

Indian Institute of Science Education and Research (IISER) Kolkata
(An Autonomous Institution, Under the Ministry of Education, Government of India)

Mohanpur -741246, Nadia, West Bengal, India

E-Mail: ar_estb@iiserkol.ac.in, Ph No.033-6136-0000- (Extn. 1176)

Website: <https://www.iiserkol.ac.in>

Expression of Interest (EoI)
for Vehicle Hiring Services on AS AND WHEN REQUIRED BASIS

Doc. No. : IISER-K/Estt./Vehicle_EOI/2022-2023/001/ 09.09.2022



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EXPRESSION OF INTEREST (EoI)

Last date & time for submission of filled in EOI documents: **30.09.2022 till 5.30 PM**

Sealed EoI are invited from the reputed Individuals/Agencies for providing Vehicle Hiring Services on “**AS AND WHEN REQUIRED BASIS**” at IISER Kolkata.

IISER Kolkata reserves the right to accept or reject any or all EoI either in whole or in part, without assigning any reason for doing so.

AR, Establishment

IISER Kolkata

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General Instructions and Terms & Conditions

1. Any EoI received after the scheduled date and time or incomplete in any manner will be rejected.

2. **The bidder** (Individual/Agency) is expected to follow all instructions, terms & conditions and specifications detailed in the EoI form. Only **complete applications in all respect** will be considered for further evaluation.

3. Amendment of Bidding Documents:

At any time prior to the last date of submission of the bids, the Purchaser (IISER Kolkata) may, for any reason, whether at their own initiate or in response to the clarification requested by the prospective bidder, may modify the Bidding Documents through amendments.

The amendment will be notified in writing or by telephone to all prospective bidders who have submitted the EOI documents.

4. Signing of Bid

The bid shall be typed or written in indelible ink and shall be signed by the Bidder or a person or persons duly authorized by the Bidder to Contract.

5. Submission of Bid

(a) The EoI is required to be submitted as two bid system and in two separate envelopes as mentioned below:

Envelope No. I marked as “**Technical Bid**” containing an Introductory letter of contractor along with copies of documents as evidences. The Agencies have to fill up **Annexure “A”** along with all supporting documents and sign all the pages as a mark of agreement.

Envelop No. II marked as “**Financial Bid**” containing the EoI form duly signed in each page by contractor/authorized signatory along with the price bid. The Agency has to fill up **Annexure “B”**.

Both Envelope I & II should be placed in large envelope which should be marked as “**EOI for Vehicle Hiring Services**” and addressed to

The Director, IISER Kolkata, Mohanpur Campus, Mohanpur-741246, Nadia, West Bengal

6. If the envelope is not sealed and marked, the Purchaser will assume no responsibility for the bid's misplacement or premature opening.

7. Deadline for submission of EOI

Bids must be received by at the address specified under EoI not later than 05.30 PM on 30.09.2022

8. The Purchaser may, at its discretion, extend this deadline for the submission of bids by amending the Bidding Documents in accordance with clause 3.

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9. Contacting the Purchaser

No bidder shall contact the purchaser on any matter related to bidding process during the time of bid opening to the time of contract award.

10. Evaluation of Bid

(i) The large envelope (containing separate envelope I & II) will be opened first. Thereafter, the **envelope I** i.e., Technical Bid will be opened.

(ii) In case the technical bid is not submitted by the applicant in designated envelope, the entire application will be rejected without further evaluation.

(iii) The bidders will be pre-qualified in terms of the technical bid if it fulfills the criteria mentioned in the Technical Bid form.

(iv) **The envelope II** i.e., Financial Bid will be opened for those parties only who are pre-qualified in terms of the technical bid.

(v) The contract will be awarded to the **L1 bidder** in terms of the financial bid which shall be valid for **one year**. The rate contract may be extended further for two more years based on the mutual consent of both the parties with permissible deviation considering Fuel Price and market inflation.

(vi) If the price quoted by two or more Agencies are same then the bid will be finalized on the basis of decision of The Director which will be final & binding on all the bidders.

11. The selected party must adhere to the terms and conditions strictly throughout the contract period failing which IISER Kolkata reserves the right to cancel the order prematurely without assigning any reasons whatsoever.

12. Payment

100% of the Contract Price for successful completion of work shall be paid within 15 days from the date of submission of the invoice.

13. IISER Kolkata reserves the right to reject any or all EoI in full or part thereof without assigning any reason.

14. The Director, IISER Kolkata is the final authority and his decision will be final and binding on the supplier for any disputes.

15. The registration date of vehicles provided should not be earlier than the Year 2017.

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16. It will be the responsibility of the Agency that the Vehicle and Driver provided must comply with the current RTO rules. Agency shall be responsible for any penalty/fine imposed due to non-compliance of RTO rules.
17. The rates offered and finalized in the Rate Contract shall remain valid for the entire duration of the contract.
18. IISER Kolkata reserves the right to enter into parallel rate contracts with other agency/firm/company for providing hired transport.
19. An agreement will be signed by the successful agency / firm / company with IISER Kolkata covering the scope of work, requirements, terms and conditions of the services to be provided on a judicial stamp paper of Rs. 100/- or as per the prevailing requirement. The cost involved will be borne by the contracting agency/firm/company.
20. The decision of the Institute in regard to interpretation of the terms and conditions shall be final and binding on the agency.
21. The vehicle provided to the Institute should not be owned by any employee of this Institute or his/her family members or his/her dependents. An undertaking to this effect should be given before entering into contract.
22. The contracting agency/firm/company must comply with all the Govt. rules and regulations/RTO, particularly applicable to the business. Their drivers must possess valid driving license for driving the vehicle. There should be valid and current RC, Insurance policy, Pollution check certificate, Road permit and other necessary documents as mandated by RTOs where the vehicles are deployed.
23. The rate contract is also applicable to the IISER Kolkata community, nevertheless, the payment for hiring not initiated by the Transport section IISER Kolkata will not be paid by IISER Kolkata. The contractors will have to settle the payment with the individual or group users separately. IISER Kolkata shall not be responsible for payments for the services provided by agency / firm / company directly to the above category on their requests. Nor shall the transport section entertain any mediation.
24. The contracting agency/firm/company shall provide immediate replacement for the breakdown vehicle with same/equivalent type of vehicle within 30 minutes from the receipt of information of such breakdown. On failure to do so, no payment will be made for the entire trip.

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25. The successful agency / firm / company shall assign a supervisor/coordinator who shall be responsible for immediate interaction with IISER Kolkata so that optimal services could be availed without any disruption. The supervisor/coordinator should be available round the clock on his own direct/mobile telephone so as to respond to the call for services in emergent cases. The supervisor/coordinator should be accessible on holidays / Sundays also for meeting IISER Kolkata vehicle requirements.

26. In case contracting agency / firm / company provides vehicle which is of higher class than the demanded type, payment will be regulated as per the demanded type of vehicle. Vehicle of lower class than the demanded type of vehicle shall not be accepted.

27. It shall be the responsibility of the service providing agency / firm / company to meet wage, transportation, food, medical and any other requirements in respect of the drivers engaged by it and IISER Kolkata shall have no liabilities in this regard.

28. The successful agency / firm / company shall display IISER Kolkata/Guest's Name Placard when receiving IISER Kolkata staff / guests / user/ traveler/ officials from the Airport / Railway Station.

29. It shall be the responsibility of drivers to get the duty slip regularly and accurately filled in by the users i.e. reporting, starting & ending time, opening & closing Km., starting & ending destinations, users signature and should submit the same along with each invoice at the time of bill submission at IISER Kolkata.

30. No claim for interest will be entertained by the Institute in respect of any payments/ deposits which will be held with IISER Kolkata due to dispute between the institute and contractor or due to administrative delay for the reasons beyond the control of IISER Kolkata.

31. As per the Govt. regulation, taxes at the applicable rate will be deducted at source from the bills of the contractor. Necessary TDS certificate will be issued by IISER Kolkata.

32. IISER Kolkata is a total tobacco and alcohol free campus and hence drivers of the vehicles should not be smoking, chewing tobacco or intoxicated by any other means while on duty. No prohibited items such as explosives, liquor, drugs etc. in the vehicle should be carried.

33. Drivers must strictly follow the speed limits. Rash driving and breaking traffic rules must be avoided with utmost sincerity.

34. Time and Kilometer will be calculated from duty reporting point to the destination, if the reporting place is IISER Kolkata Mohanpur campus. For other cases, garage to garage time and/or kilometer may be given.

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Registered office:

35. In order to participate in tendering process, the contractor should have a registered office in the vicinity IISER Kolkata Mohanpur Campus and/or Kolkata City in order to provide prompt resolution of issues and quality transport service. Service Provider will have to submit documentary proof of any change in the Address, Phone number; Fax Number, etc. when intimating in writing to IISER Kolkata.

36. The decision of the Institute in regard to interpretation of the terms and conditions shall be final and binding on the agency.

37. All legal disputes will have the jurisdiction of Kolkata only.

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Annexure: A

IISER Kolkata

TECHNICAL BID

EOI No: IISER/Estt./ Vehicle_EOI/2022-2023/001 dated 09.09.2022

DESCRIPTION: Expression of Interest for Vehicle Hiring Services at IISER Kolkata

Sr No	PARTICULARS	
1	Name of Agency	
2	Postal address	
3	Name of Contact person	
4	Mobile No	
5	E-Mail ID	
6	Registration Certificate (copy enclosed)	
7	PAN (Permanent Account Number) (copy enclosed)	
8	GST Registration No. (copy enclosed)	
9	Work Experience Certificate (If any)	
10	Any Other Details (MSME/NSIC/SHG etc.)	

Place:

Signature of Proprietor/Partner/Director

Date:

Office Seal

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Annexure: B

FINANCIAL / PRICE BID

[To be submitted in a separate sealed cover on Letter Head]

To,
The Director,
Indian Institute of Science Education and Research (IISER) Kolkata
Mohanpur Campus
Mohanpur-741246
Nadia, West Bengal, India

Dear Sir,

Subject: Financial Bid for EOI of Vehicle Hiring Services on “AS AND WHEN REQUIRED BASIS” at IISER Kolkata

In response to EOI No.IISER-K/Estt./Vehicle_EOI/2022-2023/01 cited above, we are pleased to enclose the following as our financial bid for your kind consideration:

(Price should be quoted in INR):- TABLE-1

Sr No.	Name of the vehicle	Half day (4hours/40 KMs)	Full day (8 hours / 80 KMs)	Full day (24 hours)	Extra KMs	Extra hours	Night Charges (if any)
1	Swift Dzire/Etios/ Similar						
2	Scorpio/Ertiga/ Similar						
3	Innova / Similar						
4	Innova Crysta / Similar						
5	Fortuner / Similar						

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Fixed charges between IISER Kolkata Mohanpur campus to Kolkata Airport / Howrah / Sealdah / Kolkata Railway Station

(Price should be quoted in INR) TABLE-2

Sr No.	Name of the vehicle	Pick-up and Drop from Kolkata Airport	Pick-up and Drop from Kolkata Railway Station	Pick-up and Drop from Howrah Railway Station	Pick-up and Drop from Sealdah Railway Station
1	Swift Dzire/Etios/ Similar				
2	Scorpio/Ertiga/ Similar				
3	Innova / Similar				
4	Innova Crysta / Similar				
5	Fortuner / Similar				

&

From IISER Kolkata Salt Lake Guest House DC-35/1, Sector-I, Salt Lake, Kolkata – 700 064 or ‘and’ any other place (s) of Kolkata City **TO** Kolkata Airport / Howrah / Sealdah Railway Station:

Sr No.	Name of the vehicle	Pick-up and Drop from Kolkata Airport	Pick-up and Drop from Kolkata Railway Station	Pick-up and Drop from Howrah Railway Station	Pick-up and Drop from Sealdah Railway Station
1	Swift Dzire/Etios/ Similar				
2	Scorpio/Ertiga/ Similar				
3	Innova / Similar				
4	Innova Crysta / Similar				
5	Fortuner / Similar				

****GST:**

Other Terms:

Place:

Sign. & date of Bidder with Stamp

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Rates in INR per travel package, extra hours, extra KMs for Bus (AC/Non AC): TABLE-3

Sr No.	Name of the vehicle	Half day (4hours/40 KMs)	Full day (8 hours / 80 KMs)	Extra KMs	Extra hours	Remarks If any
1	Tempo traveler (Force Motors)/ Winger (14 + Seater) and equivalent class					
2	Bus NON AC* (40 - 45 seater)					
3	Bus AC* (40 - 45 seater)					
4	Mini Bus (20 -25 Seater)					
5	Maruti Omni 6/7 seater					

****GST:**

Other Terms:

Place:

Sign. & date of Bidder with Stamp

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Appendix 'I'

SELF-DECLARATION – NO BLACKLISTING

Date

The Director,
IISER Kolkata
Mohanpur Campus, Mohanpur-741246

Dear Sir,

Ref: Tender empanelment and rate contract for hiring vehicles as and when required basis

In response to the EoI Document for **empanelment and rate contract for hiring vehicles as and when required basis**, I/ We hereby declare that presently our Company/ firm _____ is having unblemished record and is not declared ineligible for corrupt & fraudulent practices either indefinitely or for a particular period of time by any State/ Central Government/ PSU/Autonomous Body.

We further declare that presently our Company/ firm is not blacklisted or debarred and not declared ineligible for reasons other than corrupt & fraudulent practices by any State/ Central Government/ PSU/ Autonomous Body on the date of Bid Submission including violation of relevant labour laws.

If this declaration is found to be incorrect then without prejudice to any other action that may be taken, our security may be forfeited in full and the bid, if any to the extent accepted may be cancelled at any stage and the contract may be terminated and we shall be debarred from bidding in future against any other tender.

Yours faithfully,

Date:

Place:

Signature with Seal of Authorized Signatory