CORRIGENDUM

“Tender for hiring of vehicle purely on contractual basis for one year.

The date of tender submission and opening are as below:

<table>
<thead>
<tr>
<th></th>
<th>Earlier</th>
</tr>
</thead>
<tbody>
<tr>
<td>Due date for tender submission</td>
<td>31.05.2013 by 3.00 PM</td>
</tr>
<tr>
<td>Opening of Technical Bid</td>
<td>03/06/2013 by 02:00 PM</td>
</tr>
</tbody>
</table>

Sd/-
(D. P. Guha),
Authorised Officer,
Eastern Region, Kolkata
Notice Inviting Tender

Subject- Tender for Hiring of Vehicle purely on Contractual term for a period of one year for use in FSSAI, Kolkata Office

1. Sealed quotation are Invited for hiring of Vehicles on daily basis as well as need basis latest by 31/05/2013 up to 03:00 P.M. Tenderer may be sole proprietor /Partnership firm and Company.

Tenderer must provide names and residential address (both existing and permanent) in the format given below.

<table>
<thead>
<tr>
<th>Sl. No</th>
<th>Name of the proprietor(s)/directors</th>
<th>Current residential Address</th>
<th>Permanent residential address</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
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<td>02</td>
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</table>

The period of Contract will be for an initial Period of one year from the day when the letter of Commencement is issued in this regard, which shall be treated for all practical purposes as date of the commencement of the contract.

2. Estimated requirement

<table>
<thead>
<tr>
<th>S.No</th>
<th>Type of Vehicle</th>
<th>Number</th>
<th>Daily /Need basis</th>
<th>Normal place of duty for reporting</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Scorpio/SUMO</td>
<td>01</td>
<td>Daily</td>
<td>From FSSAI, Mayukh Bhawan (Salt Lake) to various Sea/AirPort</td>
</tr>
<tr>
<td>2</td>
<td>Scorpio/SUMO</td>
<td>01</td>
<td>Need basis</td>
<td>From FSSAI, Mayukh Bhawan (Salt Lake) to Haldia Sea Port</td>
</tr>
</tbody>
</table>

3. Earnest money: To be submitted by successful bidder of amount Rs. 10,000/- (Rs Ten Thousand Only.) in favour of Designated officer, FSSAI, Eastern Region, Kolkata. After getting the contract.

4. Last date of submission: Up to 03:00 P.M. on 31.05.2013 at Authorized Officer, Food Safety & Standards Authority of India, Ministry of Health & Family Welfare, Mayukh Bhawan, 4th Floor, Salt Lake, Eastern Region, Kolkata-700091

5. Date and time of opening: at 04:00 PM on 31.05.2013 at Authorized Officer, Food Safety & Standards Authority of India, Ministry of Health & Family Welfare, Mayukh Bhawan, 4th Floor, Salt Lake, Eastern Region, Kolkata-700091
Terms and Condition

1. Vehicle: The Vehicle provided should be manufactured after 01/01/2009 and should be well furnished and maintained. Vehicle should have (Yellow) number Plate. The registration number of the vehicles provided, will have to be intimated to this Authority. In case condition of vehicles is not found to be satisfactory, they shall be returned for immediate replacement.

The vehicle provided to the FSSAI should fulfill the norms prescribed by the Government of W.B.

2. Calculation of Time and Distance: For the purpose of calculation of time and distance (KM) beginning and ending at the FSSAI located Mayukh Bhawan, Kolkata will be the point for calculation of kms/hours. Kilometers considered or time of duty for payment will be to and from FSSAI premises.

3. Time Frame: The vehicle/s, as requisitioned by the FSSAI, should reach the stipulated destiny located within Kolkata, within maximum time of 20 minutes+ 10 minutes, irrespective of the location of the Transport agency who has been awarded the contract.

4. The journey to the destination and back shall be undertaken by the shortest route possible. In case of breakdown of any vehicle during official duty, it shall be the responsibility of the firm to provide a replacement immediately. If no replacement is provided on time, alternative arrangement will be made and the cost thereof will deducted from then payment to be made to the firm.

5. Toll Tax, Entry Tax, Permit fee for crossing border if any, parking charges will be borne by the FSSAI for which the original receipts should be submitted.

6. The vehicle deputed should carry all relevant papers duly updated.

9 All incidental expenditure towards repair will be borne by the vehicle owner. The firms should have the capacity of repairing their vehicles in a short time and during repair time the firm would place a substitute vehicle and deriver immediately.

8 It shall be the sole prerogative of the Competent Authority in the FSSAI to choose any one rates slab or a combination of rate slab in case of vehicle being hired on daily hiring charges basis.

9. No compromise will made by this Authority towards punctuality, cleanliness, obedience, promptness, behavior etc. If the tender, at any point of the time during official duty, fails to perform duties, as desired by the Ministry, the security deposit will be forfeited and contract will be cancelled forthwith without any notice by the Competent Authority.

10. No advance payment is payable by the Authority or the officers traveling in such vehicle. The billing will be done on a daily basis and it should be submitted by the firm by the first week of the following month. The payment will be made only for those log books or duty slips which have been signed by the officer/staff using the vehicle. It will be the responsibility of the taxi driver to get the log book or duty slips which have been signed by the officer/staff using the vehicle. It will be the responsibility of the taxi driver to get log book entries indicating start kilometers, end kilometers, distance covered and time from FSSAI to places visited etc. for each occasion of journey, signed by the officer/staff traveling on a day to day basis.
11. **Service Tax:** The rates quoted should be excluding the service tax. The service tax will be paid additionally only after receiving the photo copy of the service tax registration certificate. No service tax will be paid if the operator fails to provide proof of valid service tax registration.

13. In case of dispute of any kind and in any respect whatsoever, the decision of Head Office (HO), FSSAI, Kolkata shall be final and binding.

14. The Contract could be considered for extension based on satisfactory services performed by the firm and mutual agreement for such further period(s) as may be agreed upon, but not exceeding one year at a time.

15 The Food Safety and Standards Authority of India reserves the right to reject all or any of the officers or accept more than one offer.

22. **Eligibility Criteria:**

Firms must provide information/meet following criteria and provide documents as evidence:-

(a) Must have travel and transport as its nature of business (certificate to this effect if available).
(b) Turnover from services for hiring of vehicles shall not be less than Rs.5 Lakhs/year during last 2 years.
(c) Firm must have Service Tax Registration No. and Authority with whom registered.
(d) Firm must have Permanent Account Number for Income Tax
(e) Firm must provide details of registered office (Address) with Telephone No./ Fax/Mobile No.
(f) Firm must provide details of Address for communication along with Phone No./ Fax./ Mobile No.
(g) Certificate to the effect that the tenderer would absolve FSSAI of any liability which accrues during the contract period.

(h) **Location of Firm:** The firm submitting the tender should be located within the Kolkata and should be situated within seven kilometers of distances from the Authority premises. The vehicle/s, as requisitioned by this Authority, should reach the stipulated destiny located within Kolkata, within a maximum time of 20 minutes + 10 minutes, irrespective of the location of the Transport agency who has been awarded the contract.

(i) **Vehicles:** The bidder should have adequate number of vehicles of the same model (Scorpio or equivalent) to meet the requirement of FSSAI. While evaluating bids documents required against above eligibility criteria shall be provided as per this tender and Annexure. Firm shall self-certify each age of the tender document in token of its understanding / acceptance.

(J) **Driver:** The firm would ensure that the driver employed have valid driving license and carry the necessary registration papers, security check verified and should be educated and properly behaved and well conversant with the traffic rules/ regulations and city roads/ routes. It will be the responsibility of the taxi driver to get the duty slips and log book entries indicating start kilometer, end kilometer, distance covered and time from FSSAI to places visited etc. for each occasion of journey, signed by the officer/staff traveling on a day to day basis. Driver should have free from Alcohol & drugs addiction & good behavior.
23. **Instructions for Tenderers.**

(i) In case of the application being made by a partnership firm, a copy of Partnership Deed is required to be submitted along with the tender.

(ii) In case of the application being made by a Private Limited Company, a copy of the Certificate of Incorporation from the Registrar of Companies, Memorandum and Articles of Association of the company is required to be submitted.

(iii) The tender shall be submitted in sealed cover envelop marked “TENDER FOR HIRING OF VEHICLE SERVICES” on top and addressed to at Authorized Officer, Food Safety & Standards, Authority of India, Ministry of Health & Family, Welfare, Mayukh Bhawan, 4th Floor, Salt Lake, Eastern Region, Kolkata-700091 by 03:00 PM on 31/05/2013.

(v) It is the responsibility of the tenderers to see that the completed bidding documents are submitted by the specified time and date.

All pages of the tender documents must be signed by the firm, in token of its understanding & acceptance.
To,
Authorized Officer,
Food Safety & Standards Authority of India
Ministry of Health & Family Welfare
Mayukh Bhawan, 4th Floor, Salt Lake
Eastern Region, Kolkata-700091

Date -

Sub: Submission of Bid for hiring of vehicle services.

Sir,

With reference to your tender enquiry no.________ dated ________, our registered office is located at__________________. Detailed address and contact details are as under:

Tel No. Fax No.

For vehicle to be provided to FSSAI, we have garage/parking place at the address (with telephone No.) given below:
Address -

I submit herewith my Bid for your kind consideration please. I have read the terms and conditions and enclosed documents as indicated strictly as per instructions given in the tender document.

Yours faithfully,

( )

Enclosures –

1. Duly signed tender document with terms and conditions as provided by FSSAI
2. Annexure – 1 to 2 and other document as asked.
### Annexure- 1

**Information about the Company/Firm/Proprietor/Bidder/Tenderer**

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Annexure 2

PRICE BID FORMAT FOR NEED BASED VEHICLE

Details of rate quoted for requirement of vehicle on daily basis as well as need basis for one year.

<table>
<thead>
<tr>
<th>SL No.</th>
<th>Particular</th>
<th>Rate per car</th>
<th>Total amount (in Rs.)</th>
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[Signature of tenderer]
List of information/documents to be submitted

a. Annexure 1 and 2 duly filled

a. Service tax registration No. and the Authority with whom Registered

b. Copy of Permanent Account Number

c. Registered Office (Address) and parking place/garage within 10kms from FSSAI with Telephone No./Fax No./Mobile No.

d. Must have travel and transport as its nature of business

e. Tenderer must provide address for communication along with Phone No./Fax No.

f. Copy of partnership deed in case of partnership company

g. Copy of certificate of incorporation and memorandum of association if any

i. Certificate to the effect that the tenderer would absolve FSSAI of any liability which accrues during the contract period.

j. All papers of tender document signed by the firm