TENDER NOTICE FOR HIRING OF VEHICLES

Tenders are invited from reputed parties/agencies supplying vehicles with drivers on Monthly Hire-basis for official use of Society for Natural Language Technology Research, under the aegis of Department. of IT & E, Govt. of West Bengal. Interested parties / agencies who are willing to comply with the terms and conditions annexed to this notice, may submit their bids as given in the instructions for bid submission.

There should be attachments for Technical Bid (Annexure-A), Financial Bid in (Annexure-B) and Tender Acceptance Letter (Annexure-C). The Financial Bid/Bids will be taken up only if the technical specifications are found satisfactory; otherwise the Tender will be straight way rejected.

Details of tender notice are also available on the SNLTR website:- www.nltr.itewb.gov.in

The details of the Vehicles to be hired are as under:

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Category</th>
<th>No. of Vehicles required</th>
<th>Usage</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Vehicle for office purpose</td>
<td>01</td>
<td>To be used up to 25/26 days’ subject to maximum of 2000 kms in a month.</td>
</tr>
</tbody>
</table>

A. The number of vehicles mentioned above is not fixed but as per the present requirement.
   - If needed, the vendor should be able to provide more vehicles at the same rates and terms and conditions;
   - Also, this office may surrender one or all of the vehicles, if not needed by this office.

B. Rates to be quoted for Petrol/Diesel & CNG Vehicle separately

* In any case, the payment would be made based on the actual usage of the vehicles, irrespective of numbers mentioned above.
# Data Sheet

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of the Hirer</td>
<td>SNLTR</td>
</tr>
<tr>
<td>Tender Inviting Authority</td>
<td>Administrator</td>
</tr>
<tr>
<td>Tender Name</td>
<td>Hiring of Vehicles</td>
</tr>
<tr>
<td>Tender No.</td>
<td></td>
</tr>
<tr>
<td>Method of Selection</td>
<td>Open Tender</td>
</tr>
<tr>
<td>Availability of Tender Documents</td>
<td>To be downloaded from SNLTR website : <a href="http://www.nltr.itewb.gov.in">www.nltr.itewb.gov.in</a></td>
</tr>
<tr>
<td>Date and time of Tender notice issuance</td>
<td>22.02.2022, 13.00 PM</td>
</tr>
<tr>
<td>Last date and time for Bid/Proposal submission (On or before)</td>
<td>01.03.2022, 13.00 PM</td>
</tr>
<tr>
<td>Bid Opening Time, Date &amp; Venue</td>
<td>05.03.2022, 13.00 OM</td>
</tr>
<tr>
<td>Language of Bid Submission</td>
<td>ENGLISH</td>
</tr>
<tr>
<td>Currency</td>
<td>Indian Rupees (INR)</td>
</tr>
<tr>
<td>Period of Hiring</td>
<td>April 2022 to March 2025</td>
</tr>
</tbody>
</table>
GENERAL TERMS AND CONDITIONS OF THE TENDER NOTICE:

1) The service provider should be a proprietorship/ partnership/ registered firm/ company and the vehicle(s) should be registered in North 24 PGS and Kolkata only.

2) The contract for providing vehicles will be given to the lowest bidder who fulfils all the terms and conditions given in the tender documents. To safeguard against failure by the successful service provider in providing requisite number of vehicles, this office may empanel other service providers who are prepared to provide service as per the same terms and conditions as that of L-I (Firm who has quoted lowest rates) tenderer.

3) This office reserves the right to revise the requirements of vehicles being hired. The number of staff vehicles mentioned is not fixed. It is as per present requirement:
   a) If needed, the vendor should be able to provide more vehicles at the same rates and terms and conditions.
   b) Also, this office may surrender some or all of the vehicles, if not needed by this office.

4) In any case, the payment would be made based on the actual usage of the vehicles, irrespective of numbers mentioned above.

5) Rates to be quoted for Petrol/Diesel & CNG Vehicle separately as based on the fuel type separates rates are applicable.

6) The tenderer should ensure that after getting the contract the vehicle deployed by him are of latest model and shall have clean seat covers/ towels, car perfume and should be in good running condition for which no extra payment would be made. Vehicles should be comprehensively insured and should carry necessary permits/ clearance from the Transport Authority or any other concerned authority. The vehicles should also carry necessary pollution certificates issued by the competent authority. **Undertaking in this regard would be required to be submitted by the tenderer along with technical bid.**

7) The vehicles shall be for exclusive use of this Office and should not be used by the Service Provider for any other purpose.

8) The vehicles shall be made available on all days except Sunday & Holidays, if required.
9) The calculation of mileage shall be from the reporting point to the reporting point and will not be calculated on garage to garage basis. For this purpose, the service provider shall ensure that the odometer of the supplied vehicle is properly sealed. In case of any doubt the authorized officer of this Office may get odometer of the vehicle checked from any authorized workshop at the cost of Service Provider.

10) LPG Cylinders should not be used for running the vehicle in any case.

11) In case of any breakdown of vehicle on duty, the service provider shall make arrangement for providing another vehicle. In such a case, mileage from garage to the point of breakdown would not be paid.

12) The service provider shall provide name & address/es of the drivers presently employed by him.

13) The tenderer should ensure that after getting the contract the drivers deputed for service to this Office do not have any Police records/ Criminal cases (previous or pending) against them. The service provider should make adequate enquiries about the antecedents of the drivers before deputing them for service to this Office. **Undertaking in this regard would be required to be submitted by the tenderer along with technical bid.**

14) The driver(s) shall observe all the etiquette and protocol while performing duty. They should wear a proper uniform & must carry a mobile phone in working conditions, for which, no separate payment shall be made by this office.

15) The driver(s) deputed on duty should carry valid driving license. They should also not have been involved in more than two punch or challan/s for negligent driving. The Service Provider should also ensure that they have arrangement for establishing contact and round the clock service. For this purpose, they should have adequate numbers of telephones/mobiles. **Undertaking in this regard would be required to be submitted by the tenderer along with technical bid.**

16) This Office shall not be responsible for any challan, loss, damage or 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 Service Provider. **Undertaking in this regard would be required to be submitted by the tenderer along with technical bid.**

17) The drivers should be well conversant with the roads and routes of Kolkata. The operation and functions of the drivers shall be governed as per the Motor Vehicles Act and Rules.

18) The drivers should always remain with the vehicle during the entire period of duty. In case of any need, they should seek permission from the concerned officers.

19) The tenderer should ensure that after getting the contract the drivers deputed by him have a minimum experience of three years of driving, which should be verifiable from the date of issuance of his driving license.
20) A daily record indicating time and mileage for each vehicle shall be maintained in a log-book which should be submitted to the concerned officer of this Office for scrutiny & payment of the bills.

21) This Office will reimburse taxes including GST, toll tax and parking charges against production of documentary evidence.

22) All expenses relating to salary and allowances of the driver shall be borne by the Service Provider. Like-wise all expenditure related to the vehicle including insurance, maintenance & fuel etc. will also be borne by the Service Provider.

23) The service provider shall provide the vehicle of the make/model as per the terms of the contract/tender during the entire period of contract and should not change the vehicle without prior information and approval from this office. In emergency and rare circumstances, this condition can be waived off by this Office temporarily.

24) The contract will be initially for a period of three years which may be further extended on satisfactory services on the same terms and conditions.

25) In case quality of service by the Service Provider is found unsatisfactory, this Office may terminate the contract after giving 15 days’ notice. In case of such termination, services of other empaneled Service Providers will be utilized at the contracted rates.

26) During the period of this agreement, any matter which has not been specifically covered by this agreement shall be decided by the competent authority of this Office whose decision shall be final.

27) No conditional bids shall be entertained by this Office and all conditional bids will be rejected summarily.

28) In case of any dispute of any kind and in any respect whatsoever, the decision of this Office shall be final and binding.

29) This Office reserves the right to require fulfillment of other conditions, not expressly mentioned, which are consistent with the use of vehicles on hire by this office.

30) Contract can be terminated by either party prematurely by giving advance notice of one month.

Encls:
Annexure-A: Technical Bid
Annexure-B: Financial Bid
Annexure-C: Tender Acceptance Letter

Vibhu Goel (IAS)
Administrator
Copy to:

(1) Notice Board
(2) The Web Manager, SNLTR for publicity through departmental website.

Vibhu Goel (IAS)
Administrator

Submission of Tender: The tender shall be submitted online in two parts, viz., Technical Bid and Financial/Price Bid.

The offers submitted by Telegram/Fax/email shall not be considered.
No such correspondence will be entertained in this matter.
Annexure ‘A’

TECHNICAL BID

Qualifying criteria for Quotation

/Documents to be attached to substantiate every information/

<table>
<thead>
<tr>
<th>Si. No.</th>
<th>Technical Parameter</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Name, Address and Telephone no. of Service provider</td>
</tr>
<tr>
<td>2</td>
<td>PAN card</td>
</tr>
<tr>
<td>3</td>
<td>Undertaking to indemnify the department against all damages/charges</td>
</tr>
<tr>
<td>4</td>
<td>All pages of the tender document must be signed by the bidders, in token of his / their understanding / acceptance.</td>
</tr>
</tbody>
</table>

I have read the terms & conditions of the Tender Notice and it is to certify that the information furnished above is true & correct.

Signature
Name of Authorized Signatory
Technical BID UNDERTAKING

From: (Full name and address of the Bidder) ________________________________

To,

Dear Sir/Madam,

If the work of providing vehicles to your office on Monthly hiring basis is provided to me, then I undertake that:

1. The vehicles provided by me to your office would be of latest model.
2. I would ensure that the drivers provided by me to your office do not have any Police records/ Criminal cases (previous or pending) against them nor they have been involved in more than two punch or challan/s for negligent driving. I would make adequate enquiries about the antecedents of the drivers before deputing them for service to this Office.
3. Your office shall not be responsible for any challan, loss, damage or 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 me.
4. The drivers deployed by me would have experience of minimum 3 years.
5. I undertake to indemnify the department against all damages/charges arising on account of or connected with the negligence on my part or my staff or any person under my control whether in respect of accident/injury to the person or damages to the property of any member of the public or any person or in executing the work or otherwise and against all claims and demand thereof.

Signature
Name of Authorized Signatory
<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Category</th>
<th>Usage</th>
<th>Rates to be quoted for Petrol/Diesel vehicle &amp; for CNG Vehicle separately (Rates in Rs per vehicle per month)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Staff Vehicle</td>
<td>To be used up to 25/26 days subject to maximum of <strong>2000 kms</strong> in a month. Extra kms above 2000 kms is Rs. 15/k.m. or Rs. 120/per hour whichever is higher</td>
<td>Petrol/ Diesel</td>
</tr>
</tbody>
</table>
PRICE BID UNDERTAKING

From: (Full name and address of the Bidder) ________________________________

To,

Dear Sir/Madam,

1. I/We _____________(name)____________ submit the Price Bid for________ (Tender name/no.) ____________ and related activities envisaged in the Bid document.

2. I/We have thoroughly examined and understood all the terms and conditions as contained in the Bid document, and agree to abide by them.

3. I/We offer to work at the rates as indicated in the price Bid.

4. I/We undertake that I /We have carefully studied all terms and conditions of the tender and shall abide by them. Further, it is certified that I/We have never been blacklisted by any Govt./PSU Department.

Signature

Name of Authorized Signatory
Annexure-C
TENDER ACCEPTANCE LETTER
(To be given on Company/Firm Letter Head)

Date:
To,

____________________________________

____________________________________

____________________________________

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No: ______________________

Name of Tender / Work: -

Dear Sir,

1. I/ We have downloaded / obtained the tender document(s) for the above mentioned ‘Tender/Work’ from the website(s) namely:

   __________________________________________

as per your advertisement, given in the above mentioned website(s).

2. I/ We hereby certify that I/ we have read the entire terms and conditions of the tender documents (including all documents like annexure(s), schedule(s), etc.), which form part of the contract agreement and I / We shall abide hereby by the terms / conditions / clauses contained therein.
3. The corrigendum(s) issued from time to time by your department/organization too have also been taken into consideration, while submitting this acceptance letter.

4. I/ We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.

5. In case any provisions of this tender are found violated, then your department/organization shall without prejudice to any other right or remedy be at liberty to reject this tender/bid including the forfeiture of the full earnest money deposit absolutely.

Signature
Name of Authorized Signatory