



University of Calcutta

87/1, College Street, Kolkata-700 073

E-Tender No. CE/ADM/11/25/03

Date: 20.03.2025

Notice inviting e-Tender for Hiring Vehicles (All Commercial Vehicles), for the Controller of Examinations Department, University of Calcutta.

Name of the Item	Bid Validity Days	Earnest Money (EMD) Rs.	Name of the Concerned Department
Hiring Vehicles (ALL COMMERCIAL VEHICLES) FOR THE DEPT OF CONTROLLER OF EXAMINATIONS.	730 days (2 years).	4,00,000 /- (To be deposited Online)	The Controller of Examinations Department, University of Calcutta.

I. Eligibility criteria for participation in the tender (up to date as on date):

- The intending bidder must attach the photo-copies of all the relevant documents such as Valid Trade License , P.Tax, GST & Pan and credential for satisfactory completion of **similar nature of job amounting to 75% of the quoted value** in a single tender in the last three (03) financial years in Government, or Government Undertaking or any State Aided University. **Only completion certificate of the work will be considered as Credential of works.** Original documents (**up to date as on date**) may be asked for verification of technical checking on the date of tender opening. Failing to produce original documents, the tender will be rejected.

N.B: – Completion certificate should contain a) Name of work, b) Name and address of Client, c) Amount put to tender, d) Date of commencement of work e) Date of completion of work.

- The bidder must have a registered office at Kolkata and adjoining district in West Bengal.

II. No interest will be paid on the EMD (if any).

III. BOQ for the respective work should be uploaded along with valid trade license, P.tax, PAN, GST & completion certificate for last 03 financial years etc. (up to date as on date) including above mentioned documents. Failing which, the bidder will be rejected.

IV. Consortium is not allowed and No Partial Quote will be accepted.

- V. **Time Extension:** Time is the essence of the contract, generally no time of extension will be allowed. But, in case of Force Majeure, the extension of time may be considered on the basis of actual situation and subject to consideration of the Tender Inviting Authority.
- VI. **No extra payment will be paid beyond the tendered amount.**
- VII. The Tender Inviting Authority reserves the right to accept or reject any tender without assigning any reasons.
- VIII. **The intending bidder must quote percentage rate on the BOQ, failing which his/her tender, will be cancelled. The Bidder should inspect the site for the mentioned work before bidding of the tender.**

XI. TERMS AND CONDITIONS FOR HIRED VEHICLES

The following technical points related to hired vehicles should be required for e-tender.

1. That the hiring rate for Tata Sumo, Scorpio, Bolero, Swift Dezire etc. will be @ per hour or @ per k.m. whichever is higher or @ per day minimum (not more than W.B. Govt. Rate).
2. That the hiring rate for Covered van will be @ per hour or @ per k.m. whichever is higher or @ per day minimum (not more than W.B. Govt. Rate).
3. The car shall be used for a minimum duration of 10 hrs and subsequently paid for extra hrs. of work.
4. The service provided will be for Non AC vehicles only.
5. The total tenure of the tender shall be two years from the date of issuance of work order.
6. Only commercial vehicles are required.
7. Owner should have at least 10 – 15 number of commercial vehicles of different types (Covered Van/ Tata Sumo, Scorpio, Bolero, Swift Dezire etc) Smart Card/ Blue book should be kept as supporting documents.
8. The vehicles must be of good condition and regularly checked before they are placed into service. For cars above 5 years old, Insurance & Tax token must be produced.
9. Vehicles which are more than 15 (fifteen) years old will not be accepted and all the papers along with Smart Card/ Blue book should be kept with the driver when in University duty.
10. Every vehicle provided for University duties should have separate driver.
11. ESI is compulsory since the number of drivers are more than 10 (Ten).
12. PF is compulsory where the number of drivers are more than 20 (Twenty).
13. Personal accidental policy of driver is compulsory (Document to be produced).
14. Vehicles should have adequate Fuel (at least 10 liters) when on duty.
15. University will not pay for fuel at any time.
16. TDS will be deducted as per applicable rate.
17. Garage – in and Garage – out factors are not applicable for vehicles reported and released at College Street campus.
18. Vehicles should be placed as per requisition issued by the office of the Controller of Examinations on daily basis.

19. The reporting time and reporting place shall be strictly maintained under the directives of the Controller of Examinations. At the time of reporting, the vendor must submit the Car No., Drivers' name, Mobile No. to the concerned Department/Section. University authority reserves the right to check the driving license of any driver during duty hours.
20. Vehicles engaged should maintain proper log book and other car documents stated in **point no. 8** requisition.
21. Incase of break down, vehicles engaged for University duty, will not get any rent for down time period. The owner shall have to take the responsibility of immediately substituting vehicles in such cases.
22. Bills are to be submitted in duplicate along with all relevant papers, particularly duty slip, requisition slip against the vehicles engaged for and photocopy/ scan copy of the log book duly endorsed by the user Section, up to date trade license, PAN card, GST etc. for payment. However, for cars hired on temporary basis maintenance of log book & requisition slips are optional.
23. Number of Drivers with Driving license and mobile number should be mentioned on the duty slip.
24. The University authority reserves the right to inspect any vehicle at any moment. Any vehicle found without driver shall not be considered on duty for that day.
25. If the duty slip or relevant bill is not submitted within 15 working days of the next month, the C.U. authority may not accept the same.
26. Any vehicle on duty may be used for one/ more than one section or purpose for a single day.
27. All drivers on duty should be physically fit and mentally alert. Courteous behavior should be maintained towards all staff members.

- **All drivers must be in proper uniform/formal dress while on duty & maintain courtesy to staff & officers.**

XII. Important Dates:

Sl. No.	Items	Publishing Date (s)
1	Date of uploading of N.I.T. & Tender documents (online) from this end	20.03.2025; 06:00 PM
2	Starting of Documents download (online)	20.03.2025; 06:00 PM
3	Bid Submission starting (on line)	20.03.2025; 06:00 PM
4	Bid submission closing date (online)	11.04.2025; 01:00 PM
5	Bid opening date for Technical Proposal (online)	16.04.2025; 01:00 PM
6	Date of uploading list for Technically qualified Bidder (on line)	To be notified later on
7	Date and Place for opening of Financial Proposal (online)	To be notified later on
8	Date of uploading of list of bidders along with the approved rate	To be notified later on

XIII. GENERAL TERMS AND CONDITIONS OF THE CONTRACT

1. Security Deposit: The University authority will retain a sum amounting to 10% of the bill of the contract for a period of six months from the date of completion of work as **Security Deposit**. This will be released after a period of six months from the date of completion of the work on application.

2. After issuing the work order to the successful tenderer, if he/she fails to commence the work or unable to complete the work, then the EMD and Performance security amount of the said tenderer will be forfeited and no claim will be entertained.

3. Termination Clause:- Work may be terminated at any time on the following ground:

- i. In case of deterioration of service the Work order will be cancelled as per rule and EMD may be forfeited.
- ii. Miss- behavior or in-discipline behavior from the agency side.
- iii. Due to administrative ground. In case of administrative ground prior notice will be intimated at least one month before the termination of the contract.
- iv. The work must be carried on as per given sample and instruction of the office of the undersigned. Failing which the work order will be cancelled and be debarred for next 3 years from apply in the similar nature of work.

4. . Continuous of service: Service continuation of the contract may be considered strictly on the basis of satisfactory completion of the work and subject to the approval of the University Authority. In this case the decision of the authority will be full and final.

5. Rejection of Bid:

Tender Committee reserves the right to accept or reject any Bid and to cancel the Bidding processes & reject all Bids at any time prior to the award of Contract without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the ground for Tender Committee's action.

INSTRUCTIONS TO BIDDERS

Instructions / Guidelines for electronic submission of tenders have been annexed for assisting the contractors to participate in e- tendering.

- I. **Registration of Bidder:** - Any bidder willing to take part in the process of e –tender will have to be enrolled & registered with the Government e – Procurement system through logging on to <https://wbtennders.gov.in>. The bidder is to click on the link for e – Tendering site as given on the web portal.
- II. **Digital Signature Certificate (DSC):** - Each bidder is required to obtain a class - II or class – III Digital Signature Certificate (DSC) for submission of tenders from the approved service provider.
- III. **Collection of Tender documents:** - The bidder can search & download NIT & Tender documents electronically from computer once he logs on to the website mentioned Clause 1 using the Digital Signature Certificate. This is the only mode of collection of Tender documents.
- IV. **Cost of Earnest Money (EMD)**

Name of the Item	Earnest Money (EMD) Quoted INR
Hiring Vehicles (ALL COMMERCIAL VEHICLES) FOR THE DEPT OF CONTROLLER OF EXAMINATIONS.	4,00,000 /- (To be deposited Online)

Earnest Money (EMD):- Intending bidders are requested to deposit Rs. **4,00,000** (to be deposited online by each bidder) only to be deposited by the bidder concerned electronically: online – through his net banking enabled bank account, maintained at any bank or: offline – through any bank generating NEFT/RTGS Challan from the e–tendering portal. Intending bidder will get the beneficiary details from e–tender portal with the help of Digital Signature Certificate and may transfer the EMD from their respective Bank as per the Beneficiary Name & Account No., Amount, Beneficiary Bank name (ICICI Bank) & IFSC Code and e–Proc Ref No. Intending bidder who wants to transfer EMD through NEFT/RTGS must read the instruction of the Challan generated from E–Procurement site.

Bidders are also advised to submit EMD of their bid, at least 3 working days before the closing date for bid submission as it requires considerable time for processing of Payment for EMD.

N.B.: During evaluation, the bidders may be invited and clarification/ information or additional documents or original hard copy of any of the documents already submitted may be sought from them & if these are not produced within the stipulated time frame, their bid will be liable to rejection.

I. Submission of Tenders:-

- a. **General process of submission:** - Tenders are to be submitted through online to the website <https://wbtennders.gov.in> in two folders at a time for each work, one is Technical bid and other is Financial Bid before the prescribed date and time using the Digital Signature Certificates.
- b. **Technical Bid:-** Technical Bid contain scanned copies of the followings further in two cover (folder).

- c. Online bid submission process (Bidder/Contractor) in <https://wbtenders.gov.in> portal, download the pdf file.

II. Statutory Cover Containing

- i) NIT and Corrigendum if any (Download the NIT and upload the same by digitally sign).

III. NON-STATUTORY/MYDOCUMENTS containing the following documents (Up to date as on date):

Sl.No.	Category	Sub Category	Sub-Category Description
A.	Certificates	Certificates	1. PAN Card
			2. Professional Tax Registration Certificate
			3. GST Registration Certificate
			4. Valid Trade License
B.	Credential	75% of the total amount of similar nature of work in a single tender in the last three (03) financial years in government, autonomous organization, state universities.	
C.	Financial Information	P/L AND BALANCE SHEET FOR LAST 03 (three) FINANCIAL YEAR.	

Note: Failure of submission of any of the above mentioned documents will render the tender liable to summarily rejected for both statutory & non statutory cover.

IV. Financial Bid: - BOQ in INR (in excel sheet)

- i) The financial bid should contain the following documents in one cover (folder) i.e. Bill of Quantities (BOQ). The contractor is to quote the rate through on line in the space marked for quoting rate in the BOQ.
- ii) Only downloaded copies of the above documents are to be uploaded, virus scanned & digitally signed by the contractor.

V. Opening & Evaluation of Tender:-

Opening of Technical Bid:

- i) Technical bid will be opened by the University of Calcutta Officials. Intending bidders may remain present if they so desire. Statutory Cover (folder) would be opened first & if found in order and correct Non Statutory Cover (folder) will be opened. If there is any deficiency in the Statutory & Non statutory documents the tender will summarily be rejected.
- ii) Decrypted (transformed in to readable formats) documents of the non statutory cover will be downloaded & handed over to the evaluation committee.
- iii) List of technically qualified bidders would be uploaded.

NB: While evaluation, the committee may invite the bidders & seek clarification/ information or additional documents or original hard copy of any of the documents already submitted & if they are not produced within the stipulated time frame, their bid will liable for rejection.

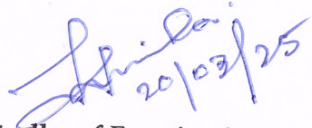
VI. Opening and evaluation of Financial Bid:

Financial bid of bidders declared technically eligible by the Committee will be opened electronically from the web portal on the prescribed date and time.

VII. Penalty for suppression/ distortion of facts:

Submission of false document by bidder is strictly prohibited and will be liable for rejection of the tender.

NB: While evaluation, the committee may invite the bidders & seek clarification/ information or additional documents or original hard copy of any of the documents already submitted & if they are not produced within the stipulated time frame, their bid will liable for rejection.



Controller of Examinations
University of Calcutta