



Date: 16/12/2025

Indian Institute of Engineering, Science and Technology, Shibpur invites sealed tenders (Speed Post/ Registrar post courier only) under Two bid System (Technical and Finance) for empanelment of reputed and capable firms/ agencies /companies with good track record, for the purpose of hiring vehicles on need basis by IIEST, Shibpur

Tender reference no: 02/DAILYCAR_IIEST/REG/2025-26
Tender Id: 2025_IIEST_822621_2

Last date of submission: 06-Jan-2026 02:00 PM
Technical Bid opening date: 06-Jan-2026 04:00 PM

For detail please visit: <https://eprocure.gov.in/eprocure/app>

Sd/-
H. P. Sharma
Officer-in-charge (S&P)
IIEST Shibpur

Indian Institute of Engineering Science & Technology (IEST), Shibpur
Howrah-711 103



Notice Inviting Tender for Empanelment of Firms/Agencies/ Companies for hiring of AC vehicle on day to day requirement

Tender Reference No: 02/DAILYCAR_IEST/REG/2025-26

Date: 16.12.2025

Indian Institute of Engineering, Science and Technology, Shibpur invites sealed tenders (Speed Post/ Registrar post courier only) under Two bid System (Technical and Finance) for empanelment of reputed and capable firms/ agencies /companies with good track record, for the purpose of hiring vehicles on need basis by IEST, Shibpur.

1. Important Information:	
Location of Work:	Indian Institute of Engineering Science and Technology, Shibpur Post: Botanic Garden, Howrah: 711103
Name of Work:	Empanelment of reputed and capable firms Agencies /Companies for hiring of AC vehicle on day to day requirement.
Estimated value of the work	10 Lakh Only.
Tender Fee (Non-refundable)	Rs. 1000/- in favor of "The Registrar, IEST Shibpur" payable at Kolkata (No Exemption Certificate will be accepted.).
Earnest Money Deposit	Rs.25,000/- of the estimated cost, in favor of "The Registrar, IEST Shibpur" payable at Kolkata.
Last Date of Submission of Bid:	06.01.2026 upto 2:00 PM
Bids shall be submitted to:	Assistant Registrar(S&P), e-Procurement cell, IEST, Shibpur.
Date of Opening of Technical Bid	06.01.2026 at 4 PM
Date of Opening of Financial Bid	To be notified later by e-Procurement cell. (Only those bidders who will qualify for bidding on the basis of the information furnished in Technical Bid)
Two Bid System	Two cover System, Sealed cover -1-Technical bid Cover Contains EMD amount Demand draft and details of the tenderer's capability to undertake the tender. Sealed cover -2-Finance bid Cover Contains price quotation as per the specification of the items/s Both the sealed cover 1 & 2 shall be put in a Separated big size. Outer sealed cover -3 All the Three sealed cover shall be superscribed as " Bid for Empanelment of Firms/Agencies/ Companies for hiring of vehicle on short term basis with sealed envelope - placed & sealed in one envelope
Clarification needed on Bidding Documents may be inquired to	Assistant Registrar (S&P), IEST, Shibpur. Email.: iest_eprocurement@iests.ac.in
Officer Inviting Bid	Mr. Suraj Kumar Gupta, Assistant Registrar, Stores & Purchase, IEST, Shibpur
Validity	90 days

Suraj Kumar Gupta
16/12/25
Assistant Registrar(S&P)

NOTE:

1. IEST, Shibpur will give exemption for submission of EMD who are registered with MSME, NSIC or start-ups as recognized by DIPP as per revised rule of GoI. However proper and valid document in this regard must be submitted by the bidders in support of their claim.
2. If the day falls on any holiday, the date of any of the events mentioned above shall be on the next working day.
3. It is the responsibility of the Bidder to ensure that their bids whether sent by post or by courier or dropped by person should reach within the stipulated date & time.
4. The quotation received after the last date and prescribed time would summarily be rejected. Quotations having incomplete information are also liable to be rejected.
5. The Director, IEST, Shibpur reserves the right to reject any or all the quotations in full or part without assigning any reason thereof and without giving any compensation. The decision of the Director in this regard shall be final and binding to all.
6. The addendum/corrigendum if any shall only be published on Institute's website.

SCOPE OF WORK AND TERMS & CONDITIONS GOVERNING CONTRACT

1. Providing the vehicles, as and when requisitioned (which may be email / written instructions) by the IEST, Shibpur/ by officials by the IEST, Shibpur. The tenderers are also required to provide vehicles at short notice from the IEST, Shibpur (say within an hour in case of emergency). In case of emergency the vehicle service should be provided at IEST, Shibpur to the concern Department/Centre/School/Unit/Office as per requirement on oral communication, however, a formal order should be obtained in due course of time from the Department/Centre/School/Unit/Office for processing of bills.
2. The contractor must be able to provide vehicles having valid permits (local & all India) registered with RTO as a commercial vehicle and other statutory clearances. The contractor/tendering firm/company shall ensure that during the tenure of the agreement, vehicles provided are registered and comply with the Motor Vehicle Act as amended from time to time. The agencies should be registered under Shops & Establishment Act and have necessary certificate on run tour & travel services. All the vehicles deployed by the contractor for duty with the IEST, Shibpur's guests/officials should be of commercial nature i.e., they must be registered with the RTO as a commercial vehicle.
3. The rates quoted should be in Indian Rupees and inclusive of all applicable taxes (Except Goods and Services Tax), local levies, duties, charges etc. imposed by Central/State Government and local bodies. If the Tenderer fails to include such taxes and duties in the tender, no claim thereof will be entertained by the IEST, Shibpur afterwards. **The rates should be exclusive of GST.**
4. If the contractor is able to provide any make or model of vehicle, other than those mentioned in the tender document, these may be included along with the charges under relevant category.
5. In case the contractor is not able to provide the category of vehicle for which booking has been made by the IEST, Shibpur, he may provide higher category of vehicle after intimating the IEST, Shibpur. However, payment will be made for the category of vehicle booked by the IEST, Shibpur.
6. The final empanelment will be done after the vehicle hiring/rent-a-vehicle agencies convey in writing that the rates fixed by the IEST, Shibpur and the terms and conditions as enlisted in tender document, are fully acceptable to them and that the guidelines/ instructions will be meticulously followed by them.
7. The Vehicle Hiring Agency/Company shall be responsible for payment of GST (for non-corporate agencies, the IEST, Shibpur will pay GST) and any other tax/charges levied by Central/ State Government or any other competent authority on the services being provided by the Vehicle Hiring Agency/Company. The tenderer should have a valid and active GSTIN and the same should be included in the invoice raised. The statutory liability on account of expiry of GSTIN shall be the sole responsibility of the vendor.
8. The vehicles should be provided with (i) Two bottles of branded mineral water of 500 ml each (Bisleri, Kinley, Aquafina, Bailey, Himalaya or equivalent), (ii) good quality face tissue papers in case/pouch, (ii) umbrella and first-aid box, (iv) fire- extinguisher and universal mobile charger. No extra charges will be paid for these amenities.

9. For the purpose of proper identification of the driver deployed for the work, the Tenderer shall issue identity cards bearing their photographs/identification etc. and such drivers shall display their identity cards at the time of duty.
10. In case of any accident resulting in loss or damage to property or life, the sole responsibility for any legal or financial implication would vest with the Agency/ Contractor. The IEST, Shibpur shall have no liability whatsoever. No payment for the day is admissible if the vehicle meets with an accident.
11. The successful tenderer shall execute an agreement with the IEST, Shibpur on Non- Judicial stamp paper of applicable value within 15 days of receipt of letter of award. However, the issue of letter of award by the IEST, Shibpur shall be considered as binding contract, as though such an agreement has been executed and all the terms and conditions of the agreement shall apply. All the expenses including stamp duty towards execution of the agreement shall be borne and paid by the contractor.
12. The IEST, Shibpur reserves the right to extend the contract for two years (on yearly basis) on terms mutually agreed upon. The rates may be reviewed at the time of renewal of the contract in view of major changes that may occur in labor laws or Government decision affecting fuel pricing, inflation etc. The Contract may be terminated by either of the parties by giving three months' notice in writing of such termination to the other party. The Contractor shall however continue to discharge the contractual obligation during the notice period unless dispensed by the IEST, Shibpur. If the Contractor fails to carry out any of his obligations/duties during notice period, then the IEST, Shibpur reserves the right to forfeit its security deposit.
13. The successful tenderer shall ensure full compliance with tax laws in India with regard to this contract and shall be solely responsible for the same.
14. If any of the tenderer(s) who have provided similar services in other Offices of the IEST, Shibpur in the past and whose services were either discontinued for non- performance or whose services were not found satisfactory and the same has been communicated to them in writing, the IEST, Shibpur has the right to reject the bid of that tenderer(s) without assigning any reasons or without seeking further clarifications and their price bid shall not be opened.
15. Punctuality and quality of service will be the essence of the agreement. Therefore, the renewal of the agreement will be subject to punctuality and satisfactory performance by the contractor. The tenderer or its agents/employees/drivers committing any breach of terms and conditions mentioned herein and/or rendering unsatisfactory services, in the opinion of the IEST, Shibpur shall render itself liable for summary termination of the agreement forthwith without any notice or any compensation in lieu thereof.
16. A feedback form should be provided to each guest/ user of the service before the commencement of the journey. The signature of the user should be obtained on this feedback form and it should be submitted to the IEST, Shibpur along with duty slip for payment. In case the user is not willing to provide feedback, then user may be requested by the driver to tick 'no' in the first line of the form (I am willing/not willing to provide the feedback for the journey) and sign the form.

17. Though adequate care has been taken while preparing the tender document, the tenderers shall satisfy themselves that the document is complete in all respects. Intimation of any discrepancy shall be given to this office immediately. If no intimation is received from any tenderer within seven days from the date of Notice inviting Tender, it shall be considered that this document is complete in all respects. The IEST, Shibpur reserves the right to modify, amend or supplement this document including all formats and Annexure. While this document has been prepared in good faith, neither the IEST, Shibpur nor their employees or advisors make any representation or warranty, express or implied, or accept any responsibility or liability, whatsoever, in respect of any statements or omissions herein, or the accuracy, completeness or reliability of information, and shall incur no liability under any law, statute, rules or regulations as to the accuracy, reliability or completeness of this document, even if any loss or damage is caused by any act or omission on their part.
18. The IEST, Shibpur reserves the right to extend the period of tender availability and / or change the date of opening of the technical and price bids.
19. The IEST, Shibpur does not bind itself to accept the lowest or any tender and reserves to itself the right to accept or reject any or all the tenders, either in whole or in part, without assigning any reasons for doing so.
20. Without prejudice to any of the rights or remedies under this Contract, if the Contractor, being an individual, dies, the IEST, Shibpur shall have the option of terminating the Contract without incurring any liability for such termination.
21. The terms and conditions specified herein are indicative in nature and the same shall not restrain the IEST, Shibpur from imposing or requiring the Tenderer to agree upon such further or other terms and conditions at the time of executing the agreement with the successful Tenderer, or to alter, modify or omit the terms and conditions contained herein, as are considered necessary for the due and proper execution of the work being awarded under this Tender.
22. One dedicated supervisor/manager should be appointing for day to day communication and requirement of the Institute. The payment of the supervisor/manager will be borne by the agency only. Institute will not pay any extra charges/payment. I/We hereby declare that I/we have read the Scope of Work and Terms & Conditions explicitly mentioned above and accept the same to execute the contract, if awarded.

Date and Place:

Signature of Tenderer

Seal/Stamp

MINIMUM ELIGIBILITY CRITERIA / PRE-QUALIFICATION CRITERIA

Bidders fulfilling the following minimum eligibility criteria shall be treated technically qualified and accordingly all supporting document(s) shall be provided with the Technical bid document.

1. The agency/firm/company must have valid **PAN and GST** Registration number, Trade License/Certificate of incorporation (Attach copies of the same).
2. Minimum experience of Three years is required in the field of providing transport service from the date of incorporation.
3. The tendering firms/company should have minimum fleet of Three owned vehicles comprising of the following vehicles: Maruti Dzire/Toyota Etios/Amaze/Xcent, Honda City/Hyundai Verna/Maruti Ciaz, Toyota Innova/Toyota Innova Crysta/Tata Safari/Hyundai Alcazar/Mahindra XUV700 or equivalent of the total vehicles (Attach copies of Registration Certificates/ books) in the name of the bidder. The vehicles provided to IEST, Shibpur should be road worthy and not more than 03 years old from the date of sending the vehicles registered with RTO as commercial vehicle for duty. List should be provided of the vehicles.
4. The agencies should have an average annual turnover of not less **than 40 lakhs** during last three accounting years.
5. Track record of a tenderer should be clean without any involvement in illegal activities or financial frauds. There should not be any such case with the Police / Court / Regulatory authorities against the tenderer or proprietors / partners / directors in case of Proprietorship / Partnership firm / company (Self-declaration on letter head in this regard to be submitted).
6. The tenderer must not have been suspended / delisted / blacklisted/ banned or any such process initiated against the Company, by any organization including IEST, Shibpur at any location in India on any grounds (Self-declaration on letter head in this regard to be submitted).

NOTE: Bidders must submit the documentary proof in support of meeting the above-mentioned minimum eligibility criteria. Simply an undertaking by the bidder for any item of the criteria shall not suffice the purpose.

GENERAL TERMS AND CONDITIONS

1. **Earnest Money Deposit (EMD)** (Refundable) for an amount of Rs. 25,000.00 (Rupees Ten thousand only) shall be deposited in the form of Demand Draft / Fixed Deposit Receipt / Banker's Cheque / Insurance Surety Bonds / Bank Guarantee from any of the commercial banks in India and paid in favour of "**The Registrar, IEST Shibpur**" payable at **Kolkata**. EMD in the form of Insurance Surety Bonds or Bank Guarantee shall remain valid for a period of 45 days beyond the final bid validity period. Any bid without EMD will summarily be rejected. No interest is payable on EMD. EMD will be refunded to the unsuccessful bidder after finalization of the tender process stage by stage i.e., Technical evaluation and Financial evaluation. The EMD of the vendor awarded the contract may be treated as part of security deposit towards Performance Guarantee. EMD shall be forfeited if the selected vendor after award of the contract fails to execute the same.

IEST, Shibpur will give exemption for submission of EMD who are registered with MSME, NSIC or start-ups as recognized by DIPP as per revised rule of GFRs-2017 for procurement of only goods produced and services rendered by MSEs. However, Traders/ distributors/ sole agent/ Works Contract are excluded from this purview. The benefit of this exemption may be given on submission of proper and valid document in support of their claim. Thus, the Tender Fee and EMD OR exemption Certificate should be kept in separate cover super scribing Tender Fee and EMD and should be placed in the Technical bid cover.

2. The Agency shall submit bills within a week after completion of the service provided to the concern Department/Centre/School/Office/Unit.
3. The tender shall be signed by the authorized person and his/her full name and status be indicated below the signature along with official stamp of the tenderer.
4. The bidder should sign & stamp all the pages of the document and same should be required to be submitted along with the offer quoted by the firm as stipulated in the document with a covering letter in the firm's letter head & duly signed & stamped. No page should be removed/ detached from the tender document.
5. The bids shall remain valid for **90 days** after the date of Technical bid opening. If any bidder withdraws his tender before the said period shall without prejudice to any other right or remedy, be at liberty to forfeit the Bid Security absolutely.
6. The tenderer shall provide the services continuously as per the award of contract. In case of discontinuation of services by the contractor in the middle of the period or non-satisfactory services, breach of any terms and conditions of the contract, non-compliance of the orders of competent authority etc. the contract shall be terminated immediately and their performance security deposit shall also be forfeited.

7. IEST, Shibpur reserves the right to terminate the contract at any time without assigning any reasons by giving a three-month advance notice to the tenderer.
8. The tenderer may visit the site to acquaint himself/themselves fully with the location of various Departments/Centres/Schools/Units etc. of IEST, Shibpur including the condition of the route to be taken by him for pick up or drop. The successful tenderer shall be bound to execute all works as required under the instruction of the official(s) of IEST, Shibpur and shall not be entitled to make any claim whatsoever against the IEST, Shibpur for compensation/revision of rates or otherwise.
9. **Rates:** All rates will be treated as firm for the period of the contract. The rates quoted in the Financial Bid shall be valid for at least 12 months from the date of award. No escalation whatsoever shall either be claimed or considered. However, after 12 months the rate may be revised at the own discretion of IEST, Shibpur if the Rate Contract may extend for further period, preferably up to 5%. No compensation shall be admissible to the Contractor in respect of detention of vehicles at the Transport Unit or any other pick up/drop points or any other place unless such detention is of an extraordinary kind. The decision of the IEST, Shibpur in all such matters shall be final.
10. **Performance Security Deposit:** The successful Tenderer shall furnish within **fifteen (15)** working days of acceptance of his/her tender. The Security Deposit at Rs. 25,000/- is to be deposited by the tenderer in the form of Demand Draft / Fixed Deposit Receipt / Insurance Surety Bonds issued by any commercial drawn in favour of " **The Registrar, IEST Shibpur**" payable at **Kolkata**. The Performance Security shall be valid for a period of **60 days** beyond the date of contract validity period. The Performance Security shall be returned without any interest after successful completion of all contractual obligations. The Security Deposit will be refunded to the Contractor without any interest on due satisfactory performance of the services, and on completion of all obligations by the Contractor under the terms of the Contract, and on submission of a "No demand certificate", subject to such deduction from the Security as may be necessary for recovering the IEST, Shibpur's claims against the Contractor.
11. In case of any controversy or dispute, the decision of the Director of this Institute shall be final and binding upon the firms.
12. The Bidders are requested to submit the bids after issue of clarifications only considering the changes made if any. Bidders are totally responsible for incorporating/complying the changes/amendments issued if any, in their bid.

General Information to the Tenderer

1. Definitions:

- (a) The term "Contract" shall mean and include the Invitation to Tender incorporating also the instructions to Tenderer, the Tender, its Annexures, appendices, acceptance of tender and such general and special conditions as may be added to it.
- (b) The term "Contractor" shall mean and include the person(s), Firm or Company with whom the contract has been placed including their heirs, executors, administrators and successors and the permitted assignees as the case may be.
- (c) The term "Contract Rates" shall mean the rates of payment accepted by the IEST, Shibpur.

2. Contractor and its personnel:

- (a) Contractor may be a Sole Proprietary Concern, or Registered Partnership Firm, or a Private Limited Company, or a Public Limited company. The composition of the partnership, or names of Directors of Company, as applicable, shall be indicated. The Contractor shall also nominate a person for the active management and control of the work relating to the Contract during the tenure of the Contract. The person so nominated shall be deemed to have full authority from the Contractor in respect of the Contract and his acts shall be binding on the Contractor.
- (b) If the Tenderer is a partnership firm, there shall not be any re-constitution of the partnership without the prior written consent of the IEST, Shibpur till the satisfactory completion of the Contract, failing which the Contract shall be forthwith liable for termination treating it as breach of Contract by the Contractor with consequences flowing there from.
- (c) The Contractor shall also notify to the IEST, Shibpur the death/resignation of any of their partners/directors immediately on the occurrence of such an event. On receipt of such notice, the IEST, Shibpur shall have the right to terminate the contract.

3. Subletting: The Contractor shall not sublet, transfer, or assign the Contract, or any part thereof.

4. Relationship with third parties: All transactions between the Contractor and third parties shall be carried out as between two principals without reference to the IEST, Shibpur in any event. The Contractor shall also undertake to make third parties fully aware of the position aforesaid.

5. Liability for Personnel: All persons employed by the Contractor shall be engaged by him as own employees in all respects, and all rights and liabilities under the Indian Factories Act, or the Workmen's Compensation Act, or Employees Provident Fund Act, and other applicable enactments, in respect of all such personnel shall exclusively be that of the Contractor. The Contractor shall be bound to indemnify the IEST, Shibpur against all the claims whatsoever in respect of its personnel under the Workmen's Compensation Act, 1923, or any statutory modification thereof or otherwise for or in respect of any damage or compensation payable in consequence of any accident or injury sustained by any workmen or other person whether in employment of the Contractor or not. Contractor shall also comply with all

Rules and Regulations/Enactments made by the state Govt./Central Govt. from time to time pertaining to the Contract including all Labour Laws.

6. All tenders are to be sent through **Speed Post/ Registrar post /Courier only** in a sealed in the Office of the e-Procurement cell, IEST, Shibpur-711103. The bids (technical and price bids) once submitted shall be the property of the Institute and shall not be returned to the vendor in future. For speed post, the Postal Address is: **Assistant Registrar (S&P), e-procurement cell, 4th floor, Science and Technology building, IEST, Shibpur, P.O – B. garden, dist – Howrah, PIN – 711103, We Bengal.**

7. **Disqualification of Tender:** The tenders are liable for rejection in the following circumstances:

- (a) If they are not in line with the terms and conditions of this tender notice;
- (b) Conditional quotations;
- (c) Incomplete tenders;
- (d) Tenders without Tender Fee and/or EMD/exemption certificate;
- (e) Tenders submitted through Fax or e-mail;

8. If two bid systems are not followed and bid packets found unsealed.

- (a) The Firm needs to quote all the charges /prices as per the tender requirement, if any firm quote nil charges/consideration, the bid shall be treated as unresponsive bid and will not be considered.

9. IMPORTANT

- I. The Director of IEST, Shibpur may accept or reject any or all the bids in part or in full without assigning any reason and does not bind himself to accept the lowest bid. The Institute at its discretion may change the quantity/upgrade the criteria/drop any item or part thereof at any time before placing the Purchase Order.
- II. A bid submitted with false information will not only be rejected but also the OEM/ vendor will be debarred from participation in future tendering process.
- III. In case of any dispute, the decision of the Director of this Institute shall be final and binding on the bidders.
- IV. In case the due date for opening tender happens to be a holiday, the same will be opened on the next working day. The timings will however remain unchanged. Please Note that the Institute remains closed on Saturday & Sunday.
- V. The Bidders are requested to submit the bids after issue of clarifications only considering the changes made if any. Bidders are totally responsible for incorporating/complying the changes/amendments issued if any, in their bid.

ARTICLES OF AGREEMENT (sample)

ARTICLES OF AGREEMENT made at Howrah on this _____ day of _____ between the IEST, Shibpur, having its Central Office at Shibpur (hereinafter called "the IEST, Shibpur") which expression shall unless repugnant to the context include his successors in office on the one part and (proprietorship/partnership firm/ Company/Agency), incorporated under the provisions of the Companies Act (in case of a Company) and having its registered office at _____ (hereinafter called "the Contractor") represented by Shri _____

who is authorized to enter this agreement by its Board of Directors which expression shall include its/his successors, assigns and legal representative on the other part. WHEREAS the IEST, Shibpur. has intention of engaging contractors for the empanelment of reputed and capable Vehicle Hiring Agencies/Companies with good track record, for the purpose of hiring vehicles on need basis and has caused specifications describing the work to be done [as detailed in Tender Documents]. AND WHEREAS the said specifications and the scope of work [as detailed in Tender documents] have been signed by or on behalf of the parties here to.

AND WHEREAS the IEST, Shibpur had called for tenders from eligible contractors for the empanelment of reputed and capable Agencies/Companies with good track record, for the purpose of hiring vehicles on need basis, as has been indicated in the scope of work and other documents attached to the tender.

AND WHEREAS the Contractor has agreed to execute the work subject to the conditions set forth herein and to the conditions set forth in the Tender Documents as modified and finally accepted by both the parties (all of which are collectively hereinafter referred to as "the said Conditions" the works described in terms and conditions and included in the detailed scope of work as detailed in Tender Documents at the respective rates therein set forth, amounting to the sum as therein arrived at or such other sum as shall become payable there under (hereinafter referred to as "the said Contract Amount").

Definitions

In this Agreement, unless the context requires:

- (a) "Agreement" means these terms together with any Booking accepted by the Contractor in writing and terms and conditions mentioned in Tender Document.
- (b) "Cancellation" means any cancellation by the IEST, Shibpur of the Services after acceptance of Booking
- (c) "Hire Period" means the period of time set out in the Booking or during which the Services are performed, whichever is longer, as amended by agreement or in accordance with this Agreement.
- (d) "Pick-up Address" means the address stated in the Booking where the Services will commence.
- (e) "Pick-up Time" means the date and the time or time slot set out in the Booking or communicated by you to us for commencement of performance of the Services.

- (f) “Booking” means any booking from the IEST, Shibpur and acceptance by the Contractor.
- (g) “Services” means the services of a chauffeur-driven Air-conditioned Vehicle starting from the Pick-up Time at the Pick-up Address.
- (h) “Unacceptable Behavior” means not wearing a seat-belt, opening or closing doors (this must be done by the chauffeur), leaning out of the window of the Vehicle, exceeding the maximum permitted number of Passengers, smoking or Chewing Pan/Tobacco in the Vehicle, being under the influence of alcohol or under the influence of or in possession of any illegal/intoxicating substance, being rude, violent, aggressive or a danger or potential danger to himself or any other person, being rowdy or being in any way in an unfit state to travel.
- (i) “Vehicle” means the vehicle with the registration number referred to in the Booking or any replacement vehicle agreed by the parties.
- (j) “Writing” includes any written paper document, any fax, mobile text and any e-mail correspondence.

In this Agreement, unless the context requires otherwise words denoting any gender include all genders and words denoting the singular include the plural and vice versa.

NOW THESE PRESENT WITNESSES AND IT IS HEREBY AGREED AND DECLARED BY AND BETWEEN THE PARTIES TO THESE PRESENT AS FOLLOWINGS:

1. **Period of Contract:** The IEST, Shibpur appoints the Contractor for the purpose of hiring road worthy vehicles on need basis. This contract is valid for a period of **One year** commencing from -----, 2025 up to -----, 2026. However, the contract may be renewed for **two years (one year at a time)** on the existing/revised terms and conditions to be mutually agreed upon between the parties on satisfactory performance and approval of the Competent Authority. The IEST, Shibpur reserves the right to extend the contract for further periods on terms and conditions mutually agreed upon.
2. That the Tender Documents (Technical Bid, Financial Bid, Annexures and Amendments thereof) as modified and finally accepted by both the parties shall form integral part of this Agreement and the Contractor shall comply with all the terms and conditions of the tender documents.
3. The Contractor has deposited a sum of Rs. _____ on _____, 2025 with the IEST, Shibpur as Security deposit in the form of a Bank Guarantee for the due performance of the contract for the entire contract period. This Security Deposit amount will not carry any interest and will be refunded to the contractor without interest after the expiry of two months from the date of completion of the contract period or termination of the contract after deduction/adjustment of claims/penalty, if any, payable by the Contractor to the IEST, Shibpur.
4. The IEST, Shibpur shall place an order for their requirement herein after called 'Hire- order' and will receive acknowledgement from the Contractor for supply of vehicles. It is anticipated that the Contractor will supply vehicles to the IEST, Shibpur on regular basis as and when demanded until such time the contract is valid and the parties in agreement are satisfied with the performance of the contract.
5. The Contractor should depute any of their staff member(s) to act as a "co-ordinator (s)" to co-ordinate for any group booking(s) made by the IEST, Shibpur (vehicle requirement of 10 or more vehicles in one booking/for multiple days booking), and this person will be responsible on behalf of the Contractor for smooth operations of the vehicular requirements of the IEST, Shibpur for the captioned booking(s).
6. The Contractor agrees with the IEST, Shibpur and with each authority competent to order, that every contract of hire order should be subject to the terms of this Agreement for vehicle Hire and in the event of a conflict between these terms and the terms in hire order, the terms of this Agreement for vehicle Hire shall prevail.
7. The Contractor will provide road worthy vehicles to the IEST, Shibpur **not older than three years** from the date of sending the vehicles registered with RTO as commercial vehicle for duty and registered for the commercial purpose only. Taxes, insurance and other dues on such vehicles shall be the liability of the Contractor. The Contractor agrees to provide the details of all vehicles purchased or removed from its fleet in future to the IEST, Shibpur in writing till the expiry of the contract.
8. All the papers related to each vehicle viz. insurance, registration, road tax, pollution control certificates,

permits, valid license, etc. should be readily available in the vehicles with drivers while on IEST, Shibpur duty.

9. All vehicles should be well maintained, in good hygienic condition with its upholstery etc. in proper shape, without any dent or stain. It must be washed properly and be provided with neat and clean seat covers before sending for the duty.
10. The driver deployed should carry a valid driving license when on duty, which should be produced by him if demanded by traffic personnel. Renewal of their driving license from time to time will be the responsibility of the contractor.
11. The driver of the vehicle provided by the Contractor shall carry with himself the duty slips given by the Contractor where date, time, kilometers reading and places visited are to be filled in and signed by the users/ IEST, Shibpur officials. On the basis of these duty slips, the bills shall be raised to the IEST, Shibpur by the Contractor.
12. The drivers deployed should be medically fit with good moral character and reasonable experience of driving and should be well groomed and be able to converse in English and Hindi. They should be able to attend to minor repairs of vehicles en- route, in case of need.
13. The driver should also have some knowledge of vehicle mechanism so that he can attend minor repairs and should be well conversant with the roads and routes in Kolkata and adjacent areas.
14. The driver must follow all the traffic rules and regulations (seat belt, speed limits, red lights, overtaking etc.) to ensure safety of the passengers.
15. If the IEST, Shibpur or user complains of misdemeanor/misbehavior/unacceptable behavior by a driver, the contractor shall take immediate steps to replace such driver and shall ensure that the services of the said driver are not offered to the IEST, Shibpur in future.
16. The contractor shall arrange to obtain Police Verification Certificate regarding the antecedents of the persons/ drivers engaged by them so as to ensure no undesirable person is engaged by them for IEST, Shibpur's duty. Such certificate has to be obtained annually before engaging the services of the driver for the purpose of this agreement. The IEST, Shibpur reserves its right to call for such certificate.
17. The drivers/ employees engaged by the contractor shall abide by the instructions provided by the security officers/guards of the IEST, Shibpur and vehicles/persons will have to undergo security check as and when required.
18. The driver must report for duty at specified place at **least 15 minutes prior to the time of reporting in neat and clean dress**. While going for airport for picking up the guest, the flight landing time should regularly check by him or the Contractor's employee as some times flights land before their schedule time. It is the duty of the contractor to ensure that the vehicle reaches to the airport/railway Station/pick up point on time.

19. The driver must carry a placard depicting particulars of the arriving guest / officer of the IEST, Shibpur and be present to receive the guests at the exit point from Railway Platform/Airport. In case of multiple exit points/ gates at Airport/ railway station, the driver should inform the guest about his presence on a particular exit point/gate after landing of the flight/reaching the train. The drivers should make a phone call to get in touch with the users to inform about his arrival at the pick-up location instead of waiting for the users to make a call to ascertain their arrival.
20. The Driver should maintain a proper record of mileage on a daily basis and get the same authenticated by the authorized user. The driver should maintain duty slips with complete details of kilometers travelled/ time of releasing, etc., duly authenticated by the officer using the service. The make of vehicle and registration number of the vehicle, which is provided to the guest, should be mentioned on the duty slip. Besides the driver should be polite, courteous and service oriented at all times. He should provide his mobile number to the guest on demand.
21. The persons deployed for the purpose of the agreement shall not be in an inebriated condition or under the influence of any intoxicating material. Smoking or Chewing Pan/Tobacco is strictly prohibited inside vehicle/
IEST, Shibpur premises.
22. The driver must always be available with the vehicle once he has reported to the guest/user officer of the IEST, Shibpur. His mobile should be operational (with battery regularly charged) during the entire duty. He should carry his mobile with him while going away from the vehicle for any urgent work. While driving, the driver should not take the mobile calls. If he is required to take any urgent call while driving the vehicle, he should stop the vehicle at a proper place and then respond to the call.
23. The drivers will comply with the orders given by the authorized officers of the IEST, Shibpur and will also observe the rules and regulations of the IEST, Shibpur regarding safety and security.
24. The IEST, Shibpur or its guests are not responsible for payment of any salary or remuneration to the vehicle driver provided by the Contractor.
25. The driver should not ask for any money/swipe of card from the guest in name of fuel, repair charges, toll etc. In the long journeys, the driver should be provided adequate money/card by the contractor with adequate balance to cover all such expenses.
26. **The contractor should have a 24x7 customer care service support with prompt and robust complaint resolution mechanism.** It should provide the adequate contact numbers/mail IDs to the IEST, Shibpur for booking of vehicles and resolution of complaints with escalation matrix. The contractor shall nominate experienced staff/official(s) for liaison with the IEST, Shibpur on day- to-day basis. The contact particulars of such official/person should be provided to the IEST, Shibpur at the time of execution of this agreement.
27. The contractor shall provide vehicle on written or verbal instructions over phone within the time specified therein. The contractor shall also be required to provide vehicle at short notice from the IEST,

Shibpur(say within an hour in case of emergency). In case the contractor fails to provide vehicle on the IEST, Shibpur's request, either verbal over phone or written, the IEST, Shibpur shall be free to remove the contractor from the panel of transport service providers without prejudice to the IEST, Shibpur's right to forfeit the security deposit and other remedies under the agreement.

28. The Contractor must ensure proper sealing of kilometer. The IEST, Shibpur reserves the right to get the meter calibrated or checked at any time at its sole discretion. Tampering of meter reading shall be viewed seriously, leading to even cancellation/ termination of empanelment and forfeiture of security deposit, besides any other penal action.
29. The contractor should convey without fail the vehicle details i.e. vehicle make / colour, vehicle registration no., driver's name and his mobile number, reporting time and place, to the concerned officials, IEST, Shibpur and to the user of the vehicle through telephone and through SMS at least two hours prior to the arrival/departure of the user. It is contractor's duty to ensure that these details reach to the user and to the concerned officials, IEST, Shibpur.
30. There shall be no employer-employee relationship between the IEST, Shibpur and the persons engaged for the purpose of this agreement. All the workers or persons deployed by the contractor shall be considered as the employees of the contractor and IEST, Shibpur shall not have any liability what so ever with regard to such workers/employees.
31. The Contractor shall pay the applicable stamp duty on the original of this agreement, which shall be executed in duplicate, and the IEST, Shibpur shall retain the original and the Contractor shall retain the duplicate.
32. All notices and other communications required to be served on the parties including for violation of the terms of this Agreement shall be considered to be duly served if the same shall have been delivered by hand or posted by registered mail to the office addresses of the parties as mentioned in the agreement.
33. The Contractor is liable for any legal dispute/cases/claims that have arisen or may arise during the currency of the agreement in respect of vehicles provided by the Contractor. The IEST, Shibpur will not be liable for any loss, damages, etc. suffered/ to be suffered by the Contractor or third party as the case may be. The IEST, Shibpur shall not be responsible for payment of any compensation for death of or injury or accident to any of the Staffs/driver deployed by the contractor which may arise out of and in the course of their duties and employment for the purpose of this agreement, whether in the IEST, Shibpur premises or otherwise. It is agreed and understood that the Contractor alone shall be liable to pay such damages or compensation to such Staffs and their families.
34. **Bribe, Commission, Gift etc.** Any bribe, commission, gift or advantage given/ promised or offered by or on behalf of the contractor or his partner, agent or servant or any one of his or on their behalf to any employees(s) of the IEST, Shibpur or to any person on his or on their behalf in relation to the obtaining or the executing of this or any other contract with the IEST, Shibpur shall entitle the IEST, Shibpur to rescind all contracts with him along with forfeiture of security deposit in addition to any criminal liability

the contractor may incur. The contractor shall not lend to or borrow from or have or enter into any monetary dealings or transactions either directly or indirectly with any employee(s) of the IEST, Shibpur.

35. **Terms of Payment:** The invoice /bill issued should be serially numbered and it should contain the name and address of the service provider, service receiver, description of service, value of taxes payable thereon etc. The Contractor shall submit bills within a week after completion of vehicle services along with feedback forms and the payment shall be made through electronic mode from the date of submission of complete and correct bill with all supporting documents. No request for making advance payment on any ground shall be entertained. Under no circumstances is the Contractor entitled to claim any charges over and above the charges prescribed in the terms of this contract. Bills shall be settled after deducting tax as per all applicable laws i.e. Income tax, GST etc. TDS Certificate shall be issued every quarter in support of TDS deductions effected from the bills. Any objection regarding the payment received by the contractor may be brought to the notice of the IEST, Shibpur within 7 days of the date of the payment. In case no such objection is received within the stipulated period, it will be deemed that there is no objection regarding the payment.
36. **Taxes:** The amount quoted in the bill shall be inclusive of all taxes as applicable such as local levies, etc. imposed/to be imposed by Central/State Government/Local Bodies **except Goods and Services Tax which will be applicable as per government notifications.** If the Contractor fails to include such taxes and duties in the bill, no claim thereof will be entertained by the IEST, Shibpur afterwards. As per Indian laws, taxes as applicable will be deducted at source and a certificate for the same will be issued to the Contractor. It shall be binding on Contractor to remit the Taxes paid by the IEST, Shibpur on bills to respective Government Authorities.
37. **Compliance:** The Contractor shall comply with the provision of Contract Labour (Regulation & Abolition) Act, 1970, the Contract Labour (Regulation and Abolition) Central Rules, 1971, Code on Wages, 2019, Employee State Insurance Act, 1948, Employees Compensation Act 1923, Employee's Provident Fund Act (Miscellaneous Provisions) 1952, Employer's Liability act 1938, Employment of Children Act 1938; Maternity Benefit Act 1961, and/or any other rules/regulations and/or statutes that may be applicable to them and as amended from time to time. IEST, Shibpur reserves the right to call for proof of such compliance whenever deemed necessary and the Contractor shall abide by the same. The Contractor shall be solely responsible for any violation of provision of the above-mentioned legislative enactments or any other statutory provisions and shall further keep the IEST, Shibpur indemnified from all acts of omission, fault, breaches and / or any claim, demand, loss, injury and expense arising out from the non-compliance of the aforesaid statutory provisions. In case of Contractor's failure to fulfill any of the obligations hereunder and/or under the said Acts/rules/ regulations/ or any bye-laws or rules framed under or any of these, the IEST, Shibpur shall be entitled to recover any of such losses or expenses, which it may have to suffer or incur on account of such claims, demand, loss or injury, from the Contractor's payment and Security Deposit.

38. **Indemnification:** The contractor shall be responsible for any injury to persons, animals or things and for all structural and decorative damage to property which may arise from the operation or neglect of himself/herself or any of his/ her employee/ driver, whether such injury or damage arises from carelessness, accident or any other cause whatever, in any way connected with the carrying out of this agreement. This clause shall include inter alia, any damage to buildings, vehicles, property, and any damage to roads, streets, footpaths, bridges or ways as well as damage caused to the buildings and works forming the subject of this contract by frost, rain, wind or other inclemency of weather. The Contractor shall indemnify the IEST, Shibpur and hold it harmless in respect of all and any expenses arising from any such injury or damage to persons or animals or property as aforesaid and also in respect of any claim made in respect of injury or damage under any Acts of any legislature or otherwise and also in respect of any award of compensation or damages consequent upon such claim.
39. **Sexual Harassment:** The Contractor shall be solely responsible for full compliance with the provisions of “the Sexual Harassment of women at work place (Prevention, Prohibition and Redressal) Act, 2013”. In case of any complaint of sexual harassment against its employee within the premises of the IEST, Shibpur, the complaint will be filed before the Internal Complaints Committee constituted by the Contractor and the Contractor shall ensure appropriate action under the said Act with respect to the complaint”. Any complaint of sexual harassment from any aggrieved employee of the contractor against any employee of the IEST, Shibpur shall be taken cognizance of by the Regional Complaints Committee constituted by the IEST, Shibpur. The contractor shall be responsible for any monetary compensation that may need to be paid in case the incident involving the employees/ driver of the contractor, for instance any monetary relief to the IEST, Shibpur’s employee, if sexual harassment by the employee of the contractor is proved by the Committee. The contractor shall be responsible for educating its employees about prevention of sexual harassment at work place and related issues.
40. **Disputes Resolution:** All disputes arising out of the Agreement shall be settled amicably through discussions between the parties. In case of any unsettled disputes, the same shall be referred to the sole Arbitrator mutually agreed by the parties. In case the parties do not agree upon the sole arbitrator, each party shall appoint one arbitrator, and the two appointed arbitrators, shall appoint the third arbitrator who shall act as the presiding arbitrator. The provisions of the Arbitration and Conciliation Act, 1996 shall be applicable to such proceedings and the arbitration shall be held at Kharagpur. The award of the arbitrator so appointed shall be final and binding. During the arbitration proceedings the Contractor shall continue to discharge his contractual obligation under this agreement, unless dispensed by the IEST, Shibpur. This contract is subject to exclusive jurisdiction of courts at Howrah only. Alternate settlement modes can be used for settling any legal dispute with mutual consent only.

41. Penalty Clause:

- (a) It shall be the sole responsibility of the contractor to provide road worthy vehicles as and when requisitioned by the IEST, Shibpur during night/early morning as desired/requisitioned by the IEST, Shibpur. For deficiency in services and serious inconvenience caused to the IEST, Shibpur or its officials or to those for whom the IEST, Shibpur directs to provide service (including violating any terms and conditions governing contract as mentioned in tender document), **penalty not exceeding 20 % of the estimated bill for the relevant instance will be imposed.** Any delay will attract penalty as deemed fit by the IEST, Shibpur. The decision of the IEST, Shibpur in this regard will be final and binding on the contractor. However, the IEST, Shibpur will impose any penalty after giving due notice. If repeated lapses in the services are found, then the IEST, Shibpur reserves the right to terminate the agreement by giving one calendar months' notice in writing.
- (b) In the event the agreement is terminated by the IEST, Shibpur before the completion of the period of contract, the Contractor shall be liable to be debarred/disqualified as per rule from participating in any tender or executing any work in the IEST, Shibpur. However, before debarring the Contractor, the IEST, Shibpur shall give seven days show cause notice and consider the reply if any given by the Contractor. The decision of the IEST, Shibpur in this regard shall be final.
- (c) The contractor will also have to make immediate alternate arrangements in case of breakdown of vehicle(s). In case of failure, the contractor will be responsible to compensate all expenses incurred by the IEST, Shibpur in this regard. Such compensation may be in addition to any penalty imposed under Para (a) above. Penalty and compensation, if any, will be deducted from any pending bill of the contractor or security deposit.
- (d) Under any circumstances, Sub-contracting of vehicles is not permitted. If this condition is violated then the IEST, Shibpur reserves the right to recover penalty not exceeding four times of the estimated bill for the relevant instance, from the periodic payment/ Security deposit. If repeated instances of sub-contracting are found, then the IEST, Shibpur reserves the right to terminate the agreement by giving one calendar months' notice in writing.
- (e) The Contractor shall provide the particular model or make of the vehicle as agreed upon in the contract or as demanded by the IEST, Shibpur. If vehicle's model is not as per the request and IEST, Shibpur's permission is not taken before changing the vehicle's model, then the IEST, Shibpur reserves the right to recover penalty not exceeding four times of the estimated bill for the relevant instance, from the periodic payment/Security deposit. If repeated instances of changing the model of the vehicles without the IEST, Shibpur's permission are found, then the IEST, Shibpur reserves the right to terminate the agreement by giving one calendar months' notice in writing.

- (f) If for any reason whatsoever, the IEST, Shibpur is not happy with the condition of the vehicle provided, the Contractor's office will be informed immediately, and they should accept the IEST, Shibpur's demand to replace it without delay. If for any reason, the Contractor is not in a position to provide a suitable substitute vehicle as demanded by the IEST, Shibpur then the IEST, Shibpur will be free to engage a vehicle from the open market and recover the expenditure on account of it on the claims payable to the Contractor.
- (g) If any vehicle is not provided with the amenities such as water bottles, tissue papers, umbrella, first-aidbox, fire-extinguisher then the IEST, Shibpur may deny the payment for the bill for the relevant instance. If repeated lapses in this regard are found, then the IEST, Shibpur reserves the right to terminate the agreement by giving one calendar months' notice in writing.
42. **Non-disclosure:** The Contractor or its employee shall not disclose directly or indirectly any information, materials and details of the IEST, Shibpur's infrastructure/systems/ equipment etc., which may come to the possession or knowledge of the Contractor or its employee during the course of discharging contractual obligations in connection with this agreement, to any third party and shall at all times hold the same in strictest confidence. The Contractor shall treat the details of the contract as private and confidential, except to the extent necessary to carry out the obligations under it or to comply with applicable laws. The Contractor shall not publish, permit to be published, or disclose any particulars of the works in any trade or technical paper or elsewhere without the previous written consent of the IEST, Shibpur. The Contractor shall take all appropriate actions with respect to its employees to ensure that the obligations of non-disclosure of confidential information under this agreement are fully satisfied. The Contractor's obligations with respect to non-disclosure and confidentiality will survive the expiry or termination of this agreement for whatever reason.
43. **Force Majeure:** If at any time during the currency of the contract, either party is subject to force majeure, which can be termed as civil disturbance, riots, strikes, tempest, acts of God etc. which may prevent either party to discharge its obligation, the affected party shall promptly notify the other party about the happening of such an event. Neither party shall by reason of such event be entitled to terminate the contract in respect of such performance of their obligations. The obligations under the contract shall be resumed as soon as practicable after the event has come to an end or ceased to exist. If the performance of any obligation under the contract is prevented or delayed by reason of the event beyond a period mutually agreed upon, if any, or seven days, whichever is more; either party may at its option terminate the contract.
44. **Termination of Agreement:** Without prejudice to what is contained herein above, the IEST, Shibpur shall at its sole and absolute discretion, be entitled to terminate this agreement forth with by written notice without assigning any reason and without payment of any compensation and at the risk and cost of the Contractor, if

- i. In the opinion of the IEST, Shibpur (which shall not be called in question by the Contractor and shall be binding on the Contractor) the Contractor fails or refuse to perform this agreement to the IEST, Shibpur's satisfaction and/or
 - ii. The Contractor commits a breach of any terms and conditions of this agreement and/or
 - iii. The Contractor is adjudged an insolvent or has entered into compromise with his creditors or if distress or executions or other process is levied upon or receiver is appointed for any part of the assets or property of Contractor and/or
 - iv. In the event of exigencies arising due to the death or infirmity of the Contractor or for any other reason or circumstances, liabilities/performance obligation thereof of the contract shall be borne by the following on such terms and conditions, as the IEST, Shibpur may think proper, namely:
 - a) Legal Heirs/Representative in case of sole proprietor.
 - b) The next Directors/Partners in the case of company or firm as the case may be.

However, in such an eventuality purely as a stop-gap arrangement, it will be the prerogative/ right of the IEST, Shibpur to continue the contract for the remaining period or till new agreement is executed, whichever is earlier.
 - v. For any reason whatsoever, the Contractor becomes disentitled in law to perform his/her/its obligations under this agreement and/or
 - vi. There is any variation in the ownership/ partnership or management of the Contractor or his business without the prior approval in writing of the IEST, Shibpur to such variation.
 - vii. In the event of termination of this agreement for any reason whatsoever, the Contractor/or persons employed by him/her/it or his agents shall not be entitled for any sum or sums whatsoever from the IEST, Shibpur by way of compensation, damages or otherwise.
45. That the several parts of this Contract have been read by the Contractor and fully understood by the Contractor.

WORK EXPERIENCE

List of similar works executed by the tenderer during the last 3 years

Sl. No.	Details of services provided	Name & address of the organization	Name & address of Employee/ Officer under whose supervision services were provided	Amount (for entire annual contract)	Whether services were provided for the originally contracted length of time or not	No. of years dealing with the organization
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

Signature of the applicant/authorized signatory

❖ Supporting documents may submit with the Technical Documents

FORMAT OF CLIENT REPORT

Confidential

1. Name/s & Address of the client
2. Details of value of works executed
3. Agreement date and amount
4. Date of commencement and expiry of contract
5. Quality of vehicles provided by the firm
6. Quality of driver/s provided by the firm
7. Integrity and reliability of the firm/Agency
8. Details of disputes with the firm/agency, if any
9. Whether any penalty imposed with reasons (provide details)
10. Rating of vehicle services rendered: Outstanding/ Very good/ Good/ Satisfactory/ Poor (please tick any one).
11. Any other information/feedback which you consider will help us in making our decision

Signature of authorized signatory & stamp

Designation of signing authority:

Name of the organization:

USER FEED BACK FORM

(To be provided to the user before commencement of the journey)

I am willing to provide the feedback for the journey- (Yes/No)

Name of Agency:

Vehicle No:

Vehicle Type:

Driver Name:

Driver Contact Numbers:

Period of Booking – From

To

1. Did the driver receive the guest with a placard (if applicable) (Yes/No)
2. Was the driver on time? (Yes/No)
3. Was starting meter reading shown by the driver? (Yes/No)
4. Was the driver neatly dressed/well-behaved/experienced? (Yes/No)
5. Was the vehicle model as per specified in the booking mail intimation? (Yes/No)
6. Was the vehicle in good & clean condition (inside/outside)? (Yes/No)
7. Tissue Paper, Water bottles, Umbrella provided? (Yes/No)
8. Was the driver using his mobile while driving? (Yes/No)
9. Will you prefer to use the same agency again? (Yes/No)
10. Any other suggestion/complaint/observation, please provide details:

Signature:

Name of the guest:

Designation of the guest:

Centre of posting of the guest:

(To be handed over to the driver on release of vehicle for submitting with the invoice to the IEST, Shibpur)

TENDERER PROFILE/ TECHNICAL BID

To,
The Registrar,
Indian Institute of Engineering Science and technology, Shibpur.
Howrah, WestBengal - 711103

Sub: Application for Empanelment of firms Agencies /Companies for providing AC vehicles on day to day requirement to Indian Institute of Engineering Science and Technologies, Shibpur.

Basic Information (attach a separate sheet wherever required)

1.	(a) Name of the tenderer (b) Address of Registered Office, with mobile number and email ID. (c) Address for correspondence, with mobile number and email ID. (d) Name of authorized officials with mobile numbers and email IDs.	
2.	(a) Type/form of organisation (proprietorship firm/ partnership firm/ private limited/ limited company) (b) Date of establishment/incorporation (c) Registering authority (d) Registration number and date (enclose relevant supporting	
3.	Name/s of proprietor/partners/directors of firm/agency with designations and contact details	
4.	Annual average turnover of Rs. 40 lakhs for the last 3 Financial Years (attach certified copy of chattered Accountant) (a) Year 2022-23 (b) Year 2023-24 (c) Year 2024-25	
6	Details of Work Experience (attach documentary proof)	
7	PAN No. and GST number (enclose copies).	
8	Valid Trade License for the said service.	
9	Indicate if involved in any litigation or any court cases pending relating to the service provided. (attach a separate sheet if required)	

10.	(a) Total number of vehicles owned (Attach minimum 03 vehicle's RC copy as per requirement) (b) List of vehicles owned with model, make, year of registration, registration numbers, permit supported by documentary evidence. (attach separate sheets if required)	
11.	List of existing clients along with client report	

The IEST, Shibpur may call for documentary evidence for and/or verify the information furnished.

DECLARATION

1. The above information is true to the best of my knowledge and belief. If any information is found untrue or false, I/we may be debarred from the tender process / award of the contract.
2. I/We agree to abide by all the terms and conditions stipulated by the IEST, Shibpur as mentioned in the tender documents
3. I/We also agree that my/our tender will remain valid for acceptance by the IEST, Shibpur for 90 days from the date of opening of Part I (Technical Bid) of the tender and this period of validity can be extended for such period as may be mutually agreed in writing between the IEST, Shibpur and me/ us.
4. I/We understand that the IEST, Shibpur reserves the right to accept or reject any or all the tender/s either in full or in part, without assigning any reason therefor.
5. I/We understand that after empanelment, I/We would be under the obligation to supply vehicles to the IEST, Shibpur at the lowest quote given in the price bid by the co-tenderers, under each category.

Date and Place

Signature Name and seal of the applicant

BID DOCUMENT AS PER MINIMUM ELIGIBILITY CRITERIA

Sl. No.	Description	Submitted	
		Yes/No	If Yes-Page No.
1	Signed Tender Document (NIT)		
2	Tender Fee and EMD OR Exemption Certificate		
3	Tender Profile as per		
4	Valid PAN and GST Registration number, Trade License/certificate of incorporation		
5	Minimum three (3) years of experience in similar services (i.e., provide vehicle hiring service) as on the last date of submission of the tender.		
6	Minimum Three (3) vehicles (as mentioned above) registered as its own name having valid permit.		
7	Valid trade license as per Government norms.		
8	Certificate of non-blacklisted		
9	Annual average turnover of Rs. 40 lakhs for the last 3 Financial Years (attach certified copy of chartered Accountant) (d) Year 2022-23 (e) Year 2023-24 Year 2024-25		

NOTE:

1. Attach all relevant documents in the same serial order as above, properly indexed and duly signed.
2. This is to be submitted in a **separate sealed envelope** superscripting **“TECHNICAL BID”**, Notice inviting **Tender Reference no.** and name of the bidder.
Price bid of that company/firm only will be opened which do technically qualify, for further consideration.

Signature and seal of the Bidder

FINANCIAL BID

Part-II (Financial Bid) of the tender should contain only the service provider's quoted rates in the prescribed format.

1. The Part-II (Financial bid) of only those tenderers' who qualify in the Technical Bid (Part-I) and will be opened on a subsequent date, for which the intimation would be given to the qualified tenderers through valid email IDs furnished by them. The Tenderers may choose to be present during the opening of Part II of the tender. The rates quoted by individual vendor under each category of vehicles and for each kind of use will be for analyzing the lowest rates among vendors and shall not form the basis for empanelment. Further, **the minimum rates for each category/use quoted by the vendor will be offered immediately after opening of price bid to all other eligible vendors for acceptance and consequent empanelment.** The IEST, Shibpur also reserves its right to divide the order between two or more tenderers and the contractor shall carry out even the part orders based on the lowest rate for each category.
2. The rates/quotes in the Financial Bid shall be firm and final and will not be enhanced under any pretext during the period of the contract and as such the tenderers may quote their rates considering the probable future revisions in prices. The IEST, Shibpur will not entertain the contractor's claim for revision of rates during the period of the contract under any circumstances.
3. All statutory deductions, as applicable shall be made from the bills submitted by the company/agency/firm. The Financial Bid shall, therefore, be all inclusive (excluding GST). GST as applicable may be shown separately in the bill and the same will be reimbursed or paid by the IEST, Shibpur as per eligibility. The IEST, Shibpur may call for documentary proof showing deposit of GST.
4. Financial Bid should contain only the price filled in Indian Rupees in figures and words.
5. The Financial Bid shall be completed in all respects and duly signed and stamped by an authorized representative of the tenderer.
6. No terms and conditions should be indicated in Part-II of the Tender. If any Tender is found with conditions mentioned therein, the same will be treated as "invalid".

**Price Bid format for Rate contract with Vehicle hiring agencies / companies for providing vehicles to
Indian Institute of Technology Kharagpur**

Tender No:

Date: ---/ /2025

Name of the tenderer/firm: _____ Address:

For providing AC vehicles only of different variants for local and outstation tours:

Rate variant-wise as per different usage given below should be comprehensive furnishing the details of the different types of vehicles available with the tenderer and various types of services. The rates should be exclusive of GST.

Sl. No.	Category	Item Description	Unit	Qty	Rate
1.	A	Dzire/Etios/Amaze/Xcent car for local duty 4hrs/40kms	Each	1	
2.		Dzire/Etios/Amaze/Xcent car for local duty 8hrs/80kms	Each	1	
3.		Dzire/Etios/Amaze/Xcent car for duty 10hrs/250kms	Each	1	
4.		Dzire/Etios/Amaze/Xcent car for duty 15hrs/700 kms	Each	1	
5.		Dzire/Etios/Amaze/Xcentcar–Rate for Extra KM	Each	1	
6.		Dzire/Etios/Amaze/Xcentcar–Rate for Extra Hour	Each	1	
7.		Dzire/Etios/Amaze/Xcent car – Night Halt Charges	Each	1	
8.		Dzire/Etios/Amaze/Xcentcar– Kolkata Airport Drop/Pick-up	Each	1	
9.		Dzire/Etios/Amaze/Xcentcar– Shalimar Railway Station Drop/Pick-up	Each	1	
10.		Dzire/Etios/Amaze/Xcentcar– Sealdah Railway Station Drop/Pick-up	Each	1	
11.		Dzire/Etios/Amaze/Xcentcar– Howrah Railway Station Drop/Pick-up	Each	1	
12.		Dzire/Etios/Amaze/Xcentcar– Kolkata Railway Station Drop/Pick-up	Each	1	
13.	B	Innova/Innova Crysta/Tata Safari/Hyundai Alcazar/ Mahindra XUV700 for local duty 4hrs/40kms	Each	1	
14.		Innova/Innova Crysta/Tata Safari/Hyundai Alcazar/ Mahindra XUV700 for local duty 8hrs/80kms	Each	1	
15.		Innova/Innova Crysta/Tata Safari/Hyundai Alcazar/ Mahindra XUV700 for local duty 10hrs/250kms	Each	1	
16.		Innova/Innova Crysta/Tata Safari/Hyundai Alcazar/ Mahindra XUV700 for local duty 15hrs/700kms	Each	1	
17.		Innova/Innova Crysta/Tata Safari/Hyundai Alcazar/ Mahindra XUV700 –Rate for Extra KM	Each	1	
18.		Innova/Innova Crysta/Tata Safari/Hyundai Alcazar/ Mahindra XUV700 S Rate for Extra Hour	Each	1	
19.		Innova/Innova Crysta/Tata Safari/Hyundai Alcazar/ Mahindra XUV700 – Night Halt Charges	Each	1	

20.		Innova/Innova Crysta/Tata Safari/Hyundai Alcazar/ Mahindra XUV700 Kolkata Airport Drop/Pick-up	Each	1	
21.		Innova/Innova Crysta/Tata Safari/Hyundai Alcazar/ Mahindra XUV700 Shalimar Railway Station Drop/Pick-up	Each	1	
22.		Innova/Innova Crysta/Tata Safari/Hyundai Alcazar/ Mahindra XUV700 Sealdah Railway Station Drop/Pick-up	Each	1	
23.		Innova/Innova Crysta/Tata Safari/Hyundai Alcazar/ Mahindra XUV700 Howrah Railway Station Drop/Pick-up	Each	1	
24.		Innova/Innova Crysta/Tata Safari/Hyundai Alcazar/ Mahindra XUV700 Kolkata Railway Station Drop/Pick-up	Each	1	
25.	C	Honda City/Ciaz/Verna car for local duty 4hrs/40kms	Each	1	
26.		Honda City/Ciaz/Verna car for local duty 8hrs/80kms	Each	1	
27.		Honda City/Ciaz/Verna car for duty 10hrs/250kms	Each	1	
28.		Honda City/Ciaz/Verna car for duty 15hrs/700kms	Each	1	
29.		Honda City/Ciaz/Verna car – Rate for Extra KM	Each	1	
30.		Honda City/Ciaz/Verna car – Rate for Extra Hour	Each	1	
31.		Honda City/Ciaz/Verna car –Night Halt Charges	Each	1	
32.		Honda City/Ciaz/Verna car Airport Drop/Pick-up	Each	1	
33.		Honda City/Ciaz/Verna car Shalimar Railway Station Drop/Pick-up	Each	1	
34.		Honda City/Ciaz/Verna car Sealdah Railway Station Drop/Pick-up	Each	1	
35.		Honda City/Ciaz/Verna car Howrah Railway Station Drop/Pick-up	Each	1	
36.		Honda City/Ciaz/Verna car Kolkata Railway Station Drop/Pick-up	Each	1	
37.	D	Tata Sumo/Mahindra Bolero/Mahindra Scorpio for local duty 4hrs/40kms	Each	1	
38.		Tata Sumo/Mahindra Bolero/Mahindra Scorpio for local duty 8hrs/80kms	Each	1	
39.		Tata Sumo/Mahindra Bolero/Mahindra Scorpio for duty 10hrs/250kms	Each	1	
40.		Tata Sumo/Mahindra Bolero/Mahindra Scorpiofor duty 15hrs/700kms	Each	1	
41.		Tata Sumo/Mahindra Bolero/Mahindra Scorpio – Rate for Extra KM	Each	1	
42.		Tata Sumo/Mahindra Bolero/Mahindra Scorpio – Rate for Extra Hour	Each	1	
43.		Tata Sumo/Mahindra Bolero/Mahindra Scorpio – Night Halt Charges	Each	1	
44.		Tata Sumo/Mahindra Bolero/Mahindra Scorpio – Airport Drop/Pick-up	Each	1	
45.		Tata Sumo/Mahindra Bolero/Mahindra Scorpio – Shalimar Railway Station Drop/Pick-up	Each	1	
46.		Tata Sumo/Mahindra Bolero/Mahindra Scorpio - Sealdah Railway Station Drop/Pick-up	Each	1	

47.		Tata Sumo/Mahindra Bolero/Mahindra Scorpio – Howrah Railway Station Drop/Pick-up	Each	1	
48.		Tata Sumo/Mahindra Bolero/Mahindra Scorpio – Kolkata Railway Station Drop/Pick-up	Each	1	
49.	E	Traveler 15-Seater car for local duty 4hrs/40kms	Each	1	
50.		Traveler 15-Seater car for local duty 8hrs/80kms	Each	1	
51.		Traveler 15-Seater car for duty 10hrs/250kms	Each	1	
52.		Traveler 15-Seater car for duty 15hrs/700kms	Each	1	
53.		Traveler 15-Seater car – Rate for Extra KM	Each	1	
54.		Traveler 15-Seater car – Rate for Extra Hour	Each	1	
55.		Traveler 15-Seater car –Night Halt Charges	Each	1	
56.		Traveler 15-Seater car Airport Drop/Pick-up	Each	1	
57.		Traveler 15-Seater car Shalimar Railway Station Drop/Pick-up	Each	1	
58.		Traveler 15-Seater car Sealdah Railway Station Drop/Pick-up	Each	1	
59.		Traveler 15-Seater Howrah Railway Station Drop/Pick-up	Each	1	
60.		Traveler 15-Seater Kolkata Railway Station Drop/Pick-up	Each	1	

If the service provider is able to provide any other make or model of vehicle, the same may be included along with the charges under each category in separate sheet. In any case, if the service provider provides higher category vehicle on his own, he will be paid according to the rates approved for category of vehicles for which booking has been made.

1. For Kolkata airport drop/pickup, Howrah railway station drop/pickup, Sealdah railway station drop/pickup, Shalimar railway station drop/pickup affixed amount would only be paid. No extra charges would be paid.
2. **Quoted rates should be all inclusive but exclusive of GST** (no extra charges or taxes would be paid unless specified otherwise in this document).
3. The cost of item like mineral water bottles, face tissue papers, umbrella and first aid box in the vehicle would not be paid extra.
4. No parking charges would be paid in the case of airport/railway station 'drop'.
5. For Airport/Railway pick up duty, the parking charges (from up to 1 hour before scheduled/actual flight arrival time till after pick up of guest) will be paid on production of original bills/receipts. The toll charges would be paid only on production of original receipt.
6. The rates quoted by individual vendor under each category of vehicles and for each kind of use will be for analyzing the lowest rates among vendors and shall not form the basis for the empanelment. Further, the minimum rates for each category/use quoted by the vendors will be offered to all other eligible vendors for acceptance and consequent empanelment.
7. I/We understand that vehicles will have to be provided to the IEST, Shibpur, at the lowest rates for empanelment only, during the period of Agreement. In case there is any downward revision in the prices, benefit of the same will be passed on to the IEST, Shibpur.

Signature of Tenderer with

Seal Date:

Place:

Name

Address.....

.....

DECLARATION

1. I/we,----- Son /Daughter of Shri -----
----- Proprietor/Partner/CEO/MD/Director/Authorized
Signatory of M/s.----- am competent to sign this
declaration and execute this tender document.
2. Tender Ref. No. _____ dt:_____. I/we have
carefully read and understood all the terms and conditions of the tender and hereby convey my acceptance of
the same.
3. The corrigendum(s) issued, if any from time to time by your department/organisation too have also been
taken into consideration, while submitting this acceptance letter.
4. I/we agree to keep the offer open for acceptance up to and inclusive of and to the extension of the said date
by 30 days in case it is so decided by the IEST, Shibpur. I/We shall be bound by communication of
acceptance of the offer dispatched within the time. I/we also agree that if the date upto which the offer
would remain open is declared a holiday for the IEST, Shibpur the offer will remain open for acceptance
till the next working day.
5. I/we certify that the information given is true to the best of my/our knowledge. I/we also understand that if
any of the information is found wrong/false at any stage, I/we are liable to be deregistered from panel of
approved contractors / banned for doing any business dealings with this Institute or blacklisted or subject to
any monetary penalties that be deemed fit and appropriate by IEST, Shibpur.
6. I/we agree that if any of the statement/ information revealed by me/us is found to be incorrect and/or untrue,
the quotations submitted by me/us is liable to be cancelled and in such case, the Security Deposit paid by
me/us are liable to be forfeited by the IEST, Shibpur.
7. I/We agree to the forfeiture of the Security Deposit if I/ We fail to comply with all or any of the terms &
conditions in whole or in part as laid down in the Tender Enquiry Notice No.
-----which would constitute and have force of a contract between
me/us
and the Indian Institute of Engineering, Science and technology, Shibpur, if I/we am/are declared a successful
bidder.
8. I/we hereby declare that no contract entered into by me/my Firm/Company with the IEST, Shibpur, or any
other Public Sector Undertaking or any government, or any other client, has been terminated before the expiry
of the contract period at any point of time during the last three years.
9. I/we hereby declare that the Earnest Money Deposit and/or Security Deposit has not been forfeited or
adjusted against any compensation payable, in the case of any Contract entered into by me/us with the
IEST, Shibpur, or any other Public Sector Undertaking, or any government during the last three years.
10. I/we hereby declare that I/we have not been convicted at any time by a Court of Law of an offence and
sentenced to imprisonment for a period of three years or more. I/We certify that all information furnished by
me/us is correct and true and in the event that the information is found to be incorrect/untrue, the IEST,

Shibpur shall have the right to disqualify me/us without giving any notice or reason therefor or summarily terminate the contract, without prejudice to any other rights that the IEST, Shibpur may have under the Contract and Law.

11. Each page of the tender document and papers submitted by my Firm/Company is authenticated, sealed and signed, and I/we take full responsibility for the entire documents submitted. I/we hereby also certify that, I/we have signed all the pages of the tender document and papers with my/our conscious and no body from this Department influenced/ compelled to do so.

Signature of the Authorized Person

Date: -----

Full Name: -----

Place: -----

Company Seal: -----

CHECK LIST

(Bidder should fill up YES or NO without fail)

Sl. No.	Bid Enclosures	Yes/ No	Page Numbers (from-to)
Technical Bid (Cover - 1) contains the following documents			
1	Tender fee / Exemption certificate		
2	EMD / Exemption certificate		
3	Technical Bid Documents as per Minimum Eligibility Criteria		
4	Technical Compliance Statement		
5	Articles of Agreement		
6	Work Experience		
7	Client Report		
8	Declaration		
9	Checklist		
10	Other Documents (if any, please specify)		
Price Bid (Cover - 2)			
1	Price Bid/ Financial Bid		

Note: All pages of the bid documents must be serially numbered, signed and sealed.

*****End*****

