

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

NOTICE INVITING QUOTATION

No. Record-I/Additional Car/2022-23/211

Date:26/09/2022

This office invites sealed quotations from reputed registered transport operator/s having valid permits issued by the Regional Transport Authority for hiring of different kind of vehicles on daily basis for performing additional duties as and when required by this office for a year w.e.f. the date of issue of work order. 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 2020 will be preferred for acceptance. Supporting documents in this regard should have to be provided.

2) 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.

3) 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. The car should be devoid of any advertisement, sign, slogan or any depiction exterior and interiors of vehicle.

4) **Accessories/utilities to be fitted/provided in all cars :** i) Sanitization just before reporting ii) First aid box iii) High-quality and clean seat covers, towels (preferably white), floor mats etc. iv) Tissue paper box v) Car Perfume vi) Good quality music system with AM/FM radio vii) Mobile charging facility viii) Fire extinguisher for car ix) Tool box & stepney.

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) Photocopies of Registration certificate, permit, pollution clearance certificates, Insurance papers against the supplied car are required to be submitted along with the quotation.



7) 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.

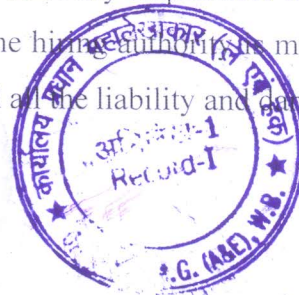
8) The mobile no. of the driver attached to the car should be intimated at the time of allotment of the car. The driver should have at least 5yrs. of driving experience. Supporting documents are required to be attached. Moreover, the driver should be familiar with all important Govt. offices/places in and around Kolkata. Driver should not have any criminal cases against him and should not have any past history of accidents. Driver should not be addicted. Driver should be trained to use all accessories/utilities which are fitted/provided in vehicle. Driver should not leave office premises without permission of competent authority.

9) Rates of hiring charges for casual hiring should be fixed either on the basis of kilometers covered or on the basis of hours of use of vehicle whichever is higher subject to the minimum rate that is charged is for local travel is 100 km or 10 hrs. During the occasion of hiring of vehicle(s) by this office the car type, car no., driver's mobile no. should be intimated well in advance.

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 firm must furnish valid registration for GST. In absence of this, the quotation will be considered invalid. The quoted rate will be inclusive of all taxes. 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 the issue of work order. 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). The supplied car should be covered under Comprehensive Insurance. In any circumstances, if the hired car is involved in an accident resulting in loss or damage to property or life with respect to vehicle, driver, passenger or any third party as per the liability under relevant sections of Motor Vehicle Act and IPC, the hiring authority shall have no responsibility of whatsoever and will not entertain any claim in this regard under the said provision of the Law. The contractor shall be solely responsible for any such or other legal or financial implications. However, in case the hiring authority is made a party to any litigation due to any reason, the cost of litigation and all the liability and damages, if any, granted by the



courts against the hiring authority shall be borne by the contractor. The office shall not be responsible for any fine charged by police or other agencies.

13) The firms should be in a position to arrange vehicles on a very short notice as and when required. The firm should have an adequate number of telephones for contact round the clock. Under no circumstances the firm can refuse deployment of vehicle on these grounds.

14) The successful bidder shall also submit a "Mandate Form" for availing NEFT/RTGS facility meant for credit clearing services provided by the banking authority for receiving e-payment.

15) Initiating and terminating point of the journey of the hired cars will be conveyed to the vendor at the time of requirement of car by this office. Traversed distance will be calculated on the basis of the journey between initiating and terminating point. However, irrespective of the initiating and terminating point 10K.M. may be granted 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. Duty slips will require to be maintained meticulously against each journey. It will be the onus of the driver of the car to get the Duty slips signed properly. Duty slips will be provided by the vendor, whom the contract will be awarded to.

17) In case of non-reporting of vehicle/driver due to breakdown or any other reasons of if the vehicle does not report within reasonable time or does not report at all, the office would have a right to hire a vehicle from market and the additional cost incurred by this office, will be borne by the service provider.

18) Payment will be made on production of bills in triplicate.

19) In case of failure to supply the stipulated number of vehicles for hiring by the contractor within due time the contract may be cancelled and the contractor may be blacklisted.

20) The selection of the car entirely depends upon the needs & requirements of the office as decided by the competent authority.

21) This office will reserve the right to reject/cancel any or all the quotation without assigning any reason thereof.



22) The firms willing to supply the car and agreeing to all the aforesaid terms and conditions may quote rate only in the bidding sheet (Annexure A) enclosed herewith along with all the relevant documents in a sealed envelope superscripting "Quotation for supply of Additional cars (to be hired on daily basis)" 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 should reach to Record – I section of this office latest by 2 P.M. on 17/10/2022 positively. The sealed quotations will be opened on the same day at 2.30 p.m. in the chamber of Sr. AO (Record) 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 www.agwb.cag.gov.in. Interested bidders may look the website for further updates, if any.

Encl: Bidding sheet – Annexure A.



Sr. Accounts Officer (Record).

Annexure-A

**Price Bid for Car to be hired on need basis
(to be valid for one year)**

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Name of the car (with A.C.)	Minimum Rate for 10hrs/100kms		Rate beyond 10hrs/100kms		Night Charges per hour applicable after 12.00 am to 5.00am
	Per KM	Per Hour	Per KM	Per Hour	
Corolla Altis					
Toyota Etios					
Maruti Suzuki Dzire					
Toyota Innova					

- All rates are inclusive of all taxes.

Contact No.

Details of the Firm:

I/we hereby agree to all the terms and conditions as given in the NIQ No. Record I / Additional Car /2022-23/211 dated 26/09/2022.



Signature of Authorized Signatory
(with office seal)

Contact No.