

West Bengal Tourism Development Corporation Limited

(A Government of West Bengal Undertaking)

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Memo. No. 829/WBTDC/ WBTDCCL-11013/1/2022-GM (WBTDCCL)-WBTDCCL

Dated: 09.08.2024

Notice Inviting e-Quotation No. 02/ WBTDCCL OF 2024-25(Operations)

e-Quotation is invited by West Bengal Tourism Development Corporation Limited from the reputed bonafide and experienced Transporters for “**Hiring of Luxury AC Bus (45 -50 seater) with 2X2 comfortable seating (with pushback facility) and spacious luggage holder for various Package Tours all over West Bengal being operated and conducted by WBTDC Ltd for the year 2024-25.**” to operate within the city of Kolkata/outskirts within the state of West Bengal. The transporter should be financially sound having sufficient experience in execution of the following works.

List of Schemes:

Sl. No.	Name of the work	Earnest Money (Rs.)	Period of Validity
1.	Hiring of Luxury AC Bus (45 -50 seater) with 2X2 comfortable seating (with pushback facility) and spacious luggage holder for various Package Tours all over West Bengal being operated and conducted by WBTDC Ltd for the year 2024-25.	50000.00	1 year

1. In the event of e-filing, intending bidder may download the tender documents from the website <http://wbtenders.gov.in> directly with the help of Digital Signature Certificate. Necessary Earnest Money has to be deposited by the bidder through the following payment mode as per Memorandum of Finance Department vide No. 3975- F (Y) dated 28th July, 2016.
 - i. Net banking (any of the banks listed in the ICICI Bank Payment gateway) in case of payment through ICICI bank payment gateway.
2. Both **Technical Bid** and **Financial Bid** are to be submitted concurrently duly digitally signed in the website <http://wbtenders.gov.in>
3. Tender documents may be downloaded from website and submission of Technical Bid and Financial Bid will be done as per Time Schedule stated in the tender document
4. The **FINANCIAL OFFER (Part II)** of the prospective tenderer will be considered only if the **TECHNICAL BID DOCUMENTATION (Part I)** of the tenderer is found qualified, to be evaluated by the ‘Tender Evaluation Committee’, formed by the Managing Director, WBTDC Ltd. Final result will be based on equal The decision of the ‘Tender Evaluation Committee’ will be final & absolute in this respect. The list of Qualified Bidder will be displayed in the website.

5. **Eligibility criteria for participation in the tender.**

Credentials of similar jobs (i.e. completion certificate), Transporters with annual turnover of Rs.25 lakhs or more per year for the last three years are eligible to apply along with documentary evidence along with GST, IT clearance or any other applicable certifications [*Non-statutory documents*]

6. **No mobilization advance and secured advance will be allowed.**

7. **Date and Time Schedule:**

Sl. No.	Particulars	Date & Time
1	Date of uploading of N.I.Q. Documents (online) (Publishing Date)	13.08.2024 -10:30 Hrs.
2	Documents download/sell start date (Online)	13.08.2024 - 11:00 Hrs.
3	Documents download/sell end date (Online)	27.08.2024 - 17:00 Hrs.
4	Bid submission start date (On line)	13.08.2024 - 11:00 Hrs.
5	Bid Submission closing (On line)	27.08.2024 - 17:00 Hrs.
6	Bid opening date for Technical Proposals (Online)	30.08.2024 - 11:00 Hrs.

8. The Bidder, at his own responsibility & risk is encouraged to visit and examine the site of works and its surroundings and obtain all information that may be necessary for preparing the Bid and entering into a contract for the work as mentioned in the Notice Inviting Tender, before submitting offer with full satisfaction, the cost of visiting the site shall be at his own expense.
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 WBTDCL. The Managing Director, WBTDCL Ltd. reserves the right to accept or reject any offer without assigning any reason whatsoever and is not liable for any cost that might have been incurred by any Tenderer at the stage of Bidding.
10. Prospective applicants are advised to note carefully the minimum qualification criteria as mentioned in 'Instructions to Bidders' stated in Section - 'A' before tendering the bids.
11. **Conditional/Incomplete tender will not be accepted under any circumstances.**
12. **The intending tenderers are required to quote the rate *online*.**
13. The Managing Director of W.B.T.D.C Ltd. reserves the right to cancel the N.I.Q. at any stage before issuance of letter of acceptance due to unavoidable circumstances and no claim in this respect will be entertained.
14. **The Management of WBTDCL would have the right to reject a quotation if it is not satisfied with the Cost-break-up.**
15. If there be any objection regarding prequalifying the Agency that should be lodged to the Chairman of Tender Evaluation Committee within 2 (two) days from the date of publication of list of qualified agencies and beyond that time schedule no objection will be entertained by the Tender Evaluation Committee. Before issuance of the WORK ORDER, the tender inviting authority may verify the credential and other documents of the lowest tenderer if found 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.
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:
- I. N.I.Q.
 - II. Special Terms & Conditions
 - III. Technical Bid

- iv. Financial Bid (BOQ)
 - v. Qualification criteria.
17. 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. Financial Capacity
 2. Technical Capability comprising of personnel & equipment capability
 3. Experience / Credential
 18. The eligibility of a bidder will be ascertained on the basis of the document(s) in support of the minimum criteria as mentioned above and the declaration executed through prescribed affidavit in non-judicial stamp paper of appropriate value duly notarized. 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. Escalation of Price on any ground and consequent cost overrun shall not be entertained under any circumstances. Rates should be quoted accordingly.
 20. Certificate of Fitness pertaining to the deployed fleet must be provided
 21. **No price preference and other concession will be allowed.**
 22. “Where an individual person holds a digital certificate in his own name duly issued to him against the company or the firm of which he happens to be a director or partner, such individual person shall, while uploading any tender for and on behalf of such company or firm, invariably upload a copy of registered power of attorney showing clear authorization in his favour, by the rest of the directors of such company or the partners of such firm, to upload such tender. The power of attorney shall have to be registered in accordance with the provisions of the **Registration Act, 1908.**”

Sd/-
Superintending Engineer
West Bengal Tourism Development Corporation Limited

SECTION - A
INSTRUCTION TO BIDDERS

General guidance for e-Tendering:

Instructions / Guidelines for electronic submission of the tenders have been annexed for assisting the Transporters to participate in e-Tendering.

1. Registration of Transporter:

Any Transporter 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 <http://wbtenders.gov.in>. The Transporter is to click on the link for e-Tendering site as given on the web portal.

2. Digital Signature certificate (DSC):

Each Transporter is required to obtain a Class-II or Class-III Digital Signature Certificate (DSC) for submission of tenders 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 A.1 above. DSC is given as a USB e-Token.

3. Tender Collection:

The Transporter can search & download N.I.Q. & Tender Document(s) electronically from computer once he logs on to the website mentioned in Clause A.1 using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.

i. Participation in more than one work:

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 bidder is found to have applied severally in a single job, then all his applications will be rejected for that job.

ii. Submission of Quotations:

Quotations are to be submitted through online to the website stated in Clause A.1. in two folders at a time for each work, one in Technical Proposal & the other is Financial Proposal before the prescribed date & time using the Digital Signature Certificate (DSC). The documents are to be uploaded virus scanned copy duly Digitally Signed. The documents will get encrypted (transformed into non readable formats).

Technical Proposal:

The Technical proposal should contain scanned copies of the following in two covers (folders).

(a). Statutory Cover Containing the following documents:

- I. Prequalification Application (Sec-B, Form - I)
- II. Demand Draft / Bankers Cheque towards Earnest Money (EMD) as prescribed in the NIQ against each of the serial of work in favour of West Bengal Tourism Development Corporation Limited.

(b). Non-statutory Cover Containing the following documents:

- i. Professional Tax (P.T.) deposit receipt challan for the financial year 2023-24, Pan Card, GST Registration no.
- 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. Statutory audit report or Tax Audited Report in 3 CD/ 3 CA form along with Balance Sheet & Profit & Loss A/c. for the last 3 (three) years (year just preceding the current Financial Year will be considered as year - I)
- vi. Financial Statement

The prospective bidders shall have satisfactorily completed as a **prime agency** during a minimum of last 3 (*three*) years from the date of issue of this Notice with preferably at least one work of similar nature under authority of State / Central Government, State / Central Government undertaking / Statutory Bodies Constituted under the Statute of the Central / State Government at least in the magnitude of 40% of the amount put to tender.

Scanned copy of Original Credential Certificate as stated the N.I.Q. & Section B (Form I & II) shall have to be submitted (on line).

THE ABOVE STATED NON-STATUTORY/TECHNICAL DOCUMENTSSHOULD 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)	GST Registration Certificate & Acknowledgement. PAN. P Tax (Challan Latest) Latest IT Receipt. IT-Saral for Assessment year Latest Certificate of Fitness pertaining to the deployed fleet
B.	Company Detail(s)	Company Detail	Proprietorship Firm (<i>Trade License</i>) Partnership Firm (<i>Partnership Deed, Trade License</i>) Ltd. Company(<i>Incorporation Certificate, Trade License</i>)Society (<i>Society Registration Copy, Trade License, Audit report</i>) Power of Attorney.
C.	Credential	Credential - 1 Credential - 2	Prescribed type of work done & completion certificate from competent authority which is applicable for eligibility in this tender.
D.	Man Power	Technical Personnel	List of Technical Staffs along with Structures & Organization (<i>as per N.I.Q.</i>)

Tender Evaluation Committee (TEC)

1. Opening of Technical Proposal: Technical proposals will be opened by The General Manager (O), WBTDCL and his authorized representative electronically from the website using their Digital Signature Certificate (DSC).
2. Intending tenderers may remain present if they so desire.
3. Cover (folder) for Statutory Documents will be opened first and if found in order, cover (folder) for Non-Statutory Documents will be opened. If there is any deficiency in the Statutory Documents the tender will summarily be rejected.
4. Decrypted (transformed into readable formats) documents of the non-statutory cover will be downloaded & handed over to the Tender Evaluation Committee.
5. Summary list of technically qualified tenderers will be uploaded online.

6. Pursuant to scrutiny & decision of the Tender Evaluation Committee the summary list of eligible tenderers & the serial number of work for which their proposal will be considered will be uploaded in the web portals.
7. During evaluation the committee may summon of the tenderers & 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, the proposals will be liable for rejection.

Financial Proposal

1. The financial proposal should contain the following documents in one cover (folder) i.e. Bill of Quantities (BOQ). The Transporter is to quote the rate (Presenting Above / below / at per) online through computer in the space marked for quoting rate in the BOQ.
2. Financial capacity of a bidder will be judged on the basis of working capital and available bid capacity as mentioned in the N.I.Q. to be derived from the information furnished in **FORM - I & II** (Section - B) i.e., Application for Pre-qualification & Financial Statement. If an applicant feels that his Working Capital beyond own resource may be insufficient, he may include with the application a letter of guarantee issued by a nationalized bank / authorize bank of **RBI** to supplement the applicant. This letter of guarantee should be addressed to the Tender Inviting/Accepting Authority & must guarantee duly specifying the name of the project that in case of contract is awarded to the Bidder, he will be provided with a revolving line of credit. Such revolving line of credit should be maintained until the works are taken over by Employer.
3. The audited Balance sheet for the last 3(*three*) years, net worth, bid capacity, etc. are to be submitted which must demonstrate the soundness of Bidder's financial position, showing long term profitability including an estimated financial projection of the next two years.
4. Only downloaded copies of the above documents are to be uploaded virus scanned & Digitally Signed by the Transporter.
5. **Security Deposit:**
The Earnest Money amounting to Rs. 50,000/- (Rupees Fifty Thousand) only, deposited during submission of the e-tender, will be converted as Security Deposit (**10% of the total estimated bill value**) for the successful bidder which will be further adjusted from the First Bill submitted and/or subsequent ones, as the case may be.
6. **Penalty for suppression / distortion of facts:**
 - i. If any tenderer fails to produce the original hard copies of the documents like Completion Certificates and any other documents on demand of the Tender Evaluation Committee within a specified time frame or if any deviation is detected in the hard copies from the uploaded soft copies, it may be treated as submission of false documents by the tenderer and action may be referred to the appropriate authority for prosecution as per relevant IT Act.
7. **Rejection of Bid:**
 - i. Employer 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 Employer's action.
8. **Selection & Award of Contract :**
 - a. The Bidder, whose Bid has been accepted will be notified by the Tender Inviting & Accepting Authority through acceptance letter / Letter of Acceptance.
 - b. The notification of award will constitute the formation of the Contract.

- c. The Agreement in Tender From will incorporate all agreements between the Tender Accepting Authority & the successful bidder. All tender documents including N.I.Q. & B.O.Q. will be part of the contract documents. After receipt of Letter of Acceptance, the successful bidder must submit requisite copies of contract documents duly purchased from the office of WBTDCL as stated in concerned N.I.Q. along with requisite cost by Cash/D/D/Pay Order issued from any Nationalized Bank/RBI authorized bank in favour of "West Bengal Tourism Development Corporation Limited" for the work within time limit to be set in the letter of acceptance.

SECTION - B

FORM - I

PRE-QUALIFICATION APPLICATION

To
The General Manager (Operations),
West Bengal Tourism Development Corporation Limited

Ref: Tender for (Name of work):

e- N.I.Q. No.:

Sir,

Having examined the Statutory, Non-statutory & N.I.Q. 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 / Engineer-in-Charge can amend the scope & value of the contract bid under this project.
2. Tender Inviting & Accepting Authority / Engineer-in-Charge reserve the right to reject any application without assigning any reason.

Enclosure(s): e-Filling:

1. Statutory Documents.

2. Non Statutory Documents.

Date:

Signature of applicant
(Including title and capacity in which
application is made)

FORM-II

Certificate Regarding Summary Statement of Yearly Turnover
From Contractual Business

This is to certify that the following statement is the summary of the audited Balance Sheet arrived from contractual business in favour of for the three consecutive years or for such periods since the inception of the Firm, if it was set in less than such three year's period.

Sl No	Year	Turnover rounded up to Rs in lakhs (two digit after decimal)	Remarks
1	2023-24		
2	2022-23		
3	2021-22		
	Total		

Average Turnover: In Rs.

1. Average Annual turnover is to be expressed in lakh of rupees, rounded up to two digits after decimal.
2. Average Annual turnover for 3(three) years to be obtained by dividing the total turnover divide by 3. If the Firm was set up in less than 3year's period, consider the total turnover for the period from inception year to the year 2023-24 and divide by the no. of years.
3. In case the firm was set up/incorporated in less than 3(three) years' period, mention the year of inception in the 'Remarks' column.

Signature of the Bidder with seal

SECTION - C
Special Terms and Conditions

1. General:

- i. Unless otherwise stipulated all the works are to be done as per general conditions and general specifications as mentioned in this Tender document including Annexure.
- ii. Transporter should make adequate safety arrangement against fire and other unforeseen hazards in violation of which he will be held sole responsible in case of any such instance.
- iii. All the clauses of Essential Requirements laid down in Annexure I are mandatory and to be complied upon.
- iv. It would be mandatory on the part of the selected Transporter to execute an agreement on Non-judicial stamp paper of Rs 50/- only with WBTDC incorporating the terms & conditions as laid down by WBTDC within 07 days from the date of receiving the work order.

2. PENAL CLAUSE:

- A. The Tour Conducting officer (TCO)/ any officials as designated by WBTDC would be entrusted to ensure the quality and quantity as specified in the tender document and in case of violation and on the basis of the report the management may impose a penalty from 05% to 50% of the bill amount of the particular tour.
- B. If the Transporter withdraws at any point in time after being issuance of Work Order for reasons whatsoever, the Earnest Money and/or Security Deposit will be forfeited as penalty.
- C. A written complaint from a bona-fide tourist of that particular tour in regard to the quality of the coach or service would be considered as a prima facie evidence and the management of WBTDC may take penal action against the Transporter.
- D. Repeated complaints by the Tourists/ officials would be considered seriously and the management of WBTDC may terminate the Transporter and also forfeit the Security deposit.
- E. Feedback forms would be provided to the TCO in regard to the quality of the transport and unsatisfactory feedback from more than 25% of the tourist would attract penalty and 50% of the total bill amount for that tour would be deducted.
- F. The successful bidder is expected to deliver & provide -
 - i. AC Coach as per the standard stated in the tender document including Annexure I.
 - ii. All the fuel, Mobil, lubricants, parts of the vehicle assigned.
 - iii. Service Staff to be properly dressed and groomed in clean formal service uniforms including shoes, neatly shaven and trimmed as per industry standard.
 - iv. The Coach should be cleaned, well maintained, with proper upholsteries and curtains
 - v. All the technical aspects of the Coach including AC should be checked beforehand and in perfect running condition in the tours
 - vi. Provision/Arrangements of substitute Bus in case of any en-route mechanical fault of the assigned vehicle

- vii. Timely reporting at scheduled venue
- viii. Certificate of Fitness for the deployed fleet of vehicles

Failing any of the above and in case of any guest complaint found to be true, the management has the right to confiscate the Security Deposit and/or blacklist the Company for a minimum of 5(five) years.

3. Amenities for Transporters:

The Transporter must arrange accommodation & food of his staff/crews during the tour incl. medical aids, etc. at his own cost. The cost of transport of labour, materials and all other incidental items as required for work shall also have to be borne by the Transporter without any extra claim from WBTDC.

4. Transporter's risk for loss or damage:

All risk on account of railway or road carriage or carriage by boat including loss or damage of vehicles, boats, barges, materials or labour, if any, will have to be borne by the Transporter without any extra claim towards department.

5. Charges and fees payable by Transporter:

- i. The Transporter shall receive all notices and pay all fees required to be given or payable to by any statute or any regulation or by-law of any local or other statutory authority which may be applicable to the works and shall keep WBTDC free against all penalties and liabilities of every kind for breach of such statute regulation or law.
- ii. The Transporter shall indemnify WBTDC from and against all claims, demands, suit and proceedings for or on account of infringement of any patent rights, design, trade mark of name or other protected right in respect of food supplied and catering.

6. Realization of Departmental claims:

Any sum of money due/payable to the Transporter (incl. security deposit returnable to him) under this contract may be appropriated by WBTDC & set off against any claim of WBTDC for the payment of sum of money arising out of the contract or under any other contract made by Transporter & WBTDC.

7. Safety, Security and Protection of the Environment:

The Transporter shall, throughout the execution and completion of the Works and the rectification of any defect therein:

- 1. have full regard for the safety of all persons and the Works (so far as the same are not completed or occupied by the department),
- 2. take all reasonable steps to protect the environment on and off the Site and to avoid damage or nuisance to persons or to property of the public or others resulting from pollution, noise or other causes arising as a consequence of his methods of operation.

8. Evaluation and comparison of Bids

Only bids from Bidders, meeting the eligibility criteria and submitting the complete and responsive bids will be evaluated and compared.

9. L1 will be selected among qualified bidders of Technical Bid scrutiny and Financial Bid.

The evaluation procedure to be adopted for the bid will be the sole discretion of the WBTDC and the WBTDC is not liable to disclose either the criteria or the evaluation report / reasoning to the bidder(s).

1. **INSTRUCTIONS TO BIDDERS**

1.1 **Bid Submission**

For the purpose of the present job, a two-stage bidding process will be followed by the WBTDCL. The response to the present tender shall be submitted in two parts by the vendor,

Part I containing compliance to the Terms and Conditions as mentioned in the Technical Bid (Part I of this document)

Part II containing the Financial Bid.

Note:

Part I of the Bid shall NOT contain any pricing or commercial information at all. In the first stage of evaluation process, only Technical Bid (Part I) of the bids will be opened and evaluated by the WBTDCL. Those bidders satisfying the technical requirements as determined by the WBTDCL and accepting the terms and conditions of these documents shall be short-listed.

Under the second stage of evaluation process, the Financial Bid (Part II) of only those bidders, which have been short listed earlier in first stage, will be opened.

Bidding process related queries could be addressed to WBTDCL personnel stated in the tender document.

4. Inability to bid due to telephone line glitch, Internet response issues, software or hardware hangs will

not be the responsibility of WBTDCL. However, WBTDCL shall make every effort to ensure availability of

technology resources to enable continuous bidding.

5. WBTDCL does not take responsibility beyond the bid event.

6. Bids once made cannot be withdrawn or modified under any circumstances.
7. WBTDCL can decide to extend, reschedule or cancel an e-tendering.
8. The bidders are advised to visit <https://www.wbtdcl.com> for any corrigendum etc.

ANNEXURE - I

ESSENTIAL REQUIREMENTS - Hiring of AC Buses for Various Package Tours (conducted by WBTDCL)

The various Package Tours will commence on and from _____, 2024 pertaining to the current Financial Year 2024-25. For conducting the tours, the process of e-tendering with regard to the hiring of AC Buses may be initiated.

The package involves AC Coach to carry the tourists from Kolkata to Sonakhali or Godkhali, Kolkata City & its outskirts, Udbodhani, Sanatani, Hooghly Safar and others for the Sunderban Package Tours, Sharodotsav 2024 & other packages. In the previous year, AC coaches were hired for the purpose from the private operator. This year too, the process of conducting the ensuing package tours may be inaugurated considering the following issues:

1. Bidding process related queries & Technical/other non-commercial queries (not impacting price) can be routed & addressed to the respective contact personnel of WBTDCL stated in the tender document.
2. Inability to bid due to telephone line glitch, Internet response issues, software or hardware hangs will not be the responsibility of WBTDCL. However, WBTDCL shall make every effort to ensure availability of technology resources for enabling continuous bidding.
3. Bids once made cannot be withdrawn or modified under any circumstances.
4. WBTDCL can decide to extend, reschedule or cancel an e-tendering.
5. The firm should abide by all labour laws as applicable from time to time.
6. The deployed Bus must be a **good quality AC coach** suitable for and very much worthy of transporting tourists.
7. The firm must ensure that the drivers employed hold valid driving license, are in uniform, well behaved, reasonably educated, preferably be able to understand English/Bengali/Hindi, conversant with traffic rules/regulations & city roads/routes as well as with the security instructions, and lastly, tourist-friendly.
8. The firm should ensure that the drivers have no criminal/legal case pending against them in any police station or court of law. Bidder should give a declaration that the firm is not debarred / blacklisted by any concern in the past.
9. Each driver employed by the firm must have a cell-phone duly activated while on duty.
10. The service providers and the drivers should ensure that each vehicle is neat and clean, as well as operationally fit (i.e. with no known DEFECT) and sufficient fuel when on duty.

11. The firm shall ensure that it has on its record the valid police clearance certificate of the drivers at all the times and shall furnish copy of same to WBTDCL on demand.

12. The firm should have Provident Fund and Employees State Insurance Corporation Certificate.

13. In case of any event of accident, all claims arising out of mishap shall be met by the firm & also would indemnify & compensate WBTDCL for any loss/damage of property or life arising due to negligence of driver or poor maintenance of vehicles.

14. The vehicle should be **45-seated with the seating layout in the format of a comfortable 2 by 2**, adequate leg space, luggage holder with sufficient space.

15. If cancellation is done 24 hours prior to the proposed tour, NO cancellation charge shall be levied.

16. In case of a breakdown or any problem resulting in non-movement of the bus, instant replacement of the vehicle should be ensured.

17. WBTDCL does not take any responsibility beyond the Bid Event.

18. There must be the availability of the Audio/Microphone System in each vehicle.

19. Vehicle manufacturing date should be on or after April 01, 2021.

20. The Firm should have provided car hiring services in the last 5 (five) years for at least last 3 (three) years to Govt. organization/PSU/Public Ltd. Company on regular basis at present and should own at least 8 (eight) Buses and the list of Buses along with photocopies of registration book (as a mark of confirmation that those Buses are in the name of the Firm/agency) should be attached with the tender.

21. Only such Agency/Firm may apply whose Buses have been duly authorized by the concerned RTO (i.e. the vehicle should be registered as Bus) for use as public transport & who have telephone/mobile connections available at their premises/Garage/Stand/Office/in-person from where such Buses are to be operated and can be requisitioned by WBTDCL.

22. The annual turnover of the firm must be more than 25 (twenty-five) lakhs in the last 03 (three) F.Y's.

23. Mandatory Information regarding the following is needed:

- Name of the Bidder/Concern: _____
- Address (with Tel & Mob No.): _____
- Name and Address of the Proprietor/ Partner/Director/Authorized person with mob no.
- Nature of Concern (with year of establishment)
- Registration Number of the Firm (Sole/Partnership/Company): (attested photocopy of registration should be attached) _____
- PAN Number of Bidder/Concern (attested photocopy should be attached)
- GST registration No. and proof of filling GST return in THE past
- Income Tax Clearance Certificate for the last 3 years (certified copy to be annexed)
- Police Clearance Certificate (certified copy to be annexed)
- Certificate of Fitness pertaining to the deployed fleet

24. The bus transportation is required on 5 working days (i.e. Monday to Friday) and also on Saturdays and Sundays, plus Public Holidays, as and when required by the Management of WBDCCL.

25. In case of Sunderban Package Tours, the bus transportation is only for both ways in the morning from WBTDCL Reservation Office at 3/2, BBD Bag(E), Kolkata-700001 as per the approved route to the halting place, i.e, Godkhali/Sonakhali and evening from Godkhali/Sonakhali to WBTDCL Reservation Office.
26. In case of **Sunderban Package Tours**, it is to be ensured that the AC Coaches report at the TOURISM CENTRE (WBTDCL Reservation Office), i.e., 3/2, BBD Bag (E), Kolkata-700001 at **08:00 AM**.
27. In case of Package Tours pertaining to **Sharodotsav, 2024**, the reporting venue along with the time of reporting may be at different places within the city of Kolkata. The details would be intimated well in advance to the respective vendors.
28. For Sunderban tours, the Quote may be obtained for the journey (Kolkata -Sonakhali/Godkhali - Kolkata). The proposed route of the package tour is: **TOURISM CENTRE, KOLKATA ----- > GODKHALI /SONAKHALI & vice-versa**.
29. In case of Sunderban Package Tours, the monthly usage would pertain to around **2000 km OR 200 hrs (max.)**, inclusive of the applicable toll taxes, parking fees, other charges... as and when required.
30. A) In case of Sunderban Package Tours, for 1N 2D tours, a single journey would denote the onward journey (Kol -Sonakhali/Godkhali), Night stay/halt charges and the subsequent return journey (Sonakhali/Godkhali -Kol) on the very next day.
- B) In case of Sunderban Package tours of 2N 3D, it would pertain to 02(two) nos. journeys, firstly (Kol-Sonakhali/Godkhali-Kol) on the 1st day and secondly, for bringing back the tourists on the 3rd day.
31. No extra charges can be imposed for bringing back tourists in case of overlapping tours. Bus that will take tourists for one tour will bring back tourists from previous tour and hence that will be considered as a single journey (Kol -Sonakhali/Godkhali -Kol).
32. In case of the Package Tours pertaining to the SHARODOTSAV, 2024, it is to be ensured that the AC Coaches report at the TOURISM CENTRE (WBTDCL Reservation Office), i.e., 3/2, BBD Bag (E), Kolkata-700001 at **08:00 AM**.
33. In case of SHARODOTSAV, 2024, the monthly usage would pertain to around **2000 km OR 200 hrs (max.)**, inclusive of the applicable toll taxes, parking fees, other charges... as and when required.
34. **Contract to be executed with the private transport operator for all the package tours i.e., Sunderban Package as well as the package tours pertaining to SHARODOTSAV 2024 & other packages for the period from 1st OCTOBER, 2024 to 30th September, 2025.**
35. The package tour dates will be intimated well in advance to the operator according to which, they will deploy a suitable coach. However, the final confirmation regarding the requirement of bus will be conveyed 48 hours prior to the execution of the tour.
36. Bills will be raised & submitted as per the final confirmation and actual transit & movement of the bus and the distance plied.
37. Bills to be submitted tour-wise at the WBTDCL Reservation Office positively within 07-10 week-days after the completion of each concerned tour.
38. In case of any event of accident, all claims arising out of mishap shall be met by the firm & also would indemnify & compensate WBTDCL for any loss/damage of property or life arising due to negligence of driver or poor maintenance of vehicles.
39. The price once submitted cannot be changed. Bids once made cannot be withdrawn or modified under any circumstances.
40. WBTDCL does not take responsibility beyond the bid event.

ANNEXURE-II

Instructions:

1. Rates should be quoted on km basis for the probable Tour Packages all over the W.B like:
(A) Sundarban Tour 1 night and 2 days, &
(B) Sundarban Tour 2 nights and 3 days
(C) Udbodhani (Whole-Night Pre-Puja Pandal-Hopping Tour) (SHARODOTSAV, 2024)
(D) Sanatani Pandal-(Morning Tour to Traditional Houses (Kolkata) (SHARODOTSAV, 2024)
(E) Hooghly Safar (Whole Day Trip to traditional Pujas of Rural Bengal) (SHARODOTSAV, 2024)
(D) Other Package Tours
2. For Journey more than 10 hours & upto 24 hours, 10% of the accepted quoted rate will be enhanced for the additional journey.
3. As specified earlier in the Tender document, the rates should be inclusive of all taxes and any staff charge, and any other expenses related to the vehicle, parking, toll tax, etc.
4. The rates quoted should be standard and competitive with regard to market & may be utilized for any other tour or journey anywhere in WB by WBTDC during the contract period, i.e. 01 (one) year

Date:

Place:

Signature with Company Seal