

**F-15012/1/2021-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 24<sup>th</sup> May, 2021**

**NOTICE INVITING TENDER**

Subject: Notice Inviting 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 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 12:00 Noon of 14<sup>th</sup> June, 2021** in the Administration Section of this Office at the above address. No tender received after 12:00 Noon on 14<sup>th</sup> June, 2021 would be entertained. The Tenders will be opened on the same day i.e. **on 14<sup>th</sup> June, 2021 at 03:00 PM** 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 Tender Enquiry.
5. This issues with the approval of the Regional Director (ER).

Encl: Tender Documents

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

## 1. ELIGIBILITY

- The bidder should be located and have their base at Kolkata,
- The bidder should not be in the list of the blacklisted/debarred/depanelled by any Government organization during last five years,
- Service Provider must have GST Registration,
- The bidder must be in possession of valid license for running of Cars/Taxi on daily basis 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.
- The bidder should be able to provide Cars/Taxi on daily basis on requisition/ Short Notice, as and when required, and vehicle should reach the destination within 30 minutes.
- The drivers engaged in the vehicle should possess a valid Driving License, to operate the vehicle, issued by the Road Transport Authority.
- The bidder should have experience in providing cars to other Government offices.
- The bidder should have experience in providing cars to Government offices on daily basis for strict confidential office work, as and when required.
- The bidder should be able to provide as many cars as required by SSC(ER) on daily basis, as and when required.

## 2. INSTRUCTIONS TO BIDDERS

PROPOSAL should be submitted in English and should include the below documents:

- (a) Cover letter
- (b) General and Technical proposal
- (c) 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**.

### **(b) General & Technical Proposal**

The General & Technical proposal is to be submitted in the format as prescribed at **ANNEXURE- II**. The bidder should submit the following documents/information duly signed by the authorised signatory along with the **Technical Bid in separate envelope** viz.:-

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
4. Experience in providing cars to other Government offices.
5. Experience in providing cars to other Government offices on daily basis as and when required for strict confidential office work like conduct of examination, etc.
6. Number of cars available with the bidder
7. Distance of garage from the office of SSC(ER)

### **(c) Financial Proposal**

Schedule of financial bid must be submitted in Prescribed format only (**Annexure-IV**). The bidder will strictly submit the rate in the proforma prescribed for Price Schedule. **Rates should be quoted inclusive of taxes.**

## **3. SUBMISSION OF BIDS**

The bid should be submitted in two cover system comprising of (1) General & Technical Bid and (2) Financial Bid. Sealed quotations with separate Technical and financial bids filled in the specified Proforma and should be superscribed – “**Notice Inviting Tender Enquiry for engagement of vendors for hiring of Car for use of SSC(ER) on daily basis as and when required**”. Bidders should invariably fill up the **Annexure-III** also and should enclose relevant documents in support of their submission as per Annexure-III, otherwise it would not be possible to evaluate the bid of the respective bidder. If nothing is found mentioned in Annexure-III, marks will not be awarded for the respective field. 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.

#### **\* The Technical Bid Cover shall contain:**

- (a) Cover letter and
- (b) General and Technical Proposal

The Technical Proposal should NOT contain any price information. Such proposal, if received, will be rejected.

#### **\*The Financial Bid Cover shall contain:**

Financial proposal in the prescribed format as per Annexure IV should be submitted in Cover 2 only.

#### **4. OPENING & EVALUATION OF TENDER:**

- 4.1 The evaluation of tenders will initially be made on the basis of technical information furnished in Annexures I & II. The financial bid of only such bidders will be opened thereafter whose technical bids qualify as per terms of this notice inviting tender. **Financial bids of those bidders who obtain at least 70% Marks in Technical bid will be opened.**
- 4.2 A duly constituted Tender Opening & Evaluation Committee will open the Technical Bids.
- 4.3 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.
- 4.4 Financial bids of only technically qualified bidders, who are short-listed after technical evaluation, will be opened and evaluated by Tender Evaluation Committee.
- 4.5 The ranking of the Agency will be determined by applying Quality and Cost Based Selection (QCBS) method. The detailed evaluation procedure has been shown at Annexure-III.
- 4.6 The rate stated in Financial Bid will be converted to Financial score.

#### **5. 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.
- The award of a particular work will be first offered to the L-1 vendor/bidder. If the L-1 vendor is not willing or do not have capacity to execute the work, the work will be offered to L-2 vendor/bidder at the rate quoted by L-1 bidder. 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.

## **6. 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.

## **7. 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.

## **8. OTHER TERMS AND CONDITIONS**

- 8.1 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.
- 8.2 The contractor should be able to provide Cars/Taxis on daily basis on requisition/Short Notice, as and when required, and vehicle should reach the destination within 30 minutes.
- 8.3 The drivers engaged in the vehicle should possess a valid Driving License, to operate the vehicle, issued by the Transport Authority.
- 8.4 The vehicle on duty will be kept clean and sanitized. 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. Payment may not be made/ restricted if the vehicle is found in dirty or shabby condition. Decision of the Regional Director of SSC(ER) is final in such matters.

- 8.5 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.
- 8.6 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 the user, will be deducted.
- 8.7 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 latter reserves the right to terminate the contract.
- 8.8 The kilometer readings are to be initiated and ended on daily usage from the office of SSC(ER).
- 8.9 The contractor will indicate email ID/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.
- 8.10 The successful vendor is required to submit the bills along with work orders, 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.
- 8.11 The contractor should obtain the signature of the vehicle user(s) [Officer(s)/Official(s)] immediately after dropping them at the destination point(s).
- 8.12 The acceptance of the offer made by the bidder will be deemed as a contract.
- 8.13 In case of any dispute, all efforts should be made to settle or resolve such dispute mutually by discussion.
- 8.14 The decision of the Regional Director, SSC(ER) shall be final on any matter of dispute arising out of this tender.
- 8.15 The acceptance of the offer made by the bidder will be deemed as a contract.

## **9. 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.

## **10. 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,

**Sub: “Notice Inviting 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-15012/1/2021-Admn dated 24<sup>th</sup> May,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 Proposal
- iii) 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-General & Technical Proposal

This proposal should be submitted in Cover 1 only.

The General & Technical proposal should be submitted in the following format:

<b>Sl No</b>	<b>Name of the Organization/firm</b>	<b>Information</b>
1	Name(s) of the firm/Company:	
2	Registered address:	
3	Registration No. of the firm, registered under the Indian Companies Act, 1956 or Indian Companies Act, 2013/any other Act(specify):	
4	Permanent Account No. of the Firm (PAN):	
5	GST Regn. No:	
6	ESI Regn. No, if available:	
7	Tender/Bidder shall give a declaration that no police/criminal/any other offence case is pending against the agency	
8	Experience in providing cars to other Government/Semi-Government offices in last two years	
9	Experience in providing cars to other Government offices on daily basis for strict confidential office work, as and when required	
10	Capacity of providing maximum no. of cars on a same day at the same time	
11	Distance of garage from the office of SSC(ER), Kolkata located at Nizam Palace, 234/4, AJC Bose Road, Kolkata – 700020.	

**ANNEXURE III–Technical Bid Evaluation Matrix**

<b>Sl. No.</b>	<b>Parameters</b>	<b>Details of Parameters</b>	<b>Distribution of Marks</b>
1	Clienteles attended during last 2 years for similar type of works (with relevant documents)	Govt. & Semi – Govt.	2 organizations or more– 10; 1 organization – 05; 0 organization – No marks will be awarded
2.	No. of years of experience in providing cars to other Government/Semi-Government offices on daily basis <b>for strict confidential office work</b> , as and when required (with relevant documents)		5 or more years – 20; 4 years – 15; 3 years – 10; 1 to 2 years – 05; <1 year – No marks will be awarded
3	Capacity of providing maximum no. of cars on a same day at the same time		16 to 20 or more cars – 20; 11 to 15 cars – 15; 06 to 10 cars – 10; 05 cars – 05;
4	Distance of garage from the office of SSC(ER)		5 to 10 km – 20; 11 to 15 km – 15; 16 to 20 km – 10; 21 to 25 km – 05;
5	EPF/ESI Contribution		Yes -10 No - 00

**\*Rest of the Technical Information as at Annexure – II, except point 7 are qualifying in nature.**

Technical Bids Score:

<b>Bidder Details</b>	<b>Score in Technical Bids out of 80</b>	<b>% of Score in Technical Bids</b>
Bidder 1		
Bidder 2		
Bidder 3		
Bidder 4		
.....		

**Details of calculation procedure to be adopted during bid evaluation:**

**Conversion of financial bid amount to Score:**

**Small category:**

Bidder Details	Rate for full day 80 KMs and 12 Hours	Rate per Hour for extra Hours	Rate per KM for extra KMs	Night charges	Total Financial Bid Amount	Financial Score (LFB/F)*100
Bidder 1						
Bidder 2						
Bidder 3						
Bidder 4						
.....						
.....						

**Large category:**

Bidder Details	Rate for full day 80 KMs and 12 Hours	Rate per Hour for extra Hours	Rate per KM for extra KMs	Night charges	Total Financial Bid Amount	Financial Score (LFB/F)*100
Bidder 1						
Bidder 2						
Bidder 3						
Bidder 4						
.....						
.....						

**Note:** LFB – Lowest Financial Bid, F – Quoted Amount by the respective Bidders

**\*For the purpose of evaluation of Financial Bid only the consolidated rate will be considered.**

**Consolidated Technical & Financial Score:**

Bidder Details	Technical Score (Out of 100)	Financial Score (small category) (Out of 100)	Financial Score (large category) (Out of 100)
Bidder 1			
Bidder 2			
Bidder 3			
Bidder 4			
.....			
.....			

**Combined Technical and Financial Score (CTFS) with weightage 70:30 :**

**Small Category:**

Bidder Details	Applying weights for the Technical Score & Financial Score	CTFS	Rank of the Bidder
Bidder 1	70% of Technical Score + 30% of Financial Score		
Bidder 2			
Bidder 3			
Bidder 4			
.....			
.....			

**Large Category:**

Bidder Details	Applying weights for the Technical Score & Financial Score	CTFS	Rank of the Bidder
Bidder 1	70% of Technical Score + 30% of Financial Score		
Bidder 2			
Bidder 3			
Bidder 4			
.....			
.....			

**ANNEXURE IV – FINANCIAL PROPOSAL**

<b>Sl No.</b>	<b>Details of hiring of one vehicle on daily basis, as and when required, for vehicle (small category like Swift Desire/Honda Amaze/Etios etc)</b>	<b>Charges for providing AC vehicle on daily basis, as and when required (inclusive of all applicable taxes and charges) (in Rs.)</b>
1	Rate for full day 80 KMs and 12 Hours	
2	Rate per Hour for extra Hours	
3	Rate per KM for extra KMs	
4	Night charges	

<b>Sl No.</b>	<b>Details of hiring of one vehicle on daily basis, as and when required, for vehicle (large category like Innova, etc)</b>	<b>Charges for providing AC vehicle on daily basis, as and when required (inclusive of all applicable taxes and charges) (in Rs.)</b>
1	Rate for full day 80 KMs and 12 Hours	
2	Rate per Hour for extra Hours	
3	Rate per KM for extra KMs	
4	Night Charges	

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

Date:

Signature of the authorized person of the Tenderer/Bidder

Place:

Name of the authorized person

Seal of the Tenderer/Bidder

**END OF THE DOCUMENT**