



## OFFICE OF THE CHIEF EXECUTIVE OFFICER

Haldia Development Authority (ISO 9001:2015 Certified)

(A Statutory Authority under Government of West Bengal)

City Centre, P.O. Debhog, Haldia-721657, Dist: Purba Medinipur

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### **NOTICE INVITING OFFLINE TENDER NO.: 22 /HDA/ESTB. OF 2020 – 2021 – 2<sup>nd</sup> Call**

### **SCHEDULE OF IMPORTANT DATES OF BIDS**

**NAME OF SCHEME: SUPPLY OF COMMERCIAL REGISTERED SMALL AND MEDIUM SIZE VEHICLES PURCHASED ON OR AFTER 01.01.2020 WITH DIESEL/LPG/CNG ENGINE BELONGING TO INNOVA (AC) ALONG WITH DRIVER, TOWEL, CAR SCENT, ETC. FOR OFFICIAL USE ON MONTHLY AND CASUAL HIRING.**

<b>PARTICULAR</b>	<b>DATE &amp; TIME</b>
Date of Issue of NIT	: <b>21.07.2020</b>
Pre-bid meeting in the Board Room of the office of CEO, HDA, Haldia	: <b>24.07.2020 at 03.00 p.m</b>
Last date and time of submission of Technical Bid and Financial Bid.	: <b>28.07.2020 up to 03:30 p.m.</b>
Opening of Technical Bid at the Office of the CEO, HDA Haldia	: <b>28.07.2020 at 04.00 p.m.</b>
Opening of Financial Bid at the Office of the CEO, HDA Haldia	: <b>To be intimated through Official website of HDA, i.e., <a href="http://www.hda.gov.in">www.hda.gov.in</a> after evaluation of Technical Bid.</b>
Validity of bid	: <b>120 days w.e.f the date of publishing this NIT</b>
Contract Period	: <b>12 (twelve) Months</b>

**NOTICE INVITING OFFLINE TENDER NO.: 22 /HDA/ESTB OF 2020 – 2021 – 2<sup>nd</sup> Call**

**FOR**

**SUPPLY OF COMMERCIAL REGISTERED SMALL AND MEDIUM SIZE VEHICLES PURCHASED ON OR AFTER 01.01.2020 WITH DIESEL/LPG/CNG ENGINE BELONGING TO INNOVA (AC) ALONG WITH DRIVER, TOWEL, CAR SCENT, ETC. FOR OFFICIAL USE ON MONTHLY AND CASUAL HIRING.**

For and on behalf of Haldia Development Authority, the Chief Executive Officer invites **Offline** tenders in **TWO BID SYSTEM** from reliable, resourceful transport Agencies, bonafide and experienced firms / companies / individuals / owner of vehicles having requisite financial capability and sufficient credential on execution of similar nature of work. The details are given below:

1.	Name of work	:	<b>SUPPLY OF COMMERCIAL REGISTERED SMALL AND MEDIUM SIZE VEHICLES PURCHASED ON OR AFTER 01.01.2020 WITH DIESEL/LPG/CNG ENGINE BELONGING TO INNOVA (AC) ALONG WITH DRIVER, TOWEL, CAR SCENT, ETC. FOR OFFICIAL USE ON MONTHLY AND CASUAL HIRING.</b>
2.	Location of Work	:	<b>ALL OVER WEST BENGAL</b>
3.	Scope of Work	:	<ul style="list-style-type: none"><li>• To provide small and medium size vehicles purchased on or after 01.01.2020 and having commercial registration with Diesel/LPG/CNG engine belonging to Innova (AC) along with Driver, Towel, Car scent, etc. for official use on monthly and casual hiring.</li><li>• To ensure Driver of the vehicle shall have a mobile and he shall keep his mobile switched on 24X7 as the vehicle may sometime be required for emergent duties.</li><li>• Other incidental works as instructed by the authority time to time.</li></ul>
4.	Estimated Cost of work	:	<b><u>To be quoted by the bidder</u></b>
5.	Duration of the contract period	:	<b><u>12 (twelve) months</u></b>
6.	Security Deposit against work	:	Rs. 10,000/- (Ten thousand) is to be paid in the form A/C Payee Cheque / Banker's Cheque / bank draft / demand draft issued in favour of Chief Executive Officer, Haldia Development Authority. It would be taken from L1 bidder before issue of work order.
7.	Bid Inviting Authority	:	Chief Executive Officer Haldia Development Authority City Centre, PO-Debhog, Haldia, 721657 Phone No. 03224 255926 Email ID: <a href="mailto:ceo.hda@gmail.com">ceo.hda@gmail.com</a>

8.	Eligibility Criteria for the Bids	<p>1. Agency / owner of the vehicle should have at least last 3 (three) years experience for last three financial years in renting out vehicles to Government Offices / Semi Government Offices / Government Undertakings. Work done Certificate or Payment Certificates shall have to be produced in support of the claim.</p> <p style="text-align: center;"><b>and</b></p> <p>receiving payment equal to or more than <b>₹ 1.00 Lakh in every year</b> against a single work order.</p> <p><u>NOTE:</u> <b>Providing vehicle with driver.</b> <b>For running work,</b> Copy of the Work Order having details of similar nature of job and Payment Certificate having the requisite work done value of the similar nature of work shall have to be submitted along-with the Payment Certificate, in the technical bid for verification of the credential.</p> <p>2. Average Annual Turn Over from Contracting business for the past 3 (Three) Financial Years should be equal to or more than <b>₹ 1.00 Lakh</b> from Contracting Business. Audited Balance Sheet (authenticated by a chartered accountant) shall have to be produced in support of the claim.</p> <p>3. <b>Statutory Documents:</b></p> <ol style="list-style-type: none"> <li>a. Audited Balance Sheet of last 3 Financial years</li> <li>b. Latest Income Tax return</li> <li>c. Latest Professional Tax Return</li> <li>d. PAN Card (Xerox Copy)</li> <li>e. GST Certificate (Xerox Copy)</li> <li>f. Detail of Technical Personnel available with the bidder.</li> <li>g. One Affidavit before Notary as prescribed by the authority will have to be submitted along with this tender. (<b>Annexure -I</b>)</li> <li>h. If the applicant is an authorized signatory he should submit document of authorization in his favour along with the application. In case of Partnership firm, copies of the partnership deed are to be submitted along with the tender document.</li> </ol>
9.	Earnest Money Deposit	<p><b>₹ 5,000/- (Rupees Five thousand Only)</b></p> <p>The Earnest Money shall be deposited by the bidder in the form of A/C Payee Cheque / Banker's Cheque / bank draft / demand draft issued in favour of Chief Executive Officer, Haldia Development Authority.</p> <p>The <b>EMD</b> of the successful bidder will be <b>converted to the security deposit.</b></p>
10.	Bid document	<p>Bid Document is available in the HDA's official website. i.e, <a href="http://www.hda.gov.in">www.hda.gov.in</a></p>
11.	Date of Pre Bid meeting	<p><b><u>At 24.07.2020 at 03.00 p.m</u> in the Board Room of Haldia Development Authority, Haldia Unnayan Bhawan, City Centre, PO.-Debhog, Haldia , West Bengal-721657</b></p>
12.	Last date of submission of Technical Bid and Financial Bid.	<p><b><u>On 28.07.2020 up to 03:30 p.m.</u></b> at the Office of the Chief Executive Officer, Haldia Development Authority, Haldia Unnayan Bhawan, City Centre, PO.-Debhog, Haldia , West Bengal-721657.</p>

13.	Opening of technical bid	:	<b><u>On 28.07.2020 up to 04:00 p.m.</u></b> at the Office of the Chief Executive Officer, Haldia Development Authority, Haldia Unnayan Bhawan, City Centre, PO.-Debhog, Haldia , West Bengal-721657
14.	Technical Bid Evaluation	:	The technical bid will be evaluated by the tender evaluation committee of HDA. Bidders shall produce hard copies of the requisite documents during evaluation of the technical bid. Originals shall have to be shown if required.
15.	Date and time of opening of Financial Bid submitted on line of only the technically qualified bidders	:	<b>To be intimated through website of HDA, i.e, <a href="http://www.hda.gov.in">www.hda.gov.in</a> after evaluation of Technical Bid.</b>
16.	Financial Bid	:	Rate shall be quoted as per the prescribed Financial Bid Format
17.	Validity of Bid	:	<b>120 days</b>

**Sd/-**  
**Chief Executive Officer**  
**Haldia Development Authority**

**INFORMATION TO THE BIDDERS (ITB)**  
**INFORMATION TO THE BIDDERS (ITB)**

**1. Request for Tender**

Tender Document may be obtained from this office's Website [www.hda.gov.in](http://www.hda.gov.in) or [from](#) the office of the CEO, HDA Debhog, City Center, Haldia.

**2. Submission of Tender**

The tender will be submitted in two bid system i.e. Technical bid & Financial bid.

**Technical Bid:** The bid documents shall be submitted in a sealed **Cover A** properly marked as TECHNICAL BID along with NIT No., Name of the work and address of the bidder.

**Financial Bid:** The bid documents shall be submitted in a sealed **Cover B** properly marked as FINANCIAL BID along with NIT No., Name of the work and address of the bidder.

Both the Cover A and Cover B shall be placed within a larger cover and will be marked with NIT No., Name of the Work and address of the bidder.

**2.1 TECHNICAL BID**

**2.1.1 Receiving of documents**

Relevant tender documents in hard copy in a sealed cover shall be dropped in the Tender box kept at the office of the Chief Executive Officer, Haldia Development Authority, City Centre, P.O. Debhog, Haldia-721657, Dist: Purba Medinipur. Bidders can also send the documents to this office through registered post / courier. If the mandatory documents are not submitted within the stipulated date & time, then bid of the applicant shall summarily be cancelled and the bid offer shall not be opened. The Details of Mandatory Documents are given below:

**Mandatory Documents:**

- i) Work Completion Certificate as Credential as mentioned above
- ii) Filled up Form-I
- iii) Copy of PAN card
- iv) Latest Income Tax return
- v) GST registration No with relevant document.
- vi) Audited Balance Sheet of last 3 Financial years with Form - II
- vii) Latest Income Tax return
- viii) Latest Professional Tax Return
- ix) One Affidavit before Notary as prescribed by the authority will have to be submitted along with this tender. (Annexure -I)
- x) If the applicant is an authorized signatory he should submit document of authorization in his favour along with the application. In case of Partnership firm, copies of the partnership deed are to be submitted along with the tender document.

**Note: The tender will be summarily rejected if any of these documents are missing in the envelope.**

**Original documents shall be produced by the bidder for its verification, as required by the authority.**

### **2.1.2 Submission of Hard Copies of the Tender Documents**

The original copies of document of the Demand Draft/Bank Draft towards cost of the tender documents, Earnest Money and the hard copies of the Mandatory documents in a sealed **cover A** properly marked as Technical Bid, NIT No. and the Name of work along with Name and Address of the Bidder and Financial Bid complete in all respect in a sealed **Cover B** properly marked as Financial Bid, NIT No. and Name of the work along with name and address of the bidder and both kept in a larger cover proper marked as NIT No., Name of the work along with Name and address of the bidder shall be received by this office within stipulated date and time.

### **2.1.3 Receiving of Earnest Money Deposit (EMD)**

EMD in the form of separate A/C Payee Cheque / Banker's Cheque / bank draft / demand draft issued in favour of Chief Executive Officer, Haldia Development Authority has to be deposited together with the hard copy (**Cover A**) along with a forwarding letter to the tender inviting authority on a Company Letter head.

## **2.2 TECHNICAL BID**

### **2.2.1 Mandatory Documents**

Relevant documents must be submitted offline for participating in this tender. If the relevant documents are not submitted offline within the stipulated date & time, then bid of the applicant shall summarily be rejected and the bid offer shall not be opened. The Details of Mandatory Documents are given below:

- i. Copies of original documents defining the constitution or legal status, Name and address, registration detail of Firm / Company / Agency, place of registration, and principal place of business, name of proprietor and written power of attorney of the signatory of the Bid to commit the Bidder.
- ii. Work done certificate filled in **Form – I** along with details of similar type of project/job under any Government / Semi Government / Undertakings / Autonomous / Statutory bodies/ Local bodies, with requisite single tender value.
- iii. Audited Balance Sheet of last three Financial Years (authenticated by a Chartered Accountant) and filled in **Form – II** for establishing average Annual Turnover in contractual business.
- iv. PAN Card Xerox Copy
- v. Income Tax return of last financial year.
- vi. One Affidavit before Notary as prescribed by the authority will have to be submitted along with this tender. (**Annexure-IV**)
- vii. Goods and Service Tax Registration details
- viii. Latest Professional Tax
- ix. Detail of Technical Personnel available with the bidder.

**Note: The tender will be summarily rejected if any of these documents are missing in the envelope. Original documents shall be produced by the bidder for its verification, as required by the authority.**

### **2.2.2 Additional Documents**

- i) Registration details with any Government or Semi-Government or other organization.
- ii) Any other information to indicate Technical management competence.

### **2.2.3 Receiving of Earnest Money Deposit (EMD)**

EMD shall be collected as hard copy for instruments (A/C Payee Cheque / Banker's Cheque / bank draft / demand draft)

The L1 bidder shall submit the hard copy of A/C Payee Cheque / Banker's Cheque / bank draft / demand draft against EMD to the tender inviting authority along with his acceptance

letter of the Letter of Intent (LOI). Failure to submit Banker,s Cheque/bank draft with LOI acceptance letter within the time period prescribed for the purpose may be construed as an attempt to disturb the tendering process and dealt with accordingly legally including blacklisting of the bidder.

The earnest money of unsuccessful Bidder shall be returned back not later than 30 days from the bid validity period without interest.

#### **2.2.4 Average Annual Turnover**

Average Annual Turnover during last 3 (three) years should be equal to or more than **₹ 1.50 Lakh**

#### **2.2.5 CREDENTIAL**

##### **2.2.5.1 Technical :**

Agency / owner of the vehicle should have at least last 3 (three) years experience for last three financial years in renting out vehicles to Government Offices / Semi Government Offices / Government Undertakings. Work done Certificate or Payment Certificates shall have to be produced in support of the claim.

**and**

receiving payment equal to or more than **₹ 1.50 Lakh in every year** against a single work order.

NOTE:

**Providing vehicle with driver.**

**For running work,** Copy of the Work Order having details of similar nature of job and Payment Certificate having the requisite work done value of the similar nature of work shall have to be submitted along-with the Payment Certificate, in the technical bid for verification of the credential.

**2.2.5.2** The Work done Certificate should be pertaining to the work specified in the NIT. The Work done certificate should not be misleading the authority. If the Work certificate has mention on multiple nature of works executed by the agency in a single tender including the work specified in this NIT, then the value of the work as specified in this NIT will only be taken into account for evaluating the eligibility of the bidder. The decision of the authority in this respect is final and binding.

##### **2.2.5.3 Financial**

The average Annual Turn Over from contracting business for the past three financial years of the firm should be equal to or more than **₹ 1.50 Lakh** of the aggregate cost of works in which the contractor intends to participate. Annual Turnover statement shall be submitted in the Form-II in addition to the Audited Balance Sheet of the last three financial years authenticated by Chartered Accountant.

**2.2.6** One Affidavit before Notary as prescribed by the authority will have to be submitted along with this tender. (**Annexure-IV**)

**2.2.7** If the applicant is an authorized signatory he should submit document of authorization in his favour along with the application. In case of Partnership firm, copies of the partnership deed are to be submitted along with the tender document.

##### **2.2.8 Penalty for suppression / distortion of facts :**

If any tenderer fails to produce the original hard copies of the documents (especially Work done Certificates, audited balance sheets or any document which is vital for his eligibility), or any other documents within the specified time frame stated above or if any deviation is detected in the hard copies from the uploaded soft copies or if there is any suppression of fact during any time of the tendering process or even after the issuance of work order, the tenderer will be suspended from participating in the any tenders of HDA for a 2 (two) years.

### 2.3 FINANCIAL BID:

1. The Financial Bid shall be submitted in the prescribed Financial Bid Format (Annexure – III).
2. During quoting the rate in the Financial Bid, the bidder should consider the following as per the Finance Dept. GO. No.-3790-FY dated 21.07.2014
  - i) Service Charge – Fixed Charge to be considered by the bidder for providing the service throughout the service contract.
3. The rate is to be quoted in figures clearly in the specified space of the Tender form/ Financial bid Form.
4. The rate quoted by tenderer shall be inclusive of all elements of taxes and duties, demands, etc. except Goods and Service Tax.
5. Rate shall be quoted including income tax, local charges, and royalties, turn over tax and all other charges, if any as applicable but excluding Goods and Service tax. Goods and Service tax will be paid after online submission of invoice bill against HDA's GSTN.
6. All other charges like insurance charges, freight etc as would be required for completion of the work shall also be included in the rate quoted. No claim what so ever in this account shall be entertained.

#### 2.3.1 Taxes & duties to be borne by the Contractor:

It may again be reiterated that Income Tax and similar other statutory levy / cess etc. will have to be borne by the contractor while executing the work.

#### 2.3.2 Work inspection before submission of tender:

Before submitting any tender, the intending tenderer should make themselves acquainted thoroughly with the local conditions prevailing of work by actual inspection and taking into consideration all factors and difficulties likely to be involved in the execution of work in all respect and no claim whatsoever will be entertained on these account afterwards.

#### 2.3.3 Conditional and incomplete Tender:

Conditional and incomplete tenders shall be summarily rejected.

#### 3. Acceptance of Tender :

Rate should be given for each vehicle by the agency. L1 will be fixed by the authority from the individual rate for individual vehicle to be hired on monthly rate basis or casual hiring after fixing the type and no. of the vehicle. Lowest bidders will provide the hiring vehicle in monthly basis or casual hiring basis against the accepted lowest rate. Lowest valid rate will be accepted for individual vehicle. The authority may engage more than one agency for individual lowest rate of individual vehicle. However, the undersigned does not bind him to do so and reserves the right to reject any or all the tenders, without assigning any reason and also reserve the right to split the work amongst more than one tenderer.

Rate per vehicle is to be quoted and the L1 bidder will be selected in each category of the vehicle on basis of rate quoted for the particulars category of vehicle. No. of vehicle required in each category will be decided by the authority and L1 bidder of any particular category is liable to supply as many as vehicle required by the Authority at the quoted rate.

#### 4. Payment

Monthly payment will be made to the agency after ensuring the satisfactory performance. The payment will be made according to the availability of fund and no financial claim in case of any delay in payment will be entertained.

#### 5. Security Deposit

Rs. 5000/- per vehicle shall be the security deposit which is refundable, without interest, after necessary deductions, if any, after expiry of the contract period. The **EMD** of the successful bidder will be **converted to the security deposit** and the balance amount shall be paid as DD to Chief Executive Officer, Haldia Development Authority within **15 (fifteen) days from the receipt of work order**. An application along with a prescribed format of this office to be submitted for release of S.D. for which the contractor should apply to



the authority after completion of the contract period with an undertaking that the work is maintained properly as per the terms of contract.

**5.1 The schedule for release would be as below:**

After successful completion of the contract – Full SD will be released within 3 (three) months.

**6. Withdrawal of tender:**

A tender once submitted shall not be withdrawn within a period of 120 days from the last day of the opening of the financial bid of the tender. If a tenderer withdraws his tender within this period without any valid reason, necessary legal action may be taken against the bidder.

**7. Terms & Conditions:**

**7.1** Driver who is conversant in driving within the district of Purba Medinipur, Paschim Medinipore, other adjacent districts including and Kolkata District as a whole must be provided along with the vehicle. The Driver should have valid driving licence. The wages and allowances etc. of the driver will have to be borne by the owner of the vehicle. Wages and other allowances will be paid by the owner as per Minimum Wages Act, Rule and other labour law applicable to them. All the statutory provisions for the contract employee shall be adhered strictly as per instruction above. HDA shall not have any responsibility as far as the wages, allowances and any other issues regarding drivers.

**7.2** If the service of the driver or his conduct is not satisfactory, authority has the right to reject or return back the vehicle along with the driver. Owner shall ensure immediate replace of vehicle or driver as per the authority's request.

**7.3** Fuel of the vehicle shall be provided by the owner of vehicles. Fuel bills will be reimbursed by the Authority for actual Kilometer run by hired vehicle, if found correct during the checking of log book. The pattern of consumption of fuel by the vehicle as per latest G.O. issued by Transport Department of West Bengal.

Innova (AC)	- 1 ltr. for 10 KM.	for all categories of vehicles mobil oil is allowed @ 5 ltrs. per 2500 km. run
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**7.4** The vehicle shall have valid contract carriage permit from the Regional Transport Authority for plying in the District of Purba Medinipur, Paschim Medinipore, other adjacent districts including and Kolkata District as a whole.

**7.5** The vehicle must be in good running conditions preferably new vehicles having latest registration viz. within 1-2 years. Vehicles will be inspected before availing the service by the authority.

**7.6** Necessary major and minor repairs and maintenance of vehicle including cleaning, washing etc. will have to be made by the owner at his own cost. Repair and maintenance shall be carried out within 24 hours from the time of complaint by the authority/officer/staff. Authority may impose penalty for any failure to carry out such work within the stipulated time.

**7.7** Rate of hiring charges of the vehicle is to be quoted considering 10 hours duty per day. If, duty hours exceeds beyond 10 hours per day an additional charge of Rs. 20 per hour beyond 10 hours will be given.

**7.8** All the drivers along with vehicles shall report to the office every day at 9 AM or reporting time as directed by the officials of HDA without fail. However, the time of reporting and departure may vary depending upon requirements also. Any failure to provide vehicle at the appointed date and time shall make the owner/supplier liable to pay the charges which should be payable if the car is hired from other owner/supplier or one day's hiring charges as per contract value to be deducted from monthly hiring charges bill. And further action will be taken by the authority.

**7.9** Day to day log-book shall be maintained and it will be the responsibility of the owner to ensure that the log books are filled and the signature of the officers/staff are obtained by the driver concerned every day. In case of any dispute over the usage of vehicle, officer's record in this regard will be final and binding to the owner of the vehicle. Any tampering with the distance and time of usage of the vehicle shall result in penalty.

- 7.10** Traffic rules and order of the Transport Department, Govt. of West Bengal shall be followed strictly. Any penalty arising out of violation of such rules and regulations shall fall on the vehicle owner. If vehicle is involved in any accident during duty or while stationed elsewhere or prosecuted due to violation of existing traffic rules, the officer/staff using the vehicle will in no way be accountable for and the onus shall rest upon owner/driver. Insurance cover for the vehicle and third party insurance shall be obtained by the owner. Any compensation or any payment towards damage shall be made by the owner.
- 7.11** If the hired vehicle fails to report for normal duty due to any reasons viz breaks down, servicing, accident etc. the owner shall arrange for substitute vehicles within an hour at the same place at his own cost. Kilometer will be counted only once.
- 7.12** The vehicle will be stationed at garage and to be located within a radius of 3 Kms. from HDA's Office, Debhog, City Centre. The garage will have to be arranged by the owner of the car at his own cost.
- 7.13** Such vehicles must have valid commercial registration certificate, valid contract carriage Permit for plying in the Districts as mentioned, valid Insurance certificate and valid Pollution certificate. Renewal of these certificates from time to time should be done by the owner of vehicles from the concerned Authorities at his own cost. The information regarding vehicle No., Registration No., year and validity of Registration, Permit, Pollution certificate etc shall be provided by the owner.
- 7.14** Authority shall not be party to any prosecution or case in respect of any vehicle accidents or vehicle related offence. No assistance will be given by the authority in such situation.
- 7.15** If the car fails to report to the officer in time as per time schedule, the car may be rejected for that day without assigning any reason there of and no payment for that day will be admissible to the owner.
- 7.16** After the issue of work order the vehicle owner shall furnish the name and contact details of the driver, mobile number and residential address. Driver of the vehicle shall have a mobile and the he shall keep his mobile switched on 24X7 as the vehicle may sometime be required for emergent duties. Any change of the driver or vehicle should be reported to this office well in advance without fail. If any driver / agency do not receive phone or refuse to comply duty on any day, one day's hiring charges as per contract value to be deducted from monthly hiring charges bill. And further action will be taken by the authority.
- 7.17** The payment will be made on the monthly basis after scrutinizing the Log Book of the vehicle & certification by the Departments. Owner of the vehicle shall submit the bills at the end of each month for payment. If the owner submits anomalous bills intentionally, then the authority may impose penalty.
- 7.18** The car will be taken on monthly basis and if the service of the vehicles are found unsatisfactory, the contract will be terminated within 7 (seven) days notice, without showing any reasons thereof for which no claim will be entertained.
- 7.19** The owner of the vehicle shall have to furnish the concerned blue book and other particulars including certificate from Pollution Department at the time of issuance of papers for necessary verification. .
- 7.20** Minimum of 1% and a maximum of 5% of the hire charge of the vehicle concerned may be imposed as minor penalty. Minimum of 1% and a maximum of 3% of the total hire charge for the month of all the vehicle shall be imposed as Major penalty. Authority shall impose penalty on reasonable ground.
- 7.21** Tenderers requested to be present in person during the opening of technical and financial bids.
- 7.22** The tender accepting authority may ask any tenderer to submit analysis to justify the rate quoted by the tenderer.
- 7.23** The driver personnel provided shall be the employees of the Contractor and all statutory liabilities will be paid by the contractor. The list of staff going to be deployed shall be made available to the Authority and if any change is required on part of the Authority fresh list of staff shall be made available by the agency after each and every change. Here the driver should be treated as employee and the owner of the vehicle should be the employer in this regard.

- 7.24** The contractor shall abide by and comply with all the relevant laws and statutory requirements covered under various laws such as Minimum Wages Act, Contract Labour (Regulation and Abolition) Act 1970, EPF Act, ESI Act and various other Acts as applicable from time to time with regard to the personnel engaged by the contractor for the Authority. Payment of contractual workmen to be engaged shall be in conformity prevailing rates.
- 7.25** The Transport agency shall have to ensure Driver of the vehicle shall have a mobile and the he shall keep his mobile switched on 24X7 as the vehicle may sometime be required for emergent duties. The bidder shall submit copies of the Driving License to the Authority, before their deployment.
- 7.26** The Bidder should ensure about the integrity of the personnel to be deployed by them for security. Misconduct on the part of any driver damaging and polluting the atmosphere and creating a sense of insecurity renders him / her disqualified for the job. Such persons engaged for driving purpose and those found involved in any sort of criminal activity or implicated by in any Court of law should be removed from the job and replaced immediately.
- 7.27** The personnel engaged should be of robust physique and project an image of utmost discipline. They have to be extremely courteous with pleasant mannerism in dealing with the public. The Authority shall have right to have any person removed in case the driver is not performing the job satisfactorily. The transport agency should also ensure that the driver as deployed are physically fit and mentally alert in all respect. In other words, any infirm person or anybody found crippled with serious ailment is not fit for driving service. The Transport Agency shall have to arrange the suitable replacement in all such cases.
- 8.30** If any accident happens to driver during duty hours, the Transport Agency shall be solely responsible for providing necessary treatment and compensation to the affected driving personnel or his / her affected dependent family members.
- 8.31** Violation of any condition as couched in the contract will render the contract liable to be terminated at any point of time with forfeiture of EMD / SD and any punitive measure as the authority deems fit.
- 8.32** The Authority shall have the right, within reason, to have any person removed that is considered to be undesirable or otherwise and similarly Contractor reserves the right to change the staff with prior intimation to the CEO, HDA.
- 8.33** The Authority shall not be responsible for providing residential accommodation to any of the employee of the Transport Agency
- 8.34** The Authority shall not be under any obligation for providing employment to any of the worker of the contractor after the expiry of the contract. The Authority does not recognize any employee employer relationship with any of the workers of the contractor.
- 8.35** The bidder will have to enclose the proof / copies of the challans showing payment of statutory dues for the previous month along with monthly bills
- 8.36** Questionnaire for the pre-bid meeting if any shall be forwarded to this office on or before pre-bid meeting to be held on **24.07.2020 at 03.00 p.m.**
- 8.37** Invitation of application for issue of tender does not constitute any guarantee for issue of tender paper to the applicant even to the enlisted tenderer of appropriate class. Contractor will not be entitled for any compensation for rejection of his application.
- 8.38** The rates quoted in the tender shall remain valid for 4 (four) months from the date of submission of Tender for acceptance.
- 8.39 Penalty:** For poor response of driver with any official of the authority and outperforming of vehicle in emergency, penalty as decided by the authority will be imposed upon the agency.
- 8.40** The Contractor whose Tender is accepted shall make formal agreement ( format enclosed) with the Chief Executive Officer, Haldia Development Authority, Haldia within 7(seven) days from the date of issue of an intimation to that effect by this office. If the Contractor fails to perform the formalities within the specified period, Tender will liable to be cancelled and the earnest Money will be forfeited.

- 8.41** The Agencies/contractor shall abide by all the labour welfare laws and their modifications from time to time, if any, within the contract period. Minimum labour wages, labour facilities, E.S.I, P.F, Bonus facilities etc. should be provided as per Govt. order/Circulars prevailing time to time. In no case, HDA shall be held responsible for any eventualities in this regard including payment of wages to personnel deployed by the contractor.
- 8.42** HDA takes no responsibility for any delay/loss/non-receipt of tender document or any other letter sent by post either way.
- 8.43** Tenderer can approach the Assistant Executive Officer, HDA for any clarification with respect to this tender.
- 8.44** The acceptance of the Tender will rest with the accepting authority who does not bind himself to accept the lowest or any tender and reserves the right to reject in part or in full of all tenders received or to split up the work in different groups without assigning any reason thereof. The decision of authority with respect to this tender is final and binding.
- 8.45** The Tenderer should sign all corrections in the tender with date. The Tenderer must sign each of the Tender documents.
- 8.46** Tenderers who will sign on Tender on behalf of a company or Firm must produce the "Registered documents" in respect of their competency to do so, failing which their tender will not be considered.
- 8.47** Any dispute / arbitration arises should be under the Haldia Sub-Divisional Court.
- 8.48** Toll Tax / Parking is to be paid by the driver of Agency which will be reimbursed during payment of bills against proper receipt.
- 8.49** No advance will be paid to the owner of the vehicle.
- 8.50** Progressive payment will be paid in running account bill subject to satisfactory performance. Payment may be withheld / not made on average or poor quality of service.
- 8.51** The work may be terminated at any time with clear 15 days notice to the contractors served by the Authority.
- 8.52** Original copy of all certificates shall be produced for checking and verification of all supporting documents on request of HDA.
- 8.53 Termination of Contract/ Work Order:** The authority may terminate the contract/work order due to the following reasons at any point of the time during the contract period.
- i)** Poor performance of the agency.
  - ii)** If Govt. Order for minimum wages will not be followed for payment to the driver.
  - iii)** Violation/Non-compliance of any instructions of the authority.
  - iv)** Misbehavior with any official of HDA.
- For termination of the contract/work, the authority will issue a 7 days notice to the agency/contract to make up the discrepancy/shortfall of the work as instructed by the authority, failing which the contract/work order will be terminated with forfeiture of E.M.D., S.D., Performance Security etc.
- 8.54** The agency should possess the requisite and relevant equipments for the work.
- 8.55 Discretion of the authority inviting tender** - The tender inviting authority reserves the right to accept or to reject any or all applications/tenders without assigning any reason whatsoever. On matters of dispute authority decision shall be final and binding. The details of work indicated above is provisional and should not be taken as firm. The extent to which the work would be actually executed will depend on the final decision of the Chief Executive Officer, HDA. He however reserves the right to reduce the quantity even substantially without assigning any reason thereof and take up the same otherwise for which no compensation is payable under any circumstances.

**Sd/-**  
**Chief Executive Officer**  
**Haldia Development Authority**

**Memo No.: 665(12)/HDA/V-17(P-VII)**

**Date: 21/07/2020**

Copy forwarded for information and wide publicity to:

1. The Chairman, Haldia Development Authority
2. The Additional Chief Secretary to the Govt. of West Bengal, Urban Development Department, Nagarayan, Salt Lake, Kolkata
3. The District Magistrate, Purba Medinipur,
4. The Superintendent of Police, Purba Medinipur Tamluk, Purba Medinipur.
5. The Additional District Magistrate, Haldia
6. The Additional Superintendent of Police, Haldia, Purba Medinipur.
7. The Sub-Divisional Officer, Haldia, P.O.- Khanjanchak, Purba Medinipur.
8. The District Information & Cultural Officer, Purba Medinipur
9. The District Informatics Officer, NIC, Purba Medinipur, Tamluk with a request to publish it in the official website of Purba Medinipur District.
10. The System Analyst, H.D.A. with a request to arrange to publish it in the website of HDA and make arrangement to send the same to DIO, NIC by e-mail.
11. CA to the CEO, HDA
12. Reception / Notice Board.

**Sd/-**  
**Chief Executive Officer**  
**Haldia Development Authority**

**FORM – I**  
**Credential Certificate**

1	Name of the work	:	
2	Name of the client	:	
3	Amount put to tender	:	
4	Work Order No.	:	
5	Contractual amount against the tender	:	
6	Date of commencement of work	:	
7	Date of completion as per work order	:	
8	Actual date of completion (as applicable)	:	
9	Final gross value of the executed work as per the final bill/payment certificate. <ul style="list-style-type: none"><li>• successfully completed Providing driver and vehicle within last 3 (three) financial years from the date of NIT against a single work order</li><li>• undertaken the job of providing transport service within last 3 (three) financial years from the date of NIT against a single work order</li></ul>	:	

I hereby declare that all the statements made above are true to my knowledge. I also understand that any discrepancy found in the above statement will render me liable for cancellation of my tender.

(Signature of the bidder)

**FORM – II**

**Statement on Annual Turnover from Contractual Business**

This is to certify that the following statement is the summary of the audited Balance sheet arrived from contractual business in favour of ..... for the three consecutive years.

Sl. No.	Financial		Remarks
	Year	Turnover (rounded of)	
1	2016-2017		
2	2017-2018		
3	2018-19		
<b>Total</b>			
<b>Average Turnover</b>			

Note

- i) Average turnover is to be expressed in lakh of rupees, rounded up to two digits after decimal.
- ii) Average turnover for 3 years is to be obtained by dividing the total turnover by 3 (three).

**Signature of the Bidder**

**(ANNEXURE – III)**  
**FINANCIAL BID FORM**

(For information and Guidance only, rate to be quoted excluding GST)

**For Monthly Hiring**

<b>Sl. No.</b>	<b>Particulars</b>	<b>Unit</b>	<b>Quantity</b>	<b>Fuel (Diesel)</b>	<b>Mobil Oil</b>	<b>Rate</b>	<b>Amount</b>
1	<b>Innova (AC)</b>	Per Month Per Vehicle	1	1 Ltr per 10 KM	5 Ltr per 2500 KM	To be quoted	



## **ANNEXURE-IV**

### **SAMPLE FORMAT FOR AFFIDAVIT**

I, Sri.....,S/o Sri....., aged.....Years,  
Residing at....., Proprietor/Partner/Director of.....,  
do hereby solemnly affirm and declare in connection with “**SUPPLY OF COMMERCIAL REGISTERED SMALL AND MEDIUM SIZE VEHICLES PURCHASED ON OR AFTER 01.01.2020 WITH DIESEL/LPG/CNG ENGINE BELONGING TO INNOVA (AC) ALONG WITH DRIVER, TOWEL, CAR SCENT, ETC. FOR OFFICIAL USE ON MONTHLY AND CASUAL HIRING.**” for official use on monthly and casual hiring”

**22 /HDA/ESTB. OF 2020 – 2021 – 2<sup>nd</sup> Call as follows:**

1. That I, the undersigned, do certify that all the information furnished & statements made in the bid documents are true and correct to the best of my knowledge and belief.
2. Any departure whatsoever in any form will be considered as breach of contract. In such situation the Department at his liberty may with hold our payment till we rectify the defects or fulfill our contractual obligation. In this connection, authority’s decision will be final and binding.
3. The undersigned also certifies that neither we have abandoned any work awarded to us, nor any penal action was taken against us by any department. The undersigned also declares that we do not have any running litigation with any department.

**Signature of the Contractor**

**Name:**

**Place :**

**Date :**