

# **Vigyan Prasar**

**(an Autonomous Organisation under Department of Science and Technology,  
Government of India )**

**A-50 Sector 62, Noida-201309**

## **Tender for Vehicle Hiring for Indian International Science Festival 2019 at Kolkata**

### **Important Dates**

Downloading of the documents	24.10.2019 to 31.10.2019 11.30 am
Last date of submission of the Bid	31.10.2019 up to 12.00 noon

## 1. BACKGROUND AND OBJECTIVE

1.1 India International Science Festival (IISF) launched in 2015 is a celebration to promote Science and Technology and demonstrate how science could lead India towards a developed nation. The aim is to engage the public with science and celebrate the joy of science and show the ways how science, technology, engineering and mathematics (STEM) provide us with the solutions to improve our lives. IISF is a unique platform which intends to inspire curiosity and make learning more rewarding. IISF-2019 is being organized by Department of Science and Technology, Government of India through Vigyan Prasar, as the nodal institute.

1.2 Giving consideration to the experience gained during last four IISF, IISF-2019, is expected to witness participation of high level delegations, delegates not only from within the country but also from abroad.

1.3 In order to provide and ensure proper hospitality to the visiting dignitaries and meet the need of transportation, VP intends to appoint an agency to provide vehicles of different categories at the disposal of VP during IISF-2019.

### NOTICE INVITING PROPOSAL AND NECESSARY INSTRUCTION

<b>NAME OF WORK</b>	Tender for vehicle hiring for India International Science Festival-2019
<b>CONTRACT PERIOD</b>	The rate provided by the selected agency will be valid from the date of appointment to 01/11/2019 to 15/11/2019
<b>ISSUE OF TENDER</b>	The tender can be downloaded from 24.10.2019 to 31.10.2019 website <a href="http://www.vigyanprasar.gov.in">www.vigyanprasar.gov.in</a> <a href="http://www.eprocure.gov.in">www.eprocure.gov.in</a>

<b>PROPOSAL DUE DATE (LAST OF DATE OF TENDERSUBMISSION)</b>	Tender should be submitted before the 12.00Noon on 31.10.2019 at the below mentioned address Controller of Administration CSIR-CGCRI Jadavpur Kolkata
<b>OPENING OF TENDER</b>	Technical bids will be opened on the 31.10.2019 at <b>12.30 PM</b> in the presence of bidders.
<b>CONTACT PERSONS (FOR ANY CLARIFICATIONS)</b>	Registrar, VP Email : <a href="mailto:registrar@vigyanprasar.gov.in">registrar@vigyanprasar.gov.in</a> Contact numbers : Tel: + 91- 120-2404430 Fax : + 91-120-2404437

## 2. SCOPE OF WORK

- 2.1 Agency will have to professionally manage fleets of coaches (buses – large and medium) and pool of cars for smooth transportation of guests from/to airport/railway/bus station (as the case may be) to/from hotel/venue or any individual requirements during IISF-2019.
- 2.2 Agency will ensure that the vehicles are in good condition and they have all the required permissions and papers as required under the govt. regulations such as registration, PUC, insurance.
- 2.3 Agency is required to arrange and reserve some of vehicles for VP and will make allocation as per the instruction given by VP.
- 2.4 Agency is required to provide the detail of vehicles, driver details etc reserved for VP latest by 1 November 2019.
- 2.5 The vehicles reserved for VP shall be placed at a designated location and will be allocated as per the instruction of VP
- 2.6 Vehicle reserved for VP shall be released as per the instruction of VP or official authorized by VP or respective authority working for IISF 2019.

2.7 Agency is required to submit duty slip of the vehicles reserved for VP duly signed by the liaison officials appointed by VP / any other authorized organization or dignitaries or authorized person. The payment of the vehicles will be made only on the basis of submission of original duty slip signed by concerned authority and on the basis of the actual usage of vehicle.

2.8 Agency is also required to manage the fleet arranged by VP from any other sources without any additional cost.

2.9 Agency should engage dedicated team to handle transport management

### **3.0 QUALIFICATION CRITERIA**

3.1 The agency should have PAN No.

3.2 The agency should have obtained registration certificate for GST if applicable in bidder's/firm name.

3.3 Agencies should have office/s in Kolkata. If not, then selected agency should have to set up their office in Kolkata to serve the requirement of IISF-2019. (Proof in this regard, to be submitted)

## **4. PROPOSAL SUBMISSION**

### **Technical Proposal**

4.1 The following documents along with cover letter (clearly mentioning the acceptance of all clause of this document) required to be submitted and shall be placed in a sealed envelope clearly marked as "Technical Proposal for Vehicle Hiring":

4.2 Certificate of registered firm /company if applicable

4.3 Copy of registration of GST.

## **5. Submission of bids**

5.1 Two bid system will be followed

5.2 Technical and Financial Bids are to be submitted in two separate sealed envelopes.

5.3 Envelope containing Technical bid should have:

(i) Signed tender document

- (ii) Copy of registration certificate if applicable
- (iii) Copy of PAN
- (iv) Copy of GST registration if applicable
- (v) Details of vehicle owned/held/offered **along with copy of Registration certificates of Vehicles.**

5.4 Financial bid is to be submitted in ANNEXURE- I for financial bid in sealed envelope clearly marked as “Financial Proposal for vehicle hiring”.

5.5 This outer envelope containing TWO SEPARATE ENVELOPES of Technical bid and Financial bids and shall bear “Proposal for vehicle hiring” and the Name of the bidder and his address.

5.6 The Proposals must reach CGCRI on or before the last date of submission mentioned in the notice inviting tender

5.7 Any proposal received after the deadline for submission shall be returned unopened. VP shall not be responsible for any postal or courier delays.

## **6. INSTRUCTION TO BIDDING AGENCIES**

6.1 The Agencies shall bear all costs associated with the preparation and submission of their proposals. VP is not bound to accept any or all proposals, and reserves the right to annul the selection process at anytime prior to award of contract, without any liability to VP.

6.2 The Technical Proposal to be submitted by the agency should be firm and valid for a period of 30 days from the last date of submission of the proposal.

6.3 The agencies shall acknowledge the tender conditions and all subsequent amendments and submit alongwith their proposals duly signed. Therefore, the tender document signed by the authorized signatory should be the part of the Technical Proposal

## **7. OPENING OF PROPOSAL/ EVALUATION OF BIDS AND ALLOTMENT OF WORK**

7.1 The bidders fulfilling eligibility criteria will be considered for opening of financial bids. Lowest bidder (L1) will be decided for vehicle wise. Bidders should also indicate the numbers of vehicles offered. In case the lowest bidder is found to be not capable of handling the work load as a whole, other bidders will be

offered to accept the rates quoted by Lowest bidder. The bidders consented to offer the vehicles at the aforementioned rates (L1 Rates) will be considered for allotment of work. Thereafter the preference will be given in the order of category wise number of vehicle offered i.e bidder offering higher number of vehicles will be given preference. It will be the endeavor of Vigyan Prasar to ensure the equitable distribution of work to the extent feasible. Moreover the Vigyan Prasar reserves the right to distribute work with reference to the requirement of work. Decision of the Vigyan Prasar will be final so far allotment of work to selected bidders is concerned. No communication in this regard will be entertained.

7.2 The selected bidders will have to give a Security deposit equivalent to 10 *per cent* of the work allotted in the form of Bank Guarantee/ Bank Draft/FDR in the name of Vigyan Prasar with validity of 30 days.

## **8. Other terms and Conditions**

### **Instructions**

- (i) The drivers should have valid driving license of respective category.
- (ii) To ensure that the drivers are courteous and in uniform and able to understand Hindi, English and the local language.
- (iii) To ensure that drivers should know the local roads and important locations in Kolkata.

### **8.1 Special Instructions**

1. In case a single agency is not selected for the event as a whole, the selected bidders should submit the details of the vehicles deployed to the Vigyan Prasar on 1 November 2019
2. Vehicles to be reserved for VP shall not be older than 5 years.
3. VP will not be held responsible for any accident take place and damage the vehicle/s. In such case, the agency will be sole responsible and he/she cannot claim from VP for any damage occurred thereof.

### **8.2 Validity of the Proposal**

The Proposal shall remain valid for 30 calendar days after the date of the opening of the Technical Proposal. Both the parties would endeavor to complete the process of selection and enter into agreement before the validity period.

### **8.3 Extension of Validity of Proposal**

In exceptional circumstances, prior to expiry of the original Proposal Validity Period, VP may request the agency to extend the Proposal Validity Period for a specified additional period.

### **8.4 Payment Condition**

- 8.4.1 VP will not make any advance payment to the selected agency towards making the arrangements of transportation for India International Science Festival 2019, Kolkata.
- 8.4.2 The payment will be made by VP for the vehicles booked by VP. The selected agency will be required to submit invoice and the original copy of duty slip duly providing the name, mobile no. and signature of the user and driver is mandatory.
- 8.4.3 The payment towards making transportation arrangements will be made by VP only if it instructed in writing by VP.
- 8.4.4 VP shall not be liable to make any payment to selected agency for any arrangements made without the consultation and approval of VP.
- 8.4.5 If the selected agency does not confirm the bookings in a reasonable time limit or if the agency does not have the required vehicle, then VP has the right to offer and hire the said vehicle from the open market and the selected agency will have to bear the excess rate paid by VP for the same.

### **8.5 Force Majeure**

Neither party will be liable in respect of failure to fulfill its obligations, if the said failure is entirely due to Acts of God, Governmental restrictions or instructions, natural calamities or catastrophe, epidemics or disturbances in the country. Force Majeure shall not include (i) any event which is caused by the negligence or intentional action of a Party or by or of such Party's agents or employees, nor (ii) any event which a diligent Party could reasonably have been expected both to take into account at the time of being assigned the work, and avoid or overcome with utmost persistent effort in the carrying out of its obligations here under.

A Party affected by an event of Force Majeure shall immediately notify the other Party of such event, providing sufficient and satisfactory evidence of the nature and cause of such

event, and shall similarly give written notice of the restoration of normal conditions as soon as possible.

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**FORMAT - A**

(To be Signed and submitted by contractors on their letter heads)

Declaration regarding Acceptance of Terms & Conditions contained in the Tender Document

To

**Controller of Administration**

**CGCRI**

**196, Raja Subodh Chandra Mallick Road**

**Jadhav Pur, Kolkata**

**Sir,**

I/We have carefully gone through the Terms & Conditions contained in the Tender Document for the Selection of agency for vehicle hiring for IISF 2019 event up to 30<sup>th</sup> November 2019. I/we declare that all the provisions mentioned in the tender document are acceptable to my/our organisation.

I further certify that I am an authorised signatory of my Organisation and am, therefore, competent to make this declaration.

Yours Truly,

Name: \_\_\_\_\_

Designation:

Organisation Name: \_\_\_\_\_

Address: \_\_\_\_\_

## Annexure- I

### Financial Bid

#### Vehicle requirement on daily basis- 12 hours basis

Sr. no.	Type of vehicles	No. of vehicles offered	Rate (12 hrs /100 kms) price per item Exclusive of taxes
1.	Honda City-AC		
A	Dezire-AC		
B	Innova- AC		
C	Crysta-AC		
D	Winger (17 Seater)-AC		
E	Tempo (17 Seater) -AC		
F	Bus 35-Seater Category- AC		
	Price for every additional hour of duty.		
	Price extra KM over 100 KM		

**Date:**

**Place**

**Signature with Stamp**

**Note:**

The details given in Annexure –II are purely estimation and not the actual requirement, but the actual requirement may be around the estimation with +/- 10%.

The financial bid will be evaluated on the basis of the total average cost quoted for 12 hours duty

**Terms & Conditions**

- [The driver allowance @ Rs.150/-per](#) day per vehicle will be payable incase of duty beyond 12 hours..
- Toll and Parking will be paid on actual basis subject to furnishing of receipts.
- The kilometer and time will be calculated from Garage to Garage however total KM to and From Garage will be maximum 10 Kms per side from point of pickup to the point of drop.
- Duty slips have to be submitted with the signature and mobile of the user
- 50% deduction in case vehicle does not reach in time. The other Vehicle if arranged in such a situation, the entire cost will have to be borne by the agency.
- 25% deduction of the duty amount for driver's misbehavior, dirty vehicle.
- The driver deployed should hold valid Licence, be in custody of all document viz. RC, Pollution check etc. and be fully conversant with the routes of Event site and areas around and should be well behaved.
- All vehicles should report with full fuel tank at the beginning of the day/duty and equipped with a fit to use stepney.
- All the vehicles should be road worthy and fulfillment requirements of Motor Vehicle Act.
- A daily record indicating time and mileage for each vehicle shall be maintained in a Log Book. No payment shall be made without submission/verification of Log Book.

## Annexure 2

Type of Car*	1-Nov	2-Nov	3-Nov	4-Nov	5-Nov	6-Nov	7-Nov	8-Nov	9-Nov	10-Nov
Honda City-AC	0	0	0	40	40	40	40	40	20	0
Dezire-AC	20	30	40	100	100	100	100	100	40	10
Innova- AC	10	20	30	40	40	40	40	40	30	20
Crysta-AC	0	0	30	40	40	40	40	40	30	0
Winger (17 Seater)-AC	0	0	5	20	30	30	30	30	20	0
Tempo (17 Seater) -AC	0	5	10	30	30	30	30	30	15	0
Bus 35-Seater Category- AC	0	0	6	30	30	30	30	30	15	5