

INDIAN INSTITUTE OF ENGINEERING SCIENCE AND TECHNOLOGY,

P.O.- Botanic Garden, Howrah -711 103

Phone: 033 26681503, 033 26684561 Fax: 033 26682916

No.: 45/DY.REG. /19-20

Date: 4th November, 2019

NOTICE INVITING TENDER

Sealed Quotations are invited from reputed experienced and financially sound Companies / Firms / Agencies for creating a panel of vehicle providers for hiring of vehicles (Registered as Commercial Vehicle) for the use by the IEST, Shibpur on need and requirement basis initially for a period of one year extendable up to three years.

The quotation will be received in the Drop Box at the Office of the Registrar (Stores & Purchase section) between 11.00 a.m and 5.00 p.m on all working days latest by 15.11.2019 up to 2 p.m.

REGISTRAR

Terms & Conditions

1. The hiring charges shall be on the basis of Zero based mileage i.e. mileage starting/ending from/at the office or place of use/reporting station.
2. GST/Taxes shall be paid extra on actual payment basis.
3. The bidder should have three years' experience in supplying vehicles to the Govt. Department/PSUs for which he should submit the name(s) of Organization(s) to whom service(s) are being provided, and number of vehicles so provided to each organization(s)
4. The IEST, Shibpur, P.O.-Botanic Garden, Howrah-711103 shall not be responsible for any challan, loss, damage due to any accident of the vehicle or to any other vehicles or for the injury to the driver or to any other third party. The loss or damage or legal expenses on this account shall be borne by the successful bidder.
5. The bidder should provide (Item-1) rates for AC/Non-AC Cars (5 seater)/Innova(preferred model Crysta)/Tempo Traveller etc including fuel & driver and (Item-2) rates for AC/Non-AC Cars (5 seater)/Innova(preferred model Crysta)/Tempo Traveller etc without fuel & driver.
6. The IEST, Shibpur shall be liable to pay the hiring charges only for Item-1. Other liabilities i.e. drivers salary, repair and maintenance of vehicles, insurance, petrol/diesel, oil and any other incidental expenses etc. and no separate payment for use of mobile phones by the driver shall be borne by the vehicle provider for Item-1. In case of Item no.-2, the IEST, Shibpur will provide fuel & driver . Other liabilities i.e. repair and maintenance of vehicles, insurance and other incidental expenses, mobile phone& its expenses shall be borne by the vehicle provider.
7. Road worthiness of the vehicles is to be ensured at all times by the vehicle provider.
8. The vehicle should be registered with the local transport authority of Central/State Govt.

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9. In case the condition of vehicles is found having any mechanical problem IEST shall have the right to hire a vehicle from the market and additional cost incurred shall be borne by the vehicle provider.
10. The vehicle provider would ensure that the driver(s) employed possesses a valid driving license.
11. The driver of the vehicle provided must follow traffic rules and other regulations prescribed by the Govt. from time to time.
11. The driver should not have any criminal record and shall observe all etiquette and protocol while performing duty.
12. The driver shall be neatly and properly dressed and must carry a mobile phone in working condition and should be accessible during the hiring period.
13. In case of any breakdown of vehicle on duty, the agency shall make arrangement for providing another vehicle without any extra charge.
14. In case vehicle does not report within the reasonable time or does not report at all, the IEST, Shibpur would have a right to hire a vehicle from the market and the additional cost incurred by the IEST will be borne by the Agency.
15. The successful bidder will deposit Rs. 50,000/- (Rs. Fifty thousand Only) as non- interest bearing Performance Security in the shape of bank draft drawn in favour of the Registrar, IEST, Shibpur.
16. The validity of the contract would be initially for one year which will be considered for renewal on year to year basis maximum upto 3 years subject to the quality of service by the contracted agency.
17. In case the services are found unsatisfactory the contract/agreement may be terminate the after giving 15 days' notice at any time during the contract period.
18. Electronic payment shall be made within 30 working days' time from the date of submission of bill in duplicate duly certified by the concerned official of availing the services.
19. The Financial Bids (Annexure-B) of only those bidders shall be opened, whose Technical Bids(Annexure-A) qualifies the laid down criteria.
20. The parties or their authorized representatives with an authority letter may be present at the time of opening of the tenders.
21. Registrar, IEST, Shibpur, P.O.-Botanic Garden, Howrah-711103 reserves the right to accept or reject any or all the tenders without assigning any reason.
22. Last date for submission of tenders is 15.11.2019 up to 2 p.m. Tenders will be opened on 15.11.2019 at 4 p.m. The Technical Bid will be opened by the committee constituted by the competent authority in the IEST, Shibpur and in the presence of the parties or their authorized representatives, if any, who wish to be present during the opening of the tenders, in the office of the Registrar, IEST, Shibpur, P.O.-Botanic Garden, Howrah-711103.

23. The Earnest Money Deposit of Rs10,000/- (Rupees ten thousand only) by demand draft in favour of Registrar, IEST, Shibpur shall be paid along with Technical Bid.
24. Any matter during the period of the agreement, which is not part of the tender or specifically has not been covered shall be decided by Registrar, IEST, Shibpur, P.O.-Botanic Garden, Howrah-711103 whose decision shall be final and binding.
25. In case of any dispute of any kind and in any respect, whatsoever, the decision of the Registrar, IEST, Shibpur, P.O.-Botanic Garden, Howrah-711103 shall be final and binding.
26. The interested agencies/vehicle providers who comply with the other terms and conditions annexed to this notice should submit in a sealed separate cover containing sealed Technical Bid and Financial Bid super-scribed with "TENDER FOR HIRING OF VEHICLES", addressed to the Registrar, IEST, Shibpur, P.O.-Botanic Garden, Howrah-711103 on or before 15.11.2019 up to 2 p.m.
27. The prescribed tender documents with the Terms and Conditions can be downloaded from official website www.iests.ac.in.
28. The documents received after due date & time due to any reason including postal delay etc. shall not be accepted.
29. The successful bidder will provide vehicle within three days after receiving the order.

Dy.Registrar
(Stores & Purchase)

(on the company letter head)

ANNEXURE - A

To,

The Registrar,
IEST,
Shibpur,
P.O.-Botanic Garden,
Howrah-711103

Subject: Technical Bid

Dear Sir,

In response to the Tender notice, I/We submit our Technical Bid for supply of vehicles/ cars and enclosed the following documents duly signed and stamped.

1	Bid has been submitted in the prescribed format	Attached	Not Attached
2	Certified copy of PAN	Attached	Not Attached
3	Certified copy of GST Registration	Attached	Not Attached
4	Documentary evidence for exemption from deposit of tender cost/ EMD	Attached	Not Attached
6	Earnest Money Deposit by demand draft *	Attached	Not Attached
7	The vehicle should be in good working conditions for which the tenderer should submit the details of the vehicles giving make/type of vehicle, model/year of manufacture and the Registration Number.	Attached	Not Attached
8	Interested vehicle providers may submit details of organization(s) to which they have provided similar service in the recent past as well as of those organizations to which similar services are being provided at present.	Attached	Not Attached
9	Certificate of firm not blacklisted	Attached	Not Attached
10	Certificate of rates validity period	Attached	Not Attached
11	Certificate of acceptance of terms & conditions	Attached	Not Attached
12	Name and e-mail /mobile number of the authorised person	Attached	Not Attached

It is certified that all terms and conditions stipulated in the tender document are acceptable.

Date:.....

Name and Signature of bidder with seal

(on the company letter head)

ANNEXURE – B

To,
The Registrar,
IEST,
Shibpur,
P.O.-Botanic Garden,
Howrah-711103

Subject: Financial Bid

Dear Sir,

In response to the Tender notice, I/We submit our Financial Bid as under:-

Rates for AC/Non-AC Cars (5 seater)/Innova(preferred model Crysta)/Tempo Traveller etc including fuel & driver.

Sl. No.	Type of Car offered	AC/Non-AC	Rates
1			
2			
3			
4			
5			
6			
7			
8			

Rates for AC/Non-AC Cars (5 seater)/Innova(preferred model Crysta)/Tempo Traveller etc without fuel & driver.

Sl. No.	Type of Car offered	AC/Non-AC	Rates
1			
2			
3			
4			
5			
6			
7			
8			

It is certified that all terms and conditions stipulated in the tender document are acceptable.

Date:.....

Name and Signature of bidder with seal