

**Memo No. EETI/Kolkata/NIT/4975****Dated : 12.06.2024****Tender Notice No. EETI/KOL/NIT/2024-25/01 Dated : 12.06.2024****Sub- Notice Inviting Tender (NIT) for Transport Services at EETI-Kolkata, WBSEDCL.**

Sealed Tenders are invited from the bonafide, resourceful, financially sound and adequately experienced Agencies for providing a 20 to 30 seated Non-A.C. Bus on hire for the purpose of plying to and fro from Hostel of EETI Kolkata located at LA- Block, Sector - III, Salt Lake, Kolkata - 700 098 to the premises of EETI - Kolkata at Plot No. B/8, Action Area -IIIB, Newtown, Near Karigori Bhawan, Kolkata-700160 as per following schedule:

**1. Scope of work –**

- ❖ The Bus shall ply to and fro in between Hostel of EETI Kolkata located at LA- Block, Sector - III, Bidhannagar (Salt Lake), Kolkata - 700 098 and the premises of EETI - Kolkata at Plot No. B/8, Action Area -IIIB, Newtown, Near Karigori Bhawan, Kolkata 700160 during the Training days.
- ❖ The vehicle should be compliant with the BS VI standards or higher model. The vehicle must have a fully equipped First Aid Box and filled up Fire Extinguisher
- ❖ The distance to be covered daily would be around **30 KM. (onward & back)** approximately. The duration of engagement of the vehicle would be from **09.00 AM to 07.00 PM daily.**
- ❖ The number of training days would vary from **15 to 20 days** approx. in a month. No hiring charges would be paid during the off days.
- ❖ The Agency should possess the valid documents viz. **Road Permit, Road Tax, Registration Certificate, Trade License, GST Registration Certificate, if applicable,** and other compliances as per the Motor Vehicle Act 1989 with amendments. The Driver to be provided by the Agency should possess a valid Driving License issued by the MVI Department, Govt. of West Bengal.
- ❖ Necessary basic tools & tackles along with one stepney must be provided in the Vehicle and the same should be kept under the custody of the driver. The Company will not be responsible in any way for the loss of the tools & tackles and stepney or any other parts or materials kept / attached to the vehicle. The Company will not be responsible for any damage of the vehicle if the Bus meets with an accident or otherwise.
- ❖ If the Bus suffers breakdown or if agency is unable to supply the Bus to perform duty on any day or more than one day due to breakdown or otherwise, no payment would be made for that day / those days as the case may be. However alternative arrangement shall be made by the agency failing which additional payment if any, to that effect should be deducted from the Agency's bill.
- ❖ The Bus should be maintained in spic & span condition. The Agency has to bear the charges towards servicing of the Bus in order to keep the same in working condition. Fuel (Petrol/Diesel), Engine Oil, Gear Oil, Brake Oil, Flushing Oil, Distilled water, Duster etc. for the Bus shall be supplied by the Agency.
- ❖ The Agency shall provide a Mobile phone in switch-on mode for 24x7 hours to the driver positively.
- ❖ The Agency shall make necessary arrangement for providing Air-freshener in the Bus for maintaining hygienic condition.
- ❖ **The bus may also have to run beyond 30 KM within Salt Lake and Newtown and for outside Kolkata viz Tribeni, Burdwan, Berhampore, Kharagpur and Kalyani etc. from EETI Hostel at Block - LA, Sector - III, Bidhannagar (Salt Lake), Kolkata - 700098 & back as per requirement from HRDD- HQ only.**



**WBSEDCL**

# West Bengal State Electricity Distribution Company Limited

(A Govt. of W.B. Enterprise)

## Electricity Employees Training Institute, Kolkata

Plot No. B/8, Action Area -IIIB, Newtown, Near Karigori Bhawan, Kolkata 700160

Phone: 8900793096/ 9734096244, E-mail : eeti.kolkata@wbsecl.in

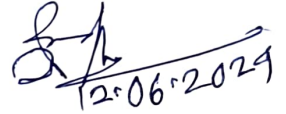
2. **Logistic Support** - The Bus will be provided with a Sticker of the Company for the purpose of its plying to and fro during the training days. Adequate space shall be provided within the premises of the Training Institute for parking of the Bus during the training days.
3. **Time schedule** - Time is the real essence of the contract. The time schedule for the Bus will be from 9.00 AM to 7.00 PM on the training days. The Bus shall report at the EETI- Kolkata Hostel at 09.00 AM during the training days to ensure departure by 09.15 AM sharp. There will be no deviation in the Reporting Time. A Register should be kept with the Driver for recording the journey undertaken.
4. **Statutory Compliance** - Statutory compliance is to be ensured as per the prevailing law. The Agency should ensure minimum wages, Provident Fund & other statutory benefits for their drivers & other staff of the vehicle to be engaged as per the existing rules and regulations of Govt. of West Bengal. Copies of these documents may also be submitted for verification on demand.
5. **Validity of Contract** - The contract will be valid for the period of six month w.e.f. actual date of hiring of the vehicle. The particular period of execution of service in a week / month will be informed to the vendor by the Principal, EETI, Kolkata at least seven (7) days in advance. The contract may be extended for another six months subject to satisfactory performance and as per requirement of the company.
6. **Rate** - Rate of hiring charges per day is to be quoted. The rate thus quoted should be inclusive of all incidental charges but excluding of GST, which will be paid against proper documents for the purpose. The rate per KM inclusive of all incidental charges but excluding of GST for movement beyond 30 Km at local as well as outside Kolkata is to be quoted also. Toll Tax will be paid by WBSEDCL. The rate should be valid for the period of six months w.e.f. actual date of engagement of the vehicle.
7. **Controlling Officer** - The General Manager (HRD & TRG/ PM) WBSEDCL will be the Controlling Officer for all matters related to service, renewal or any other aspects.
8. **Reporting Officer** -
  - i. The Principal, EETI - Kolkata will be the Reporting Officer for movement of bus between EETI- Kolkata Institute and its Hostel.
  - ii. The Addl. CE/ AGM(HR&A), HRDD-HQ will be the Reporting Officer when the bus will perform Journey from LA Block Hostel, Salt Lake to beyond 30 Km at outside Kolkata.  
- Any dispute arising in course of execution of the referred services will be settled by the Controlling Officer consultation with Addl. CE/ AGM(HR&A) -HRDD-HQ /the Principal, EETI- Kolkata.
9. **Payment** - Payment will be made by the Asst. Manager (F&A) & DDO of HRD Department, WBSEDCL. Copies of valid **Certificate of Registration, Certificate of Fitness, P.U.C. Certificate, Certificate of Insurance, Tax Token, Road Permit** & other related documents in respect of the vehicle to be engaged and copies of **PAN Card, GISTN Certificate** shall be submitted to the Manager (HR&A), HRDD-HQ for record and reference. The **Bills in triplicate** along with other related documents shall be submitted to the Principal, EETI- Kolkata. After verification & due certification, the Principal, EETI, Kolkata will forward the Bills for payment to the GM (HRD&TRG/PM) as per provisions of Purchase Order (PO).
10. **Termination of Contract** - The above contract can be terminated by either side by giving one month's Notice. However, the company reserves the right to cancel / withdrawal the order at any point of time without assigning any reason whatsoever.



The bidder has to submit attested copies of valid PAN, GSTIN Certificate Trade License, PF/ESI etc. and other credentials, documents with the bid.

The sealed quotation, addressed to the Principal, EETI-Kolkata, WBSEDCL is to be submitted to his office at EETI-Kolkata, Plot No. B/8, Action Area -IIIB, Newtown, Near Karigori Bhawan, Kolkata 700160 within 02.00 PM on 24/06/2024 and the bids will be opened on the same day at 3.00 P.M. The sealed envelope should be super scribed with "TENDER FOR TRANSPORT SERVICES OF EETI- KOLKATA, WBSEDCL"

The company will have the right to cancel any or all the quotation without showing any reason whatsoever.

  
12.06.2024

(A. Pradhan)

Principal & Dy. CE(E), EETI -Kolkata.

Memo No. EETI/Kolkata/NIT/4975 (1-15)

Dated : 12.06.2024

Copy forwarded for information please to

1. The GM (HRD & TRG /PM), HRDD, WBSEDCL.
2. The Chief Public Relation Officer, WBSEDCL. -For online publication of NIT in WBSEDCL website.
3. The AGM (HR&A) /Addl. CE, HRDD-HQ, WBSEDCL.
4. The Principal, EETI- Kharagpur/ Burdwan/ Berhampore/ Tribeni/ Coochbihar/ Malda/ Siliguri/ KJTC - For publication in Notice Board.
5. The Manager (HR&A)/ AM(F&A), HRDD, WBSEDCL -For wide publication, as required.
6. Notice Board, EETI-Kolkata, Newtown, Kolkata-160.

- This has refrence to the approval of HRDD-HQ on 12.06.2024.

  
Sr. OE  
12.06.2024

(A. Pradhan)

Principal & Dy. CE(E), EETI -Kolkata.