



Central University Of Punjab

Established vide Act No. 25(2009) of Parliament

Dated02/2016

Tender No.: Estab.: — 01/2016

Tender Notice
for
Hiring of Transport Services
(Two Bid System)

City Campus, Mansa Road, Bathinda - 151 001
E-mail: registrar@cup.ac.in
Tel. 0164 - 2864106

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TENDER DOCUMENT

Tender for work of : Hiring of Transports for Central University of Punjab, Bathinda

Date of Opening of Tender : 22nd Feb-2016

Last date for submission of tender : 14-03--2016 (3:00 PM)

Date of Opening of Technical Bid : 14-03-2016 at (4:30 PM)

Date of Opening of Price Bid : To be notified separately

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Tender for work of : Hiring of Transport Services for Central University of Punjab, Bathinda (CUPB) on monthly/daily basis/ trip basis/km Basis

TENDER IS REQUIRED TO BE SUBMITTED IN TWO PARTS IN TWO SEPARATE SEALED ENVELOPES 'A' & 'B'.

(a) TECHNICAL/COMMERCIAL DETAILS:- (Envelope 'A')

1. Tender Fee of Rs.500/- (Five Hundred only)
2. Earnest money of Rs.50,000/- (Rs. Fifty Thousand only) in the form of demand draft favouring "Central University of Punjab, Bathinda".
3. Registration certificate of the company
4. Registration of Cars.
5. Cars Labour license/EPF/ESIC (as applicable)
6. Service Tax Registration number
7. Experience certificate
8. Certificate of turnover of Rs. 20.00 Lakhs (Rupees Twenty Lakhs only) per annum for last three years or Total 60 Lakhs during last 3 financial years
9. PAN number
10. IT clearance Certificate (as applicable)

All the above said documents duly signed by the tenderer SHOULD BE SUBMITTED WITH FIRST COVER (i.e. ENVELOPE 'A').

(b) 2nd cover (i.e. ENVELOPE 'B') should contain price bid only. Price bids of only technically shortlisted firms shall be opened on pre-notified date, time & venue. The same shall be opened in presence of tenderers who may present as per the schedule notified by the University.

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1. Scope of Contract:

The tender is for awarding the contract for hiring of Vehicles on 24X7 days along with medically fit driver having valid driving licence and experience of 3 years. In case of emergency or long drive the duty hours may vary and shall be paid. The actual requirement can vary from time to time, the number of vehicles/types can increase, decrease during the term of the tender.

2. Period of Contract:

The contract is to be awarded for a period of one year from the date of issue of contract award and the rates at which the contract is awarded will be valid throughout the contract and no claims whatsoever on account of increase in the rate of fuel and other factors such as statutory payments, minimum wages etc., shall be entertained and it will be the responsibility of the contractor to bear such additional expenses. The contract can be extended for one year, if the service are satisfactory on the basis of the reports of the concerned officer and the approval of the competent authority.

3. Qualifying requirements:

- 4.1. a. The tenderer should have a registered Transport/Transporter/Transport Agency firm (proof to be attached).
 - b. The Firm should have minimum 9 cars, 3 cars/mini cars registered in the name of its Transport/Transporter/Transport Agency firm before the last date of the tender (proof to be attached Valid RC).
 - c. The firm should have minimum 3 years experience in supplying the vehicles to Government, Public Sector Undertaking, Private Limited Companies (Work order, Successful completion certificate of the same work orders).
 - d. The list of the clients (Govt./Public sector) of the firm be attached with tender.
 - e. The firm is to give affidavit that it has not been blacklisted or debarred from any Government organisation.
- 4.2. The vehicles to be provided must be registered as Taxi, display as Taxi, insurance cover for the no. of persons in the Vehicle and all norms be followed as per the rules of the concerned transport department including permit for Chandigarh, Mohali, Delhi, NCRT, Haryana and Himachal Pradesh states etc.
- 4.3. Quotations be submitted under sealed cover latest by 14-03-2016 ^{at 3PM} Marked "Tender for Hiring of Transport Services" to

The Registrar
Central University of Punjab
City Campus, Mansa Road
Bathinda-151001 (Punjab)

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- 4.4. **Turnover:** only those firms whose total turnover during last three financial years were Rs. 60 Lakhs and above may participate in the tender. Proof to this effect may also be attached.
- 4.5. **Location of Firm:** The firm submitting the tender should have a at least one operating registered office with staff and vehicles in Bathinda for the operations of the transport agency.
- 4.6. **Vehicles to be provided:**
- a. The cars to be provided should not be registered before 01.01.2013. The colour should be preferably white and having fire extinguisher, mobile charging facility, and should be well furnished.
- b. The bus should not be registered before 01.01.2013, colour of the ~~car~~^{Bus} should be yellow as per the Govt rules, with valid permit, road fitness certificate, insurance for commercial running, fire extinguisher, the driver with valid Heavy driving licence and the ~~car~~^{Bus} should must be accompanied by conductor/helper.
- 4.7. The bus 50+ deluxe should be Air-conditioned, seat should 2 x 2 with adjustable back, with valid permit, road fitness certificate, insurance for commercial running, fire extinguisher, first aid kit, the driver with valid Heavy driving licence and the ~~car~~^{Bus} should must be accompanied by conductor/helper.
- 4.8. **Driver :** The firm would ensure that the drivers employed have valid driving license as applicable with three year driving experience. The driver should be minimum 8th Class pass and have knowledge of traffic rules, able read the sign boards and Driver's/Conductor's Character verification and medical fitness should be submitted. The staff on duty should wear dress and fully conversant with the traffic rules/regulations. The dress should be supplied by contractor at his own cost university will not reimburse any charges for the same. The driver has to follow the charter of duties given to him for maintaining the record and the standing orders for the performance and operation of duties. The staff on duty should preferably have residence in Bathinda.
- 4.9. **Communication Support:** The firm should have adequate number of telephones for contact round the clock. CUPB may request for the vehicle at short notice and the firm shall provide the vehicle within such time on receipt of the request in writing/ over phone failing which CUPB is at liberty to make alternative arrangement for hiring of vehicle at the risk and cost of the firm. The driver on duty is supposed to have mobile number with roaming facility.
- 4.10. **Documents of the Vehicle:** It will be the responsibility of the transporter to carry the proper valid insurance at all times in respect of the vehicle. Registration, Taxi Permit, Fitness certificate, Pollution, and any other document necessary as per the rules of Government. Commercial vehicle insurance as per sitting capacity of the vehicle should be available with cars/Buses etc.
- 4.11. **Accident Handling:** If during the course of engagement of the vehicles to the services of the CUPB, any accidents etc occurred either to the vehicle or to the third party, CUPB will not be responsible and any liability arising out of such accident will be the responsibility of the firm only. The firm has to provide alternative vehicle as a substitute to continue the services/journey.

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- 4.12. **Adherence to all statutory requirements** The firm shall comply with all statutory enactments/ provisions relating to services offered by them.
- 4.13. For the purpose of calculation of time and Distance (KM.) beginning and ending at the CUPB located at Mansa Road, Bathinda - 151001 will be the point for calculation of kms/ hours. Kilometres considered and time of duty for payment will be to and from CUPB premises.
- 4.14. The journey to the destination and back shall be undertaken by the shortest route possible. In case of breakdown of any vehicle during official duty, it shall be the responsibility of the firm to provide a replacement immediately. If no replacement is provided on time, alternative arrangement will be made and the cost thereof will be deducted from the payment to be made to the firm.
- 4.15. Parking fees, Toll tax shall be paid by the CUPB for which the original receipts should be submitted. In the case otherwise, no payment of that trip will be entertained and other suitable action will be initiated. Entry tax & permit fees should be paid by the contractor.
- 4.16. All incidental expenditure towards repair will be borne by the vehicle owner. The firms should have the capacity of repairing their vehicles in a short time and during repair time the firm would place a substitute vehicle and driver immediately.
- 4.17. The vehicle provided to the CUPB should fulfil the norms prescribed by the Government of India, Government of Punjab or the state to which the Vehicle is moving.
- 4.18. The CUPB will be at liberty to choose the rate slab/options, the number of vehicles and the time period thereof.
- 4.19. No compromise will be made by the CUPB towards punctuality, cleanliness, obedience, promptness, behaviour etc. of drivers. If the tenderer, at any point of time during official duty, fails to perform duties, as directed by the CUPB, the security will be forfeited and contract will be cancelled forthwith without any notice by the competent authority.
- 4.20. No advance payment is payable by the CUPB to vehicle owners firms. The billing will be done on a monthly basis and it should be submitted by the firm by the first week of the following month. The payment will be made only for those log book and duty slips which have been signed by the officer I/C or any authorized officer of CUPB. It will be the responsibility of the driver to get the log book entries indicating start kilometre, end kilometre, distance covered, time from CUPB, places visited etc. for each occasion of journey signed by staff and duty slips signed by the officer/staff on a day to day basis.

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- 4.21 **Service Tax:** The rates should be excluding the service tax. The service tax will be paid additionally only after receiving the photocopy of the service tax registration certificate. No service tax will be paid if the operator fails to provide proof of valid service tax registration. As per the existing norms the CUPB is exempted from Service Tax.
- 4.22. While the CUPB has a regular requirement for hiring of vehicles it shall have the right not to utilize the services at all or at any time or any period without giving any notice.
- 4.23. **Arbitration Clause:** Any question, dispute or difference arising under or out of or in connection with this work shall be settled through mutual discussions and consultations by the university and the Manufacturer/Dealer/Supplier/Contractor. In case no resolution is possible/reached, the dispute or difference shall be referred to the Vice Chancellor of Central University of Punjab, Bathinda by either party for appointment of Sole Arbitrator by the Vice Chancellor of the University. The award of the Sole Arbitrator shall be final and binding upon the parties. All arbitration proceedings shall be carried out in accordance with The Arbitration and Conciliation Act, 1996 as amended from time to time.
- 4.24. The contract could be considered for extension based on satisfactory service performed by the firm and by mutual agreement for such further period as may be agreed upon, but not exceeding one year at a time.
- 4.25. CUPB shall be liable to pay the hiring charges only. All other liability being the owner of vehicle shall be borne by the contractor.
- 4.26. Jurisdiction of the Civil Suit: The disputes, if any, arising out of this contract will be subjected to the jurisdiction of the civil courts in Bathinda only.
- 4.27. CUPB reserves the right to reject all or any of the offers or accept more than one offer.
- 4.28. The competent Authority reserves the right to reject any tender/ quotation at any time without assigning any reason whatsoever.
- 4.29. Availability of vehicle must be 24 x 7 basis along with medically fit driver in emergency.
- 4.30. All hired vehicle shall be under University's Control and shall be parked in designated locations of Central University of Punjab when not in use. These vehicles will be available for 365 Days round the clock. After working time of university, CUPB will pay night charges if driver is retained for night.
- 5.1. Late/delayed tenders to any reason whatsoever will not be accepted/considered at all under any circumstances. Tenders duly sealed and sent by post/courier/by hand will be considered.

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4. Earnest Money Deposit(EMD):

- 6.1. Tenderers shall have to deposit EMD of Rs. 50,000/- (Rupees Fifty Thousand only) in the form of crossed Demand Draft/Pay Order in favour of Registrar Central university of Punjab, Bathinda payable at Bathinda with their tenders. Tenders received without EMD will not be entertained/ considered at all and will be rejected summarily. Tenders received along with EMD in the form of cheque/cash will not be accepted/ considered and rejected. No interest would be paid on the EMD.
- 6.2. **Forfeiture:** The EMD will be forfeited if the vendor withdraws or amends impairs and derogates from the tender or fails to execute duties on time as per directions of CUPB in any respect within the period of validity of tender.
- 6.3. **Refund:** (i) EMD will be refunded to the unsuccessful tenders within thirty days from the date of issue of work order to the successful tender and no interest would be paid thereon; and (ii) EMD of the successful tender will be converted into security deposit on the request of the successful bidder. No interest will be paid on the EMD/Security deposit.
- 6.4. **Refund of Security Deposit:** The security deposit will be refunded to the contractor after sixty days from the date of completion of the contract period and no interest would be paid thereon.
- 6.5. In case if any driver absents from the duty Rs. 500/- per day shall be levied as penalty and for not making the vehicles available it will be Rs. 1000/- per day/vehicle.

Yours faithfully

Registrar (Officiating)

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Category A - Financial Quote Monthly Rates (1500 KM running per month)

S.No	Name of Vehicle	Horse power of Vehicle	Standard running per month	Rates	Extra per Km rate beyond standard kms (Rs)	Night charges of driver (Rs) For out station duty (after standard 10 hours duty)	Overtime rate after standard 10 hours duty per hour (as per the Govt rules)
1	Toyota Innova (7 seater) AC		1500 km				
2	Maruti Dzire/Toyota Etios (5 seater) AC		1500 km				
3	Mini Bus Standard (40 seater) Non AC		1500 km				
4	Bus (50+ seater) Standard Non AC		1500 km				

Category B - Financial Quote Short Drive Per Day Rates- 80 KM Running (Local)

S.No	Name of Vehicle per day Basis - Short Drive	Horse power of Vehicle	Rates	Rate per KM for extra running	Night charges of driver for out station duty (after standard 10 hours duty) (As per Govt rules)	Overtime rate after standard 10 hours duty per hour (as per the Govt rules)
1	Toyota Innova (7 seater) AC Short Drive (Rates per Day 80 KM with 10 hours duty)					
2	Maruti Dzire/Toyota Etios (5 seater) AC Short Drive (Rates per Day 80 KM with 10 hours duty)					
3	Mahindra Scorpio (7 seater) AC Short Drive (Rates per Day 80 KM with 10 hours duty)					
4	Mahindra Xylo (7 seater) AC Short Drive (Rates per Day 80 KM with 10 hours duty)					
5	Bus (50+ seater) Standard Non AC Short Drive (Rates per Day 80 KM with 10 hours duty)					
6	Mini Bus Standard Non AC (40 seater) Short Drive (Rates per Day 80 KM with 10 hours duty)					

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Category C - Financial Quote Short Drive Per Half Day Rates- 40 KM Running (Local)

S.No	Name of Vehicle per day Basis – Short Drive	Horse power of Vehicle	Rates	Rate per KM for extra running	Night charges of driver for out station duty after standard 10 hours duty (As per Govt rules)	Overtime rate after standard 10 hours duty (As per Govt rules)
1	Toyota Innova (7 seater) AC Short Drive (Rates per Day 40 KM with 5 hours duty)					
2	Maruti Dzire/ Toyota Etios (5 seater) AC Short Drive (Rates per Day 40 KM with 5 hours duty)					
3	Bus (50+ seater) Standard Non AC Short Drive (Rates per Day 40 KM with 5 hours duty)					

Category D: Financial Quote (Long Drive Per Day Rates)- Unlimited KM

S. No	Name of Vehicle per day Basis – Long Drive (No Night Charges, No Overtime Charges will be applicable) Only as per receipt Toll Plaza, Parking Fees only	Rates	Rate Per KM
1	Toyota Innova (7 seater) AC		
2	Maruti Dzire/ Toyota Etios (5 seater) with AC		
3	Bus (50+ seater) Standard Non AC		
4	Bus Deluxe (50+ seater) Standard AC 2 X 2 seats, Adjustable Back		
5	Mini Bus Standard Non AC (40 seater)		

Category E - Financial Quote Short Drive Per Day Rates- 80 KM Running (Delhi NCR)

S.No	Name of Vehicle per day Basis – Short Drive	Horse power of Vehicle	Rates	Rate per KM for extra running	Night charges of driver for out station duty after standard 10 hours duty (As per Govt rules)	Overtime rate after standard 10 hours duty (As per Govt rules)
1	Toyota Innova (7 seater) with AC Short Drive (Rates per Day 80 KM with 10 hours duty)					
2	Maruti Dzire/Toyota Etios (5 seater) with AC Short Drive (Rates per Day 80 KM with 10 hours duty)					

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Category F - Financial Quote Short Drive Per Day Rates- 80 KM Running (Chandigarh Tri-City)

S.No	Name of Vehicle per day Basis – Short Drive	Horse power of Vehicle	Rates	Rate per KM for extra running	Light charges of driver for out station duty (above standard 10 hours duty) as per Govt. rates	Overtime rate after standard 10 hours duty per hour as per Govt. rates
1	Toyota Innova (7 seater) with AC Short Drive (Rates per Day 80 KM with 10 hours duty)					
2	Maruti Dzire/Toyota Etios (5 seater) (With AC) Short Drive (Rates per Day 80 KM with 10 hours duty)					

Note:

1. The Bidder has to quote rates for all the three Categories ~~A, B and C~~ **A D F**.
2. The rates to be quote should be inclusive of all expenses, fuel, salary of driver, maintenance, mobile charges, Entry Tax etc but excluding Toll Tax, Parking fees, Service Tax (if any). *shall be paid reimbursed if paid with approval of university.*
3. The service tax will paid additional on the bill to be furnished.
4. The drivers to be provided should be as per terms and conditions.
5. Above rates will be fixed for One year irrespective of the prices of Diesel/fuel.

I hereby agree to the terms and conditions rolled out by Central University of Punjab, Bathinda.

Date:

Signature of Authorised Signatory

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CENTRAL UNIVERSITY OF PUNJAB, Bathinda

Payment Details: Tencor Fees DD No. _____	Amount _____	Bank _____
Payment Details EMD DD No. _____	Amount _____	Bank _____

APPLICATION FORM for

Tender for Hiring of Transport Services

(Advertisement No. _____)

1. Name of the Contractor/Agency: _____
2. Complete Address: _____
3. Telephone Number(s) _____
4. Fax Number _____
5. E-mail address _____
6. Payment Details DD No. _____, Amount _____
7. Service Tax Registration number issued by the Central Excise Deptt. in favour of the contractor/agency _____
7. PAN Number issued by the IT Deptt. in favour of the contractor/agency _____
8. Any Other Details _____

Declaration

I, _____ (name of the person) hereby declare that I am authorized to sign this document and that

- 3) I hereby agree to work as per the terms and conditions rolled out by Central University of Punjab.
- 4) I understand that the Central University of Punjab 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.

Signature _____

Place _____

Name _____

Date _____

Designation _____

Agency Seal (in case of agency)/Signature

DECLARATION

I/we have read and examined the notice inviting tender, schedule of item, special terms and conditions and all other contents in the tender document for the service.

I/we agree that should I/we fail to provide the service specified above, an amount equal to the amount of security deposit mentioned in the form of invitation of the tender shall be absolutely forfeited without prejudice by the CUPB and the same may at the option of the competent authority on behalf of the Registrar, CUPB be recovered without prejudice to any other right or remedy available in law out of the deposit in so far as the same may extend in terms of the said bond and in the event of deficiency out of any other money due to me/us under this contract or otherwise.

Dated:

contractor

Signature of

Seal

Postal Address

Telephone No