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Chaudhary Ranbir Singh University, Jind

(Haryana Government University under Act 28 of 2014)

Recognized u/s 2(F) & 12-B of UGCAct,1956



E-TENDER DOCUMENT

FOR

**HIRING OF VEHICLES FOR CHAUDHARY RANBIR SINGH
UNIVERSITY, JIND**

Tender ID: 2021_HRY-183973_1

**Name of Work: Hiring of Vehicles for Chaudhary Ranbir Singh
University, Jind**



E-TENDER NOTICE

Online E-Tenders on behalf of Chaudhary Ranbir Singh University, Jind are invited from reputed parties/agencies supplying vehicles along with driver through e-Procurement System of Govt. of Haryana from the companies/firms for “**Hiring of Vehicles for Chaudhary Ranbir Singh University, Jind**” as per the Technical Specifications mentioned in E-tender document available on Haryana Govt. E-Tender portal <https://etenders.hry.nic.in>.

Name of Work	Hiring of Vehicles for Chaudhary Ranbir Singh University, Jind
Estimated cost of work	Rs. 7 Lakhs
Earnest Money	Rs. 14,000/-
Tender Fee (Non-refundable)	Rs. 1000/-
e-service Fees (Non-refundable)	Rs. 1000/- + GST
Start date and time of Bid preparation & submission on e- procurement portal	18.08.2021 at 09:00 A.M.
Last date and time for Bid preparation & submission by bidders	07.09.2021 at 5:00 P.M.
Date and time of Tender Opening (Technical Bid)	08.09.2021 at 11:00 A.M. at Conference Hall, CRSU, Jind
Date and time of Tender Opening (Financial Bid)	To be announced later on

The e-tenders shall be opened in the Conference Room, Chaudhary Ranbir Singh University, Jind in the presence of the agencies or their authorized representative who may like to be present by having proper authorization letter.

The complete bidding documents, fee details, technical specifications and key dates can be viewed/downloaded from the web sites <https://haryanaeprocurement.gov.in> and www.crsu.ac.in. The Bidders are requested to go through the tender document carefully before submitting the online bid.

The performance guarantee of the e-tender (to be paid through offline i.e. BG/FD in favour of Registrar, CRS University, Jind) is 3% percent of total project cost*. In case of exemption of EMD, valid NISC/MSME certificate of the firm as per Ministry of Small & Medium Enterprises Government of India rules & regulations will be required.

(* In compliance of State Govt. Memo no. DGS&D/Admin/Performance Security/2020/8780-8959 dated 14.12.2020)

The Vice-Chancellor, Chaudhary Ranbir Singh University, Jind reserves the right to accept or reject the tendering process at any stage without assigning any reason whatsoever. The University reserve the right to increase or decrease the items without any change of terms and conditions.

Registrar
Chaudhary Ranbir Singh University,
Jind

Key Dates

Sr. No.	Department Stage	Bidder's Stage	Start date and time	Expiry date and time
1.		Tender Document Download and Bid Preparations/Submission	18.08.2021 09:00 A.M.	07.09.2021 5:00 P.M.
2.	Technical Bid Opening	-	08.09.2021 11:00 A.M.	-
3.	Financial Bid Opening	-	To be notified later on	-

Eligibility Criteria for Prequalification of Bidders:

1. Bidders shall not be under any declaration of ineligibility for corrupt and fraudulent practices issued by any state Government / GOI / Union territory. The Manufacturer / Bidders shall not be blacklisted by any state Government / GOI / Union territory/State and Central Educational Institutes. An affidavit in this regard on Rs. 100/- stamp paper attested from notary public shall be attached/uploaded along with bid.
2. The Bidder should not be a defaulter of any financial institute or Bank and their assets should have never been put on auction for recovery of debts. An affidavit in this regard on Rs. 100/- stamp paper attested from notary public shall be attached/uploaded along with bid.
3. The bidder should be duly registered with concerned Central / State Govt. authorities and should be a well-established Taxi agency/firm (hereinafter referred to as the agency/firm).
4. The applicant should have at least two years of experience in providing vehicle in the Govt. Institution/Central and State Universities /IIT/NIT/PSU/Research Organisation/Private Registered Institutions/Organisation.
5. The bidder should have the turnover of 3 Lakhs in any financial year for the last 3 financial years. This should be supported by audited balance sheet of the firm/agency and duly audited by the Chartered accountant or Turn over Certificate from Chartered accountant as per **Annexure-II**.
6. The bidder should have executed / Implemented work order at any Govt. Institution/Central and State Universities /IIT/NIT/PSU/Research Organisation/Private Registered Institutions/Organisation. It should have:
 - a. Three similar completed works executed and costing not less than the amount equal to 40% of the estimated cost.

OR

 - b. Two similar completed works executed and costing not less than the amount equal to 50% of the estimated cost.

OR

 - c. One similar completed work executed and costing not less than the amount equal to 80% of the estimated cost.

The bidder should furnish the information as per **Annexure-III** supported by Work done certificates from the concerned department.
7. The bidder should submit GST No., PAN and last three years ITRs.
8. The bidder should have to quote all the products as per the Tender.
9. University - is the final authority to judge the tender called items and has every power - to accept or reject the same without assigning any reasons.

NOTE: All pages uploaded on the portal should be in order, numbered, duly signed and stamped.

Date & Seal

**Name and Signature of the competent
Authority of the Bidder**

Terms & Conditions:

1. The contract shall be valid for an initial period of 01 (One) year starting from date of signing the contract, subject to clause (2) of these terms & conditions. The vehicle shall be required to operate / travel anywhere in India for official purpose.
2. In case, any negligence regarding service by the contracted agency is noticed, the University may terminate the contract agreement after giving 7(seven) days notice. The vendor should intimate the office 60(sixty) days before withdrawal of vehicles in writing.
3. The contract could be considered for extension based on satisfactory service performed by the firm and by mutual agreement for such further period(s) as may be agreed upon, but not exceeding one year at a time.
4. The vehicles to be provided by the contractor as and when required by the University. No minimum or maximum requirement of vehicle shall be binding on University.
5. The vehicles to be provided should be in excellent working condition and not be of make older than 5 years before as on the use of vehicle(s). In any case, no vehicle shall be deployed till the proper registration numbers issued by State Transport Authorities are available. The Contractor shall ensure road worthiness of the vehicle; ensure neat and clean condition of the vehicle with goods upholstery, interiors and deodorants and regularly polished exterior at all times during the period of contract. The contractor shall also ensure that the vehicle is in perfect running condition at all times during the currency of the contract. The papers related to the vehicles including proper insurance papers of the vehicle should be available / kept in the vehicle, also requisite formalities as per RTO Act / Rules have to be complied with. The vehicle should be properly and comprehensively insured and should have commercial registration as per Motor Vehicle Act including pollution clearance certificate.
6. The Contractor shall provide dedicated vehicles and drivers and any change in vehicle and / or driver should be made only in very exceptional circumstances. Replacement of the vehicle / driver should be provided in the event of a breakdown of vehicle / non-availability of driver. The agency/firm should have sufficient numbers of the vehicles and drivers with them.
7. In case the condition of the vehicles is not found to be satisfactory, they shall be returned for immediate replacement. In case no replacement is provided on time, the University would have the right to hire a vehicle from the market and the additional cost incurred by the University will be borne by the agency / firm.
8. In case of vehicle breakdown, a substitute vehicle shall be provided by the Contractor immediately. In case vehicle does not report within the reasonable time or does not report at all, the University would have a right to hire a vehicle from the market and the additional cost incurred by the University will be borne by the Contractor. In case, neither a substitute vehicle is provided nor a vehicle is hired by the University, proportionate contract charges are liable to be deducted from the contract charges payable.
9. The calculation of mileage shall be from the reporting point to the relieving point and will not be calculated on garrage to garrage basis.
10. The vehicle should be kept with sufficient stock of fuel. However, in case of any emergency, if any officer pays for refuel, the same should be reimbursed by the

contractor on production of the bill.

11. The contractor shall not, save, with the previous consent in writing of the University, sublet/sub-contract/ transfer/ or assign the contract or any part thereof in any manner whatsoever. However, such consent shall not relieve the contractor from any obligations, duty or responsibility under the contract and contractor shall be fully responsible for the services hereunder and for the executions and performance of the contract.
12. The drivers deployed along with the vehicle should satisfy the following conditions:
 - Drivers should have minimum 5 years of experience of driving. They should have valid vehicle Transport Licenses for driving passenger vehicles. Their antecedents should be duly verified by Police authorities, at the instance of the contractor.
 - The driver of the vehicle should be fully conversant with the routes of the region and should have experience in city driving.
 - The drivers must be decently dressed, proficient in speaking local languages, well mannered, courteous with proven integrity, Healthy personal habits and should always carry a mobile phone.
 - Driver should not have any criminal cases against him and should not have any past history of accidents.
 - Drivers should be free of all vices.
 - Car should be kept clean and odor free, suitable for official use.
13. The vendor will be responsible for maintenance, up-keep and running of the said vehicle on his own account and no extra charges will be payable by the University. All expenditures of Fuel, Mobile, Driver's salary and other expenses whatsoever have to be borne by the supplier of the vehicles.
14. The University shall not be responsible for any fine charged by Police or other agencies, parking, losses, damages, any accident of the vehicle or to any other vehicles or for the injury to the driver or any other third party. All such expenses on this account shall be borne by the vendor/supplier of vehicles and there will be no reimbursement from the University in this regard.
15. The agency must have a 24 hours working telephone system so that the agency can be telephonically contracted at short notice and at odd hours and on holidays, in case of requirement of vehicles.
16. It is clarified that the engagement of service provider for providing vehicle on contract basis does not in any manner confer any right on the service provider or any other person/driver may be deployed by her/him in this office to claim any regular employment in this University. The owner/service provider will be solely responsible for all wages/dues to the driver and to follow all the rules/provisions as per the law. This University shall not be responsible for any dispute/liability whatsoever in this regard.
17. Payment of hiring charges will be made on monthly basis. The bills for the use of vehicles accompanied by the duty slip/log books will be submitted by the firm after each completed month.
18. Income Tax/TDS as applicable, if any, as per Income Tax rules shall be deducted from the monthly bills of the contractor/firm at source.
19. All payment to the firm/contractor will be made through electronic mode NEFT/RTGS. For this, the firm/contractor will provide complete bank details like Name/Branch of

Bank/Account Number/IFSC Code and type of account etc. RTGS/NEFT charges are to be borne by the contractor/supplier

20. The toll tax/Inter-State Taxes for journey will be reimbursed along with the hiring charges bills.
21. Jurisdiction for legal disputes, if any arising during the currency of the contract, will be the local judicial court of the Jind district.
22. Tenders may quote their unconditional rates strictly in the attached proforma (Annexure-V). The price quoted in the Financial Bid shall remain valid during the contract period.
23. No advance payment, in any case, would be made to the firm.
24. No compromise will be towards punctuality, cleanliness, obedience, promptness, behavior etc. If the tenderer, at any point of time during official duty, fails to perform duties, as directed by University the Security Deposit will be forfeited and contract will be cancelled as stated in Clause 2.

25. Penalty clauses would be as under:-

S. No.	Problem	Penalty
1.	Late arrival a) By 10 minutes b) Between 10-30 minutes c) 30 minutes and beyond or does not turn up	a) Rs. 50.00 b) Rs. 100.00 c) Rs. 200.00 In all the above cases, the officer concerned, depending upon the urgency, can hire a taxi for the day or take a taxi to reach the destination, payment of which shall be borne by the contractor.
2.	Attire/turnout of the driver a) Inappropriate b) Very inappropriate	a) Rs. 50.00 to Rs. 200.00 depending upon the inappropriateness. b) The driver with the vehicle will be sent back and a penalty of Rs. 300/- will be imposed. A taxi will be hired for the day and payment for the same will be borne by the Contractor.
3.	Unclean vehicle or seat covers/smell in the vehicle	Rs. 50.00 for the 1 st day Rs. 200.00 per day for 2 nd consecutive day and beyond.
4.	AC not working/ malfunctioning	The contractor to provide another vehicle in an hour's time or else the University can hire a taxi for the day, payment of which will be borne by the contract.
5.	Breakdown enroute	University to hire a vehicle to reach the destination, payment to be borne by the contractor.
6.	Recurrent malfunctioning/ dissatisfactory vehicle condition	The vehicle will be returned. A vehicle will be hired, payment of which will be borne by the contractor along with a daily fine of Rs. 500.00 till such time a proper vehicle is provided.

7.	Driver's poor knowledge of route	Driver to be changed by the contract. If the contractor doesn't change the driver in 03 days time, the vehicle will be sent back and a taxi hired, payment of which will be borne by the contractor, along with a fine of Rs. 200.00 daily.
8.	Driver's misbehavior	Rs. 50.00 to Rs. 250.00 depending upon the gravity of misdemeanor. If the misbehavior continues, then the driver will have to be changed by the contractor, If the contractor doesn't change the driver in 03 days time, the vehicle will be sent back and a taxi hired, payment of which will be borne by the contractor, along with a fine of Rs. 200.00 daily.

26. The EMD will stand forfeited if the successful bidder withdraws or on notifying the rates, refuses to accept the tender or violates any other terms and conditions of the tender.

27. Bids incomplete in any respect shall be liable to be rejected.

Date & Seal

Name and Signature of the competent Authority of the Bidder

Proposed Evaluation and Comparison of Bids

The process of evaluation of bids and identification of successful bidder will be done as per below steps.

- ❖ Step 1: Prequalification of Bidders Evaluation
- ❖ Step2: Financial Bid Evaluation
- ❖ Step 3: Award of Contract

CRSU, Jind will evaluate the technical bids as per documents submitted by the firms (eligibility criteria) and compare the bids that have been determined to be substantially responsive, pursuant to tender requirements & other eligibility criteria as stated in this bid document.

Step 1: Eligibility Criteria/Prequalification: Annexure – 1 (To be uploaded as Page - 01)

The bidder must possess the requisite experience, strength and capabilities for providing the services necessary to meet the requirements, as described in this document. The bidder must also possess the technical know-how and the financial wherewithal that would be required to successfully provide the services sought by CRSU, Jind. The bids must be complete in all respect and should cover the entire scope of work as stipulated in this document. The invitation to bid is open to all bidders who qualify the eligibility criteria as mentioned in this tender document. Eligibility criteria are mandatory and any deviation in the same will attract bid disqualification. Chaudhary Ranbir Singh University, Jind, Haryana shall first evaluate the technical bids. The commercial bids will be opened/entertained of only those bidders who found to be responsive/qualified in the technical bids.

Step 2: Financial Bid Evaluation

Financial bids are to be uploaded as per **Annexure-V**. The Financial bid amount should be inclusive of all type of cost. L-1 Bidder will be decided based on the average overall charges of all the eight categories. On declaring L-1 on the said basis, if the rates quoted by the L-1 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.

Step 3: Award of Contract

Contract will be awarded to bidder (who has qualified all above steps i.e. step 1, step 2 and step 3) having lowest price quote. In case of a tie on financial quote, bidder with more number of successful deployments of work in reputed government institutions (IITs / NITs / Central Universities / Govt. State Universities / Govt. Deemed Universities / Autonomous Government Institutions) in India will be eligible for the award of contract.

Date & Seal

Name and Signature of the Competent Authority of the Bidder

The Bidder shall upload the numbered scanned copies (.pdf format) of all pages as per Eligibility Criteria for Prequalification of Bidders and also prepare the checklist in table form as under and mention it as **Annexure –1** and **attach as first page**.

Annexure - I

Sr. No.	Check List of Documents	Attached (Yes/No)
1.	Annexure-I (Check List) (Should be uploaded as First page)	
2.	Affidavit regarding non blacklisting on stamp paper of Rs. 100 duly attested by Notary public	
3.	Affidavit regarding non defaulter of any institute or Bank on stamp paper of Rs. 100 duly attested by Notary public	
4.	Certificate of Registration	
5.	At least three years experience in providing vehicle	
6.	Audited Balance Sheet of Company or Turn Over Certificate from Chartered Accountant as per Annexure-II	
7.	Similar completed work executed and costing as per Annexure-III supported by Purchase Order(s) or Work Done Certificate(s)	
8.	PAN and GST No.	
9.	Last three years Income Tax Returns (ITRs)	
10.	Bank Account Details as per Annexure-IV	
11.	Signed & Stamped DNIT	
12.	Declaration as per Annexure-VI	

CERTIFICATE

The bidder shall also Certify that this complete bid document is carrying _____ (in figures) (_____) (in words) pages and each page is numbered, signed and stamped.

Date _____

Name & Signature of Competent Authority of the Bidder

Annexure-II
(Format for Annual Turnover)

ANNUAL TURNOVER

S. No.	Annual Turnover w.r.t. item quoted			Remarks (if any)
	2017-18	2018-19	2019-20	
(1)	(2)	(3)	(4)	(5)

Signature of the Chartered Accountant with seal

Name: _____

Note:

- (i) Documentary evidence shall be uploaded along with the format.
- (ii) Certified copies of ITRs of the above years shall be uploaded.

Annexure-III

PROFORMA FOR PAST PERFORMANCE

Orders placed by (Full address of Purchaser)	Order No. and Date	Description and Quantity of ordered	Value of Order (Rs)	Date of completion of delivery as per contract/actual	Remarks Indicating reasons for Late Delivery, if any.
1	2	3	4	5	6

Date _____

Name & Signature of Competent Authority of the Bidder

Annexure-IV

Bank Account details of Bidder

Bidding Details	Tender No.	
	Name of Work	Hiring of Vehicles for Chaudhary Ranbir Singh University, Jind
	Closing date & time of Tender	
	Bidder's Name	
Bank Details <i>(upload a Cancelled cheque for verification of these details)</i>	Account Name	
	Account Number	
	Name of Bank	
	IFSC Code	
	MICR Code	
	Bank Address	
Contact Details	Communication Address	
	Landline Telephone No.	
	Mobile No.	
	Email Address	

Date: _____

Signature of the Bidder with seal

Name: _____

Annexure–V

(Financial Bid Format)

FINANCIAL BID will be uploaded on **e-Procurement Website** only, in **BOQ Excel File format** available in Bid Documents on the website.

Item Rate BOQ

Sr. No.	Description	Charges in Rs. Per KM (Including GST)	Minimum Charges per day (Including GST)	Night duty charges for driver (Including GST)	Total Amount (Including GST) (III+IV+V)
I	II	III	IV	V	VI
1.	Sedan Cars with AC (Tata Indigo/Maruti Dzire/ Hyundai Xcent, Amaze, Etios or equivalent)				
2.	Sedan Cars with AC (CIAZ VXI, Honda City or equivalent)				
3.	SUV Vehicles with AC (Innova, SUV 500 or equivalent)				
4.	MUV Vehicles without AC (Crusier or equivalent)				
5.	Coach (Bus) 40 seater Luxury (With AC)				
6.	Coach (Bus) 40 seater Luxury (Without AC)				
7.	Coach (Bus) 52 seater Luxury (With AC)				
8.	Coach (Bus) 52 seater Luxury (Without AC)				

Note: L-1 Bidder will be decided based on the average overall charges of all the eight categories. On declaring L-1 on the said basis, if the rates quoted by the L-1 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.

Annexure – VI

(Format for declaration which shall be uploaded **as last page** of the bid document)

DECLARATION

(To be furnished by the Bidder on company's Letter Head)

I, Sri/Smt..... Son/ daughter/ wife
of ,Proprietor/ Partner /Director/Authorised
signatory of firm/agency.....Address.....
..... , am competent to sign this declaration
and execute this tender document;

I / we, hereby solemnly declare and affirm that I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them.

The above documentary evidences / declarations are true and correct to the best of my / our knowledge and belief. No part of it is false and nothing has been concealed therein.

Date: _____

Signature of the Bidder with seal

Name: _____