

# WEST BENGAL TRANSPORT CORPORATION LTD

(A Government of West Bengal Undertaking)

12, R. N. Mukherjee Road, Kolkata-700001.

## Notice Inviting Tender

**Ref:- e-Tender No. – WBTC/CME/NIT-309/2019-20**

**Memo. No. WBTC/CME/NIT-309/2019-20**

**Dated: 05.09.2019.**

Notice Inviting e-Tender No. **WBTC/CME/NIT-309/2019-20** of Chief Mechanical Engineer WBTC, 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 (1)	Estimated Amount (Rs.) (2)	Earnest Money (Rs.) (3)	Price of Technical & Financial Bid documents and other annexures (Rs.) (4)	Period of Completion (5)	Name of the Concerned Officer (6)	Eligibility of Contractor (7)
1.	Comprehensive Insurance policy including IMT 23 of 629 nos WBTC Buses.		10 lakhs	Nil	One year from the date of commencement.	Chief Mechanical Engineer, WBTC	Bonafide, resourceful & IRDA approved Insurance Company having minimum 5 yrs experience of Vehicle Insurance in India.

- 1) In the event of e-filing, intending bidder may download the tender documents from the website <http://wbtenders.gov.in> directly with the help of Digital Signature Certificate. Necessary Earnest Money may be remitted Online in favour of the **WEST BENGAL TRANSPORT CORPORATION LIMITED A/C No - 11175159061, State Bank of India, Dalhousie Square Branch, IFSC - SBIN0001401** and also to be documented through e-filing.
- 2) Both **Technical Bid** and **Financial Bid** are to be submitted concurrently duly digitally signed in the website <http://wbtenders.gov.in>
- 3) Tender documents may be downloaded from website and submission of Technical Bid and Financial Bid will be done as per Time Schedule stated in Sl. No. 6
- 4) The **FINANCIAL OFFER** of the prospective tenderer will be considered only if the **TECHNICAL BID** of the tenderer is found qualified by the 'Tender Evaluation Committee' formed by the authority of WBTC. The decision of the 'Tender Evaluation Committee' will be final and absolute in this respect.
- 5) Cashless Insurance will be preferred
- 6) **Eligibility criteria for participation in the tender.**
  - 1) As per NIT detail table (Sl. No.7) above.

Seal and Signature of the Tenderer.

Chief Mechanical Engineer  
WBTC

Income Tax Acknowledgement Receipt for the latest Assessment year, P.T. Deposit Challan for the year 2018-2019, Pan Card, GST Registration Certificate, Small Scale Industry enlisted Certificate, wherever applicable, are to be accompanied with the Technical Bid Documents.

*[Non-statutory documents]*

The prospective bidders or any of their constituent partner shall neither have abandoned any service nor any of their contract have been rescinded during the last 5 (*five*) years. Such abandonment or rescission will be considered as disqualification towards eligibility. (A declaration in this respect through affidavit has to be furnished by the prospective bidders without which the Technical Bid shall be treated as non-responsive.)

In case of Proprietorship, Partnership Firms and Company, Tax Audit Report in 3CD Form are to be furnished along with the Balance Sheet and Profit and Loss Account, and all the documents along with schedules forming the part of Balance Sheet and Profit & Loss Account should be in favour of applicant. No other name alongwith applicant's name in such enclosure will be entertained.

*[Non-statutory documents]*

The prospective bidders should own or arrange through lease hold registered agreement, the required plant and machineries. Conclusive proof of ownership in favour of owner or leaser of plant and machineries in working condition shall have to be submitted. (Ref. Section – B, Form – III)

*[Non-statutory documents]*

Registered Partnership Deed for Partnership Firm only along with Power of Attorney is to be submitted. The company shall furnish the Article of Association and Memorandum.

*[Non-statutory documents]*

**Security Deposit:**

An amount of Rs 10 lakhs has to be provided which will be retained by the company throughout the period of service.

**Other Informations:**

Bid shall remain valid for a period not less than 120 (*one hundred twenty*) days from the last date of submission of Financial Bid / Sealed Bid. If the bidder withdraws the bid during the validity period of bid, the earnest money as deposited will be forfeited forthwith without assigning any reason thereof.

## 7) Date and Time Schedule:

Sl. No.	Particulars	Date & Time
1	Date of uploading of N.I.T. & other Documents (online) (Publishing Date)	05.09.2019
2	Documents download/sell start date (Online)	05.09.2019 at 4.00 P.M
3	Documents download/sell end date (Online)	-----
4	Pre bid meeting to be held at 12 R. N. Mukherjee Road, Kolkata - 700001	16.09.2019 at 3.00 P.M
5	Bid submission start date (On line)	05.09.2019 at 4.00 P.M
6	Bid Submission closing (On line)	25.09.2019 at 12 noon
7	Last Date of submission of original copies, the Earnest Money Deposit (Off line)	25.09.2019 at 12 noon
8	Bid opening date for Technical Proposals (Online)	27.09.2019 at 12 noon
9	Date of uploading list for Technically Qualified Bidder(online)	-----
10	Date of uploading the final list of Technically Qualified Bidder(online) after disposal of appeals, if any.	-----
11	Date for opening of Financial Proposal (Online)	To be decided after successful opening of technical bid

8) The Prospective Bidder shall have to execute the Job in such a manner so that appropriate service level is maintained during Whole period. Refund of Bank Guarantee will only be made after successful maintaining of appropriate service level of the work as mentioned above.

- 9) The intending Bidders shall clearly understand that whatever may be the out come of the present invitation of Bids, no cost of Bidding shall be reimbursable by the Department. The tender accepting authority of WBTC. reserves the right to accept or reject any offer without assigning any reason whatsoever and is not liable for any cost that might have been incurred by any Tenderer at the stage of Bidding.
- 10) Refund of Earnest Money: The Earnest Money of all the unsuccessful tenderers deposited in favour of WBTC Ltd. will be refunded by the said Chief Mechanical Engineer on receipt of application from tenderers .
- 11) Prospective applicants are advised to note carefully the minimum qualification criteria as mentioned in '**Instructions to Bidders**' stated in Section – 'A' before tendering the bids.
- 12) Conditional / Incomplete tender will not be accepted under any circumstances.**

- 13) **The intending tenderers are required to quote the rate *online*.**
- 14) During scrutiny, if it comes to the notice of the tender inviting authority that the credential or any other paper found incorrect / manufactured / fabricated, that bidder would not be allowed to participate in the tender and that application will be rejected without any prejudice.
- 15) The Managing Director, WBTC reserves the right to cancel the N.I.T. due to unavoidable circumstances and no claim in this respect will be entertained.
- 16) If there be any objection regarding prequalifying the Agency that should be lodged on line to the Chairman of Tender Evaluation Committee within 2 (*two*) days from the date of publication of list of qualified agencies and beyond that time schedule no objection will be entertained by the Tender Evaluation Committee.
- 17) Before issuance of the WORK ORDER, the tender inviting authority may verify the credential and other documents of the lowest tenderer if found necessary. After verification if it is found that the documents submitted by the lowest tenderer is either manufactured or false in that case work order will not be issued in favour of the said Tenderer under any circumstances.
- 18) If any discrepancy arises between two similar clauses on different notification, the clause as stated in later notification will supersede former one in following sequence:
- 1) N.I.T.
  - 2) Special Terms & Conditions
  - 3) Technical Bid
  - 4) Financial Bid
- 23) Qualification criteria:
- The tender inviting and Accepting Authority through a "Tender Evaluation Committee" will determine the eligibility of each bidder. The bidders shall have to meet all the minimum criteria regarding:
- 1) Financial Capacity
  - 2) Experience / Credential
- The eligibility of a bidder will be ascertained on the basis of the document(s) in support of the minimum criteria as mentioned in (a), (b) & (c) above and the declaration executed through prescribed affidavit in non-judicial stamp paper of appropriate value duly notarized. If any document submitted by a bidder is either manufactured or false, in such cases the eligibility of the bidder / tenderer will be rejected at any stage without any prejudice
24. Escalation of Price on any ground and consequent cost overrun shall not be entertained under any circumstances. Rates should be quoted accordingly.

## SECTION - A

## INSTRUCTION TO BIDDERS

**General guidance for e-Tendering:**

Instructions / Guidelines for electronic submission of the tenders have been annexed for assisting the contractors to participate in e-Tendering.

- i. **Registration of Company:**  
Any Company willing to take part in the process of e-Tendering will have to be enrolled & registered with the Government e-Procurement System, through logging on to <https://wbtenders.gov.in> (the web portal of CTC the contractor is to click on the link for e-Tendering site as given on the web portal).
- ii. **Digital Signature certificate (DSC):**  
Each tenderer is required to obtain a Class-II or Class-III Digital Signature Certificate (DSC) for submission of tenders from the approved service provider of the National Informatics Centre (NIC) on payment of requisite amount. Details are available at the Web Site stated in Clause A.1. above. DSC is given as a USB e-Token.
- iii. **The contractor can search & download N.I.T. & Tender Document(s) electronically from computer once he logs on to the website mentioned in Clause A.1. using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.**
- iv. **Submission of Tenders:**  
Tenders are to be submitted through online to the website stated in Clause A.1. in two folders at a time for each work, one in Technical Proposal & the other is Financial Proposal before the prescribed date & time using the Digital Signature Certificate (DSC). The documents are to be uploaded virus scanned copy duly Digitally Signed. The documents will get encrypted (transformed into non readable formats).

**Technical Proposal:**

The Technical proposal should contain scanned copies of the following in two covers (folders).

**(a). Statutory Cover Containing the following documents:**

- 1) **PREQUALIFICATION DOCUMENTS:**
  - **Prequalification Application (Sec-B, Form – I)**
  - Bank Guarantee towards Earnest Money (EMD) as prescribed in the N.I.T. against each of the serial of work in favour of "West Bengal Transport Corporation LTD.", payable at Kolkata.
- 2) **TECHNICAL DOCUMENTS**
  - Affidavit [Ref. Format]
  - Experience profile [Form No-IV] Section B.

**Financial Proposal:-**

- a) **The rate will be quoted in the B.O.Q.** Quoted rate will be encrypted in the B.O.Q. under Financial Bid. Downloaded properly and upload digitally signed.

**(b). Non-statutory Cover Containing the following documents:**

- i. Professional Tax (PT) deposit receipt challan for the financial year 2017-2018, Pan Card, IT, Saral for the Assessment year 2017-18, GST Registration Certificate.
- ii. Registration Certificate under Company Act. (if any).
- iii. Registered Deed of partnership Firm / Article of Association & Memorandum.
- iv. Power of Attorney (For Partnership Firm / Private Limited Company, if any).
- v. Tax Audited Report in 3 CD form along with Balance Sheet & Profit & Loss A/c. for the last 3 (three) years (year just preceding the current Financial Year will be considered as year – I)

Seal and Signature of the Tenderer.

Chief Mechanical Engineer  
WBTC

## vi. IRDA Certification

for completion of at least one similar nature of work under the authority of State / Central Government, statutory bodies under State / Central Government constituted under the statute of the State / State Government having a magnitude of 40% (Sixty *percent*) of the similar put to tender during the last 2 (*two*) years as stated in Sl. No. 5.(i). of N.I.T.

N.B.: Failure of submission of any of the above mentioned documents as stated in Sl. No. A.5.(a). and Sl. No. A.5.(b). will render the tenderer liable to be rejected for both statutory & non statutory cover.

**THE ABOVE STATED NON-STATUTORY/TECHNICAL DOCUMENTS  
SHOULD BE ARRANGED IN THE FOLLOWING MANNER**

Click the check boxes beside the necessary documents in the My Document list and then click the tab " Submit Non Statutory Documents' to send the selected documents to Non-Statutory folder.

Next Click the tab " Click to Encrypt and upload" and then **click** the "Technical" Folder to upload the Technical Documents.

Sl. No.	Category Name	Sub-Category Description	Detail(s)
A.	Certificate(s)	Certificate(s)	GST & Service Tax Registration Certificate & Acknowledgement. PAN. P Tax (Challan) (2017-18). Latest IT Receipt. IT-Saral for Assessment year 2017-18. IRDA certification
B.	Company Detail(s)	Company Detail	Proprietorship Firm ( <i>Trade License</i> ) -Structure & Org.] Partnership Firm ( <i>Partnership Deed, Trade License</i> ) Ltd. Company ( <i>Incorporation Certificate, Trade License</i> ) Society ( <i>Society Registration Copy, Trade License</i> ) Power of Attorney, Memorandum of Association and Articles of Association of the Company.
C.	Credential	Credential -1 Credential -2	Similar nature of work done & completion certificate which is applicable for eligibility in this tender as per Form –IV Section –B.
D	Financial Info		Tax Audited Report in 3 CD form along with Balance Sheet & Profit & Loss A/c. for the last 3 (three) years (year just preceding the current Financial Year will be considered as year – I)

### Tender Evaluation Committee (TEC)

Evaluation Committee constituted by the Competent Authority of WBTCCL will function as Evaluation Committee for selection of technically qualified contractors.

Opening & evaluation of tender:

If any contractor is exempted from payment of EMD, copy of relevant Government Order needs to be furnished.

Opening of Technical Proposal:

Technical proposals will be opened by the Concerned Tender Inviting Authority or his authorized representative electronically from the website using their Digital Signature Certificate (DSC).

Intending tenderers may remain present if they so desire.

Cover (folder) for Statutory Documents (Ref. Sl. No. A.5.(a).) will be opened first and if found in order, cover (folder) for Non-Statutory Documents (Ref. Sl. No. A.5.(b).) 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 non-statutory cover will be downloaded & handed over to the Tender Evaluation Committee.

Summary list of technically qualified tenderers will be uploaded online.

Pursuant to scrutiny & decision of the Tender Evaluation Committee the summary list of eligible tenderers & the serial number of work for which their proposal will be considered will be uploaded in the web portals.

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Seal and Signature of the Tenderer.

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Chief Mechanical Engineer  
WBTC

During evaluation the committee may summon of the tenderers & seek clarification / information or additional documents or 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.

**1. Financial Proposal**

The financial proposal should contain the following documents in one cover (folder) i.e. Bill of Quantities (BOQ).

Only downloaded copies of the above documents are to be uploaded virus scanned & Digitally Signed by the firm.

Financial capacity of a bidder will be judged on the basis of information furnished in Section - B.

Penalty for suppression / distortion of facts:

If any tenderer fails to produce the original hard copies of the documents like Certificates and any other documents on demand of the Tender Evaluation Committee within a specified time frame or if any deviation is detected in the hard copies from the uploaded soft copies, it may be treated as submission of false documents by the tenderer and action may be referred to the appropriate authority for prosecution as per relevant IT Act.

**Rejection of Bid:**

WBTC reserves the right to accept or reject any Bid and to cancel the Bidding processes and reject all Bids at any time prior to the award of Contract without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the ground for Employer's action.

**Award of Contract**

The Bidder whose Bid has been accepted will be notified by the Tender Inviting & Accepting Authority through acceptance letter / Letter of Acceptance.

The notification of award will constitute the formation of the Contract.

**The Detail of Buses are given below:**

Sl. No.	Manufacturer	Type	Model	Year of Manufacture	Invoice price	No of Seats	No of Buses	STUs	Area of Operation
1.	Volvo Buses India Pvt. Ltd	400 mm Ultra Low Floor AC	Volvo 8400	2014	Rs.9938000/-	30+1+1	63	CSTC	West Bengal
2.	Ashok Leyland Ltd	650 mm Ultra Low Floor AC	JAN	2014	Rs.6405000/-	30+1+1	169	CSTC	West Bengal
3.	Ashok Leyland Ltd	650 mm Ultra Low Floor NON AC	JAN	2014	Rs.5625000/-	30+1+1	277	CSTC	West Bengal
4.	Tata Motors Ltd	400 mm Ultra Low Floor NON AC	LP 1623	2014	Rs.6474757/-	31+1+1	120	CSTC	W. Bengal

Seal and Signature of the Tenderer.

Chief Mechanical Engineer  
WBTC

SECTION – B  
FORM – I

PRE-QUALIFICATION APPLICATION

To  
Jt. Managing Director, WBTC  
12, R. N. Mukherjee Road,  
KOLKATA - 700001

Ref : Tender for .....

(Name of work) .....

.....

e-N.I.T. No.: **WBTC/CME/NIT-309/2019-20** Date : **05.09.2019**

Dear Sir,

Having examined the Statutory, Non-statutory & N.I.T. documents, I /we hereby submit all the necessary information and relevant documents for evaluation.

The application is made by me / us on behalf of ..... in the capacity .....  
..... duly authorized to submit the order.

The necessary evidence admissible by law in respect of authority assigned to us on behalf of the group of firms for Application and for completion of the contract documents is attached herewith.

We are interested in bidding for the work(s) given in Enclosure to this letter.

We understand that:

- 1) Tender Inviting & Accepting Authority can amend the scope & value of the contract bid under this project.
- 2) Tender Inviting & Accepting Authority reserve the right to reject any application without assigning any reason.

**Enclosure(s): e-Filing:-**

- 3) Statutory Documents.
- 4) Non Statutory Documents.

Date: .....

Seal and Signature of the Tenderer.

Chief Mechanical Engineer  
WBTC



SECTION – B

AFFIDAVIT – “Y”

(To be furnished in Non – Judicial Stamp paper of Rs.100.00 (One Hundred only) duly notarized)

- 1) I, the under-signed do certify that all the statements made in the attached documents are true and correct. In case of any information submitted proved to be false or concealed, the application may be rejected and no objection/claim will be raised by the under-signed.
- 2) The under-signed also hereby certifies that neither our firm M/S ..... nor any of constituent partner had been debarred to participate in any tender by any Govt. Organization / Undertaking during the last 5 (five) years prior to the date of this N.I.T.
- 3) The under-signed would authorize and request any Bank, person, Firm or Corporation to furnish pertinent information as deemed necessary and/or as requested by the Department to verify this statement.
- 4) The under-signed understands that further qualifying information may be requested and agrees to furnish any such information at the request of the Department.
- 5) Certified that I have applied in the tender in the capacity of individual/ as a partner of a firm and I have not applied severally for the same job.

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Signed by an authorized officer of the firm.

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Title of the officer

-----  
Name of the Firm with Seal

Date: -----

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Seal and Signature of the Tenderer.

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Chief Mechanical Engineer  
WBTC

SECTION – B

FORM – II

STRUCTURE AND ORGANISATION

1) Name of Applicant :

2) Office Address :

Telephone No. :

Fax No. :

3) Name and Address of Bankers :

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

Note: Application covers Proprietary Firm, Partnership, Limited Company or Corporation.

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

Seal and Signature of the Tenderer.

Chief Mechanical Engineer  
WBTC

SECTION – B

FORM – IV

Experience Profile

Name of the Firm: .....

List of Credentials completed that are similar in nature to the works having more than 40% (*forty percent*) of the project cost executed during the last 5 (*five*) years.

Note:

- 1) Certificate to be attached
- 2) Non-disclosure of any information in the Schedule will result in disqualification of the firm

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

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Seal and Signature of the Tenderer.

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Chief Mechanical Engineer  
WBTC

Additional Information to Bidders :

1. Basic rate of premium including GST as applicable from time to time shall be quoted for individual bus in each category without NCB.
2. Premium calculation with NCB will be done with L1 bidder only.
3. The rate shall include IMT-23 and Nil Depreciation as and where admissible to all categories of buses shown in the table appended (detail of Buses in section –B).
4. Cashless facility should be extended to all insured buses.
5. All Claim will be raised with Job card treating it as fit certificate of vehicle and valid Driving License only. This shall be considered as valid document for settlement of claim. Except fatal case no GD entry will be required.
6. The area of operation of all the buses may be throughout West Bengal.
7. WBTC reserve the right to allow existing Insurer to renew the policy at L1 rate.
8. IDV should be calculated as per depreciation chart of Indian Motor tariff only.
9. The EMD, if not exempted, shall be paid through on line payment mode ( in the account of West Bengal Transport Corporation Limited, A/C. NO. – 11175159061, State Bank of India, Dalhousie Square Branch, IFSC – SBIN0001401). The copy of Exemption shall be furnished in the EMD folder to claim the benefit.

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Seal and Signature of the Tenderer.

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Chief Mechanical Engineer  
WBTC