



कोलकाता पत्तन न्यास
यांत्रिक व विद्युत अभियंत्रण विभाग
8, गार्डन रीच रोड, कोलकाता-700043

Kolkata Port Trust
Mechanical & Electrical Engineering Department
8, Garden Reach Road, Kolkata- 700043



Telephone : 2409-3037 :: Fax : 2439-1333 :: Email : cme@kolkataporttrust.gov.in Web : <http://www.kolkataporttrust.gov.in>

No. Mech/C/672

Dated the 22nd March, 2018

Dear Sirs,

Sub: Budgetary quotation for supply of AC & Non-AC cars
to KoPT to be taken on hire

KoPT intends to finalise its rate for supply of AC & Non-AC cars to be taken on hire on daily fixed rate basis. The said daily fixed rate shall remain valid for a period of 3 years.

For the purpose of calculating the said daily fixed rate, budgetary quotation is invited in sealed cover from your end for supply of AC & Non-AC cars complying with the terms and conditions as mentioned below:

- (i) There shall be only one fixed daily rate (exclusive of fuel and lube oil) to be quoted by the firms applicable for AC cars. Rate for Non-AC cars shall be 95% of the fixed daily rate of AC cars. All cars should be sedan type having engine capacity between 1199 cc to 2000 cc. However, hatchback type Non-AC cars can also be supplied.
- (ii) The cost of fuel to be paid extra at actuals (considering average fuel price of IOCL at Kolkata prevailing on the 15th and last day of every month) on the basis of the following fuel consumption. Similar will be the methodology for determining cost to be reimbursed by KoPT of lube oils on the basis of consumption as per following km run of each car:

Type of vehicle	Km run of car per litre of fuel consumption	Km run of car per litre of lube oil consumption
Non-AC car	12	500
AC car	10	500

Further, in respect of lube oil, KoPT will pay a fixed amount of Rs.250/- per litre of lube oil consumption on above basis (irrespective of the actual cost of lube oil).

(iii) **Garage Km** : The garage km to be given by KoPT per day is 10 km for reporting and 10 km for returning to the garage of contractor irrespective of reporting place.

(iv) **Standard Booking time per day** : All fixed duty cars (both AC and Non-AC) will normally be booked for 10 hours daily. Normally all cars (both AC and non-AC cars) will be booked for 5/6 days a week. Further, the booking days in a month for fixed duty cars may vary as per actual requirement of KoPT. Apart



কলকাতা পোর্ট ট্রাস্ট
মেকানিক্যাল ইঞ্জিনিয়ারিং ডিপার্টমেন্ট
১, গার্ডেন রীচ রোড, কোলকাতা-৭০০০৪৩

Kolkata Port Trust
Mechanical & Electrical Engineering
Department
8, Garden Reach Road, Kolkata- 700043



Telephone : 2409-3001/06 Extn: 327 :: Fax : 2439-1333 :: Email : cme@kopt.in :: Web : <http://www.KolkataPortTrust.gov.in>

from fixed duty cars, there will be booking for 'casual duty' cars for specified days for use of officials as and when necessary. Considering 10 hours fixed duty daily, minimum booking period (for both fixed duty and casual duty) shall not be less than 5 hours and for booking more than 5 hrs. but less than 10 hrs., pro-rata hourly rate of daily fixed rate will be paid.

(v) **Daily Duty hours** : Normally, daily duty hours will be about 10 hours for all cars. Some cars of senior officials may be required to be booked for more than 10 hours also. Overtime will be paid by KoPT as per Minimum Wages Act for extra detention beyond 10 hours.

(vi) **Age of Vehicle**: Registration of the vehicles must be on or after 01.05.2013. However, for encouraging the contractors/suppliers for supplying newer cars, payment will be made as per following basis :

- 100% of KoPT's approved/fixed rate will be paid to the contractors/supplier for cars registered on or after 01.05.2016.
- 98% of KoPT's approved/fixed rate will be paid to the contractors/supplier for cars registered between 01.05.2015 to 30.04.2016.
- 96% of KoPT's approved/fixed rate will be paid to the contractors/supplier for cars registered between 01.05.2014 to 30.04.2015.
- 94% of KoPT's approved/fixed rate will be paid to the contractors/supplier for cars registered between 01.05.2013 to 30.04.2014.

(vii) **Penalty**: In case of non-supply of fixed duty Cars on any day, penalty shall be effected on per day basis and penalty amount would be double the fixed cost per day.

(viii) In case any car after reporting becomes unavailable due to breakdown or other reasons, the contractor shall replace the car with a good car within one hour failing which penalty @ double the pro-rata hourly rate of per day fixed cost shall be recovered from contractor's bill for the unavailable hours (considering 10 hours duty per day).

(ix) **Termination Clause**: The services shall be terminated in case (a) the supplier/contractor fails to supply the fixed duty vehicle for a period of 7 days in any month or (b) the supplier/contractor fails to supply the fixed duty vehicle for consecutive 3 days .

(x) **Applicability and compliance of Statutory Labour Laws**: The contractor has to pay to his driver applicable Minimum Wage (following Govt. of India notification) and furnish proof of such payment to KoPT officials as and when asked for. The contractor will be reimbursed of the cost on account of payment of ESI, PF, Bonus and enhanced Minimum Wage to its drivers (following Govt. notification) on submission of relevant documents.

(xi) KoPT shall not invite any tender for selection of contractor for supply of cars (both AC and Non-AC). On the other hand, KoPT will fix daily rate for hire of cars on the basis of budgetary quotations obtained from



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मेकनिकल इंजिनियरिंग डिपार्टमेंट
८, गार्डन रीच रोड, कोलकाता-७०००४३

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different suppliers of cars (AC and Non-AC). The said rate will remain valid for a period of 3 years during which only enhanced rate of Minimum Wage shall be paid to the contractor on production of documents. Further, KoPT will issue press advertisement for empanelment of contractor for supply of cars (both AC and Non-AC) at the above fixed rate, terms and conditions.

(xii) The contractor shall quote as per the following format for fixed duty and casual duty cars:

Fixed Duty Cars:

Type of Vehicle	Fixed rate per day (in Rs.)
AC cars	

Casual Duty Cars:

Type of Vehicle	Casual rate per hour of detention (in Rs.)	Casual rate per km run (in Rs.)
AC cars		
Non-AC cars		

N.B. Rates to be quoted shall be exclusive of applicable GST which will be paid extra at actuals.

Considering the above broad terms, you are requested to submit your budgetary quotation as per the above format under a sealed cover superscribing the envelope **‘Budgetary quotation for supply of AC & Non-AC cars to KoPT to be taken on hire’** and addressed to the Chief Mechanical Engineer, 8, Garden Reach Road, Kolkata-700043. Your budgetary quotation should reach to the above address on or before 02.04.2018.

Thank you,

Yours faithfully,

(S. Mukhopadhyay)
Chief Mechanical Engineer