

**BID DOCUMENT**

**HIRING OF TWO VEHICLE(S) BY  
OFFICE OF THE JUTE COMMISSIONER,**

**BY CALL OF TENDER**

**TENDER NO. Jute (A)/87 (II)/58-II  
DATED: 20<sup>th</sup> March 2017**



**Government of India,**

**Ministry of Textiles, Office of the Jute Commissioner  
3<sup>rd</sup> MSO Building, CGO Complex, DF-Block, E & F Wing, 4<sup>th</sup> Floor,  
Sector-I, Salt Lake, Kolkata – 700 064.**

One Mid-size Operational Vehicle (Innova / Ertiga or equivalent model) and One Sedan Car, both bearing Commercial Registration Numbers is required on Hire basis to be used by the Office of the Jute Commissioner, CGO Complex, Salt Lake, Kolkata – 700 064. The vehicle(s) will run approximately 3000 kms. per month. The hiring shall be initially for the period of one year from the date of commencement and may be extendable for one more year at the discretion of the Jute Commissioner, Ministry of Textiles, Kolkata.

### **INSTRUCTION TO BIDDERS**

1. Bids may be submitted for either one or both the vehicles.
2. No alteration should be made in any of the terms and conditions of the bid document by scoring out any part thereof.
3. In the submitted bid, no violation or deviations in any manner whatsoever, to the terms and conditions will be admissible. Bids not accepting or modifying any of the terms and conditions, in whole or in part as listed in Section-IV, will be summarily rejected.
4. No bid will be considered unless the bid is made for supplying vehicle of the prescribed make and model for at least two years. Any bid for supply of the vehicle for duration less than two years will not be considered.
5. No bid will be considered unless and until all the pages/documents comprising the bid are properly signed and stamped by the persons authorized to do so on behalf of the bidder.
6. Completed tender documents along supporting documents in SEALED cover superscripted "**Tender for hiring of vehicle and / or car for the Office of Jute Commissioner**" should reach the Dy. Jute Commissioner on or before 30.03.2017 (forenoon).
7. In the event of bid being accepted, the quotations (Annexure-2) and the Terms and Conditions will be converted into a contract, which will be governed by the terms and conditions given in the bid document.

The bid document of every bidder shall consist of the following documents:

- (i) Information as per Annexure- I
- (ii) The quotations strictly as per the proforma given in Annexure -2
- (iii) Copy of terms and conditions duly signed on every page

## TERMS AND CONDITIONS OF THE CONTRACT

1. The vehicle(s) should be –
  - a. A Mid-size vehicle (ERTIGA / INNOVA or equivalent model), and
  - b. A Sedan Car;  
The Vehicle / car(s) should be in excellent condition clean, mechanically fit and must be a brand new vehicle and in any case must not be more than three years old.
2. The road worthiness of the vehicle provided is to be ensured at all times by the successful bidder, including the timely payment of applicable taxes and compliance to all regulations prescribed from time to time by the competent authority.
3. The vehicle provided should be kept in neat and clean condition with good upholstery and regularly polished exterior. They should also be in perfect running condition. The successful bidder shall be required to produce the vehicle and the driver in the premises of the Competent Authority for physical inspection before the signing of contract.
4. The successful bidder will be required to furnish to the Competent Authority certified copies of RC Books, Insurance Policy of the vehicle being supplied, latest road tax-challan paid, Permanent Account Number (PAN) of the concern, photograph of the driver along with his permanent and present address, copy of the driving license of the driver on or before the date of formal signing of the contract.
5. It shall be the responsibility of the successful bidder to ensure that the driver is qualified and experienced, possessing valid driving license. The driver of the vehicle provided must follow all traffic rules / regulations and any consequences of the failure to do so shall be of the successful bidder alone. The Competent Authority shall have no direct or indirect liability arising out of negligent/rash driving and any loss caused to the Competent Authority will have to be suitably compensated for by the successful bidder.
6. The vehicle will be hired on calendar month basis. The rate should be quoted (exclusive of Service Tax) for 3000 kms and 300 hours on a monthly basis. **The billing for kms and hours shall be made from the reporting place to the relieving place.** However **additional distance not exceeding 10 Km** (5 Km + 5 Km) may be added to the daily mileage, on working days (only), for reporting and returning to garage respectively.
7. The vehicle must be available at **any time of any day** as directed by the Competent Authority.
8. Charges for additional hour beyond 300 hours and additional km beyond 3000 kms as the case may be, per month, should be quoted separately as provided in Annexure-2.
9. A daily record indicating mileage for each vehicle on duty shall be maintained in a log book as per the proforma approved by the Competent Authority with the successful bidder. It shall be the duty of the driver to obtain on each duty day, the

signature of the officer to whom the vehicle has been assigned. Failure to do so would result in non-payment of the hire charges for that day. The log book shall be made available for periodic inspection of the Competent Authority from time to time. Erasures and over writings in the log book, will not be taken into account unless countersigned by the officer nominated by the Competent Authority.

10. The Competent Authority will pay only fixed monthly hire charges as per contract and its liability shall be limited to this value alone. No Separate payment will be made for driver's salary or any other incidental expenditure such as fuel, repair, maintenance, taxes, registration charges, periodic servicing, etc. All such payments/expenditure will be borne entirely by the successful bidder.
11. The billing will be on a monthly basis and the bills typed in triplicate shall be submitted on a working day to the Competent Authority latest by the 10th of succeeding month. The billing shall be based on the log-book entries. Deduction of tax at source (TDS) as per applicable rates prescribed under the Income Tax Act, 1961, shall be made by the Competent Authority from every payment made under this contract.
12. The Competent Authority will reimburse Service Tax on hiring charges on actual basis. The successful bidder will be required to provide proof of valid Service Tax registration on or before the date of signing of the contract, if applicable. In addition to the above, parking charges and toll shall also be reimbursable over and above the quoted charges provided the successful bidder attaches satisfactory proof of payment of such charges with the relevant monthly bill.
13. Unutilized mileage below the contracted limit of 3000 kms per month in respect of the vehicle will be carried forward for utilization in the subsequent month and so on.
14. The vehicle shall bear the mark **ON DUTY** - OFFICE OF JUTE COMMISSIONER, MINISTRY OF TEXTILES, GOVT. OF INDIA; the same should not be misused when the vehicle is not being used by the Department.
15. The Contractor should be registered with the authority concerned of a State or Central Government and should fulfill the conditions prescribed in section 66 of Motor Vehicle Act, 1988.
16. If the condition of the vehicle is not found satisfactory, or in case of a breakdown, or in case vehicle not reporting for duty for whatever reason, the successful bidder shall be obliged to send a replacement of equivalent or better make immediately. If no replacement is provided in time, the Competent Authority shall have the right to hire a vehicle from elsewhere and whatever be the cost that is incurred towards such hire charges will be deducted from the bill of the successful bidder in the succeeding month. In the circumstances mentioned above, even if no vehicle is hired by the Competent Authority from the market, the Competent Authority shall deduct proportionate hire charges from the bill of the successful bidder for the succeeding month. Even a part of the day will be reckoned as one full day for the purpose of this deduction.
17. In case of any mishap/accident, all claims and liabilities arising out of it shall be met by the successful bidder, including any damage to the vehicle. The Competent Authority will not entertain any claim in this regard including any liability under

the Motor Vehicles Act or the Indian Penal Code or under any other applicable law for the time being in force.

18. The engagement/employment of driver(s) and payment of remuneration to them as per the existing provisions of various applicable labour laws j regulations will be the sole responsibility of the successful bidder.
19. The driver(s) employed along with the vehicle by the Contractor should satisfy the following conditions:
  - a) Driver(s) should have minimum 5 years of experience of driving. He should have Vehicle Transport License for driving passenger vehicles on hire.
  - b) Driver(s) should be well versed with the roads and place in Kolkata and suburbs and should have experience in city and highway driving.
  - d) Once the driver has been allotted to a particular vehicle, he should remain with the same vehicle for the entire period. Any change in the designated driver should be intimated to the office concerned within 24 hours before such change is affected.
  - e) Driver(s) should be provided with a mobile phone and the same should be available for communication all the time.
  - f) Driver(s) should speak decent language, well behaved and should not have any criminal cases against him and should not have any past history of accident. The antecedents should be duly verified by police authorities at the instance of contractors.
  - g) Vehicle / Car should be kept clean and odour free and suitable for official use.
20. In case of non-compliance of the above terms and conditions of contract, a penalty may be levied. The penalty for some of the defaults is as under:

Sr. No	Nature of Default	Penalty
1.	Late Reporting	Rs.100/- per day
2.	Non - Reporting	Rs.500/- per day
3.	Refusal of duties	Rs.1000/- per day
4.	Change of driver without Permission	Rs.200/ - per day

21. Save in exceptional circumstances, with the approval of the Competent Authority or unless specifically requested by the Office, once the hiring of vehicle commences, the successful bidder shall not change the dedicated vehicle or the driver(s).
22. The driver(s) shall be duty bound to carry out the instructions of the Competent Authority or officers to whom the vehicle is assigned by the Competent Authority.
23. The hiring shall be initially for the period of one year from the date of commencement, and would be extendable for one more year at the discretion of Competent Authority at the Office of the Jute Commissioner.
24. The Competent Authority has an option to cancel the contract by giving notice of 10 days in writing without any compensation to the successful bidder. The

successful bidder can also opt out of the contract premature by giving notice of 60 days in writing.

25. The Competent Authority shall not be responsible for the theft of vehicle / parts / accessories while the vehicle is on duty or even when it is parked within the campus of the Competent Authority. The safe custody of the vehicle and accessories shall be the sole responsibility of the successful bidder.
26. Any sum of money due to or payable to the successful bidder under this contract may be appropriated by the Competent Authority and set off against any claim of the Competent Authority for payment of any sum of money arising out of this contract or under any other contract of the successful bidder with the Competent Authority.
27. Any change in the ownership of the vehicle or change in the constitution of the concern shall be notified in writing to the Competent Authority immediately. It will be open for the Competent Authority to either continue/renegotiate the contract with new owners or cancel the contract.
28. All the above conditions will be enforced, unless written order of the Competent Authority is obtained relaxing any specific condition.
29. A Performance Certificate from the previous employer certifying that the services rendered were satisfactory is to be enclosed.

IN WITNESS THEREOF the parties have here-into set their hands on the dates Indicated below:

Signed by the successful bidder

\_\_\_\_\_

(Name & Address)

In the presence of

1. Signature: \_\_\_\_\_

Address: \_\_\_\_\_

Description: \_\_\_\_\_

2. Signature: \_\_\_\_\_

Address: \_\_\_\_\_

Description: \_\_\_\_\_

On behalf of the Office of Jute Commissioner  
(The Competent Authority)

Signature: \_\_\_\_\_

(Name & Address): \_\_\_\_\_

**ANNEXURE-I**  
**DETAILS OF THE BIDDER**

**(To be submitted by the bidder submitting quotations for hire of vehicle(s))**

1 Name of the Bidder:

2 Address of the Bidder:

3 Telephone Landline:

Mobile:

4 PAN (Enclose Copy):

5 Service Tax Registrations:

(Enclose proof)

This is to certify that the information furnished is true and correct. I/ We also certify that I / We have carefully read and understood the terms and conditions of the tender document and undertake to abide by them in the event of being given the contract.

Date:

Place:

Signature of the Bidder

## ANNEXURE-2

To,  
Dy. Jute Commissioner  
3<sup>rd</sup> MSO Building, CGO Complex,  
DF-Block, E & F Wing, 4<sup>th</sup> Floor,  
Sector-I, Salt Lake, Kolkata – 700 064.

Sir,

Sub: Submission of quotations for hiring of Mid Size Operational Vehicle and One Sedan Car by the Office of Jute Commissioner, Kolkata - Reg.

Ref: Tender notice No. Jute (A)/87 (II)/58-II

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With reference to the above, I / We hereby submit the quotation for hire of Two / One \_\_\_\_\_ and \_\_\_\_\_ model or equivalent by the Office of Jute Commissioner, Kolkata.

**Number of vehicles bid for: Two / One**

SL. No.	Particulars	Mid-size vehicle (In ₹)	Sedan Car (In ₹)
1	Total Monthly hire charges for 3000 Km and 300 hours*		
2	Rate per KM over and above 3000 Kms		
3	Rate per hour over and above 300 hours		

\* The bid will ordinarily be decided on the basis of the quote as per Sl. No.1 and in case of tie, quote as per Sl. No.2 & 3 will be considered.

Date:

Place:

(Signature of the Bidder)