



# WEST BENGAL STAFF SELECTION COMMISSION

Mayukh Bhavan, Salt Lake, Kolkata – 700091

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Memo No.54/ NIT/ WBSSC/ 2014

Dated 10.03.2014

## **Notice Inviting Tender for hiring of Container Trucks / Mini Trucks**

The West Bengal Staff Selection Commission invites tender in closed sealed covers from reputed, bonafide, reliable, resourceful and willing Transport Agencies / Transport Service Providers with adequate credentials for hiring of Container Trucks / Mini Trucks for sending confidential examination materials from its work site office at Salt Lake to different locations of West Bengal and bringing them back to Salt Lake. The details of location and the capacity of Container Trucks / Container Mini Trucks are given below.

Sl. No.	Category of vehicle required	Locations for carrying materials from Salt Lake
1	Container Truck (9MT Capacity)	Coochbehar / Jalpaiguri / Alipurduar / Darjeeling / Siliguri / Raigunj / Balurghat / Malda / Behrampore / Krishnagar / Barasat / Alipore / Howrah / Tamluk / Medinipur / Asansol / Burdwan / Suri / Purulia / Bankura / Chinsurah
2	Container Mini truck (3.5MT Capacity)	

### **Scope of Work:**

- The West Bengal Staff Selection Commission for conducting public examinations will transport confidential examination materials from its office at Salt Lake to different locations of West Bengal by Container Trucks / Container Mini Trucks and bring the materials back from those locations to its office at Salt Lake
- Based on the actual requirement, the West Bengal Staff Selection Commission reserves the right not to send materials to one or more locations noted above by Container Trucks / Mini Trucks
- The West Bengal Staff Selection Commission may use either Container Truck (9MT Capacity) or Container Mini truck (3.5MT Capacity) based on actual requirement and its convenience
- The rates to be quoted are both for transporting materials from the office the West Bengal Staff Selection Commission from its work site office at Salt Lake to different parts of West Bengal and bringing the materials back from different locations mentioned above to its office at Salt Lake

## **Bid Submission Procedure and Closing Date**

1. The tender in the prescribed formats (**Annexure-I containing GENERAL INFORMATION and Annexure-II containing FORMAT FOR SUBMITTING BID**) shall be submitted in a sealed envelope superscribing “**Notice Inviting Tender for hiring of Container Trucks / Mini Trucks**”
2. Each bidder shall submit only one tender
3. **Earnest Money of Rs 2000/- (Rupees Two Thousand)** only in the form of a Bank Draft drawn in favour of the “**Secretary, West Bengal Staff Selection Commission**”, payable at “**Kolkata**” is to be paid along with the tender
4. Tenderers may submit the bid in the prescribed formats (Annexure-I) and (Annexure-II) as mentioned in this Notice Inviting Tenders on all working days between 11 AM to 3 PM, on or before the closing date, in the drop box kept at 3rd floor of Commission’s Office at Mayukh Bhaban, Salt Lake, Kolkata- 700091. **The closing date and time for submission of bid is 19.03.2014 (Wednesday) up to 3.00 PM.**

## **Evaluation of Bid, Work Order and Payment Terms**

- a. The Bids will be opened immediately after 3.00 PM on 19.03.2014 in presence of the tenderers or their authorized representatives at Commission’s Conference Room at 3<sup>rd</sup> Floor of Mayukh Bhaban, Salt Lake, Kolkata – 700091.
- b. The West Bengal Staff Selection Commission will evaluate and compare the bids determined to be substantially responsive i.e. which are properly signed and conform to the terms and conditions, and specifications.
- c. The accepted rates will remain valid for 120 (one hundred twenty) days from the last date for submission of bid
- d. The West Bengal Staff Selection Commission will issue work order prior to expiration of the bid validity period to the bidder whose rate has been determined to be substantially responsive and who has offered the lowest price.
- e. Notwithstanding the above, the West Bengal Staff Selection Commission reserves the right to reject any or all or part of tender without assigning any reason thereof and shall also not be bound to accept the lowest tender and it will not under any obligations / circumstances, give any clarification to the agencies whose bids are rejected / not selected
- f. Payment shall be made within 30 (thirty) days from the date of submission of bills. The selected agency will have to submit Bill in duplicate along with receipted challan from the concerned recipient

## **Other Terms & Conditions**

1. Before quoting rate the bidder shall satisfy that he will be able to supply the required quantity of Container Trucks / Container Mini Trucks on scheduled date and time positively which will be intimated by the West Bengal Staff Selection Commission 3 (three) days ahead of actual date of transportation of materials

2. A bidder might not be able to provide all the required Container Trucks / Container Mini Trucks. In that case he will specifically mention the number of Container Trucks / Container Mini Trucks that he may be able to let out at a time but the number of vehicles should not be less than 4 (four)
3. The willing bidder shall quote the hiring charges per Container Truck / Container Mini Truck inclusive of fuel cost, in the format enclosed herewith on his letterhead, along with photocopies of testimonials and credentials including formal licence/ Registration, IT return, PAN card etc.
4. The vehicles should mandatorily have commercial / transport category of registration with valid documents pertaining to permit, certificate of fitness, insurance and pollution at the time of hiring by the West Bengal Staff Selection Commission
5. Since the drivers and other necessary staff for operating trucks will be deployed by Transport Agencies / Transport Service Provider at their cost / liability, bidders must ensure availability of valid labour license, PF & ESI Registration under the relevant labour law as applicable
6. The driver of the vehicle engaged by the agency should possess valid Driving Licence along with a contact mobile phone number
7. The vehicles to be hired should not be more than 5(five) years old from the date of initial registration and must have permit to operate across West Bengal
8. The Earnest Money Deposit (EMD) / Security deposit is liable to be forfeited in case the Transport Agencies / Transport Service Provider fails to execute the order in time or violates any other stipulations as laid down by the West Bengal Staff Selection Commission and the firm shall be blacklisted
9. The EMD amount will be returned to the unsuccessful bidders without any interest after completion of selection process. In case of successful bidder, the same will be converted to Performance Security which will be returned to the bidder after successful execution of the works
10. If the tenderer fails to complete the job and the West Bengal Staff Selection Commission has to get it done through any other firm at higher rates, the difference in the rates accrued shall be deducted from the firm (s) bill besides forfeiting the security deposit of the firm, imposing penalty and taking such other action as may be deemed fit by the Chairman, West Bengal Staff Selection Commission
11. The tenderer must not have been black listed earlier by any of the Universities or Examination Boards or Agencies or any other organisation

### **Arbitration**

In the event of any dispute or differences, the matter will be referred to the sole arbitration of a Group A Officer appointed by the Chairman, West Bengal Staff Selection Commission.

**Secretary-Cum-Controller of Examinations  
West Bengal Staff Selection Commission**

## Annexure-I

### GENERAL INFORMATION

<b>Sl. No.</b>	<b>Item</b>	<b>Description</b>
<b>1</b>	<b>Name of the Transport Agencies / Transport Service Provider</b>	
<b>2</b>	<b>Address of the Firm / Company</b> <b>(i) Head Office</b>  <b>(ii) Branch in Kolkata (if any)</b>  <b>(iii) Factory Location</b>	
<b>3</b>	<b>E-mail address</b>	
<b>4</b>	<b>Telephone Number(s)</b>	
<b>5</b>	<b>Fax No</b>	
<b>6</b>	<b>Sale Tax/VAT Regn.No./ TIN No.</b> <b>(Enclose Document)</b>	
<b>7</b>	<b>Permanent Account No (PAN)</b> <b>(Enclose document)</b>	
<b>8</b>	<b>Service Tax Registration Number</b> <b>i.e. TAN/SRIN (Enclose document)</b>	
<b>9</b>	<b>Experience of the Firm (Enclose document)</b>	
<b>10</b>	<b>Income Tax Return for last 3 Financial Years (Enclose document)</b>	

**Annexure-II**

**FORMAT FOR SUBMITTING BID**

**(1) (a) Number of Container Trucks that can be provided at a time:**

**(b) Number of Container Mini Trucks that can be provided at a time:**

**(2) Rate for carrying materials from Salt Lake to the following locations:**

<b>Sl. No.</b>	<b>Location for carrying materials</b>	<b>District</b>	<b>Rate / Container Truck (In Rupees)</b>	<b>Rate / Container Mini Truck (In Rupees)</b>
1	Coochbehar	Coochbehar		
2	Alipurduar	Jalpaiguri		
3	Jalpaiguri	Jalpaiguri		
4	Siliguri	Darjeeling		
5	Darjeeling	Darjeeling		
6	Raigunj	Uttar Dinajpur		
7	Balurghat	Dakshin Dinajpur		
8	Malda	Malda		
9	Behrampore	Murshidabad		
10	Krishnagar	Nadia		
11	Barasat	North 24 Parganas		
12	Alipore	South 24 Parganas		
13	Howrah	Howrah		
14	Tamluk	Purba Medinipur		
15	Medinipur	Paschim Medinipur		
16	Bankura	Bankura		
17	Purulia	Purulia		
18	Suri	Birbhum		
19	Asansol	Burdwan		
20	Burdwan	Burdwan		
21	Chinsurah	Hooghly		

**(3) Rate for carrying materials from the following locations to Salt Lake**

<b>Sl. No.</b>	<b>Location from where materials will be brought</b>	<b>District</b>	<b>Rate / Container Truck (In Rupees)</b>	<b>Rate / Container Mini Truck (In Rupees)</b>
1	Coochbehar	Coochbehar		
2	Alipurduar	Jalpaiguri		
3	Jalpaiguri	Jalpaiguri		
4	Siliguri	Darjeeling		
5	Darjeeling	Darjeeling		
6	Raigunj	Uttar Dinajpur		
7	Balurghat	Dakshin Dinajpur		
8	Malda	Malda		
9	Behrampore	Murshidabad		
10	Krishnagar	Nadia		
11	Barasat	North 24 Parganas		
12	Alipore	South 24 Parganas		
13	Howrah	Howrah		
14	Tamluk	Purba Medinipur		
15	Medinipur	Paschim Medinipur		
16	Bankura	Bankura		
17	Purulia	Purulia		
18	Suri	Birbhum		
19	Asansol	Burdwan		
20	Burdwan	Burdwan		
21	Chinsurah	Hooghly		

I / We hereby express interest and agree to provide the Container Trucks / Container Mini Trucks on hire as per requirement of the West Bengal Staff Selection Commission in scheduled time in accordance with the terms and conditions of the 'Notice Inviting Tender for hiring of Container Trucks / Mini Trucks' issued vide No. **54/ NIT / WBSSC/ 2014 Dated 10/03/2014**.

Signature of Authorised person  
with seal of the Agency