

LIMITED TENDER : CORPORATE OFFICE/KOLKATA

Sealed Tender 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-201/2011
May10, 2010**

**Hiring of Non-AC/AC white coloured
Ambassador/Indica cars
(Details as per Annexure)**

- The offer should be accompanied with following documents:
 - a) The Price should be quoted as under:

Type of Hired Cars	Details of Car	Rate/ Hour	Rate/ Km.	Minimum charges
Non AC Ambassador car	Colour-White Age- upto 3 years from 1 st Registration			
AC Ambassador car	--do--			
Non AC Indica car	--do--			
AC Indica car	--do--			

Service Tax: Please indicate the applicability of present Cab Service Tax rate over the above prices.

Please also indicate that the above prices are linked with Diesel price of Rs..... as on..... in Kolkata.

Price Escalation/De-escalation if any for change in Diesel price may be indicated separately.

- b) Copy of valid Trade License
 - c) Copy of Income Tax Clearance Certificate/PAN
 - d) List of existing clients with supporting documents
 - e) List of available cars of age upto 3 years from 1st Registration with copies of Smart Card.
 - f) Acceptance of Tender Terms and Condition
 - g) Copy of Service Tax Registration Certificate
 - h) A declaration from the Vendor to be submitted confirming that all requisition of cars upto age 3 years from 1st Registration will be made as and when required basis.
- Duration of the contract: Initially the Contract would be for one year which can be extended further subject to satisfactory performance of the Vendors and the discretion of the Company.
 - 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 **validity** of the offer should be minimum up to **30.06.2011**.
 - The **sealed envelop** superscribing “**Quotation for Hiring Cars**” to be addressed to **The Manager(TKP), 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 24.05.2011**.
 - 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

- 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 & streets 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 Vendor 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 Vendor has to provide cars on Sunday/ Festival holidays 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 Vendor 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 Vendor has 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 Vendor 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.

PENALTY CLAUSE

In case of non reporting of cars as per requisition of the Company following penalty to be imposed:

- a) Rs.300.00 per incident in case without 1 day prior intimation.
- b) Rs.200.00 per incident in case 1 day prior indication.

However, the same would not be applicable on Force Majeure situation.