



सत्यमेव जयते

GOVERNMENT OF INDIA

THE PATENT OFFICE

INTELLECTUAL PROPERTY BUILDING

CP-2, SECTOR-V, SALT LAKE CITY

KOLKATA 700 091.

INDIA

INTELLECTUAL
PROPERTY INDIA

PATENTS/DESIGNS/TRADE MARKS
GEOGRAPHICAL INDICATIONS

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No. POK/Vehicle/Tender/2011

dated:- 23.02.2011

TENDER DOCUMENT

Sealed Tenders are invited in the field of hiring of vehicles(white in colour) for different model of cars separately preferably Indica, Honda City, Toyota Corolla or of similar standard. The price quoted shall be firm and final for the entire contract period. from the vehicle providers as per requirements, mentioned below in the schedule-I, for The Patent Office, CP – II, Sector- V, Salt Lake City, Kolkata- 700091, West Bengal.

SCHEDULE-I

Rate (all inclusive including all taxes and levies) for Non Air Conditioned Cars as indicated below:

Sl.No.	Type /Model of Car	Schedule Rate **		Rate/Additional Km		Rate/Additional Hour	
		Non-AC	AC	Non-AC	AC	Non-AC	AC

** 9 hours or 75 Kms. (per day) and minimum 1900 Km for per month

Sealed tenders indicating the rate(s) to be charged must be addressed to the **Dy. Controller of Patents & Designs, The Patent Office, CP-II, Sector –V, Salt Lake City, Kolkata- 700091, West Bengal.**

Interested parties are requested to submit their bids mentioning therein the rates to be charged by them subject to the following conditions:

1. The hiring charges shall be on the basis of zero based mileage i.e. mileage starting/ending from/at the **The Patent Office, CP-II, Sector –V, Salt Lake City, Kolkata- 700091, West Bengal.**
2. Service Tax shall be paid extra on actual payment basis.
3. **The Patent Office, CP-II, Sector –V, Salt Lake City, Kolkata- 700091, West Bengal** shall be liable to pay the hiring charges only. Other liabilities like monthly charges of drivers, repair and maintenance of vehicles, insurance, petrol/diesel, oil and any other incidental expenses etc. shall be borne by the vehicle provider..
4. In case of any mishap/accident, all the claims arising out of it shall be met by the vehicle provider.
5. Road worthiness of the vehicles is to be ensured at all times by the vehicle provider.
6. Inspection of the vehicle will be done before finalizing the contract and also periodically.
7. The vehicle should be registered with the concerned authority of Central/State Government.
8. In case the condition of vehicles is found unsatisfactory, they shall be returned for immediate replacement. In case no replacement is provided on time, the Authority shall have the right to hire a vehicle from the market and additional cost incurred by the Authority shall be borne by the vehicle provider.
9. The vehicle provider would ensure that the driver(s) employed possesses a valid driving license to drive commercially registered vehicles (Taxi). The driver of the vehicle provided must follow traffic rules and other regulations prescribed by the Government from time to time.
10. The driver(s) shall observe all etiquette and protocol while performing duty and should be in proper white uniform, well versed with routes of Kolkata and places. He should have a mobile connection with him in working condition for which this office shall make no separate payment.
- 11.. The vehicle provider should have experience of providing similar service to Government Offices for at least of three years.
12. The provider should possess at least three cars from which the replacement or additional requirement could be made.
13. Successful bidder have to deposit performance security @ 10% of the total contract value in shape of DD or Bank Guarantee with in 07 days from the date of acceptance of the tender that shall be released after the completion/termination of the contract.
13. The vehicle provider should submit list of vehicles with registration under appropriate category to avoid hiring of privately registered vehicles. Interested vehicle providers may submit details of organization(s) to which they have extended similar service in the recent past as well as of those organizations to which similar services are being provided at present. The vehicle providers must give their Service Tax Registration No. in their tender documents.

Last date for submission of tenders is 14th March 2011 upto 3 p.m.

Tenders will be opened on 15th March 2011. at 3 p.m.

The parties or their authorized representatives with an authority letter may be present at the time of opening of the tenders. **Dy. Controller of Patents & Designs, The Patent Office, CP-II, Sector –V, Salt Lake City, Kolkata- 700091, West Bengal** reserves the right to accept or reject any or all tenders without assigning any reason.

(D.K.RAHUT)

Dy. Controller of Patents & Designs,