

VISVA-BHARATI
ESTATE OFFICE



Memo no: - Estate.216.426.17-18

Date: 30-11-2017

NOTICE
Tender Notice for Parking Licence

Sealed tenders in prescribed forms are invited by the Joint Registrar, Estate Office, Visva Bharati from experienced individuals / self-help groups / agencies for arrangement of pay parking facilities within the Visva-Bharati campus.

Details of tender notice:-

- Reserve price for first year:- Rs 8.50 lakhs
- Tenure of licence: - Initially for two years, which may be extended further for one year subject to satisfactory performance of the licensee.
- Earnest Money Deposit:- Rs 20,000.00 in DD in favour of Joint Registrar (Accounts), Visva Bharati
- Performance Security Deposit:- 10% of the bid amount or the licence fee for the first year, whichever is higher
- Cost of Tender paper:- Rs 500.00 in cash
- Issue of Tender Forms: - Available at Estate Office (in office hours) from 04-12-2017 to 08-08-12-2017 on payment of Rs. 500/- in cash
- Submission of tender: - Within 1.30 p.m. on 09-12-2017, in the tender box of Estate Office
- Tentative opening of tender: - Estate Office, Visva Bharati, at 3.30 p.m. on 09-12-2017

Rates should be quoted above the reserve price at multiples of Rs 1000.00 only e.g. 8, 51,000.00—> 8, 52,000.00—> 8, 53,000.00—> and so on.

Eligibility

The tenderer shall have a valid trade licence from Municipality / Panchayet and at least 02 years experience in managing pay parking under any Municipal body / Railways / Panchayet body/ University / Police / Development Authority/ Govt. Dept etc. The criterion on experience may be relaxed by Visva Bharati authority on recommendation of the tender committee in case of a self-help group only, provided a self-help group becomes successful in terms of price bid and otherwise.

Detailed terms & conditions will be available with the tender papers & also on the notice board of Estate Office, Visva Bharati.


Joint Registrar
Estate Office

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Visva-Bharati

Copy to

- 1) Joint Registrar (Administration)
- 2) Internal Audit Officer
- 3) Chief Security Officer (Off'g)
- 4) University Engineer
- 5) Head, Computer Centre, -- kindly arrange to upload the tender notice along with terms & condition as enclosed in the Visva Bharati website for wide circulation
- 6) Joint Registrar (Accounts)
- 7) SO (Cash Section), Accounts Office – please receive earnest money deposit from the tenderers.
- 8) PA to the Registrar
- 9) S.O.(G) for display on the notice board

Tender notice no: - Estate.216.426.17-18 dated 30th November, 2017



A. ELIGIBILITY CONDITIONS

The applicant should have:

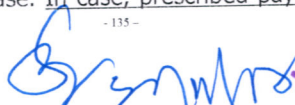
1. Income Tax registration with PAN card in the name of agency / self.
 2. Trade licence (relevant for providing such services, GST Registration, EPIC (Voter ID card).
 3. Sound financial condition with bank deposit of at-least Rs 2 lakhs. (Certificate from bank is to be submitted along with tender paper). #
 4. Past experience in managing pay parking under any Government Department or Statutory Authority or local body. *
- # This condition may be waived in case of Self-Help Group, Co-Operative Society etc if a recommendation to this effect is obtained from Chairman of Municipality, Pradhan of Gram Panchayet or Sabhapati of Panchayet Samiti or Block Development Officer.
- * This condition is not essential and may be relaxed suitably at the discretion of the Tender Committee, if the applicant is otherwise eligible.

B. TERMS & CONDITIONS OF THE TENDER

1. Interested applicants has to fill up tender forms correctly as mentioned in the tender papers, otherwise tender forms may be treated as cancelled. **Reserve price is to be quoted both in figures & words** and strictly in multiples of Rs. 1000.00 over / above the reserve price, otherwise tenders will not be accepted. If there is **more than one valid highest bid**, selection will be made at the discretion of the tender committee / Visva Bharati authority, on the basis of experience and recent track record of the bidder.
2. The successful tenderer has to pay, his quoted amount in cash or demand draft, payable to the Accounts Officer Visva Bharati for first year, within **5 (five) days** from the date of receipt of acceptance letter from Estate Office. Work order will be issued only after the money receipt of first installment is produced.
3. The applicant may inspect the site before submitting the tenders.
4. Former licensee(s) of Visva Bharati's parking has / have to submit a dues clearance certificate from Deputy Registrar I/C Estate along with the tender paper. Defaulting contractors who were engaged earlier for the same job or other job will not be considered as a licensee unless they clear their outstanding dues.
5. **Earnest Money Deposit (lump sum):-** Rs. 20,000/- in Demand Draft in favour of Joint Registrar (Accounts), Visva Bharati. The unsuccessful tenderers will get their E.M.D refunded after completion of the tender process. Successful tenderer will get his EMD back only after depositing the security deposit and first year's licence fee. EMD will not be refunded if the successful tenderer does not accept work order or deposits the security deposit and first year's licence fee.
6. **Performance Security Deposit:-** The successful tenderer has to deposit **10% of the accepted bid amount / licence fee** with the Joint Registrar (Accounts), Visva Bharati as **Performance Security Deposit**, within five working days of receipt of work order failing which the work order **will be treated as cancelled and Earnest Money Deposit will not be refunded**. Security Deposit (without interest) will be returned after successful completion of the tenure of licence.
7. Each tender is to be accompanied by photo-copies of the relevant papers. Tender forms not accompanied by copies of authenticated credentials (EPIC card, PAN card, IT / PT, trade licence, GST registration, completion certificate, work order etc as mentioned in the eligibility criteria of the tender notice and if applicable), and original money receipt of earnest money deposit etc., **will be treated as cancelled**.
8. Visva Bharati reserves the right to cancel any or all of the tenders without assigning any reason.
9. The successful tenderer has to sign an agreement accepting the terms and conditions on non-judicial stamp paper of **Rs. 50/-**, before commencement of the licence. The cost of requisite stamp paper for execution of the deed has to be borne by the contractor / agency.
10. Visva Bharati reserves the right to cancel any or all of the tenders without assigning any reason. The University reserves the right to cancel the highest bid also.

C. TERMS & CONDITIONS FOR PARKING LICENCE

1. The licence for parking facilities within the University campus will be valid initially for two years, which may be extended for another one year subject to satisfactory performance of the. No extension of time thereafter will be granted in any case. In case, prescribed payments are not made in time or there is any


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violation of terms and conditions, the authority reserves the right to terminate the contract at any time at one month's notice.

Visva Bharati will hand over the parking places preferably within 20th December 2017.

2. **The licensee shall have to pay 5% & 10% additional licence fee, in the second and third year of the licence agreement respectively.**
3. The licensee shall pay, his quoted amount for the first year in cash or demand draft, to the Joint Registrar (Accounts), Visva Bharati, within **5 (five) days** from the date of receipt of acceptance letter from the Estate Office. Work order will be issued only after the cash receipt of first installment is produced in Estate Office. **Second and third yearly installments are to be paid before September 2018 and September 2019 respectively. In case the payments are not made in time, the licence will be terminated without any prior intimation to the licensee and his Performance Security Deposit will be forfeited. In case of termination of licence no claim for refund of earlier installment, earnest money & performance security money deposit will be entertained.**
4. **Licence fee for each year must be paid at once and in full. No installments will be allowed in any case.**
5. The licensee shall have the responsibility to keep the entire parking places neat and clean. He shall be liable to make good any kind of loss or damage to buildings, premises or any other articles made available to him by Visva Bharati. He shall also ensure that parking places are not used for picnic, cooking, meeting etc.
6. The licensee shall neither keep nor allow anyone to keep any offensive explosive materials, alcohol, drugs etc. in Visva-Bharati's premises. He shall have to follow the rules and regulations as may be imposed from time to time in this regard.
7. The licensee shall have to arrange accommodation for himself and for his personnel. Visva-Bharati will not bear any expense on this account. The licensee and his personnel shall have no claim for any type of job in Visva-Bharati. **He shall not engage any person involved in criminal proceedings. Visva Bharati will not take any responsibility if the licensee or his men get involved in any criminal case.**
8. The university shall not be liable to pay any tax, surcharges or cess that may be levied by the Gov't or local authorities for running pay parking. All such taxes, cess etc. shall be paid by the licensee.
9. The licensee shall have to install a telephonic communication system from Rabindra Bhavana to parking places; Visva Bharati may give the necessary no-objection certificate in this regard. The licensee should have mobile telephone in his name so that Visva-Bharati administration can contact him any time.
10. **The licensee shall supply uniform to his personnel who will be engaged to manage parking activities. The uniform will be as follows: (i) saffron shirt or T-shirt, (ii) brick red full pant , (iii) badge showing the inscription " PARKING" on each shoulder.**
11. The licensee shall provide parking slips to the vehicle owners. The front side will show the following things: (i) Visva-Bharati's order no. (ii) Vehicle's no, (iii) Vehicle type , (iv) Duration of stay, (v) Amount paid, (vi) Date. The backside will mention the parking places as well as following warnings: (I) "Picnic / Cooking / Littering are not allowed at parking places", (ii) "Fine / charges will be realized for littering in parking places". The parking slips need to be affixed on the windscreens of the vehicles.
12. The licensee will arrange at his own cost to fix **five (5)** nos. of notice boards (1-1/2 x 2-1/2 feet) at the points fixed by the University in the work order. The licensee will also be responsible for fixing 2-3 more boards, if required, during functions/ festivals. The boards will indicate parking zones and rate chart. The Estate Office will prepare the text(s).
13. The licensee shall provide the names, addresses and passport size photos of his personnel, to the Estate Office. Visva Bharati will issue identity card(s) to the licensee and not more than five of his personnel on being satisfied about their antecedents through police verification if necessary. These identity cards should be returned after completion of tenure.
14. **During functions and festivals, Visva Bharati may issue car parking stickers to VIPs / artistes / guests etc. and holders of such stickers will be exempted from paying parking fees. Official vehicles of West Bengal Govt. / Govt. of India / WBSEDCL / Municipality / Panchayet Samiti /SSDA etc. will not be liable to pay parking fees.**
15. The licensee shall have to arrange parking at his own cost at the following premises only.

Parking of Buses

- a. South-western portion of Pous Mela Ground (as per map): Except during Pous Mela (20th Dec. to 15th Jan. of each year)
- b. Vinaya Bhavana Ground: During Pous Mela and Vasantotsava only.
- c. Near IGCNI Ground: During Pous Mela and Vasantotsava only
- d. Any other place, if permitted by Visva Bharati

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Small vehicles (four / two wheelers) parking

- Southern side of "Chatak" building, opposite to Gate no 1.
- Southern side of Satar Pukur (Old Swimming Pool) at Sripalli
- Near IGCNI Ground: During Poush Mela and Vasantotsava only
- Open space on the eastern side of Ratan-Kuthi at Ratanpalli for Pous mela & Vasantotsava only
- Open space on the eastern side of Dean / Proctor office
- Open space of Jharapata building (near Fire Brigade)
- Open space opposite to Bhasa Bhavana and adjacent to Nippon Bhavana & LHP 74
- Open space on southern side of Santiniketan–Sriniketan PWD road (east side of Balipara tank) for Pous mela & Vasantotsava only
- Any other place, if permitted by Visva Bharati.

Parking fees should be collected at the above parking places only. However, the licensee may deploy his personnel at other places also to guide vehicles to parking places and prevent harassment to the vehicle owners.

Parking in front of Rabindra Bhavana, Natyaghar and Nandan Art Gallery will be strictly prohibited.

The licensee shall have to ensure strictly that no vehicle is parked in these areas. Parking places may be shifted at the discretion of Visva Bharati administration. To cope up with the extra load during Pous Mela, Visva Bharati may allow Seva Sakha of Visva Bharati or any other person / agency to set up temporary cycle stands at certain places except the parking places allowed to the licensee.

The places of parking may be changed by the University at its discretion or as per advice of the Police / District Administration under special circumstances. Efforts will be made to provide alternative space in such case.

16. Rate chart for parking will be as follows:

Sl. No	Parking fee from December to March (Peak Season)	Amount (Rs)	Parking fee from April to November (Lean Season)	Amount (Rs)
1	Motor Cycle & scooter	20.00	Motor Cycle & scooter	10.00
2	Small Vehicle (3/4 wheelers) for first four hours	100.00	Small Vehicle (3/4 wheelers) for first four hours	50.00
3	Small Vehicle (3/4 wheelers) for each four hours Additional	70.00	Small Vehicle (3/4 wheelers) for each four hours Additional	50.00
4	Bus (whole day) (Maximum 12 hrs or up to 10.00 pm only)	500.00	Bus (whole day) (Maximum 12 hrs or up to 08.00 pm only)	300.00
5	Bus whole day + night Additional	300.00	Bus whole day + night Additional	300.00
6	Cycle	5.00	Cycle	5.00

17. The licensee may fix his / her own rates subject to the maximum rate mentioned for each category.

18. Random checking will be done by the University (Watch & Ward / Estate Office / Police / Private Security of Visva Bharati) to see whether parking is being done properly. It will be the licensee's responsibility to ensure that vehicles are parked at parking zones only.

19. The licensee shall arrange and pay for temporary electric connection from WBSEDCL, for lighting arrangements at the parking places. The University will issue NOC if necessary.

20. The university shall not be responsible for any type of loss due to theft / damage of vehicles in parking place, robbery, traffic restrictions imposed by Police / security agencies during functions/ festivals or during movement of VIPs.

21. The licensee will be solely responsible for compliance of all State / Central Acts / Rules / Orders regarding wages, engagement of contract labour etc, if applicable and also for payment of all taxes / duties local or otherwise.

22. Judicial Jurisdiction: Bolpur / Suri Court and the Calcutta High Court.

23. Any dispute arising out of the licence agreement shall be subject (as a last resort), to the arbitration of an arbitration committee comprising two representatives of Visva Bharati, two representatives of the licensee and a senior lawyer practising at Bolpur Court to be mutually accepted by the licensor and the licensee. No matter referred to and or pending before the arbitration committee shall be subject to any suit or proceeding at any Court of law.

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