

# **Bangiya Gramin Vikash Bank** **Pashchim Midnapur Regional Office**

## **TENDERS FOR HIRING OF A CAR FOR THE BANKS USE**

**NAME OF THE TENDER: Hiring of a Car for Regional Manager, Bangiya Gramin Vikash Bank, Pashchim Midnapur Regional Office Kerani Tala, Post: Midnapur. Dist: Pashchim Midnapur-721101**

### **TWO BID SYSTEM.**

**BID 1: TECHNICAL BID (page 1 to 10 only)**

**BID 2: PRICE BID. (FINANCIAL BID) (Page 11 and 12 only)**

**FINANCIAL BID (BID 2) WILL BE OPENED AFTER VERIFICATION OF CREDENTIALS, PRE- QUALIFICATIONS, DRIVER CREDENTIALS, VEHICLE CONDITION ETC. AS MENTIONED IN THE BID 1**

**PRICE BID AND TECHNICAL BIDS MUST BE SEALED IN TWO SEPARATE COVERS. BOTH COVERS TO BE STAPLED OR PUT IN ANOTHER COVER AND SEALED AND DROPPED IN THE OFFICE TENDER BOX. ALL COVERS TO BE SUPERSCRIBED AS THE TECHNICAL BID OR PRICE BID AND NAME OF THE TENDER, WITHOUT FAIL.**

**Last date for submission of Sealed Tender: 17-11-2016 up to 3.00 PM**

**Opening of Sealed Tenders: 17.11.2016 at 4.00 PM**

**Tender to be submitted to:**

**THE REGIONAL MANAGER,  
Bangiya Gramin Vikash Bank, Pashchim Midnapur Regional Office, Kerani Tala, Post: Midnapur. Dist: Pashchim Midnapur-721101**

**Name of the Contractor:**

---

---

---

# Bangiya Gramin Vikash Bank Pashchim Midnapur Regional Office

## TENDERS FOR HIRING OF A CAR FOR THE BANKS USE

NAME OF THE TENDER: HIRING OF A CAR FOR  
Regional Manager, Bangiya Gramin Vikash Bank  
Pashchim Midnapur Regional Office

TWO BID SYSTEM

**TECHNICAL BID (BID-1) (page 1 to 10 only)**

**TECHNICAL BID MUST BE SEALED IN A SEPARATE COVER. IT SHOULD BE DROPPED IN THE TENDER BOX ALONG WITH SEALED COVER OF PRICE BID. THIS COVER TO BE SUPERSCRIBED "TECHNICAL BID FOR HIRING OF CAR FOR BANK USE OF Regional Manager, Bangiya Gramin Vikash Bank Pashchim Midnapur Regional Office"**

”

**Last date for submission of Sealed Tender: 17.11.2016 up to 3.00 PM**

**Opening of Sealed Tenders: 17.11.2016 at 04.00 PM**

Tender to be submitted to:

**THE REGIONAL MANAGER,  
Bangiya Gramin Vikash Bank, Pashchim Midnapur Regional Office, Kerani  
Tala, Post: Midnapur. Dist: Pashchim Midnapur-721101**

### NOTICE INVITING TENDER (NIT)

Sealed tenders are invited in TWO bid system for approved model of the vehicles (diesel) of not older than 5 years as on 31-03-2017 of make / model as mentioned in the tender, from the prospective contractors / hirers / car owners / firms recognized by the department of Tourism, Govt. of India / Govt. of West Bengal / Any other reputed public institution / Body and experience in supplying commercial vehicles /

cars / taxis to any state / central Govt. organizations or a large Public Sector Undertaking.

1	Name of the work	TENDER FOR HIRING OF A CAR (MONTHLY BASIS).
2	Cost of tender document. Tenders may be downloaded from the banks website <a href="http://www.bgvb.co.in">www.bgvb.co.in</a> free of cost.	WAIVED.
3	Date and Time where tender forms are available.	From 12-11-2016 to 16-11-2016 upto 5.00 PM for any other details/ information. Website details. <a href="http://www.bgvb.co.in">www.bgvb.co.in</a> PH: 03482-224602
4	Time and last date of submission of Tender	Up to 3.00 PM on 17.11.2016
5	Place & Address for submission of tender.	<b>THE REGIONAL MANAGER, Bangiya Gramin Vikash Bank,Pashchim Midnapur Regional Office,Kerani Tala,Post:Midnapur.Dist:Pashchim Midnapur-721101</b>
6	Date,Time and Place of opening of tenders.	At 4.00 PM on 17.11.2016
7	Validity period of the tender.	Three (3) Months.
8	Taxes	Rates quoted should include all Taxes, Octroi vat other charges like Transportation etc. However, I.T and services taxes if applicable shall be deducted at source while making monthly bills.

**Note:** Any additional details if required on case to case basis may be added/included.

The bank reserves the right to cancel or postpone the tenders at any stage without assigning any reason.

**Sd/-  
REGIONAL MANAGER**

## **TERMS AND CONDITIONS OF THE CONTRACT**

1. Tenderer offering the bid to hire the car to the Bank shall be referred to as car owner or contractor or vehicle owner hereinafter in the tender.
2. Lowest bidder shall be considered for award of the contract.
3. The acceptance of a tender will rest with the competent Authority, who does not bind himself to accept the lowest tender and reserves the right to himself the authority to reject any or all of the tenders received, without assigning any reasons. All tenders in which any of the prescribed conditions are not fulfilled, or are incomplete in any respect are liable to be rejected.
4. Technical bid and price bid should not be altered or changed or corrected. Any tender documents found altered / changed / modified / corrected in any form, tender stands canceled.
5. Tender containing any condition leading to unknown/indefinite liability, are liable to be summarily rejected. If at all any rebate(s) is/are to be offered the tenderer shall first quote his rates strictly on the terms and conditions stipulated in tender document and then show separately rebate(s) offered specifying the conditions for such rebate(s). Failure to follow this procedure will render the tender liable to summarily rejection.
6. Canvassing in connection with tenders is strictly prohibited and the tenders submitted by the contractors who resort to canvassing will be liable to rejection.
7. The tender should quote their (own) rates for hiring the car on monthly basis in the price bid only. Mentioning of the rates or amounts in any other part of the tender i.e technical bid stands the tender disqualified.
8. It will be obligatory on the part of the contractor to sign the tender documents for all the component parts and that, after the work is awarded, he will have to enter into an agreement with the competent authority in the bank.
9. All taxes including Sales Tax, Octroi, or any other statutory obligation / tax on services, work contract tax, turn over tax etc. in respect of this contract, as applicable, shall be payable by contractor. Service tax as applicable from time to time shall be paid by the bank.
10. No advance will be granted in any case.
11. Deduction of sources such as Income Tax / service tax etc shall be recovered as applicable as per Government Rules.
12. The contractors should visit the site to ascertain the working conditions and local authority regulations/restrictions if any and other information required for the proper execution of the contract.
13. Contractor may quote their own workable rate and need not take the estimated rate as base for any purpose.

14. All Expenses should be borne by the owner in case of breakdown of the vehicle including immediate replacement of the vehicle.
15. All the charges towards repair / servicing, salary of the driver, all maintenance charges, maintenance of up keep of the vehicles, all incidental charges for maintenance of the vehicles etc shall be borne by the car owner. The vehicle should be available for banks use in all hours in the month including all emergencies.
16. Actual parking toll charges / interstate / entry charges shall be reimbursed to the driver and the owner should arrange necessary money available with the driver.
17. The vehicle must be insured in all respects. All liabilities of any legal disputes, accidents, etc shall be borne/paid by the car owner.
18. Legal disputes, if any during the currency of the contract, shall be jurisdiction of Kolkata only.
19. The character antecedents of driver to be deployed should be properly verified and recorded and get verified with investigation or legal agencies.
20. The driver should wear neat uniform, proficient in speaking in local language, well mannered, courtesies, proven integrity, healthy personal habits and should carry a workable mobile with him and that too will always be in switched on status.
24. No compromise shall be made by the bank towards punctuality, obedience, promptness, alertness, behavior of the driver. In case of failure the bank reserve the right to cancel the contract without giving any notice.
25. The bank will not be responsible for any wrong entry/ wrong parking/penalties / challans of the vehicle/driver.
26. Log book to be maintained.
27. Diesel/petrol may be used as fuel.
28. Sub-letting of work is prohibited.
29. The tender is not transferable.
30. The car owner shall submit the bills within three days after completion of calendar month.
31. All payments shall be made by e-payment process only.
32. The colour photograph covering the front number plate of the car should be enclosed. Owner has to produce and show the performance and condition of the car as part of technical bid scrutiny. Failing to produce the car for verification, their tender stands rejected. All documents of the vehicle including comprehensive insurance in original to be available for examination.
33. All penalties/ taxes/insurances/ outstanding dues of any type (except loan for purchase of vehicle) payable to govt agencies and make fit the vehicle for free

and fair use without any obligations. Any pending outstanding liable the tender rejection.

34. AC functioning should be good and gas levels should be maintained satisfactory levels.
35. No mileage will be allowed for lunch/ night halt/ morning arrival/ tea/snacks/courtesy calls of the friends or relatives or entertainments of the driver at any station during contract period.
36. Monthly rent means calendar month rent i.e. 30 or 31 days. Which should include all running expenses, driver wages, maintenance charges for keeping of vehicle fit and good working condition etc.
37. Tender bids shall be opened in the presence of tender committee and the tenders who wish to be present at the time of opening.
38. Towels, napkins, air-fresheners shall be replaced at regular intervals and new set should always be reserved for using the vehicle for any top boss / visitors of the bank.
39. Oil change and water servicing should be done by the owner at least once in three months at their own cost.
40. The contract shall be for a period of one year initially and likely to renew further at the discretion of the bank.
41. Contract can be terminated giving one months notice from bank side or contractor side in case either of the party wish to conclude the contract on any reasons what so ever it may be.

**THE REGIONAL MANAGER,**  
**Bangiya Gramin Vikash Bank**  
**Pashchim Midnapur Regional Office**  
**Kerani Tala, Post: Midnapur,**  
**Dist: Pashchim Midnapur-721101**

## LIST OF APPROVED VEHICLES.

Vehicle should be of 2012 or later and AC model.

Models of vehicles: AMBASSADOR/TATA INDICA / SCORPIO/VISTA or equivalent.

### Eligibility criteria:

1. The car should be in good working condition and well maintained. It should be in excellent working condition mechanically as well as get up wise i.e outer body / upholstery should be of decent look.
2. The vehicle must have been registered with RTO and should have got permission for hiring to the bank.

### Penalties

S No	Details	Penalty in rupees per instance.
1	Late arrival beyond 30 minutes daily.	100.00
2	Beyond three delays in a week	500.00
3	Affaire / turnout of the driver a) In appropriate	250.00
	b)On repetition of the same beyond once in a week	500.00
4	Un-cleanliness of vehicle	250.00
	On repetition of the same beyond once in a week	500.00
5	Car not functioning –delay to arrange an good alternate same standard car for each day	500.00
6	Break down— delay to arrange an good alternate same standard car for each day	500.00
7	Recurrent mal function of vehicle and leading to disruption of the bank's function. – authority can terminate the contract if failing to arrange an alternate same standard car vehicle.	1000.00
8	Driver poor knowledge/ bad behavior	250.00
	On repetition of the same and the owner to replace the driver also, failing to do so, contract can be cancelled.	500.00
9	Drivers poor knowledge of route, each occasion	250.00
	On repeated failure of the same – driver t be can be changed otherwise contract can be cancelled.	500.00

SIGNATURE OF THE CONTRACTOR  
WITH SEAL

## DETAILS OF THE BIDDER AND DRIVER

1. NAME , ADDRESS OF THE BIDDER:
  
2. TELEPHONE NOS/ MOBILE NOS:
  
3. PERMANENT ADDRESS:
  
4. PAN DETAILS:
  
5. PERSONAL ID (ADHAR CARD)
  
6. BANK DETAILS:
  
7. BLUE BOOK DETAILS OF THE VEHICLE OFFERED:
  
8. MAKE, MODEL, COLOUR, OF THE VEHICLE:
  
9. YEAR OF THE VEHICLE:
  
10. DRIVER DETAILS:
  
11. NAME OF THE DRIVER:
  
12. DRIVING LICENCE DETAILS:



13. ADDRESS OF THE DRIVER:

14. TELEPHONE NOS OR MOBILE NO OF THE DRIVER:

15. ADDRESS OF THE OWNER WHERE DRIVER EARLIER WORKED:

ANY OTHER INFORMATION:

**THE REGIONAL MANAGER,  
Bangiya Gramin Vikash Bank,Pashchim Midnapur Regional Office,Kerani  
Tala,Post:Midnapur.Dist:Pashchim Midnapur-721101  
TENDERS FOR HIRING OF A CAR FOR THE BANKS USE.**

**NAME OF TENDER: HIRING A CAR FOR THE REGIONAL MANAGER,  
Bangiya Gramin Vikash Bank,Pashchim Midnapur Regional Office**

**TWO BID SYSTEM.**

**PRICE BID (page 10 to 11 only) (BID- 2)**

**PRICE BID MUST BE SEALED IN A SEPARATE COVER. IT SHOULD BE DROPPED IN  
THE TENDER BOX ALONG WITH SEALED COVER OF TECHNICAL BID. THIS COVER  
TO BE SUPERSCRIBED AS "TECHNICAL BID FOR HIRING OF CAR FOR BANK USE  
OF THE REGIONAL MANAGER,**

**Bangiya Gramin Vikash Bank,Pashchim Midnapur Regional Office  
Last date for submission of Sealed Tender: Before 17.11.2016 up to 3.00 PM**

**Opening of Sealed Tenders: 17.11.2016 at 4.00 PM**

**Tender to be submitted to:**

**THE REGIONAL MANAGER,  
Bangiya Gramin Vikash Bank,Pashchim Midnapur Regional Office  
,Kerani Tala,Post:Midnapur.Dist:Pashchim Midnapur-721101**

**PRICE BID**

**TENDER FOR HIRING OF A CAR ON MONTHLY BASIS TO  
BANGIYA GRAMIN VIKASH BANK.**

**NAME OF TENDER: HIRING A CAR FOR THE THE REGIONAL MANAGER,  
Bangiya Gramin Vikash Bank,Pashchim Midnapur Regional  
Office,Kerani Tala,Post:Midnapur.Dist:Pashchim Midnapur-721101**

SR NO	QUOTE FOR	AMOUNT
1	CAR RENT FOR CALENDER MONTH WHICH INCLUDES DRIVER SERVICE	Rs IN WORDS RUPEES

2	Fuel cost	Cost of one litre of Diesel per every.....KM of Journey.
3	Mobil/Lubricant Cost	Cost of one litre of Mobil per every.....KM of Journey.
4	DRIVERS CHARGES FOR WORKING BEYOND 7.00 PM and travels beyond 30 KM(Both inclusive)	Rs.            for each occasion/day IN WORDS
5	NIGHT HALT ALLOWANCE TO DRIVER IN CASE OF OVER NIGHT STAY (PER NIGHT)	Rs IN WORDS

The service tax as applicable shall be paid over and above the quoted rates. Taxes deduction at sources shall be made as applicable from time to time. DETERMINATION OF L1: LOWEST BID (L1) SHALL BE BASED ON THE QUOTED RATE FOR ITEM NO:1 ABOVE. IN CASE, THE QUOTED RATES FOR ITEM (2) TO (5) ARE HIGH, BANK RESERVE THE RIGHT TO NEGOTIATE OR CANCEL THE TENDER.

Seal and signature of the tenderer.