



Balmer Lawrie & Co. Ltd.
P-43, Hide Road Extn.,
G&L Division, Kolkata – 700 088
Ph: 24505361 Fax: 2449-8493

Tender Enquiry No. : M2/PUR/114/15-16
Date : 16.06.15
Due Date : 25.06.15

Dear Sir,

Sub: Hiring of Car at GLK

You are requested to submit your lowest offer for Hiring of maximum one year old Diesel "SWIFT DZIRE" Car for use at our above address on monthly basis, considering the following terms & conditions:

1	Period of contract : One year
2	Extra hours duty : (Per hr. Rate to be quoted by the Vendor)
3	Offer should reach by : 25.06.15 by 5:00pm
4	Car should be a maximum one year old "SWIFT DZIRE" (diesel) with AC. Should be commercial no.
5	Driver will be provided by you with uniform & mobile phone.
6	Driver should be under ESI covered.
7	Duty Timings: 08.30am to 06.30pm from Monday to Saturday.
8	Off Day: Sunday and 14 Festival Holidays as applicable in this Division.
9	Log-book should be maintained for all trips and should be signed by the user.
10	Seat cover should be change once in a week.
11	All lubricants, services, maintenance, repairs will be at car owner's cost. (except Engine Oil)
12	Agency having more than three nos. car need only apply.
13	In case of break down, replacement car to be provided immediately, failing which company will arrange at supplier's cost.
14	Car, if required on weekly off days/holidays additional payment will be made on prorata basis.
15	Parking at night : P-43, Hide Road Complex/agency's garage (not more than 5 km. away)
16	Toll/Parking fees: To be reimbursed monthly basis on actual slip and date.
17	Diesel and Engine Oil will be supplied by us @ 13 km per liter diesel and 3.1 liters engine oil per 10,000 km. respectively.
18	Payment will be made after 7 days on submission of monthly bill.

Kindly submit your rate in a sealed envelope with superscribing above "**Tender Enquiry No. and Date**" to the undersigned on the above address by 25th June 2015, 5:00pm.

Yours faithfully,
For BALMER LAWRIE & CO. LTD.


Nabarun Mukherjee
DM. (Human Resources)-HRC