

NOTICE INVITING TENDER FOR THOROUGH  
SERVICING/REPAIRING OF DIESEL SAFARI VX  
TATA MOTOR CAR



SEPTEMBER 2024

*The West Bengal Central School Service Commission*

*ACHARYA SADAN: EE-11&11/1, SALT LAKE: SECTOR – II,*

*KOLKATA – 700091*



*The West Bengal Central School Service Commission*  
**ACHARYA SADAN**  
*11 & 11/1, Block-EE, Salt Lake; Kolkata-700091*

**Section A**

**NOTICE INVITING TENDER**

No.762/3390(II)/CSSC/ESTT/2024

Dated : 03.09.2024

Sealed Tenders are hereby invited from the bonafide reputed and resourceful workshops/service centers for thorough servicing/repairing and painting of one Diesel SAFARI VX TATA Motor car (LMV-EURO 4) owned by the West Bengal Central School Service Commission, an autonomous organization under School Education Department (Secondary Branch), Govt. of West Bengal. **Notice Inviting Tender can be downloaded from Commission's website i.e. www.westbengalssc.com.**

**The intending tenderers should have their workshops/service centers preferably in Kolakata/Salt Lake/ Rajarhat-Newtown area.** Tenderers shall submit tenders in the printed Latter Head of the Company duly signed by the proprietors/authorized representative of the firm quoting total cost for thorough repairing/servicing of all sections of the car including painting (in figures and wards)+applicable GST in percentage, in sealed envelope addressed to the Secretary, The West Bengal Central School Service Commission. Only TATA make original spare parts should be used for repairing/servicing of the car. Intending tenderers may visit the Commission's office at the above address to inspect and assess the actual condition of the car, before submitting their tender, on any working day within 11.00 am to 4.00 pm. Credentials like PAN card, I.T. and GST Registration and Clearance Certificates shall have to be enclosed with the Tender. **Earnest money of Rs.3,000/- (Rupees Three thousand) only shall have to be deposited in the form of D.D. drawn in favour of "The West Bengal Central School Service Commission" to be procured from any nationalized bank. Earnest money in the form of DD should be submitted in a separate sealed envelope superscribing "EARNEST MONEY AGAINST NIT NO. 762/3390(II)/CSSC/ESTT/2024, DTD.03.09.2024". An amount of Rs.10,000/- (Rupees ten thousand) only shall be deducted by the Commission during payment of Bill of the selected vendor after repairing of the Car which will be kept as Security Deposit and refunded after defect liability period of three months from the date of delivery of the Car after repairing.**

Sealed tenders are required to be submitted by 2.00p.m. on or before 13.09.2024 to the Secretary, the West Bengal Central School Service Commission. The tenders shall be opened at 3.00 p.m. on the same day i.e. 13.09.2024 in presence of the tenderers desiring to take part in the processes. The Commission is not bound to accept the lowest quoted rate and reserves the right to reject any or all tenders without assigning any reason whatsoever.

Section B  
General Terms and Conditions

**B1. Introduction**

The West Bengal Central School Service Commission, an autonomous organization under School Education Department (Secondary Branch), Govt. of West Bengal, is located at 11 & 11/1, EE- Block, Salt Lake, Sector-II Kolkata 700091 and it has been set up under the West Bengal School Service Commission Act 1997 (West Bengal Act IV of 1997), hereinafter referred to as the “Commission”.

**B2. Objective**

The West Bengal Central School Service Commission owns one Diesel SAFARI VX TATA Motor car (LMV-EURO 4) having seven (7) seat capacity. The Commission intends to select one workshop/service center for thorough servicing/repairing of all sections of the car including body, engine, Air conditioning system & painting to make the car fit for obtaining “Certificate of Fitness”. The resourceful tenderers having adequate experience in the field of servicing/repairing including painting of TATA make motor vehicles, may participate in this Tender.

**B3. Instructions for Preparation of Proposals**

- B3. 1.** The notice inviting tender, the terms and conditions, constitute the Tender Document.
- B3. 2.** Tenders shall be completed in all respects and be submitted with requisite information and annexure. It shall be free from any ambiguity or overwriting.
- B3. 3.** The Tenderer himself/herself or his/her authorized representative shall put his/her signature (may be initial signature) on all pages of the proposal. The authorized signatory shall have to produce proper authorisation from the Tenderer.
- B3. 4.** For preparation of tenders, tenderers are expected to examine the Tender documents in detail and to provide all information requisitioned for.
- B3. 5.** The Tenderer should mention in detail his/her postal address, e-mail address, and contact Phone no. (Both Office & Residence) in Kolkata/Bidhannagar/Rajarhat-Newtown area including Mobile phone number & e-mail ID of the entrusted contact persons. The terms and conditions hereby referred to shall be binding between the successful Tenderer and WBCSSC.

**B4. Credentials and pre-qualifications of the Tenderer**

The Tenderer shall furnish the documentary evidence that he/she has adequate financial and all other capacity for performing the tendered work. The primary bidder shall have to fulfill the qualification criteria and may have other partners for which all relevant documents have to be submitted.

#### **B4. 1. Qualification Criteria**

<b>Sl.No.</b>	<b>Criteria</b>	<b>Specification Details</b>
1	Years of Service	The Tenderer shall be an Indian registered company/Firm. must have conducted business in repairing/servicing Tata make motorcar in Kolkata/Bidhannagar/Rajarhat-Newtown for more than 3 years.
2	Financial Condition	Turnover of more than <b>Rs.10.00 Lakh (Ten Lakh)</b> per annum for the last three financial years in car repairing/servicing related works (valid documentary proof to that effect be furnished).
3	Experience Statement	Tenderer should have executed such car repairing and servicing work in at least 3 Offices (Government/Semi-Government/ Private Company) in Kolkata/Bidhannagar/Rajarjhat-Newtown in last three financial years.
4	Office Infrastructure	Tenderer shall have Office& workshop in his/her own name/in the name of the firm in the city of Kolkata under Kolkata Municipal Corporation or in the City of Salt Lake, Rajarhat-New Town under Bidhan Nagar Municipal Corporation.

#### **B4. 2. Pre-Qualification Checklist**

An indicative pre-qualification checklist has been provided for convenience of Tenderers. The Tenderers shall submit the necessary documents in support of their statement showing that they fulfill the criteria mentioned in the “Pre-requisite qualification check list” in the order as below:

<b>SL. No.</b>	<b>Criteria</b>	<b>Whether submitted</b>
1	Earnest Money Deposit.	
2	Income Tax clearance Certificate (preceding year).	
3	GST Clearance Certificate.(preceding year)	
4	Trade licence (Renewed up-to-date)	
5	Self-attested copy of the Registration certificate of Company/Firm. Self-attested copy of the partnership deed in case of partnership firm and power of attorney to the representative of the firm who operates the tender.	
6	Tender documents should be properly signed and accompanied by the letter of Authorization from the Head of the Organization, as per law if documents is signed by the authorized signatory.	

**B5. Submission of Tender**

The tender in the form of hard copy shall be submitted and be deposited to the SECRETARY, WEST BENGAL CENTRAL SCHOOL SERVICE COMMISSION, Kolkata-700091 on any working day up to the deadline specified in Section A along with Earnest Money, as mentioned in Section A.

**FINANCIAL BIDS SHALL BE SUBMITTED IN A SEPARATE SEALED ENVELOPE SUPERSCRIBING “FINANCIAL BID AGAINST NIT NO. 762/3390(11)/CSSC/ESTT/2024, DTD.03.09.2024”.**

**ALL OTHER DOCUMENTS INCLUDING CREDENTIALS SHOULD BE KEPT IN ANOTHER SEALED ENVELOPE SUPERSCRIBING “COMMERCIAL BID AGAINST NIT NO. 762/3390(11)/CSSC/ESTT/2024, DTD.03.09.2024”.**

**ALL THREE ENVELOPES CONTAINING EMD, FINANCIAL BID AND COMMERCIAL BID SHOULD BE KEPT IN A LARGER ENVELOPE WHICH SHALL ALSO BE SEALED PROPERLY AND SUPER SCRIBED AS “TENDER AGAINST NIT NO. 762/3390(11)/CSSC/ESTT/2024, DTD.03.09.2024, TO BE OPENED ON 13.09.2024 ”.**

**Sealed Tender should be submitted at the office of the Commission at the given address.**

Any Tender, received after the specified date & time of receipt of bids, will not be considered. In case of sudden closure of Office due to reasons beyond control and understanding, the last date as indicated in the Tender document may be extended up to the next working day (up to 2pm.) without further separate notice.

**B6. Propriety Information/Public Disclosure**

**B6. 1.** Materials submitted in response to this NIT shall become the property of the WBCSSC.

**B6. 2.** All proposals received shall remain confidential until the Tenders are opened.

**B7. Validity of Tender**

The Tender/Rate shall remain valid upto the period of completion of the requisite work for which tender has been submitted including the period of defect liability of three months from the date of delivery of the car. Rate quoted shall not be affected due to escalation in cost of labour/material/equipment/spare parts etc. during the period of validity of tender. However, taxes shall be leviable at the rate prevalent at the time of delivery of car after repairing.

**B8. Taxes and duties**

Total cost shall be the cost of repairing & servicing including painting of the car plus GST in percentage. WBCSSC shall be authorized to deduct Taxes as applicable from the successful tenderer.

**B9. Income Tax and GST Certificates**

Self-attested copies of the following documents must be submitted along with the Tender:

- Latest Income Tax Clearance Certificate (the original of which may have to be produced by the successful Tenderer before the issue of the work order)
- Valid GST Registration Certificate and Clearance Certificate.
- Valid Trade License Certificate.

**B10. Earnest Money Deposit (EMD)**

**B 10. 1.** Earnest money in the form and manner specified in Section A is to be deposited at the time of submission of the Tender.

**B 10.2.** Tender NOT accompanied with prescribed Earnest Money Deposit will be rejected.

**B.10.3.** The EMD of the unsuccessful Tenderer shall be refunded after finalization of the Tender and also within reasonable time not exceeding one month from the date of final acceptance of the Tender. The EMD will carry no interest.

**B.10. 4.** In the case of the successful Tenderer, the EMD will be converted into security deposit at the time of awarding work order.

**B.11 Security Deposit**

At the time of payment of bill to the selected vendor after delivery of the car in good working condition, the Commission will deduct an amount of Rs.10,000/- from the bill which will be kept as Security Deposit. The amount of Security Deposit will be refunded after three months from the date of delivery of the Car after repairing, if no defect arises within the said period.

**B.12 Tender Opening Date and Venue**

Tender will be opened at the appointed date & time and at the venue mentioned in Section A of this Notice in presence of the Tenderers or their authorized representatives, if they are willing to remain present at the time of opening. The Commission will scrutinize the Tender documents on the same day in presence of all the Tenderers. The scrutiny will cover the mandatory compliance criteria only as mentioned in the Tender document. The Tenders, which are found complete and conforming to the mandatory compliance criteria, shall be declared valid Tenders.

### **B.13 Discrepancies in Tender**

In case of discrepancies in Tender, the following measures will be adopted to correct the errors for the purpose of evaluation.

- In case of discrepancy between figures and words, the words will be considered for acceptance.
- Arithmetical error may be corrected keeping intact the unit price and the quantity.

### **B.14. Tender Acceptance & Rejection**

- Tenderers must provide response to all sections and requirements of this document so as to be considered complete. Failure of the Tenderer to comply with any part of this document may result in disqualification of his/her tender due to unresponsiveness to the asking of the WBCSSC.
- WBCSSC reserves the right to reject any or all Tender(s) or the entire Tender process without assigning any reason whatsoever.

### **B.15. Authorized Representatives**

Any action required or permitted to be taken and any document required or permitted to be executed may be taken or executed by the officials authorized for the purpose.

### **B.16. Tender Evaluation Process**

A single step Tender procedure will be used for the evaluation. Under this process, the Commission shall examine the Tender and may make shortlist of Tenders taking into consideration the completeness of the Tender and the quoted rates.

### **B.17. Price Validity**

- B.17. 1. Rate quoted must be firm and valid upto defect liability period of three months from the date of finalization/ acceptance of the Tender.
- B.17.2. Rate quoted shall not be affected by any escalation in prices of labour or materials, machinery, equipment, etc. during the rate validity period whatsoever. However, Taxes, if any, will be at the rate prevalent at the time of delivery of car/payment of bill.

### **B.18. Payment**

- B.18.1. Payment is likely to be made on receipt of bill at the accepted rate, after completion of repairing/servicing and painting work satisfactorily to be certified by the Commission's own driver and delivery of the car.
- B.18.2. After completion of work and delivery of the car in good working condition, bills in triplicate along with necessary delivery challan accompanied by copy of work order, PAN card, GST Certificate etc. shall be submitted to the authority placing the order for arranging the payment. Payment will be made through A/C. payee Cheque only.

### **B.19. Award of Contract**

Work order will be issued to the successful Tenderer after evaluation of the commercial and financial bid and submission of the Security Deposit/balance security deposit by the selected Tenderer.

### **B.20. Execution of Contract**

It is made clear that the "Work Order" itself constitutes a 'Contract' between the 'W.O. provider' and the 'Executor of the Work' as soon the work order is accepted by the executor and when a W.O. shall be issued by the Commission in favour of a successful Tenderer and accepted, the same shall be deemed & considered as "Execution of Contract between the Commission and the selected successful Tenderer". Terms and conditions provided hereinabove and hereinafter, shall also be deemed as terms & conditions of the 'Work Order' issued in favour of a successful Tenderer.

### **B.21. Work Completion**

If any part of the service in respect of the work assigned and undertaken by the Successful Tenderer is not rendered in time, the WBCSSC shall be entitled to levy and recover Liquidated damages/penalty at 1% per week or part thereof for the delay subject to 5% maximum, on the payment due to the Tenderer for the particular stage. Any delay beyond five weeks will attract higher penalty to be decided by the WBCSSC, maximum to the tune of 10% of the billed amount.

### **B.22. Other Terms & Conditions**

#### **B22.1. Receipt of Insufficient Competitive Proposals**

If WBCSSC receives only one (1) responsive proposal, WBCSSC reserves the right to select and award the work to the single Tenderer if found suitable or reject the same.

**B22.2.** The Tenderer shall commence and complete the work as per direction of the WBCSSC.

**B22.3** Other terms, if required for good performance of the work and as shall be mutually agreed upon, shall be included in the work order.

**B22.4.** In addition to above the Commission shall have the right to terminate the contract for bad and negligent performance of the Tenderer.



**B23. Defect Liability Period**

There shall be a defect liability period of three months from the date of delivery of the car to the Commission. If any defect arises in the car within three months from the date of delivery of the car, the same shall be repaired/rectified free of cost by the vendor otherwise security deposit amount will be forfeited.

**B.24. Governing Laws**

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

**B25. Termination for Default**

In the event the Tenderer fails and or neglects the terms and conditions laid down here in above or hereinafter and or fails and neglects to complete the work within the time schedule or extended period, if allowed, the WBCSSC shall be at liberty to terminate and or cancel the Work Order/Contract, with forfeiture of the security deposit amount.

Sd/-  
**Secretary**  
**West Bengal Central School Service Commission**