

**GHANI KHAN CHOUDHURY INSTITUTE OF ENGINEERING &  
TECHNOLOGY**

**(Estd. by Ministry of Human Resource Development, Govt. of India)**

**Narayanpur, Malda-732141, West Bengal, India.**

**TENDER NOTICE No.: GKCIET/217..... Date: 03.10.2017**

Sealed tenders are invited by GKCIET, Malda for hiring of vehicles. For details please visit the official website <https://www.gkci.ac.in>

**Sd/-**

**Chairman, Central Tender cum Purchase Committee**

*Bandar*



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(Estd. by Ministry of Human Resource Development, Govt. of India)  
Narayanpur, Malda-732141, West Bengal, India

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**TENDER NOTICE**

**TENDER NOTICE FOR HIRING OF VEHICLES IN GHANI KHAN  
CHOUDHURY INSTITUTE OF ENGINEERING TECHNOLOGY,  
MALDA**

For and on behalf of GKCIET, Malda, sealed Tenders are invited for the hiring of 02 (Two) College Buses (seating capacity at least - 50) and 01 (One) SUV Car (Innova/ Scorpio). However, preference will be given to Innova. The detailed terms and conditions can be obtained from the Office (Store Section) of GKCIET, Narayanpur Campus, Malda West Bengal on any working day between 10.00 AM to 5:00 PM within 23<sup>rd</sup> of October, 2017 or can be downloaded from the institute website: <http://www.gkciet.ac.in>

The interested parties/ bonafide suppliers/agencies are requested to submit their Tender documents in the prescribed Quotation form duly signed in a sealed cover to the Chairman, Central Tender cum Purchase Committee, GKCIET, Narayanpur, Malda. The Tender / Bid should be submitted directly or through Registered Post to the Chairman, Central Tender cum Purchase Committee, GKCIET, Narayanpur, Malda-732141, West Bengal, India. The last date for receipt of Tender is 25<sup>th</sup> of October, 2017 up to 17:00 hrs. The tender will be opened on 26<sup>th</sup> of October, 2017 at 13.00 hrs in the office of the GKCIET, Malda by the Central Tender cum Purchase Committee in presence of Tenderers, if present.

The interested parties are required to submit their tender/bid separately for bus(es) and SUV car and each tender/ bid shall have two parts i.e. (i) Technical Bid in the Annexure-1 to this tender notice and (ii) Financial Bid in the Annexure-2 to this tender notice, in separate sealed envelopes addressed to the Chairman, Central Tender cum Purchase Committee, GKCIET, Malda, superscripting on the top of each envelope Technical Bid or Financial Bid as the case may be.

**TERMS AND CONDITIONS:**

- 1) The Tenders/Quotation received incomplete and/or received after due date and time shall be summarily rejected.
- 2) The parties who wish to be present at the time of opening of Tender/ Quotation may present themselves or through their authorized representatives with an authority letter.
- 3) Vehicles offered for services may also be required to be produced to find out the condition thereof after opening of Technical bid.
- 4) GKCIET, Malda reserves the right to accept or reject any or all tenders without assigning any reasons thereof.

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- 5) Separate Bid/ Quotation need to be submitted for buses and car in sealed envelope and super scribed with "Tender for Hiring of Bus/Car". In case, a particular bidder does not have 02 (Two) buses as required by this notice, he/ she may separately bid/ quote for a single bus. The photocopy of the following documents must be attached with the quotation:
- Up-to-date Income Tax Clearance Certificate
  - Permanent Account Number (PAN)
  - Valid Trade License Certificate
- 6) The rate shall be on Kilometer basis and a nominal charge shall also be quoted when the vehicle will not be run/ minimum kilometers charging below the nominal charge on the working day. The rate quoted must be both in words and figures. The rate should be quoted in Indian Rupees only.
- 7) **Contract Period:** The validity of the contract is for 02 (Two) years from the date of awarding the contract, may be extended if necessary after completion of the tenure. However, the contract between the GKCIET, Malda and the vehicle provider can be cancelled after a prior notice of one month either side, in the event of poor service or violation of any of the condition stipulated.
- 8) **Validity of Quotation:** Quotation shall remain valid for a period not less than 6 months after the deadline date specified for submission.
- 9) The hiring charges shall be on the basis of Zero based mileage i.e. mileage starting/ ending from/ at the office located at the above mentioned place of use / reporting station.
- 10) A daily record indicating time and mileage of the vehicle shall be maintained in a log book and log book shall be submitted to the concerned vehicle In-charge in the office of GKCIET, Malda regularly for scrutiny.
- 11) The bidder shall quote their rate exclusive of GST, which will be paid extra on actual basis, based on documentary evidence about payment of service tax by the successful bidder.
- 12) Bidder/Agency must obtain E.P.F registration including current E.C.R challan, registration of G.S.T and E.S.I.
- 13) GKCIET, Malda shall be liable to pay the hiring charges only. Other liabilities like monthly charges of drivers, repair and maintenance of vehicles, insurance, petrol/ diesel, oil and any other incidental expenses etc. shall be borne by the vehicle provider.
- 14) The driver(s) should be without any criminal record and shall observe all etiquette and protocol while performing duty. The vehicle providers should have working phones for contact round the clock. The driver shall observe all the etiquette and protocol while performing the duty & shall be neatly dressed and able to read and speak both Bengali and Hindi, should wear proper uniform & must carry a mobile phone which should be in working condition on 24x7 basis. No separate payment shall be made by this office towards any costs incurred on the maintenance of the mobile service by the driver.
- 15) The normal working time will be from around 7.00 a.m. to around 7.00 p.m. However, vehicle may be required on all days including Saturday, Sunday and public holidays. The vehicle may have to report earlier or may be relieved after working time if necessary, for which no extra charge will be paid.
- 16) The driver should always remain with the vehicle during entire period of duty. In case of any urgency the driver may seek permission of the concerned officers.



- 17) In case of any mishap/accident, all the claims arising out of it shall be met by the vehicle provider.
- 18) Road worthiness of the vehicles is to be ensured at all times by the vehicle provider.
- 19) The vehicle should be registered with the concerned authority of Central/ State Govt. Interested vehicle providers may submit details of organization(s) to which they have provided similar service in the recent past as well as of those organizations to which similar services are being provided at present, preference will be given to the vehicle providers who have at-least 3 years experience in providing the services to Govt. / semi-Govt. sector.
- 20) The vehicle providers must give their GST Registration No. in their tender documents in case they are liable to pay GST.
- 21) The vehicle provider would ensure that the driver(s) employed possesses a valid driving license as prescribed by the licensing authority. The driver of the vehicle provided must follow traffic rules and other regulations prescribed by the Govt. from time to time.
- 22) The driver should be well conversant with roads and routes. The operation and functions of the Driver shall be governed as per Motor Vehicle Act and Rules.
- 23) The vehicle should not be older than 2016 model (i.e. it should not be registered prior to 1.1.2016) and it should be in good working conditions for which the tenderer should submit the details of the vehicles giving make/type of vehicle, model/year of manufacture and the Registration Number (proper category- wise, as required) . The vehicle should not be registered more than Two year on the last date of submission of the tender. However the latest model of the vehicle will be given preference and necessary decision may be taken by the committee.
- 24) In case of non-availability of driver at any time, the vehicle provider shall provide driver as the case may be.
- 25) In case of long breakdown of vehicle at any time, the vehicle provider shall provide suitable substitute vehicle as the case may be.
- 26) The vehicle to be provided should be in excellent working condition. Applicant vehicle provider should mention the year of manufacture of the vehicle. The vehicles should be kept neat and clean and in perfect running condition with clean interiors and proper upholstery.
- 27) At any time during the service period the condition of the vehicle is not found to be satisfactory, they shall be returned for immediate replacement. In case no replacement is provided on time, GKCIET, Malda would have a right to hire the vehicle from the market and the additional cost incurred by GKCIET, Malda will be borne by the vehicle provider. In case, neither a substitute vehicle is provided nor a vehicle is hired by the Institution, proportionate contract charges are liable to be deducted from the contract charges payable.
- 28) The rate quoted should be exclusive of the service tax component. No service tax will be paid if the operator fails to provide proof of valid service tax registration. All taxes, fee levy, insurance charges etc. other than Service Tax would be borne by the Agency/Firm.
- 29) The billing will be done on monthly basis. Bills preferably typed and in triplicate in connection with the service shall be submitted to GKCIET, Malda within the first week of each successive month. The payment of Service Tax along with the service bill for second and subsequent month shall be paid only after submission of proof of payment of Service Tax for previous month by the vehicle provider.

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- 30) Financial bids quoted in figures and words of only those agencies/ firms who have qualified in Technical bid would be opened.
- 31) Once the hiring of vehicles commences from a particular vehicle provider, the vehicle should not be changed unless so requested by GKCIET, Malda.
- 32) On awarding of the contract, the vehicle provider has to furnish to GKCIET, Malda the certified copies of RC Book.
- 33) No additional terms & conditions over and above the conditions stipulated above shall be entertained by GKCIET, Malda.
- 34) A penalty up to 5% per day per vehicle may be levied if any vehicle or vehicle provider fail to meet the above terms and conditions on any day. The penalty will be decided by the authority, GKCIET, Malda during the service period based on the actual scenario.
- 35) In case of any dispute of any kind and in any respect whatsoever, the decision of GKCIET, Malda shall be final and binding.
- 36) Any matter during the period of this agreement, which has not been specifically covered by this agreement, shall be decided by GKCIET, Malda whose decision shall be final and binding.
- 37) GKCIET, Malda reserves the right to accept or reject any or all tenders without assigning any reasons.

*B. S. Karadar*



**Annexure – 1A**  
**(Technical bid for the Bus(es) for Kms)**

1.	Name of bidder:		
2.	Address:		
3.	Mobile no. of Bidder;		
4.	PAN No. (enclose self attested copy of proof)		
5.	GST Registration no. (enclose self attested copy of proof):		
6	Name of the Vehicle:		
7	Details of the Earnest Money:		
	(i) Name of the Bank:		
	(ii) B.D. No. & Date		
	(iii) Amount		
	(iv) In case of Exemption (supporting documents enclosed):		
8.	Whether providing new vehicle (Write YES or NO)		
9*	Model and year of manufacture of Vehicle	Vehicle model	Year of manufacture
10*.	RC Book No. for each vehicle (enclose self attested copy of proof )		
11*	Kms run by the vehicle up to date of filing of tender		
12.	Whether blacklisted by any Central / state Government or Central / State Government under takings? If blacklisted, indicate details.(submit the affidavit about non-blacklisting in prescribed format)		
13	Details of E.P.F registration, current E.C.R challan, E.S.I. (enclose self attested copy of proof):		
14	Experience in providing the vehicle services to Govt. / semi-Govt. sector (enclose self attested copy of proof ):		
15	Whether convicted any court of law? If convicted, indicate details and enclosed a self attested copy of the court's order.		

**Date: .....**

**Name and Signature of bidder with seal**

**Annexure – 1B**  
**(Technical bid for the SUV car for Kms)**

1.	Name of bidder:		
2.	Address:		
3.	Mobile no. of Bidder;		
4.	PAN No. (enclose self attested copy of proof)		
5.	GST Registration no. (enclose self attested copy of proof):		
6	Name of the Vehicle:		
7	Details of the Earnest Money:		
	(i) Name of the Bank:		
	(ii) B.D. No. & Date		
	(iii) Amount		
	(iv) In case of Exemption (supporting documents enclosed):		
8.	Whether providing new vehicle (Write YES or NO)		
9*	Model and year of manufacture of Vehicle	Vehicle model	Year of manufacture
10*.	RC Book No. for each vehicle (enclose self attested copy of proof )		
11*	Kms run by the vehicle up to date of filing of tender		
12.	Whether blacklisted by any Central / state Government or Central / State Government under takings? If blacklisted, indicate details.(submit the affidavit about non-blacklisting in prescribed format)		
13	Details of E.P.F registration, current E.C.R challan, E.S.I. (enclose self attested copy of proof):		
14	Experience in providing the vehicle services to Govt. / semi-Govt. sector (enclose self attested copy of proof):		
15	Whether convicted any court of law? If convicted, indicate details and enclosed a self attested copy of the court's order.		

**Date: .....**

**Name and Signature of bidder with seal**

**Annexure – 2A**  
**(Financial bid for the Bus(es))**

1. Name of Bidder:
2. Address:
3. Telephone / Mobile No.:
4. Rates (in Rs.) per km
  - (i) Quoted price in figures:
  - (ii) Quoted price in digits:
5. Nominal charge (in Rs.) when the vehicle will not be run/run with minimum kilometer charging below the nominal charge
  - (i) Quoted price in figures:
  - (ii) Quoted price in digits:

**Date: .....**

**Name and Signature of bidder with seal**



**Annexure – 2B**  
**(Financial bid for the SUV car for Kms)**

1. Name of Bidder:
2. Address:
3. Telephone / Mobile No.:
4. Rates (in Rs.) per km
  - (i) Quoted price in figures:
  - (ii) Quoted price in digits:
5. Nominal charge (in Rs.) when the vehicle will not be run/run with minimum kilometer charging below the nominal charge
  - (i) Quoted price in figures:
  - (ii) Quoted price in digits:

**Date: .....**

**Name and Signature of bidder with seal**