



WEST BENGAL STATE COUNCIL OF TECHNICAL & VOCATIONAL EDUCATION AND SKILL DEVELOPMENT

(A Statutory Body under Government of West Bengal Act XXVI of 2013)

Department of Technical Education, Training & Skill Development, Government of West Bengal
Karigari Bhavan, 4th & 5th Floor, Plot No. B/7, Action Area-III, Newtown, Rajarhat, Kolkata – 700 160

Memo no. WBSCTVESD/TED/2025-2026/0541

Dated : 24.07.2025

Notice Inviting Tender (NIT) (Through Pre-qualification & Offline Submission of Bid)

Subject : Notice Invitation Tender for empanelment of agency for hiring of vehicles for WBSCT&VE&SD

The Competent authority of the Council [WBSCT&VE&SD] invites sealed tender for empanelment of agency for hiring of vehicles for WBSCT&VE&SD

In view of above, bonafide & reputed bidders are hereby requested to submit off line bids as per the details given below.

Sl No.	Name of Work	Earnest Money Deposit	Cost of Tender Document	Duration of Work	Eligibility of Bidders
1	Empanelment of agency for hiring of vehicles for WBSCT&VE&SD	10,000/-	NIL	1 Year from the issuance of Work order.	Bonafide & reputed bidders having credentials in similar nature of work atleast Rs 40 Lakhs .
EMD relaxation as per Financial Rule subject to submission of proper documents					

SPECIAL TERMS OF CONTRACT :-

Schedule :-

Sl No.	Activity	Scheduled Date
1	Date of uploading of N.I.T. Documents (offline)	24/07/2025
2	Documents download start date (offline)	25/07/2025
4	Bid submission start date (offline)	25/07/2025
5	Bid submission closing date (offline)	01/08/2025 at 2:30 PM
6	Bid Opening date for Technical and Financial proposals: Bid A & Bid B (offline)	01/08/2025 at 4:00 PM

1. Place of Hiring:

a. For Casual / Spot Hiring: Ex-Kolkata .

b. For Monthly Hiring: Ex-Kolkata, North 24 Parganas, South 24 Paragans or any place as and when required.

2. Types of vehicles required to be engaged on hire (with commercial registration only):

(i) Economy Cars: Maruti – Swift-Dzire VX (AC/Non-AC)

(ii) Spacious Cars: Scorpio/XUV 300 etc. (AC/Non-AC)

(iii) Deluxe Cars: Innova / Ertica etc. (AC)

(iv) Luxury Cars: Innova Crysta/XUV 500 (AC)

(v) Bus :26-Seater (Non-AC/AC)

Each vehicle provided should be in good condition and fit for travel with all proper documents and permits. The hiring may be for full day or half day as needed (details for quoting rates are given in Annexure I).

Earnest Money Deposit :- Earnest Money of Rs. 10,000/- (Rupees Ten Thousand) only is to be remitted through online payable at Kolkata in favour of WBSCT&VE&SD. Bidders claiming EMD exemption (such as MSMEs or others as per govt. rules) must provide valid supporting documents as per applicable Financial Rules for consideration of EMD relaxation. The EMD of unsuccessful bidders will be returned as per standard procedures, while the EMD of the successful bidder will be held and later adjusted or returned as per terms of the contract/tender.

Performance Bank Guarantee :- The successful bidder, upon receipt of the Letter of Acceptance/Work Order, must furnish a Performance Bank Guarantee of ₹50,000/- (Rupees Fifty Thousand only). This PBG is a security deposit to ensure performance of the contract and must be submitted in the form of a Bank Guarantee. The Work Order will only be issued after the Council receives the valid PBG from the successful bidder. The PBG may be forfeited in case of breach of contract or non-performance by the vendor, as per tender rules.

Any participating bidder or his/her authorized representative (who is to be authorized in writing) may remain present when such Tender paper will be opened.

Bid Submission Instructions

- Bids must be submitted **offline in sealed envelopes** within the stipulated deadline. The bidding process will likely consist of two parts: **Technical Bid (Part A)** and **Financial Bid (Part B)**, which should be submitted in separate sealed covers, both enclosed within a larger outer envelope. Each envelope should be clearly marked with the bid part (A or B), the tender name/number, and the bidder's name.
- **Technical Bid (Bid A):** Should contain all eligibility and qualification documents, along with any documents establishing the bidder's experience and credentials as required (see *Eligibility Criteria* below). No price information should be included in this part.
- **Financial Bid (Bid B):** Should contain the quoted rates for the hiring of vehicles, as per the format given in *Annexure I*. The financial bid should be submitted on the company's letterhead, duly signed and sealed by the authorized person.
- **Sealing and Marking:** The inner envelopes (A and B) should be sealed and labeled, and then placed inside one outer envelope which is also sealed and labeled with the Tender name/number and bidder's information. Incomplete or improperly prepared bids may be rejected.
- **Submission Venue:** Bids should be submitted to the office of the Council at **Karigari Bhavan, Plot B/7, Action Area-III, Newtown, Rajarhat, Kolkata – 700160** by the closing date and time. Late submissions will not be entertained.
- **Bid Opening:** On the date and time specified, the Technical bids will first be opened and evaluated. Bidders meeting the eligibility and technical requirements will have their Financial Bids opened subsequently (on the same day, as indicated). The opening of bids will be carried out in presence of the Council's Tender/Purchase Committee and any bidders or their representatives who choose to attend. The **Chief Administrative Officer, WBSCT&VE&SD** (or an authorized official) will oversee the opening of the tenders.

Eligibility Criteria (Pre-Qualification Requirements)

Bidders must **fulfill the following criteria** and provide documentary evidence (self-attested) for each of the points below in their Technical Bid:

1. **GST Registration:** Copy of the bidder's GST Registration Certificate.
2. **Trade License:** Copy of a valid Trade License of the firm/company (ensuring the license is up-to-date for the relevant trade, i.e., vehicle rental or transport service).
3. **PAN:** Copy of the Permanent Account Number (PAN) card of the company/agency.
4. **Professional Tax Registration:** Copy of a valid Professional Tax Registration Certificate (as applicable in West Bengal).

Bidders should ensure all the above documents are enclosed and self-attested. Non-submission or invalid documents may lead to disqualification at the technical evaluation stage. Additionally, the bidder **should have an established office in Kolkata** (this may be verified by the Council; having a local office is mandatory as per tender terms).

General Terms and Conditions of Contract

1. **Office in Kolkata:** The bidding agency **must have an office in Kolkata** city. This is essential for coordination, and ease of communication and deployment of vehicles as required by WBSCT&VE&SD.
2. **All-Inclusive Rates:** The rates quoted in the financial bid must be **inclusive of all charges** whatsoever. This includes fuel, driver's wages, maintenance, taxes, insurance, parking fees, etc. The Council will not entertain any extra charges beyond the quoted rate for the specified usage (except tolls or state taxes on inter-state journeys, which typically are reimbursable at actuals if applicable, though not explicitly stated here). The bidder should factor in all costs in the base rates and extra km/hour rates quoted.
3. **Determination of L1 (Lowest Bidder):** After evaluation, the **bidder with the lowest quotation (L1)** for the required services, **meeting all technical and eligibility criteria**, will be selected as the successful bidder for award of the work. The Council reserves the right to empanel one or more agencies if needed or to split the work, but generally the lowest valid bidder will be given preference for issuance of the work order.
4. **Mandatory Vehicle Documents:** The vehicles deployed under this contract must carry all required documents while on duty. The driver or agency must ensure the following documents are present in the vehicle at all times during service.
5. **Registration Certificate (RC) / Blue Book:** Proof of vehicle ownership and registration details.
6. **Driving License:** The driver must hold a valid driving license appropriate for the vehicle. The **original driving license** should be carried by the driver for verification.
7. **Tax Token:** Up-to-date road tax payment proof for the vehicle (usually displayed on vehicle or a certificate).
8. **Insurance Policy:** Valid vehicle insurance documents (at least third-party insurance as per law, comprehensive insurance preferable).
9. **Pollution Under Control (PUC) Certificate:** A valid pollution certificate as per emission norms.

The hiring agency is responsible for any penalties or legal issues arising from missing or expired documents. The Council's officers may inspect these documents at any time during the hire period.

5. **Vehicle Condition & Accessories:** All vehicles provided should be well-maintained, clean, and fit for comfortable travel. In addition, they **must be equipped with the following amenities/utilities** for the comfort of passengers:

- **Clean Seat Covers:** Fresh, clean seat covers should be provided and changed regularly.
- **Quality Music System:** A functional radio/stereo or music system for passengers' use.
- **Reading Lamp:** Interior light for reading (for passengers travelling at night).
- **Tissue Paper Box:** A box of tissues/tissue paper should be available in the car.
- **Car Perfume/Air Freshener:** To ensure the vehicle is odor-free and pleasant.
- **Seat Belts:** Functional seat belts for **all seats** (both front and rear) must be present and usable.
- **Umbrella:** Especially during monsoon season, an umbrella should be kept in the car for use by passengers, if needed.

The agency should ensure regular servicing of the vehicles. The drivers provided should be well-behaved, in uniform (if possible), and must have mobile phones for contact. Any vehicle sent by the agency can be subject to inspection by the Council's officials, and vehicles found in sub-par condition can be rejected.

6. **Rates and Charges:** The base rates quoted for full day (100 km/10 hrs) and half day (50 km/5 hrs) should cover the specified distance and duration. If a vehicle runs extra kilometers or is retained for extra hours beyond the base limits on any day, the charges for those shall be payable at the **extra km rate** and **extra hour rate** quoted by the bidder in the financial bid. These extra charges will be calculated and billed accordingly. The agency must maintain log books or duty slips duly signed by the users to record hours and kilometers for transparency.

7. **Billing & Payment:** (Not explicitly detailed in the NIT, but generally:) The empaneled agency will likely bill the Council on a periodic basis (monthly or per trip basis) as per the agreed rates. Payment will be made by the Council after due verification of bills and supporting log sheets, subject to any penalties if applicable. The agency must have a bank account for receiving payments (preferably through electronic transfer). All payments are subject to statutory deductions like TDS etc., as applicable.

The above terms must be adhered to strictly. Non-compliance with any of the conditions may result in termination of the contract or imposition of penalties, as detailed below.

Termination of Contract

The Council reserves the right to **terminate the contract** with the successful bidder at any point if the agency **fails to deliver the service as per the tender conditions or within stipulated timeframes**. For instance, if the agency is unable to provide vehicles on time or frequently defaults in providing the required service, this will be treated as a breach. In such an event:

- The **contract will be terminated** by the Council by issuing a notice of termination.
- The work/order may then be **assigned to the next lowest bidder** (L2) or an alternate arrangement made, **at the risk and cost of the defaulting bidder**. This means the defaulting agency will be responsible for any additional cost incurred by the Council in hiring an alternative service.
- No further intimation or negotiation will be entertained with the defaulting bidder in such cases, and the decision of the Council will be final.
- Additionally, the **Performance Bank Guarantee** of the defaulting bidder may be forfeited as per norms, and the company may face other legal consequences as per the contract.

Penalty for Lapses and Delays

The tender imposes strict penalty clauses to ensure quality service:

- **Quality of Service Penalty:** If the **quality of service or vehicles** provided is found to be below the prescribed standards (for example, vehicle not in good condition, missing amenities, or driver misbehavior, etc.), a penalty of **@ 10% of the bill value** for that service instance may be imposed. This effectively means the Council can deduct 10% from the payable amount for that trip/month for quality lapses. This clause ensures the agency provides the vehicles in the condition and with the features promised.
- **Delay in Service Penalty:** Timely service is of essence. If the agency **delays in providing the vehicle/service** beyond the scheduled/required time, a penalty of **@ 5% of the bid value** (which could mean 5% of the monthly hiring charge or total contract value, depending on context) will be imposed for the delay. For example, if a vehicle meant to report at 9:00 AM arrives significantly late without valid reason, this penalty can be invoked.
- **Blacklisting for Default:** In addition to the above financial penalties, the Council may take **administrative action** against the offending agency. Specifically, the company can be **blacklisted and debarred** from participating in any future tender processes of WBSCT&VE&SD. This would be a severe repercussion, effectively disqualifying the agency from getting work from the Council in the future due to their poor performance or non-compliance.

These penalty measures underscore the importance of maintaining high service quality and reliability. The agency is expected to fully adhere to the tender terms to avoid such penalties.

Force Majeure

The tender includes a *Force Majeure* clause to account for extraordinary circumstances. If the performance of the contract by either party (the Council or the hired agency) is **prevented, restricted, or delayed** due to reasons beyond their control, the affected party will not be considered in default of the contract. Events that qualify under this clause include, but are not limited to:

- **Natural calamities:** Fire, explosion, cyclone, floods, earthquakes or any act of God that makes it impossible to provide the service.
- **War and disturbances:** War, revolution, acts of public enemies, riots, civil disturbances, blockades or embargoes.
- **Government Orders:** Any law, order, proclamation, ordinance or demand by any government or public authority that impacts the execution of the contract (e.g., sudden travel restrictions, regulatory changes). This may also include **restrictive trade practices or regulations** imposed that affect vehicle hiring.
- **Strikes and labor disputes:** Strikes, bandhs, lockouts, shutdowns or labor disputes **not instigated by the bidder** (i.e., general or industry-wide strikes, etc.) that impede the service. The clause specifically implies these should not be deliberate actions by the agency to avoid obligations.
- **Other unforeseen circumstances:** Any other circumstances beyond the control of the affected party, which could not be predicted or mitigated with reasonable effort.

In the event of a force majeure situation, the affected party should notify the other party as soon as possible, detailing the nature of the event and its expected impact on performance. Both parties will then mutually decide on a suitable course of action, such as extending the timeframe for performance or temporarily suspending obligations, until the situation normalizes. The objective of this clause is to protect both the Council and the vendor from liabilities stemming from truly uncontrollable events.

Dispute Resolution and Legal Jurisdiction

Any dispute or disagreement arising out of or in connection with this tender process or the subsequent contract will be subject to the **jurisdiction of the Barasat Court in West Bengal**. This means that if any legal proceedings or challenges need to be made regarding the tender or contract, they must be filed in an appropriate court located in Barasat, West Bengal. The intention is to resolve disputes through the legal framework within the state where the Council is based.

It is implied that before resorting to litigation, both parties may attempt to resolve disputes amicably through mutual discussion or arbitration (if such a clause is included elsewhere or mutually agreed upon). However, in absence of a separate arbitration agreement in the tender document, any unresolved disputes will be settled under the purview of the Barasat court jurisdiction. The bidders, by participating, effectively agree to this jurisdiction clause.



Chief Administrative Officer,
WBSCT&VE&SD

Copy forwarded for information and necessary action to :-

- 1) Chairperson, WBSCT&VE&SD
- 2) Members of Purchase Committee, with a request to remain present at the time of opening quotation as stated above.
- 3) Office Notice Board.



Chief Administrative Officer,
WBSCT&VE&SD

Annexure I – Price Bid Format (to be submitted by Bidder)

Bidders are required to submit their financial offer in the following format on their official letterhead with proper signature and seal. This format is provided as **Annexure I** of the NIT:

Categories of Vehicle Services:

- Economy Car – Maruti Swift Dzire VX (Non-AC)
- Economy Car – Maruti Swift Dzire VX (AC)
- Spacious Car – e.g., Scorpio, XUV300 (AC)
- Deluxe Car – e.g., Innova, Ertiga (AC)
- Luxury Car – e.g., Innova Crysta, XUV500 (AC)
- Mini Bus (26-Seater) – Non-AC
- Mini Bus (26-Seater) – AC

Rate Schedule: For each of the above categories, the bidder must quote the following rates:

5. **Full-Day Rate (per day)** – This rate will typically cover **up to 100 kilometers and 10 hours** of usage in a single day. (The bidder enters a rate in ₹ for a full day hire for that vehicle category.)
6. **Half-Day Rate (per half-day)** – This rate will cover **up to 50 kilometers and 5 hours** of usage in a single half-day. (Half-day usually means either 1st half or 2nd half of a day.)
7. **Extra Kilometer Charge** – The rate per km to be charged if the vehicle exceeds the included kilometers (100 km for full day, 50 km for half day). This extra per-km rate will be applied for each kilometer beyond the base distance.
8. **Extra Hour Charge** – The rate per hour to be charged if the vehicle is kept beyond the included hours (10 hrs for full day, 5 hrs for half day). This will apply for each hour (or part thereof, as per terms) beyond the base time.

The price bid should be clear and unambiguous. An illustrative excerpt of the format is as follows (all values to be quoted by bidder):

Sl. No.	Category	Full Day Rate (100 km / 10 hrs)	Half Day Rate (50 km / 5 hrs)	Extra Km Rate (<₹ per km beyond 100/50 km)	Extra Hour Rate (<₹ per hour beyond 10/5 hrs)
i.	Economy Car – Maruti Swift Dzire (Non-AC)	₹ per day	₹ per half- day	₹ per km	₹ per hour
ii.	Economy Car – Maruti Swift Dzire (AC)	₹ per day	₹ per half- day	₹ per km	₹ per hour
iii.	Spacious Car – Scorpio/XUV300 (AC)	₹ per day	₹ per half- day	₹ per km	₹ per hour
iv.	Deluxe Car – Innova/Ertiga (AC)	₹ per day	₹ per half- day	₹ per km	₹ per hour
v.	Luxury Car – Innova Cresta/XUV500 (AC)	₹ per day	₹ per half- day	₹ per km	₹ per hour
vi.	Bus – 26 Seater (Non-AC)	₹ per day	₹ per half- day	₹ per km	₹ per hour
vii.	Bus – 26 Seater (AC)	₹ per day	₹ per half- day	₹ per km	₹ per hour

(The “₹ ……” indicates spaces where the bidder will fill in their offered rates. The above is a template for understanding; the actual bid has to be given in the bidder’s letterhead in a similar tabular format.)

After filling in the rates for all required categories, the bidder should mention the current date and then sign and affix the official **seal** of the company at the bottom of the price bid. By signing, the bidder certifies that the rates are quoted as per the tender's terms and that they will honor these rates throughout the contract period for any number of vehicles hired.

Important: Bidders must read the full terms and conditions in the NIT document carefully. Compliance with all the tender requirements is mandatory. Any bid that does not conform to the requirements may be rejected. The Council reserves the right to accept or reject any or all bids, or to cancel the tender in entirety, without assigning any reason. Prospective bidders should stay updated through official notifications for any changes or clarifications regarding this tender.