

Office of the Director,  
West Bengal Judicial Academy,  
AA-III/B-10, Rajarhat, New Town, Kolkata- 700 160  
Tele-Fax - 033-2324-7303/033-2324-7304/033-2324-7306  
E-mail – wbjakolkata@gmail.com; Website – <http://www.wbja.nic.in>

NIQ No.19/WBJA/Dev.-90/2019-20

Dated :20.03.2020

**SUB. : INVITATION FOR SEALED QUOTATIONS FOR HIRING OF VEHICLES FOR REGULAR MONTHLY HIRE BASIS FOR THE OFFICE OF THE DIRECTOR, WEST BENGAL JUDICIAL ACADEMY.**

Sealed quotations are invited from car service providers for regular monthly hire basis for the office of the Director, West Bengal Judicial Academy, AA-III/B-10, Rajarhat, New Town, Kolkata-700160. The specification of the car is given below:

Sl. No.	Mass Emission Standard	Quantity of Vehicles	Category of Vehicles
1.	Bharat Stage –III purchased on or after 01.05.2008 with Diesel/ LPG/CNG Engine	01 No.	Motor Cab / Maxi Cab with Engine Capacity less than / equal to 2000 C.C with Non-Air-Condition

**TERMS AND CONDITIONS:**

- 1. The Bid should be submitted as per notification no. 3564-WT/3M-81/98, dated 24.11.2008 of the Transport Department, Govt. Of WB.**
- Financial bid and specification should be submitted in one sealed envelope.
- Each bidder shall submit only one price quotation.
- Each page of bid document should be self-attested by the bidders.
- The sealed envelope should clearly mention on the top – the memo no. and date of this notice in response to which quotation / tender is being submitted
- Financial Bid should be Submitted as per enclosed format Annexure-A.

**7. ELIGIBILITY CRITERIA :**

Self-attested Xerox copies of **upto date car related documents, PAN Card**, should be submitted along with the quotation. Original certificate may have to be produced at the time of the opening of the quotations.

- The hire rate shall be governed by G.O No. 3564-WT/3M-81/98, dated 24.11.2008 of the Transport Department, Govt. Of WB.
- Payment will be made as per availability of fund.
- Cost of road tax, insurance, and wages of driver and other incidental expenses in running and maintenance of car are to be borne by the vendor himself.

1. Trade License.
2. Compliance of G.O. No. 6649-F(Y) Dt. 26.12.2018 providing self declaration by supplier of car rental services regarding turnover & GST registration.
3. If the vehicle is out of order, the vendors shall provide substitute vehicle immediately. In case, the vehicle does not report at all, the West Bengal Judicial Academy will have a right to terminate the contract at once without assigning any reason.
14. Payment shall be made by the West Bengal Judicial Academy at the end of every month on the presentation of all bills in duplicate within a reasonable time. However, no interest is payable on delayed payment.
15. The driver running the car should have valid driving license and the vehicle should be registered under the Transport Dept. of the State Govt. A certificate to this effect should be provided. The driver of the vehicle must follow traffic rules and regulations prescribed by the Government from time to time. The bill has to be submitted along with logbook duly signed by the concern officer.
16. The driver must observe all the etiquette and protocol while performing the duty. He must be neatly dressed, should wear proper uniform and must carry a mobile phone in working condition, for which, no separate payment shall be made by the West Bengal Judicial Academy.
17. The contract shall valid till the rate & conditions are revised by the Govt. Of West Bengal by notification / some explicit order. The office may terminate the contract after giving one month's notice at any point of time without assigning any reason thereof.
18. A daily record indication time and mileage for each vehicle shall be maintained in the log book and to be signed by the officer concerned.
19. After placement of order, the West Bengal Judicial Academy reserves the right to cancel/add/modify the whole order and/or any part thereof at any time.

#### 20. EVALUATION OF QUOTATION/TENDER :

The West Bengal Judicial Academy shall evaluate and compare the quotation/tender determined to be substantially responsive i.e. which

- a. are properly signed; and
- b. confirm to the terms and conditions and specifications. The quotations would be evaluated separately.

#### 21. AWARD OF CONTRACT :

- a. The West Bengal Judicial Academy will award the contract to the bidder whose quotation has been determined to be substantially technically responsive and who has been determined to be **substantially technically responsive and who has offered the lowest evaluated quotation price.**
- b. The West Bengal Judicial Academy reserves the right of acceptance or rejection of any quotation and to cancel the bidding process at any time prior to the award of contract without assigning any reason whatsoever.

22. Last date for the receipts of sealed quotations is 31.03.2020 on 16:00 hours

23. **No ambiguity in the documents will be entertained.**

24. In case the bid opening date is subsequently declared as a holiday, the bid will be opened at the same time on next working day and the bid will also be accepted on the same day.

Sd/-  
Director  
West Bengal Judicial Academy.  
AA-III/B-10, Rajarhat, New Town, Kol-160

#### Enclosure :

- a. Annexure – A
- b. Annexure – B
- c. Declaration.

Memo No. 924/WBJA/Dev.90/19-20

Date-20.03.2020

Copy of notice is forwarded for information with a request to display the same on their office notice board :-

1. The Pay & Accounts Officer, PAO-III, Subhanna, Bidhannagar, Kol-64.
2. The Sub Divisional Officer, Bidhannagar, Administrative Building, Kol-91.
3. The Executive Engineer, PWD (Civil), Bidhannagar Division (East), Purta Bhawan, Salt Lake
4. The Executive Engineer, PWD (Electrical), Bidhannagar, Purta Bhawan, Salt Lake
5. Notice Board of West Bengal Judicial Academy.
6. The official website of WBJA.



Director  
West Bengal Judicial Academy  
AA-III/B-10, Rajarhat, New Town, Kol-160

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**Annexure – A**

Sl No.	Mass Emission Standard	Quantity of Vehicle	Category of Vehicles	Monthly Hiring (in Rupees)	
				Per day	
				Maximum Rate/per Vehicle	Bid Price (per Vehicle)
1.	Bharat Stage- III purchased on or after 01.05.2008 with Diesel / LPG/CNG Engine	01 No.	Motor Cab / Maxi Cab with Engine Capacity less than / equal to 2000 C.C with Non-Air-Condition	₹ 475.00	

Authorized signatory of the bidder with seal

**Annexure – B**

After filling the appropriate box, this sheet will be provided with your quotation

Sl No.	Particular	Contained in page No. of the sealed quotation
1	Rate of vehicle hiring (Inclusive all)	
2	PAN CARD	
3	Certificate of registration of the vehicle	
4	Certificate of fitness of car	
5	Certificate of Insurance, Pollution etc.,	
6	Trade License	
7	Self declaration vide G.O no. 6649-F(Y) dt. 26.10.2018	

Authorized signatory of the bidder with seal

## Declaration

I, Sri/Smt. \_\_\_\_\_, S/O, W/O, H/O, D/O, \_\_\_\_\_

resident of \_\_\_\_\_ hereby declare

that the paper and information adduced with this bid paper are true to my belief and correct. In future if any of such declaration is/are detected as false, I will be prosecuted as per rules. I offer the rate wilfully without any coercion. I shall abide by the terms and conditions of the above NIQ.

Signature of the bidder.

**SELF DECLARATION BY SUPPLIER OF CAR RENTAL SERVICES  
TO GOVT. DEPARTMENTS/LOCAL AUTHORITIES**

To,

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I, the undersigned, do hereby state that I am engaged in providing the following vehicle(s) bearing Registration Number (s) as mentioned below on rental basis to the following Offices.

Sl. No.	Vehicle Registration Number	Name of Office where the vehicle is used

In this context, I do hereby declare that:

1. Other than those mentioned above, I have no other vehicle(s) to provide on rent to any other person or Office.
2. The aggregate turnover of the car rental services provided by the undersigned has not exceeded Rs. 20 lakh either in the previous Financial Year \_\_\_\_\_ or in the current Financial Year till date.
3. I do not have any income from such rental services or any other business, other than from those provided to Offices as stated above.
4. I am bound to obtain a GST registration on the occasion of my Turnover exceeding the threshold of Rs. 20 lakh in a particular Financial Year and provide such GST Registration Number (GSTIN) to the DDO(s) for continuation of the contract of the car rental service as currently provided by me.

The above-stated information as provided by me is true and correct to the best of my knowledge.

Date:

Signature: \_\_\_\_\_

Place:

Name of the vehicle(s) owner/ supplier: \_\_\_\_\_