

**Diamond Harbour Women's University
Sarisha, Diamond Harbour Road, South 24 Parganas,
West Bengal,743368, Phone – 03174-245801/802**

Notice inviting Tender

Car-hire services on a Daily/Monthly basis

No. NIT/Car/04/16/DHWU

Dt. 22.08.2016

Sealed tenders are invited from experienced and competent Transport Agencies for providing **1 (one) Non-AC diesel car on hiring services (monthly/daily) basis**, for travel from **Taratata, Kolkata to University at Sarisha and back**.

1. Range of models of the Car:

- a) Any 9 seater diesel car
- b) Tata Sumo/ Scorpio/Chevrolet or equivalent car

2. Tenderer are require to quote

A. Daily basis:

No overtime will be paid by the University.

No kilometer allowance for reporting will be admissible to the agency.

No other payments except above and taxes and toll fees actually paid will be payable to the agency.

B. Monthly basis rates:

- a) **Fixed hire charge per diem for Non-AC cars as above.**
- b) **Fuel (reserve rate is 10km/ltr or 12km/ltr depending on the emission standard for diesel only).**
- c) **Mobil (reserve arte is 500km/ltr).**
- d) **Overtime rate (reserve rate is Rs.20/hr. after 10 hrs. of duty).**
- e) **Taxes as applicable.**

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3 Pre-qualification criteria:

The pre-qualification criteria along with terms and conditions are furnished in the **Annexure I and Appendix 1** respectively. The same are also available in the website of the University **up to 31th August 2016**

4 . Tech bid and financial bid:

The quotations should be submitted in two parts described as under:

5 Earnest Money Deposit (EMD): :

Earnest money deposit (refundable) of Rs. 1,000/- (Rupees Five thousand only) by way of Demand Draft/Pay Order drawn in favour of “Diamond Harbour Women’s University”, payable at Diamond Harbour has to be submitted along with Part I. In case the same is not submitted, the technical bid will not qualify for further evaluation.

6 . Time limit:

The Tender should be addressed to **“Registrar, Diamond Harbour Women’s University, “Sarisha, Diamond Harbour Road, South 24 Parganas, 743368”** and superscribed '**Car hire services on a monthly/daily basis**'. The quotations should reach him **not later than 12.00 hrs. on 31th August 2016**. The quotations which are not submitted in the prescribed manner will not be accepted. The quotations would be opened on the **same day same place at 12.30 hours**. Representatives of participating agencies may make it convenient to be present at the time of opening of the Tenders with authorization letter. The University reserves the right to accept or reject any or all the tenders without assigning any reason.

Registrar

Annexure- I
Pre-qualification Criteria

1. The agency could be a sole proprietary concern, partnership concern or company as also should be registered with/ approved by the local RTA; **[Attach copy of registration certificate]**
2. The agency should be in existence for the last **3 (three) years** and executed similar assignments for various organizations like Government Departments, Financial Institutions / Public Sector Banks / Public Sector Undertakings / Multi National Companies (MNCs) / Large Private Sector Corporates.
4. The agency should have a **PAN number with the Income Tax.**
6. The agency should undertake to ensure compliance with statutory requirements necessary under the labour Acts. The University will neither involve itself in any matters nor be responsible for any shortcomings arising out of the non-compliance of the laws.
7. The agency should have a fleet sufficient to replace the car hired in case of necessity of the University.
8. The terms and conditions of the car hiring contract are given in the **Appendix -I.**

The agencies qualifying the above pre-qualification criteria and agreeing to abide by the terms and conditions given in the Appendix may submit the **“Technical Bid”** in a separate sealed cover superscribing - **“Technical Bid For Car hire services on a Daily/Monthly basis.”**

Appendix -I

Terms and conditions for providing car hire services

1. The contract for hiring of car is for a period of **6 months**, subject to renewal for further period thereafter at the sole discretion of the University on fresh or existing terms and conditions as may be determined by the University.
2. The agency will abide by all statutory requirements as per the labour Acts and the University will not be held responsible for lapses on the part of the agency in respect of the laws.
3. The cars to be provided shall not be more than **5 years** old and shall be well maintained by the agency.
4. The cars should be registered as Tourist Taxi /Commercial Number with Regional Transport Authority and appropriate Government authorities, as applicable.
5. The drivers should be well mannered, experienced, uniformed and should carry a mobile phone.
6. The drivers should possess a valid driving license for LMV.
7. Log Book shall be maintained as per the format provided from the University and the entries therein shall be signed by the official travelling in the vehicle. The copy of the signed log sheet shall be enclosed with the bill/invoice.
8. Applicable service tax will be payable to the agency.
9. Taxes as applicable shall be deducted at source.
10. Charges towards toll and parking would be paid on actual, subject to production of bill/receipt.

11. No request for change in the rates for any reason shall be entertained during the tenure of the contract.
12. The Contractor/Agency shall furnish copies of all documents related to the vehicle viz. Certificate of Registration, Road Tax Receipts, Insurance Policy, Driver's License, and Emission Test Certificate.
13. The University will not be held responsible or not be liable in case of any dispute arising between the agency and the drivers employed by the agency, and no relationship of employer and employee shall exist between the University and the agency or drivers for which all responsibilities shall vest with the agency alone.
14. The University reserves the right to terminate this contract, without assigning any reasons thereof, by serving on the agency a notice of 15 days to this effect, and on the refusal of the agency to accept the notice of termination of the arrangement or passive avoidance to do so, the said notice shall be sent by registered/speed post to the address of the agency recorded with the University, whereafter it shall be deemed to have been served on the agency. The University shall also be entitled to appoint any other person, firm or company at its discretion to perform the job entrusted to the agency after termination of the arrangement provided that the termination of the arrangement, as aforesaid, shall not absolve the agency of its liability regarding car hiring arrangements already entrusted to it in accordance with the direction of the University.
15. In case of any dispute arising out / relating to interpretation of terms of conditions or functioning of the agency vis-a-vis the University, the University shall be the sole authority to decide the matter. The agency shall agree to execute all documents, which may be required by the University in this regard.
- 16 The Agency or contractor shall be liable to pay the compensation to his employees in case of accident as per workmen's compensation Act.
- 17 . If the vehicle is out of order and alternative vehicle of goodshape/condition will be temporarily made available within reasonable time by the contractor to the University, failing to which a penalty of Rs. 1000/- per day will be imposed.

P A R T – I
THE FORMAT FOR TECHNICAL BID
(Car Hire services on a Daily/ Monthly basis)

From:

To:
 The Registrar,
 Diamond Harbour Women's University
 Sarisha, Diamond Harbour Road, South 24 Parganas,
 West Bengal, 743368, Phone – 03174-245801/802

Particulars Details to be filled in by the agency:

1. Name of the Agency and Contact Person:
2. Regd. office/Business address of the Agency/ :
3. Contact with Telephone No./ Cell No.:
4. Date of incorporation / constitution of the agency:
5. PAN No. of the Agency **[attach a copy of the PAN Card]:**
6. Service Tax Registration No. **(attach copy) :**
7. Whether registered with Registrar of Companies or with Register of Firms. Date of Registration **(attach copy of registration):**
8. Whether the agency has 3 years' experience in providing **car hiring** services to reputed organizations like Government Departments/ Financial institutions/ Public Sector Banks / Public Sector Undertakings /large Private Sector Companies?
(attach copy of Work Orders)
9. Whether the agency is in existence for the last three years.
10. Whether the agency is registered with Central and Excise Department for Service Tax? **(attach copy of registration).**
11. Whether the agency is an Income Tax Assessee **(attach copy of Income Tax PAN card).**
12. Whether the agency has a fleet of cars sufficient to replace the car hired in case of necessity. **(Please attach a list of the cars with registration no., make, model number for replacement).**

I / We agree to abide by the terms and conditions stipulated by the University and mentioned in the **Appendix –I and Annexure- I**. I/We also undertake to ensure compliance with the requirements of the labour Acts and also to abide by all other statutory requirements necessary in this regard. We agree that Diamond Harbour Women's University would neither involve itself in any matters nor be responsible for any shortcomings arising out of the noncompliance of the necessary regulations / laws.

SIGNATURE

Date: Name and Seal of the agency.

(This format shall be sent in a separate sealed cover superscribing **“TECHNICAL BID FOR CAR HIRING SERVICES ON A DAILY/MONTHLY BASIS”**).

Note:

1. The above rates are exclusive applicable taxes, tolls and parking fees which would be levied at the applicable rates.
2. We are aware that all the payments shall be subject to TDS, as applicable, at the time of payment.
3. We agree to abide by the terms and conditions stipulated by the University as mentioned in the **Appendix-I and Annexure -I** at the rates quoted above.
4. The envelope of financial bid and EMD demand draft and the envelope of technical bid all together must be put in one big envelope.

SIGNATURE

Date: Name and Seal of the agency

(This format shall be sent in a separate sealed cover superscribing - **“FINANCIAL BID FOR CAR HIRING SERVICES ON A MONTHLY BASIS”**).