

GHANI KHAN CHOUDHURY INSTITUTE OF ENGINEERING & TECHNOLOGY (GKCIET), MALDA

(A Centrally Funded Technical Institute under the Ministry of Education, Government of India)

Narayanpur, Malda – 732141, West Bengal | Email: controller@gkciet.ac.in | Website:

www.gkciet.ac.in

EXPRESSION OF INTEREST (EOI)

FOR EMPANELMENT OF TRANSPORT AGENCIES FOR PROVIDING BUS SERVICE FOR STUDENTS OF GKCIET, MALDA

UNDER TWO BID SYSTEM AS PER GFR 2017

EOI No.: GKCIET/ADMIN/TRANSPORT/2026-27/001

Date: 15.05.2026

Expression of Interest (EOI) is invited from eligible, reputed and experienced transport service providers/agencies for empanelment and engagement for providing Bus Transportation Services for students of GKCIET, Malda on designated routes on monthly per route basis as per the terms and conditions mentioned in this EOI document.

The procurement shall be governed in accordance with the provisions of General Financial Rules (GFR), 2017, Government of India and other applicable instructions issued by the Ministry of Finance, Government of India from time to time.

1. CRITICAL DATE SHEET

Sl. No.	Particulars	Date & Time
1	Date of Publishing Tender	15.05.2026 at 10:00 AM
2	Start Date for Submission of Bid	15.05.2026 at 10:00 AM
3	Last Date & Time for Submission of Bid	30.05.2026 up to 5:00 PM
4	Opening of Technical Bid	01.06.2026 at 10:00 AM
5	To be notified to technically qualified bidders	08.06.2026 at 10:00 AM

Sl. No.	Particulars	Date & Time
6	financial bid opening	08.06.2026 at 2:00 PM
7	Validity of Bid	60 Days from date of opening of publishing of bid

2. INTRODUCTION OF THE INSTITUTE

Ghani Khan Choudhury Institute of Engineering & Technology (GKCIET), Malda, West Bengal was established in the year 2010 under the Ministry of Education, Government of India as a Centrally Funded Technical Institute (CFTI). The Institute is located at Narayanpur, Malda, West Bengal.

The Institute intends to engage reputed and experienced transport agencies for providing safe, reliable and regular bus transportation facilities to students of the Institute.

3. SCOPE OF WORK

The selected agency shall provide buses for transportation of students of GKCIET, Malda on different notified routes as decided by the Institute from time to time.

The scope of work includes:

1. Providing roadworthy buses with valid permits and statutory documents.
2. Transportation of students on scheduled routes fixed by the Institute and for other academic purposes.
3. Deployment of experienced drivers possessing valid commercial driving licenses.
4. Ensuring punctuality, safety, cleanliness and proper maintenance of buses.
5. Compliance with all Motor Vehicles Act provisions, labour laws and statutory regulations.
6. Operation of buses during working days and any additional days as directed by the Institute.

The tentative routes are indicated in Annexure-I. The Institute reserves the right to increase/decrease routes, students or number of buses during the contract period.

4. MODE OF EOI

The EOI shall be processed under “Two Bid System” comprising:

1. Technical Bid
2. Financial Bid

The Technical Bid and Financial Bid shall be submitted in separate sealed envelopes superscribed appropriately and both envelopes shall be enclosed in one outer sealed envelope superscribed:

“EOI for Empanelment of Bus Service Providers for GKCIET, Malda”

The tender should be addressed to:

The Director

Ghani Khan Choudhury Institute of Engineering & Technology (GKCIET)
Narayanpur, Malda – 732141, West Bengal

5. OBJECTIVE OF EOI

The objective of this EOI is to identify and empanel competent transport agencies having adequate experience, infrastructure and statutory compliance for providing safe and reliable transportation services to students of GKCIET, Malda.

The empanelment through EOI shall not automatically guarantee award of work. GKCIET reserves the right to invite financial quotations/work proposals from empanelled agencies as per requirement in accordance with GFR 2017.

6. ELIGIBILITY CRITERIA

The bidder must fulfill the following eligibility conditions:

1. The bidder must be a registered Company/Firm/Proprietorship/Partnership engaged in transport service business.
2. The bidder should have minimum 03 (three) years’ experience in providing bus transportation services to Government Departments/Autonomous Bodies/Educational Institutions/PSUs/Reputed Organizations.
3. The bidder must possess valid GST Registration and PAN.
4. The bidder should have valid permits for operation of buses in West Bengal.

5. The bidder should not have been blacklisted/debarred by any Government Department/PSU/Autonomous Body.
 6. The bidder must have sufficient number of buses either owned or under valid lease agreement.
 7. The bidder should preferably have office/operational support in Malda or within West Bengal.
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7. EARNEST MONEY DEPOSIT (EMD)

1. The bidder shall submit an Earnest Money Deposit (EMD) of Rs. 20,000/- (Rupees Twenty Thousand only) in the form of Demand Draft in favour of “Director, GKCIET” payable at Malda.
 2. Bids received without EMD shall be summarily rejected.
 3. Firms registered under MSME/NSIC for relevant services may claim exemption from EMD subject to submission of valid documentary proof.
 4. EMD of unsuccessful bidders shall be refunded without interest after finalization of tender.
 5. EMD of successful bidder shall be converted into Security Deposit.
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8. SECURITY DEPOSIT/PERFORMANCE SECURITY

1. The successful bidder shall deposit Performance Security equivalent to 5% of the annual contract value in the form of Demand Draft/Bank Guarantee/FDR within 15 days from issue of work order.
 2. The Performance Security shall remain valid for a period of 60 days beyond completion of contractual obligations.
 3. No interest shall be payable on Performance Security.
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9. PERIOD OF EMPANELMENT/CONTRACT

1. The contract shall initially remain valid for a period of 01 (One) year from the date of commencement.
 2. Based on satisfactory performance and mutual consent, the contract may be extended annually for further period up to two additional years on same terms and conditions.
 3. The Institute reserves the right to terminate the contract at any time by giving one month notice without assigning any reason.
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10. GENERAL TERMS & CONDITIONS

1. The buses deployed must be commercial registered vehicles with valid:
 - Registration Certificate
 - Insurance
 - Pollution Under Control (PUC) Certificate
 - Fitness Certificate
 - Route Permit
 - Road Tax Clearance
2. The buses should preferably not be older than 05 years from date of initial registration.
3. The buses should be in good mechanical condition with proper seating arrangement and safety measures.
4. The successful bidder shall ensure:
 - Cleanliness and hygiene of buses
 - Regular maintenance
 - Availability of fire extinguisher and first aid box
 - Timely reporting and operation
5. Drivers deployed must:
 - Hold valid commercial driving license
 - Have minimum 03 years driving experience
 - Maintain courteous behaviour with students and staff
 - Not consume alcohol/intoxicants while on duty
6. The agency shall be solely responsible for compliance with all labour laws, EPF, ESI, insurance and statutory obligations.
7. The Institute shall not be responsible for any accident, damage, legal liability or compensation arising during operation of buses.
8. In case of breakdown of bus during service, the agency must immediately provide replacement vehicle without extra cost.
9. The Institute reserves the right to inspect vehicles and records at any time.
10. The selected agency shall not sublet or transfer the contract without prior written approval of the Institute.
11. The Institute reserves the right to increase or decrease the number of buses/routes depending upon requirement.
12. The Institute reserves the right to reject any or all tenders without assigning any reason.

11. EVALUATION METHODOLOGY

1. The Technical Bids shall first be evaluated based on eligibility criteria and submitted documents.
2. Financial Bids of only technically qualified bidders shall be opened.
3. The empanelment shall be made based on fulfillment of eligibility criteria, technical capability, past experience, statutory compliance and financial competitiveness. Among the technically qualified agencies, the agency quoting the lowest monthly fare per student inclusive of all taxes and charges may be considered for award of work, subject to approval of competent authority and provisions of GFR 2017.
4. In case of tie in rates, the Institute reserves the right to call for negotiation or adopt any suitable procedure as per GFR 2017.
5. The quoted rate shall remain fixed during the contract period and no escalation shall ordinarily be permitted.

12. PAYMENT TERMS

1. Payment shall be made on monthly basis after satisfactory completion of service.
2. Bills shall be submitted in triplicate along with attendance/utilization records certified by concerned authority.
3. Applicable statutory deductions including TDS shall be deducted as per Government rules.
4. No advance payment shall be made.
5. Payment shall be made through NEFT/RTGS only.

13. PENALTY CLAUSE

The following penalties may be imposed for deficiency in service:

Nature of Deficiency	Penalty
Non-reporting of bus	Up to Rs. 5,000 per incident
Delay beyond scheduled timing	Up to Rs. 1,000 per incident
Deployment of unfit vehicle	Up to Rs. 3,000 per incident
Misconduct by driver/staff	As decided by Institute

Nature of Deficiency	Penalty
Repeated service deficiency	Termination of contract

The decision of the Institute shall be final and binding.

14. FORCE MAJEURE

Neither party shall be held responsible for non-performance due to natural calamity, war, strike, lockdown, governmental restrictions or any other force majeure condition beyond reasonable control.

15. TERMINATION OF EMPANELMENT/CONTRACT

The contract may be terminated:

1. By the Institute due to unsatisfactory performance.
 2. For violation of terms and conditions.
 3. Due to submission of false information/documents.
 4. On insolvency or closure of business.
 5. By either party with one month prior notice.
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16. DISPUTE RESOLUTION & JURISDICTION

Any dispute arising out of this contract shall be subject to the jurisdiction of courts situated at Malda, West Bengal only.

17. DOCUMENTS TO BE SUBMITTED WITH TECHNICAL BID

The following self-attested documents must be enclosed:

Sl. No.	Documents Required
1	Covering Letter
2	Tender Acceptance Letter

Sl. No.	Documents Required
3	Registration Certificate of Firm/Company
4	PAN Card
5	GST Registration Certificate
6	Trade License
7	Experience Certificates/Work Orders
8	List of available buses with registration details
9	Copy of RC Book of buses
10	Valid Insurance Certificates
11	Valid Fitness Certificates
12	Route Permit
13	PUC Certificates
14	EMD/EMD Exemption Certificate
15	Undertaking regarding non-blacklisting
16	Bank Account Details

18. FINANCIAL BID FORMAT

FINANCIAL BID

(To be submitted in separate sealed envelope)

Sl. No.	Trips	Approximate No. of Students	Type of Bus	Rate Per Month per trip (Inclusive of all taxes, fuel, maintenance, salary, permit etc.) (Rs.)
1	Trip – I	Rathbari to GKCIET @ 7:30 AM & GKCIET to Rathbari @ 4:45 PM	Non-AC Bus	_____
2	Trip – II	Rathbari to GKCIET @ 8:30 AM & GKCIET to Rathbari @ 5:45 PM	Non-AC Bus	_____

Note:

1. The quoted rate shall be inclusive of all taxes, fuel, maintenance, toll, permit, insurance, salary and other incidental expenses.
2. No extra payment shall be admissible except statutory revision in taxes, if applicable.
3. The evaluation shall be made on overall lowest monthly rate per student.

Signature of Authorized Signatory

Name: _____

Designation: _____

Seal of Firm: _____

ANNEXURE – I

TENTATIVE BUS ROUTES

Sl. No.	Trip Name	Tentative Pickup Points	Type of Bus
1	Trip – I	Rathbari to GKCIET @ 7:30 AM & GKCIET to Rathbari @ 4:45 PM	Non-AC Bus
2	Trip – II	Rathbari to GKCIET @ 8:30 AM & GKCIET to Rathbari @ 5:45 PM	Non-AC Bus

The routes may change as per requirement of the Institute for academic purposes.

ANNEXURE – II

UNDERTAKING REGARDING NON-BLACKLISTING

(On Agency Letterhead)

I/We hereby certify that our firm/agency has not been blacklisted/debarred by any Central Government/State Government Department/PSU/Autonomous Body/Institution.

Further, I/We certify that all information furnished in this tender document is true and correct.

Signature of Authorized Signatory

Name: _____

Date: _____

Seal of Firm

ANNEXURE – III

EOI ACCEPTANCE LETTER

To

The Director
GKCIET, Malda

Sub: Acceptance of Terms & Conditions of EOI for Empanelment of Bus Service Providers.

Sir,

I/We have carefully gone through the EOI document and hereby accept all terms and conditions of the EOI unconditionally.

I/We certify that the information furnished in the tender is true and correct.

Signature of Authorized Signatory

Name: _____

Designation: _____

Seal of Firm