



**ICAR- NATIONAL BUREAU OF SOIL SURVEY & LAND USE PLANNING
REGIONAL CENTRE
SECTOR - II, BLOCK DK, SALT LAKE, KOLKATA- 700 091**

No.Kol/Admn/1(11)/Manpower/224

Date: 17.08.2020

**NOTICE FOR INVITING QUOTATIONS FOR HALTING CHARGES FOR
OUTSTATION DUTY OF CONTRACTUAL DRIVERS OF ICAR-NBSS&LUP, RC
KOLKATA FOR THE PERIOD OF ONE YEAR FROM THE DATE OF CONTRACT**

The Head, ICAR-NBSS & LUP, Kolkata invites Sealed quotations (Technical and Financial Bids) from the interested reputed firm for award of **Annual job contract for halting charges for outstation duty of contractual Drivers of ICAR-NBSS&LUP, RC Kolkata-700091.** The Demand Draft of **Rs.5,000/- (Rupees five thousand only)** as an earnest money deposit (EMD) to be made in favour of ICAR- NBSS&LUP, payable at Kolkata. It may be addressed to Head, ICAR-National Bureau of Soil Survey & Land Use Planning, Regional Centre Kolkata – 700091.

Tender documents may be downloaded from our office website (<https://www.nbsslup.in>) as per the schedule as given in **Schedule of Selection Process as under:**
SCHEDULE OF SELECTION PROCESS

Tender reference No.	ICAR_NBSS and LUP/KoL/NIT/03(e)/2020-21
Date and Time for issue/Publishing	10:00 A.M. on 17.08.2020
Document Download/Sale Start date and Time	10:00 A.M. on 17.08.2020
Bid submission Start date and Time	10:00 A.M. on 17.08.2020
Bid submission End date and Time	05:00 P.M. on 08.09.2020
Date and Time for Opening of Bids	10:00 A.M. on 09.09.2020
Address for Communication	Head, ICAR-National Bureau of Soil Survey and Land Use Planning, Regional Centre, Block-DK, Sector-II, Salt Lake City, Kolkata-700091

Sd/-
Head, ICAR-NBSS & LUP, Regional Centre, Kolkata

INSTRUCTION FOR BID SUBMISSION

1. Each bidder shall submit only one quotation. Each bidder must submit two sets of envelope: one containing D.D. and other Technical documents, super scribed as “Technical Bid”, the second envelope to quote price super scribed as “Financial Bid” where Cutting, overwriting, uses of correction fluid are not allowed.
2. **The rates quoted shall be fixed for the duration of the contract and shall not be subject to adjustment.**
3. Tender/bidders are requested to visit the Office website (<https://www.nbsslup.in>) regularly. Any changes/ modifications in tender will be intimated by corrigendum through these websites only.
4. In case, any holiday is declared by the Government on the day of opening, the tenders will be opened on the next working day at the same time. The Bureau/Institute reserves the right to accept or reject any or all the tenders.
5. The interested Firms are required to deposit **Tender Fee: Nil** and **Earnest Money Deposit (EMD)** of the amount **Rs.5,000/- (Rupees five thousand only)** in the form of Demand Draft from any of the Commercial Bank in favour of **ICAR-NBSS & LUP, payable at Kolkata**. However, the EMD amount is exempted for the firms having valid MSME or the firms are registered with Central Purchase Organization or the concerned Ministry or Department or Start-ups as recognized by Department of Industrial Policy and Promotion.
6. Quotation not found according to specification will be rejected.
7. Technical Evaluation: - before financial evaluation the bids shall be screened for eligibility in technical category on following basis (1) correct amount of EMD, (2) supporting documents in support of checklist. If any of discrepancy found at this screening stage the bids shall summarily be rejected.
8. Quotation should remain **valid for 3 months** from the date their quotation.
9. **Technical Evaluation:** The firms should submit the following technical documents failing which the firms are liable to disqualify in the Technical bid session:
 - a. Original DD of requisite amount towards EMD or valid MSME or the firms are registered with Central Purchase Organization or the concerned Ministry or Department or Start-ups as recognized by Department of Industrial Policy and Promotion.
 - b. Self-attested copy of PAN card and Income Tax Return for the last three years.
 - c. Self-attested copy of valid registration certificate/license with the appropriate authority.

- d. Self-attested copies of documents defining the legal status, place of registration, principal place of business, written power of attorney of the signatory of the bidder to submit the bid etc. Firms having their HQs in and around Kolkata will get preference.
- e. Proof of satisfactory execution and completion of similar works during last three years.
- f. Copy of Employee EPF registration certificate and scanned copy of Employee ESI registration certificate or Workmen Compensation (WC) Certificate whichever is applicable.
- g. Copy of EPF / ESIC challan for the preceding three months excluding the month of publication of the tender
- h. Copy of GSTIN no. and registration certificate.
- i. Copy of labour license under contract labour (R&A) Act, 1970, if any available. **Note: This license will have to be obtained by the firm within 15 days in respect of this institute after accepting the work order.**

10. Financial Evaluation:

The price must be quoted only in the price bid format attached (Annexure-II) and it should be submitted in a separate envelope super scribed as “Financial Bid”.

11. The tenure of the Contract is initially for one year which may be extended further for another period of one year on the basis of satisfactory performance of the vendor and their willingness to continue on same Terms and Conditions
12. EMD will be refunded to the unsuccessful bidder soon after the order is placed to the Successful bidder.
13. In case of any disputes, the decision of the Director, ICAR-NBSS & LUP, Nagpur shall be binding on the part of the contractor/supplier.
14. Director, ICAR-NBSS & LUP, Nagpur reserves the right to accept or reject any or all the quotations without assigning any reason.

Sd/-
HEAD
ICAR-NBSS & LUP, REGIONAL CENTRE
KOLKATA

Annexure-II

Tender Inviting Authority: Head, ICAR-NBSS & LUP, Regional Centre, Kolkata.

Contract No. ICAR_NBSS and LUP/KoL/NIT/03(e)/2020-21

Name of the Bidder/Bidding Firm/Company					
Sl. No.	Halting charges per night stay including lodging and food	Service charges of the firm	GST	Total amount (including taxes) per night halting charges	Total Amount (in word)

Signature of the Contractor (seal and date)