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भारत सरकार / Govt. of India

पत्तन, पोतपरिवहन और जलमार्ग मंत्रालय / Ministry of Ports, Shipping And Waterways

दीपस्तम्भ और दीपपोत निदेशालय / Directorate of Lighthouses and Lightships

डी-372/2, तारतला रोड / D - 372/2, Taratala Road

कोलकाता-700088 / Kolkata -700088

फोन: 033-24013978, फ़ैक्स: 033-24016757

ईमेल: dte-kol@gov.in



**NIQ DOCUMENT**

कार्य का नाम : कोलकाता निदेशालय के लिए एक वर्ष की अवधि के लिए वाहन किराये पर लेना।  
Name of work: Hiring of vehicle for a period of one year for Kolkata Directorate.

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**No. MS-Kol-01003/2/2019-MAINTENANCE**

**Date: - 09/09/2025**

**SECTION-1**

**NOTICE INVITING QUOTATION**

भारत के राष्ट्रपति की ओर से, निदेशक, दीपस्तम्भ एवं दीपपोत, कोलकाता "कोलकाता निदेशालय के लिए एक वर्ष की अवधि के लिए वाहन किराये पर लेने" हेतु पात्र बोलीदाताओं से ऑफलाइन मुहरबंद कोटेशन आमंत्रित करते हैं। लिफाफे पर स्पष्ट रूप से "कोलकाता निदेशालय के लिए एक वर्ष की अवधि के लिए वाहन किराये पर लेने" लिखा हुआ मुहरबंद कोटेशन निदेशक, दीपस्तम्भ एवं दीपपोत निदेशालय, डी-372/2, तारातला रोड, कोलकाता-700088 के पते पर 23.09.2025 को अपराह्न 3:00 बजे तक या उससे पहले पहुँच जाना चाहिए। नियत तिथि के बाद प्राप्त कोटेशन को सरसरी तौर पर अस्वीकार कर दिया जाएगा। इच्छुक बोलीदाता विस्तृत निविदा दस्तावेज़ केंद्रीय सार्वजनिक खरीद (CPP) पोर्टल <https://eprocure.gov.in/epublish/app> या विभागीय वेबसाइट [www.dgll.nic.in](http://www.dgll.nic.in) से डाउनलोड कर सकते हैं। / For and on behalf of President of India, the Director of Lighthouses and Lightships, Kolkata invites **off line sealed quotation** from eligible bidders for **"Hiring of vehicle for a period of one year for Kolkata Directorate"**. The sealed quotation clearly superscribing on the envelope, **"Hiring of vehicle for a period of one year for Kolkata Directorate"** shall reach to the Director, Directorate of Lighthouses and Lightships, D-372/2, Taratala Road, Kolkata-700088 on or before **23.09.2025 upto 1500 Hrs**. Quotations received after due date shall be summarily rejected.

Interested Bidders may download the detailed Tender Document either from website Central Public Procurement (CPP) Portal <https://eprocure.gov.in/epublish/app> or from departmental web site: [www.dgll.nic.in](http://www.dgll.nic.in)

क्रम संख्या / S No	विवरण / Details	Description
1.	कार्य का नाम / Name of work	कोलकाता निदेशालय के लिए एक वर्ष की अवधि के लिए वाहन किराये पर लेना / <b>Hiring of vehicle for a period of one year for Kolkata Directorate.</b>

2.	पता एवं स्थान / Address and Location site	भारत सरकार / Govt. of India पत्तन, पोतपरिवहन और जलमार्ग मंत्रालय / Ministry of Ports, Shipping And Waterways दीपस्तम्भ और दीपपोत निदेशालय / Directorate of Lighthouses and Lightships डी-372/2, तारतला रोड/ D - 372/2, Taratala Road कोलकाता-700088/ Kolkata -700088 फोन:033-24013978, फ़ैक्स :033-24016757 ईमेल:dte-kol@gov.in Mob. No. 9432510989
3.	निविदा प्रपत्र डाउनलोड करने की अवधि / Period download of tender form	<b>09.09.2025 to 22.09.2025 up to 1500 Hrs.</b>
4.	निविदा प्रपत्र जमा करने की अंतिम तिथि / Last date of submission of tender form	<b>22.09.2025 up to 1500 hrs.</b>
5.	बोली-पूर्व बैठक की तिथि और स्थान / Pre-Bid Meeting date and venue	<b>17.09.2025, 1500 Hrs. at Deep Bhavan Kolkata.</b>
6.	निविदा खुलने की तिथि / Date of opening of tender	<b>22.09.2025 at 1600 hrs.</b>
7.	समापन समय/वैधता अवधि/ Time of Completion/ Validity period	<b>365 days.</b>
8.	बोली प्रक्रिया में भाग लेने के लिए पात्रता मानदंड / Eligibility criteria for participation in bid process	i) Copy of GST Registration certificate. ii) Copy of Income Tax Return of last three financial years ending 31.03.2025 iii) Copy of PAN Card iv) Experience certificate in supplying vehicle at Central Govt. /State Govt. /other reputed Private organization.

**Note:**

- निविदा दस्तावेज में उपलब्ध कार्य का विवरण वेबसाइट सेंट्रल पब्लिक प्रोक्योरमेंट (सीपीपी) पोर्टल, <https://eprocure.gov.in/epublish/app> से डाउनलोड किया जा सकता है और बोली को एनआईटी में उल्लिखित अंतिम तिथि और समय पर या उससे पहले इस कार्यालय में सीलबंद लिफाफे के माध्यम से ऑफलाइन प्रस्तुत किया जाना है। बोलीदाता को बोली के मूल्यांकन के लिए एनआईक्यू में आवश्यक और उल्लिखित सभी दस्तावेजों की स्कैन की गई प्रति को भरे हुए बीओक्यू (मूल्य बोली) के साथ भेजना होगा / The details of work, available in the tender document, can be downloaded from website Central Public Procurement (CPP) Portal, <https://eprocure.gov.in/e-publish/app> and the bid is to be submitted off line on or before the

2. अधोहस्ताक्षरी बिना कोई कारण बताए किसी भी निविदा को स्वीकार करने या सभी निविदाओं को अस्वीकार करने का अधिकार सुरक्षित रखते हैं। हड़ताल, बंद या किसी प्राकृतिक आपदा जैसी किसी अप्रत्याशित घटना की स्थिति में निविदा खोलने की तिथि अगले कार्य दिवस तक बढ़ा दी जाएगी। / Undersigned reserves the right to accept any tender or reject all the tenders without assigning any reason what so ever. The date of tender opening shall be deemed to be extended to next working day in case of any unforeseen event like Strike, Bandh or any natural calamities.

  
निदेशक / Director

भारत के राष्ट्रपति की ओर से / For and on behalf of  
the President of India

Govt. of India  
Ministry of Ports, Shipping and Waterways  
Directorate of Lighthouses and Lightships  
D - 372/2, Taratala Road  
Kolkata -700088

फोन:033-24013978, फ़ैक्स: 033-24016757

ईमेल:dte-kol@gov.in

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## SECTION -2

### 2.1 Eligibility of the Bidders (Mandatory Requirements):

- 2.1.1 The bidding company /individual should have a valid PAN and GST Registration. (Copy to be enclosed).
- 2.1.2 Income tax return for last 03 years ending 31 March-2025.
- 2.1.3 The bidder should submit a notarized affidavit that the bidder is neither black listed nor debarred from tendering by any Central Govt. /State Govt. organization. The affidavit should be in the year 2025 in the name of Directorate of Lighthouses and Lightships, Kolkata.

### 2.2. Terms and Conditions and General Information:

The bid should be submitted offline (Sealed envelope) as per the format given in the Tender document (Section-5) along with the mandatory document mentioned in section-2.1 within the stipulated date and time mentioned in the NIQ. Bids received after the due date shall be summarily rejected, and same shall be returned back in original to the bidder.

  
Director

For and on behalf of the President of India

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Ministry of Ports, Shipping and Waterways  
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### SECTION -3

#### General terms and Condition

#### GENERAL CONDITIONS OF CONTRACT

##### 3.1 General

1. The rates offered shall remain same during the contract period.
2. The taxes, if any, should also be mentioned clearly.
3. The offers should preferably be sent under 'Registered Post / AD/ By Hand to avoid loss in transit.
4. The undersigned reserves the right to accept or reject, part or fully any quotation without assigning any reason whatsoever and in case of any dispute the decision of the undersigned shall be final and binding on the supplier.
5. The Vehicle shall be booked on telephone by the officer in charge and the vehicle should reach in time. Advance booking shall be done as far as possible. Reporting time shall be the time when the vehicle reaches Deep Bhavan. The Km. reading will also be calculated from reporting time.
6. If the service provider fails to provide the vehicle in time, penalty shall be applicable @ Rs 500/- which shall be deducted from any other pending bills.
7. All the rates should be filled. No column is to be left blank.
8. The bidder should read all terms & conditions carefully.
9. Food shall not be provided to Drivers.
10. Provided vehicle by the agency have not been more than 03 year old.
11. The agency has to provide a Performance Guarantee of Rs 5000/- valid for a period of one year.

12. The requirement of vehicle may go up to 15 Vehicles per day for which the agency should have the capability to provide.
13. Service provider should pay Parking charge and Toll Gate charges. However the same should be submitted along with the Invoice for payment.
14. Evaluation of rates shall be carried out on type of vehicle wise, however if the rate quoted by an agency is lowest in maximum number of items, the agency will be preferred for award of rates contract.
15. If the agency does not agree or undersigned is not satisfied with the rates, then more than one agency shall be considered for different types of vehicles.
16. Other terms & condition if any to be provided by the agency.
17. Only interested agencies need to quote.
18. DLL shall mean the Director of Lighthouses and Lightships, Kolkata having its office at Deep Bhavan, D-372/2 Taratala Road, Kolkata-700088, West-Bengal and shall include his legal representatives and successors and permitted assigns.
19. Accepting authority shall be DLL or his authorized representative.
20. Service provider shall satisfy himself with regard to the nature of work to be done, its scope, the conditions of contract, specifications, etc. included in the bid document.
21. Within 15 days of the issue of the Letter of Intent by the DLL, Service provider shall furnish a contract **performance bank guarantee of Rs.5000/-** and Rs.100/- non judicial stamp paper for making agreement. Failure of the contractor to furnish the required bank guarantee by due date shall constitute sufficient ground for the annulment of the award.
22. Performance bank guarantee in the form of FDR/Bank Guarantee, shall be in the name of the Director, Directorate of Lighthouses and Lightships, Kolkata and shall remain valid for 01 year. The same shall be released only after one year.
23. The cost associated with the preparation and submission of bid shall be borne by the bidder and the DLL shall in no case be responsible or liable for such costs.
24. The bid submitted by the bidder and any other correspondence shall be in English language. Any document enclosed with the bid that is not in English shall be accompanied by the certified English translation.
25. The bidder shall furnish complete details regarding the similar work carried out/in hand by the bidder. Such list along with the addresses shall be submitted with the bid.
26. During the course of the bid the DLL may modify certain aspects of the bid, by amendment. The modification may be based on DLL's own initiative or on clarifications issued. Such amendments shall be uploaded in the CPP portal. Additional time required if any due to the amendments shall also be uploaded in the CPP portal. The DLL at his discretion may extend the last date for submission of bids in order to give reasonable time to tenderers to take the amendments into account.
27. The DLL may terminate the contract at any time for unsatisfactory response by the contractor and only proportionate amount shall be paid.

28. Income tax shall be deducted as per the provision of income tax act.

29. If the lowest bid (L1 with same amount) submitted by more than one bidder, then the bidder having experience of highest value work done shall be declared as L1 bidder.

30. All the future correspondences in this connection shall be addressed to:

**The Director,  
Directorate of Lighthouses and Lightships,  
Deep Bhavan, D-372/2 Taratala Road,  
Kolkata-700088,  
West-Bengal  
E-mail: [dte-kol@gov.in](mailto:dte-kol@gov.in)  
Phone: 033-24013978/4744, Fax: 03324016757**

### **3.2 Rescindment of contract**

If at any stage during the work, the Contractor(s) ceases work or refuses to fulfill his part of the contract, the DLL shall have power to rescind the contract, of which rescission notice in writing to Contractor(s) under the hand of the DLL shall be conclusive evidence of Contractor(s)'s default and the whole of the Performance Bank Guarantee paid by Contractor(s) shall stand forfeited and be absolutely at the disposal of the Government. The DLL, shall moreover, have the power to adopt any measure for completion of the work in any manner he may choose. In the event of such a course being adopted any expenses which may be incurred in excess of the sum which would have been paid to the Contractor(s), if the whole work had been executed by Contractor(s) (for the amount in such cases, the certificate in writing of the DLL shall be final and conclusive) shall be realized from the Contractor(s) from any money which may be due to him under this or any other contract or otherwise. If there is breach of contract or non-performance of the contractor, contract shall be terminated and contractor shall be black listed for 5 years.

### **3.3 Subletting**

The contract shall not be assigned or sublet without the written approval of the Director, Directorate of Lighthouses and Lightships Kolkata.

### **3.4 Insolvency and breach of contract**

The Director, Directorate of Lighthouses and Lightships, Kolkata may at any time by notice in writing summarily determine the contract without compensation to Contractor(s) in any of the following events-

If Contractor(s) being an individual or if a firm any partner in Contractor(s) shall at any time be adjudged insolvent or shall have a receiving order or order for administration of his estate made against him or shall take any proceedings for liquidation or for Composition under any Insolvency Act for the same being in force or make any conveyance or assignment of his effects or enter into any arrangement with this creditors or suspend payment or if the firm be dissolved under the Partnership Act; or If the Contractor(s) being a company shall pass a resolution or the court shall make an order for the liquidation of its affairs or a Receiver or Manager on behalf of the debenture holders shall be appointed or circumstances shall have arisen which entitled the court or debenture-holders to appoint a Receiver or Manager; or

If the Contractor(s) commits any breach of this Contract not being specifically herein provided for; provided always that such determination shall not prejudice any right of action or remedy which shall have accrued or shall accrue thereafter to the President of India and provided also that Contractor(s) shall be liable to pay the President of India for any extra expenditure they are hereby put up.

### **3.5 Discrepancies and adjustment of errors**

If there are varying or conflicting provision made in any one documents forming part of the contract, the accepting authority shall be the deciding authority with regard to the intention of documents.

### **3.6 Force Majeure Clause**

- i. In the event of either party being rendered unable by force majeure to perform any obligation required to be performed by it under this Agreement, the relative obligation of the party affected by such force majeure shall after notice under this clause be suspended for the period during which such cause lasts.
- ii. The term force majeure as used herein shall mean acts of God, War (declared or undeclared) Riots or Civil commotion, Fires, Floods and acts of Regulations of the Government of India or any of its authorized agencies.
- iii. Upon the occurrence of any force majeure cause and upon its termination, the party alleging that it has been rendered unable as aforesaid shall notify the other party in writing, within seventy two (72) hours of the alleged beginning and ending thereof giving full particulars and satisfactory explanation in support of its claim.
- iv. Time for performance of the relative obligation suspended by the "Force Majeure" shall then stand extended by the period for which such causes lasts.

### **3.7 Termination**

- i. In the event of the Contractor going into liquidation or winding up his business or making arrangement with his creditors, this agreement shall stand ipso fact terminated from the date of occurrence of such event. This termination shall be without prejudice to any other rights to remedies, available to the DLL under this agreement.
- ii. In the event of any breach of terms and conditions of this Agreement or unsatisfactory performance of the contractor, the DLL shall have the right to terminate the Agreement forthwith by giving 30 days' notice. The decision of the DLL under this clause shall be final. The performance guarantee submitted by the firm shall also be forfeited on failure of execution of work as per term and conditions of the tender document and the contractor shall be black listed for 5 years.

### **3.8 Arbitration:**

In the event of any question, dispute or difference arising under these conditions or in connection with this contract (except as to any matter the decision of which is specially provided for by these conditions) the same shall be referred to the sole arbitration of the Director or some other person appointed by him. It will be no objection that the arbitrator is a Government Servant that he had to deal with the matters to which the contract relates or that in the course of duties as a government servant he has expressed views on all or any of the matters in the dispute or differences. The award of the arbitrator shall be final and binding on the parties to this contract.

### **3.9 Interest on money due to the contractor.**

The contractor shall not be entitled to interest damages for loss of interest upon any amounts lodged as deposits with DLL or upon payments in arrears or upon any balance, which may, on the final settlement on his accounts, be due to him.

### **3.10 Contract Agreement**

The contract shall come into force and effect on the date stated in the Contract Agreement. The cost of stamp duties and similar charges (if any) payable under laws in connection with entry into the Contract Agreement shall be borne by the bidder. The bidder shall bear all costs

associated with the preparation and delivery of his bid and the Employer shall in no case be responsible or liable for the costs.

**3.11 The documents forming the contract shall include the contract requirement, bid document, Price bid and corrigendum/addendum if issued any.**

**3.12 Contractor's Obligation**

3.12.1 Those Bidders whose near relatives are posted as accountant or as a Gazetted Officer in any capacity in the Directorate General of Lighthouses & Lightships shall not be permitted to Bid. The prospective Bidder shall also intimate the names of persons who are working with him in any capacity or subsequently employed by him, who are near relative to any gazetted officer in the Directorate of Lighthouses & Lightships, Kolkata or in the Ministry of Shipping. Any breach of this condition by the bidder shall render him ineligible. By the term 'near relative' is meant wife, husband, parents & grand parents, children & grandchildren, brothers & sisters, uncles, aunts & corresponding in laws

3.12.2 No Gazetted Officer of Government of India is allowed to work as a contractor, without prior permission of the Govt. of India in writing to the competent authority for a period of two years after his retirement from government service. The contract is liable to be cancelled if either the contractor or any of his employees is found at any time to be such a person who had not obtained the permission of Govt. of India as aforesaid, before submission of the Bid or engagement in the contractor's service.

**3.13 Permit/ Statuary Licenses / Clearances/ Approval**

The responsibility of obtaining necessary Permit/ Statuary Licenses / Clearances /Approval from designated authority (State Government/ its agencies) will be of the Service Provider. However necessary administrative assistance will be provided by the DLL.

**3.14** A pre bid meeting with the prospective Bidders, who wish to participate in the bid, will be held as mentioned in the NIT. The prospective bidder requires any clarification about tender document may obtain the same on-line/ off-line from Tender Inviting Authority i.e. the Director, Directorate of Lighthouses and Lightships, Deep Bhavan, Kolkata, in person or otherwise in writing (e-mail) so as to reach the office on or **before 1100 hrs on 17/09/2025. The outcome of the meeting including the text of question received (without identifying the source of inquiry) and the responses given shall be uploaded on CPP portal. No further queries shall be entertained after settling clarifications/issues received during the above pre-bid meeting.**



Director

For and on behalf of the President of India

Govt. of India  
Ministry of Ports, Shipping and Waterways  
Directorate of Lighthouses and Lightships  
D - 372/2, Taratala Road  
Kolkata -700088

फोन:033-24013978, फ़ैक्स: 033-24016757

ईमेल:dte-kol@gov.in

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**SECTION-4**

**SCOPE OF WORK**

- 4.1 Hiring of vehicle for a period of one year for Kolkata Directorate.
- 4.2 The Vehicle shall be booked on telephone by the officer in charge and the vehicle should reach in time. Advance booking shall be done as far as possible.
- 4.3 The requirement of vehicle may go up to 15 Vehicles per day for which the agency should have the capability to provide.

  
Director

For and on behalf of the President of India

Govt. of India  
Ministry of Ports, Shipping and Waterways  
Directorate of Lighthouses and Lightships  
D - 372/2, Taratala Road  
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**SECTION -5**

**PRICE BID**

Sl. No.	Types of Vehicle	Rate per hour (Rs.)	Rate per Km. (Rs.)	Minimum Km. (if any)	Minimum hour (if any)	Rate for night halt (Rs.)	Other charges (if any) (Rs.)
1.	Swift Desire (with A/c)						
2.	Tata Sumo(with A/c)						
3.	Innova (with A/c)						
4.	Innova Crysta (with A/c)						
5.	13-Seater (with A/c)						
6.	18-Seater (with A/c)						
7.	26-Seater (with A/c)						
8.	Air Port Pickup Swift (Desire) (with A/c)						
9.	Air Port Drop (Swift Desire) (with A/c)						
10.	Maruti Ertiga (With A/c)						

**Note:** The lowest bidder shall be finalized on average price of all the vehicles per day including all charges.

Signature of the Bidder with seal.

  
Director

For and on behalf of the President of India

Govt. of India  
Ministry of Ports, Shipping and Waterways  
Directorate of Lighthouses and Lightships  
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**SECTION -6**

**Miscellaneous Proforma**

Proforma for **TENDER ACCEPTANCE LETTER - Annexure -I**

Proforma for **Undertaking - Annexure -II**

Proforma for **Contract Agreement-Annexure-III**

**TENDER ACCEPTANCE LETTER**  
(To be given on Company Letter Head)

Date:

To,

The Director,  
Directorate of Lighthouses & Lightships,  
Deep Bhavan, D-372/2, Taratala Road,  
Kolkata-700088.

**Sub: Acceptance of Terms & Conditions of Tender.**

Tender Reference No: \_\_\_\_\_

**NAME OF WORK: "Hiring of vehicle for a period of one year for Kolkata Directorate".**

Dear Sir,

We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/work" from the web site namely -----as per your advertisement, given in the above mentioned website.

I / We hereby certify that I / we have read the complete tender document which shall form part of the contract agreement and I / we shall abide hereby by the terms & conditions contained therein.

The corrigendum(s)/addendum(s) issued from time to time by your department/ organization too has also been taken into consideration, while submitting this acceptance letter.

I / We hereby unconditionally accept the tender conditions of above mentioned tender document/ corrigendum(s) in its totality / entirety.

In case any provisions of this tender are found violated, then your department/ organization shall, without prejudice to any other right or remedy, be at liberty to reject this tender/bid.

Yours Faithfully,

(Signature of the Bidder, with Official Seal)

**UNDERTAKING**

(Over the letter head of the firm)

I ..... Son of Shri .....  
authorized signatory to sign the bid for **“Hiring of vehicle for a period of one year for  
Kolkata Directorate”** on behalf of M/s.....(being  
the sole bidder / lead partner) do here by give an undertaking that the price bid does not  
contain any condition.

(Seal of the Company)

Date: .....

Signature of the bidder.....  
or his Authorized signatory

Place: .....

Name of the bidder.....  
or his Authorized signatory

**CONTRACT AGREEMENT**

THIS AGREEMENT is made on the            th day of    2025 between the Director of Lighthouses & Lightships, Kolkata, D-372/2, Taratala Road, Kolkata – 700088 (For and on behalf of the President of India), here in after called “the Employer” of the one part and **M/s** .....(Name of Service Provider and mailing address of Service Provider) here in after called “Service Provider” of the other part.

WHERE AS the Employer is desirous to execute the service of “**Hiring of vehicle for a period of one year for Kolkata Directorate**”. Here in after called the service and has accepted a Tender by the Service Provider for the execution, completion, and guarantee of such service. NOW THIS AGREEMENT WITNESSETH as follows:

1. In this Agreement words and expression shall have the same meaning as are respectively assigned to them in the Conditions of Contract hereinafter referred to.
2. The following documents shall be deemed to form and be read and construed as part of this agreement viz.
  - a. Copy of the Bid document,
  - b. Copy of the addendums/ corrigendum's to bid document and reply to pre-bid queries,
  - c. Copy of the Priced Bill of quantities (BOQ filled up by bidders),
  - d. Copy of the Letter of Acceptance.
  - e. Copy of the letter of Indent
  - f. Copy of the Performance Bank Guarantee.
3. In consideration of the payment to be made by the Employer to the Service Provider as here in after mentioned, the Service Provider hereby covenants with the Employer to execute, complete and guarantee the service in conformity in all respects with the provisions of the Contract.
4. The Employer here by covenants' to pay the Service Provider in consideration of the execution, completion and guarantee of the service, the contract price at the times and in the manner prescribed by the Contract.
5. The value of the contract amount for the above mentioned work is Rupees (Including GST).
6. The date of commencement of subject work shall be effect from date of agreement signed.

IN WITNESS WHERE OF the parties here to have caused their respective common seals to be here unto affixed (or have here unto set their respective hands and seal(s) the day and year first above written.

**SIGNED, SEALED AND DELIVERED**

By the said:

Name: .....

On behalf of the Service Provider

In the presence of

Name: .....

Address: .....

By the said:

Name: .....

For and on behalf of the President of India

In the presence of

Name: .....

Address: .....