



PASCHIM BANGA GRAMIN BANK
HEAD OFFICE: Natabar Paul Road,
Chatterjee Para More, Tikiapara,
Howrah- 711 101, Phone No.: 18003450222

Date-16/12/2023

TENDER NOTICE FOR HIRING OF VEHICLE SERVICES

Sealed tenders are invited for hiring of vehicles as per the terms and conditions. Tenderer may be Individual/sole proprietor /partnership firm/ company.

The period of contract will be for an initial period of two years from the day when the letter of commencement is issued in this regard, which shall be treated for all practical purposes as the date of the commencement of the contract.

Key Events and dates

S.no	Key Event	Date
1.	Last Date for Submission of Bids	30-12-2023, Saturday before, 03:00pm.
2.	Tentative Date of opening of Bids	30-12-2023, Saturday, 04:00pm.
3.	Venue for opening of bid	Paschim Banga Gramin Bank, Head Office

1. General conditions

1. There should be a first aid box, dustbin, GPS navigation system and air freshener spray in all vehicles.
2. Period of Contract shall be one(1) years from the date of acceptance. However the Bank may terminate the contract at any point of time by serving one month notice.
3. Fuel type –Diesel, petrol and CNG Gas kits are allowed as a fuel in any vehicles as per govt. norms.
4. In the case of electric vehicles, contractor should make his own arrangements for charging the vehicle at his cost.
5. The driver should be well conversant about West Bengal and other routes and must carry the mobile phone with him for which, no separate payment shall be made by the Paschim Banga Gramin Bank. The driver(s) should come on duty in uniform.
6. The agency/individual should abide by all statutory requirements for running the vehicle on contract and Paschim Gramin Bank will in no way be liable towards taxes, fees, penalties cost of fuel, and salary to drivers, maintenance or any other charges payable except the contract price, parking charges and toll tax, if any.
7. The vehicle should have necessary permits from the transport Dept. /Authority. Paschim Banga Gramin Bank will not be responsible for any challan, loss, damage and accident to the vehicle or any other vehicle or injury to anybody.
8. The vehicle on hire shall be available at all time including Saturdays, Sundays and public holidays.
9. Duty hours: 12 hours (preferably from 09:00am to 09:00pm) Overtime will be paid @Rs.100.00 per hour duly certified by concerned Bank official.
10. The contractor should have enough resources to repair their cars in minimum possible time. When required, they should be in a position to substitute/replace or arrange extra vehicle at very short notices by his own. In case the vehicle is found not to be in working condition, it shall be returned for immediate replacement. In case no replacement is provided on time, this office would have a right to hire a vehicle from the market and



the additional cost incurred by this office will be borne by the contractor.

11. The AC vehicles should have functional AC as well as heating system.
12. Contractor shall comply with all statutory Acts, labour laws/regulations/motor vehicle Act etc.
13. All legal obligations which include insurance, pollution control, road tax & other compliances shall be complied by the contractor & Paschim Banga Gramin Bank will not take any responsibility in this regard.
14. The vehicle should have the comprehensive insurance of vehicle, driver and passengers etc. to cover the risk during the contract period. In case of any accident, all the claims arising out of it shall be met by the contractor and no claim whatsoever shall be borne by Paschim Banga Gramin Bank. A copy of the current insurance policy should be submitted.
15. In case of any dispute of any kind and in any respect whatsoever, the decision of General Manager; GAD, Paschim Banga Gramin Bank shall be final and binding.
16. The contractor shall not engage any sub-contractor or transfer the contract to any other person.
17. It is obligatory for the contractor that drivers are paid at least minimum wages according to minimum wages fixed by the govt. of India from time to time.
18. Paschim Banga Gramin Bank shall not be responsible for any accidents or other legal issues associated with the hired vehicle and the service provider should furnish an affidavit to the effect prior to signing of the agreement.
19. The Service Provider must abide by all rules, regulation, guidelines in force in the operating States/UTs with respect to running a transport agency.
20. In case of any breakdown of vehicle on duty, the service provider shall make arrangement for providing another vehicle. In such a case, mileage from garage to the point of breakdown would not be paid.
21. A daily record indicating time and journey for each vehicle shall be maintained in a log - book which should be submitted to the concerned officer of this Office for scrutiny & payment of the bills.
22. The service provider will provide a maximum of 1500KMS. run on monthly basis and journey beyond the limit of 1500KMS. run in any particular month will be paid additionally, by the Bank @ Rs.12.00/- per KM. basis.
23. Maximum limit of monthly car hiring charges acceptable to the Bank is Rs.35000.00 (Rupees Thirty five thousand only).
24. The car will move in the state of West Bengal, preferably in Kolkata, Howrah, Hooghly, Purba Bardhaman, Paschim Bardhaman, Birbhum, and other districts as per requirement of Bank officials.
25. Rate should be quoted in following manners:

Type	Pickup Location
Car 1	Bally ; Howrah
Car 2	Gariahat,;Kolkata
Car 3	Newtown ;Kolkata

Note: Tender participants can quote rate for single car/more than one car also.

26. Total numbers of car to be hired 3(Three).
- Specifications of Car to be hired on monthly basis:** Commercial New A.C. car(A.C. Maruti Swift Dzire/Hyundai Xcent, Maruti WagonR, Maruti Swift, Maruti Celerio, Tata Tago, Tata Zest and Hyundai Grand i10 cars) not more than 5 years old.
- Interested reputed vendors/car hiring service providers may submit application(s) alongwith:-

- a) KYC(owner & driver), Registration, Trade License/URC CIBIL, commercial permit and all other related papers about the business house.
- b) Credentials /past experience certificate(s) in the same field, if any, acceptable to the Bank.
- c) All related papers of the car like registration, insurance, pollution, tax etc. acceptable to the Bank.



Penalties

S.N.	Causes of Penalties	Amount (`)
1.	Driver with good credential	
2.	For late reporting per occasion	Rs. 200/- per hour or part thereof
3.	Unclean or non-road worthiness of vehicle deployed	Rs. 500/- per incident
4.	Misbehaviour of driver/not followed instruction of Paschim Banga Gramin Bank	Rs. 250/- per incident/cancellation of contract.
5.	Non functional of A/C or heating system	10 % per trip

The decision of Paschim Banga Gramin Bank, on all types of penalties, shall be final and binding on the firm.

The Bank reserves the right to reject any/all applications received in response to this notice without assigning any reason thereof.

2. Quotes

The tender is **"Two Envelope Concept"** (Envelope No.1-Technical bid, Envelope No.2-Financial bid).

Envelope No.1-Technical bid- as per Proforma A

Envelope No.2- Financial Bid- The actual price quote in Proforma - B.

3. Mode of submission of quote

Technical bid shall be placed in a sealed cover super scribed **"Envelope -1 Technical Bid for Tender dated 16/12/2023"** and Financial bid in a separate sealed cover super scribed **"Envelope - 2-Financial bid for Tender dated 16/12/2023"** with full postal address, phonenumber, mail ID of the tenderer.

Both these sealed envelopes (Envelope - 1 and 2) shall be enclosed in a single large sealed cover super scribed **"Quote- Tender dated 16/12/2023"** with full postal address, phone numbers, mail ID of the tenderer.

This should be sent to the following address by hand.

The

General Manager:

General Administration Dept,

Paschim Banga Gramin Bank,

Head Office, : Natabar Pal Road, Chatterjee Para

More, Tikiapara, Howrah-711 101

Other Terms and Conditions

The quotes containing the price per item as per the above conditions along with all enclosures mentioned above should reach to the Bank to the address shown above on or before 30-12-2023 Saturday before 03:00pm.


General Manager





PASCHIM BANGA GRAMIN BANK
Head Office

Bid Format

To

The General Manager
Paschim Banga Gramin Bank
Head Office

Sub: Submission of Tender for hiring of vehicle services.

Sir,

With reference to your tender dated _____,
address and contact details are as under:

Detailed

I submit herewith my tender for your kind consideration please. I have read the terms and conditions and enclosed documents and instructions given in the tender document.

Yours faithfully,

Date:

()
Telephone No.....
Mobile No.....

Enclosures –

1. Copy of Trade license/URC Registration.
2. Copy of PAN ,Aadhar,CIBIL, & car document mentioned in tender notice.
3. Proforma – A – Technical Bid
4. Proforma – B – Financial Bid



PASCHIM BANGA GRAMIN BANK

Head Office

PROFORMA-A TECHNICAL BID

1.Name of the Tenderer	
2. Address	
3. Name of the Contact Person	
4. Address	
5.Contact Number	
6.Alternate Contact Number	
7. E-mail Id	
8.Status of GST Registration/URC	Registered / Unregistered
9. GST Registration Number (Enclose Copy of GST Registration Certificate & GSTR-3Bform) *	
9. PAN Number (Enclose copy)	
10.Date of inception of Business	

11.Experience and Expertise in the field		
12. Details of Existing Clients with contact details	1. 2.	
14. Bank Details	Name of Bank	
	Branch Name	
	Acc. Number	
	IFSC Code	
	Branch e- mail	

18. Vehicle Details							
Sl No	Reg. No	Registration Date	Distance Travelled (Odometer Reading)	Model	Insurance valid Up to	PUCC valid Upto	Fitness valid upto

Declaration

I/We declare that all the above information furnished is correct.

Place :

Seal

Signature

Date :

(Name of Person signing & Designation)



PASCHIM BANGA GRAMIN BANK
Head Office

PROFORMA –B
FINANCIAL BID

1. Name of the Tenderer :

2. Address :

3. Rate Details

Category	Usage	(Rates in Rs.) Amount up to 1500 km excluding GST. and all other taxes per vehicle.		
		Car 1	Car 2	Car 3
Vehicle (Not more than 5 Years old)	To be used up to 30/31 days subject to maximum of 1500 KMS. in a month.			

Place :
Date :

Seal

Signature
(Name of Person signing & Designation)