

**NATIONAL COMPANY LAW TRIBUNAL**  
**KOLKATA BENCH**

**Subject:- Tender Notice for Annual Contract for hiring of Taxis/Cars for the year 2016-2017- regarding.**

Sealed Tenders are invited in two bid system (Technical and Financial bid separately) from the reputed Tour & Travel Agencies/firms located in Kolkata, for hiring of Air conditioned Taxi/Cars on regular basis for official use of the National Company Law Tribunal (NCLT) for two years extendable by one year subject to satisfactory performance on monthly payment basis. The number of vehicles may increase or decrease as per requirement of NCLT. The interested taxi operators based on the radius of 10 KM of office premises of NCLT, Kolkata Bench may send their sealed **quotation in the statement enclosed at Annexure-I**, superscribed as “**Quotation for the hiring of car for NCLT**” and the same may reach in the office of the National Company Law Tribunal, Kolkata Bench, 5, Esplanade Row (West), Kolkata – 700 001, by **3.00 P.M on 08/08/2016**. The tenders would be opened on the same day at 3.30 P.M. in the office of the National Company Law Tribunal, Kolkata Bench.

2. In case the date specified for the submission of bid falls on or is subsequently declared a holiday or closed day for this office, the bids will be received up to the scheduled time i.e. 3.00 p.m. on the next working day of this office and will be opened on the same day at 3.30 p.m.

2.1 **Two Bid System:-** The bid should be submitted in a sealed cover in two parts as under:-

a. **Technical Bid:-**envelope should be superscribed “Technical Bid for supply of A.C./Non A.C. Taxi/Cars” and it should contain all the technical details as per clause 6 & Earnest Money Deposit (EMD) and other documents etc as per the requirement of the enquiry.

b. **Financial Bid:-**The second cover should contain the rates etc. as per Annexure-I, and it should be superscribed “Financial Bid for supply of A.C./Non-A.C. Taxis/Cars.”

2.2 The Technical bid and financial bid should be sealed by the bidder in separate covers, duly superscribed and both of these sealed covers are to be



put in a bigger cover duly superscribed as "Bid for supply of A.C./Non-A.C. Taxi/Cars."

2.3 The technical & Financial Bid shall be opened at 3.30 p.m. on the date as indicated above in the presence of such of bidders or their representatives, who may wish to be present.

2.4 Hypothetical/Conditional/Incomplete bid will not be entertained.

3. **Late Bids:-** Bids received after the specified date and time, as indicated in Para-I above, will not be considered.

#### 4. **Earnest Money Deposit (EMD)**

4.1 EMD of Rs.20,000/- (Rupees Twenty Thousand only) in the form of Demand Draft/Pay Order from any commercial Bank payable to the Pay & Account Officer, Ministry of Corporate Affairs, Kolkata must accompany the bid, Bids without EMD and in any other form than prescribed will not be considered.

4.2 The EMD should remain valid for a period of 45 Days beyond the final tender validity period.

4.3 EMD of bidder will be forfeited, if he bidder withdraws its bid or impairs or derogated from the bid in any respect within the period of validity of its bid. Further, if the successful bidder fails to furnish the required Performance Security within the specified period, its EMD will be forfeited.

4.4 EMD furnished by all unsuccessful bidders will be returned to them without any interest whatsoever, after finalization of the contract. EMD of the successful bidder(s) will be returned after receipt of the Performance Security from him.

#### 5. **Performance Security**

5.1 The successful bidder, irrespective of its registration status etc. will have to furnish Performance Security of Rs.50,000/- (Rupees Fifty Thousand only) in the form of Fixed Deposit Receipt/Bank Guarantee from a Commercial Bank in favour of Pay & Account Officer, Ministry of Corporate Affairs, Kolkata, within 10 days of award of contract.



