



प्रसार भारती / PRASAR BHARATI
(भारत का लोकसेवा प्रसार) / (INDIA'S PUBLIC BROADCASTER)
दूरदर्शन केंद्र, कोलकाता / Doordarshan Kendra, Kolkata



Scope of Work (SOW)

Vehicle Hiring Services For Doordarshan Kendra(DDK), Kolkata

1. Vehicle Categories & Specifications

- **Premium SUV/MUV**(e.g., Toyota Fortuner, Innova Crysta)
- **Standard SUV/MUV**(e.g., Ertiga, Bolero, Marazzo)
- **Utility Vehicles** (e.g., Tata Sumo, TATA407)
- **Sedan-AC & Non-AC**(e.g., Dzire, Amaze, Verna)

General Requirements:

- Commercial vehicles should be registered on or after **01-Jan-2022**(or **2023** for Premium SUV/MUVs)
- Vehicles must be clean, well-maintained, and air-conditioned (wherever applicable)
- Mileage (Premium category only): 25000-50,000km
- Compliance with all motor vehicle and safety regulations

2. Service Parameters

- **Hire Type:** Per Day/Per Km/Per Hour(as per requirement)
- **Trip Type:** Round Trip
- **Daily Limit:** 120km & 12hours
- **Area of Operation:**
 - Local: Kolkata & surroundings
 - Outstation: Within India & neighboring countries

3. Availability & Response Time

- Vehicles must be made available within **2-3 hours** of request (email/Telephone)
- Immediate replacement should be made in case of breakdown of vehicle

By 11/9/25

4. Special Requirements

- MUVs like Force Traveller, TATA ACE(Cover) ,Truck(Cover) must be provided as per operational needs
- **VVIP Vehicles** : Premium AC(and Non-AC where required)vehicles to be made available on **short notice (within 2-3 Hrs.)**

5. Driver & Compliance

- Drivers must be licensed, well-trained, courteous and route-familiar
- Vehicles must have valid registration, insurance, fitness and pollution certificates

6. Financial Bid

- Bidders must submit **itemized pricing** for:
 - **Per day, per km, per hour**(as applicable)
 - **Each vehicle category:**
 - Premium SUV/MUV
 - Standard SUV/MUV
 - Utility Vehicles
 - Sedan (AC/Non-AC)
- Failure to provide a detailed price break-up may lead to disqualification

7. Additional Conditions :

- It is the responsibility of the firm to submit the Complete Log Sheet (Vehicle) in all respect such as starting & ending meter reading of every trip, in & Out timing, place of Visit, signature of the vehicle availed person/Officer, etc.
- Facility of GPS in every hired Vehicle is mandatory.
- No extra mileage & time for garage purpose (i.e. prior to reporting in Office & released from Office) will be allowed as per GeM provision.
- Vender registered office address would be within Kolkata/Howrah Municipality Corporation.
- Payment will be released within considerable period after necessary scrutiny.

Manoj 11/9/25

(Manoj Chowdhury)
Sr. Administrative Officer
For Head of Office