

CSIR-Indian Institute of Chemical Biology

4, Raja S.C. Mullick Road, Jadavpur
Kolkata-700032

NOTICE INVITING TENDERS

Tender Ref. No: Admn.27(130)Hired Car/2022

Date: 20-05-2022

CPP Portal Tender ID: 2022_CSIR_116404_1

Description of the tender:

Name of Work	EMD	Period of Contract	Estimate value of work
Contract for providing cars on " <i>as and when required</i> " basis	Rs. 24,000/- (Rs. Twenty Four thousand only)	One Year (Extension another one year Subject to performance evaluation at the end of the 1st)	Rs. 12,00000/- (Rupees Twelve Lakh only)

Critical Dates and Times of the Tender:

Sl. No.	Particulars	Date	Time
1	Online Publication of Tender	20-05-2022	3 PM
2	Bid document download start	20-05-2022	3 PM
3	Online Bid submission start	20-05-2022	3 PM
4	Online Bid Submission end	06-06-2022	3 PM
5	Opening date of Technical	07-06-2022	3 PM

1. Director, CSIR-IICB invites tender under Two Bids system (Part-I: Technical Bid and Part-II: Price Bid) from registered travel agency for supply of vehicles with commercial plate on "as and when required" basis.
2. The contract will be initially for periods of one year which will extend for another one-year subject to performance evaluation at the end of the 1st year from the date of award of contract.
3. The contract period of one year includes the initial trial period of three months. If the performance of the agency is not found satisfactory during the initial period of three months, then the contract will be terminated.
4. The tender documents can be downloaded from Central Public Procurement (CPP) Portal <https://www.etenders.gov.in/eprocure/app> and the bids are to be submitted through the same e-Procurement Portal only. *Manual / Offline bids* will not be accepted. The scanned copy of the Demand Draft, Tender acceptance letter and other relevant documents are to be uploaded.
5. Tenderers/bidders shall have to deposit Bid Security/EMD only in the form of A/c Payee Demand Draft, in favour of **the Director, IICB** payable at Kolkata.
6. Tenderers/bidders shall have to deposit Security money (3% of estimated value of the work) by the L1 bidder before the sign of the agreement.

7. The Agencies/Contractor with experience of three years or more and annual turnover of Rs. 5 (Five) Lakhs or more and successfully carrying out at least one similar contract of providing Rental Car service (commercially Licensed vehicle) during the last 3 years to any Govt./Semi Govt./Central/State autonomous bodies, PSU, CSIR or its sister laboratories, or to any big corporate bodies may submit their tenders with following details in Part-I (Technical Bid):-
- i) Scan copy of valid certificate/ license/ registration/ GST of the Agency issued by the appropriate authority.
 - ii) Proof of experience and annual turnover of same service of last three years as per **Annexure - II**.
 - iii) Details of the firm as per **annexure - I**
 - iv) Customer satisfaction proof in r/o contract/s mentioned at 'ii' above.
 - v) Character Certificate in form of an affidavit on the stamp paper of Rs.100/- as per **annexure - IV** as on the last date of submission of the bid.
 - vi) Number of vehicles actually possessed by the travel agency.
8. The Scanned Copy of Demand drafts as EMD (as applicable) and self-certified documents supporting for the eligibility in participation in the specified work are to uploaded through the portal as mentioned above.

Documents to be uploaded by the Bidder.	
Sl. No	Cover Details as given in CPP website https://etenders.gov.in/eprocure/app. (all copies must be digitally signed)
1	Fee/Pre Qual./Technical
	(a) Fee Details (.pdf) (i) Scanned Copy of Demand draft of Earnest Money Deposit
	b) Pre-Qualification Details (.pdf)
Credential & Statutory Documents	Scanned Copies Annexure II , Work experience and annual turnover and its work Completion Certificates fulfilling the above mentioned experience criteria.
	Scanned Copies of all Statutory Documents as mentioned above. (Annexure I & IV)
	Acceptance letter as per annexure III
	(d) Technical Documents (.pdf) Copies of technical documents related to the items considered for this job.
2	Finance (BOQ) Rates (.xls) (quantity of cars mention in the BOQ only for the purpose of price evaluation of financial bids)

1. The bidder shall not be permitted to tender for works in CSIR-IICB, Jadavpur if a relative is posted in the official capacity of Administrative Officer or above.
2. Earnest Money will be forfeited if the contractor fails to commence the work as per the award letter for the work.
3. The Tender submitted by the bidder shall remain valid for acceptance for a period of three months from the date of last date of submission of tender. The bidder shall not be entitled during the said period of three months to revoke or cancel his tender or amend/revise its offer.

4. All notices, communications, reference and complaints made by the Travel Agency or the contractor concerned shall be in writing and no notice, communication, reference or complaint not in writing shall be accepted.

Required categories of vehicle

5. Cars with seating capacity of 4+1 with make like Tata Manza / Maruti Swift Dezire/Honda Amaze or similar type.
6. Cars with seating capacity of 7+1 with make like Toyota Innova, Chevrolet Enjoy, Maruti Ertiga, Nissan Evalia or Similar type.

Terms and conditions

7. Director, CSIR-IICB, reserves the right to accept or to reject any or all the tenders/offers without assigning any reason.
8. Any person who is in Govt. Service or an employee of CSIR-IICB shall not be made partner to the contract by the bidder/agency, directly or indirectly or in any manner, whatsoever.
9. The agency fulfilling all the Terms and conditions and quoting L1 rates may be offered the Letter of Intent.
10. In case the quality of service by the contracted agency or agencies is found unsatisfactory, the Director, CSIR-IICB may terminate the contract/agreement after giving one month's notice.
11. The Director, CSIR-IICB reserves the right to keep more than one agency in the Panel on L1 quoted rates.
12. The successful bidder/agency shall not engage any sub-agency or transfer the contract to any other person/firm/agency in any manner. The agency shall not be permitted to transfer their rights and obligations under the contract to any other person/organization or otherwise.
13. The vehicles should be properly insured and should carry necessary papers/permits issued by the Transport Authority or any other concerned statutory authority including pollution certificates.
14. The agency shall bear all costs on account of fuel/oil, spares, comprehensive insurance, repair & maintenance etc. of the vehicles. The salary and other costs of drivers shall also be borne by the agency.
15. **LPG Cylinders** should not be used for running the vehicles in any case.
16. All vehicles shall carry first-aid-box, stepney, toolbox etc.
17. The vehicle should be kept neat and clean, both inside and outside. Cleanliness of vehicles must be properly maintained. In no case, the driver should be allowed to smoke while driving the vehicles or be in an inebriate condition or to bring blankets / shawls etc., which may create bad environment inside the vehicle.

18. All essential gadgets such as Speedometer etc. will have to be maintained in excellent condition for the day to day running of the vehicles.
19. In case of any breakdown of vehicle on duty, the agency shall make arrangement for providing another vehicle. In that situation the user of the car can hire vehicle from any source in the outside rate to reach the destination and the Contractor is responsible to pay this amount to the Institute.
20. The driver should always remain with the vehicle during entire period of duty. In case of any urgency, the driver may seek permission of the user.
21. The driver should carry enough cash to pay for toll tax, parking charges, fuel and other incidental expenditure.
22. No other person except the driver shall be permitted in the vehicle while transporting the staff.
23. The driver of the car should be in company's uniform and display his name prominently on the shirt pocket.
24. The driver should possess valid driving license issued by the appropriate authority, should be well mannered / disciplined. He should be well conversant with all traffic signals, roads and routes.
25. Driver should maintain the duty slip for the vehicle for each duty that should be duly signed by the user, which would indicate the opening and closing meter reading with time and date at the point of starting and ending of journey or use of vehicle by the user. No. of KM for every duty.
26. Garage in/out KM/Time not more than 5 km / 30 minutes accordingly from/to IICB Jadavpur campus.
27. No advance payment shall be made under any circumstances.
28. The pre-receipted bill shall be submitted by the Contractor in duplicate, duly supported by the requisite documents. [receipt(s) for payment of toll taxes, parking fees also properly **sign by the user**]
29. Payment to the Contractor will be made by cheque/RTGS after deduction of TDS (as per Rule).
30. Bill of the completed month should be submitted by the contractor in the 1st week of the following month.
31. Toll tax and parking charges, GST shall be reimbursed by CSIR-IICB against production of actual documentary evidence properly sign by the user.
32. Payment for submitted bill will be made within thirty days of receipt of the bill.
33. TDS Deduction: Taxes as applicable will be deducted at source at the prescribed rates as decided by the Govt. of India from time to time.
34. If any duty is refused by the Contractor, verbally or otherwise, then the Competent Authority, CSIR-IICB may impose a penalty as deemed appropriate.

35. IICB, Kolkata shall not be responsible for any damage to the vehicle in case of accident or otherwise, theft of vehicle/parts or accessories therein. Similarly, IICB, Kolkata shall not be responsible for any third party claims or shall not be liable to pay for any penalty for violation of Traffic Rules caused by the driver.
36. In case of breakdown / servicing / repair, the agency / service provider shall provide alternate vehicle of same make and model failing which vehicle shall be hired from any other source at the risk and cost of the transporter. In case of non-reporting/ refusing to provide the requisite car, the same shall be hired from any other source at the risk and cost of the transporter, besides any other penal action, which may even amount to termination of the contract.
37. CSIR-IICB is neither responsible nor liable to pay any compensation for injury/death caused to Transporter's operating staff in the event of any accident.
38. In case of injury or loss of life of the staff / guests / visitors / students / trainees / members of any committee of CSIR or CSIR-IICB, while travelling in travel agency's vehicles, the transporter or contractor shall make arrangements to pay suitable compensation in accordance with law in force to each and every one of the affected person or their legal heirs depending upon the merits of each individual case. Insurance claim settlement shall be time bound and transporter is solely responsible for this. In case of any third party claim against CSIR-IICB for any act of the employees of the transporter, the transporter shall act as guarantor and indemnify CSIR-IICB to the extent of all claims and expenses.
39. **Quantity of cars mention in the BOQ only for the purpose of price evaluation of financial bids.**

QUALIFYING CONDITIONS / CHECK LIST

Travel Agency with experience of three years or more and annual turnover of Rs. 5 Lakhs or more and successfully carried out similar work of contract of providing hire car service (Commercially Licensed Vehicle) during the last 3 years in any Govt./Semi Govt./Central/State autonomous bodies, PSU, CSIR or its sister laboratories, or for any big corporate bodies may upload their tenders with scan copy of the following details in Part-I (Technical Bid):-

1. Attested copy of valid certificate/ license/ registration / GST of the Agency issued by the appropriate authority. **As per annexure I**
2. Work experience and annual turnover of last three financial years as per **Annexure II.**
3. Last three year GST submission proof.
4. Customer satisfaction proof in r/o contract/s mentioned at 'ii' above.
5. Character Certificate in form of an affidavit on the stamp paper of Rs.100/- that the travel agency **as per annexure - IV** the last date of submission of the bid
6. Types of vehicle available with the Agency with their Registration Number.

CONTRACT FOR RENTAL CAR ON AS AND WHEN REQUIRED BASIS (COMMERCIALY LICENSED VEHICLE)

DETAILED STATUS OF THE FIRM

1. Name of the firm _____

2. Address of the Firm _____

3. Valid license of the firm _____
(Attach copy)

4. Annual turnover _____
(Attach copy)

5. PAN/TAN No. _____
(Attach copy)

6. Last three year GST submission proof. _____
(Attach Copy)

7. Experience (in years) _____
(Attach copy)

8. Any other relevant information _____

9. Last three-year IT submission proof. _____
(Attach Copy)

WORK EXPERIENCE DETAILS
(To be given on Firm's Letterhead neatly typed)

Experience details for **RENTAL CAR ON AS AND WHEN REQUIRED BASIS** in the last three financial years (in Chronological order) has to be provided in the following format. (Copies of work orders and satisfactory completion certificates exclusively for **RENTAL CAR ON AS AND WHEN REQUIRED BASIS** from the concerned establishment have to be enclosed)

Sl. No.	Name and Address of the Organization	Work Award letter Number and date	From	To	Total Value of the completed valid work exclusively for "RENTAL CAR ON AS AND WHEN REQUIRED BASIS"	Contact person with phone No., Email. etc..	Corresponding page Nos. of work orders and completion certificate
Total Contract Amount in the last five financial years							

(Signature of the Contractor)

Name:

Seal

Tender Acceptance Letter (To be given on Company Letterhead)

Date:

To
The Director
Indian Institute of Chemical biology
4, Raja S. C. Mullick Road, Jadavpur, Kolkata – 32

Subject: Acceptance of Terms & Conditions of Tender.

Tender Reference no.: Admn.27(130)Hired Car/2022

NAME OF THE WORK: Contract for providing cars on ***“as and when required”*** basis

Dear Sir,

1. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents from Page Nos. 01 to 10 (including all documents like annexure(s), schedule(s), etc., which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.
2. The corrigendum(s) issued from time to time by your department/ organizations too have also been taken into consideration, while submitting this acceptance letter.
3. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.
4. I / We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/Public sector undertaking.
5. I / We certify that all information furnished by, our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said Earnest Money Deposit (if any) absolutely.

Yours Faithfully,

(Signature of the Contractor, with Official Seal)

AFFIDAVIT

(To be executed by bidder on ₹100.00 Stamp paper & attested by Public Notary)

I/We state/declare that

- a. I/We are not involved in any litigation that may have any impact on the delivery of service, as required under this tender.
- b. I/We were never black-listed by CSIR-IICB and there was no default made in remitting of GST/IT at any point of time during the tenure of Contract in CSIR-IICB.
- c. I/We are not black-listed by any Central/State Government/Autonomous Bodies/PSU's in India.
- d. I/We do not have any complaint pending against us with any statutory body.
- e. I/We have not furnished any false/wrong information at any stage and have not suppressed any fact.
- f. I/We certify that, we are remitting statutory dues/taxes regularly to Government and no default was made in this regard.
- g. We further certify that no investigation by a regulatory agency is pending either against us.

Yours faithfully,

(Signature of the Contractor)

Place:

Name:

Date:

Designation:

Address:

Seal: