



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. रोडबनहगली, कोलकाता-700090

Phone: 2531-0279, 2531-0610/Tele Fax: 2531-8379/E-mail: [mail@nioh.in](mailto:mail@nioh.in) and web: [www.niohkol.nic.in](http://www.niohkol.nic.in)

N.I.T. No-Hired Vehicle/1878/E.O./2010/NIOH/49(6)

Date: 07.01.2019

## TENDER DOCUMENTS

### FOR

**Hiring of various types of vehicle on call basis for National Institute for Locomotor Disabilities (Divyangjan), B. T. Road, Bon-Hooghly, Kolkata 700090 ( 2<sup>nd</sup> Call)**

**ESTATE DEPARTMENT  
NILD, KOLKATA**

**PRICE: Rs. 100.00**

[SIGNATURE OF THE TENDERER WITH SEAL]

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



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### **LIST OF TENDER DOCUMENTS**

**Name of the Work:** Hiring of various types of vehicle on call basis for National Institute for Locomotor Disabilities (Divyangjan), B. T. Road, Bon-Hooghly, Kolkata 700090 (2<sup>nd</sup> Call).

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N.I.T. No-Hired Vehicle/1878/E.O./2010/NIOH/49(6)

Date: 07.01.2019

### PARTICULARS OF TENDER

Sealed tenders are invited from registered, eligible, experienced & reputed agencies/contractors for "Hiring of various types of vehicle on call basis for National Institute for Locomotor Disabilities (Divyangjan), B. T. Road, Bon-Hooghly, Kolkata 700090 (2<sup>nd</sup> Call)" for a period of 01(one) years as per specification given below:

SL. NO:	PARTICULARS	
1	Name of the Work	Hiring of various types of vehicle on call basis for National Institute for Locomotor Disabilities (Divyangjan), B. T. Road, Bon-Hooghly, Kolkata 700090 (2 <sup>nd</sup> Call)
2	Contract Period	01 (year) from the issue of work order.
3	Scope of Work	Providing 24 X 7 hours Hired vehicle service with Driver as per specification mentioned in the NIT, on call basis from NILD, Kolkata campus.
4	Earnest Money	Rs. 2500.00
5	Cost of Tender Paper	Rs. 100.00
6	Last date of issue of Tender Paper from Estate Department, NILD, Kolkata.	On 30.01.2019
7	Last Date of Submission of Filled in Tender Paper	On 31.01.2019 up to 02:00 pm
8	Date of Opening of Technical Bid	on 31.01.2019 at 3:30 pm
9	Tender documents can only be downloaded from the web site ( <a href="http://www.niohkol.nic.in">www.niohkol.nic.in</a> ). The cost of tender paper amounting to Rs. 100.00 which shall have to be deposited by the tenderer directly to the bank account of National Institute for Locomotor Disabilities (Divyangjan), Kolkata through online/ offline mode, on or before the last date of issue of tender paper. The detail of the Bank Account of National Institute for Locomotor Disabilities (Divyangjan), Kolkata is mentioned in Annexure III. The original copy of the transaction slip, duly signed by the tenderer, have to be submitted alongwith the technical bid document.	

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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.
  2. The tenderer should have the Registered Office in Kolkata and the same should be located within 10 Kms from the Main gate of NILD, 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 agency should have 24 X 7 hours service.
  4. The Tenderer should have completed the following work of similar nature in last 5 years:
    - i. One work of similar nature worth Rs 0.8 Lakhs.
    - or
    - ii. Two work of similar nature worth Rs 0.6 lakhs
    - or
    - iii. Three work of similar nature worth Rs 0.4 Lakhs
- Note: Similar nature of work means providing hired vehicles to any Institutes/ Autonomous Institutions/ Universities/ Public Sector Undertakings of the Govt. Of India or any other State Govt. Or Public Sector Banks or Local Bodies/ Municipalities in Kolkata.
5. The annual turnover of the firm/bidder during the financial year 2016-2017 and 2017-2018, should be at least 02 lakh.

##### 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 documents can only be downloaded from the web site ([www.niohkol.nic.in](http://www.niohkol.nic.in)). The cost of tender paper amounting to Rs. 100.00 which shall have to be deposited by the tenderer directly to the bank account of National Institute for Locomotor Disabilities (Divyangjan), Kolkata through online/ offline mode, on or before the last date of issue of tender paper. The detail of the Bank Account of National Institute for Locomotor Disabilities (Divyangjan), Kolkata is mentioned in Annexure III. The original copy of the transaction slip, duly signed by the tenderer, have to be submitted alongwith the technical bid document.
2. EMD of Rs. 2500.00 which shall have to be deposited by the tenderer directly to the bank account of National Institute for Locomotor Disabilities (Divyangjan), Kolkata through online/ offline mode, on or before the last date of issue of tender paper. The detail of the Bank Account of National Institute for Locomotor Disabilities (Divyangjan), Kolkata is mentioned in Annexure III. The original copy of the transaction slip, duly signed by the tenderer, have to be submitted

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alongwith the technical bid document.

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.
  - Copy of tender document duly signed and stamped on each page.
  - E M D
  - Tender Cost
  - Declaration as per Annexure II.
4. Documents to be submitted along with the Financial Bid:-
  - Rate quoted in the specific format as per Annexure IV, in separate envelop.
5. The tender should be submitted in the following manner;
  - This tender is a two bid system and hence the technical bid documents (All the documents excluding Annexure IV ) & financial bid document (Only Annexure IV) 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 31.01.2019 at 2:00 pm.

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9. The technical bid only shall be opened on 31.01.2019 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. 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.
14. 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 monthly bill against the actual use of the hired vehicle by NILD, Kolkata as per record. The record of the use of the hired vehicle is to be maintained by the agency and should certify by the Security Supervisor, NILD, Kolkata time to time. Stipulations like levy of interest if payment is not made in specified time is not acceptable to the department. The payment will be granted only for the distance/ time covered by the car from the security desk of NILD, Kolkata (at starting) and up to the security desk of NILD, Kolkata (at closing).

Rates of the hired vehicle on call basis shall be paid according to the quoted slabs/ ceiling, by the contractor in the price bid.

#### **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 IV only. The price bid part of this tender paper should be submitted in the envelope containing price bid. Escalation of rates during the contract period will not be accepted in any circumstances.

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

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**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) days of receipt of "Letter of Offer" for an amount of Rs, 10,000.00/- , which shall have to be deposited by the tenderer directly to the bank account of National Institute for Locomotor Disabilities (Divyangjan), Kolkata through online/ offline mode. The detail of the Bank Account of National Institute for Locomotor Disabilities (Divyangjan), Kolkata is mentioned in Annexure III. The original copy of the transaction slip, duly signed by the contractor, have to be submitted to this Institute within the above specified date.

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.

**K] RENEWAL OF CONTRACT:**

The tenure of the contract will be for a period of 12 (twelve) months which may be extended for a maximum of another one year subject to satisfactory services given in the first 12 (twelve) months of the contract. In this case the rate and all the terms and condition mentioned in the said contract agreement will remain same. However, NILD, Kolkata reserves the right to extend the contract period. If so, then the performance

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guarantee deposited by the contractor will be retained for the further period of extension. The renewal /extension of the contract period is totally subjected to the approval of the competent authority of this Institute.

### ADDITIONAL TERMS & CONDITIONS

1. The hired vehicle should be reach the Institute within the reporting time as when called for. The driver and car detail for a particular call should be intimated by the contractor to the Security Supervisor at NILD, Kolkata in well advance.
2. The Driver should report at the security desk at NILD, Kolkata after starting and closing of the trip/call. Journey Slip will be signed by the security supervisor for each trip and it must be submitted along with the bill by the contractor.
3. The Institute will not bear any expenditure regarding fuel, Driver's payment and other maintenance of the vehicle.
4. 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.
5. The successful agency is bound to provide 24 X 7 hours of service to NILD, Kolkata as and when required on call basis.
6. No extra charges should be levied other than the rate quoted on trip basis and in case of non compliance of time limit of reaching the Institute when called, the cost of alternative arrangement shall be deducted from the payments. Further Rs. 500/- penalty should be levied for every mistake in addition to cost of alternative arrangement. However, Director, NILD, Kolkata, may relax the penalty if non availability of Hired vehicle due to natural calamity or any condition/circumstance beyond human control.
7. The staff provided by the contractor shall be on the roll of contractor only.
8. The contract can be terminated by the Dy. Director (Admin), NILD, Kolkata by giving one month notice.
9. 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

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influence of any liquor on duty. Any misconduct committed by the staff will be dealt with by the contractor either moto or on information given to this Institute.

10. It must be ensured by the bidder that the driver on duty has a valid driving license and Medical fitness certificate showing mental & physical fitness. The age of driver should not be more than fifty five years.
11. Any loss of property caused by the Driver would be recovered form the monthly bill of the tenderer/bidder.
12. The tenderer/bidder would provide a mobile phone to its Driver and number would be intimated to the Estate Officer, NILD, Kolkata.
13. The contractor shall ensure before submission of the bill that it is complete in all respect.
14. Risk & responsibilities in regard to the benefits/compensation to the engaged person will be sole responsibility of the bidder only.
15. The bidder shall be responsible for all legal & financial liabilities arising out of accidents if any, during contract period.
16. In case of any breach of condition of contact performance guarantee shall be forfeited. In case of any dispute related with the contractor the matter will be under Calcutta High Court at Kolkata only.
17. The hired vehicle must not carry any person other than the person authorized by Estate Officer, NILD, Kolkata, ordering the movement of the hired vehicle.

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Annexure - I

**COMPANY PROFILE**

**(To be filled by the tenderer)**

1	Name of the Company / Agency		
	<b>CONTACT DETAILS:</b>  Address:  Land line no:  Mobile No:  Fax No:  Email ID:	<b>BANK ACCOUNT DETAILS:</b>  Account Holders' Name:  Account Number:  Bank:  Branch:  IFSC Code:	
	<b>PAN NO:</b>	<b>GST Registration No:</b>	
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 Kms from the garage to NILD, Kolkata (should be located within 10 Kms from the main gate)		

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4	No. of years experience in the business	
5	No. of Hired vehicle owned in the name of the company / Proprietor with make & model	
6	List of clients (past & present ) with address and contact	
	Details of Earnest Money Deposit (Enclosed with the Technical Bid documents)	
	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  
DY. DIRECTOR (ADMIN.)  
NILD, KOLKATA]



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 .रोडबनहुगली,कोलकाता-700090  
Phone: 2531-0279, 2531-0610/Tele Fax: 2531-8379/E-mail: [mail@nioh.in](mailto:mail@nioh.in) and web: [www.niohkol.nic.in](http://www.niohkol.nic.in)

**ANNEXURE - II**  
**(Proforma for self-declaration)\***

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

**Sub:** Hiring of various types of vehicle on call basis for National Institute for Locomotor Disabilities (Divyangjan), B. T. Road, Bon-Hooghly, Kolkata 700090 (2<sup>nd</sup> Call).

Ref: **Your N.I.T. No-Hired Vehicle/1878/E.O./2010/NIOH/49(6)**      **Date: 07.01.2019**

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 herewith the original transaction slip, amounting to Rs.100.00 only (submitted directly through online/offline mode to the bank account of National Institute for Locomotor Disabilities (Divyangjan)) 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 herewith the original transaction slip, amounting to Rs. 2500.00 only(submitted directly through online/offline mode to the bank account of National Institute for Locomotor Disabilities (Divyangjan)) 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. 10,000.00, directly through online/offline mode to the bank account of National Institute for Locomotor Disabilities (Divyangjan), 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.

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

[SIGNATURE OF THE TENDERER WITH SEAL]

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



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

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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]



राष्ट्रीय गतिशील दिव्यांगजन संस्थान

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**Annexure -III**

**BANK ACCOUNT DETAIL OF NILD, KOLKATA FOR DEPOSITION OF TENDER COST,  
EARNEST MONEY AND PERFORMANCE GUARANTEE**

<b>Name of the Account Holder</b>	National Institute for the Orthopaedically Handicapped
<b>A/c No</b>	53015297593
<b>Name of the Bank</b>	State Bank of India
<b>Name of the Branch</b>	NIOH Campus Kolkata
<b>IFSC</b>	SBIN0030468

[SIGNATURE OF THE TENDERER WITH SEAL]

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



राष्ट्रीय गतिशील दिव्यांगजन संस्थान

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Annexure -IV

Price Bid

Slab NO	Sub Slab No.	DIFFERENT TYPE OF CEILING	CHARGES FOR DIFFERENT TYPES OF VEHICLE (in Rs.) including all taxes		
			Tata Indica, i10, i20 or equivalent (i)	Indigo, Swift D'zire , Etios, SX-4 or Equivalent (ii)	Innova, Tata Sumo, Balero, Tavera or Equivalent (iii)
1	a	Charges for 04 Hrs. & 40 Km			
	b	Charges for Extra Hour beyond 04 Hours but less than 08 Hours			
	c	Charges for Extra Km beyond 40 Km but less than 80 Km			
2	a	Charges for 08 Hrs. & 80 Km			
	b	Charges for Extra Hour beyond 08 Hours but less than 10 Hours			
	c	Charges for Extra Km beyond 80 Km but less than 100 Km			
3	a	Charges for 10 Hrs. & 100 Km			
	b	Charges for Extra Hour beyond 10 Hours			
	c	Charges for Extra Km beyond 100 Km			

(Rates are inclusive of all Taxes)

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]