## IN THE HIGH COURT AT CALCUTTA Appellate Side

## NOTICE INVITING QUOTATION [ PPC/13/N.I.Q/14-15 ]

Sealed Quotations [strictly in the format provided hereunder at Annexure 'A'] are invited from all interested and <sub>experienced</sub> firms/companies/individuals etc. for hiring of vehicle **(non-AC Cars)** in both monthly hiring and casual hiring.

Before submitting Quotations, willing participants must read the Terms & Conditions of the present Notice carefully. Submission of Quotations will be construed as their acceptance of all such Terms & Conditions.

The last date for submission of Quotations is **14.7.2014**.

#### 04.07.2014

## Deputy Registrar (Accounts), A.S

## **TERMS & CONDITIONS**

- A. **ELIGIBILITY:** All reputed and experienced firms/companies/ individuals etc. may participate in the process. However, participants must have to provide sufficient documentary proof of their experience on letting non-AC cars on hire at Government-approved rates.
- B. **LAST DATE**: No Quotations, irrespective of whether submitted by hand or sent by post/courier, will be accepted after **16-00 hours of 14.07.2014.** Copy of PAN and Trade Licence must be submitted with Quotation.
- C. **GENERAL**:
  - i. Quotations must be submitted in sealed **('gala'-sealed)** envelopes. Envelopes which are merely pasted with adhesives/closed with adhesivetapes/stapled will not be considered and/or will be summarily rejected.
  - ii. Willing participants submitting Bids must provide written declaration, at the end of Quotation, that : "I do hereby solemnly declare that I have read & understood the terms of the Notice bearing number PPC/13/N.I.Q/14-15 dated 4.7.14, and I accept all such terms. If selected, I shall strictly adhere to all such terms and conditions, and in case of any subsequent default on my part or on the part of my nominated/appointed persons, the Hon'ble Court may take appropriate punitive actions." Quotations must be properly sealed, stamped and must have legible signature with date.
  - iii. Participants must specify the address(s) of their office(s) and/or residence(s) as well as Contact Number(s) [e.g Mobile, Telephone, Fax etc.] for the purpose of quick communication in the event of urgency.
  - iv. Rates must be valid for 12 (twelve) months from the date of the instant Notice.
  - v. Canvassing on the part of any participant will render cancellation of its Quotation.
  - vi. Competent Authority of this Hon'ble Court may cancel the process, in whole or in part, without ascribing any reason whatsoever.
  - vii. Cars offered should comfortably accommodate 4 (four) persons apart from the driver, and must be in good condition and road-worthy.
  - viii. Cars offered must have all necessary papers like R.C Book, up-to-date Tax Token and Registration Certificate, C.F, Pollution Certificate.

- ix. Drivers of the cars offered must not have any inappropriate antecedents, and must have valid Driving Licence and Mobile.
- x. In case of any break down of cars, alternative cars of similar/identical model should have to be provided. In case of absence of any Driver, substitute Driver must be provided.
- xi. Reasonable penalty may be imposed for late arrival of cars, and for any delinquency on the part of the participant, including its nominated drivers.
- xii. Selected participant should have to submit a Bio-Data containing Name, Father's Name, Date of Birth, Permanent Address, Present Address, Contact Number, Alternative Contact Number, along with copies of Driving Licence, Voter I.D Card and 1 (one) recent Passport Size Colour Photograph, with the office of Deputy Registrar (Protocol).
- xiii. The selected participant shall claim approved hiring charges and the bill of every month must be submitted within the 15<sup>th</sup> day of the succeeding month.
- xiv. Strict actions will be taken if any driver is found in inebriated state, or if, on any occasion, the behavior of any driver is found inappropriate, or in case of delinquency by any driver.
- xv. The Competent Authority of this Hon'ble Court reserves the right to terminate the service of the selected participant at any point of time by serving 1 (one) week's Notice.

# <u>ANNEXURE – 'A'</u>

Category & Type	Offered Car Model and Year of Purchase	Maximum Rate per km per Car *	<b>Rate</b> per km per Car	Maximum Rate per hour per Car *	<b>Rate</b> per hour per Car	Maximum Hire per day per Car *	<b>Rate</b> per Hour per Car
Standard Non- AC BS-III, purchased on or after 01.05.2008 (Diesel/LPG/ CNG)		Rs 13 per km per Car		Rs 75 per Hour per Car		Rs 475 per day Per Car	
Standard Non- AC BS-II purchased on or after 01.05.2005 (Diesel/LPG/ CNG)		Rs 12 per km per Car		Rs 70 per Hour per Car		Rs 465 per day Per Car	

## FORMAT OF QUOTATION

\* Maximum Rate(s) are the Rates approved by the Government of West Bengal. Willing participants may quote the Maximum Rate(s), or Rates lower than the maximum Rate(s). In no case, any rate which is higher than the said approved Maximum Rate will be allowed.

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