

**LIMITED TENDER : CORPORATE OFFICE/KOLKATA**

Sealed Tender on “Two Part Bids” (Technical & Financial) are invited from competent and well experience bidders for providing following services in or in relation to Corporate Office:

**Tender No.& Date**

**Scope of Service**

**CORP/COMM-201/2008  
February 13, 2008**

**Hiring of Non-AC Ambassador Cars  
(Details as per Annexure)**

- The offer has to be submitted in two parts basis. One containing the **Technical bid** and other containing the **Financial bid**. The Technical bid and Financial bid should be sealed in separate envelopes.
- The **Technical bid** should contain:
  - a) Copy of valid Trade License
  - b) Copy of Income Tax Clearance Certificate/PAN
  - c) List of existing clients with supporting documents
  - d) List of full details of cars upto one year from 1<sup>st</sup> Registration to be deployed along with copies of relevant Certificate of Registration/Smart Card.
  - e) Acceptance of Tender terms and condition
  - f) Copy of Service Tax Registration Certificate
  - g) Recent order copies of similar job with any Public Sector Organisation/Govt./Leading Private/Public Limited Companies
  - h) A declaration from the Vendor to be submitted confirming that proposed supply of vehicle would be always 1 year from the date of 1<sup>st</sup> registration.
- In the **Financial Bid** the hiring charges should be quoted on Per km. and Per hour basis with minimum charges per day for the Non AC Ambassador cars upto on year from 1<sup>st</sup> Registration.

The **Diesel price** with effective date in Kolkata linking with your offered price should be indicated. Hiring charges will be Rate/km or Rate/hour whichever is higher. Govt. Service Tax as applicable will be paid over and above the hiring charges.

- **Duration of the contract: 01.04.2008 to 31.03.2009** subject to satisfactory performance of the vendor.
- Payment would be made on monthly basis with normally 45 days credit terms after submission of clear bills with relevant documents including copy of relevant Registration Certificate/ Smart Card duly certified by Administration Department.

- The bidder should have sufficient vehicles (**minimum 5**) of model **upto one year from 1<sup>st</sup> registration** in their names and/or Firm's name for use as commercial vehicle.
- The **validity** of the offer should be minimum up to **31.03.2008**.
- Both the **sealed envelops** namely Technical bid and Financial bid should be kept in a separate envelope marked as **“Quotation for Hiring of Non-AC Cars”** and addressed to **The General Manager(C & M/MIS), Hindustan Cables Limited, 9, Elgin Road, Kolkata – 700 020**.
- The last date and time for submission of offer is up to **5:30 P.M on 26.02.2008**.
- Price bid will be opened only if the Technical bid is accepted by HCL
- Offers received over Fax/E-mail will not be considered.
- The Company reserves the right to accept or reject the tender without assigning any reasons thereof.

**DEPUTY MANAGER (COMMERCIAL)**

## ANNEXURE

### SCOPE OF SERVICES

- Ambassador **Non-AC Cars** to be provided by the Contractors always be strictly **upto 1 year old** from the date of 1<sup>st</sup> Registration. Number of Cars will be as per Company's requirement from time to time within **Kolkata/Howrah Jurisdiction**.
- All the cars should be in Road worthy, well maintained and have good upholstery with clean towels/seat cover and working fan. The conditions of the car are to be thoroughly checked before deployment of duty. The Driver on duty should possess a valid Driving License & all upto date papers which should meet all statutory requirements as per Govt. of W.B. MVD Guide lines including pollution free certificate.
- The Driver attending the Company's Duty should have well conversant with the Roads & street of Kolkata & Howrah and its surroundings and be well behaved, Courteous, Smart and Cleanly Dressed. If require the driver shall have to move out of station. In case of break down of the vehicle the replacement has to be arranged immediately.
- The Contractor should abide by all statutory requirements for running the hiring contract. The Company shall have no responsibility and no way be liable towards Taxes, Fees, cost of Diesel, Petrol, Mobile, Gear Oil, Lubricants, spares, Tyres & Tubes, other consumables, maintenance and salary to Driver or any other charges payable in respect of running the Car Hiring Contract except the Contract price.
- All the cars shall be provided with duty slip / log book as the case may be. The cars engaged in duty must be certified by users clearly indicating the car no., KM. reading and time on duty slip/ Log book as the case may be. The driver should be able to maintain the same independently with proper care. No overwriting shall be allowed in the car log book / duty slip.
- The car parking charges, Airport /Railway station entry fee / Toll tax will be reimbursed by the company on presentation of original receipts countersigned by the user. Under no circumstances such payment would be reimbursed without the signature of the users. It may be ensured that the drivers do not insist the user to pay the same.
- In normal practice Company's requirement time would be 24 hrs. in advance. However in case of urgency the contractor should ensure to provide cars even on short notice for which the relevant contract telephone/cell nos. have to be intimated to Administration Department.
- The contractors have to provide cars on Sunday/ Festival holidays (including Durga Puja) and even on odd hours if required. Payment shall be strictly in terms of the Contract and no extra charges shall be paid for such duty.
- The Company shall give no guarantee for minimum Km. or hour for any vehicle nor guaranteed minimum no of cars that will be taken on hire. The contractor shall have no claim against the company on account thereof. It should be clearly noted that the Company shall place the order as per actual requirements from time to time.

- The Contractors have to ensure the accuracy of meters in the vehicles provided to the company. The Company has the rights to get accuracy of meter checked and take necessary action accordingly. Regarding faulty meters penalty shall be imposed and the vehicles shall be replaced by the other vehicle. The vehicle of which the meter was found faulty shall not be taken back on duty.
  
- Distance in Km. will be calculated from Garage to the users point and back to Garage **on actual basis** subject to **maximum 20 km.** for both the way (i.e. 10 km. for one way). In case the Car is released any where other than the residence of the officers the return journey will be on actual basis. Similarly for calculating the hours, the **reporting time** from Garage to users point shall be on actual basis subject to maximum **30 minutes.** **Closing time** from user's point to Garage shall be on actual basis subject to maximum **30 minutes.** In case the Car is released any where other than the residence of the officers, the return journey time will be on actual basis.
  
- The Car may be spared two days in a month from respective users for servicing / maintenance if required and during the period the Contractor shall provide alternative Car. The age and rate of which shall be as per contractual terms. However Care should be taken to deploy same Car at same point as far as practicable.
  
- The copy of the **SMART CARD/Certificate of Registration** as required by Administration Department may please be given well in advance. In absence of such documents bills will not be cleared for payment.

**PRICE ESCALATION**

The price escalation linked with diesel price as on 1.04.2008 if any may be indicated with detailed breakup.

**PENALTY CLAUSE**

1) Placement of car of age beyond 1 year	Rs.500/-	Per incident
2) For non reporting as per instruction	Rs.200/-	Per incident
3) Break down of car on duty	Rs.100/-	Per incident
4) Abandonment of car on duty	Rs.100/-	Per incident
5) Placement of untidy car / car without cleaning towels / working fan	Rs.100/-	Per incident
6) For faulty meter	Rs.500/-	Per incident

The above Penalty amount if any would be deducted from the contractor's bills payable.