

TENDER DOCUMENT FOR HIRING OF VEHICLE

[NOTICE INVITING TENDER NO. : ADM/01/08/A/II]

West Bengal Industrial Development Corporation
Limited

PROTITI, 23, Abanindranath Tagore Sarani (Camac
Street), Kolkata-700 017

NOTICE INVITING TENDER FOR MONTHLY HIRING OF CAR

**West Bengal Industrial Development Corporation Limited
PROTITI, 23, Abanindranath Tagore Sarani (Camac Street), Kolkata-700 017**

WEST BENGAL INDUSTRIAL DEVELOPMENT CORPORATION LIMITED invites sealed tender from Registered and reputed agencies/ firms including partnership firms for supplying diesel driven new Toyota Innova-MUV (Multi Utility Vehicle) A/C car/vehicle (including driver), on monthly rate contract basis, for official use at “Protiti” 23, Abanindranath Tagore Sarani (Camac Street), Kolkata-700 017.

- 1. Scope of Tender work:** To supply diesel driven new Toyota Innova-MUV (Multi Utility Vehicle) A/C car/vehicle (including driver), on monthly rate contract basis, for official use.
- 2. Eligibility for participation :** Registered and reputed agencies/ firms including partnership firms who has at least two years of experience of similar work, i.e; supply of diesel /petrol driven A/C or Non A/C cars for regular official use on rate contract basis, are eligible for participating in the tender. The bidder should have at least 4 (Four) numbers of Toyota Innova-MUV cars/vehicles in his own name or own agency / firm to be provided as hire car /vehicle.
- 3. Collection of Tender Documents :** The tender document can be downloaded from WBIDC website www.wbidc.com. The interested bidders can download the tender document from website and shall submit along with the tender a DD/Pay Order for Rs.500/- (Rupees Five Hundred Only non- refundable) drawn in favour of WEST BENGAL INDUSTRIAL DEVELOPMENT CORPORATION LIMITED, payable at Kolkata.
- 4. Period of Validity of Proposals :** The offer submitted by the bidder shall be valid for a period of **one year** from the date of engagement.
- 5. Security Deposit:** The Bidder should deposit a DD / Pay order for Rs.5,000/- (Rs. Five Thousand only) towards the earnest money (EMD) drawn in favour of WEST BENGAL INDUSTRIAL DEVELOPMENT CORPORATION LIMITED, payable at Kolkata. EMD of successful bidder will be converted to Security Deposit which will be returned after successful completion of the contract period. In case of unsatisfactory performance by the contractor, Security Deposit will be forfeited. EMD of all unsuccessful Bidders will be returned after finalization of tender. No interest will be payable on the Earnest Money

Deposit. Security Deposit will be released without interest after 90 days (3 months) from the date of expiry of the contract.

- 6. Submission of tender:** The submission of tender may be done by registered post, courier or by hand on or before 24th July, 15.00 hrs, 2017 to the address as given. The address of the bidder should be clearly written on the cover of the Bid.
- 7. Financial Bid:** The Financial Bid as prescribed in Annexure IV should be filled up, signed by competent authority and sealed along with enclosures super scribed as “TENDER DOCUMENT FOR SUPPLYING VEHICLE ON MONTHLY HIRE BASIS”
- 8. Acceptance of Tender:** Lowest valid rate should normally be accepted. However, the Tender Accepting Authority does not bind himself to do so and reserves the right to reject any or all the tenders, for valid reasons.
- 9. Execution of Formal Agreement after acceptance of tender:** The bidder, who’s tender is approved for acceptance, shall within 7 days of the receipt of the Letter of Offer of Acceptance of Work, execute ‘Formal Agreement’ with the Tender Accepting Authority. Work Order will be issued to the successful bidder after the execution of the formal agreement.
- 10. Execution of the work:** The execution of the work should be strictly in accordance with the terms and conditions of the contract. The Technical specifications given in Annexure I which is an important part of the terms and conditions of the work, should be adhered to.
- 11. Payment to the Firm / Agency:**
 - a.** Payment to the executing firm / agency shall be made **on monthly basis**.
 - b.** Separate monthly bills should be drawn against each car/vehicle stating its registration no., make and model, total kilometers of run, overtime charges if any, etc. The Tax, as applicable, should be shown separately.
 - c.** All bills must be backed up by the copy of the daily log book.
 - d.** Payment will be released to the firm / agency through RTGS/NEFT transfer, after scrutiny of bills. WBIDC shall have the right to withhold payment in full or in part subject to recovery if any.
- 12. Non-transferable Tender:** The Agency/Firm who secures the contract shall not assign or sublet the work or any part of it to any other party or person. The tender is not transferable.
- 13. Termination of Contract:** If any of the terms and conditions provided anywhere in the Tender document/ Agreement, or any direction issued is not complied with or the firm / agency (contractor) is found to have committed any breach thereof, the contract may be

terminated in addition to the forfeiture of the security deposit. The decision of the competent authority of the WBIDC will be final in this regard.

Schedule of Tendering Process:

Issue of tender forms	From 18/07/2017 To 24/07/2017
Pre-bid Meeting	21/07/2017 at 15.00 hrs
Last date for Tender Submission	24/07/2017 by 15.00 hrs
Opening of Bid	24/07/2017 at 16.00 hrs

For query contact at: 033-22553857/033-22553726

Managing Director
WBIDC LTD.

TECHNICAL SPECIFICATIONS FOR EXECUTION OF THE WORK

1. The Agency / Firm (herein after referred to as “**Contractor**”) should be registered and should furnish a copy of the registration certificate in support thereof.
2. Only such Agency / Firm may apply whose cars/vehicles have been duly authorized by the concerned RTO for use as public transport.
3. The Contractor shall maintain an office within Kolkata duly manned with adequate staff who can always be attended.
4. **The Contractor shall put into service only Registered, Diesel driven, new Toyota Innova-MUV (Multi Utility Vehicle) A/C car/vehicle with commercial number plate not more than 6 months old.**
5. The car/vehicle provided by the contractor should be in perfectly sound, road worthy, working condition.
6. The car/vehicle should be maintained regularly and properly by the Contractor and should have clean interior and exterior. The seats should be covered with neat white seat covers, which should be replaced regularly.
7. The Contractor should have adequate number of cars/vehicles of Toyota Innova-MUV (Multi Utility Vehicle) **in his own name or own agency / firm to be provided as hire car.** There should be adequate back up of Toyota Innova-MUV (Multi Utility Vehicle) cars/vehicles to cope with break down or maintenance. In case of maintenance or breakdown, replacement of the car/vehicle shall be made by the agency/firm with similar class of cars/vehicles.
8. The driver assigned duty with the car/vehicle should not be changed unless it is very urgent or unavoidable.
9. The successful contractor shall have to submit the list of cars/vehicles along with photocopies of valid registration certificate while signing the Agreement.
10. The car/vehicle to be hired by WBIDC shall be on monthly hiring basis and therefore these should be kept for exclusive use by the user of WBIDC. The car/vehicle placed into service for WBIDC cannot be hired out to any other organization and should be available whenever called for.
11. The car/vehicle put into service should carry the following documents and articles:
 - (i) Valid Registration Certificate issued by the concerned RTO.
 - (ii) Valid PUC Certificate.

- (iii) Valid Road Tax Receipt / Certificate
- (iv) Valid Insurance Policy document of the car.
- (v) Tool box, small spares, jack and extra tyre in usable condition.

12. The Contractor shall ensure that,

- (i) the driver employed hold valid driving license, are well behaved, having communication skills at least in Bengali and Hindi, conversant with the rules and regulations of driving and the knowledge of routes in Kolkata and other parts of West Bengal;
- (ii) all the drivers employed by him should wear neat dress while on duty;
- (iii) the driver report to the user on time and maintain punctuality during duty hours;
- (iv) driver do not consume alcoholic drink while on duty;
- (v) the driver always remain with the vehicle while on duty and in case of any urgency he should seek permission of the user before leaving the vehicle.

13. In case of any breakdown of car at the time of duty, the Contractor shall make arrangements promptly for another **similar car / vehicle** and no mileage from the garage upto the breakdown point shall be paid. In case the user of the broken down car hires another vehicle / taxi, the amount of hiring the vehicle shall be deducted from the bill of the Contractor.

14. Penalty levied by police / government departments / statutory bodies for violation of any norms or regulation shall be sole responsibility of the Contractor. WBIDC shall in no way be responsible for such payments.

15. The drivers on duty should ensure that the car is accompanied with a log book issued for it. The log book should be presented to the user of the car for noting daily Opening and closing meter readings at the point of reporting and release respectively. The payment will be made for the mileage covered between these two readings only. **No extra mileage shall be allowed for a car/vehicle to report from or to go back to garage.** Vehicles may also be parked in the garage of the user wherever feasible.

16. The duty hours of the drivers will be for 10 hours from the time of reporting. The time of reporting may vary as per the requirement. Overtime charges will be allowed beyond 10 hours.

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Signature of authorized person of the Firm /Agency

TECHNICAL BID — TECHNICAL INFORMATION**[NOTICE INVITING TENDER NO. : ADM/01/08/A/II]**

Sl No.	Items	Particulars
1	Name of the Firm /Agency	
2	Office Address with Telephone & Mobile No.	
3	Status of the Firm / Agency (Proprietorship/Partnership/Pvt. Ltd./Ltd Co. etc.)	
4	Whether registered (Attach copy of the Registration documents)	Yes / No (Strike out whichever is not applicable)
5	Working Experience in similar contracts (Attach documents of proof)	
6	Service Tax Registration No. (Attach proof)	
7	Income Tax PAN No. (Attach copy of PAN Card)	
8	Registered Vehicles owned by the firm /agency (Give details of the vehicles in the proforma below)	
9.	No. Drivers having at least 3 yrs of driving experience in Kolkata	

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Signature of authorized person of the Firm /Agency

Details of the registered vehicles against sl. 8 of Annexure II above

Sl No.	Make /Model of Toyota Innova-MUV (Multi Utility Vehicle) Class	Registration No.	Year of Registration	Name of Owner (as per Registration Certificate)
1.				
2.				
3.				
4.				

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Signature of authorized person of the Firm /Agency

ANNEXURE III

Details of the Similar Assignments implemented by the bidder (Use separate tables for each assignment)

Sl. No.	Item	Details
General Information		
1.	Customer Name & Address	
Assignment Details		
3.	Name of the Assignment	
4.	Start Date/ End date	
5.	Current status	
6.	No. of cars/ vehicles engaged	

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Signature of authorized person of the Firm /Agency

FINANCIAL BID

[NOTICE INVITING TENDER NO. : ADM/01/08/A/II]

1. Vehicle model make and year of Registration:
2. Monthly hiring charge of vehicle (Dry vehicle) (in Rs.):
3. Fuel consumption on basis of 10 KM for every Litre of Diesel: Will be reimbursed from WBIDC
4. Mobile: 1 Ltr. for every 500 KM
5. Overtime beyond 10 Hrs.: Rs.40/- per hour beyond 10 Hours duty.

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Signature of authorized person of the Firm /Agency