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भारत सरकार
Government of India

गृह मंत्रालय
Ministry of Home Affairs

जनगणना कार्य निदेशालय, पश्चिम बंगाल

Directorate of Census Operations, West Bengal

जनगणना भवन, आई.बी.- 199, सेक्टर-III, साल्ट लेक, कोलकाता-700106.

Janganana Bhawan, IB-199, Sector-III, Salt Lake, Kolkata -700106.

दूरभाष/Phone- 033-23359503, फैक्स/Fax-033-23359503 ई-मेल/e-mail- dco-wbl.rgi@censusindia.gov.in

वेबसाइट/Website- www.censusindia.gov.in



पत्र संख्या/Letter No: D.26028/5/Estt./2019/621

दिनांक/Date:06.06.2019

NOTICE INVITING QUOTATIONS

Sealed quotations are hereby invited from reputed and experienced Taxi/Cars service providers to provide vehicles on monthly basis (4 seater AC Swift Dezire or equivalent model available). The quantum of requirement of vehicles may increase or decrease during the period of contract . The period of engagement may vary from 1 to 3 months, 1 to 6 month and 1 to 12 months period.

Technical Eligibility Criteria(terms and condition)

- 1.The vehicle to be provided should not be more than two years old and should be in good running condition, well painted and clean upholstery and having sitting capacity on one plus four passengers.
2. The vehicle require on all working days i.e. from Monday to Friday normally from 9.00 AM to 7 PM i.e. for ten hours daily and the vehicle will be needed on Saturday, Sunday and other holidays only in the exceptional cases for which prior intimation as per requirements will be given.
- 3.Certified copy of PAN card shall be attached with the Bid document.
- 4.The agency should be registered with GST.Certified copy of the registration shall be attached with the Bid document.
- 5.Self certificate that the firm has not been blacklisted by any Centre/State Government Department/PSUs/Banks etc.
- 6.Firm should ensure that the drivers employed hold valid driving license, are well trained, well behaved, reasonably educated, conversant with traffic rules/regulations and city routes as well as security instructions,
- 7.Driver employed by the firm must have a cell phone duly activated.
- 8.Punctuality will have to be ensured and log book/duty slip shall be maintained by the drivers for this purpose.
9. The Firm must also ensure that all the necessary documents (Registration Certificate,Insurance papers, PUC certificate etc.) are available with the driver deployed for duty for the office.
10. In case of breakdown of any vehicle during duty, it shall be the responsibility of the firm to provide a substitute vehicle , which is of similar make as replacement immediately.
11. The Agency must have a minimum of at least 1 year experience in supplying taxis to reputed private companies/PSU/Banks/Central and State Government Departments.
- 12.The Agency must attach proof of successful and satisfactory completion of work, if any.
- 13.The vehicles will have to be fitted /provided with the following accessories/utilities like Clean seat covers , Car perfume , Seat belts etc.
- 14.Actual parking charges/Toll charges will be payable along with the monthly bills, only upon submission of the parking bills/toll receipts etc.
- 15.In case of breach of any of terms and conditions mentioned above, the Competent Authority will have the right to cancel the work order without assigning any reason thereof, and nothing will be payable by this Department in the event .
- 16.1% of the daily amount will be deducted in case of delayed reporting by the driver and Rs.1000/- per day will be deducted in case non availability of vehicle on any day in case of hiring on monthly basis.
17. Bidders should signed and sealed on all the pages.

18. This Office will not be responsible for any challan, loss/damage or accident to the vehicle or to driver.
19. Any change in vehicle or driver will be allowed only in exceptional circumstances and that too with prior information/approval.
20. Interested parties subject to aforesaid terms and conditions may submit their respective offers/quotations in a sealed cover subscribed "Quotation for Hiring of the vehicle on monthly basis" latest by **11.06.2019** up to 4.00 P.M. and the quotation will be opened on **12.06.2019** at 11 A.M. in the office and parties may remain present on the said date and time.

The Directorate of Census Operations, West Bengal however reserves the right to reject any one or all the quotations, without assigning any reason thereof.

Category of vehicle 4 seater AC car

Make/Model of Car	Period of engagement	Minimum Km /hour offered for hiring per month	Rate for monthly hire(per day basis)	Fuel charge	Mobil charge	Night stay charge if any	Remarks (if any)
1	2	3	4	5	6	7	8
	1 to 3 months						
	1 to 6 months						
	1 to 12 months						

Copy to

1. All members of Tender/purchase committee.
2. ORGI website www.censusindia.gov.in/tender - Sri Prashant Kumar,DPA Gr.-A for necessary action.
3. Office notice board.

P. Dasgupta
(P.Dasgupta) 6/6/19.
Deputy Director