University of Calcutta

ITEM WISE TENDER FOR HIRING COMMERCIAL VEHICLES

REGISTRAR DEPARTMENT
DARBHANGA BUILDING

87/1 College Street
Kolkata - 700073

University of Calcutta

87/1, College Street, Kolkata-700 073

E-Tender No. R/39/tender/HireCar/26-27 (2nd Call) **Date: - 04.11.2026**

Notice inviting e-Tender for hiring all commercial vehicles for the Controller of Examinations Department, University of Calcutta for 02 years.

Name of the Item	Bid Validity Days	Time of Completion	Earnest Money (EMD) Rs.	Name of the Concerned Department
Hiring all commercial vehicles for the Controller of Examinations Department, University of Calcutta for 2 years.	180 days	730 days from the date of issue of work order.	Rs. 1,00,000/- (To be deposited Online)	The Controller of Examinations Department, University of Calcutta.

1) <u>Eligibility criteria for participation in the tender (up to date):</u>

- 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** 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)** 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. A copy of the address proof as per Trade License/GST is to be submitted with the tender**

documents.

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

3) **BOQ for the respective work should be uploaded along with valid trade license, P.tax, PAN, GST & completion certificate for last 03 financial years (up to date as on date).**

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

5) **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.

6) **No extra payment to be paid beyond the tendered amount.**

7) **Applicability of CVC Circulars/Guidelines:** Vide Memo No. 1754-F(Y), Dated 19.05.2026, issued by the Finance Department, Government of West Bengal, the guideline and circulars from time to time as per Central Vigilance Commission (CVC) will be applicable to ensure transparency, fairness and competitiveness in the public procurement system.

8) The Tender Inviting Authority reserves the right to accept or reject any tender without assigning any reasons.

Important Dates:

Sl. No.	Items	Publishing Date (s)
1	Date of uploading of N.I.T. & Tender documents (online) from this end	**04.11.2026, 06:45 P.M**
2	Documents downloading, Starting date (online)	**04.11.2026, 06:45 P.M**
3	Bid submission, starting date (online)	**04.11.2026, 06:45 P.M**
4	Bid submission, closing date (online)	**19.11.2026, 01:00 P.M**
5	Bid opening date for Technical Proposal (online)	**21.11.2026, 01:00 P.M**
6	Date of uploading of the list of Technically qualified Bidder (online)	**To be communicated later**
7	Date and Place for opening of Financial Proposal (online)	**To be communicated later**
8	Date of uploading of the list of bidders along with the approved rate	**To be communicated later**

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 the cars will be (A) @ per hour or @ per k.m. whichever is higher or (B) @ 11 hrs. 100 kms. The minimum rate among (A) or (B) will be considered.
2. The car shall be used for a minimum duration of 11 hrs. 100 kms. and subsequently paid for extra hrs. of work.
3. The total tenure of the tender shall be two years from the date of issuance of work order.
4. Only commercial vehicles are desired.
5. Reporting time for the vehicles at the University campus as per the requisition of the department.
6. The total tenure of the tender shall be two years from the date of issuance of work order.
7. Only commercial vehicles are required to carry load of confidential packages accompanying staff member/s and for other official duties as required.
8. Owner should have at least 12 – 15 number of commercial vehicles of different types (Covered Van/ Tata Sumo, Scorpio (AC/Non AC), Bolero (AC/Non AC), Swift Dzire (AC/Non AC) etc.) Smart Card/ Blue book should be kept as supporting documents.
9. 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.
10. Vehicles which are more than 10 (Ten) 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.
11. Every vehicle provided for University duties should have separate driver.
12. ESI is compulsory since the number of drivers are more than 10 (Ten).
13. PF is compulsory where the number of drivers are more than 20 (Twenty).
14. Personal accidental policy of driver is compulsory (Document to be produced).
15. Vehicles should have adequate Fuel (at least 10 liters) when on duty.
16. University will not pay for fuel at any time.

17. TDS will be deducted as per applicable rate.

18. Garage – in and Garage – out factors are not applicable for vehicles reported and released at College Street campus.

19. Vehicles should be placed as per requisition issued by the office of the Controller of Examinations on daily basis.

20. 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.

21. Vehicles engaged should maintain proper log book and other car documents stated in point no. 8 requisition.

22. In case 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.

23. 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.

24. Number of Drivers with Driving license and mobile number should be mentioned on the duty slip.

25. 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.

26. 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.

27. Any vehicle on duty may be used for one/ more than one section or purpose for a single day.

28. All drivers on duty should be physically fit and mentally alert. Courteous behavior should be maintained towards all staff members.

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

30. Assignments of the vehicles and drivers should be executed properly as per the department's requisitions without denial; otherwise, immediate alternate arrangements should be made in time.

34. The vehicles shall remain in the University campus during the office Hours. However, it may be utilized even after office hours, as and when required. The vehicle on hire along with the driver must be available at any time of the day as desired by the University or the concerned officer including Saturdays, Sundays and public holidays, if required.

35. The University is liable to pay only the hiring charges. The successful bidder/ Service provider will be responsible for maintenance and up-keeping of the said vehicles and no extra charge will be paid by the University. All expenses including the Drivers' salary, drivers' dress, damage of car, statutory taxes (insurance, vehicle taxes, commercial permit fees, pollution clearance charges etc.), accessories, tyres. spares, garage rents, traffic fines (if any) etc. shall be borne by the service provider. In the event of any accident, all the claims arising out of it shall be borne by the service provider.

36. The University shall not be responsible for any fine charged by the Police or any other agencies, losses, damages, compensation for any accident of the vehicle or to any other vehicles or to injury to the driver or any other third party. All expenses including toll tax and other road taxes (if any) on such account shall be borne by the service provider and there will be no reimbursement from the University.

37. All legal obligations and necessary documentation which include licenses & permissions for conducting the business, Registration Certificate, Insurance, Pollution Fitness Certificate, Road Tax, Driving License and other compliance shall be complied by the service provider and the University does not own any responsibility whatsoever in this regard.

38. <u>Taxes/Insurance/Permits</u>

- All taxes (except GST which is payable extra by the University) and insurances presently in force or to be enforced in future by the Govt. during the contractual period in respect of the vehicle shall have to be paid/ borne entirely by the contractor.

- Contractor shall furnish to the Officer-in-Charge the proof of payment of taxes, insurance etc. on regular basis.

- Contractor shall have a valid permit as per applicable statutory provisions.

- Contractor shall comply with all relevant rules and regulations of Motor Vehicle Act applicable at present and as may be enforced from time to time in future. Any violation of the provisions of the said Act will be at his/her risk and cost and may lead termination of the contract.

- Driver driving the vehicle must have valid professional driving license as provided in the MV Act and should have at least reasonable experience and well conversant with the city of Kolkata and neighborhood.

- During the contract period if the vehicle is seized or detained or requisitioned by the Govt. Authorities for non-compliance of the relevant provisions or for any other reason, whatsoever, penalty/compensation as per contractual terms will be payable by the Contractor if the liability to provide for alternative vehicles is not fulfilled immediately. The contractor is also liable for any penalty and/ or any consequence on account of traffic rule violation/ accident etc.

39. Based on the input received from the B.O.Q format, L1 will be decided on the basis of the sum of (A+B+C).

A= 11 hrs. 100 kms.
B= Rate for extra Hrs.
C= Rate for extra kms.

40. Zero bid is not allowed.

GENERAL TERMS AND CONDITIONS OF THE CONTRACT

I. **Awarding of Contract:** University of Calcutta will award the contract to the successful bidder whose bid has been valued as per price and other criteria. University of Calcutta reserves the right not to accept the lowest price bid without assigning any reason whatsoever and the bidder will not challenge such decision in any forum whatsoever. University of Calcutta also reserves the right to split the order and / or drop any line item as per requirement.

II. **Security Deposit:** The successful bidder will have to give security deposit of 5% of total value (Govt. Finance Rule 171 (i), Dt. 01.01.2024) of the letter of intent (LOI) in the form of BANK GUARANTEE and it should remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the supplier, including warranty obligations. After receiving the Performance security in form of Bank Guarantee from any Nationalized Bank, work order will be issued.

III. **Refund of Earnest Money Deposit (EMD):** Earnest Money Deposit (EMD) furnished by all unsuccessful bidders should be returned to them without any interest whatsoever, at the earliest after the expiry of the final bid validity period but not later than forty five days after the award of the contract. Earnest Money Deposit (EMD) of the successful tenderer should be returned, without any interest whatsoever, after receipt of performance security Deposit from him as stipulated in the contract.

IV. **Forfeiture of Earnest Money Deposit (EMD):** Earnest Money Deposit (EMD) of a tenderer shall be forfeited, if the tenderer withdraws or amends its tender or impairs or derogates from the tender in any respect within the period of validity of his tender. Further, if the successful tenderer fails to furnish the required performance security within the specified period, his Earnest Money Deposit (EMD) shall be forfeited.

V. **Refund of Performance Security:** Performance Security will be refunded to the contractor without any interest, whatsoever, after he/she duly performs and completes the contract in all respects but not later than sixty days of completion of all such obligations under the contract.

VI. **Forfeiture of Performance Security deposit :** Performance security will be forfeited and credited to University of Calcutta in the event of a breach of contract by the tenderers, in terms of the relevant contract.

VII. **Verification of the Bank Guarantees:** Bank Guarantees submitted by the tenderers as Earnest Money Deposit (EMD)/Performance Security need to be immediately verified from the issuing bank before its acceptance, through written communication.

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

- In case of deterioration of service, the Work order will be cancelled as per rule and EMD may be forfeited.
- Miss- behavior or indiscipline behavior from the agency side.
- Due to administrative ground. In case of administrative ground prior notice will be intimated at least one month before the termination of the contract.

IX. **Force majeure Clause:** If the work(s) be delayed for the following reasons:-
Due to war, internal emergency and other conditions such as abnormally bad weather, flood, cyclone natural calamity or serious loss or damage by fire or civil commotion, the contractor shall immediately give notice thereof in writing to the Central Tender Committee but shall nevertheless use constantly his/her best endeavors to prevent or make good the delay and shall do all that may be reasonably required to the satisfaction of the Central Tender Committee to proceed with the works.

X. **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.

XI. **Payment Schedule and procedure:** Payment will be made on monthly basis on submission of bill duly signed by the concerned officer/Officer-in-Charge. Bills to be submitted in duplicate along with all relevant papers -photocopy of log book duly endorsed the concerned officer/ Officer-in-charge, PAN Card, GST registration certificate etc. for release of payments.

XII. **Severance:** In the event any provision of this Contract is held to be invalid or unenforceable under the applicable law, the remaining provisions of this Contract shall remain in full force and effect.

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://wbtenders.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 all commercial vehicles for the Controller of Examinations Department, University of Calcutta for 2 years.	**1,00,000/-** (To be deposited Online)

Earnest Money (EMD):- Intending bidders are requested to deposit Rs. **1,00,000/-** (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://wbtenders.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).

VII. 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	Credential for satisfactory completion of **similar nature of job** 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**	
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.

VIII. 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.

IX. 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.

X. 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.

XI. Penalty for suppression / distortion of facts:

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

Sd/-
Registrar
University of Calcutta