

***TENDER DOCUMENT  
FOR  
DRIVER ON HIRE BASIS***

***REGIONAL OFFICE,  
CENTRAL SILK BOARD,  
MIN. OF TEXTILES, GOVT. OF INDIA  
15, GARIAHAT ROAD (SOUTH),  
DHAKURIA, KOLKATA-31 (W. B.)***

REGIONAL OFFICE,  
CENTRAL SILK BOARD,  
MIN. OF TEXTILES, GOVT. OF INDIA  
15, GARIAHAT ROAD (SOUTH),  
DHAKURIA, KOLKATA-31 (W. B.)

No. CSB/RO/KOL/SEC-14/2016-17/Bill/

Date: 21.04.2017

Secretary (Tech), Regional Office, Central Silk Board, Min. of Textiles, Government of India, Kolkata,. West Bengal invites sealed tenders from reputed Agencies up to 2.00 pm on 22.05.2017 and will be opened at 3.00 P.M. on the same day.

Description	EMD Quoted value %	Last date for issuing of tender	Office from which the tender can be had
Providing One Driver on Hire basis at Regional Office, Central Silk Board, Kolkata.	2% on Contractual Value		Dy.Secy.(Tech), Regional Office, Central Silk Board, Min. of Textiles, Govt. of India, 15, Gariahat Rd.(S), Dhakuria, Kolkata, W.B.

The tender document will be issued on written requisition from the Agency from aforesaid address.

Tender Document issued to Shri / M/s. \_\_\_\_\_

**REGIONAL OFFICE,  
CENTRAL SILK BOARD,  
MIN. OF TEXTILES, GOVT. OF INDIA  
15, GARIAHAT ROAD (SOUTH),  
DHAKURIA, KOLKATA-31 (W. B.)**

No. CSB/RO/KOL/SEC-14/2016-17/Bill

Date: 21.04.2017.

**INVITATION OF BID**

1. Regional Officer, Central Silk Board, Min. of Textiles, Govt. of India, Kolkata, West Bengal, invites quotations / tenders completed in all respects from qualified registered & licensed contractors or Agencies for providing personnel for 1 no. of Driver for this Office on contract basis. **The contract will be for a period of one year.**

**Last date for submission of Bid** : 22.05.2017 (up to 2.00 pm)  
**Date of opening** : 22.05.2017 (at 3.00 P.M.)  
**Earnest Money Deposit** : 2% on contractual value  
**Period of contract** : Initially for a period of one year

2. Interested Contractors or Agencies may obtain further information and visit to the Regional Officer, Central Silk Board, 15, Gariahat Road(South), Kolkata – 700 031. Office on working days between 10.00 A.M. and 5.00 P.M.
3. The quotations/tenders shall be duly filled in and signed by the bidder and shall be addressed in sealed cover to the office of the Deputy Secretary (Tech), Regional Office, Central Silk Board, Min. of Textiles, Govt. of India, 15, Gariahat Road.(S), Dhakuria, Kolkata, W.B. so as to reach before the date and time specified above. All the quotations/tenders must be accompanied by E.M.D. as indicated above in the form of Demand Draft drawn on any nationalized bank in favour of “Central Silk Board, Kolkata” payable at Kolkata. The EMD amount other than in the form of Demand Draft will not be accepted.
4. The quotations will be opened on the same day i.e. on the date and time specified above, in the presence of those bidders or bidders’ representatives who choose to attend at the office of Regional Office, Central Silk Board, Kolkata.
5. The rates quoted in the quotations/tenders shall remain valid for a period of 120 days and extendable up to a period of 180 days from the date of opening of the offer as mentioned above.
6. **The quotations which are not accompanied by the requisite E.M.D/Demand draft / as indicated above will be rejected.**
7. The bidding documents are not transferable.
8. Interested Agencies/Contractors are requested to obtain the tender documents on any working days between 10.00 am and 5.00 pm from the office of the Joint .Secretary .(Tech), Regional Office, Central Silk Board, Min. of Textiles, Govt. of India, 15, Gariahat Road.(S), Dhakuria, Kolkata-700 031, W.B. against payment of Rs.500/- (Rupees Five hundred) only in cash or demand draft drawn **in favour of “Central Silk Board, Kolkata”** payable at Kolkata.

**DEPUTY SECRETARY (TECH)**

REGIONAL OFFICE OF THE CENTRAL SILK BOARD  
MINISTRY OF TEXTILES, GOVERNMENT OF INDIA  
15, GARIAHAT ROAD(SOUTH), DHAKURIA  
KOLKATA-700 031

NO.CSB/RO/KOL/14(SEcurity)/2017-18/BILL

DATE:21.04.2017.

To

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Dear Sirs,

NOTICE INVITING TENDER

Sub: Inviting tender for engagement of Driver at RO, CSB, Kolkata-reg.

The Joint Secretary (Technical), Regional Office, Central Silk Board, 15, Gariahat Road (South), Dhakuria, Kolkata-700 031 [West Bengal] invites tender from reputed registered Manpower Agencies for engagement of 1(one) Driver for Regional Office, Central Silk Board, Kolkata on hire basis for a period of one year. The Agencies/Contractors should have all the following mandatory Registration / Certificates / License etc. and such copies of documents to be attached with the tender :

1	EPF Account Number
2	ESI Account Number
3	Service Tax Account Number
4	PAN Number
5	Contract Labour License
6	Certificate issued by the Directorate General of Resettlement, Government of India/State Government.
7	Order on Minimum Wages fixed by the Ministry of Labour, Government of India.
8	Credential Certificates
9	Volume of Annual Transaction with Other parties
10	Driving License for the person to be engaged

Interested Agencies / Contractors are requested to obtain the Tender documents on any working days between 10.00 a.m. and 3.00 p.m. from the Office of the Deputy Secretary (Technical), RO, CSB, Kolkata.

1. Last date for submission of Tender : 22.05.2017 (up to 2.00 p.m.)
2. Date of Opening : 22.05.2017 (at 3.00 p.m.)
3. Earnest money deposit : 2% on contractual value

Yours faithfully,

DEPUTY SECRETARY (TECHNICAL)

Serial No.....

REGIONAL OFFICE OF THE CENTRAL SILK BOARD  
MINISTRY OF TEXTILES, GOVERNMENT OF INDIA  
15, GARIAHAT ROAD(SOUTH), DHAKURIA  
KOLKATA-700 031

TELEPHONE NO: 03324736856/24730912

TENDER DOCUMENTS  
FOR  
ENGAGEMENT OF DRIVER ON HIRE BASIS

DATE & TIME FOR SUBMISSION OF TENDER : 22.05.2017 (up to 2.00 pm)

DATE & TIME FOR OPENING OF TENDER : 22.05.2017 (at 3.00 pm)

TENDER DOCUMENTS ISSUED TO

M/S.....

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REGIONAL OFFICE OF THE CENTRAL SILK BOARD  
MINISTRY OF TEXTILES, GOVERNMENT OF INDIA  
15, GARIAHAT ROAD(SOUTH), DHAKURIA  
KOLKATA-700 031

NO:CSB/RO/KOL/14(SEcurity)/2016-17/BILL.

DATE:21.04.2017.

**TENDER FOR ENGAGEMENT OF DRIVER**

The Joint Secretary (Technical), Regional Office, Central Silk Board, Kolkata invites sealed quotations / tender complete in all respects from reputed/qualified registered & Licensed contractors or Agencies for providing personnel for 1(one) Driver for this Office on hire basis.

Last date for submission of Bid : 22.05.2017 (up to 2.00 pm )  
Date of Opening : 22.05.2017 (at 3.00 pm )  
Earnest Money Deposit : 2% on contractual value

Interested contractors or agencies may obtain further information and visit the Office on any working days between 10.00 am to 03.00 pm. Bidding documents may be obtained from the above address.

The quotations shall be duly filled in and signed by the bidder and shall be sent in sealed cover superscribed as "Bid for Drivers" to the Deputy Secretary (Technical), Regional Office, Central Silk Board, Kolkata so as to reach before the date and time specified above.

All quotations must be accompanied by EMD as indicated above in the form of Demand Draft in favour of **CENTRAL SILK BOARD, KOLKATA** payable at any nationalized bank in Kolkata. The quotations which are not accompanied by the requisite EMD as indicated above will be rejected.

The quotations will be opened on the same day i.e. on the date and time specified above, in the presence of those bidders or their representatives who choose to attend the bid opening at the Office of the Joint Secretary (Technical), Regional Office, Central Silk Board, Kolkata.

The quotations shall remain valid for a period of 120 days from the date of opening of the tender. The bid valid for shorter duration will be rejected.

As per Rule 160(ii) of the GPR, the interested bidder can make question for the bidding conditions, bidding process and or rejection of its bid to the undersigned.

The bids received after the date & time specified above will not be considered. The late bids will be kept unopened and the bidders may collect the late bids at their own costs within 15 days after the Bid.

**The rate should be as per Chief Labour Commissioner©, Government of India Notification dated 30.09.2016 in skilled worker category in Agriculture Sector in "Area A"**

Sd/-  
DEPUTY SECRETARY (TECHNICAL)

## **INSTRUCTION TO BIDDERS**

### **1.0 INTRODUCTION**

Regional Office, Central Silk Board, Kolkata is one of the premier office for development of Sericulture/Silk industry in India functioning under the administrative control of the Deputy Secretary (Technical). It is located on 15, Gariahat Road (South), Dhakuria, Kolkata-700 031 adjacent to Dakhinapan Market/Indian Oil Corporation. The Office is interested in engaging 1(one) Driver on contract basis. Accordingly, sealed tenders are invited from the reputed and registered Manpower Agencies subject to the following terms and conditions :

### **2.0 TERMS AND CONDITIONS**

- 2.1 The contractor shall provide skilled and well disciplined Driver to drive the vehicle during Office hours and also for going on tour to outstations whenever exigencies arise. The Agency should deploy effective, submissive and obedient Driver.
- 2.2 The contractors / agency should have a minimum experience of four years in providing Driver out of which at least for two years they should have handled the entire system requires by a manpower agency in deploying Driver to Government Organization and a reputed Public Sector Company.
- 2.3 The contractor shall arrange to provide the Driver in such a manner so as to ensure attending to the following :-
  - a) The Drivers should be amenable to discipline, submissive, bear a decent nature, obedient, punctual, dutiful and ready to perform duties whenever he is so advised.
  - b) Should have the capacity to detect the defects if any, in the vehicle and report the matter to the authority concerned.
  - c) Movement of vehicle should be made only on specific instructions from the concerned Officers.
  - d) Log Book of vehicle should be neatly and correctly maintained.
- 2.4 The Driver employed by the contractor shall be above 18 years and below 50 years age. The minimum qualification for the Driver shall be :-
  - a) VIII standard or equivalent and be able to read English, Hindi & Bengali and must possess good health and physique.
  - b) Must possess valid Driving license of heavy as well as light vehicles.
- 2.5 The contractors shall supply Uniform (White shirt & grey pant), shoe and other materials like torch, torch cells, raincoat, umbrella etc. to the Driver. The Contractors shall ensure that the Driver on duty is in uniform and adequately equipped to discharge his duties effectively.
- 2.6 The Contractor shall be responsible for replacement of any member of the Driver falling sick, proceeding on leave or otherwise absent, at no additional cost of the Office.
- 2.7 The contractor shall be solely responsible for the accidents, if made by the Driver provided by them. The Office will not be responsible to make good of any loss caused by the Driver provided by the Agency. It will be the responsibility of the Contractor/Agency make up the loss sustained by the Office for any type of loss caused by the Driver.

- 2.8 *Monthly minimum wage rate which should not be less than the minimum wages fixed by Chief Labour Commissioner ©, Government of India, New Delhi Minimum Wage Act should be quoted. The rate should be quoted both in words and figures. The rate quoted shall be valid at least for a period of 1(one) year from the date of commencement of contract. The Contract will be for a period of 01(one) year.*
- 2.9 *The contract if awarded, a Security Deposit equivalent to 10% of annual contract value should be furnished before commencement either in the form of Demand Draft in favour of Central Silk Board, Kolkata. The Security Deposit will be refunded only after satisfactory completion of contract period without any interest thereon.*
- 2.10 *The payment will be made on monthly basis on receipt of bill in triplicate, which shall be certified by concerned Official/Officer of the Office for satisfactory performance of the contract during the period after deducting TDS as per Income Tax Rules. No advance payment will be made to the Contractor under any circumstances.*
- 2.11 *An agreement incorporating the terms & conditions which forms part & parcel of this bid documents shall be signed by the Contractor on a non-judicial stamp paper not less than the value of Rs.50/- before commencement of contract.*
- 2.12 *The Agency/Contractor should pay the wages in cash to the Driver who will be on duty in this Office in presence of a Representative of this Office.*
- 2.13 *The name of the Driver placed on duty in Regional Office, Central Silk Board, Kolkata should be made available to the concerned Office and as and when he is replaced, permission of the Head of the Office should be taken and name of the new Driver should be made available to the Office. This is only to facilitate the contractor to fix the liability accountability in case of any misconduct or theft of parts, fuel from the vehicle.*
- 2.14 *The Joint Secretary(Technical), Regional Office, Central Silk Board, Kolkata reserves the right to accept or reject any or all tenders. However, the bidder is at liberty to seek clarification in respect of bidding conditions, bidding process and/or reasons for rejection of the bid.*
- 3.0 **GUIDELINES FOR PREPARATION AND SUBMISSION OF THE QUOTATION:  
PREPARATION OF BIDS**
- 3.1 *The bidder is advised to visit the Office and examine the work requirements thoroughly and obtain on his own responsibility all information that may be necessary for preparing the bid and entering into a contract. The cost of visiting the site and preparation of bid shall be at bidder's own expense.*
- 3.2 *The bidder is expected to examine carefully all instructions, terms and conditions of the agreement form and bidding documents. Failure to comply with the requirement to submit the bid will be at the bidder's own risk. Bids, which are not substantially responsive to the requirements of the bidding documents, will be rejected.*
- 3.3 *To be eligible for aware of contract, bidders shall provide evidence satisfactory to the Joint Secretary (Technical), RO, CSB, Kolkata of their eligibility, capability and adequacy of resources to carry out the contract effectively. To this end, all bids submitted shall include the following information :-*



*Necessary documentary proof like valid certificate of Registration/License/EPF/ESI code number of the agency and relevant copy of Minimum wage Notification issued by the Government of India should have to be enclosed. The copies of receipts of the payment received by the party from difference organizations for carrying out similar works will be preferred to other documents and certificates.*

- 3.4 Bid from a joint venture will not be acceptable.*
- 3.5 The bid & related correspondence & also the documents prepared in local language shall invariably contain translated form in English version for the interpretation of the bid.*
- 3.6 The contract shall be for the whole works based on the schedule on Unit rates and prices submitted by the Bidders.*
- 3.7 The bidder shall fill the rates for providing Driver in the format indicated and works described in the schedule of work.*
- 3.8 All kinds of duties, taxes and any other Govt. levies payable by the contractor under the contract or for any other cause shall be included in the rates.*
- 3.9 Bids shall remain valid and open for acceptance for a period of 120 days after the date of bid opening.*
- 3.10 The bidder shall furnish, as part of his bid, and EMD amounting to 2% on contractual value for all forms of Bid(s) for a period of 12 months. The EMD shall be submitted only in the form of Demand Draft drawn in favour of the Central Silk Board, Kolkata payable at any nationalized Bank, Kolkata. The EMD in any other form than Demand Draft will not be accepted. Any bid not accompanied by an acceptable EMD will be rejected by the authority. EMD of unsuccessful bidders will be refunded without interest only after finalization of award of the contract. The EMD will be forfeited if a bidder withdraws or modified his bid during the period of bid validity or in the case of a successful bidder, on failing to sign the agreement within specified time limit.*
- 3.11 The bidders shall submit this offer only in the bid document issued to him by the Deputy Secretary (Technical), RO, CSB, Kolkata. The bidder may for his reference keep a copy of the bid document.*
- 3.12 The document shall be typed or written in indelible ink and shall be signed by a person or persons duly authorized to bind the bidder to the contract.*
- 3.13 All pages of the bid including entries or amendments made shall be initialed by the person or persons signing the bid.*
- 3.14 The completed bid shall be without alteration interlineations or erasers, except those to accord with instruction issued by the deputy Secretary (Technical), RO, CSB, Kolkata or as necessary to correct errors made by the bidders in which case such corrections shall be initiated by the person or persons signing the bid.*
- 3.15 Only one bid may be submitted by each bidder. No bidder may participate in the bid of another for the same contract in any relation whatsoever.*

**B. SUBMISSION OF BIDS :-**

3.16 *The bidder shall seal the bid documents in an envelope and this should be addressed to :*

*The Deputy Secretary (Technical)  
Regional Office of the  
Central Silk Board,  
15, Gariahat Road (South),  
Dhakuria,  
KOLKATA-700 031.*

*And the envelop shall bear the following identifications.*

- A. *"BID FOR DRIVER"*
- B. *Name and Address of the bidder*

3.17 *If the envelope is not sealed and marked as instructed above, the bid will be rejected by the Joint Secretary (Technical), RO, CSB, Kolkata.*

3.18 *The last date for receipt of quotations/bid is up to 02.00 P.M. on 22.05.2017. Bids must be received in the office of the Deputy Secretary (Technical), RO, CSB, Kolkata at the address specified above. Any bid received after the due date and time shall be rejected.*

**4.0 OPENING OF QUOTATIONS AND AWARD OF THE CONTRACT**

**A. OPENING OF QUOTATIONS / BID**

4.1 *The quotations will be opened at 03.00 p.m. on 22.05.2017 in the presence of the bidders or their authorized representatives who choose to be present at the Regional Office, Central Silk Board, Kolkata.*

4.2 *Bids determined to be substantially responsive, will be checked, for any arithmetic errors in computation and submission. Errors will be corrected as follows :-*

- a) *In case, the rate in words and figures differs, the lower rate shall be taken as correct.*
- b) *All errors in totality in the amount column and carrying forward, total shall be corrected.*

4.3 *The amount stated in the bid form will be adjusted by the Deputy Secretary (Technical), RO, CSB, Kolkata in accordance with the above procedure for the correction of the errors and shall be binding upon the bidder. If the bidder does not accept the corrected amount of the bid, his bid will be rejected and the EMD will be forfeited.*

4.4 *The Joint Secretary (Technical), RO, CSB, Kolkata or any other Officer authorized by him reserves the right to accept or reject any or all the quotations without assigning any reason thereof.*

4.5 *All disputes arising out of the above shall be mutually settled and the decision of the Deputy Secretary (Technical), RO, CSB, Kolkata on all matters shall be final and binding on the bidder.*

**B. AWARD OF CONTRACT**

4.6 *The Deputy secretary (Technical), RO, CSB, Kolkata will award the contract to the bidder whose bid has been determined to be substantially responsive to the bidding document and who has offered the lowest evaluated bid price, provided further that the bidder has the capacity and resources to carry out the contract effectively.*

**BID AND LETTER FROM CONTRACTOR**

To  
The Deputy Secretary (Technical)  
Regional Office of the  
Central Silk Board,  
15, Gariahat Road (South)  
Dhakuria,  
KOLKATA-700 031.

Date

Sirs,

*Sub: Service contract for engagement of Driver-regarding.  
Ref : Tender Notice No.CSB/RO/KOL/14(Security)/2017-18/Bill.  
Date-21.04.2017.*

*Having inspected the site and having examined the terms and conditions of contract, and bill of cost for the above mentioned work, I, the undersigned offer to undertake the arrangements of providing Driver to Regional Office, Central Silk Board, Kolkata at a total cost of Rs.....  
(Rupees .....) per month on the items rate basis mentioned in the schedule of work.*

*My bid is accompanied with EMD of Rs....., I undertake, if my bid is accepted, to commence the work and complete the same within the time stipulated on the conditions attached to it.*

*Signature & Seal of the contract/company of the bidder.*

*Date:*

*Place:*

**STATEMENT INDICATING THE MANNER IN WHICH  
THE RATE IS TO BE COMPUTED**

` A

Sl.No.	Particular	Amount per head/per month (in Rs. )
1	Basic Rs. + VDA *Rs. = Total	
2	EPF @ % on (1) above i.e. Basic + VDA	
3	ESI @ 4.75 % on (1) above i.e. Basic + VDA	
4	Service Charges of the Agency	
5	Sub-Total (1+2+3+4)	
6	Service Tax and Other as applicable	
	Grand Total	

- The wages should not be less than the minimum wages notified by the wages fixed by the Chief Labour Commissioner©, New Delhi for the concerned AREA. Area of Kolkata comes under applicable for Skilled Worker category employed in Agriculture Sector in Area "A". The Agency should quote the rates in the above format only.

\*\* Service Tax, actual rate may be considered subject to Government Notification.

\*\*\* Rate should be quoted for 26 days in a month

*SCHEDULE OF WORK FOR ENGAGEMENT OF DRIVER ON CONTRACT BASIS AT REGIONAL OFFICE,  
CENTRAL SILK BOARD, KOLKATA.*

<i>Item No.</i>	<i>Type of personnel</i>
<i>1.</i>	<i>Driver for driving of light and heavy vehicle.</i>

*Cost of reliever has to be borne by the Contractor. This should be clearly indicated in the quotation.*

*Signature and seal of the Contractor/Company of the bidder*

*Date:*

*Place:*

*NOTE: TO BE FILLED AND SUBMITTED TO THE DEPUTY SECRETARY(TECHNICAL), REGIONAL OFFICE, CENTRAL SILK BOARD, 15, GARIAHAT ROAD (SOUTH), DHAKURIA, KOLKATA-700 031. In a sealed cover along with the bid letter and EMD.*