



GHANI KHAN CHOUDHURY INSTITUTE OF ENGINEERING & TECHNOLOGY
(CFTI, Estd. by MHRD, Govt. of India)
Narayanpur, Malda-732141, West Bengal, India

Tender ID: 2018_GKCIE_368813

Date: 11.10.2018

TENDER NOTICE

**Tender Enquiry for Hiring of Buses and Ambulance Services in Ghani Khan Choudhury
Institute of Engineering Technology, Malda**

For and on behalf of GKCIET, Malda, invites open tenders from eligible Vehicle Service Provider(s) for hiring of 02 (Two) Buses (seating capacity at least - 45) and 01 (One) ambulance for a period of **Three Years** on monthly basis. In case, a particular bidder does not have all 03 (Three) vehicles as required by this notice, he/she may separately bid/ quote for one bus or two buses or for an ambulance. The bid documents for technical bid and price bid separately should be sent directly to the **Chairman, Central Tender cum Purchase Committee, GKCIET, Malda** under Sealed Cover duly super scribed with "**Tender for Hiring of Buses and Ambulance in Ghani Khan Choudhury Institute of Engineering Technology, Malda**", "**Tender ID & Date**", and "**The Due Date**". The bids should be submitted in hard copy directly or through Registered Post to the **Chairman, Central Tender cum Purchase Committee, GKCIET, Narayanpur, Malda-732141, West Bengal, India**.

Important Dates

Event	Date	Time	Venue
Date of Publication	11/10/2018	11:00 AM	-
Pre-bid Conference	30/10/2018	12:00 Noon	Seminar Hall, Academic Block-A, GKCIET, Malda
Bid submission end date	06/11/2018	11:00 AM	-
Technical bid opening date	06/11/2018	12:00 Noon	Seminar Hall, Academic Block-A, GKCIET, Malda
Price (financial) bid opening date	To be informed to technically successful bidder by mail and phone		Seminar Hall, Academic Block-A, GKCIET, Malda

IMPORTANT NOTES:

- I. Tender Documents can be downloaded from GKCIET website <http://www.gkciet.ac.in>. or from the Central Public Procurement Portal www.eprocure.gov.in/eprocure/app. under **Tender ID: 2018_GKCIE_368813 dated 11.10.2018**. However, the bidding process (submission and finalization) will be done in offline mode at the office of GKCIET, Malda.

- II. GKCIET will assess the ability of the agencies to render the requisite services based on its past record, profile and on such other criteria and only those found fit will be considered.
- III. GKCIET reserves the right to accept / reject any or all the tenders in part /full without assigning any reason thereof, revise the requirement of service at the time of placing the order, modify, relax or waive any of the conditions stipulated in the tender specification, wherever deemed necessary and award contracts to one or more bidders for the items covered by the tender.
- IV. This Tender Notice is being simultaneously published in CPP Portal and will be published in daily newspapers also. However, bid assessment and finalization of the successful bidder(s) shall be made including the bids submitted manually as well as any bids submitted on CPPP Portal e-publishing module.

Chairman
Central Tender cum Purchase Committee, GKCIET
Place: Malda
Date: 11.10.2018

INSTRUCTION TO BIDDER

The tender shall be submitted in accordance with these instructions and any tender not confirming to the instructions as under is liable to be rejected. These instructions shall form the part of the tender and the contract.

1. Please go through the enclosed "bid document" carefully for other bidding instructions.
2. **Scope of Work:** Supply of bus (es) services at GKCIET, Malda or any other location within Malda/ or the Country where the Projects controlled by GKCIET, Malda.
3. Interested Vehicle Service Provider (bus and ambulance services) may quote their rates for bus and ambulance servicing on monthly basis. All the liabilities of supplied vehicle services directly or indirectly will be the sole responsibility of the Service Provider (bus and ambulance services). The adherence of other statutory expenses like Minimum Wages, EPF, ESI, ECR Workmen Compensation, Bonus etc. will be the responsibility of the Service Provider.
4. **IMPORTANT NOTE:** Being a Two-Part Tender (techno-commercial and price bid), bids received in sealed envelope only will be considered. Bids in any other form sent through email/ fax etc. will be rejected. Please note carefully that;
 - Quotations received without prescribed form will not be considered.
 - No request for extension of the due tender date will be considered.

- In the event any date indicated above is declared as holiday, the next working day at Institute shall be considered as the due date for receiving & opening of tenders.
 - The bids shall be opened on date and time as mentioned above. The bidders who wish to attend the bid opening may present themselves or send their authorized representatives with an authority letter.
 - The Tenders/Quotations received incomplete and/or received after due date and time shall be summarily rejected.
 - In case more than one party quoting the same rates, preference shall be given to the firm/party having latest model vehicle. The decision of the tender committee shall be final and binding on all the concerned parties.
5. The bid should remain valid for a period of **90 days** from the date of opening of techno-commercial bid. In case your offer has a different validity period that should be clearly mentioned in the quotation. Validity period may also be extended without change in bid prices, if required on mutually agreed basis only.
6. The bids may be dropped in the Tender Box kept in the office of GKCIET, Malda on any normal working day that is Monday to Friday except holidays (from 11 AM to 5 PM) of the Institute. The bids may also be submitted in hard copy through Registered Post or Speed Post to the Chairman, Central Tender cum Purchase Committee, GKCIET, Narayanpur, Malda-732141, West Bengal, India. Bids reaching after bid submission end date through post will not be accepted. It is strictly advised do not hand over the quotation to any person by hand.
7. **Clarification of bidding documents:** If a prospective bidder requires any clarification in regard to the bidding documents, they may mail to ctpc.gkciet@gmail.com at least 10 days before the deadline for receipt of bids or may meet at office of Store Section, GKCIET, Narayanpur Campus, Malda West Bengal on any working day between 11.00 AM to 3:00 PM.

8. Amendment of Bidding Documents

- Any change/corrigendum/extension of opening date, if issued any for the tender, shall form part of the Tender Document. Any amendment will be notified on GKCIET website (<http://www.gkciet.ac.in>). Bidders/Tenderers are requested to visit GKCIET website regularly and note the corrigendum/amendments to the tender without fail and submit the offer accordingly. GKCIET will not be responsible for ignorance of corrigendum.
- At any time prior to the deadline for submission of bids, the Institute may, for any reason, whether on its own initiative or in response to a clarification requested by a prospective Bidder/Tenderer, modify the bidding documents by amendment. The same would also be posted on the website of the Institute and all prospective bidders/tenderers are expected to surf the website before submitting their bids to take cognizance of the amendments. Bidder/Tenderer who has submitted bids before publishing the amendment may revise their bid incorporating the amendments before the last date of tender.

- In order to allow prospective Bidder/Tenderer's reasonable time in which to take the amendment into account in preparing their bids, the Institute, at its discretion, may extend the deadline for the submission of bids and host the changes on the website of the Institute, if required.
9. The services of the Bidder shall be governed by the laws of India and interpretations in accordance with such laws.
 10. The Bidder will submit a certificate regarding Income Tax paid for the last two financial years.
 11. Turn over for the last three financial years of the Bidder should be duly certified by the Chartered Accountant.
 12. The tender should contain satisfactory performance report from past and present clients which may be verified.
 13. The Bidder should have minimum 3 years' experience to supply the bus services to any Govt./ State Govt./Semi Government Institute or Organization of repute for various jobs and should have annual minimum turnover of Rs. 80 (Eighty) Lakhs for last three financial years for bus(es) and 5 (Five) Lakhs for ambulance.
 14. **Bid Security (BS)/(Earnest Money/ EMD)**
 - i) The Bidder/Tenderer shall furnish, as part of its bid, a bid security (BS) of Rupees 50,000/- (Fifty thousand only) has to be submitted as Bid Security (Earnest money Deposit/EMD).
 - ii) The bid security shall be in one of the following forms at the Bidder/Tenderers' option:
 - (a) A Banker's cheque or demand draft in favour of the Account Officer, GKCIET, Malda
 - (b) FDR in favour of the Account Officer, GKCIET, Malda
 - iii) The bid security should be submitted in its original form. Copies shall not be accepted.
 - iv) Any bid without EMD or bid not secured in accordance with above will be rejected by the Institute as non- responsive.
 - v) The bid security of unsuccessful Bidder/Tenderer will be discharged /returned as promptly as possible but not later than 30 days after the expiration of the period of bid validity or placement of order whichever is later.
 - vi) The successful Bidder/Tenderer's bid security will be discharged upon the Bidder/Tenderer furnishing the performance security.
 - vii) The bid security may be forfeited if a Bidder/Tenderer withdraws or amends or impairs or derogates its bid during the period of bid validity specified by the Bidder/Tenderer on the Bid.

15. Sealing and Marking of Bids:

In a two bid system, all Bidders/Tenderers are requested to follow carefully the following instructions before preparing their offer.

Part I: Techno-Commercial Bid (WITHOUT PRICE)

- i. This part should contain detailed specifications of the services quoted by you along with other essential and other qualification, experience, etc.
- ii. A compliance statement showing the compliance of the item quoted by you with that of item tendered by us should be prepared and enclosed to this.
- iii. Any other information called for in the tender related technical and commercial specifications can also come in this part.
- iv. The commercial terms applicable for the items quoted by you should be indicated in this part.
- v. **Prices should NOT be indicated in this part.** However, a copy of unpriced bid (without prices) must be enclosed (filled by the word "Quoted" against the item being quoted) in this part to enable to understand whether all the items required to be quoted by you have been quoted in the price bid.
- vi. The Commercial terms such as delivery terms, delivery period, payment terms, validity of the offer, and taxes etc., shall come into this.
- vii. The required EMD should be enclosed.
- viii. The Tenderer/ bidder need to submit the following certificates along with the Tender Documents to confirm their eligibility in this part:
 - a) Authorization letter from the owner if the bidder/ service provider is not owner of the vehicle (s).
 - b) Proof of valid Trade License Certificate of owner/firms/business/agencies/ authorized person etc.
 - c) Photocopies of work orders received from any Central Govt./State Govt./Semi Govt. organizations for the service provided (if any).
 - d) Attested copy of the IT return filed by the agency for last two years.
 - e) Attested copy of the EPF registration certificate, ESI registration certificate, last three month ECR etc. should be enclosed.
 - f) Proof of turnover by way of Audited Balance Sheet/Auditor's certificate, if required.
 - g) The bidder should enclose Photocopy of PAN/GIR card issued in the name of the bidder's/ firm/agency/ authorized person.
 - h) Copy of Registration Certificate / Allotment Letter of GST number, if any.

- i) The tenderder must submit the blacklisting certificate if they are blacklisted from any Central Govt./State Govt./Semi Govt. organizations.

Note:

- The requirement and terms & conditions as above should be very clearly reflected item-wise with reference to the items called for in the tender.
- Technical and Commercial part as described above shall be prepared and put it in a sealed cover.

Part II: Price Bid

The prices applicable for the items, item-wise in response to the tender shall come into this part in the prescribed format only. ***Bid will be rejected if rates are not quoted in the prescribed format.***

16. The rates should be **quoted both in figures and words** and legibly written without any over-writings. In case of any correction, the same must be attested by the bidder with full signature. However, no over-writing is permissible. In case of any discrepancy between the rates in figures and that in words, the rate in words will be accepted as correct.
17. Each bidder shall submit only one bid against a particular work. A bidder, who submits more than one bid for a particular work will in the tender, shall be disqualified and considered non-responsive.
18. The bidder has to sign in full at all pages of the bidding document.

19. Responsiveness of Bids

- (i) Prior to the detailed evaluation, the Institute will determine the substantial responsiveness of each bid to the bidding documents. For purposes of this clause, a substantive responsive bid is one, which conforms to all terms and condition of the bidding documents without material deviations, reservations or omissions. A material deviation, reservation or omission is one that:
 - (a) affects in any substantial way the scope, quality, or performance of the Goods and Related Services specified in the Contract; or
 - (b) limits in any substantial way, inconsistent with the Bidding Documents, the Institute's rights or the Bidder/Tenderer's obligations under the Contract; or
 - (c) if rectified, would unfairly affect the competitive position of other bidders/tenderers presenting substantially responsive bids.
- (ii) The Institutes' determination of a bid's responsiveness is to be based on the contents of the bid itself without recourse to extrinsic evidence.

- (iii) If a bid is not substantially responsive, it will be rejected by the Institute and will not subsequently be made responsive by the Bidder/Tenderer by correction of the material deviation, reservation or omission.

20. Evaluation and comparison of bids

- (i) A two stage procedure will normally be adopted:

Stage-I: Techno-Commercial Evaluation

- a) Evaluation of Technical Bids to assess their suitability against the laid down parameters.
- b) Tenderers must ensure that they enclose all original technical literature and detailed documentary proofs which specifically bring out the compliance of the services being offered against the requirement.
- c) In case it is not possible to verify compliance of services as per technical bid due to lack of adequate documents, in original no reference will be made to tenderer and the bid will not be considered further and **treated as cancelled**.

Stage-II: Financial Evaluation

- a) The price bids of only those firms found meeting the laid down specifications at stage I shall be opened, evaluated and considered further.
- (ii) It is in the tenderers interest to include all relevant and detailed technical data as supporting documents along with their bid.
- (iii) To evaluate a Bid, GKCIET shall only use all the factors, methodologies and criteria defined below. No other criteria or methodology shall be permitted.

21. Terms of Payment:

- The payment(s) to be made to the Service Provider (bus and /or ambulance services) are subject to deduction of taxes leviable by any Govt. as per rules from time to time and will be made after completion of every month.
- The billing will be done on monthly basis. Bills preferably typed and in triplicate in connection with the service shall be submitted to GKCIET, Malda within the first week of each successive month. The payment of Service Tax along with the service bill for second and subsequent month shall be paid only after submission of proof of payment of Service Tax for previous month by the vehicle provider.

22. **Performance Security (PS):** The **successful bidder has to furnish "Performance Security of Rs.80,000/- (Rupees Eighty Thousand only) in Indian Rupee per vehicle"**, in the form of Account Payee Demand Draft/Fixes deposit and/or unconditional Bank guarantee encashable on demand from Account Officer, GKCIET, Malda, from a nationalized Bank with validity period of sixty (60) days beyond the date of completion of all contractual obligations of service provider including guarantee/ warranty obligations. The Performance Security is to be furnished in favor

of the Account Officer, GKCIET, Malda, within ten days of intimation, failing which his bid security will be forfeited.

The performance security will be discharged by GKCIET and returned to the Service provider not later than 60 days following the date of completion of the Service provider's performance obligations.

23. The Bus(es) should not be older than 2013 model (i.e. it should not be registered prior to 1.1.2013) and it should be in good working conditions for which the tenderer should submit the details of the vehicles giving make/type of vehicle, model/year of manufacture and the Registration Number (proper category- wise, as required) . However the latest model of the vehicle will be given preference and necessary decision may be taken by the committee.
- a) The bus(s) should be registered with the concerned authority of Central/ State Govt. Interested vehicle providers may submit details of organization(s) to which they have provided similar service in the recent past as well as of those organizations to which similar services are being provided at present, preference will be given to the vehicle providers who have at-least 3 years experience in providing the services to Central Govt./State Govt./ Semi Govt. organizations.
 - b) The hiring charge of the bus(s) services including driver, conductor etc. must be on monthly basis and Kilometer per litter (Oil & Lubricant) run by bus will be counted as per govt. norms (according to the RTO).
 - c) The hiring charge of the ambulance services including driver, conductor, Oil & Lubricant etc. must be on monthly basis.
 - d) The hiring charges shall be on the basis of Zero based mileage i.e. mileage starting/ ending from/ at the office located at the above mentioned place of use / reporting station
 - e) A daily record indicating time and mileage of the vehicle shall be maintained in a log book and log book shall be submitted to the concerned vehicle In-charge in the office of GKCIET, Malda regularly for scrutiny.
 - f) The bus (es) should bear the LOGO of GKCIET and THE NAME & ADDRESS OF THE INSTITUTE in the front in a prominent place during period of contract for which no extra charges will be paid.
 - g) The normal working time will be from around 7.00 a.m. to around 7.00 p.m. However, vehicle may be required on all days including Saturday, Sunday and public holidays. The vehicle may have to report earlier or may be relieved after working time if necessary, for which no extra charge will be paid.
24. The vehicle for ambulance service should not be older than **three years** (i.e. it should not be registered prior to 1.10.2015) and it should be in good working conditions for which the tenderer should submit the details of the vehicles giving make/type of vehicle, model/year of manufacture and the Registration Number (proper category- wise, as required) . However the latest model of the vehicle will be given preference and necessary decision may be taken by the committee.

- a) The vehicle for ambulance service should be a company fitted Ambulance of repute makes.
- b) The firm/agency will get the vehicle registered as an ambulance by the appropriate authority and it should have all the equipments/items supposed to be available in a standard ambulance.
- c) The vehicle offered should have seats in the patient's cabin for attendant as well as one para medico official.
- d) Ambulance should not be accessible to dust water with all doors and windows closed.
- e) The ambulance van along with its driver will have to be stationed at institute premises round the clock without break unless otherwise instructed. Accordingly the firm/agency would arrange for replacement of vehicle in case of normal wear and tear/temporary out of service.
- f) The agency as well as the Driver of the ambulance van to be deployed must always be carrying activated mobile phone so as to facilitate easy/instant contact with them.
- g) The agency would manage shifting of drivers in such a manner that the 24 hours services should not be interrupted. The agency has to furnish the list of drivers for shift duty immediately after award of contract.
- h) The rate of hire charges quoted should be inclusive of wages of the driver/Cost of maintenance of the Ambulance Van along with its amenities and the cost of fuel/lubricants/coolants etc. as required for running an Ambulance van. However, service tax/GST/Toll Tax, Parking charges etc. as paid by the successful tenderer to the Central Excise/concerned authorities would be re-imbursed to the extent as admissible under relevant law on production of evidence of payment of the same.
- i) The Ambulance deployed on rental basis will be utilized to transport patients/medicines/medical instruments/equipments and other materials and manpower etc. directly or indirectly connected with providing treatment to patients or as would be decided by Medical Officer/Consultant or Authorized official of the institute.
- j) The Ambulance should bear the LOGO of GKCIET and THE NAME & ADDRESS OF THE INSTITUTE in the front in a prominent place during period of contract for which no extra charges will be paid.
- k) Medical Officer/Consultant would not be liable for any damage/loss caused to the/by the Ambulance Van or its driver either due to accident or otherwise during deployment of the Ambulance.
- l) The successful tenderer of the Ambulance Van will be liable for any damages/loss caused by him/driver of the Ambulance Van including loss of life of any of institute staff/patient/any other person occurring for the fault of him/driver of Ambulance.
- m) The driver(s) should be without any criminal and shall observe all etiquette and protocol while performing duty. The vehicle providers should have working phones for contact round the clock. The driver shall observe all the etiquette and protocol while performing the duty &

- shall be neatly dressed and able to read and speak both Bengali and Hindi, should wear proper uniform & must carry a mobile phone which should be in working condition on 24x7 bases. No separate payment shall be made by this office towards any costs incurred on the maintenance of the mobile service by the driver.
25. The driver should always remain with the vehicle during entire period of duty. In case of any urgency the driver may seek permission of the concerned officers.
 26. Two separate log books for each vehicle (bus/ambulance) regarding movement of vehicle would be maintained one by the driver and the second one by the concerned vehicle In-charge in the office of GKCIET, Malda. All entries regarding movement of vehicle will be made in both the log books simultaneously with due authentication by the Driver and authorised official of the institute under their dated signatures against the entries regarding the movement as per the columns to be specified later to the successful tenderer from the date of execution of agreement for deployment of the vehicle entries in both the log books must tally. Any entry regarding movement of vehicle without authentication as above would not be considered for payment of hire charges.
 27. In case of any mishap/accident, all the claims arising out of it shall be met by the vehicle provider. Road worthiness of the vehicles is to be ensured at all times by the vehicle provider.
 28. The vehicle provider would ensure that the driver(s) employed should be below the age of 55 Years and possesses a valid driving license as prescribed by the licensing authority. The driver of the vehicle provided must follow traffic rules and other regulations prescribed by the Govt. from time to time.
 29. The driver should be well conversant with roads and routes. The operation and functions of the Driver shall be governed as per Motor Vehicle Act and Rules.
 30. In case of non-availability of driver at any time, the vehicle provider shall provide driver as the case may be.
 31. In case of long breakdown of vehicle at any time, the vehicle provider shall provide suitable substitute vehicle as the case may be.
 32. The vehicle to be provided should be in excellent working condition. Applicant vehicle provider should mention the year of manufacture of the vehicle. The Bus (es) should be kept neat and clean and in perfect running condition with clean interiors and proper upholstery.
 33. At any time during the service period the condition of the vehicle is not found to be satisfactory, they shall be returned for immediate replacement. In case no replacement is provided on time, GKCIET, Malda would have a right to hire the vehicle from the market and the additional cost incurred by GKCIET, Malda will be borne by the vehicle provider. In case, neither a substitute vehicle is provided nor a vehicle is hired by the Institution, proportionate contract charges are liable to be deducted from the contract charges payable.
 34. The billing will be done on monthly basis. Bills preferably typed and in triplicate in connection with the service shall be submitted to GKCIET, Malda within the first week of each successive

- month. The payment of Service Tax along with the service bill for second and subsequent month shall be paid only after submission of proof of payment of Service Tax for previous month by the vehicle provider.
35. Once the hiring of vehicles commences from a particular vehicle provider, the vehicle should not be changed unless so requested by GKCIET, Malda.
 36. On awarding of the contract, the vehicle provider has to furnish to GKCIET, Malda the certified copies of RC Book.
 37. A penalty up to Rs. 1000.00 per day per vehicle may be levied if any vehicle or vehicle provider fail to meet the above terms and conditions on any day. The penalty will be decided by the authority, GKCIET, Malda during the service period based on the actual scenario.
 38. In case of any dispute of any kind and in any respect whatsoever, the decision of GKCIET, Malda shall be final and binding.
 39. Any matter during the period of this agreement, which has not been specifically covered by this agreement, shall be decided by GKCIET, Malda whose decision shall be final and binding.
 40. The Service Provider (manpower supply firm) shall also be liable for depositing all taxes, levies, etc. on account of service rendered by it to GKCIET, Malda to the concerned tax collection authorities from time to time as per extant rules and regulations on the matter.
 41. The service shall have to be provided within the 7 days from the date of receipt of acceptance of the work order or 15 days from the date of issue of Work Order, whichever is earlier and shall continue till Three Years unless it is curtailed or terminated by GKCIET, Malda. However, the work order shall have to be accepted by the Service Provider within 10 days from the issue of the work order.
 42. The contract initially will be for a period of three years (i.e. 36 month). However, it can be extended on the same terms & conditions subject to satisfactory work of the Service Provider till the execution of new contract, whichever is earlier.
 43. The successful tenderer would be required to execute a contract agreement with the institute on a Non-Judicial stamp paper of Rs.100/- (Rupees One Hundred) only.
 44. If the Service Provider wants to rescind the contract voluntarily or otherwise, he is required to give a notice of at least 3 months failing which the amount of security deposit including any other dues will be recovered from him for making alternate arrangement till the new contract is assigned to the other party.
 45. **Penalty for use of undue influence:** The service provider should undertake that he has not given offered or promised to give directly or indirectly any gift, consideration, reward, commission, fees brokerage of inducement to any person in service of GKCIET or otherwise in procuring, the contract or forbearing top do or for having done or for borne to do any act in relation or execution of the contract or any other contracts with the Institute for showing or for bearing to show favour or disfavor to any person in relation to the contract or any other contract in the GKCIET, Malda. Any breach of the aforesaid undertaking by the service provider or any one

employed by him or acting his behalf whether with or without the knowledge the service provider or the commission of any offers by the service provider or any one employed or acting on his behalf, as defined in Chapter-IX of the IPC, 1860 or the Prevention of Corruption Act, 1947 or any other Act enacted for the Prevention of Corruption shall entitle the purchase to cancel the contract and all or any other contract with the Institute service provider and recover from the service provider the amount of any loss arising from such cancellation. A decision of GKCIET or his nominee to the effect that a breach of the undertaking had been committed shall be final and binding on the service provider.

Giving or offering of any gift, bribe or inducement or any attempt at any such act on behalf of the service provider towards any officer /employee of GKCIET or to any other person in a position to influence any officer /employees of GKCIET for showing any favour in relation to this or any other contract sell render

46. **Termination of contracts:** Time shall be the essence of the contract. GKCIET shall have the right to terminate the contract without any notice in part or in full in any of the following cases.
- a) The service provider is declared bankrupt or becomes insolvent.
 - b) The service is delayed by more than reasonable time.
 - c) In case Performance Security is not furnished within the time period specified by GKCIET.
 - d) Service provider in the case of successful Tenderer should strictly confirm to the terms and condition for the service hired. Any change in Address /Telephone/Fax/e-mail of the tenderer should immediately be informed. The state of non-communication by the firm will make the offer liable for rejection.
47. No additional terms & conditions over and above the conditions stipulated above shall be entertained by GKCIET, Malda.
48. The dispute arising out of this contract shall be subject to the jurisdiction of Indian laws & court at Malda.
49. Bidder has to sign all the pages of this tender and enclose it with the bid.

List of Annexure

1. Summary of Compliance to Requirement of Tender – Annexure 1
3. Price Bid (Price Schedule Form) - Annexure 2
4. Declaration by the Tenderer - Annexure 3
5. Bidder Information & Check List – Annexure 4

Annexure 1

Summary of Compliance of Tender for Bus(es)

Tender ID & Date:

Name of the service offered:

Name of the Bidders:

Address:

Kms run by the vehicle up to date of filing of tender:

Name of the Vehicle:

Vehicle model:

Year of manufacture:

Sl. No.	Description of requirement	Yes/ No.	Page No.
1.	Authorization letter (if necessary)		
2.	Present RC Book No. for each vehicle if any (enclose self attested copy of proof)		
3.	Proof of valid Trade License Certificate of owner/firms/business/agencies etc.		
4.	Photocopies of work orders received from any Central Govt./State Govt./ Semi Govt. organizations for the service provided (if any)		
5.	PF Registration Code allotted by Regional Provident Fund Commissioner with EPF		
6.	Attested copy of the IT return filed by the agency for last two years		
7.	Proof of turnover by way of Audited Balance Sheet/Auditor's certificate, if required.		
8.	Copy of Registration Certificate / Allotment Letter of PAN from IT Dept./ GIR card issued in the name of the bidder's firm		
9.	Copy of Registration Certificate / Allotment Letter of GST number		
9.	Registration Certificate of ESI enclosed		
11.	Last three months ECR		
12.	Proforma containing details of other organization where such contracts were / are undertaking (attach supporting documents), if applicable		
13.	A Banker's cheque or demand draft or FDR of Rs. 50,000/- (Fifty thousand only) as Bid Security (Earnest money Deposit/EMD)		
14.	Price Bid Proforma completed & sealed in separate envelope		
15.	List of Arbitration cases (if applicable) Please write NOT APPLICABLE if no cases are there		
16.	Experience in providing the vehicle services to Central Govt./State Govt./ Semi Govt. sector at least 3 years (enclose self attested copy of proof)(if any):		

17.	Annual turnover of per annum in the last three preceding years at least 80 lakhs (enclosed self attested copy of proof)		
18.	Undertaking by the bidder to the effect that there is no police case/ arbitration/ litigation/ suspension pending against the proprietor / firm/ parties relating to previous service contracts, produce inform of a affidavit duly certified by a 1st class judicial magistrate.		
19.	Blacklisting certificate if they are blacklisted from any Central Govt./State Govt./ Semi Govt. organizations		
20.	Acceptance of terms and conditions attached. Each page of terms and conditions to be duly signed as token of acceptance and submitted as part of tender document.		

NOTE

Submission of all the documents mentioned above along with declaration is mandatory. Non-submission of any of the information above may attract rejection of the bid.

Signature of Bidder with seal

Annexure 1A
Summary of Compliance of Tender for Ambulance

Tender ID & Date:

Name of the service offered:

Name of the Bidders:

Address:

Kms run by the vehicle up to date of filing of tender:

Name of the Vehicle:

Vehicle model:

Year of manufacture:

Sl.	Description of requirement	Yes/	Page
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No.		No.	No.
1.	Authorization letter (if necessary)		
2.	Present RC Book No. for each vehicle if any (enclose self attested copy of proof)		
3.	Proof of valid Trade License Certificate of owner/firms/business/agencies etc.		
4.	Photocopies of work orders received from any Central Govt./State Govt./Semi Govt. organizations for the service provided (if any)		
5.	PF Registration Code allotted by Regional Provident Fund Commissioner with EPF		
6.	Attested copy of the IT return filed by the agency for last two years		
7.	Proof of turnover by way of Audited Balance Sheet/Auditor's certificate, if required.		
8.	Copy of Registration Certificate / Allotment Letter of PAN from IT Dept./ GIR card issued in the name of the bidder's firm		
9.	Copy of Registration Certificate / Allotment Letter of GST number		
9.	Registration Certificate of ESI enclosed		
11.	Last three months ECR		
12.	Proforma containing details of other organization where such contracts were / are undertaking (attach supporting documents), if applicable		
13.	A Banker's cheque or demand draft or FDR of Rs. 50,000/- (Fifty thousand only) as Bid Security (Earnest money Deposit/EMD)		
14.	Price Bid Proforma completed & sealed in separate envelope		
15.	List of Arbitration cases (if applicable) Please write NOT APPLICABLE if no cases are there		
16.	Experience in providing the vehicle services to Central Govt./State Govt./Semi Govt. sector at least 3 years (enclose self attested copy of proof)(if any):		
17.	Annual turnover of per annum in the last three preceding years at least 05 lakhs (enclosed self attested copy of proof)		
18.	Undertaking by the bidder to the effect that there is no police case/ arbitration/ litigation/ suspension pending against the proprietor / firm/ parties relating to previous service contracts, produce inform of a affidavit duly certified by a 1st class judicial magistrate.		
19.	Blacklisting certificate if they are blacklisted from any Central Govt./State Govt./ Semi Govt. organizations		
20.	Acceptance of terms and conditions attached. Each page of terms and conditions to be duly signed as token of acceptance and submitted as part of tender document.		
21.	Documentary proof that the vehicle registered as an ambulance by the appropriate authority		

22.	List of equipments/items available as accessories of a standard ambulance		
23.	Sitting arrangement layout of the ambulance		

NOTE

Submission of all the documents mentioned above along with declaration is mandatory. Non-submission of any of the information above may attract rejection of the bid.

Signature of Bidder with seal

Annexure 2**Price Bid (Price Schedule Form)**

(Price Schedule for the service offered in INR)

Tender ID & Date:

Name of the service offered:

Name of the Bidders:

Address:

Hiring charge (in Rs.) per month/vehicle (Bus/Ambulance)

Particulars:

- a) = Rs. / Month
 b) = Rs. / Month
 c) = Rs. / Month

Total quoted price (in figures) = Rs. / Month

- **Quoted price in Word :**

Note:

- **The bidder must be quote only the hiring charge of the bus per month.**
- **Service Tax and other bus related charge to be paid extra, if applicable.**
- **Kilometer per litter (Oil & Lubricant) run by bus will be counted as per govt. norms (according to the RTO) only for bus (es).**

Signature of Bidder with seal

Annexure 3

Declaration by the Tenderer

Tender ID & Date:

Name of the service offered:

Name of the Bidders:

Address:

Details of other organizations where such contracts undertaken during last three years (documents in proof to be attached)

Performa containing details of other organization where such or similar contracts were undertaken.

Sl. No	Name & Address of the organization with contact no.	No. of bus/vehicle supplied	Period of contract	Whether Central Govt./State Govt./ Semi Govt. organizations	Amount of Contract	Reason for termination (if currently not valid)

1.						
2.						
3.						
4.						
5.						

This is to certify that I/We before signing this tender No:dated :have ready and fully understood all the terms and conditions contained herein and undertaken myself / ourselves to abide by them.

Signature of Tenderer with seal

- This information to be given with Technical Bid for annual contact for supply of bus.
- GKCIET, Malda authority reserves the right to verify the details mentioned above by the bidder.

Annexure 4

(Please put this annexure at the top of the tender document)

Bidder's information & Check list

Tender ID & Date:

1. Name of the Owner/Firm/agency:

2. Type of the firm: (Proprietorship, Pvt Ltd, Public Ltd, Partnership, Authorization, sole ownership etc.)

3. Address of the Owner/Firm/agency:

4. Contact detail: **Phone No.:**

Mob No. :

Fax No.

E mail:

5. Name of the authorized signatory:

6. EMD detail:

Intrument No.

Date:

Amount:

Issuing Bank name & branch detail:**7. Bank details of the firm:****Account No.:****IFSC Code:****Name of the Bank:****Branch:****Check List (Please enclose the copy of the following & tick as per applicability)**

- **Valid Trade License Certificate of owner/firms/business/agencies etc.:**
- **EMD:**
- **PAN card in Owner/Firm/agency/authorized person name:**
- **GST Registration Certificate:**
- **EPF:**
- **Registration Certificate of ESI:**
- **ECR:**
- **Experience in providing the vehicle services to Central Govt./State Govt./ Semi Govt. organizations /sector at least 3years:**
- **Annual turnover of per annum in the last three preceding years:**
- **Whether convicted any court of law? If convicted, indicate details:**
- **Acceptance of terms and conditions:**
- **Copy of income tax returns:**
- **Blacklisting certificate if they are blacklisted from any Govt./State Govt./ Semi Govt. Organization:**

Signature of Bidder with seal