

NOTICE INVITING TENDER

1. Sealed tenders are invited by Principal **Himalayan Mountaineering Institute, Darjeeling**(hereafter referred to as **HMI**) for SUPPLY OF TRANSPORT SERVICES : TATA SUMO/INNOVA /PICKUP AND MINI BUS WITH OVERHEAD LUGGAGE CARRIER FOR HMI DARJEELING ON AS AND WHEN REQUIRED BASIS.

2. **Estimated cost of Supply of goods:** Rs 25.00 Lakhs

3. **Period of Contract:** 12 Months (01 Apr 2018 to 31 Mar 2019)

4. **Tender documents:** Tender documents may be downloaded from HMI website www.hmidarjeeling.com and submitted along with the bid. Cost of tender document is ₹2000, this may be paid through online transfer/direct deposit. (**SBI Darjeeling Current A/c No: 10833264757 IFS Code: SBIN0000063**). Vendors downloading tender documents from HMI website may submit the tender along with proof of payment of tender cost. (No need to apply separately for the tender documents). Alternatively Cash/Printout/receipt of online/direct deposit to be submitted in the office of Principal, HMI during working hours i.e. Mon-Fri, 0930 to 1700 hrs to obtain the tender documents.

5. **Address** : Sealed tender documents may be dropped in the tender drop box in accounts section of HMI or sent by registered post to **Principal, Himalayan Mountaineering Institute, Jawahar Parvat, Darjeeling, West Bengal-734101**. Name of the tender must be clearly mentioned on cover.

6. The sealed tender should contain both **Technical Bid** and **Financial Bid** in two separate sealed envelopes inside the main cover. Technical bid / financial bid should be clearly written on each of these envelopes. Every page of the tender documents must be signed by the vendor along with rubber stamp of the firm. Photocopy of technical bid documents are to be self-attested. (Technical bid documents as per para 9).

7. The **FINANCIAL OFFER** of the prospective tenderer will be considered only if the **TECHNICAL BID** of the tenderer is found qualified by the **Tender Committee formed by the Principal, Himalayan Mountaineering Institute, Darjeeling** .The decision of the Tender Committee will be final and absolute in this respect.

8. Date and time schedule :-

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|-----|-------------------------------------|-------------------------|
| (a) | Date of publishing of tender | : 09 Feb 2018 |
| (b) | Bid submission start date | : 09 Feb 2018 |
| (c) | Bid submission end date | : 28 Feb 2018 (0900hrs) |
| (d) | Date/Time for opening technical bid | : 28 Feb 2018 (1000hrs) |
| (e) | Date/Time for opening financial bid | : 28 Feb 2018 (1100hrs) |

9. **Eligibility Criteria** :-

(a) PAN card, Bank account details (account number, branch, IFS code etc.), proof of tender cost payment (receipt/printout/DD/chalan), Trade license certificate, GST Registration certificate, Income tax acknowledgement receipt is to be accompanied with technical bid document.

(b) The eligibility of a bidder will be ascertained on the basis of the self-attested documents in support of the minimum criteria as mentioned in para(a) above. If any document submitted by a bidder is found manufactured or false, the eligibility of the bidder will be out rightly rejected at any stage without any prejudice.

10. Qualification criteria: The tender inviting and Accepting will determine the eligibility of each bidder through a tender Committee. The bidders shall have to meet all the minimum criteria regarding:

- (a) Financial Capacity
- (b) Capability of delivering the desired goods and services
- (c) Experience/Credential

11. The eligibility of a bidder will be ascertained on the basis of the document(s) in support of the minimum criteria as mentioned in (a), (b) & (c) above.

12. Escalation of Price on any ground and consequent cost overrun shall not be entertained under any circumstances. Rates should be quoted accordingly.

13. No, mobilization advance are applicable and there shall be no provision of arbitration.

14. **Payment:** Payment would be made in the form of cheque / bank transfer within 90 days of delivery of goods to the satisfaction of principal HMI. Deduction of TDS, GST & Other tax, if applicable shall be made as per rule in vogue. The tender value is inclusive of all direct & indirect taxes (GST, Labour Welfare Cess etc).

15. The lowest bidder is to deposit **earnest money** of Rs 10,000 in the form of DD/ online transfer/direct deposit to account number specified in para 4 within 7 days of opening of bid. Failure to submit the same by lowest bidder within prescribed time would be considered as attempt to disturb the tendering process and may be blacklisted. Further the contract with the bidder would be cancelled and the next lowest bidder (L2) would be awarded the contract. The earnest money would be refunded after the completion of contract period subject to conditions mentioned in para 23.

16. Bidders at their own responsibility and risk are encouraged to visit and examine the site of work and its surrounding and obtain all information that may be necessary for preparing the tender and entering into a contract for the work as mentioned in the notice inviting tender. The cost of visiting the site shall be borne by the bidder.

17. The bidder must clearly understand that no cost of bidding shall be reimbursable by the institute irrespective of the outcome of the present invitation of Bids. The Principal HMI Darjeeling reserves the right to reject any application for purchasing Bid documents and to accept or reject any offer without assigning any reason whatsoever and is not liable for any cost that might have incurred by bidders at any stage of bidding.

18. All intending bidders are requested to be present in the office of "The Principal HMI Darjeeling" at the time of opening of tender. No representation/objection will be entertained after opening of tender. No informal tender will be entertained in the bid further.

19. NO CONDITIONAL /INCOMPLETE TENDER will be accepted under any circumstances.

20. Quoting of multiple lowest rates will not be entertained by the Institute.

21. The Principal HMI Darjeeling reserves the right to cancel the NIT due to unavoidable circumstances and no claim in this respect will be entertained.

22. The undersigned reserves the right to increase or decrease the volume of any item and add new item or withdraw any item(s) at his discretion at any point of time during execution of the works.

23. The undersigned reserves the right to cancel the agreement at any point of time within the schedule of completion of the tendered work. Earnest money deposited would not be refunded if works are not satisfactory, delayed or violate any term & condition as per agreement by contractor.

24. If any discrepancy arises between two similar clauses on different notifications, the clauses as stated in later notification will supersede former one in the following sequence.

- (a) NIT
- (b) Special terms & conditions
- (c) Technical Bid
- (d) Financial Bid

25. Contractor will not be allowed to execute the work by subletting or through power of attorney holder on his behalf to a third party / another firm except Sons / Daughters of Proprietor / Partner / Director and firm's own employees.

26. In case of any dispute the decision of the tender committee will be final and binding.

27. The tender notice along-with all terms & conditions mentioned above will form the part of the agreement to be executed by the tenderer.

28. Rate offered in the estimate is final and bidder will not have any further claim for any revision, based on field reality.

29. The Tender inviting authority reserves the right to split the work amongst the lowest bidder, based on field reality.

30. The undersigned has the authority to reject any or all Tenders received without assigning any reason thereof.

31. Rate quoted in the BOQ would be final and any typographical mistake in case of Unit, Rate, Quantity, Amount, nomenclature including description etc. would not be considered.

32. In case if any query please contact on landline no 0354-2254087.

Sd/-

Unit: Himalayan Mountaineering Institute

Case File : HMI/Hostel/Ration/ /18-19

Dated : Feb 2018

(Devidutta Panda)
Wing Commander
Principal HMI Darjeeling

Distributions :-

1. Secretary
D(HMI) Govt of India, MOD
Room No 225F , South Block New Delhi 110 011
2. Secretary
Department of youth services
Govt of West Bengal New secretarial Building
3rd floor Kiran Shankar Road, Kolkata-700001
3. HMI Website

PARTICULAR SPECIFICATION OF TENDER

1. Rates quoted by the bidder should be inclusive of transport, delivery charges, fluctuations in market prices from time to time during the period of the contract (if any). GST may be added at the time of billing. No other incidental charges will be entertained by the Institute.
2. Tender will be considered on the basis of comparative price, quality of service/items provided track record of the contractor and existence of back facilities.
3. Leg wise lower will be decided and not on basis of total cost of all legs.
4. The assurance for supply of vehicle should be intimated to HMI one day before.
5. Transport services should be smooth and prompt.
6. Driver should not be alcoholic while driving the vehicles. They should show good behaviors.
7. All vehicles must have all required documents.
8. During the journey if the vehicle found off road, the immediate repair /replacement of the vehicle will be the responsibility of the bidder.
9. If the services not found prompt, the principal HMI Darjeeling reserves the right to cancel the contract at any time without any notice.
10. All vehicles supplied should be fitted with over head luggage carrier.

Sd/-

Unit : Himalayan Mountaineering Institute

Case File : HMI/Hostel/Transport/ /18-19

(Devidutta Panda)
Wing Commander
Principal HMI Darjeeling