



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 the 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:

SL.NO	KEY EVENT	DATE
1	Last date for submission of Bids	20.04.2024, Saturday before 03.00p.m.
2	Tentative date of opening of Bids	20.04.2024, Saturday, 04.00 p.m.
3	Venue for opening of bid	Paschim Banga Gramin Bank, Regional Office Howrah 58/1Asim Roy Sarani (Kantapukur,3 rd bye lane),2 nd floor, P.S.: Bantra, P.O. Kadamtala ,How-711101

General conditions:

1. There should be a first aid box, dustbin, GPS navigation system and air freshener spray in the vehicle.
2. Period of Contract shall be two (2) years from the date of acceptance. However, the Bank may terminate the contract at any point of time by serving one month's notice in advance.
3. Fuel type -Diesel, petrol and CNG Gas kits are allowed as fuel in any vehicles as per govt. norms.
4. In the case of electric vehicles, the 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 Paschim Banga Gramin Bank. The driver should come on duty in uniform.
6. The agency/individual should abide by all statutory requirements for running the vehicle on contract and Paschim Banga 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 the 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, 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 able to substitute/replace or arrange extra vehicles at very short notice on their 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 the 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 a 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 comprehensive insurance for the 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, the decision of the Regional Manager, Howrah Region, 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 prior to signing the agreement.
19. The Service Provider must abide by all rules, regulations, and guidelines in force in the operating States/UTs regarding running a transport agency.



20. In case of any vehicle breakdown on duty, the service provider shall arrange for another vehicle. In such a case, mileage from garage to the point of breakdown would not be paid.

21. A daily record indicating the time and journey of the vehicle shall be maintained in a log- book which should be submitted to the officer concerned of this Office for scrutiny & payment of the bills.

22. The service provider will provide a maximum of 2000KMS. run on monthly basis and journey beyond the limit of 2000KMS. run in any 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.30000.00 (Rupees Thirty 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 the requirement of Bank officials.

25. Total numbers of cars to be hired 1(One).

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 Tiago, Tata Zest and

Hyundai Grand I10 car) not more than 5 years old.

Interested reputed vendors/car hiring service providers may submit application along with:

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

1. Penalties:

SL.NO	CAUSES OF PENALTIES	AMOUNT(Rs.)
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	Misbehavior of driver / not followed instruction of PBGB	Rs.250/- per incident /cancellation of contract.
5	Nonfunctional of A/C or heating system	10% per trip.

The decision of Paschim Banga Gramin Bank, on all types of penalties, shall be final & 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 20/04/2024" and financial bid in a separate sealed cover super scribed" Envelope - 2-Financial bid for Tender dated 20/04/2024" with full postal address, phone numbers, 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 20/04/2024" with full postal address, phone numbers, mail ID of the tenderer.

This should be sent to the following address by hand.

The

Regional Manager:

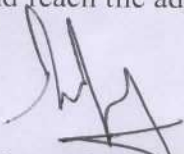
Paschim Banga Gramin Bank, Regional Office Howrah

58/1Asim Roy Sarani (Kantapur,3rd bye lane),2nd floor, P.S.: Bantra, P.O. Kadamtala ,How- 711101

Email ID : howrahro.rm@pbgb.co.in & howrahro.acct@pbgb.co.in

Other Terms and Conditions:

The quotes containing the price per item as per the above conditions along with enclosures mentioned above should reach the address shown above on or before 20-04.2024 Saturday before 03:00pm.

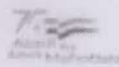


Regional Manager

Paschim Banga Gramin Bank, Regional Office Howrah

Bank for U - Banking for All





PASCHIM BANGA GRAMIN BANK
REGIONAL OFFICE HOWRAH
58/T ASIM TOLY SARANI 2ND FLOOR 1ST BANERA
PO KADAMTALA HOWRAH - 711101
EMAIL: HOWRAHRO@PBGB.CO.IN

Bid Format

To

The Regional Manager

Paschim Banga Gramin Bank

Regional Office Howrah

Sub: Submission of Tender for hiring of vehicle services.

Sir,

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

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.

Date:

Yours faithfully,

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

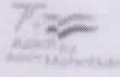
Telephone No.....

Mobile No.....





PBGB



PASCHIM BANGA GRAMIN BANK
REGIONAL OFFICE HOWRAH
5B/1 ASIM ROY SARANI 2ND FLOOR PS BANTRA
PO KADAMTALA HOWRAH 711101
EMAIL: HOWRAHRO@MGPBGB.CO.IN

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-3B FORM)		
10	PAN NUMBER (ENCLOSE COPY)		
11	DATE OF INCEPTION OF BUSINESS		



12	EXPERIENCE AND EXPERTISE IN THE FIELD		
13	DETAILS OF EXISTING CLIENTS WITH CONTACT DETAILS		
14	BANK DETAILS	NAME OF BANK	
		BRANCH NAME	
		ACC.NUMBER	
		IFSC CODE	
		BRANCH E-MAIL	

Declaration

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

Place:

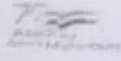
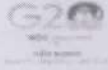
Seal

Signature

Date:

(Name of Person Signing & Designation)





PASCHIM BANGA GRAMIN BANK
REGIONAL OFFICE HOWRAH
58/1 ASIM ROY SAHANI 2ND FLOOR PS BANTRA
PO KADAMTALA HOWRAH 711101
EMAIL: HOWRAHRO@PBGB.CO.IN

PRORORMA – B (FINANCIAL BID):

1. Name of the Tenderer:
2. Address:
3. Rate Details:

CATEGORY	USAGE	(Rates in Rs.) Amount up to 2000 km excluding GST. & all other taxes per vehicle.
VEHICLE (NOT MORE THAN 5 YEARS OLD)	TO BE USED UP TO 30/31 DAYS SUBJECT TO MAXIMUM OF 2000 KMS. IN A MONTH	

Place:

Seal

Signature

Date:

(Name of Person Signing & Designation)

Bank for U - Banking for All

