

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-02/AC Roof top maintenance of buses/DDW/369/SBSTC/2023
Dtd. 20/04/2023

Managing Director, on behalf of South Bengal State Transport Corporation (SBSTC) invites e-tender for the supply of service 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 Office (4)	Eligibility of Bidder (5)
01	Selection of AMC Contractor for Roof top AC maintenance of 36 AC buses of SBSTC.	<p>Rs. 42000/- Only to be submitted through the payment gate of ICICI bank vide the link available in the e-tender portal.</p> <p>(i) Net banking (any of the banks listed in the ICICI bank payment gateway) in case of payment through ICICI bank payment gateway.</p> <p>ii) EMD of the bidders on whom order will be placed will be kept withheld whereas the same for others will be refunded. All supporting paper to be uploaded.</p> <p>iii) Earnest money deposit i.e. 2% of bid amount beyond Rs 42000 (if any) shall have to be deposited after acceptance of Bid proposal for the lowest tenderer in the form of Bank draft from any nationalised/scheduled bank in favour of South Bengal State Transport Corporation", payable at Durgapur.</p>	Roof top AC maintenance of 36 AC buses would be for a period of one year.	Managing Director, SBSTC.	<p>Bidder should have experience of at least 7 years for Roof top AC maintenance & repair of Bus at SBSTC or any other State Transport Undertaking or Government organisation. Supporting paper to be enclosed.</p> <p>Bidder should submit the Copy of PAN Card, Trade License, Income Tax Return for last 3 years, GST Certificate, ESI Registration no, PF Registration No & Contract labour licence, professional tax certificate..</p> <p>Bidder should submit no deviation certificate from the Terms & Conditions as prescribed by the Corporation.</p> <p>Selected Bidder should come into an agreement With SBSTC. An undertaking in this regard for which they are participating in the bid is solicited</p> <p>A security equivalent to 5% of the Work order value to be submitted by the successful Bidder on whom the order will be placed. The same security deposit will be kept withheld till 60 days after expiry of the tender period. An undertaking in this regard for which they are participating in the bid is solicited deposit in the form of Bank guarantee/ Bank draft.</p> <p>Intending tenderers should produce credentials of a similar type of service of 40% of the total required items during last 7(seven) years prior to the date of issue of the tender notice at any Government Department/STUs etc.</p>

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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:-

i) Credential as mentioned in page no.1 in the table column no-5 (i.e. Eligibility of Bidder).

ii) Pan Card,

iii) GSTIN,

iv) Valid Trade Licenses to be accompanied with the Technical Bid Documents.

[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]

Joint Ventures will not be allowed.

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 fails to supply/ operate the work order 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)	25/04/2023
02	Documents download/sell start date (Online)	25/04/2023
03	Documents download/sell end date (Online)	16/05/2023
04	Pre bid meeting to be held at Office of the MD, SBSTC	08/05/2023 at 12:00hrs
05	Bid submission start date (On line)	25/04/2023 13:00hrs
06	Bid Submission closing (On line)	17/05/2023 13:00hrs
07	Bid opening date for Technical Proposals (Online)	19/05/2023 13:00hrs
08	Date of uploading list for Technically Qualified Bidder(online)	Will be notified later
09	Date of uploading the final list of Technically Qualified Bidder (online) after disposal of appeals, if any.	Will be notified later
10	Date for opening of Financial Proposal (Online)	Will be notified later

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 service, the service provider shall supply the same good at his own cost. On failure to do so, penal action against the service provider will be imposed by the Department as deem fit. The service provider may quote his rate considering the above aspect. Payment will be released after getting satisfactory report of quality of service.

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6) Earnest Money :Rs 42000/- Only to be submitted through Net banking payment through ICICI bank payment gateway. (Mentioned in column 2 of 1st page)

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 service without any interruption as per schedule in the Corporation at prescribed location.

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 bidders 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 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) Special Terms & Condition
- 3) Technical Bid
- 4) Financial Bid

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17) Other Terms & Condition:- Scope of Work with Terms and Condition

Annual Maintenance contract shall mean and include repair, replacement and upkeep of centralized Air condition system installed in 36 AC buses without extra cost and expenses to SBSTC (herein after referred as to AMC) Contractor has to carry out Roof top AC AMC of 36 AC buses held by SBSTC on monthly basis at Depots of SBSTC where they are stationed at their own cost.

1. Preventive & predictive maintenance of the Roof top AC system of the buses to be carried out as per manufacturer's schedule which will be furnished by SBSTC.
2. The mechanics of the contractor should be conversant with the updated version of tracking down defects generated in Roof top AC of bus by scan tools or other means.
3. It is duty of contractor to supply buses within stipulated time for operation. He will be furnished the time of out shedding of bus by SBSTC authorities. If any defect is generated in the AC system of any bus contractor has to deploy mechanics by 24 hrs from the time of intimation for repair. If it is seen that no action has been initiated for repair of the defect then SBSTC will penalize the contractor for an amount of Rs 750.00 per day for such lapse on their part. The repair of AC system of buses should be done in consultation with SBSTC authorities.
4. Given below is the fleet of AC buses to be maintained along with place where it is stationed for ready reference and effective bidding.
5. Contractor has to pay minimum wages to the technical personnel employed for maintenance Under him as per government of West Bengal, Labour departments circular. On revision of the wages by Government the same to be upgraded by contractor.
6. If it is found that Contractor is violating the statutory liabilities of the workers his contract will be cancelled forthwith.
7. Contractor will have to furnish Security deposit for 5% amount of the work Order value in terms of Bank draft drawn in favour of SBSTC. This will be held as performance guarantee for sixty days after expiry of the Contract.
8. Contractor has to come into an agreement with SBSTC furnishing the detailed Terms and condition as per the e-bid
9. Bidders are required to indicate the break-up of duties and taxes payable by them in the financial bid.
10. Total bill payable will be (Rate of AMC per AC bus x Total No of AC bus - Penalty + GST). After due certification from the authorities in Depots the payment will be processed every quarter of the tender period of Maintenance. Documents showing the compliance of statutory obligation should be attached with the Quarterly bills otherwise SBSTC will not pass the bill for payment.
11. Authority without prejudice can make amendments and/or modifications in contract in writing in mutual agreement with the contractor and the record of any such change shall be duly appended to the main contract document forthwith and be read as part of the contract.
12. Any damage to the bus due to mishandling by the Contractor has to be compensated in full by mechanical contractor. The workman being engaged by contractor should be punctual honest obedient & well trained in case of an disobedience, misconduct & obstruction of work being committed by workman, strong disciplinary action will be imposed by the contractor.
13. In case Arbitrator will be appointed as per the Arbitrator and conciliation (Amendment Act), 2021.
14. The bidder shall be solely responsible for the payment of GST and other taxes, if any levied by the Government and other local bodies

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- 15) During evaluation of bids, SBSTC may, at its discretion, ask the bidder for clarification of his bid.
- 16). SBSTC, reserves the right at the time of award of contract to increase or decrease the quantity of goods and services originally specified in the schedule of requirements without any change in unit price or other terms and condition.
- 17) Bidder should submit the Copy of PAN Card, Trade License, and Income Tax Return for last 3 years along with GST Certificate.
- 18) Bidder should submit no deviation certificate from the tender document as prescribed by the Corporation and upload the scan copy of e-bid duly authenticated on each page of e- bid
- 19) The scan copies of all relevant documents to be uploaded in the relevant space as specified in the tender document.
- 20) Corporation might extend the last date of submission of tender. This if done, will only be intimated in the Website: www.sbstc.co.in. The extension, addendum or dedendum will not be published further in newspapers. Bidders have to go through the website for information.
- 21). Financial bid of only those bidders will be opened who are found to have fulfilled the criteria's as specified in Technical bid.
- 22) Order may be placed to the selected bidder. However in case the performance of buses is not found satisfactory; Corporation reserves the right to make its choice.
- 23) The tools and tackles required for maintenance of buses has to be provided by Contractor.
- 24) SBSTC will provide only machines like air compressor, welding machine, bench drill etc.
- 25) Spare parts required for repair and maintenance of AC roof top of buses and equipments will be provided by SBSTC. Contractor has to supply nuts, bolts, washers, louvers, relays, and filters during the period of tender.
- 26)) In case of brake down of buses on route for AC roof top system, the same has to be attended by personnel of Contractor within 24 hrs. and repaired without fail.
- 27) All preventive and predictive maintenance of the AC system is to be carried out as per manufacturers schedule.
- 28)The recommended change of air filters is to be carried out.
- 29)The AC pipe lines both condenser side and evaporator side to be checked for leakage and rectified if defective as and when required.
- 30)The electrical lines, switches, lqvers fitted in passenger cabin & driver cabin to be checked and rectified if defective.
- 31)If there is repeat leakage of refrigerant in AC system, contractor is to re- do the job and supply Nitrogen, refrigerant & other allied items on FOC basis.
- 32) The repair & maintenance of evaporator & blower, condenser & fan is to be carried out.
- 33) The preventive & predictive repair of compressor, drier & expansion valves to be carried out.
- 34) For operation of AC bus any other allied job for repair & maintenance of AC is to be carried out.
- 35) Contractor has to provide 2kg of refrigerant per bus free of cost per year.
- 36) Roof Top AC AMC for 36 AC Buses of SBSTC would be for a period of one year with renewable term for another year with maximum of two terms on satisfactory performance on mutual consent. If performance of the maintenance contractor is unsatisfactory the **work order of the contractor** will be cancelled by giving **3 months notice**

Registration No of The AC buses of SBSTC Along with the Place of Location

	<u>Veh. No.</u>	<u>Location</u>	<u>Maker of Roof top AC</u>
1	WB-39B-3222	Howrah Depot	VALEO MOTHERSON THERMAL COMMERCIAL VEHICLES INDIA LTD. Formerly known as spheros Motherson Thermal System Ltd.
2	WB-39B-5137	Howrah Depot	VALEO MOTHERSON THERMAL COMMERCIAL VEHICLES INDIA LTD. Formerly known as spheros Motherson Thermal System Ltd.
3	WB-39B-7326	Howrah Depot	VALEO MOTHERSON THERMAL COMMERCIAL VEHICLES INDIA LTD. Formerly known as spheros Motherson Thermal System Ltd.
4	WB-39A-9291	Bankura Depot	VALEO MOTHERSON THERMAL COMMERCIAL VEHICLES INDIA LTD. Formerly known as spheros Motherson Thermal System Ltd.
5	WB-39A-7923	Bankura Depot	VALEO MOTHERSON THERMAL COMMERCIAL VEHICLES INDIA LTD. Formerly known as spheros Motherson Thermal System Ltd.
6	WB-39A-7925	Bankura Depot	VALEO MOTHERSON THERMAL COMMERCIAL VEHICLES INDIA LTD. Formerly known as spheros Motherson Thermal System Ltd.
7	WB-39A-9296	Bankura Depot	VALEO MOTHERSON THERMAL COMMERCIAL VEHICLES INDIA LTD. Formerly known as spheros Motherson Thermal System Ltd.
8	WB-39B-5228	Bankura Depot	VALEO MOTHERSON THERMAL COMMERCIAL VEHICLES INDIA LTD. Formerly known as spheros Motherson Thermal System Ltd.
9	WB-39B-5119	Bankura Depot	VALEO MOTHERSON THERMAL COMMERCIAL VEHICLES INDIA LTD. Formerly known as spheros Motherson Thermal System Ltd.
10	WB-39B-7343	Bankura Depot	VALEO MOTHERSON THERMAL COMMERCIAL VEHICLES INDIA LTD. Formerly known as spheros Motherson Thermal System Ltd.
11	WB-39B-7336	Durgapur Depot	VALEO MOTHERSON THERMAL COMMERCIAL VEHICLES INDIA LTD. Formerly known as spheros Motherson Thermal System Ltd.
12	WB-39B-7328	Durgapur Depot	VALEO MOTHERSON THERMAL COMMERCIAL VEHICLES INDIA LTD. Formerly known as spheros Motherson Thermal System Ltd.
13	WB-39B-7341	Durgapur Depot	VALEO MOTHERSON THERMAL COMMERCIAL VEHICLES INDIA LTD. Formerly known as spheros Motherson Thermal System Ltd.
14	WB-39B-7325	Durgapur Depot	VALEO MOTHERSON THERMAL COMMERCIAL VEHICLES INDIA LTD. Formerly known as spheros Motherson Thermal System Ltd.
15	WB-39A-7924	Durgapur Depot	VALEO MOTHERSON THERMAL COMMERCIAL VEHICLES INDIA LTD. Formerly known as spheros Motherson Thermal System Ltd.
16	WB-39A-9294	Burdwan Depot	VALEO MOTHERSON THERMAL COMMERCIAL VEHICLES INDIA LTD. Formerly known as spheros Motherson Thermal System Ltd.
17	WB-39A-9295	Burdwan Depot	VALEO MOTHERSON THERMAL COMMERCIAL VEHICLES INDIA LTD. Formerly known as spheros Motherson Thermal System Ltd.
18	WB-39B-5103	Burdwan Depot	VALEO MOTHERSON THERMAL COMMERCIAL VEHICLES INDIA LTD. Formerly known as spheros Motherson Thermal System Ltd.
19	WB-39B-5105	Burdwan Depot	VALEO MOTHERSON THERMAL COMMERCIAL VEHICLES INDIA LTD. Formerly known as spheros Motherson Thermal System Ltd.
20	WB-39B-7332	Burdwan Depot	VALEO MOTHERSON THERMAL COMMERCIAL VEHICLES INDIA LTD. Formerly known as spheros Motherson Thermal System Ltd.
21	WB-39B-3219	Asansol Depot	VALEO MOTHERSON THERMAL COMMERCIAL VEHICLES INDIA LTD. Formerly known as spheros Motherson Thermal System Ltd.
22	WB-39B-3220	Asansol Depot	VALEO MOTHERSON THERMAL COMMERCIAL VEHICLES INDIA LTD. Formerly known as spheros Motherson Thermal System Ltd.
23	WB-39B-5133	Asansol Depot	VALEO MOTHERSON THERMAL COMMERCIAL VEHICLES INDIA LTD. Formerly known as spheros Motherson Thermal System Ltd.
24	WB-39B-3218	Haldia Depot	VALEO MOTHERSON THERMAL COMMERCIAL VEHICLES INDIA LTD. Formerly known as spheros Motherson Thermal System Ltd.
25	WB-39B-5144	Midnapur Depot	VALEO MOTHERSON THERMAL COMMERCIAL VEHICLES INDIA LTD. Formerly known as spheros Motherson Thermal System Ltd.
26	WB-39B-7322	Midnapur Depot	VALEO MOTHERSON THERMAL COMMERCIAL VEHICLES INDIA LTD. Formerly known as spheros Motherson Thermal System Ltd.

27	WB-39B-5121	Belghoria Depot	VALEO MOTHERSON THERMAL COMMERCIAL VEHICLES INDIA LTD. Formerly known as spheros Motherson Thermal System Ltd.
28	WB-39B-5098	Belghoria Depot	VALEO MOTHERSON THERMAL COMMERCIAL VEHICLES INDIA LTD. Formerly known as spheros Motherson Thermal System Ltd.
29	WB-39B-7302	Belghoria Depot	VALEO MOTHERSON THERMAL COMMERCIAL VEHICLES INDIA LTD. Formerly known as spheros Motherson Thermal System Ltd.
30	WB-39B-7340	Belghoria Depot	VALEO MOTHERSON THERMAL COMMERCIAL VEHICLES INDIA LTD. Formerly known as spheros Motherson Thermal System Ltd.
31	WB-39A-9518	Digha Depot	VALEO MOTHERSON THERMAL COMMERCIAL VEHICLES INDIA LTD. Formerly known as spheros Motherson Thermal System Ltd.
32	WB-39A-9554	Digha Depot	VALEO MOTHERSON THERMAL COMMERCIAL VEHICLES INDIA LTD. Formerly known as spheros Motherson Thermal System Ltd.
33	WB-39A-9511	Digha Depot	VALEO MOTHERSON THERMAL COMMERCIAL VEHICLES INDIA LTD. Formerly known as spheros Motherson Thermal System Ltd.
34	WB-39A-9512	Digha Depot	VALEO MOTHERSON THERMAL COMMERCIAL VEHICLES INDIA LTD. Formerly known as spheros Motherson Thermal System Ltd.
35	WB-39B-3221	Digha Depot	VALEO MOTHERSON THERMAL COMMERCIAL VEHICLES INDIA LTD. Formerly known as spheros Motherson Thermal System Ltd.
36	WB-39B-5138	Digha Depot	VALEO MOTHERSON THERMAL COMMERCIAL VEHICLES INDIA LTD. Formerly known as spheros Motherson Thermal System Ltd.

Seal and Signature of the Bidder


Managing Director,
South Bengal State Transport Corporation

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) 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.

21) If the lowest Bidder is unable to comply with work order then the second lowest Bidder will be requested to comply with the work order at the lowest rate obtained in tender. Decision of the Authority shall be final and binding in this regard. In the event of non-compliance of work order 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.

22) Escalation of Price on any ground and consequent cost overrun shall not be entertained under any circumstances. Rates should be quoted accordingly.

23) It is to be noted that latest Finance Department Notification of Govt. of West Bengal will be applicable for finalization of tender.

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


Memo. No.:

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, Borhat Naimisaranna, Natunganj, Burdwan
- (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).

v. Bidder should quote the rates of all items at financial bid and L₁ bidder will be considered to be the one who has quoted the lowest rate for compliance of the Roof top AC maintenance of buses.

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:

- i. Pan Card, GSTIN Registration Certificate, Valid Trade License (Desirable), Professional tax payment
- 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. 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, PF registration, ESI registration ,Contractors Labour license., Last Professional tax payment,
B.	Company Detail(s)	Company Detail	Proprietorship Firm (<i>Trade License, Running Factory License</i>) -Structure & Org. Partnership Firm (<i>Partnership Deed, Trade License, Running Factory License</i>) Ltd. Company (<i>Incorporation Certificate, Trade License, Running Factory License</i>) Society (<i>Society Registration Copy, Trade License, Running Factory License</i>) Power of Attorney, Memorandum of Association and Articles of Association of the Company
C.	Credential	Credential	Payment certificate will not be treated as credential, 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. Work order of the maintenance and repair of buses as sought would be part of credentials.

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 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.

Seal and Signature of the Bidder


Managing Director,
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: _____

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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 service so that buses covers the desired km of SBSTC

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


Managing Director,
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 Work order	Contract price in Indian Rs.	Work order no and date	Tax Invoice no and date	Types of order compliance	Reason for delay in compliance order (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,