



भारतीय पटसन निगम लिमिटेड
The Jute Corporation of India Limited
(A Government of India Enterprise)



क्षेत्रीय कार्यालय : मालदा, प्रथम तल, नूर मेशन, प्रांतो पल्ली, स्टेशन रोड, मालदा टाउन, 732101, प.बं
Regional Office: Malda, First floor, Noor Mansion, Pranta pally, Station Road, Malda Town, 732101, WB.
सी.आई.एन./ C.I.N: U17232WB1971GOI027958

Ref. No - JCI/MLD/Admin/Office Vehicle/2025-26/ 195

Date: 05/12/2025

NOTICE INVITING QUOTATIONS (NIQ)

Subject: "HIRING OF VEHICLE" for Malda Regional Office, The Jute Corporation of India Limited.

Proposed Work: Supply of Premium Sedan/MUV/SUV for office purpose on requirement basis.

With reference to the Captioned Subject, The Jute Corporation of India Limited, Malda Regional Office is inviting Quotations from bona-fide contractors for supplying vehicle which will be used for office purpose on rental basis. The Contractors are requested to submit their respective quotation along with their proposal & corresponding rates (As per Annexure -II) within a sealed Envelope. The Last date of receiving the quotation is **19/12/2025 up to 12:00 PM**. The submitted quotation(s) will be opened **on 19/12/2025 at 03.00 PM** at Malda Regional office, **The Jute Corporation of India Limited**, 1st Floor, Noor Mansion, Pranta pally, Station Road, Malda Town, 732101, WB, preferably on the presence of bidders or their authorized representatives.

Technical part, Terms & Conditions & Technical Bid are mentioned in Annexure - I
Financial Part are mentioned in Annexure - II

[Signature]
05/12/2025

Regional Manager
क्षेत्रीय प्रबंधक
THE JUTE CORPORATION OF INDIA LIMITED
भारतीय पटसन निगम लिमिटेड
Malda Region / मालदा क्षेत्र

Copy to:

1. Zonal Manager (NB)
2. IT Dept.-HO for publish on the website
3. DM-HR for further action
4. Finance section-RO
5. Notice Board of All DPCs and RO.
6. Office file

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Annexure - I

Technical Part

1. Premium Sedan/MUV/SUV are to be supplied on requirement basis
2. Swift Dezire or equivalent for sedan; Ertiga/Innova/Bolero for MUV and Scorpio/XUV for SUV type.
3. All the cars should be cleaned from both inside and outside and have **Air Conditioning facilities.**
4. Reputable travel agency and car having yellow number plate will be given preference.
5. Toll tax and parking fees will come under the liability of the contractor.
6. The car may be used for inter-state travel in case of requirement.
7. The quoted rate will be valid for **1 year** from the date of awarding the contract.

The Quotations should be submitted in the following way –

1. **Envelop A:** Should contain **NIQ, Annexure – I & Technical Bid** (Duly signed and sealed by the respective Bidders) and superscribed as **technical part.**
2. **Envelop B:** Should contain **Annexure – II** (Duly signed and sealed by the respective Bidders) and superscribed as **Financial Part.**
3. **Envelop C:** Should contain **both Envelop A and Envelop B** and superscribed as **“Supply of Office Vehicle for Malda Regional Office, The Jute Corporation of India Limited”**. NIQ Ref. no., Bidder contact no should also be mentioned and to be sent to the address mentioned above.

Terms & Conditions

1. The Bidder should have at least Valid PAN Card/Aadhaar Card/Driving License & Bank A/c details (Cancel Cheque/ Passbook copy)
2. Undersigned reserves the right to Cancel or Reject any or all the quotations without assigning any reason.
3. Any Changes, if proposed, by JCI side, shall be intimated by adding **‘Corrigendum’** to this NOTICE.
4. Bidders may visit the office to get ready for conception about the scope of works.

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Bidders are requested to submit the following details in the prescribed format below -

TECHNICAL BID
(DETAILS OF BIDDER)

1.	Name of the Bidder	
2.	Full Address of the Bidder	
3.	Contact	
4.	Aadhar Number	
5.	PAN Number	
6.	GSTIN (If available)	
7.	Driving License No	
8.	Bank Account Details	

Documents to be submitted along with this Technical Bid:

- Copy of Aadhar, PAN card, Bank Account & GSTIN (If Available)
- Copy of Driving License

Signature of Bidder with seal

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Annexure - II

Financial Bid/Price Bid

(To be duly filled by the bidder)

Sl. No	Types of Vehicles	Fixed rate per day	Additional Charges (Fuel)	Night holding charge of driver including food and lodging
		(Including car and driver)	Rate per Km (A/C and Non-A/C)	
1	Hatchback			
2	Sedan			
3	MUV			
4	SUV			

Signature of Bidder with seal