WEST BENGAL STATE ELECTRICITY TRANSMISSION COMPANY LIMITED

Tender Document for engagement of 03 Nos. Air Conditioned Maruti Eartiga Car
(Open Tender)

NIT No. CORP(HR&A)/TENDER/TPAS/2023/63 Dated:26.12.2023

Section

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Office of the General Manager (HR&A),
Training, Planning & Allied Services
WEST BENGAL STATE ELECTRICITY TRANSMISSION COMPANY LIMITED
CIN: U40101WB2007SGC113474
Regd. Office: Vidyut Bhavan (8TH Floor), Block- 'D',
Bidhannagar, Block-DJ, Sector-II, Kolkata: 700 091

Ph No: **(033) 2319-7670; Fax: (033) 2334-2218;**
E-mail-fl.wbsetcl@gmail.com
Website- www.wbsetcl.in

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NOTICE INVITING TENDER

West Bengal State Electricity Transmission Company Limited

(A Govt. of West Bengal Enterprise)

Office of the General Manager (HR&A), TP&AS

CIN: U40101WB2007SGC113474

NOTICE INVITING TENDER

For

[of 03 Nos. Air Conditioned Maruti Eartiga Car]

[OPEN TENDER]

NIT No: CORP(HR&A)/TENDER/TPAS/2023/63 DT:26.12.2023

The General Manager (HR&A), TP&AS, WBSETCL invites tenders from the interested parties **located in and around Kolkata** having excellent track record under two-bid system i.e Technical and Price Bid for engagement of **03(three) nos. of Maruti Eartiga Car** for used by the higher officials of the Company**.**

Interested bidder / agencies may obtain bidding documents from the tender section of the Company's website www.wbsetcl.in on and from **26.12.2023** to **16.01.2024(last date)**.

WEST BENGAL STATE ELECTRICITY TRANSMISSION COMPANY LIMITED

(A Govt of West Bengal Enterprise)

CIN: U40101WB2007SGC113474

Office of the General Manager(HR&A), TP&AS,

Regd. Office: Vidyut Bhavan (8TH Floor), Block-'D",

Bidhannagar, Block-DJ, Sector-II: Kolkata: 700 091

Ph No: (033) 2319-7670; Fax: (033) 2334-2218;

E-mail-fl.wbsetcl@gmail.com

Website- www.wbsetcl.in

IMPORTANT DATES

Bidding Document No :	**:**	**CORP(HR&A)/TENDER/TPAS/2023/63 Dt: 26.12.2023**
Date of uploading of N.I.T. & other Documents (Publishing Date)	:	26.12.2023 at 11:00 A.M
Documents download start date from Company's website www.wbsetcl.in	:	26.12.2023 at 11:00 A.M
Request for clarifications to be sent to the email address given in the NIT on & from	:	26.12.2023 at 11:00 A.M
Pre-bid meeting will be held at Conference Room, 9th Floor, B-Block, Vidyut Bhavan, Kolkata-91	:	**02.01.2024 at 11:00 A.M**
Bid submission start date (Off line)		03.01.2024 at 04:00 P.M
Last Date of submission of Techno Commercial Bid along with Price Bid & others documents such as Bid Security and others Hard Copies (off line).	:	16.01.2024 up to 04:00 P.M
Opening of Price bid	:	The bidder/Agency shall be informed of the date & time of the opening of the price bid at a later stage after techno-commercial evaluation
Cost of the Tender Document	:	Nil

INSTRUCTION TO THE BIDDERS

1. The Tender document duly filled in and signed on all pages is to be submitted in sealed cover to **the General Manager (HR&A), TP&AS, Corporate HR&A Department, West Bengal State Electricity Transmission Company Limited (WBSETCL), Bidyut Bhavan (8th Floor), Karunamoyee, Saltlake, Block -D, Kolkata 700091** on or before the last date for submission of tender as specified above.

2. The **1st sealed inner envelope** should contain **"Bid Security Deposit/EMD" in the form of Bank Draft / Pay Order** drawn in favour of **WBSETCL** payable at **Kolkata.** This envelope will be super-scribed with the words *"Cover-I & Bid Security Deposit "* with Tender Notice No and Bidders Name & Address written clearly on the front side of it.

3. The **2nd sealed inner envelope** should contain **"Techno-Commercial Bid and others documents towards proof of eligibility of the bidder".** The envelope will be super-scribed with the words *"Cover-II & Techno-Commercial Bid"* with Tender Notice No and Bidders Name & Address written clearly on the front side of it

4. The **3rd sealed inner envelope** should contain **"Price Bid"** in prescribed format. The envelope will be super-scribed with the words: *"Cover-III & Price Bid"* with Tender Notice No and Bidders Name & Address written clearly on the front side of it.

5. All the above **three envelops** shall be place in a **4th (fourth) sealed envelope** which shall be submitted properly super-scribed with the words **"Tender for Hiring of Maruti Ertiga AC Car(s)"** with Tender Notice No. and Bidder's name & Address written clearly on the front side of it.

6. **Conditional / Incomplete quotations are liable to be rejected.**

7. Bidders have to download Bid Documents from the Company's Website www.wbsetcl.in The comprehensive Tender Document will be available in the Company's Website for the intending bidder / agencies from **26.12.2023** only. **No Bid Document will be issued to any Bidder in person or by Post/Courier Service.**

8. **Bid Security / EMD:** If any bidder intends to provide **1(one) no of vehicle** then an amount of **Rs.3947/- (Rupees three thousand nine hundred forty seven)** have to be paid as Bid Security / EMD. If they intend to provide **2(two) no of vehicles** then the amount of Bid Security / EMD will be **Rs.7894/- (Rupees seven thousand eight hundred ninety four)** and the same will be increased to **Rs.11,841/-(Rupees eleven thousand eight hundred forty one)** for **3(three) vehicles**. The Bid Security / EMD should be paid in the form of **Bank Draft / Pay Order** drawn in favour of **WBSETCL** payable at **Kolkata.** Bid Security / EMD of unsuccessful bidders will be returned in due course. No interest will payable on earnest money. The offer will not be accepted for evaluation, if the Bid Security deposit / Earnest Money is not deposited with the offer. However, bid security / EMD of the successful bidders will be returned after 6(six) months of placing of initial order.

Eligibility for Technical Bid Qualification:

1. An individual or an agency may participate in this tendering process.

2. The Owner should be an Income Tax assesses (self-attested copies of PAN Card and Income Tax Return need to be enclosed).

3. The Goods and Service Tax Registration Certificate (attested copy) in respect of the owner under GST Act. need be submitted, if he is registered as Goods Transport Owner (GTA). In case of individual owner, having no Goods and Service Tax Registration, being the small service provider, should submit a self-declaration to the effect that he/she is a small service provider and therefore no GST registration is required.

4. Experience of providing Car(s) to Govt. Department / Public Sector Undertaking / Others Govt. Organization will be desirable. Relevant documents in support should be submitted along with the technical bid. The bidders having no such experience will be considered only if WBSETCL does not get response from at least three (3) bidders with above type of experience.

5. In case a bidder wishes to provide more than one car on hire, necessary details of each should be provided separately in Annexure-A of the Techno-Commercial Bid.

6. In case of existing vehicle, the vehicle should be registered in the **year 2022 onwards**. But if it is proposed to provide a new vehicle then the bidder has to submit booking slip of new car within **10 days** from the date of receipt of the hiring order and the vehicle must be placed & engaged within **one month** from the date of receipt of the hiring order.

7. Rate quoted in tender should be final and firm for the entire period of contract.

8. Tender submitted with incomplete information will not be considered.

9. **The vehicle should have Commercial Registration Number for contract carriage.**

10. **A bidder may submit offer for either one or two or three vehicles clearly mentioning it in the price bid. If the quantity offered by the L1 bidder is less than the full tendered quantity (i.e 3) then the other bidders in decreasing order of their standing (i.e L2, L3 and so on) in price evaluation will be asked to match the L1 price to supply rest vehicles. However, preference may be given to bidder offering brand new showroom car, though selection of bidder shall be done on the basis of L1 price.**

11. The vehicle must have Government Permit to ply throughout the state of West Bengal.

12. Only **03 Nos. Maruti Ertiga AC BS-VI** shall be hired for used by the higher official of the Company.

Others terms & conditions:

1. The Contract will be valid initially for **one year from the date of contract** and shall be extended at the sole discretion of WBSETCL on satisfactory performance for further period as deemed fit with same rate, terms & conditions.
2. The vehicle provided must be registered in West Bengal and properly insured.
3. The driver must have valid driving license and be properly dressed in White Shirt and trousers during duty hours and having good quality white towels on all the seats.
4. The Owner will be solely responsible for any misconduct of drivers.

5. No advance payment will be made.
6. TDS will be deducted at source from hiring bill (s) as per Income Tax Act.
7. WBSETCL reserves the right to terminate the contract with one month notice without assigning any reason.
8. In case of any loss, damage or accident, total responsibility lies with Owner, Driver will be fully responsible in case unauthorized/ illegal materials are found in the vehicle during the use of the official of WBSETCL.
9. Parking and toll tax will be reimbursed to the owner at actual.
10. Payment will be made following submission of monthly invoices / bills in triplicate by owner for each calendar month.
11. **In case of vehicle breakdown, a suitable substitute vehicle shall be provided by the Owner immediately.**
12. **The Owner shall comply with all statutory provision as laid down under various Labour Laws like Minimum Wages, Provident Fund, Contract Labour Act etc. to the extent applicable to him and rate quoted should duly take into account the same. In case of violation of any such statutory provision, the owner will be solely responsible.**
13. The driver should have at least five years of driving experience and his age should be minimum of **25 years and not exceeding 50 years.**
14. The driver shall be in proper dress during duty hours. He should be well aware of and should meticulously follow traffic rules Behaviour of the driver should be extremely courteous and refined He should have absolutely clean background and without any police record
15. The driver shall be provided with mobile phone-switch on made (24 hours) for smooth communication and the cost shall be borne by the Owner.
16. The Owner will have to provide the replacement of driver in case of any eventuality WESETCL has the right to ask the Owner for removal of any driver who is not found competent or disciplined.
17. The owner has to provide the similar vehicle as replacement car, in event of non-reporting of original vehicle in case of failure to provide vehicle on time WBSETCL will hire a vehicle from local market and the charges paid for such hiring will be deducted from the monthly bill of the Owner In addition, in event of failure to provide such replacement. WBSETCL will claim the actual cost for making alternative arrangement.

18. There will be separate log book (to be supplied by WBSETCL) for monthly use of the vehicle and maintained by the driver/owner All entries in log book will be verified/ countersigned by the concerned officers/utilizers.
19. The Owner shall submit attested copies of Owner book and driver license, Pollution Certificate, Blue Book/Car Registration Card, Commercial Permit as per WB Motor Vehicle Act Certificate of Fitness, Insurance paper **(only First Party Insurance is accepted).**
20. The vehicle should fulfil the obligations prescribed by the Government of West Bengal.
21. The necessary basic tools, Stepney should be provided in car and the same should be kept under custody of the driver. The Company will not be responsible in any way for the loss of the tools, Stepney or any other parts or materials pertaining to the vehicle.
22. The Owner will have to submit two separate bills one for vehicle hiring charges and other for claim towards reimbursement of fuel and Mobil cost on the basis of actual admissible kilometre run during the month and supported by original fuel bill(s) such reimbursement will be allowed on the basis of following admissible limit.

a. <u>Payment of cost of Fuel(Petrol) will be made in the following rates:</u>

Category	Name of the Car	Consumption Rate
Fuel Consumption (Petrol)	**Maruti Ertiga**	**10 KM PER LITRE**

b. The cost of Mobil to be reimbursed at the rate 01 (one) litre per 500 KM.

23. Gear Oil, Flushing Oil, Distilled Water, Towel (Good Quality, Preferably white colour), and Duster for vehicle will be supplied by the owner/bidder.
24. In case of night shift for official duty, WBSETCL has no obligation to provide food & lodging to the driver.
25. In case of requirement of temporary interstate permit, the Company will reimburse the actual charges to obtain such permit.
26. The Owner should abide by the West Bengal Motor Vehicle Act, 1989 and Rules and as amended thereof.
27. **The garage of the vehicle should be within 10 KM radius of Bidyut Bhawan, Karunamayee, Saltlake. However, free parking and lodging of driver can be provided on written request of the owner on sole discretion of authority.**
28. **In addition to the above, the General Terms & Conditions of the Procurement Policy of WBSETCL will also applicable i.r.o this NIT.**

FIRST PART
TECHNO-COMMERCIAL BID
TENDER FOR HIRING VEHICLE
ABOUT THE OWNER

a. Name and Residential Address with PIN Code of the Owner/Proprietor/Partners / Directors :

b. Mobile Number, Alternative Mobile/Land Number, e-mall id of Owner/Proprietor / Partners / Directors :

c. Address of the Owner's/Owner's Registered Office :

d. PAN No. (copy of PAN Card to be enclosed) :

e. Service Tax registration no. (if applicable) (Copy of certificate to be enclosed, if it is Goods Transport Owner (GTA)* :

f. Number of persons in employment of the Owner :

g. Provident Fund registration and ESI Registration :

h. Vehicle offered Quantity :

We have read and understood the terms and conditions stipulated for appointment of vehicle hiring owner and agree to abide by the same.

*** In case of small service provider, the required self-declaration need to be submitted to the effect that he/ she is a small service provider and therefore no service tax registration is required.**

DATE :

PLACE : SIGNATURE WITH SEAL OF THEOWNER
(Full Name and Designation)

SECOND PART
PRICE BID
TENDER FOR HIRING VEHICLE

The quoted daily hiring rate should be inclusive of all i.e. levy, taxes etc and other incidental charges, if any, in the following format:

Sl No.	Vehicle Type (Petrol Version)	Vehicle Offered Quantity	Hiring Rate per day (for 10 hours)		Hiring Rate per day (beyond 10 hours)		Rate of Night Stay/day	
			In figures	In words	In figures	In words	In figures	In words
01.	**Maruti Ertiga – BS VI**							

We have read and understood the terms and conditions stipulated for appointment of vehicle hiring owner and agree to abide by the same.

DATE:

PLACE: SIGNATURE WITH SEAL OF THE OWNER
(Full Name and Designation)

Annexure-A

Mandatory columns to be filled up by the interested party :

Sl No.	Particulars	Details
01.	Model	Ertiga AC BS-VI
02.	Make of vehicle	Maruti
03.	Year of Manufacturing	
04.	Date of Registration	
05.	Registration No	
06.	Mileage run till date of submission of tender	

In case a bidder wishes to provide more than one car en hire, necessary details of each should be prescribed separately in Annexure-A of the Techno-Commercial Bid.

In case a bidder proposed to provide a new vehicle this Annexture A need not be filled in and submitted, instead a declaration to be made that a new vehicle will be provided within one (1) month from the date of receipt of the Order.

DATE :

PLACE : SIGNATURE WITH SEAL OF THE OWNER
(Full Name and Designation)

Annexure B

TO WHOM IT MAY CONCERN

I, hereby, declare that I am owner of engage..... no(s) of vehicle(s) and engage.....no(s) employee including drivers on a regular basis.

*In terms of Sub-Section 3 (a) & (b) of Section-1 of the Employees' Provident Fund & Misc. Provisions Act, 1952, the total number of employees engaged by me is less than the minimum number specified for applicability of the Act to my establishment.

*The provisions of the Employees Provident Fund & Misc. Provisions Act, 1952 being applicable to my establishment, I am registered with the EPFO authorities under Registration No.....and declare that there is no default in payment of Provident Fund dues to the appropriate authorities as on date

Or

*I am the owner as well as driver of my vehicle no(s) and therefore, the provisions of the Employees Provident Fund & Misc. Provisions Act, 1952 is not applicable in my case

Signature of the owner.....

Name of the owner .....

Vehicle No (s) .....

* Strike off whichever is inapplicable.

Annexure-C

TO WHOM IT MAY CONCERN

I hereby, declare that I am owner of ..... of vehicle(s) and engage.....no(s) of employee including drivers on a regular basis.

*In terms of Sub-Section 12 of Section 2 of The Employees State Insurance Act, 1948, the total number of employees engaged by me is less than the minimum number specified for applicability of the Act to my establishment.

or

*The provisions of The Employees State Insurance Act, 1948 being applicable to my establishment, I am registered with the ESI authorities under Registration No..... and declare that there is no default in payment of ESI constitution dues to the appropriate authorities as on date

or

*I am the owner as well as driver of my vehicle no(s) and therefore, the provisions of the Employees State Insurance Act, 1948 is not applicable in my case.

Signature of the owner .....

Name of the owner .....

Vehicle No (s) .....

*Strike off whichever is inapplicable.

END OF TENDER DOCUMENT