

Office of the Councillors of Bishnupur Municipality

Bishnupur, Bankura
Email id- bishnupurmunicipality@rediffmail.com

Memo No: 4755 /XI-8

Dt. – 30/03/2023

NOTICE INVITING QUOTATION

Tender Notice No.:- NIQ-06/BM/ HIRED VEHICLE/2022-2023

Sealed tender in specified printed Tender Forms are invited by The Chairman, Bishnupur Municipality, Bankura for the following item(s) from the eligible contractors as per particulars below and will be received by him up-to the time specified herein at his office.

1. **Name & Address of the Tendering Authority:** - The Chairman, Bishnupur Municipality, N.S. road, Bishnupur, Bankura.

Sl No	Name of the Item	Basic Rate (Rs./ Month)	Earnest Money(Rs.)	Period of Hired	Classification of Vehicle
1	Carrying out the hired vehicles used by Bishnupur Municipality	15340.00	350.00	2023-24 financial year	Bharat Stage-IV Purchased on or after 01.04.2020 with Diesel/Petrol Engine or upgraded version [Motor Cab/ Maxi Cab with V-6, Engine Capacity More Than 1800 CC with Air Condition]

2. **Eligibility to Purchase and Submit tenders:** -

(A) Having experience in execution & completion of similar nature of item of Estimated cost for the item during current financial year or in any financial year during the last three years in Govt. Dept./Semi-Govt./ Corporation/ Statutory Authority/ Undertaking etc.

(B) i) Having sufficient qualified Driver (to be appointed by the owner).

iii) Having valid G.S.T Certificate, PAN Number, and Trade Licence etc.

(C) For Partnership Firm: i) All items of 6(A) are applicable. ii) Attested copy of partnership deed.

(D) For Registered Co-operative Societies: i) All items of 6(A) is applicable ii) Registration Papers & current Audit Reports iii) Copy of bye-law iv) Declaration stating number of unemployed members. v) No Objection Certificate for A.R.C.S.

3. **Documents to be produced:-**

i) A successful performance certificate/payment certificate supplemented with item order issued by the competent authority shall have to be furnished in support of credibility in terms of eligibility criteria depicted in this Notice (Ref: Sl. No. 2(A), Eligibility to participate in the Tender).

ii) Vehicle purchasing documents along with Blue Book, Pollution Certificate, Insurance & other valued papers.

iii) List of Efficient Drivers employed under the organization/person in details with names, qualification, experience and address with contact number & there Driving Licence with Police Verification Certificate.

iv) Corresponding address, fax & telephone nos. Contact mobile no. & Email no. of the Organization/person.

4. **Start date and time of application seeking permission of purchasing tender documents:** -

31/03/2023 on 11:00 A.M. (I.S.T.)

4.1 **Last date and time of receipt of application seeking permission of purchasing tender documents:** - 06/04/2023 up to 1:00 P.M. (I.S.T.), applications along with the aforesaid papers as mentioned in 2 in duplicate for the respective item at Technical section of Bishnupur Municipality.

5. **Start date & time of sale of tender documents:** - 06/04/2023 up to 2:30 P.M. (I.S.T.) to be purchased from Technical section of Bishnupur Municipality.
6. **Last date & time of venue of dropping tender papers:** - 11/04/2023 up to 4:30 P.M. (I.S.T.) at Technical section of Bishnupur Municipality.
7. **Date & time of opening tender documents:** - 12/04/2023 on 11:30 A.M at the Technical section of Bishnupur Municipality.
8. **Printed form in which tender is to be submitted:** - Municipal Tender Form.
9. **Price of tender documents:** - 100/- & **Agreement Fees:** - As per Govt. norms
10. Log Book Register Authority : Executive Officer on approval of Chairman (must be maintain strictly).
11. **DEFECT LIABILITY:** If any damaged or legal matter arise in Vehicle no cost will be barred by this ULB.
12. **Acceptance of Bid:** The "Chairman, Bishnupur Municipality" will accept the Bid on recommendation of Tender Committee Bishnupur Municipality. He / She does not bind himself / herself to accept otherwise the lowest Bid and reserves to himself / herself the right to reject any or all of the Bids received without assigning any reason thereof.
13. **Name & address of In-charge-** As nominated by Chairman, Bishnupur Municipality.
14. **Execution of Item:** The Contractor is liable to execute the whole item as per direction and instruction of the Chairman., Bishnupur Municipality.
15. **Payment:** Payment will be made to the successful Bidder periodically on availability of fund & any deduction of bill as per W.B. Financial Current Guideline.
16. Monthly Rate is for 10 hours a day & additional charge @ Rs. 20.00 per hour beyond 10 hour. Fuel allowed for monthly hiring is 1 liter for 12 KM in case of Motor Cab, Maruti Omni & 1 liter for 10 KM in case of Maxi Cab other than Maruti Omni. Mobil Oil @ 5 liters per 2500 Km run.
17. If any legal Matter arise it should be dissolved within Bishnupur Sub Divisional Court only.

TERMS & CONDITIONS FOR HIRING VEHICLES

1. The rate should be quoted on daily basis both in figure and in words.
2. The owner of the vehicle shall place the care for journey along with a driver having valid upto date driving license. The vehicle should report for duty every day without fail at appointed time and place as instructed by the Chairman, Bishnupur Municipality.
3. Duty period will commence from the time of reporting till the time of release though the normal time for reporting the duty is 9:30 A.M. The period may be changed by departmental officers by an overnight notice communicated verbally.
4. The owner of the car must possess contract/public carriage license for the vehicle placed and shall have to produce the same when called for.
5. Journey may be undertaken upto any place within West Bengal but usually will be confined within Bankura, Kolkata & Mednipur District.
6. The owner shall bear the cost of the entire running repair, major repairs and overhauling of the vehicles from time to time as and when necessary.
7. Pay Tiffin allowance, TA and overtime allowance of pay being payable to the Driver of the vehicle shall be borne by the owner of the vehicles. But if the duty hour on a day exceed 10 hours payment will be made @ 20.00 (Rupees Twenty) only per hour.
8. The vehicle must possess a good meter to record accurately the Kilometer run by it.
9. The department will not be responsible for any (i) damage to the car for any accident (ii) Court case of compensation payable because of the condition of the vehicle of because of driving by its driver n(iii) any charge of Tax or surcharge that may be levied by the sate on Central Govt. including Road Tax except toll charges. The owner must pay Road tax, Insurance charges within the stipulated time.
10. If the owner fails to provide the vehicle for duty for more than successive days, the whole contract of the hire of the car may be cancelled at the discretion of Department.

11. **PENALTY:** In case of any failure to report at the duty place in proper time a penalty will be charged @Rs.6.00 per hour of delay subject to the maximum of the rate per day quoted in the quotation and accepted by the Department.
12. The owner has to supply Diesel and Department will pay the cost of fuel @ 1 liter per 12.0 K.M. on production of the cash memo. Such re-imburement will be claimed along with the current bill for hire charges.
13. Hire charges will be paid for the days on which the vehicle is on actual use by the Department Officer / Officers.
14. The owner will have to make his own arrangement for garaging.
15. If the vehicle is used by the Department Officers for part of a day full payment for the day will be made.
16. For the actual distance from the garage of the vehicle to the place of reporting for duty or from the place of release to the garage an empty run of 5 KM maximum either way (total 10 Km per day) will be borne by the Department.
17. Monthly payment will be made on submission of the bill by the owner of the car along with fuel consumption statement duly signed by the controlling officer.
18. Log Book will be maintained by the Department to record the movement of the vehicle.
19. Usually the vehicle will not be required on Sunday and Holidays. If required by the Department the owner will have to provide the car at his contracted rates and terms.
20. The owner will be responsible if there is any damage to life or materials due to any accident involving the car, and the Department will be at liberty to ask the owner to make good such losses as per prevailing laws of the land.
21. The owner will be required to show Blue Book Registration record, contract carriage documents etc. before executing the agreement.
22. The agreement is terminable with one month's notice on either side failing which the security deposit of the owner will be forfeited.
23. In case of any emergency repair or major repair the car may be replaced by another car.
24. For every 2500 K.M. (for Diesel car run Mobil in sealed tin @ 5.00 liter will be allowed). The cost of Mobil oil will be reimbursed on production of the memo. Such reimbursement may be claimed along with the bill for hire charges.
25. The tenure of the contract will be 1 (one) year from the date of issue of Work order providing the contract is not terminable earlier under terms no.23 above. But either party to the contract agreeing, the contract may continue for one more year under the same terms and conditions and rates. In the event of such a happenings, a fresh agreement under the same terms, rates and conditions shall be executed by the owner of the car with the undersigned.


Chairman
Bishnupur Municipality

Memo No: 4755 /XI-8

Dt. - 30/03/2023

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Copy forwarded for information and wide publicity through Notice Board to:-

1. Executive Engineer, M.E.Dte Bankura Division
2. The Notice Board
3. News Paper.


Chairman
Bishnupur Municipality

FORM—I

APPLICATION FOR TENDER

To
The Chairman
Bishnupur Municipality,
Bishnupur, Bankura.

Tender No. SI No-.....

Amount put to tender.....

Dear Sir,

Having examined the Statutory, Non statutory & NIQ documents, I/We hereby like to state that I/We willfully accept all your conditions and offer to execute the items as per Tender No. stated above. I/We also agree to remedy the defects after/during execution of the above item in conformity with the conditions of contract, specifications, drawings, bill of quantities and addenda.

Dated this _____ day of _____ 2021

Full name of applicant: _____

Signature: _____

In the capacity of: _____

Duly authorized to sign bids for
And on behalf of (Name of Firm): _____
(In BLOCK CAPITALS or typed)

Office Address: _____

Telephone No.(s) (Office): _____

Mobile No. _____

Fax No. _____

E mail ID _____

Format for Application for Enlistment of Supplier/Vendors

1A. Name of the fir/business name:

1B. Address:

2A. Name of Proprietor/Owner/Partner to deal with:

2B. Name of the authorised person:

3. Contact No.: Email:

4. Trade Licence Detail of 2022-23 (To enclose a Photo Copy)

5. Category for which enlistment is sought for (only one category to state):

6. Details of expertise in the area of Enlistment applied (with credentials):
(use separate sheet if required)

7. Details of authorised dealership/ retailer ship etc., for reputed brand & items in the area(use separate sheet):

8. Details of own manufacturing system/factory (including address):

(Document from a statutory body as a proof of contracturer to produce)

9. Intention to serve at Municipality or not:

10. GST registration No. (Photo copy enclose)

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11. PAN :

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12. Professional Tax Registration No.:

13 Date Of Deposition of Tender Fees (Rs- 100/-) :

14 Hired Rate Offered Per Month:

15 Any Comments by Bidder :

I certify that the information furnished above is true and correct.

Date:

Place:

Full Signature of the applicant With Stamp of the firm/Company