

**BOSE INSTITUTE  
KOLKATA**

**STANDARD BIDDING DOCUMENTS**

For Open Tender Notice No.

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**BI/T/01/2016-17 dated 13/05/2016**

**To be addressed to:**

**Sr. Prof. & Incharge, Registrar's Office,  
Bose Institute, Centenary Building,  
P-1/12, CIT Scheme – VII / M  
Kolkata – 700054 (INDIA)**

**BOSE INSTITUTE**  
**Centenary Building,**  
**P-1/12, CIT Scheme – VII / M, Kankurgachi,**  
**Kolkata – 700054 (INDIA)**

Director, Bose Institute, Kolkata invites sealed offers /applications/rates from reputed and experienced agencies for supply of vehicles on hire basis for official use of Bose Institute as per format given in Annexure - A with the terms and conditions as mentioned in Annexure - B of this tender document.

- Tender Notice No. : BI/T/01/2016-17 dated 13/05/2016
- Last date & Time for Submission : 07/06/2016 upto 14:00 hours
- Date/Time for opening of bids : 07/06/2016 at 15:00 hours
- Venue of Bid Opening : **Centenary Building, Bose Institute, Seminar Room (Annexe Block), P-1/12, C.I.T. Scheme – VII / M, Kolkata – 700054.**
- Submission of tender : **Tender Box with the Import Cell At 1<sup>st</sup> floor in Annexe Block Centenary Building, Bose Institute P-1/12, C.I.T. Scheme – VII / M Kolkata 700 054**

**Tender no. and subject shall be mentioned on the envelop positively.**

If the date of opening happens to be a holiday, the bids shall be opened on next working day at the same time. Bids via Fax/email or Late/Delayed submitted offers will not be considered.

Director, Bose Institute reserves the right to accept or reject any or all tenders either in part or in full. The reasons for rejecting the tender of a prospective bidder will be disclosed only when enquiries are made.

**Sr. Prof. & In-charge Registrar's Office.**

Annexure – A

NAME OF THE CONTRACTOR/FIRM: .....

Sl No.	Make/ Model of Vehicle	Rate in Rs. for journey per 10 hours/100 Kms. per day	Rate in Rs. for Pick-up & drop at Kolkata Airport /Howrah Rail station /Sealdah Rail station/Kolkata station (as and when required basis) to or from the different campuses ( in Kolkata region) of Bose Institute, Kolkata.	Rate in Rs. when vehicle used more than 10 hours/100 Kms.	
				Per Hr.	Per Km
1.	<u>Economy Cars</u> (Tata Indica, Tata Indigo, Swift Dzire or equivalent)				
2.	Scorpio, Tavera, Xylo, Innova, SX4 or equivalent				
3	Luxurious cars (Honda City, Corola or equivalent)				

**Note: The columns shall be clearly filled in ink or typed, so that the written items can be easily understood. If any information written in the submitted offer is found tampered that should be attested by the tenderer otherwise the submitted offer will be cancelled.**

Sr. Prof. & In-charge Registrar's Office.

## Annexure – B

### Terms & Conditions

1. **Cost of Bid Document:** Tender documents are available free of cost at Bose Institute website <http://www.boseinst.ernet.in> Interested and eligible bidders may download the same directly from the website. No tender document will be issued from the Institute.
2. Tenderers must provide their rates strictly as per our requirements mentioned in Annexure A of the tender documents.
3. Minimum 8 years' experience in the field of providing transport service and out of that period minimum three years duration should be at the Government / semi-Government / public sector undertakings etc.
4. Tenderers should submit in their offers the latest tax registrations (PAN, Service Tax, trade licence etc.) with necessary documents regarding the proof of their experience as mentioned against point 3 of the terms & conditions of Tender document.
5. The service provider must be able to provide sufficient types of vehicles having permits viz. Indigo Swift Dzire, SX4, Innova, XYLO, Travera/scorpio, Honda City and other comparable vehicles.
6. Incomplete or conditional tender will be summarily rejected.
7. All vehicles provided by the contractor should have valid commercial permits to travel locally and any part of West Bengal or other States.
8. All vehicles should be in good condition with upholstery etc. in proper shape.
9. The driver deployed should have a valid driving licence, which should be produced by him as and when demanded by traffic personnel. Renewal of his driving licence from time to time will be the responsibility of the contractor.
10. The drivers deployed should have good moral character and reasonable experience of driving and should be able to converse in English as well as in Hindi. He should be able to attend to minor repairs of vehicles while on route, in case of need. In case of outstation tours, drivers should carry sufficient cash/fuel card etc., so that in any case the officials using the cars need not to pay for any amount towards fuel charges/toll charges, etc
11. The driver must report for duty at specified place at the specified time in clean uniform. He should maintain a proper record of mileage at the duty slip and get the same authenticated by the user officer/staff. The driver should maintain duty slips with complete details of kms. travelled/time of releasing etc. duly authenticated by the officer using the service. Besides he should be polite, courteous and service oriented at all times. He should provide his mobile number to the officials on demand.
12. All the papers viz. insurance, registration, road tax, pollution certificate, valid license, etc. related to each vehicle should be readily available in each of the vehicles with drivers of the hired vehicle.
13. 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/car at short notice from the Institute (say within an hour in case of

emergency). In case the contractor fails to provide car against the request of the authorised persons either verbal over phone or written of the Institute in considerable nos. of occasions or if it is felt by the Institute authority that the agency is reluctant to provide the hired car against the request, then the Institute authority shall be free to terminate the contract.

14. The persons engaged by the contractor will be the employees of the Contractor and neither the Contractor nor the labourers shall have any right to claim in any subject to the Institute.
15. The drivers/employees engaged by the contractor shall abide by the instructions provided by the security officers/guards of the Institute and vehicles/persons will have to undergo security check as and when required.
16. The contractor shall arrange to obtain police verification certificate regarding the antecedents of the persons engaged by them.
  
17. The rates offered by the tenderers will remain valid for a period of three years. The same may be reviewed at the time of renewal of the contract subject to satisfactory performance.
  
18. The contractor should ensure that the cars provided on hire should not be more than 3 years old and should be Euro/Bharat stage IV compliant under pollution control.
  
19. The contractor should convey without fail the car details i.e. car make & colour, car registration No., driver's name and his mobile number to officials of Car Desk and to the user of the car through telephone and SMS
20. The driver must always be available with the car once he has reported to the user/guest of the Institute.
21. The driver must carry a placard depicting particulars of the arriving guest / officer of the Institute at the Airport/ Railway Station, etc including flight/train number etc. The contractor will ensure that there should be no deficiency of service on the part of drivers.
22. The contractor or its agents / employees / drivers committing any breach of terms and conditions mentioned in the agreement and / or rendering unsatisfactory services in the opinion of the Institute shall be liable for termination of the contract.
  
23. Punctuality and quality of service will be the essence of the contract. Therefore, the renewal of the contract will be subject to punctuality and satisfactory performance by the contractor.
  
24. The rates quoted shall be deemed to have included of all taxes, local levies, works contract tax, service tax etc. imposed / to be imposed by Central/State Government/ Local Bodies or any other tax levied by the State Government/Central Government in future. If the tenderer fails to include such taxes and duties in the tender, no claim thereof will be entertained by the Institute. As per the Indian laws, taxes, as applicable, will be deducted at source and a certificate for the same will be issued to the contractor.
25. **Terms of Payment:** Contractors are expected to submit their bills regularly on

monthly basis. Except under cases of circumstances beyond the control of the Institute, the payment of bills will be made within fifteen days and not later than forty five days of production of bills provided bills are in order. Payments will be made through electronic mode. The empanelled contractor/s should furnish mandate/s for ECS/NEFT. No advance payment will be made.

26. In case any legal dispute is raised, same will be settled in the Courts falling under the jurisdiction of Kolkata only.
27. In case the contractor is not able to provide the category of car for which booking has been made by the Institute, he has to provide higher category of vehicle. However, payment will be made for the category of vehicle booked by the Institute.
28. Institute will not be liable in case of any accident occurs by the hired vehicle and no claim will be entertained for the same.
29. Tendering firm/company should have own office/ sub office at Kolkata.
30. In case a vehicle is requisitioned and the same does not reach at the appointed time and juncture, the Institute will be free to call another vehicle from the openmarket and the expenses on this account will be deducted from the pending Bills/Security etc. Besides, a penalty of Rs. 500/- would be imposed for every such lapse.
31. All expenses will have to be borne by the firm in case of breakdown of the vehicle supplied. Immediate replacement of the breakdown vehicle will have to be provided.
32. The owner/firm should be available round the clock on his own direct telephone (office as well as residence) so as to respond to the call for vehicle in emergent cases. The Mobile Number must also be given. The firm should be able to provide vehicles on holidays or Sundays also.
33. The Institute will not be responsible for any challan, loss, damage or accident to the vehicle or to any other vehicle or injury.
34. In case of delay in reporting a penalty of Rs.50/- per 15 minutes delay shall be imposed.
35. The EMD will stand forfeited if the successful bidder withdraws or on notifying the rates, refuses to accept the tender or violate any other terms & conditions of the tender.
36. The Institute reserves the right to terminate the contract without assigning any reason by giving the notice of 30 days to the contractor.
37. The contractor shall deposit Bid Security (EMD) for an amount of Rs. 30,000.00 in the form of an Demand draft from any nationalized bank, in favour of Bose Institute payable at Kolkata along with the Tender document. No interest shall be paid on the EMD.
38. The Bid Security will remain valid for a period of forty-five days beyond the final bid validity period.
39. The bid validity period is 90 days from the date of opening of the bids.
40. The Bid Security will be forfeited in the following conditions:-
  - (a) If at any stage, any of the information/declaration given by the bidder is found false.
  - (b) If a bidder withdraws his bid during the period of bid validity specified in the terms and conditions of tender.
  - (c) In case of any lapse/default in honouring of the terms and conditions at any stage after submission of the offer.

**(d) In case of final selection of bidder, if the contractor fails to furnish Performance Security in accordance with the terms and conditions of the tender.**

- 41. The firm whose tender is accepted shall deposit Performance Security for an amount of Rs. 1,20,000.00 in the form of Bank Guarantee within 20 days from the date of issue of offer of work order by the Institute.**
- 42. Performance Security will remain valid for a period of sixty days beyond the date of completion of all contractual obligations. No interest will be payable on this amount. The agreement will be signed only after furnishing the Performance Security. In case of breach of contract by the contractor, the Performance Security shall be forfeited by the Institute and the firm shall be blacklisted in addition to the termination of the contract.**
- 43. The authorized person of the vendor or the driver of the hired vehicle will inform the Transport In-charge before taking release from the duty. If he fails to do the same then the bill for that particular date will not be entertained.**
- 44. The successful tenderer shall execute an agreement with the Institute on Non-Judicial stamp paper within one month from the date of acceptance of Work order. The Non-judicial stamp paper of Rs.50.00 will have to be borne by the vendor.**
- 45. The initial contract will be for three years and if it is found that the performance is satisfactory then it will be extended for further two years.**

**Sr. Prof. & In-charge Registrar's Office**