



TEA BOARD
Regional Office, Rahut Bari,
Babupara, Ward No. 7,
P.O. & Dist. : Jalpaiguri-735 101,
West Bengal

No. GEN/JAL/52/2018

Date: 15.06.2018

**NOTICE INVITING TENDERS FOR HIRING OF VEHICLE FOR
TEA BOARD'S REGIONAL OFFICE, JALPAIGURI**

The Tea Board's Regional Office, Jalpaiguri invites sealed offers from reputed PARTIES engaged in the business of providing vehicle services for outsourcing the service of hiring of 1 (One) small Size Car (Preferably Dzire/Indigo/ Zest/ Manza/Etios or equal Category), for office use for the period of 1 (one) year from the date of execution of agreement as per the terms and conditions mentioned in the schedule. The details of vehicle requirement/period covered are as under:

Sr. No.	Category of Vehicles	No. of Vehicles required	Remarks
1	Small Size Car	One Small Size Vehicle (preferably Dzire/indigo/ Zest/ Manza/Etios of equal category Manufactured in the Year 2016 onwards	To be used on monthly rental basis subject to maximum limit of 1500 Kms. in 20/24 days.

2. The detailed terms and conditions along with Technical and Financial Bid forms may be procured from the above mentioned address on any working day during office hours up to **08.06.2018**.

3. **Last date for submission of bid/tenders is 27.07.2018 upto 15:00 Hrs.**

4. Tender can be sent through post clearly mentioning on the envelope "Tender for Hiring of Vehicle on Monthly Basis" or can be deposited in the tender box kept on the Reception of the office as mentioned above .

5. Tender will be opened on **30.07.2018 at 15:30 hours** in the aforesaid address by the tender committee in presence of tenderers, if available.

Sd/-
Dy. Director of Tea Development (P)
Tea Board, Jalpaiguri

Copy to:

1. Secretary, Tea Board: for kind information
2. Asst. Secretary, Tea Board, Kolkata: with a request to advise the concerned department to upload in the Board's website
3. Notice Board
4. Office of the District Magistrate, Jalpaiguri
5. Office of the ADM & DL & LRO, Jalpaiguri
6. Jalpaiguri Zilla Parishad
7. Office of the Superintendent of Police, Jalpaiguri
8. Kotwali P.S., Jalpaiguri
9. Office of the Dy. Labour Commissioner, Jalpaiguri
10. Jalpaiguri Head Post Office
11. Office of the Dy. Director Admin, Dept. of Agriculture, Jalpaiguri
12. Regional Provident Office, Jalpaiguri
13. Jalpaiguri Telephone Exchange
14. State Bank of India, Jalpaiguri
15. IDBI Bank, Jalpaiguri
16. Corporation Bank, Japaiguri
17. HDFC Bank, Jalpaiguri
18. Jalpaiguri Railway Station

Sd/-

Dy. Director of Tea Development (P)

TERMS AND CONDITIONS

[1] Separate sealed Technical and Financial Bids in the different envelopes should be kept together in a single sealed envelope and super-scribed with "Tender for Hiring of Vehicle on Monthly Basis". The Separate technical and financial bids should be clearly marked "Technical Bid" and "Financial Bid", strictly in the enclosed proforma as the case may be.

[2] Tender will be opened on 30.07.2018 at 15.30 hours in the office of Tea Board, Jalpaiguri by the tender committee in presence of tenderers, if available.

[3] The contract shall be valid for an initial period one year starting from date of approval, subject to clause (22) of these terms and conditions and extendable for another one year at a time.

[4] There will not be any limitation of minimum or maximum running Km of vehicle on day-to-day basis. The maximum Km can be utilized in any manner on monthly basis by Tea Board, Jalpaiguri.

[5] Tea Board, Regional Office, Jalpaiguri shall be liable to pay the hiring charges as per the agreement only. Contract charges include monthly charges of driver, repair and maintenance of vehicle, insurance, petrol, diesel, oil, road tax, RTO charges, Municipal tax, work contract tax, license fee, registration charges, etc [except GST] and any other incidental expenses.

[6] Agreed Rate as per agreement will not revise during the agreement period.

[7] The vehicle will be kept neat and clean and in perfect running condition with shining body and clean interior with good upholstery by the transport operator.

[8] In case vehicle provided is not found satisfactory, the same shall be returned for immediate replacement. In case no replacement is provided in time, Tea Board, Regional Office, Jalpaiguri would have a right to hire a vehicle from the market and the additional cost incurred by this office will be borne by the Transport Operator.

[9] Generally, Vehicle should be utilized during the period from 09:00 hours to 20:00 hours; however, the vehicle will be utilized for preventive work or in case of urgency, continuously without any time limit. The vehicle must be available at any time on any day as desired by the officer of Tea Board, Regional Office, Jalpaiguri. The vehicle and the driver should not be changed unless requested by the Tea Board, Regional Office, Jalpaiguri.

[10] The Transport Operator would ensure that the drivers employed have valid driving license. The vehicle should be registered with the concerned authority of Central/State Govt. The Transport operator shall provide a certificate to this effect. The driver of the vehicle provided must follow traffic rules and other regulations prescribed by the Govt. from time to time.

[11] The Transport Operator should have an adequate number of telephones or contact numbers round the clock. The driver shall be neatly dressed, shall observe all the etiquette and protocol while performing the duty and, should must carry a mobile phone in working condition for which, no separate payment shall be made.

[12] The Vehicle should be kept with sufficient stock of fuel. However, in case of any emergency, if any officer pays for refuel, the same should be reimbursed by the Transport Operator on production of the bill.

[13] As regard vehicle timings, the Transport Operator will not pass on the instructions directly to the driver concerned. All the instructions should be routed through the officer of the Tea Board, Regional Office, Jalpaiguri,

[14] A daily record indicating time and mileage for each vehicle shall be maintained in a log book and log book shall be submitted to the Dy. Director of Tea Development, Tea Board, Regional Office, Jalpaiguri regularly for scrutiny.

[15] In case of breakdown of any vehicle during official duty, it shall be the responsibility of the Transport Operator to provide a substitute vehicle immediately. In case, the substitute vehicle does not report on time/does not report at all, Tea Board, Regional Office, Jalpaiguri would have the right to hire a vehicle form the market and the additional cost incurred by the Tea Board will be borne by the Transport Operator.

[16] The contract shall not save with the previous consent in writing of the Department sublet/sub-contract-transfer or assign the contract or any part thereof in any manner whatsoever. However, such consent shall not relieve the contract from any obligations, duty or responsibility under the contract and contractor shall be fully responsible for the services hereunder and for the executions and performance of the contract.

[17] In case of failure of the contractor in providing/making available of vehicle on account of any defect/fault/breakdown/not reporting, liquidated damages/ compensations or alternative arrangement with prior permission shall be made, not by way of penalty, shall be imposed and recovered from the contractor's bill without any notice as under.

[18] The vehicle should be available/may be used for running in the districts of Jalpaiguri, Siliguri and Darjeeling as and when the Tea Board, Regional Office, Jalpaiguri so desires.

[19] The billing will be done on monthly basis. Bills preferably should be typed and in triplicate, and should be submitted to this office in the 1st week of the following month.

[20] In case of any accident, all the claims arising out of it shall be met by the Transport Operator.

[21] The Transport Operator should approach the Office of the Tea Board, Regional Office, Jalpaiguri in case of any assistance or difficulty.

[22] In case of any dispute of any kind and in any respect whatsoever, the decision of the Tea Board, Regional Office, Jalpaiguri shall be final and binding on Transport Operator.

[23] If any of the terms & conditions (1) to (22) above is not found fulfilled during the period of agreement, Tea Board, Regional Office, Jalpaiguri reserve the right to discontinue the contract without assigning any reasons thereof.

[24] TDS and other Taxes shall be deducted as per statutory compliance.

[25] Vehicle Maintenance on and after 01/01/2018, will only be hired for service purpose.

[26] No Extra Payment will be made if Vehicle runs more than 1500 k.m. in particular months and if the rate of Diesel/Petrol rises in between.

(TECHNICAL BID)

**To be submitted in a separate *sealed* envelope subscribing "Technical Bid"
Pre-qualification requirements for award of contract for „Hiring of Vehicles“**

1	Name of the Organization/ Firms with full address with Pin code, Phone/Mobile No, Fax No, email etc.	
2	Name of all the Proprietor / Partners / Directors	
3	PAN No. of the Firm as allocated by the Income Tax Department.	
4	List of Government Organizations where the Service Provider is currently providing services may also be indicated. (Please attach the job order/service certificate from Govt. Office / Public Sector)	
5	The Contractor should also submit Copies of Registration Certificate obtained from GST (Ministry of Finance)	
6	Total Nos. of Taxis/Vehicles available with Service Provider together with make/Model.	
7	Vehicle to be provided by the Contractor should have the comprehensive insurance to cover all risks as per the Motor Vehicle Act and relevant rules and regulations of the State Government and Central Government	
8	Any other information to be considered:	

UNDERTAKING

1. I/We undertake that I/We have carefully studied all the terms and conditions of contract as indicated in Annexure and understood the parameters of the proposed work and shall abide by them.
2. I/We hereby certify that none of my relative (s) is/are employed in the office of Tea Board.
3. I/We further undertake that the information given in this tender are true and correct in all respect.

Signature of Authorized person with date:

Name & full address with Telephone No:

Office:

Residence:

Fax No:

Email:

(FINANCIAL BID)

PROFORMA FOR QUOTING RATES

To be submitted in a separate sealed envelope subscribing "FINANCIAL BID"

Sr. No.	Vehicle Type Non AC	Number of Vehicles	Job Description (Total KMS	Details of Quoted vehicle-	Quoted bid per month
	Small Size Car	1	Hire for 20 to 24 days maximum 1500 Kms.		

Signature of Authorized person with date: _____

Name & full address: _ _____

Telephone No: Office: Fax No: _____

Residence: _____

Email: _____

Seal _____

