



Registered & Corporate Office:
"Bidyut Unnayan Bhaban",
Plot No. 3/C, LA-Block, Sector-III,
Salt Lake City, Kolkata-700 098

NIT No.: WBPDC/Adv./CC/13-14/ 186/Corp.

Date: 28.01.2014

Tender for Hiring of Non-AC Ambassador/Tata Indica /Tata Indigo (white colour having commercial registration) for transportation of officials of WBPDC" and use at the 'Bidyut Unnayan Bhaban', Corporate Office, WBPDC on monthly hiring basis

Date & time of collection of tender papers from the Sr.Manager (CC), WBPDC	28.01.2014 to 14.02.2014	11.00 am – 03.00 pm
Last date & time of submission of tender papers	14.02.2014	Up to 04.00 pm
Date & time of opening of tender papers	17.02.2014	at 03.00 pm

Dear Sir / Madam,

Sealed tender in the prescribed format (enclosed) is invited for Hiring of Non-AC Ambassador/Tata Indica /Tata Indigo (white colour having commercial registration) for transportation of officials of The West Bengal Power Development Corporation Ltd. on monthly hiring basis". The Tenderer has to fulfill the following terms & conditions.

TERMS & CONDITIONS:

01. An earnest money of Rs. 1000.00 (Rupees Five Thousand only) per Vehicles, in the form of Demand Draft drawn in favour of 'THE WEST BENGAL POWER DEVELOPMENT CORPORATION LIMITED' payable at Kolkata should accompany with this tender paper & Annexure – A, in a separate sealed envelope superscribed Tender for **Hiring of Non-AC Ambassador/Tata Indica /Tata Indigo (white colour having commercial registration) for transportation of officials of WBPDC" and use at the 'Bidyut Unnayan Bhaban', Corporate Office, WBPDC on monthly hiring basis'**. The earnest money deposit shall be returned to the unsuccessful tenderer(s) without any interest, after placement of orders on successful tenderer(s). However, for successful tenderer(s) the earnest money will be converted into security deposit.
02. Sealed tender forms complete in all respect is to be dropped at a sealed box kept for this purpose at the 'Bidyut Unnayan Bhaban', Corporate office, WBPDC, 3/C LA Block, Sector – III, Salt Lake, Kolkata – 98, within the prescribed date and time as mentioned above.
03. **Non-AC Ambassador/Tata Indica /Tata Indigo (white colour having commercial registration)** vehicles are to be deployed,. The vehicles so hired subject to successful bidding shall be initially engaged for a period of 02 (two) years which can be extended subsequently, at the sole discretion of the WBPDC management.
04. The WBPDC shall have full right to select the vehicles as per requirement.

----- C.C. -----



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05. The tenderer(s) is to submit the following documents:
 - Letter of submission of tender
 - Detailed list indicating documents / statements submitted as part of the bid.
 - Crossed Demand Draft of Rs. 1000/- per tender form towards Earnest Money Deposit.
 - Experience certificate of his previous experience in executing single contract for supplying vehicles for similar purposes and his technical and financial ability to undertake the work tendered for, if any.
 - Documents indicating ongoing contracts in hand
 - IT Clearance Certificate
 - Photocopy of the latest Income Tax return, Service tax registration, if applicable
 - Statement of commercial vehicles owned, along with Insurance documents, Blue Book, Certificate of Fitness, Tax token, Certificate of Registration, Permit (issued by the Govt. of West Bengal, Writers Building & than under the Motor Vehicles Act 1969), Pollution Certificate etc in accordance with those required to be maintained as per the Motor Vehicles Act 1988.
06. Each and every supporting document attached with the tender should be signed by the intending tenderer(s) and/or embossed with official seal at the time of submission.
07. The vehicles must have valid documents i.e. Registration Certificate, Road-Tax, Road Permit, Insurance papers etc. as per Motor vehicle Act. 1988, amended from time to time so that the same may ply legally on hire.
08. The vehicles must have valid commercial license with necessary Permit issued by Govt. of West Bengal to ply throughout the state of West Bengal.
09. The successful tenderer(s) shall have to provide with an efficient well-behaved and well-experienced driver for each Vehicles. Salary and other expenses for the driver will have to be borne by the owner. Maintenance of the car shall have to be done by the tenderer(s) and The WBPDCCL shall not incur any maintenance related expenditure.
10. The salary of the Driver of the vehicles should be as per the Minimum Wages in the employment of Public Motor Transport in West Bengal as notified by the Joint Labour Commissioner, WB from time to time. This should be documented duly signed by the owner and driver.
11. Driving license of driver should be submitted at the time of placement of vehicles for verification by the Competent Authority. The WBPDCCL shall be at liberty to object to and require the tenderer(s) to remove forthwith any driver employed by him if, in the opinion of the WBPDCCL, such driver misconducts himself, is incompetent or negligent in proper performance of his duties or whose deployment is otherwise considered undesirable.
12. All servicing and maintenance related issues are to be addressed beyond office hours. In extreme situations the vehicle might be spared for servicing/repairing/brake down maintenance with proper intimation and in that case suitable replacement to be made at owners cost. In case of any non-reporting of the vehicles on proper time and at proper place a penalty of double the normal rates may be imposed for the day on prorata basis.
13. The vehicles so hired shall be made available for the services of the Corporation on all 07 (seven) days of the week throughout the year. The driver of the vehicle should be equipped with Mobile phone facility for which no additional payment shall be made.
14. During the tenure of the contact the vehicle will not be permitted to ply anywhere except with the consent of the authority.

THE WEST BENGAL POWER DEVELOPMENT CORPORATION LIMITED
(A Government of West Bengal Enterprise)



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15. The successful bidder has to deposit an amount of Rs.5,000/- only as security deposit against each vehicle less amount of Earnest Money deposited, which will be refunded without interest after the expiry of the contract agreement.
16. The Vehicles should be maintained in good order and condition along with stepney, 02 sets of towels, 01 umbrella and 02 set of fans.
17. Maximum 10 kms between the garage of the vehicles and the place of reporting (both ways inclusive) shall be allowed.
18. The tenderer(s) will have to submit their rates strictly as per tender format **(Annexure A)** enclosed herewith. No departure will be entertained. Failure to comply with conditions will render the tender liable to be rejected.
19. The WBPDCCL will have the liberty to terminate the contract by giving an advance notice of 30 days for obvious reasons as determined by its management.
20. The rate will be firm during the entire contract period including extended period if any.

Tender documents received late or incomplete in any form will be rejected summarily. The undersigned is not bound to accept the lowest tender and reserves the right to reject any or all tenders without assigning any reason whatsoever.

(A. Roychowdhury)
Sr. Manager (C.C.)
W.B.P.D.C.L

----- C.C. -----

FORMAT FOR SUBMISSION OF TENDER
for
Hiring of Non-AC Ambassador/Tata Indica /Tata Indigo-CS (white colour having commercial registration)for transportation of officials of WBPDCCL and for use at the 'Bidyut Unnayan Bhaban', Corporate Office, WBPDCCL on monthly hiring basis

01. Serial No. assigned to Tender Form: _____
02. Date of Issue of Tender Paper: _____
03. Name of the Agency/ Applicant to whom the Tender form was issued: _____
04. Full address of the Agency/applicant: _____

05. Registration No. & date of registration of the Vehicle/Vehicles _____
06. Demand Draft No. and date _____
07. Amount of EMD _____
08. Quotation for monthly hiring of the Non AC Vehicles (per day)/Car for First 10 hrs running excluding fuel _____
09. Overtime charges beyond 10 hrs hiring Of the Non AC Vehicles _____
10. Quotation for per month rate for hiring of the Non AC Vehicles (without considering the no of days) _____
11. Overtime charges(on per month hiring rates) ,if any _____

: 2 :

12. Fuel reimbursement to be allowed –Diesel 1 Ltr.
For every 12 Kms run and Mobile 1 ltr.for every 500 Kms run

13. Night Halt Charges -----

14. List of Enclosures

- (a)
- (b)
- (c)
- (d)

I declare that I have read through the Tender paper documents and clearly understand the requirement of the Corporation as mentioned from point 01 to 20, of the tender letter enclosed herewith and do accept the terms and conditions laid therein.

Signature and/or Seal of Tenderer