

**NOTICE INVITING QUOTATIONS FOR BUS HIRING**

Sealed offers are invited by the Office of the Resident Commissioner, Govt. of West Bengal, New Delhi, for empanement of Agency / Agencies for hiring Bus, (air-conditioned) preferably Tempo Traveller / Mini Bus / Deluxe Bus etc, on daily basis for 80 km and 8 hours, for official use of VIPs, dignitaries and senior officials of Govt. of West Bengal and Training of BLOs/EROs/DEOs from West Bengal in IIDEEM in Delhi, NCR and as and when required outside NCR as well, on the following terms and conditions:

1. The Bus should be in good and roadworthy condition, conforming to the latest requirements of the Transport Department of the Government of Delhi, carrying proper Insurance coverage and having pollution under control certificate besides having clean and hygienic interiors. Any Bus not found to our satisfaction will be sent for replacement for which this office will have no liability.
2. The intending agencies should indicate the total fleet available.
3. Bus should report on time at the address indicated and in the event of any breakdown, immediate replacement should be provided. As far as possible, the same Bus will be deployed and the Driver will not be changed without prior notice.
4. The drivers must have a valid driving License, have sufficient driving experience, familiar with the roads and important landmarks of New Delhi/ Dwarka / Noida/ Gurgaon/ Delhi NCR. They should be neatly attired, disciplined and courteous, adhere strictly to duty hours and perform duties as per orders issued by the competent authority from time to time. Driver must maintain personal hygiene standards and wear clean uniform. Any case of inebriation / alcoholism during duty hours reported, would result in blacklisting and bill payment would be withheld.
5. This office is liable to pay only the charges to and from the garage within a range of 10 (5+5) KM maximum to the reporting point and thence towards actual usages of the total KM travelled by the user.
6. Tax will be deductible at source, as per the orders of IT Department. A certificate will be issued by this office, in this regard, in due course.
7. Any incomplete application will be treated as null and void.
8. Night Charges will be applicable between 10:00 PM and 06:00 AM.
9. Extra Km and Extra Hour would be paid.
10. Such selection will remain valid for a period of one year from the date of issue of the work order.
11. The undersigned reserves all discretion to declare this selection process null and void at any stage hereafter, even after such selection is put in force, if the reason thereof, so arises / as per discretion.
12. Payment will be made after production of the pre-receipted bills (in Duplicate) to this Department through RTGS. (No advance payment will be made by the Department in any case).
13. The firm must possess a valid TIN/PAN or and GST number.
14. The undersigned reserves the right to accept or reject any/ all of the quotations without assigning any reason thereof. Acceptance of the lowest or any other quotation is not obligatory.
15. The rates should be quoted clearly and no alterations/corrections/over writings are permitted.
16. The billing will be done on monthly basis. Bills should be typed and in duplicate, and should be submitted to this office within the 1st week of the following month.
17. In case of any accident, all the claims arising out of it shall be met by the Transport Operator.
18. The copy of the quotation documents must be signed & stamped with the legal name of the corporation/ company/ firm by the President / Managing Director/ Secretary of the firm or a duly authorized person. The letter of authorization should be attached thereto.
19. Agencies wishing to accept aforesaid norms may send their quotation indicating rates, separately for different types of Bus (A/C) as also for extra KM and hour. Quotations will be opened in the presence of the quotationers or their representatives. All participating Quotationers are requested to be present at the time of opening of the quotation positively, so that necessary bid may be taken on the date of opening of the quotation, claim for future participation in the bid will not be entertained.

The proforma is given below for filling up Quotation Paper.

BUS Type	80 KM & 08 Hours	Extra Rate Per KM beyond 80 KM	Extra Rate Per Hour beyond 08 Hour	Night Charges from 10:00 PM to 06:00 AM
Tempo Traveler 15 Seater				
Mini Bus 27 Seater				
Deluxe Bus 45 Seater				

Documents to be submitted:-

1. GST No. and the Authority with whom Registered
2. Copy of the PAN Card
3. Registered Office (Address) and parking / garage within 10 kms from Banga Bhawan, 3, Hailey Road, New Delhi (would be given preference) with Telephone No./Fax No./ Mobile No. & email id.
4. Agencies must provide address for communication along with Phone No./ Fax No. & email id.
5. Copy of partnership deed if any.
6. Copies of RC Book
7. Bank details (Current A/c no., IFSC Code & Branch Name, along with a cancelled cheque).

The quotation should reach the undersigned are enumerated as follows:-

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| a) Last date and time limit of application                  | : 07.04.2025 up to 10:00 AM |
| b) Last date and time limit for issue of Quotation Paper    | : 07.04.2025 up to 11:00 AM |
| c) Last date and time limit for dropping of Quotation paper | : 07.04.2025 up to 01:00 PM |
| d) Date and time for opening of Quotation paper             | : 07.04.2025 at 02:00 PM    |



Deputy Secretary  
Government of West Bengal

Memo no- 483-RCWB/G-19/2025

Date: - 02.04.2025

Copy forwarded for information and necessary action to:

1. All Resident Commissioner of State / U.T., with the request to put it on their office notice board.
2. The Joint Secretary, Transport Department, Govt. West Bengal, Kolkata.
3. The Deputy Director Information, I& CA Department, Govt. of West Bengal, New Delhi, with the request to put it on their office notice board.
4. The Officer-in-Charge & Assistant Engineer, PWD, Banga Bhawan, New Delhi, with the request to put it on their office notice board.
5. The notice may kindly be pasted on the office notice board for wide publicity.



Deputy Secretary  
Government of West Bengal