

MAULANA ABUL KALAM AZAD INSTITUTE OF ASIAN STUDIES

(An Autonomous Body under the Ministry of Culture, Govt. of India)

IB Block, Plot No. 166 Sector III

Salt Lake, Kolkata - 700106

Notice Inviting Tender

Sealed tenders are invited from agencies having proven experience and credentials in providing following services:

- 1 Monitoring the incoming and outgoing movements of persons and materials and safety of exhibits, installations and other assets & at the Salt Lake campus and the Museum at Ashraf Mistri Lane Ballygunge, Kolkata-700019.
- 2 Car rental for providing 4- seated car for office use at the Salt Lake campus and Azad Museum at Ashraf Mistri Lane, Ballygunge, Kolkata-700019.

For details please visit our website www.makaias.gov.in or contact Institute's office.

Prescribed pre-qualification forms may be downloaded from our website www.makaias.gov.in. The duly completed registration forms with credentials shall be submitted to the above Salt Lake address on or before 21.04.16.

Tender papers shall be issued at a cost of Rs.200.00 (Rupees two hundred) only for each service from 05.05.16 to 12.05.16, only to the agencies duly short-listed by the institute. Decision of the institute. in this regard shall be final and binding.

Tenders shall be received upto 2.00 p.m. on 13.05.16 at the above address and will be opened the same day at the same venue. Tenderers may be present.

Part-I

Pre-qualification Form for service of Monitoring the incoming and outgoing movements of persons and materials and safety of exhibits, installations and other assets at the Salt Lake campus and the Museum at Ashraf Mistri Lane Ballygunge, Kolkata-700019.

1) Name of the Agency :

2) Office Address :

3) Telephone Number:

Land Line:

Mobile:

4) Name of the Proprietor / Partner:

**Residential Address of Proprietor / Partner:
with Land Line Number**

5) Trade/Business License:

6) Number of security guards on roll of the Agency:

7) ESI & EPFO Code No :

8) PAN No.

9) Income Tax Return for the last two years.

**10) Name, Mobile no. of the contact person
(He shall be the coordinator on behalf of the agency)**

**I /We Proprietor(s) / Partner(s)/Director(s) of M/s-----
---- here by declare that neither I / We nor any member of my / our family is / are
any way related to any officer/employee of Maulana Abul Kalam Azad Institute of
Asian Studies.**

Date

Signature(s)

Part-II

Pre-qualification Form Car rental for providing 4- seated car for office use at the Salt Lake campus and the Museum at Ashraf Mistri Lane Ballygunge, Kolkata-700019.

4) Name of the Agency :

5) Office Address :

6) Telephone Number:

Land Line:

Mobile:

4) Name of the Proprietor / Partner:

**Residential Address of Proprietor / Partner:
with Land Line Number**

5) Trade/Business License:

6) Number of car owned by the Agency:

**11) Whether the Agency will be able to provide
car at any location within the city at short notice :**

12) PAN No.

13) Income Tax Return for the last two years.

**14) Name, Mobile no. of the contact person
(He shall be the coordinator on behalf of the agency)**

**I /We Proprietor(s) / Partner(s)/Director(s) of M/s-----
---- here by declare that neither I / We nor any member of my / our family is / are
any way related to any officer/employee of Maulana Abul Kalam Azad Institute of
Asian Studies.**

Date

Signature(s)