

POUSH MELA-2019
SANTINIKETAN

Memo no. PM-PARKING / 2019-20/T-21

Date: 10.12.2019

NOTICE INVITING TENDER

Opening date for bid submission	10/12/2019
Last date of submission	17/12/2019
Hours (IST)	2.00 pm
Mode of submission	Hard copy in the 'Tender Box' at Accounts Office, Visva-Bharati

Quotations are invited for the work mentioned below (see 1. SCOPE OF THE WORK) within the due date and time mentioned above. Only one quotation from each bidder is invited.

Bidders are requested to go through all terms and conditions as well as the requirements of the bid stated below before finally submitting to the tender box.

1. SCOPE OF THE WORK

VEHICLE PARKING SERVICES CONTRACT AT VISVA BHARATI

Items	Description of item	License fee (Rs.)
1	Pay on basis round the clock parking services contract at designated parking spaces in Visva-Bharati campus for following types of vehicle (i) Heavy Vehicles (ii) Small four wheeler (iii) Scooter/Motor cycle (iv) Autorickshaw/battery operated autorickshaw (v) Cycle (vi) Any type of vehicle not covered above	Minimum base price is Rs. 15,00,000/- for this month only. (From 18.12.2019 to 17.01.2020) (The rate should be quoted above the base price at multiples of Rs 10000.00)

2. EVALUATION PROCEDURE OF BID

Bids will be scrutinized in two stages – (a) **Technical bid** and (b) **Financial bid**. However, a Pre-bid evaluation would be done before proceeding to Technical bid.

I. PRE BID EVALUATION

For Pre-bid evaluation, all bidders must upload **Annexure II** along with the **Technical Bid**. Technical bid of only those bidders who comply to Pre-bid evaluation will be considered.

The bidder has to submit compliance certificate as per **Annexure III** in response to technical bid.

II. TECHNICAL BID

The Technical bid comprises of following items-

Sl No.	Nature of the document	Remark if any
(i)	A proposal submission form as per <u>Annexure I</u>	
(ii)	Copy of the Partnership deed / Memorandum of Articles / Registration certificate of Firm	whichever is applicable.
(iii)	GST registration copy	
(iv)	Permanent Account number (PAN) copy and ITR-V for 2017-18 (preferably 2018-19)	
(v)	Valid trade licence from Municipality / Panchayet	
(vi)	At least two years experience in managing pay parking under any Municipal body / Railways / Panchayat 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.	
(vii)	Compliance certificate as per <u>Annexure III</u>	
(viii)	EMD details	

III. PRICE BID

Price bids of the bidders who qualify the technical bid will only be considered. The Price bid must be submitted as per the **62+ IV**. A minimum bidding price of Rs. 1500000/- (Rs. Seventy thousand only) is fixed for every unit of toilet. The highest bid would be accepted.

3. HOW TO SUBMIT BIDS

Bids should be submitted in separate sealed envelopes super scribing 'PM-PARKING-21' to 'Nodal Officer, Poush Mela-2019, Santiniketan' as described below-

- (a) **ENVELOPE 1**: Pre-Bid and Technical Bid with relevant documents, EMD, Application Fee
- (b) **ENVELOPE 2**: Price Bid
- (c) **ENVELOPE 3**: ENVELOPE1+ENVELOPE2

4. No tender would be received by hand. Authority is not responsible for non-receipt by any other means including postal delay, other than the prescribed mode.

5. THE TENDER BOX WOULD BE CLOSED BY 2:00 PM ON 11TH DECEMBER, 2019.

TENDER TERMS AND CONDITIONS

1. All tenders will be scrutinized in two stages – (a) Pre bid and Technical bid, and (b) Financial bid. Technical bid of those who qualify in Pre bid only would be evaluated. Pre Bid and Technical bid would be evaluated on the same day. All decisions regarding the bids will be published online at [Visva-Bharati Website](#).
2. All vendors must submit the documents in sequence and as per the prescribed format. No deviation/modification of Annexures would be considered.
3. Bidder must submit an ‘**Integrity declaration**’ in the prescribed format given at the end of this tender. This is to be noted that bidder who does not comply/fail to submit the above declaration would be rejected. In any case, if such declaration is found to be false, the bidder would be blacklisted and would invite other legal provisions applicable.
4. Each bid must be accompanied by EMD of Rs. 10,000/- and application fee (Non-refundable) Rs. 1000/- in the form of Demand Draft in favour of the **Santiniketan Trust A/c Pous Mela** payable at State Bank of India, Santiniketan.
5. All bids will be opened within one working day of last date of submission. If it turns to be holiday, the next immediate working day would be considered for opening the bid. Bidders willing to participate in the bid opening should mention it in the proposal submission form (**Annexure I**). No separate invitation will be issued to bidders for this reason. Bidders have to submit an authorization letter from the appropriate authority of the bidding firm to attend bid opening event.
6. All payments to be made at the beginning of the contract.
7. Once the work order is issued, the awarded work must be executed within the period mentioned in the work order. No extension would be given without valid justification.
8. All uploaded documents should be self attested and have official stamp.
9. The tenderer reserves the right to amend/cancel the bid for the interest of the work. In case of any amendment by the tenderer to any part of the tender, the same will be notified in the website. The bidders may submit their response to the amended part separately within stipulated period. The tenderer also reserves the right to increase or decrease the quantities mentioned.
10. The tenderer will not pay any charge against packing, forwarding, insurance, transporting, parking or any other purpose to bidder for completion of work.
11. The bidder shall have no right to revise the quote within the period of validity on the plea of fluctuations in the market rate.
12. If awarded, a Performance Security, not more than 10% of the total final bid value would be acquired by the purchaser from the bidder.
13. All payments will be made only after inspection on satisfactory completion/installation of the work ordered.

14. All damaged or unutilized goods shall be taken back at bidders risk and cost and the any incidental damage incurred to institutional property shall be recovered from the concerned bidder.

15. The bids should be unconditional. Any conditions of the firm sent along with the bid shall not be binding on the tenderer.

16. In case the order is not executed within the stipulated period, the tenderer has the liberty to cancel the order and forfeit the earnest money of the bidder.

17. The tenderer shall not be responsible for non-receipt/non-delivery of any documents due to postal delay or delivery at another address.

18. The tenderer is not liable to bear any cost incurred by the bidder in preparing the bid, attending the bid opening event, presentation, demonstration or any other relevant expenditure to the tender.

19. Any grievances/issue should be addressed within 48 hrs from the opening of technical bid. Beyond this period, no grievances will be addressed. All grievances should be addressed to the tenderer at the email: poushmela2019@gmail.com. **Communication in any form to anyone other than tenderer will be treated as canvassing and such bidder will be outrightly rejected without any notice.**

20. 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.

21. The licensee shall arrange at his own cost the temporary electric connection from WBSUEDCL, for lighting arrangements at the parking places. The University will issue NOC if necessary.

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

23. 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.

24. 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.

25. In case of more than one valid highest bid, selection will be made at the discretion of the tender committee, on the basis of other criteria like experience, recent track record and so on of the bidder.

26. Vehicle with Visva-Bharati logo shall be exempted from any parking charges in the designated areas. Besides, Visva-Bharati may issue parking stickers to VIPs / artistes / guests etc. and holders on different occasions and such holders 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.

27. The language of the bid should be English.

28. Tenderer reserves the right to impose liquidated damage as and when required; the rate of penalty will be at par with the same of the Govt. Of India's instruction.

29. Bank Commission where applicable will have to be borne by the bidder.

30. No documents, in any form, would be accepted beyond the deadline of submission

31. All disputes subject to "Bolpur, Birbhum,W.B. Jurisdiction" only.

32. Performance Security Deposit:- 10% of the bid amount

Sd/-
Nodal Officer
Poush Mela-2019
Santiniketan

TECHNICAL PROPOSAL SUBMISSION FORM
(To be printed on Bidder's letterhead)

Date

LETTER OF BID

To
Nodal Officer
Poush Mela-2019
Santiniketan -731235.

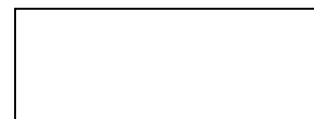
Ref: Invitation for Bid (Tender Ref. Memo no. PM-Parking / 2019-20/T-21 dtd. 10/12/2019)

We, the undersigned, declare that:

1. We have examined and have no reservations to the Bidding Documents.
2. We offer to execute the order in conformity with the Bidding Documents.
3. Our bid shall be valid from the date fixed for the bid submission deadline in accordance with the Bidding Documents and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
4. If our bid is accepted, we commit to submit a performance security (if required) @10% of the total quoted value.
5. We also accept all the terms and conditions of this bidding document and undertake to abide by them, including the condition that you are not bound to accept the lowest bid or any other bid that you may receive within the due dates
6. By participating in the bidding process, we express our agreement to the bidding procedure by the tenderer.

Yours sincerely,

(Authorised Signatory*)



(Sign inside the box)

SEAL

*Full Name of authorised signatory
Designation

ANNEXURE II

CHECK LIST FOR EVALUATING PRE BID

(Please submit only required number of documents. Any additional documents will not be given weightage)

(Tender Ref. Memo no. PM-Parking / 2019-20/T-21 dtd. 10/12/2019)

Fill up all information

SI No	Items required	Submitted/not submitted
1	Filled in Annexure I	
2	Integrity declaration as per point 3 under tender terms and conditions	
3	Filled in Annexure IV	
4	EMD of Rs. 10,000/-	
5	Application fee Rs. 1000/-(Non-refundable)	

I declare that the above information are supplied as per the requirement of NIT and I agree with the decision of the tenderer in case of any deviation to such requirements.

Signature,
Name & Stamp of Firm

Date:
Place:

Financial Proposal

(On Firm's Letter Head)

(Tender Ref. Memo no. Memo no. PM-Parking / 2019-20/T-21 dt. 10/12/2019)

Tender form for Parking Licence

1. Name of the applicant (s) :
(in block letters)
2. Father's / Husband's Name(s) :
3. Address & telephone no(s)
including mobile
(attach photocopy of address proof) (*) :
4. PAN No :
(attach photocopy)
5. AADHAAR No :
(attach photocopy)
6. GST No
(attach photocopy)
7. Licence fee quoted for parking Licence # :
8. Is there any past experience
in managing parking licence etc.
If yes, give details with supporting documents :
9. DD no & date (for EMD) & application fees
issued in favour of Joint Registrar (Accounts) :

Undertaking

I/ (we) have read the terms and conditions of the tender as well as the proposed licence agreement, printed overleaf and I/ (we) shall abide by them. I/(we) also understand that in case payments are not made in time, the licence will be automatically terminated without any prior intimation. My/ (our) security money deposit may be forfeited in part or full, if I/(we) fail to abide by the terms and conditions. I understand that I have to fulfill, on my own, statutory obligations relating to contract labour registration, licence, taxes, fees, wages etc. as and if applicable and that Visva Bharati will have no responsibility in this regard.

Date:

Signature of the applicant

(*) Voter ID / Ration card / Passport / Driving licence / Trade licence / GST registration / SHG registration etc.

(#) Rate should be quoted on and above the reserve price, at multiples of **Rs 1000.00 only**

INTEGRITY DECLARATION
(On Firm's Letter Head)

We declare that M/s _____ has not declared ineligible or black listed on charges of engaging in corrupt, fraudulent, collusive or coercive practices or any failure/lapses of serious nature by Government of India or any other Government body in the past.

We also declare that no other Firm/Sister concern/Associate belonging to the same group is participating/submitting this tender.

We know that in case of concealment of any fact, if detected later on, such bidder will be black listed and nothing will be paid to them and their EMD deposit will be forfeited

Sign. of authorized person of bidding firm with seal

Date:

Place:

ANNEXURE V

The licensee shall have to arrange parking at his own cost at the following premises only.

1) Parking of Buses

- a. South-western portion of Pous Mela Ground
- b. Vinaya Bhavana Ground: During Pous Mela only.
- c. Near IGCNI Ground: During Poush Mela only
- d. Any other place, if permitted by Visva Bharati

2) Small vehicles (four / two wheelers) parking

- a. Southern side of "Chatak" building, opposite to Gate no 1.
- b. Southern side of Satar Pukur (Old Swimming Pool) at Sripalli
- c. Near IGCNI Ground: During Poush Mela only
- d. Open space on the eastern side of Ratan-Kuthi at Ratanpalli for Pous mela only
- e. Open space on the eastern side of Dean / Proctor office
- f. Open space of Jharapata building (near Fire Brigade)
- g. Open space opposite to Bhasa Bhavana and adjacent to Nippon Bhavana & LHP 74
- h. Open space on southern side of Santiniketan–Sriniketan PWD road (east side of Balipara tank) for Pous mela only.
- i. 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.

3) 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.

Rate chart for parking will be as follows:

Sl. No	Parking fees	Amount (Rs)
1	Motor Cycle & scooter	20.00
2	Small Vehicle (3/4 wheelers) for first four hours	150.00
3	Small Vehicle (3/4 wheelers) for each four hours Additional	100.00
4	Bus (whole day) (Maximum 12 hrs or up to 10.00 pm only)	600.00
5	Bus whole day + night Additional	1000.00
6	Cycle	5.00

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