

Office of the Director,
West Bengal Judicial Academy,
AA-III/B-10, Rajarhat, New Town, Kolkata- 700 160
Tele-Fax - 033-2324-7303/033-2324-7304/033-2324-7306
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NIQ No.06/2018-19

Dated :02.07.2018

SUB. : INVITATION FOR SEALED QUOTATIONS FOR HIRING OF VEHICLES FOR REGULAR MONTHLY HIRING BASIS FOR THE OFFICE OF THE DIRECTOR, WEST BENGAL JUDICIAL ACADEMY.

Sealed quotations are invited from car service providers for regular monthly hiring basis for the office of the Director, West Bengal Judicial Academy, AA-III/B-10, Rajarhat, New Town, Kolkata-700160. The specification of hiring car is given below:

Sl. No.	Mass Emission Standard	Quantity of Vehicles	Category of Vehicles
1.	Bharat Stage –II /BS-III purchased on or after 01.05.2008 with Diesel/ LPG/CNG Engine	02 Nos.	Motor Cab / Maxi Cab with Engine Capacity less than / equal to /more than 2000 C.C. with Air-Condition

TERMS AND CONDITIONS:

1. **The Bid should be submitted as per notification no. 3564-WT/3M-81/98, dated 24.11.2008 of the Transport Department, Govt. Of WB.**
2. Financial bid and specification should be submitted in one sealed envelope.
3. Each bidder shall submit only one price quotation.
4. Each page of bid document should be self-attested by the bidders. *
5. The sealed envelope should clearly mention on the top – the memo no. and date of this notice in response to which quotation / tender is being submitted
6. Financial Bid should be Submitted as per enclosed format Annexure-A.

7. ELIGIBILITY CRITERIA :

- a. Self-attested Xerox copies of **valid Trade License, upto date car related documents, PAN Card, Copy of latest I.T. return** should be submitted along with the quotation. Original certificate may have to be produced at the time of the opening of the quotations.
- b. Only those firms who have experience at least for 2 years of providing car service in institutions/Govt. Organizations will be allowed to participate in the above mentioned job. Credentials should be submitted along with the quotation.

8. BID PRICE

- a. The prices shall be quoted in Indian Rupees only.
- b. The rates quoted by the bidder shall be valid for one year only from the date of contract and cannot be altered by the bidder under any circumstances.
- c. **The price should clearly state the rate inclusive all taxes and other charges.**
- d. Monthly rate is maximum for 10 hours a day and additional charge @ Rs. 20 per hour beyond 10 hours will be allowed. Fuel allowed for monthly hiring is 1 litre for 12 km in case of Motor Cab and Maruti Omni.
- e. The reporting place of all the vehicles would be West Bengal Judicial Academy, AA-III/B-10, Rajarhat, New Town, Kolkata-700160.
- f. Maximum fuel consumption per day per vehicle in monthly hiring system will be strictly in accordance with G.O No. 454-FB. Dt. 11th June 2008.
- g. Consumption of mobil oil @ 5 Litres per 2500 km run will be allowed in case of hiring of vehicle on monthly basis.

9. **VALIDITY OF QUOTATION/TENDER:** Quotation/tender shall remain valid for a period of 90 days from the date specified for submission.

10. No advance payment will be made to the selected supplier. Payment will be made by this office in monthly basis within 15 (Fifteen) working days, in receipt of bill along with log book properly signed by the Administrative Officer of West Bengal Judicial Academy.
11. Cost of road tax, insurance, and wages of driver and other incidental expenses in running and maintenance of car are to be borne by the vendor himself.
12. If the vehicle is out of order, the vendors shall provide substitute vehicle immediately. In case, the vehicle does not report at all, the West Bengal Judicial Academy will have a right to terminate the contract at once without assigning any reason.
13. Payment shall be made by the West Bengal Judicial Academy at the end of every month on the presentation of all bills in duplicate within a reasonable time. However, no interest is payable on delayed payment.
14. The driver running the car should have valid driving license and the vehicle should be registered under the Transport Dept. of the State Govt. A certificate to this effect should be provided. The driver of the vehicle must follow traffic rules and regulations prescribed by the Government from time to time.
15. The driver must observe all the etiquette and protocol while performing the duty. He must be neatly dressed, should wear proper uniform and must carry a mobile phone in working condition, for which, no separate payment shall be made by the West Bengal Judicial Academy.
16. The contract shall valid till the rate & conditions are revised by the Govt. Of West Bengal by notification / some explicit order. The office may terminate the contract after giving one month's notice at any point of time without assigning any reason thereof.
17. A daily record indication time and mileage for each vehicle shall be maintained separately in a log book.
18. After placement of order, the West Bengal Judicial Academy reserves the right to cancel/add/modify the whole order and/or any part thereof at any time.

19. EVALUATION OF QUOTATION/TENDER :

The West Bengal Judicial Academy shall evaluate and compare the quotation/tender determined to be substantially responsive i.e. which

- a. are properly signed; and
- b. confirm to the terms and conditions and specifications. The quotations would be evaluated separately.

20. AWARD OF CONTRACT :

- a. The West Bengal Judicial Academy will award the contract to the bidder whose quotation has been determined to be substantially technically responsive and who has been determined to be **substantially technically responsive and who has offered the lowest evaluated quotation price.**
- b. The West Bengal Judicial Academy reserves the right of acceptance or rejection of any quotation and to cancel the bidding process at any time prior to the award of contract without assigning any reason whatsoever.

21. Last date for the receipts of sealed quotations is **13.07.2018** on 16:00 hours and sealed quotations/tenders will be opened on 12:00 hours. in presence of the bidders or their authorized representatives on **16.07.2018** in the office of the Director, West Bengal Judicial Academy, AA-III/B-10, Rajarhat, New Town, Kolkata-700160.
22. **No ambiguity in the documents will be entertained.**
23. In case the bid opening date is subsequently declared as a holiday, the bid will be opened at the same time on next working day and the bid will also be accepted on the same day.

Sd/-
Administrative Officer
West Bengal Judicial Academy.
AA-III/B-10, Rajarhat, New Town, Kol-160

Enclosure :


- a. Annexure – A
- b. Annexure – B
- c. Declaration.

Memo No.264/1(6)/WBJA/Dev.-14/III/2016-17

Date-02.07.2018

Copy of notice is forwarded for information with a request to display the same on their office notice board :-

1. The Pay & Accounts Officer, PAO-III, Subhanna, Bidhannagar, Kol-64.
2. The Sub Divisional Officer, Bidhannagar, Administrative Building, Kol-91.
3. The Executive Engineer, PWD (Civil), Bidhannagar Division (East), Purta Bhawan, Salt Lake
4. The Executive Engineer, PWD (Electrical), Bidhannagar, Purta Bhawan, Salt Lake
5. Notice Board of West Bengal Judicial Academy.
6. The official website of WBJA.


Administrative Officer
West Bengal Judicial Academy
AA-III/B-10, Rajarhat, New Town, Kol-160
Administrative Officer
West Bengal Judicial Academy
AA-III/B-10, New Town, Kol-160

Annexure – A

SI No.	Mass Emission Standard	Quantity of Vehicle	Category of Vehicles	Monthly Hiring (in Rupees)	
				Per day	
				Maximum Rate/per Vehicle	Bid Price (per Vehicle)
1.	Bharat Stage– II/BS-III purchased on or after 01.05.2008 with Diesel / LPG/CNG Engine	02 Nos.	Motor Cab / Maxi Cab with Engine Capacity less than/equal to/more than 2000 CC with Air-Condition	₹ 525.00 / ₹ 590.00	

Authorized signatory of the bidder with seal

Annexure – B

After filling the appropriate box, this sheet will be provided with your quotation

Sl No.	Particular	Contained in page No. of the sealed quotation
1	Rate of vehicle hiring (Inclusive all)	
2	Copy of latest I.T. Return	
3	Valid Trade license	
4	PAN CARD	
5	Certificate of registration of the vehicle	
6	Certificate of fitness of car	
7	Experience certificate at least 2 years	
8	Any other document	

Authorized signatory of the bidder with seal

Declaration

I, Sri/Smt. _____, S/O, W/O, H/O, D/O, _____

resident of _____ hereby declare

that the paper and information adduced with this bid paper are true to my belief and correct. In future if any of such declaration is/are detected as false, I will be prosecuted as per rules. I offer the rate wilfully without any coercion. I shall abide by the terms and conditions of the above NIQ.

Signature of the bidder.