

South Bengal State Transport Corporation

(A Government of West Bengal Undertaking)

Dr.B.C.Roy Avenue, Durgapur-713201, Dist.: -Burdwan.

TENDER DOCUMENTS FOR PROCUREMENT OF PRINTED FORMS

Tender no & Date		1705/SBSTC/E-TND/2024-25 Dt.03.03.25
Name of the work		PURCHASE OF PRINTED FORMS
Specification		Details Enclosed in Separate Sheet 07 (Seven) Pages including list
Availability of Tender Documents commences from		17.03.2025
Last date for submission of Tender Document, both Technical & Financial bids		07.04.25 up to 15.00 hrs
Opening of Technical bids		09.04.25 up to 15.00 hrs
Opening of Financial bids		17.04.25
Address of Communication		Managing Director, South Bengal State Transport Corporation, Dr. B. C. Roy Avenue, Durgapur, 713201. Email Id:- sbstcpurchase@gmail.com & sbstcmd@gmail.com .
Content of the Tender Document		Eligibility criteria for the Bidders:- 1. Technical Bids. 2. Financial Bids.

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TECHNICAL BID

(I) ELIGIBILITY CRITERIA FOR THE BIDDER

Scan Copies of the following documents are to be self attested and uploaded with the technical bid online

1. Bidder should have experience of supplying Printed Formsto different Reputed Organization. Supporting paper to be enclosed.
2. Bidder should submit the Copy of PAN Card, Trade License, Income Tax Return for last 3 years, GST RegistrationCertificate and Professional tax clearance certificate.
3. Bidder should submit no deviation certificate from the Specification as prescribed by the Corporation.
4. The materials will be ordered phase wise as per the need.
5. Road Permit / Way-bill is to be arranged by the suppliers.
6. Bidder fulfilling above criteria should quote their rates in financial bid.

(II) GENERAL TERMS & CONDITIONS FOR THE BIDDER

1. Tender should be in the prescribed format obtained online from the e-tender portal www.wbtenders.gov.in and it should be submitted as per the instruction given in para (IV) of this tender document.
2. SBSTC does not take any responsibility for the delay caused due to non availability of Internet connection ,Internet traffic jam etc. for online bids.
3. SBSTC reserves the right either to accept or reject any or all the tenders at any time to award of contract.
4. SBSTC reserves the right to choose any change the quantity required.
5. The successful bidder shall be intimated of his selection for the award of contract. Hence no enquiry in this regard will be encouraged.
6. The rates quoted in the Financial Bid shall be exclusive of all Taxes levied by the appropriate authorities. However the rate should include Insurance, Transportation, loading & unloading charges and other charges, up to delivery point. The Rate to be quoted on per unit basis.

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7. The rate quoted in the Financial Bid shall be valid for one year from the date of opening of Financial Bid.
8. If it is found that the supplied Printed Forms are not as per specifications and sample, the supply made will be rejected and the order may be cancelled.
9. The bidder shall be solely responsible for the payment of GST and other taxes, if any levied by the Government and other local bodies.
10. Online Bid must be submitted not later than the specified time & date.
11. The SBSTC may, at its discretion, extend the deadline for submission of bids by amending the bid documents.
12. During evaluation of Technical bids, SBSTC may, at its discretion, ask the bidder for clarification of his bid.
13. SBSTC will scrutinize the bids to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed, and whether the bids are generally in order.
14. SBSTC, reserves the right at the time of award of contract to increase or decrease the quantity of goods originally specified in the schedule of requirements without any change in unit price or other terms and conditions.
15. SBSTC, reserves the right to allot the jobs to the successful bidder / bidders in phases.
16. SBSTC reserves the right to place order to the successful bidders as per its discretion.
17. **Delivery Schedule:-**
Delivery of PRINTED FORMS should be done within 10 days from the date of receipt of the Purchase Order. Corporation reserves the right to cancel the Purchase Order in case the delay is more than the specified period.
18. The taxes and duties will be applicable as prevailing at the time of delivery.
19. Financial bid of only those bidders will be opened who are found to have fulfilled all the criteria as specified in Technical bid.
20. **Price BID/BOQ (Financial bid)**

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“Financial Bid” shall contain the financial bids with the base rate per accounting inclusive of transportation, installation charges, freight charges. The rate quoted should be exclusive of GST. Bidders are required to fill online only in the **BOQ Folder**. The Rate to be quoted on per unit basis.

21. Order may be placed to the selected bidder in instalments. However in case the performance of PRINTED FORMS of any specific make is not found satisfactory; Corporation reserves the right to make its choice from the next bidder.

(IV) METHOD OF SUBMISSION OF BOTH TECHNICAL & FINANCIAL BIDS.

TECHNICAL BIDS: should contain the uploaded copies of credentials as mentioned above

FINANCIAL BIDS: The rate to be quoted in BOQ Folder as per the instruction given above.

BOTH TECHNICAL & FINANCIAL BIDS to be submitted in Online format on or before **07.04.25 UP TO 15.00 HRS.**

Sd/-

Managing Director,

South Bengal State Transport Corporation

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LIST OF PRINTED ITEMS

Sl.No.	Form Number	Name of the item	Description	Yearly requirement
1.	1	Bin Card		30,000
2.	4A	Driver/ Conductor Duty Schedule	Each Pad containing 100 x 2 = 200 pages	800
3.	7	Driver Duty Schedule	Each Pad containing 100 pages	2,500
4.	8	Issue Sheet of Fuel and Lubricant	Each Pad containing 100 pages	1000
5.	9	Letter Head Pad (Big)	Each Pad containing 100 pages	200
6.	10A	Letter Head Pad (Small)	Each Pad containing 100 pages	200
7.	14	Ticket Examiner Check Sheet	Each Pad containing 100 pages	300
8.	16	Job Register	Each Pad containing 100 pages	1000
9.	19	Cash Book	Each Pad containing 50 x 2 = 100 pages	1000
10.	20	Gate Pass Book	Each Pad containing 100 x 2 = 100 pages	1000
11.	23	Depot Cashier Cash Book	Each Pad containing 50 x 2 = 100 pages	1000
12.	24	Depot Cash Ticket Register	Each Register containing 100 folios	300
13.	27	Conductor Way Bill	Each Pad containing 100 pages	2000
14.	28	Receipt & Inspection Note	Each Pad containing 100 pages	200
15.	30	Attendance Register	Each Register containing	500

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			50 folios	
16.	37	Conductor Sale Figure Register	Each Register containing 350 pages	100
17.	42	Attendance Sheet Garage	Each Pad containing 100 pages	100
18.	53	Vehicle Movement Register	Each Register containing 100 folios	300
19.	55	Job Slip	Each Pad containing 100 pages	500
20.	59	Road Challan	Each Book containing 50 x 4 = 200 pages	500
21.	63	Receipt/ Payment Register	Each Register containing 100 pages	300
22.	65	Requisition for Form/ Stationery	Each Book containing 100 x 3 = 300 pages	100
23.	66	Daily Report Form	Each Book containing 100 folios	200
24.	70/71	Allotment Register for Driver/ Conductor	Each Register containing 100 pages	1000
25.	72	Traffic Log Book	Each Book containing 200 pages	1000
26.	79	CPF Loan Form	Each Pad containing 100 pages	100
27.	90	Gate Pass for Security	Each Pad containing 100 pages	300
28.	91	Garage Gate Pass Register	Each Pad containing 200 pages	1000
29.	97	Out Door Patient Register	Each Register containing 350 pages	10
30.	106	Issue Register of Stationery Form	Each Register containing 350 pages	10

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31.	118	Depot Cashier Daily Ticket	Each Pad containing 100 pages	100
32.	137	Bus Challan	Each Book containing 100 x 3 = 300 pages	500
33.	144	Way Bill Issue Register	Each Register containing 200 pages	500
34.	148	Receipt For Fine	Each Book containing 50 x 2 = 100 pages	500
35.	155	Receipt/ Pay/ Adjustment Register	Each Register containing 100 pages	1000
36.	158	Advance Form	Each Book containing 100 pages	100
37.	175	Store Requisition	Each Book containing 50 x 2 = 100 pages	1000
38.	183	Performa Invoice	Each Book containing 100 pages	20
39.	187	Refund of Fare	Each Book Containing 100 pages	100
40.	215	Challan of tickets	Each Book Containing 100 pages	1000
41.		Conductor Cash Bag Checking Report	Each Book containing 100 pages	50
42.		No Demand Certificate	Each Pad containing 100 pages	50
43.		Last Pay Certificate	Each Pad containing 100 pages	50
44.		Superannuation Form MD	Each Pad containing 100 pages	50
45.		Superannuation Form Divn. Manager	Each Pad containing 350 pages	50
46.		Injury Leave Order	Each Pad containing 100 pages	50

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