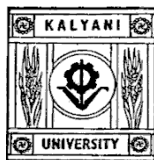


UNIVERSITY OF KALYANI



NOTICE INVITING E-TENDER

NIT ID showing at <http://wbtenders.gov.in>: 2025_UOK_837609_1

Tender Ref. No.: WD/2025-26/3T-1/0038

Dated: **April 22, 2025**

E-Tender is invited for **Hiring of one AC Four Wheeler Car (Toyota Innova Crysta) for the exclusive use of the Vice-Chancellor** from the eligible venders. Interested venders may follow the instructions as given below for submission of their tenders under online mode:

Dates & Information:

Sl.No.	Activities	Date & Time
1	Date of uploading of N.I.T. Documents in the e-tender portal of NIC: https://wbtenders.gov.in	22 nd April, 2025
2	Documents download (online)	22 nd April, 2025 (from 16.30 Hrs.)
3	Bid Submission Start Date (online)	22 nd April, 2025 (from 16.30 Hrs.)
4	Bid Submission Closing Date(Online)	10 th May, 2025 (from 15.00 Hrs.)
5	Bid Opening Date (Online)–Technical Bid	12 th May, 2025 (from 15.00 Hrs.)
6	Date of uploading list for technically qualified bidder (online)	To be notified
7	Date of opening of Financial Bid	To be notified
8	Date of uploading of list of bidders along with the approved Rate	To be notified

1. General Instructions:

In the event of e-tendering, intending bidder may download the tender documents from the website: <http://wbtenders.gov.in> directly with the help of Digital Signature Certificate (DSC) or from the University of Kalyani's website www.klyuniv.ac.in.

2. Submission of bids:

Both Technical bid and Financial Bid are to be submitted concurrently duly digitally signed by the Company personnel who is in the pay roll of the Company (having Authorization from the Company management) in the website <http://wbtenders.gov.in>. All papers must be submitted in English language.

3. Time Schedules for the e-tender:

The Time Schedule for obtaining the Bid Documents, Pre Bid meetings, the submission of bids and other documents etc. will be as per the list provided in Clause No.10 given below.

4. Eligibility for Quoting:

a) The bidder should submit list of customers to whom similar equipment were supplied in recent past at least during the last 5 years along with names & full addresses of the customers indicating order reference etc.

b) Bidder and OEM Should have local support center

c)Further, Bidder who was declared black listed and/or insolvent by any Govt. Concern/any Institutions in the Country for particular item or items are not eligible to participate in the current tender for that item or items.

5. Annual Turnover Requirements:

Vender having average annual Turn Over for last three financial years is not less than Rs.10 Lakh in India for the year 2021-22, 2022-23 & 2023-24 in the said financial years are eligible to participate in the Tender.

6. Submission of Tenders

6.1 General process of submission

Tenders are to be submitted online through the website stated in Clause1. All the documents uploaded by the Tender Inviting Authority form an integral part of the contract. Tenderers are required to upload all the tender documents along with the other documents, as asked for in the tender, through the above website within the stipulated date and time as given in the Tender. Tenders are to be submitted in two folders at a time, one is Technical Bid and the other is Financial Bid. The tenderer shall carefully go through the documents and prepare the required documents and upload the scanned documents of originals in Portable Document Format (PDF) to the portal in the designated locations/folders of Technical Bid. He needs to fill up the BOQ in the designated cell and upload the same in designated location of Financial Bid. The documents uploaded are virus scanned and digitally signed using the Digital Signature Certificate (DSC). Tenderers should specially take note of all the addendum/corrigendum related to the tender till the bid submission ends. Tenderers should in general upload the latest documents as part of the tender, however, in case of failure in uploading such documents, it will be deemed that they (tenderers) have taken note of such latest documents including addendum/corrigendum, if published till the bid submission ends.

6.2 Technical Bid

The Technical Bid should contain scanned copies and/or declarations in the following standardized formats in two covers(folders):

I. Technical File (Statutory Cover) containing:

1. **Annexure–**

- a) Basic Information (Vide Annexure I) *(to be submitted in “Annexure” folder)*
 - b) Application for Tender- (Vide Annexure II) *(to be submitted in “Annexure” folder)*
 - c) Authorization letter - (Vide Annexure III) *(to be submitted in “Annexure” folder)*
 - d) Affidavit Proforma - (Vide Annexure IV) *(to be submitted in “Annexure” folder)*
 - e) Compliance Sheet (Vide Annexure V) *(to be submitted in “Annexure” folder)*
 - f) DECLARATION ON NIT- (Vide Annexure VI) *(to be submitted in “Annexure” folder)*
2. Technical details of the Items Quoted (Bidders must submit Technical specification along with Catalogue of the item quoted in **“Technical Details”** Folders.
 3. Audited Annual Accounts or Audited Turnover Certificate for last three years **2021-22, 2022-23 & 2023-24** or during the period since formation of the Firm, if it was set up in less than such 3-yearperiod. **(to be submitted in “Accounts” folder)**

II. My Document (Non-Statutory Cover) containing as follows:

Sl. No.	Category	Sub-Category	Sub-Category Description
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1	Certificates	Certificates	PAN Card of the Bidder
			GST Registration Certificate
			Profession Tax Enrolment Certificate
			Valid MV Tax Receipt of the Car/Bus to be allowed for hiring
			Valid Insurance Certificate of the Car/Bus to be allowed for hiring
			Valid Pollution Control Certificate of the Car/Bus to be allowed for hiring
			Valid Registration Certificate/Blue Book of the Car/Bus to be allowed for hiring
			Valid License Number of the Driver allotted to the Car/Bus to be allowed for hiring
2	Company Details	Company Details1	Trade License
			Registration with Registrar of Companies
			Memorandum of Articles for Limited Companies.
3	Credential	Credential1	<p>a) Copy of the Work order for supplying Similar nature of items for last 5 years (2019-20,2020-21,2021-22,2022-23 & 2023-24)</p> <p>b) Brief User List preferably for users in West Bengal in an Institute of Higher Learning/Govt. Offices</p>
4	Financial Information	Payment Certificate 1	Income Tax Returns submitted for the Assessment year 2022-23
			Income Tax Returns submitted for the Assessment year 2023-24
			Income Tax Returns submitted for the Assessment year 2024-25
			GST Return for January'24,February'24 and March'24

NOTE:

1. If the company was set up less than three years ago, audited balance sheet for the no. of years since inception may be submitted)
2. Addenda/Corrigenda: if published, Contractors are to keep track of all the Addendum/Corrigendum issued with a particular NIT till the bid submission ends and in general upload the downloaded copies of the above documents and merge the Addenda/Corrigenda with respective NIT in the NIT folder. , however, in case of failure in uploading such documents, it will be deemed that they (tenderers) have taken note of such latest documents including addendum/corrigendum, if published till the bid submission ends, overriding any other terms/conditions if mentioned anywhere else in the concerned NIT.
3. Bidder must submit their documents through the appropriate folders as stated above. Submission of document not through proper folder(s) may be considered as non-submission. If University fails to identify the document because of such wrong submission or due to submission of documents not readable visibly or for any technical issue like not opening the files etc., it would be deemed that the bidder did not submit that particular document(s).
4. Others: Any other documents found necessary

6.3 Financial Bid

The Financial Bid should contain the following document in one cover (folder):

- a) **Bill of Quantities (BOQ):** The tenderer should fill-up the designated cell as marked by the University in the BOQ sheet.

- b) **For Car Service: Bidder must quote Dry Charges as University follows Dry System. It includes Driver's Salary per month, all sorts of Overtime, Night and Staggering Duty, repair, maintenance and all other incidental expenditure. GST, if any, should be shown separately in the BOQ.**

7. The tenderers are not required to submit hard copies of Technical File (Statutory) or My documents (Non-Statutory). Submission of hard copy of Financial Bid is strictly prohibited and only be submitted through on line through NIC portal.

8. Evaluation of the tenders

During the tender evaluation process, the "Technical Bid" will be opened first. Those Bidders who have qualified in respect of the essential & other requirements in "Technical Bid" will be identified and their financial bid will be opened. The financial bid of those Tenderer failing to meet the technical & other requirements laid down in the tender will not be opened and be rejected. The Tenderer offering the item found suitable and as per the tender specifications will only be selected. **Final selection of the bidder in respect of Financial Bid is subject to further verification of several parameters allied with Financial Bid Evaluation.** The Financial Bids of only those tenderers who have been considered as Technically Qualified will be opened.

9. TERMS & CONDITIONS REGARDING PURCHASE POLICY OF TENDERING AUTHORITY:

9.1 Bid Information:

- a) **Bidder must quote in INR in the BOQ Sheet.**
- b) The rate quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
- c) **Bidder must follow the instruction for filling up BOQ as per Clause 6.3.**

9.2 Evaluation of Quotation: The Purchaser will evaluate and compare the quotations determined to be substantially responsive stage wise. Firstly, Technical Bid will be evaluated and thereafter Price Bid for technically qualified bidders will be evaluated for selection of vender.

9.3 Award of Contract: The purchaser will award the contract to the bidder whose quotation has been determined to be substantially responsive both technically and commercially for both the equipment. Purchaser reserves the right to reject any or all the tender, wholly or partly, without assigning any reason thereof and shall not be bound to accept the lowest bid.

9.4 The Car must be a brand new car having a fresh and bright look.

9.5 The Car owner will have to bear the cost of driver's remuneration, repairs and maintenance and all other incidental expenditure. University will not bear any liabilities in this regard.

9.6 Hire charge of the car shall be quoted per month basis.

9.7 Cost of diesel & lubricants shall be paid at Government announced price at the rate of 1 litre per 10 km including AC service. Mobil oil cost will be paid @ Re.1 per km run.

9.8 The driver of the car should maintain the log book duly / regularly filled in and signed by Authorised Officer/Staff by the Vice-Chancellor.

9.9 Bidder should submit copy of updated Trade License, GST, IT and P. Tax Return submission document.

9.10 Credentials: Documents of similar type of work in last 5 years (2019-20,2020-21,2021-22,2022-23 & 2023-24) in a Recognized Institute of Higher Learning or Government offices must be submitted along with the tender. Bidder must submit User List with copy of Work Order pertaining to the said service.

9.11 Statutory deduction for TDS as per Income Tax Act will be made as per the law in force.

9.12 The car provider should possess valid documents of ownership, Blue book/Registration papers, MV Tax, Insurance, Permit, Pollution Certificate, driving license of the driver, and others, if required with the car on duty.

9.13 The dry charge as to be quoted in the BOQ shall include all sorts of Overtime, Night and Staggering Duty during the period of agreement including plying of the car on Saturday and other holiday except Sunday.

9.14 The car will remain under the supervision and control of the University Engineer or the officer/staff duly authorized by the Vice-Chancellor.

9.15 There will be no fixed daily engagement hours for the driver for plying the car. The daily engagement hours may vary on daily basis depending upon the requirement of the Vice-Chancellor.

9.16 The agreement with the car provider after selection will be made initially for 6 (six) months which may be extended up to 3 (three) years in several phases depending upon the performance of the car provider. However, University reserves the right to cancel the agreement with a prior notice of 15 days or by mutual consent.

9.17 The driver of the car must be polite, obedient and must have valid license and should carry the original during driving the car. He must have the experience of plying car in a reputed organization. He will have no connection with the University service and his service will not be considered as on 'duty' of the University like other employees of the University. In case of change of driver of the car, prior intimation should be given to the University Engineer of the university by the vender.

9.18 Payment Schedule: Payment be made after successful service duly authenticated by the university in Log Book and Bill. Bill in duplicate will have to be submitted within the first week of the following month to the office of the University Engineer. Payment will be made after statutory deduction through NEFT to the designated bank account of the car provider.

9.19 Copy of documents of car should be submitted in Technical Folder.

9.20 The driver for car should not be found intoxicated during working hours. It is expected that the driver should be familiar with the road of Kolkata, Nadia and Murshidabad area.

9.21 Requisite Documents to be submitted: Bidder must have adequate documents relating to Trade License and updated returns for Income Tax, GST, Audited Statement of Accounts/Certified Turnover Statement and other documents.

9.22 In case of breakdown or fault, the car provider will have to make alternative arrangement for a similar car at his own cost.

9.23 Disposal of Disputes: In case of any dispute, the University's decision will be treated as the final and conclusive. All legal actions are subject to Kolkata jurisdiction only.

9.24 Conditional bid may be liable for rejection.

9.25 In emergency, the car has to move anywhere as to be directed by the Vice-Chancellor or his authorized officer/staff.

9.26 Conflict of Interest: Not more than one tender shall be submitted by one tenderer or tenderers having relationship. Under no circumstances will father and son(s) or other close relations who have business relationship with one another (i.e. when one or more partner(s)/director(s) are common) be allowed to tender for the same contract as separate competitors. A breach of this condition will render the tenders of both parties liable for rejection.

9.27 The car needs to carry light weight important documents as and when necessary and instructed.

9.28 The car hire agency must follow the existing traffic rules and applicable Motor Vehicle Act. In case of violation of the said rules, University Authority will not be held responsible.

9.29 Under no circumstances, the University will make any advance/cash payment to the driver/car provider.

9.30 In case of **Tie Bid** arising after opening of price bid, University will follow the guideline as mentioned in the G.O. No. 2320-F(Y) dated 7/6/2022 issued by the Finance Department, Government of West Bengal.

9.31 Discretion of the University:

(i) University may take decision about the non-plying of the proposed car even after selection of vendor due to relevant purposes.

(ii) University may seek documents from the bidder in addition to the scanned documents sent by the mat the time of uploading technical bid for verification and evaluation of tender.

(iii) For any false/unethical/illogical/unreasonable bid, University reserves the right to cancel the bid even after opening of Price Bid.

(iv) University may change the terms and condition of the tender at the time of issuing of the Work Order.

(v) University reserves the right to relax any clause as stated herein above for selection of

responsive vendor.

(vi) University also possesses the right to include/exclude/modify terms & conditions at the time of engagement/renewal /extension of service.

10. Opening the financial bid as per schedule will BE NOTIFIED LATER ON.

Financial bid can be seen & accessed by the bidder through the NIC Portal online after opening of financial bid on line. No objections raised by any Bidder in this respect will be entertained by the University. No informal tender will be entertained in the Bid further.

11. During the scrutiny, if it comes to the notice to tender inviting authority that the credential or any other paper found incorrect/ manufactured/ fabricated, that bidder would not allowed to participate in the tender and that application will be rejected outright without any prejudice.

12. The Tender Selection Committee reserves to right to cancel the N.I.T. due to unavoidable Circumstances and no claim in this respect will be entertained.

Annexure-I**BASIC INFORMATION ABOUT THE BIDDER**

(To be furnished in the Company's official letter pad)

1.	Name of the Bidder	
2	Address for Communication	
3	Contact Number(s)	
4	E-mail ID	
5	Trade License No. (Please enclose copy of Trade License)	
6	PAN (Please enclose copy of PAN Card)	
7	GST No. (Please enclose copy Of GST)	
8	Do you have previous experience for supplying similar nature of Items at Educational Institute of Higher Learning/Govt. Offices (Please enclose copy of Purchase order & user list, if yes)	Yes/No (Please put tick mark)
9	Annual Turnover as per Audited P/L ACCOUNTS & BALANCE SHEET	2021-22: Rs..... 2022-23: Rs..... 2023-24: Rs..... Average Annual Turnover: Rs.....
10	Status of the bidder (Please Enclose copy authenticating your status)	Manufacturer/Dealer/Distributor/Selling Agent/Stockiest (Please put tick mark)

I hereby declare that the above information is true and correct to the best of my knowledge and belief. In case of any false/wrong/misleading information, I shall be bound to take the decision taken by the University.

**Signature of the Bidder
(With Seal)**

Annexure II
APPLICATION FOR TENDER

(To be furnished in the Company's official letter pad with full address and contact no, Email address etc)

To
The University Engineer,
University of Kalyani,
Kalyani-741235, Nadia,
West Bengal

Sub: Hiring of one AC Four Wheeler Car (Toyota Innova Crysta) for the exclusive use of the Vice-Chancellor.

Ref: - Tender Ref. No.: WD/2025-26/3T-1/0038

Dated: April 22, 2025

Sir,

Having examined the pre-qualification & other documents published in the N.I.T, I/ we here by submit all the necessary information and relevant documents for evaluation:

1. That the application is made by me/us on behalf of.....
.....in the capacity.....duly
Authorized to submit the offer. The authorization letter from the Company is attached in Annexure II.
2. We accept the terms and conditions as laid down in the tender document vide **Clause 9** and declare that we shall abide by it throughout the tender period including its extensions, if any.
3. We have gone through the Tender Document thoroughly and quoted the tendered items keeping in mind all sorts of information as furnished in the tender document including Corrigendum/Addendum as published from time to time
4. We are offering rate for the following item /items with printing capacity and assured supply to the University of Kalyani

Type of Vehicle (Car/Bus)	Make & Model of the Vehicle	Licence Type (Commercial/Non-Commercial)

5. In the event of being selected, I will make the supply within the stipulated period excepting the condition which is beyond our control.

Date: -

Signature of applicant including title and capacity in
which application is made.

Contact No.:

Annexure-III

(Authorization letter in favor of the applicant (other than Managing Director/Proprietor/Partner)
from the competent authority.)

FORMAT

(To be furnished in the Company's official letter pad with full address and contact no, Email
Address etc)

(TOWHOMITMAYCONCERN)

This is to certify that Mr (Name),
Employee of this Organisation as(Official Designation) is
Hereby authorized to submit tender online, Vide NIT No.....,
Datedon behalf of the Organisation.

Signature of the competent authority with Seal

.....

(Signature of the Authorised Person)

Signature of Mr.....

.....is hereby attested.

Signature of the competent authority with Seal

ANNEXURE - IV

(Affidavit Pro forma)
(To be furnished in Non – Judicial Stamp paper
of appropriate value duly notarized)

Tender Ref. No.: WD/2025-26/3T-1/0038

Dated: April 22, 2025

I, Sri/Smt.....

The Managing Director /Proprietor (etc.) of the Firm.
.....(Name of the firm)

At (address).....

Do hereby solemnly affirm and declare as follows:

1. That I have not ever been convicted of any offence making myself liable to be disqualified to supply of Chemicals/Equipment's/other items to any Govt. or Govt. Undertaking Organization /Institution in the State of West Bengal or other State or States.
2. That no case is pending against me or against my firm in any criminal court of law to supply of Chemicals, Lab. Chemicals & Laboratory Equipment's and other items to the Govt. or Govt. Undertaking Organization / Institution in the State of West Bengal or other State or States (If any case is pending, state the details).
3. That, I also declare that if any information subsequently found in correct or false will it automatically render the tender submitted by me cancelled and make me liable for penal/legal action as per law of the country.
4. That my concern has not yet been declared bankrupt by any banking or money lending agency duly licensed by RBI nor has it been considered doubtful by any Government concern so far as the solvency of the organisation is concerned.
5. That I do further affirm that the statements made by me in this tender are true to the best of my knowledge and belief and all the documents attached are genuine & correct.

Deponent(s).

ANNEXURE- V

DECLARATION ON NIT

(To be typed in company letter pad, scanned and uploaded)

I, the undersigned, do hereby declare that in respect of **Tender Ref. No.:**
WD/2025-26/3T-1/0038 Dated: April 22, 2025

- On behalf of my organization, I will comply all the formalities that are required to be complied as per NIT and I will observe all clauses of the NIT (including Terms & conditions).
- In case of any non-observance of any clause(s) of NIT, my organization will be bound to follow the decisions taken by the University of Kalyani for taking decision related with the tender for which the said NIT was uploaded.

Date:

Place:

Tender Inviting Authority: University Engineer, University of Kalyani

Name of Work: Hiring of one AC Four Wheeler Car (Toyota Innova Crysta) for the exclusive use of the Vice-Chancellor.

Contract No: WD/2025-26/3T-1/0038

Name of the Bidder/								
<div>PRICE SCHEDULE</div> <div>(This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevent columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only)</div>								
NUMBE	TEXT #	NUMBER	TEXT	NUMBER #	NUMBER	NUMBER #	NUMBER #	TEXT #
Sl. No.	Item Description	Quantity	Units	Basic Rate per car inclusive of all Taxes (Rs) Rs. P	GST, if any on Basic Rate Rs. P	TOTAL Basic AMOUNT With out Taxes in Rs. P	TOTAL AMOUNT With Taxes in Rs. P	TOTAL AMOUNT In Words
1	2	4	5	13	15	53	54	55
1	Hiring of one AC Four Wheeler Car (Toyota Innova Crysta) for the exclusive use of the Vice-Chancellor.							
1.01	Hiring of Car Charges to be quoted on per month basis (As per Tender Specification)	1.000	No			0.00	0.00	INR Zero Only
Total in Figures						0.00	0.00	INR Zero Only
Quoted Rate in Words								