



# WEST BENGAL BOARD OF SECONDARY EDUCATION

Nivedita Bhavan , DJ-8, Sector -2, Karunamoyee,Saltlake, Kolkata-700091

## NOTICE INVITING E-TENDER

E-Tender Notice No: -**WBBSE/DS(Admin)/NIT-26/2021-22**

The Deputy Secretary (Administration), West Bengal Board of Secondary Education, invites Tender for the work detailed in the table below. (Submission of Bid through **online** ).

Sl. No	Name of work	Earnest Money	<i>Estimated Annual value</i>	Period of completion	Name of concerned Authority of WBBSE
		(In Rs.)	(In Rs.)		
1	<b>Hiring of Registered &amp; Commercial 6 Wheeler &amp; 10 Wheeler Lorry with Driver</b>	<b>40,000/- (2%) (Forty thousand )</b>	<b>20,00,000/- (Twenty Lakhs)</b>	<b>365 Days</b>	<b>Deputy Secretary (Administration)</b>

\*The cost of tender documents for the purpose of participating in e-tendering is not required

\*E-Tender documents shall be made available only to the State Govt. E-Tender Portal, namely, <https://wbtenders.gov.in> free of cost.

Both **Technical Bid and Financial Bid** are to be submitted correctly (in statutory cover & Non statutory cover)duly digitally signed in the website <https://wbtenders.gov.in>.

The **FINANCIAL OFFER** of the prospective Tenderer will be considered only if the **TECHNICAL Bid** of the Tenderer found qualified by the Tender Committee.**The decision of the Tender Committee will be final and absolute in this respect.** The list of Qualified Bidders will be displayed in the website and also on the Notice Board of the office of WBBSE at Nivedita Bhavan, Salt Lake. Kolkata-700091,on the scheduled date and time.

**EMD & SECURITY DEPOSIT:** Earnest Money of **Rs.40,000.00** (Rupees forty thousand only) shall have to be submitted in the form of **Bank Draft/Bankers Cheque** in favour of **“WBBSE FUND RBI KOLKATA A/C”** payable at **Kolkata** along with Technical Bid failing which the Bid will be rejected. The **registered SSI/MSME units** shall be **exempted from payment of EMD**. To claim the exemption necessary valid certificate of registration is required to be produced. **The EMD shall subsequently be appropriated towards Security Deposit for the successful bidder.** The successful bidders will also be required to make a **fresh deposit of 8% of the Tender Value viz.Rs.1,60,000/-** by **Demand Draft/Banker's cheque** in favour of **“WBBSE FUND RBI KOLKATA A/C”** payable at **Kolkata** towards **Security Deposit** before placement of the work order which will be released on successful completion of the work. No interest will be paid on the security deposit.

## **1. Minimum Eligibility criteria of the bidders for participation in the tender**

(i) Bidder(s) should be an **Indian company/firm** engaged in **supply of 6 wheeler and 10 wheeler Truck/Lorry in bulk** in Kolkata and having its Office (head office/ regional/Branch Office) in **Kolkata**

(ii) Each Truck/Lorry to be supplied must have following certificates:-

- 1) Valid Registration Certificate issued by the concerned RTO**
- 2) Valid Road Permit for all over West Bengal**
- 3) Valid Road Tax clearance certificate**
- 4) Valid Insurance Certificate**
- 5) Valid Certificate of Fitness**
- 6) Valid Pollution certificate**
- 7) Lorry/Truck must not older than 10 years**
- 8) Driver must have valid Driving License**

(iii) **Experience-** Bidders must have **minimum three (03) years of experience** of supplying 6 wheeler and 10 wheeler Truck/Lorry in bulk to the Departments/Ministries of the Central or State Government/PSUs/Local Bodies. Copies of relevant **Credential Certificate/ Completion Certificate** of value **15 Lakh** or more **received from Govt. Departments / PSUs / Govt. Undertaking Units /Statutory or Autonomous Bodies / Local Bodies** in any one of the **five (05) preceding financial years** must be enclosed as a proof of experience.

(d)

(iv) **TURNOVER-** Bidders must have minimum **Turnover of Rs.20 Lakhs in any three of the five (05) preceding Financial Years.** Balance sheet and Profit and Loss A/C for the **Five (05) preceding Financial Years duly Audited by Registered Chattered Accountant (CA)** is to be submitted.

### **2. Documents/Certificates**

Following documents/certificates are to be submitted in technical bid for establishing bidder's eligibility and qualification for considering his financial bid

- (a) **EMD** in the form of **Demand Draft/Banker's cheque** for **Rs.40,000/- to "WBBSE FUND RBI KOLKATA A/C"** payable at Kolkata
- (b) Registration Certificate as per existing norms (indicating the legal status – **company/partnership firm/proprietorship concern, etc.**)
- (c) valid **Trade License**
- (d) Valid **GST** Registration Certificates;
- (e) Valid **Professional Tax** Certificate/Challan
- (f) Valid **PAN** Card;
- (g) Income Tax Return filed for **any three (03) of Five (05) preceding financial years.**
- (h) **Bank Solvency** Certificate for **minimum 20 Lakhs preceding two months** from the date of opening of the Technical Bid of this Tender for smooth running the work without Financial Stringency.
- (i) Declaration regarding **blacklisting** or otherwise. (**Annexure-I**)
- (j) **Annexures II,III** (Duly filled, signed and stamped)

### **3.Date& Time schedule**

<b>Sl. No.</b>	<b>Particulars</b>	<b>Date &amp; Time</b>
1	Date of uploading of NIT Documents(online) (Publishing Date)	<b>28.09.2021 at 6.55 PM</b>
2	Documents download start date (online)	<b>28.09.2021 at 6.55 PM</b>
3	Documents download end date (online)	<b>29.10.2021 upto 6.55 PM</b>
5	Bid submission start date(online)	<b>28.09.2021 at 6.55 PM</b>
6	Bid submission closing (online)	<b>29.10.2021 upto 6.55 PM</b>
7	Bid opening date for Technical Proposal <b>(online)</b>	<b>01.11.2021 at 11.00 AM</b>
8	Date of uploading list of Technically Qualified Bidders (online)	To be notified accordingly
9	Date & place for opening financial proposal (on line)	To be notified during uploading of technical evaluation & list of bidders (Online).

**Note: -**

1. Any downloading from the website <https://wbtenders.gov.in> is at the sole risk and responsibility of the user. WBBSE will not be responsible for delay/difficulty/inaccessibility of downloading facility for any reason whatsoever.
2. Corrigendum/addendum to this tender, if any, will be uploaded in the website mentioned above. This may kindly be noted by the bidders/prospective bidders.
3. **WBBSE reserves the right to consider or reject any or all the tenders in part or in full without assigning the reasons thereof.**
4. Unsigned bids, conditional bids and incomplete bids shall be liable for rejection.
5. The prospective Bidder shall be allowed to participate in the tender either in the capacity of individual or as a partner of a firm. If found to have applied severally in the Tender all his applications will be rejected without assigning any reason thereof.

4. EMD shall be collected as soft copy (scanned copies of the originals) for instruments (Bank draft) issued from *schedule commercial* Banks. The successful bidders shall submit the hard copy of the documents to the Quotation inviting authority with his acceptance letter of LOI. Failure to submit the hard copy with the acceptance letter may be construed as an attempt to disturb the tendering Process & dealt with accordingly legally including black listing of the bidder.” The registered SSI Unit of West Bengal is exempted from payment of earnest money. To claim the exemption necessary valid certificate of registration is required to be produced.

5. Prospective applicants are advised to note carefully the eligibility criteria as mentioned in clause (1) and list of documents/certificates as mentioned in clause (2) to ensure that all the requirements are complied with before submitting the bids.

**6. Conditional/Incomplete Tender may not be accepted. However, discretion remains upon Tender Committee to consider if overall satisfied with other documents as submitted by the Bidder.**

7. Any kind of canvassing with regard to the offered services, after submitting Tender will be treated as disqualification.

8. During the 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 quotation and that application will be outright rejected without any prejudice.

**9. In case if there be any objection regarding pre qualifying the Agency that should be lodged within 2 days from the date of publication of list of qualified agencies and beyond that time schedule no objection will be entertained by the Tender Committee.**

10. The Tender Committee reserves the right to cancel the e-Tender due to unavoidable circumstances or any technical reasons and no claim in this respect will be entertained.

11. Before issuance of the **work order**, the notice inviting authority may verify the credential and other documents of the lowest tenderer if necessary. After verification if it is found that the documents submitted by the lowest tenderer is either manufactured or false in that case work order will not be issued in favour of the said tenderer under any circumstances and proper penal action may be initiated.

## **12. INSTRUCTION TO BIDDERS**

### SECTION – A

#### 1. *General guidance for e-Tendering*

Instructions/ Guidelines for tenders for electronic submission of the tenders online have been given below for assisting the contractors to participate in e-Tendering.

##### 1. Registration of Contractor

Any contractor willing to take part in the process of e-Tendering will have to be enrolled & registered with the Government e-Procurement system, through logging on to **www.wbtenders.gov.in**. The contractor is to click on the link for e-Tendering site as given on the web portal.

##### 2. Digital Signature certificate (DSC)

Each contractor having valid Digital Signature Certificate (DSC) for submission of tenders can have the necessary details after log-in to [www.wbtenders.gov.in](http://www.wbtenders.gov.in).

3. The contractor can search & download NIT & Tender Documents electronically from computer once he logs on to the website **www.wbtenders.gov.in** using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.

##### 4. Participation in more than one capacity

A prospective bidder shall be allowed to participate in the job either in the capacity of individual or as a partner of a firm. If a prospective bidder is found to have applied severally in a single job in different capacity all his applications will be rejected for that job.

#### 5. Submission of Tenders.

Tenders are to be submitted through online to the website stated in Cl. 1, in statutory cover which consist of two folder 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).

##### A. Technical proposal

The Technical proposal in 1<sup>st</sup> folder should contain scanned copies of the following documents.

#### **A-1. Technical proposal (In Statutory cover – Folder No – 1)**

##### **A1.1** 1<sup>st</sup> cover consist of following documents. (Technical file)

- i) **Scan Copy of Demand Draft/ bankers Cheque** towards earnest money **(EMD)** as prescribed in the NIT in favour of **“WBBSE FUND, RBI**

**KOLKATA ACCOUNT”, payable at “Kolkata”.** For the Bidder claiming exemption from payment of earnest money the necessary valid registration certificate is to be produced.

ii) Proof of experience in supplying **commercial 4 & 6 wheeler lorry** to Government Departments/PSU as per **Annexure-II** (Copies of relevant Purchase Orders along with **successful completion/credential certificate** received from Govt. depts. / PSUs/Local Bodies during **last five years must be enclosed**)

iii) Declaration (**Annexure-I**).

iv) Duly filled, signed and stamped “Application-Technical bid” as per prescribed format given in **Annexure- III**.

#### **A.1.2 Financial proposal [in statutory cover folder no. 2 ]**

**The rate will be quoted in the B.O.Q. alongwith the name of the agency in a particular space provided in the B.O.Q. Quoted rate will be encrypted in the B.O.Q. under financial bid. Rate must be quoted strictly as per format in the BOQ and no space as provided in the BOQ shall be left blank otherwise the bid will be treated as incomplete and unresponsive and hence liable to be rejected.**

#### **A-2. Non statutory cover**

Sl No.	Category	Details
1.	Certificates	As per eligibility Criteria
3.	Credentials	As per eligibility Criteria
4.	Financial Information	As per eligibility Criteria

**Note:- Failure of submission of any of the above mentioned documents (as stated in A1 and A2) shall render the tender liable to be summarily rejected. All the forms as mentioned in the statutory cover (clause-A-1) are required to be furnished exactly in the prescribe format.**

#### **13. Technical Evaluation:**

The Tender Committee shall examine/ evaluate the technical bids to determine whether they (i) fulfill the eligibility criteria, (ii) submitted the requisite documents (iii) meet the terms and conditions specified, (iv) complied with all the instructions contained therein, etc. **For the purpose of this clause a substantially responsive bid is one which conforms to all the terms and conditions of the bid document without material deviation.**

#### **14. Financial Evaluation**

The **financial bids** of technically qualified bidders only will be recommended for opening and consideration by the Tender Committee. The said Committee will evaluate the bids to determine whether (i) they are complete; (ii) the requisite bid securities have been furnished; (iii) the bids have been properly signed and stamped; and (iv) the bids are generally in order.

Bids determined to be substantially responsive will be checked for any arithmetical errors in computation and summation. Errors will be dealt as follows:

- a) Where there is discrepancy between amounts in figures and in words, amount in words will govern;
- b) Incorrectly added totals will be corrected;
- c) In case there is any inconsistency between the rate and the value extended (after multiplication with the tender quantity), the rate quoted shall prevail;  
If a bidder does not accept the correction of errors as outlined above, his bid is liable for rejection.

### **15. Penalty for suppression / distortion of facts**

If any bidder fails to produce the original hard copies of the documents (especially Completion Certificates and audited balance sheets), or any other documents on demand of the Secretary, WBBSE within a specified time frame or if any deviation is detected in the hard copies from the uploaded soft copies or if there is any suppression, the bidder will be suspended from participating in the quotations on e-tender platform for a period of 3 (Three) years. In addition, his user ID will be deactivated and Earnest Money Deposit will stand forfeited. WBBSE may take appropriate legal action against such defaulting bidder.

The Tender Committee acting on behalf of WBBSE, reserves the right to accept or reject any Bid and to cancel the Bidding processes and reject all Bids at any time the 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 the said Deputy Secretary's action.

### **16. Right to accept / reject any or all Bids**

**Notwithstanding anything contained in this bid document the Tender Committee of the Board reserves the right to accept or reject any bid including the lowest and to annul the bidding process and reject all bids, at any time prior to award of contract, without thereby incurring any liability to the affected bidder or bidders or any obligations to inform the affected bidder or bidders of the grounds for the said action.**

### **17. Signing of Agreement**

Upon the receipt of the notification of award by the successful bidder, the successful bidder shall prepare an Agreement) and submit the same to the "Deputy Secretary (Administration), West Bengal Board of Secondary Education" within a week of the date of receipt of notification of award. "Deputy Secretary (Administration)" shall return the draft duly approved within ten days from the receipt of the draft and the successful bidder shall get the same endorsed, have the correct amount to stamp duly adjudicated by Superintendent of Stamps and thereafter return the same duly signed and executed on behalf of the successful bidder, all at his own cost within two weeks from the receipt of the approved draft.

### **18. Annulment of Award**

**a) Failure of the successful bidder to comply with any of the requirements shall constitute sufficient ground for the annulment of award and forfeiture of the bid security in which event the Purchaser may make the award to any other bidder at the discretion of the Board or call for new bids.**

b) WBBSE reserves the right to disqualify/blacklist the supplier for a suitable period who habitually failed

to supply vehicle.

c)WBBSE reserves the right to blacklist a bidder for a suitable period in case he fails to honour his bid without sufficient grounds.

### **19.Period of validity of bids**

The bids shall remain valid for a period of **180 days from the date of opening of the bids**. A bid valid for a shorter period shall be rejected by the Board as non-responsive.

### **20.Mode of Payment.**

20.1. Payment against Bill / Invoice shall be released only after execution of the supply order and the quality of the items are found to the satisfaction of the Board. Payment will be made direct to the supplier through **A/c payee cheque/NEFT**.

**20.2.No advance payment will be made in any case.**

### **21. Subcontracting of work**

*The contractor shall not assign or sublet the work/job or any part of it to any other person or party without having first obtained permission in writing of the Board, which will be at liberty to refuse if thinks fit. The tender is not transferable. Only one tender shall be submitted by one tenderer. If at any stage it is found that the contract has been assigned or sublet without the prior permission of the Board, the order will be liable to be cancelled without prejudice to any other remedy available to the Board under this tender document.*



## **22.GENERAL TERMS AND CONDITIONS OF TENDER**

1. The tender is to be submitted under “TWO BID” system viz, “Technical Bid” and “Price/commercial Bid”. Both these bids should be sealed separately and to be submitted in one sealed cover.
2. The cover containing “Technical bid” and “price/commercial bid” should be sealed and super scribed “Tender for Annual Rate contract for transportation- Technical bid or price/commercial bid “ as the case may be.
4. The offer should remain valid at least for 180 days from the date of opening of the price/commercial bid.
5. No escalation of rates under any circumstances will be entertained during the period of contract.
6. **The initial period of contract will be for one year. However the same may be renewed for a further period of one (01) year subject to maximum three (03) years under mutually agreed terms and conditions.**
7. Earnest Money of **Rs.40,000.00** shall have to be submitted in the form of **Bank Draft/Bankers Cheque** in favour of **“WBBSE FUND RBI KOLKATA A/C”** payable at **Kolkata** along with **Technical Bid** failing which the Bid will be rejected. The **registered SSI/MSME units** shall be **exempted from payment of EMD**. To claim the exemption necessary valid certificate of registration is required to be produced. **The EMD shall subsequently be appropriated towards security Deposit for the successful bidder**. The successful bidders will also be required to make a **fresh deposit of 8% of the Tender Value viz. Rs.1,60,000/- (Rupees Two lakh Forty Thousand only)** by **Demand Draft/Banker's cheque** in favour of **“WBBSE FUND RBI KOLKATA A/C”** payable at **Kolkata towards Security Deposit before placement of the work order** which will be released on successful completion of the work. **No interest will be paid on the security deposit.**
8. In case of non-compliance of the contract, unsatisfactory performance or any deviation from terms and conditions of the contract, the security deposit amount will be forfeited in part or whole.

## **23. TERMINATION OF CONTRACT:**

- a) If the service of the contractor at any stage is found unsatisfactory, the Board is likely to terminate the contract without assigning any reason and notice. The security deposit will be forfeited, in that case, without any intimation. **Timely reporting of vehicle is the essence of this contract.**
- b) The Board may, without prejudice to any other remedy for breach of contract, terminate the contract in whole or parts if the **contractor fails to arrange the required vehicles well ahead of stipulated time as per instruction** and get the supply of vehicle at the risk and cost of the

contractor in above circumstances without prejudice to other rights provided under law or the contract.

c) The Board may also give written notice for termination of the contract and without compensation to the contractor may terminate the contract if the contractor become unwilling or become bankrupt or otherwise insolvent without affecting its right of action or remedy as hirer.

d). Any sum of money due and payable to the contractor (including performance security deposit refundable to him) under this contract may be appropriated by the Board and set off the same against any claim of the Board for payment of a sum of money arising out of this contract or under any other contract made by the contractor with the Board.

#### **24.SPECIAL TERMS AND CONDITIONS OF TENDER**

**1. The contractor may be required to produce the vehicle as required by the concerned Department in a very short notice and any failure on the part of the contractor will be treated as breach of contract for which necessary penal action may be taken.**

2. After loading of the material at our end a consignment note will be issued by the contractor containing every details of the consignment including vehicle no.; Type of vehicle(i.e Six wheeled Truck/Ten wheeled Truck/Other vehicles etc.); name of consignee ; place of destination etc. acknowledging the taking over the custody of the material.

3. After unloading the consignment at the destination the contractor will get the said consignment note duly certified by our representative accompanying the truck/vehicle and produce the original copy of it with the invoice for processing for payment.

**4. Carrying the consignment at the destination in time is the essence of the contract and any undue delay in this respect will be dealt with seriously.**

**5. No transshipment en-route shall be allowed.**

6. The selected bidder will have to produce the vehicles as tendered for inspection of the security department of the Board as and when required.

**7. Any incidental expenses incurred, if any, by the contractor during transit will be borne by the contractor.**

**8. Rs.1000 may be charged for each night halt by the vehicle which shall be considered by office based on recorded facts.**

Sd/-

**Deputy Secretary (Administration)**

### Destination schedule

Sl No	From	Destination
1	Kolkata/Saltlake	Chandannagar(Hooghly &Chandannagar)
2	Kolkata/Saltlake	Asansol& Durgapur
3	Kolkata/Saltlake	Kalna&Katwa
4	Kolkata/Saltlake	Suri(Suri&Bolpur) &Rampurhat
5	Kolkata/Saltlake	Arambag
6	Kolkata/Saltlake	Bishnupur&Bankura
7	Kolkata/Saltlake	Burwan Regional Office(Sadar)
8	Kolkata/Saltlake	Medinipur R.O(Sadar&Kharagpur)
9	Kolkata/Saltlake	Kanthi (Kanthi&Egra)
10	Kolkata/Saltlake	Srikrishnapur(Tamluk&Haldia)
11	Kolkata/Saltlake	Purulia&Raghunathpur
12	Kolkata/Saltlake	Ghatal&Khatra
13	Kolkata/Saltlake	Jhargram
14	Kolkata/Saltlake	North Bengal R.O(Sadar& Darjeeling)
15	Kolkata/Saltlake	Jalpaiguri&Malbazar
16	Kolkata/Saltlake	Mathabhanga&Coochbehar
17	Kolkata/Saltlake	Birpara&Alipur
18	Kolkata/Saltlake	Malda&Chanchal
19	Kolkata/Saltlake	Gangarampur&Balurghat
20	Kolkata/Saltlake	Raiganj&Islampur
21	Kolkata/Saltlake	Srirampore
22	Kolkata/Saltlake	Diamond Harbour
23	Kolkata/Saltlake	Sonarpur
24	Kolkata/Saltlake	Krishnanagar
25	Kolkata/Saltlake	Behrampur
26	Kolkata/Saltlake	Habra
27	Kolkata/Saltlake	Bongaon
28	Kolkata/Saltlake	Ranaghat
29	Kolkata/Saltlake	Uluberia
30	Kolkata/Saltlake	Bagnan
31	Kolkata/Saltlake	Andul
32	Kolkata/Saltlake	Chakdaha
33	Kolkata/Saltlake	Naihati
34	Kolkata/Saltlake	Barasat
35	Kolkata/Saltlake	Basirhat
36	Kolkata/Saltlake	South Kolkata (Garia etc.)
37.	Kolkata/Saltlake	North Kolkata (Belghoria etc.)
38	Kolkata/Saltlake	Behala
39.	Kolkata/Saltlake	Dum Dum
40.	Kolkata/Saltlake	Baguihati

**Note-** The list is provisional and subject to minor change.

# DECLARATION & FORMAT

(TO BE TYPED ON BIDDER'S LETTER HEAD)

Annexure-I

Supply of commercial 4 & 6 wheeler Lorry

DECLARATION

From

M/s. ....

To

The Deputy Secretary (Administration),  
West Bengal Board of Secondary Education,  
Nivedita Bhavan, DJ-8, Sector-II,  
Salt Lake, Kolkata-700091

Madam,

1. I/We have read and understood the contents of the Tender and agree to abide by the terms and conditions of this Tender.
2. I/We also confirm that in the event of my/our tender being accepted, I/we hereby undertake to furnish Security Deposit, as applicable, in the form of Demand Draft.
3. **I/We further undertake that none of the Proprietor/Partners/Directors of the firm was or is Proprietor or Partner or Director of any firm with whom the Government have blacklisted/banned / suspended business dealing. I/We further undertake to report to the West Bengal Board of Secondary Education immediately after we are informed but in any case not later than 15 days, if any firm in which Proprietor /Partners/Directors are Proprietor or Partner or Director of such a firm which is blacklisted/banned/suspended in future during the currency of the Contract with you.**
4. The information / documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I/ we, am / are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.
5. We undertake to enter into agreement as per prescribed format within one week of being called upon to do so on our own expenses and agreement will be binding on us. If our bid is accepted, we will submit a demand draft of **Rs.1,60,000/-** (Rupees-One lakh sixty thousand only) in favour of **"WBBSE FUND, RBI KOLKATA ACCOUNT"**, payable at **"Kolkata"** towards performance security deposits.
6. I/We agree to abide by this Bid for a period of one year from the date fixed from opening and it shall remain binding upon us and may be accepted on any time before the expiration of that period.
7. I/We understand that:
  1. Until an agreement is signed and executed, this Bid together with your written acceptance of award shall constitute a binding contract between us.
  2. The Board is not bound to accept the lowest or any bid, you may receive
  3. The Board can amend the scope & value of the contract bid under this project.
  4. The Board reserves the right to reject any application without assigning any reason

Yours faithfully,

(Signature of the Tender)

Name:

Designation with Seal of the Firm:

Date:

(TO BE TYPED ON BIDDER'S LETTERHEAD)

**Annexure-II**

Ref: Quotation for .....(Name of work) in response to NIT  
No.....

**EXPERIENCE CERTIFICATION**

3 years of experience of **Supply of commercial 4 & 6 wheeler Lorry** to any Government /PSU/Local Bodies in West Bengal.

<i>Detail of experience in similar type of contract</i>						
Sl.	Year of work	Description of work undertaken	Name and address of the Agency that awarded the contract	Value of the work	Date of work order	Date of completion
(a)	(b)	(c)	(d)	(e)	(f)	(g)

This is to certify that the information contained in table above is true and correct

Copy of the work order along with the satisfactory completion from the Agency awarding the work order must be furnished in order to consider the eligibility.

Name of the Applicant :

Signature of the Applicant :

Date:

Seal of the Applicant:

(TO BE TYPED ON BIDDER'S LETTER HEAD)

Annexure-III

**APPLICATION-TECHNICAL BID**

**Supply of commercial 4 & 6 wheeler Lorry**

**TECHNICAL BID**

- 1 Name of the bidder:
- 2 Address of the bidder :
3. Contact Details of the bidder:
  - (a) Tel. No. with STD (O)..... (Fax)..... (R).....
  - (b) Mobile No..... (c)E-mail.....(d) Website.....
4. Name of Proprietor/Partners/Directors of the firm/agency:
6. Bidder's bank and its address and his current account number:
7. Registration and incorporation particulars of the bidder indicating legal status such as company, partnership / proprietorship concern, etc (Pl. attach copies of the relevant documents/certificates)
8. GST etc. registration details (Pl. attach copies of the relevant Documents/Certificates)
- 9 Permanent Account Number (PAN)/Income Tax Circle/TIN of the bidder
10. Copies of Income Tax Returns filed for the last three years- attached/unattached
11. Annual turnover for the last three years  
(Audited a/c statements such as P&L a/c, balance sheets, etc for last three years should be attached)
12. Proof of experience in supplying 4& 6 Wheeler Lorry to PSUs/Govt. Depts (Copies of two Purchase Orders received from Govt. depts. / PSUs during each of the last three years should be enclosed)-  
Furnished/ Not furnished
13. Declaration regarding blacklisting or otherwise by the Govt. Departments/PUSs as given in  
**Annexure –I** Furnished/ Not furnished
14. Duly filled in authorization for attending bid opening  
**(Annexure- II)**-Furnished/ Not furnished

I/we certify that the information furnished above is true and correct. The terms and conditions are acceptable to us.

**Dated**.....

**Name & Address of Firm**.....

**Authorized Signature & Seal of the Firm**

