



**INDIAN ASSOCIATION FOR THE CULTIVATION OF SCIENCE
JADAVPUR, KOLKATA - 700032**

NIT No. IACS/ADM/2019-20/107

DATE: - 06-02-2020

Notice Inviting bid for procurement of one ‘Maruti Suzuki Ciaz Alpha Petrol car’.

Sealed bids are being invited for and on behalf of Indian Association for the Cultivation of Science (IACS), 2A & 2B Raja S C Mullick Rd, Jadavpur, Kolkata-700032 , for selection of bidders for the **“Procurement of one Maruti Suzuki Ciaz Alpha Petrol Car”**

Evaluation of the Tender Documents would be evaluated by a Tender Committee duly constituted by the Competent Authority, IACS.

Tender Notice No.	IACS/ADM/2019-20/107 Date: 06-02-2020
Last date and time of submitting tender	28/02/2020, within 1.30 PM
Opening Date, time and place of Bid documents	28/02/2020, 3.00 PM (at Registrar’s Office, 1 st Floor, IACS Main Building)
Contact	Email: admsm@iacs.res.in Tel.+91 33 2473 4971 [Extn. 2160]

Submission of bid.

1. The bid Document in envelopes prepared should be sealed and super scribed as Tender Document for the **“procurement of one Maruti Suzuki Ciaz Alpha Petrol car”** addressed to the **“ Registrar, IACS, 2A & 2B Raja S C Mullick Rd, Jadavpur, Kolkata-70003”** and should reach the office on or before **28-02-2020, within 1.30 PM.**
2. Sealed bid document may also be handed over personally or can be sent by a Registered Post / Speed Post/ Courier Service, to the above mentioned address. Bids received after due date shall not be entertained. The postal delay shall not be the responsibility of the department.
3. Sealed bids will be opened by the Committee or by an officer duly authorized by the Competent Authority of IACS on 28-02-2020 on the above mentioned date and time. Bidders may present themselves at the particular venue on the scheduled date and they are to provide their signature on the bid sheet.

4. Eligibility Criteria:

Sl. No	ELIGIBILITY	DOCUMENTS REQUIRED
i	Ownership	Partnership Firm - Self attested copy of the partnership firm, Entrepreneurship Firm Entrepreneurship Firm - Self attested Copy of the Letter of ownership. Holding Company - Self attested copy of Memorandum of Association.
ii	Reputed Firm / Dealerships	Self attested Copy Certificate of Registration (As Dealer / Supplier & Indicating the GST Registration Number)
iii	Must possess GST, Permanent Account Number.	Attested Copy of: - Up to date Sales Tax Certificate. - Up to date I. Tax Clearance Certificate. - Permanent Account Number (PAN) Card of the Firm or the person in whose name the Proprietorship, Partnership, Firm etc is registered.

5. Terms and Conditions:

1. The “**approved Committee Financial evaluation**” reserves the right to accept or reject any tender or any part of the Tender without assigning any reasons thereof.
2. No conditional tender shall be accepted. The committee reserves the right to accept or reject any tender without assigning any reason thereof.
3. Price should be quoted as per company’s price list which should also be supported by the company pricelist and dealership certificate duly attested.
4. The bid shall remain valid for a period of three **months** from the date of issue of the offer letter. The bid valid for a shorter period shall be rejected by the Committee as non responsive. The period can be extended mutually.
5. No bidder will be allowed at any time, on any ground whatsoever to claim revision of or modification in the rates quoted by them. The representation of the bidder after dropping the bid, that the computation, typographical or clerical error etc has been committed in the bid, and a request for revision would not be accepted.
6. Unless otherwise specified, all supporting documents submitted and asked for under the NIT must be duly self attested.
7. At any time prior to the submission of Bids, the Tender Inviting Authority may, for any reason whatsoever, whether on his own initiative or in response to a clarification requested by a prospective bidder (s), modify the Tender Document by an act of amendment thereafter referred to as an Addendum for Addition & Corrigendum for Correction. All prospective bidder(s) who have received the bid document will be notified of the Addendum/ Corrigendum and that will be binding on them. In

order to provide reasonable time to take the amendment into account, the Tender Inviting Authority may at its discretion extend the date of the time for submission of Bids.

8. If found that the Successful Bidder is incompetent to supply the products requested, in such a situation, the proposal may be reviewed for award of the contract to the next qualifying bidder or go for a fresh bid depending on the circumstances. No form of compensation shall be payable in any form whatsoever to the forfeited bidder. In case it is decided to go for the next qualifying bidder, negotiation may be considered to bring down their price nearer to the originally Evaluated or Lower bidder inconsideration to the equipments to be supplied.

9. All the necessary quality standard certificates for the car and other devices as applicable as per the tender specifications must be enclosed in the bid, without which the bid will be treated as technically non-responsive.

10. All bidders must enclose complete documentary data to indicate that the products offered by them, is in compliance with the specifications.

11. **Guarantee / Warrantee** period and facility after sales and service should be indicated. The bidders are required to provide the warranty of equipments as per their terms and conditions for the whole vehicle along with the equipments supplied there in with full detail and period of coverage.

12. Undertaking (in annexure-I) on plain paper duly signed and sealed to the effect that the supply will be carried out by the bidder himself/ herself.

13. Bidder needs to furnish latest ISO certificate (if any), Copy of Manufacturing License (if any), Dealership Certificate (if worked through the authorized dealer), as the case may be and also Catalogs of products being listed.

14. Manufacturer's Authorization (The letter of authorization should be on the letter head of the manufacturing firm and should be sealed and signed by a person competent).

15. The successful Tenderer should ensure immediate supplies if supply order is placed on them and they are bound to supply material strictly as per the conditions approved by the Committee. If at any stage it is found that the material supplied by the firms is not according to, as approved by the Committee, the ACTION AS DEEMED FIT WILL BE TAKEN AGAINST THE FIRM.

16. The Institution being one Organisation under Central Govt no advance payment is allowed as per GFR 2017. The payment will be made through bank for which the bank particulars are to be given in detail as per the annexure-II.

17. **The Dealer or the Company may quote the price inclusive of the charges (Separately to be specified in the Financial Bid) in relation to the Fabrication (if required), Installation (if required), Registration of the Vehicles with the District Transport Officer (as per Govt. Rates), Taxes etc with the same before its delivery to the above stated address.**

18. GST at the applicable rate will be paid only in respect of principal order/ allotted work not on others.

19. The delivery of the procurement shall be required to be made in the address as stated above within the stipulated time provided or specified in writing by the supplier.

20. The purchasing officer does not pledge himself to accept the lowest of any tender and reserves to himself the right of accepting the whole or any part of the tender or portion of the quantity offered against any item and you shall supply the same at the rate quoted.

21. In the event of any of mentioned dates being declared as holidays/closed day for the purchase Organization, the Tender will be received/ opened on the next working day at the appointed time. The Tender documents are non-transferable.

22. The contract shall be governed by the laws in force in India; in case of any litigation the matter will be dealt within the jurisdiction of the High Court of Calcutta only. For any clarification, information etc., please send your queries to Registrar, IACS (registrar@iacs.res.in).

23. **Force Majeure conditions:** The conditions of delivery period, reduction & termination etc are subject to Majeure conditions which are beyond the reasonable direct or indirect control and without the fault or negligence of the bidder and which results in bidder's inability, notwithstanding its reasonable best efforts, to perform its obligations in whole or in part and may include rebellion, mutiny, civil unrest, riot, strike, fire, explosion, flood, cyclone, lightening, earthquake, act of foreign enemy, war or other forces, theft, burglary, ionizing radiation or contamination, Government action, inaction or restrictions, accidents or an act of God or other similar causes. On specific request made by the bidder, the time period of the supply and completion may be extended by the Competent Authority, IACS at his discretion for such period as may be considered reasonable. However, the condition may not include scarcity of raw materials, power cut, labour dispute, failure of Sub Vendor and increase in cost of raw material or any other circumstances being under control of the bidder or party concerned.

24. **Saving Clause:** No suit, prosecution or legal proceedings shall lie against Bid Inviting Authority or any person for anything that is done in good faith or intended to be done in pursuance of the Tender/ bid.

Acting Registrar

ANNEXURE - I

Undertaking / Letter of acceptance

To,
The Acting Registrar,
IACS, Jadavpur, Kolkata-700032

Subject: Tender for Procurement one Maruti Suzuki Ciaz Alpha Petrol car.

1. I/We declare that we have read and understood and that we accept all clauses, conditions and any addendum thereof, and descriptions of the Tender document without any change, reservations and conditions.
2. I/We have carefully examined and conform to all the parts of the Tender documents and have obtained all the requisite information affecting this proposal and am/are aware of all conditions and difficulties likely to affect the execution of the agreement.
3. I/We hereby propose to implement the procurement as described in the Tender document in conformity with the conditions of agreement and the technical aspects as indicated in this notice.
4. I/We declare that our Firm/ Enterprise/ Unit is not debarred by Department of Commerce or Ministry/ Department concerned

Place :

Signature of the Tenderer

Date :

Designation and Official Seal

ANNEXURE – II

BIDDERS DETAILS :-

1. Name of the Firm/ Establishment:

2. Name of the Proprietor/ Director:

3. Date of Establishment: ____/____/____ (DD/MM/YYYY).

4. Nature of Activity: _____

5. Address (Administrative Regd. Office):

6. Bankers & Bank Account No: _____

7. Name of the Account holder:

8. Branch name: _____ Branch code _____ IFSC code no, _____

9. GST No _____

10. PAN No _____

Date :

Signature of the Authorised Person

Name in Block Letter

Designation and Official Seal