

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		388/SBSTC/E-TND/2023-2024Dt.27.6.2023
Name of the work		PURCHASE OF PRINTED FORMS
Specification		Details Enclosed in Separate Sheet 06 (six) Pages including list
Availability of Tender Documents commences from		27.6.2023
Last date for submission of Tender Document, both Technical & Financial bids		18.7.2023 up to 14.00 Hrs
Opening of Technical bids		20.7.2023 at 14.30 Hrs
Opening of Financial bids		Will be notified later on.
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 Organisation. Supporting paper to be enclosed.
2. An application fees of Rs. 5,000.00 (Rupees Five thousand) non refundable in the form of Demand Draft in favour of South Bengal State Transport Corporation to be submitted. Scan Copy of the same to be uploaded.
3. Bidder should submit the Copy of PAN Card, Trade License, Income Tax Return for last 3 years, GST Certificate along with the copies of PF & ESI registration.
4. Parties should submit a declaration of furnishing Bank Guarantee to an extent of 10% of the Work Order Value (excluding GST) in case the job is assigned to them. The Bank Guarantee will be kept withheld for a period of 1 year from the date of delivery.
5. Bidder should submit no deviation certificate from the Specification as prescribed by the Corporation.
6. Requisition to be placed three times in a year.
7. Payment terms:- 100% payment will be done after delivery & proper verification within two months of delivery.
8. Road Permit / Way-bill is to be arranged by the suppliers.
9. Bidder fulfilling above criteria should quote their rates in financial bid.
10. The hard copies of all relevant documents to be submitted in the tender box kept in the office of The Managing Director, South Bengal State Transport Corporation, Dr. B. C. Roy Avenue, Durgapur, 713201 by 18.7.2023 up to 14.00 Hrs.
11. Those who have already participated in the e tender no.25/SBSTC/E TND/2023-24 dtd.12.04.2023 need not have to pay the application fees. A written declaration in this respect to be up loaded.

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(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 bidder must specifically mention the warranty period for the product they are bidding.
6. The successful bidder shall be intimated of his selection for the award of contract. Hence no enquiry in this regard will be encouraged.
7. The rates quoted in the Financial Bid shall be inclusive of all Taxes levied by the appropriate authorities, Insurance, Transportation, loading & unloading charges and other charges, up to delivery point.
8. The rate quoted in the Financial Bid shall be valid for one year from the date of opening of Financial Bid.
9. 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.
10. The bidder shall be solely responsible for the payment of GST and other taxes, if any levied by the Government and other local bodies.
11. In exceptional circumstances, SBSTC may solicit the bidders consent to an extension of the period of validity. The request and the responses thereto shall be made in writing (or by e-mail or fax).
12. Online Bid must be submitted not later than the specified time & date.

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13. The SBSTC may, at its discretion, extend the deadline for submission of bids by amending the bid documents.
14. During evaluation of Technical bids, SBSTC may, at its discretion, ask the bidder for clarification of his bid.
15. 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.
16. 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.
17. SBSTC, reserves the right to allot the jobs to the successful bidder / bidders in phases.
18. SBSTC reserves the right to place order to the successful bidders as per its discretion.
19. The Managing Director, SBSTC, will act as the Arbitrator in case of any disputes. The jurisdiction will be at Durgapur.

20. Delivery Schedule:-

Delivery of PRINTED FORMS should be done within 15 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.

21. Payment Terms:-As per Clause 9 of Para (i)

22. The taxes and duties will be applicable as prevailing at the time of delivery.

23. Financial bid of only those bidders will be opened who are found to have fulfilled all the criteria as specified in Technical bid.

24. Price BID/BOQ (Financial bid)

“Financial Bid” shall contain the financial bids with the base rate per accounting inclusive of transportation, installation charges, freight charges, GST and any other charges (wherever applicable) to be quoted. Bidders are required to fill online only in the **BOQ Folder**, further bidders are required to explain the taxes/levies etc. as mentioned in the **Price Bid** and upload a scan copy of write ups on taxes/levies etc in the **Misc Folder**.

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25. 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.

1. TECHNICAL BID (cover-I) should contain the following covers.

(i) One Sealed cover containing the documents required to prove the eligibility criteria mentioned in the tender document along with the letter accepting the terms and conditions of the tender.

(ii) Separate sealed cover containing all technical specifications as specified in the bid to be submitted physically & scan copy to be uploaded at desired folder. All the copies should be self attested by the bidder.

(iii) The Technical Bid must be accompanied by **non refundable application fees by D.D** as mentioned in clause 2 of para (i).

(iv) All these covers should be placed in a single cover along with non refundable application fees by D.D and covering letter and sealed properly and super scribed as “ **PURCHASE OF PRINTED FORMS**”.

2. BOTH TECHNICAL & FINANCIAL BIDS to be submitted in Online format on or before **18.7.2023 at 14.00 Hrs.** Physical copies of the supporting documents along with **non refundable application fees by D.D** mentioned above should be submitted to office of “**The Managing Director**”, South Bengal State Transport Corporation, Dr. B. C. Roy Avenue, Durgapur, 713201 by **18.7.2023 up to 14.00 Hrs.**

Sd/-

Managing Director,

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LIST OF PRINTED ITEMS

Sl.No.	Form Number	Name of the item	Description	Yearly requirement
1	1	Bin Card		30000
2.	2	Leave Form	Each Pad containing 100 pages	3000
3.	3	Service Verification Roll	Each Pad containing 100 x 2 = 200 pages	10
4.	4A	Driver/ Conductor Duty Schedule	Each Pad containing 100 x 2 = 200 pages	1500
5.	6	Material Requisition Book	Each Pad containing 100 x 3 = 300 pages	3500
6.	7	Driver Duty Schedule	Each Pad containing 100 pages	2500
7.	8	Issue Sheet of Fuel and Lubricant	Each Pad containing 100 pages	1000
8.	9	Letter Head Pad (Big)	Each Pad containing 100 pages	500
9.	10A	Letter Head Pad (Small)	Each Pad containing 100 pages	500
10.	14	Ticket Examiner Check Sheet	Each Pad containing 100 pages	100
11.	16	Job Register	Each Pad containing 100 pages	2000
12.	19	Cash Book	Each Pad containing 50 x 2 = 100 pages	2000
13.	20	Gate Pass Book	Each Pad containing	1000

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			100 x 2 = 100 pages	
14.	23	Depot Cashier Cash Book	Each Pad containing 50 x 2 = 100 pages	1000
15.	24	Depot Cash Ticket Register	Each Register containing 100 folios	1000
16.	27	Conductor Way Bill	Each Pad containing 100 pages	6000
17.	28	Receipt & Inspection Note	Each Pad containing 100 pages	400
18.	30	Attendance Register	Each Register containing 50 folios	2000
19.	35	Driver/ Conductor Monthly OT/ TRIP complete Register	Each Pad containing 150 pages	1000
20	37	Conductor Sale Figure Register	Each Register containing 350 pages	1000
21.	48	File Cover		10000
22.	53	Vehicle Movement Register	Each Register containing 100 folios	1000
23.	54	Record of Monthly Consumption of Fuel & Lub Oil	Each Pad containing 100 pages	500
24.	55	Job Slip	Each Pad containing 100 pages	1000
25.	57	Cash Receipt Book	Each Pad containing 100 x 3 = 300 pages	2000
26.	59	Road Challan	Each Book containing 50 x 4 = 200 pages	500
27.	63	Receipt/ Payment Register	Each Register containing 100 pages	300

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28.	65	Requisition for Form/ Stationery	Each Book containing 100 x 3 = 300 pages	500
29.	66	Daily Report Form	Each Book containing 100 folios	200
30.	68	Letter Issue Register	Each Register containing 350 pages	100
31.	69	Letter Receive Register	Each Register containing 350 pages	100
32.	70/71	Allotment Register for Driver/ Conductor	Each Register containing 100 pages	2000
33.	72	Traffic Log Book	Each Book containing 200 pages	2000
34.	74	Reimbursement Slip	Each Book containing 100 pages	15000
35.	75	Cash Book	Each Book containing 350 pages	200
36.	76	Ticket Stock Register	Each Register containing 350 pages	100
37.	79	CPF Loan Form	Each Pad containing 100 pages	100
38.	90	Gate Pass for Security	Each Pad containing 100 pages	600
39.	91	Garage Gate Pass Register	Each Pad containing 200 pages	1000
40.	97	Out Door Patient Register	Each Register containing 350 pages	10
41.	106	Issue Register of Stationery Form	Each Register containing 350 pages	20
42.	111	TA Bill Form	Each Pad containing 100 pages	100

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43.	111 A	Out Station Allowance Bill	Each Pad containing 100 pages	800
44.	118	Depot Cashier Daily Ticket	Each Pad containing 100 pages	200
45.	132	Contingent Bill Register	Each Register containing 350 Folios	100
46.	137	Bus Challan	Each Book containing 100 x 3 = 300 pages	700
47.	144	Way Bill Issue Register	Each Register containing 200 pages	500
48.	148	Receipt For Fine	Each Book containing 50 x 2 = 100 pages	1000
49.	155	Receipt/ Pay/ Adjustment Register	Each Register containing 100 pages	2500
50.	158	Advance Form	Each Book containing 100 pages	100
51.	175	Store Requisition	Each Book containing 50 x 2 = 100 pages	1000
52.	183	Performa Invoice	Each Book containing 100 pages	20
53.	187	Refund of Fare	Each Book Containing 100 pages	100
54.	215	Challan of tickets	Each Book Containing 100 pages	2500
55.		Conductor Cash Bag Checking Report	Each Book containing 100 pages	500
56.		No Demand Certificate	Each Pad containing 100 pages	500
57.		Last Pay Certificate	Each Pad containing 100 pages	200

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58.		Superannuation Form MD	Each Pad containing 100 pages	300
59.		Superannuation Form Divn. Manager	Each Pad containing 350 pages	300
60.		Injury Leave Order	Each Pad containing 100 pages	200