

**Request for Proposal**

**Hiring Commercial Vehicles for Transportation of School Uniform Fabric and  
Textile and Related Items within West Bengal.**

**Tender Inviting Authority**

**The Managing Director, Tantuja  
The West Bengal State Handloom Weavers' Co-operative Society Ltd.  
Tantuja Bhavan, No. 18/4, Block - DD, Sector - I,  
Salt Lake City, Kolkata - 700 064.**

**E-Mail: tantujasarees@gmail.com**

**RFP No.: WBTANTUJA/BNA/MD/13(e)/2025-26**

Online e-Tenders are invited in two bid systems (Technical and Financial) from experienced transport contractors and commercial vehicle owners for **the Hiring of Commercial Vehicles for Transportation of School Uniform Fabric, Textile and Related Items within West Bengal.**

**1. Scope of Work:**

The successful bidder(s) shall be responsible for providing commercial vehicles (**Gross Vehicle Weight (8 MT, 10 MT, 12 MT, 15 MT and above) on a regular, round-the-clock hire basis**). It will be the transporter's responsibility to transport goods from the designated pickup points to delivery destinations within the state of West Bengal in a time-bound and secure manner.

**2. Schedule of important dates of this RFP**

<b>Sl. No.</b>	<b>Particulars</b>	<b>Date &amp; Time</b>
1.	Date of uploading (publishing) of RFP documents (Online)	19.08.2025 from 02:00 PM
2.	Start date for download of tender documents (Online)	19.08.2025 from 02:00 PM
3.	Bid submission start date (Online)	19.08.2025 from 02:00 PM
4.	Pre-bid meeting (Online through Zoom Meet)	02.09.2025 from 01:30 PM Meeting ID: 832 4158 6194 Passcode: 553780
5.	End date for download of tender documents (Online)	10.09.2025 up to 02:00 PM
6.	Bid submission closing date (Online)	10.09.2025 up to 02:00 PM
7.	Date of opening of technical proposals (Online)	10.09.2025 at 04:00 PM
8.	Date of opening of financial proposals (Online)	To be notified later.
9.	Place for opening of technical & financial bid	Office of the Managing Director, Tantuja, 1st Floor, Tantuja Bhavan, Block-DD, No. 18/4, Sector-I, Bidhannagar, Kolkata - 700 064.

**3. Eligibility Criteria and related terms and conditions**

The bidders shall have to meet the minimum eligibility criteria with respect to all the following:

- i. The bidder must have an average annual turnover of Rs. 60 lakh (Rupees Sixty Lakh only) for the last three (03) financial years ending with 31<sup>st</sup> March 2025. Audited copies of Profit and Loss and Balance Sheet must be submitted
- ii. The bidder must provide documented evidence of having the capacity to provide a **minimum of 10 to 15 vehicles of any variety/nature** specified in this tender on a single day/instance. Mere declaration in this regard will not be admissible. Vehicles must be available even on holidays as per schedule. In case of breakdown, a replacement vehicle must be provided immediately without any additional cost.

**iii. EMD of Rs. 10 Lakh (Rupees Ten Lakh Only) to be deposited through the online e-tender portal.**

This EMD challan shall form an essential document to be submitted with the tender. The deposited Earnest Money will not carry any interest. The EMD will be refunded automatically to the unsuccessful bidders from the system itself. EMD will be forfeited if selected bidder fails to deposit Security Deposit within stipulated period or fails to accept the Letter of Intent. EMD may also be forfeited if a bidder withdraws its bid during the period of Bid Validity or if a bidder breaches the terms and conditions of this RFP.

- iv. The bidder must submit a valid supporting experience certificate of past and similar work in this regard.
- v. Valid Trade License, PAN, GST, GSTR-3B (of last three months), ITR of last three financial years ending with 31<sup>st</sup> March 2025, **Vehicle Permit, Pollution Clearance, Certificate of Fitness and Insurance** papers of vehicles for the purpose of this tender.
- vi. Conditional and incomplete tenders are liable to summary rejection.
- vii. The transporter, **at the time of execution of the work, must submit a list of drivers with a valid Driving License.** Any vehicle found to be driven by a driver outside that list and without the statutory papers will lead to termination of the contract without assigning any further reason. The transporter should ensure that drivers are medically fit, courteous, and experienced in handling textile-related consignments.
- viii. The bidder must have successfully carried the same work valued Rs. 50,00,000/- (Rupees Fifty Lakh only) or more against a single completion certificate during any of the last 3 (Three) financial years.
- ix. The bidder should have positive net worth in each of the last 3 (three) financial years
- x. Bidder should submit an affidavit for not having been blacklisted by any Government or Semi-Government organization.
- xi. The intending bidders are required to quote the rate online only. No offline tender shall be entertained.
- xii. Every trip must be logged using a Vehicle Movement Register, which must be counter-signed by the staff concerned of Tantuja at the dispatch end
- xiii. GPS enabled vehicles are required to share their live location at both dispatch and receipt points. If GPS devices are not installed, basic android mobile phones with features like Google Map should capture the trip detail and submit as supportive document at the time of billing**

- xiv. The selected transporter must also capture a photo of the odometer reading at both the loading and unloading locations and submit these photographs at the time of billing
- xv. Received copies of delivery challans must be provided for verification and billing purposes.
- xvi. The per-kilometer rate includes one way toll tax, fuel charges, driver's wages, maintenance, insurance, parking fee and all other incidental taxes and fees incurred during transportation. One-way original toll slip, which must clearly mention the vehicle number, toll tax point and date may be submitted with the invoice for reimbursement at the time of billing.
- xvii. Deliveries must be completed within the stipulated timeframe. Penalties will be applied for any delays.
- xviii. **Bid Validity:** The contract is valid for one (01) year and may be extended based on performance and at the sole discretion of the Tender Inviting Authority. No escalation and/ or price adjustment will be allowed under any circumstances.
- xix. The bidder must submit an affidavit clearly stating acceptance of all terms and conditions of this tender along with other documents in the technical bid.
- xx. **Vehicle Detention Charges:** The transporter shall be liable for any loss/damage caused by any delay in the delivery of goods due to breakdown of vehicle or its detention by the police or other Authorities for non-compliance with any of the Rules and Regulations. No claim for detention charges of any nature shall be entertained by the authority under any circumstances and for any reason whatsoever for detention of vehicles at any point during transit or execution of the service.
- xxi. The transporter shall arrange for tarpaulin covers or protective sheets to safeguard the goods from rain, dust, or other environmental damages during transit and other accessories like wooden plank, ropes, tools etc. required during transportation should be provided by the transporter.
- xxii. The transporter shall accept the goods at its own risk and shall accept full responsibility for the losses arising out of damage of the goods and shall also accept the full responsibility for non-delivery or short delivery of the goods due to theft, pilferage, accident, fire etc. Tantuja reserves the right to recover losses incurred, if any, from the transporters' pending bills or security deposit.
- xxiii. **No Sub-contracting shall be allowed.**
- xxiv. In the event of any dispute, the decision of the Managing Director, Tantuja, shall be final and binding on both parties.

#### 4. Selection of Bid and Award of Contract

- a) The technical bid of the bidder, in terms of credential and documents mentioned under point 3, will be evaluated by a Tender Evaluation Committee constituted by the Dept. of MSME&T, Govt. of West Bengal. Only technically eligible bids, vide the final and binding decision of this Committee, will be eligible for Financial Bid opening and evaluation.
- b) Names of technically qualified bidders will be notified through the e-tender portal which the bidders may see through their own User IDs.
- c) The Financial Bid will be evaluated based on the Gross Vehicle Weight (GVW) and per-kilometer rate quoted in Indian Rupees, as per the format provided in the BOQ. Bidders must quote the rate in Indian Rupees, per kilometer, for each vehicle type based on the GVW, considering the district-wise delivery points mentioned in this tender. The quoted rate should be inclusive of all applicable charges, taxes, and insurance. Bidders are required to submit rates for all vehicle categories. The bidder quoting the lowest overall rate (L1) will be eligible for the award of contract. Only one-way toll charges will be reimbursed at the time of billing, subject to submission of toll tax payment slips. GST will be applicable on the quoted rates.
- d) L1 bidder will be awarded Contract. However, the Tender Committee/Tender Inviting Authority reserves the right, without giving any reason, to accept or to reject all or any bid including the lowest bid.
- e) The decision of the Tender Evaluation Committee will be final and binding on all concerned and no challenge against such a decision will be entertained.
- f) **At the time of transportation, pick-up/lifting from Tantuja's warehouse point to district-wise delivery point charges will be admissible for raising invoices. The selected transporter should be capable of providing suitable vehicles as required, accommodating all necessary ancillary journeys and mobilization. The work will primarily involve the following warehouse points along with their respective coverage areas; however, it shall not be limited to these locations.**

Sl. No.	Name of District	Point of Delivery
1	Alipurduar	DRDC Office
2	Bankura	Onda, Indas, Patrasayar, Sarenga, Chhatna, Khatra
3	Birbhum	Suri, Rampurhat, Nalhati
4	Coochbehar	Sadar, Dinhata, Mekhliganj, Mathabhanga, Tufanganj
5	Dakshin Dinajpur	Balurghat
6	Hooghly	Chandannagar
7	Howrah	Dumurjola Stadium, Domjur, Amta, Bagnan
8	Jalpaiguri	DRDC Office
9	Jhargram	DRDC Office
10	Kolkata	KMC
11	Malda	DRDC Office
12	Murshidabad	Sadar, Lalbag, Jangipur, Kandi, Domkol
13	Nadia	Krishnanagar, Tehatta, Ranaghat, Chakdaha
14	North 24 Parganas	Deganga
15	Paschim Bardhaman	Kanksa, Barabani, Asansol
16	Paschim Medinipur	DRDC Office
17	Purba Bardhaman	Barsull
18	Purba Medinipur	D.M. Office, Tamluk, Bhagawanpur, Nandigram, Khejuri, Egra, Contai
19	Purulia	Baghmundi, Dulmi, Purulia, Arsha, Jhalda-2, Manbazar-1, Manbazar-2, Raghunathpur
20	Siliguri	Bagracourt
21	South 24 Parganas	Bishnupur-1, Canning, Diamond Harbour, Kakdwip
22	Uttar Dinajpur	Raiganj, Islampur, Chakulia

- g) Confirmation on the Financial Proposal will be sought from the L1 bidder; If the L1 bidder fails to accept the Financial Proposal along with terms and conditions, the bid will be treated as cancelled and the EMD of the L1 bidder will be forfeited.
- h) In the event of tie-bid, the Tender Inviting Authority will adopt procedure as detailed vide FD Memorandum No. 2320-F(Y), dated 7.06.2022
- i) **Performance Security:** Within 07 days of the receipt of notification of award from the Purchaser, the supplier will have to furnish the performance security (3%) of order value, in the form of Bank Guarantee/Cashier's Cheque/Banker's Cheque/Online Transfer, in favor of Tantuja

- j) **Execution of Agreement:** Successful Bidder shall have to execute an agreement within 7 (seven) days from the date of communication with issue of contract.
- k) **Force Majeure:** Neither party shall be liable to the other for delays in performance or failure to perform its obligations under execution of Agreement, other than obligations to pay money, occasioned in whole or in part by force majeure, acts of God, fire, governmental act, epidemic or government lockdown or regulation war, civil commotion, destruction of plant, delay of carrier any government act, law or regulation compliance with any governmental request or any other cause beyond its control.
- l) The journey to the destination shall be undertaken along the shortest possible route (i.e. following the nearest roadways that link both ends).
- m) **Return of the Earnest Money Deposit** of the successful as well unsuccessful bidder(s) will be made as per existing Government Order No 3975-F(Y) Dated 28<sup>th</sup> July 2016 through State Government e-procurement portal.
- n) The tender inviting authority reserves the right to cancel any work order without assigning any reason, and no compensation shall be provided for such cancellation.

  
**Managing Director, Tantuja**

**Form-1**

**Particulars of the Bidder**

Sl. No.	Information sought	Details
1.	Name and address of the Bidder	
2.	Legal status (whether sole proprietorship / partnership firm /company)	
3.	Year of establishment	
4.	Date of registration	
5.	PAN and GST no.	
6.	Name, address, email and mobile number of contact person	

(Signature of the Authorized signatory)

Name:

Designation:

Address:

Date:

Company Seal & Signature of the Bidder

**Form-2**

**Application for RFP**

**To,**  
**The Managing Director**  
**The West Bengal State Handloom Weavers' Co-operative Society Ltd.**  
**Tantuja Bhawan, No. 18/4, Block - DD, Sector - I,**  
**Salt Lake City, Kolkata - 700 064.**

**Sub: Bid / application for Supply for, Transportation of School Uniform Fabric, Textile and Related Items Within West Bengal at different Location within West Bengal.**

RFP No. .... Date: .....

Sir:

1. With reference to your RFP under reference, I am / we are submitting our Proposal, which includes this Technical Bid and a Financial Bid for the service tendered for as per your specification, terms and conditions.
2. Should this tender be accepted, I / We hereby agree to abide by and fulfill all the terms and conditions laid down in the RFP and the particulars available in the RFP and the details given in the specification / description or in default thereof to forfeit and pay the Managing Director, The West Bengal State Handloom Weavers' Co-operative Society Ltd. or his successor in office the penalties / sums / or of money that may be imposed, the earnest money deposited herewith or from other money deposited by me/ us or from the bills that will be payable to me / us for the services to be made.
3. I / We also agree that the decision of the Managing Director, The West Bengal State Handloom Weavers' Co-operative Society Ltd. in all matters in respect of this tender will be final and binding on me / us subject to the modifications resulting from Contract negotiations.
4. I / We also agree to execute on being called upon to enter into a formal agreement embodying the terms and conditions contained herein and / or on usual terms and conditions and on default on my / our doing so, the Earnest Money deposited by me / us will liable to be forfeited.
5. I / We hereby declare that all the information and statements made in this bid are true and that any misinterpretation contained in it may lead to our disqualification.
6. We understand you are not bound to accept any bid you receive.

Yours sincerely,

Authorized Signature [In full and initials]: .....

Name and Title of Signatory: .....

Name & Address of Firm: .....