



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 Inspection Vehicle/2015 dated 31.03.2015
DATE OF ISSUE OF TENDER DOCUMENT :31.03.2015
LAST DATE FOR RECEIPT OF TENDER DOCUMENT : 20.04.2015 at 15.00 hrs
TIME AND DATE OF OPENING OF THE TENDERS: 21.04.2015 at 15.00 hrs.
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 “Supply of Inspection vehicle on rental basis”

With reference to our tender notice for Hiring of cars on rental basis, sealed quotations are invited from reputed registered transport operators having a valid **commercial permit** issued by the Regional Transport Authority for hiring of AC/Non-AC 4 seated sedan type car on monthly rental basis for eleven months (01.05.2015 to 31.03.2016). Intended bidders are requested to quote their rates in respect of the above mentioned car to be supplied to this office subject to the fulfilment of the terms and conditions mentioned below.

1. The car having registration on or after **2013** will only be considered for acceptance. Complete documents in respect of the vehicle should have to be provided.
2. The prospective hired car will be used by of this office on a daily basis for 6 days in a week (i.e from Monday to Saturday) and from 8 am to 8 pm.
3. Any problem/defects notified by this office must be attended within 24 hours, failing which 10% of hiring charges will be deducted from monthly bills for the subsequent days till the defects are rectified.
4. Car should always be in good condition and periodical servicing of the car will be carried out by the bidder for avoiding any break down owing to any technical snag during the duty hours.
5. 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.
6. Photocopies of Income Tax clearance certificates against the supplied car are required to be submitted along with the quotation.
7. The owner has to engage the driver for the car. Apart from driving, it will be the onus of the driver to clean the car regularly. Besides, the driver has to be good mannered and well trained and neatly dressed having at least 5 years of driving experience. Supporting documents are required to be attached. Changes of driver, if any, shall be made only with the prior approval of this office.
8. Supplied vehicle must be pollution free and a recent certificate in this regard must be attached.
9. The fixed monthly rental charge quoted by the bidder will be inclusive of all taxes. This rate will be inclusive of all consumables, fuel and lubricants etc.
10. Overtime charge will be paid to the driver for rendering duties beyond 12 hours. Overtime charge as per the present prevailing market rate should have to be quoted separately.

11. Charge for extra duty (i.e. rendering duty on Sunday/Holidays) is to be quoted separately. Besides, the night allowance charge is also needed to be quoted herewith.
12. The monthly rental should include a minimum distance of 1500 km. per month. Extra km. over and above 1500 km. in a month may be adjusted in the following month.
13. Kilometers will be calculated from the Head Quarters office (8, Kiran Shakar Roy Road, Kolkata- 700 0001) and 10 (ten) kilometres of grace will be given per day for the distance for to and fro from garage to office and back.
14. Log Book of vehicles should be maintained by the vendor and furnished the time of submission of bill.
15. All quoted rates will remain valid for eleven months from 01.05.2015 to 31.03.2016. If the contract period is extended for further period old rate will prevail.
16. The present contract shall be valid from 01.05.2015 to 31.03.2016.
17. All types of repairing charges will be borne by the owner/supplier of the car.
18. Any type of additional charges by the way of road tax, service tax, payment to the driver will be borne by the owner/ supplier of the car.
19. Payment will be made on monthly basis on production of bill in triplicate along with duty slip & log book.
20. Tax at source will be deducted from each bill of the vendor as applicable under rules in respect of Income Tax Act etc.
21. The contract is liable to be terminated at any time with a notice of 15 days and without assigning any reason to the bidder.
22. The firms willing to supply the car may quote rate in their respected company pad in a sealed envelope superscripting "Quotation for supply of Inspection Vehicle" 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: 700-001.
23. Quotations may be dropped in Record-I section of this office up to 3.00 pm. on 20.04.2015 and will be opened on the next working day i.e 21.04.2015 at 3.00 pm. in presence of the bidders or their authorised representatives.
24. Incomplete quotations will be rejected outright.
25. 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.

Sd/-
Sr. Audit Officer
(Record)

Encl: Tender Format (Annexure-A)

Annexure-A

Tender Format

To

The Director General of Audit,

Govt. of India Press Building (East Wing),

8, Kiran Sankar Roy Road,

Kolkata-700 001.

Madam,

With reference to your tender Notice No. _____

dated _____ I am to submit my tender for Supply of one Inspection vehicle on rental basis in your Office.

I further affirm that I have read and fully understood the tender notice and agree to abide by all the terms and conditions laid therein, which are being signed in token of my acceptance. In case, I fail to abide by the terms and conditions or to carry on the contract satisfactorily, I will be liable to the termination of contract as mentioned in the terms and conditions.

Encl:

1. Statement of quoted value of contract.
2. Terms and conditions duly signed.
3. Copy of Trade Licence.
4. Working experience in reputed office.
5. Service Tax Registration No.

Signature-----

Name of Tenderer-----

M/s-----

Dated: