OFFICE OF THE Pr. ACCOUNTANT GENERAL (A&E). WEST BENGAL TREASURY BUILDINGS, 2 GOVT. PLACE (WEST), KOLKATA-700 001.

NOTICE INVITING TENDER

No. Record-I/Insp. Veh./21-22/70

Date: 28.07.2021

This office intends to hire one car on monthly rental basis for a year w.e.f. 01.09.2021 to 31.08.2022 for the use of this office from reputed registered transport operator/s having valid permits issued by the Regional Transport Authority. Intended bidders are requested to quote their rate in the attached price bid (Annexure-A) subject to the fulfillment of the terms and conditions placed below:-

- 1) The car having registration on or afterwards 2019 and simultaneously not traversed more than 25,000 Km. will be preferred for acceptance. Supporting documents in this regard should have to be provided.
- 2) The normal schedule for usage of the vehicle is from 9A.M. to 9P.M., 26 days in a month irrespective of Saturday / Sunday / Holiday and as per conditions given in clause (13) of the tender.
- 3) The prospective supplier/firm/agency/individual should have at least 2yrs. of experience in supplying/providing cars to the Govt. offices and should have adequate number of vehicles of his own.
- 4) The car should be in shipshape condition (i.e. free from any kind of dent and scratch marks) and periodical servicing of the car will have to be carried out by the bidder for avoiding any breakdown owing to any technical snag during the duty hours.
- 5) If the car happens to be in out of order condition by any event or occurrence, the concerned firm should make arrangement of another car of similar type & facilities instantly and ensure that the officers traveling by the car are not stranded or distressed on the street.
- 6) In the event of any technical problem/defect noticed in the car, this defect should be set right as early as possible and not later than 02 days by the bidder, failing which penalty of Rs.2,500/- will be imposed and will be deducted for the subsequent day/s from the monthly payment till the defect is set right.



- 7) Photocopies of Registration certificate, Valid GST Registration, PAN card, permit, pollution clearance certificates, Insurance papers against the supplied car are required to be submitted along with the quotation.
- 8) The owner has to engage driver having valid Driving License. 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/acquainted with traffic rules or other related regulations in force. He should have at least 5yrs. of driving experience. Supporting documents are required to be attached. Moreover, the driver should be familiar with all important Govt. offices/places in and around Kolkata. Same driver should be engaged daily and change of driver, if any, shall be made only in the prior approval of the office.
- 9) The normal duty hours of the driver will be from 9A.M. to 9P.M for 26 days irrespective of holidays, Saturday or Sunday. However on requisition the car should be provided beyond 26 days for use on holidays, Saturday or Sunday.
- 10) The deployment of vehicle is the sole discretion of the office. Neither the vendor nor the driver has the right to refuse to perform any duty. The vehicle can be deployed within the KMDA area/s or beyond as per requirement of this office.
- 11) The fixed monthly rental charge quoted by the bidder will be inclusive GST. This rate will be inclusive of payment to driver, all consumables, fuel and lubricants etc. All quoted rates will remain valid for one year from 1st September, 2021 to 31st August, 2022. Charges for all kinds of repairs & maintenance will be borne by the owner/supplier of the car. Any other additional charges will be borne by the owner/supplier of the car.
- 12) Overtime charge will be paid to the driver for rendering duties beyond 12hrs. Overtime charge as per the present prevailing market rate should have to be quoted separately.
- 13) The quoted monthly rental charge should be for a distance of 1500Km. per month. Extra Km. over and above 1500 Km. in a month will be paid on per K.M. basis the rate for which may be included in the Bid Sheet. In the event of used mileage being less 1500Km. in any month, the car will be utilized on any day (including Saturdays/Sundays/Holidays) at any time (even outside the normal duty hours and beyond the 12 hours period per day) in the current month or next month and no extra payment will be made for this usage.
- 14) Extra charges per KM. beyond 26 days irrespective of Saturday/Sunday/Holiday is to be quoted separately. Besides, the Night Allowance charge should also be quoted herewith. Night Allowance will be allowed only after 12A.M.

- 15) Primarily, initiating and terminating point of the journey of the hired cars will be from A/3/6/24, Calcutta Greens, Phase-I, Survey Part Area, Kolkata-700 075 which may be changed as per requirement of this office. Traversed distance will be calculated on the basis of the daily journey between initiating and terminating point. However, irrespective of the initiating and terminating point 10K.M. may be graced with the distance covered between initiating and terminating point of journey in each day as dead mileage.
- 16) The vehicle should report to the place of requirement as per directions of the office. Log Books will require to be maintained meticulously against each journey. It will be the onus of the driver of the car to get the Log Book signed properly. Log Book will be provided by the vendor, whom the contract will be awarded to.
 - 17) Payment will be made on monthly bill basis on production of bills in triplicate.
- 18) The contract is liable to be terminated at any time without assigning any reason to the bidder.
- 19) The selection of the car entirely depends upon the needs & requirements of the office as decided by the competent authority.
- **20)** This office will reserve the right to reject/cancel any or all the quotation without assigning any reason thereof.
- 21) An Earnest Money Deposit (EMD) of Rs. 5,000/- (Five thousand only) in the form of Demand Draft in favour of 'PAO(Audit), O/o the PAG (A&E), West Bengal' is to be included along with the tender documents. This will be converted into Performance Guarantee for the successful bidder. The performance guarantee will be returned sixty days after the contract period.

A separate Bid Sheet for hiring of Cars on need basis is given in Annexure B. Interested vendors may also bid for this in the bid sheet. The rates quoted for this purpose shall also be valid for the entire contract period i.e., 1st September, 2021 to 31st August, 2022.

The firms willing to supply the car and agreeing to all the aforesaid terms and conditions may quote rate only in the bidding sheets (Annexure A & B) enclosed herewith in a sealed envelope superscripting "Quotation for supply of car for 2021-2022" addressed to the Sr. Accounts Officer (Record), O/o the Pr. Accountant General (A&E), W.B., Treasury Buildings, Kolkata-700 001.

The tender documents along with EMD should reach to Record – I section of this office latest by 12 P.M. on 16/08/2021 positively. The sealed quotations will be opened on the same day at 12.30 P.M. in the chamber of DAG (Admn.) in the presence of all the bidders or their authorized representatives.

Any Additions/Modifications to the tender conditions will be uploaded in the office Website https://: cag.gov.in/ae/west-bengal/en. Interested bidders may look the website for further updates, if any.

Enclo: Bidding sheet – Annexure A & B.

Sr. Accounts Officer (Record).



Annexure-A

For Monthly Rental

| Model of the Car | Car Type | Monthly Rental Charge up to 1500K.M. (all including) | Extra duty charge | Overtime Allowance | Rate/K.M. (beyond 1500 K.M.) | Night allowance charge. (per hour) | Extra charges Per KM. beyond 26 days. |
|--|-------------|--|-------------------------|-----------------------|------------------------------------|---|---|
| Toyota Etios | A.C. | | | | | 13. | |
| Maruti Suzuki Swift Dzire New model | A.C. | | | | | | |

Contact No.

Details of the Firm:

I/we hereby agree to all the terms and conditions as given in the NIT No. Record – I / Insp. Veh. / 21-22 /70 dated 28.07.2021.



Signature of Authorized Signatory (with office seal)

Contact No.

Annexure-B

Price Bid for Car to be hired on need basis (to be valid for one year 2021-22)

| Name of the car (with A.C.) | Min. charges per day (for 10hrs./ 100 K.M.) (incld. GST) | Rate per KM/hr. beyond min. charge |
|-----------------------------|--|------------------------------------|
| Corolla Altis | | |
| Toyota Etios | | |
| Maruti Suzuki Dzire | | |
| Toyota Innova | e e | |

Contact No.

Details of the Firm:

I/we hereby agree to all the terms and conditions as given in the NIT No. Record – I / Insp. Veh. / 21-22 /70 dated 28.07.2021.



Signature of Authorized Signatory (with office seal)

Contact No.