



WEST BENGAL INDUSTRIAL DEVELOPMENT CORPORATION LIMITED

**Notice Inviting Quotation
For Empanelment of agencies for providing cars on hire to WBIDC**

No: WBIDC/CC/859 Dated 3.09.2026

**"Protiti," 23, Abanindranath Thakur Sarani
(Camac Street), Kolkata - 700017
Phone: + 91 33 2255 3700-705 Fax: + 91 33 2255 3737
Email : wbidc@wbidc.com Web : www.wbidc.com
Corporate Identity Number: U75142WB1967SGC026988**

West Bengal Industrial Development Corporation invites sealed tenders for Empanelment of Agencies for providing cars on hire to WBIDC on requirement basis.

Detailed car specifications are mentioned in below :

Type of Car on Requirement	
Toyota Etios / Swift Dzire/ Hyundai Xcent /Honda Amaze	1 unit
Toyota Innova Crysta	1 unit
Scorpio	1 unit
Honda City / Suzuki CIAZ/Hyundai Verna	1 unit

Tenure – Rates will be in force for 1 year from the date of work order.

Place of Submission: The Sealed tender should reach to:-

Corporate Communication Division
West Bengal Industrial Development Corporation
"Protiti", 23, Abanindranath Thakur Sarani
(Camac Street), Ground Floor,
Kolkata – 700017, Tel: +91 33 2255 3700

Date of Submission **18.09.2026 up to 2 pm.**

Important checklist while submitting tender

- 1) Tender Documents are required to be filled, only in 'prescribed format' issued/ published on website by WBIDC.
- 2) The rates should be quoted as Basic Rates + GST %.
- 3) Sealed Tender documents should reach to WBIDC on or before **18.09.2026 up to 2 pm.**
- 4) On top of the Sealed envelope :-
'Bid for **'Empanelment of agencies for providing cars on hire to WBIDC'** should be written.

Empanelment of agencies for providing cars on hire to WBIDC

General Terms and Conditions of Tender:

1. WBIDC located at Camac Street, Kolkata, is interested in hiring cars from **reputed agencies** for official use. Interested parties are requested to send their sealed quotations as per the **enclosed format**.
2. Cars to be supplied **as and when required**, basis.
3. Chauffeurs should be neatly dressed and have mobile number for contact.
4. The car should be well maintained & in good conditions for hassle free travel.
5. The car to be supplied should be excellent mechanically as well as physically i.e. outer body/ upholstery etc. should be decent looking.
6. SMS indicating name of the driver, Time, Place of reporting and car number should be sent to officials at least 12 hours before the time of reporting.
7. The cars shall be provided at the specified place reported by WBIDC minimum 15 minutes before the specified time.
8. As these cars are to be used by the WBIDC, the firm should ensure that the driver being provided must possess valid driving license in his name with at least two years' driving experience.
9. The driver should carry all the necessary documents (Registration Certificate, Tax paid Receipts, insurance papers, PUC Certificate, personal identification documents etc.) with him.
10. No mileage will be allowed to the drivers for lunch/breakfast or for refueling of petrol/ diesel/ CNG etc.
11. The vehicle should be insured comprehensively and should have necessary valid permits from the Transport Department/ Authority.
12. The Car rental company should comply with all conditions and requirements for commercial hiring and operating the vehicle.

Name of the Bidder

Signature

Seal of Company

Date:

13. All liabilities, arising out of any legal dispute, accidents, breakdown etc., shall be borne/paid by the car providing agency & WBIDC is immune from any such liabilities.

14. All the charges towards repair/ servicing, salary of the driver, petrol expenses and any other incidental expenses on operation and maintenance of the hired car would be borne by the firm.

15. WBIDC will not be responsible for any challan (from Traffic Police or any other concerned Regularity Authority / Law enforcing authorities) / loss, damage or accident to the vehicle or to any other vehicle or injury.

16. Bill should be raised on the same day or next day for car used.

17. The selected Agency will be required to give the acceptance of the terms and conditions of offer on their letterhead.

18. WBIDC reserves the right to accept/reject any or all the quotations/tenders/bids either in whole or in part without assigning the reasons thereof.

19. The rates quoted hereby will be effective for **two years after issuance of purchase order or** till next tenders process is finalised, whichever is earlier.

20. The Rates are required to be quoted in two parts :

Basic Rate (all inclusive except Taxes) + GST %.

21. The selected car agency will be paid for:

i) Time: Garage to Garage Time will be considered.

ii) Kilometer Reading: Garage to Garage travel distance in kms will be considered.

22. Overwriting and alterations in the Quotation shall not be accepted and shall be liable to be rejected outright.

23. The Bidders or their representatives may be allowed to remain present at the time of opening the tender, if they desire so. **Date of opening of sealed Bid will be 18.09.2026 up to 4pm. Any change in the date of opening of sealed tenders due to any unforeseen reason, will be displayed on the WBIDC Website; www.wbidc.com.**

24. When the order is placed, the agency should be able to execute the same within the specified period. Failure to do so shall be deemed as breach of contract.

25. In case of the failure or delay in executing assigned work by the appointed date as per order either fully or partially, WBIDC shall be at liberty to procure the same through alternative

sources at its sole discretion. The difference in the price will be adjusted from the earnest money cum deposit of the party with us. The Institute reserves the right to impose penalty, in case of failure on the part of the agency.

26. The contract will be terminated without any notice, if the service of the Agency is repeatedly found to be unsatisfactory.

27. As per WBIDC policy, the payment will be made by electronic mode / A/c payee cheque only. (No cash payment will be made.)

28. The bid should be on the 'Prescribed format & as per WBIDC Specifications only'. No alterations are allowed and each page of tender document should be authenticated by the party with its rubber seal and signature as token of acceptance of terms & conditions of this tender, failing which the quotation shall be liable to be rejected.

29. WBIDC will have the right to procure the services from more than one supplier.

30. The terms & conditions as may be in force by WBIDC from time to time shall apply.

31. WBIDC reserves the right to alter /change /add / delete any or all the terms & conditions of the bid/s without assigning any reason, or without prior information of the bidder/s.

32. In case of any dispute, the decision of Managing Director of WBIDC shall be final & binding. Dispute, if any, will be settled in Kolkata Jurisdiction only.

33. It is bidder's responsibility to ensure that their bids are received by WBIDC within the due date & time.

34. The empanelment of car agency / agencies so selected will be for period of one year .(The performance of the car agency will however be reviewed every year & in case of unsatisfactory performance, the empanelment is liable to be terminated with one month's notice. In case due to some unavoidable circumstances selected bidder intends to terminate contract, he will have to give minimum three months' notice.)

35. The bidder has to submit sealed Bid in the Tender box located in the Ground Floor "Protiti" Building, 23 Abanindranath Thakur Sarani (Camac Street), Kolkata - 700017.

I/we have read all the terms and conditions and they are acceptable to me.

Name of the Bidder

Signature

Seal of Company

Date:

To,
West Bengal Industrial Development Corporation,

Empanelment of agencies for providing cars on hire to WBIDC

Name of the Organisation

: _____

Address of the

Organisation: _____

Name & Address of the contact Person

: _____

Telephone & Mobile Number: _____

Nature of the Organisation (Proprietorship/ Private company
etc.): _____

Name & Address of the Owner / Proprietor/ Director of the
Organisation: _____

Number of Years of experience : _____

**Total No. of Cars in Fleet : _____ (The agency should have minimum 8 cars in the
Fleet)**

PAN Registration No : _____ 13) GST Registration No : _____

SMS & Email facility to convey Vehicle Details to Guest & concerned officials is **must:**

We have understood the terms and conditions mentioned in the tender document and we
agree to abide by it.

Name of the Organisation

Seal of the Company

Name & Signature of the Authorised signatory

Financial Bid: Empanelment of agencies for providing cars on hire to WBIDC

Name of the Vehicle		Airport Drop & Pick Up			Local Use			Outstation : Minimum 300 KM Per Day	
		4 Hrs./ 40 Kms	Extra Per KM	Extra Per HR	8 Hrs. / 80 Kms	Extra Per KM	Extra Per HR	Rate Per KM	Driver's Allowance
		<u>Basic Rates</u>			<u>Basic Rates</u>			<u>Basic Rates</u>	
Toyota Etios / Swift Dzire/ Verito / Hyundai Xcent /Honda Amaze	A/C								
Toyota Innova Crysta	A/C								
Honda City / Suzuki CIAZ/Hyundai Verna	A/C								
BMW	A/C								
Mercedes	A/C								
Please mention Present % of GST : _____%									

Name of the
Organisation

Seal of the
Organisation:

Name & Signature of
Authorised Signatory:
