



भारत सरकार • Government of India  
गृह मंत्रालय • Ministry of Home Affairs



2011

**जनगणना कार्य निदेशालय, पश्चिम बंगाल**  
**Directorate of Census Operations, West Bengal**



ENSURE REGISTRATION OF  
EVERY BIRTH AND DEATH

**जनगणना भवन**

**JANGANANA BHAWAN**

IB-199, SECTOR-III, SALT LAKE CITY, KOLKATA-700 106

IB-199, SECTOR-III, SALT LAKE CITY, KOLKATA-700 106

Phone: (033) 2335 9273 • Tele-Fax: (033) 2335 9238 • e-mail: dco-wblrgi@censusindia.gov.in

No. D-26028/3/Estt/2015/1361

Dated : 17/09/2015

**NOTICE INVITING QUOTATIONS**

Sealed Quotations are invited for casual hiring of Motor Cab (Luxury Taxi) Non-AC vehicle (daily basis) for a period of one year from the date of award of the contract. The duty point would be Directorate of Census Operations, West Bengal at Janganana Bhawan, IB-199, Sector-III, Salt Lake City, Kolkata – 700 106 or any other place in West Bengal as intimated from time to time. The time and mileage would be calculated from duty point to duty point. Quotations are to be submitted in the enclosed format.

2. Vehicles will be hired on the following terms and conditions. Before submitting the tender, the bidder should satisfy himself that all the documents enclosed are numbered, signed and sealed as per terms and contract. No claim on grounds of lack of knowledge, in any respect, shall be entertained.


**TERMS AND CONDITIONS OF CONTRACT**

- The rates and specifications of vehicles should be quoted as per existing Govt. rates and notification as applicable.
- Service would be required for 10 hours on a working day (10.00 A.M. to 8.00 P.M.) and 5 working days, Monday - Friday (Except only three National Holidays) normally. However, Service may be required on call basis on Saturday, Sunday and other holidays.
- The Rates shall remain fixed for one year irrespective of any change in Petrol/Diesel/Gas Prices or charges levied by Local/Central Govt. from time to time.
- The rates quoted will be inclusive of all taxes (Services Tax etc.).
- Vehicle shall report as per time schedule given to the individual driver by the user.
- The payment to the contractor will be made on pre-receipted bill(s) duly supported by duty slip(s) / parking slip/toll tax duly signed by concerned officers. Bill should be submitted in triplicate only after providing of satisfactory services.
- The vehicles shall be kept in good running condition and it will have clean upholstery with white covers and other accessories of the vehicles will also be kept in good condition. Vehicle with damaged body due to accidents etc. shall not be accepted under any circumstances.
- The transporter should have at least two years of experience in this field of activities.
- The transporter should ensure that the driver provided must possess valid driving license with two years' experience and carry with him all necessary documents like Registration Certificate, Insurance Papers and Pollution Control Certificate etc. as applicable.
- The transporter must have all requisite clearance certificates from the concerned Government agencies as required under relevant rules. The vehicles should be insured comprehensively and should have necessary permits from the Transport Department/Authority.
- The Authority will not be responsible for any challan, damage, injury, accident etc. to the vehicle or to any other vehicle.



- l) The transporter has to submit a certificate obtained from the Competent Authority certifying proper status on functioning of "Kilometer Meter" unit.
  - m) The drivers of the vehicles must follow traffic rules and other regulations prescribed by the Government from time to time. Drivers should be familiar with all important routes in Kolkata including places in all the districts of West Bengal.
  - n) The drivers must always be in clean clothes, must be courteous and well-mannered and should always carry a mobile phone with them for easy contact. The driver must not have any criminal record.
  - o) The hired vehicle, in no circumstance, will be rented by the owner to any other person/company during holidays/off days etc. and shall be under sole availability of the office.
3. The following documents should be enclosed along with the quotations :-
- (i) Copy of Income Tax Return Assessment for the last three years.
  - (ii) PAN No. (A copy thereof may be attached)
  - (iii) Proof of past performance of 2 years in Government Departments / Public Sector Undertakings / Autonomous Bodies under Government of India.
  - (iv) Copy of Registration No. of the firm/company with date and validity under Shops/Establishment Act. Or Registration of the Vehicle to run on Commercial basis/Commercial License.
4. The Directorate of Census Operations, West Bengal however, reserves the right to terminate the contract at any stage without assigning any reason whatsoever. The contractor shall have the right to terminate the contract by giving notice of 60 days in advance.
5. Quotations received after the stipulated date and incomplete quotations will not be entertained.
6. The Directorate of Census Operations, West Bengal reserves the right to reject any quotation, in full or in part without assigning any reason.
7. Demand Draft/Pay Order/Account Payee Cheque for Rs.2,000/- (Rupees two thousand) only in favour of Directorate of Census Operations, West Bengal payable at Kolkata, as Earnest Money Deposit (refundable) is to be enclosed along with filled in tender form as in Annexure-I.
8. The Directorate of Census Operations, West Bengal reserves the right to extend period for another six months/one year after satisfactory services.

Quotations as per **Annex I** supported by the prescribed documents duly signed and sealed on all the papers by the owner should be submitted in sealed envelopes duly superscripted "Quotation for Hiring of Vehicles" to the Deputy/Joint Director, Directorate of Census Operations, West Bengal, Jangana Bhawan, IB-199, Sector-III, Salt Lake City, Kolkata – 700 106 and should reach by **24-09-2015 up to 3.00 P.M.** which shall be opened on same day at **4.00 P.M.** in presence of representatives of participating bidders.

  
 ( Dr. P.C. Coomar )  
 Joint Director and Controlling Officer

To,

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Copy to :-

1. All the members of Tender Purchase Committee/Dealing Hand
2. Office Notice Board (Behala/Badu/Salt Lake)
3. Shri Prasant Kumar for uploading in official website.



**Prescribed proforma for submission of Bid as per NIO No. D-26028/3/Estt/2015/1361 dated 17-09-2015**

With reference to Tender Notice No.D-26028/3/Estt/2015/1361 Dated 17-09-2015 the undersigned furnishes below / enclose herewith the following details / documents for consideration :

1. Name of the agency :
2. Details of Earnest Money Deposited (EMD) :
  - a) Draft No. with amount : \_\_\_\_\_
  - b) Date of issue : \_\_\_\_\_
  - c) Name of the Bank : \_\_\_\_\_
3. The following documents should be enclosed along with quotations :-
  - i) Copy of Income Tax Return Assessment for the last three years.
  - ii) Income Tax & PAN No. (A copy thereof may be attached)
  - iii) Proof of past performance of 2 years in Government Departments / Public Sector Undertakings / Autonomous Bodies under Government of India.
  - iv) Copy of Registration of the Firm/Company and Registration of the Vehicle to run on Commercial basis/Commercial License.
  - v) Preforma of submission of Quotations :

Sl. No.	Mass Emission Standard	Category of vehicles	Rate per K.M.	Rate per Hour	Minimum Hour	Night Halting Charges	Remarks
1	2	3	4	5	6	7	8
	Bharat Stage-II/ BS-III purchased on or after 01-05-2005 with Diesel/LPG/CNG Engine	Motor Cab (Non-AC) of any Brand/ Model					

I / We agree to the terms and conditions as mentioned in the Tender Notice No. D-26028/3/Estt/2015/1361 Dated : 17-09-2015 issued by the DCO, West Bengal.

Signature with date.: \_\_\_\_\_

Name (In Capital Letters) : \_\_\_\_\_

Name of the Agency : \_\_\_\_\_

Tel. No. / Fax No. / Email ID : \_\_\_\_\_

Office Seal of the Agency