



**WBSEDCL**

# West Bengal State Electricity Distribution Company Ltd.

(A Government of West Bengal Enterprise)

**Project Office: Jaldhaka Hydel Project**

Village: Paren

P.O. – Jaldhaka Hydel Project

Kalimpong, PIN-734503

E-Mail : pmjhp.wbsedcl@rediffmail.com

Memo No: WBSEDCL/PM/JHP/HR/Tender/23-24/ 40

Dated: 20/09/20.

## Expression of interest

Offer is invited from reputed vendors for providing vehicle (Two Nos Mini Buses of Capacity 30+) on hire for performing school duty under control of the AM (HR&A), JHP.

**Motto of the EOI:** For school duty under CSR schemes of WBSEDCL, JHP, WBSEDCL is intended to finalize the newest models of reputed make diesel driven Mini Buses of capacity 30+ (Non AC) at our fixed rate as well as terms & conditions. Acceptable brands are Ashoke Leyland/Tata Motors/Eicher Motors or similar (30 or above seater). The brand new vehicle will be given the top most priority in selection. The age of vehicle will be evaluated based on date and year of manufacture of vehicles.

Decision of the selection/tender committee will be final & binding to all bidders.

### The rate as well as terms & conditions (non-negotiable) are as follows:

1. Daily rate (No work no pay basis) of engagement of vehicle with driver is **Rs. 1900.00** per day of engagement for one bus.
2. Contract Period: 1 Year.
3. EOI/NIT Validity: 180 Days from the date of issue of the same.
4. The driver of the vehicle should possess the commercial driving license issued by the RTO or appropriate authority for the class of the vehicle. He should have a running mobile phone. The driver must observe all the etiquette and protocol while performing the duty.
5. The agency must maintain the vehicle properly for its mechanical functioning, hygiene, as well as aesthetic look to the satisfaction of the controlling officer.
6. A Display Board showing as per Annexure-III is to be placed prominently on the bus.
7. In case of any unavoidable breakdown, a suitable substitute vehicle must have to be placed in maintaining the continuity of the duty. No extra payment over the scheduled rate will be made on this account.
8. During accident any compensation to the public for causing injury/damage to (a) any public, (b) any cattle/s, (c) any permanent/temporary structure, shall be borne by the owner of the vehicle himself.
9. Engagement of vehicle will be made on all working days in normal. However the vehicle may be engaged on other days & purpose also as per discretion of the department.
10. Location for reporting for duty & releasing from duty of the vehicle will be within the project area of Jaldhaka Hydel Project, Kalimpong.
11. You have to maintain a Logbook provided by the JHP for recording of the duty duly signed by the head master, Jaldhaka Higher secondary school. It should be the responsibility of the driver to maintain the driver's car diary/ Logbook which will be supplied to the driver of the vehicle by the concerned authority.
12. Day to day duty of the vehicle showing the distance covered in KM, consumption of fuel and lubricant etc. Used in Liter & time indication in hours of the duty performed should have to be

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recorded & authenticated by the Headmaster/controlling office after completion of the day's duty.

13. Required diesel will be provided to you on your requisition by the JHP & the same will be accounted @ 3.5 KM per Liter of journey in hilly areas. Any excess drawl will be adjusted from your monthly bill.
14. For the purpose of garaging at Jaldhaka after release from duty a maximum of 20 KM (i.e., 10 KM each side for reporting & releasing) will be allowed.
15. Consumption of Mobil will be calculated @ 1 Litre per 500 KM of run a will be reimbursed at the rate of company's price or as decided by the WBSEDCL per liter.
16. Working hours will match with the school duty as the vehicle will carry the school children to and from the school to the destination points as in annexure-III that may change as per capacity of the students.
17. In case the vehicle is advised to remain stay at night duty, a night allowance @ 75.00 per night will be paid to you.
18. The bidder must disburse the wage to the driver at the rate prescribed by WBSEDCL time to time or as per the rate of the Govt. Of West Bengal. The payment to the driver should be made within 7<sup>th</sup> of next month (preferable in his account) in presence of the controlling officer or his/her authorized positively. In case of nonpayment the authority will take action as deemed fit.
19. Statutory deduction: WBSEDCL shall deduct all the statutory taxes as applicable.
20. In the eventuality of complaint received against driver for rude behavior, non-availability or indiscipline of any sort, the controlling office would have right to impose penalty as deemed fit, even leading to order of discontinuation of service of the driver forthwith as intimation to the vehicle owner.
21. The vehicle should be engaged for the entire period of the school functioning. Penalty will be impose as deemed fit, even leading to order of discontinuation of service of the driver forthwith intimation to the vehicle owner.
22. Necessary tools, tackles & stepney required for the bus have to be supplied by the owner of the vehicle & the same should remain under custody of the concerned driver.
23. If the vehicle goes out of order of found otherwise idle, which is beyond the control of the user, the charge for such hours or days will be deducted from the bill on pro rate basis.
24. Payment will be made from the office on submission of bills in triplicate along with certified driver's car diary/ log book duly signed by the Headmaster, Jaldhaka Higher Secondary School and Acquaintance sheet of Driver.
25. The WBSEDCL reserves the right to release the vehicle with 72 (Seventy Two) hours notice even before the expiry of the contract period.

#### **TERMS & CONDITION OF THE EOI/NIT:**

1. The offer in prescribed format (Annexure I&II) must be made by the owner of the vehicle. Offer for single Bus from one agency may also be considered if the situation so arises.
2. The bidder must possess valid PAN card.
3. A sum of Rs. 8360.00 only for each bus as earnest money must be accompanied with the offer in the form of Banker's cheque/Demand Draft from any nationalized bank in favor of

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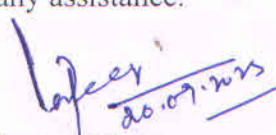


WBSEDCL and payable at Mal Bazar. The Earnest money of unsuccessful bidder will be refunded after finalization of the NIT.

4. The vehicle must be registered with the registering authority of Government of West Bengal.
5. The vehicle (already owned) must have following as on last date of submission of the offer.
  - a. Valid Certificate of Registration (commercial) in the name of bidder.
  - b. Valid Road Tax (Paid up to date).
  - c. Valid Insurance Certificate.
  - d. Valid Pollution under control certificate.
  - e. Valid certificate of Fitness.
  - f. Valid Road Permit.
6. In case of offer of brand new vehicle to be brought against the provisional acceptance of offer, the bidder will have to place the vehicle for our witnessing along with TC number, Insurance within 15 Days from the written provisional acceptance of offer, failing which the amount of earnest money will be forfeited. The bidder must have acquired other requisite as in 5 (a to f) above within maximum period of 3 months.
7. Letter of award to the selected bidder will be made initially for the period of 1(one) year from the date of issue of the order/as mentioned with order. The same however may be extended further on your request subject to satisfactory overall performance of the service of vehicle as well as driver.
8. The company reserves the right not to extend the contract without assigning any reason thereof.
9. Before commencing of service, the L1 Bidders should submit an additional ISD amount over the EMD amount to make 10% of the total contract value as Security Deposit. EMD along with ISD would be released after successful completion of Service period.

#### **INSTRUCTION TO THE BIDDER:**

1. The intending bidder has to download the NIT from WBSEDCL website for Tender.
2. The filled in prescribed format & sealed envelope may be sent to the Project Manager, JHP, Paren, Jaldhaka Dist Kalimpong- 734503 by hand or post. The offer must be accompanied with EMD instruments & copy of the above mentioned applicable documents.
3. The offer must reach to this office on or before 13:00 Hrs on 16.10.2023.
4. Offer will be opened on same day i.e. 16.10.2023 at 14:00 Hrs in presence of bidder who desires so. Opening date may be changed due to some unforeseen reason.
5. Tender committee reserves the right of cancellation of the tender without assigning any reason thereof.
6. Bidder may contact the AM (HR&A), JHP at 8900794028 for any assistance.

  
Project Manager  
Jaldhaka Hydel Project  
WBSEDCL

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FORMAT OF THE OFFER  
(on the agency's letter pad)  
For existing vehicle

To,  
The Project Manager,  
Jaldhaka Hydel Project,  
Paren, WBSEDCL.

**Subject:** Application for consideration of my offer for providing a Bus at JHP, WBSEDCL.

I have gone through the NIT/EOI No. \_\_\_\_\_ and shall abide by its provision. In response to the EOI/NIT. I am submitting my offer for my existing vehicle. I, on getting letter of award, shall place the vehicle on duty within 15 days.

The Details of the vehicles are as follows:

1. PAN no of the Bidder:
2. GSTIN of the Bidder:
3. Name as in Certificate of Registration:
4. Make company of Vehicle:
5. Registration No of the vehicle:
6. Model of Vehicle:
7. Capacity of the Vehicle:
8. Months & Year of purchase of vehicle:
9. Colour of the vehicle: **Yellow**
10. Existing road permit for: **All Bengal / Kalimpong, Jalpaiguri & Darjeeling district only.**

**Enclosure:** PAN, GSTIN Registration Certificate, DD, RC, Tax Token, PUCC, IC, etc.

Dated:

Signature of the Bidder with Full Name, Seal & Address

FORMAT OF THE OFFER  
(on the agency's letter pad)  
For New vehicle

To,  
The Project Manager,  
Jaldhaka Hydel Project,  
Paren, WBSEDCL.

**Subject:** Application for consideration of my offer for providing a Bus at JHP, WBSEDCL.

I have gone through the EOI/NIT No:- \_\_\_\_\_  
& shall abide by its provision. In response to the EOI/NIT I am submitting my offer for BRAND  
NEW vehicle. I, on getting letter of award, shall place the vehicle on duty within 15 days.

Details of the BRAND NEW vehicle are as follows:

1. PAN no of the Bidder:
2. GSTIN of the Bidder:
3. Make of vehicle to be supplied:
4. Model of vehicle to be supplied:
5. Month & Year of purchase of vehicle:
6. Colour of the vehicle: **Yellow**

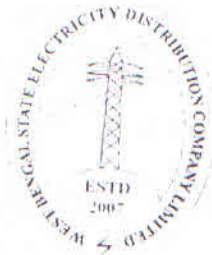
**Enclosure:** PAN, GSTIN Registration Certificate, DD, RC, Tax Token, PUCC, IC, etc

Dated:

Signature of the Bidder with Full Name, Seal & Address



# **A CSR Initiative by**



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