

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 : स्ट्यसलकम,
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
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F.No.F-15012/1/2017-Admn.

Dated 18th April, 2017

To,

(ELIGIBLE VENDORS)

Subject: Notice for Limited Tender enquiry for empanelment of vendors for hiring of Cars for use in 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) for one year period which may be increased or decreased as per requirement of this office. The time schedules are as under:-

1. Closing date & time for receipt of bids: 26th April, 2017 up to 02:00 PM
2. Date and time for opening of bids: 26th April, 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.
- 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/Non-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/Non-AC Cars". 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 Both the Technical Bid shall be opened on 26th April, 2017 at 03:00 PM. The Technical Bid will be opened first and the Financial Bid will be opened thereafter.
- 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.10,000/- (Rupees ten thousand only) in the form Demand Draft 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.
- 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/Non-AC Cars to any other Govt. offices details thereof should also be furnished along with the bids.

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 Copies of RC of all the vehicles registered in the name of the Transport Company or firm.
- 6.5 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.

7. Other Terms and Conditions:

- 7.1 **Risk Hire Clause:-** In case the firm awarded contract fail to supply the requisite number of vehicles, this office reserves the right to hire the Cars from other Travel Agency at the risk and cost of the firm. The cost difference between the alternative arrangements and the tender value will be recovered equally from the firm.
- 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 and should not be old more than 03 years.
- 7.4 The contractor should be able to provide AC/Non-AC Cars at a short notice (within 01 hour). For regular requisitions the car must reach the destination well in advance.
- 7.5 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.
- 7.6 The drivers should always be in the properly dressed with mobile phones and should be well mannered.
- 7.7 The driver engaged should be broadly aware of the major routes of Kolkata and outer Kolkata.
- 7.8 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.
- 7.9 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

