

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 service:

1 Car rental for providing 4- seated car for office use at Azad Bhavan, Salt Lake 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 are available and may be downloaded from our website. The duly completed registration forms with credentials shall be submitted to the above **Salt Lake address on or before 31.08.17.**

Tender papers will be issued **at a cost of Rs.200.00 (Rupees two hundred) only in cash** for the service **from 11.09.17 to 15.09.17**, 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 18.09.17** at the above address and will be **opened the same day at 3.30 pm at the above address and will be opened at the same venue. Tenderers may be present during opening of the tender.**

PRE – QUALIFICATION FORM

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.

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 commercial car owned by the Agency:

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

8) PAN No.

9) GST No.

10) Income Tax Return for the last two years.

**11) 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)