



**Government of West Bengal**  
**Office of the District Magistrate & Collector, Birbhum**  
**Motor Vehicle Section**

**Sub : Notice inviting expression of interest for Private Custodian  
of seized vehicles in Birbhum**

**Memo No. 10/MV**

**Date: 09-01-2019**

In cancellation of previous EOI which was published by this office vide memo. no. 05/MV dated 07.01.2019 this office are hereby invite fresh sealed expression of interest(EOI) from interested persons and agencies for selection of Private custodian for safe custody of vehicles seized for various offences as per provisions of the Motor Vehicles Act 1988, W.B.M.V. Tax Act, 1979, W.B. Addl. Tax and O.T.T. on M.V. act, 1989.


- A. Date of Issue of EOI : 09.01.2019
- B. Last date and time of submission of EOI in a Box kept in front of the office of the RTO, Birbhum at Suri : 16.01.2019 ; 1.00 PM
- C. Date and time opening of EOI in the chamber of the Addl. District Magistrate(MV), Birbhum : 16.01.2019 ; 3.00 PM

**Terms and Conditions :**

1. Applicant should be an Indian National and he should submit his self attested photocopy of voter Identity card and PAN along with his application as his identity proof.
2. The application should be made in plain fullscape paper mentioning required information as per attached proforma.
3. The applicant should submit his EOI / application adoption a **“Two envelope”** procedure. In the first envelope applicant should mention physical aspects and amenities and in the second envelop he should mention financial bid only. The applicant should mention the first envelop as **“First Envelope : Physical aspects”**. He should mention the second envelop as **“Second Envelope : Financial bid”**. He should put these two envelopes in a third envelop and drop it in the box kept in RTO Office. This envelop should be marked as **“Auction for Private Custodian of seized vehicle”**.
4. The applicant may be selected initially for a period of one year and on satisfactory performance the Authority may renew such engagement on yearly basis subject to fulfilment of all terms and conditions.
5. The applicant should have sufficient financial capacity to cover any claim for compensation. Income tax return or audited financial statement of firms or individual of last three years to be enclosed.

6. The applicant shall be legally in possession of a minimum 5,000 sq. ft. land or area to be used for detention of seized vehicles.
7. The land or area measuring a minimum of 5,000 sq. ft. should be at following places : **Adjacent to NH & SH throughout the District specially for Panagarh - Moregram Highway at Rampurhat(1 location), Illambazar(1 location).** The applicant if selected must surround this 5,000 sq. ft. land by high wall perimeters with a big gate for smooth entry and exit of heavy vehicles including trailers. This part of land will be used for detention of seized vehicles.
8. The applicant if selected shall arrange for sufficient round the clock security and lighting for the seized vehicles along with goods, if any. The applicant should not allow unauthorised entry in the premises. The drivers and cleaner should not be allowed to stay with the vehicles inside the premises.
9. The applicant if selected should have adequate provisions of fire fighting equipments, telephone connections, installation of CCTV connections covering the total parking area including the exit & entrance gate etc. outside or near the parking area some space with drinking water, toilets and rest room for drivers should also be there.
10. The applicant if selected shall be responsible for overall safe keeping of the seized vehicle and goods.
11. The applicant if selected shall provide names of at least two persons with their photograph and attested their signatures, who will be available at the place of detention on round the clock basis for the purpose of receiving the seized vehicle along with goods, if any. The applicant if selected should also furnish a list showing the name of staff employed by the custodian and issue Identity Card to the staff.
12. The applicant if selected shall have the right to charge fees as mentioned in the Schedule of notification no. 1246-WT/3M-116/2003 dated 01.03.2005 directly from the owners of the seized vehicle as detention charge against proper receipt. In default of payment of such detention charge is paid and in such case shall inform the competent authority for necessary action as in notification no. 1246-WT/3M-116/2003 dated 01.03.2005.
13. The applicant if selected shall be diligent enough in performing the duties as custodian of seized vehicle and he should be responsible for any civil/criminal action which may be brought against him for any negligence in performing his duties as such custodian. The applicant if selected shall have to indemnify the Government against any loss due to theft or fire or any other incident, thereby taking all responsibilities that may arise out of his acts and action in this respect and shall arrange for making comprehensive insurance for the vehicles so kept, against any loss by theft, fire, accident and natural calamity while the vehicle is under his safe custody. The applicant if selected should make adequate insurance coverage in respect of premises and for the vehicles to be kept therein against flood, fire, theft etc. the premium for insurance policy therefore shall have to be paid by such custodian.

14. The applicant shall pay on monthly basis a percentage of the Charges collected from the owners of the sized vehicle and vehicles send for C.F. Testing etc. to the Government. He shall clearly mention the percentage of Parking Charge he is likely to pay to the Government subject to minimum percentage as 10%. He shall mention the percentage in a separate paper which will be treated as his financial bid and put the bid in Second Envelop.
15. The cost of application for each location is Rs.10,000(Rupees Ten thousand) only which is non-refundable.
16. Earnest Money Deposit(EMD) as Rs.3.00 lakhs(Rupees three lakhs) for each location and each application in the form of Demand Draft or Bank Guarantee shall be deposited by the applicant in favour of the **District Magistrate, Birbhum** at time of submission of EOI which is refundable if the applicant is not selected.
17. If the applicant is selected than the applicant will liable to pay a sum of Rs.1.00 lakh(Rupees one lakh) only as performance guarantee which to be deposited in the appropriate R.D. Head of Account.

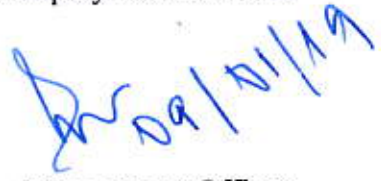
  
**Regional Transport Officer  
Birbhum**

**Date: 09-01-2019**

**Memo no. 10/1(33)/MV**

Copy forwarded for kind information and wide publicity to:

- 1) The Sabhadhipati, Birbhum Zilla Parishad, Birbhum
- 2) The District Magistrate, Birbhum
- 3) The Additional District Magistrate (ZP), Birbhum
- 4) The Additional District Magistrate (LR), Birbhum
- 5) The Sub-Divisional Officer, Sadar / Rampurhat / Bolpur Sub-Division.
- 6) The N.D.C., Birbhum Collectorate, Suri, Birbhum.
- 7) The Treasury Officer, Birbhum Treasury - I, Suri, Birbhum.
- 8) The District Information & Cultural Officer, Birbhum
- 9) The DIO, NIC, Birbhum with request to publish this Notice through the website of Birbhum District.
- 10) The A.R.T.O, Bolpur/ Rampurhat
- 11) The Block Development Officer(all) are requested to display this notice in their office notice board on urgent basis.
- 12) Office Notice Board.

  
**Regional Transport Officer  
Birbhum**

## **PROFORMA FOR PHYSICAL ASPECTS**

1. Name of the applicant :
2. Address of the applicant :
3. PAN of the applicant :
4. Location of the land (with sketch)
5. Whether the land is legally possessed by him (with documents)
6. Whether the land is covered by wall or not
7. Details about telephone connection, rest room, toilets, water supply etc.
8. Name of staffs, if any
9. Other information, if any

I undertake to provide items mentioned in Para 6,7,8 within 60 days from receipt of Letter of Intent otherwise it will be taken as breach of agreement and liable for cancellation of Letter of Intent with forfeiture of Earnest Money Deposit.

Signature of the applicant

**PROFORMA FOR FINANCIAL BID**

I DO HEREBY AGREE TO PAY .....% OF THE DETENTION  
CHARGE (AS MENTIONED IN SCHEDULE OF NOTIFICATION NO.  
1246-WT/3M-116/2003 Dt. 01.03.2005) COLLECTED FROM THE  
REGD. OWNERS OF THE SEIZED VEHICLE TO THE GOVERNMENT.

Signature of the applicant.