

**OFFICE OF THE Pr. ACCOUNTANT GENERAL (A&E), WEST BENGAL
TREASURY BUILDINGS, 2 GOVT. PLACE (WEST), KOLKATA-700 001.**

NOTICE INVITING TENDER

No. Record-I/Insp. Veh./21-22/70

Date: 28.07.2021

This office intends to hire one car on monthly rental basis for a year w.e.f. 01.09.2021 to 31.08.2022 for the use of this office from reputed registered transport operator/s having valid permits issued by the Regional Transport Authority. Intended bidders are requested to quote their rate in the attached price bid (Annexure-A) subject to the fulfillment of the terms and conditions placed below:-

1) The car having registration on or afterwards 2019 and simultaneously not traversed more than 25,000 Km. will be preferred for acceptance. Supporting documents in this regard should have to be provided.

2) The normal schedule for usage of the vehicle is from 9A.M. to 9P.M., 26 days in a month irrespective of Saturday / Sunday / Holiday and as per conditions given in clause (13) of the tender.

3) The prospective supplier/firm/agency/individual should have at least 2yrs. of experience in supplying/providing cars to the Govt. offices and should have adequate number of vehicles of his own.

4) The car should be in shipshape condition (i.e. free from any kind of dent and scratch marks) and periodical servicing of the car will have to be carried out by the bidder for avoiding any breakdown owing to any technical snag during the duty hours.

5) If the car happens to be in out of order condition by any event or occurrence, the concerned firm should make arrangement of another car of similar type & facilities instantly and ensure that the officers traveling by the car are not stranded or distressed on the street.

6) In the event of any technical problem/defect noticed in the car, this defect should be set right as early as possible and not later than 02 days by the bidder, failing which penalty of Rs.2,500/- will be imposed and will be deducted for the subsequent day/s from the monthly payment till the defect is set right.



15) Primarily, initiating and terminating point of the journey of the hired cars will be from A/3/6/24, Calcutta Greens, Phase-I, Survey Part Area, Kolkata-700 075 which may be changed as per requirement of this office. Traversed distance will be calculated on the basis of the daily journey between initiating and terminating point. However, irrespective of the initiating and terminating point 10K.M. may be graced with the distance covered between initiating and terminating point of journey in each day as dead mileage.

16) The vehicle should report to the place of requirement as per directions of the office. Log Books will require to be maintained meticulously against each journey. It will be the onus of the driver of the car to get the Log Book signed properly. Log Book will be provided by the vendor, whom the contract will be awarded to.

17) Payment will be made on monthly bill basis on production of bills in triplicate.

18) The contract is liable to be terminated at any time without assigning any reason to the bidder.

19) The selection of the car entirely depends upon the needs & requirements of the office as decided by the competent authority.

20) This office will reserve the right to reject/cancel any or all the quotation without assigning any reason thereof.

21) An Earnest Money Deposit (EMD) of Rs. 5,000/- (Five thousand only) in the form of Demand Draft in favour of 'PAO(Audit), O/o the PAG (A&E), West Bengal' is to be included along with the tender documents. This will be converted into Performance Guarantee for the successful bidder. The performance guarantee will be returned sixty days after the contract period.

A separate Bid Sheet for hiring of Cars on need basis is given in Annexure B. Interested vendors may also bid for this in the bid sheet. The rates quoted for this purpose shall also be valid for the entire contract period i.e., 1st September, 2021 to 31st August, 2022.

The firms willing to supply the car and agreeing to all the aforesaid terms and conditions may quote rate only in the bidding sheets (Annexure A & B) enclosed herewith in a sealed envelope superscripting "Quotation for supply of car for 2021-2022" addressed to the Sr. Accounts Officer (Record), O/o the Pr. Accountant General (A&E), W.B., Treasury Buildings, Kolkata-700 001.



The tender documents along with EMD should reach to Record – I section of this office latest by 12 P.M. on 16/08/2021 positively. The sealed quotations will be opened on the same day at 12.30 P.M. in the chamber of DAG (Admn.) in the presence of all the bidders or their authorized representatives.

Any Additions/Modifications to the tender conditions will be uploaded in the office Website [https://: cag.gov.in/ae/west-bengal/en](https://cag.gov.in/ae/west-bengal/en). Interested bidders may look the website for further updates, if any.

Encl: Bidding sheet – Annexure A & B.


Sr. Accounts Officer (Record).



Annexure-A

For Monthly Rental

Model of the Car	Car Type	Monthly Rental Charge up to 1500K.M. (all including)	Extra duty charge	Overtime Allowance	Rate/K.M. (beyond 1500 K.M.)	Night allowance charge. (per hour)	Extra charges Per KM. beyond 26 days.
Toyota Etios	A.C.						
Maruti Suzuki Swift Dzire New model	A.C.						

Contact No.

Details of the Firm:

I/we hereby agree to all the terms and conditions as given in the NIT No. Record – I / Insp. Veh. / 21-22 /70 dated 28.07.2021.



**Signature of Authorized Signatory
(with office seal)**

Contact No.

Annexure-B

**Price Bid for Car to be hired on need basis
(to be valid for one year 2021-22)**

Name of the car (with A.C.)	Min. charges per day (for 10hrs./ 100 K.M.) (incl. GST)	Rate per KM/hr. beyond min. charge
Corolla Altis		
Toyota Etios		
Maruti Suzuki Dzire		
Toyota Innova		

Contact No.

Details of the Firm:

I/we hereby agree to all the terms and conditions as given in the NIT No. Record – I /
Insp. Veh. / 21-22 /70 dated 28.07.2021.



**Signature of Authorized Signatory
(with office seal)**

Contact No.