বিশ্বভারতী
বিশ্বভারতী
VISVA-BHARATI

NOTICE INVITING TENDER (NIT)

Ref. No.:- CPS/L/630/2026-27 Date: - 11.11.2026

Visva-Bharati, a Central University and an Institute of National Importance, invites Limited Tender in prescribed form in Two Bid system (Technical & Financial) for selection of **contractor (s) / licensee (s)**from experienced individuals / self-help groups / agencies **for arrangement of paid parking services/facilities throughout the year within the Visva-Bharati campus**.

Name of Service	**Reserved License Fee** (excluding GST)	**EMD**	**Duration of contract**	**Tender Fee**
Paid Parking Service/Facility within Visva-Bharati campus	Rs.10,00,000.00 (Rupees Ten Lakh)	Rs.20,000.00 (Rupees Twenty Thousand)	01 (one) year	Rs. 500.00 (Rupees Five Hundred)

Important Dates	
Submission of Tender documents Technical Bid & Financial Bid in sealedenvelopes. Technical Bid in envelopeA& Financial Bidin envelope B. Note: Envelopes A & B should be covered in a large envelope.	Central Purchase Section, Visva-Bharati
Starting Date of Tender Documents Submission	**11.11.2026**
Last date & time of Tender Documents Submission	**19.11.2026 up to 1.00 pm**
Date of opening of tender	**20.11.2026 at 1.00 pm**
For any query	**cps@visva-bharati.ac.in** **+913463469998**

LIMITED TENDER ENQUIRY for Paid Parking Services/Facilities within Visva-Bharati campus should be super-scribed on the top of the large envelope bearing the name and address of the bidder. The sealed Tenders Enquiry should accompany the following:-

Technical Bid in Envelop A: It should contain EMD, Processing Fee and Tender documents duly signed by bidder with name of bidder and technical compliance as per **Annexure-I.** All documents required must be sealed and signed by the bidder.

Financial Bid in Envelop B: Rate quoted as per **Annexure – II.**

Rates should be quoted over and above the reserve price at multiples of Rs 1000.00 only

(e.g. 10,01,000.00—>10,02,000.00—>10,03,000.00—> and so on).

The Limited Tender Enquiry shall be submitted in a large sealed envelope containing **Envelope A & B** addressed to the Joint Registrar & In-Charge, Central Purchase Section, Visva-Bharati, Santiniketan-731235.

Tenure of licensee	Initially for 1 year, which may be extended further for two terms, 1 year each (max 1+1+1 i.e. total 03 years) subject to satisfactory performance of the licensee reviewed every six months by the Parking Management Committee or an authorized body of the University.
Performance Security Deposit	10% of the bid amount or the licence fee for the first year.
Application procedure	Offline submission of tender documents after its e-publishing in CPP Portal & Visva-Bharati website **(https://www.visvabharati.ac.in/home/all-tenders/).**
Submission of EMD & Tender processing fee	In Demand Draft format in **Envelop-A** at Central Purchase Section, Visva-Bharati.
Opening of tender	At Central Purchase Section, Visva-Bharati
N.B.: Visva-Bharati remains closed on Saturday & Sunday.	

Eligibility criteria:

The bidders should have the following eligibility criteria and duly supported by self-attested documents in **Envelop-A**:

1. The bidder may be an individual / agency / registered co-operatives/ self-help groups.
2. Income Tax Registration and Income Tax Return for last 3 financial years (FY 2022-23, 2023-24 & 2024-25) in the name of agency / self.
3. Trade licence from the Municipality/ Panchayet or Registration Certificate of firm/company (as applicable)
4. PAN card & GST registration Certificate.
5. Aadhaar card (in case of individual).
6. Past experience in managing vehicle parking under any Government Department or Statutory Authority or local body or reputed private organization with at least one contract valued Rs. 6.00 lakhs
   Or, two contracts valued Rs. 5.00 lakhs each
   Or, three contracts valued Rs 4.00 lakhs each executed during the last 5 years from the date of opening of the tender.
7. Statutory contract labour license as per Government norms.

Tender Processing Fee and Earnest Money Deposit (EMD) are to be paid through DD in favour of Accounts Officer, Visva-Bharati as detailed below and original payment receipt are to be submitted along with the tender documents in the Envelop-A at the Central Purchase Section, Visva-Bharati. Bid will be considered as invalid without tender processing fee& EMD. EMD exemption will be given to the MSE/Startup/Self-Help group bidders on submission of valid document. No interest is payable on the EMD. EMD of unsuccessful bidders will be released within 45 days of issuance of Work order**.**

DETAILS OF OFFLINE PAYMENT

Demand Draft in favour of Accounts Officer, Visva-Bharati, payable at Santiniketan

The Competent Authority reserves the right to reject any or all the bids without assigning any reason and the decision of the competent authority of Visva-Bharati shall be final and binding.

SECTION-I

GENERAL INSTRUCTIONS TO THE BIDDERS

a. For the Tender Document Purposes, Registrar, Visva-Bharati shall be referred to as Licensor on behalf of Visva-Bharati and the bidders/ successful bidder shall be referred to as Licensee.

b. The bidder(s) in his/their/her own interest may visit the site and should satisfy himself/themselves before applying for the tender. Any dispute regarding area / boundaries will not be entertained after allotment of contract and is advised to check the tender notice carefully before submission of the tender documents. No claim on account of any error detected later in the tender documents shall be entertained.

c. Each page of the Tender documents must be stamped and signed by the person or persons submitting the Tender in token of his/their having acquainted himself/ themselves and accepted the entire tender documents including various conditions of contract. Any bid(s) with any of the document not so signed is liable to be rejected at the discretion of the Tender issuing authority. No page should be removed/detached from the bidding document.

d. In case of Firm, the bidder shall attach the copy of the authorization letter/power of Attorney as the proof of authorization for signing on behalf of the bidder.

e. Intending bidders shall have to deposit earnest money as stated above. No interest is payable on the EMD. EMD of unsuccessful bidders will be released within 45 days of issuance of Work order. EMD of successful bidder will be refunded on receipt of Performance Bank Guarantee.

f. In case, the bidder claims for waiver of bid security (EMD), documentary proof of being registered with Central Purchase Organization or MSME or the concerned Ministry or Department as per GFR 170 must be provided. The Registration must be valid till the bid validity period.

g. Visva-Bharati would select **highest bidder** among technically qualified bidders.

h. **SecurityDeposit:**The successful bidder shall deposit 10% of his / their respective first installment of license fee as Security Deposit along with first installment of license fee at Accounts Office V.B. Security Deposit will be released after successful completion of the license period with the full observation of all the terms and conditions.

i. All bidders are hereby explicitly informed that the tenders not meeting the Minimum Eligibility Criteria, not accompanied with cost of EMD& processing fee of requisite amount/format, or any other requirements, stipulated in the tender documents are liable to be rejected.

j. Validity of price bid:- 180 days from date of publication of NIT.

k. If the terms & condition of the quotation becomes vague, incomplete, contradictory and confusing, the offer will be rejected without any explanation.

l. Visva-Bharati reserves the right to cancel any or all of the tenders without assigning any reason. University reserves the right to cancel the highest bid also.

m. The successful contractor has to sign a license agreement accepting the terms and conditions on non-judicial stamp paper of **Rs. 100/-**, within 10 working days of receipt of work order. The cost of requisite stamp paper for execution of the deed has to be borne by the contractor / agency.

SECTION-II

TERMS & CONDITIONS OF 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. Conditional offers will not be considered, offers should be clearly and legibly mentioned in words and figures and strictly in multiples of Rs. 1000.00 over / above the reserve price, otherwise tender will not be accepted. If there is a discrepancy between words and figures, the amount in words shall prevail.
2. The successful bidder has to pay, his quoted amount to the Accounts Officer Visva-Bharati for first year, within **7 (seven) days** from the date of receipt of acceptance letter. Work order will be issued only after the money receipt of first installment is produced.
3. The applicants may inspect the site before submitting the tender.
4. Former licensee(s) of Visva-Bharati's parking has / have to submit a dues clearance certificate from Joint Registrar I/C Estate along with the tender documents. Defaulting contractors, who were engaged earlier for the same job or other job will not be considered as a bidder unless they clear their outstanding dues.

SECTION-III

SALIENT TERMS & CONDITIONS OF THE LICENCE AGREEMENT FOR PAID PARKING SERVICES/FACILITY WITHIN VISVA BHARATI CAMPUS

1. The Licensee shall have to manage Paid Parking Services/Facility at the designated parking places throughout the year for the convenience of the tourist. Parking other than designated place will be treated as violation of Contract Agreement.
2. The licence for parking facilities within the University campus will be valid initially for one year w.e.f. 16.12.2026 **or date of actual handover of parking places whichever is later**. This licence may be extended for another 1 yeareach (max 1+1+1 i.e. total 3 years) **subject to satisfactory performance of the licensee which will be reviewed every six months by the Parking Management committee or authorized body of the University.** In case, prescribed payments are not made in time or there is any violation of terms and conditions, the authority reserves the right to terminate the contract at any time at one month's notice and/or forfeit the security deposit .
3. **The licensee shall have to pay additional 10% on the first year licence fee for the second year and additional 10% on the second year licence fee for the third year in case of renewal of the contract.**
4. The licensee shall pay, his quoted amount for the first year to the Accounts Officer / Joint Registrar (Accounts) Visva-Bharati, within **7 (seven) days** fromthedate of receipt of acceptance letter from Central
5. Work order will be issued only after the cash receipt of first installment is produced. **Second** and **third yearly** installments are to be paid before **5th December 2027** and **5th December 2028** respectively. In case the payments are not made in time, the licence will be terminated without any prior intimation to the licensee and his Security Deposit will be forfeited.In case of termination of licence; no claim for refund of earlier installment, earnest money & security money deposit will be entertained.
6. **Licence fee for each year must be paid at once and in full. No installment will be allowed in any case.**
7. 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.
8. The licensor will not be responsible any thefts, pilferages or damage to the vehicleparked in the designated parking area of the University.
9. 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.

10. 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.**
11. 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 paid parking. All such taxes, cess etc. shall be paid by the licensee.
12. **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.**
13. The licensee shall provide parking slips to the vehicle owners. The front side will show the following things: (i) Visva-Bharati order no. (ii) Vehicle's no, (iii) Vehicle type , (iv) Duration of stay, (v) Amount paid, (vi) Date. 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.
14. The licensee will arrange at his own cost to fix **ten (10)** nos. of notice boards preferably of dimension not less than 1.5 x 2.5 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).The licensee will install atleast one CCTV Camera at every entry and/or exit point of place of parking allotted to him/her/them.
15. 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.
16. **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.**
17. Licensee will exhibit on a board displaying tariff rates in bold at the conspicuous place for the information to public.
18. The licensee shall have to arrange parking at his own cost at the following premises or parking areas only.

A. Bus parking

I. For Pous Mela period only

Aam Bagan near Vinaya Bhavana. Area:- 45000 sqm (approx.)

Any other place, if permitted by Visva-Bharati

II. Other than Pous Mela Period:-

Southern side of Pous Mela Ground (opposite to Nisha Hotel): 12000 sqmt(approx)

B. Small four / three wheelers parking

Southern side of Satar Pukur. Area:- 1800 sqm (approx.)

Open space on eastern side of Ratan Kuthi. Area:- 3000 sqm (approx.)

Lalbundh area. Area:- 1200 sqm (approx.)

Any other place, if permitted by Visva Bharati.

C. Two wheelers parking (during Pous Mela only)

Open space opposite to Bhasa Bhavana and adjacent to Nippon Bhavana & LHP-14. Area:- 1500 sqm (approx.)

Opposite of Selim Munshi residence in Gurupalli. Area:-600 sqm (approx.)

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 towards parking places and to prevent harassment to the vehicle owners.

19. **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.

20. 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.

21. The places of parking may be changed by the University at its discretion under special circumstances. Efforts will be made to provide alternate space in such case.

22. Rate chart for parking will be as follows**:**

RATE CHART (Maximum, including GST, if any):

Sl no	**Item**	**Up to 4 hours (in Rs)**	**4 hours to up to 12 hours (in Rs)**
1	Motor cycle & Scooter	10	20
2	Small Vehicles (3/4 Wheelers)	50	100
3	Bus	300	1000
4	Cycle	5	10
Note: Parking hours strictly from 6:00 am to 9:00 pm			

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

24. 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.

25. The University will develop basic amenities (toilets, water supply, dustbins) urgently in the designated parking areas for ensuing hygiene, cleanliness and convenience of the tourist. Until these facilities are made ready, the licensee will provide these amenities temporarily at their own expense. The facility of water supply system would be provided by the Engineering Department on behalf of Visva-Bharati.

26. 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.

27. 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.

28. 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.

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

30. 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 practicing 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.

Sd/
Registrar
Visva-Bharati

বিশ্বভারতী
বিশ্বভারতী

ANNEXURE-I

VISVA-BHARATI

(TO BE SUBMITTED IN ENVELOP-A)

Ref. No.:- CPS/L/630/2026-27 Date: - 11.11.2026

Compliance Certificate for Technical Bid for NIT for selection of **contractor (s) / licensee (s)** from experienced individuals / self-help groups / agencies**for arrangement of Paid Parking Services/Facility for one year within the Visva-Bharati campus**

Name of the Bidding Agency:
Address:
PAN No.
GST No.

Sl. No.	**Relevant Documents**	**Compliance (Yes/No)**	**Page No.**
1.	The bidder may be an individual / agency / registered co-operatives/ self-help groups and others.		
2.	Income Tax registration and Income Tax Return for last 3 financial years in the name of agency / self.		
3.	PAN card & GST registration certificate		
4.	Trade licence from the Municipality/ Panchayat or Registration certificates of the firm/company (as applicable)		
5.	Aadhaar card (in case of individual).		
6.	Past experience in managing vehicle parking under any Government Department or Statutory Authority or local body or large private organization with at least one contract valued Rs. 6 lakhs or two contracts valued Rs. 5 lakhs each or three contracts valued Rs 4 lakhs each executed during the last 5 years.		
7.	Statutory contract labour license as per Government norms		

Date: Name and Signature of the Authorized Signatory with Seal

বিশ্বভারতী
বিশ্বভারতী
VISVA-BHARATI

ANNEXURE-II

(TO BE SUBMITTED IN ENVELOP-B)

Ref. No.:- CPS/L/630/2026-27 Date: - 11.11.2026

Tender form for selection of **contractor (s) / licensee (s)** from experienced individuals / self-help groups / agencies for arrangement of paid parking facilities throughout the year within the Visva-Bharati campus. Visva-Bharati would select **highest bidder** among technically qualified bidders.

1. Name of the applicant (s) (in block letters):

2. Quoted annual licence fee excluding GST for **FIRST YEAR** (in figures &words):

Undertaking

I / (we) have read the terms and conditions of the tender and licence agreement printed overleaf and I/(we) shall abide by them. I/(we) also understand that my/(our) security deposit may be forfeited in part or full, if I/(we)fail to abide by the terms and conditions.

Date: Signature of the applicant with seal