

Ref. No.: MAKAUT-WB/EOI/2022-23/VC-CAR/001

Dated: 23-06-2022

Expression Of Interest

EOI Notice Inviting from the OEM / Vendors / Authorised Distributor for Supply of Toyota Innova Crysta Car for Honourable Vice Chancellor of MAKAUT-WB of the University

Bid Sheet and Key Dates: -

Sl. No.	Information	Remarks / Date
1.	About the Assignment	Notice Inviting EOI from the OEM / Vendors / Authorised Distributor for Supply of Toyota Innova Crysta 2.4 ZX 7 STR (Diesel, White colour) for Honourable Vice Chancellor of MAKAUT-WB of the University
2.	Name of the Tender Inviting Authority	Registrar, MAKAUT, WB
5.	Date of Release of Request for proposal	NA
6.	Contact person for queries	Registrar, MAKAUT, WB Tel. No.: (033) 2999-1536 Email-id: registrar@makautwb.ac.in
7.	Date of pre-bid meeting (optional)	NA
8.	Addressee and address of which bid is to be submitted	wbtenders.gov.in
9.	Date of publication of Notice	30/06/2022
11	Bid Submission End Date	18/07/2022
12.	Bid Opening Date (Technical bid shall be opened and evaluated)	18/07/2022

TECHNICAL SPECIFICATIONS OF THE ITEM(S)

The tender must contain the following mandatory information in the given table below:-

1.	Type of Vehicle	Innova Crysta 2.4 ZX 7 STR (Diesel, White Colour)
2.	Date of Manufacturing	
3.	Date of Registration	
4.	Registration No.	
5.	K.M. per litre of Diesel for AC	
6.	K.M. per litre of Mobil Oil	
7.	Amount of Registration	
8.	Amount of Insurance	

Note:

- 1. The rates quoted in EOI should be final as it is proposed to hold no negotiation.***
- 2. EOI submitted with incomplete information will not be considered.***

INSTRUCTIONS TO BIDDERS

Instructions / Guidelines for Submission of EOI have been annexed for assisting the contractors to participate in EOI:

- I. **Registration of Bidder:** - Any bidder willing to take part in the process of e-tender will have to be enrolled and registered with the Government e-procurement system through logging on to <https://makautwb.ac.in/page.php?id=210> . The bidder is to click on the link for EOI as given on the web portal.

- II. **Collection of EOI Documents:** - The bidder can search and download EOI from computer. This is the only mode for collection of EOI documents.

- III. **Cover containing the following information and supporting documents:**

Sl. No.	Particulars	Detail	Corresponding supporting documents attached	
			Mention	Marked as
1.	Contact details of the vendor: -			
1.(a)	Name of the Vendor with full address, corporate office/head office etc, Website, Telephone No., E-mail id.			
1.(b)	Name of the Authorised person, Designation, Mobile No., E-mail id.			
2.	Principal place of business			
3.	Address and contact details of the office at Kolkata/WB			
4.	Nature (Proprietorship / Partnership / Company / Others)			
5.	Status (Whether Govt. / PSU / Private / Others)			
6.	Date and Year of Establishment /incorporation of Firm			
7.	Trade License No. & date and validity period			
8.	PAN			
9.	GSTIN.			
10.	TAN			
11.	P. Tax No.			
12.	Certificate from Chartered Accountant with reference to the turn over during last three financial years (In Rs. Lakh)#			

Sl. No.	Particulars	Detail	Corresponding supporting documents attached	
			Mention	Marked as
	2019-20			
	2020-21			
	2021-22			
13.	Exposure / Credentials in similar kind of works done or in hand (Preferably, with Government Academic Organisations)			
14.	Any other information, if necessary			

#Attach certificate form Chartered Accountant/any other valid Certificate.

Note:

1. Failure of submission of any of the above-mentioned documents will render the tender liable to summarily rejected.
2. The concern must be an authorised, reputed capable dealer/manufacturer of Toyota Kirlosker motor Pvt. Lyd.
3. The Bidder must be meme tax payer and should be registered with GST department. Necessary documents including copy of PAN card/ GST registration certificate must be submitted.
4. The Bidder must have minimum turnover of 5 crore from sale of vehicle in financial year 2021-22.

General Terms & Conditions:

- 1) The vendor or Authorised Dealer should be a registered firm under prevailing rules having an office in West Bengal, preferably in Nadia, North 24 Parganas or Kolkata and will provide essential registration numbers like PAN, GSTIN, Profession Tax, etc.
- 2) Any firm already having any legal dispute with the University need not to submit the bid.
- 3) The bid documents should contain the following items in the respective sequence as mentioned above.
- 4) Valid Trade License for Financial Year 2022-23
(In case the latest Trade License (2022-23) not yet available to the firm, trade license for 2021-22 may be enclosed along with a copy of application for renewal / fees payment receipt for the financial year 2021-2022)
- 5) All the documents should be authenticated with official stamp and signature / signatures thereon by the vendor.
- 6) Submission of false document(s) / information by the vendor will result into cancellation of bid and the University may take strict action against that vendor.
- 7) Any document as a snapshot (.jpeg / .jpg) or in any unprotected and editable format will not be accepted.
- 8) All the documents should be officially stamped and signed by authorised representative / representatives of the bidding firm.
- 9) Incomplete / Partial bidding will not be allowed.
- 10) The University reserves the right to accept or reject any EOI without showing any reason.
- 11) Any dispute which may arise between the vendor and the University regarding this bidding shall be referred to the Vice Chancellor of the University whose decision shall be final and irrevocable in this regard.
- 12) Being the lowest vendor (L1) in term of quoted amount (incl. all) may not be the only condition to receive the order, other criteria like having PAN, GSTIN, location of office, etc. may also be considered during selection of the eligible vendor. Decision of the University in such case will be the final.
- 13) In case the selected vendor is unable to supply the items after being selected to supply the items or after receiving the respective order from the University, the vendor has to immediately inform the University Authority about the same by an official e-mail. Decision of the University in such case will be the final.
- 14) Scan copy of detailed and original authenticated brochure of the car must be attached. No other documents shall be considered as valid document. Noncompliance of this may be considered as cause of disqualification of the bid.
- 15) Items should be as per the specifications mentioned above. The supplier shall supply brand new vehicle which is free from any manufacturing or other defects.
- 16) Any compliance stated by bidder without any documentary evidence will also be treated as non-compliance.
- 17) The party should not copy the specifications from the EOI inquiry and must submit the specifications of their car. Making misleading or false representation in the bid document will lead to disqualification of the bidder at any stage.
- 18) The firm must give the appropriate brochure for the offered car.
- 19) Delivery of the items to the destination is solely the vendor's responsibility and no extra charge will be paid by the University for the same. Any damage of any item during transit will be the responsibility of the vendor.

- 20) Rate should be included delivery at MAKAUT, Haringhata, Nadia West Bengal, ie free delivery with all fitting up of all spare parts and accessories as provided by the manufacturing company. Details of after sale warranty/guarantee/etc. to be provided.
- 21) Any damaged part shall be replaced at the risk and cost of the supplier and incidental expenditure there upon shall be born by the supplier. Further the supplier replace such damaged part within a period of 15 days. TDS, if applicable will be made as per the provisions of income tax cost act 1961 on payments made.
- 22) Warranty: The vehicle supplied by the executants should be warranted for satisfactory operation and against any defect of one year from the date on which the vehicle is delivered at MAKAUT, WB. The above warrantee certificate shall be furnished to the purchase MAKAUT after delivery of the vehicle. Any defects moticed during the warranty period should be rectified by the supplier free of cost upon written notice from MAKAUT provided such defects may be due to bad workmanship or bad materials used.
- 23) Inspection: All test and inspection shall be made at the place of delivery unless otherwise specifically agreed upon by the bidder and MAKAUT shall be entitled at all reasonable time to respect and supervise and test during delivery. Such inspection will not relieve the executing firm from their obligation in the contract.
- 24) Payment option: Release of 100% advance payment to the successful bidder. In the case, the bidder shall furnish a bank guarantee against entire 100% payment and validity of the bank guarantee shall be for six months. The successful bidder shall furnish the Bank Guarantee within ten days of receipt of purchase order.
- 25) Govt. levies will be as per existing Government Rules. The University will provide DSIR Certificate against which all permissible tax relief has to be ensured.
- 26) If any vendor is registered under GST Composite Scheme, the same is to be mentioned separately.
- 27) Payment will be subject to successful delivery and installation (if required) of the required items and necessary approval by the Approval Authority of the University. No additional charge will be paid by the University towards installation charges.
- 28) The vendor should submit GST-compliant bill / invoice for GST bill / invoice. Copy of the order received by the vendor always should be attached to the delivery challan and bill / invoice.
- 29) PAN, GSTIN and Bank details of the vendor are to be mentioned in the bill / invoice.
- 30) Statutory deductions (if any) during payment process will be made as per existing Government Rules.
- 31) The payment will be made only in favour of the vendor's name. Any exception in this regard will subject to the consideration of the University Authority only.
- 32) For any query related to the bid submission, the vendor may contact the University by e-mailing to purchase.makaut@gmail.com.

Sd/-
Registrar
MAKAUT, WB



MAULANA ABUL KALAM AZAD UNIVERSITY OF TECHNOLOGY, WEST BENGAL

(Formerly WEST BENGAL UNIVERSITY OF TECHNOLOGY)

Main Campus: NH 12, Haringhata, Post Office - Simhat, Police Station – Haringhata, Pin - 741249

City Campus: BF-142, Sector -I, Salt Lake, Kolkata -700 064

UNDERTAKING

I/We agree to abide by all the Terms and Conditions mentioned in the Tender documents and all the pages have been signed in token of acceptance of the same for **OEM / Vendors / Authorised Distributor for Supply of Toyota Innova Crysta 2.4 ZX 7 STR (Diesel, White colour) for Honourable Vice Chancellor of MAKAUT-WB of the University.**

Signature of the Tenderer

Agency Name

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Address

Contact No.

E-mail: