

পশ্চিমবঙ্গ সরকার

পশ্চিমবঙ্গ রাজ্য হাজ কমিটি

(সংখ্যালঘু বিষয়ক ও মাদ্রাসা শিক্ষা দপ্তরের একটি বিশিষ্ট সংস্থা)

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Government of West Bengal
WEST BENGAL STATE HAJ COMMITTEE

(A Statutory Body under
Minority Affairs & Madrasah Education Department)
Madinat-ul-Hujjaj, Action Area-II, New Town, Rajarhat
Kolkata - 700 160
Tel. No.: 033- 2986 0249 / 2290 3617
Toll Free No.: 1800 345 7155

TENDER NO: WBSHC/e- NIQ/07/2025

DATED:18/11/2025

Name of the Items: Supplying completely closed metal body container truck / trailer on hiring on trip basis for transporting check-in bag of Haj Pilgrims - 2026 from Madinat-ul-Hujjaj, Action Area - II, New Town, Kolkata - 700160 to NSCBI Airport for 15-20 days from April, 2026 to May, 2026.

Electronic Quotations are invited from financially sound, experienced, resourceful and bona-fide agencies/ firm/Associations of persons / contractor/ Limited Companies for **supplying completely closed metal body container truck / trailer on hiring on trip basis for transporting check-in bag of Haj Pilgrims - 2026 from Madinat-ul-Hujjaj, Action Area - II, New Town, Kolkata - 700160 to NSCBI Airport for 15-20 days from April, 2026 to May, 2026**

The quotation shall be electronically submitted in the website: <https://wbtenders.gov.in>

Important Date		
Sl No.	Particulars	Date & time
1.	Publishing date and time	19.11.2025 at 6:50 PM
2.	Document download start date(online)	19.11.2025 at 6:50 PM
3.	Bid submission start date (Online)	19.11.2025 at 6:50 PM
4.	Pre Bid Meeting	02.12.2025 at 11:00 AM
5.	Bid Submission closing (Online)	16.12.2025 at 10:00 AM
6.	Bid opening date for Technical Proposals (Online)	18.12.2025 at 11:00 AM
7.	Bid opening date for Financial Proposal (Online)	to be informed later

Bills for the said items supplied will have to be raised on satisfactory supply and within the given period.

Billing for waiting period: It is observed that at times, for unavoidable reason, sealed container may be required to be kept standing. In such a scenario billing for such additional container will be one trip for every 8 hours and part thereof.

1) SCOPE:

Supplying completely closed metal body container truck / trailer on hiring on trip basis for transporting check-in bag of Haj Pilgrims - 2026 from Madinat-ul-Hujjaj, Action Area – II, New Town, Rajarhat, Kolkata – 700160 to NSCBI Airport for 15-20 days from April, 2026 to May, 2026. The days may also vary a little bit.

2) Eligible Criteria for Bidders

- a. Valid Trade license.
- b. PAN Card.
- c. GST Registration certificate.
- d. Income tax return for last three years.
- e. Firm/Company registration certificate.
- f. Experience of rendering similar supply work in a single order to offices under the establishment of Government of West Bengal or Government of India/ Undertaking of Government of West Bengal or Government of India. Also produce payment information against completion of supply/work done.

3) Earnest Money:-The bidder shall be required to deposit Earnest Money of Rs. 80,000.00 (Rupees Eighty thousand only) in Online Mode only (as per Finance Memo No: 3975 F (Y) dated 28th July 2016). By selecting ICICI Bank Mode bidder have to pay the EMD amount through net banking and in case of ICICI NEFT/RTGS a challan will generate online in that case bidder have to pay the EMD at their concerned bank branch through NEFT of RTGS mode.

4) Terms & Conditions to be followed for the Technical Bid.

- a) Bidder has to have own pool of sealed container.
- b) Additional sealed container / truck will be kept standby to avoid any unavoidable circumstances.
- c) Flight schedule will also be shared in due course.
- d) Bill will be paid as per trip made only.
- e) Multiple quotations by a single agency will not be entertained.
- f) Hard copy to be submitted in the Office of Executive Officer, West Bengal State Haj Committee, Madinat-ul-Hujjaj, Action Area – II, New Town, Kolkata – 700160
- g) **BOQ:** The Financial Proposal should contain Bill of Quantities (BOQ) in one cover (folder). The service providers and or their authorized representatives is to quote the rate online through computer in the space marked for quoting rate in the BOQ after downloading the prescribed format from the web site.
- h) **Opening of Bid Proposal:** A Tender Evaluation Committee comprises of selected officers will open the bids of the Tender.
- i) Intending bidder may remain present if they so desire during opening of technical and financial bid. Sample in container to be submitted at the time of technical bid.
- j) 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/Non-statutory Documents the tender will summarily be rejected.
- k) Decrypted (transformed into readable formats) documents of the Non-Statutory cover will be downloaded and handed over to the Tender Evaluation Committee.

- l) Pursuant to scrutiny and decision of the Tender Evaluation Committee the Summary List of eligible bidder and the serial number of items for which their proposal will be considered & uploaded in the web portal.
- m) During evaluation the committee may summon the bidder and seek clarification / information or additional documents or original hard copy of any of the documents already submitted and if these are not produced within the stipulated time frame, their proposals will be liable for rejection.
- n) **Rejection of Bid:** The E-tender committee formed by the Executive Officer, West Bengal State Haj Committee reserves the right to reject any / or all the tendered rates without assigning any reason and/ or not to place any orders even after selection and is not liable for any cost that might have been incurred by any bidder at the stage of bidding and also reserves the right to divide the contract amongst any number of bidder, if required so. The said committee does not bind himself to accept the lowest rate.
- o) If the Supplier fails to deliver any or all of the Goods or to perform the Services within the period(s) specified in the Contract, the WBSHC shall, without prejudice to its other remedies under the Contract; WBSHC shall impose a penalty as per Tender Terms & Conditions including forfeiture of EMD, Security Deposit and Deposit of Cheque etc.
- p) TDS will deduct as financial norms.
- q) The Agency / Firm (herein after referred to as “**Contractor**”) should be registered and should furnish a copy of the registration certificate in support thereof.
- r) Only such Agency / Firm may apply whose Container /vehicles have been duly authorized by the concerned RTO for use as public transport.
- s) The Contractor shall maintain an office within Kolkata duly manned with adequate staff who can always be attended.
- t) The Container / vehicle provided by the contractor should be in perfectly sound, road worthy, working condition.
- u) The Container / vehicle should be maintained regularly and properly by the Contractor and should have clean interior and exterior.
- v) The driver assigned duty with the Container /vehicle should not be changed unless it is very urgent or unavoidable.
- w) The successful contractor shall have to submit the list of Container /vehicles along with photocopies of valid registration certificate while signing the Agreement.
- x) The Container /vehicle put into service should carry the following documents and articles:
(i) Valid Registration Certificate issued by the concerned RTO.
(ii) Valid PUC Certificate.
(iii) Valid Road Tax Receipt / Certificate
(iv) Valid Insurance Policy document of the Container /vehicle.
(v) Tool box, small spares, jack and extra tyre in usable condition.
- y) The Contractor shall ensure that,
(i) the driver employed hold valid commercial driving license, are well behaved, having communication skills at least in Bengali and Hindi, conversant with the rules and regulations of driving and the knowledge of routes in Kolkata.
(ii) all the drivers employed by him should wear neat dress while on duty;
(iii) the driver report to the user on time and maintain punctuality during duty hours;
(iv) driver do not consume alcoholic drink while on duty;
(v) the driver always remain with the vehicle while on duty and in case of any urgency he should seek permission of the user before leaving the vehicle.
(vi) Police verification from Local Police Station of the driver(s) to be submitted after getting work order.

z) In case of any breakdown of Container /vehicle at the time of duty, the Contractor shall make arrangements promptly for another **similar** Container /vehicle and no mileage from the garage upto the breakdown point shall be paid.

aa) Penalty levied by police / government departments / statutory bodies for violation of any norms or regulation shall be sole responsibility of the Contractor. WBSHC shall in no way be responsible for such payments.

ab) The drivers on duty should ensure that the Container /vehicle is accompanied with a log book issued for it. The log book should be presented to the user of the Container /vehicle for noting daily Opening and closing time readings at the point of reporting and release respectively.

ac) The bidder has to provide full quantity of fuel, oil and lubricant (s) required to run the vehicles.

ad) The bidder shall be responsible for carrying out all types of maintenance whether major or minor due to either breakdown or regular wear and tear for keeping the vehicles in full serviceable condition during the Haj period.

ae) Terms and condition may be relaxed or altered as per the exigency.

5) Specification for container truck / trailer

1) 20 Feet length, Height – 8.5 feet Width – 8 feet with ten (10) capacity.

2) Suitable in built hinges for the doors with suitable locking provisions for putting at least two pad locks to be provided in each container

6) INSTRUCTIONS FOR BIDDERS:

a. Quotation must be electronically submitted in two parts, i.e., (i) Part-A, Technical Bid and (ii) Part- B, Price Bid.

b. Technical bid should contain all the documents like, Quotation documents, Instructions for bidder, Pre-qualifying requirements, General terms & conditions duly filled in& signed by the bidder.

c. Only one set of tender document duly signed & stamped on each page by authorized representative of bidder shall be electronically submitted. Bidder should note specifically that all pages of tender document are to be electronically submitted by them as a part of their offer. Price should not be mentioned by them anywhere in the technical bid portion of offer.

d. Price should be mentioned only in the "Part-B, Price Bid Format" after quoting the rates online as specified in the price bid format both in figures as well as in words including taxes in the price bid.

e. On the date of opening of Quotation, Technical Bid shall be opened first to select the eligible Bidder. Price Bid will be opened on the scheduled date only in respect of those Bidder, whose bids are found technically acceptable.

f. The Executive Officer, West Bengal State Haj Committee reserves the right to accept or reject any or all offer without assigning any reason thereof. In addition, the Executive Officer, West Bengal State Haj Committee shall not entertain any correspondence from bidders in this matter.

g. The Executive Officer, West Bengal State Haj Committee reserves the right to relax the pre-requisites and/or negotiate the rates, terms and conditions with the lowest tenderer or any of the other bidder to ascertain the suitability of the acceptable offer.

h. The contract shall be for Haj Operation - 2026. The authority holds the right to terminate the contract for violation of terms and conditions by the qualified bidder at any time without any notice or assigning any reason.

i. The Bidder or their representative may attend the opening of both the Bids (Part A & B).

j. **Registration of Contractor:** Any service providers and or their authorized representatives 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 <https://wbtenders.gov.in>.

k. **Digital Signature Certificated (DSC):** Each service providers and or their authorized representatives is required to obtain a Class-II or Class-III Digital Signature Certificate (DSC) for submission of tenders for the approval service of the National Informatics Centre (NIC) on

payment of requisite amount. Details are available at the web site <https://wbtenders.gov.in>. DSC is given as a USB e-Token.

l. The service providers and or their authorized representatives can search and download the NIT and Tender Document(s) electronically from computer once he logs on to the website <https://wbtenders.gov.in>. using the Digital Signature Certificate. This is the only mode of collection of Tender Documents.

m. **Submission of Tenders:** Tenders are to be submitted through online to the web site <https://wbtenders.gov.in>. 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). Virus scanned and digitally signed copies of the documents are to be uploaded. The documents will get encrypted (transformed into non readable formats).

n. **Payment:** The Tenderer shall be required to deposit Earnest Money of **Rs. 80,000.00 (Rupees Eighty Thousand) only** in Online Mode only (as per Finance Memo No: 3975 F dated 28th July 2016). By selecting ICICI Bank Mode bidder have to pay the EMD amount through net banking and in case of ICICI NEFT/RTGS a challan will generate online in that case bidder have to pay the EMD at their concerned bank branch through NEFT or RTGS mode.

o. **Technical Proposal:** The Technical Proposal should contain scanned copies of the following two covers (folders)

a) **Statutory Cover** Containing the following documents –

i. NIT

b) **Non-Statutory Cover** Containing the following documents –

Sl. No.	Category Name	Sub-Category Description	Detail(s)
A.	Certificate (s)	Certificate(s)	GST Registration certificate PAN Valid Trade License IT return for last three Years
B.	Company Detail(s)	Company Detail	PARTNERSHIP DEED, CO-OPERATIVE SOCIETY BYLAW, MOA, TRADE LICENCE, COMPANY REGISTRATION CERTIFICATE
C.	Balance Sheet	Last Three Years	P/L AND BALANCE SHEET Last Three Years Experience of rendering similar supply work in a single order to offices under the establishment of Government of West Bengal or Government of India/ Undertaking of Government of West Bengal or Government of India. Also produce payment information against completion of supply/work done.
D.	Credential	Credential – 1	

Sd/-

Executive Officer
West Bengal State Haj Committee

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Annexure-I

Tender ID: _____

Hard copies are to be submitted to the Office of the Executive Officer, West Bengal State Haj Committee, Madinat-ul-Hujjaj, Action Area-II, New Town, Rajarhat, Kolkata – 700160 **before the opening date of the technical bid**, in the sequence noted below.

SI No	Name of the documents	Yes/No	Page No.
1	EMD / Exemption Order		
2	PAN Card		
3	GST Certificate		
4	Trade Registration		
5	IT Return last three years		
6	Non Blacklistment Declaration		
7	Credential with payment statement		

Seal and Signature of Bidder