GOVERNMENT OF WEST BENGAL

OFFICE OF THE RESIDENT COMMISSIONER

A/2 State Emporia Buildings, Baba Kharak Singh Marg, New Delhi – 110001

NOTICE INVITING e-TENDER

NIT NO. 43-RCWB/ND of 2026-2027

Hiring of Vehicles on an as-and-when-required basis for International Gita Mahotsav 2026 at Kurukshetra, Haryana

Memo No.: 1113-RCWB/2026 **Date: 23 /11 / 2026**

The Deputy Secretary, Office of the Resident Commissioner, Government of West Bengal, New Delhi invites online bids and corresponding offline Technical Bid documents from eligible vehicle hiring agencies/operators for providing vehicles for the participation of West Bengal in International Gita Mahotsav 2026, from **05.12.2026 to 25.12.2026.**

Tender Particulars

Particular	Details
Tender Inviting Authority	Deputy Secretary, Office of the Resident Commissioner, Government of West Bengal, A/2 State Emporia Buildings, Baba Kharak Singh Marg, New Delhi – 110001.
Name of Work	Hiring and deployment of vehicles for International Gita Mahotsav 2026.
Deployment Period	05.12.2026 to 25.12.2026, both days inclusive, or as directed.
Locations	Delhi, NCR, Kurukshetra, Haryana, Ambala, Chandigarh and connected routes/locations as instructed.
Vehicle Categories	BMW / Mercedes; Toyota Fortuner; Toyota Innova Crysta; Force Urbania-15 Seater ; A.C. Deluxe Bus -40 Seater ; Golf Cart -6/8 Seater.
Bid System	Two-Bid System – Technical Bid and Financial Bid.
Selection	Eligibility screening, technical evaluation (minimum 40/100), then L1 among technically qualified bidders.
EMD	Rs. 25,000/- (Rupees Twenty-Five Thousand only); successful bidder's EMD to be converted into Security Deposit.
Portal	https://tenders.wb.gov.in

Important Dates and Time Schedule

Event	Date / Time
Tender publication / document download start	26.11.2026 – 11:00 AM
Pre-Bid Meeting	27.11.2026 – 11:00 AM to 11:30 AM at Office of the Resident Commissioner, A/2 State Emporia Buildings, Baba Kharak Singh Marg, New Delhi – 110001.
Bid submission start (online)	26.11.2026 – 11:00 AM
Bid submission closing (online)	02.12.2026 – 11:00 AM
Last date/time for receipt of offline Technical Bid	02.12.2026 – 11:00 AM
Opening of Technical Bid (online)	04.12.2026 – 11:00 AM
List of technically qualified bidders	To be notified through the portal
Opening of Financial Bid	To be notified separately after technical evaluation

SECTION I – INVITATION TO BIDDERS

1. Invitation and Scope

The Deputy Secretary, Office of the Resident Commissioner, Government of West Bengal, New Delhi invites bids from reputed and experienced vehicle hiring agencies/operators for arranging vehicles for official, VIP, participant and event-related movement in connection with International Gita Mahotsav 2026 at Kurukshetra, Haryana.

- Vehicles may be required for local duty, airport/railway station transfers, inter-city movement between Delhi-NCR, Kurukshetra , Ambala, and Chandigarh, official visits and event transportation.
- The exact category, quantity, reporting point, reporting time, duty duration and route shall be communicated by the authorised officer from time to time.
- The cars would be hired on daily basis for 250 km and 24 hours for official use of VIPs, dignitaries and senior officials of Govt. of West Bengal in Delhi, NCR and as and when required outside NCR as well.
- The requirement is on an as-and-when-required basis. Vehicle quantities may be increased or decreased. No minimum deployment or minimum billing is guaranteed.
- The bidder shall arrange the categories and quantities requisitioned by the Authority, including vehicles through associates where permitted and approved. The prime agency shall remain fully responsible.

2. Two-Bid System

The tender shall be processed under a two-bid system. The Technical Bid shall contain eligibility documents and supporting credentials. The Financial Bid shall be submitted online in the prescribed BOQ / financial proposal format. Financial rates shall not be disclosed in the Technical Bid.

3. Mandatory Online and Offline Submission – Technical Bid

NOTE: The bidding firms are required to submit Technical Bids and Financial Bids. Technical Bids are required to be submitted both online and offline. The complete Technical Bid document, along with all supporting documents, duly signed and stamped, must be uploaded online and also submitted in hard copy in a sealed envelope, complete in all respects, on or before 02.12.2026 up to 11:00 AM, in the Tender Box kept at the following office:

The Deputy Secretary
Office of the Resident Commissioner, Government of West Bengal
A/2 State Emporia Buildings, Baba Kharak Singh Marg
New Delhi – 110001
Telephone: 011-2334-8762

The sealed envelope shall be superscribed: “TECHNICAL BID – Hiring of Vehicles for International Gita Mahotsav 2026”. The bidder shall clearly mention its name, address, contact number and tender reference number on the envelope.

The quotations / bids shall not be entertained after the prescribed deadline under any circumstances whatsoever. The Financial Bid shall be submitted online only in the designated financial cover / BOQ, and the Financial Bids of only those firms who qualify technically shall be opened.

4. Method of Selection and Bid Validity

Bidders must satisfy eligibility conditions and obtain at least 40 marks out of 100 in technical evaluation. Among technically qualified bidders, the lowest evaluated financial offer (L1) shall be considered, subject to approval of the competent authority. Bid validity shall be 60 days from the last date of bid submission.

SECTION II – ELIGIBILITY AND QUALIFICATION CRITERIA

Bidders shall upload and submit the following legible, self-attested documents. Failure to meet essential eligibility requirements may result in rejection.

Sl.	Eligibility requirement	Documents required
1	Registered proprietorship, partnership firm, LLP or company legally authorised to carry on vehicle hiring / transport business.	Registration / incorporation certificate, partnership deed or equivalent; proof of office address.
2	Valid PAN and GST registration, wherever applicable.	PAN and GST registration certificate.
3	At least 3 years' experience in vehicle hiring / transport services.	Registration proof/ work orders/ agreements/ invoices or client certificates.
4	Access to a fleet of at least 20 vehicles in aggregate, owned or under valid binding arrangements.	Vehicle-wise fleet list with make, model, year, registration number, ownership / attachment status; RC copies and support letters / MoUs.
5	Relevant experience supplying vehicles to Government / PSU / Embassy / institutional / corporate assignments or events.	Work orders, agreements, completion certificates, client certificates or invoices.
6	Not blacklisted / debarred by any Central / State Government Department, PSU or Government agency as on bid date.	Undertaking on bidder's letterhead signed by authorised signatory.
7	Compliance with applicable motor vehicle, tax, labour, insurance and safety laws.	Undertaking and relevant permits / registrations.

Additional Vehicle Conditions

- Vehicles offered shall generally be of year of manufacture 2021 or later, subject to vehicle category and approval of the Authority.
- All vehicles shall have valid RC, commercial permit / authorisation, fitness certificate, comprehensive insurance and PUC certificate.
- BMW / Mercedes and Toyota Fortuner vehicles shall be genuine models in excellent condition and suitable for VIP movement.
- Force Urbania shall be air-conditioned, with passenger seating capacity as requisitioned.
- Deluxe Bus shall have valid passenger permit, approved seating capacity and required safety equipment.
- Golf Carts shall be electrically operated, safe, well-maintained and suitable for the event premises.

Responsiveness

A bid may be treated as non-responsive if late, unsigned, unauthorised, conditional, materially incomplete, not submitted in both required modes for the Technical Bid, or not accompanied by valid EMD proof.

SECTION III – TECHNICAL EVALUATION AND SCORING

Technical evaluation shall be carried out for bids passing preliminary responsiveness and eligibility screening. Marks shall be awarded on documentary evidence.

Sl.	Technical parameter	Assessment / evidence	Marks
1	Relevant vehicle-hiring / fleet-management experience	Government / PSU / Embassy / institutional / corporate work orders, agreements, completion or client certificates; number and relevance of completed assignments.	30
2	Fleet strength and category availability	Verified fleet statement and RC copies; availability of BMW / Mercedes, Fortuner, Innova Crysta, Urbania, Deluxe Bus and Golf Cart.	30
3	Average annual turnover	Average turnover for last three audited financial years from vehicle hiring / transport / allied services; audited statements and CA certificate.	20
4	Operational capability and service readiness	Delhi–Kurukshetra–Chandigarh deployment plan, dedicated on-site Manager / Supervisor at Kurukshetra, 24-hour coordination, vehicle/driver roster management, replacement arrangements and breakdown response plan.	10
5	Statutory compliance and service quality	Registrations, permits, insurance, fitness / PUC, driver verification and client references.	10
	TOTAL		100

Indicative Marking Guidance

- Experience (30): 1–2 relevant completed assignments – 10; 3–5 assignments – 20; more than 5 assignments – 30 marks.
- Fleet strength (30): 20–29 eligible vehicles – 10; 30–49 vehicles – 20; 50 or more vehicles – 30 marks. Category coverage shall also be considered.
- Average annual turnover (20): below Rs. 25 lakh – 5; Rs. 25 lakh to below Rs. 50 lakh – 10; Rs. 50 lakh to below Rs. 1 crore – 15; Rs. 1 crore and above – 20 marks.
- Operational capability (10): quality and completeness of deployment, coordination, standby and replacement plan.
- Statutory compliance (10): completeness and validity of documents, driver verification and satisfactory service references.

Minimum Qualifying Score

A bidder must secure at least 40 marks out of 100 to qualify for opening of its Financial Bid. Financial Bids of only technically qualified bidders shall be opened.

SECTION IV – EMD, BID SUBMISSION AND OPENING

1. Earnest Money Deposit

Every bidder shall submit EMD of Rs. 25,000/- (Rupees Twenty-Five Thousand only) through the payment mode enabled / prescribed on the West Bengal e-Tender portal and upload the payment acknowledgement / proof in the Technical Bid.

2. Conversion of EMD into Security Deposit

The EMD of the successful bidder shall be converted and retained as Security Deposit for due performance of the contract, without interest. It shall be refundable after satisfactory completion of the contract, settlement of dues and fulfilment of contractual obligations, subject to lawful recoveries. EMD of unsuccessful bidders shall be refunded as per applicable rules.

3. Forfeiture

EMD may be forfeited in accordance with applicable rules if a bidder withdraws / modifies its bid during validity, submits false information, refuses the award after selection or fails to execute the agreement / submit required documents within the stipulated time, where legally permissible.

4. Submission Requirements

- Technical Bid: submit online through the portal and offline in hard copy in a sealed envelope at the office address stated in Section I, by 02.12.2026 at 11:00 AM.
- Financial Bid: submit online only in the designated financial cover / prescribed BOQ. Do not place price information in the Technical Bid or offline Technical Bid envelope.
- All hard-copy documents shall be indexed, legible, signed by the authorised signatory and stamped with the bidder's seal.
- The bidder is responsible for timely upload, digital signature, EMD payment, physical delivery and obtaining acknowledgement, where applicable.
- Late physical or online submissions shall not be accepted.

5. Opening of Bids

Technical Bids shall be opened online on 04.12.2026 at 11:00 AM, subject to the portal schedule. Technical scrutiny and evaluation shall follow. The list of technically qualified bidders shall be notified through the portal. Financial Bids of only technically qualified bidders shall be opened on a date and time notified separately.

SECTION V – SCOPE OF WORK, VEHICLE CATEGORIES AND QUANTITY

The following quantities are indicative evaluation quantities for preparing the Financial Proposal only. They do not constitute a commitment to requisition or deploy the stated number of vehicles. Actual category-wise deployment shall be as directed by the authorised officer.

Sl.	Vehicle category	Indicative quantity for rate evaluation	Minimum service standard
1	BMW / Mercedes Luxury Sedan	As per Annexure-II / actual requisition	Premium AC luxury sedan for VIP / dignitary movement.
2	Toyota Fortuner (AC)	As per Annexure-II / actual requisition	Premium AC SUV, well-maintained and suitable for VIP movement.
3	Toyota Innova Crysta (AC)	As per Annexure-II / actual requisition	AC multi-utility vehicle with comfortable seating and luggage space.
4	Force Urbania (AC)- 15 Seater	As per Annexure-II / actual requisition	AC passenger van / luxury van; seating capacity as requisitioned.
5	A.C. Deluxe Bus- 40 Seater	As per Annexure-II / actual requisition	AC deluxe passenger bus with valid passenger permit and safety equipment.
6	Golf Cart-6/ 8 Seater	As per Annexure-II / actual requisition	Electric golf cart with charged battery and safe operating condition.

The evaluation quantity of one unit per category is a common rate-comparison unit only. It is not the estimated actual deployment quantity and does not guarantee any minimum work or payment.

Locations and Nature of Duty

Vehicles may be required at Delhi, Kurukshetra, Haryana, Chandigarh and connecting routes. Duties may include airport / railway station transfers, hotel-to-venue movement, transport of officials, dignitaries, participants and artisans, local visits and event logistics.

Requisition and Quantity Variation

- Vehicle category, number, reporting point, date, reporting time and duty requirement shall be communicated through requisition / recorded instruction.
- The Authority may increase, decrease, split, reschedule or cancel category-wise requirements according to actual operational needs.
- Payment shall be made only for vehicles actually requisitioned, deployed and certified by the authorised officer. No minimum business or idle charge is guaranteed.
- The agency shall maintain a 24-hour coordination contact during deployment and provide vehicles at short notice as reasonably directed.

SECTION VI – VEHICLE, DRIVER AND SERVICE CONDITIONS

1. Vehicle Fitness and Documentation

- Vehicles shall be clean, roadworthy, well-maintained and air-conditioned where applicable. Interiors and exteriors shall be kept hygienic.
- Valid RC, commercial permit / authorisation, fitness certificate, comprehensive insurance, PUC certificate and statutory documents shall be available for verification.
- Vehicles shall comply with applicable environmental directions, traffic rules and orders of competent authorities.
- The Authority may inspect and reject any unsafe, unsuitable, unclean or non-conforming vehicle. Rejected vehicles shall be replaced immediately at no additional cost.

2. Drivers and Operators

- Drivers shall hold valid driving licences of the appropriate class and have adequate experience for the assigned category and routes.
- Drivers shall be courteous, disciplined, properly dressed, familiar with Delhi, Kurukshetra and Chandigarh and capable of professional passenger handling.
- The agency shall verify driver identity and antecedents and provide driver name, mobile number and licence details before deployment.
- Drivers shall not consume alcohol / intoxicants during or before duty. Misconduct or unsafe driving may lead to immediate replacement and further action.
- Drivers shall maintain confidentiality of VIP movements, passenger identities, itineraries and official information.

3. Breakdown and Replacement

In case of breakdown, accident, delay, defect or unsatisfactory condition, the agency shall provide an equivalent or higher category replacement immediately, without additional cost.

4. Safety and Liability

The agency shall be responsible for safe operation, its drivers and employees, statutory compliance, insurance claims, third-party claims and damages arising from its operations. The agency shall indemnify the Government of West Bengal / Office of the Resident Commissioner against claims, losses or damages attributable to the agency, its vehicles or personnel, to the extent permitted by law.

5. Driver Accommodation and Meals

The Agency shall arrange, at its own cost and responsibility, suitable, safe and hygienic accommodation and meals/food for all drivers deployed for the International Gita Mahotsav 2026 at Kurukshetra and at any other location forming part of the deployment. The arrangement shall include adequate sleeping/resting facilities, clean drinking water, toilets and sanitation. The Agency shall ensure that drivers receive adequate rest between duties and that no driver is required to drive in a fatigued or unsafe condition. No separate payment or reimbursement shall be admissible from the Authority on this account.

6. On-site Manager / Supervisor at Kurukshetra

The Agency shall deploy one dedicated, experienced Manager / Supervisor at Kurukshetra for the entire deployment period from 05.12.2026 to 25.12.2026, or for such extended/revised period as may be directed by the Authority. The Manager / Supervisor shall remain available on site and act as the single point of contact for the authorised officers of the Government of West Bengal. The Manager / Supervisor shall coordinate with VIPs and senior officials, receive and communicate vehicle requisitions, prepare and update vehicle/driver deployment rosters, coordinate reporting and release of vehicles, guide drivers regarding reporting points and schedules, monitor punctuality and service quality, arrange immediate replacements, resolve operational issues and maintain daily deployment records. The Manager / Supervisor shall be reachable by mobile phone throughout the duty period, including during emergencies and late-night/early-morning movements. The Agency shall provide the Manager / Supervisor at its own cost, and no separate charge shall be payable.

7. Driver Identification, Briefing and Conduct

Before deployment, the Agency shall submit a consolidated list of drivers with names, mobile numbers, driving licence details, vehicle registration numbers and police verification / antecedent verification status. Drivers shall carry agency-issued identity cards, wear clean and decent uniform or formal attire as directed, maintain personal hygiene, follow instructions of the authorised officer and behave courteously with VIPs, officials and passengers. Drivers shall not disclose movement plans or passenger details, use mobile phones while driving, consume alcohol/intoxicants, or undertake unauthorised trips or diversions.

8. Continuity of Vehicle and Driver

As far as practicable, the same vehicle and driver shall remain assigned to a VIP / dignitary for the duration of the relevant assignment or stay, unless a change is required for safety, operational, mechanical or administrative reasons, or is directed by the authorised officer. Any proposed change shall be intimated to the authorised officer in advance, wherever practicable.

9. Duty Slips and Trip Records

The driver shall obtain the authorised user's signature on the duty slip/log sheet showing reporting time, release time, opening and closing kilometre readings, route/locations and the name/designation of the user. Any extra kilometre, extra hour, toll or parking claim shall be recorded separately and supported by prior approval and original receipts, wherever applicable under the BOQ. Overwritten, incomplete or unsigned duty slips may be disallowed.

SECTION VII – FINANCIAL BID, BILLING AND PAYMENT

1. Financial Proposal

The Financial Proposal shall be submitted online in the prescribed format. Annexure-II enclosed with this tender provides the financial rate schedule for bidder guidance and completion. Where the portal provides a BOQ template, the bidder shall fill and upload that portal-generated BOQ without changing its structure or formulae.

2. Rate Inclusiveness

Unless expressly provided otherwise, quoted rates shall include vehicle hire, fuel, driver wages and allowances, maintenance, insurance, permits, tolls, parking and incidental operating expenses. No unauthorised additional charge shall be payable.

For clarity, the quoted rates shall also be deemed to include all costs of the on-site Manager / Supervisor, driver accommodation, meals/food, local coordination, communication, staff wages/allowances and all incidental arrangements required for satisfactory performance.

3. Duty Records and Actual Usage

- Payment shall be based on actual deployment and usage certified by the authorised officer.
- Each duty slip / log sheet shall record date, vehicle category, registration number, driver name, reporting and release time, opening and closing kilometre readings, route / locations and authorised user's signature.
- tolls and parking shall be payable only if admissible.
- Unsigned, overwritten, incomplete or unauthorised duty slips may be disallowed.

4. Invoicing and Payment

Invoices shall be supported by category-wise details, duty slips, log sheets and relevant receipts. Payment shall be processed in INR through bank transfer after verification and certification, subject to availability of funds and statutory deductions including TDS. No advance payment shall be made unless approved by the competent authority.

5. Firm Rates and Financial Evaluation

Rates shall remain firm for 05.12.2026 to 27.12.2026. The evaluated financial offer shall be determined from the prescribed BOQ. The lowest evaluated financial offer among technically qualified bidders shall be ranked L1, subject to applicable procurement rules and approval.

SECTION VIII – GENERAL AND SPECIAL CONDITIONS

1. Contract and commencement: The successful bidder shall execute the agreement / accept the work order and commence deployment as directed. The tender, accepted BOQ, work order and written instructions shall form the contract.

2. Sub-contracting: The bidder shall not transfer or sublet the contract. Attached / associate vehicles require prior approval; the prime bidder remains fully responsible.

3. Confidentiality: The agency and personnel shall keep confidential information relating to VIPs, officials, movement plans, contact details, schedules and security arrangements.

4. Penalty and service failure: Delay, non-reporting, unsuitable vehicle, driver misconduct or failure to replace may result in deductions, recovery of additional expenditure, cancellation of requisition or other action under the contract.

5. Damage to Government property: Loss or damage caused by the agency, its vehicle or personnel shall be made good by the agency.

6. Labour and statutory compliance: The agency shall be responsible for wages, allowances, insurance and statutory obligations relating to its drivers and employees. No employer-employee relationship shall arise with Government.

7. Force majeure: Neither party shall be liable for delay caused by events beyond reasonable control, including natural calamities, war, civil disturbance, epidemic or Government restrictions, subject to prompt notice and mitigation.

8. Termination: The Authority may terminate for material breach, persistent poor performance, fraud, misrepresentation, statutory non-compliance or failure to provide services, following applicable procedure.

9. Dispute resolution: Disputes shall first be addressed through mutual consultation. Subject to applicable law, courts having jurisdiction at New Delhi shall have jurisdiction.

10. Right of Authority: The Authority reserves the right to accept or reject any or all bids, wholly or partly, cancel the tender, issue corrigenda or seek clarifications in accordance with applicable rules.

11. Corrigendum: Any corrigendum / clarification issued through the portal shall form part of the tender. The latest corrigendum shall prevail in case of inconsistency.

12. Conflict of interest: The bidder shall disclose any actual or potential conflict of interest affecting fair performance.

13. Inspection and records: The Authority may inspect vehicles, permits, driver credentials and duty records at any time during the contract period.

14. Dedicated event coordination: The Agency shall maintain a functional control/coordination arrangement for the full deployment period and shall furnish the name, designation and mobile number of its Manager / Supervisor to the Authority before commencement. Any change in the nominated Manager / Supervisor shall require prior intimation and approval of the authorised officer.

15. Deployment at short notice: The Agency shall provide vehicles on requisition, including on holidays and beyond normal office hours, as required for event operations. The Agency shall acknowledge each requisition promptly and ensure reporting at the specified location and time. The response and reporting time shall be as directed by the Authority, having regard to the urgency and location of the requisition.

16. Driver accommodation and food: The Agency shall make and pay for accommodation, meals/food, drinking water and basic welfare arrangements for every driver deployed at Kurukshetra / other outstation locations. Such arrangements shall be safe, hygienic and reasonably accessible to the reporting location. The Authority shall have no liability for the Agency's accommodation, food or welfare arrangements, and no separate reimbursement shall be payable.

17. On-site Manager / Supervisor: One dedicated Manager / Supervisor shall be stationed at Kurukshetra throughout the contract deployment period. The Manager / Supervisor shall coordinate directly with VIPs and senior officials through the designated Government contact, coordinate drivers and vehicles, maintain a live deployment roster, monitor attendance and punctuality, ensure vehicles report at the correct point, arrange standby/replacement vehicles and promptly escalate any incident or service deficiency. The Manager / Supervisor shall not leave the station without arranging an approved competent substitute.

18. Manager / Supervisor contact and control room: The Agency shall provide a 24-hour operational contact number and the Manager / Supervisor's mobile number. A current list of all deployed vehicles, registration numbers, driver names and mobile numbers shall be furnished to the authorised officer before deployment and updated immediately whenever any change occurs.

19. Replacement and alternate sourcing: If the Agency fails to provide the required vehicle, driver or service within the stipulated time, the Authority may obtain the service from another agency/source. Any additional expenditure reasonably incurred due to such default may be recovered from the Agency, after giving due notice/opportunity as applicable. Repeated failure may invite penalty, termination or other action under the contract.

20. Vehicle class and downgrade prohibition: The Agency shall provide the exact category of vehicle requisitioned. A higher category vehicle supplied due to non-availability shall be paid at the accepted rate for the category originally requisitioned, unless the Authority has approved a different rate in writing. A lower category vehicle shall not be deployed without prior written approval.

21. Breakdown, accident and emergency response: The Agency shall immediately inform the designated officer of any breakdown, accident, delay, driver unavailability or other incident. It shall arrange an equivalent or better replacement at no

additional cost and provide reasonable assistance in managing the incident. All vehicles shall carry legally required safety equipment and emergency contact details.

22. Driver welfare and safe driving: The Agency shall be solely responsible for drivers' wages, allowances, accommodation, food, rest, insurance and statutory benefits. Drivers shall not be made to drive when fatigued or beyond legally permissible driving/rest limits. The Agency shall arrange relievers wherever required to ensure safe and continuous service.

23. Compliance with law and permits: The Agency shall comply with the Motor Vehicles Act and rules, applicable State transport requirements, traffic and environmental directions, passenger safety requirements, labour laws and all other applicable statutory provisions. All permits, fitness certificates, insurance, pollution certificates and licences shall remain valid throughout deployment.

24. No unauthorised charges: The Agency shall not collect any amount from VIPs, officials, passengers or event participants. No, driver allowance, food, accommodation, parking, toll or other amount shall be payable .

25. Confidentiality and security discipline: The Agency, Manager / Supervisor, drivers and other personnel shall maintain strict confidentiality regarding VIP identity, travel plans, itineraries, contact details, security arrangements and official information. Photography, social-media posting, sharing of location or disclosure of such information is prohibited unless expressly authorised.

26. Inspection and removal of personnel: The Authority may inspect any vehicle and verify the credentials and conduct of any driver, Manager / Supervisor or other personnel. Any person found unsuitable, negligent, discourteous, intoxicated, unauthorised or in breach of security instructions shall be withdrawn and replaced immediately at the Agency's cost.

27. Records, bills and audit: The Agency shall maintain vehicle-wise duty slips, kilometre and time records, driver attendance, deployment rosters, replacement records and supporting receipts. The Agency shall submit complete bills with the prescribed supporting documents for verification and certification. The Authority may seek clarification or supporting records before processing payment.

28. No employment relationship: The Agency shall remain the sole employer of its Manager / Supervisor, drivers and other personnel and shall be responsible for their recruitment, remuneration, conduct, insurance and statutory obligations. No employer-employee relationship shall arise between such personnel and the Government of West Bengal / Office of the Resident Commissioner.

29. No guarantee of minimum deployment: The quantities in the financial schedule are for evaluation / rate comparison only. Actual deployment shall depend on event requirements and written or recorded requisitions. The Authority does not guarantee any minimum number of vehicles, duty days, kilometres or payment.

30. Order of precedence: In case of inconsistency, the provisions of a corrigendum issued later shall prevail over the original tender to the extent of the inconsistency. Thereafter, the accepted work order / agreement and the tender document shall be read together; any specific written direction issued by the competent authority for operational deployment shall govern the relevant duty, provided it does not amend the financial terms without due approval.

Acceptance

Submission of a bid shall constitute acceptance of the tender conditions and corrigenda issued before the bid closing date.

SECTION IX – BID FORMS AND UNDERTAKINGS

A. Technical Bid Document Checklist

Sl.	Document / Particulars	Yes / No
1	Covering letter / bid submission form duly signed	
2	Registration / incorporation / partnership / proprietorship proof	
3	PAN and GST registration certificate, as applicable	
4	Proof of business address and contact details	
5	Audited financial statements / CA turnover certificate for last three financial years	
6	Work orders / agreements / completion or client certificates	
7	Fleet list with RC copies and ownership / attachment details	
8	Vehicle permits, fitness, insurance and PUC documents, as applicable	
9	Driver availability / verification and operational deployment plan	
10	Non-blacklisting undertaking on bidder's letterhead	
11	EMD payment acknowledgement / proof for Rs. 25,000/-	
12	Signed copy of tender document and corrigenda	
13	Proof of online upload and offline hard-copy submission of Technical Bid	
14	Undertaking for deployment of one dedicated Manager / Supervisor at Kurukshetra throughout the deployment period, with contact and coordination plan	
15	Undertaking that driver accommodation, meals/food, drinking water and basic welfare arrangements at Kurukshetra / outstation locations shall be arranged and borne by the Agency	

B. Undertaking by the Bidder

I/We declare that I/We have read and understood the complete tender document and corrigenda, if any, and agree to abide by its terms and conditions. The information and documents submitted are true and correct. I/We have not been blacklisted or debarred by any Government Department / PSU / Government agency as on the date of bid submission. I/We undertake to provide vehicles and services as requisitioned and accept that payment shall be made only for actual deployment certified by the authorised officer. I/We further undertake to deploy one dedicated Manager / Supervisor at Kurukshetra for the entire deployment period and to arrange, at our own cost, accommodation, meals/food and basic welfare facilities for all drivers deployed for the event. We shall comply with all driver coordination, safety, record-keeping and service-level requirements contained in the tender.

Name of Bidder / Agency: _____

Authorised Signatory: _____ Designation: _____

Mobile: _____ Email: _____

Date: _____ Signature with seal: _____

C. Tender Inviting Authority

Deputy Secretary
Office of the Resident Commissioner
Government of West Bengal, New Delhi
A/2 State Emporia Buildings, Baba Kharak Singh Marg, New Delhi – 110001
Telephone: 011-2334-8762

ANNEXURE – II

FINANCIAL PROPOSAL / PRICE SCHEDULE

Hiring of Vehicles for International Gita Mahotsav 2026 | Deployment: 05.12.2026 to 25.12.2026

Name of Bidder: _____

GSTIN: _____ PAN: _____

The bidder shall quote all rates in Indian Rupees. Indicative quantity is one unit per category solely as a common rate-evaluation unit. Actual deployment may increase or decrease and payment shall be based on actual authorised usage.

Sl.	Vehicle Category – A	Total Estimated Quantity (Nos.) – B	**Rate per vehicle for 24 Hrs & 250 KM (₹) –C**	Total Amount (D = B × C)	Extra km beyond 250 km (₹)
1	BMW / Mercedes Luxury Sedan	5	To be filled up directly as Online BOQ		100/-
2	Toyota Fortuner (AC)	5	To be filled up directly as Online BOQ		50/-
3	Toyota Innova Crysta (AC)	100	To be filled up directly as Online BOQ		20/-
4	Force Urbania (AC) -15 Seater	10	To be filled up directly as Online BOQ		50/-
5	A.C. Deluxe Bus- 40 Seater	5	To be filled up directly as Online BOQ		50/-
6	Cart (per cart / duty) – 6/8 Seater	14	To be filled up directly as Online BOQ		N/A

Rate Declaration

I/We confirm that the rates quoted above are inclusive of all operating costs, fuel, driver wages / allowances, maintenance, insurance, permits, tolls and parking, except GST shown separately and except any charge expressly approved in writing by the Authority. I/We agree that payment shall be made only for actual deployment and usage duly certified by the authorised officer. I/We specifically confirm that the quoted rates also cover the cost of the dedicated Manager / Supervisor, driver accommodation, meals/food, drinking water and basic welfare arrangements for drivers during the deployment period. No separate claim shall be raised for these items.

Authorised Signatory: _____ Date: _____

Signature with seal: _____

Financial Proposal Submission Note

This Annexure is part of the tender document. The bidder must submit the Financial Bid online in the portal's designated Financial Cover / BOQ. The bidder shall not include this price schedule in the Technical Bid upload or offline Technical Bid envelope.

ANNEXURE – III

Details of vehicles (BMW / Mercedes; Toyota Fortuner; Toyota Innova Crysta; Force Urbania-15 Seater ; A.C. Deluxe Bus -40 Seater ; Golf Cart -6/8 Seater) owned by the transport agency or available under valid attachment arrangements shall be furnished in the following format. Vehicles offered shall generally be of year of manufacture 2021 or later.

Sl. No.	Vehicle No.	Registered in the name of	Vehicle Type	Year of Purchase	Remarks

Clear, self-attested copies of the Registration Certificates (RCs) of all vehicles listed above must be enclosed. Failure to submit the required RC copies may render the bid non-responsive.

Name of the Transporter:

Date

Place

Signature & Seal of the
Authorized Person

ANNEXURE – IV

Statement of Drivers (Driving Licence details must be attached)

Sl. No.	Name of Driver	Driving Licence No.	Licence Valid Up To	Remarks

Note: Self-attested copies of valid Driving Licences of all the above drivers must be enclosed with this Annexure.

Name of the Transporter:

Date

Place

Signature & Seal of the
Authorized Person

SUBMISSION OF TECHNICAL AND FINANCIAL BIDS

The Technical Bid and Financial Bid shall be submitted in accordance with the following schedule. The Technical Bid must be submitted both online and offline; the Financial Bid shall be submitted online only.

Tender publication / document download start	26.11.2026 – 11:00 AM
Pre-Bid Meeting	27.11.2026 – 11:00 AM to 11:30 AM at Office of the Resident Commissioner, A/2 State Emporia Buildings, Baba Kharak Singh Marg, New Delhi – 110001.
Bid submission start (online)	26.11.2026 – 11:00 AM
Bid submission closing (online)	02.12.2026 – 11:00 AM
Last date/time for receipt of offline Technical Bid	02.12.2026 – 11:00 AM
Opening of Technical Bid (online)	04.12.2026 – 11:00 AM
List of technically qualified bidders	To be notified through the portal
Opening of Financial Bid	To be notified separately after technical evaluation

Memo no- 1113 -RCWB/2026 **Date: 23.11.2026**

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 Special Secretary, Transport Department, Govt. West Bengal, Kolkata.
3. The Joint Managing Director, WBTIDCL, Kolkata.
4. The Administrative Officer, Pool Car Office, Kolkata, Government of West Bengal, Transport Department, 12, R. N. Mukherjee Road, Kolkata – 700 001.
5. The Deputy Director Information, I& CA Department, Govt. of West Bengal, New Delhi, with the request to put it on their office notice board.
6. The Officer-in-Charge & Assistant Engineer, PWD, Banga Bhawan, New Delhi, with the request to put it on their office notice board.
7. The notice may kindly be pasted on the office notice board for wide publicity.

-sd-
Deputy Secretary
Government of West Bengal

Digitally signed by Niladri Somadder
Date: 2026.11.25 19:22:30 IST
Location: West Bengal-WB