



WEST BENGAL STAFF SELECTION COMMISSION

Mayukh Bhavan, Salt Lake, Kolkata – 700091

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Memo No. 502 / EXAM / WBSSC/ 2013

Dated 26.11.2013

Invitation for Expression of Interest and Quotation for hiring of small vehicles for 1 day

The West Bengal Staff Selection Commission invites Expression of Interest and quotation in closed sealed covers, from reputed, bonafide, reliable, resourceful and willing owners / registered firms / car rental agencies / organizations with adequate credentials for hiring of small vehicles the details of which are given below.

Sl. No.	Category of vehicle required	Date on which the vehicles will be hired	Number of vehicles required
1	Ambassador or its equivalent	15.12.2013	70 (Seventy)

The vehicles will be used within Kolkata and Salt Lake by the West Bengal Staff Selection Commission for conducting a public examination on 15.12.2013.

Terms & Conditions

1. Before quoting rate the bidder shall satisfy that he will be able to supply the cars on scheduled date and time positively as availability of vehicles by scheduled time is extremely important for examination
2. A bidder might not be able to provide all the required vehicles. In that case he will specifically mention the number of vehicles that he may be able to let out on scheduled day but the number of vehicles should not be less than 20 (twenty)
3. The willing bidder shall quote the hiring charges per vehicle inclusive of fuel cost, in the format enclosed herewith on his letterhead, along with photocopies of testimonials and credentials including formal licence/ Registration, IT return, PAN card etc.
4. The applying bidder should submit a declaration stating the list of registration no. of vehicles in its car pool / available at its disposal, which it intends to let on hire to the West Bengal Staff Selection Commission on scheduled date
5. The vehicles should mandatorily have commercial / transport category of registration with valid documents pertaining to permit, certificate of fitness, insurance and pollution at the time of hiring by the West Bengal Staff Selection Commission

6. The driver of the vehicle engaged by the agency should possess valid Driving Licence along with a contact mobile phone number
7. The vehicle to be hired should not be more than 5 years old from the date of initial registration
8. The accepted rates will remain valid for the remaining part of the Financial Year 2013-2014.
9. Necessary log book / sheet and required official formalities will have to be maintained by the concerned agency for each of the vehicles to be let on hire
10. The vehicles shall have to display necessary approved sticker on the front windscreen of each the vehicle for the purpose of this duty on the scheduled date
11. Each bidder shall submit only one quotation
12. The West Bengal Staff Selection Commission will evaluate and compare the quotations determined to be substantially responsive i.e. which are properly signed and conform to the terms and conditions
13. The West Bengal Staff Selection Commission will award the contract to the bidder / bidders whose quotation has been determined to be substantially responsive and who has offered the lowest quotation price. The quantity may vary based on actual requirement
14. Notwithstanding the above, the West Bengal Staff Selection Commission reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to the award of contract
15. Payment shall be made within 30 (thirty) days. The selected agency will have to submit Bill in duplicate along with the log book / sheet to this office

The offer must be submitted in enclosed proforma latest by **02.00 pm on 2.12.2013 (Tuesday)**. The quotation will be opened immediately after 2.00 pm on 2.12.2013. Authorised representatives of the bidders may remain present at the time of opening of the quotation.

Sd/-

**Secretary-Cum-Controller of Examinations
West Bengal Staff Selection Commission**

Format for Quotation of Rate of Hiring of Small Vehicles

(1) Name of Organization / registered firm / car rental agency:

(2) Complete Address:

(3) Contact Nos. (a) Landline Telephone nos:
(b) Mobile nos:

(4) PAN No:

(5) Quotation of rate :

Sl. No.	Vehicle Category	Daily hiring rate (in Rs)		Number of vehicles that can be provided	Please mention minimum chargeable hours or km, if any
		Rate per KM	Rate per hour		
1	Ambassador or its equivalent				

(6) List of Vehicles to be deployed:

Sl. No.	Vehicle Category	Registration No. of vehicle	Model	Name and contact No. of Driver
1				
2				
3				
4				
5				

I / We hereby express interest and agree to provide the vehicles described above on hire on 15.12.2013 in scheduled time to the West Bengal Staff Selection Commission in accordance with the terms and conditions of the Invitation for Expression of Interest and Quotation for small vehicle for 1(one) day issued vide No.502/ EXAM / WBSSC/ 2013 Dated 26/11/2013.

Signature of Authorised person
with seal of the Agency