


भारत सरकार केन्द्रीय नारकोटिक्स ब्यूरो कार्यालय उप नारकोटिक्स आयुक्त, महावीर नगर प्रथम, झालावाड रोड, कोटा - 324005 राजस्थान	 सत्यमेव जयते	Government of India Central Bureau of Narcotics O/o The Dy. Narcotics Commissioner Mahaveer Nagar-I, Jhalawar Road, Kota-324005 Rajasthan
STD : 0744, PBX : 2438928, DNC : 2438929; Fax: 2438927; E-mail: dynarcotics@bsnl.in ; dnc-kota@cbn.nic.in Website : www.cbn.nic.in		

F. No. I(22)-10/Adm/2016-

Dated : 02.04.2018

NOTICE FOR TENDER / QUOTATION

Sealed tender / quotations in two bids system i.e. 'Technical Bid' and 'Financial Bid' are invited for hiring of One (01) new vehicle / cars viz **Innova or comparable cars of the same segment (AC) with Driver** from the vehicle providers as per the requirement mentioned below for official use in Office of the Dy. Narcotics Commissioner, Central Bureau of Narcotics, Kota -324005.

It is to be notice that vehicle will used for maximum limit of 3000 KM and for 25-31 days and [**rate should be quoted @amount per month/per k.m. basis**] as per the **terms and conditions** annexed to this tender.

Interested parties / vendors are requested to submit their sealed offer containing technical and financial bid in separate sealed envelope so as to reach this office latest by **23.04.2018 at 17.00 hrs to the Superintendent (Adm), Office of the Deputy Narcotics Commissioner, Mahavir Nagar-I, Jhalawar Road, Kota** and the seal cover should be marked on the top as "**QUOTATION FOR HIRING OF VEHICLES**". The tender will be **opened on the 24.04.2018 at 11.00 hrs** in the chamber of Superintendent (Adm), in the presence of the parties or their authorized representative who wish to be present at the time of opening of the quotation. Details of tender may also be accessed through departmental website at <http://www.cbn.nic.in>

The first envelope namely "**Technical Bid**" should contain the tender form and the below mentioned technical documents/annexure and on outer cover should be marked "**TECHNICAL BID**".

- Annexure - 1 : Bio-data of the bidders in the format attached
- Annexure - 2 : Photocopy of Service Tax Registration Certificate.
- Annexure - 3 : Photocopy of Permanent Account Number Card or covering letter of PAN.
- Annexure - 4: Photocopy of Registration with EPFO/ESIC, if applicable.
- Annexure - 5 : Photocopy of Partnership Deed, in case of the application being made by a Partnership Firm.
- Annexure - 6: Photocopy of valid Trade License.
- Annexure - 7: Details of registered office (Address) with Telephone No./Fax/Mobile No.
- Annexure - 8: Details of Address for communication along with phone No./Fax/Mobile No.

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The **Financial Bid** should be given in Format attached in a separate sealed envelope.

It is reiterated that the **Technical Bid** would be opened first and the **Financial Bids** of only those bidders whose technical bids meet the eligibility criteria shall be opened on **24.04.2018 at 15.00 hrs** in the Chamber of Deputy Narcotics Commissioner, Rajasthan, Kota. The rejection of the technical bid would automatically lead to the outright rejection of the financial bid and no representation in this regard would be entertained.


The Interested firms/parties may contact Superintendent (Adm) of this office on any working day for any clarification. The Deputy Narcotics Commissioner, Kota reserves the right to accept or reject any or all vendors without assigning any reason. **Terms & Conditions** for submitting the quotation/tender is also annexed with this notice.

- Enclo: 1. Format of Bio data
2. Format for Financial Bid


(Dr.S.R.Meena)
Deputy Narcotics Commissioner,
Rajasthan, Kota

Copy forwarded to:

1. Notice Board of Office of Deputy Narcotics Commissioner, Kota.
2. The Superintendent (Adm), Gwalior for publication in the Official Website.


Superintendent (Adm)
Kota, Rajasthan

BIO-DATA FORMAT

1. Nature of business : Private / Partnership / Company
2. Name of the Concern :
3. Address of the Concern :
4. Phone/Fax/Mobile No. of the Owners/Partners/Director :
5. Date of Incorporation :
6. Registration No. (Under Companies Act, if applicable) :
7. Service Tax Registration No. & Date :
8. Details of vehicles employed in its business :

[Signature of Tenderer with seal]

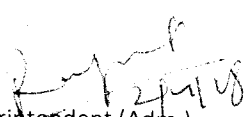
FORMAT FOR FINANCIAL BID

Sl. No.	Types of Vehicles	Rate per month (Inclusive of all taxes)	Rate per km (Inclusive of all taxes)
01			

TERMS & CONDITIONS.

- 1) The vehicles should be as per Registration Certificates already submitted by the vendor to the Department. The vehicles will also be kept neat and clean and in perfect running condition with shining body and clear interior with good upholstery.
- 2) In case, if any of the vehicle(s) condition of vehicle found not satisfactory condition or in breakdown condition, it/they will be immediately replaced. In case of non-replacement provided in time, the department will have the right to hire vehicle from the market and the additional cost, if any, incurred by the department will be borne by the vendor.
- 3) The terms of rental charge, as offered by the vendor will be accepted by way of payment of rental charges for the said hired vehicles subject to max.3000 km. or 10 to 12 hours/day upto 25-31 days per month whichever will be higher for additional mileage/hours/day, if any required by the department will be paid in extra.
- 4) The vendor will maintain adequate number of telephones for establishing contact round the clock. Driver shall observe all the etiquette and protocol while performing the duty and shall be neatly dressed and must carry a mobile phone in working condition for which no separate payment shall be made by the department.
- 5) The driver should have valid license and the vehicles should be registered with the Competent Authorities of Central Govt. or State Govt. Any violation would be attended by pro-rata deduction of rental charges.
- 6) The driver should strictly follow traffic Rules and other regulations. Any fine/penalty due to negligence/fault of the drivers/vehicles will be borne by the vendor.
- 7) The Department is not responsible for any repair and maintenance and fuel of the vehicle. No other charge will be borne by the Department. All Tax liabilities i.e. Road-Tax, Service Tax, Insurance etc. will be borne by the vendor.
- 8) The vendor and driver should carry out the instructions of the Department as well as the Officers assigned to the vehicle and will maintain all sorts of courtesy and discipline.
- 9) In case of any accident, all claims arising out of such accident shall be borne by the vendor. He would also indemnify the department for any departmental loss, damage of property or life arising out of negligence/fault of the driver or the vehicle.
- 10) The hiring charges shall be on the basis of zero based mileage i.e. mileage starting/ending from/at the office/residence of the officers.
- 11) A daily record indicating time and mileage for each vehicle should be maintained in a logbook in the prescribed form and must be certified by the officer using the vehicle. The duly certified logbook should be accompanied with bill for rental charge to be submitted by the vendor monthly against each vehicle.
- 12) The designated vehicle and driver must be provided and should not be changed unless requested by this office. The vehicle must be available at any time of any day as desired by the concerned officer including Saturdays, Sundays and holidays.
- 13) The number of hired vehicles may be increased or reduced in future depending upon the requirement of the department and that will be intimated to the vendor as and when the situation demands. In case of additional vehicle(s) the same terms and conditions will be applicable. Department will bear the rental charge of only the using vehicles.

- 14) The bills for hiring of cars along with the logbooks complete in all respects for every month must be submitted in triplicate to this office by 1st week of the subsequent month positively, after getting the bills verified/checked & certified by the concerned officer.
- 15) In case of any dispute whatsoever, the decision of the department shall be final, conclusive and binding.
- 16) The contract may be considered for extension by mutual agreement for such further period(s) as may be agreed upon subject to satisfactory performance of the vendor.
- 17) The vendor will not utilize the vehicle for any purpose whatsoever even if the vehicle is not being used by the Departmental Officers.
- 18) During the period, any matter of this agreement which has not been specifically covered therein shall be decided by the Department which shall be final and conclusive.
- 19) No garage facility will be provided by the department.
- 20) Any breach of service rendered on the part of the either vendor will tantamount to serious lapse and as such the party will be held liable for compensation whatsoever.
- 21) The vendor should intimate the office prior 30(thirty) days' before withdrawal of vehicles in writing. The department reserves the right to cancel the agreement without any reason by 30 (thirty) days' notice.
- 22) The rates are to be quoted both for hiring on daily basis (hours and kms) and for hiring for monthly basis. Within the above-mentioned categories, the rates have to be quote separately in kms. and hours both. It shall be the sole prerogative of the competent authority to choose any one rate slab for a combination of rate slabs in case of vehicle is hired on daily hiring charge basis.


Superintendent (Adm.)
Kota, Rajasthan