



Paschim Banga Go-Sampad Bikash Sanstha

(An organization under the aegis of the Government of West Bengal)

LB-2, Sector-III, Salt Lake City, Kolkata – 700 106

Tele : (033) 2335 0712, E-mail: ceopbgsbs2003@yahoo.co.in

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এল বি - ২, সেক্টর - ৩
স্টেটলেক সিটি, কলকাতা - ৭০০১০৬
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ফ্যাক্স : ০৩৩ ২৩৩৫ ০৭১২

NIT NO.: PBGSBS/HIRE-VEH/NIT-285/26-27

DATE: 22.06.2026

The Chief Executive Officer, Paschim Banga Go-Sampad Bikash Sanstha (CEO/PBGSBS) invites e-Tender for the work detailed in the table below. (Submission of Bid through online). List of scheme:-

Sl. No.	Name of the work	Types of Vehicle & specifications	Earnest Money (Rs.)	Price of Technical, Financial Bid documents, contract agreement form & others Annexure	Period of Rate Contract	Eligibility of Contractor
1	2	3	4	5	6	8
1.	Casual hiring of different kind of vehicles on daily as and when required basis for official purpose under Paschim Banga Go-Sampad Bikash Sanstha ,LB-2, Sector-III, Salt Lake City, Kolkata-700106	As per Annexure-A	10,000/-	Free/ NIL	365 Days	Bonafied Agencies having credential as per clause A(b)(i) of NIT.


(Dr. Gouri Shankar Koner)
Chief Executive Officer
P.B.G.S.B.S.



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Casual hiring of different kind of vehicles on daily as and when required basis for official purpose under Paschim Banga Go-Sampad Bikash Sanstha ,LB-2, Sector-III, Salt Lake City, Kolkata-700106

DETAILS OF TENDER DOCUMENTS AND TIME SCHEDULE

Each Set Contains:-

1. Notice Inviting e-Tender.
2. General Instruction to Bidders.
3. Eligibility Criteria for Participation in the Tender.
4. Evaluation of Tender.
5. Tender Terms & Conditions.
6. Scope of Work / Job Schedule as per Annexure-A
7. Forms-I, II, III, IV, V & Check List - VI.

DATE OF PUBLICATION OF e-TENDER (ONLINE):	23.06.2026 at 11.00 A.M
STARTING OF BID SUBMISSION (ONLINE):	23.06.2026 at 11.00 A.M
PRE BID MEETING (Mandatory) TO BE HELD ON	03.07.2026 FROM 2.00 P.M. TO 3.00 P.M.
LAST DATE FOR ON LINE SUBMISSION OF TENDER:	11.07.2026 at 11.00 A.M
OPENING OF TECHNICAL BID:	13.07.2026 at 11.00 A.M
OPENING OF FINANCIAL BID:	TO BE NOTIFIED LATER ON.
TENDER FEES: NIL	NIL
EARNEST MONEY	10,000/- (Fixed)


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NOTICE INVITING e-TENDER

The Chief Executive Officer, Paschim Banga Go-Sampad Bikash Sanstha, LB-2, Sector-III, Salt Lake City, Kolkata-700106 invites on line bids (in two bid system) from reputed authorized ,resourceful, bonafide Travel Agencies ,Registered Vendors /Firms /Individual for Casual hiring of different kind of vehicles on daily as and when required basis for official purpose under Paschim Banga Go-Sampad Bikash Sanstha ,LB-2, Sector-III, Salt Lake City, Kolkata-700106, having credential for supplying similar vehicles in Govt./Semi Govt./ Public sector Undertakings, registered under the relevant laws in India and fulfilling requisite eligibility criteria as stated in the e-NIT.

Earnest Money 10,000/- (Ten Thousand) only is to be remitted online through Govt. of West Bengal e-Tender portal (<https://wbenders.gov.in>). The payment transaction slip / receipt in pdf format is to be uploaded along with the statutory documents for tender submission.

- 1) In case bidder wants to be exempted from EMD submission, a valid Exemption certificate is to be scanned & uploaded along with the statutory documents in the e-tender portal for participation in the tender.
- 2) After publication of e-tender Notice in the Medias, detailed terms & conditions, BOQ (Bill of Quantities) may be obtained from the website <https://wbenders.gov.in> at free of cost. Submission of tender by the bidder can be made with the help of Class- 3DSC (Digital Signature Certificate) in this website <https://wbenders.gov.in>.
- 3) Tenders should normally be floated in two parts one Technical Bid (BID-A) and other Financial Bid (BID-B).
- 4) Tender must be supported by:

A. TECHNICAL BID : 'BID-A'

(a) **STATUTORY COVER** containing the following documents:

PART 1 (SINGLE FILE MULTIPLE PAGES SCANNED):

1	Transaction Slip / Receipt challan for EMD amount of 10,000/- only in favor of ICICI Payment Gateway OR Valid Exemption Certificate issued by the Competent Authority claiming EMD exemption.
2	Scanned Application in the prescribed format (Form - I)
3.	Declaration by the Tenderer (Form - II)
4.	Certificate from Chartered Firm in the official pad (Form - III)
5.	Affidavit Proforma(Form - IV)
6.	Working Credential (Form-V)
7.	Annexure -A
8.	Upload All Documents / Certificates/ Authorization / Literatures



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(b) NON-STATUTORY COVER/MY SPACE containing the following documents:

Sl. No.	Category	Sub Category Description
1	CERTIFICATES – ✓ All valid up to date. ✓ All certificates are to be furnished in English Vernacular ✓ Affidavit are not valid ✓ Scanned original copy	✓ PAN Card of the authorized signatory ✓ Valid Prof. Tax clearance certificate with challan. ✓ GST Registration certificate (Mandatory). ✓ IT returns of 2024– 2025 Financial year. ✓ Valid Trade License/ Certificate of Incorporation. ✓ Valid documentary proof of: ✓ The agency / company should have minimum annual turnover of Rs. 10 Lakh ✓ Documentary proof towards vehicle related (Registration not more than 5 years. ✓ Audited balance sheet for the last 3 years. ✓ <u>The Bidder should have sold the tendered/ similar items in State/Central Govt. or its organization or PSU or any other organization once in last 5 years & shall be supported by appropriate documentary proof like Supply order (Placement order) and Delivery Challan/Invoice/ payment certificate/customer certificate.</u> (as per Form-V).
2	COMPANY DETAILS (valid up to Date), scanned original copy	i) Registration Certificate under Company Act. (if any). ii) Registered Deed of partnership Firm, Trade License / Article of Association & Memorandum. iii) In Case Proprietorship & Partnership Firms, the Tax Audited Report in 3CD Form along with Balance Sheet & Profit and Loss A/c. for the last 3 (three) years (year just preceding the current Financial Year will be considered as year-1). The balance sheet, Profit & Loss account should be in favor of applicant's name only. iv) Power of Attorney (For Partnership Firm/ Private Limited Company, if any). v) List of Technical staffs along with structure & organization.
3	The Bidder shall not be under a Declaration of Ineligibility for corrupt or fraudulent practices or blacklisted with any of the Government Agency.	Declaration in this regard by the authorized signatory of the bidder.

Firms located outside the State of West Bengal must have to execute work through their authorized branches of this State or Authorized Distributors/Agent/dealers ; Details to be uploaded , otherwise their tenders will not be accepted (Documents to be uploaded).

The vendor must fulfill the above eligibility criteria/ pre-qualification conditions. Technical bid of vendors fulfilling the pre-qualification conditions will only be evaluated by the duly constituted evaluation committee. Bid of vendors not fulfilling the pre-qualification conditions given above will be summarily rejected. Undertaking for subsequent submission of any of the above documents will not be entertained under any circumstances. The authority reserves the right to verify/confirm all original documentary evidence submitted by vendors in support of above mentioned clauses of eligibility criteria.



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B. FINANCIAL BID : 'BID-B' (BOQ)

- i) The Agency is to quote the rate (per Kilometer /per Hour / Minimum Fixed Rate) on Item Rate BOQ format of the components as specified in the BOQ. The Item Rate BOQ will be quoted in the BOQ in one cover (folder) encrypted in the B.O.Q. under Financial Bid. Intending bidder must have to quote rate for all items as mentioned in NIT (Annexure-A) as well as BOQ. Selection will be made on cumulative lowest for all items (unit rate summation for all items) . If any one fails to submit the rate for any item/ if quoted make of any item is not approved by TIA , his entire bid will be cancelled as per tender clause. **SINGLE AGENCY WILL BE SELECTED.**
- ii) Rate quoted shall be including all taxes & all other charges (Except GST and Toll Taxes).
- iii) Only downloaded copy of the B.O.Q. is / are to be uploaded quoting the rate, virus scanned and digitally signed by the Agency.
- iv) The rates should be inclusive of all consumables, (i.e fuel, lubricants and driver's charges etc.) and all applicable taxes. Any type of additional charges will be borne by the owner/supplier of the car. No garage facility will be provided by this office. The service provider must ensure that the vehicle has adequate fuel to cover the entire trip.

N.B.: ALL STATUTORY & NON STATUTORY DOCUMENTS(S) ARE REQUIRED TO BE UPLOADED IN ORIGINAL. Neither Photocopy nor cyclostyled literature/Brochure will be accepted.

No Hard copy of bid documents will be entertained for consideration for selection of this tender. Bidders must have to participate the tender through online only at www.wbtenders.gov.in.

The CEO, PBGSBS reserves the right to cancel the N.I.T. due to unavoidable or, any circumstances and no claim in this respect will be entertained. CHIEF EXECUTIVE OFFICER (T.I.A), P.B.G.S.B.S., RESERVES THE RIGHT TO CHANGE THE ABOVE SCHEDULE IN CASE OF ANY EXIGENCIES. No objection in this respect will be entertained raised by any Bidder. Bidders or their authorized representatives need not to be present in the office of the undersigned at the time of opening of the Technical or Financial Bid (BID-B). Decision of Tender committee at every stages of evaluation shall be intimated and uploaded on the website (<https://wbtenders.gov.in>) portal.

No informal bidder will be entertained in the bid further.

However, at any stage before awarding the contract, the Tender Selection Committee reserves the right to cancel the tender process due to unavoidable circumstances and no claim in this respect will be entertained.


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A. GENERAL INSTRUCTION TO BIDDERS

- 1) Rate contract initially remains valid up to one year which may be extended for another year from the date of issue of order on mutual agreement.
- 2) The intending bidders are requested to submit their tender along with prescribed application form in e-tender portal <https://wbtenders.gov.in> . The software shall make automatic encryption of the Technical as well as Financial Bid and no one shall be allowed to open two Bids prior to the date and time earmarked for opening by the Tendering Authority.
- 3) After evaluation of Technical Bid, those who will qualify, their Financial Bid shall only be opened. The technical proposal (BID-A) will be opened on line **as per evaluation procedure**.
- 4) Evaluation summary report of technical evaluation will be uploaded online to the portal from the office of the undersigned immediately after committee arrives at a decision regarding the same.
- 5) **Intending Bidder(s) must have to attend Pre-Bid meeting (offline only) held on *mentioned at time schedule* at the office of the undersigned for detailing / clarification / queries meet up etc. If any one fails to attend Pre-Bid meeting his/her entire bid will be rejected without showing any reason behind it.**
- 6) **Firms located outside the State of West Bengal must have to execute work through their authorized branches of this State or Authorized Distributors/Agent/dealers; Necessary documents to be uploaded, otherwise their tenders will not be accepted.**
- 7) Intending bidder(s) will for sole responsible to cover all disputes / services / hazards / placement / others through Supplier/Caterer the period of contract. Respective security deposit Rs. 10,000/- (fixed) will be released after the completion of said period for item specific.
- 8) The Financial bid may be opened within a very short notice (on the same day afternoon or next day forenoon), once technical evaluation is completed.
- 9) Bidders having any query / objection / claim regarding the evaluation or any decision taken by the tender selection committee may communicate in writing to the P.B.G.S.B.S official mail id ceopbgsbs2003@yahoo.co.in within 24 hrs of taking such decision. Communications received after the due time, will not be entertained for consideration in any way.
- 10) For further information, the bidders are requested to please contact the undersigned.
- 11) **No Tender will be accepted across the table and no such receipt will be issued thereon.**



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- 12) In the event of any discrepancy between downloaded tender document and master copy of the same available in the office then the latter will be accepted & binding on the bidder. No claim will be entertained.
- 13) N.I.T. to be downloaded properly and to be uploaded duly digitally signed as a token of acceptance by the bidder with all the general & special (if any) terms & conditions laid down in the tender document.
- 14) **In case quoting the rate anywhere other than BOQ, the tender is liable to be summarily rejected.**
- 15) The Bidder is required to carefully study all the tender documents and prepare his tender to comply with all the provisions thereof. Submission of a Tender shall be taken as evidence and confirmation that the Bidder has acknowledged all the provisions of the Tender Documents and has fully acquainted himself with site conditions and all factors which may influence the preparation of his Tender. Negligence of the Bidder to observe instructions in the matter of preparation of his Tender shall be attributable to him and shall not be a ground for securing relief from any error as may be found or discrepancies as may be contained in his Tender and would not give him any liberty to withdraw his Tender after the same being opened.
- 16) All the tender documents including N.I.T., terms & conditions for submission of tender & B.O.Q. will be the part & parcel of the bid documents.
- 17) The undersigned reserves the right to cancel the tender at any stage without assigning any reason thereof.
- 18) The offer shall remain valid up to One Year which may be extended for another 12 months based on mutual agreement. **Selected Bidder must have to execute the Job in time, no explanation will be entertained except on emergency. Rate contract may be extended for a period on mutual agreement.**


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EVALUATION OF TENDERS

During the tender Evaluation Process, the **Technical proposal (BID-A)** will be opened first. Those bidders who will qualify the **Technical proposal** as described in BID-A containing Statutory/Non statutory documents including credentials will be identified and after qualifying Technical Score as mention below then only their **Financial Cover (BID-B)** shall be opened. The **Financial cover (BID-B)** will not be opened and will be summarily rejected if that Bidder fails to meet the technical requirements participating in the tender (like specification mismatched / not quoting rate for all items/ rejection of any item etc./ Non submission of FORM-II etc.). Technical Evaluation of the Tender will be held on two parts, i.e. opening & evaluation of **submitted documents** only of tender. The Tender Inviting Authority reserves the right to relax the minimum qualification criteria for the work if necessary. The Tender Inviting & Accepting Authority through an 'Evaluation Committee' will determine the eligibility of each bidder, considering the following criteria: -

- Technical capability comprising of certification and Authorization .
- Experience in similar nature of work through credentials .
- Successful verification of credentials after opening technical bids (Mandatory based on item's specification)
- Financial Capacity

While evaluation the committee may summon the Bidders & seek clarification / information or additional documents in original hard copy of any of the documents already submitted & if these are not produced within the stipulated time frame, their proposals will be liable for rejection.

The credentials will broadly cover the following areas –

- Competence in all the credential activities and sectors noted in the campaign outline at invitation for bid section of this document, in case a bidder does not meet the criteria for eligibility, his Technical Bids will not be opened.
- For all bidders eligible according to the prescribed criteria, the completed /ongoing Credentials will be evaluated by a technical Committee that may include external expert/s.

Intending bidder(s) may have to attend **Pre-Bid meeting held on as mentioned in time schedule** at the office of the undersigned , if any bidder fails to attend the meeting but participate in the said tender his/her request for any queries will not be entertained by the tender Inviting Authority (TIA) during tendering process and entire bid will be rejected .

Final selection based on based on cumulative lowest offer rate on Financial bid on Item-wise BOQ Format . Financial bid will be opened only technically qualified bidders. Single Agency will be selected for all types of vehicle. Empaneled / Selected Agency should only claim one rate either rate per Km or hour for additional run will be paid whichever is higher. Casual Hiring Charges based on minimum fixed rate 6 Hrs. or 50 KM . Night Halt (if required on emergency) charges for Driver to paid as extra . Cancellation charges & Night halt charges for driver for outstation will be finalized on mutual agreement in between parties. L1 rate as discovered will be rate for the vehicle hiring for the next three years. All technically qualified firms will be given an offer to match the L1 rate. All the agencies accepting the L1 rate shall be empanelled for the supply of vehicles, however, preference will be given to the firm offering L1 rate at the first instance.

Bids will be evaluated only after qualifying the criteria for submission of **Statutory & Non-Statutory documents** as stated in NIT by the intending Bidder(s).

Bidders would be at liberty to point out any ambiguities, contradictions, omissions etc. seeking clarifications thereof or interpretation of any of the Clause(s), conditions etc. of the tender documents before the Tender Inviting Authority inwriting within a period of 1 (one) day from the date of publication of tender documents and beyond such period no Representation in that behalf will be entertained by the Tender Inviting Authority. Written clarification or amendments etc, as may be issued by the tender inviting authority in pursuance to the representation made by the Bidders shall be final and binding on the Bidders and shall form part of the tender documents. Tender Inviting Authority, however, reserves its right to have pre bid conference with the Bidders.


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TENDER TERMS & CONDITIONS

01. OPENING OF THE TECHNICAL PROPOSAL:

- Technical proposal will be opened by the authorized officer of the undersigned, electronically from the website using their Digital Signature Certificate (DSC).
- Cover (folder) for Statutory Documents and non statutory documents will be opened. If there is any deficiency in the **Statutory Documents** the tender will summarily be rejected.
- Decrypted (transformed into readable formats) documents of the Statutory & Non statutory Cover will be downloaded and handed over to the Tender Evaluation Committee.
- Pursuant to scrutiny & decision of the Tender Evaluation Committee the summary list of eligible bidders will be uploaded in the web portals.
- The Financial Cover (BID-B) of those bidders passing the technical requirements will only be opened.

THE DECISION OF UNDERSIGNED/TENDER COMMITTEE WILL BE FINAL & BINDING UPON THE BIDDER IN THIS RESPECT.

02. PENALTY FOR SUPPRESSION / DISTORTION OF FACTS:-

If any bidder fails to produce the original hard copies of the documents (specially Completion Certificates or Work Orders as proof of credential) or any other documents on demand of the Tender Opening Authority within a specified time frame or if any deviation is detected in the hard copies from the uploaded soft copies or if there is any suppression of facts, the bidder will be suspended from participating in the tenders on e-Tender platform for 3 (three) years.

Hence Tender for luxury motorcab rental services are invited from eligible Indian citizens having own commercial small vehicle as described, for such rental service hire along with driver on terms and conditions as laid down by Transport Department and Finance Department of Government of West Bengal as updated from time to time (see memo no3564-WT/3M-81/98 dt 24.11.2008 of Transport Dept r/w No 6649F(Y) dt 26.10.18 of Finance Dept as revised available in Government of West Bengal website) and as laid down in this Notice.

03. Rate:

- ✓ **Technical bid proposals are to be documented in TECHNICAL COVER. Rate is to be quoted in BOQ (Bill of Quantities) in FINANCIAL COVER.** *Disclosure of Rate anywhere other than BOQ will be a disqualification.* Name(s) of item(s) quoted in the BOQ should be stated in Application.
- ✓ **The quoted rate should be incl. of all charges viz. normal parking , refreshment cost , petty / major repairing during journey, insurance, Certification , Inspection as well as well maintenance etc. Tax should be quoted in amount wherever applicable.** GST , Toll Tax (if any) will be Extra on actual basis . Night halt charges from 11.00 PM to 5.00 AM per day will be extra on mutual agreement.
- ✓ **Quoted rate(s) should be justified** in any case. Rates for a/more particular category/ies quoted which are not as per specification mentioned in the Tender/Catalogue/absurdly high will not be accepted.
- ✓ Rate should be quoted in unit mentioned in the N.I.T./Catalogue. Tender with split rate & quantity will be rejected. Under no circumstances enhancement of rate whatsoever will be accepted after closing of stipulated time of submission of tender, whatever the reasons given thereafter save & except for any tax imposed by



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the Govt. Photocopy of Govt. Order in respect is to be submitted while claiming such increase.

- ✓ **The authority does not guarantee placed/ request of all categories of vehicle** since it depends upon the actual requirement. Hence rate should be quoted accordingly.
- ✓ Rates shall be valid for the period to be covered by the contract to be executed with successful bidders save & except the period is extended by the competent authority as and when required at his discretion.
- ✓ Abnormally LOW RATE of any item(s) quoted by the Tendering Firm in the offer which prima facie appears to have malafide intension, will not be accepted.
- ✓ **Rate should be quoted EXCLUSIVE of GST.**
- ✓ Rates should be quoted in terms of the Unit(per **Hour/Kilometer/fixed**) specified in the Tender. Rates quoted which are not as per specification will not be accepted. **Minimum Hr./Km to be paid on Dry basis : 6 HRS./ 50 KM which one is higher .**
- ✓ The services will beat any time of the day and night and including holidays and as and when required for public office use. The office shall be free to use the vehicle in any manner for carrying out official duties etc as per requirements. And shall not be liable for accidental libel caused by the driver nor for any incidental libel arising out of the vehicle. The Owner shall be exclusively responsible for upkeep and maintenance of the vehicle and driver and liabilities incidental thereof.

04. AWARD OF CONTRACT:-

The Tender Inviting Authority reserves the right to accept or reject any tender and to cancel the tendering process and reject all tenders at any time and prior to the issue of Award of Contract without incurring any liability to the affected Tenderer or Tenderers thereby or shall have any obligation to inform the affected Bidder or Bidders of the ground for Employer's action. The Bidder who's Bid has been accepted will be notified by the Tender Inviting & Accepting Authority through acceptance letter cum Award of Contract. The offer may go to the next bidder, if the successful bidder fails to perform the contract. No negotiation/enquiry/subsequent representation regarding rate/quality or otherwise will be entertained after closing of Bid submission Tender. The Bidder whose Bid has been accepted will be notified by the Tender Inviting & Accepting Authority through 'Letter of Acceptance'.

The notification of award will constitute the formation of the Contract. **The Agreement between the Tender Accepting Authority and the successful bidder:**

All the tender documents including N.I.T. & B.O.Q. will be the part & parcel of the contract documents. After receipt of Letter of Acceptance, the successful bidder shall have to deposit **Security money (SD) @ 10,000/- (fixed) will be submitted in advance /deducted from Bill amount .** No exemption prayer related to Security Deposit / Additional Performance Security from L-1 bidder will be accepted by the Sanstha (TIA). If anyone fails to submit the same (SD prior to execution of work as per tender rules necessary penal measures including Blacklisting for 3 years will be imposed against the L-1 bidder. After receipt and verification of the same by the Tender Inviting Authority, the 'Contract Agreement' will be executed by both the parties and everything if found satisfactory, then only 'Award of Contract' will be issued in favour of the concerned bidder.



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05. AGREEMENT

The Sanstha will execute an agreement with the successful bidder **as per the prescribed format or as will deem fit as per the condition in a Non-judicial Stamp Paper worth Rs.100/-** (Rupees One Hundred) only to be provided by the successful bidder. The notification of award will constitute the formation of the Contract or the agreement between the Tender Accepting Authority and the successful Bidder. All the tender documents including NIT & B.O.Q. will be the part & parcel of the Contract Documents. Prescribed Agreement must be signed by the both parties, the Authorized Signatories of the Sanstha & Tendering firm concerned. The Original agreement will be retained by the Sanstha in the concerned case file and the photocopy of the same will be provided to the concerned firm.

06. SECURITY MONEY DEPOSIT

The provisions regarding deduction of **Security Deposit** i.e. **Rs. 10,000/-** from the progressive bills of the contractor as per relevant clauses of the contract shall in no way be altered/ affected by provision of the Additional Performance Security (ref: FD Meno No 4608-F(Y), dated-18-07-2018). **The Security Money will not carry any interest. EMD amount will be refunded after deduction of Security Deposit from the progressive bills which will be the same value of EMD amount.**

In the event of non-completion or delay compliance, insufficient/partial compliance by the Agency the Sanstha will have the right to get the work done through any agency at the risk and cost of the Agency and also the Sanstha will have the right to forfeit the security money in full or part at its discretion which will be binding upon the contractor. The security money will be released **after one month on expiry of Onsite contract Period** and satisfactory remedy or rectification or amendment or modification or all, and settlement of accounts.

If the bidder fails to submit the **additional performance security within 7 working days** from the date of issuance of LOA, his earnest money will be forfeited and other necessary actions as per NIT like black listing of the agency, etc. may be taken. The Bank Guarantee shall have to be valid up to the end of the contract period and shall be renewed accordingly if required.

The Bank Guarantee shall be released immediately on successful completion of work. If the bidder fails to complete the work successfully the Additional Performance Security shall be forfeited at any time during pendency of the contract period after serving notice to the contractor.

Necessary provisions regarding deduction of security deposit from progressive bills of the agency as per relevant clauses of the contract shall in no way be altered/ affected by provision of this Additional Performance Security.

07. PENAL MEASURE

If the firm withdraws tender as a whole or for any particular item at any stage during the tenure of tender or fails/refuses to enter into written agreement once the rate for any/all items(s) is/are accepted within the time specified when requested to do so by this Sanstha. Such firms offer will not be taken into consideration in future & shall liable to be black listed for 3 (three) years.

i) The security money deposit furnished by a bidder is liable to forfeit in full along with cancellation of order without prejudice in the event of failure/refusal to maintain the terms & conditions of tender and/or contracted specification and/or quality/quantity and the authority will be at liberty to terminate the contract as a whole or part.

ii) In consequence of submission of false or fabricated documents by any firm/ company for participating in the tender, if proved later on shall liable to be Black Listed for 3 (three) years.

iii) Quoting absurdly high or low rate in opinion of tender selection committee, with the intention to vitiate the tender process will be dealt with in the context of existing tender rules/ norms under Govt. of W.B.



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08. PAYMENT

Any request for Advance Payment will not be entertained.

Bills to be produced in DUPLICATE.

Payment shall be made after executing the order satisfactory in all respect as per intimation order .

- (i) However, no interest shall be paid to the firm, if the payment is delayed due to whatsoever reasons. The payment of bills shall be withheld in case of violation of any tender terms & conditions. Payment shall be made after executing the order satisfactory in all respect. However, no interest shall be paid to the firm, if the payment is delayed due to whatsoever reasons. In no circumstances, delivery schedule should be affected & or linked with the payment of outstanding bills. The payment of bills shall be withheld, in case of violation of any tender terms & conditions.
- (ii) Statutory deduction of GST, Income Tax, other taxes/levies if there be any applicable for supply of the tendered item/ items will be made from the Bill of cost as per rules.

09. TERMS & CONDITIONS IN ORDER TO PRECEDENCE:

If the stipulations of the various components of the contract documents be at variance in any respect, one will override the other (only in so far as those are at variance) in the order of precedence as given below:

- General & Special terms and conditions
- (Scope of work)
- General instructions.
- Notice Inviting e-Tender
- Schedule of probable items with approximate quantities
- Tender Form.

All works covered in the clause appearing hereinafter shall be deemed to form a part of the appropriate item or items of works/job/supply / placement appearing in the schedule whether specifically mentioned in any clause or not and the rates quoted shall include all such works unless it is otherwise mentioned that extra payment will be made for particular works.

10. Placement of Vehicle:

- ❖ Placement of Vehicle of the ordered/intimated category/type will be made strictly within **specific time frame**/schedule printed in the order/ intimation. Schedule may be revised (increased/decreased/temporarily postponed) by the authority, depending upon need.
- ❖ **The successful bidder may require the placement of additional No .of vehicles across the State of West Bengal at the approved rate within the contracted period on emergency. Placement either intra departmental /extra departmental (within/outside the State) will be made as per telephonic / written instruction from Sanstha only.**
- ❖ The Placement of Vehicle with allied accessories must comport to the given specification in tender (Annexure-A).
- ❖ IT IS OBLIGATORY FOR THE BIDDER TO NOTE THAT FAILURE TO MAINTAIN DELIVERY SCHEDULE WILL LEAD TO SEVERED DISLOCATION IN CARRYING OUT PUBLIC SERVICE FOR WHICH SUCCESSFUL BIDDER WILL BE HELD RESPONSIBLE & ACTION WILL BE TAKEN STRICTLY AS PER TENDER RULES LAID DOWN HEREIN WITHOUT ANY PREJUDICE, ANY SORT OF PLEA WILL NOT BE CONSIDERED, SAVE & EXCEPT ANY INCIDENT OCCURRED “BY ACT OF GOD” MAY BE CONSIDERED SYMPATHETICALLY.
- ❖ The replacement of Vehicle against any rejected consignment must be made positively within given timeframe, otherwise penalty/detention charges @ Rs. 100 /- per day



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maximum upto Rs. 500/- per Day to be imposed which may be deducted from security deposit as penal measure will be taken as per tender rule.

Non -Supply:

In the event of non-supply, the Sanstha shall at its discretion resort to either of the following option or a combination of these.

a) **Risk Supply:**

In the event of supplier/s failing to effect the supply according to the schedule of the placement order / Contract, the Sanstha at its discretion may make risk supply from the open market or from other participant suppliers (other than the defaulter) or in any manner as may be found suitable by it and the supplier/s shall be liable for payment of the difference in price, if any, between the price for the supply made and the contracted price. This may be realized from the security money and / or from the bills ready for payment against this contract / order or any other contract / order by informing the concerned supplier/s and, they may be liable to be blacklisted. In the event of risk purchase, the defaulter/s shall not be allowed to participate in the tender / quotation / enquiry related to the said risk purchase.

b) **Penalty:**

In the event of suppliers failing to effect the supply according to the schedule of the purchase order / contract the Sanstha may at its discretion deduct / forfeit Rs. 100/- to Rs.500/- per Day as per degree of offence as penalty for non-compliance of the order fully from the suppliers security money / bills pending for payment and treat the defaulted order as cancelled for undelivered quantity.

11. **FORCE CLOSURE:**

In case of force closure or abandonment of the supply by the Department the Agency will be eligible to be paid for the justified losses if any and reimbursement of expenses actually incurred but not for any losses.

12. The Earnest Money may be forfeited if :-

- If the Bidder withdraws the Bid during the period of Bid validity.
- In case of successful Bidder, if the Bidder fails to execute formal agreement within the stipulated time period.
- During scrutiny, if it is come to the notice of tender inviting authority that the credential or any other document which were uploaded & digitally signed by the Bidder are incorrect / manufactured / fabricated.
- Earnest Money converted to Security Deposit will be forfeited as per rules stated above.


(Dr. Gouri Shankar Koner)
Chief Executive Officer
P.B.G.S.B.S.



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ANNEXURE-A **(Scope of Works)**

INTRODUCTION :

The information contained in this Tender document or subsequently provided to the prospective Vehicle Hiring Agencies (Bidder) on the terms and conditions set out in this Tender document and any other terms & conditions subject to which such information is provided. This Tender document is not an offer or invitation to any other party. This EOI document does not purport to contain all the information each prospective Bidder may require. Certain prospective Vehicle Hiring Agencies may have a better knowledge of the proposed empanelment than others. Each recipient must conduct its own analysis, to check the accuracy, adequacy, correctness and reliability of the information contained in this Tender document and is advised to carry out its own investigation into the proposed Selection, the legislative and regulatory regimes which apply thereto and all matters pertinent to the proposed Empanelment and to seek its own professional advice on the legal, financial, regulatory and taxation consequences of entering into any agreement or arrangement relating to the proposed Empanelment.

❖ **TYPE OF VEHICLES :** Sedan car / Maxi cab / SUV with BS-VI and above

(i) Corolla Altis (ii) Honda City (iii) Innova Crysta (iv) Ertiga (v) Swift Dzire (vi) Indigo (vii) Scorpio (viii) Tata Sumo ix) Toyota Innova x) Indica Xi) Fortuner

❖ **Requirements should be fulfilled by all Cars:**

Sl. No.	Parameters	Requirements
1	Type	BS-VI / Above
2	Category	Sedan car / Maxi cab / SUV
3	Air Conditioner	YES
4	Vehicle Colour	Preferably White
5	Registration date	Not below June-2021
6	Registration Type	Commercial
7	Insurance, Road Tax payment etc.	Yes
8	CF & Pollution Control Certificate	Yes
9	Motor Vehicle Act /Rules/ & other statutory requirements	Complied
10	Exterior and interiors of vehicle	Devoid of any any advertisements, sign, slogan or any depiction

❖ **Accessories/utilities have to be fitted /provided in all Cars**

(i) Sanitization just before reporting ii) First aid box iii) High-quality and clean seat covers, towels (preferably white), floor mats, etc. iv) Tissue paper box v) Car Perfume vi) Good Quality music system vii) Mobile charging facility in car viii) Big Umbrella & torch ix) Fire extinguisher for car x) Tool box & Stepney xi) Inspection Registers and Records (Log Book)



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❖ Vehicle related & Duty & responsibility of driver:

- ✓ The cars may be asked to report at various places in and around Kolkata city as per requirement. Hour(s) and Kilometer(s) will be reckoned on actual time of reporting to duty & release from duty. However, maximum 10 km between the garage of the vehicle and the place of reporting, both way inclusive, may be allowed each day as dead mileage.
- ✓ During the occasion of hiring of vehicle(s) by this office the car type, car no., driver's mobile no. should be intimated well in advance.
- ✓ The driver should always carry valid driving license & other documents of vehicle issued by appropriate authority. The driver should be well adequately educated so as to maintain duty slip of duty performed in scheduled format given by the office. It will be the onus of driver to get the duty slip signed properly. Duty Slip will be provided by the vendor.
- ✓ Driver should be in proper uniform, well versed with knowledge of Kolkata routes & places/Govt. Offices. The driver should be sober, polite, disciplined and having experience of serving high ranked Government Officials. He should have a mandatory mobile connection with him with good working conditions and shall be contactable by this office 24 x7. This office shall not bear any expense on their mobile facility.
- ✓ The mobile no. of the driver attached to the car should be intimated at the time of allotment of the car. It should also be ensured that driver having at least 2 years driving experience is required to be provided by the Agency. Driver also assumes full responsibility for the safety and security of the officers/officials as well as essential store items while running the vehicle by ensuring safe driving. Change of driver, if any, shall be made only with the prior approval of the office.
- ✓ Driver should wear proper mask and also ensure daily sanitization & regular washing of car to maintain hygiene in vehicle.
- ✓ Driver should not have any criminal cases against him and should not have any past history of accidents. Drivers should not be addicted.
- ✓ Driver should be trained to use all accessories/utilities which are fitted /provided in vehicle. (x) Driver should not leave the office premises without permission of the competent authority.
- ✓ The supplied vehicle should be covered under Comprehensive insurance. In any circumstances, if the hired Car is involved in an accident resulting in loss or damage to property or life with respect to vehicle, driver, passenger or any third party as per the liability under relevant sections of Motor Vehicle Act1968 and IPC, the hiring authority shall have no responsibility of whatsoever and will not entertain any claim in this regard under the said provision of the Law. The contractor shall be solely responsible for any such or other legal or financial implications. However in case the hiring authority is made a party to any litigation due to any reason, the cost of litigation and all the liability and damages, if any, granted by the courts against the hiring authority shall be borne by the contractor. The office shall not be responsible for any fine charged by Police or other agencies.
- ✓ The service provider shall ensure that the odometer of the supplied vehicle is properly sealed. In case of any doubt the authorized officer of this Office may get odometer of the vehicle checked from any authorized workshop at the cost of Service Provider.
- ✓ In case of misbehavior of the drivers or its failure to meet any of the agreed/ accepted term and conditions a penalty of 100.00 per instance shall be charged on the service provider. However, in case of frequent violations of the terms & conditions of the NIT should be treated as breach of contract and the contract will be cancelled forthwith without any notices. The agency is also liable to be blacklisted as per discretion of the competent authority.



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- ✓ Any loss to the property of the Government due to willful or negligent activities of the staff of the Agency in question shall have to be made good by the concerned Agency.
- ✓ The engagement and employment of drivers and payment of wages to them as per existing provisions of various labour laws and regulations is the sole responsibility of the contractor and any breach of such laws or regulations shall be deemed to be breach of this contract. The contractor shall be responsible for complying with all the labour laws , Payment of wages, Accidental Insurance, ESI, Bonus etc.
- ✓ Agency have not directly or indirectly or through an agent engaged or indulged in any corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice in respect of any tender or request for proposal issued by or any agreement entered into with the “Paschim Banga Go Sampad Bikash Sanstha , Government of West Bengal” or any other public sector enterprise or any Government, Central or State.
- ✓ Any additions / modifications of the NIT will be uploaded in the office website <https://pbgsbs.gov.in/> as well as <https://wbenders.gov.in> Interested bidders may look the website for further updates, if any.

Bidder should have experience of minimum 3 years in the domain.

- 1) **Pre-Bid meeting on 03.07.2026 from 2.00 PM to 3.00 PM is Mandatory .**
- 2) **Offer rate valid up to One Year which may be extended on mutual agreement.**
- 3) **Minimum Hr./Km to be paid on Dry basis : 6 HRS./ 50 KM which one is higher .**
- 1) Intending bidder(s) must have to face Risk supply /Penalty Clause in case of Non-supply/delayed placement or placement vehicles not up to specification.
- 2) In case of non-availability of specific type of vehicle after selection , supply will be made based on available category similar / higher side of such of that particular types as per govt. Rules in same cost .
- 3) In case of non-availability of any type of vehicle from market , OEM intimation have to be submitted in due time to avoid penal measures.
- 4) Intending Bidders must have to upload Form-II (Type of Vehicle) during submission of Technical Bid.


(Dr. Gouri Shankar Koner)
Chief Executive Officer
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APPLICATION FORMAT (FORM – I)

(To be furnished in the Company's Official Letter Head Pad with full Address with Contact No., Telephone No., FAX No., e-mail address, Website etc.)

To
Chief Executive Officer
Paschim Banga Go-Sampad Bikash Sanstha,
LB-2, Sector-III, Salt Lake City,
Kolkata – 700 106.

Subject : “e-Tender on **Casual hiring of different kind of vehicles on daily as and when required basis for official purpose under Paschim Banga Go-Sampad Bikash Sanstha ,LB-2, Sector-III, Salt Lake City, Kolkata-700106**”.

Ref: NIT NO.: PBGSBS/HIRE-VEH/NIT-285/26-27 DATE: 22.06.2026

Dear Sir,

With reference to your NIT under reference, I am/we are furnishing my/our rates tendered for as per your specification, terms & conditions.

Should this tender be accepted, the execution shall be completed within stipulated period from the date of intimation.

I/We further declare that I/we have inspected the site and are fully conversant with all aspects of the site and appraised the condition of the site in regards to the execution of this contract.

I / We understand that: -

- Tender Inviting and Accepting Authority can amend the scope & value of the contract bid under this NIT.
- Tender Inviting and Accepting Authority reserve the right to reject any tender without assigning any reason.

I/We also agree that the decision of the Chief Executive Officer, Paschim Banga G-Sampad Bikash Sanstha in all matters in respect of this tender will be final & binding on me.

Yours faithfully,

Date: Signature & office seal:
Name of the Firm:
Address with PIN:



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(FORM – I,PART-A)

A. STRUCTURE AND ORGANISATION

A..1. Name of applicant :: _____

A. 2. Office Address :: _____

Telephone
No. :: _____

e-Mail ID. :: _____

A.3. Name & address of Bankers
(including IFSC,MICR ,type of Account
& Account No.) :: _____

A.4. Attach an organization chart showing the structure of the company with names of Key personnel and technical staff with Bio-data

Separate Sheet of the same must be uploaded.

Note: Application covers Proprietary Firm, Partnership, Limited Company or Sanstha,

Date :

Signature of applicant
including title and capacity in which application is made



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ফ্যাক্স : ০৩৩ ২৩৩৫ ০৭১২

DECLARATION BY THE TENDERER

(FORM-II)

(Mandatory to be uploaded in e-NIT)

(To be uploaded under Company letter head with full address, phone no., mail id etc., duly signed & sealed)

Ref : NIT NO.: PBGSBS/HIRE-VEH/NIT-285/26-27 DATE: 22.06.2026

PROFORMA FOR LIST OF ITEMS QUOTED

Sl. No.	Name of the Bidder	Name of vehicle with make	Complied as per N.I.T. (Y/N)	Seating Capacity	Rate Quoted in BOQ
(1)	(2)	(3)	(4)	(5)	(6)
1		Corolla Altis			Yes/No
2		Honda City			Yes/No
3		Innova Crysta			Yes/No
4		Toyota Innova			Yes/No
5		Ertiga			Yes/No
6		Swift Dzire			Yes/No
7		Indigo			Yes/No
8		Scorpio			Yes/No
9		Tata Sumo			Yes/No
10		Indica			Yes/No
11		Fortuner			Yes/No

N.B : Intending bidder must have to note specific information which comply the specification as mentioned above.

Technical bids will be opened based on approved model of submitted / quoted items by the technical committee of TIA.

Signature & Seal of the Bidder
with Seal



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ফ্যাক্স : ০৩৩ ২৩৩৫ ০৭১২

(FORM – III) FINANCIAL STATEMENT

Certificate from Chartered Firm

(To be furnished in the Chartered Firm Official Letter Head Pad with full Address with Contact No., Telephone No., FAX No., e-mail address, Website etc.)

This is to certify that I/We have examined the audited Balance Sheet & P/L accounts and other records of M/S having its official address at It is also certified that Annual Turnover of the firm for the Financial years 2022-2023 & 2023-2024 and 2024-2025 are Rs.....lakh., Rs.....lakh. & Rs.....lakh respectively (as per P/L accounts & Balance Sheet of the firm submitted)

Signature of the Chartered Firm with Registration No

Countersigned

Signature of the authorized signatory (bidder)



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Affidavit Proforma

(On Non Judicial Paper worth Rs. 100/-)

(FORM – IV)

(Sworn before the Notary Public / Judicial Magistrate/Executive Magistrate on or after the date of publication of the Quotation Notice)

I, Sri/Smt. the Chief Executive Officer/Proprietor (etc.) of the Firm. ,.....
(Name of the firm)

At (address).....

P.O... ..

P.S.....Dist.....

do hereby solemnly affirm and declare as follows:

1. That I have not ever been convicted of any offence making myself liable to be disqualified for any work of Govt. or Govt. undertaking Organization /Institution in the State of West Bengal or other State or States.
2. That no case is pending against me or against my firm in any criminal court of law in the State of West Bengal or other State or States .
3. That my firm is not debarred/blacklisted as a whole or part thereof at present by any Govt. or Govt. undertaking Organization / Institution in the State of West Bengal or other State or States of India.
4. That, I also declare that if any information subsequently found incorrect or false will it automatically render the quotation submitted by me cancelled and make me liable for penal/legal action as per law of the country.
5. I, the undersigned do certify that all the statements made in the attached documents are true and correct. If any declaration submitted is found/ ascertain to be incorrect/ fabricated/ misrepresented/fraudulent etc. accordingly tender will be liable to be cancelled/ terminated immediately & I/ my firm/ company shall also be liable to prosecuted under relevant Section of Indian Penal Code, 1860 along with Indian Information & Technology Act 2008 & any other applicable law for the time being in force in addition to forfeiture of Earnest Money/ Security Deposit.
6. That I promise to abide by all the stipulations of the contract documents and to carry out and comply the job in due time as mentioned in Award of Contract/ intimation letter to the full satisfaction of the Officer-In-Charge,
Otherwise necessary Clauses as per rules will be imposed on me/us

Signature of the Deponent(s).

Name in Block letters :

Designation :



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(FORM-V)

(To be furnished in the Official Letter Head of Firm/Bidder with full Address with Contact No., Telephone No., FAX No., e-mail address, Website etc.)

WORKING (CREDENTIAL) (Mandatory)

1. Name of Applicant:

2. List of similar type of work completed / ongoing:

Description of Work	Place & State	Contract No & date	Name of Address of employer	Value of contract (Rs. In Lakh)	Stipulated period of completion	No. of vehicle placed during	Anticipated date of Contract
1	2	3	4	5	6	7	8

N.B : Suppression of any fact regarding work-in-hand will be liable for non-responsive of bid

Note : Copy of Order or Completion Certificate from the employer to be attached.

Signature of applicant including title and capacity in which applicant is made



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CHECK LIST (FORM – VI)

Information about Bidders under Company Letter-Head (To be uploaded with the Technical Bid)

Sl.	Description	Particulars
1	Name of the Firm	
2	Registered Address with PIN, Phone No, Fax No. E-mail address etc. Sole owner or Partnership Firm/Company	
3	Name of the Person authorized to enter into & execute contractual agreement	
4	Earnest Money Transaction slip, whether uploaded, if not, Exemption Certificate to be uploaded	
5	Application Form as per FORM-I whether uploaded.	
6	Self-declaration as per FORM-II whether uploaded.	
7	Original PAN Card whether uploaded.	
8	Original Prof. Tax Clearance Cert./Paid Challan (valid up to 31/07/2026) whether uploaded	
9	Original GST registration Certificate whether uploaded.	
10	IT returns of 2024 – 2025 Financial year whether uploaded.	
11	Trade License / Certificate of Incorporation valid up to 31/07/2026 whether uploaded	
12	Credential of similar nature of work with vehicle paper whether uploaded.(FORM-V)	
13	Certificate from Chartered Firm in the official pad whether uploaded. (The agency / company should have minimum annual turnover of Rs. 10 lakh) (FORM-III)	
14	Audited balance sheet for the last 3 years whether uploaded.	
15	The Bidder shall not be under a Declaration of Ineligibility for corrupt or fraudulent practices or blacklisted with any of the Government Agency whether uploaded. (FORM-IV)	

Signature & Seal of the Bidder with Date



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ফ্যাক্স : ০৩৩ ২৩৩৫ ০৭১২

PROFORMA FOR AGREEMENT OF CONTRACTUAL CONTRACT

Agreement for [as per specification
mentioned in N.I.e-T. Ref. No..... & Tender ID No.]

This Agreement is signed and executed on this day of....., 2026 At Kolkata.

BY AND BETWEEN

Paschim Banga Go-Sampad Bikash Sanstha, having its registered office at LB-2, Sector-III, Salt Lake City, Kolkata – 700106 represented by its Chief Executive Officer unless his rights and obligation relating to the objects and purports of these presents are delegated, to any other officer(s) of PBGSBS hereinafter referred to as the **First Party** (which expression shall, unless excluded by or repugnant to the context, means and includes his successors, representatives, permitted assignees, liquidators and administrators) of the **ONE PART.**

AND

....., a company registered under the Company's Act/a partnership firm/Proprietorship Firm (delete whichever is not applicable) having its Registered Office at represented by its unless his rights and obligation relating to the objects and purports of these presents are delegated, to any other officer(s) of..... hereinafter referred to as the **Second Party** (which expression shall, unless excluded by or repugnant to the context, means and includes his successors, representatives, permitted assignees, liquidators and administrators) of the **OTHER PART.**

WHEREAS the **First Party** is desirous that the work of "e -Tender on

....." wanted to execute the said work and for the purpose floated open Tender on line.

AND

WHEREAS the **Second Party** offered his price against the said Tender and being eligible, his Tender having been accepted agreed to execute and complete the said work as detailed in the tender document along with bill of quantities and all other conditions.

Now, therefore, this agreement witnessed as follows:-

That the word and expression shall have same meanings as are respectively assigned to them in the general condition of the contract hereinafter referred to.

That the **Second Party** shall abide by all statutory obligations and payment statutory dues as are obligatory on the part of the **Second Party** and that any failure on his part if attracts any liability on the **First Party** the **Second Party** will, on intimation from the **First Party**, immediately compensate the same. If any dispute or question arises any time between the parties about the rights and liabilities of each of them relating to the terms and conditions stated hereinabove shall unless and otherwise mutually resolved between the parties, the aggrieved party may refer the matter to the sole Arbitrator as may be appointed by the Govt. of West Bengal, ARD Department on reference from either Party for arbitration and the decision of the Arbitrator shall be final and binding on both the parties.

In witnesseth whereof:

The parties have set and subscribed their hands on this Agreement on the day, month and year first written.

Contractor
Seal

Chief Executive Officer, P.B.G.S.B.S
Seal

Witness and address: –

1.

2.

Witness and address: –

1.

2.