

**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

**Notice Inviting Tender for Car Rental Service**

Tender No. MAKAIAS/ Vehicle/2014-15/01

dt 06.05.14

Sealed tenders are invited from registered firms with valid license for providing 3(three) private cars on rental basis as per below for official use of the Institute at locations as given in the tender form for a period of one year either w.e.f 01.07.14 or from the date of signing of agreement.

1. Suzuki Dezire Car (AC) – White Colour – 1no. (One Number)
2. Ambassador Car (Non-AC) or Similar – White Colour – 2 nos. (Two numbers)

Approximate value of the tender: Rs. 9, 84,000.00 (Rupees nine lakhs eighty four thousand only)

Earnest Money: Rs. 20,000.00 (Rupees twenty thousand only)  
Cost of the tender form: Rs. 200.00 (Non- refundable)

Last date of submission of tender : **06.06.14 within 12.30PM.**  
Opening of Bid : **06.06.14 at 3.30 PM**

For details of tender form please visit the MAKAIAS website [www.makaias.gov.in](http://www.makaias.gov.in)

Director/MAKAIAS

**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](mailto:makaias_cal@vsnl.net), E-Mail: [info@makaias.gov.in](mailto:info@makaias.gov.in)

Website : [www.makaias.gov.in](http://www.makaias.gov.in)

Telefax : (033) 2486-2049/ 2335-7626

Phone : (033) 2454-6581/ 2335-6642

Tender No: MAKAIAS/ Vehicle/2014-15/01

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1. Suzuki Dezire Car (AC) – White Colour – 1no. (One Number): For official use of the Director, at AZAD BHAVAN IB 166 SALT LAKE, KOLKATA 700 106
2. Ambassador Car (Non-AC) or Similar – White Colour – 2 nos. (Two numbers)
  - a. One Non-AC Ambassador Car/: For official use at AZAD BHAVAN IB 166 or Similar SALT LAKE, KOLKATA 700 106.
  - b. One Non-AC Ambassador Car/: For official use at 5, ASRAF MISTRI LANE, or Similar KOLKATA - 700019

Approximate value of the tender: Rs. 9, 84,000.00 (Rupees nine lakhs eighty four thousand only)

(a) Approximate annual rental cost for one Suzuki Dezire Car(AC) = Rs.4,56,000.00

(b) Approximate annual rental cost for two Ambassador Cars = Rs.5,28,000.00

Earnest Money: Rs. 20,000.00 (Rupees twenty thousand only)

(i) For one Suzuki Dezire

Car (AC): Rs.10, 000.00 (Rupees ten thousand only)

(ii) For two Ambassador

Cars (Non-AC): Rs. 10,000.00 (Rupees ten thousand only – Rupees five thousand each)

**Cost of the tender form: Rs. 200.00 (Non- refundable)**

Tender paper/Form along with terms and conditions of tender can be obtained from the **office of the Director, Maulana Abul Kalam Azad Institute of Asian Studies, IB- 166, Salt Lake, Kolkata- 700 106** against a request letter in letterhead of the agency/firm concerned along with a payment of Rs.200.00 (Rupees two hundred only) only in cash (non-refundable) from 19.05.14 to 27.05.14(From 11 AM to 5.00 PM) in working days of the Institute (Mon – Fri). Form may also be downloaded from MAKAIAS website [www.makaias.gov.in](http://www.makaias.gov.in). Bank draft for Rs.200.00 drawn in favour of the 'Director, Maulana Abul Kalam Azad Institute of

Asian Studies' payable at Kolkata should be enclosed along with the downloaded tender form. Downloaded tender form without requisite bank draft will be rejected.

**Firms may quote for total three cars or a single car at their convenience.**

Bidders are requested to send their quotations in sealed envelope superscripting "Tender notice no.MAKAIAS/Vehicle/2014-15/01 dt 06.05.14" along with requisite DD amount drawn in favour of the 'Director, Maulana Abul Kalam Azad Institute of Asian Studies' payable at Kolkata towards earnest money by **06.06.14 within 12.30 PM.**

**Submission of Proposal:**

The Applicants shall submit the proposal in proper form and all pages are signed by the Applicant or Authorized Representative of the Applicant.

If the envelope 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:

- (i) Application in the prescribed Format of Tender Form.
- (ii) DD for Earnest Money

The completed proposal must be delivered on or before the specified time on Proposal 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.

**Last date of submission of tender : 06.06.14 within 12.30PM**

**Opening of Bid : 06.06.14 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 & without EMD will summarily be rejected.

**Director, MAKAIAS reserves the right to accept or reject any/all quotations without assigning any reason whatsoever.**

**DIRECTOR**

**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

Tender No: MAKAIAS/ Vehicle/2014-15/01

dt 06.05.14

**Tender Form**

**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. TIN No ....
8. Service Tax No.....
9. CST No.....either
10. WBST No. ....

**11. Eligibility Criteria**

1. Agency should have valid commercial license of vehicles issued by concerned department, Govt. of West Bengal (Attach proof).
2. The agency must be registered with Department of Motor Vehicles (Attach proof) and should have all required permissions from the concerned authority.

## 12. EARNEST MONEY DEPOSIT

An Earnest Money Deposit of by way of a DD in favour of Maulana Abul Kalam Azad Institute of Asian Studies payable at Kolkata.

DD No:.....

Date: .....

Amount :.....

Bank:.....

Signature of authorized signatory & Seal: .....

Name:.....

Designation:.....

Address: .....

Date:..... Mobile No:

Place:

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**Financial Bid Format**

Name of the contractor/Vendor: \_\_\_\_\_

Postal address of Contractor/Vendor: \_\_\_\_\_

Tel./Fax No.: \_\_\_\_\_

Description of Vehicle with driver	Rate per km For minimum Distance	Rate per hour For minimum Hour	Rate for extended for extended hours service
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1. One White colour  
Suzuki Dezire Car(AC)  
or similar for use of the  
Director at Salt Lake

2. One White colour  
Ambassador Car (Non  
AC) or similar for official  
use at Salt Lake

3. One White colour  
Ambassador Car (Non  
AC) or similar for official  
use at 5,Asraf Mistry  
Lane, Kol- 19.

Address of Garage:

Distance between garage and the reporting office:

Time required thereof:

Date:

Signature of Tenderer

Name of the Firm with Seal

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**STANDARD INSTRUCTIONS TO BIDDERS**

**1. Period of Contract**

The period of contract shall be valid for a period of one year either w.e.f 01.07.14.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.

**2. Tender Validity**

The Tender shall remain valid for 120 days from the date of opening of Technical-cum financial bid.

**3. EMD**

- a) Earnest Money to be deposited by Bank Draft only drawn in favour of “ **Director, Maulana Abul Kalam Azad Institute of Asian Studies**” of any Nationalized / Scheduled Bank payable at Kolkata
- b) The bid security of the unsuccessful bidder will be discharged / returned as promptly as possible and no interest would be paid thereon.
- c) In case of successful tenderer the same shall be adjusted against interest free security deposit and shall be refunded on expiry/termination of contract.

**4. Forfeiture of EMD:**

**The bid security may be forfeited:**

- a. If the bidder withdraws his bid during the period of bid validity specified by the bidder in the Bid form; or
- b. In the case of successful bidder, if the bidder:
  - i) Fails to sign the contract,
  - ii) Fails to furnish performance security,
  - iii) Fails or refuses to honour his own quoted price for hiring of car at specified premises.
- c. In both the above cases, the bidder will not be eligible to participate in any of the tender issued by MAKAIAS for one year from the date of issue of letter of intent. The bidder will not approach the court against the decision of MAKAIAS in this regard.

**5. Security Deposit /Performance Security**

- a. Successful bidder shall be liable to deposit **Rs.10,000/-(Rupees Ten thousand only)** towards performance security for **Suzuki Dezire A.C car & Rs.5000.00 (Rupees five thousand only) for each Ambassador Non-AC car**
- b. The Earnest money of the successful bidder may be adjusted against above interest free security deposit which shall be refunded on expiry of the contract.
- c. Security deposit shall be forfeited in case of unsatisfactory performance as decided by MAKAIAS which shall render into the termination of the contract.

## **6. Bid Documents Consists of:**

- i. Tender Notice
- ii. Tender Form
- iii. Financial Bid
- iv. Standard Instructions to the bidders
- v. Terms & Conditions

The bidder is requested to examine all instructions, forms, terms and specification in the Bid documents. Failure to furnish all the information required as per Bid documents or submission of the bids not substantially responsive to the Bid documents in every respect will be at the bidder's risk and may result in rejection of the Bid.

## **7. Submission of Bids**

- a) The Financial bid and EMD with Tender Form should be submitted in sealed cover.
- b) The envelope should be sealed by the personal seal of the bidder. The DD towards EMD should be attached.
- c) Tenders received through fax and / or through e-mail /or without EMD will not be considered.
- d) Incomplete, unsigned, unstamped and tenders not in prescribed format & without EMD will summarily be rejected.
- e) Relevant address for correspondence/submission of tender is given below:-

**Director**

**Maulana Abul Kalam Azad Institute of Asian Studies**

**AZAD BHAVAN IB 166 SALT LAKE, KOLKATA 700 106**

## **8. Tender Prices**

- a) Prices quoted by the tenderer shall be exclusive of all taxes/duties/levies/ service tax, which shall be shown separately.
- b) The tenderer 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.

## **9. Bids opening:-**

MAKAIAS shall open bids in the presence of bidders or their authorized representative who wish to be present at the time of opening of bids on due date.

**10. Last date of Receipt of Tender : 06.06.14 at 12.30 p.m.**

**11. Date of Opening of : 06.06.14 at 03.30p.m.**



**12. 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.

**13. Award of Tender**

The tender shall be awarded to lowest financial bidder i.e. L-1 party.

**14. Payment terms: For Services**

As specified in the clause no.13 of Terms and Conditions. No advance payment shall be made.

Signature of authorized signatory & Seal

Date.....  
Place.....

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Tender No: MAKAIAS/ Vehicle/2014-15/01

dt 06.05.14

**Terms & Conditions:**

1. The hiring contract will be valid for one year either from 01.07.14 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.
2. **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.**
3. The Car should be delivered in excellent technical condition and a good appearance, with the obligatory equipment, required by Traffic police.
4. 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.
5. Usual hours of operation of the cars will be :-
  - i) Monday to Friday (Except Institute's Holidays)
  - ii) Reporting time at 10:30 AM at salt lake office or as directed by the Director.
  - iii) Earliest Release at 6:30 PM
6. Extension of the above hours of operation, or service on Weekdays and Holidays may be required often at short notice of the Director. Rates should also be quoted for extended hour i.e. beyond 6.30 PM.
7. 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.
8. 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.
9. 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.
10. 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.

11. The successful firm should confirm through an undertaking that during the currency of contract the Suzuki Dezire Car(AC) and the concerned Driver should not be changed without consent of the Director given on rent from the first day of the contract.

12. **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.

13. **Payments:**

(i) 100% Payment will be made within 5(Five) 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) Before submission of rental bill to Accounts, the bill should be certified for payment by the Director or her authorised representative for distance run or for attended duration as per log book.

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

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

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

15. 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.

16. All disputes are subject to Kolkata jurisdiction.

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

18. Firms are requested to read the terms and conditions carefully before submission of quotation.

**DIRECTOR/MAKAIAS**