

South Bengal State Transport Corporation

(A Government of West Bengal Undertaking)

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

Notice Inviting Tender

Tender No.: SBSTC/E-TND/LUBRICANT/25

Dated:

Managing Director, on behalf of South Bengal State Transport Corporation (SBSTC) invites e-tender for the supply of materials detailed in the table below. (Submission of Bid through online)

List of Schemes :

Sl. No.	Name of the work (1)	Earnest Money (Rs.) (2)	Period of Completion (3)	Name of the Concerned Officer (4)	Eligibility of Bidder (5)
01	Supply of Lubricant of different categories to SBSTC.	<p>Rs. 285000.00 only to be submitted through the payment gate of ICICI bank vide the link available in the e-tender portal.</p> <p>Net banking (any of the banks listed in the ICICI bank payment gateway) in case of payment through ICICI bank payment gateway.</p>	The materials will be lifted in monthly/ quarterly installment basis as per the delivery scheduled throughout the year.	Managing Director, SBSTC.	<p><u>For First Call of NIT</u></p> <p>Only Lubricant Manufacturer under PSU will be eligible to participate at this tender.</p> <p>Necessary document should be uploaded</p>

Seal and Signature of the Bidder


Managing Director,
South Bengal State Transport Corporation

1) 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.-4.

2) The **FINANCIAL OFFER** of the prospective Bidder will be considered only if the **TECHNICAL BID** of the Bidder is found qualified by the 'Tender Evaluation Committee' formed by the authority of SBSTC. The decision of the 'Tender Evaluation Committee' will be final and absolute in this respect. The list of Qualified Bidders will be displayed in the website.

3) **Eligibility Criteria for participation in the tender:-**

- Credential as mentioned in page no.1 in the table column no-5 (i.e. Eligibility of Bidder)
- Pan Card,
- GSTIN,
- Valid Trade License is to be accompanied with the Technical Bid 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]

Joint Ventures will not be allowed. [Non-statutory documents]

A prospective bidder shall be allowed to participate in a particular job either in the capacity of individual or as a partner of a firm. If found to have applied severally in a single job, all his applications will be rejected for that job, without assigning any reason thereof.

No mobilisation advance and secured advance will be allowed.

The rate quoted in the Financial Bid shall be valid for the period of 01 year from the date of opening of Financial Bid. If the bidder is failed to supply the materials during the validity period of bid, the earnest money as deposited will be forfeited forthwith without assigning any reason thereof.

4) **Date and Time Schedule :**

Sl. No.	Particulars	Date & Time	
01	Date of uploading of N.I.T. & other Documents (online) (Publishing Date)	13/08/2025	12:00
02	Documents download/sell start date (Online)	13/08/2025	12:30
03	Documents download/sell end date (Online)	—	—
04	Pre bid meeting to be held at Office of the MD, SBSTC	—	—
05	Bid submission start date (On line)	13/08/2025	13:00
06	Bid Submission closing (On line)	03/09/2025	13:00
07	Bid opening date for Technical Proposals (Online)	06/09/2025	13:00
08	Date of uploading list for Technically Qualified Bidder(online)	—	—
09	Date for opening of Financial Proposal (Online)	—	—

5) The Prospective Bidder shall have to execute the work/supply in such a manner so that appropriate service level of the supply work is maintained. If any defect / damages are found during the period of supply, the supplier shall supply the same good at his own cost. On failure to do so, penal action against the supplier will be imposed by the Department as deem fit. The supplier may quote his rate considering the above aspect. Payment will be released after getting satisfactory report of quality of supplied items.

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South Bengal State Transport Corporation

- 6) Earnest Money : 285000.00 Only to be submitted through Net banking payment through ICICI bank payment gateway. (Mentioned in column 2 of 1st page). EMD of the successful bidders will be kept withheld until completion of order with the proper satisfaction of the corporation, whereas the same for others will be refunded in terms of GO no 1526-F(Y) Dt. 18.03.2014 of the Finance Dept.
- 7) The bidder shall be solely responsible for the payment of GST and other taxes, if any levied by the Government and local bodies.
- 8) The Bidder, at his own responsibility to ensure the supply of items without any interruption as per delivery schedule at the Corporation prescribed location. The supply location will be intimated later on.
- 9) The intending Bidders shall clearly understand that whatever may be the outcome of the present invitation of Bids, no cost of Bidding shall be reimbursable by the Department. The tender accepting authority of SBSTC reserves the right to accept full or part of tender or reject any/or all tender or split the order among more than one participants and/or negotiate by way of revised and/or improved offer from all the tenderer for the concerned job without assigning any reason whatsoever and is not liable for any cost that might have been incurred by any Bidder up to the stage of Bidding.
- 10) Prospective applicants are advised to note carefully the minimum qualification criteria as mentioned in 'Instructions to Bidders' stated in Section - 'A' before Bidding.
- 11) Conditional / Incomplete quotation will not be accepted under any circumstances.
- 12) The intending Bidders are required to quote the rate *online*.
- 13) 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.
- 14) The MD, SBSTC reserves the right to cancel the N.I.T. due to unavoidable circumstances and no claim in this respect will be entertained.
- 15) Before issuance of the WORK/SUPPLY ORDER, the tender inviting authority may verify the credential and other documents of the lowest Bidder if found necessary. After verification if it is found that the documents submitted by the lowest Bidder is either manufactured or false in that case work order will not be issued in favour of the said Bidder under any circumstances.
- 16) 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) Other Terms & Condition 3) Technical Bid 4) Financial Bid
- 17) Other Terms & Condition (Declaration/ Documents should be uploaded) :-
- a) Only Lubricant Manufacturer under PSU can participated in the bid. Necessary paper should be uploaded
 - b) Bidder should submit the Copy of PAN Card, GST Certificate.
 - c) Bidder should submit/uploaded no deviation certificate from the Specification as prescribed by the Corporation.
 - d) Bidder should submit/uploaded the declaration regarding uninterrupted supply until the completion of order.

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South Bengal State Transport Corporation

- e) Bidder should quote for the premium quality of their product only.
 - f) Normally the materials will be lifted/procured in 06 equal installments in 02 months interval.
- ii) a) SBSTC reserves the right to choose any / all Lubricant and change the quantity required. The quantity mentioned is our approximate requirement at this moment, actual quantity of purchase may vary with the tender quantity.
- b) SBSTC, reserves the right to place order to the successful bidder / bidders at L1 rates in phases throughout the year.

18) 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) Technical Documents (Filled up form-I, II, III, IV of Section-B)
- 2) Technical Capability comprising of personnel & equipment capability
- 3) 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 (1), (2) & (3) above. 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.

- 19) The bidder should quote his basic rate for each item in Rupees as described in the BOQ, which may be accepted by the department if found technically acceptable and economically viable.
- 20) Authorized stockiest / distributors should submit their authorization from manufacturer along with the tender.
- 21) In case of rejection of any supplied items, the same will be replaced within seven days of intimation.
- 22) In order to ensure timely and proper supply, the tender inviting Authority's right to split tender quantities between L1 and other successful bidders at L1 rates. It will be the discretion of Tender Inviting Authority to split the quantity based on the capacity and capacity of such bidders for which required information will be sought from the respective bidders at a later date.
- 23) If the lowest Bidder is unable to supply the material in time then the second lowest Bidder will be requested to supply the said materials at lowest rate obtained in tender. Decision of the Authority shall be final and binding in this regard. In the event of non-completion of supply within the stipulated period as above will be considered as negative credential for the Bidder and may be debarred from participating in future tenders in this Corporation for the period of 02 years.
- 24) Escalation of Price on any ground and consequent cost overrun shall not be entertained under any circumstances. Rates should be quoted accordingly.

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+ Managing Director,
South Bengal State Transport Corporation

25) It is to be noted that Finance Department Notification No. 10500-F dt. 19th Nov. 2004 of Govt. of West Bengal will be applicable for finalization of tender.

26) The detail technical specifications required in this regard has been presented in form of Annexure-1 at the last of this NIT.

Tender No.: SBSTC/E-TND/LUBRICANT/25

Dated:

Copy forwarded for information to:-

- (01) The SDO, Durgapur is requested to display the notice through their notice board.
- (02) Chief Accounts Officer, SBSTC.
- (03) Deputy Managing Director (Technical), SBSTC.
- (04) District Information & Cultural Officer, Rabindra Bhavan, Paschim Bardhaman.
- (05) Office Copy

Seal and Signature of the Bidder


+ Managing Director,
South Bengal State Transport Corporation

SECTION - A
INSTRUCTION TO BIDDERS

General guidance for e-Tender:

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

i. **Registration of Bidder:**

Any bidder willing to take part in the process of e-Tender will have to be enrolled & registered with the Government e-Procurement System, through logging on to <https://wbtenders.gov.in>

ii. **Digital Signature certificate (DSC):**

Each contractor is required to obtain a Class-III Digital Signature Certificate (DSC) for submission of quotation 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 (i) above. DSC is given as a USB e-Token.

iii. The bidder can search & download N.I.T. & Tender Document(s) electronically from computer once he logs on to the website mentioned in Clause (i) using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.

iv. **Submission of Tender:**

Tenders are to be submitted through online to the website stated in Clause (i) 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, Form-II, Form-III, Form-IV)

- i) Net banking (any of the banks listed in the ICICI bank payment gateway) in case of payment through ICICI bank payment gateway.
- (ii) RTGS/NEFT in case of off-line payment through bank accounts in any scheduled bank approved by RBI in India. As per G.O. No 3975-F(Y) dt. 28.07.2016 of Finance Department, Govt. of West Bengal

2) N.I.T.

(NIT, Tender Document downloaded properly and upload the same Digitally Signed). The rate will be quoted in the B.O.Q. Quoted rate will be encrypted in the B.O.Q. under Financial Bid. Quotation of rate other than BOQ format will lead to rejection of tender.

3) Financial Proposal:-

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.

Seal and Signature of the Bidder


Managing Director,
South Bengal State Transport Corporation

- (b). Non-statutory Cover Containing the following documents:
- Pan Card, GSTIN Registration Certificate, Valid Trade License(Non mandatory (Desirable))
 - Registration Certificate under Company Act. (if any).
 - Registered Deed of partnership Firm / Article of Association & Memorandum.
 - Power of Attorney (For Partnership Firm / Private Limited Company, if any).
 - Credential

N.B.: Failure of submission of any of the above mentioned documents as stated in above will render the Bidder 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)	GSTIN Registration Certificate PAN Trade license
B.	Company Detail(s)	Company Detail	Proprietorship Firm (Trade License, Running Factory License) -Structure & Org. Partnership Firm (Partnership Deed, Trade License, Running Factory License) Ltd. Company (Incorporation Certificate, Trade License, Running Factory License) Society (Society Registration Copy, Trade License, Running Factory License) Power of Attorney, Memorandum of Association and Articles of Association of the Company
C.	Credential	Credential	i) Payment certificate will not be treated as credential, ii) Credential certificate issued by the competent authority of a State/ Central Government, State/ Central Government Undertaking, Statutory/ Autonomous bodies constituted under the Central/ State Statute, on the executed quantity of supply of similar types of items will be taken as credential.

Tender Evaluation Committee (TEC)

Evaluation Committee constituted by the Competent Authority of SBSTC will function as Evaluation Committee for selection of Technically Qualified Contractors.

Seal and Signature of the Bidder


† Managing Director,
South Bengal State Transport Corporation

Opening & evaluation of tender:

If any Bidder 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 Bidders may remain present if they so desire.

Cover (folder) for Statutory Documents [Ref. Section A.(a)] will be opened first and if found in order, cover (folder) for Non-Statutory Documents [Ref. Section A.(b)] will be opened. If there is any deficiency in the Statutory Documents the tender will summarily be rejected.

Summary list of technically qualified Bidders will be uploaded online.

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

During evaluation the committee may summon of the Bidders & 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.

Financial Proposal

The financial proposal should contain the following documents in one cover (folder) i.e. Bill of Quantities (BOQ). The bidder is to quote the rate online through computer in the space marked for quoting rate in the BOQ. Only downloaded copies of the above documents are to be uploaded virus scanned & Digitally Signed by the bidder.

Penalty for suppression / distortion of facts:

If any Bidder fails to produce the original hard copies of the documents like Completion Certificates of supply of items 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 Bidder and action may be referred to the appropriate authority for prosecution as per relevant IT Act.

Rejection of Bid:

SBSTC 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 SBSTC'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.

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South Bengal State Transport Corporation

**SECTION - B
FORM - I**

PRE-QUALIFICATION APPLICATION

To
The Managing Director,
South Bengal State Transport Corporation
Dr.B.C.Roy Avenue, Durgapur-713201

Ref. : Tender for _____
(Name of work) _____

e-N.I.T. No. :

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 accept full or part of the tender or reject any/or all tender(s) and/or negotiate by way of revised and/or improved offer from all the Bidders for the concerned job.
- Also the Authority of SBSTC reserves the right to withdraw full or part of the tender without assigning any reason whatsoever.

Enclosure(s) : e-Filling

- 1) Statutory Documents.
- 2) Non Statutory Documents.

Date : _____

Seal and Signature of the Bidder


Managing Director,
South Bengal State Transport Corporation

SECTION - B
FORM - II

Self Declaration by the Bidder

- 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.
- 6) The under-signed also hereby confirm that we not being blacklisted by any Govt./ Semi Govt./ Quasi Govt. Private and Public Sector Organization previously.
- 7) The under-signed also hereby confirm that we quote the rate of our premium quality product.

Signed by an authorized officer of the firm

Title of the officer

Name of the Firm with Seal

Date : _____

Seal and Signature of the Bidder


Managing Director,
South Bengal State Transport Corporation

SECTION - B
FORM - III

STRUCTURE AND ORGANISATION

- 1) Name of Applicant : _____
- 2) Office Address : _____

- Telephone No. : _____
- Fax No. : _____
- 3) Bank details : _____

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

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 Bidder


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South Bengal State Transport Corporation

SECTION - B
FORM - IV

Experience Profile

Name of the Firm : _____

List of materials supplied:-

Name and address of Organization	Name, Location & nature of supply	Name of Responsible officials to accept the order quantity	Contract price in Indian Rs.	Purchase order no and date	Tax Invoice no and date	Types of items supplied	Reason for delay in supply items (if any)

Note :

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

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

Seal and Signature of the Bidder


Managing Director,
South Bengal State Transport Corporation

Annexure-1		
Sl. no.	Name of the Lubricants and specification	Approx. Yearly Requirement
1	Engine Oil CI4 Plus, 15W 40	42000 Ltr
2	Engine Oil, 15W 40 LL (for BS VI CNG vehicles)	14700 Ltr.
3	Engine Oil, 10W 30, CK4 (for BS VI Diesel vehicles)	6300 Ltr.
4	Gear Oil (85W 140)	16800 Ltr
5	Gear Oil (80W 90T)	10500 Ltr
6	Chassis Grease	1820 Kgs
7	Coolant (Non –Amino base, Ready to use)	25200 Ltr
8	Coolant, IS 5759/JIS K2234 (Class-2, for BS VI vehicles, Ready to use)	4200 Ltr
9	Protomac Transq (Steering Oil)	6300 Ltr
10	Power Steering Oil (Dexron II for BS VI vehicles)	1050 Ltr

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