



F.No.23/9/Adm/2009-

Dated : 14<sup>th</sup> October, 2015

### TENDER ENQUIRY

Sealed tenders are invited for hiring of a vehicle from the agencies supplying vehicles (Taxis) with drivers on hire as per the requirement mentioned below in the schedule for the Office of the Asstt. Narcotics Commissioner, Central Bureau of Narcotics, Preventive & Intelligence Cell, Government of India, Ministry of Finance, having office at 1 Council House Street, Kolkata-700001

### SCHEDULE

Sl. No.	CATEGORY	No. of vehicles required
1	Non Ac Mahindra Scorpio to be used up to 25 days subject to a maximum of 2000 Kilometers in a month	One

The interested travel agencies / vendors who comply with all the following technical conditions and other terms and conditions are requested to submit their quotations in sealed envelopes addressed to the Assistant Narcotics Commissioner, Central Bureau of Narcotics Preventive & Intelligence Cell, 1 Council House Street, Kolkata-700001 **on or before 30.10.2015 till 16.00 hrs.** The offer in a sealed cover super scribed as **“QUOTATIONS FOR HIRING OF VEHICLE FOR P&I CELL KOLKATA”** comprising a **Technical Bid (Proforma ‘A’)** and **Commercial Bid (Proforma ‘B’)** (each in separately sealed cover super scribed as ‘Technical Bid for hiring of vehicle for P&I Cell, Kolkata’ and ‘Commercial Bid for hiring of vehicle for P&I Cell, Kolkata’ complete in all respects may be submitted in person / registered post/ Speed Post/ Courier in this office.

#### A. Technical conditions:-

1. The tenders should have the PAN number and should attach a photocopy of the same.
2. The tenderer should have experience in supplying taxis/cabs to the Government Departments/PSUs for which the service provider should submit the name of the organizations to whom services is being provided. The vendor should also provide list of vehicles owned/offered by him and the details of the vehicles along with documents like insurance policy and Registration certificate and Photo copy of driving license of the driver along with the quotation / tender documents.
3. The tenderer should have a fleet of minimum 5 vehicles in own name
4. The vehicles **should not be more than two years old i.e. not before 2013 model** for which the tenderer should submit the details of vehicle viz, Make/Type of the vehicle, Model/Year of manufacture and the Registration Number of the vehicle.

**B. Commercial Conditions:-**

1. Quotation should be submitted for minimum lump sum charges per month per vehicle as below:-

Description	Type of vehicle for which quotation is required
Providing & maintaining of Non - A/C vehicles including Driver's salary and allowances, Diesel/Petrol etc., up to 25 days subject to maximum of 2000 kms per month	Non Ac Mahindra Scorpio vehicle
Rate per km if the kilometer exceeds the maximum limit per month as mentioned above	Rate per km

2. In case in a month vehicle runs below 2000 km. the balance km should be carried over for use in the next month in addition to prescribed 2000 km/month. The monthly bill, will, however, be claimed for fixed monthly amount plus additional km (beyond 2000 km+ km carried over from past months), if any.
3. The rates quoted should specifically mention the service tax component. No service tax will be paid if the operator fails to provide proof of valid Service Tax registration.

**OTHER TERMS AND CONDITIONS**


- 01) The order for providing vehicle on monthly basis will be given to the agency which has quoted the lowest rates while meeting all the terms and conditions given in the tender document. However, to safeguard against failure by the agency to provide the desired quality service, the Central Bureau of Narcotics (CBN) may empanel other tenders who have quoted lowest rates as per the same terms and conditions as that of the first lowest bidder.
- 02) In case the quality of service provided by the contracted agency is found not up to the standard, the Central Bureau of Narcotics (CBN) may terminate the contract agreement after giving 15 days notice. In case of termination, services of the agencies from the panel will be utilized.
- 03) The vehicle must be properly and comprehensively insured and should carry necessary permits/clearances from the Transport Authority or any other concerned authority including pollution certificate.
- 04) The vehicle shall be for the exclusive use of Office of the Asstt. Narcotics Commissioner, Central Bureau of Narcotics, Preventive & Intelligence Cell, Kolkata and will not be used by the contractor for any other purpose. The vehicle will be in the custody of the department.
- 05) The driver deputed on duty should not be involved in more than two bookings/challans for negligence driving. He should be conversant with the roads and routes of Kolkata and surroundings. He should always remain with the vehicle during duty time. In case of any emergency he should seek permission of the concerned office before leaving.
- 06) 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, as the case may be.

- 07) The department shall be liable to pay the hiring charges only. Other liabilities like monthly wages & allowances to the drivers, repair and maintenance of the vehicles, Insurance, petrol/diesel, oil and any other incidental expenses etc. shall be borne by the vehicle provider.
- 08) The vehicles should be provided with fuel and drivers. The vehicles should be maintained properly and proper cleaning should be done every day.
- 09) All Tax liabilities i.e., Road-Tax Service Tax Insurance. Pollution control certificates etc. will be borne by the service provider. However, service tax will be reimbursed by this office on actual basis.
- 10) Road worthiness of the vehicles is to be ensured at all times by the vehicle provider.
- 11) Alternative suitable vehicles should be provided in case of breakdown of the car so provided. In case of failure to provide alternative suitable vehicles, this office would have a right to hire a vehicle from the market and the additional cost incurred by this Office will be borne by the vendor. **Gas kits are not to be allowed as a fuel in the vehicle.**
- 12) Planned / preventive maintenance should be done only on Sundays / holidays.
- 13) The drivers should have valid driving license and the vehicles should be registered with the competent authorities of Central/State Govt. Any violation would attract pro-rata deduction of charges.
- 14) The drivers as prescribed by the Govt. Authorities should strictly follow traffic Rules and other regulations. They should be provided with mobile phone.
- 15) The driver must observe discipline, etiquette, protocol and dressed properly while performing the duty. He should know to speak and understand English/Hindi in addition to local language. For this no separate charge will be borne by the Department. As these vehicles are to be used by officers of the Department, the firms should ensure all the necessary documents (Registration Certificate, Valid Insurance, Permit, pollution Control Certificate etc.,) are in the personal custody of the licensed drivers.
- 16) The vendor and driver should carry out the instructions of the Department as well as the Officers assigned to the vehicle. The vehicles will be generally utilized during the period from 08.00 hrs to 20.00 hrs, however the vehicles may be utilized in cases of preventive works without prior knowledge of the transport operator beyond the stipulated timings.
- 17) In case of accident, all claims arising out of such accident shall be made by the vendor. He would also indemnify the Department for any loss, damage of property or life arising out of negligence of driver for poor maintenance of vehicles.

- 18) A daily record indicating time and mileage for each vehicle should be maintained in a logbook in the prescribed form and the same must be placed before the officer in charge of vehicles and get it certified by the officer.
- 19) The designated vehicle and drivers, which are approved after inspection of vehicle at the time of awarding the Contract, will only be put into operation and any changes in the vehicle or Driver will be allowed only under exceptional circumstances. The vehicle must be available at any time of any day as desired by the concerned officer.
- 20) The bills for hiring of vehicles along with the logbooks, complete in all respects for every month must be submitted to this office before the 10<sup>th</sup> of subsequent month positively.
- 21) The contract shall be for a period of one year and extendable for another year on mutual agreement.
- 22) It will be solely the discretion of the department to use the said hired vehicles for any official purpose including Saturday, Sunday and holidays wherever & whenever necessary.
- 23) If services are not provided on any day or days or the service charges will be reduced on pro-rata basis from the monthly bill. In addition, a penalty of Rs. 500/- per day shall also be levied if any vehicle/agency fails to meet any of the above terms and conditions on any day. If the driver is unable to adhere to the stipulated official prescribed time schedule the vehicle provider will further be liable to pay Rs.500/- per day.
- 24) In case, conditions of vehicles(s) are not found to be satisfactory, they shall be returned for immediate replacement. In case no replacement is provided on time, this office has the right to hire a vehicle from the market and the additional cost incurred by the office will be borne by the vehicle provider (service provider), and claim amount will be deducted from the sum payable to the service provider.
- 25) The department will not be under any obligation, legal or otherwise to provide employment to any of the personnel off the service provider during or after the expiry of the hired period. The department recognizes no employer- employee relationship between the department and their personnel deployed by the service provider. The department shall not be responsible financially or otherwise for any inquiry to the vehicle or driver or person deployed by the service provider during the course of the contract.
- 26) Any person who is in the Government service or any employee of the department is not a partner directly or indirectly with the service provider.
- 27) Any matter during the period of this agreement which has not been specifically covered by this agreement shall be decided by the Department whose decision shall be final and conclusive.

- 28) The vehicles accepted for hiring are to be parked in the Office premises of the Office of the Asstt. Narcotics Commissioner, Central Bureau of Narcotics, Preventive & Intelligence Cell, 1 Council House Street, Kolkata-700001
- 29) The Central Bureau of Narcotics (CBN) reserves the right to reject any application / quotation /contract without assigning any reason whatsoever.
- 30) The Central Bureau of Narcotics (CBN) reserves the right to accept or reject the quotation wholly or partly without assigning any reason thereof or accept more than one offer.
- 31) The vendors while quoting should give a written undertaking that they would abide by the tender conditions mentioned under 'Terms & conditions'.
- 32) The successful bidders should be able to provide the vehicles viz., Non Ac Mahindra Scorpio or equivalent vehicle with effect from the date of agreement.
- 33) The drivers should be paid wages not below the market rate/minimum wages (if applicable).
- 34) Once the hiring of vehicles commences from a particular operator, the vehicles and driver should not be changed unless requested by this office.
- 35) The Central Bureau of Narcotics shall not be responsible for any challan, loss, damage due to any accident of the vehicle or to any other vehicles or for the injury to the driver or to any other third party. The loss or damage or legal expenses on this account shall be borne by the bidder.
- 36) The Agency shall ensure that speedometer of vehicles supplied is properly sealed so that no tampering is done with a view to inflate distance travelled.
- 37) The contract will be initially for a period of two months on trial basis which may be extended for one year including above referred period of trial basis on satisfactory or completion of accounting year whichever is earlier.
- 38) The bidder must submit an undertaking that neither he nor his firm has been blacklisted by any organization / government department for any reason as on date of submission of bid.

The Commercial bid of only those agencies who qualify in the Technical conditions will be opened. The quotations will be opened on 02.11.2015 at 11.00 hrs. in the office of Asstt. Narcotics Commissioner, Preventive & Intelligence Cell, 1 Council House Street, Kolkata-700001 in the presence of the Tender Committee and in the presence of the parties or their authorized representatives if any. The Central Bureau of Narcotics (CBN) reserves the right to postpone or extend the date of receipt/ opening of quotations or to accept or reject any or all tenders without assigning any reason thereof.

  
(Mahesh Kumar)  
Assistant Narcotics Commissioner

**PROFORMA "A" FOR SUPPLY OF VEHICLES**

**Requirement:-**

1. Non Ac Mahindra Scorpio vehicle – 1 No.

**Technical Bid:**

1. Name of the Tour & Travel Agency Service Provider
2. Address:
3. Telephone No.
4. Mobile No.
5. PAN (enclosed a photocopy of the PAN Card)
6. No. of vehicles operated presently
7. Details of Vehicle(s) offered:  
(Make/Model/Year/Colour/Kms un/Whether Owner Driven)
8. No. of years experience in the business. Details of Experience (Produce certificate, if any)
9. Service Tax Registration Number.
10. Annual Turn over (in Rupees):

Signature of the authorized person  
(Name and Designation)

Place:

Date:

**PROFORMA 'B' FOR SUPPLY OF VEHICLES**

**Commercial Bid:**

1. Name of the Tour & Travel Agency Services Provider
2. Address
3. Telephone Number
4. Mobile Number

I/We submit our lowest quotation for supply of vehicles to your office located at 1 Council House Street, Kolkata-700001

Category	Description	Quotation (in Rs.)	Details (Make/ Model/ Year/ Colour/ Km. run	Rate per Km. if the vehicle runs in excess of prescribed maximum limit of 2000 km.
	One non-A/c Mahindra Scorpio vehicle to be used up to 25 days subject to a maximum of 2000 Kilometers in a month			

Signature of the authorized person  
(Name and Designation)

Place:

Date: