

**Office of the Principal Accountant General (Audit-II), West Bengal, 3rd MSO
Building, CGO Complex, DF Block, 5th floor,
Sector-I, Salt lake, Kolkata-700 064**

No: Record-I/Hiring of Insp. vehicle/154

Dated:09.03.2021

NOTICE INVITING QUOTATIONS

This office intends to hire two (2) vehicles for use as Inspection vehicles in this office. In this regard, sealed quotations are invited from reputed and registered transport operators having valid permit issued by the Regional Transport Authority for hiring of AC car on a fixed monthly rental basis subject to the fulfillment of the terms and conditions placed below: -

- 1) Car having registration preferably on or after January 2019 only will be considered for acceptance. Copy of the smart card should be provided. The car should be of make by Maruti Company (Swift Desire) or Toyota Company (Toyota Etios) having Fast Tag facility.
- 2) The car will be used 6 (six) days in a week.
- 3) Problem/defects/absence notified by this office must be attended to within 02 days, failing which 10% of hiring charge will be deducted from monthly bills for the subsequent days till the defects are rectified.
- 4) The car should always be neat, clean and well maintained. Periodical maintenance of the car will have to be carried out by the bidder for minimizing any breakdown owing to any technical snag during the duty hours.
- 5) If the car happens to be out of order for any reason, the concerned firm should provide another car of same quality and specifications as an alternative arrangement instantly and ensure that there is no disruption to transport arrangements/duties that have been assigned to the vehicles. In case of failure to make such alternative arrangement, actual expenses incurred in making that particular journey due to non-availability of the inspection vehicle, will be recovered from the bill of the transporter.
- 6) The owner has to engage the driver for the car who will be responsible for cleaning the car regularly apart from driving it. Besides, the driver has to be well mannered, well dressed and well trained having at least 5 years of driving experience in Kolkata city. Documents, in support, such as driving license of the driver etc. are required to be attached. Replacement of the driver, if any, shall be made only with the prior intimation to this office.
- 7) All types of repairing charges will be borne by the owner/supplier of the car.
- 8) Any type of additional charges by the way of road tax, service tax, payment to the driver will be borne by the owner/supplier of the car.

- 9) The bidder shall clearly mention the details of his experience in providing hired vehicles to other government offices along with period of the contract such an experience shall be given preference.
- 10) Photocopies of 3rd party Insurance Certificate, Certificate of fitness (C/F), tax token, Income Tax clearance, Trade license, GST registration/PAN card and Pollution clearance certificates against the supplied car are required to be submitted along with the quotation.
- 11) The normal duty hour of the drive will be from 9 A.M. to 9 P.M. for 6 (six) days in a week. However, on requisition the car should be provided for use on weekly holidays.
- 12) Monthly rental charges shall be quoted for a minimum run of 1500 kms per month (excluding dead mileage) Monthly run in excess of the above ceiling will be paid for at rate per km basis. Separate rate is to be quoted for the run in excess of the monthly limit.
- 13) Rates quoted by the bidder will be inclusive of all applicable taxes. The rate quoted shall be inclusive of cost of all consumables, fuel and lubricants, etc.
- 14) Overtime charge will be paid to the driver for rendering duties beyond 12 hrs. Overtime charge will have to be quoted separately.
- 15) Overtime charge for extra duty days (beyond 6 days a week) is to be quoted separately. Besides, the night allowance charge is also needed to be quoted.
- 16) Dead mileage, i.e. the distance between garage of the hired vehicle and regular place of reporting/release of 5 kms (each way) will be allowed and the time between garage and regular place of reporting/release will be allowance for 30 minutes daily.
- 17) Hour(s) and kilometer(s) will be reckoned on actual time of reporting for duty & release from duty. The cars may be asked to report at various places within Kolkata city as per requirement and travel to the adjoining districts of West Bengal.
- 18) The quoted rates must remain valid for one year and the contract may be extended beyond a period of one year, if amicably agreed between the office and the transporter. The bidder shall categorically mention the number of vehicles, agency/he/she intends to provide under the contract.**
- 19) Payment will be made through RTGS mode only on production of monthly bill in triplicate along with duty slip. Successful bidder shall have to furnish duly

- filled in Mandate form mentioning therein details of the Bank Branch, duty endorsed by the respective bank, copy of IT return and GST certificate.
- 20) The contract is liable to be terminated at any time without assigning any reason thereof to the bidder.
- 21) Any dispute shall be brought to the notice of the Senior Deputy Accountant General (Admn.) for redressal.
- 22) The bid shall be quoted in letter head and to be submitted in sealed envelop superscripting "Quotation for providing Inspection Vehicles" addressed to the Senior Audit Officer (Record), O/o the Principal Accountant General (Audit-II), West Bengal, 3rd MSO Building, CGO Complex, DF Block, 5th floor, Salt Lake, Kolkata-700064.
- 23) Quotations may be dropped personally in the drop box placed in front of the room of Sr. Audit Officer (Record) upto 12 P.M. on 22.03.2021 which will be opened on 22.03.2021 at 3 P.M. in this office in presence of the tenderers or their authorized representatives. Quotations sent by post or courier will not be accepted.
- 24) Incomplete quotations will be rejected outright. Decision of this office shall be final and abiding upon the bidders.
- 25) For detailed information & any clarification, the intending quotationers will have to contact the undersigned (Phone No. 2358 6886/92, Extn. 215) on any working day within the stipulated date as mentioned above. In case of sudden closure of office beyond the control, the last date & time as indicated above, shall be extended up to the next working date.

Riddhiman
09/03/21

Sr. Audit Officer (Record)
Office of the Principal Accountant General
(Audit-II), West Bengal,
3rd MSO Building, CGO Complex, DF Block, 5th Floor,
Sector-I, Salt Lake City, Kolkata-700 064
Telephone No. 033-23347856, Fax : 033- 2334 7854

Record-I/Hiring of Insp.Vehicle /2020-21/ 154(1-14) I

Date: 09.03.2021

Copy forwarded to –

09 MAR 2021

1. The Sr. Audit Officer (EDP), O/o the Pr. A.G. (Audit-II), W.B., C.G.O. Complex, 5th Floor, 3rd M.S.O. Building, DF Block, Salt Lake, Kolkata-700064 for uploading in the official website.
2. The Sr. Accounts Officer (Record), O/o Pr. the Accountant General (A & E), West Bengal, Treasury Building, Kolkata-700 001.
3. The Sr. Audit Officer (Record), O/o the Pr. Accountant General (Audit-I), West Bengal, Treasury Building, Kolkata-700 001.
4. The Sr. Audit Officer (Record), O/o the Director General of Audit (Central), G.I. Press Building, Kolkata – 700 001.
5. The Sr. Audit Officer (Admn.); O/o the Pr. Director of Commercial Audit and Ex- Officio Member, Audit Board-I, 1, Council House Street, Kolkata – 700 001.
6. The Sr. Audit Officer (Record/Admn.), O/o the Director General of Audit, 10/A, Shaheed Khudiram Bose Road, Ordnance Factories, Kol-700001.
7. The Sr. Audit Officer (Record/Admn.), O/o the Pr. Director of Audit, (Scientific Department), Kolkata Branch, 2nd M.S.O. Building, 6th floor, Nizam Palace, 234/4 A.J.C. Bose Road, Kol-20.
8. The Sr. Audit Officer (Record/Admn.), Pr. Director of Central Audit, MAB-IV, 4th floor, 27, Mirza Ghalib Street, Kol-700 016.
9. The Sr. Audit Officer (Record/Admn.), O/o the Pr. Director of Commercial Audit and Ex- Officio Member, Audit Board-II, Old Nizam Palace, 1st floor, Kol-700 020.
10. The Sr. Audit Officer (Record); O/o the Pr. Director of Audit, South Eastern Railway, 11, Garden Reach Road, Kol-700 043.
11. The Sr. Audit Officer (Record); O/o the Pr. Director of Audit, Railway Production Units and Metro Railway, NKG Building, 5th floor, 14 Strand Road, Kol-700 001.
12. The Sr. Audit Officer (Record); O/o the Pr. Director of Audit, Eastern Railway, New Koilaghata Building, 5th floor, 14 Strand Road, Kol-700 001.
13. The Sr. Audit Officer (Record/Admn.), O/o the Pr. Director Regional Training Institute, C.G.O.Complex, 3rd M.S.O. Building, 5th floor, A wing, DF Block, Salt Lake, Kolkata-700064.
14. Copy for display in the Notice Board of this office.

Siddhikan
09/03/21
Sr. Audit Officer (Record)