

CHAUDHARY RANBIR SINGH UNIVERSITY, JIND

INVITING TENDER FOR HIRING OF VEHICLE

Section- 1

Tender Notice

- 1.1 The Chaudhary Ranbir Singh University, Jind invite tender for hiring of vehicles (Innova/ Indica/ Indigo/ Xylo/ Honda City/ Maruti Suzuki Desire/Ciaz/Ertiga, Bolero, Tempo Traveler, Tata 407, Sumo, /Bus/Mini Bus etc.) on Monthly/ Daily/Hours basis as per the requirements of the University. The contract for hiring of the vehicle will be initially for a period of one year. However, the contract may be extended for further period upto one year on mutual agreement on the same rate, terms and conditions, if the services of the contractor are found satisfactory. The interested parties/ service providers may send their quotations on the prescribed application forms along with Tender Fee of Rs.1000/- in form of Demand Draft in favour of Registrar, CRSU, Jind (i) Technical Bid as Annexure-01, (ii) Financial Bid as Annexure-02.
- 1.2 An Earnest Money of Rs. 5000/- in the form of account payee Demand Draft/Bankers Cheque/Fixed Deposit Receipt/Bank Guarantee from any commercial bank in an acceptable form in favor of the Registrar, Chaudhary Ranbir Singh University, Jind payable at Jind, must be forwarded along with the quotation(s).
- 1.3 The tender must reach the following address on or before **28th December 2016 by 3:00 pm.**
Registrar
Chaudhary Ranbir Singh University, Jind
Jind 126102
- 1.4 The technical bid (Annexure-01) and the financial bid (Annexure-02 (i to iii) should be sealed by the bidder/service providers in separate covers duly superscribed and both these sealed covers are to be put in a bigger cover which should also be sealed and duly superscribed. On the outer envelope must be superscribed "Tender for Hiring of Vehicles".
- 1.5 The technical bids are to be opened by the Tender Committee on next day **i.e. 29th Dec. 2016 by 3:30 pm** in presence of representatives of the bidders. At the second stage, financial bids of the technically qualified Bidders will be opened for further evaluation and ranking before awarding the contract.

Section-2

General terms and conditions

- 2.1 The vehicle must be of 2011 model or afterwards.
- 2.2 Availability of the vehicle must be 24x7 basis along with medically fit drivers.
- 2.3 Vehicles will be under the control of Chaudhary Ranbir Singh University, Jind, during the hiring period of the vehicle.
- 2.4 Vehicles shall be used for the Inter State travels, if required.
- 2.5 The Contractor has to provide service tax number.
- 2.6 The contractor hiring of the vehicle will be initially for a period of one year. However, the contract may be extended for further period up to one year on mutual agreement on the same rate, terms and conditions, if the services of the contractor are satisfactory.
- 2.7 The rates to be quoted are to be filled in the proforma given at Annexure-2
- 2.8 Earnest Money:
 - a. The contractor has to deposit earnest money (EMD) of Rs. 5000/- as mentioned at Section 1.2.
 - b. The earnest money of all the unsuccessful tenderers will be returned as early as possible after the expiry of the period of the bid validity and after issue of the work order. No interest will be payable by the University on the Earnest Money Deposit.
 - c. The earnest money will be forfeited in the following cases:

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- d. Earnest Money is liable to be found forfeited and bid is liable to be rejected, if the tenderer withdraw or amends impairs or derogates from the tender in any respect within the period of validity and/or after opening the tender.
 - e. When the tenderer does not deposit the security money after the work order is given.
 - f. If the successful bidder fails to provide the vehicle in the prescribed time after the confirmed orders, the University has full right to forfeit the earnest money deposited with the university.
 - g. When information/certificate/document furnished is found false at any stage.
 - h. When the bid documents have been manipulated or altered which is downloaded from website.
- 2.9 Performance Security of Rs. 25,000 in the form of Fixed Deposit Receipt/Bank Guarantee of the commercial banks in an acceptable form in favor of the Registrar, Chaudhary Ranbir Singh University payable at Jind, must be submitted by successful bidder.
- 2.10 The contractor will give written undertaking that he accepts all the terms and conditions.
- 2.11 The contractor should not be blacklisted by govt. /semi govt./undertaking/corporation. Affidavit as per annexure '3' must be submitted.
- 2.12 University reserves the right to cancel the bids or for any particular vehicle without assigning any reason.
- 2.13 The contractor will give written undertaking as per **annexure '4'** that vehicle offered will of good condition and rate quoted are not higher than those charged to any other Govt./Semi Govt. department during the last one year.

Section- 3

Terms and conditions of Contract

- 3.1 All repairs and maintenance, running costs, fuel, lubricants, salaries of drivers, taxes, etc. necessary for the running & maintenance of vehicle will be borne by the contractor.
- 3.2 All drivers shall have valid driving license for commercial use and proof of the same shall be provided by the Contractor.
- 3.3 Contractor would be responsible for the conduct of the drivers employed and if at any point of time any driver is found to be working against the interest of the university, the said driver shall be withdrawn and replaced with another driver provided to the university at no additional cost.
- 3.4 Contractor shall not deploy any vehicle running on LPG/CNG.
- 3.5 All hired vehicles shall be under University's control and shall be parked in designated locations of the Chaudhary Ranbir Singh University, Jind, when not in use.
- 3.6 Vehicles should be fitted with needed accessories to drive on State and National highways including during the nights. Fog lights are to be fitted while driving in foggy areas.
- 3.7 Vehicles should also be fitted with Toeing hook.
- 3.8 Contractor shall obtain vehicle fitness certificate from competent authority, vehicle registration, comprehensive insurance, payment of road tax, inter-state permit, etc.
- 3.9 Vehicle should be able to move freely to the neighboring States without any restrictions.
- 3.10 Contractor shall provide valid certificate of pollution check for the vehicle from the concerned authorities and the same shall be renewed well before the due date.
- 3.11 All vehicles shall be comprehensively insured against all risks (including the driver and occupants). Insurance policy shall be renewed well before the due date.
- 3.12 Driver should always carry all necessary documents like Registration papers, Insurance papers, PUC clearance, RTO tax payment papers, valid driving license and all other documents that should accompany vehicle as per rules & regulations of applicable laws.
- 3.14 In case of breakdown of any vehicle the Contractor shall depending on the distance provide another vehicle of similar brand at no extra cost. The University shall have absolute right to charge Rs. 1000 per day if the vehicle is not provided within two hours.
- 3.15 In case of any accident to the vehicle, it will be the responsibility of the contractor or his representative (drivers) to lodge FIR etc. with police. All RTO issues and Traffic violations are to the account of contractor.

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- 3.16 The contract is valid for providing services of vehicle hiring and at no point of time any or all of the Staff of Transporter shall raise a claim for employment in the Chaudhary Ranbir Singh University, Jind.
- 3.17 Drivers should carry sufficient cash for discharging obligations on account of parking charges, toll taxes etc. Such expenditure can be claimed as reimbursement by the contractor. Proper supporting documents would have to be submitted along with such claims.
- 3.18 Lodging, boarding, transportation of drivers shall be the contractor's responsibility.
- 3.19 In the intervening period if a temporary vehicle is provided by the Contractor and its mileage will be taken separately from reporting to discharges and will be added to the total log book for the month.
- 3.20 Drivers should be well dressed. The contractor will provide uniform to all drivers who will wear the same on duty. In the event of driver not being in presentable dress, not behaving properly, engaging in rash and unsafe driving, the University shall have right to expel or refuse entry to any of such drivers and vehicle to be treated as absent.
- 3.21 Driver should be well qualified and should be able to read and write, and have minimum three years of experience as driver.
- 3.22 Driver should be alert /careful enough to take care of items/material kept in the vehicles.
- 3.23 Vehicle should carry portable fire extinguisher.
- 3.24 In case of Bus, a well trained helper/conductor be provided by the Contractor as per rules of Transport Department.

Section- 4 Terms of Payment

- 4.1 Monthly bills shall be submitted in duplicate to the authority specified in contract along with photo copy of logbook duly signed by the controlling officer/ duty slip (in case of daily/ hours basis vehicle) and payment will be processed on monthly basis. Contractor will submit an undertaking along with monthly bills that he will deposit the Service Tax in time. Contractor will have to submit the receipt of deposited Service Tax one month prior to the expiry of contract. The last bill will only be processed on showing the receipt of depositing of all previous Service Tax for this contract.

Section- 5 Termination

- 5.1 The University may, without prejudice to any other remedy for breach of contract may terminate the contract in whole or in parts.
- 5.2 If the contractor fails to arrange the supply of any or all of the vehicles within the period (s) specified in the contract or any extension thereof granted by University.
- 5.3 If the contractor fails to perform any other obligation(s) under the contract.
- 5.4 In case the Contract has to be terminated, 15 days notice in writing shall be given by the either side.

Section- 6 Jurisdiction

- 6.1 All disputes arising out of this contract shall be subjected to the jurisdiction of Jind

Section- 7 Eligible Bidders

- 7.1 The Contractor/Agency should have owned at least three (03) vehicles e.g. Innova/Indica/Indigo/Xylo/Bolero/Sumo/Scorpio/Hondacity etc., at the time of bid submission, of model not older than year 2011 and vehicles registered as commercial vehicles. In case university requires more than 03 vehicles at a time it will be the responsibility of the contractor to manage the same & from anywhere.

Signature of Bidder with seal

- 7.2 The bidder should be registered with the Central Excise/Custom department for the purpose of Service Tax. If not already registered, proof of application for registration for service tax must be submitted with the condition that registration certificate will be produced before signing the agreement/ contract.
- 7.3 The bidder should have experience in supplying at least two commercial vehicles / cars for one year during last two years to any Central / State Govt. organization or a Public Sector Undertaking. This condition may be relaxed on entire discretion of the University.
- 7.4 The Annual turnover of the Bidder should be more than Rs. 5 lacs in last three financial years.

Section- 8 Submission of Documents

Documents required to be submitted for establishing Bidders Eligibility and Qualifications:

- 8.1 Proof of ownership/hold on lease of minimum number of vehicles, as per Section 7.1.
- 8.2 Registration certificate for service tax, else, copy of application submitted to Custom / Central Excise Department for service tax registration, as per Section 7.2.
- 8.3 Registered Partnership Deed or Articles/Memorandum of Association in the case of Partnership firm or Company.
- 8.4 Experience certificate from appropriate authority as per the Section no. 7.3 of the Tender document.
- 8.5 Copy of PAN Card

Section- 9 Amendment to bid document

- 9.1 At any time, prior to the date of submission of bid, the University, for any reason whether at its own initiative or in response to a clarification required by a prospective bidder, modify the bid document by amendments.
- 9.2 The event of amendment shall be notified through press and amendments shall be hosted on University website and these amendments will be binding on all prospective bidders.

Signature of Bidder with seal

CHAUDHARY RANBIR SINGH UNIVERSITY, JIND

APPLICATION FORM FOR HIRING OF VEHICLES

- 1 Name of the Contractor/Agency : _____
- 2 Complete Address : _____

- 3 Telephone Number(s) :
- 4 Fax Number :
- 5 E-mail address : _____
- 6 Payment Details **Earnest Money** : D.D. Amount : _____
D.D. No.: _____
Date: _____
Bank & Branch _____
- 7 Service Tax Registration number issued by the Central : _____
Excise Deptt. in favour of the contractor/agency
- 8 PAN Number issued by the IT Deptt. in favour of the : _____
contractor/agency
- 9 Any Other Details : _____

- 10 Enclosures:
(i) Original EMD
(ii) Service Tax Registration number
(iii) Copy of PAN Card,
(iv) Copy of Income Tax Return of Financial year 2013-14, 2014-15, 2015-16
(v) List of vehicles alongwith Certificate of Registration (RC)
(vi) Affidavit of non-blacklisting

Signature of Bidder with seal

DECLARATION

I, _____ (Name of the person)

hereby declare that I am authorized to sign this document and that:

- 1) All the statements made in this application are true, complete and correct to the best of my knowledge and belief. I understand that if at any stage, it is found that any information given in this application is false/ incorrect or that our agency do not satisfy the eligibility criteria, our candidature/empanelment is liable to be cancelled/ terminated.
- 2) I understand that the decisions taken by the Chaudhary Ranbir Singh University, Jind are final in all matters.
- 3) I hereby agree to work as per the terms and conditions rolled out by Chaudhary Ranbir Singh University, Jind
- 4) I understand that the Chaudhary Ranbir Singh University, Jind reserves the right to accept or reject and to cancel the empanelment process and reject all expression of interests at any time prior to the award of the contract, without detailing any specified reasons whatsoever.

Place: _____

Date: _____

Signature _____

Name _____

Designation _____

Signature of Bidder with seal

CHAUDHARY RANBIR SINGH UNIVERSITY, JIND

Financial Quote

Category 'A'				
Honda City(local Route)				
Sr. No.	Particulars	Price in Rupees		Total (c+d)
		AC	Non-AC	
(a)	(b)	(c)	(d)	(e)
1.	80 Kms/8 Hours			
2.	Per Km after 80 Kms			
3.	Per hour after 08 hours			
Honda city(Long route)				
4.	Per km(Plain/Hill)			
	Total of category 'A'(S)			
Category 'B'				
Tata 407 (local Route)				
1.	80 Kms/8 Hours			
2.	Per Km after 80 Kms			
3.	Per hour after 08 hours			
Tata 407 (Long route)				
4.	Per Km(Plain/Hill)			
	Total of category 'B'(T)			
Category 'C'				
Toyota Innova(local Route)				
1.	80 Kms/8 Hours			

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2	Per Km after 80 Kms			
3	Per hour after 08 hours			
	Toyota Innova(Long route)			
4.	Per Km(Plain/Hill)			
	Total of category 'C'(U)			
	Category 'D' Tata Indica(local Route)			
1.	80 Kms/8 Hours			
2	Per Km after 80 Kms			
3	Per hour after 08 hours			
	Tata Indica(long route)			
4.	Per Km(Plain/Hill)			
	Total of category 'D'(V)			
	Category 'E' Maruti Suzuki Ciaz/Ertiga(local Route)			
1.	80 Kms/8 Hours			
2	Per Km after 80 Kms			
3	Per hour after 08 hours			
	Maruti Suzuki Ciaz/Ertiga(long route)			
4.	Per Km(Plain/Hill)			
	Total of category 'E'(W)			
	Category 'F' Toyota Etios/Maruti Suzuki Dzire(local Route)			
1.	80 Kms/8 Hours			

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2	Per Km after 80 Kms			
3	Per hour after 08 hours			
	Toyota Etios/Maruti Suzuki Dzire(long route)			
4.	Per Km(Plain/Hill)			
	Total of category 'F'(X)			
	Total Calculated Price (S+T+U+V+W+X)			
	Category 'G' Bus 40-52 seaters (local Route)			
1.	80 Kms/8 Hours			
2	Per Km after 80 Kms			
3	Per hour after 08 hours			
	Bus (long route)			
4.	Per Km(Plain/Hill)			
	Total of category 'E'(W)			
	Category 'H' Mini Bus 32 seaters (local Route)			
1.	80 Kms/8 Hours			
2	Per Km after 80 Kms			
3	Per hour after 08 hours			
	Mini Bus (long route)			
4.	Per Km(Plain/Hill)			
	Total of category 'E'(W)			

Note: - FINANCIAL BID: Financial evaluation will be done on the basis of overall lowest rate. On declaring L-1 on the basis of overall lowest rate, if the rates quoted by the L-1

Signature of Bidder with seal

in different categories/sub-categories found higher than the overall lowest rate, it shall be binding upon L-1 to provide the vehicles at this overall lowest rate in different categories/sub-categories. Work order will be issued to L -1 after finalization and settlement of rates. No negotiation of rates with other bidders is acceptable.

Date:

Signature of Authorized Signatory

Place:

Seal

Signature of Bidder with seal

(To be furnished on non-judicial stamp paper duly attested by the Executive Magistrate/Notary Public).

AFFIDAVIT

I/We/M/s _____ are registered as service provider firm named M/s _____ as per Service Tax Registration Certificate No. _____ EPENO. _____ ESI No. _____ having registered office at _____

_do hereby declare and solemnly affirm that I/We have not been Black-listed, nor mine/our Tenders or Orders have ever been cancelled by any State/UT/Central Government or any partner or shareholder either directly or indirectly connected with or has any subsisting interest in the business of my/our firm nor any legal proceedings have ever been initiated/pending or any penalty has ever been levied due to delay of non completion of order by any State/UT/Central Government or by any authority.

Place: _____
Dated: _____

DEPONENT

Verification

I/We do hereby solemnly declare and affirm that the above declarations are true and correct to the best of my knowledge and beliefs. No part of it is false and nothing has been concealed therein.

Place: _____
Dated: _____

DEPONENT

UNDERTAKING

I, _____ s/o _____ proprietor of
_____ resident of _____ do
hereby undertake that the vehicles offered will be of good
working condition and the rates quoted are not higher than to
those charged to any other Government department during the
last one year. Further it is also certified none of my relative is
employed in the office of Registrar, CRS University, Jind. In
case, at any stage, it is found that the information given is
false/incorrect, Registrar, CRS University, Jind shall have
absolute right to take any action as deemed fit without any prior
intimation to me.

(Signature of the bidder)



चौधरी रणबीर सिंह विश्वविद्यालय, जीन्द
Chaudhary Ranbir Singh University, Jind
(Established by the State Legislature Act 28 of 2014)



TENDER NOTICE

The Tender is invited from the interested agencies/persons for hiring the various Vehicles along with tender fee of Rs.1000/-. The last date for submission of tender is 28-12-2016 upto 3.00 P.M. and to be submitted in the office of Registrar, CRS University, Jind. The Technical Bid will be opened on the next day i.e. 29-12-2016 at 3.00 P.M. in the present of all bidders. For further details please visit www.crsujind.ac.in

Registrar

