

Rabindra Bharati University

56 A, B.T. Road, Kolkata-50

TENDER DOCUMENT FOR HIRING OF VEHICLE

TENDER NO.: R.B.U/SO/T/23/2018

DATE: 12/12/2018

NOTICE INVITING TENDER FOR HIRING OF CAR

Rabindra Bharati University invites sealed quotations from reputed car providing organisations for supplying pool cars for official use and on call basis cars as and when required on hire basis. The agencies are required to supply AC, Non AC car (including driver and fuel), on unit rate like per kilo meter and per hours rate contract basis, for official use at Rabindra Bharati University. All relevant documents / credentials (like, valid Trade License, GST Certificate, PAN, IT Return, etc) should be submitted with quotations within 10.01.2019 (upto 4:00 PM).

1. Scope of Tender work: To supply of non AC & Non AC car including licensed driver, Unit rate contract basis, for official use.

2. Eligibility for participation: Registered and reputed agencies/ firms including partnership firms, who have at least two years of experience of similar work, i.e. supply of diesel /petrol driven AC or Non AC cars for regular official use on rate contract basis, are eligible for participating in the tender. The bidder should have capacity to supply at least 8 (Eight) numbers of cars/vehicles at any time to be provided as hire car/vehicle.

3. Collection of Tender Documents: The tender document can be downloaded from www.rbu.ac.in. The interested bidders can download the tender document from website and shall submit the tender along with a Bank Demand Draft of Rs.500/- (Rupees Five Hundred Only non- refundable) drawn in favour of Rabindra Bharati University, payable at Kolkata.

4. Period of Validity of Proposals: The offer submitted by the bidder shall be valid for a period of **one year** from the date of engagement. The same may be renewed under same rate, terms and conditions at the sole discretion of the university authority.

5. Submission of tender: The tender must be submitted at the office of the Registrar on or before 10TH Jan 2019 (upto 4pm) on all working days of the University. The address of the bidder should be clearly written on the cover of the Bid. The Bid as prescribed in Annexure IV should be filled up, signed by competent authority and sealed along with enclosures and superscribed as “TENDER DOCUMENT FOR SUPPLYING VEHICLE ON HIRE BASIS”

6. Acceptance of Tender: Lowest valid rate should normally be accepted. However, the Tender Accepting Authority does not bind itself to do so and reserves the right to reject any or all the tenders without assigning any reason.

7. Execution of Formal Agreement after acceptance of tender: Successful bidder has to execute ‘Formal Agreement’ with the University within 7 days of the receipt of the Letter of Offer. Work Order will be issued to the successful bidder after the execution of the formal agreement.

8. Execution of the work: The execution of the work should be strictly in accordance with the terms and conditions of the contract as per the specifications mentioned in Annexure I.

9. Payment to the Firm / Agency:

- a. Payment to the executing firm / agency shall be made **on monthly basis**.
- b. Separate monthly bills should be submitted against each car/vehicle stating its Registration no., make and model, total kilometres of run etc. The Tax, as applicable, should be shown separately.
- c. All bills must be backed up by the copy of the daily log book or duty slips.
- d. Payment will be released to the firm / agency after deduction of taxes, penalty, if any.

10. Non-transferable Tender: The Agency/Firm who secures the contract shall not assign or sublet the work or any part of it to any other party or person. The tender is not transferable.

11. Termination of Contract: If any of the terms and conditions provided anywhere in the Tender document/ Agreement, or any direction issued is not complied with or the firm / agency (contractor) is found to have committed any breach thereof, the contract may be terminated. The decision of the competent authority of the Rabindra Bharati University will be final in this regard.

12. Jurisdiction: The court at Kolkata only shall have jurisdiction to deal with and decide any legal matter whatsoever arising out of this contract.

Tentative Schedule of Tendering Process:

Download of tender forms	From 18-12-2018
Last date for Tender submission	10-01-2019 upto 4 pm
Opening of Bid	11-01-2019

For query contact at:

Registrar
Rabindra Bharati University
Kolkata

ANNEXURE I
TERMS AND CONDITIONS FOR EXECUTION OF THE WORK

1. The Agency / Firm (herein after referred to as “**Contractor**”) should be registered and should furnish a copy of the registration certificate in support thereof.
2. Only such Agency / Firm may apply whose cars/vehicles have been duly authorized by the concerned RTO for use as public transport.
3. The Contractor shall maintain an office within Kolkata duly manned with adequate staff who should always be available for contact.
4. **The Contractor shall put into service only Registered, AC / Non AC car/vehicle with commercial number plate not more than 5 Years old.**
5. The car/vehicle provided by the contractor should be in perfectly sound, road worthy, working condition.
6. The car/vehicle should be maintained regularly and properly by the Contractor and should have clean interior and exterior. The seats should be covered with neat white seat covers, which should be replaced regularly.
7. The Contractor should have adequate number of cars/vehicles **to be provided as hire car**. There should be adequate back up of cars/vehicles to cope with break down or maintenance. In case of maintenance or breakdown, replacement of the car/vehicle shall be made by the agency/firm with similar class of cars/vehicles.
8. Only experienced drivers should be assigned for duties.
9. The driver assigned duty with the car/vehicle should not be changed unless it is very urgent or unavoidable. However, no driver should be changed/relieved of duties without prior notice to Rabindra Bharati University.
10. The successful contractor shall have to submit the list of cars/vehicles along with photocopies of valid registration certificate while signing the Agreement.
11. The car/vehicle to be hired by Rabindra Bharati University shall be on monthly hiring basis and therefore these should be kept for exclusive use by the user of Rabindra Bharati University. The car/vehicle placed into service for Rabindra Bharati University cannot be hired out to any other organization and should be available whenever called for.
12. The car/vehicle put into service should carry the following documents and articles:
 - (i) Valid Registration Certificate issued by the concerned RTO.
 - (ii) Valid Commercial Permit
 - (iii) Valid PUC Certificate.
 - (iv) Valid Road Tax Receipt / Certificate
 - (v) Valid Insurance Policy document of the car.
 - (vi) Tool box, small spares, jack and extra tyre in usable condition.
13. The Contractor shall ensure that,
 - (i) the driver employed hold valid driving license, are well behaved, having communication skills at least in Bengali and Hindi, conversant with the rules and regulations of driving and the knowledge of routes in Kolkata and other parts of West Bengal;
 - (ii) all the drivers employed by him should wear neat dress while on duty;
 - (iii) the driver report to the user on time and maintain punctuality during duty hours;
 - (iv) driver do not consume alcohol or other similar items while on duty;
 - (v) the driver always remain with the vehicle while on duty and in case of any urgency he should seek permission of the user before leaving the vehicle.
 - (vi) each driver should carry a mobile phone in good working condition, at his or bidder’s cost, so that he can be contacted in case of any requirement. All the mobile numbers have to be provided to the university.

14. In case of any breakdown of car at the time of duty, the Contractor shall make arrangements promptly for another **similar car / vehicle** and no mileage from the garage upto the breakdown point shall be paid. In case the user of the broken down car hires another vehicle / taxi, the amount of hiring the vehicle shall be deducted from the bill of the Contractor.
15. Penalty levied by police / government departments / statutory bodies for violation of any norms or regulation shall be sole responsibility of the Contractor. Rabindra Bharati University shall in no way be responsible for such payments.
16. The agency shall be responsible for any injury/accident or compensation to their drivers and third parties.
17. The agency has to bear all the expenses and compensations related to drivers and drivers' salary, any damage of car, injury to any person, insurance, taxes, commercial permit fee, pollution clearance charges, maintenance charges, accessories, tyres, spares, garage rents, fuel, lubricants, etc. for the hired vehicles supplied to the University.
18. The drivers on duty should ensure that the car is accompanied with a log book or duty slips issued for it. The log book should be presented to the user of the car for noting daily opening and closing meter readings at the point of reporting and release respectively. The payment will be made for the mileage covered between these two readings only. **No extra mileage or time shall be allowed for a car/vehicle to report from or to go back to garage.**
19. Penalty of Rs.1000/- (Rupees One Thousand Only) per vehicle per day (or part of the day or late reporting) will be imposed if the agency fails to provide any car/vehicle as per the requirement of the University.
20. The duty hours of the drivers will be notified by User from time of reporting. The time of reporting may vary as per the requirement.
21. In case the car reports late, penalty will be imposed as mentioned in point no. 19 above.
22. In the event of any dispute arising out of the bid or from the resultant contract, the decision of the competent authority of the university shall be final.
23. Rabindra Bharati University reserves the right to modify and amend of the above stipulated conditions/criterion depending upon situation/statutory requirements.

Registrar

ANNEXURE II

BIDDER INFORMATION

SI No	Items	Particulars
1	Name of the Firm/ Agency	
2	Office Address with Telephone & Mobile No.	
3	Status of the Firm/Agency (Proprietorship/Partnership/Private Ltd./Public Ltd. company etc.)	
4	Whether registered (Attach copy of the registration documents)	Yes/No (Strike out whichever is not applicable)
5	Working Experience in similar contracts (Attach documents of proof)	
6	GST Registration No. (Attach proof)	
7	Income Tax PAN (Attach copy of PAN card)	
8	Registered Vehicles owned by firm/agency (Give details of the vehicles in the proforma below	
9	No of Drivers having at least 3 yrs of driving experience in Kolkata.	

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Signature of authorized person of the Firm /Agency with seal

Details of the registered vehicles against Sl. 8 of Annexure II above

SI No	Make/Model of Vehicle Class	Registration No	Year of Registration	Name of Owner (as per Registration Certificate)
1				
2				
3				
4				

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Signature of authorized person of the Firm /Agency with seal

ANNEXURE III

Details of the Similar Assignments implemented by the bidder (Use separate tables for each assignment)

Sl.No	Items	Details
General Information		
1	Customer Name and Address	
Assignment Details		
2.		
3.		
4.		
5.		

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Signature of authorized person of the Firm /Agency with seal

RATE CHART**I. POOL CAR AND ON-CALL CAR ON HIRE**

S. No.	Vehicle Type	AC		Non-AC	
		Per Hour	Per Kilometre	Per Hour	Per Kilometre
1	Tata Indica (4+1 seater)				
2	Sedan Car (4+1 seater)				
3	6+1 seater (Like Innova, Travera, etc.)				
4	9+1 seater (Like Tata Sumo, Scorpio)				
Rate for Night charges after 11PM: Rs.					

II. KOLKATA AIRPORT AND RAILWAY STATION PICKUP AND DROP

S. No.	Vehicle Type	AC	Non-AC
		Consolidated Fixed Rate	Consolidated Fixed Rate
1	Tata Indica (4+1 seater)		
2	Sedan Car (4+1 seater)		
3	6+1 seater (Like Innova, Travera, etc.)		
4	9+1 seater (Like Tata Sumo, Scorpio)		
Rate for Night charges after 11PM: Rs.			

- Rates should be quoted **exclusive of taxes**
- Parking and toll taxes will be paid extra at actual on submission of original receipts
- No extra charges will be paid for duties on holidays or odd hours (except night charges)

Railway Stations shall include:

1. Howrah Station
2. Sealdah Station
3. Kolkata Station
4. Shalimar Station
5. Satragachi Station

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Signature of authorized person of the Firm /Agency with seal