



भारत सरकार, श्रम और रोजगार मंत्रालय
GOVERNMENT OF INDIA, MINISTRY OF LABOUR & EMPLOYMENT
(कारखाना सलाह सेवा एवं श्रम संस्थान महानिदेशालय)
(DIRECTORATE GENERAL FACTORY ADVICE SERVICE & LABOUR INSTITUTES)

गोदी सुरक्षा निरीक्षणालय, कोलकाता
INSPECTORATE DOCK SAFETY, KOLKATA

निजाम पैलेस, प्रथम तल, द्वितीय बहुतल भवन, 234/4, ए. जे सी बौस रोड, कोलकाता - 700 020
Nizam Palace, First Floor, 2nd. M. S. O. Building, 234/4, A. J. C. Bose Road, Kolkata - 700 020

No. IDC/Staff Car/2016-17

Dated:- 08.02.2017

To

Sub:- Inviting quotation for hiring of One Non AC (Tata Indica) Light Motor Vehicle or equivalent (Diesel Model only) with fuel & driver on per day basis at per fixed Km. at IDS, Kolkata – Reg.

Sir,

IDS, Kolkata intends to hire one Non AC (Tata Indica) Light Motor Vehicle or equivalent (Diesel Model only) with fuel & driver per day basis on the following terms and conditions:

Heads	Conditions
Service	Provision of commercial vehicles with licensed drivers, registered commercial vehicles on Hiring basis for running in West Bengal State.
Period of Contract	Under normal circumstances the contract shall be valid for a period of one year from the date of issue of work order. However contract may be extended for further period up to two year if agreed by the contractor and IDS, Kolkata on the same rate, terms and conditions.
Duty hrs.	Ten hours per day and 80 Km as and when required. However vehicle must be available in case of Emergency at any time even on holidays also.
Notice Period of requirement	1) For regular requirement one day in advance and for emergency two hours in advance. 2) Telephone intimation shall be considered as notice.
Counting of distance	Distance shall be counted from garage to garage. But chargeable distance in this respect shall be 05 km each way or whichever is less.
Penalties	In case of break down, vehicle have to be replace immediately or not more than one hour. In case of non availability of suitable vehicle a penalty up to Rs.200/- may be imposed in addition to deduction on pro-rata basis for the period.
Special Conditions	I) Intending bidder must have a telephone/Mobile phone where requirement of requisition of vehicles can be conveyed all the 24 hrs., Telephone No. must be specified in the bid. II) Payment of any Govt. Tax or duty for plying the vehicle in West Bengal will be liability of contractor. III) Parking and Toll charges, if any, may be claimed by producing the parking/ Toll Slips. IV) In case of any accident all liabilities will be borne by the bidder. IDS, Kolkata will not be responsible in any circumstances.
Payment Terms	Bill will be submitted in triplicate to the authority specified in contract along with duty slips duly signed by the user on the end of the month.
Daily Rate for 10 Hrs. & 80Km.	Rate will be based on irrespective of fuel price. However extra Kms. extra hrs. and night halt charges may be indicated separately.

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PVC tape/Wax sealed quotation are invited for hiring of **One Non AC (Tata Indica) Light Motor Vehicle or equivalent (Diesel Model only) not older than July 2014 year model**, commercially registered from the prospective contractors recognized by the Department of Tourism, Govt. of India/State Govt./Any other reputed public Institution/Body and experience in supplying commercial vehicles/cars for the last two years to any Central/State Govt. organization or Public Sector Undertaking.

In this connection, it is mentioned that as the contract for the full year will be given to the party quoting the lowest rates, but the payment will be made on monthly basis. Your offers should be sent in sealed envelopes with '**Quotation for hiring of One Non AC (Tata Indica) Light Motor Vehicle or equivalent (Diesel Model only) with fuel & Driver at IDS, Kolkata**' super scribed on it, and addressed to the Dy. Director (Safety), Inspectorate Dock Safety, Kolkata, Nizam Palace, First Floor, 2nd M.S.O. Building, 234/4, A.J.C. Bose Road, Kolkata-700020 and should reach us on or before **15th March 2017**.

Terms and Conditions :

1. The Head of Office reserves the right to reject any received offer without assigning any reason thereof.
2. The contract may be terminated at any time if the performance/service is poor.

Yours faithfully



(D. K. SAXENA)
Deputy Director (Safety) &
Head of Office.