



INDIAN AUDIT & ACCOUNTS DEPARTMENT
Office of The Director General of Audit (Central), Kolkata
8, Kiran Shankar Roy Road, Kolkata-700 001



PREVIEW OF TENDER

TENDER REFERENCE NO : Record-I/Hiring of Private Vehicle as and when needed on daily basis /2018-19 dated 26.03.2018

DATE OF ISSUE OF TENDER DOCUMENT : 26.03.2018

LAST DATE FOR RECEIPT OF TENDER DOCUMENT : 09.04.2018 upto 2.00 pm

TIME AND DATE OF OPENING OF THE TENDERS: 10.04.2018 at 03.00 pm

PLACE OF OPENING OF THE TENDERS: O/o the D.G.A(C), Kolkata, 8, Kiran Sankar Roy Road, G.I.Press Bldg. (East Wing),Kolkata: 700-001

Sub: Tender for "Hiring of Private Vehicle as and when needed on Daily rental basis"

The details of Tender are as summarized below:-

- A) Name of Work:** Supply of Vehicles (**nature of the vehicles is mentioned in Annexure-A**) on daily rental basis to this from 01.05.2018 to 30.04.2019, as and when needed, in the office premises of O/o the Director General of Audit (Central), Kolkata.
- B) Pre-Qualification Requirement (PQR)** of bidders eligibility criteria for the issue of the Tender document are as under: -
- i. Reputed Car vendors are eligible to participate.
 - ii. Should have well established car supplying facility in Kolkata .
 - iii. At least three years Experience in the field of supplying car. In this regard it is stated that Director General of Audit (Central), Kolkata reserve the right to call for documentary proof, if required.
 - iv. Trade License Certificate should be furnished.
 - v. Xerox copy of latest Income Tax certificate and Xerox copy of PAN card should be furnished.
 - vi. Tender form can be downloaded from our web site pdackolkata.gov.in from 26.03.2018 onwards.
 - vii. Tenders in a closed envelop with all documents relating to Pre-Qualification requirement superscripting "**Hiring of Private Vehicle as and when needed on Daily rental basis**" should reach this office either by Speed post/hand delivery latest by 09.04.2018 till 02pm. Tenders received after due date and time will not be entertained/considered.
 - viii. Tender will be opened on 10.04.2018 at 03.00 pm at the O/o the Director General of Audit (Central), Kolkata.

GENERAL TERMS AND CONDITIONS

1. Rate must be properly quoted by the vendor.
2. The prospective hired cars will be used by of this office , as and when required , strictly on a daily rental basis. Place and time of the Operation of such cars will be decided by this office. Time of operation may be anytime round the clock.
3. Cars supplied should always be in a good condition and any breakdown or technical snag while operation will be maintained and repaired by the owner at their own cost.
4. If the car happens to be out of order by any event or occurrence, the concerned firm should make immediate arrangement of another car of similar type and facilities instantly and ensure that the officers travelling by the car are not stranded or distressed on the road.
5. The owner has to engage a good mannered and well trained and neatly dressed driver having at least 3 years of driving experience. The driver must have a well knowledge on the roads of Kolkata and adjacent areas.
6. The car while on run should be neatly decorated with white towels. Daily news paper, water bottle and tissue paper should also be kept in the running car.
7. Supplied vehicle must be pollution free and a recent certificate in this regard must be attached.
8. The daily rental charge quoted by the bidder must be inclusive of all taxes. This rate will be inclusive of all consumables, fuel and lubricants etc.
9. No extra charge will be paid to the driver .The daily rental charges of the car will include the charge of the drivers.
10. Duty slip of the vehicles while running should be maintained and properly signed. A noting must be made in the duty slip while the car will depart from the Garage and Board in the Garage. Noting will also be made by the guest last released from the vehicle.
11. All quoted rates will remain valid for one year from **01.05.2018 to 30.04.2019**.If the contract period is extended for further period old rate will prevail.
12. The present contract shall be valid from **01.05.2018 to 30.04.2019**
13. Additional charges only by the means of **toll tax and parking charges** while the vehicle is on run will be borne by this office, but only on submission of the proper papers denominating the Toll tax & Parking Charges.
14. **In certain circumstances, this office may demand upto 12 vehicles at a time and the bidder are compelled to supply the same, at that time.**
15. Payment will be made on production of bill along with duty slip and Toll & Parking Charges.
16. The contract is liable to be terminated at any time with a notice of 15 days and without assigning any reason to the bidder.
17. The firms willing to supply the car may quote rate in their respected company pad in a sealed envelope superscripting "**Quotation for supply of Vehicle as and when required on daily rental basis**" addressed to the Deputy Director (Admn.), O/o the D.G.A(Central), Kolkata, 8, Kiran Sankar Roy Road, G.I. Press Bldg. (East Wing), Kolkata: 700001.
18. Quotations may be dropped by hand in Record-I section/ in the tender box located on 1st floor/by post to this office 09.04.2018 upto 2.00 pm and will be opened on 10.04.2018 at 3.00 pm, in presence of the bidders or their authorised representatives.
19. Incomplete quotations will be rejected outright.
20. For detailed information and clarification the intending quotationers may contact the undersigned (Phone no.2213-5381) on any working day within the stipulated date as mentioned above. In case sudden closure of office beyond the control and understanding, the last date & time as indicate above, shall be extended up to the next working date & time without issuance of any separate notice.

Enclosure:

- (I) Types of the Car required for this office and their Details rate & charges (ANNEXURE-I)
- (II) Tender Format (Annexure-B)



Sr. Audit Officer
(Record)