

Notice Inviting Tender

Dear Sir,

Subject: NIT for hiring of commercial vehicles (AC) for MDI Murshidabad

Management Development Institute invites sealed quotations (Technical + Financial) from reputed vendor/travel agent for supplying commercial vehicles (AC) on hire basis at MDI Murshidabad as per the scope of work and on the terms & conditions mentioned in the enclosed documents. The bidders has to download the tender Document from MDI Murshidabad website <http://www.mdim.ac.in/tender> by **06/06/2019** (15:00 Hrs).

Bids are to be submitted in the following manner:

- **Technical Bid (Annexure – I)** in a separate envelope with superscribed as 'Technical Bid'.
- **Financial Bid (Annexure – II)** in a separate envelope with superscribed as 'Financil Bid'.
- The above two sealed envelopes are to be put in bigger sealed envelope with superscribed as 'NIT for hiring of commercial vehicles (AC) for MDI Murshidabad'
- Bid to be delivered through Speed Post or hand delivery on or before 06/06/2019 up to 15:00 Hrs. at the following address (courier services are not available at our campus).

The Registrar

MANAGEMENT DEVELOPMENT INSTITUTE MURSHIDABAD Kulori, P.O.- Uttar Ramna, Raghunathganj, Dist.- Murshidabad, West Bengal, PIN-742235.

Important dates:-

- Last date for submission of bids : 06/06/2019 up to 15:00 Hrs.
- Opening of Bids : 06/06/2019 at 15:30 Hrs.

Note: (i) No bids would be accepted by e-mail

(ii) All pages of the bids should be signed with office seal

(iii) For any quarries please contact:

Shri Partha Choudhury, D.A.O

Tel: + 91 9832915281/9674757164 (Extn. No.:107)


Registrar
MDI Murshidabad
Registrar
MDI Murshidabad

1. Scope of Supply:

- a) 2 nos. 7 seater SUV: Mahindra Scorpio (AC)/ Mahindra Xylo (AC)/Maruti Suzuki Ertiga (AC)/Mahindra Marazoo (AC)/Mahindra XUV 500 (AC)/Tata Sumo Gold (AC) on 12 hrs. (8:00 am. to 8:00 pm.) daily basis for 3000 km./month.
- b) 2 Nos. 7 seater SUV: Tata Sumo Gold (AC)/Mahindra Bolero (AC) on 24 hrs. basis for 3000 km./month.

Note: (i) The bidder has to supply the above vehicles on hiring basis with driver, fuel, maintenance, road taxes, insurance, etc.

(ii) The bidder has to supply preferably brand new (year 2018 / 2019 model) vehicle with commercial Registration.

2. Technical Criteria for bidder:

The bidder has to submit the following documents along with the Technical Bid form (Annexure – I)

- a. Supporting documents regarding status of the bidder.
- b. Copy of PAN card & GST registration.
- c. Copy of PF & ESI, if any.
- d. Copy of Income Tax return of last three (03) years.
- e. Copy of experience certificate/purchase order in support of supplying vehicle on rent basis to Govt./Pvt. Sectors in last three (03) years.

3. Financial Bid:

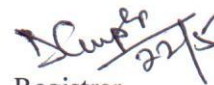
The bidder has to quote the rate in the prescribed form attached here with as Annexure – II. No overwriting is allowed. The same has to be duly signed with office seal.

4. Other Terms & Conditions:

- a. Period of contract: The period of contract will be initially valued for period of one (01) year and subsequent renewal will be done best on the performance and mutual consent.
- b. Duty Hours: (i) Two vehicles will ply between Berhampore & MDIM campus from 8:00 am. to 8:00 pm. and night halt at Berhampore. (ii) Two vehicles will be on 24 hrs. basis stationed at MDI M campus.
- c. The bidder should have sufficient number of vehicles for hiring so as to handle any exigency.
- d. The bidder would ensure that the drivers employed have valid driving license. The drivers should be well conversant with local routes/roads. As far as possible, the efforts should be made to deploy the same vehicle/driver. It would be essential for the driver to have mobile phone so that they could be connected for duty.
- e. The vehicle would be insured in all respect by the firm. In case of any accident or theft etc., all the claims arising out of it will be met by the agency and this Institute (Hirer) shall not be liable in any matter whatsoever.
- f. The vehicles should comply with all Government norms including pollution control regulations and norms as stipulated in the relevant rules.
- g. The vehicle should fulfill the legal obligations prescribed by the State Transport Authority like payment of road taxes etc. All requirements under various statutory laws must be complied with. Any default will be the liability of the agency and this Institute shall not be liable in any matter whatsoever.
- h. Payment for hiring charges will be made on monthly basis. The bills for the use of vehicles accompanied by the Duty Slips/Log Books will required to produce after each completed month.
- i. No request for escalation in rates would be entertained for whatsoever reasons, during the period of contract.
- j. TDS and other taxes as applicable will be deducted from each bill.
- k. Successful bidder have to deposit Rs. 25,000/- per vehicle as security deposit which will be refunded without any interest after successful completion of the contract.

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- l. The vehicles should be kept in neat and clean and perfect running condition with clean interiors, First Aid items and proper upholstery and should be sent only after checking battery, coolant, oil, air tyre pressure, etc. In case of breakdown on three occasions during the period of contract, the contract may be liable to cancellation.
- m. In case of non-availability of the vehicle with the agency, alternate arrangements are to be made by the agency only.
- n. The MDI M reserves the right to cancel the contract at any point of time by giving notice of seven (07) days, without assigning any reasons thereof.
- o. In the event of any delay or breakdown of vehicles en-route, the bidder at his own cost shall make alternate arrangements for on-time pick-up of the officials/ official guests.
- p. Logbook will be maintained for each vehicle and it is the responsibility of the bidder or his representative to get the signature of the user promptly.
- q. During the contract period, if the vehicle is seized or detained by Police / Motor Vehicle Authority or any other authorities for any reason whatsoever; it will be at the bidder's risk.
- r. Bidder should provide proper uniform to their drivers.


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Registrar

MDI Murshidabad

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Technical BID

Subject: Sealed quotations are invited for hiring of commercial vehicles for MDI Murshidabad.

TENDER NO. MDI M/Admn./Transport (NIT)/2019/55 Dtd: 02/05/2019

To be filled in by the Bidder (enclose copy of documents to support your statement)

| | | |
|-----|--|--|
| 1. | Name and Postal Address of the Bidder: _____ _____ _____ | Phone: Mobile: Fax: E-Mail: |
| 2. | Is your concern Recognized / Registered (Attach Photocopy as a proof) | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| | Tick as applicable a. Recognized by Govt. of India as Tourist Transport operator b. Registered under Companies Act c. Registered under Shops and Establishment Act d. Registered as firm e. Proprietorship / Any other category(please specify) f. Trade License issued by local Municipal/Corporation/Panchayat | |
| 3.a | Income Tax Permanent account Number (PAN) : (attach Proof) | |
| 3.b | GST Registration Number : (attach Proof) | |
| 3.c | Registration with EPF & ESI (if any) | |
| 4. | Experience (attach performance Certificate/PO copy from the Govt. / Private sectors in last three (03) years. | |

DATE

BIDDERS'S SIGNATURE

OFFICE SEAL

**Section-II
Financial BID**

Annexure-II

Sealed quotations are invited for hiring commercial vehicles at MDI Murshidabad in the following format

A) For 12 hrs. (8:00 am. to 8:00 pm.) daily basis up to 3000 km./month.

| Descriptions | Vehicle Make/Type | | | | | |
|---|---|--|---|---|---|---|
| | Mahindra Scorpio (AC) Up to 3000 Km./month 12 Hrs. daily | Mahindra Xylo (AC) Up to 3000 Km./month 12 Hrs. daily | Mahindra Marazoo (AC) Up to 3000 Km./month 12 Hrs. daily | Mahindra XUV 500 (AC) Up to 3000 Km./month 12 Hrs. daily | Maruti Suzuki Ertiga (AC) Up to 3000 Km./month 12 Hrs. daily | Tata Sumo Gold (AC) Up to 3000 Km./month 12 Hrs. daily |
| Monthly hiring charges (Rs.) | | | | | | |
| Charges for extra km. beyond 3000 km./month (Rs./km.) | | | | | | |
| OT charge beyond 12 hrs./day (Rs./Hr.) | | | | | | |

B) For 24 hrs. basis up to 3000 km./month.

| Descriptions | Vehicle Make/Type | |
|---|---|--|
| | Tata Sumo Gold (AC) Up to 3000 Km./month 24 Hrs. | Mahindra Bolero (AC) up to 3000 km./month 24 Hrs. |
| Monthly hiring charges (Rs.) | | |
| Charges for extra km. beyond 3000 km./month (Rs./km.) | | |

Declaration:

The details as above furnished are correct and true. I undertake to produce original Documents of the above said vehicles for verification as and when called for.

Duply

DATE

BIDDERS'S SIGNATURE

OFFICE SEAL