

Government of India
Ministry of Statistics and P.I.
National Statistical Organisation, Central Statistics Office
Industrial Statistics Wing
1, Council House Street
Kolkata -700 001

No.7/5/2011/Car-Admn.III

Dated: 01.5.2014

NOTICE INVITING TENDER FOR HIRING OFFICE CAR (A.C/Non-A.C)

Sealed quotations are invited from registered operators of commercial taxies by this office for hiring of a car for a period of 02 years for office use. The vehicle to be provided should not be less than 1200 cc capacity and should conform to the emission norms of Bharat Stage-IV and should preferably be of make later than 2009. The engagement shall generally be for 10 hours per day with regular journey from VIP Road (Near Hadrian) to this office and back, plus other official journeys during office hours. All eligible operators may provide their quotations for vehicles of suitable make of both A.C and Non-A.C variant separately. All additional charges towards extra duty hours beyond 10 hours, fuel charges per km. for monthly hiring and other statutory charges may also be indicated. The ceiling of rates of hiring of car should be as per the existing Notification of Govt. of West Bengal, Transport Department, Kolkata.

2. Tender should be submitted in sealed cover superscribing "Quotations For Office Car (A.C/Non-A.C)" addressed to the Under Secretary (Admn.), Central Statistics Office (Industrial Statistics Wing), 1, Council House Street, Kolkata - 700 001. Tenderers must submit the following information/documents with the quotation:
 - A. Name of firm/operator, Address and Phone No. of the Owner/Firm of the vehicle along with a copy of registration of firm/operator.
 - B. Copies of documents of the vehicle, e.g. Blue Book, Registration Certificate, Clearance of road tax, Pollution Control Certificate, Insurance etc. (Photocopy).
 - C. The car should have a valid Public Carrier Licence with Registration Number.
3. The contract shall be valid for a period of two years. The Office reserves the right to curtail or to extend the validity of contract on the same rates and terms and conditions at the discretion of the Office.
4. The bidder should have the experience of similar kind of services in PSU's/Govt. Department.

5. The bidder shall deposit Bid Security (EMD) for an amount of Rs.5000/- in the form of Account Payee Demand Draft along with the Tender document. The Bid Security will be forfeited in the following conditions:-

- i) If at any stage, any of the information/declaration given by the bidder is found to be false.
- ii) If a bidder withdraws his bid during the period of bid validity specified in the terms and conditions of tender.
- iii) In case of final selection of bidder, if he fails to enter into the contract or fails to furnish Performance Security in accordance with the terms and conditions of the tender.

6. The firm whose tender is accepted shall deposit an amount of 5% of the value of the estimated yearly contract as performance security within 15 days from the date of issue of offer of work order. Performance Security may be furnished in the form of Bank Guarantee from a nationalised bank in an acceptable form in favour of Pay & Accounts Officer, MOSPI, Kolkata. Performance Security will remain valid for a period of sixty days beyond the date of completion of all contractual obligations. No interest will be payable on this amount. The contract will be signed only after furnishing the Performance Security. In case of breach of contract by the Firm, the Performance Security shall be forfeited by the office.

7. The Contractor will have to provide the replacement of driver in case of any eventuality. The Office has the right to ask the Contractor for removal of any driver, who is not found competent or disciplined.

8. The contractor shall provide name, address of the driver along with the driving licence number and copy within two weeks of the award of the contract.

9. The Office reserves the right to terminate the contract without assigning any reason by giving the notice of 30 days to the contract.

10. The contractor shall be responsible for total maintenance of the vehicles provided by him. The vehicle provided should be in good running condition and should preferably be of make later than 2009.

11. In case of breakdown of any vehicle, the contractor shall replace the breakdown vehicle within one hour failing which the Office has the right to hire vehicle from any other sources at the expense of the contractor.

12. The mileage of 5 km. shall be allowed between office/release point to garage and vice-versa by the Office.

13. The Logbook shall be maintained by the driver which will be verified/countersigned by the concerned officer of the Office.

14. The Office will deduct Income Tax at source under Section 194-C of Income Tax Act from the contractor at the prevailing rates of such sum as income tax on the income comprised therein or any other statutory tax as applicable.



15. The prospective bidder shall furnish the following documents along with the financial bid:

- i) Self attested copy of PAN Number.
- ii) Self attested copy of Service Tax Registration Number.
- iii) An undertaking to the effect that the Agency has not been blacklisted by any of the Departments/Organisations of the Government of India.
- iv) Terms and conditions duly accepted/signed with the stamp of the prospective bidder.

PENALTY:-

- i) For non-providing of vehicle in time:- Rs.200/- per day.
- ii) For non-providing of substitute vehicle:- Rs.500/- per default or actual hire charges from other sources, whichever is higher.

The Vendor must submit their quotations on or before 23.5.2014 by 3.00 P.M. to this office in Room no.425, CSO (I. S. Wing), 1, Council House Street, Kolkata - 700001. The quotations so received shall be opened on the same date at 3.30 P.M. in this office. This office reserves the right to reject or accept any tender without assigning any reason and does not take any responsibility for postal delay. Further, this office may inspect the condition of the vehicle, suitability of the driver of the vehicle and other details, if necessary, before finalising the tender. Any sort of influence or any negotiations with any official of this office will be liable for cancellation of the tender. Security deposit and penal clauses will be applicable.



(P. P. Saha)
Under Secretary (Admn.)