Notice Inviting Tender (NIT) : NIT No : ERO/MMD/HR/0949

Sub: Tender for Hiring of two nos AC cars with driver, fuel, lubricant, maintenance etc. for a period of one year

Offers in sealed envelopes are invited from Firms for Hiring of two nos AC cars with driver, fuel, lubricant, maintenance etc. for a period of one year

Firms who are financially sound and having expertise in providing car hiring services can submit their offer. The bidders are requested to furnish the documents as required in respect of their credential as per details given in sl. No3 below:

1. **Scope of Work**: Hiring of two nos AC cars with driver, fuel, lubricant, maintenance etc. for a period of one year

2. **Completion Time**: One year from the date of LOI/ Work order

3. **PQ Criteria**: Experience in providing services for hiring AC cars with driver, fuel, lubricant, maintenance etc. for a period of more than one year

4. **Application Fee & EMD**:
   a) Application Fee : Nil
   b) EMD : To be paid by Demand Draft / Banker’s cheque of Rs 5000 in favour of “Engineering Projects (India) Ltd.” Payable at Kolkata. Same will be converted to Security Deposit for the successful bidder and will be refunded within 15 days of placement of order for the unsuccessful bidders.

5. **Type of Bid**:
   - Two Part Bids
     - (i) Techno-commercial bid (In duplicate) under a sealed cover
     - (ii) Price Bid (under a sealed cover)

   (i) **1st Part: Techno-commercial Bid (In duplicate under a sealed cover)**:
   In this part bidders are requested to furnish the complete tender documents (NIT, Annexure-I- Scope of Work and Terms & Conditions and unpriced price format as per Annexure-II) duly signed and stamped on each page as a token of their acceptance. Requisite EMD should be provided in this Part. This envelope shall be sealed and super scribe the envelope with “Techno-Commercial Bid for Hiring of two nos AC cars with driver, fuel, lubricant, maintenance etc. for a period of one year”
(ii) 2nd Part : Price Bid (under a sealed cover): In this part bidder should enclose only Price bid as per Price Bid format enclosed at Annexure-II. The form of Price Bid duly filled in both in words and figures in the same form as issued to bidders should be submitted in this envelope, with superscription "Price Bid for Hiring of two nos AC cars with driver, fuel, lubricant, maintenance etc. for a period of one year"

Any terms and conditions or deviations if any or any other documents should not be kept in this envelope (Price Bid). The sealed price bid of such bidders who are found technically acceptable in accordance with the Pre-qualification Criteria shall only be opened.

6. **Validity of Offer**: 90 (Ninety) days from the last date of submission of offer

7. **Due date of Bid submission & Opening**:
   a) Last date and time of submission of offer 19.04.2012 upto 2.00 PM
   b) Opening of Techno-Commercial Bid: 19.04.2012 at 2.30 PM

8. **Terms of Payment**: The hire bills shall be submitted by the party to EPI in the first week of the following month and payment shall be released within a fortnight after receipt of the same

9. **Address for submission of tender**: GENERAL MANAGER (MMD) ENGINEERING PROJECTS (I) LIMITED 50, Chowringhee Road, 9th Floor Kolkata – 700 071.

10. **General Notes**: Complete tender documents consisting of the following can be downloaded directly from EPI's/CPPP website.

   b) Scope of Work and Terms & Conditions: Annexure – I
   c) Format for Price Bid: Annexure-II

EPI reserves the right to accept any or reject any or all offers or extend the date of submission of the offer or cancel any or all the tender(s) or annul this process without assigning any reason whatsoever. The corrigendum, extension, cancellation of this NIT, if any, shall be hosted in EPI’s/ CPPP website only. The intending bidders are requested to visit the EPI’s/CPPP websites regularly for this purpose.

**GENERAL MANAGER (MMD)**
**EASTERN REGIONAL OFFICE, KOLKATA**

**Encl. :** -
- Annexure I - Scope of Work and Terms & Conditions – 2 pages
- Annexure II - Price Bid format – 1 pages