

SATYAJIT RAY FILM & TELEVISION INSTITUTE

E. M. BYPASS ROAD, P.O. PANCHASAYAR, KOLKATA – 700 094

Phone: (033) 24329300, 24328355, 24328356, FAX: (033) 2432-9436

TENDER NOTIFICATON

TENDER NO. : 62051/02/2015-Admn./749 dated 20.06.2015

Subject : **Hire of AC & non-AC vehicles**

Sealed tenders in prescribed form are invited from Transport Contractors for supply of AC and non-AC vehicles, as and when required, on hire basis, for one year.

i)	Tender Document Fee	Rs.100/- per set.
ii)	Earnest Money	Rs.2,000/-
iii)	Security Deposit	Rs.2,000/-
iv)	Sale of Tender Document	From 22.06.2015 to 06.07.2015 during Office Hours (except Sundays & holidays)
v)	Pre-bid Meeting	At 15.00 hours on 01.07.2015 at Admn. Block, SRFTI
vi)	Last date of submission of Tender	Upto 15.00 hours on 07.07.2015
vii)	Date & time of opening of Tender	At 15.30 hours on 07.07.2015

Tender documents may be obtained from Accounts Department, Satyajit Ray Film & Television Institute (SRFTI) at E. M. Bypass Road, Panchasayar, Kolkata 700 094, on payment of Rs.100/- in cash, towards the cost of tender documents, against application. Alternatively, the prospective tenderers may download the complete tender documents from website of SRFTI www.srfti.ac.in and in that case, the prospective tenderers would be required to deposit Rs.100/- towards the cost of tender documents in the form of Demand Draft (in favour of '**Satyajit Ray Film & Television Institute**' from any scheduled bank, **payable at Kolkata**) while submitting their bids. The tender will not be accepted if it is not accompanied by the requisite demand draft towards cost of tender document, in case the same is downloaded from SRFTI's website.

The tender will be liable to be rejected if all requisite information are not furnished and all columns are not properly filled up and duly signed by the tenderer.

The SRFTI reserves the right to reject any or all the tenders fully or partly without assigning any reason thereof.

Registrar

SATYAJIT RAY FILM & TELEVISION INSTITUTE
E. M. Bypass Road, Panchasayar, Kolkata 700 094

Subject : **Hire of AC & Non-AC vehicles**

GENERAL INSTRUCTIONS TO TENDERERS

Sealed tenders are invited from Transport Contractors for supply of different types of AC and Non-AC vehicles, as and when required, on hire basis, including supply of driver, fuel, lubricating oil and all other allied operational and maintenance expenditure, to the offices/officers and dignitaries of the SRFTI, for a period of one year, in accordance with the conditions of contract. Rate Schedule, "Special Condition of Contract" etc. are enclosed.

2. Each tenderer shall have to deposit with the Chief Accounts Officer, SRFTI a sum of Rs.2,000/- in cash only as 'Earnest Money' and the photo copy of the Receipt so obtained, should be submitted along with the tender without which no tender will be accepted.

The amount of Earnest Money will be refunded to the unsuccessful tenderer(s) without interest, through A/C payee cheque, after finalization of the tender (& against surrender of the relevant original Receipt) and in case of successful tenderer(s), this amount will be converted into the Security Deposit for which a fresh Receipt will be issued (against surrender of the relevant original Receipt). The Security Deposit will be retained by SRFTI till expiry of the contractual period, without interest. In the event of the contractor failing to execute the contract without sufficient reason acceptable to SRFTI, the Security Deposit will be forfeited along with cancellation of the contract.

3. The tender shall remain valid for acceptance for a period of 6 (six) months from the date of opening of the price part of the tender. If any tenderer withdraws his/her tender before the aforesaid six months, the Earnest Money deposit will stand forfeited.

4. The tenderer shall submit copies of the following documents along with the Tender:

- a) The tenderers should possess & submit all relevant & valid statutory and regulatory documents. The Institute will not take any responsibility if they are found to be in fault for non-possession of such documents which may also result in cancellation of the contract agreement/work order for supply of vehicle to this Institute.
- b) Proof of experience in supplying AC and non-AC vehicles (as the case may be) to any organization for at least last 01 year.
- c) The full address of the contractor's Office in the Kolkata Municipality Area with the name of the contact officials along with the contact telephone Nos., fax Nos., mobile phone Nos., e-mail ID etc. should be furnished in Format – 'A' (**enclosed**).
- d) The Rate Schedule duly filled in, is to be submitted in the prescribed format.
- e) Copy of the Receipt issued by SRFTI's Chief Accounts Officer against Earnest Money Deposit.

- f) In case the prospective tenderers download the complete tender document from SRFTI's website, Rs.100/- in the form of draft (in favour of 'Satyajit Ray Film & Television Institute' from any scheduled bank, payable at Kolkata) should also be enclosed with the tender document, if not deposited in cash earlier.

5. The tender consisting required copy of documents as stated above must be submitted in sealed cover superscribed "**Tender for supply of AC and non-AC vehicles**" and put in the Tender Box bearing the same superscription kept for the purpose in front of the office of the under-mentioned by 15.00 hours on 07.07.2015.

6. The contract may be terminated anytime within the stipulated period of the contract by SRFTI at its sole discretion for any of the following factors & for such cancellation, SRFTI will under no circumstance be subject to any liability:-

- a) Non-placement of vehicles as per requisition for more than 03 occasions.
- b) Breach of any terms and conditions of contract.
- c) Any unlawful act of the contractor(s) on any third party on behalf of the contractor entailing any damage/loss to the property/material of SRFTI or any inconvenience to SRFTI.
- d) Supply of defective car for more than three occasions.

The decision of the Director, SRFTI to this effect shall be final.

7. Before expiry of the contract, SRFTI at its discretion may extend the contract for a further period of one year at the same terms and conditions.

8. The contractor(s) shall strictly adhere to all rules and regulations as laid down by the State Government Authority, Regional Transport Authority and SRFTI in the matter of movement of man, material, equipment etc.

9. SRFTI will not be responsible for any damage to the vehicles supplied by the contractor during the course of operation and the Transport Contractor, in their own interest, should obtain suitable and sufficient coverage from the appropriate authority and no claim/correspondence on this account will be entertained.

10. The successful tenderer(s) shall be required to execute at his (their) own cost and expenses 'Contract Agreement' on a non-judicial stamp paper valued at least Rs.50/- (Rupees fifty only) signed jointly by the representatives of SRFTI & Tenderer under official seals, as per format **enclosed** with this tender document.

11. SRFTI is not bound to accept the lowest tender(s) in part or in full and/or may distribute the contract between two or more tenderers without assigning any reason. A panel of suppliers will be formed, in case the situation so permits.

12. All Tenderers are advised to attend the Pre-bid meeting in order to make themselves fully aware of the work conditions. In the event of non-attendance of the Pre-bid meeting by the Tenderers, it would, however, be presumed that the tenderer has fully considered all factors, risks & contingencies which will have direct & indirect impact on his expenses & profit from the work and no correspondence from the tenderer/contractor in this regard would be entertained. The 'Record Note of discussion' of the Pre-bid meeting, if circulated, would

also be made available in the website of SRFTI. Any prospective tenderer who would not be present in the Pre-Bid meeting, may download the 'Record Note of discussion' of the Pre-bid meeting from the website of SRFTI, if circulated, and take necessary action accordingly. SRFTI will not be responsible for any cost or expense incurred by the Tenderer in connection with preparation or submission of the tenders.

Registrar

SPECIAL CONDITIONS OF CONTRACT

1. Scope of work:

The work comprises supply & operation of required number of AC and non-AC vehicles as mentioned in 'Rate Schedule' in perfect running condition with expert Driver, fuel, lubricant, essential stores and spares including all other allied expenditure, on all days including Saturdays, Sundays, Holidays, if required, to the offices/officers & dignitaries of SRFTI, as and when required.

2. Refund of Security Deposit:

On due and satisfactory performance of the Contract and on completion of all obligations by the contractor under the contract, the Security Deposit will be refunded to them subject to the following conditions:

- a) After deducting the amount from the Security Deposit, which may fall due towards any claim for loss or for whatsoever reasons felt necessary by SRFTI.
- b) The contractor shall have to apply for the refund of Security Money along with Original Money Receipt issued against Security Deposit.
- c) Before releasing the Security Deposit, the contractor shall also have to submit a certificate to the effect that they have no claim(s) against SRFTI under this contract. If any Bill(s) for the job done under this contract is/are left pending at the time of releasing the Security Money, the contractor may furnish the certificate in the following format :

“I/We hereby certify that there are no claims against SRFTI under contract No.....for the job..... except to the extent of the claims preferred by me/us as per the under-noted bills already submitted to you.”

3. Requisition of vehicles:

Authorized officials of SRFTI [e.g. Registrar, AO, PS, Production Manager and Supdt. (Admn)] shall inform the contractor in writing or over phone.

Generally, successful tenderers would be given 12 hours' notice to supply any kind of vehicle for which tender is being invited. However, successful tenderer(s) will be bound to supply cars of required category, even in shorter period of notice to be given, in case of emergency.

4. Timing:

The duty hours of the casual vehicles will be variable as per requirement of the users. The vehicles may also be booked on Saturdays, Sundays & Holidays, if required. The vehicles may also be booked in late night &/or early morning for pick up &/or drop the guest at airport/railway station.

5. Quoted Rates for hiring of vehicles, should be inclusive of all expenditure and no extra payment will be made by this Institute.

6. Accommodation for Garage:

- a) The contractor shall make his own arrangement for parking the vehicles after duty hours.
- b) Maximum 10 Kilometer between the garage of the vehicle and the place of reporting/release (both ways inclusive) or one hour's hiring charges (both ways inclusive), will be allowed in case the car will report / release from this Institute.
- c) Actual KM or timing will be allowed for garage-out / garage-in of any vehicle if any vehicle will report / release at other than the area of this Institute.

7. Terms of payment:

- a) Monthly bills along with Duty Slips & Parking Slips (if any) duly signed, by the concerned user(s) for cars supplied during the month, should be submitted to this Institute for the preceding month, for payment and the same will be made within 21 days from the date of submission normally.
- b) For hiring of vehicles, payment will be made on Kilometer / Hour basis which will be the maximum.
- c) An amount of Rs.100/- per vehicle will be paid as 'Night Allowance' if any car releases / reports after 23.00 Hrs. or before 06.00 Hrs.

8. Damage payable by the contractors:

If empanelled agencies in this Institute fail to supply any vehicle against any requisition (except on emergency situation), SRFTI may hire suitable cars from other sources, and in that case, a fine of Rs.1,000/- or actual 'Taxi Fare' whichever is higher, would be imposed on the contractor which would be deducted from the running bill of the contractor.

9. Compliance of relevant Acts, Ordinances etc.:

It will be the duty of the contractor to abide by all the provisions of the Acts, Ordinances, Rules, Regulations, By-laws, procedures as are lawfully necessary in the execution of the works.

10. Dispute:

In the event of any dispute, question or difference arising during the contractual period or during any other time, as to any matter connected with or arising out of the contract, the decision of the Director, SRFTI shall be final and binding upon all parties.

11. Formal order:

Formal order will be placed on the successful tenderer(s) after signing of the contract agreement.

12. **Damage & loss to private property & injury to workmen :**

The contractor(s) shall at his (their) own expenses reinstate and make good to the satisfaction of SRFTI and pay compensation for any injury, loss or damage accrued to any property or rights whatever, including property and rights of SRFTI or Agents or servants or employees of SRFTI, the injury, loss or damage arising out of or in any way in connection with the execution or purported execution of the contract(s) and further, the contractor(s) shall indemnify SRFTI against all claims enforceable against SRFTI (or any Agent, servant or employees of SRFTI) or which would be so enforceable against SRFTI where SRFTI is a private person, in respect of any such injury (including injury resulting to death), loss or damage to any person whomsoever or property including all claims which may arise under the Workmen's Compensation Act or otherwise.

13. **Evaluation criteria of the price bids:**

Tenders will be evaluated make-wise (i.e. separately for Ambassador, Tata Sumo, etc.) separately for AC and non-AC and lowest rates quoted by the tenderer(s) would be empanelled in this Institute.

14. **Minimum hire charge:**

As per practice, 06 hours (for Ambassador / Indica / Indigo / Dezire / Tata Sumo) and 10 hours (for Honda City / Innova or same type vehicles) will be minimum hiring Charges.

15. **Distribution of business:**

SRFTI intends to empanel more than one transport contractor for each category of vehicle, if the situation so permits. In order to form the panel of two or three suppliers of cars, rates would be negotiated with the original L1, L2 & L3 tenderers.

Registrar

RATE SCHEDULE

Make of the car	Minimum Hours	For AC vehicle		For Non-AC vehicle	
		Rate Per K.M.	Rate Per Hour	Rate Per K.M.	Rate Per Hour
Ambassador	06 Hrs.				
Indica	06 Hrs.				
Tata Sumo	06 Hrs.				
Indigo	06 Hrs.			Not applicable	Not applicable
Swift Dzire	06 Hrs.			Not applicable	Not applicable
Honda City	10 Hrs.			Not applicable	Not applicable
Innova	10 Hrs.			Not applicable	Not applicable

Signature of the Tenderer
along with official seal

Date :

SATYAJIT RAY FILM & TELEVISION INSTITUTE

FORM OF AGREEMENT

Agreement made this day of _____2015 between Satyajit Ray Film & Television Institute (hereinafter called 'SRFTI'), an academic Institution under Ministry of Information & Broadcasting, Govt. of India, of one part and _____ (hereinafter called the 'the Contractor' which expression shall unless excluded by or repugnant to the context, be deemed to include its heirs, executors, administrators, representatives and assignees or successors in office) of the other part. Whereas SRFTI is desirous that certain work should be undertaken viz., supply & operation of required number of AC and non-AC Cars, on hire basis, for a period of one year with effect from _____ and has accepted the Tender submitted by the Contractor for the execution of such works against the Tender No.62051/02/2015-Admn./749 dated 20.06.2015. Now this Agreement witnesseth as follows :

1. In the Agreement, words and expressions shall have the same meanings as are respectively assigned to them in "General Instructions to Tenderers" hereinafter referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement and form the provisions of contract, hereinafter referred viz.,
 - a) The said Tender document and the acceptance of the Tender
 - b) The General Instructions to the Tenderers
 - c) Special Conditions of Contract
 - d) Rate Schedule
 - e) All correspondence by which the contract is added, amended, varied or modified in any way, by mutual consent.
3. In consideration of the payments to be made by SRFTI to the Contractor as hereinafter mentioned, the Contractor hereby covenants with SRFTI to execute the work in conformity in all respects with the provisions of the contract.
4. SRFTI hereby covenants to pay the Contractor in consideration of such execution at the contract prices at the time and in the manner prescribed by the contract.

In witness whereof the parties hereunto set their respective hands and seals the day and year first above mentioned.

Name.....

Address.....
.....
.....

Director, SRFTI

Signed, Sealed and delivered
at Kolkata in the presence of

Name.....

Address.....
.....
.....

Contractor

Format 'A'To be filled up by the Tenderer

1. Name of the Tenderer :
2. Address of the Tenderer :
-
3. Address of the Kolkata office of the Tenderer :
-
4. Name, Telephone Nos. of the contact persons of the aforesaid office at Kolkata :-

Name	Mobile Phone No.	Residential Tel. No.	Office Tel. No.	Fax No.

5. Telephone No. of the Kolkata Office :
6. Fax no. of the Kolkata Office :

 Signature of the Tenderer