



GOVERNMENT OF WEST BENGAL
OFFICE OF THE SUPERINTENDENT
INSTITUTE FOR MENTALCARE
PURULIA.

Memo No. 72/IMC/STORE

Date: 11.11.2020

Notice : Inviting Rate quotation

Sealed rate quotation are hereby invited from the owner of the vehicle who deals in or adept in providing hiring service of the vehicle to any office or any private party or from bona fide outsiders under the following terms & conditions for one year.

SI No	Specification of the Vehicles required	Quantity	Rate offered as per Notification No 3564 - WT/3M-81/98 dated 24.11.2008 of the Transport Department, Govt. of West Bengal	Rate to be quoted by the tender
1.	B.S.-IV Purchased on or after 01.04.2017 with diesel engine. Engine Capacity more than 2000CC (With AC) Any vehicle having above specification manufactured within or outside India. (No revision in respect of specification, size, engine, capacity and quality of the body shall be allowed after the manufacture except those are incidental in nature) Preferably New Model Bolero	01 (One)	Per day 590/- (Rupees Five Hundred Ninety Only). Consumption of fuel 01 ltr. Diesel per 10 km	Rate to be quoted in the shape of "above/at per/less in %age of the rate offered in column no. 4 of this table. No prayer for revision in respect of consumption of fuel shall be entertained.

Terms & Conditions :

1. Rate shall be inclusive of all i.e. insurance claim, tax levied on the vehicle, charges for pollution certificate, charges for rendering certificate of fitness, etc.
2. It is desirable that the vehicle should possess the commercial license.
3. Last date of submission of rate quotation in the proforma as annexed with this notice with all other self attested documents is within 01.00 pm on **27.11.2020** in the office of the Superintendent Institute for Mental Care, Purulia and the same shall be finalized at 03.00 pm on the same day.
4. The photocopy of the valid (i) Certificate of Registration of the vehicle, (ii) Certificate of fitness, (iii) Pollution Certificate, (iv) Tax Token, (v) Insurance Certificate shall be required to be submitted along with the tender paper.
5. **If the willing candidate intends to provide new vehicle if he is selected for the hiring, he shall submit an**

affidavit in Ten Rupee Non Judicial Stamp Paper along with tender paper to the effect that he shall provide the vehicle to the office along with the papers mentioned in Sl. No. 4 above within 15 days of work cum supply order issued.

6. In case of Syndicate of transporters, the photocopy of valid Memorandum of Association shall be required to be submitted along with the tender paper.
7. In case of Co-operative of transporters, the photocopy of valid (i) Memorandum of Association, (ii) Society Registration Certificate, (iii) Latest Audit Report conducted by the Statutory Authority shall be required to be submitted along with the tender paper.
8. The vehicle shall be registered in any district of West Bengal.
9. The offer in respect of the vehicle registered outside this State shall summarily be rejected.
10. Income Tax and other incidental charges shall be levied from the bill as per I.T. Act, 1961 and other relevant Acts & Rules. The rates and procedures shall be revised as the parent Acts, Rules, Orders will be revised time to time.
11. In case of lessee of a vehicle, the photocopy of valid proper deed with the owner of the vehicle shall be required to be submitted along with the tender paper.
12. No repair charge either in petty or heavy nature, no charges due to the breakage of vehicle during (i) accident, (ii) normal circumstances and (iii) 'Bandh' or 'Hartal' shall be given.
13. No demurrage charge/ repair charge shall be given to the contractor due to the damage inflicted to the vehicle due to explosion/ fire/ natural calamities.
14. No washing charge of vehicle, no charges for removal of dent shall be paid to the contractor.
15. During any accident any compensation to the public in the shape of causing injury to (i) any public, (ii) any cattle, (iii) any permanent/ temporary structure shall be borne by the contractor himself.
16. The driver shall be provided by the contractor with the following items: (i) valid Driving License to drive that particular vehicle, (ii) proper Identity Card issued by the contractor, (iii) No Objection Certificate to drive the vehicle, (iv) proper dress.
17. No remuneration and food shall be provided to the driver by the office.
18. The contractor shall provide seat cover, towel, and car freshener along with the vehicle.
19. The driver so appointed shall maintain a Log Book provided by the contractor and duly authenticated by the office.
20. The contractor shall submit the monthly bill in duplicate along with the Log Book to the office.
21. Before opening of new Log Book, the old one shall be deposited to the office and the new one shall be authenticated by the office.
22. Lubricant / Break Oil / Gear Oil shall be admissible as per relevant Govt. Order issued by the Transport Department, Govt. of West Bengal.
23. The excess / less consumption of fuel shall be translated into monetary terms and shall be added / subtracted from the final monthly bill as the case may be and no tax shall be levied upon this.
24. The contractor shall change the driver within three days after the complain from the undersigned in respect of (i) misbehavior, (ii) theft of article/money, (iii) intoxication during discharge of duty.
25. No over time allowance shall be paid to the driver by the office.
26. The contract shall valid till the rate & conditions are revised by the Govt. of West Bengal by Notification / some explicit order. But the contractor may quit from the obligations of contract after the elapse of one year from the date of agreement after giving one month's notice to the office showing proper reason and the office may accept it if the reasons appears to be valid in nature. The office may terminate the contract at any point of time after three month from the date of agreement without assigning any reason thereof.
27. The fuel shall be issued to the vehicle by the office on day to day basis. The consumption of fuel shall be in accordance with the Govt. Orders in this respect. Any excess consumption shall be ordinarily be borne by the contractor and shall added to the monthly bill.
28. The driver should maintain the Log Book and shall place it before the officer concerned after the completion of journey mentioning brief history of tour for signature of the officer concerned.

29. No food and excess payment shall be made available to the driver by the office in case of night halt except in certain cases of Election work and Relief operation.
30. Change of driver or vehicle of similar nature shall be intimated to the office well ahead.
31. During the contract period if the vehicle in question is not fit for use, the contractor is liable to replace and provide a vehicle with driver of similar nature to the office immediately with intimation to the office.
32. No escalation of rate shall be provided within the contract period.
33. Maximum 10 km between the garage of the vehicle and the place of reporting will be allowed.
34. The death of the contractor / mental retarded condition / insolvency of the contractor / dissolution of the office or any unnatural circumstances that binds termination of contract, shall cause termination of Contract from any or both ends automatically.
35. The driver so appointed by the contractor should not possess any criminal record.
36. The photocopy of the (i) PAN Card, (ii) Income Tax Return for the last financial year Purulia' shall be Attached to the rate quotation paper.
37. The contractor so determined by the office shall enter into a contract by executing terms of the contract in a Ten Rupee Non Judicial Stamp Paper with the Office. The contractor shall purchase the NJ stamp paper in the name of the Superintendent, Institute for mental care, Purulia.
38. The authority shall not bind himself accept the lowest rate.
39. The authority reserved the right to accept/ reject any or all tender without assigning any reason thereof.
40. As no prayer in respect of revision of consumption of fuel shall be entertained, therefore the rate quoted by the contractor shall only be kept into consideration.

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Superintendent
Institute for Mental Care,
Purulia

Memo No.72/IMC/STORE

Date: - 11.11.2020

Copy forwarded for information and necessary action to :-

1. Savadhipati , Zilla Parishad , Purulia .
2. District Magistrate, Purulia.
3. Chief Medical Officer of Health , Purulia .
4. Superintendent of Police, Purulia
5. Dy. CMOH-I/II/III/ZLO/DTO, Purulia.
6. AO & Treasurer, DH&FWS, Purulia.
7. Superintendent of DM(Sadar)Hospital/RNPur SDH
8. DICO, Purulia with request to publish the rate quotation in a newspaper.
9. ✓ NIC, Purulia with request to upload the tender
10. DPC, CMOH Office, with request to put in the CMOH Website.
11. Office copy

11/11/20
SUPERINTENDENT
Institute for Mental Care
Purulia
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