

CLOSURE GROUP OF HINDUSTAN CABLES LIMITED (CGHCL) , KOLKATA  
167/A, AJOY NAGAR (5 TH ROAD), KOLKATA – 700075.

TENDER NOTICE

Sealed tenders are invited under two bid systems for hiring of commercial AC vehicles on monthly basis for CLOSURE GROUP OF HINDUSTAN CABLES LIMITED, KOLKATA -700075.

SCHEDULE		
Sn	Activity	Particulars
1	Tender No. CGHCL/Car/2024	
2	Buyer of services	Closure Group of Hindustan Cables Limited (CGHCL), 167/A, Ajoy Nagar, Kolkata - 700075
3	Availability of Tender Document	From CGHCL office at 2 above and also can be down loaded from HCL's web site www.hindcables.com from 14.06.2024
4	Time and last date of depositing Tender / Bid	19.07.2024 at 4.30PM
5	Time and Date of Opening of Technical Bid	23.07.2024 at 3.00 pm in presence of the bidders
6	Time and Date of Opening of Financial Bid	Will be intimated later on.
7	Minimum Validity of tender offer	90 days
8	Services to be offered	Hiring of A/C Swift Desire (Maruti) commercial car with driver and fuel on monthly basis within Kolkata, Howrah, Dum Dum and Salt Lake.
9	Monthly basic service (usage) package	Monthly 1650km X 265 hours run for five days in a week ( Monday to Friday).
10	Payment for basic service package	At accepted monthly rates by HCL.
11	Additional payment	(1) For extra km above 1650km and extra hours above 265 hours run in a month at the rates specified in the tender (2) Parking fees will be reimbursed at actuals.
12	Amount of EMD to be Deposited	Nil
13	Duration of contract	One year from the date of award of contract. However, the same may be further extended on yearly basis on same terms & conditions, for an additional period of 3 years subject to satisfactory performance during previous years.
14	Cost of Tender Document	Nil

INSTRUCTIONS TO BIDDERS

1. Sealed tenders are invited under two bid system from registered established car rental / travel agency firm having sufficient number of AC vehicles not be older than May 2019 for hiring on monthly basis for CLOSURE GROUP OF HINDUSTAN CABLES LIMITED (CGHCL) , KOLKATA. The vehicle put to duty should not have travelled more than 1,00,000 Km.

2. The firms fulfilling the eligibility criteria, may deposit their bids to the CLOSURE GROUP OF HINDUSTAN CABLES LIMITED (CGHCL), KOLKATA – 700075 so as to reach on or before 19th July 2024 till 4:30 PM, or the tender may be dropped in Tender Box placed at CGHCL, KOLKATA-700075.

3. The technical/financial bids are to be submitted in two separate sealed covers with technical bid marked clearly as technical bid and financial bid marked clearly as financial bis as prescribed in the tender.

4. CGHCL, KOLKATA will not be responsible for any delay or loss of document in transit due to any reason.

5. Tender should be submitted in the prescribed Tender Document issued by the CGHCL, KOLKATA or downloaded from HCL website [www.hindcables.net](http://www.hindcables.net) without any alteration.

6. Complete tender document should be signed and sealed in each page and submitted with the bid document as a token of acceptance of all terms.

7. DUE DATE & TIME: Tender document will be issued from 10.00 am to 5.00 pm from Monday to Friday at CGHCL, 167/A, AJJOY NAGAR (5 TH ROAD), KOLKATA – 700075 and also tender document can be downloaded from [www.hindcables.net](http://www.hindcables.net). The sealed tenders should reach the office of the CGHCL, 167/A, AJJOY NAGAR (5 TH ROAD), KOLKATA – 700075 on or before the 19 th July 2019 till 4:30 PM. The tenders received after due date and time or unsealed or incomplete or by postal delay or electronic mail will be summarily rejected.

8. TWO BID SYSTEM: The bid should be submitted in a sealed cover in two parts as under :-

I. Technical Bid

II. Financial Bid

I. **TECHNICAL BID:** Envelope should have subscribed "Technical Bid for hiring of commercial AC vehicles on monthly basis" and it should contain the following.

a) Signed bid form ( **Annexure-1**)

b) All details as mentioned in Proforma for Technical Bid (**Annexure-2**)

c) Complete tender document signed and sealed at all pages as a token of acceptance

NOTE:

The Committee will technically evaluate the contents of technical bid. Those technically qualified will only be considered for price evaluation (Financial bid). Price should not be quoted with technical bid; otherwise, the tender will be rejected without any correspondence.

Decision of CGHCL, Kolkata on the eligibility for qualifying technical bids shall be final and no representation shall be considered in this regard.

II. **FINANCIAL BID** : The second envelope should have subscribed "Financial bid for hiring of AC vehicles on monthly basis," and it should contain the rates as per **Annexure -3**. Applicable taxes, if any, may be shown separately below and should not be included in the rates under any circumstances. The rates should be indicated clearly both in figures and in words. If there is variation between the rates in Figures and words, the lower rate will be taken for evaluation.

III. Both the sealed technical bid and financial bid should be covered in one big sealed envelope and submitted to CGHCL, Kolkata.

9. Technical bid will be opened on 23.07.2024 at 3.00 pm in presence of the bidders.

10. The rates quoted shall be fixed during the contract period, irrespective of the increase in fuel price, if any, occurring during the contract period.

11. The price quoted should cover all aspects of service delivery

12. The rates once quoted should not be altered for any reasons.

13. Period of validity of bids

(i) The bid shall remain valid for 90 days after the date of opening of bids. A bid valid for a shorter period shall be rejected by CGHCL, Kolkata as non-responsive.

(ii) A bidder accepting the request of CGHCL, Kolkata for an extension to the period of bid validity, in exceptional circumstances, will not be permitted to modify his bid.

14. CGHCL, Kolkata reserves the right to reject tender without assigning any reason whatsoever.

15. The rates quoted should specifically mention the GST component, if applicable.

16. Eligibility

Documentary evidence for the under mentioned items should be submitted along with the bid:

i. The bidder shall submit the proof of ownership in case of own vehicle or in case of leased/ hold vehicles a power of attorney/affidavit, authorizing the bidder to use the vehicle for hiring, on stamp paper from Notary. The bidder must submit at least 2 certificates of Registration of

Commercial Vehicles ( not prior to May 2019) either ownership / leasehold basis. ( one of them should be Maruti Swift Desire)

ii. The lowest bidder shall make available the vehicle at the place, to be decided by the CGHCL, for inspection. If the CGHCL, Kolkata is satisfied with the condition of the vehicle, only then, work order shall be awarded to the lowest bidder.

17 The entire tender process can be terminated at any time without any notice at the sole discretion of the CGHCL, Kolkata and the bidder will have no objection for these

**General Terms & Conditions. Bidder should satisfy terms as mentioned below:**

**1 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, the same may be further extended on yearly basis on same rates, terms & conditions, for an additional period of 3 years subject to satisfactory performance during previous years.

2. The rates approved through the bid will be effective from the date of communication of approval. The same rate can be extended on yearly basis at the discretion of CGHCL, Kolkata.

**3 Limitations of Service Delivery:** Hiring for this service would mean hiring for monthly basis. The service for the selected month will be deemed to have been completed once CGHCL, Kolkata has utilized the vehicle for the month in accordance with monthly service (usage) package as specified in the tender.

**4. Submission of invoice and payments:** Invoice should be submitted to CGHCL, Kolkata after completion of a month with a consolidated statement of vehicle's running for each day during the month duly supported by duty slip/log book duly signed by person authorized by CGHCL, Kolkata. However, GST shall be paid extra if applicable. Payment shall be made as per financial quotes by the service provider and finally accepted by CGHCL, Kolkata.

(a) No advance payment shall be made to the service provider

(b) The payment will be made on monthly basis after receipt of monthly invoice with a consolidated statement of vehicle's running for each day during the month duly supported by duty slip/log book duly signed by person authorized by CGHCL, Kolkata, from the service provider.

(c) TDS will be deducted as per the rates prevailing at the time of providing the service.

(d) The payment will be made through bank transfer /online payment mode only and in no circumstance cash payment will be made. Service provider should submit details of his Bank Account for making payments through NEFT.

**6. PERFORMANCE SECURITY**

a The successful bidder shall deposit an amount equal to 5% of the approved yearly accepted value of basic service package as Performance Security within 2 weeks of conveying CGHCL's intention for accepting the bid.

b Performance Security shall be submitted in the form of DD/Banker's Cheque drawn in favour Hindustan Cables Limited, Kolkata.

c Performance Security will be discharged after completion of contractor's performance obligations under the contract.

**7 EXECUTION TIME LIMIT** : The time period as stipulated in the tender, contract or letter of intent shall be deemed to be essence of the contract.

**8 Termination of Contract** : The Agreement shall be come to an end either on completion of the Contract Period or shall be terminated for the following reasons and the service provider will have no objection to such termination:

a. **Mutual consent**: The contract may be terminated based on mutual consent in case the services are no longer required. Termination based on mutual consent will not attract any deductions or shall not be liable for any extra payments other than payment of invoices raised till the time of termination.

b. **Breach of contractual obligations**: Any incidents considered as the breach of contract will result in immediate termination of services. CGHCL, Kolkata shall have the right to terminate the Contract immediately by giving written notice to the Service Provider if, the Service Provider breaches a material provision of this Contract where that breach is not capable of remedy; or if the Service Provider breaches any provision of this Contract and fails to remedy the breach within 7 days after receiving notice requiring it to do so.

**9 Notice Period for termination of contract** : 7 days notice in writing in advance.

## **SPECIAL TERMS AND CONDITION**

**1 Scope of Services :** This service deals with hiring of commercial Maruti Swift desire AC vehicle (including driver and fuel requirements) for a defined but temporary tenure on a monthly basis for local travel of individuals. For the purpose of this service, local travel would include areas covered within the Kolkata, Howrah, Dum Dum and Salt Lake or up to 50 km of one-way travel (from CGHCL office at 167/A, Ajoy Nagar, Kolkata – 700075), whichever is higher. The vehicle put to duty should not have travelled more than 1,00,000 Km and should not be older than May 2019.

**2 Basic monthly Service (Usage) package :** The service provider is required to provide aggregate vehicle service during a month for 1650 km X 265 hours for five working days in a week ( Monday to Friday) for CGHCL, 167/A, Ajoy Nagar(5 th Road) Kolkata – 700075

### **3 Payment :**

A) Fees of Monthly basic service (usage) package at the rate accepted by CGHCL, Kolkata

B) Additional payments

i. The payment for extra distance and extra duty hours will be done on basic package rate as under:

a. Extra per km charges - Monthly package cost divided by no. of kms in monthly package (1650 km) multiplied by factor 0.5 in case of normal service

b. Extra hour charges - Monthly package cost divided by no. of hours in monthly package (265 hours) multiplied by factor 0.4

C) Reimbursement of parking fees/ toll charges at actuals against bills

### **4 Service Details and Standards**

a All vehicles provided shall have all the necessary permits/licenses/clearances such as, but not limited to fitness certificate, PUC, full comprehensive insurance, road permit, registration certificate, as per the Motor Vehicles Act, RTO and other applicable laws and statutory bodies, for providing commercial vehicles for this service.

b. The vehicle should be of standard seats, which should be agreed with the seating capacity as per the RC book and other relevant document.

c. The vehicle provided shall be air conditioned

d. Vehicle should be always in excellent working condition (both internally and externally). The service provider shall ensure that the vehicle deployed by him are cleaned thoroughly both

internally and externally, boot kept clear of dust, rubbish, oil, bad odor and any personal belongings of the driver.

e. All vehicles deployed shall arrive at designated location on time and with full or sufficient tank of fuel for a days duty (a minimum of 15 litres).

f. The vehicle deployed shall be parked at the Buyer's/ User's premises after the duty hours if desired so by the Buyer/ User and cannot be taken-out without permission from the Buyer/ User.

g. Name, mobile number of the driver should be furnished beforehand to CGHCL, Kolkata

h. The driver of the vehicle must possess a valid commercial driving license issued by RTO for the class of vehicle he is driving and must have a minimum 2 years of driving experience.

i. The drivers of the vehicles must have a working mobile number for easy contact by the passenger. It must also always have an active internet connection where google maps can be accessed, to navigate the shortest and/ or fastest route possible avoiding traffic jams. The driver shall be always reachable during duty hours.

j. The drivers of the vehicles deployed should maintain polite & courteous behavior towards the buyer/ passenger. "Misbehavior" which may include, but not limited to, consumption of alcohol during or prior to duty, denial of duty during service hours as required by user, use of abusive language, theft.

k. In case of break down or disruption due to any other reason, the vehicle should be replaced by a substitute vehicle and driver immediately so that there shall be no loss of time,

**5 Duty hours.:** 12 hours per day on Monday to Friday (5 days) in a week during a month. However, actual reporting time shall be specified by buyer, 10 hours in advance. Reporting time/ release time may change on day to day basis but the service provider will not have any objection to that.

**6 Counting of Distance :** from garage out to garage in.

**7 Accuracy of Meters :**The meter reading should tally the actual distance of run at any instant and authorized officer shall have full power to check up the meter for its correctness and to take action accordingly.

## **8 Defined Timelines**

a. The Service Provider shall ensure that assigned vehicle and driver report at the given time and venue during Monday to Friday in each week with 10 Hours of notice.

b. Buyer shall notify service provider of any change in schedule of hired car. The notification shall be provided 12 hours prior to change.



## **9 Service Assumptions**

- a. The Service Provider may act as an aggregator of vehicles/ individual drivers. However, it is the Service Provider who shall be responsible and liable to deliver the services as per the contract.
- b. The vehicle deployed for duty shall at no point of time carry any person other than personnel authorized by the CGHCL, Kolkata.
- c. The drivers/ staff provided by the service provider shall not be deemed employees of the CGHCL, Kolkata hence the compliance of the applicable labour laws and acts, Transport Motor workers Act and other relevant laws will be the sole responsibility of the service provider.
- d. Buyer shall not be liable for any damages whatsoever to public property and /or any third person due to any accident arising out of and in the course of deployment of service provider's vehicle. The Service Provider shall be solely and exclusively liable for the losses / damages caused by the driver of the Service Provider and shall indemnify the Buyer in case of any such losses / damages.
- e. The buyer will in no way be responsible for violation of traffic rules and /or infringement of any other law for the time being in force, either by the driver of the vehicle or by the service provider.
- f. During the contract period, if the vehicle is seized or detained or requisitioned by Police/Motor Vehicle Authority or any other authorities for whatsoever reasons that will be at the service provider's risk.

## **10 Service Provider's Obligation**

- a. Service Provider shall ensure the level of service required is of the highest professional standard and shall ensure full compliance to the terms and conditions of the contract.
- b. All repairs and maintenance, running costs, fuel, lubricants, salaries of drivers, pollution check, road taxes, insurance, Govt. taxes / duty and any other incidental expenditure necessary for the running & maintenance of vehicle in West Bengal will be borne by the service provider.
- c. Service Provider shall ensure that proper inspection of vehicle has been done before deploying it to the Buyer/ Consignee location as per the contract.
- d. The Service Provider shall ensure that all maintenance works related to the assigned vehicle will be carried out in off duty hours. It shall be ensured that all electrical connections including lights (both brake and front), horn, turn indicators, air conditioning and other vehicle systems shall be periodically checked and maintained by service provider to avoid any inconvenience to the buyer.
- e. The service provider shall pay the toll charges, parking fee or entry taxes payable, which shall later be reimbursed by the Buyer on actual basis as paid by the service provider.

f. The service provider must ensure that all necessary measures are taken by the driver to ensure passenger safety by avoiding negligent driving by their drivers such as over speeding, rash driving, and driving vehicle without brakes/defective brakes.

g. The service provider shall take comprehensive insurance cover with third party unlimited liability risk of the vehicles provided to the buyer and CGHCL, Kolkata will not take any liability on this account.

h. Driver should not smoke , chew Pan/Pan masala/tobacco inside the car both while driving or otherwise. Driver should not indulge in any activity inimical to the security of the officers travelling in his car.

i. Change in deployment of vehicles or drivers shall be allowed only in exceptional circumstances and only with prior information/approval of CGHCL, Kolkata.

j. In an event that, for any reason, the drivers provided change their contact number during the tenure of the contract then service provider will immediately notify the buyer of the above change.

k. The service provider shall be responsible for ensuring compliance with the provisions related to Labour Law [Central/State] and specially Minimum Wages Act, Payment of Wages Act, PF, ESI Act, Payment of Bonus Act, Contract Labour [R&A] Act, Workmen Compensation Act, Motor Vehicle Act, Motor Transport Workers Act, 1961 etc. and any other relevant acts as applicable at present or in future during the tenure of the contract and as may be enforced from time to time. Onus of compliance of all the applicable Laws/Acts/Rules/Guidelines /Notifications/Regulations/Orders shall rest with the service provider only and the buyer will not be liable in any manner.

l. The service provider must also ensure that all the necessary documents (Registration certificate, Insurance papers, PUC certificate etc.) are available with the driver deployed for duty for the CGHCL, Kolkata.

m. In an event that service provider fails to deliver or fails to carry out tasks as per schedule due to non-delivery of vehicle, break-down, servicing and repairs of vehicles, or if the vehicle is seized or detained or requisitioned by Police/Motor Vehicle Authority or any other authorities for whatsoever reasons, the Service Provider at his own cost shall make alternate arrangement by providing similar or higher class of vehicle(s) for which agreement is entered into, without any extra charges. Failure to do so will evoke deductions then buyer shall have right to make necessary deductions as per the provisions mentioned in the deductions of this document.

n. The Service Provider will deploy experienced drivers knowing the routes of the areas and familiar with the localities for carrying out the services. The service provider shall be personally responsible for any theft, misconduct and /or disobedience on the part of drivers so provided by him.

## 11 Buyer's Obligations

- a. The location for reporting shall be provided by CGHCL, Kolkata to the service provider.
- b. Payment of accepted fees for basic monthly service (usage) package as per the contract after availing the service for the completed month and after receipt of invoice from service provider.
- b. The toll charges, parking fee or entry taxes payable shall be reimbursed by CGHCL, Kolkata to the Service Provider on actual basis.
- c. In the event that the vehicle run is more than the package kms or hour as mentioned in the order, the charges for additional km / hours travelled will be paid as per the factor given above.
- d. The Buyer/ passenger will immediately report to the designated representative of the Service Provider any problems, complaints, incidents, or accidents that occur during the trip, including any form of inappropriate behavior / improper dress by the driver and action in this regard will be taken by the service provider.

## 11 Service Tracking

Service provider should track services rendered to CGHCL to ensure quality of service delivery in time bound manner. Service provider will take immediate actions against the defaulters if any.

- a **Logbook** : The service provider/driver will maintain a logbook for the vehicle, which will be signed by the authorized signatory of the buyer. Before car is allotted for duty and after completion of duty, the odometer reading / time shall be noted down by the driver for each day and get it checked and signed by the authorized signatory of the CGHCL, Kolkata on daily basis. On the basis of vehicle's log book, the service provider shall prepare bills enclosing therewith a consolidated statement of vehicle's running for each day during the month.
- b **Service Performance** : The principal point of contact for the issues arising out of this agreement will be the service provider or a designated representative who shall be any employee of the Service Provider in administrative and managerial capacity and in a position of authority to resolve issues. Nonetheless, the service provider shall be solely responsible for maintaining the quality and level of service provided.

**BID FORM**

To  
The CLOSURE GROUP OF HINDUSTAN CABLES LIMITED  
167/A, AJOY NAGAR,  
(5 TH ROAD),  
KOLKATA – 700075.

Dear Sir,

1. Having read and understood the conditions of contract and services to be provided, we, undersigned, offer to provide commercial vehicle in conformity with the conditions of contract and specifications for the sum shown in the schedule of prices attached herewith and made part of this Bid.
2. We undertake to accept the order within one week if such order is placed on us and the agreement will be binding on us.
3. If our Bid is accepted, we will deposit security for a sum as mentioned in TENDER document for due performance of the Contract.
4. We agree to abide by this Bid for a period of 90 days from the date fixed for Bid opening and it shall remain binding upon us and may be accepted at any time before the expiry of that period.
5. This Bid together with your written acceptance thereof, in your notification of award shall constitute a binding contract between us.
6. We understand that you are not bound to accept the lowest or any bid, you may receive.

Dated this ..... day of ..... 2024.

Signature of

In capacity of

Duly authorized to sign the bid for and on behalf of.....

**Annexure -2****TECHNICAL BID***Documents required to be submitted for bidder's eligibility and qualification*

<b>Sn</b>	<b>Description of the company/firm</b>	<b>Particulars</b>	<b>Proof required - Yes / No</b>	<b>Page No.</b>
1	Name of Agency			
2	Type of the concern: (i.e. Sole- Proprietor or Partnership firm or a Company or a Government Department or a Public Sector Organization)			
3	Full Address of Reg. Office at Kolkata Telephone No: E-mail Address:			
4	Registration No. of the Agency/ Firm			
5	Photocopy of PAN Card of the bidder		Yes	
6	Copy of IT Returns of the bidder for financial year 2022-23,2021-22& 2020-21(* at least two years)		Yes	
7	Copy of Registration with GeM portal if done		Yes	
8	Number of Vehicles registered with the agency			
9	Ownership/ leasehold document and commercial registration certificate for the cars at srl. No. 7 ( at least one should be Maruti swift desire)		Yes	
10	Signed bid form (Annexure-1)		Yes	
11	Tender document duly signed at all pages by the bidder as a token of acceptance .		Yes	

**Annexure -3**

**Schedule of hiring charges**

**FINANCIAL BID**

AC Vehicle - Monthly basis

Sn	Description	Type of vehicle – Month Swift Desire Monthly charges for the 1650 KM x 265 hours per month package (in Rupees)
a	Monthly charges for 1650 kms X 265 hours per month package -as per tender terms <b>(in figures)</b>	
b	Monthly charges for 1650 kms X 265 hours per month package -as per tender terms <b>(in words)</b>	

Note:

1. Rates should be quoted in both figures and words for the above-mentioned vehicles.
2. GST extra if applicable.

Date:

Signature of authorized person

Name:

Place:

Seal