

भारत सरकार
कर्मचारी चयन आयोग
(पूर्वी क्षेत्र)
कार्मिक, लोक शिकायत तथा पेंशन मंत्रालय
कार्मिक तथा प्रशिक्षण विभाग
निजाम पैलेस, प्रथम एम.एस.ओ. बिल्डिंग (8वीं मंजिल)
234/4, ए.जे.सी. बोस रोड, कोलकाता - 700 020
ई मेल : contact@ssc.org
तार पता : स्ट्यूसलकम,
दूरभाष : 2290 4424, 2290 4422, 2290 2230
फैक्स : 2290-4424



Government of India
STAFF SELECTION COMMISSION
(EASTERN REGION)
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training
Nizam Palace, 1st M. S. O. Building (8th Floor)
234/4, A. J. C. Bose Road, Kolkata - 700 020
E-mail : contact@ssc.org
Telegraphic Address : Staselcom.
Telephone : 2290 4424, 2290 4422, 2290 2230
Fax : 2290-4424

F.No.F-15012/1/2017-Admn.

Dated 28th June, 2017

To,

(ELIGIBLE VENDORS)

Subject: Notice for Limited Tender enquiry for engagement of vendors for hiring of Cars for use of SSC (ER) for one year period – reg.

Dear Sirs,

Sealed Tenders are invited in two bid systems (Technical Bid and Financial Bid separately) from reputed Travel Agencies/Companies located in Kolkata, FOR EMPANELMENT OF VENDORS FOR THE PURPOSE OF HIRING OF CARS FOR USE OF STAFF SELECTION COMMISSION (ER) ON MONTHLY RENTAL BASIS initially for one year period which may be extended or curtailed as per requirement of this office. The time schedules are as under:-

1. Closing date & time for receipt of bids: 14th July, 2017 upto 02:00 PM
2. Date and time for opening of Technical Bids: 14th July, 2017 at 03:00 PM
3. Date and time for opening of Financial Bids: 17th July, 2017 at 03:00 PM

2. NOTE: In case the date specified for submission of bid falls on or is subsequently declared a holiday or closed day for this office, the bids will be received upto the appointed time i.e. 02:00 PM on the next working day of this office and will be opened on the same day at 03:00 PM.

2.1 **TWO BID SYSTEM:** The bid should be submitted in a sealed cover in two parts as under:-

- a. **Technical Bid:** Envelope should superscribed "Technical Bid for supply of office Car" for the year 2017-2018 and it should contain technical details as per clause 6. EMD and other documents etc as per the requirement of the bid enquiry.
- b. **Financial Bid:** The second cover should contain the rates etc. as per Annexure-II and it should be super scribed "Financial Bid for supply of AC Car".

- 2.2 The Technical bid and the financial bid should be sealed by the bidder in separate covers, duly superscribed and both these sealed covers are to be put in a bigger cover, duly superscribed as “Bid for supply of AC – Cars on monthly rental basis”. The cover containing both bids should be addressed to **The Regional Director, Staff Selection Commission (Eastern Region), 8th Floor, 1st MSO Building, Nizam Palace, 234/4, AJC Bose Road. Kolkata – 700 020.**
- 2.3 The Technical Bid shall be opened on 14th July, 2017 at 03:00 PM. The Technical Bid will be opened first and the Financial Bid will be opened on 17.07.2017 at 03:00 PM.
- 2.4 Hypothetical/Conditional/Incomplete bids will not be entertained.
3. **Late Bids:** Bids received after the specified date and time, as indicated at para – 1 above, for receipt of bids will not be entertained in any circumstances.
4. **Earnest Money Deposit (EMD):**
- 4.1 EMD of Rs.5,000/- (Rupees five thousand only) in the form Demand Draft/Bank Pay order from any Nationalized Bank in favour of The Regional Director, Staff Selection Commission (Eastern Region) payable at Kolkata must accompany the bid, Bids without EMD and in any other form than prescribed will NOT be considered.
- 4.2 The EMD should remain valid for a period of at least 6 months.
- 4.3 EMD of bidder will be forfeited, if the bidder withdraws or amends its bid or impairs or derogated from the bid in any respect within the period of validity of its bid. Further, if the successful bidder fails to furnish the required Performance Security within the specified period, its EMD will be forfeited.
- 4.4 EMD furnished by all unsuccessful bidders will be returned to them without any interest whatsoever, after finalization of the contract. EMD of the successful bidder (s) will be returned after receipt of the Performance Security from him.
5. **Performance Security:**
- 5.1 The successful bidder, irrespective of its registration status etc. will have to furnish Performance Security of Rs.15,000/- (Rupees fifteen thousand only) in the form of Fixed Deposit Receipt/Bank Guarantee from a Nationalized/Commercial Bank in an acceptable form in favour of **The Regional Director, Staff Selection Commission (ER) within 10 days of award of the contract.**
- 5.2 Performance Security should remain valid for a period of one year.
- 5.3 Performance Security will be refunded to supplier without any interest, whatsoever, after it duly performs and completes the contract in all respects.
- 5.4 Performance Security will be forfeited if the firm fails to perform any of the terms or conditions of the contract, besides it may also be black listed.

6. The Technical bid should contain following details:

- 6.1 The contractor should have at least two years experience in the field and should furnished relevant documents in this connection.
- 6.2 PAN number and copy of the latest Income Tax and Service Tax certificate.
- 6.3 A certificate from the bidder that all the terms and conditions are acceptable to him.
- 6.4 The bidders are advised to read the instructions above and the terms and conditions herein below carefully and submit confirmation of unconditional acceptance of the terms and conditions without deviations. In case there are any deviations from the terms and conditions of the tender they may be clearly indicated in the technical bid for consideration.
- 6.5 The bidders should quote their unconditional rates strictly as per the Annexure-I. Overwriting/ use of eraser in any form should be avoided. Each page of the tender documents should be stamped and signed by the authorized signatory.
- 6.6 In case any bidder is already providing the AC Cars to any other Govt. offices details thereof should also be furnished along with the bids.

7. Other Terms and Conditions:

- 7.1 In case the firm awarded contract fail to supply the vehicles, this office will forfeit the Performance Security deposit.
- 7.2 If the contractor after submission of bid and due acceptance of the same i.e. after the award of contract, fails to abide by the terms and conditions of these tender documents, or fails to complete his contract period or at any time repudiates the contract, the Commission will take necessary action as per rules.
- 7.3 The vehicles provided should be authorized and have proper permission of the areas to be travelled in Kolkata and outer Kolkata.
- 7.4 The drivers engaged in the Cars should have valid driving license issued by the Transport Authorities and other necessary certificates such as Road Tax clearance, pollution certificate etc. should be in existence for all vehicles quoted.
- 7.5 The drivers should always be in the properly dressed with mobile phones and should be well mannered.
- 7.6 The driver engaged should be broadly aware of the major routes of Kolkata and outer Kolkata.
- 7.7 The vehicles on duty shall have to be kept in clean condition. The general condition of the vehicle provided should be good. The seat should be comfortable. The seats shall always be covered with neat and good quality seat covers. No payment shall be made if the vehicle is found in dirty or shabby condition.
- 7.8 In case of any break down while on journey, alternative arrangement shall have to be done by the contractor failing which the taxi will be hired from the open market and the expenses incurred thereon shall be deducted from the monthly bill of the contractor.

- 7.9 The Commission reserves the right to terminate the contract without assigning any reason by giving the contractor a minimum of 07 days notice of its intention to do so.
- 7.10 **Penalty Clause:** In the event of Contractor failing to execute the work i.e. supply of Cars on hire basis at any time to the full satisfaction of the Commission the Competent Authority reserves the right to cancel the contract or withhold the payment due to contractor in part or full and to forfeit the Performance Security deposited.
- 7.11 The contract will be valid for one year from the date of award the contract. No request of hike in approved rates for supply of Cars will be entertained during the period of contract for any other reasons whatsoever.
- 7.12 If on any occasion it is found that the driver has made wrong entries in the duty slips relating to time and kilometer reading of start or closing of duty/journey the contractor shall be responsible for the same.
- 7.13 The driver is required to maintain a log-book i.e. details of various journeys performed during the day since morning till last duty separately and all the entries would be got verified invariably by this office. The log-book will have to be shown to the Administration for verification at the time of submission of the bill in each month.
- 7.14 This tender document can be downloaded from the official website viz. www.sscer.org of this office.
- 7.15 Decision of the Competent Authority of the Commission i.e. the Regional Director, Staff Selection Commission (ER) regarding acceptance or rejection of a tender will be final and binding.

Regional Director (ER)
Staff Selection Commission

ANNEXURE – I

TECHNICAL BID - TECHNICAL INFORMATION AND UNDERTAKING
(F.No.F-15012/1/2017-Admn. dated 28th June, 2017)

1.	Name of the Tender/Agency:	
2.	Office Address (with Tel. & Mob. No.)	
3.	Address and Tel. No. of Garage:	
4.	Service Tax Registration No. along with proof	
5.	PAN No. of the firm	
6.	Working Experience of the firm	
7.	Nature of the firm/agency: (i.e. Sole proprietor or Partnership firm, copy of Registration certificate be furnished)	
8.	Whether assessed to I-Tax: (furnish copy of last three years return along with Income Tax clearance certificate)	
9.	Details of two or more Drivers of the firm who are to be attached with the car	
10.	Remarks (if any):	

Date:

Signature:

Place:

Name:

Seal:

COMMERICAL BID

(F.No.F-15012/1/2017-Admn. dated 28th June, 2017)

Sub: Tender for "Hiring of Cars" on Monthly Rental Basis

1. Rate (all inclusive including all taxes and levies except service tax and parking charges) for Hire Cars as indicated below:

Sl. No.	Particulars of destinations	No. of cars required	Rate (in Rs.)
1.	Hire charges of AC cars of Make and Model: Maruti Swift Dzire/Tata Indigo CS/ECS for 12 hours daily with minimum 1500 KM per month for running within Kolkata for 26 days in month.	1	
2.	Rate for additional KMs.		Rs. /-KM
3.	Rate for extra Hours		Rs. /-Hour