

Government of India
Department of Personnel & Training
Staff Selection Commission (ER)

8th Floor, 1st MSO Building, Nizam Palace,
234/4, AJC Bose Road, Kolkata – 700020.

No.F-15012/1/2017-Admn

Dated, the 10th September 2018

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 - regarding

Sealed quotations 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), KOLKATA, 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 and time for receipt of bids: 25th Sept., 2018 upto 02:00 P.M.
2. Date and time for opening of Technical and Financial Bids: 25th Sept., 2018 at 03:00 P.M.

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” and it should contain technical details as per clause 5 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 and Financial Bids shall be opened on 25th September, 2018 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. **Performance Security:**
- 4.1 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.**
- 4.2 Performance Security should remain valid for a period of one year.
- 4.3 Performance Security will be refunded to supplier without any interest, whatsoever, after it duly performs and completes the contract in all respects.
- 4.4 Performance Security will be forfeited if the firm fails to perform any of the terms and conditions of the contract, besides it may also be black listed.
5. **The Technical bid should contain following details:**
- 5.1 The contractor should have at least two years experience in the field and should furnish relevant documents in this connection.
- 5.2 PAN number and copy of the latest Income Tax and GST certificate.
- 5.3 A certificate from the bidder that all the terms and conditions are acceptable to him.
- 5.4 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 by the bidders in the technical bid for consideration.
- 5.5 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.
- 5.6 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.
6. **Other Terms and Conditions:**
- 6.1 In case the firm awarded contract fails to supply the vehicles, this office will forfeit the Performance Security Deposit.

- 6.2 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.
- 6.3 The vehicles provided should be authorized and have proper permission of the areas to be travelled in Kolkata and outer Kolkata.
- 6.4 The drivers engaged in the Cars should have valid driving licence 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.
- 6.5 The drivers should always be in the properly dressed with mobile phones and should be well mannered.
- 6.6 The driver engaged should be broadly aware of the major routes of Kolkata and outer Kolkata.
- 6.7 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.
- 6.8 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.
- 6.9 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.
- 6.10 **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.
- 6.11 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.
- 6.12 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.
- 6.13 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.

- 6.14 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 the 10th September 2018)

1	Name of the Tenderer/Agency:	
2	Office Address (with Tel. & Mob No.)	
3	Address and Tel. No. of Garage:	
4	GST Registration No. along with proof	
5	PAN No. of the firm	
6	Working experience of the firm (in years)	
7	Nature of the firm/agency :(i.e. Sole Proprietor or Partnership firm, copy of Registration certificate to 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 of Tenderer/Bidder:

Place:

Name:

Seal:

FINANCIAL BID

(F.No.F-15012/1/2017-Admn. dated the 10th September 2018)

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

1. Rate for Hiring of Car on Monthly Rental Basis as indicated below:

Sl. No.	Particulars of destinations	No. of car(s) required	Rate (in Rs.)
1	Rate for hiring of AC car of Make and Model: Maruti Swift Dzire/Tata Indigo CS/ECS for 12 hours daily for running for 26 days in a month including running a maximum limit of 3000 KMs in a month	01	
2	Rate per additional hour per day (if the Hour reading of car crosses the limit of 12 Hours)		
3	Rate per additional KM over 3000 KMs (applicable in the case of over and above total 3000 KM run in a month)		

Date:

Signature of Tenderer/Bidder

Place:

Name -----

Stamp -----