



West Bengal State Electricity Distribution Company Ltd.

Office of the Project Manager

Teesta Canal Fall Hydel Project

Administrative Building Township Complex

Phansidewa, Darjeeling, PIN-734 434

CIN: U40109WB2007SGC113473

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NIT No.: PM/TCFHP/HR&A/E-17/2020-21/17

Date: 05/10/2020

Notice inviting Tender

Sealed offer is invited from reputed vendor for providing vehicle on hire for performing Official Duty under control of the AM(HR&A), TCFHP.

Motto of the NIT: TCFHP is intended to finalise the newest model of Diesel driven SUV (Non – AC) at our fixed Rate as well as terms & conditions. Acceptable brand are Bolero / Tata Sumo / Similar(7 or above seater) similar. 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 vehicle.

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

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

- Daily rate (**no work no pay basis**) of engagement of vehicle with driver is **Rs 750/- per day** of engagement.
- 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.
- The agency must maintain the vehicle properly for its mechanical functioning, hygiene as well as aesthetic look to the satisfaction of the controlling officer.
- In case of any unavoidable breakdown, A 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.
- During accident any compensation to the public for causing injury/damage to (i) any public, (ii) any cattle, (iii) any permanent /temporary structure shall be borne by the owner of the vehicle himself.
- 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.
- Location for reporting for duty & releasing from duty of the vehicle will be Admin. Building, TCFHP, Township Complex, Phansidewa.

Registered Office : "Vidyut Bhavan", Bidhannagar, Block - DJ, Sector - II, Kolkata - 700 091

Telephones : 033 2359 1930 to 1940, Fax : 033 2359 1954

website: www.wbsedcl.in

WBS E DCL

- viii. You have to maintain a Log Book provided by the TCFHP for recording of the duty duly signed by the authority concerned. It should be the responsibility of the driver to maintain the Drivers Car Diary/Log Book which will be supplied to the driver of the vehicle by the concerned authority.
- ix. Day to day duty of the vehicle showing the distance covered in KM, consumption of fuel and lubricant etc used in Litre & time indication in hours of the duty performed should have to be recorded & authenticated by the controlling officer after completion of the day's duty.
- x. Required Diesel will be provided to you on your requisition by the TCFHP & the same will be accounted @ 12KM per litre of journey. Any excess drawl will be adjusted from your bill.
- xi. For the purpose of garaging at Siliguri after release from duty a maximum of 20Km (i.e., 10KM each for reporting & releasing) will be allowed.
- xii. Consumption of Mobil will be calculated @ 1 (one) Litre per 500KM of run and will be reimbursed at the rate Rs. 243.92 per Litre.
- xiii. Normal working hours are 10 hrs. Any duty over the normal working hour will be paid as overtime @ Rs 50.00 Per hour.
- xiv. In case the vehicle is advised to remain stay at night duty, a night allowance @ Rs 75.00 per night will be paid to you.
- xv. The bidder must disburse the wage to the driver at the rate prescribed by WBSEDCL time to time. The payment to the Driver should be made within 7th of Next month in presence of the Controlling Officer or his/her authorized representative positively. In case of non-payment the authority will take action as deemed fit.
- xvi. Statutory Deduction: WBSEDCL shall deduct all the statutory taxes as applicable.
- xvii. In the eventuality of complaint received against driver for rude behaviour, non-availability or indiscipline of any sort, the controlling officer would have right to impose penalty as deemed fit, even leading to order of discontinuation of service of the driver forthwith an intimation to the vehicle owner.
- xviii. The Vehicle should be engaged for full contract period. Penalty will be imposed as deemed fit for withdrawal of the vehicle without assigning any acceptable reason.
- xix. Necessary tools and tackles required for the vehicle have to be supplied by the owner of the vehicle & the same should remain under the custody of the concerned driver.
- xx. If the vehicle goes out of order or found otherwise idle, which is beyond the control of the user, the charges for such hours or days will be deducted from the bill on pro-rata basis.
- xxi. Payment will be made from the office on submission of bills in triplicate along with certified Driver's Car Diary / Log Book and Acquittance Sheet of Driver.

Terms & condition of the NIT:

1. The offer in prescribed format (Annexure-1) must be made by the owner of the vehicle. No proxy will be allowed.
2. The bidder must possess valid PAN card.
3. A sum of Rs 5,000/- as Earnest money must be accompanied with the offer in the form of Banker's cheque/DD/Bank transfer from any nationalized bank (preferably SBI) **in favour of "WBSSEDCL" and Payable at Siliguri (Account No. 30149574213 IFSC SBIN0000184)**. The Earnest Money of unsuccessful bidder will be refunded after finalisation of the NIT.
4. The vehicle must be registered in Registering authority of Government of West Bengal.
5. The vehicle (already owned) must have following as on last date of submission of the offer.
 - 5.a. Valid Certificate of Registration (Commercial) in the name of the bidder.
 - 5.b. Valid Road tax paid up to date,
 - 5.c. Valid Insurance certificate.
 - 5.d. Valid Pollution under control
 - 5.e. Valid Certificate of Fitness.
 - 5.f. Valid Road permit for All Bengal. However, Road permit for all the three-districts covering TCFHP working area (i.e Darjeeling, Jalpaiguri & Uttar Dinajpur) may also be considered.
6. In case of offer of **brand-new Vehicle** to be bought 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 & offer of 2nd suitable will be processed without any further communication. 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 six month. The same however may be extended further on your request subject to satisfactory overall performance of the service through vehicle.
8. The company reserve the right not to extend the contract without assigning any reason thereof.

Instruction to the bidder:

- IB-1. The intending bidder have to download the NIT from WBSEDCL website for tender.
- IB-2. The duly filled in sealed offer in prescribed format may be sent to the **Project Manager, TCFHP Administrative Building Township Complex, PO- Phansidewa, Dist- Darjeeling PIN 734403** by hand or post. The offer must be accompanied with EMD instruments & copy of the above mentioned applicable documents.
- IB-3. The offer must reach to this office on or before 13:00 hr on 14.10.2020.
- IB-4. **Offers will be opened on 14.10.2020 at 14:00hr** in presence of bidders who desires so. Opening date may be changed due to some unforeseen reason.
- IB-5. Tender Committee reserves the right of cancellation adding, reducing or deferring the tender in total, or in partial without assigning any reason thereof
- IB-6. Bidder may contact the AM(HR&A)-TCFHP at 74493-00640 for any assistance.


05.10.2020
[S K Ambashta]
Addl CE & Project Manager
TCFHP : WBSEDCL

Format of the offer

To:

The Project Manager, TCFHP: WBSEDCL

I have gone through the NIT no- & shall be abide by its provision. In response to the 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. Details of the vehicle are as follows:

1. PAN number of the bidder:
2. GSTIN of the Bidder:
3. Name as in Certificate of Registration:
4. Registration number of vehicle:
5. Manufacture company of vehicle:
6. Model of vehicle:
7. Month & Year of purchase of vehicle:
8. Colour of the vehicle:
9. Existing Road permit for:

Enclosure: PAN card, GST registration certificate, DD, RC, Tax token, PUC, Certificate,

Dated Signature of the bidder with full name & seal
and address

OR

I have gone through the NIT no-& shall be abide by its provision. In response to the NIT I am submitting my offer for BRAND NEW car. I, on getting provisional acceptance of my offer, shall own & place the BRAND NEW vehicle on duty within 15 days. Details of the BRAND NEW vehicle are as follows:

- A. PAN number of the bidder:
- B. GSTIN of the Bidder:
- C. Manufacture company of vehicle:
- D. Model of vehicle:
- E. Month & Year of purchase of vehicle:
- F. Colour of the vehicle:

Enclosure: DD, PAN card, GST registration certificate & available documents as the case be.

Dated Signature of the bidder with full name & seal
and address.