Central Statistics Office (Industrial Statistics Wing)

Ministry of Statistics & P.I., Govt. of India
1, Council House Street, Kolkata-700 001

PREVIEW OF TENDER

TENDER REFERENCE: No: 7/5/2011/Car/Admn.III Dated 25.05.2017

DATE OF ISSUE OF TENDER DOCUMENT: **25.05.2017**

LAST DATE FOR RECEIPT OF TENDER DOCUMENT: **19.06.2017** at 15.00 hrs.

PLACE OF OPENING OF THE TENDERS: Central Statistics Office (Industrial Statistics Wing): 1, Council House Street, Kolkata – 700 001.

Sub: Tender for "Hiring of Vehicle on contract basis for Official Purpose"

With reference to our tender notice for Hiring of cars on contract basis quotations are invited from reputed Registered Transport Operators/ Taxi Car Operators having a valid permit issued by the Regional Transport Authority for hiring of AC 4 seated sedan type car on monthly rental basis for one year from the date of acceptance of the terms and conditions.

The details of vehicle to be hired are as under:-

Sl.No.	Category of vehicle	No. of vehicle required	Remarks
1.	Commercially registered Small-Size Vehicle (Swift Dzire /SX4 /Etios/Amaze/Verna or comparable cars) with driver.	01(one)	Vehicle to be used on monthly rental basis subject to a maximum limit of 2400 kms./320 hrs in a month.

The quotations are to be submitted in two parts i.e., Technical Bid and Financial Bid in separate envelopes. Both Technical Bid and Financial Bid are to be submitted concurrently, duly digitally signed in the website www.eprocure.gov.in.

Hard copies of technical bids submitted through CPP portal alongwith related documents and EMD may be sent to the Under Secretary, Central Statistics Office (Industrial Statistics Wing), 1, Council House Street, Kolkata-700001 by hand or by post in a sealed cover superscribing on the envelope " Technical bids for Hiring of Vehicle."

Intending bidders are requested to quote their rates in respect of the above mentioned car to be supplied to this office subject to the fulfillment of the terms and conditions mentioned below:-

1. The vehicle should be dedicated to the Department and should be of latest model and shall have clean seat cover/towels and in good running condition. The vehicle should be properly and comprehensively insured and should be registered after 2014.
2. The firm should have at least three years experience in tour and travel and should not be blacklisted by any Government Department/Ministry.
3. Rate for supply of the vehicle will be binding on the bidder for a period of one year from the date of agreement. If the contract period is extended for further period of one year depending upon satisfactory performance, old rate will prevail on the same terms and conditions based on mutual agreement.
4. An Earnest Money of Rs. 25000/- in the form of Demand Draft in favour of Pay & Accounts Officer, MOSPI, Kolkata is to be submitted along with the tender. Earnest Money received from the tenderers will be refunded without interest immediately after the process of award of the contract is over.
5. The fixed monthly rental charge quoted by the bidder will be inclusive of all taxes including the service tax. This rate will be inclusive of all consumables, fuel and lubricants etc.
6. The vehicle hired on regular basis are expected normally to report for duty at pick-up point at 08:30 A.M. and release of vehicle at 08:30 P.M. on Monday to Friday and may be required to report for duty any time during Saturdays, Sundays and closed Holidays subject to 2400 Kms/ / 320 hrs/31 days in a month.
7. Duty Hours will be calculated from "reporting time to the user" to "releasing time to the user". Additional Charges beyond 320 hrs in a month will be paid to the selected bidder as per rates quoted in the financial bid.
8. Daily distance in Kms will be first calculated from "reporting point to the user" to "releasing point to the user" and to this will be added 'garage to garage' distance daily subject to a maximum of 10 kilometers both ways. If the total distance calculated in this manner exceeds 2400 Kms in a month, additional charges will be paid to the selected bidder as per rates quoted in the financial bid.
9. In case the vehicle runs more than 2400 Kms in a month and also total duty hours exceeds 320 hrs in a month, additional charges whichever is convenient to him will be paid to the selected bidder.
10. Any problem/defects notified by this office must be attended within 24 hours, failing which 10% of hiring charges will be deducted from monthly bills for the subsequent days till the defects are rectified.
11. Car should always be in good condition and periodical servicing of the car will be carried out by the bidder for avoiding any break down owing to any technical snag during the duty hours.
12. If the car happens to be out of order by any event or occurrence, the concerned firm should make immediate arrangement of another car of similar type and facilities instantly

and ensure that the officers travelling by the car are not stranded or distressed on the road.

13. Photocopies of Income Tax clearance certificates against the supplied car are required to be submitted along with the quotation.
14. In case the Officer with whom the vehicle is deployed is on leave/ tour, the vehicle will report for duty in the office. No leave shall be allowed to the driver for such period.
15. The owner has to engage the driver for the car. Apart from driving, it will be the onus of the driver to clean the car regularly. Besides, the driver has to be good mannered and well trained and neatly dressed **having at least 5 years of driving experience**. Supporting documents are required to be attached. Changes of driver, if any, shall be made only with the prior approval of this office.
16. Supplied vehicle must be pollution free and a recent certificate in this regard must be attached.
17. Log Book of vehicles duly signed by the user should be maintained by the vendor and furnished at the time of submission of bill.
18. All types of repairing charges by the way of road tax, service tax, payment to the driver will be borne by the owner /supplier of the car.
19. Any type of additional charges by the way of road tax, service tax, payment to the driver will be borne by the owner/supplier of the car.
20. Payment will be made on monthly basis on production of bill in triplicate along with duty slip & log book.
21. Tax at source will be deducted from each bill of the vendor as applicable under rules in respect of Income Tax Act etc.
22. The contract is liable to be terminated at any time with a notice of 15 days and without assigning any reason to the bidder.
23. Bidding will remain open up to 15.00 hrs on **19.06.2017** and the tender will be opened on the next working day i.e**. 20.06.2017** at 3.00 p.m. in presence of the bidders or their authorized representatives.
24. Incomplete quotations will be rejected outright.
25. For detailed information and clarification on any issue, the intending vendors may contact the undersigned (Phone no.033-22435775) on any working day within the stipulated date as mentioned above. In case sudden closure of office beyond the control and understanding, the last date & time as indicated above, shall be extended up to the next working date & time without issuance of any separate notice.

Sd/-

(Somen Chowdhury)
Under Secretary

Enclo: Tender Format (Annexure-1 to IV)

Annexure-I

TECHNICAL BID

(To be enclosed in a separate sealed envelope)

For Supply of vehicles on hire basis to Central Statistics Office (Industrial Statistics Wing),Kol-1

1	Name of Firm/agency/supplier	
2	Registered address of Firm/agency/supplier	
3	Telephone No.	
4	Fax No.	
5	Mobile No.	
6	E-mail ID	
7	Name of proprietors/partners/directors with address and PAN	
8	Registration no. of firm, if any (copy to be enclosed)	
9	PAN of Firm (copy to be enclosed)	
10	Service Tax Registration No. (copy to be enclosed)	
11	Length of experience in the field	
12	Details of vehicle being offered for hiring: make, model, registration number (copy of RC to be enclosed)	Name of Vehicle:
		Year of manufacture:
		Registration No.:

Fill all columns properly before submission.

Signature of authorized person with full name

Date:

Place:

Seal:

Annexure-II

DECLARATION

(To be submitted with Technical Bid)

For Supply of vehicles on hire basis to Central Statistics Office(Industrial Statistics Wing),Kol-1

1. I,…….. Son/daughter / wife of

Shri……. , Proprietor / Partner / Director /Authorised signatory of

firm/agency……

Address……

…… , am competent to sign this declaration and execute this tender document;

2. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them;

3. The information / document furnished along with the application are true and authentic to the best of my knowledge and belief.

4. I/we am/are aware of the fact that furnishing of any false/misleading information/fabricated document would to rejection of my quotation at any stage and the department is free to initiate appropriate legal action against me/us.

Signature of authorised person
With full name

Date:

Place:

Seal:

Annexure-III

FINANCIAL BID

(To be enclosed in a separate sealed envelope)

For Supply of vehicles on hire basis to Central Statistics Office (Industrial Statistics Wing), Kol-1

1. Name of bidder company/firm/agency:

2. Address with telephone and fax numbers:

3. Permanent Account Number (PAN):

4. Details of hiring charges:

Sl.No.	Description	Rate (in Rs.) for AC Swift Dzire /SX4 /Etios/Amaze/Verna or comparable cars
1	Per month for running up to 2400 kms/320 hrs	
2	Charges for every additional Km beyond 2400 Km	
3	Charges for every additional hour beyond 320 hrs	

Fill all columns properly before submission

Date:

Signature of authorised person
with full name

Place:

Seal:

Annexure-IV

Checklist for submission of Documents with Technical Bid

1. Application i.e., Technical Bid
2. Attested copy of trade license, if any
3. Attested copy of Pan
4. Attested copy of Service Tax Registration
5. Experience certificate (details of similar contracts handled by the tendering firm /agency for Government Departments/PSUs / Banks during last three years)
6. Signed Declaration i.e. Annexure -II

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