

निविदा आमंत्रण सूचना

NOTICE INVITING TENDER



विज्ञान नगरी SCIENCE CITY

(राष्ट्रीय विज्ञान संग्रहालय परिषद) (National Council of Science Museums)_

जे. बी. एस. हलडेन एवेन्यु J.B.S Haldane Avenue

कोलकाता 700046 - Kolkata - 700046



विज्ञान नगरी, कोलकाता में मासिक दर के अनुबंध के
आधार पर वाहनो की आवश्यकता
**HIRING OF VEHICLE ON MONTHLY RATE
CONTRACT BASIS IN SCIENCE CITY,
KOLKATA**

विज्ञान नगरी SCIENCE CITY

(राष्ट्रीय विज्ञान संग्रहालय परिषद) (National Council of Science Museums)

जे. बी.एस. हलडेन एवेन्यु, कोलकाता 700046 - J.B.S. Haldane Avenue, Kolkata – 700 046

नियम एवं शर्तें / TERMS & CONDITIONS

The interested travel agencies / persons / contractors must be capable of providing commercially registered vehicle on their own on the following terms & conditions.

1. The make and model of the vehicle (Commercial only) should be specified separately and the model of the car should not be earlier than 2014. All the cars must have valid permit to run in the territory of Kolkata municipality.
2. The successful bidder shall have to provide the desired number of vehicles.
3. The bidder must have past experience of providing vehicles on hire to at least one government organization/PSU/a prominent private sector company.
4. The vehicle shall be at the disposal of the Science City, Kolkata, for all the days of the month.
5. Contracted hire charges include monthly charges of driver, repairs and maintenance of vehicle, insurance, petrol/diesel, oil and also any other incidental expenses and taxes in running and maintenance of cars.
6. In the case of any accident or any other contingency, any claim arising out of it shall be borne by the travel agency/persons/contractors only and no liability of claim whatsoever shall be borne by the Science City, Kolkata.
7. The vehicle shall be kept neat and clean and in perfect running condition and should be provided with basic amenities, neat and clean seat covers with towels and curtains as these are to be used by the Senior Officers of Science City.
8. If the vehicle is out of order, the travel agency/persons/contractors shall provide a substitute & suitable vehicle immediately. In case, vehicle does not report on time/does not report at all, the Science City will have a right to hire any other vehicle from the market and the additional cost incurred by the Science City will be borne by the travel agency/persons/contractors.
9. Payment shall be made by the Science City, Kolkata after completion of month on the presentation of the bill within a reasonable time. However, no interest is payable on delayed payment.
10. The driver running the car should have valid driving license and the vehicle should be registered with the concerned authorities of Central/State Govt. A certificate to this effect should be provided. The drivers of the vehicle provided must follow traffic rules and other regulations prescribed by the Government from time to time.
11. The contract between the Science City and the Transport Operator can be cancelled with a notice period of one month by the either side.

12. A penalty of Rs. 500/- per day per vehicle may be levied, if any, vehicle fails to meet the terms and conditions prescribed herein on any day of operation. However, in case of frequent violations of the terms & conditions, the contract can be cancelled forthwith at the risk and cost of travel agency/persons/contractors.
13. The drivers must observe all the etiquette and protocol while performing the duty. He must be neatly dressed, should wear proper uniform and must carry a mobile phone in working condition, for which, no separate payment shall be made by the Science City.
14. The travel agency/persons/contractors and driver shall be bound to carry out the instructions of the authorized officer of Science City as well as the Officers assigned and travelling in the vehicle.
15. The responsibility for the safety and security of the operational vehicle provided to Science City, solely lies with the contractor. It is also the contractor's absolute responsibility to take care of any damage/repairs caused to his operational vehicle during the operation of the contract.
16. A daily record indicating time and mileage for each vehicle shall be maintained separately in a log book. The following details are required in the log book.
 - a. Reporting time and place
 - b. Opening Kilometer
 - c. Closing Kilometer
 - d. Time of closing
 - e. Place of closing
 - f. Signature of user
17. Dedicated vehicles and drivers must be provided and changes will be allowed only in exceptional circumstances. The vehicle must be made available at any time and on any day as desired and requisitioned by the Science City.
18. Earnest Money Deposit (Refundable if bid is not successful) of Rs. 5,000/- in the form of Demand Draft/Bankers Cheque in favour of Science City is payable and it is to be submitted at the time of submitting the tender in a separate envelope bearing the name of the tenderer and marked 'Security Deposit'. Bids without the earnest money deposit shall be treated as void and will not be considered for opening.
19. Tenders once submitted shall not be allowed to withdraw and any default after acceptance of tender shall be deemed to be non-compliance of terms of contract and would be liable to forfeiture of security deposit and penalty as the case may be. The successful tenderer shall provide details of all vehicles within 7 days of tender opening date and also present himself for signing the agreement as and when called for.
20. In the event of the award of the tender & prior to execution of the contract, the contractor shall be required to submit copies of the Registration Certificate and comprehensive Insurance Policies of the vehicles including passengers of the vehicles being offered for hire & particulars with photograph and copy of license of the drivers dedicated to vehicle. He shall also be required to produce the vehicle in the Science City, Kolkata for the physical verification/inspection.

21. This contract will be effective for duration of one year from the date of signing the contract unless terminated earlier. The contract may be renewed for a further period of two more years as mutually agreed upon, subject to satisfactory performance and services of the travel agency/persons/contractors.
22. No request for escalation of rates will be entertained for whatsoever reason during the currency of contract.

FINANCIAL BID

The rate per car should be specified (inclusive of taxes etc. as applicable) **for 1200 kms. & 250 hrs. on monthly basis (reckoned form time of reporting to the time of release)**. Charges for additional hours after 250 hours and additional distance beyond 1200 km per month should also be specified. The hourly rates should also be specified in case vehicle is required on Sunday/holidays (Kilometers on Sunday/holiday will be included in monthly scheme of 1200 kms.)

Payment of minimum charges agreed upon shall be made every month on per car basis provided that the contract does not commence/end in the beginning / end of a month payment of minimum monthly charges will be made on proportionate basis.

Payment shall also be made on monthly basis on the actual usage of the vehicles by the Science City over and above the minimum charges agreed upon.

The unused kilometers of a month shall be carried forward to the subsequent months. The unused kilometer would mean the difference between agreed kilometer i.e. 1200 kms run in a month and actual kilometer run by one or more car of the operator if the actual kilometer run by a car is individually less than agreed kilometer.

The tender should be sent in sealed covers super-scribed as **TENDER FOR HIRING OF VEHICLES ON MONTHLY CONTRACT BASIS** and should reach the office of the Director, Science City, J.B.S. Haldane Avenue, Kolkata – 700 046 by 3:00 p.m. on or before 15.07.2017.

-: 4 :-
SECTION – I

SERVICES TOBE PROVIDED

1	Service	Provision of commercial vehicle with licensed drivers registered commercial vehicles on Hiring basis for running of the official use of Science City, JBS Haldane Avenue , Kolkata – 700 046.
2	Period of Contract	Under normal circumstances the contract shall be valid for a period of one year from date of issue of work order. However contract may be extended for further two years more if agreed mutually by the contractor and Science City on the same rate, terms and conditions. The contract can be terminated by any party by giving 30 days notice.
3	Quantity	Estimated number of vehicles to be hired are two (2), however, it should be clearly noted that Science City shall place the order only as per the actual requirement from time to time.
4	Duty hrs.	Ten hours per day on all days of month except Sundays & holidays, however actual duty hours shall be specified by Science City Authority.
5	Notice period	I) For regular requirements one day in advance II) Telephonic intimation shall be considered as notice.
6	Reporting Place	Actual place of reporting shall be specified by Science City Authority.
7	Counting of distance	The mileage shall be reckoned from Science City or the place from where of duty commences and shed mileage shall not be permitted. Similarly, the closing mileage shall be the place where the duty ends on a particular day and subsequent shed mileage shall not be considered.
8	Accuracy of meters	The meter reading should tally the actual distance run at any instant and authorized officer shall have full power to check up the meter for its correctness and to take action accordingly.
9	Penalties	I) In case of break down, vehicles have to be replaced by other immediately or not more than one hour. In case of non-availability of suitable vehicle a penalty up to ₹ 100/- may be imposed in addition to deduction on pro-rata basis for the period. If the number of break down exceeds three times in a month, a penalty of ₹ 200/- per break down shall be imposed. II) In case of non-availability of vehicles penalty of ₹ 500/- per day shall be imposed in addition to deduction at pro-rata basis for that day. III) In case of non-availability of vehicles during extra hrs. Penalty of ₹ 100/- per occasion shall be imposed. IV) The vehicle shall run in and around Kolkata metropolitan etc. All the taxes shall be borne by the contractor.

SPECIAL REQUIREMENTS

1. Intending bidder must have a telephone/ mobile phone & an email ID where requisition of vehicles can be conveyed all the 24 hrs. Telephone no. /mobile no & email ID must be specified in the bid.
2. No vehicle should be supplied having registration in the name or employee of the Council of close relative and certificate to this effect shall be given on the body or bill while submitting claim.
3. Payment of any Govt. tax or duty for plying the vehicles will be liability of contractor.
4. Parking and toll charges, if any may be claimed by producing the parking / toll slips.

BID FORM
(In the letterhead only)

(Name & address of the travel agency/ persons/contractors)

To

Date

The Director
Science City
JBS Haldane Avenue
Kolkata - 700046

Sir,

1. We have read, understood and duly acknowledge acceptance of all the terms and conditions stipulated in the Notice Inviting Tender, we undersigned, offer to provide commercial vehicles in conformity with the conditions of contract and specifications for the sum shown in the schedule of prices attached herewith and made part of this tender.
2. We undertake, to enter into agreement within one week of being called upon to do so and bear all expenses including charges for Non judicial stamp paper etc. and agreement will be binding on us.
3. If our tender is accepted, we will obtain the guarantees of a scheduled bank for a sum not exceeding 10% of the contract sum for the due performance of the contract.
4. We agree to abide by this tender for a period of 90 days from the date fixed for tender opening and it shall remain binding upon us and may be accepted of any time before the expiration of that period.
5. Until an agreement is signed and executed, this tender together with your written acceptance thereof in your notification of award shall constitute a binding contract between us.
6. Tender submitted by us is properly sealed and prepared so as to prevent any subsequent replacement.
7. We understand that you are not bound to accept the lowest or any tender, you may receive.

Dated this Day of2017

.....
Signature of
In capacity of duly authorized to sign
the tender for and on behalf of

Witness

Address

TECHNICAL BID DOCUMENT

1	Name of the Proprietor/Registered Firm/Company	
2	Address of the concern (with PIN No.)	
3	Tel No., Fax & E-mail	
4	Name & Address of the Partners/Directors (with mobile no.) (in case of firm/company)	
5	Contract Person(s) (with mobile number)	
6	No. of years of experience in providing vehicle	
7	List of Clientele	
	i) Name and address of the parties with contract no to whom vehicles were given on hire	
	ii) Period of which the vehicles were hired out	
	iii) Number of vehicles given on hire	
8	Permanent Account Number	
9	Service Tax / GST Registration Number	
10	Details of DD towards EMD of tender	
11	Turnover during past three years	

DECLARATION

I / We hereby certify that the information furnished above are full and correct and to the best of my/our knowledge. I understand that in case any deviation is found in the above statement at any stage, the company will be blacklisted and will not have any dealing with the Science City in future.

(Signature of authorized signatory with date & stamp/seal)

(F I N A N C I A L B I D S)
HIRING OF VEHICLE IN SCIENCE CITY, KOLKATA.
RATE QUOTATION

- 1 Name, Postal address and telephone No. :
- 2 Permanent Account No. (PAN) :
- 3 Name and address of the Proprietor / Partners/Directors and Their PAN :
- 4 Details of Demand Draft/ Banker's Cheque/Cash receipt of Rs.5000/- towards EMD :
- 5 Rate Chart per vehicle : (Inclusive of GST as applicable)

Sl. No.	Description of works	Rate (₹) for Ambassador/Indica Inclusive of diesel/petrol and the taxes if any		Rate (₹) for Dzire (Swift) /Verna/Amaze Inclusive of diesel/petrol and the taxes if any	
		A/c	Non A/c	A/c	Non A/c
1	For 1200 kms. and 250 hours per month	₹.....	₹.....	₹.....	₹.....
2	For every extra Kilometer beyond 1200 kms. (per month)	₹.....	₹.....	₹.....	₹.....
3	For every extra hour beyond 250 hours (per month)	₹.....	₹.....	₹.....	₹.....
4	Extra Charge for Sundays on hourly basis (Kilometer will be included in monthly scheme of 1200 kms.)	₹.....	₹.....	₹.....	₹.....
5	Lump sum amount for pick up / drop (maximum 40 kms irrespective of days and hours)	₹.....	₹.....	₹.....	₹.....
	a) Air Port b) Howrah/Shealdah Rly.stn.	₹.....	₹.....	₹.....	₹.....

(For each kind of vehicle rate quotation may be shown in separate column)

Name and Signature of the
Authorized Signatory with stamp/seal