

West Bengal State AIDS Prevention & Control Society
Swasthya Bhawan, 1st Floor, Wing – B,
GN – 29, Sector – V, Salt Lake City, Kolkata – 700 091
Ph.: 2357-0526 Fax No. : 2357-0122

NIT No. : ACS/OP-014-2010/IS/B-16/11-12

Dated: 01.11.11

To

Dear Sir/ Madam,

SUB. : INVITATION FOR SEALED QUOTATIONS / TENDERS FOR HIRING OF VEHICLE FOR MONTHLY HIRING AND CASUAL HIRING BASIS FOR THE OFFICE OF WBSAP&CS.

Sealed quotations are invited from car service provider for monthly hiring and casual hiring basis for the office of WBSAP&CS. The specification of hiring car is given below:

Mass Emission Standard	Category of Vehicles	Basis of Rate	Unit of rate			Maximum Ceiling of rate
			Per Day	Per km	Per Hr.	
Bharat Stage -III purchase on or after 01.05.2008 with diesel / LPG / CNG engine	Motor Cab and Maruti Omni (Standard) (non AC)	Monthly hiring		N.A.	N.A.	₹ 475 per day per car.
		Casual hiring				₹ 13 per km per car or ₹ 75 per hr. per car- whichever is higher. Rate is inclusive of fuel charges and all other charges. Minimum charges shall be the charges of 4 hours.
	AC Van having engine capacity more than 2000 cc having sitting capacity beyond 33 persons excluding driver.	Casual hiring				₹ 20 per km per van or ₹ 240 per hr. per van- whichever is higher. Rate is inclusive of fuel charges and all other charges. Minimum charges shall be the charges of 4 hours.

Terms and Conditions:

1. Financial bid and specification should be submitted in one sealed envelop.
2. Each bidder shall submit only one price quotation.

3. Each page of bid document should be self-attested by the bidders.
4. The sealed envelope should clearly mention on the top - the memo no. and date of this notice in response to which quotation / tender is being submitted along with the item for which quotation is submitted.
5. Financial Bid Should be Submitted as per enclosed format Annexure-A.

6. ELIGIBILITY CRITERIA:

- a. Self-attested Xerox copies of **valid Trade License, Current Professional Tax Clearance Certificate, PAN Card, Copy of latest I.T. return** should be submitted along with the quotation. Original certificate may have to be produced at the time of the opening of the quotations.
- b. Only those firms who have experience at least for 2 years of providing car service in institutions/Govt. Organizations will be allowed to participate in the above mentioned job/ tender.
- c. Credentials should be submitted along with the quotation.

7. BID PRICE:

- a. The prices shall be quoted in Indian Rupees only.
- b. The rates quoted by the bidder shall be valid for one ear only from the date of contract and can not be altered under any circumstances.
- c. **The price should clearly state the rate inclusive all taxes and other charges.**
- d. Monthly rate is maximum for 10 hours a day and additional charge @ Rs. 20 per hour beyond 10 hours will be allowed. Fuel allowed for monthly hiring is 1 litre for 12 km in case of Motor Cab and Maruti Omni.
- e. Rate of hiring charges of vehicles for casual hiring should be fixed either on the basis of kilometers covered or on the basis of hours of use of vehicle whichever is higher. Maximum 10 kilometer between the garage of the vehicle and the place of reporting or one hour's hiring charges (both way inclusive) whichever is convenient to the owner of the vehicle may be allowed.
- f. Only transport vehicle having valid contract carriage permit may be placed on hire.
- g. In case of hiring of a vehicle for more than 10 days in a month or hiring of vehicle in a regular manner the hiring should be on monthly rate on pro-rata basis.
- h. The reporting place of all the vehicles would be Swasthya Bhawan, G.N.-29, Sector- V, Salt Lake city, Kolkata – 700 091.

8. **VALIDITY OF QUOTATION/TENDER:** Quotation/tender shall remain valid for a period of 90 days from the date specified for submission.

9. **Performance Bid security deposit:** Performance bid security @ 5% of the cost quoted by the successful bidder considering one month will have to be submitted within three working days from the date of receiving of Work Order. If the bidder fails to submit performance bid security within the stipulated period the Work Order will be deemed to be cancelled. **Performance Bid security deposit** would be withheld throughout the entire period of hiring or any specific period as the authority thinks fit. The **Performance Bid security deposit** will be refunded on written request after satisfactory completion of the stipulated work. **No interest will be given for delay return in of performance bid security deposit.**
10. No advance payment will be made to the selected supplier. Payment will be made by this office in monthly basis within 15 (Fifteen) working days, in receipt of bill along with log book properly signed by the Programme Officer (Joint Director/Deputy Director/Assistant Director) of the respective department.
11. Cost of road tax, insurance, wages of driver and other incidental expenses in running and maintenance of car are to be borne by the vendor himself.
12. If the vehicle is out of order, the vendors shall provide substitute vehicle immediately. In case, the vehicle does not report at all, the WBSAP&CS will have a right to terminate the contract at once without assigning any reason.
13. Payment shall be made by the WBSAP&CS at the end of every month on the presentation of the bill in duplicate within a reasonable time. However, no interest is payable on delayed payment.
14. The driver running the car should have valid driving license and the vehicle should be registered under the Transport Deptt. of the State Govt. A certificate to this effect should be provided. The driver of the vehicle must follow traffic rules and regulations prescribed by the Government from time to time.
15. The driver must observe all the etiquette and protocol while performing the duty. He must be neatly dressed, should wear proper uniform and must carry a mobile phone in working condition, for which, no separate payment shall be made by the WBSAP&CS.
16. The contract between the WBSAP&CS and vendor may be cancelled with a notice period of one month from either side.
17. A daily record indicating time and mileage for each vehicle shall be maintained separately in a log book.
18. After placement of order, the **WBSAP&CS** reserves the right to cancel/add/modify the whole order and /or any part thereof at any time.

19. EVALUATION OF QUOTATION/TENDER: The **WBSAP&CS** shall evaluate and compare the quotation/tender determined to be substantially responsive i.e. which

- a. are properly signed; and
- b. conform to the terms and conditions and specifications.

The quotations would be evaluated separately.

20. AWARD OF CONTRACT:

- a. The **WBSAP&CS** will award the contract to the bidder whose quotation has been determined to be **substantially technically responsive and who has offered the lowest evaluated quotation price.**
- b. The **WBSAP&CS** reserves the right of acceptance or rejection of any quotation and to cancel the bidding process at any time prior to the award of contract without assigning any reason whatsoever.

21. Last date for the receipts of sealed quotations is 24.11.11 up to 14-30 hours and sealed quotations/tenders will be opened at 15.00 hrs in presence of the bidders or their authorized representatives on 24.11.11 in the office of West Bengal State AIDS Prevention & Control Society, Swasthya Bhawan, 1st Floor, Wing – B, GN- 29, Sector – V, Salt Lake City, Kolkata- 700 091.

22. No ambiguity in the documents will be entertained.

23. In case the bid opening date is subsequently declared as a holiday, the bid will be opened at the same time on next working day and the bid will also be accepted on the same day.

Sd/-
Project Director
WBSAP&CS

Enclosure:

- a. Annexure - A
- b. Annexure - B

Annexure-A

Sl. No.	Mass Emission Standard	Category of Vehicles	Casual Hiring (in Rupees)						Monthly Hiring (in Rupees)					
			Per day		Per Km.		Per Hr.		Per day		Per Km.		Per Hr.	
			Maximum Rate/ per Vehicle	Bid Price (per Vehicle)	Maximum Rate/per Vehicle	Bid Price (per Vehicle)	Maximum Rate/per Vehicle	Bid Price (per Vehicle)	Maximum Rate/ per Vehicle	Bid Price (per Vehicle)	Maximum Rate/ per Vehicle	Bid Price (per Vehicle)	Maximum Rate/ per Vehicle	Bid Price (per Vehicle)
1.	Bharat Stage -III purchase on or after 01.05.2008 with diesel / LPG / CNG engine	Motor Cab and Maruti Omni (Standard) (non AC)			₹ 13.00		₹ 75.00		₹ 475.00			N.A		N.A
		AC Van having engine capacity more than 2000 cc having sitting capacity beyond 33 persons excluding driver.			₹ 20.00		₹ 240.00			N.A.		N.A.		N.A.

Authorized signatory of the bidder with seal

Annexure- B to the NIT No. ACS/OP-014-2010/IS/B-16 /2011-12**dated :01.11.11**

After filling the appropriate box, this sheet will be provided with your quotation

Sl. No	Particular	Contained in page No. of the sealed quotation
1	Rate of vehicle hiring (Inclusive all)	
2	Copy of latest I.T. Return	
3	Valid Trade license	
4.	Current professional tax clearance certificate	
5	PAN CARD	
6	VAT Registration	
7	Experience certificate at least 2 years	
	Any other document	

Authorized signatory of the bidder with seal