



भारत सरकार
Government of India

गृह मंत्रालय
Ministry of Home Affairs

जनगणना कार्य निदेशालय, पश्चिम बंगाल

Directorate of Census Operations, West Bengal

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पत्र संख्या/Letter No: D.26028/6/Estt./2020-Part-/1083 दिनांक/Date:10.11.2020

NOTICE INVITING QUOTATIONS

Sealed quotations are hereby invited from reputed and experienced Taxi/Cars service providers to provide vehicles on monthly basis (4 seaters 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 will be 12 months period which may be extended.

The quotation are to be submitted in two bid system into sealed envelope, super-scribing **Technical Bid/Quotation for Hiring of Vehicle** and **financial Bid/Quotation for Hiring of Vehicle** latest by **18.11.2020** up to 3.00 P.M. and the quotation will be opened on **18.11.2020** at 4 P.M. in the office and parties may remain present on the said date and time.

Technical Bid Criteria

1. Certified copy of PAN card shall be attached with the Bid document.
2. The agency should be registered with GST Certified copy of the registration shall be attached with the Bid Document.
3. Self-certificate that the firm has not been blacklisted by any Centre/State Government Department/ PSUs/Banks etc.
4. The Agency must have a minimum of at least 1-year experience in supplying taxies to reputed private companies/PSU/Banks/Central and State Government Departments.
5. The Agency must attach proof of successful and satisfactory completion of work.
6. Bidders should sign and affix seal on all the pages.

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

Financial Bid Criteria

Category of vehicle 4 seater AC car

Make/ Model of Car	Period of engagement	Rate for min. 2200 km / month or 220 hrs /	Rate for per km/per hour beyond 2200 km or 220 hrs (inclusive of	Night stay charge if any	Remarks (if any)

		Months (inclusive of fuel and mobil)	fuel and mobil)		
1	2	3	4	5	6
	12 months which may be extended.				

Financial Bid will be considered if the Bidder qualifies the Technical Bid.

Terms & Conditions

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. Hire charges will be paid for use of the vehicle for the whole month subject to maximum usage of 2200 K.M./220 hrs per month. The distance is to be calculated from the place of reporting to the place of release. Any unutilized km/hours are to be carried forward and set off in the succeeding months.
3. The vehicle requires 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 as per requirement for which prior intimation as per requirements will be given.
4. 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 and also having a clear background .
5. Driver employed by the firm must have a cell phone duly activated.
6. Punctuality will have to be ensured and log book/duty slip shall be maintained by the drivers for this purpose.
7. 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.
8. 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.
9. The vehicles will have to be fitted /provided with the following accessories/utilities like Clean seat covers, car perfume, Seat belts etc.
10. Actual parking charges/Toll charges will payable along with the monthly bills, only upon submission of the parking bills/toll receipts etc.
11. 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.
12. This Office will not be responsible for any challan, loss/damage or accident to the vehicle or to driver.
13. The payment of staff deployed by the firm should be made in regular manner and any discrepancy in that will mean the misappropriation of Government payment.
14. Any change in vehicle or driver will be allowed only in exceptional circumstances and that too with prior information/approval.
15. The contractors/providers will be required to pay salary wages to the driver of the hired vehicle at the specified rate fixed on monthly basis(i.e. not less than the minimum payment

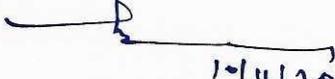
per month either of salary /wages, which are fixed by the Government Authority for a skilled person) as per rules.

16. The vehicle should fulfill the legal obligations prescribed by the State Transport Authority like payment of road taxes, GST etc. All requirement under various statutory laws must be complied with. Any default will be liability of the contractor and this department shall not be liable in any matter whatsoever. In case of any accident or and other contingency, and claim arising out of such incidents, it shall be borne by the firm only and no claim whatsoever shall be borne by the Directorate of Census Operations, West Bengal.
17. The responsibility for the safety and security of the operational vehicle provided solely lies with the firm. The firm is liable for payment of all claims/expenses in case of any accident.
18. In case of breach of any of terms and conditions mentioned above, this Directorate will have the right to cancel the work order without assigning any reason thereof, and nothing will be payable by this Department in such event.
19. Bills should be submitted on monthly basis with all supporting and payment will be made within reasonable time from the date of submission of bills after deducting TDS as per IT Act., 1961. No interest is payable on the bill amount in any circumstances. The log book should be maintained perfectly well and should be endorsed by the officer using the vehicle for each and every entry without fail.


10/11/20
(P.P.Bhadra)
Deputy Director

Copy to:-

1. Office notice board
2. All members of Tender/purchase committee.
3. ORGI website www.censusindia.gov.in/tender.


10/11/20
(P.P.Bhadra)
Deputy Director