

**Office of the Board of Councillors of Haringhata Municipality**  
**P.O.: SUBARNAPUR, DIST.: NADIA, WEST BENGAL**

**Ph. No. 03473-233326**

**E-Mail: municipalityharinghata@gmail.com**

**Notice Inviting e-Tender.**

**Notice Inviting e-Tender No.: WBMAD/ULB/HM/NIT-3e(3<sup>rd</sup> Call)/2024-25.**

**Memo. No.:- 838/HM/2025**

**Dated: 03/05/2025**

Chairman, on behalf of Haringhata Municipality invites e-tender for the work detailed in the table below. (Submission of Bid through online)

Chairman, Haringhata Municipality, is going for e-tender obtaining rate from reputed, experienced & financially sound registered company/firms/Agencies/owners, for providing services of registered light diesel driven one A.C. vehicle hired on monthly rate contract basis for a period twelve months for full time use. Necessary earnest money to be submitted for participation in the Tender is 5760/- (Rupees Twelve Thousand Only).

The details of the vehicle are as below:-

Description of Services	Specification of the vehicles required	Quantity	EMD
(i)	(ii)	(iii)	(iv)
Hired light vehicle on monthly basis (Bharat Stage IV/VI Motor Cab purchased within 15 years from the date of the e-tender notice) with Diesel Engine (Air-Conditioned) for 12 months.	Motor cab/maxi cab with engine capacity 2000 cc or above 2000 cc with (air condition) seating capacity of 7 passenger with luxury seat.	01 Nos	5760/- (Rupees Twelve Thousand Only)

**1. General Instructions:**

In the event of e-filing, intending bidder may download the tender documents free of cost from the website: <https://wbtenders.gov.in> & Family.

**2. Submission of Bids:**

Both Technical Bid and Financial Bid are to be submitted concurrently duly digitally signed, in the website <https://wbtenders.gov.in>.

**3. Eligibility for Quoting:**

(i) Reputed, experienced & financially sound registered company/firms/Agencies/owners having experience in supplying light vehicles are eligible for quoting. The price is to be quoted in Indian Rupees including insurance claim, tax levied on the vehicle, charges for pollution charges for regarding certificate of fitness etc in the BOQ. Agency commission is not permissible.

(ii) Clarification on e-Tender Document

A bidder requiring any clarification or elucidation on any issue of the e-tender documents may take up the same with the purchaser in the pre-bid meeting.

The bidder may also take up the same in writing at email ID- municipalityharinghata@gmail.com

4. Submission of Tender:

The tender is to be submitted in Two Bid System (Technical Bid or Bid A & Financial Bid or Bid B)

(A) Technical Bid or Bid A:

(a) Statutory Cover containing the following documents:

1. COVER "A":

File containing Technical Bid only-single file with multiple scanned pages containing Statutory and My documents separately.

"BIDA": PART-I

(SINGLEFILEMULTIPLEPAGESCANNED)

Essential Requirements of the Tendering Firm for participation shall contain all papers related to the essential requirements of the Renderer for the participation in the tender viz.

Sl. No.		Page no.
1	Application in the prescribed format given in Annexure-I.	
2	No conviction certificate in the form of an Affidavit as per Annexure-II.	
3	A Proof of submission of applicable EMD.	

"BIDA": PART-II

Technical specifications of Item (in PDF / Excel format. Must mention Make, Model, exact features of the offered item against each point given in the specification chart). Improper filling &/or suppression of facts/false statement will lead to disqualified and penalty in the form of permanent black listing.

Sl. No.	Category	Sub Category	Sub Category Description	Page No.
A	Certificates	A1. Certificates	PAN Card of the authorized signatory & TAN if applicable	
			Professional Tax Registration certificate	
B	COMPANY DETAILS	B1.COMPANYDETAILS	Certificate of registration of the vehicle	
			Trade License in the name of participating firm	
			1.Trade License with validity	
C	FINANCIAL INFO	PAYMENT CERTIFICATE	Income Tax Returns submitted for the last Three Financial Year	

(B) Financial Bid Bid B

COVER "B": Separate file containing financial document only.

(a) Financial Bid: BOQ in INR (in excel sheet)

The folder marked as "Financial Bid" shall contain ALL INCLUSIVE PRICE in INR only and should include base price along with the cost of allied works and services which are to be undertaken (like change of sizes, supply, or programming of consumable etc.), cost of insurance, packaging, forwarding, delivery charges, clearing charges of the new Item to be purchased. However, the L1 will be determined on base price ONLY. "GSTASAPPLICABLE" AS PER GOVT.NORMS.

6. Evaluation of Tender:

During tender evaluation process, "Bid A" will be opened first. Those tenderers who would qualify the Statutory & Non-Statutory requirements on the basis of technical documents will be identified and "Bid B" i.e. financial bid of only those qualified bidders will be opened. Verification of hard copies of the Income taxes of the Tenderers for the last three years will be made if deemed necessary before opening the Financial Bid (Bid B) of the technically qualified bidders. If found suitable on the basis of above pre-qualification, the tenderer quoting the lowest rate, will be considered as successful.

7. Earnest Money:

The earnest money of the tenderer is liable to be forfeited if the tenderer withdraws his tender as a whole or for any particular item or items at any stage after opening of the tender or fails/ refuses to enter into written agreement for any or all of the items of his accepted bid within the time specified when requested to do so . EMD should be deposited online in the pooling Account of Government of West Bengal maintained at ICICI Bank, RN Mukherjee Road Branch in the manner as prescribed in Government Order no. 3975-F(Y)dated 28/07/2016.(Order copy is available at the site-[www.wbfin.nic.in](http://www.wbfin.nic.in))

8. Rate: The price is to be quoted in INR only including insurance claim, tax levied on the vehicle, charges for pollution charges for rendering certificate of fitness etc. The basic rate should be furnished inclusive of Transportation Cost, Insurance, Testing Charges, and Incidental Charges etc. but excluding GST and any other applicable taxes etc. which should be quoted separately in the template for Bill of Quantities (BOQ). Rate is to be quoted in the BOQ Bidders are only allowed to filled up i) Name of bidder/Bidding Firm/company & ii) under column quoted rate in figures choose the option select & put the At par/less percentage as applicable than the estimated/offered rate in column, the bidder will be selected on the basis of At par/less percentage on the estimated rate put in protected cell 14-F, the estimate rate has been shown in pursuance of notification no 3564-WT/3M-81/98 dtd. 24.11.2008 of the transport Dept.GOV. of WB.

9. Mandatory submission of documents: L1 Bidder must have to submit the following documents before issuing Award of Contract.

- i. Updated Certificate of Fitness
- ii. Updated Tax Token
- iii. Updated Insurance of Vehicle
- iv. Updated Pollution Control Certificate Report
- v. Road Permit Copy

vi. Blue Book Copy

10. Others Terms & Conditions: Are to be followed by the owner/Agency

i. Rate shall be inclusive of all i.e. insurance claim, tax levied on the vehicle, charges for pollution charges for rendering certificate of fitness etc.

ii. Rate must be quoted in BOQ. In case of discrepancy between figure and word amount will be taken into consideration.

iii. In case of Co-operative of transporters, the photocopy of valid (i) Memorandum of Association (ii) Registration Certificate, (iii) Latest Audit Report conducted by the statutory Authority shall be required submitting along with the tender paper

iv. The vehicle shall be registered in any district of WB. The offer in respect of the vehicle registered outside this state shall summarily be rejected.

v. Income Tax and other incidental charges shall be deducted from the bill as per 1.T.Act, 1961 and relevant Acts & Rules. The rates and procedure shall be revised as the parent Act, Rules, Orders Will be revised time to time.

vi. In case of lessee of a vehicle, the photocopy of valid proper deed with the owner of the vehicle shall be required to be submitted along with the tender paper.

vii. No repair charge either in petty or heavy nature, no charges due to the breakage of vehicle during (i) accident (ii) normal circumstances (iii) 'Bandh or Hartal' shall be given.

viii. No Demurrage charge/ repair charge shall be given to the contractor due to the damage inflicted to the vehicle due to explosion/ fire / natural calamities.

ix. No washing charge of vehicle, no charges for removal of dent shall be paid to the contractor.

x. During any accident any compensation to the public in the shape of causing injury to (i) any public, (ii) any cattle, (iii) any permanent/temporary structure shall be borne by the contractor himself.

**11. The driver shall be provided by the contractor with the following items**

i) Valid Driving License issued by RTO to drive that particular vehicle.

ii) No Objection Certificate to drive the vehicle.

12. The contractor shall provide seat cover, towel and car freshener along with the vehicle.

13. The Driver so appointed by the contractor should not possess any criminal record.

14. The contractor shall change the driver within three days after the complaint from the undersigned in (i) misbehaviour, theft of article / money, (iii) intoxication during discharge of duty. In case of any temporary withholding of service vehicle for repair/maintenance/illness of driver etc. Vehicle owner, substitute vehicle of same quality on alternate driver is to be provided for the period withholding subject to prior intimation to authority concerned.

15. Change of driver or vehicle of similar nature shall be intimated to the offer at least two days before.

16. The driver shall maintain a Log Book, provided by the contractor and duly authenticated by the office.
17. Before opening of new log Book, the old one shall be deposited to the office and the new one authenticated the office.
18. The contractor shall submit the monthly bill in duplicate along with the Log Book to the office by 5<sup>th</sup> of the month.
19. The driver should maintain the Log Book and shall place it before the officer concerned after the completion of journey mentioning brief history of tour for signature of the office concerned.
20. Lubricant/ Break Oil/ Gear Oil shall be admissible as per relevant Govt. Order issued by the Transport Department. Govt. Of WB. (As Per memo no. 3564-WT/3M-81/98 Date: 24.11.08)
21. The excess/less consumption of fuel shall be translated into monetary terms and shall be added/subtracted from the final monthly bill as the case may be and no tax shall be levied upon this.
22. Vehicle to be placed for 24 hrs. A day. Accordingly, driver to be engaged for 24 hrs. A day.
23. The fuel shall be issued to the vehicle by the authority on day to day basis @ 10 KM per liter of Diesel consumption of fuel shall be accordance with the Govt. Orders in this respect. (As Per memo no. 3564-WT/3M-81/98 Date: 24.11.08)
24. During the contract period if the vehicle condition is not fit for use, the contractor is liable to replace a vehicle with driver of similar nature to the office immediately with intimation to the office.
25. No escalation of rate shall be provided within the contract period.
26. Maximum 10 km between the garage of the vehicle and the place of reporting will be allowed.
27. The agency has to submit an acceptance letter indicating type of car and rates and all terms and condition levied there in.
28. Acceptance to Tender Lowest valid rate should normally be accepted. However, the Tender Accepting Authority does not bid himself to do so and reserves the right to reject any or all the tenders. For valid reasons & also reserves the right to distribute the work among more than one bidding firm/agency. The authority reserves the right to accept/ reject any or all tender without assigning any reason thereof. In case of any dispute, decision of authority hiring the cars decide the issue and the decision will be final.
29. The work must be commenced within a period of 10 days from the date of award of work.
- 30. Period of Contract/Extension:** The contract will remain valid for twelve months unless terminated earlier by the tender inviting authority. The period of contract can be extended for a further period at the discretion of the higher authority at the terms and conditions. After expiry of the extended period, the contract will automatically come to an end and no separate notice will be given.
31. The cars/ vehicles to be hired shall be on monthly basis & therefore these should be kept for exclusive use of the users of Haringhata Municipality. The Cars/vehicles placed into service cannot be hired out to any other organization & should be available whenever called for.
32. The owner will be liable to deploy car as & when necessary. Punctuality will have to be ensured.

DECLARATION

I do hereby declare that I/we will abide by all terms & conditions mentioned above accordingly.

Signature of the owner

Dates Of Information:-

SL NO.	Particulars	Date & Time
1	Date of Publishing NIT.	03/05/2025, 6.30 PM
2	Online Documents download start date as well as seeking clarification start date	03/05/2025, 6.30 PM
3	Online documents download end date	23/05/2025, 6.30PM
4	Online Bid Submission start date	03/05/2025, 6.30 PM
5	Pre-bid meeting to be held at office of Tender inviting Authority at the college council room of this institution	Nil
6	Online Bid Submission closing date & time	23/05/2025, 6.30PM
7	Online Bid Opening use for Technical Proposals	26/05/2025, 11.00 AM
8	Date Of Online Uploading List For Technically Qualified Bidders	To be notified later on
9	Date Of Online opening Of Financial Proposal	To be notified later on

Memo. No.: 838(4)/HM/2025

Dated- 03/05/2025

Copy forwarded for information to:-

(01) The D.M. Nadia, Krishnagar, Nadia.

(02) The S.D.O., Kalyani Sub-division, Kalyani, Nadia.

(03) The Executive Officer/ Finance Officer/Head Clerk/ Accountant/Store Keeper/SAE, Haringhata Municipality, Haringhata, Nadia.

(04) The Notice Board, Haringhata Municipality, Haringhata, Nadia.

Chairman

Haringhata Municipality

Chairman

Haringhata Municipality

**ANNEXURE-I**  
**(Application Format)**

(To be furnished in the Company's official letter pad with full address and contact no etc, otherwise bid will be rejected)

To the Chairman,

Haringhata Municipality

Sub: Tender No. ....Dt.....(NameoftheItem-1)

.....2).....3)

.....4).....)Regarding Hiring of Car for Haringhata Municipality.

Ref:-

Sir,

Having examined the prequalification & other documents published in the N.I.T, I/We here by submit all the necessary information and relevant documents for evolution-

1. Name of the Work		Light vehicle hiring on monthly basis	Page No.
2. Tender Notice No			
3. Due date of submission of the tender			
4. Name of the bidder with full address, email ID, Mobile No. & Local Address			
5. Legal Entry of the bidder whether firm/society/company/order entry			
6. a) Registration No. (if any) b) Authority with whom registered			
7. Name & Address of the Banker of the bidder			
8. a) PAN NO./TAN NO.			
9. Working Experience, if any			
10. Details of past experience (providing vehicle on hiring to Govt/PSU Reputed Pvt. Organization(please give credential), if any			
11. Details of vehicles proposed for hiring a) Type of vehicle b) Make & Year			
12. Details of Vehicle Brand, Model & Date of purchase			
13. Proof of EMD			

Date:Full Signature of the Bidder:

Official Seal

## ANNEXURE-III

### Draft Affidavit Proforma

I, Sri/Smt .....

The Managing Director/ Proprietor (etc.) of the Firm.

..... (Name of the firm/Owner/agency)

At(address) .....

P.O .....

P.S ..... Dist .....

Do hereby solemnly affirm and declare as follows:

- a. That I am not under conviction of any offence making myself liable to be disqualified to participate any tender in concerned to any Govt. Or Govt. Undertaking Organization/ Institution in the state of West Bengal or other state or states.
- b. My Firm has not been blacklisted at present as whole or for any item/items as quoted in this tender by any Govt. or Govt. Undertaking Organization / institution in the state of West Bengal or Other State or States in India.
- c. That no case is pending against me or against my firm in any criminal court of law in connection with the tender in concerned to the Govt. Or Govt. Undertaking Organization / Institute in the State of West Bengal or Other State or States ( If any case is pending, please state the details).
- d. *That, I declare that the tender quoted by me confirms the specification given in the NIT document or higher standard relating to the specification is provided.*
- e. The duly authenticated all statutory & non-statutory documents in uploaded conforming to the prescribed standard.
- f. That, I also declare that if any information subsequently found incorrect or false will it automatically render the tender submitted by me cancelled and make me liable for penal/legal action as per law of country.
- g. That I do Further affirm that the statements made by me in this tender are true to the best of my knowledge and beliefs and all the documents attached are genuine & correct.