



# جامعة عليا Aliah University

(A UGC & AICTE approved autonomous Institution under the Dept of MA&ME, GoWB)  
IIA/27, New Town, Kolkata – 700 160, West Bengal

Web: [www.aliah.ac.in](http://www.aliah.ac.in)

## EXPRESSION OF INTEREST

Ref No **001/AU/REG/EOI/20-21**

Date: 27/07/2020

**Sub: Aliah University invites Expression of Interest from reputed car providing organizations/individuals for supplying one pool car for Registrar, Aliah University as and when required on hire basis. The agencies are required to supply AC (including driver and fuel), on monthly rate contract basis, for official use of Registrar, Aliah University.**

**Aliah University, Kolkata a Premier Educational Institute under the Dept of MA&ME, GoWB, invites Expression of Interest from reputed car providing organizations/individuals for supplying one pool car for Registrar, Aliah University as and when required on hire basis. The agencies are required to supply AC (including driver and fuel), on monthly rate contract basis, for official use of Registrar, Aliah University.** The tentative quantity of the required items along with technical configuration of each items are mentioned at Annexure separately. Aliah University is looking for interested bidders who have experience in supplying of above type of materials. EOI document will be downloaded from Website of Aliah University, <http://www.aliah.ac.in>. EOI must be submitted on or before **04/08/2020 at 03 P.M** at the Office of the Registrar, Aliah University, IIA/27, New Town, Kolkata- 700160, West Bengal, India by Speed-post/registered Post/by hand. Incomplete applications or applications received after the last date of submission will not be considered. **The sealed envelope must be with super scribing the Name, e-mail, Contact No. of EOier, EOI Reference Number and Purpose of EOI.** Interested bidders are requested to provide **their Quotes following the format in Annexure- II** in their official letter heads along with signed **Compliance Statement and Price Bid (Annexure- III)**. They must read and accept Terms and **Conditions and scope of work** of this EOI as per **Annexure- I. For any information in this regard please visit Registrar Section.** Information may also seek from the following e-mails to [registrar@aliah.ac.in](mailto:registrar@aliah.ac.in); the emails will be forwarded to the respective Department will be forwarded to the respective Department

Sl.	Schedule	Date & Time
1	Date of uploading of EOI (Publishing Date) at Aliah University Website	<b>27/07/2020 at 03 P.M</b>
2	Bid submission start date	<b>28/07/2020 at 10 A.M</b>
3	Bid Submission closing	<b>04/08/2020 at 04 P.M</b>
4	Techno Commercial Bid opening date New Town Campus, IIA/27, New Town, Kolkata – 700 160. <b>(The Bid Opening date and time is tentative and could be open on availability of Concerned persons)</b>	<b>05/08/2020 at 11 A.M</b>

Sd/-  
Registrar

### ANNEXURE I: GENERAL TERMS & CONDITIONS

- 1) Period of Validity of Proposals:** The offer submitted by the bidder shall be valid for a period of one year from the date of engagement. The same may be renewed under same rate, terms and conditions at the sole discretion of the university authority.
- 2) Acceptance of EOI:** Lowest valid rate should normally be accepted. However, the EOI Accepting Authority does not bind itself to do so and reserves the right to reject any or all the EOIs without assigning any reason.
- 3) Execution of Formal Agreement after acceptance of EOI:** Successful bidder has to execute 'Formal Agreement' with the University within 7 days of the receipt of the Letter of Offer. Work Order will be issued to the successful bidder after the execution of the formal agreement.
- 4) Execution of the work:** The execution of the work should be strictly in accordance with the terms and conditions of the contract as per the specifications mentioned below.
  - a) The Agency / Firm (herein after referred to as "Contractor")** should be registered and should furnish a copy of the registration certificate in support thereof.

- b) Only such Agency / Firm may apply whose car/vehicle have been duly authorized by the concerned RTO for use as public transport.
- c) The Contractor shall maintain an office within Kolkata duly manned with adequate staff who should always be available for contact.
- d) The Contractor shall put into service only Registered, AC car/vehicle with commercial number plate not more than 5 Years old.**
- e) The car/vehicle provided by the contractor should be in perfectly sound, road worthy, working condition.
- f) The car/vehicle should be maintained regularly and properly by the Contractor and should have clean interior and exterior. The seats should be covered with neat white seat covers, which should be replaced regularly.
- g) The Contractor should have adequate number of car/vehicle **to be provided as hire car.** There should be adequate back up of car/vehicle to cope with break down or maintenance. In case of maintenance or breakdown, replacement of the car/vehicle shall be made by the agency/firm with similar class of car/vehicle.
- h) Only experienced drivers should be assigned for duties.
- i) The driver assigned duty with the car/vehicle should not be changed unless it is very urgent or unavoidable. However, no driver should be changed/relieved of duties without prior notice to Aliah University.
- j) The successful contractor shall have to submit the list of car/vehicle along with photocopies of valid registration certificate while signing the Agreement.
- k) The car/vehicle to be hired by Aliah University shall be on monthly hiring basis and therefore these should be kept for exclusive use by the user of Aliah University. The car/vehicle placed into service for Aliah University cannot be hired out to any other organization and should be available whenever called for.
- l) The car/vehicle put into service should carry the following documents and articles:
- m) Valid Registration Certificate issued by the concerned RTO.
- n) Valid Commercial Permit
- o) Valid PUC Certificate.
- p) Valid Road Tax Receipt / Certificate
- q) Valid Insurance Policy document of the car.
- r) Tool box, small spares, jack and extra tyre in usable condition.
- s) The Contractor shall ensure that,
- t) the driver employed hold valid driving license, are well behaved, having communication skills at least in Bengali and Hindi, conversant with the rules and regulations of driving and the knowledge of routes in Kolkata and other parts of West Bengal;
- u) all the drivers employed by him should wear neat dress while on duty;
- v) the driver report to the user on time and maintain punctuality during duty hours;
- w) driver do not consume alcohol or other similar items while on duty;
- x) the driver always remain with the vehicle while on duty and in case of any urgency he should seek permission of the user before leaving the vehicle.
- y) each driver should carry a mobile phone in good working condition, at his or bidder's cost, so that he can be contacted in case of any requirement. All the mobile numbers have to be provided to the university.
- z) In case of any breakdown of car at the time of duty, the Contractor shall make arrangements promptly for another **similar car / vehicle** and no mileage from the garage upto the breakdown point shall be paid. In case the user of the broken down car hires another vehicle / taxi, the amount of hiring the vehicle shall be deducted from the bill of the Contractor.
- aa) Penalty levied by police / government departments / statutory bodies for violation of any norms or regulation shall be sole responsibility of the Contractor. Aliah University shall in no way be responsible for such payments.
- bb) The agency shall be responsible for any injury/accident or compensation to their drivers and third parties.
- cc) The agency has to bear all the expenses and compensations related to drivers and drivers' salary, any damage of car, injury to any person, insurance, taxes, commercial permit fee, pollution clearance charges, maintenance charges, accessories, tyres, spares, garage rents, fuel, lubricants, etc. for the hired vehicles supplied to the University.
- dd)** The drivers on duty should ensure that the car is accompanied with a log book or duty slips issued for it. The log book should be presented to the user of the car for noting daily opening and closing meter readings at the point of reporting and release respectively. The payment will

be made for the mileage covered between these two readings only. **10 KM extra mileage or time shall be allowed for a car/vehicle from Garage to Reporting.**

- ee) Penalty of Rs.1000/- (Rupees One Thousand Only) per vehicle per day (or part of the day or late reporting) will be imposed if the agency fails to provide any car/vehicle as per the requirement of the University.
- ff) The duty hours of the drivers will be notified by User from time of starting to garage. The time of reporting may vary as per the requirement.
- gg) In case the car reports late, penalty will be imposed as mentioned in point no. 19 above.
- hh) In the event of any dispute arising out of the bid or from the resultant contract, the decision of the competent authority of the university shall be final.
- ii) Aliah University reserves the right to modify and amend of the above stipulated conditions/criterion depending upon situation/statutory requirements.

**jj) Payment to the Contractor:**

- a. Payment to the executing firm / agency shall be made on monthly basis.
- b. Separate monthly bills should be submitted against each car/vehicle stating its Registration no., make and model, total kilometers of run etc. The Tax, as applicable, should be shown separately.
- c. All bills must be backed up by the copy of the daily log book or duty slips.
- d. Payment will be released to the firm / agency after deduction of taxes, penalty, if any

**6. Non-transferable EOI:** The Agency/Firm who secures the contract shall not assign or sublet the work or any part of it to any other party or person. The EOI is not transferable.

**7. Termination of Contract:** If any of the terms and conditions provided anywhere in the EOI document/ Agreement, or any direction issued is not complied with or the firm / agency (contractor) is found to have committed any breach thereof, the contract may be terminated. The decision of the competent authority of the Aliah University will be final in this regard.

**8. Jurisdiction:** The court at Kolkata only shall have jurisdiction to deal with and decide any legal matter whatsoever arising out of this contract.

**9. Eligibility for participation:** Registered and reputed agencies/ firms including partnership firms, who have at least two years of experience of similar work, i.e. supply of diesel /petrol driven AC car for regular official use on rate contract basis, are eligible for participating in the EOI. The bidder should have capacity to supply at least **1 (One) number of car/vehicle at any time to be provided as hire car/vehicle.**

10. All disputes are subject to exclusive jurisdiction of competent Court and Forum in Kolkata, India only.

**Annexure II : Technical Bid Application Format**  
**(Please attach all relevant documents)**

To, The Registrar  
Aliah University  
IIA/27, New Town,  
Kolkata-700 160

**Sub: Expression of Interest from reputed car providing organizations/individuals for supplying one pool car for Registrar, Aliah University as and when required on hire basis. The agencies are required to supply AC (including driver and fuel), on monthly rate contract basis, for official use of Registrar, Aliah University**

Ref: - \_\_\_\_\_EOI. No .....dated .....

Sir,

Sl No	Items	Particulars
1	Name of the Firm/ Agency	
2	Office Address with Telephone & Mobile No.	
3	Status of the Firm/Agency/Individual (Proprietorship/Partnership/Private Ltd./Public Ltd. company etc.)	
4	Whether registered (Attach copy of the registration documents)	Yes/No (Strike out whichever is not applicable)
5	Working Experience in similar contracts (Attach documents of proof)	
6	GST Registration No. ( Attach proof)	
7	Income Tax PAN (Attach copy of PAN card )	

8	Registered Vehicles owned by firm/agency (Give details of the vehicles in the proforma below	
9	No of Drivers having at least 1 yrs of driving experience in Kolkata.	

**Details of the registered vehicles against Sl. 8 of Annexure II above**

Sl No	Make/Model of Vehicle Class	Registration No	Year of Registration	Name of Owner ( as per Registration Certificate)
1				
2				
3				
4				

**Details of the Similar Assignments implemented by the bidder (Use separate tables for each assignment)**

Sl.No	Items	Details
General Information		
1	Customer Name and Address	
Assignment Details		
2.		
3.		
4.		
5.		

.....

**Signature of authorized person of the Firm / Agency with seal**

## **ANNEXURE III COMPLIANCE STATEMENT AND PRICE BID**

Para of Quotation Enquiry Specification	Specification of Items Offered <b>For any enquiry/ clarification /measurement bidders are requested to visit/Contact the site Office of the Registrar, Aliah University New Town Campus, IIA/27, New Town, Kolkata -700160</b>	Compliance to Quotation specification whether <b>yes or no</b>	In case of noncompliance Deviation from quotation Specification to be indicated in unambiguous term.
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
Motor Cab/ Maxi Cab with Engine Capacity Less than or equal to 2000 cc (with AC)			

1. Vehicle model make and year of Registration:
2. Monthly hiring charge of vehicle (Dry vehicle) (in Rs.):

BS- III purchased on or after 01.05.2008 with Diesel/ LPG/ CNG Engine	Motor Cab/ Maxi Cab with Engine Capacity Less than or equal to 2000 cc (with AC)	_____(#) <b>Pl Quote the Rate above</b>	(Rate less than Rs 525.00 per day) 1. Monthly rate is for 10 hours a day and additional charge @ 20.00 per hour beyond 10 hours. Fuel allowed for monthly hiring is 1 litre for 12 k.m in case of Motor Cab, Maruti Omni and 1 litre for 10 k.m in case of Maxi-Cab other than Maruti Omni. Mobil oil @ 5 litres per 2500 k.m run. 2. Rate for casual hiring is inclusive of fuel and all other charges. Minimum rate of hiring will be the rate for 4 hours.
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.....  
**Signature of authorized person of the Firm /Agency with seal**

### **Declaration**

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 provide any goods/services/work to any Educational Institutions/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 or blacklisted/debarred/banned to provide similar items to the Educational Institutions / 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 incorrect or false will it automatically render the EOI submitted by me cancelled and make me liable for penal/legal action as per law of the country.
4. That I do further affirm that the statements made by me in this EOI are true to the best of my knowledge and belief and all the documents attached are genuine & correct.
5. None of the partners of our firm is relative of employee of Aliah University.

6. I/We agree to supply the above goods/equipment/products in accordance with the technical specifications for a total contract price of Rs..... (Amount in figures) (Rupees .....amount in words) within the period specified in the invitation for EOI. We confirm that the normal commercial warranty/guarantee of mentioned in this EOI shall apply to the offered items and we also confirm to agree with terms and conditions as mentioned in the invitation letter. We hereby certify that we have taken steps to ensure that no person Officiating for us or on our behalf will engage in bribery. Certify that all above information are correct to the best of my/our information, knowledge and belief.

**Signature of the Bidder**

**Date** \_\_\_\_\_

**Name** \_\_\_\_\_

**Designation** \_\_\_\_\_

**Seal**

.

**Ref. No: 001/AU/REG/EOI/20-21**

**Dated:** 27/07/2020

Copy to:

1. **Notice Board at Aliah University**
2. **Website: [www.aliah.ac.in](http://www.aliah.ac.in)**
3. **Guard File**

Sd/-  
Registrar