



স্বল্পমেয় ন্যয়ে  
Government of West Bengal

# WEST BENGAL KHADI AND VILLAGE INDUSTRIES BOARD

A Statutory Body under Micro Small Medium Enterprises & Textile Department

12, Binoy-Badal-Dinesh (B.B.D.) Bagh, Kolkata – 700 001

Website: wbkvib.org.in / Web Portal: banglarkhadi.in

e-mail: ceowbkvib@gmail.com



Memo No: 1412 /ESTB/02/22-23,Part-II

Date: 25 /June/2026

## TENDER REFERENCE No. NIQ-010\_EST-02\_2026-27 OF CHIEF EXECUTIVE OFFICER WEST BENGAL KHADI AND VILLAGE INDUSTRIES BOARD

The Chief Executive Officer, Khadi & village Industries Board, invites-tender for the work detailed below which are to be executed through Engineering Section of WBKVIB: -

<b>Name of Work :</b>	Noice Inviting Quotation for Hiring of Vehicle, Luxury Taxi / Car, Motor Cab / Maxi Cab for office use in the office of WB Khadi and Village Industries Board, 12, BBD Bag, Kolkata 700001, on daily basis / monthly basis.
<b>Estimated Value:</b>	To be Quoted
<b>Earnest Money Deposit:</b>	₹ 20,000.00 (DD in favour of "WEST BENGAL KHADI AND VILLAGE INDUSTRIES BOARD" payable at Kolkata
<b>Completion:</b>	365 Days form Work Order
<b>Location:</b>	All over the West Bengal
<b>Defect Liability Period:</b>	30 Days from Completion
<b>Eligibility of Bidder:</b>	Bonafede, Resourceful, Experience & Reliable Government Licensed Contractor / Agencies having adequate credentials in execution of similar nature of work or original Work under Govt. Department is Eligible through Pre-Qualification.

- In the event of e-filing intending bidder may download the tender document from the website, <https://wbenders.gov.in> directly by the help of Digital Signature Certificate & necessary Earnest Money.
- Unsuccessful Tenderer will not have to pay the cost of tender documents for the purpose of participating in e-tendering, but the successful bidder L1 (Lowest)Bidder will have to pay the cost of Tender Documents (2911) of 2 (two) A/PW/0/10C-35/10 Dated: - 26/07/2011 of secretary PWD Govt. of West Bengal

Important Date & Time: -			
Publishing Date:	Thursday, 25 June 2026	At	17:00 hrs
Document Download / Sale Start Date:			
Bid Submission Start Date:	Monday, 29 June 2026	From	11:00 hrs
Bid Submission Closing Date:	Monday, 06 July 2026	Up to	11:00 hrs
Bid Opening Date (Technical):	Tuesday, 07 July 2026	From	11:00 hrs
Bid Opening Date (Financial):	To be Notified		

- **Eligibility criteria for participation in tender: -**
  - ✓ Intending Tenderers should produce credentials of a similar nature of completed work, of the minimum value of 60,000 per year during 03(Three) years prior to the date of issue of the Tender Notice.
  - ✓ Completion certificate should contain a) Name of work, b) Name & address of Client, c) Amount put to tender, d) Date of Commencement of work, e) Date of Completion of work.

Or

  - ✓ Intending Tenderers should produce credentials of 2(two) similar nature of completed work, each of the minimum value of 45,000 per year during 03(Three) years prior to the date of issue of the Tender Notice.
- **Documents to be Submitted: -**
  - ✓ Trade license
  - ✓ PAN Registration
  - ✓ GST Registration
  - ✓ Latest GST Return in Form No. 3B.
  - ✓ Latest P.Tax
  - ✓ Last 03 (Three) Years of Income Tax Return
  - ✓ Pre-Qualification Application
  - ✓ Declaration
  - ✓ Credential
  - ✓ Pollution Control Certificate (about exhaust Gas) issued by the Competent Authority.
  - ✓ Latest relevant Tax clearance certificate.
  - ✓ Fitness Certificate issued by the Public Vehicle Department.
  - ✓ Driving License, Blue Book Registration No. (Originals to be verified at this office)
  - ✓ Type and Make of the Vehicle.
  - ✓ Year of make (MODEL).

• **Terms & Conditions: -**

1. Operation / movement of the vehicle will be under the sole control of the Chief Executive Officer of WB Khadi & VI Board. The vehicle movement zone will be mainly in the jurisdiction of West Bengal Only.
2. The owner shall have to provide the car along with the Driver having at least 03 (Three) years of experience in driving of car in Kolkata, and all over the West Bengal for duty at Schedule time & place as per instruction of the officer using the car.
3. The vehicle may be owned/hired/arranged, and the vehicle should provide due care along with driver having valid driving license and up to date certificates of the vehicle. The vehicle should have registration no., upto date insurance, road tax, pollution clearance certificate & Fast Tag of the vehicle etc.
4. The owner of the vehicle will have to bear at their own expenses all the running repairs, major repairs and overhauling charges of the vehicle from time to time as and when necessary to keep the vehicle in Tip Top condition.
5. If the owner of the vehicles fails to provide vehicles on duty for more than 2(Two) successive days without sufficient cause or justifications, the contract may stand cancelled at the option of the Department. No claim whatsoever will be entertained in this respect.
6. If for any reason whatsoever the owner is unable to provide the earmarked vehicle on duty, he shall have to provide another vehicle as a substitute. In case of failure to provide any car a sum of Rs. 500/- (Five hundred) only per day will be deducted from the net claim in the total amount of the bill.
7. The department will not be hold responsible for any: -
  - i) Damage caused to the vehicle due to any accident.
  - ii) For any court case on compensation arising out of the vehicle and its driver.
  - iii) Any taxes or charges that may be levied by the State/ Central Government and parking fees of Kolkata Corporation only.
  - iv) For penalty charge for Traffic Rule violation by the Driver.
8. The vehicle has to perform every day a duty of 10 (Ten) hrs from reporting time to releasing time. The time and place of reporting of the vehicle will be intimated to the driver by the Officer concerned, beyond 10 hrs. O.T. will be admissible per hr as per existing Govt. Notification. The vehicle will not be required on Saturday, Sundays and on Holidays. But at the discretion of the concerned officer using the vehicle the owner will have to provide the car even on Saturday, Sundays and on Holidays if so required.
9. No fuel & Engine Oil will issue from department. Fuel allowed for the daily hiring is 1 liter for 12 km & Engine Oil @ 5(Five) Ltr. for 2500 Km run. The owner may submit bill towards daily Hiring Charges of vehicle including HSD & Engine Oil.
10. The owners of the vehicle will have to bear the Salaries and other expenses of the Driver including Tiffin charges & Misc. charges.
11. All other Lubricants and materials required beside HSD (High-Speed Diesel). Oil for the vehicle have to be supplied by the owner.
12. The Milo meter of the vehicle must always be in proper condition. No servicing charges will be allowed by the Department.
13. If the vehicle is met with an accident, the owner of the vehicle will be responsible, if there is any damage to life or materials and the Department will be at liberty to ask the owner to make good such loss as per prevailing laws.
14. Distance travelling will be calculated from reporting place however, actual distance from reporting place and releasing place to garage subject to a maximum of 10(Ten) km. both ways will be allowed. The consumption of Diesel for this journey also will be considered at the rate given in condition No. 8. If the distance from reporting place and releasing place to garage be more than 5(Five) Km. the excess distance beyond 5(Five) Km. along with cost of Diesel will have to be borne by the owner of the vehicle.
15. Logbook will be maintained by the Department to keep records of daily journey / Kilometer age etc. issued against vehicle records made on this logbook shall be final and will be binding on the owner part for payment of monthly relevant bill.
16. If required vehicle will have to perform duty even beyond first 10(Ten) hrs. in such cases an additional charge at the agreed rate only per hour as per condition No. 7(Seven) will be paid as overtime.
17. The owner of the vehicle will have to submit bill i.e Hire Charge of vehicle for total days including fuel & lubricant as per norms of consumption with supporting documents in triplicate for each month of duty within 7 th (Seventh) day of the following month.
18. The lowest bidder must perform agreement for 1(one) year within ten (10) days from issue of AoC / work order.
19. Chief Executive Officer, WB Khadi & VI Board reserve the right to discontinue to use vehicle on 7(Seven) days' notice served to the owner without any reasons.

**Note: - Applied for registration number (Commercial) may also apply but they must produce the registration no. as per NIQ before Tender agreement. No Private Registration is entertained in this process.**

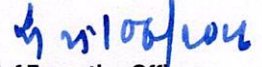
• **Allied Conditions: -**

1. Pan Card, Professional Tax receipts Challan for the Year 2024-25 / 2025-26, GSTIN registration Certificate along with current GST payment receipt to be accompanied with the Technical Bid document. Income Tax (SARAL) Acknowledgement Receipt for assessment year (2022-2025) to be submitted.
2. The Bid should be submitted in two parts digitally super scribing "TECHNICAL BID" and "FINANCIAL BID". FINANCIAL bid of only those bidders shall be opened who are technically qualified on evaluation according to the predefined qualification criteria as mentioned in this N.I.E.T by the 'Tender Committee' formed for the purpose. The decision of the 'Tender Committee' will be final and absolute in this respect. The list of Qualified Bidders will be displayed in the Notice Board of this Office on the scheduled date and time as mentioned e-NIT / e-EOI / e-NIQ.
3. Issuance of work order as well as payment will depend on availability of fund and no claim whatsoever will be entertained for delay of Issuance of work order as well as payment, if any. Intending tenderers may consider these criteria quoting their rates.
4. Defect Liability Period mentioned in e-NIT front page\*\*
5. No Mobilization advance and Secured Advance will be allowed.
6. Price preference will not be allowed.
7. Earnest Money Deposit will be released only after the mentioned period (front page\*\*) from the date of completion of the work and recommendation of Financial Advisor & Chief Accounts Officer, WBKVIB.
8. The Chief Executive Officer, WBKVIB reserves the right to cancel the e-NIT due to unavoidable circumstances and no claim in this respect will be entertained.
9. The intending tenderers are required to quote the rate offline only. No online tender will be entertained.

10. No CONDITIONAL / INCOMPLETE TENDER will be accepted under any circumstances.
11. In case of Quoting rates, no multiple lowest rates will be entertained by the Department.
12. NB- All the above documents are to be submitted in separate .pdf file properly named with a forwarding letter in company letter head pad addressed to the CEO, WBKVIB listing all the documents submitted offline. The letter head must contain full address telephone no / Mobile No. and e-mail ID. No other papers are required.
13. Estimate of the work (BOQ) is attached herewith. The same is to be submitted Offline as financial bid.
14. Location of critical events: All meetings related to selection of L1 will be done at the office of the CEO, WBKVIB, Hemanta Basu Bhavan, 12 BBD Bag, Kolkata- 700 001.
15. For any further query one can e-mail to ceowbkvib@gmail.com

• **Defect Liability Period: -**

01Mnt. (30 Days)	Full security deposit shall be refunded to the contractor on expiry of the time from the actual date of completion of the work
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Chief Executive Officer  
W.B. Khadi & V.I. Board

Memo No: 1412/1(V)/ESTB/02/22-23,Part-II

Date: 25 /June/2026

**Copy Forwarded for necessary information to:**

1. The Joint Secretary, MSME&T Dept.
2. The F.A. & C.A.O, WBKVIB
3. The A.E.O, WBKVIB
4. The Project Officer (R&T), WBKVIB
5. The, P.E.O, WBKVIB
6. The Account Officer, WBKVIB
7. The O.S., WBKVIB
8. The Law Officer, WBKVIB
9. Engineering Cell.
10. Departmental Website
11. Office Website /Notice Board



Chief Executive Officer  
W.B. Khadi & V.I. Board

**PRE-QUALIFACATION APPLICATION**

To  
The Chief Executive Officer  
WB Khadi & VI Board  
12, BBD Bag  
Kolkata- 700 001

Ref: e-NIT / e-EOI / e-NIQ No:.....  
For.....  
.....  
.....

(Name of work).....  
.....  
.....

e-NIT / e-EOI / e-NIQ No.: ..... of Chief Executive Officer  
of WBKVIB.

Dear Sir,

Having examined the Statutory, non-statutory& e-NIT / e-EOI / e-NIQ documents, I / we hereby submit all the necessary information and relevant documents for evaluation. The application is made by me / us on behalf Of .....in the capacity.....duly authorized submit the order. The necessary evidence admissible by law in respect of authority assigned to us on behalf of the group of firms for Application and for completion of the contract documents is attached herewith. We are interested in bidding for the work(s) given in Enclosure to this letter. We understand that:

- a) Tender Inviting & Accepting Authority/Engineer-in-Charge can amend the scope & value of the contract bid under this project.
- b) Tender Inviting &Accepting Authority/Engineer-in-Charge reserve the right to reject any application without assigning any reason.

**Encls: - e-Filling: -**

- 1. Statutory Documents.
- 2. Non-Statutory Documents.

Date: -.....

**Signature of applicant including title  
and capacity which applicant is made.**

**The WBKVIB.**

**DECLARATION BY THE TENDERER**

**Ref: e-NIT / e-EOI / e-NIQ No. ....**

I/We have carefully gone through the e-NIT / e-EOI / e-NIQ and other tender documents mentioned therein. I/We have also carefully gone through the bill of Quantities (BOQ), General terms and conditions, Special terms and conditions, technical specifications, WBKVIB Form and all other documents, Corrigendum's uploaded before the last date of submission which will be part& parcel of the Contract Document. I/We shall be bound to sign all hard copies of uploaded documents under the e-NIT / e-EOI / e-NIQ, during execution of formal agreement. My/Our tender is offered taking due to consideration of all factors, and if the same be accepted I/We promise to abide by the stipulation of the contract documents and carry out and complete the work up to the entire satisfaction of the Department.

**Full Address with phone no & valid Email Id:**

**Name of the Tenderer**

**Signature of the Tenderer**

**ANNEXURE-I  
QUATATION SHEET**

**Name of Work :** Hiring of Vehicle, Luxury Taxi / Car, Motor Cab / Maxi Cab for office use in the office of WB Khadi and Village Industries Board, 12, BBD Bag, Kolkata 700001, on daily basis / monthly basis.

**TENDER REFERENCE No.** NIQ-010\_EST-02\_2026-27

I have read the terms & conditions as stated in NIQ vide **Memo No.** \_\_\_\_\_ **dated** \_\_\_\_\_/June/2026 of Office of the **Chief Executive Officer, WB Khadi & VI Board, 12, BBD Bag, Kolkata – 700 001** , and I do hereby agree to laid out the Car on hire charges

**1. Motor Cab / Maxi Cab with Engine Capacity Less than or Equal to 2000 CC**

- |                               |                             |                                |
|-------------------------------|-----------------------------|--------------------------------|
| <b>#Casual Hiring Rate:</b>   | <u>With Air Conditioner</u> | <u>Without Air Conditioner</u> |
| • Per Kilometer Rate in       | [Rs.] _____                 | [Rs] _____                     |
| • Per hour Rate in            | [Rs.] _____                 | [Rs] _____                     |
| <b>##Monthly Hiring Rate:</b> |                             |                                |
| • 10 hours / day in           | [Rs.] _____                 | [Rs] _____                     |

**2. Motor Cab / Maxi Cab with Engine Capacity More than to 2000 CC**

- |                               |                             |                                |
|-------------------------------|-----------------------------|--------------------------------|
| <b>#Casual Hiring Rate:</b>   | <u>With Air Conditioner</u> | <u>Without Air Conditioner</u> |
| • Per Kilometer Rate in       | [Rs.] _____                 | [Rs] _____                     |
| • Per hour Rate in            | [Rs.] _____                 | [Rs] _____                     |
| <b>##Monthly Hiring Rate:</b> |                             |                                |
| • 10 hours / day in           | [Rs.] _____                 | [Rs] _____                     |

# : Rate for Casual hiring is inclusive of fuel and all other charges. Minimum rate of hiring will be the rate for 4 hours.

## : Monthly rate is for 10 hours a day and additional charges @ Rs. 20.00 / hour beyond 10 hours Fuel allowed for monthly hiring is 1 liter for 12 Km in case of Motor Cab, Maruti Omni and 1 liter for 10 Km in case of Maxi Cab other than Maruti Omni. Mobil oil @ 5 liter / 2500 Km run.

[Source- Govt. of W.B. Transport Dept., Notification No.: 3564-WT/3M-81/98 Dt: 24.11.2008]

\* Maximum 10 Kilometer between the garage of the vehicle and the place of reporting or one hour's hiring charges (both way inclusive) whichever is convenient to the owner of the vehicle may be allowed.

**Available Cars Details:**

Sl No.	Model of Car	Model Year	Engine Capacity in [CC]	Car Registration No
1.				WB
2.				WB
3.				WB
4.				WB
5.				WB
6.				WB
7.				WB
8.				WB
9.				WB
10.				WB

Name of Agency / Bidder with Seal & Date:

*[Signature]*  
Addl. Executive Officer  
W. B. Khadi & V. I. Board

Full Address:

Contact No:

*[Signature]*  
**Chief Executive Officer  
W. B. KHADI & V. I. BOARD**