



# The Institution of Engineers (India)

AN ISO 9001 : 2015 CERTIFIED ORGANISATION  
(ESTABLISHED 1920, INCORPORATED BY ROYAL CHARTER 1935)  
8 Gokhale Road, Kolkata-700 020

*A Century of Service to the Nation*

SP/T-1785

Date: 21 Feb 2023

## NOTICE INVITING TENDER

### SUB: ANNUAL CONTRACT FOR AC CAR HIRING CHARGES

Sealed tenders are invited in two parts viz. Technical bid (Envelope – ‘A’) and Financial bid (Envelope ‘B’) (Envelope ‘A’ and ‘B’ with the content shall be clearly marked on the top of the envelopes separately). Technical Part – Bids (Envelope – ‘A’) shall comprise of compliance documents Qualification Requirement, IT Return copy, GST certificates, company profile and any other document in support of technical capability. The Technical bid should not contain any financial indication, violation of which will invite disqualification. Financial bid shall comprise of quoted price only in the format provided with the tender document.

Completed Separate tenders against each of the two (Technical part in one envelope, Financial part in another envelope, and the two envelopes put into one third envelope, with all envelopes superscribed about Name of Work and contents, envelope type whether ‘A’ or ‘B’) should be submitted to the Receiving Cell of IEI by **03 March 2023**.

All pages of the tender document including tender notice are to be signed by the bidders. IEI reserves the right to reject the tender in full or part without assigning any reason.

  
Director (Administration)

Seal & Signature of the bidder

  
PR-4



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### ANNUAL CONTRACT FOR AC CAR HIRING CHARGES

#### QUALIFICATION REQUIREMENT

1. The Agency must have executed such services during the last three years starting from 2019-2020 till date.
2. The Annual Average Turnover must be Rs.10 lakhs onwards.
3. List of clients during last 3 years and related work order.

#### OTHER TERMS & CONDITIONS

- i) **Conditions of the vehicles:** The vehicles must be in good running and clean/sanitized condition following the COVID-19 guidelines. IEI reserves the right to refuse vehicles of inferior conditions, if supplied. The drivers should maintain cleanliness and should be fully vaccinated of COVID-19 vaccination. AC in all vehicles should be in good running condition.
- ii) **Guarantee of supply:** The supplier will be duty bound to supply vehicle as per order within 24 hours of receipt of booking intimation or as and when required on urgent basis. In case of failure to supply the vehicle, IEI will book transport from other agencies and the additional expenditure, if any, incurred by IEI will be realized from the supplier. Repeated failure of vehicle supply will result in cancellation of the order.
- iii) **Garage Distance:** Maximum distance of 1 kilometer and 15 minutes should be admissible for garage in/out vehicle from IEI HQ at Gokhale Road.
- iv) **Compliance of MV Act & Rules:** The supplier shall ensure that the deployment of the vehicles comply with existing MV Act & Rules of the Government and the driver should carry the valid Driving Licence and necessary documents so that the user is not harassed by the enforcing Authorities while travelling in the hired vehicles.
- v) **Payment Terms:** The supplier will submit monthly bills on the basis of hourly rate or KM run rates, whichever is higher subject to the condition of minimum hours of deployment charges. Car parking charges, entry fees and toll tax if any, at any place will be paid on actual as per certified receipts by the guest/user to be enclosed with the bills.
- vi) The place and time of releasing vehicle has to be noted in duty slip, duly signed by the Officer availing the car.

Signature of the bidder with date & seal



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**DOCUMENTS TO BE SUBMITTED**

- a) All documents in support of Qualification requirement as per Para (1).
- b) Earnest Deposit Money of Rs.5,000/-.
- c) Copy of Trade Licence
- d) Copy of PAN Card
- e) Copy of the GST Registration Certificate.
- f) Copy of the IT Return for last three yeas
- g) Company Profile.

**DATE TO BE SUBMITTED**

Submission of Tender : By 03.03.2023

Signature of the bidder with date and seal

*(Handwritten signature)*



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PRICE BID

Description of Vehicle	Rate (Rs.)		Minimum		
	Hrs	Kms	Hrs	Kms	Amount (Rs.)
Swift Dzire / Indigo					
Innova					
Ertiga					

NB: GST as per Government Rules will be paid extra.

Night Halt Charges: 1. In City: Rs. \_\_\_\_\_

2. Outstation: Rs. \_\_\_\_\_

Name of the Company:

Signature of Vendor:

Date:

Seal of Vendor:

Phone/Mobile:

Email: