

## West Bengal Electronics Industry Development Corporation Limited

Registered Office  
Webel Bhavan, Block - EP & GP, Sector - V Bidhannagar, Salt Lake Kolkata 700091  
Phone: 9133-2339-2228/226/327/316 'Fax: 9133-2357-1739/1708 email: contact@webel-india.com

### NOTICE INVITING OPEN TENDER

**Notice Inviting Tender No. EOT/COM/19-20/00090 Dated: 25-02-20**

**For:** REQUIREMENT OF CAR ON RENT FOR USE OF WBEIDC LTD.

The G.M.(COMMERCIAL) on behalf of WEST BENGAL ELECTRONICS INDUSTRY DEVELOPMENT CORPORATION LIMITED invites Tender for the work detailed in table below:-

Brief Description of Work	Tender Document Money (Rs) [Non refundable]	Earnest Money Deposit (EMD) (Rs) [Refundable]	Last Date and Time of Bid Submission	TECHNICAL Bid Opening Date and Time
Requirement of Car on rent for use of WBEIDC Ltd.	Rs.500/-	Rs. 35,000/-	12 March 2020 3:00 PM	12 March 2020 4:00 PM
<b>BID Opening Venue</b>	<b>WEST BENGAL ELECTRONICS INDUSTRY DEVELOPMENT CORPORATION LIMITED</b> Webel Bhavan, Block - EP & GP, Sector - V Bidhannagar, Salt Lake Kolkata 700091			

For Commercial Queries, Contact: Mr. Pratul Show, G.M.(COMMERCIAL) E-Mail: pratul.show@webel-india.com

For Technical Queries, Contact: Ambarish Saraswati, DGM E-Mail: ambarish.Saraswati@webel-india.com

## DATE & TIME SCHEDULE

Activity / Event Description	Date	Time
Last Query Submission	02 March 2020	12:00 PM
Last Query Response	02 March 2020	4:00 PM
Pre Bid Conference	03 March 2020	12:00 PM
Publishing Last Corrigenda (if any)	04 March 2020	4:00 PM
Submission of Bid(s)	12 March 2020	3:00 PM
TECHNICAL Opening	12 March 2020	4:00 PM
FINANCIAL Opening	16 March 2020	12:00 PM

# NOTICE INVITING TENDER

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## 1. Scope of Work

The scope of work should be as follows:

TO SUPPLY THE SMALL / LUXURY DIESEL CARS ON HIRE SERVICES BASIS ALONG WITH ALL LEGAL PAPERS AT WBEIDC LT BHAVAN,BLOCK-EP-GP, SECTOR-V , SALLAKE, KOLKATA-700091.

ALL SUPPLIED CARS SHOULD HAVE UP TO DATE REGISTRATION, INSURANCE, PUC, CF COMMERCIAL NO, DRIVING LICENSE THE PRICE QUOTED SHOULD INCLUDE NAME OF AGENCY/COMPANY, NAME OF THE OWNER PROPRIETOR / PARTNER/DIRE AGENCY/COMPANY, CONTACT NUMBER,E-MAIL ADDRESS, SMALL/LUXURY DIESEL CAR DETAILS, REGISTRATION, TRADE LICENSE, PAN, SERVICE TAX,VAICALE INSURANCE, ETC IN TH AS PER BOQ FORMAT.

# SECTION A

## ELIGIBILITY CRITERIA

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**1 . Unpriced Bill of Quantities**

Un-priced B.O.Q is to be submitted in company letterhead mentioning the name, make and model no. of all the items.

**Statutory**

**2 . Minimum Annual Turnover for the last financial year**

The bidder should have an annual turnover of Rs.7,500,000.00 or above in the Financial Year : 01-04-18 and 31-03-19.

(Copy of audited Balance Sheet & P/L A/c duly certified by CA is required as proof).

**Statutory**

**3 . Aggregate Annual Turnover**

Aggregate of Turnover of last 3 Financial Years (01-04-16 - 31-03-19) should be Rs.20,000,000.00 or above (Copy of audited Balance Sheet & P/L A/c duly certified by CA is required as proof).

**Statutory**

**4 . No Consortium is allowed**

The Bids shall be submitted by only the Bidder; no consortium is allowed in this Bid. Declaration in this regard needs to be submitted.

**Statutory**

**5 . NO PART BID ALLOWED**

Bidders have to quote all the items mentioned in tender document.No part bid will be accepted. Otherwise, the bid(s) will be treated as cancelled.

**Statutory**

**6 . Statutory Documents-PAN Only**

Copy of valid PAN Card must be submitted with the bid.

**Statutory**

**7 . Trade License**

Copy of valid Trade License is to be enclosed with the bid.

**Statutory**

**8 . Banned by Govt. or like organizations**

The bidder shall be required to give a declaration in their letter head that they have not been banned by any Government Agencies / Govt. Department / Quasi Govt. Dept / PSU / Board / Council or similar organization. If any Government Agencies / Govt. Department / Quasi Govt. Dept / PSU / Board Council or similar organization has banned the bidder and later on lifted the ban, the fact must be clearly stated.

**Statutory**

**9 . Minimum number of years of existence**

The bidding firm must be in existence for 3 years or more. (Documentary evidence has to be provided along with the bid)

**Statutory**

**10 . Additional Eligibility Criteria**

COPIES OF REGISTRATION CERTIFICATE FOR GST MUST BE ENCLOSED WITH THE BID. BIDDERS ARE ADVISED TO ENCLOSURE HARMONIZED SYSTEM OF NOMENCLATURE (HSN) CODE & SERVICE ACCOUNTING CODES (SAC) FOR ALL THE ITEMS.

**Statutory**

# SECTION B

## GENERAL TERMS & CONDITIONS

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### GENERAL TERMS AND CONDITIONS

**1 . Awarding of Contract**

WBEIDC Ltd will award the contract to the successful bidder whose bid has been valued as per Price and Other criteria . WBEIDC reserves the right not to accept the Lowest Price bid with out assigning any reason what so ever and the bidder will not challenge such decision in any forum what so ever WBEIDC also reserves the right to split the order and / or drop any line item as per direction of the end customer. The contract will be awarded to the bidder securing lowest price as per their offer.

**2 . Amendment of Invitation**

At any time 1 days prior to the deadline for submission of proposals, WBEIDC reserves the right to add / modify / delete any portion of this document by issuance of a Corrigendum, which would be published on the website and will also be made available to all the Bidders who have been issued the tender document. The Corrigendum shall be binding on all bidders and will form part of the bid documents (Techno Commercial as well as Price Bid).

**3 . Amendment of Proposals**

In order to afford prospective Bidder reasonable time to make amendment in their proposals, WBEIDC may, at its discretion, extend the deadline for the submission of proposals. However, no such request in this regard shall be binding on WBEIDC.

**4 . Assignments**

Assignment of the job to third party is not allowed without the consent of WBEIDC Ltd.

**5 . Rejection of BID**

Any deviation from the given specification and make, will be treated as rejected.

**6 . Canvassing**

Canvassing or support in any form for the acceptance of any tender is strictly prohibited. Any bidder doing so will render him liable to penalties, which may include removal of this name from the register of approved Contractors.

**7 . Date & Time validity of the quotation**

Any quotation submitted later than the date and time mentioned above will not be accepted

**8 . Disputes and Arbitrations**

In case of any dispute or differences, breach and violation relating to the terms of this agreement, the said dispute or difference shall be referred to the sole arbitration of Managing Director, WBEIDC Ltd. or any other person appointed by him. The award of the arbitrator shall be final and binding on both the parties. In the event of such arbitrator to whom the matter is originally referred to vacates his office on resignation or otherwise or refuses to do works or neglecting his work or being unable to act as arbitrator for any reason whatsoever, the Managing Director shall appoint another person to act as arbitrator in the place of outgoing arbitrator and the person so appointed shall be entitled to proceed further with the reference from the stage at which it was left by the predecessor. The Contractor will have no objection in any such appointment that arbitrator so appointed is employee of WBEIDC Ltd. The adjudication of such arbitrator shall be governed by the provision of the Arbitration and Conciliation Act, 1996, or any statutory modification or re-enactment thereof or any rules made thereof. The arbitration shall be held in Kolkata only.

**9 . Force Majeure Condition**

If the execution of the contract/supply order is delayed beyond the period stipulated in the supply order as result of outbreak of hostilities, declaration of an embargo or blockade of road, fire, flood or any such act of nature, then WBEIDC LTD may allow such additional time by extending the project execution timeframe as considered to be justified by the circumstances of the case and its decision will be final. If additional time is granted by the WBEIDC LTD, the supply order shall be read and understood as if it had contained from its inception the execution date as extended.

**10 . Governing Laws**

This Tender Document and the contract shall be governed by and interpreted in accordance with Laws in force in India. The courts at Kolkata shall have exclusive jurisdiction in all matters arising under the contract.

**11 . Late Proposals**

Any proposal received by WBEIDC after the deadline for submission of proposals, as referred above shall not be accepted.

**12 . Language of Proposal & Correspondence**

The proposal submitted by the Bidder should be in English language only. All the documents relating to the proposal (including brochures) supplied by the firm should also be in English, and the correspondence between the Bidder & WBEIDC will be in English language only. A duly signed formal copy must subsequently confirm the correspondence by Fax / e-mail.

**13 . Non escalation of Price**

The price offers shall remain firm within the currency of contract and no escalation of price will be allowed.

**14 . Availability of PAN**

Any quotation submitted without PAN of the vendor will be summarily rejected.

**15 . Whom to report**

Reporting: You have to report to MR.AMBARISH SARASWATI , ADV-SS&A, WBEIDC LTD. for ALL purposes.

# SECTION C

## SPECIAL TERMS & CONDITIONS

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### SPECIAL TERMS AND CONDITIONS

**1 . PBG after LOI**

You are requested to convey your acceptance of this Letter of Intent and to submit the desired information at an early date and submit the required Bank Guarantee in the attached prescribed format within a period of 14 days from the date of placement of this Letter of Intent, failing which this Letter of Intent is likely to be treated as cancelled.

**2 . Terms & Conditions for Car Hire Services**

1. In case of monthly hire charge, quotation must be submitted on the basis of 2500 & 2000 K.M. per month and 12 Hrs. duty per day.
2. Cars should not be more than 2 (Two) years old and should have commercial number and permit.
3. All cars should bear all upto-date documents including Registration, Insurance, Driving License etc.
4. In case of absence /break-down of any car, immediate replacement should be there.
5. Contract rate will be fixed irrespective of any charges in cost of fuel prices.
6. The cost will be inclusive of fuel, driver charges, maintenance & statutory compliances like insurance, road tax, pollution etc.
7. Company / concered officer may call for duty on any holiday (National holidays & May Day) other than Sunday, will be calculated like any working day.

**3 . Consignee Details**

Consignee Details: OFFICE OF WBEIDC LTD, WEBEL BHAVAN,BLOCK-EP-GP, SECTOR-V , SALT LAKE, KOLKATA 700091.

**4 . Contract Period**

The contract will be valid for 1 YEAR.

**5 . Delivery Locations**

Delivery/Installation location:

WBEIDC LTD, WEBEL BHAVAN,BLOCK-EP-GP, SECTOR-V , SALT LAKE, KOLKATA-700091.

**6 . Liquidated Damage**

As per the job mentioned in the tender document; In the event of failure to meet the job completion in stipulated date/time liquidated damage may be imposed on the Vendor(s) for sum equivalent to 1.00% of the contract value for each week or part thereof, subject to a ceiling of 5.00% of the contract value (including all taxes & duties and other charges). In the event of LD exceeds 5.00% of the order value, WBEIDC reserves the right to terminate the contract and WBEIDC will get the job completed by any other competent party. The difference of cost incurred by WBEIDC will be recovered from the earnest money deposited / PBG / Invoice submitted by the vendor (as applicable).

**7 . Payment Authority**

Payment sanctioning authority: MR. PRATUL SHOW, HM-HR, WBEIDC LTD.

**8 . Payment Terms**

PAYMENT WILL BE MADE MONTHLY BASIS ON SUBMISSION OF INVOICES TO P&A DEPT. IN TRIPLICATE

**9 . Security Deposit**

Successful bidder will have to submit a performance bank guarantee within 14 DAYS of issuance of LOI, amounting 10% total ordered value in the format given in the tender document for a validity period of 60 DAYS more than the warranty period (1 YEAR from the date of final acceptance of the end customer) of the quoted items.

**10 . Service Terms**

ALL "SPECIAL T&C" ARE ATTACHED.

**11 . Additional Terms & Conditions**

**SECTION C**

CONTRACT PERIOD :- THE CONTRACT WILL BE VALID FOR 1 YEAR. THE CONTRACT MAY BE EXTENDED DEPENDING SATISFACTORY PERFORMANCE OF THE BIDDER.



# BOQ, TECHNICAL SPECIFICATIONS & DELIVERY LOCATIONS

SL. No.	Description / Specification	Qty	UOM	Delivery Location
1	MONTHLY CAR RENTAL-AC  TYPE: SMALL HATCHBACK UPTO 2000KM/300HRS	1	Job	HO (KOL)
2	MONTHLY CAR RENTAL-AC-EXCESS KM  TYPE: SMALL HATCHBACK	1	Kilo-meter	HO (KOL)
3	MONTHLY CAR RENTAL-AC-EXCESS HOUR  TYPE: SMALL HATCHBACK	1	Hours	HO (KOL)
4	MONTHLY CAR RENTAL-AC  TYPE: COMPACT SEDAN UPTO 2000KM/300HRS	1	Job	HO (KOL)
5	MONTHLY CAR RENTAL-AC-EXCESS KM  TYPE: COMPACT SEDAN	1	Kilo-meter	HO (KOL)
6	MONTHLY CAR RENTAL-AC-EXCESS HOUR  TYPE: COMPACT SEDAN	1	Hours	HO (KOL)
7	MONTHLY CAR RENTAL-AC  UPTO 2000KM/300HRS	1	Job	HO (KOL)
8	MONTHLY CAR RENTAL-AC-EXCESS KM  TYPE: LUXURY SEDAN	1	Kilo-meter	HO (KOL)
9	MONTHLY CAR RENTAL-AC-EXCESS HOUR  TYPE: LUXURY SEDAN	1	Hours	HO (KOL)
10	MONTHLY CAR RENTAL-AC  TYPE: COMPACT SUV UPTO 2000KM/300HRS	1	Job	HO (KOL)
11	MONTHLY CAR RENTAL-AC-EXCESS KM  TYPE: COMPACT SUV	1	Kilo-meter	HO (KOL)

SL. No.	Description / Specification	Qty	UOM	Delivery Location
12	MONTHLY CAR RENTAL-AC-EXCESS HOUR  TYPE: COMPACT SUV	1	Hours	HO (KOL)
13	MONTHLY CAR RENTAL-AC  TYPE: MUV UPTO 2500KM/300HRS	1	Job	HO (KOL)
14	MONTHLY CAR RENTAL-AC-EXCESS KM  TYPE: MUV	1	Kilo-meter	HO (KOL)
15	MONTHLY CAR RENTAL-AC-EXCESS HOUR  TYPE: MUV	1	Hours	HO (KOL)
16	ON CALL DUTY-AC  TYPE: SMALL HATCHBACK MIN. DUTY-8HRS.	1	Kilo-meter	HO (KOL)
17	ON CALL DUTY-AC  TYPE: SMALL HATCHBACK	1	Hours	HO (KOL)
18	ON CALL DUTY-AC  TYPE: COMPACT SEDAN MIN. DUTY-8HRS.	1	Kilo-meter	HO (KOL)
19	ON CALL DUTY-AC  TYPE: COMPACT SEDAN	1	Hours	HO (KOL)
20	ON CALL DUTY-AC  TYPE: LUXURY SEDAN MIN. DUTY-8HRS.	1	Kilo-meter	HO (KOL)
21	ON CALL DUTY-AC  TYPE: LUXURY SEDAN	1	Hours	HO (KOL)
22	ON CALL DUTY-AC  TYPE: COMPACT SUV MIN. DUTY-8HRS.	1	Kilo-meter	HO (KOL)

SL. No.	Description / Specification	Qty	UOM	Delivery Location
23	ON CALL DUTY-AC  TYPE: COMPACT SUV	1	Hours	HO (KOL)
24	ON CALL DUTY-AC  TYPE: MUV MIN. DUTY-8HRS.	1	Kilo-meter	HO (KOL)
25	ON CALL DUTY-AC  TYPE: MUV	1	Hours	HO (KOL)

### Delivery / Service Location Details

Location Code	Location Address
HO (KOL)	Webel Bhavan, Block - EP & GP, Sector - VBidhannagar, Salt LakeKolkata700091

### Payment Terms Details

Payment Terms Code	Description
MNTHLY-PAY	Monthly payments against submission of invoices, duly certified by competent authority

# COMPLIANCE SHEET

SL. No.	Description / Specification	Qty	UOM	Offered Specification	Compliant (Yes/No)	Deviation Details (if any)
1	MONTHLY CAR RENTAL-AC  TYPE: SMALL HATCHBACK UPTO 2000KM/300HRS	1	Job			
2	MONTHLY CAR RENTAL-AC-EXCESS KM  TYPE: SMALL HATCHBACK	1	Kilo-mete			
3	MONTHLY CAR RENTAL-AC-EXCESS HOUR  TYPE: SMALL HATCHBACK	1	Hours			
4	MONTHLY CAR RENTAL-AC  TYPE: COMPACT SEDAN UPTO 2000KM/300HRS	1	Job			
5	MONTHLY CAR RENTAL-AC-EXCESS KM  TYPE: COMPACT SEDAN	1	Kilo-mete			
6	MONTHLY CAR RENTAL-AC-EXCESS HOUR  TYPE: COMPACT SEDAN	1	Hours			
7	MONTHLY CAR RENTAL-AC  UPTO 2000KM/300HRS	1	Job			
8	MONTHLY CAR RENTAL-AC-EXCESS KM  TYPE: LUXURY SEDAN	1	Kilo-mete			
9	MONTHLY CAR RENTAL-AC-EXCESS HOUR  TYPE: LUXURY SEDAN	1	Hours			
10	MONTHLY CAR RENTAL-AC  TYPE: COMPACT SUV UPTO 2000KM/300HRS	1	Job			
11	MONTHLY CAR RENTAL-AC-EXCESS KM  TYPE: COMPACT SUV	1	Kilo-mete			

SL. No.	Description / Specification	Qty	UOM	Offered Specification	Compliant (Yes/No)	Deviation Details (if any)
12	MONTHLY CAR RENTAL-AC-EXCESS HOUR  TYPE: COMPACT SUV	1	Hours			
13	MONTHLY CAR RENTAL-AC  TYPE: MUV UPTO 2500KM/300HRS	1	Job			
14	MONTHLY CAR RENTAL-AC-EXCESS KM  TYPE: MUV	1	Kilo-mete			
15	MONTHLY CAR RENTAL-AC-EXCESS HOUR  TYPE: MUV	1	Hours			
16	ON CALL DUTY-AC  TYPE: SMALL HATCHBACK MIN. DUTY-8HRS.	1	Kilo-mete			
17	ON CALL DUTY-AC  TYPE: SMALL HATCHBACK	1	Hours			
18	ON CALL DUTY-AC  TYPE: COMPACT SEDAN MIN. DUTY-8HRS.	1	Kilo-mete			
19	ON CALL DUTY-AC  TYPE: COMPACT SEDAN	1	Hours			
20	ON CALL DUTY-AC  TYPE: LUXURY SEDAN MIN. DUTY-8HRS.	1	Kilo-mete			
21	ON CALL DUTY-AC  TYPE: LUXURY SEDAN	1	Hours			
22	ON CALL DUTY-AC  TYPE: COMPACT SUV MIN. DUTY-8HRS.	1	Kilo-mete			

SL. No.	Description / Specification	Qty	UOM	Offered Specification	Compliant (Yes/No)	Deviation Details (if any)
23	ON CALL DUTY-AC  TYPE: COMPACT SUV	1	Hours			
24	ON CALL DUTY-AC  TYPE: MUV MIN. DUTY-8HRS.	1	Kilo-mete			
25	ON CALL DUTY-AC  TYPE: MUV	1	Hours			

## ANNEX - BID FORM

(Bidders are requested to furnish the Bid Form in the Format given in this section, filling the entire Blank and to be submitted on Letter Head)

Ref No : ( Mandatory)

Date : ( Mandatory)

To.

Dy. General Manager (Commercial)

WBEIDC Ltd

Webel Bhavan

Block EP & GP, Sector-V

Salt Lake Electronics Complex

Kolkata-700091

Dear Sir,

Having examined the Bid documents we, the undersigned, offer to undertake the job of "<Tender Title>" as per the Tender No. \_\_\_\_\_ dated \_\_\_\_\_.

We agree to abide by this bid for the period of 6 (six) months from the date for fixed for price bid opening and it shall remain binding upon us for acceptance at any time before the expiry of the period.

This bid, together with your written acceptance thereof and your order / notification of award, shall constitute a binding contract between us.

We understand that WBEIDC reserves the right to accept in full / part or reject any or all the bids received or split order within successful bidding without any explanation to bidders and its decision on the subject will be final and binding on Bidder. We also understand that WBEIDC is not bound to accept the L-1 bid for placement of order.

We had given an EMD/BG of Rs. \_\_\_\_\_ (DD/BG No \_\_\_\_\_ dated \_\_\_\_\_ on \_\_\_\_\_) along with the technical document.

We also abide to go through bank Guarantee of 10% of the job value as Performance Bank Guarantee.

Dated, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

Signature

.....  
(In capacity of)

Duly authorized to sign bid for and on behalf of

(Name and Address of the Bidder)

(Affix Official Seal)



**ANNEX – PBG**

**PERFORMANCE SECURITY GUARANTEE BOND**

1. In consideration of the MD , WBEIDC (hereinafter called "WBEIDC") having agreed to exempt \_\_\_\_\_ (hereinafter called 'the said contractor(s)') from the demand under the terms and conditions of an agreement/Advance Purchase Order No \_\_\_\_\_ dated \_\_\_\_\_ made between \_\_\_\_\_ and \_\_\_\_\_ for the supply of \_\_\_\_\_ (hereinafter called "the said agreement "), of security deposit for the due fulfillment by the said contractor (s) of the terms and conditions contained in the said Agreement, on production of the bank guarantee for \_\_\_\_\_ we, (name of the bank) \_\_\_\_\_

( hereinafter refer to as "the bank") at the request of \_\_\_\_\_ (contractor(s)) do hereby undertake to pay to the WBEIDC an amount not exceeding \_\_\_\_\_ against any loss or damage caused to or suffered or would be caused to or suffered by WBEIDC by reason of any breach by the said Contractor(s) of any of the terms or conditions contained in the said Agreement.

2. We (name of the bank) \_\_\_\_\_ do hereby undertake to pay the amounts due and payable under this guarantee without any demure, merely on a demand from the WBEIDC by reason of breach by the said contractor(s)' of any of the terms or conditions contained in the said Agreement or by reason of the contractors(s)' failure to perform the said Agreement. Any such demand made on the bank shall be conclusive as regards the amount due and payable by the Bank under this guarantee where the decision of WBEIDC in these counts shall be final and binding on the bank. However, our liability under this guarantee shall be restricted to an amount not exceeding \_\_\_\_\_.

3. We undertake to pay to the WBEIDC any money so demanded notwithstanding any dispute or disputes raised by the contractor(s)/supplier(s) in any suit or proceeding pending before any court or tribunal relating thereto our liability under this present being absolute and unequivocal. The payment so made by us under this bond shall be valid discharge of our liability for payment there under and the contractor(s)/supplier(s) shall have no claim against us for making such payment.

4. We( name of the bank) \_\_\_\_\_ further agree that the guarantee herein contained shall remain in full force and effect during the period that would be taken for the performance of the said agreement and that it shall continue to be enforceable till all the dues of the WBEIDC under or by virtue of the said Agreement have been fully paid and its claims satisfied or discharged or till \_\_\_\_\_(office/Department) WBEIDC certifies that the terms and conditions of the said Agreement have been fully or properly carried out by the said contractor(s) and accordingly discharges this guarantee. Unless a demand or claim under this guarantee is made on us in writing on or before the expiry of TWO/TWO AND HALF/THREE YEARS (as specified in the tender no.....) from the date hereof, we shall be discharged from all liabilities under this guarantee thereafter.

5. We (name of the bank) \_\_\_\_\_ further agree with the WBEIDC that the WBEIDC shall have the fullest liberty without our consent and without affecting in any manner our obligations hereunder to vary any of the terms and conditions of the said Agreement or to extend time of performance by the said contractor(s) from time to time or to postpone for any time or from time to time any of the powers exercisable by the WBEIDC against the said Contractor(s) and to forbear or enforce any of the terms and conditions relating to the said agreement and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said Contractor(s) or for any forbearance, act or omission on the part of the WBEIDC or any indulgence by the WBEIDC



7. We (name of the bank) \_\_\_\_\_ lastly undertake not to revoke this guarantee during its currency except with the previous consent of the WBEIDC in writing.

Dated the \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

for \_\_\_\_\_  
(Indicate the name of bank)

**ANNEX - SAO**  
**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.

**BANK GUARANTEE (BG) FORM**  
**BID SECURITY**

Whereas

.....  
(Hereinafter called "the Bidder") has submitted his bid dated..... against the RFP floated by WBEIDC Limited RFP ref:.....dated ..... (hereinafter called "the Bid").

KNOW ALL MEN by these presents that WE.....(Branch Name) of ..... (Bank Name) having our registered office at ..... (hereinafter called "the BANK") are bound unto WBEIDC Ltd. in the sum of Rs. .... for which payment well and truly to be made to the said WBEIDC Ltd, the BANK binds itself, its successors and assigns by these presents.

The Conditions of this obligation are:

1. If the Bidder withdraws its bid during the period of bid validity specified by the Purchaser.
2. If the Bidder does not accept an arithmetical correction in its Bid Price.
3. In the case of a successful Bidder, if the Bidder fails within the specified time limit to furnish the acceptance of Letter of Intent.
4. In the case of a successful Bidder, if the Bidder fails within the specified time limit to furnish the required Contract Performance Guarantee in accordance with the RFP.

We undertake to pay WBEIDC Ltd up to the above amount upon receipt of its first written demand, without the WBEIDC Ltd having to substantiate its demand, provided that in its demand the WBEIDC Ltd will note that the amount claimed by it is due to it owing to the occurrence of anyone or more of the above conditions specifying the occurred condition or conditions.

BG will be valid up to .....

This Guarantee will remain in force upto and including 60 days after the period of price validity, and any demand in respect thereof should reach the BANK not later than the above date.

(Signature of the BANK)

SEAL OF THE BANK

Dated: ----- day of -----(month) 20.....

Name of Witness (Signature of the Witness)

Address of Witness Date:

## PRICE BID

( Bidder have to submit the price bid strictly in this format otherwise the bid will be Rejected )

To, The General Manger (Commercial)

In response to the tender number EOT/COM/19-20/00089 dated 25-02-2020 we offer our price as given below:

Sl. No.	Type of Cars(Make & Models)	Rate per Month (including GST) Rs.	Rate per Excess Km.(including GST) Rs.	Rate per Extra Hour.(including GST) Rs.	Type of Cars(Make & Models)	Rate Per Km (including GST) Rs.	Rate per Hr (including GST) Rs.
1	<b>RATE FOR MONTHLY AC CAR HIRE CHARGES FOR Small Hatchbacks Upto 2000 Km / 300 Hrs:</b> Maruti Alto K 10/Maruti Alto 800 / Maruti Swift / Maruti Wagonr/ Maruti Celerio / Tata Tiago / Tata Bolt / Hyundai Santro / Hyundai Grand I 10 / Ambassaor or other equivalent cars.				<b>RATE FOR AC CAR HIRE CHARGES ON CALL DUTY BASIS FOR Small Hatchbacks :</b> Maruti Alto K 10/Maruti Alto 800 / Maruti Swift / Maruti Wagonr/ Maruti Celerio / Tata Tiago / Tata Bolt / Hyundai Santro / Hyundai Grand I 10 / Ambassaor or other equivalent cars.		
2	<b>RATE FOR MONTHLY AC CAR HIRE CHARGES FOR Compact Sedan Upto 2000 Km / 300 Hrs:</b> Maruti Swift Dezire / Honda Amez / Toyota Etios / Hyundai Xcent / Tata Zest / Tata Tigor or other equivalent cars.				<b>RATE FOR AC CAR HIRE CHARGES ON CALL DUTY BASIS FOR Compact Sedan:</b> Maruti Swift Dezire / Honda Amez / Toyota Etios / Hyundai Xcent / Tata Zest / Tata Tigor or other equivalent cars.		
3	<b>RATE FOR MONTHLY AC CAR HIRE CHARGES FOR Luxury Sedan Upto 2000 Km / 300 Hrs:</b> Honda City / Maruti Ciaz / Hyundai Verna or other equivalent cars.				<b>RATE FOR MONTHLY AC CAR HIRE CHARGES FOR Luxury Sedan Upto 2000 Km / 300 Hrs:</b> Honda City / Maruti Ciaz / Hyundai Verna or other equivalent cars.		

Sl. No.	Type of Cars(Make & Models)	Rate per Month (including GST) Rs.	Rate per Excess Km.(including GST) Rs.	Rate per Extra Hour.(including GST) Rs.	Type of Cars(Make & Models)	Rate Per Km (including GST) Rs.	Rate per Hr (including GST) Rs.
4	<b>RATE FOR MONTHLY AC CAR HIRE CHARGES FOR Compact SUV Upto 2000 Km / 300 Hrs</b> Tata SUMO Gold / Scorpio / Mahindra XUV 500 / Mahindra Xylo / Honda BRV / Maruti Ertiga or other equivalent cars.				<b>RATE FOR AC CAR HIRE CHARGES ON CALL DUTY BASIS FOR Compact SUV:</b> Tata SUMO Gold / Scorpio / Mahindra XUV 500 / Mahindra Xylo / Honda BRV / Maruti Ertiga or other equivalent cars.		
5	<b>RATE FOR MONTHLY AC CAR HIRE CHARGES FOR MUV Upto 2500 Km / 300 Hrs:</b> TOYOTA INNOVA CRYSTA or other equivalent cars.				<b>RATE FOR AC CAR HIRE CHARGES ON CALL DUTY BASIS FOR MUV :</b> TOYOTA INNOVA CRYSTA or other equivalent cars.		

## **NOTICE INVITING TENDER (NIT) FOR CAR HIRE SERVICES**

**The following Data must be filled :-**

1. *Name of the Agency / Company :-*
  
2. *Name of the owner / Proprietor / Partner / Director :-*
  
3. *Address of the Agency / Company :-*
  
4. *Contact Telephone no. / Mobile no. (Provide at least two mobile / Land line nos.) :-*
  
5. *E-mail Address :-*
  
6. *Small/Luxury car details (Vendor shall have ownership of at least 25 nos. of different cars in their fleet):-*
  
7. *Registration / Trade license / PAN / Service Tax / GST etc. of the Agency / Company (supported by documents) :-*
  
  
8. *Details of previous and current engagement :-*

**Conditions :**

- a. *Quotation must be submitted as monthly hire charges for upto 2000 Km/300 Hrs (for Small Hatchback, Compact Sedan, Luxury Sedan, & Compact SUV category) & for upto 2500 Km/300 Hrs (only MUV category). Vehicles will be utilized for six days in a week (Monday to Saturday) and 27 (twenty seven) days in a month (maximum). Sunday is off-day.*
- b. *Cars should not be accidental, not more than 3 (Three) years old and/or not been driven more than 50000 Km and should be in VIP condition.*
- c. *All cars should be white in colour with commercial number and also have upto-date Registration, Insurance, Road Tax, Pollution Clearance Certificate etc.*
- d. *Quotation to be submitted strictly in the attached format on letterhead of the concerned company with duly signed and sealed, failing which the bid will be summarily rejected.*
- e. *Incomplete form / false statement will be rejected. Company reserves the right to reject any or total application without assigning any reason.*
- f. *Service must be available within 21 (Twenty one) days from the date of our Work Order.*
- g. *Mileage from garage to work place will be at actual subject to maximums of 20 km (up & down) per day and garage location not more than 1 (one) hour (up & down) from the work place.*
- h. *Monthly bill will be calculated either KMs or Hrs. (which ever is higher). Over and above 2000 Km./300 Hrs or 2500 Km./300 Hrs. duty, bill will be calculated proportionate rate based on quoted price.*
- i. *Only Official duty purpose Toll Tax / Parking fees will be paid by the Vendor initially, later they will reimburse the amount with the monthly bill with proper signed by of the concerned Officers. Strong punishment will be taken for submission of false Toll Tax / Parking fees token.*
- j. *In case of breakdown of car during office hours, a substitute car should be arranged within one hour.*
- k. *Non supply of car on any day or days will call for pro-rata deduction of monthly bills of the agency. A penalty of Rs.500.00 (Rupees Five Hundred) per day additionally may be imposed on assessing the validity of the reasons.*
- l. *Driver should be 7 (seven) years driving experience with Driving License and preferably below 50 (fifty) years of age. He should well dress (preferably Blue or White) and sober, polite and well behaved in duty hours. At the same time drivers should have adequate knowledge of Kolkata Roads, Salt Lake areas, different Government Offices including Webel Offices. Drivers not known the Kolkata roads in general will not be accepted.*
- m. *Daily reporting time for pick up may vary as per the instruction of the Officer availing the service. Time of release of car also as per Office requirement.*
- n. *Services may be distributed to one or more service providers as per location.*
- o. *Company/concerned officer may call for duty on Sunday for which payment will be made as per on call duty rate.*

*Please sign on this format duly filled in completely to certify your rates offered and that you will comply with the "conditions" mentioned above. In case any of query, please contact with GM (Commercial & HR), WBEIDC Ltd.*

*( Authorized Signatory of the Vendor)*

*Please submit your quotation within 10 (Ten) days from the date of display of this notification to WBEIDC Ltd. Commercial Department, Webel Bhavan, Block EP & GP, Sector-V, Salt Lake, Kolkata – 700 091.*