



राष्ट्रीय गतिशील दिव्यांगजन संस्थान
National Institute for Locomotor Disabilities (Divyangjan)
(दिव्यांगजन सशक्तिकरण विभाग, सामाजिक न्याय एवं अधिकारिता मंत्रालय, भारत सरकार)
Department of Empowerment of PwDs (Divyangjan), Ministry of Social Justice and Empowerment, Govt. of India
B.T. ROAD, BON-HOOGHLY, KOLKATA-700090
बी.टी .रोड बनहुगली,कोलकाता-700090
Phone: 2531-0279, 2531-0610/Tele Fax: 2531-8379/E-mail: mail@nioh.in and web: www.niohkol.nic.in

N.I.T. No-Hired Vehicle/1878/E.O./2010/NIOH/335(4)

Date: 16.05.2018

TENDER DOCUMENTS

FOR

Hiring of 01 (one) no. Passenger Vehicle for three months in Monsoon Season (15th June, 2018 to 15th September, 2018) in waterlogged area at National Institute for Locomotor Disabilities (Divyangjan), B. T. Road, Bon-Hooghly, Kolkata 700090 and the vicinity of its campus.

ESTATE DEPARTMENT
NILD, KOLKATA

PRICE: Rs. 500.00

[SIGNATURE OF THE TENDERER WITH SEAL]

[SIGNATURE OF
DY. DIRECTOR (ADMIN.)
NILD, KOLKATA]



राष्ट्रीय गतिशील दिव्यांगजन संस्थान
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LIST OF TENDER DOCUMENTS

Name of the Work: Hiring of 01 (one) no. Passenger Vehicle for three months in Monsoon Season (15th June, 2018 to 15th September, 2018) in waterlogged area at National Institute for Locomotor Disabilities (Divyangjan), B. T. Road, Bon-Hooghly, Kolkata 700090 and the vicinity of its campus.

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These tender documents issued to :

Mr./ Mrs. / M/s.....
after receiving of Rs. 500.00 only/- for the cost of tender paper through the M.R. No:
..... on dated..... at am/pm.

Signature of the Issuing Authority

These tender documents received by Mr. / Mrs.....
for Mr./ Mrs. / M/s.....,
in original.

Signature of the Applicant with seal

[SIGNATURE OF THE TENDERER WITH SEAL]

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N.I.T. No- Hired Vehicle/1878/E.O./2010/NIOH/335(4)

Date: 16.05.2018

PARTICULARS OF TENDER

Sealed tenders are invited from registered, eligible, experienced & reputed agencies/contractors for Hiring of 01 (one) no. passenger Vehicle for three months in Monsoon Season (15th June, 2018 to 15th September, 2018) in waterlogged area at National Institute for Locomotor Disabilities (Divyangjan), B. T. Road, Bon-Hooghly, Kolkata 700090 and the vicinity of its campus, under two bid system (technical & financial bid).

SL. NO:	PARTICULARS	
1	Name of the Work	Hiring of 01 (one) no. passenger Vehicle for three months in Monsoon Season (15th July, 2018 to 15th September, 2018) in waterlogged area at National Institute for Locomotor Disabilities (Divyangjan), B. T. Road, Bon-Hooghly, Kolkata 700090 and the vicinity of its campus.
3	Contract Period	Three months in Monsoon Season (15th June, 2018 to 15th September, 2018)
	Scope of Work	Providing 01 (one) no, air-conditioned, 8 seater passenger vehicle(Tata Sumo/ Mahindra Bolero or similar type of SUV) at National Institute for Locomotor Disabilities (Divyangjan), B. T. Road, Bon-Hooghly, Kolkata 700090 and the vicinity of its campus up to in the 3 ft waterlogged area.
4	Earnest Money	Rs. 3000.00
5	Cost of Tender Paper	Rs. 500.00
6	Last date of issue of Tender Paper from Estate Department, NILD, Kolkata.	On 04.06.2018 up to 04:00 pm
7	Last Date of Submission of Filled in Tender Paper	On 06.06.2018 up to 02:00 pm
8	Date of Opening of Technical Bid	on 06.06.2018 at 3:30 pm
9	Tender paper will be issued from Estate Department after receiving of an application regarding issue of the particular tender document in the company's original letter head & Rs. 500.00 in cash towards the cost of tender paper. Tender documents can also be downloaded from the web site (www.niohkol.nic.in). In that case the DD/Pay order of Rs. 500.00 in favour of "NATIONAL INSTITUTE FOR THE ORTHOPAEDICALLY HANDICAPPED" payable at Kolkata towards the cost of Tender document, drawn on or before the last date of issue of tender paper, is to be submitted along with technical bid document in the envelop.	

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TERMS AND CONDITIONS

A] Eligibility Criteria:

1. The TENDERER should have experience in doing similar nature of work Minimum of 2 years in last 5 years and they have to submit the satisfactory completion certificates from the Client/Employer in support on the Client's/Employer's letter head failing which the information is liable to be treated as invalid.
Note: Similar nature of work means providing 8 seater passenger vehicle (**Tata Sumo/ Mahindra Bolero or similar type of SUV**) in any Govt. organization.
2. The tenderer should have the Registered Office in Kolkata. Complete postal address, Telephone, mobile, fax, and email address should be mentioned by the tenderer in the specified space in the NIT.
3. The Tenderer should have completed the following work of similar nature in last 5 years:
 - i. One work of similar nature worth Rs 1.0 Lakhs.
or
 - ii. Two work of similar nature worth Rs 0.8 lakhs
or
 - iii. Three work of similar nature worth Rs 0.6 Lakhs
4. The annual turnover of the firm/bidder during the financial year 2016-2017 and 2017-2018, should be at least 10 lakh.
5. They should have a minimum of 05 SUV Cars registered in the name of the company or in the name of the Proprietor of the company and not in the other individual's name. The model of the vehicles should be not more than 03 years old.

B] Type of Contract:

The work to be awarded by this NIT shall be treated as indivisible works contract.

C] Issue, Submission and opening of Tenders:

1. Tender paper will be issued from Estate Department after receiving of an application regarding issue of the particular tender document in the company's original letter head & Rs. 500.00 in cash towards the cost of tender paper up to 04.06.2017 at 04:00 pm. Tender documents can also be downloaded from the web site (www.niohkol.nic.in). In that case the DD/Pay order of Rs. 500.00 in favour of "**NATIONAL INSTITUTE FOR THE ORTHOPAEDICALLY HANDICAPPED**" payable at Kolkata towards the cost of Tender document, drawn on or before the last date of issue of tender paper is to be submitted along with Technical document in the envelop.
2. EMD of Rs. 3000.00 which shall be in the form of Bank Draft/Pay order in favour of "**NATIONAL INSTITUTE FOR THE ORTHOPAEDICALLY HANDICAPPED**" payable at Kolkata and is to be submitted along with completed technical bid documents in the envelop.

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3. Documents to be submitted along with the Technical Bid:-
 - Balance Sheet, Profit & Loss/Income & Expenditure for the financial year for two years. 2016-2017 and 2017-2018.
 - Income Tax Return filed by the company/firm for the assessment year i.e. 2017-18 and 2018-2019.
 - G.S.T. Registration Certificate.
 - Company/firm Registration Certificate.
 - PAN No.
 - Experience certificate for eligibility conditions no.1,2 and 3 & 4.
 - Registration for providing car services in Kolkata.
 - Copy of tender document duly signed and stamped on each page.
 - E M D
 - Tender Cost (if tender documents is downloaded from website)
 - Filled in Company Profile (As per Annexure I)
 - Declaration (As per Annexure II)
 - Documents of minimum 05 SUV Cars registered in the name of the company or in the name of the Proprietor of the company i.e. vehicle registration certificate, pollution certificate, driving license of drivers, insurance certificate.
4. Documents to be submitted along with the Financial Bid:-
 - Rate quoted in the specific format as per Annexure III.
5. The tender should be submitted in the following manner;
 - This tender is a two bid system and hence the technical bid documents (as per 'c') & financial bid documents (as per 'd') is to be submitted in separate sealed envelope clearly mentioning in bold letters the type of the Bid document (whether **technical bid/ financial Bid whichever is applicable**) along with the name of the work, NIT No, Date of NIT, Name of the Firm with full address & date of submission on the top of the sealed envelope (**sealed with GALA**) containing tender document.
 - The aforesaid two envelopes containing technical and financial bid documents should submit in an another envelope clearly mentioning in bold letters the name of the work, NIT No, Date of NIT, Name of the Firm with full address & date of submission on the top of the sealed envelope (**sealed with GALA**) containing tender document.
6. Telegraphic/cabled/faxed/e-mail or any type of exposed tenders will be summarily rejected.
7. The Tenderers are advised not to deviate from the technical specifications, commercial terms and conditions of NIT like terms of payment, , arbitration clause, escalation etc.
8. The Duly filled in and signed tender paper will have to be submitted in the specified tender box at Estate Department in the presence of Estate Officer, NILD, Kolkata by the tenderers on or before 06.06.2018 at 2:00 pm.

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9. The technical bid only shall be opened on 06.06.2018 at 3:30 pm.
10. Scrutiny/ evaluation of technical bid documents shall be done by the Tender Committee of NILD, Kolkata. In case if it is found that the technical bid of the tenderer is not in line with NIT specifications, requirements and/or contains any deviations, the department reserves the right to reject the bid of such firms without making any reference to the Tenderer(s).
11. Any clarifications required by the department shall have to be furnished by the Tenderer within the time given by the department for the same. The Tenderer will have to depute his representative to discuss with the officer(s) of the department as and when so desired. In case, in the opinion of the department a Tenderer is taking undue long time in furnishing the desired clarifications, his bid will be rejected without making any reference.
12. The financial bid will be opened of those successful bidders who will be qualified in the technical bid only. The date of opening of the financial bid will be intimated to the said successful tenderers by this department.
13. Evaluation of the Price Bid: The above Rate mentioned by the bidder, will only be the deciding factor of the lowest bid among all the qualified tenderer of the technical bid. If there is a tie at the Lowest bid then only the capacity & the turn over and the clean track record will be considered for selection
14. In the technical/ financial bid document, submitted by the tenderer, shall be no condition whatsoever. In case any Tenderer mentions any condition including conditional rebates in their price part, Tender shall be rejected forthwith. A Tenderer will also not be allowed to withdraw or modify any condition after the technical bids have been.
15. The department reserves the right to reject any of or all the bids and go for fresh Tenders as the case may be without assigning any reason.

D] TERMS OF PAYMENT:

No advance payment will be made. The payment will be made on submission of the bill after completion of the successful contract period. The record of the use of the cars is to be maintained by the agency and should certify by the Estate Officer of NILD, Kolkata time to time. Stipulations like levy of interest if payment is not made in specified time is not acceptable to the department.

E] Rates:

The rates quoted by the Tenderer shall be firm and inclusive of all taxes i.e. GST etc. All the Rates should be in INR and should quoted in the Annexure III only. The price bid part of this tender paper should be submitted in the envelope containing price bid.

Rate for the cars shall be paid only for the use of 01(one) no., air-conditioned, SUV cars, in waterlogged area at NILD, Kolkata and its vicinity for daily 10 Hrs. (From 8:00 am to 6:00 pm), on the working days (05 days in a weak from Monday to Friday), in any weather condition what so ever, as notified/verified by the Estate Officer, NILD, Kolkata.

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In addition to these there is no maximum limit for Kilometer use of the vehicle and the tenderer should quote his rate only on the basis of the duration of the vehicle hired.

However, the SUV cars may also be use for transportation, during the aforesaid duty period, as and when required, as notified/verified by the Estate Officer, NILD, Kolkata other than the in its campus or in vicinity area of NILD, Kolkata. No extra billing will be entertained for this purpose.

F] VALIDITY:

Tenders shall be valid for acceptance for a period of 90 (ninety) days from the date of opening of bid.

G] LETTER OF OFFER:

The Director of National Institute for Locomotor Disabilities (Divyangjan), B.T.Road, Bon-Hooghly, Kolkata 700090 will communicate the LOWEST bidder by facsimile confirmed by letter transmitted by registered post that his bid has been accepted. This letter (hereinafter and in the condition of contract called the "Letter of Offer" shall prescribe the amount which National Institute for Locomotor Disabilities (Divyangjan), B.T.Road, Bon-Hooghly, Kolkata 700090, will pay to the contractor in consideration of the execution of services by the contractor as prescribed in the contract.

H] CONTRACT AGREEMENT:

The successful bidder will required to execute an agreement within a period of 7(seven) days from the date of issue of letter of offer. The signed in tender documents of offer will be the part of that contract agreement.

I] PERFORMANCE SECURITY:

The successful bidder shall required to furnish a Performance Security within 7 (Seven)n days of receipt of "Letter of Offer" for an amount of Rs, 12,000.00/- in the form of account payee DD, in favour of "National Institute for Locomotor Disabilities (Divyangjan)", payable at Kolkata. Failure of the successful bidder to comply with the requirements of above clause shall constitute sufficient grounds or the annulment of the award and forfeiture of Bid Security.

J] AWARD OF WORK:

The Director of National Institute for Locomotor Disabilities (Divyangjan), B.T.Road, Bon-Hooghly, Kolkata 700090, will award the work to the successful bidder whose bid is found to be responsive and who is eligible and qualified to perform the contract satisfactorily as per the terms and conditions incorporated in the bidding document. The EMD submitted by all the tenderers will be returned 15(fifteen) days after the issue of work order.

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TECHNICAL SPECIFICATIONS

1	Number of seats and / or stretcher facilities (in addition to driver seat)	8 Nos
2	Type of the vehicle	Tata sumo, Bolero, Scorpio or similar type of SUV not older than 5 years i.e. procured not before 2013.
3	Condition of the vehicle	The vehicle should be in good condition for transportation and suitable for transporting passengers in waterlogged condition up to 3 ft.
4	Air-Conditioning facility	The vehicle should have a standard air-conditioning facility and should be use during transportation.

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ADDITIONAL TERMS & CONDITIONS

1. The vehicle should be reach the Institute within 10 minutes before its duty hours.
2. The Institute will not bear any expenditure regarding fuel, Driver's payment and other maintenance of the vehicle.
3. Vehicle registration book, insurance copy and driver license should be available with vehicle every time. Vehicle fitness certificate complete in all respect should be passed by the Govt.
4. The successful agency is bound to provide 1 no. of of service to NILD, Kolkata as and when required on call basis.
5. No extra charges should be levied other than the rate quoted and in case of non compliance of duty as specified in this NIT, the cost of alternative arrangement shall be deducted from the payments. Further Rs. 1000/- penalty should be levied for every mistake/non-compliance/denying for duty/ breakdown/ accident , in addition to cost of alternative arrangement. Any excuses for relaxation of penalty will not be entertained for the aforesaid reasons.
6. There is no maximum limit for Kilometer use of the vehicle and the tenderer should quote his rate only on the basis of the duration of the vehicle hired.
7. However, the SUV cars may also be use for transportation, during the aforesaid duty period, as and when required, as notified/verified by the Estate Officer, NILD, Kolkata other than the in its campus or in vicinity area of NILD, Kolkata. No extra billing will be entertained for this purpose.
8. Separate log book is to be maintained by the driver all times and entry should be duly signed by Estate Officer, NILD, Kolkata for each case. The log book shall be submitted to the office with monthly bill dully verified by the Estate Officer, NILD, Kolkata.
9. The staff provided by the contractor shall be on the roll of contractor only.
10. The contract can be terminated by the Dy. Director(Admin), NILD, Kolkata by giving 7(seven) days' of notice.
11. It shall be the responsibility of the contractor to maintain proper discipline among the staff provided by him. Contractor's staff shall not drink alcohol or be under the influence of any liquor on duty. Any misconduct committed by the staff will be dealt

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Annexure - I

COMPANY PROFILE
(To be filled by the tenderer)

1	Name of the Company / Agency		
	CONTACT DETAILS: Address: Land line no: Mobile No: Fax No: Email ID:	BANK ACCOUNT DETAILS: Account Holders' Name: Account Number: Bank: Branch: IFSC Code:	
	PAN NO:	GST Registration No:	
2	Type of Ownership Proprietorship / Partnership / Registered firm / In - Registered firm / Body Corporate (partnership deed enclose, in case of partnership firms only)		
3	No. of years experience in the business		

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4	No. of SUV cars owned in the name of the company / Proprietor with make & model (should have a minimum 05 Nos of Vehicles of 2015 or later)	
5	List of clients (past & present) with address and contact	
6	Details of Earnest Money Deposit (Enclosed with the Technical Bid documents)	
7	Details of Tender Cost Deposit	

N.B:

- All fields are mandatory and the information should be given as specific.
- Bidders to ensure that:
 - i. All pages have been signed and stamped by the authorized persons
 - ii. Pages have been numbered
 - iii. Documents are legible (clearly readable)

I/we certify that the information furnished above is true and correct. The terms and conditions are acceptable to us and I have the authority to participate in this tender.

Dated:

Place:

Name & Address of Firm

Authorised Signature & Seal of the Firm

[SIGNATURE OF THE TENDERER WITH SEAL]

[SIGNATURE OF
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राष्ट्रीय गतिशील दिव्यांगजन संस्थान
National Institute for Locomotor Disabilities (Divyangjan)
(दिव्यांगजन सशक्तिकरण विभाग, सामाजिक न्याय एवं अधिकारिता मंत्रालय, भारत सरकार)
Department of Empowerment of PwDs (Divyangjan), Ministry of Social Justice and Empowerment, Govt. of India
B.T. ROAD, BON-HOOGHLY, KOLKATA-700090
बी.टी. रोड बनहुगली, कोलकाता-700090
Phone: 2531-0279, 2531-0610/Tele Fax: 2531-8379/E-mail: mail@nioh.in and web: www.niohkol.nic.in

ANNEXURE - I
(Proforma for self-declaration)*

To,
The Director
National Institute for Locomotor Disabilities (Divyangjan)
B.T.Road, Bon-Hooghly,
Kolkata 700090

Sub: Hiring of 01 (one) no. Passenger Vehicle for three months in Monsoon Season (15th June, 2018 to 15th September, 2018) in waterlogged area at National Institute for Locomotor Disabilities (Divyangjan), B. T. Road, Bon-Hooghly, Kolkata 700090 and the vicinity of its campus.

Ref: Your N.I.T. No- Hired Vehicle/1878/E.O./2010/NIOH/335(4) Date: 16.05.2018

Sir,

I/We have read and examined the notice inviting tender, particulars of tender, general & additional terms and conditions, technical specification and all other contents in the tender document for the work.

I/We hereby tender for the execution of the work specified in the NIT, in all respects with the referred to in general & additional terms and conditions, technical specification.

I/We agree to keep the tender open for 90 (ninety) days from the due date of its opening and not to make any modifications in its terms and conditions.

I/we have submitted hearwith a Demand Draft, amounting to Rs. 500.00 only(drawn in favour of **National Institute for the Orthopaedically Handicapped, Kolkata**, Payable at Kolkata) for depositing of cost of tender paper as prescribed in the referred NIT. I/We am/are also aware that the cost of tender paper is not refundable in any situation whatsoever.

I/we have submitted hearwith a Demand Draft, amounting to Rs. 3000.00 only(drawn in favour of **National Institute for the Orthopaedically Handicapped. Kolkata**, Payable at Kolkata) for depositing of earnest money as prescribed in the referred NIT. I/We am/are also aware that the earnest money will not bear any interest.

I/We will submit the performance guarantee of Rs. 12,000.00, in the form of a Demand Draft, drawn in favour of **National Institute of Orthopaedically Handicapped. Kolkata, Payable at Kolkata** within the stipulated period as mentioned in the NIT. If I/We fail to furnish the prescribed performance guarantee within prescribed period, I/We agree that the Director, NILD, Kolkata shall without prejudice to any other right or remedy, be at liberty to forfeit the said earnest money absolutely.

[SIGNATURE OF THE TENDERER WITH SEAL]

[SIGNATURE OF
DY. DIRECTOR (ADMIN.)
NILD, KOLKATA]



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Further, if I/We fail to commence work as specified, I/We agree that the Director, NILD, Kolkata shall without prejudice to any other right or remedy available in law, be at liberty to forfeit the said performance guarantee absolutely. The said performance guarantee shall be guarantee to execute all the works referred to in the tender documents upon the terms and conditions contained in the tender form.

Further, I/We agree that in case of forfeiture of earnest money or performance guarantee as aforesaid, I/We shall be debarred for participation in the re-tendering process of the work.

I/We hereby declare that; the information/documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I/we, am/are well aware of the fact that furnishing of any false information/fabricated document would lead to rejection of my TENDER at any stage besides liabilities towards prosecution under appropriate law.

I/We hereby declare that; the company has never been blacklisted from any establishment.

I/We hereby declare that; I/we am/are totally agree with the general & additional terms and conditions, and other specifications mentioned in this NIT. I/We shall treat the tender documents, drawings and other records connected with the work as secret/ confidential documents and shall not communicate information/ derived there from to any person other than a person to whom I/We am/are authorized to communicate the same or use the information in any manner prejudicial to the safety of the state.

Yours faithfully

Dated

Signature of Tenderer

Witness: #

Postal Address : #

Address :

Occupation :

Note:

***This letter should be on the letterhead of the tenderer and should be submitted by the Bidder with the tender documents.**

[SIGNATURE OF THE TENDERER WITH SEAL]

[SIGNATURE OF
DY. DIRECTOR (ADMIN.)
NILD, KOLKATA]



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Annexure -III

Price Bid

(To be filled by the tenderer and to submit in the separate envelope containing price bid)

SN	Description	Passenger Transport 8 seater SUV (Air- conditioned)
1	Rate for 01(one) no., air-conditioned, SUV cars, in waterlogged area at NILD, Kolkata and its vicinity for daily 10 Hrs. (From 8:00 am to 6:00 pm), on the working days (05 days in a week from Monday to Friday) for 03(three) months (15 th June, 2018 to 15 th September 2018) including no maximum limits of kilometer use.	In Figure: Rs. In Words: Rupees..... only/-

(Rate is for the total contract period of 03(three) months and inclusive of all Taxes)

N.B: Evaluation of the Price Bid: The above Rate mentioned by the bidder, will only be the deciding factor of the lowest bid among all the qualified tenderer of the technical bid. If there is a tie at the Lowest bid then only the capacity & the turn over and the clean track record will be considered for selection.

The above Terms & conditions laid down in the tender document are applicable to us and will binding on us.

**Signature of the Tenderer
with date and seal**

[SIGNATURE OF THE TENDERER WITH SEAL]

[SIGNATURE OF
DY. DIRECTOR (ADMIN.)
NILD, KOLKATA]