

**F-15012/1/2020-Admn**  
**Government of India**  
**Ministry of Personnel, Public Grievances and Pensions**  
**Department of Personnel & Training**  
**Staff Selection Commission (ER)**

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8<sup>th</sup> Floor, 1<sup>st</sup> MSO Building, Nizam Palace,  
234/4, A.J.C. Bose Road,  
Kolkata – 700020

Dated the 31<sup>st</sup> December, 2021

**NOTICE INVITING LIMITED TENDER**

Subject: Notice Inviting Limited Tender Enquiry for engagement of vendors for hiring of Car for use of SSC(ER) on daily basis, as and when required - regarding

Sealed quotations are invited from interested firms/agencies for engagement of vendors for hiring of Car for use of SSC(ER) on daily basis, as and when required, initially for one year period which may be extended or curtailed as per requirement of this office as per Tender Documents.

2. For further details, for any clarification, interested parties may contact the Administration Section, SSC(ER), Kolkata during office hours from the date of issue of the tender notice till submission of tender form.

3. The sealed tender superscribed as **“Notice Inviting Limited Tender Enquiry for engagement of vendors for hiring of Car for use of SSC(ER) on daily basis, as and when required”** along with name and address of bidder should be submitted **on or before 05:30 PM of 4<sup>th</sup> January, 2022** in the Administration Section of this Office at the above address. No tender received after **05:30 PM of 4<sup>th</sup> January, 2022** would be entertained. The Tenders will be opened **at 11:30 AM of 5<sup>th</sup> January, 2022** in this Office premises in the presence of the representatives of the Tenderers.

4. The Terms & Conditions etc. governing the Tender Notice and Tender Form are given along with this Notice Inviting Limited Tender Enquiry.

Encl: Tender Documents



(U.K. Mukherjee)  
Deputy Director  
033-22902230

## 1. SUBMISSION OF BIDS:

- (i) The last date for submission of bids is **05:30 PM of 4<sup>th</sup> January, 2022**. The Technical and Financial Bids would be opened **at 11:30 AM of 5<sup>th</sup> January, 2022**. Bids shall be submitted offline only. Tender completed in all respect may be submitted to the Receiving Section of SSC(ER), 1<sup>st</sup> MSO Building, Nizam Palace, 234/4, A.J.C. Bose Road, Kolkata – 700020.
- (ii) Procedure of Submission of Bids: Sealed quotations filled in the specified Proforma and should be superscribed – **“NOTICE INVITING LIMITED TENDER ENQUIRY FOR HIRING OF CAR FOR USE OF SSC(ER) ON DAILY BASIS, AS AND WHEN REQUIRED”**. The bid should be prepared strictly in accordance with the instruction prescribed and be submitted in proper sealed envelope addressed to the **Regional Director, Staff Selection Commission (ER), 8<sup>th</sup> Floor, 1<sup>st</sup> MSO Building, Nizam Palace, 234/4, AJC Bose Road, Kolkata – 700020**. **Tenders received online will not be accepted.**
- (iii) All the pages of bid being submitted must be signed and sequentially numbered by the bidder irrespective of nature of content of the documents. The offers submitted by FAX/e-mail or any other mode shall not be considered. No correspondence will be entertained in this matter.
- (iv) PROPOSAL should be submitted in English and should include the below documents:

- (a) Cover letter
- (b) General, Technical & Financial proposal

### **(a) Cover letter**

In the cover letter the following information should be confirmed:

- The bidder has not indulged in any corrupt or fraudulent practices in preparing this proposal.
- The person signing the cover letter and the proposal has due authorization to do so.
- The cover letter must clearly mention the name, address, telephone, and email id of the authorized person who will serve as the primary point of contact for all communication for the assignment.
- The bidder will bear all costs incurred in connection with the preparation and submission of the proposal and shall bear any further pre-contract costs.
- The template for the cover letter is given at **Annexure I**.



1. **SUBMISSION OF BIDS:**

- (i) The last date for submission of bids is **10:00 AM of 4<sup>th</sup> January, 2022**. The Technical and Financial Bids would be opened **at 12:00 Noon of 4<sup>th</sup> January, 2022** Bids shall be submitted offline only. Tender completed in all respect may be submitted to the Receiving Section of SSC(ER), 1<sup>st</sup> MSO Building, Nizam Palace, 234/4, A.J.C. Bose Road, Kolkata – 700020.
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- The template for the cover letter is given at **Annexure I**.

**(b) General, Technical & Financial Proposal**

The General, Technical & Financial proposal is to be submitted in the format as prescribed at **Annexure- II. Rates should be quoted inclusive of taxes.** The bidder should submit the following documents/information duly signed by the authorised signatory:-

1. Signed copies of PAN card of the Bidder/Company/Proprietor/Authorised Person
2. Certified copy of Registration Number
3. Certified copy of GST registration number

**2. Terms & Conditions of the Tender Enquiry:-**

- 2.1 The contractor must be in possession of valid license for running of Private Vehicles/Daily Basis Taxies business in Kolkata/All India from Competent Authority and the vehicle provided may be authorised to run as taxi and should have proper permission for the areas to be visited.
- 2.2 The contractor should be able to provide Private Vehicles/Daily Basis Taxis on requisition/on Short Notice and vehicle should reach the destination within 30 minutes.
- 2.3 The drivers engaged in the vehicle should possess a valid Driving License, to operate the vehicle, issued by the Transport Authority.
- 2.4 The driver on duty should be well dressed, polite in behaviour and well-versed. Any laxity in the behaviour of the driver will be treated as breach of contract and cancellation of contract.
- 2.5 The vehicle on duty will be kept clean and sanitised. The working condition of the vehicle provided should be good. The seats should be clean and comfortable. The seat will always be covered with neat and good quality seat cover. No payment will be made if the vehicle is found in dirty or shabby condition.
- 2.6 In case of any breakdown while on journey, alternative arrangement will have to be made by the contractor, failing which the vehicle will be hired from the open market and the expenses incurred thereon will be deducted from the monthly bill of the contractor. This will be addition to a penalty of up to Rs.500/- per such incident.
- 2.7 The vehicle provided should be well maintained and timely serviced to ensure good working condition failing which 50% of the bill for each incident, if reported by user, will be deducted.



- 2.8 SSC(ER) is entitled to terminate the contract without assigning any reason by giving a calendar month notice of its intention to do so.
- 2.9 In the event of contractor failing to execute the work i.e. supply of vehicle on hire basis any time to the full satisfaction of SSC(ER), the later reserves the right to the contract.
- 2.10 The kilometer readings are to be initiated and ended on daily usage from the office of SSC(ER) and not from the point of garage/location of the contractor. Billing will start from the Office premises of SSC(ER) and not from the garage/location of the contractor. The driver of the vehicle must first report to the Administration Section of SSC(ER) on requisition on daily basis, where kilometer reading will be got noted and then proceed to the destination. In any case the vehicle is required on Saturdays/Sundays or Holidays, driver of the vehicle may directly report to the designated person where meter reading should be got noted from the user.
- 2.11 Usage of the vehicle will be monitored and countersigned by the Office of SSC(ER) with details of log entries on a daily basis, either in the evening of the same day or in the morning of the next working day.
- 2.12 The contractor will indicate telephone/mobile numbers (at least two numbers) for booking of vehicle. The mobile phones should NOT BE IN SWITCHED OFF MODE. It should be kept in switch-on mode round the clock.
- 2.13 The successful vendor is required to submit monthly bill along with duty slips, duly completed and signed by the concerned officer/official in respect of vehicle booked on daily basis. Parking-slip(s) attached with the duty slip(s), if any, must be signed by the user of the vehicle.
- 2.14 **Contractor must have to maintain a log book for the hired vehicle in the format as per Annexure-III of NIT and ensure that entries have been made on daily basis.** The entries made in the log books have to be got verified either by the Assistant Director (Administration) or Assistant Section Officer concerned on same day use of vehicle or in the morning of the next working day.
- 2.15 Copies of PAN Card, GST Registration Certificate, etc. are to be submitted along with the bid document.
- 2.16 Rate quoted will be all inclusive. The Commission will not pay any kind of Taxes separately on the rates quoted by the firm/vendor.
- 2.17 The SSC(ER) reserves the right to reject any or all the tenders without assigning any reason thereof and is under no obligation to inform the affected bidder or bidders of the grounds of SSC(ER)'s action.

- 2.18 Any overwriting in the Tender/late submission of Tender will not be entertained.
- 2.19 All documents attached with the bid form should be self attested by the authorised signatory/bidder.
- 2.20 In case of any dispute, all efforts should be made to settle or resolve such dispute mutually by discussion.
- 2.21 The decision of the Regional Director, SSC(ER) shall be final on any matter of dispute arising out of this tender.
- 2.22 The acceptance of the offer made by the bidder will be deemed as a contract.

**3. OPENING AND EVALUATION OF TENDER:**

- (a) A duly constituted Tender Opening & Evaluation Committee will open the Bids.
- (b) All statements, documents, certificates etc. submitted by the bidders will be verified for technical evaluation. The clarifications, particulars, if any, required from the bidders will be obtained either online or in the conventional method by addressing the bidders

**4. AWARD OF CONTRACT & TERMINATION OF CONTRACT**

- The contract to be entered into shall remain valid initially for one year from the date of awarding of the contract and may be extended with the mutual consent of the contractor and this office in writing. However, the contract can be terminated at any time even during its currency, in case the Commission is not satisfied with the performance of the Vendor.
- In the event of refusal/non-capacity to executive the work, the vendor may have to submit reason for such refusal which will be examined on case to case basis by the competent authority and if the competent authority decides to invoke any penalty like debarring/blacklisting, the same will be implemented.
- The SSC(ER) reserves the right to accept or reject any or all the tenders without assigning any reasons whatsoever.
- The rates quoted should remain valid for complete contract period including any extension period (if extended with mutual consent). The Total quoted amount should be written both in figures and in words.
- Quotations, which do not comply with the above conditions, are liable to be rejected.



- If the successful vendor leaves the job before expiry of the contract period or work done by such vendor is not found to be satisfactory, this Office reserves the right to terminate the contract.
- Rate quoted will be inclusive of all taxes and charges. The Commission will not pay any kind of Taxes separately on the rates quoted by the firm/vendor.
- The SSC(ER) reserves the right to reject any or all the tenders without assigning any reason thereof and is under no obligation to inform the affected bidder or bidders of the grounds of SSC(ER)'s action.
- Any overwriting in the Tender/late submission of Tender will not be entertained.

5. **CONFIDENTIALITY / NON DISCLOSURE AGREEMENT (NDA)**

- The bidder (and its employees) shall not, unless SSC(ER), Kolkata gives permission in writing, disclose any part or whole of the proposal and/or contract, or any specification, rate, pattern, sample or information furnished by SSC(ER), Kolkata, in connection therewith to any person other than a person employed by the bidder in the performance of the proposal and/or contract.
- The employees of the bidder will maintain strict confidentiality at all times.
- In case of breach, SSC(ER), Kolkata shall take legal action as it may be advised.
- Successful bidder will have to adhere to the Non Disclosure Clause which shall form a part of the Contract being entered into with the SSC(ER), Kolkata.

6. **TERMS OF PAYMENT**

- The successful vendor is required to submit the bills along with work order, duty slips, duly completed and signed by the concerned officer/official in respect of vehicle booked on daily basis as and when required. Parking-slip(s) attached with the duty slip(s), if any, must be signed by the user of the vehicle.

7. **EARNEST MONEY DEPOSIT (EMD):**

In terms of Department of Expenditure's OM No.F.9/4/2020-PPD dated 12.11.2020, Bid Security Declaration should be signed by the bidders accepting that if they withdraw or modify their bids during the period of validity etc. they will be suspended for the time specified in the tender documents. No provisions regarding Bid Security should be kept in the Bid Documents, and only provision for Bid Security Declaration should be kept in the Bid documents.

**8. PERFORMANCE SECURITY:**

- (i) In terms of Department of Expenditure's OM No.F.9/4/2020-PPD dated 12.11.2020, the successful tenderer will have to deposit Performance Security of 3% of the value of the work for each occasion in the form of Fixed Deposit Receipt/Bank Guarantee from a Nationalised Bank in an acceptable form in favour of Regional Director, Staff Selection Commission (Eastern Region).
- (ii) Performance Security will be refunded to the tenderer after satisfactory completion of the assigned tasks.
- (iii) Performance Security will be forfeited if the tenderer fails to perform any of the terms & conditions of the contract, without prejudice to such other action including blacklisting by SSC(ER) if deemed fit.



**ANNEXURE I – Cover Letter**

To  
The Regional Director  
Staff Selection Commission (ER)  
8<sup>th</sup> Floor, 1<sup>st</sup> MSO Building  
Nizam Palace  
234/4, AJC Bose Road  
Kolkata – 700020.

Madam,

**Subject: “Notice Inviting Limited Tender Enquiry for engagement of vendors for hiring of Car for use of SSC(ER) on daily basis as and when required”**

**Ref: No. F-15012/1/2020-Admn dated 31<sup>st</sup> December, 2021**

The undersigned Bidder, having read and examined in detail the Tender Enquiry document in respect of providing car for use of SSC(ER) on daily basis, as and when required, initially for one year period, do hereby express their interest to offer Services as specified in the terms and conditions.

Correspondence Details:

Name of the Agency:

Address of the Agency:

Name of the contact person(s) to whom all references shall be made 24x7x365 days regarding this Tender, future work and its execution:

Designation of the person(s) to whom all references shall be made 24x7x365 days regarding this Tender, future work and its execution:

Address of the person(s) to whom all references shall be made 24x7x365 days regarding this

Tender, future work and its execution:

Contact Number:

E-Mail of the contact person:

Documents forming part of LTE Proposal:

We have enclosed the following:

- i) All necessary documents required as per this LTE document to be submitted along with the Proposal.
- ii) General, Technical & Financial Proposal

I/We hereby declare that our proposal is made in good faith and the information contained is true and correct to the best of our knowledge and belief. I/We hereby declare that I/we have not indulged in any corrupt or fraudulent practices in preparing this proposal.

I/We hereby declare that we have not been blacklisted by any Government agencies.

The undersigned has been authorized to sign the cover letter and the enclosed proposals. The bidder will bear all costs incurred in connection with the preparation and submission of the proposal and shall bear any further pre-contract costs.

**BID SECURITY DECLARATION**

I/We, hereby, accept that my/our firm would be suspended for the time period of this contract, if I/we withdraw or modify the bid during the period of validity of this contract.

Thanking you,

Yours faithfully

(Signature of the Vendor)

Name :

Designation :

Seal :

Date :

Place :

Business Address:

Witness:

Signature

Name

Address

Company

Date

Vendor:

Signature

Name

Designation

Date

**ANNEXURE – II**

**PROFORMA**

1. Name, address and telephone numbers of the Tenderer: :
2. Permanent Account Number (PAN): :
3. Registration Certificate No. of Firms: :
4. Mention Distance between Office premises of the Commission and Taxi Stand/Garage: :
5. Name and address of the Proprietor/ Partners/Directors and PAN No.: :
6. Hiring charges of vehicle for Daily Basis (inclusive of all taxes, except Toll Tax, Parking Charges, if any): :

| Details for hiring of one vehicle on daily basis<br>For vehicle (small category like Swift Desire/Honda Amaze/Etios etc.) | Charges for AC vehicle for providing on Daily Basis (inclusive of Taxes) (in Rs.) |
|---|---|
| Rate for full day 80 KMs and 12 Hours :   |   |
| Rate per Hour for extra Hours :   |   |
| Rate per KM for extra KMs :   |   |

**NOTE: In case of out station journey, the night charges will be borne by the SSC(ER).**

Date:

Signature of authorised person of Tenderer/Bidder :

Place:

Name of authorised person:

Seal of Tenderer/Bidder:



