



# INSTITUTE OF DEVELOPMENT STUDIES KOLKATA

(A Centre of Excellence in Social Sciences funded by the Government of West Bengal)

SALT LAKE CAMPUS ● DD 27/D, SECTOR 1, SALT LAKE, KOLKATA 700 064

**Institute of Development Studies Kolkata**  
**DD-27/D Sector 1, Salt Lake, Kolkata-700064.**

## NOTICE INVITING TENDERS

T. No. IDSK/NIT/CAR/25/02

Date 12<sup>th</sup> JUNE 2025

Sealed bids are invited under two bid systems, viz. Part I. Technical Bid and Part II Financial Bid from reputed car hiring vendors for hiring of 5seater AC cars (Except Saturday, Sunday and Holidays) at Institute of Development Studies Kolkata. Details of specifications are given below.

### Tender Details: -

1.	Date of Publication	16 <sup>th</sup> JUNE 2025
2.	Availability of Tender Document	Annexure A, B may be downloaded from the IDSK website- <a href="http://www.idsk.edu.in">www.idsk.edu.in</a>
3.	Tender Fees	Nil
4.	Last date and time of Submission of Technical Bid	25 <sup>th</sup> JUNE 2025 till 5:00 PM
5.	Date and time of Opening of Technical Bid	26 <sup>th</sup> JUNE 2025 at 12:00 Noon
6.	Date and time of Opening of Financial Bid	26 <sup>th</sup> JUNE 2025 at 3:00 PM

### Terms and conditions:

1. Bids are to be submitted with a forwarding letter as in **Annexure A**
2. Only hard copies of Bids are to be submitted to the office of the IDSK between 11AM to 5 PM on working days (Monday to Friday).
3. The Technical Bid shall comprise of self-attested photocopies of the following documents: -
  - a) Valid copy of Trade License (2024-25),
  - b) PAN Card,
  - c) Commercial Permit,
  - d) Income Tax Return & Year-wise gross turn over for last 2 years,
  - e) Up to Date Tax Token & Insurance
  - f) Credential Certificate,
4. The financial Bid shall comprise of price including GST, total price, extent of discount, if any and to be submitted in **Annexure B (Separate Envelope)**
5. Checklist to be submitted as **Annexure C**
6. The technical Bid and the financial bid shall be submitted in two separate sealed envelopes with broad heading mentioning the name of the item (Technical Bid or Financial Bid) and Tender No. on the envelope containing documents. The sealed envelopes of Technical Bid and Financial Bid should be submitted in a large sealed cover mentioning the Tender No. and be addressed to the **Director, Institute of Development Studies Kolkata, DD -27/D, Sector 1 Salt Lake, Kolkata – 700 064.**
7. The Financial Bids of only those who have been found to be technically qualified will be opened
8. The IDSK reserves the right to accept or reject any or all tenders without giving any reason whatsoever.

  
Director

**Institute of Development Studies Kolkata**  
**DD-27/D, Sector-1, Salt Lake, Kol-700 064**

## ANNEXURE - A

To  
The Director,  
Institute of Development Studies Kolkata,  
Salt Lake Campus, Kolkata –700064.

T. No. IDSK/NIT/CAR/25/02

Date: 12<sup>th</sup> JUNE 2025

I/We have read various conditions to tender and hereby agree to the said conditions. I/We also agree to keep this tender open for acceptance for a period of 15 days from the date fixed for opening the same.

Sl. No.	Description of work
1	Hiring of 5-Seater AC Car at Institute of Development Studies Kolkata (Monthly except Saturday, Sunday & Holidays) for official use

1. I/We hereby bind myself/ourselves to provide service as specified in the conditions of agreement. I/We also hereby agree to abide by the General conditions of agreement and to carry out the work according to the standard practice.
2. In case there is difference between figures and word in the quoted cost, the cost indicated in word will be taken as correct for consideration.

  
Director  
Institute of Development Studies Kolkata  
DD-27/D, Sector-1, Salt Lake, Kol-700 064

**ANNEXURE - B**

To  
The Director,  
Institute of Development Studies Kolkata,  
Salt Lake Campus, Kolkata –700064.

**Ref: T. No. IDSK/NIT/CAR/25/02**

**Date: 12/06/25**

**FINANCIAL BID: -**

Rate for Car (5-Seater AC Car)

Rate per Hour :

Gross Amount (Daily) :

**Discount (If Any)** :

**Net Amount** :



*Director*  
Institute of Development Studies Kolkata  
DD-27/D, Sector-1, Salt Lake, Kol-700 064

## Annexure-C

To  
The Director  
Institute of Development Studies Kolkata  
Salt Lake Campus, Kolkata-700064

Ref: T. No. IDSK/NIT/CAR/25/02

Date: 12.06.2025

### Check List

### Submitted - Yes/No

1. Valid Copy of Trade License
2. PAN Card
3. Commercial Permit
4. Income Tax Return
5. Year wise gross turn over
6. Up to date tax token & Insurance
7. Credential Certificate



Director

Institute of Development Studies Kolkata  
DD-27/D, Sector-1, Salt Lake, Kol-700 064