

CSIR-CENTRAL GLASS & CERAMIC RESEARCH INSTITUTE
196, Raja S.C. Mullick Road, Kolkata – 700 032
TENDER NOTICE NO : [GC/CGCRI/Transport Cell/2024](#)

Tender ID: 2024_CSIR_206046_2

Bid Submission Period: 08.11.2024 – 18.11.2024

E-tenders are invited through <https://etenders.gov.in/eprocure/app> by Transport Department, CSIR-Central Glass & Ceramic Research Institute, Kolkata-700032 on behalf of Director, CSIR-CGCRI, from experienced and financially sound Hired Vehicle Service Providers having minimum of 3 years of experience and annual turnover of Rs. 50 lakhs for hiring of rental vehicles and involved in execution of similar type of work of appropriate class who have successfully completed similar job for Central Government/State Governments/PSUs/Nationalised Bank/CSIR or its Labs/Institutes etc. for the work of **“Hiring of vehicles in CSIR-CGCRI, Kolkata”** at an estimated cost of **Rs.10,00,000.00** with time period **365 (three hundred sixty five) days** and extendable depending on satisfactory performance and approval from Competent Authority.

Tender Fee of **Rs.500.00** & Earnest Money Deposit (EMD) of **Rs.20,000/-** will require to be paid in the form of Demand Draft / Bankers Cheque from Nationalised Banks in favour of **“Central Glass & Ceramic Research Institute”** payable at Kolkata and the scan copy of the same should be uploaded during the submission of Tender paper duly digitally signed.

Eligibility for participation in the tenders:

- a. The bidding firm should have its own fleet of minimum 15(fifteen) vehicles (**YELLOW NUMBER PLATED**): [Please upload attested copies of Vehicle Registration Certificate (Commercial) of each & every vehicle in the name of company / proprietor / firm / partner / DIRECTOR].
- b. Valid Trade License [Registration No.] (Certificate of Enlistment along with nature of trade)
- c. **Police verification of proprietor(s) of the company OR an affidavit stating no criminal case is pending against the proprietor’s of the firm in any Court of Law.**
- d. A declaration on the printed letter-head of the firm stating, inter-alia, that the **experienced drivers (minimum 3 yrs.) provided are of good character, duly verified by the Kolkata Police.**
- e. PAN card
- f. GST Registration Certificate
- g. Financial turnover and Latest I.T. Returns of the Agency for the last 3(three) financial years
- h. Declaration that the Service Provider’s Garage should be located within a radius of 10 kms from the CSIR-CGCRI Kolkata premises
- i. Details of major contracts handled in last three years along with a list of clients
- j. Copy of satisfactory performance certificate from at least three clients belonging to Central Government/State Governments/PSUs/Nationalised Bank/CSIR or its Labs/Institutes etc.
- k. Current Bank Solvency Certificate with certified amount not less than **30% value** of estimated cost
- l. **Affidavit – Service Providers have to give an affidavit stating “ the firm has not been blacklisted by any Central/State Government Departments/Ministries/PSUs/Autonomous Bodies. The firm’s contract has not been cancelled before the expiry of contract by CSIR or any of its Labs/Institutes and that no criminal case is pending against the proprietor(s).**
- m. In case of partnership firms, a copy of the partnership agreement, or General Power of Attorney should be uploaded
- n. Certificate stating that neither the owner(s) have any close relationship with any CSIR/CSIR-CGCRI employee nor any CSIR/CSIR-CGCRI employee has any stake in the firm. If yes, provide details thereof.

A party or an individual falling under the following categories is not eligible:

- a. Having outstanding dues in respect of any contract with CSIR-CGCRI, Kolkata.
- b. Debarred/black-listed by Central Vigilance Commission, Central Bureau of Investigation any other Govt./Semi-Govt. Agencies or by CSIR-CGCRI, Kolkata.
- c. Parties facing action under PPE Act, with CSIR-CGCRI, Kolkata.

Bidders are requested to submit the financial bid in the format provided (Excel file) and no other format is acceptable. The Financial Bid for the work is required to download, open it and complete the unprotected cells with their respective financial quotes and other details (such as name of the bidder etc.). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the file name. If the BoQ file is found to be modified by the bidder, the bid will be rejected on the ground of “Extra condition imposed by the bidder”. It may be noted that only duly submitted bids shall be evaluated and bids just saved but not submitted shall not be part of the evaluation process.