MAULANA ABUL KALAM AZAD INSTITUTE OF ASIAN STUDIES
(An Autonomous Body under the Ministry of Culture, Govt. of India)
AZAD BHAVAN, IB 166 SALT LAKE, KOLKATA 700 106
5, ASHRAF MISTRI LANE, (LOVELOCK STREET OPP. BALLYGUNGE MILITARY CAMP)
KOLKATA - 700 019
E-Mail: makaias_cal@vsnl.net, E-Mail: info@makaias.gov.in
Website : www.makaias.gov.in Telefax : (033) 2486-2049/ 2335-7626
Phone : (033) 2454-6581/ 2335-6642

Tender No: MAKAIAS/ Vehicle/2018-19 dt 05.02.19

Notice Inviting Tender for Car Rental Service

1 Sealed tenders are invited from registered firms with valid license for providing 1(one) commercial INNOVA AC vehicle on rental basis as per below for use of the Director the Institute at locations as given in the tender form for a period of one year w.e.f from the date of signing of agreement.

GENERAL TERMS & CONDITIONS

2. Requirement of car: 4 seated **Commercial INNOVA AC Car** – 1 no. (One)

One 4 – seated Commercial INNOVA AC Car:	For use of the Director at AZAD BHAVAN IB 166 Salt Lake, Kolkata- 700 106

3 Submission of Proposal:
i) The Applicants shall submit the proposal in proper form and all pages are signed by the Applicant or Authorized Representative of the Applicant.
ii) If the envelop is not sealed and marked as instructed above , the Authority assumes no responsibility for the misplacement or premature opening of the contents of the proposal submitted and consequent losses, if any, suffered by the Applicant.
The envelope shall contain:
(a) Application in the prescribed Format of Tender Form.
(b) Financial Bid Format

iii) The completed proposal must be delivered on or before the specified time on Proposed Due Date. Proposal submitted by fax, telex, telegram or e-mail shall not be entertained. No separate documents like printed annual statement, company brochures, copy of contracts will be entertained.

4 Last date of submission of tender : 15.02.19 within 2.00PM

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5 Opening of Bid : 15.02.19 at 3.30 PM at MAKAIAS, Azad Bhavan, Salt Lake, Kolkata – 700106 in the presence of tenderer who wish to be present, either in person or send their authorized representatives.
Incomplete, unsigned, unstamped and tenders not in prescribed format will summarily be rejected.

6 Late Tenders
Any tender received in the office of MAKAIAS after the deadline prescribed for submission of tenders will not be entertained. As a policy, tenders received late, delivered at an address other than as specified in the tender, or delayed in transit will not be accepted irrespective of whether the delay has arisen on account of the delivery system, i.e. postal, courier, etc.

7. Eligibility Criteria
i) Agency should have valid commercial license of vehicles issued by concerned department, Govt. of West Bengal (Attach proof).

ii) The agency must be registered with Department of Motor Vehicles (Attach proof) and should have all required permissions from the concerned authority.

8 Period of Contract
The period of contract shall be valid for a period of one year either w.e.f 01.03.19.or from the date of signing of agreement.

MAKAIAS reserves the right to terminate the contract by giving 15 days notice and without assigning any reason.

9 Tender Validity
The Tender shall remain valid for 90 days from the date of opening of Technical-cum financial bid.

10 Security Deposit
a) The successful tenderer has to deposit an amount of Rs.10000.00 (Rupees ten thousand only) by Bank Draft only drawn in favour of **" Maulana Abul Kalam Azad Institute of Asian Studies"** of any Nationalized / Scheduled Bank payable at Kolkata towards interest free security deposit and shall be refunded on expiry/termination of contract.
b) Security deposit shall be forfeited in case of unsatisfactory performance as decided by MAKAIAS which shall render into the termination of the contract.

11 Tender Prices
a) Prices quoted by the tendered shall be exclusive of all taxes/duties/levies/ service tax, which shall be shown separately.

b) The tendered is required to quote prices as per Financial Bid in tender documents.

c) The rates quoted should be clearly typed / written in figures and words, repeat in figures and words free from over typing or over writing. The corrections, if any, must be authenticated by the full signature of the person who has signed the Bid.

d) There shall be no escalation in the price during the contract period of one year.

12. Terms & Conditions:

i) The hiring contract will be valid for one year either from 01.02.19 or from the date of awarding of contract. Scope of extension after the expiry of the contract period should be kept open in any case of exceptional situation as mutually agreed by both the parties.

ii) The car & the driver must have commercial license and/or all required permissions from the Department of Motor Vehicles and any other entities as required by law to operate rental car in the Kolkata Metropolitan Area.

iii) The Car should be delivered in excellent technical condition and a good appearance, with the obligatory equipment, required by Traffic police.

iv) The car must be regularly maintained and serviced to meet all standard safety norms and should be neat and clean as well as comfortable as per reasonable standards expected for business/ corporate use. Driver's Name, Address and Mobile No. etc shall be supplied before 3-days of the date of commencement of the service. Changes, if any, should also be informed to the Authority accordingly.

a) Usual hours of operation of the cars will be :-

i) Monday to Friday (Except Institute's Holidays)

ii) Reporting time at 10:00 AM at Azad Bhavan or as directed by the competent authority.

iii) Earliest Release at 6:30 PM

b) Extension of the above hours of operation, or service on Weekdays and Holidays may be required often at short notice of the competent authority. Rates should also be quoted for extended hour i.e. beyond 6.30 PM.

v) Drivers wages, and all costs of operation, maintenance and any liability whatsoever (including, but not limited to those arising out of accidents, violation of traffic or other laws etc.) rests solely with the rental firm.

vi)The Driver will enter daily the usage details of the car in the log register kept with the respective personnel of this office assigned for the job and authenticated by the person who availed the service.

vii) Car stationed at garages closer to the Institute's office is preferable due to overrun of time for long distance garages. The location/address of the garage for the designated vehicle is to be mentioned in the offer.

viii) The rental firm will provide alternative car and/ or driver at no additional charges whatsoever, if for any reason the primary designated car and driver is unavailable for service. If no replacement is provided on time alternative arrangement will be made and the cost thereof will be deducted from the payment to be made to the rental firm.

13 **Rates:** Rates should be quoted as follows

Rate/rates should be quoted in both words and figure

(Rate /Rates quoted will remain fixed for one year or up to the validity of the contract)

a) Per hour and per kilometer for the maximum duration and distance.
b) Per kilometer and per hour basis for usage above and beyond the minimum usage stated in(a) above. Rate should also be quoted for extended hour's service.
c) Distance of the garage and required time for attendance at the Institute is to be clearly mentioned.
d) The rental includes cost of fuel/petrol, driver's salary and car maintenance.
e) Taxes and duties or other charges, if any, should be clearly quoted.
f) The rate quoted is exclusive of toll fees, parking fees, tickets and/ or others.

14 **Payments:**

(i) 100% Payment will be made within 15(Fifteen) days of submission of monthly bills duly signed by the authorized signatory of the rental firm for the preceding calendar month. Billing should be based on actual usage as per daily Log Book. The higher between the minimum contracted daily amount and the amount as per actual usage (at contracted rate) will be paid. No part payment will be allowed.

(ii) The rental will be paid through bank transfer in NEFT mode. The Selected firm has to submit mandate form showing Bank details etc.

(iii) Payment is subject to deduction of TDS as applicable.

15 The validity of the contract will be for one year from the date of contract. It may be terminated by either of the party at 15 days prior written notice during the contract period without any penalty.

16 **The Agency, on award of the contract should execute an Agreement in Fifty Rupees(Rs.50.00) non-judicial stamp paper with MAULANA ABUL KALAM AZAD INSTITUTE OF ASIAN STUDIES the above terms and conditions for two sites separately. "**

17 The Institute reserves the right to terminate the contract with immediate notice if the rental firm is found in violation of, or non-conformance with, the terms and condition of the contract or the services of the car/driver are frequently unavailable or found un-satisfactory without any penalty.

18 The Director/ Authority shall have right to reject any quotation or cancel the whole process without showing any reason.

19 That any dispute will be settled mutually, if not the matter may be referred to an Arbitrator appointed by the Institute with the consent of the Agency at Kolkata whose decision will be binding on the parties.

20 **ARBITRATION**

In case of any dispute arising out of this contract between MAKAIAS and the Agency, the matter shall be referred to the sole arbitration of a person to be appointed by the Director of MAKAIAS on receipt of an official request with details of the dispute, from either MAKAIAS or the Agency. The submission shall be deemed to be submission to arbitration under the Arbitration and Conciliation Act, 1996 or any statutory modifications or reenactment thereof and of the rules made there under for the time being in force. The award of the arbitrator so appointed shall be final, conclusive and binding on all parties to the contract

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Tender Form

Tender No: MAKAIAS/ Vehicle/2018-19 dt 05.02.19

Particulars

1. Name of the firm: .....

2. Registration No. (Attach copy of registration) .....

3. Address: .....

4. Contract Person: .....

5. Telephone Number (Office) :_____

Mobile:_____ Fax No._____

6. PAN No.
.....

7. GST No.....

Signature of the Authorised

Signatory
Date :

Name of the Firm with Seal

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Tender No: MAKAIAS/ Vehicle/2018-19 dt 05.02.19

Financial Bid Format

REQUIREMENT OF VEHICLE

1. One 4 seated **Commercial INNOVA AC car** for use of the Chairman at Azad Bhavan, Salt Lake

Name of the contractor/Vendor:_____

Postal address of Contractor/Vendor:_____

Tel./Fax No.:_____

Description of vehicle	Type of Vehicle & Model No	Rate per km for minimum distance	Rate per hour for minimum hour	Rate for extended service

Maximum distance between garage and reporting office (both way) :

Maximum time required thereof :

Signatory
Date :

Signature of the Authorised

Name of the Firm with Seal

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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 one 4- seated Commercial INNOVA AC car for use of the Chairman at Azad Bhavan, Salt Lake.

Interested agencies are requested to download the Tender Documents along with Tender Form and Financial Bid Format and submit the same in a sealed cover supercribing "Tender for Car Rental Service" positively within 15.02.19 by 2.00 pm at our Institute at IB-166, Salt Lake, Sector-III, Kolkata-700 106.

Following documents are to be duly filled up and signed by the Applicant or Authorized representative of the Applicant.

01) All pages of the tender documents are to be signed with seal of the Firm.

02) Tender Form is to be duly filled & signed along with relevant documents

03) Financial Bid Format is to duly filled & signed.