is strictly prohibited inside vehicles. Driver shall not use un-parliamentary language inside the vehicles and at the Institute.
6. The transporter shall solely be responsible for accidents, if anything happens. WBSEPS will not be responsible for any litigation whatsoever under any circumstances.
7. The operation and function of vehicle and driver shall be governed by Motor Vehicles Act and these shall be the responsibility of the transporter. Any violation of traffic rules can invite penalty that would be solely borne by the Transporter.
8. The bidder shall bear all costs associated with the preparation and submission of his bid and WBSEPS will in no case be responsible or liable for those costs.
9. All statutory license, taxes, duties for providing the service are responsibilities of the bidders and are to be maintained at their own cost.
10. No other charges apart from the rates quoted will be considered for payment by the Authority.
11. There may be break in the period of service mentioned in the tender document. No charges on such period will be paid. Immediate provision of the service should be restored on intimation to the successful service provider.
12. Timing of the trips will be as decided by the authority inviting tender and the successful bidder should abide by the same.
- 13.** In the Financial bid, rates are to be quoted inclusive of cost of remuneration of Driver, Attendant, fuel, maintenance of vehicle and all other charges

excluding GST, However, only **GST will be paid extra as per applicable rate.**

14. The contract with the rate accepted shall remain valid for 9 (nine) months from the date of 1st engagement.
15. **Earnest Money** : The amount of Earnest Money of Rs.10,000/- (Rupees ten thousand) only remitting through Bank Draft / Pay Order of any nationalized Bank drawn in favour of "West Bengal State Export Promotion Society" payable at Kolkata is to be submitted along with the bid.
16. The earnest money of unsuccessful NGOs/Agencies/Firms/organization] will be refunded in due course. No interest will be paid on the earnest money deposited.
17. The EMD deposited by successful agency will be retained and converted as Security deposit. The Security Deposit will be refunded after expiry or cancellation of enlistment for the successful tenderer. No interest will be paid on such security deposit.
18. **Non-interest bearing Performance security @ 5% will be deducted from the monthly bills of the successful bidder. The Performance Security so deducted will be refunded after the end of the tenure of the contract.**
19. Income tax or other tax, cess if any, will be deducted at source as per Government rate and existing rules at the time of payment of monthly bills.
20. If any tenderer withdraws his/her tender after opening of tender without satisfactory reason, his/her Earnest Money shall stand forfeited and he/she shall be banned from participating in any other tender floated by the Society for the next three years.
21. No one will be allowed to sub-contract any part or full of the assigned work.

22. Any conditional tender will not be considered.
23. The incomplete tender or tenders which do not fulfill the terms and conditions, will be liable to be rejected.
24. Tax invoice(s) needs to be issued by the bidder for raising claim under the contract showing separately the tax charged in accordance with the provisions of GST Act, 2017.
25. Monthly bill should be submitted in duplicate along with copy of work order and log sheet to the Director & Member Secretary, WBSEPS, Kolkata within 15 (fifteen) days of the following month. Payment of bill will be made strictly on the basis of satisfactory service done certificate of the concerned official.
26. In case of violation / unsatisfactory performance in any of the above clauses / works, the concerned party will be penalized by way of cancellation of order and enlistment at any time, imposition of fine, and non-payment / deduction of amount from the bills amount etc. as will be decided by the authority.
27. If any tenderer withdraw his tender before its acceptance/rejection or withdraw or disagree with terms and conditions after acceptance without satisfactory reason, he may be disqualified to tender for the next 1 (one) to 3 (three) years as per decision of the authority.
28. The authority i.e. WBSEPS reserves the right to accept the lowest rate / negotiated rate and allot total/ part of the work according to the requirement without assigning any reason thereof.
29. Before submitting any tender, tenderers are to satisfy themselves about the actual route of the Bus, road condition etc. They may visit the location at their own cost.
30. West Bengal State Export Society reserves the right to reject any or all the bids without assigning any reason thereof.

31. The authority reserves the right to revoke contract before expiry of its validity period due to any unforeseen reason.

32. LOCATION OF CRITICAL EVENT:

BID OPENING PLACE:

Office of the Director & Member Secretary,
West Bengal State Export Promotion Society,
Oswal Chambers, 4th floor, Room No. 401,
2, Church Lane, Kolkata- 700 001.

Director & Member Secretary
West Bengal State Export Promotion Society

Signature of tenderer with seal

To
The Director & Member Secretary,
West Bengal State Export Promotion Society,
2, Church Lane, (4th floor),
Kolkata – 700 001.

Sub: Submission of tender for Hiring of “Transport Service of Bus” for transportation of Artisans participating in fairs etc organized by Govt Department from Biswa Bangla Shilpi Haat located at northern part of ECO Tourism Park, New Town, Kolkata near Nabapur More to Tarulia EWS flats and vice versa in normally two trips per day for a period of nine months from the date of engagement.

Tender No. WBSEPS/Tender/P-2 /20-21/Transport/ N.Town

Sir,

With reference to your tender, we are submitting herewith the rate along with the following information and documents:-

1. Name and address of the firm :

2. Constitution of the firm :

3. Telephone Number, Fax No. & E-mail :

4. Name & address of partners/proprietors :

5. Name of Bankers with Account Number :
Name of the Bank Branch, Branch Code &
IFS Code

5. Nature of business :
6. Office address :
7. Number of persons employed :
8. Working experience for undertaking similar work (enclose copy of certificate/ work order / Payment Order etc.) :
9. Document as Owner of the Vehicle or a hiring agreement with the owners of the vehicle. :
10. Copy of other documents as per Eligibility criteria :
11. Details of Earnest Money :
12. GST Registration No. and PAN if any :

Yours faithfully,

Signature & seal of the tenderer.

[Proforma of financial bid]

APPENDIX –‘B’

To
The Director & Member Secretary,
West Bengal State Export Promotion Society,
2, Church Lane, (4th floor),
Kolkata – 700 001.

Sub: Submission of financial bid for Hiring of “Transport Service of Bus” for transportation of Artisans participating in fairs etc organized by Govt Department from Biswa Bangla Shilpi Haat located at northern part of ECO Tourism Park, New Town, Kolkata near Nabapur More to Tarulia EWS flats and vice versa in normally two trips per day

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Sir,

With reference to above tender, we are offering our lowest rates as mentioned below.

Sl. No.	Item Description	Quantity	Units	RATE In Figures	RATE In Words
1	Trip for one way journey from Tarulia EWS flats to Biswa Bangla Shilpi Haat located at northern part of ECO Tourism Park, New Town, Kolkata near Nabapur More or vice versa	1	trip		
2	Other trip for which starting Point and destination point is not specified in the tender documents.	1	KM		

Yours faithfully

Signature
Seal

[N.B. The financial bid should be submitted in the letter head of the bidder as per above proforma.]