



Rabindra Bharati University

Emerald Bower Campus, 56A, B.T. Road, Kolkata – 700050

Ref. No: RBU/SO/T/32/2023

Date:19/05/2023

Notice Inviting E-Tender

(E-Tender ID 2023_RBU_531923_1)

Rabindra Bharati University invites e-tender from Registered and Reputed Agencies/ Firms including partnership firms (henceforth called 'Agency') for providing of A/C, Non A/C Pool Cars with drivers on unit rate like per kilometer or per hour, whichever is higher, on rate contract basis, for official use of Rabindra Bharati University.

Sl. No.	Name of Work	Earnest Money (in Rs.)	Period of Contract	Concerned Department
1.	Annual Contract For Hiring Pool Car Services	40,000	Initially for one (1) year. The contract may be extended for another year on satisfactory services.	Security Department

Date and Time Schedule:

Sl. No.	Particulars	Date & Time
1	Date of publishing N.I.T. & other Documents	
2	Documents download start date (Online)	
3	Documents download end date (Online)	
4	Bid submission start date (Online)	
5	Bid submission closing date(Online)	
6	Documents submission end date	
7	EMD submission end date	
8	Bid opening date	

Security Officer

1. **Scope of Tender work:** To provide of A/C & Non A/C Pool cars with driver on unit rate contract basis for official use.
2. **Eligibility for participation:** Registered and reputed agencies/ firms including partnership firms (henceforth called 'Agency'), who have at least two years of experience of similar work, supply of Diesel/Petrol driven A/C and Non A/C cars for regular official use on unit rate contract basis, are eligible for participating in the tender. The bidders should have at least 8 (Eight) numbers of cars/vehicles in his own name or own agency to be provided as hired car/vehicles.
3. **Basic Conditions:**
 - A: The cars must be in good conditions and must not be older than 2009 models.
 - B: The driver should not be in intoxicated state under any circumstances.
 - C: Only experienced drivers should be assigned.
 - D: The vehicles must have valid papers and commercial number plates.
 - E: The drivers must carry valid licenses.

A. Pre-qualification Criteria

1. The bidders should be a registered company / agency. Submit copies of company incorporation certificate, PAN, VAT, Service Tax & TIN documents along with the offer.
2. The bidders should have Trade License and the license taken from Labor Commissioner, Government of West Bengal. (Have to submit copy of the documents with Technical Bid Documents).
3. The bidders should have experience in Hired Car Service for at least one reputed organizations (within India) like PSU / Universities / Government organizations (proof of the same must be supplied).
4. The organizations which are blacklisted by any reputed organization, PSU, University or Government organization, are strictly forbidden from participating in this tender process. Bids submitted by any such blacklisted organization, if found at any point of time during this tender process, will be summarily rejected. If any such blacklisted organization is found after award of work order, then the work order will be cancelled and the earnest money deposit or the bank guarantee will be forfeited by RABINDRA BHARATI UNIVERSITY. **An ink-signed declaration letter regarding this on the bidder's letter head should be submitted along with the technical bid.**
5. The bidders bidding for part of any of the BOQ will be rejected.
6. Bidders should submit the Client list, letters of satisfactory performance from existing and previous clients preferably from Government sector offices.
7. The EMD of the selected bidder will be refunded after submission of the security deposit.

B. Invitation of Proposals

1. Bidders are advised to study the tender notice and its all Terms and Conditions carefully. Submission of Proposal shall be deemed to have been done after careful study and examination of the tender document with full understanding of its implications. Bidders are also advised to visit the University campus sites, inspect and understand the volume and nature of work before submitting the bid.
2. **This TENDER is non-transferable. Assignment and subletting is not permitted. Information regarding associates and principals is to be disclosed in the tender bid itself.**
3. All proposals shall be valid for at least 180 days.
4. The University Authority reserves right to ask for clarifications and the decision of the University Authority shall be final and binding on all the bidders.
5. The University reserves all rights to reject any or all offer without assigning any reason whatsoever.
6. The University reserves all rights to cancel the tender at any point of time without assigning any reason whatsoever.

7. All bids should be addressed to **The Security Officer, Rabindra Bharati University** and should be submitted on the eProcurement portal <https://wbtenders.gov.in/> within 18 days from the date of the issue of this tender notice. No bid shall be accepted through any other means.

C. Earnest Money Deposit (EMD)

A sum of fixed amount of Rs. 40000/- (Forty Thousand rupees only) as earnest money Deposit by Online Transfer/Bank Draft/Pay Order in favor of **RABINDRA BHARATI UNIVERSITY** and payable at Kolkata, should be paid. The earnest money without interest shall be refunded to unsuccessful bidders after the tenders are finalized. In the event of any agency backing out its offer, the earnest money is liable to be forfeited and will not be refunded. Tenders received without or inadequate EMD shall be rejected. The scanned copy of the bank draft should be uploaded with the tender documents. Original bank draft for EMD should be submitted to the university. The bank draft for EMD should be submitted in a an envelope superscribing "Earnest Money Deposit from Bidder :(*Name of the Bidder*)". The EMD of the selected bidder will be refunded after submission of the security deposit.

D. Security Deposit (For only Successful Bidder)

The EMD amount of Rs.40,000.00 (Rupees Forty thousand only) of successful bidder will be retained as security deposit and will remain with the cash department of Rabindra Bharati University. The Amount will only be refunded to the bidder after successful completion of tenure without any interest.

E. Procedure for Submission of Proposals

1. Eligible bidders are required to download the Tender Documents (for Technical Bid) and BOQ (Excel file for Financial Bid) from the e-Tender Portal **wbtenders.gov.in**.
2. The technical bid shall contain Technical information of the proposal and all documents except the price part of the bid. The Financial bid shall contain the details of the price to be quoted in the BOQ (MS Excel file). **All the bid papers must be ink-signed and submitted.** The Technical Bid documents and the filled-up BOQ file must be **digitally signed and uploaded** to the e-Tender Portal **wbtenders.gov.in**. The information submitted must be definitive and specific. Vague terms, incomplete information, counter offers, and uncalled for correspondence shall not be entertained.
3. Bidders are required to submit the complete proposal along with annexure, etc. The proposal has to be signed in original by the Bidder. The proposal shall be exactly according to the formats given in the TENDER documents. All columns of the prescribed formats should be filled, and all questions in the tender document must be answered. Any additional information should be uploaded separately. Modifications / reordering of formats shall not be acceptable. Each page of proposal document is to be signed and stamped by the Bidder clearly indicating that all the terms and conditions mentioned herein are acceptable to the Bidder unconditionally.
4. The Bidder is expected to read and examine carefully all instructions, forms, terms and specifications in the TENDER document. Failure to furnish all information required in the TENDER Document or submission of a proposal not substantially responsive to the TENDER Document in every respect will be at the Bidders risk and shall result in rejection of the proposal.

F. Technical Bid

Technical bid Proposal shall consist of the following:

1. Evidence of payment of tax for the last three years as and when due.

2. The bidder should have Trade License and the License taken from Labor Commissioner, Government of West Bengal.(Have to submit the copy of the documents with Technical Bid Documents).
3. Attested copy of IT and ST clearance certificates along with copy of PAN card and VAT registration certificate should be furnished.
4. Current Company's audited statement of accounts for the past 3 years, and duly stamped by a registered Auditor.
5. Comprehensive company profile.
6. Proposed Management team, Organizational Chart, with **CVs' of key personnel**.
7. Evidence of experience of executing similar nature of service in a single purchase order within the last three years and costing not less than **Rs.40 Lakh per annum basis**. (Copies of letters of award, Satisfactory Service certificates from the respective organizations and supporting reference letters should be attached).
8. Company's registered address, local (Kolkata) address, functional contact email address, phone number(s) and Fax number(s), etc.
9. **Letter of authorization** in respect of the person authorized to interact with the university.(According to the format described in Annexure-II).
10. Original tender as published online, duly filled, signed and stamped, is to be uploaded, along with technical bid documents.
11. **Annexure-I:** Bidder's Information, duly filled, signed and stamped, is to be uploaded in technical bid.
12. A sum of fixed amount of Rs 40000/- ((Forty Thousand rupees only)) as earnest money by Online Transfer/Bank Draft/Pay Order in favour of RABINDRA BHARATI UNIVERSITY and payable at Kolkata, should be paid. Tenders received without or inadequate EMD shall be rejected. The scanned copy of the bank draft should be uploaded with the tender documents. Original bank draft for EMD should be submitted to the university. The bank draft for EMD should be submitted in an envelope superscribing "Earnest Money Deposit from Bidder: (*Name of the Bidder*)". The EMD of the selected bidder will be refunded after submission of the security deposit.

Note:- All the above documents must be digitally signed and uploaded. Hardcopies must be ink-signed, stamped and submitted.

G. Financial Bid

1. Rate quoted by the Bidder in the BOQ (MS Excel file) is to be submitted.
2. Rates quoted must be definitive and shall not be allowed to be altered.
3. Rates to be quoted as per the BOQ format. Rates be quoted in terms of unit, in words and figures both, in respect of proposed numbers of Security Personnel.
4. Tenders with price variation clauses or with vague terms are liable to be ignored and rejected. Printed conditions & Counter offers shall not be considered. Incomplete tenders are liable to be rejected.

H. Bidders Information format

Please download Annexure I and submit the filled-up and ink-signed & stamped document (i.e. Annexure I) in the respective bidder's letterhead.

I. Security & Payment

Payment will be made after completion of clear calendar month and satisfactory service.

J. Deployment

The Place of duty, duration, nature, type and standing orders for Hired Car Service will be issued to the agency by the designated officer of the University.

K. Agreement and Work Order (only for successful bidder)

After selection of the bidder, the agency will be issued the work order. An agreement shall be made between the selected Agency and the University. The agency shall have to submit an **unconditional acceptance letter within three (3) days** from the date of the issue of work order and the selected Agency shall have to deploy all cars within the stipulated date as to be mentioned in the work order.

Terms and conditions:

1. The car wise payment rates are mentioned below as you mentioned in your quotation.

	Sedan (Four Seater Including Driver)*		Hatch Back (Four Seater Including Driver)*		SUV (Including Driver)*	
	AC	Non AC	AC	Non AC	AC	Non AC
Per Hour						
Per KM						

*Above rate are excluding GST

For Airport and Railway stations (Kolkata/Sealdah/Howrah) pick up and drop from The University:

Sedan Car		Hatch Back		Eartiga		Innova	
AC	NON AC	AC	NON AC	AC	NON AC	AC	NON AC

*Above rate are excluding GST

2. Initially, the contract will be for one year. However, the contract may be extended on satisfactory services.
3. Rs 100/- may be charged in addition as driver's Night allowance in case the service is required after 11.00 pm.
4. Parking and toll taxes will be charged extra and the service will be from garage to garage basis.
5. Minimum 10 hours may be charged everyday for each car deployed.
6. A maximum of 30 Min/5 Km will be calculated each way from garage-out & garage-in on each duty.
7. In future if the petrol/diesel price increases, the competent authority of the university may/may not consider about increasing the rates on submission of an appeal by the Agency. The decision of the university shall be final in this respect.

8. If there is a breakdown of a vehicle before start of the service of the day, the service provider shall provide alternative vehicle in good condition until the earlier one is repaired.
9. Once the vehicle is booked and the duty is confirmed but due to some unforeseen reason duty is cancelled later, minimum hours of duty of the vehicle shall be charged according to the rate chart.
10. The car should report to its origin/destination/pick up point well within the agreed time between University and Agency.
11. The cost of Maintenance, fuel Mobil and other consumables shall be borne by the Agency.
12. In case of accident or any irregularities (disobey of traffic rules etc,) whole responsibility has to be borne by the Agency. University will not be liable in these regards.
13. In case of reporting late than scheduled time it should be immediately informed to the concerned person and if it occurs frequently financial penalty will be imposed as found suitable by the University authority.
14. The agency will submit bill within seven days of the following month and the University will clear payment within a fortnight if concerned bill is seen to be correct in all respect.
15. The driver in any case during duty hours should not be found intoxicated.
16. The driver must carry valid license and car all valid paper and the car should be properly cleaned with disinfectants
17. That the service provider should be registered and should furnish a copy of the registration certificate in support thereof before execution of this agreement.
18. That the service provider must have the authorization by the concerned RTO for use as public transport.
19. That the service provider shall maintain an office within Kolkata duly manned with adequate staff that should always be available for contact.
20. That the service provider shall put into service only registered, AC/NON AC Car/Vehicle with commercial number plate not, more than 5 years old.
21. That the car / vehicle provided by the service provider should be in perfectly sound, road worthy, working conditions
22. That the car/ vehicle should be maintained regularly and properly by the service provider and should have clean interior and exterior. The seats should be covered with neat white seat covers, which should be replaced regularly.
23. That the service provider should have adequate no of Cars /vehicles to be provided as hire Car. There should be adequate backup of cars / vehicles to cope with break down all maintenance. In case of maintenance or break down, replacement of the car / vehicle shall be made by the agency with similar class of cars / vehicles.
24. Those only experienced drivers should be assigned for the duties.
25. That 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.
26. That the successful Service provide shall have to submit the list of cars/vehicles along with photocopies of valid registration certificate while signing the Agreement.
27. That 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/vehicles placed in to service for Rabindra Bharati University cannot be hired out to any other organization and should be available whenever called for.
28. That 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.
29. That the service provider 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 to report to the user on time and maintain punctuality during hours. (iv) Driver do not consume alcohol or other similar items while on duty.
(v) The driver always remains with the vehicle while on duty and in case any urgency he should seek permission on 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. The entire mobile number has to be provided to the University.
30. That in case of any break down of the car at the time of duty, The service provider shall make arrangements promptly for another similar car/ Vehicle and no mileage from the garage unto the break down 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 service provider.
31. That penalty levied by police / Government departments /statutory bodies for violation of any norms or regulations shall be sole responsibility of the service provider. Rabindra Bharati University shall in no way be responsible for such payments.
32. That the agency shall be responsible for any injury / accident or compensation to their drivers and third parties.
33. That the agency has to bear all the expenses and compensations related to drivers and drivers salary, any damage of car, injury to any persons insurance, taxes, commercial permit fees, pollution clearance charges, maintenance charges, accessories , tyres, spares , garage rents, fuel, lubricants , etc. For the hired vehicles supplied to University
34. That the divers on duty should ensure that the car is accompanied with duty slip issued for it. The duty slip should be presented to the user of the car for noting daily opening and closing meter readings and time at the point of reporting and release respectively. The vehicles will have to report for duty at the concerned user's location or as per the direction of the university from time to time. The vehicles will be released as per the user's discretion. Additional 5 km/30 Minutes only will be allowed for garage in and garage out each. The payment will be made on the basis of total mileage (including garage in and garage out as mentioned above) or the total duration of duty hours (including garage in and garage out as mentioned above), whichever is higher per day (Refer to corrigendum to Tender Notice Ref No.:- RBU/SO/T/15/2023 Dated:- 28-03-2023).
35. . That the penalty of Rs 1000/- (Rs 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.
36. That 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.
37. In case the car reports late, penalty will be imposed as mentioned point no 35. 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.
38. Rabindra Bharati University reserves the right to modify and amend the stipulated conditions/criteria depending upon situation/statutory requirements.
39. Payment to the Agency: a. Payment to the executing 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 kilometers 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 agency after deduction of taxes, penalty, if any.
40. Non-transferable Tender: That the Agency 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.
 41. Termination of contract: That if any of the terms and conditions provided anywhere in the Tender document/Agreement or any direction issued is not complied with or the agency (Service provider) 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.
 42. Jurisdiction: All legal disputes arising out of the contract shall be dealt with at the Courts in Kolkata only.
 43. **The numbers of hire Car Service mentioned in the BOM/BOQ will be considered for comparison of offers of the bidders; however the same may vary in the actual work order.**
 44. Prices and other details should be quoted in the BOQ in the specified place (all the columns must be filled-up), otherwise it is liable to be rejected.
 45. It is not necessary that the bidder quoting the lowest bid will be awarded the work order. The decision of the university will be final in this regard.
 46. Incomplete tenders will be summarily rejected.
 47. Last date for submission of quotations: 05.06.2023 till 5 p.m.
 48. University reserves all the rights to reject any or all the quotation(s) without assigning any reason at any point of time.
 49. University reserves all the rights to cancel this tender at any point of time without assigning any reason what-so-ever.
 50. **All the supporting documents as per the above terms and conditions are mandatory and are required to be ink-signed and uploaded, failing which the tender will be rejected.**
 51. All legal disputes shall be subject to Kolkata jurisdiction.

Security Officer

ANNEXURE I

**Technical Bid- Technical information
Notice Inviting Tender No:**

Sl. No.	Items	Particulars
1	Name of the Firm / Agency	
2	Office Address with Telephone 7Mobile No.	
3	Status of the Firm / Agency (Proprietorship / Pvt. Ltd / Ltd com 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 No (Attach copy of Pan card)	
8	Registered Vehicles owned by firm / agency (Give details of the vehicles in Performa below)	
9	No of Drivers having at least 3 yrs of driving experience in Kolkata	

Signature of authorized person of the Firm / Agency

Details of the registered vehicles

Sl. No.	Make / Model of Vehicle Class	Registration No	Year of Registration	Name of Owner (as per Registration Certificate)
1				
2				
3				
4				
5				
6				
7				
8				

Signature of authorized person of the Firm / Agency

ANNEXURE II

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		
6		

.....

Signature of authorized person of the Firm / Agency

ANNEXURE III

Financial Bid

Notice Inviting Tender No:

- 1. Vehicle model make and year of registration:**
- 2. Rate per Kilometer:**
- 3. Rate per hour (Minimum 10 hours may be considered):**

.....

Signature of authorized person of the Firm / Agency

ANNEXURE – IV

(Format for Authorization Letter of Contact Person (To be submitted in bidder's letter head))

To,
The Registrar
Rabindra Bharati University
56A, B.T. Road,
Kolkata- 700050

Date: _____

Subject: Letter of authorization in respect of the person authorized to interact with the University

Reference: Hire Car Services at different campuses of Rabindra Bharati University

(Tender Ref. No: -RBU/SO/T/32/2023 Dated: 19.05.2023)

Dear Sir,

We hereby authorize <Name>, <Designation>, Of <Bidder's Company name> to represent our company And sign the bid document, submit necessary documents, conduct negotiations etc. With respect to the above mentioned tender.

All the declaration given by him/her will be binding on the company.

The signature of <Name>, <Designation> is attested here below.

Thanking you,

You're sincerely,

(Signature with Date and Stamp)

(Name)

Director

<Company Name>