

**Tender for Vehicle Hiring for Indian International Science Festival-2019**

**at Kolkata**

VIGYAN PRASAR, NOIDA  
Uttar Pradesh- 201309, INDIA

**Tender Notice. No VP/IISF-K/0007/Tenders-Vehicle/IISF-2019/**

**Dated 10.09.2019**

**TENDER NOTICE**

On behalf of Department of Science and Technology, Government of India, Vigyan Prasar invites bids for selection of a travel and hospitality management company for arranging Hotel/Guest House accommodation for the delegates and other participants of India International Science Festival- 2019 from 5<sup>th</sup> to 8<sup>th</sup> November 2019 at Kolkata. For further details, please visit the website [www.vigyanprasar.gov.in](http://www.vigyanprasar.gov.in).

*Sd/-*  
REGISTRAR

### IMPORTANT DATES

Downloading of the documents	10.09.2019 to 30.09.2019 upto 17.30 hrs
Last date for seeking clarifications	15.09.2019 5.30 PM
Pre – Bid meeting Date & Time	17.09.2019 on 2.00 PM
Last date of submission of the Bid	30.09.2019 up to 17.30 hrs
Date of Opening of Technical Bid	01.10.2019 AT <b>11.00 AM</b>
Date of Opening of Financial Bid	3.10.2019 at 2.00 PM

## **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, as indicated in Annexure-II, through this tender process.

**2 NOTICE INVITING PROPOSAL AND NECESSARY INSTRUCTION**

<b>NAME OF WORK</b>	Tender for vehicle hiring for India International Science Festival-2019
<b>TENDER COST</b>	Rs. 5,000/- (Rs. Five thousand only) BY DEMAND DRAFT/NEFT in favour of <b>Vigyan Prasar IISF 2019</b> .
<b>EMD</b>	Rs. 3,00,000/- ( Rs. Three Lakh only ) BY DEMAND DRAFT//NEFT/RTGS in favour of <b>Vigyan Prasar IISF 2019</b>
<b>CONTRACT PERIOD</b>	The rate provided by the selected agency will be valid from the date of appointment to 30 November 2019
<b>ISSUE OF TENDER</b>	The tender can be downloaded from 10.09.2019 to 30.09.2019 website <a href="http://www.vigyanprasar.gov.in">www.vigyanprasar.gov.in</a>
<b>Last DATE FOR SEEKING CLARIFICATIONS</b>	At 5.30 PM on 15.09.2019 for clarifications of queries if any at the below mentioned address: Vigyan Prasar(VP) A50 Institutional Area NCMRWF Campus Sector 62 Noida -201309 Ph:+91120240430 Email: registrar@vigyanprasar.gov.in
<b>BANK DETAILS OF VIGYAN PRASAR</b>	Account Name: VIGYAN PRASAR IISF 2019 ADDRESS: A- 50, INSTITUTIONAL AREA, SECTOR- 62, NOIDA. NEFT/RTGS DETAIL BANK NAME- Corporation Bank. BANK ACCOUNT NUMBER-520141001680875. IFSC CODE- FOR RTGS/NEFT- CORP0000453. BANK ADDRESS: B Block, Noida Main Branch, Sector-62, Uttar Pradesh-201301

*Tender for Vehicle Hiring for IISF 2019*

<b>PROPOSAL DUE DATE (LAST OF DATE OF TENDER SUBMISSION)</b>	Tender should be submitted before the 5.30 PM on 30.09.2019 at the below mentioned address Registrar, Vigyan Prasar(VP) Institutional Area, Sector 62, Noida-201309
<b>OPENING OF TENDER</b>	<b>Part-1:</b> Technical bids will be opened on the 01.10.2019 at <b>11.00 AM</b> in the presence of bidders.
	<b>Technically qualified bidders would subsequently be informed about making a presentation on their technical proposal for services to the committee. The date, time and venue would be informed later on to the pre- qualified bidders.</b>  <b>Part- 2 :</b> Price Bid shall be opened of the technically acceptable bidders at a later date or on the date of technical presentation.
<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

**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 to ensure the number of vehicles of different category reserved for VP well in advance and for the purpose, agency may tie – up with its associate for procuring vehicles However, agency is required to submit the contract copies of letter of supports from the associate members to VP along with the submission of bid document.
- 2.5 Agency is required to provide the detail of vehicles, driver details etc reserved for VP latest by 25 October 2019.
- 2.6 The vehicles reserved for VP shall be placed at a designated location and will be allocated as per the instruction of VP
- 2.7 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.
- 2.8 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. A sample proforma of duty slip is provided in this document.
- 2.9 Agency is also required to manage the fleet arranged by VP from any other sources without any additional cost.
- 2.10 Agency should engage dedicated team to handle transport management

### **3 QUALIFICATION CRITERIA**

- 3.1 Agency should have minimum 10 years of experience as on date of tender.
- 3.2 Agency should have average annual audited turnover of atleast Rs. 50 lakh from transportation activities only (which means income generated from vehicle supplied) in last 3 financial years upto 31.03.2019 (2016-17,2017-18 and 2018-19)
- 3.3 Agency must own atleast 20 commercially registered vehicles (such as Maruti Dezire Indigo, Innova, Honda City etc. and heavy vehicle such as Tempo Traveller, 19 Seater coach, Volvo 49 seater etc.) of different makes in the name of owner. Vehicles owned by members of the company owners family /relatives who are not directly involved in the agency, will not be considered. All the vehicles should not be older than 3 years.
- 3.4 Agency should have supplied vehicles (light and heavy vehicle) of different makes to atleast one event wherein they have supplied atleast 100 vehicles, organised by the government and / or quasi government agencies / financial / multilateral agencies / private organisation in the last 5 years.
- 3.5 The agency should be a registered member of any one association like IATO/ TAAI/ ADTOI/ TAFI/ Ministry of Tourism, Govt of India. Proof to be submitted.
- 3.6 The agency should have PAN No and should have filed Income Tax return for the last 3 Assessment Years. (In case of Partnership / Pvt. Ltd. firm PAN No. of firm is required & in case of Proprietorship firm PAN No. of proprietor is to be enclosed).
- 3.7 The agency should have obtained registration certificate for GST in bidder's/firm name.
- 3.8 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)
- 3.9 Agency should not be blacklisted from the Union Government /any of the state Government/ Govt. of India or State government PSEs including Societies Autonomous bodies formed by any of them. An undertaking to this effect should be provided by the agency on appropriate stamp paper**

3.10 Individuals who have done piecemeal/freelance/ job work are not eligible for this tender

#### **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 Self Certified statement indicating experience of number of years of firm in transportation activities along with proof in support of the facts mentioned therein.
- 4.4 Certificate from Chartered Accountant certifying the average annual turnover of the firm / company from transportation activities. (Specimen provided under Technical Proposal Specimen FORMAT-B).
- 4.5 Self certified copy of the details of project handled by the agency in last 5 years along with proof in support of the facts mentioned therein. (Specimen provided under Technical Proposal Specimen FORMAT C).
  - i. Copy of IT assessment return for the last 3 years.
  - ii. Copy of certificate from IATO/ TAAI/ ADTOI/ TAFI/ Ministry of Tourism, Govt of India
  - iii. Copy of PAN card.

#### **4.6 Copy of registration of GST.**

Proof of payment of GST in last three financial years to be submitted.

#### **5. Fleet details**

5.1 List of vehicles with the details such as chasis number, model, engine cc, name of owner, year of manufacturing and other details. Copy of RC book for each vehicle owned by the owner should also be attached.

#### **6. Financial Proposal**



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- 6.1 Agency is required to furnish the details as mentioned at ANNEXURE 1 and shall be placed in a sealed envelope clearly marked as “Financial Proposal for vehicle hiring”.
- 6.2 Separate envelopes containing the tender fee & EMD and Technical Proposal should be also prepared and be marked as “TECHNICAL PROPOSAL for Vehicle Hiring”.
- 6.3 Separate envelopes should be prepared for and the envelope should be clearly marked as FINANCIAL PROPOSAL for Vehicle Hiring.
- 6.4 The envelopes containing the “Technical Proposal for Vehicle hiring” along with the envelope containing tender fee and EMD and “Financial Proposal for vehicle hiring’ shall be placed into an outer envelope clearly marked “PROPOSAL FOR VEHICLE HIRING FOR India International Science Festival 2019.
- 6.5 This outer envelope shall bear the Name of the Tender, submission address, etc. The Proposals must reach VP on or before the last date of submission mentioned in the notice inviting tender.
- 6.6 Any proposal received by VP after the deadline for submission shall be returned unopened. VP shall not be responsible for any postal or courier delays.
- 6.7 All contents of the Proposal should be clearly numbered, indexed and arranged in a sequence and shall be bound firmly.
- 6.8 The Original Proposal shall contain no interlineations or overwriting, except as necessary to correct errors made by the official of Agency themselves. The person who signs the proposal must put initial against such corrections.
- 6.9 The proposals shall be signed and submitted by the Authorized Signatory of the Agency. The authorization shall be attached in the Technical Proposal and shall be in the form of a written power of attorney/ board resolution or in any other form demonstrating that the representative has been duly authorized to sign.

## **7. INSTRUCTION TO BIDDING AGENCIES**

- 7.1 The selection would be on the Quality cum Cost Based Selection (QCBS) based on the final weighted score, subject to fulfilling the requirements of the Qualification Criteria. The

Proposal will form part of the contract with the selected agency.

7.2 A confirmation letter from the Agency for being able to provide the qualified team should be attached

7.3 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 any time prior to award of contract, without any liability to VP.

7.4 The Technical Proposal to be submitted by the agency should be firm and valid for a period of 90 days from the last date of submission of the proposal.

7.5 Agencies may seek clarifications on the guiding document. Any request for clarification must be sent in writing / fax/Email to VP.

7.6 At any time before the submission of Proposals, VP may amend this document by issuing an addendum, which shall be binding on the agencies.

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

## **8. OPENING OF PROPOSAL**

8.1 Vigyan Prasar will open the Bids, in the presence of the representatives of the Bidder who choose to attend, at the time and date, as mentioned in the tender notice.

The Bidder's names, modifications, bid withdrawals and the presence or absence of the requisite Earnest Money and such other details as Vigyan Prasar, at its discretion, may consider appropriate will be announced at the bid opening.

8.2 The opening and evaluation of bids would consist of the following phases –

- Phase I: Evaluation of Technical Bid
- Phase II: Evaluation of Financial Bid
- Phase III: Combined Evaluation of Technical and Financial Bids

### **8.3 Query related to bid & clarifications:**

Interested Bidders may send their queries to registrar@vigyanprasar.gov.in by 15.09.2019. No queries will be entertained thereafter except those raised during pre-bid meeting. When deemed necessary, Vigyan Prasar may seek clarifications on any aspect from the Bidder. However, that would not entitle the Bidder to change or cause any change in the substance of the bid submitted or price quoted.

#### **8.4 Criteria for Evaluation of Bids:**

The evaluation process of the bid proposed to be adopted by Vigyan Prasar is indicated in this tender document. The purpose of these Clauses is only to provide the Bidder an idea of the evaluation process that Vigyan Prasar may adopt. The Vigyan Prasar reserves the right to modify the evaluation process at any time during the Tender process, without assigning any reason, whatsoever, and without any requirement of intimating the Bidder of any such change. At any time during the process of evaluation Vigyan Prasar may seek specific clarifications as may be necessary from any or all the Bidders.

VP has adopted a two-bid selection process (Quality and Cost-Based Selection) in evaluating the proposals comprising a 70:30 criteria, where 70% weightage will be accorded to technical evaluation and 30% weightage will be accorded to the financial bid.

It is mandatory for the Bidder to qualify in the technical qualification criteria in Phase I and obtain minimum qualifying Marks to be technically qualified for being considered for Phase II of Financial Bid evaluation.

#### **Phase I: Evaluation of Technical Bid**

8.5 Vigyan Prasar will first open the Technical Bids, in the presence of the representatives of the Bidder who choose to attend, at the time and date, as mentioned in this tender notice. The technical bids will be evaluated on the basis of information furnished in the Technical Bid. The bids of Bidders, who do not qualify at this stage, shall not be taken up for further evaluation. Bidder must enclose documentary evidence in support of eligibility Criteria. In the absence of such supporting documents as detailed in this tender document, the bid will be summarily rejected.

To be eligible for short-listing, a Bidder should also fulfill the following conditions:

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Sl.No	Eligibility Criteria	Supporting Documents Required to be submitted along with the Technical Bid
1.	Turnover of the agency	Certified Balance Sheet or Statement of Expenditure for the last three financial years (2016-17, 2017-18& 2018-19) OR Certificate by the company statutory auditors
2.	The bidder must have prior experience of execution of three projects of similar nature and magnitude during last five years	Work Order/ Completion Certificate issued by the client department indicating the value of the work executed by the bidder
3.	The bidders have to submit Earnest Money Deposit (EMD) of Rs. 3,00,000/- (Rupees Three Lakhs only) & tender fee of Rs 5,000/- (Rs Five Thousand only) through account payee demand draft drawn in favour of " <b>Vigyan Prasar IISF 2019</b> " or Online as per details provided above.	In separate unsealed cover

8.6 All shortlisted Bidders will qualify for further evaluations of the Technical bid. The eligible bidders (or their representatives) shall have to make a presentation on their concept on fleet management for the IISF 2019 demonstrating the understanding of projects, methodology and work plan and deployment of resources. The Bidder will provide the car makes and models in each category and also indicate overall average age of car fleet with an allowance of variation of 2 months (average figure without any car going below the cut-off value of 3 years age).

The technical bid will be analyzed and evaluated based on methodology as contained in their proposal and as brought out during the presentation as per the following matrix and technical bid marks shall be assigned to each Bidder. Agencies will be invited for technical presentation and discussions on the proposal. Agencies are expected to depute only those officials for technical presentations who will be responsible for providing the leadership to the proposed work. Evaluators of Technical Proposals shall have no access to the Financial Proposals until the technical evaluation is concluded.

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Parameter	Criteria for point allotment	Maximum weightage
Experience in the field related to Fleet Management –Number of projects handled for vehicle management in last 5 years with minimum supply of vehicles of 100 nos.	4 marks for each project. Maximum marks 20	20
Number of vehicles owned by the owner.	For 20 vehicles; 10 marks will be awarded (1 marks will be given on arithmetical progression for an increase of 1 vehicle above 20. Maximum marks =30)	30
Average Turnover of the agency from transportation management in last 3 years as on 31.03.2019.	For Average turnover of Rs. 50 Lakhs; 10 Marks will be awarded (1 marks will be given on arithmetic progression for an increase of turnover by every one lakh above 50 Lakh. Maximum upto 20 marks.)	20
Presentation on the understanding of projects, methodology and work plan and deployment of resources The Bidder will provide the car makes and models in each category and also indicate overall average age of car fleet with an allowance of variation of 2 months (average figure without any car going below the cut-off value of 3 years age)		30
	Total	100

8.7 Technical Bids receiving overall marks greater than or equal to 70 Marks will be eligible for consideration in the subsequent round of evaluation

**Phase II: Evaluation of Financial Bids**

The opening of financial proposal shall be done in presence of representative of applicants who choose to remain present. The lowest Bid (L1) will be based on the highest combined score (CS) after considering the Price quoted Format given on this NIT and the Technical scores referred above. All shortlisted applicants would be assigned financial score. For financial evaluation, the total cost indicated in the Financial Proposal, excluding GST, will be considered. Each Financial Proposal will be assigned a financial score as detailed below:

The lowest financial proposal (L1) will be awarded 100 % score. The financial scores of other proposals will be computed as follows: Financial Score of a bidder =  $\{(Financial\ Bid\ of\ L1 / Financial\ bid\ of\ the\ Bidder) \times 100\}$ % (adjusted to 2 decimals)

Proposals will finally be ranked according to their combined technical and financial scores (CS) as follows:

$$CS = \text{Technical Score} \times 0.7 + \text{Financial Score} \times 0.3$$

Weight assigned to technical and financial Proposals that shall be 0.7 and 0.3 respectively.

Generally, the successful applicant will be the applicant having the highest combined Score. The second highest Applicant will be kept in reserve and may be invited for negotiations in case the first-ranked applicant withdraws or is not selected for any reason.

**Example of scoring and evaluation of Tender:**

The marks scored by Bidders in the technical evaluation will be given a weightage of 70. Similarly, the financial bids of the Bidders will be given a weightage of 30. The lowest financial proposal (L1) will be awarded 100 % score. Illustration of scoring criteria:

Assume 3 participating Bidders have total technical scores as per column (3) in table below and in case of rates, the total rates quotes is as under:

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Sl no.	Description	Total Technical Scores	Rate quotes (say in Rs.) Financial scores	Financial Score of a bidder = (Financial Bid of L1/Financial bid of the Bidder)X100}%
1.	Bidder 1	80	60	(50/60)X100= 83.33
2.	Bidder 2	75	55	(50/55)X100= 90.90
3.	Bidder 3	70	50	(50/50)X100= 100

8.8 The Bidder scoring minimum rates in the financial scores i.e. 50 scoring point will be awarded 100 % score and the other bidders will be worked out on proportionate basis and thereafter weightage. Their combined technical and financial scores (CS) as follows:

(CS obtained by firm = Technical Score X 0.7 + Financial Score X 0.3)

CS obtained by Bidder A =  $80 \times 0.7 + 83.33 \times 0.3 = 56 + 24.999 = 80.999$  (CS1)

CS obtained by Bidder B =  $75 \times 0.7 + 90.90 \times 0.3 = 52.5 + 27.27 = 79.77$  (CS2)

CS obtained by Bidder C =  $70 \times 0.7 + 100 \times 0.3 = 49 + 30 = 79.00$  (CS3)

8.9 For financial evaluation, the total cost indicated in the financial proposal, excluding GST, will be considered. Unless stated otherwise, the financial bid document is for the whole scope of the work as described in the tender document. The bidder will not be permitted to add any items / costs later on. The total cost / bid amount indicated in the financial bid will be deemed to be for the entire scope of work outlined / detailed in the tender document. The costs / rates / amounts quoted by the bidder in the financial bid should allow for all costs, any other duties, taxes or charges, whatsoever payable on the components or the completed works and satisfactory performance of the bidders obligations under the tender / agreement. Hence, levy of taxes over and above quoted rates, if any, like GST etc. should be specifically stated in the financial bid with prevailing rates of such taxes to enable uniform comparison of the financial bids of the various bidders. In the absence of any such specific statement, along with rates, the quoted rates / amount will be presumed to be inclusive of taxes.

Note: Classification of any bidder as ‘Lowest Bidder’ does not automatically bestow any right on him to get the work awarded to him, which is subject to further processing and obtaining approval of competent authority of Vigyan Prasar., for valid reasons, reserves the right to not allot the works to lowest bidder

and even cancel the entire tender process at any stage, even after process for determining lowest bidder is over.

## **9. 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 organize an orientation program for the drivers about their duties and routes for the IISF 2019 in the presence of VP representatives authorized for such purpose on or before 1 November 2019.
- (iv) To ensure that drivers should know the local roads and important locations in Kolkata.

### **9.1 Special Instructions**

The selected agency shall have to set up a control room 24X7 at a place designated by VP for vehicle allocation, grievance handling and any other issue related to transportation and it should have the following arrangements:

1. Necessary amenities such as computer, printer, internet, telephone, fax machine etc.
  2. Station 4 persons between morning 8 am to 10 pm and 2 persons between 10 pm to 8 am and further, it also have to make necessary logistics arrangement for the officials deployed by VP.
  3. set up break down management system
  4. set up 24X7 helpline number in control room
- (v) Information of number of vehicle and category of vehicle to be reserved for VP will be informed by VP by 26 October 2019.
  - (vi) Vehicles to be reserved for VP shall not be older than 3 years.
  - (vii) Agency may tie up with its associate for procuring vehicles. However, agency is required to submit the letter of support along with the tender to VP.



- (viii) The successful bidder will have to submit the MoU / Agreement with the associate along with the fulfillment of other conditions such as deposit of Bank Guarantee for performance security etc immediately after the declaration of result then only the work order shall be awarded.
- (ix) Failure to do so may result in termination of the contract / work order and the security deposit may be forfeited by Vigyan Prasar. The decision of Vigyan Prasar will be final and no argument will be allowed.
- (x) 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.

## **9.2 Validity of the Proposal**

The Proposal shall remain valid for 90 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.

## **9.3 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.

## **9.4 Disqualification**

The following events and circumstances may result in disqualification of the applicant from the bidding process:

- 9.4.1 Submission of Proposal after the Proposal Due Date
- 9.4.2 If the Proposal contains misleading or false representation in the forms, statements and attachments submitted in proof of the eligibility requirements
- 9.4.3 If the Proposal contains conditions other than the conditions mentioned in this document or any additional condition put in by the agency to the VP.

- 9.4.4 If the Proposal submitted with incomplete information such proposal will be considered non responsive.
  - 9.4.5 If the Proposal submitted is not accompanied by the required documentation will be considered non responsive.
  - 9.4.6 Agency is unable/fails to provide clarifications related to its Proposal.
  - 9.4.7 The agency who attempt to influence the qualification or selection process shall be disqualified from the process at any stage
  - 9.4.8 VP reserves the right to reject or disqualify the proposal, if any detrimental information becomes known after the Agency has been qualified.
  - 9.4.9 VP reserves the right to reject the Applicant, at the time, or at any time after such information becomes known.
  - 9.4.10 In case of such disqualification under any circumstances, the decision taken by VP shall be considered as final and binding.
- 9.5 The selected agency is required to provide bank guarantee of 10% of the estimated cost of work awarded.

#### **9.6 Payment Condition**

- 9.6.1 VP will not make any advance payment to the selected agency towards making the arrangements of transportation for India International Science Festival 2019, Kolkata.
- 9.6.2 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.
- 9.6.3 Specimen of Duty slip provided under ANNEXURE- I will only be valid. No other format of agency will be considered for final payment.
- 9.6.4 The payment towards making transportation arrangements will be made by VP only if it instructed in writing by VP.

9.6.5 VP shall not be liable to make any payment to selected agency for any arrangements made without the consultation and approval of VP.

9.6.6 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.

## **9.7 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 hereunder.

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.

## **10 FORMAT AND SIGNING OF PROPOSAL**

The proposal should be short, concise & include all points indicated in the Document.

The Proposal shall be typed or written in indelible ink and should be in English. Proposal in other language would not be accepted. The pages and volumes of each part of the Proposal shall be clearly numbered. The Proposal shall contain all the information required herein and references of previous submissions shall not be considered.

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**TECHNICAL PROPOSAL SPECIMEN**

**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

Registrar, VP

A-50 Institutional Area,

NCMRWF Campus

Sir,

I/We have carefully gone through the Terms & Conditions contained in the Tender Document NO. **No VP/IISF-K/0007/Tenders-Vehicle/IISF-2019/ dated 10.09.2019** for the Selection of agency for vehicle hiring for IISF 2019 event upto 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/we further certify that I/we am/are an authorised signatory of my/our Organisation and am/are, therefore, competent to make this declaration.

Yours Truly,

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

Designation: \_\_\_\_\_

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

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

**FORMAT - B**

Certificate from Chartered Accountant certifying the average annual turnover of last three years.

<b>Year</b>	<b>Turnover (in Rs.)</b>
2016-17	
2017-18	
2018-19	
Average annual turnover in Rs. (2016-17;2017-18 and 2018-19)	

I hereby certify that the average turnover of the <Name of the organization >,< address> for last three years (2016-17;2017-18 and 2018-19) is Rs. <Amount> were from the activities of transportation only.

Name of the Auditor: \_\_\_\_\_

Name of the Firm: \_\_\_\_\_

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

Signature of Authorised: \_\_\_\_\_

Signatory seal of Audit Firm; \_\_\_\_\_

**FORMAT – C**

Certification about the work carried out by the agency in last 5 years.

Name of The Project	Name of the Client	Address, Contact details (address, phone no. and email ID of the client)	No. of vehicles supplied	Duration of the Project (Commencement date and completion date should also be mentioned)

I hereby certify that above information about the project undertaken and the copies of work orders enclosed with this document true.

Authorized signatory: \_\_\_\_\_

**FINANCIAL PROPOSAL SPECIMEN**



**ANNEXURE - I**

**Statement (A): Vehicle requirement on monthly basis**

Sr. no.	Type of vehicle  (A)	Monthly rental (3000 km per month) (including taxes) (B)	Rate per km after 3000 km (including taxes) (C)	Taxes (e.g. service tax, sales tax) Included in total coast	
				Type of and % of tax	Amount of Tax
1.	Dezire/Amaze/Etios/Indigo/Manza				
2.	Innova/Mazzario				
3.	Total price bid of Column (B)				
4.	Service charge (please mention percentage (%) on total price bid)				
5.	Total bid price after service charge = (Sr. no. 3 + Sr. no. 3 X Sr. no. 4 /100 )				

**Note:**

Work order for providing vehicles on monthly basis will be awarded separately.

**Statement (B): Vehicle requirement on daily basis- 12 hours basis**

Sr. no.	Type of vehicles	No. of vehicles	Rate (12 hrs /100 kms)	Total bid price per item	Taxes (e.g. GST) Included in total Coast	
		(A)	(B)	(C) = (A)*(B)	Type of and % of tax	Amount of Tax
1.	Hatchback Category	As indicated in Annexure-II				
A	Sedan Category					
B	MUV Category					
C	Semi-Luxury Sedan Category					
D	Mini-bus Category					
E	35-Seater Category A/C					
F	35 ++ Seater Category A/C					
2.	Total price for vehicle of Column (C)					
3.	Service charge (please mention percentage on the total price bid i.e., Sr. no. 2)					
4.	Total bid price after service charge = (Sr. no. 2 + Sr. no. 2 X Sr. no. 3 /100 )					
	Price for every additional hour of duty.					

**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. Additional Cost for extra Kms to be indicated separately.

**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 point of pick up to the point of drop

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- 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**

**Format of Duty slip**

**PART – A**

The following vehicle was provided to:

**Name of liaison Officer:** \_\_\_\_\_

**Designation:** \_\_\_\_\_ **Department:** \_\_\_\_\_

–

**Contact no.:** \_\_\_\_\_ **Email id:** \_\_\_\_\_

**For the period:** From:        /    /201        to:    /    /201

**Reported at**

**(Location):** \_\_\_\_\_

appointed for

**Name of Guest** \_\_\_\_\_

**Designation:** \_\_\_\_\_ **Organisation:** \_\_\_\_\_

**Contact no.:** \_\_\_\_\_ **Country/State:** \_\_\_\_\_

**Status of Guest:**     State guest     Diplomat     Delegate     Speaker   

**Govt. Officer**     **Other**

**If other ( Specific: \_\_\_\_\_ )**

**If Speaker, please indicate the following details:**

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**Name of event:** \_\_\_\_\_ **Venue:** \_\_\_\_\_

**Date:**    /    /201

On the request of: (Name of Department): \_\_\_\_\_

**Vehicle no.:** \_\_\_\_\_

**Type of vehicle:** \_\_\_\_\_

**Driver name:** \_\_\_\_\_ **Driving License no.** \_\_\_\_\_

**Driver mobile no.** \_\_\_\_\_ **Driver Signature:** \_\_\_\_\_

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Date	Source (Hotel/Airport/rail way Station etc)	Destination	Starting kms	Ending Kms	Starting time	Ending time	Signature

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(Signature of guest)

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(Signature of liaison officer)

Date:    /    /2019

Place:

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**PART – B**

I hereby certify that the vehicle allotted to me remain unutilized and therefore, I release the vehicle from date\_\_\_\_\_time\_\_\_\_\_.

---

(Signature of liaison officer)

Date:    /    /2019

Place:

**INSTRUCTIONS**

- 1) All the fields under PART – A are mandatory
- 2) Signature of Guest, Liaison officer and driver is mandatory.
- 3) The invoice raised for the vehicle issued is required to be submitted alongwith the Duty and following documents:
  - Photocopy of RC Book
  - Photocopy of PUC
  - Photocopy of Driver’s driving license
- 4) In case if vehicle remains unutilized then liaison officer is required to certify the same.
- 5) PART – B In case and the liaison officer required to communicate with agency and VP office and release the vehicle and same must be communicate through email.

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Annexure 2

Type of Car*	31-Oct	1-Nov	2-Nov	3-Nov	4-Nov	5-Nov	6-Nov	7-Nov	8-Nov	9-Nov	10-Nov	11-Nov
Hatchback Category	10	10	10	10	75	90	90	90	90	75	10	5
Sedan Category	10	10	10	10	50	48	48	48	48	48	10	5
MUV Category	10	10	10	10	50	42	42	42	42	42	10	5
Semi-Luxury Sedan Category	0	0	0	0	15	21	21	21	21	15	0	0
Mini-bus Category	0	0	0	0	35	21	21	21	21	21	0	0
35-Seater Category A/C	0	0	0	0	20	18	18	18	18	18	0	0
35 ++ Seater Category A/C	0	0	0	0	40	36	36	36	36	36	0	0

Example of :

Hatchback Category – Indica, Swift, etc.

Sedan Category – Dzire, Etios, Amaze, etc.

MUV Category – Innova, Crysta, Marazzo, Brezza etc.

Semi-Luxury Sedan Category – City, Ciaz, Verna etc.