

# **TENDER DOCUMENT**

**Notice Inviting Tender (NIT)**

**for**

**Hiring Vehicles for Examinations Conducted by**

**WBSCTVESD (VED)**

**West Bengal State Council of Technical and Vocational Education and Skill  
Development**

**[Vocational Education Division]**

**Karigori Bhavan, 5<sup>th</sup> Floor, Plot-B/7, Action Area-III, Newtown, Rajarhat,  
Kolkata-700160**

## Proprietary & Confidential

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**West Bengal State Council of Technical and Vocational Education and Skill Development**  
(Under West Bengal Act XXVI of 2013)

**[Vocational Education Division]**

Karigori Bhavan, 5<sup>th</sup> Floor, Plot-B/7, Action Area-III, Newtown, Rajarhat, Kolkata-700160

NIT No. : WBSCTVESD (VE)/ACC-15/TEN-01/2015-16/326

Date: 09.11.2015

**TENDER NOTICE FOR HIRING OF VEHICLES**

The Senior Administrative Officer(Vocational Education), on behalf of the West Bengal State Council of Technical & Vocational Education & Skill Development[Vocational Education division] [for the sake of brevity hereinafter referred to as WBSCTVESD(VE) ] invites offer in Sealed quotations from reputed Transporters/Cargo Service Companies located at KMDA area having West Bengal wide transport and service network with requisite in-house infrastructure and having experience in handling confidential material distribution & collection for any Council/Board/University/Institute/Government Department for providing Transportation Services to WBSCTVESD(VE), Kolkata and its other Nodal Offices all over the West Bengal. Tender form having terms & Condition, technical aspects and other details of work may be downloaded from council's website [www.wbscvet.nic.in](http://www.wbscvet.nic.in) and submitted to WBSCTVESD (VE). WBSCTVESD (VE) reserves the right to accept or reject any or all quotations in full or in part without assigning any reason thereof. Last date for submission of completed tender form in the Council 23.11.2015 up to 1:00 PM. Tenders shall be opened on 23.11.2015 on 4:00 PM in the presence of tenderers or their representatives.

Sd/-

Senior Administrative Officer(Vocational Education)

**West Bengal State Council of Technical and Vocational Education and Skill Development**  
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**Scope of Work**

Higher Secondary (Vocational) Examination, 2016 and VIII+ Level Examinations under West Bengal State Council of Vocational Education & Training are going to be held on different time in various examination centres across West Bengal. The scope of work includes transport & delivery of confidential materials to the 20 district nodal Centers. Distribution will be done following all security measures of examination as per rules, regulations and route chart provided by Council.

**Description of work**

- a) Picking up of examination related confidential packets/trunks from the office of the Council or any other place in Kolkata as directed along with escorting team and security personnel.
- b) Dropping the confidential packets/trunks at the scheduled destinations, as indicated in the respective Route Chart.
- c) Collection of the confidential packets/trunks from the scheduled destinations, as indicated in the respective Route Chart.
- d) **If required, temporary arrangement of displacement / relocation of seats for providing additional spaces may be needed.**
- e) **The bidder has to agree to providing Vehicles for all the routes, part or selective offer only will not be accepted in any condition.**

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**General conditions:**

1. Bidder should have ~
  - a. Experience in providing similar service to state govt. /Central Govt. / PSUs /any other public institution like school/college for similar nature of job.
  - b. Registration with R.T.A. for Commercial vehicle(s).
  - c. Service Tax registration.
  - d. Documental evidence of submission of Professional Tax along with a copy of current Trade License and a copy of PAN.
  - e. Vehicles should not be older than the year 2010 and in good condition. Registration number of vehicles with currency of Insurance / Road Tax and Pollution
  - f. This tender document is not transferable. The work, if awarded, is not transferable.
2. Bidder are requested to quote for 56 Seater Luxury Bus(Non-Ac)
  - a. All bus must be in good running condition considering security & confidentiality of delivery of materials
  - b. All rates must be quoted considering road & other conditions
  - c. Each page of the whole tender document must be signed and stamped by the authorized signatory of the firm/agency and are to be submitted along with the tender as a mark of acceptance of terms and conditions
3. The tender should be addressed to Senior Administrative Officer(VE), West Bengal State Council of Vocational Education & Training, and Kolkata.
4. All offers should be in Indian Rupees (taxes should be mentioned separately)
5. Tenderer must be capable of executing the project within time.
6. Tenderer may collect detailed route chart from the council office
7. Offer validity should Up to November 2016 from the date of tender opening
8. Client references and contract details for similar works executed in the past should be mentioned.
9. WBSCTVESD(VE) reserves the right to split the job work to two or more contractors without assigning any reasons
10. The payment would be made after the examination is over upon submission of bills with supporting documents.
11. The WBSCTVESD (VE) would not provide food & lodging to the drivers and helpers.

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12. Delivery will be done strictly & urgently as per route map & delivery schedule provided by WBSCTVESD (VE). It is mentionable that delivery schedule is indicative and it will vary.
13. The bidder will depute sufficient qualified and experienced man power to maintain utmost secrecy, proper and smooth functioning and successful completion of the work within stipulated time.
14. Any information provided in support of the bids must be properly annexed, numbered and duly signed.
15. Any ambiguous conditions quoted in the application may lead to summary rejection of the quotation.
16. All bidders may carefully note that the unit of all the works will be finalized at the time of issue of tender document to the qualified bidders and no alteration in the final quotation will be acceptable to the Council at any stage
17. The Council reserves the right to reject or accept any tender without assigning any reason.
18. Note:-All attested document must be submitted in Hindi or English Language. If the documents are not in Hindi or English, they should be translated Hindi or English & attested by authorized translator. Translated copy along with copy of original document must be submitted.

**Special conditions of contract:**

1. In the event of any mechanical failure/breakdown of vehicle after its reporting duty, the contractor/service provider shall arrange for replacement by another commercial vehicle within one hour. Non-compliance will attract a penalty in the form of rescinding of the contract agreement and in the form of claims related to the costs incurred in the form of partial performance of the job by the selected bidder shall stand invalid.
2. In case of any accident resulting in loss or damage to property or life, the sole responsibility for any legal or financial implication would vest with the contractor / service provider. WBSCTVESD (VE) shall have no liability what so ever.
3. The contractor / service provider is/shall be liable for any legal disputes/cases/claims that have arisen or may arise during the currency of the job contract in respect of vehicle provided for transport. The WBSCTVESD (VE) shall not be liable for any loss, damages, etc suffered/to be suffered by the contractor / service provider or third party as the case may be.
4. The contractor / service provider shall also be liable for all fines, penalties, and the like of parking, traffic and other criminal offences arising out of or concerning the use of the vehicle during the period of transport and any toll charges or entry taxes payable locally and the

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contractor / service provider accordingly indemnifies the WBSCTVESD (VE) against all such liability.

5. The contractor / service provider is/shall be responsible for compliance of all the laws/ rules regulations and Government instructions that are / will be applicable to and aimed to protect the interest of the employees/ workers engaged by it and shall ensure payment of all the statutory dues/ liabilities as may have arisen during the past or may arise during the course of performance of this contract.

**Arbitration:**

In the event of any question, dispute or difference arising under the agreement or in connection there with (except as to the matters, the decision to which is specifically provided under this agreement), the same shall be referred to the sole arbitration of the SENIOR ADMINISTRATIVE OFFICER(VE), WBSCTVESD(VE) or any other person appointed by him. In case his designation is changed or this office is abolished then in such case to the sole arbitration of the officer for the time being entrusted whether in addition to the function of the SENIOR ADMINISTRATIVE OFFICER(VE), WBSCTVESD(VE) or by whatever designation such officers may be called (hereinafter referred to as the said officer). In the event of such arbitrator to whom the matter is originally referred to vacates his office on resignation or otherwise or refuses to do work or neglecting his work or being unable to act as Arbitrator for any reasons whatsoever, the SENIOR ADMINISTRATIVE OFFICER(VE), WBSCTVESD(VE) shall appoint another person to act as Arbitrator in the place of outgoing arbitrator and the person so appointed shall be entitled to proceed further with the reference from the stage at which it was left by the predecessor and that the award of the Arbitrator shall be final and binding on both the parties. Contractor will have no objection in any such appointment that the arbitrator so appointed is an employee of WBSCTVESD(VE) or a government servant or that he has to deal with the matter to which the agreement relates or that in the course of his duties as a WBSCTVESD(VE) employee he has expressed his views on all or any of the matters in dispute. The adjudication of such Arbitrator shall be governed by the provisions of the arbitration and Conciliation Act 1996, or any statutory modification or re-enactment thereof or any rules made thereof.

The venue of arbitration proceeding shall be office of the SENIOR ADMINISTRATIVE OFFICER(VE), WBSCTVESD(VE), Kolkata or such other place as the arbitrator may decide.

If the contractor institutes any legal proceedings against the WBSCTVESD(VE) to enforce any of its rights under this agreement it shall be in the legal jurisdiction of WBSCTVESD(VE) at Kolkata and not the place where the contractor has his registered office.

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**FINANCIAL TERMS & CONDITIONS:**

1. The job is to be completed within the stipulated time period as fixed & intimated by the Council in the interest of Public Service and examination urgency.
2. The consignee will approve all the jobs after full satisfactory inspection to be conducted by the consignee at the office of WBSCTVESD (VE).
3. The bill should be produced in triplicate after satisfactory execution of work of each phase for use of this office against actual work order.
4. All the above items are subject to necessary changes as per the Regulations of the Council, as and when required.

Consignee: The Senior Administrative Officer(VE) WBSCTVESD(VE), Karigori Bhavan, 5<sup>th</sup> Floor, Plot-B/7, Action Area-III, Newtown, Rajarhat, Kolkata-700160



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**SCHEDULE – I**

	<b>FROM</b>	<b>TO</b>	<b>Total estimated approximate kilometer(inclusive garage in-out &amp; other conditions)</b>	<b>Estimated Journey in days</b>	<b>Rate (Lump-sum) as route charge inclusive all in Rs.</b>
Route-I	Kolkata Karigori Bhavan	1. Malda Polytechnic (Malda) 2. Raiganj Polytechnic (Uttar Dinajpur), 3. Siliguri Govt. Polytechnic (Siliguri), 4. Jalpaiguri Polytechnic (Jalpaiguri), 5. Coochbehar Polytechnic (Coochbehar) and back to Kolkata Karigori Bhavan	1600 Km	5 days 4 night	
Route-II	Kolkata Karigori Bhavan	1. Purulia Polytechnic (Purulia), 2. K.G. Engg. Institute (Bankura), 3. I.C.V. Polytechnic (Jhargram), and back to Kolkata Karigori Bhavan	700 Km	3 days 2 night	
Route-III	Kolkata Karigori Bhavan	1.Contai Polytechnic (Purba Medinipur) and back to Kolkata Karigori Bhavan	300 Km	1 day	
Route-IV	Kolkata Karigori Bhavan	1. MBC Ins of Engg & Tech. (Burdwan) 2. Sree R. K. Shilpa Viyapith (Suri, Birbhum) 3. Asansol Polytechnic (Asansol) and back to Kolkata Karigori Bhavan	550 Km	2 days 1 night	
Route-V	Kolkata Karigori Bhavan	1. M.I.T. (Murshidabad, Bharampur), 2. BPC Institute of Technology, (Krishnagar) and back to Kolkata Karigori Bhavan	550 Km	2 days 1 night	
Route-VI	Kolkata Karigori Bhavan	1. AJC Bose Poly. (Barachampa, N.24 Pgs.) and back to Kolkata Karigori Bhavan	175 Km.	1 day	
Route-VII	Kolkata Karigori Bhavan	1. J.C.Ghosh Polytechnic (Kolkata) 2. Women's Polytechnic (Jodhpur Park) 3. Birla Institute of Technology (BT Road) and back to Kolkata Karigori Bhavan	70 km.	1 day	
Route-VIII	Kolkata Karigori Bhavan	1. E.I.J.E. (Dalalpukur, Howrah) 2. Hooghly Institute of Technology (Hooghly)and back to Kolkata Karigori Bhavan	140 km.	1 day	
Route-IX	Kolkata	Any locations as required by council of Distance upto 175 Km	175 Km	1 day	
Route-X	Kolkata	Any locations as required by council of distance upto 350 Km	350 Km	2 day 1 night	
Route-XI	Kolkata	Any locations as required by council of distance upto 550 Km	550 Km	3 day 2 night	
Route-XI	Kolkata	Any locations as required by council of distance upto 750 Km	750 Km	3 day 2 night	

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*N. B. Garage in & out as per Govt. order vide order no. 3564 – WT/3M – 81/98 dated – 24.11.2005.*

Rates must be offered net only against the specified column of the items. The net rate must be inclusive of all taxes and others.

The rates must be written both in words and figures. In case of discrepancy between the prices quoted in words in figures, lower of the two shall be considered. There should not be errors and/ or overwriting. Corrections if any should be made clearly and duly signed with dates.

**Signature of Tenderer with Seal**

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**Bidder Information**

1. Name of Bidder
2. Name & Designation of authorized Signatory
3. Office Address
4. Telephone / Fax No.
5. Mobile No.
6. E mail
7. Year of Establishment
8. Nature of the Firm
9. Is the office owned/ leased & rented
10. Registration No.
11. PAN No.
12. Name of person who will apprise the Council about the status of the work with his Phone No.

**Signature of Tenderer with Seal**