

हूगली डक एन्ड पोर्ट इंजिनियर्स लिमिटेड
(भारत सरकार का प्रसिद्धान)

HOOGHLY DOCK & PORT ENGINEERS LTD.

(A Government of India Undertaking)
SHIP BUILDERS – SHIP REPAIRERS – ENGINEERS

Nazirgunge Works: Nazirgunge, Satyen Bose Road,
P.O. – Danesh Shaikh Lane; Howrah-711 109



Registered Office:
1, R. N. Mukherjee Road,
Kolkata – 700 001



Phone : 2688-7474/76/78, 2688-5622
Fax : +91-033-2688-6406/7486
Email : hdpehnw@satyam.net.in

AN ISO 9001 UNIT

Website : www.hooghlydock.gov.in

Tender Fees : Rs. 200/-

Date : 02.09.08

To
M/s.....
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**OPEN TENDER FOR HIRING OF POOL CARS
FOR NAZIRGUNGE WORKS**

TENDER NO: 20/0100/07-08/68 & 40/Pool Car

SALE OF TENDER :- FROM 10.09.08 TO 25.09.08

DUE DATE OF SUBMISSION : UPTO 2 P. M. ON 26.09.2008

DUE DATE OF OPENING : UPTO 3 P.M. ON 26.09.2008

PLACE OF OPENING : NAZIRGUNGE WORKS – 711 109

**HEAD (MATERIALS)
NAZIRGUNGE WORKS**

TENDER NO:- 20/0100/07-08/68 & 40/Pool Car

1. Sealed tenders are invited for hiring of Pool Cars for our Nazirgunge Works.
2. Tenders are to be submitted in Two Bid Systems:

Part – I (Techno-Commercial Bid) :

To contain all credentials in support of experience, statutory registrations as per motor vehicle acts and other Commercial Terms and Demand Draft / Bank Guarantee for E.M.D.

Part – II (Price Bid) :

To contain the Price Bid only.

Both Techno-Commercial Bid & Price Bid – separately sealed & marked shall have to be submitted under one sealed cover superscribing the tender enquiry no. & due date in the tender box at Nazirgunge Works positively within the Due Date of submission.

3. Requirement of Pool Car:-

Sl.no.	Type of Vehicle	Quantity	Proposed Route
a)	Non – A/C Ambassador	1 No	Bally – NW & back for Hd(NW)
b)	- do -	1 No	Thakurpukur – Baghajatin – Kasba – Harish Mukherjee Rd. – Mandirtala – NW & back.
c)	- do -	1 No	Madhyamgram - Sodepur – Paikpara – Shyambazar – Beadon St. NW & back.
d)	- do -	1 No	Dankuni – Bally – Ramrajatala – D.S. Lane – NW & back
e)	Non- A/C Tata Sumo	1 No.	Belur – Pilkhana – Shyamashree Cinema – Mandirtala – Nimtala – NW & back

NOTE:

In addition to Pool Car Duty, Cars will be engaged for official duties during working hours as per requirement of the company.

4. **Scope of Service:**

The service comprises of supply Non-AC Diesel Driven Ambassador Car and Non-AC Tata Sumo in perfect running condition with DRIVER, FUEL, LUBRICANTS, ESSENTIAL STORES & SPARES, on all working days including Saturdays within and outside the limits of Howrah/Kolkata/Hooghly. However, in case of emergency requirement, car may be required for use on Sunday & Holidays with prior intimation.

5. **Contract Period:**

One year from the date of engagement.

6. **Garage Out/Garage In:**

For Garage Out/In total one Hour per day per Vehicle will be allowed Extra irrespective of place of reporting at Kolkata/Howrah/Hooghly.

7. **Earnest Money Deposit (EMD):**

All bidders are to deposit EMD amount Rs. 5,000/- i.e., in the form of Demand Draft issued infavour of Hooghly Dock & Port Engineers Ltd., from any Nationalized Bank & payable at Kolkata OR in the form of Bank Guarantee as per HDPEL's format enclosed, EMD shall bear no interest and shall be refunded to un-successful bidders. Offer without Tender Fee and EMD may be liable for rejection.

EMD amount for successful bidder will be converted to Security Deposit and shall be refunded after successful completion of contract.

8. **Tender Fee:**

Tender document can be had from this office of Head(Material)/NW against application and on payment of non-refundable Rs. 200/- (by cash)/ DD in favour of Hooghly Dock & Port Engineers Ltd., payable at Kolkata) on working days between 9.00 to 16.00 hrs except Saturday & Sunday.

Bidders downloading the documents from HDPEL's website are required to submit the tender fee Rs.200/- through Demand Draft alongwith their techno-commercial bid.

9. **Minimum Duty Hours:-**

12 Hours on full Working days and 6 hrs. on Saturdays. For Sunday or Holidays duty beyond 6 hrs. will be considered as Full Working day.

10. **Registration:**

All cars must have Commercial Registration. The supplied vehicles must have Insurance including Passenger's Coverage as per Motor Vehicle Act.

11. **Penalty for Absent / Late Reporting of Car:**

In case of non-availability of Vehicle, you are to arrange suitable alternative vehicle of similar standard. However, even in totally un-avoidable situation when alternative arrangement of the vehicle could not be made, Penal Deduction will be made as follows:

- a] In case the car is not deployed for full day, a penal deduction @ 20% of the minimum daily rate for Full Working day plus to & fro taxi fare (which will be incurred by the officers of the route) would be deducted from bill.
- b] In the event, the car is not deployed at the pick up point but reports at the factory late, following deduction would be made:-
 - i] If reports at the factory within 11 AM, in addition to one way taxi fare, which to be incurred by the officers of the route, penal deduction @ 20% of minimum daily rates of full working day would be deducted.
 - ii] If reports between 11 AM to 1 PM, in addition to one way taxi fare (which will be incurred by the officers of the route), Penal deduction @ 30% of the daily minimum rate of full Working day would be deducted.
 - iii] Beyond 1 PM, car may be allowed to report at the unit under special approval from Head of the unit in writing. However, 50% of the minimum rate for the day will be deducted.

12. **Payment:**
Payment would be made once in a month and tentatively within 30 days from the date of submission of bill duly certified by our Head(P&A), Nazirgunge Works.
13. **Escalation:**
In case of increase / decrease in fuel cost, the rate of car would be increased / decreased suitably considering fuel consumption @ 0.1 Lit/Km.

Escalation will be considered as per below noted formula:-

Amount of Escalation to be allowed per KM : Rs. (B – A) x 0.1

A = Pre – escalation Fuel Price
B = Post escalation Fuel Price.

Escalation in Rate per Hour = Increase in Rate per Km x 10.
14. **Cancellation of contract:-**
In case of un-satisfactory performance or non fulfillment of terms, the contract may be cancelled or discontinued with a notice period of 30 days on either side.
15. **Inspection:**
All vehicles shall be in good working condition. P&A Deptt. will inspect vehicles, prior to engage in service. All statutory documents for on road duty of the cars as per Motor Vehicle Act must be available in the car.
16. **Other terms & conditions:**
- i] Driver to be modest and properly dressed preferably having Cell phone. In case of any misbehavior of the driver, he would have to be replaced.
 - ii] In case of poor performance or non-fulfillment of terms, contract may be cancelled with a notice period of 30 days.
 - iii] In case of withdrawn of service by the agency, 30 days prior notice is to be given.
 - iv] Road tax, Insurance, Permit fees and all other statutory fees to be paid by transporter.
 - v] Parking Fees, Toll Taxes, if paid by transporter, to be billed separately on weekly basis, which will be reimbursed subsequently.
 - vi] All manor and minor repairing of the Car to be carried out by transporter at own cost.

for Hooghly Dock & Port Engineers Ltd.

Head (Materials)-NW

HOOGLHY DOCK & PORT ENGINEERS LTD.

(A Govt. of India Undertaking)

Unit : Nazirgunge Works.

P.O. Danesh Shaik Lane

Howrah – 711 109, West Bengal

Phone No. 91(033)2688 7474/76/78

Fax No. 91(033)2688 7486/6406

Sealed offer (in two parts) are invited from owner of Car / Agency for Providing Pool Cars on hire basis for Nazirgunge Works.

Tender Fee : Rs. 200/-

EMD : Rs.5,000/- L.S.

Sale of Documents : From 10.09.2008 To 25.09.08

Please visit website : www.hooghlydock.gov.in

MSD/NW