



# 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

No. IDSK/NIT/CAR/25/07

Date 28<sup>th</sup> JULY 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 4-Seater 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	31 <sup>st</sup> JULY 2025
2.	Availability of Tender Document	Annexure A, B & C 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	14 <sup>th</sup> AUGUST 2025 till 5:00 PM
5.	Date and time of Opening of Technical Bid	18 <sup>th</sup> AUGUST 2025 from 12:00 Noon
6.	Date and time of Opening of Financial Bid	18 <sup>th</sup> AUGUST 2025 from 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 or 2025-26),
  - 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/25/07

Date: 28<sup>th</sup> JULY 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 4-Seater AC Car at Institute of Development Studies Kolkata (Monthly except Saturday, Sunday & Holidays) for official use

1. I/We have read and understood the terms and conditions mentioned in the Tender Document issued by the Institute of Development Studies Kolkata (IDSK).
2. I/We hereby unconditionally accept the tender conditions in full and agree to abide by them.
3. I/We declare that our firm/company has not been blacklisted/debarred by any Government or Government agency.
4. I/We confirm that all the information and documents submitted in the bid are genuine and correct to the best of my/our knowledge.
5. I/We understand that any deviation or misrepresentation in the documents or information submitted may lead to rejection of our bid or termination of the contract if awarded.
6. I/We agree to execute the entire work as per the scope and specifications mentioned in the tender document.
7. I/We also declare that the submitted proposal is made in good faith and without collusion or fraud.
8. I/We understand that any breach or non-compliance of the agreed terms and conditions during the contract period or thereafter may invite appropriate legal action by the IDSK in accordance with applicable laws.

Thanking you,

**Name and Signature of the authorized person  
of the firm along with seal**



**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:** No. IDSK/NIT/CAR/25/07

Date: 28<sup>th</sup> July 2025

Sl. No	Component Description	Quantity/Duration	Unit Cost (₹)	Total Amount (₹)	GST (%)	GST Amount (₹)	Grand Total (₹)
1	One 4-Seater AC Car	One Year					

### Terms:

- All rates must be quoted in INR and inclusive of applicable duties and levies.
- GST should be shown separately and will be paid as per government rules.
- No advance payment will be made.
- Payment shall be made on successful completion of each milestone (Quarterly or annually for AMC).

### Declaration:

I/We certify that the rates quoted above are firm and final. No escalation in the above rates will be claimed during the execution of the contract. All statutory taxes and duties have been considered and included in the financial quote.

**Name and Signature of the authorized person  
of the firm along with seal**



**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/25/07

28<sup>th</sup> July 2025

1.	Name of the Firm / Agency:	
2.	Registration Number:	
3.	Telephone No. (Landline):	
4.	Fax No.:	
5.	Mobile:	
6.	Email Address:	
7.	Name & Address of Branch, if any:	
8.	Legal Status (Proprietary / Partnership / Private Limited / Public Sector):	
9.	Name of Proprietor / Partners / Directors of the Organization:	
10.	Name and Designation of Authorized Representative:	
11.	Details of PAN & GST (GST Optional):	
12.	Valid Copy of Trade License (Submitted/ Not Submitted)	
13.	Commercial Permit (Submitted/ Not Submitted)	
14.	2 Years Income Tax Return (Submitted/ Not Submitted)	
15.	2 Years Gross Turnover (Submitted/ Not Submitted)	
16.	Up to Date Tax token & Insurance (Submitted/ Not Submitted)	
17.	Credential Certificate (Submitted/ Not Submitted)	

Name and Signature of the authorized person  
of the firm along with seal



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