

India Trade Promotion Organisation
Regional Office (Kolkata)

ITPO/KOL/ADMN/CAR/14-15/

Date: 28/05/14

Tender for the work of : Hiring of Cars (air-conditioned and non-air-conditioned) for official use of Regional Office , Kolkata on need basis.

The Manager, India Trade Promotion Organisation, Vanijay Bhawan, 1/1 Wood Street, Kolkata 700 016 invites sealed quotations for Hiring of Car (AC and non AC) for official use on behalf of CMD, ITPO.

Type of the cars: Indica , Indigo, Honda City , Swift D 'Zire.

Type of Car : Rate 6hrs/60 Kms 10 hrs/ 100 kms Extra Hrs/Extra Kms

Last date for submission of quotation : Quotation on company's letter head duly signed and stamped by authorized signatory may be sent to us on or before 09/06/14 by 03.00 p.m. in sealed cover specifying name of the job on top of the envelope at the following address :

Manager
India Trade Promotion Organisation,
International Trade Facilitation Centre
1/1 Wood Street,
Kolkata 700 016
Tel:033-22822904 / 5820 Fax:033-22828269
Email: itpocal@cal3.vsnl.net.in

Opening: 09/06/14 at 3.30 p.m in the presence of the agencies who wish to be present.

The rates may be quoted excluding service tax.

ITPO reserves all the rights to award the job to any agency irrespective of the lowest quotation. Before submitting the tender please read the Terms and Conditions.

Note: The agencies in Kolkata City region will only be considered.

Terms & Conditions:

1. Empanelment of Agency to Provide Commercial Cars, AC & Non AC on hire basis for official purposes as and when required and for various fairs organized by Regional Office, Kolkata.
2. These Cars should not be older than three years .The agency should own a minimum fleet of 20 cars.
3. The ITPO reserves the right to obtain the services from the other sources.
4. Under no circumstances, the approved quoted rates should be changed during the period of contract. This contract would be valid for Financial Years 2014-15.
5. Contractor shall have to comply with the relevant laws and rules issued from time to time relating to the business and pay due taxes to the Govt . Agencies concerned. The ITPO will not be responsible for any lapse on the part of the contractor during or after the expiry of the contract.
6. The driver of the car should have a valid driving license, well experienced and familiar with the city roads. The driver should be neatly dressed and well mannered. The drivers will have to be provided with mobile phones at the cost of the contractor.

7. In case the car is not made available on any particular day, the ITPO will be at liberty to hire vehicle from any other source at the expenses of the contractor.
8. The mileage and timing will be counted from garage to garage on actual basis and duty slip should be signed accordingly by the officials using the car.
10. The agency should be in a position to cater to the additional car requirement of ITPO at a short notice.
11. The driver will always keep his registration certificate, pollution free certificate, insurance papers and other such documents ready as required by Government Authorities for inspection.
12. Actual parking charges/toll taxes/entry taxes if any in connection with the official duty will be reimbursed along with bill.
13. The ITPO reserves the right to cancel the contract, at any time, without assigning any reason.

The service provider will not be entitled to claim any compensation against such termination.

However, while terminating the contract, if any payment is due to the contractor for service already performed in terms of the contract, the same would be paid to it as per the contract terms. In case of any dispute, the decision of the ITPO shall be final.

14. ITPO shall not be responsible for damages of any kind for any mishap/ accident/ injury caused to the car(s)/driver(s) while performing duty for ITPO. All liabilities legal or monetary shall be borne by the firm.
15. ITPO reserves the right to reject any or all bids without assigning any reason.