

**CENTRAL WOOL DEVELOPMENT BOARD**

**C-3, Shastri Nagar, Near Shastri Circle, Jodhpur- 342 003**

**Tender Document**

**Name of the Work**

**Hiring of one Road Vehicle (Swift Dzire)/Indigo  
CS or similar sedan type Car (Diesel model) Car  
for official use of CWDB**

**CENTRAL WOOL DEVELOPMENT BOARD**

MINISTRY OF TEXTILES, GOVT. OF INDIA

C-3, Shastri Nagar, Jodhpur, Rajasthan. 342 003

Phone 0291- 2433967 & 2616328 Fax 2439017 [woolindiajodhpur@dataone.in](mailto:woolindiajodhpur@dataone.in)

No. CWDB/ Estt./Staff car/2016/

Dated : 22.04.2016

**TENDER NOTICE**

Tender No. CWDB/Estt./Staff Car/2016/1

Sealed open tender is invited by Central Wool Development Board for supply of **one** Swift Dzire/Indigo CS or similar sedan type Car (Diesel model) on hire to be used as Staff Car for Executive Director, CWDB for a period of one years ( which on satisfactory services may be extended for further two years ).

**Cost of Tender documents** : Rs. 200/-

**Earnest Money** : Rs. 10000/-

**Date of submission of Tender** :13.05.2016 at 1500 Hours.

**Date of Opening of tender** : 13.05.2016 at 1530 Hours.

Tender document can be downloaded from the website [www.woolboard.nic.in](http://www.woolboard.nic.in) and submitted in the office of Executive Director, Central Wool Development Board, C-3, Near Shastri Circle, Shastri Nagar, Jodhpur- 342 003 upto 15.00 hours of 13.05.2016 ( Tender form will be available from 26.04.2016 onwards).

**Executive Director**

## TENDER FORM

1	Name of firm:	
2	Complete address:	
3	Registration No of firm	
4	Name of the owner of the Car	
5	Pan No.	
6	Service Tax No./Certificate etc.	
7	Details of Bank A/c (With RTGS Detail)	
8	Demand draft No./date (EMD)	
9	Experience, if any (credential to undertake similar work with Govt. Deptt.)	
10	Other information, if any	

Signature of Tenderers

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Name of the Work: **Hiring of one Road Vehicle (Swift Dzire) /Indigo CS or similar sedan type Car (Diesel model) Car for Official use.**

Schedule of Items

**TENDERERS ARE REQUESTED TO QUOTE THEIR RATES AS UNDER:**

<b>S. No.</b>	<b>DESCRIPTION OF WORK</b>	<b>Rate in Rs.</b>
1.	Supply of Swift Dzire/Indigo CS or similar sedan type Car (Diesel model) on hire to be used as Staff car for Executive Director CWDB. The rates for minimum 2000 Km running in a month includes all taxes, license, fee, permit, driver's wages, repair and maintenance cost etc. complete in all respects. (Toll tax, Parking and Boarder Tax will be paid by the CWDB extra) Approx. Qty.: 1 No. of vehicle for 1 year. Rate to be quoted for per month basis both in figures & Words	
2.	Rate per kilometer of usage of vehicle beyond 2000 Km includes taxes, license fee, permit, fuel, POL etc. complete in all respects. (Toll tax, Parking & Boarder Tax will be paid by the CWDB Extra)	
3.	Taxes if any (i.e. Service Tax)	

Instructions:

1. The tender Documents will also be available on Website [www.woolboard.nic](http://www.woolboard.nic). This facility is available during above mentioned period and the same can be downloaded and used as Tender Documents for submitting the offer. This facility is available free of cost. However the Demand Draft (**which should be drawn in favour of Executive Director, Central Wool Development Board, Jodhpur**) towards the cost of Tender Document, as prescribed above will have to be enclosed along with the Tender Document, while submitting the same. In case the offer is not accompanied with the valid Demand Draft towards the cost of the Tender Document, as detailed above, the tender will be summarily rejected.
2. The Tender received without prescribed Earnest Money will be liable to be summarily rejected.
3. Tenders completed in all respects and with all documents as stated above should be deposited in the Tender Box kept in the Office of the Central Wool Development Board, C-3, Near Shastri Circle, Shastri Nagar, Jodhpur.
4. The Tenders will be received in the office of the undersigned upto 15.00 hrs. on the date of opening indicated above and will be opened on the same day at 15.30 hrs. in presence of the Tenderers or their authorized representative, who wish to remain present. Tenders duly sealed in the prescribed manner as above can also be sent through Speed Post so as to reach in this office not later than 15.00 hrs. on the aforesaid date.
5. In case the Date of Opening mentioned above is declared Holiday or Bandh on any account the said date shall automatically be substituted by the next working day.
6. If the tenderer (s) deliberately gives wrong information/whose Credentials/ documents in his their tenders and thereby crease (s) circumstances or acceptance of his/their tender CWDB reserves the right to reject such tender at any stage, besides shall suspend the Business for (1 One) year.
7. Joint venture firms are not permitted to participate in this tender. Such offer if submitted will not be entertained at all.

Terms & Conditions:

1. The rates are inclusive of salary and other benefit admissible to the Drivers, diesel, lubricant and other POL as & when required for running or during vehicle repairs, maintenance etc.
2. The rate includes all major/minor repairs, servicing of vehicles cost of lubricants and all other consumable required from time to time. All taxes, duties, incidental charges penalties etc. as imposed by Central/State/Local Govt. bodies for running of vehicles, statutory recoveries on account of income tax and other tax as applicable shall also be made from running account bills . Only Service Tax will be paid by CWDB extra, as applicable.
3. If the vehicle is out of order an alternative vehicle in good shape will be temporarily made available to the CWDB, failing which vehicle will be hired from the Open Market and actual payment made for it along with token penalty of Rs. 1000/- will be recovered from the dues payable to the contractor in additional to non payment of hiring charges for the period of break down.
4. The vehicle should be available to the CWDB with fuel, engine oil etc.
5. The vehicle could be stationed at CWDB office or any station as per direction of officers of CWDB.
6. The Contractor shall be completely responsible for safe running of vehicle. The CWDB will not be responsible for any loss, damage, repairs, maintenance or accident to the vehicle.
7. Driver shall maintain a Log Book.
8. Payment of Hire charges will be made once in a month in the form of cheque, after deducting taxes etc. as per rule.
9. Description of the Vehicle i.e. (a) Make (b) Registration Number (c) Year of manufacture (d) Driver's Name and License Number (e) Copy of Road Tax clearance token (f) Fitness Certificate (g) Reference to blue book will be required to be submitted to the CWDB.
10. Minimum wages shall be paid to the driver and other statutory obligation should be met by the contractor of his own cost.
11. The driver should have a valid driving license and the vehicle should be insured against accident etc. as per rules and statutory obligations.
12. The Vehicle should be in good fettle always.
13. The Vehicle will be hired for one year from the date of order and on satisfactory performance may be continued further.
14. The vehicle should be of white/off white colored in good condition and should not be older than one year at the time of opening of tender.
15. The seats of the vehicle should have good and clean cloth covers.
16. The driver should always wear proper white uniform.
17. The vehicle shall move as per the direction of Controlling Officer or other CWDB Official as per requirement.
18. Rate per Km will be increased/decreased proportionately, if the market rate of fuel is increased/decreased as per prescribed norms in the quotation.
19. The rates of hire are inclusive of road tax, Govt. levies and other levies and

- charges for inspection certificates as per statutory requirement from time to time.
20. Toll Tax, Parking and Boarder tax will be reimbursed by CWDB.
  21. Out station charges for Driver will be paid at Rs. 250/ per night.
  22. In case of any legal dispute, the jurisdiction will be at Jodhpur (Rajasthan).
  23. The Tenderer should submit experience certificate for carrying out similar work with Government.
  24. The Executive Director, CWDB has right to reject/terminate the contract without assigning any reason.

I/We have carefully gone through the contents/instructions/terms & conditions of the tender documents and agreed upon the same fully.

Signature of tenderers