

# Central University of Punjab, Bathinda

Tender No.: Estab.:02/2015

Tender Notice  
for  
Hiring of Bus Service  
(Two Bid System)

City Campus, Mansa Road, Bathinda - 151 001

E-mail: [registrar@cup.ac.in](mailto:registrar@cup.ac.in)

Tel. 0164 - 2864106

## TENDER DOCUMENT

Tender for work of	:	Hiring of Bus Service for Central University of Punjab, Bathinda
Date of Opening of Tender	:	13-08-2015
Last date for submission of tender	:	27-08-2015 (3:00 PM)
Date of Opening of Technical Bid	:	27-08-2015 at (4:30 PM)
Date of Opening of Price Bid	:	To be notified separately

Tender for work of : Hiring of Bus Service for Central University of Punjab, Bathinda (CUPB)  
on monthly hire basis.

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

(a) TECHNICAL/COMMERCIAL DETAILS:- (Envelope 'A') Registration certificate of the company, Registration of buses, Labour license/EPF/ESIC (as applicable), Service Tax Registration number, Experience certificate, Certificate of turnover of Rs. 50.00 Lakhs (Rupees Fifty Lakhs only) per annum for last three years, PAN number, IT clearance Certificate (as applicable), **Tender Fee of Rs.500/- (Five Hundred only) & Earnest money of Rs.25,000/- (Rs. Twenty Five Thousand only)** in the form of demand draft favouring "Central University of Punjab, Bathinda". All the 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.

## 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:

Signature of contractor

Postal Address

Telephone No.

### SPECIAL TERMS AND CONDITIONS:

1. Scope of work: To provide Bus service to Central University of Punjab, Bathinda (herein after called University) Faculty/staff/Students and other passengers of the University on monthly hire basis. The bus shall be in good condition (not older than 03 years) to be verified by the University officials. The details are enclosed in schedule of quantity. The successful tenderer shall be called contractor for the subject work.
2. Tender Fee/ Earnest money: Earnest money of Rs.25000/- (Rupees Twenty Five Thousand only) in the form of Bank Draft on a scheduled bank in favour of **Central University of Punjab, Bathinda** payable at Bathinda will be furnished by the contractor along with the tender without which tender will be rejected. The agency will have to submit performance bank guarantee of Rs.100000/- (Rupees One lakh only) before commencement of the contract having validity for the entire period of contract.
3. The tenderer should submit the following documents along with the tender without which the tender would be summarily rejected.
  - (i) Certified copy of valid registration issued by concerned Transport Authority for providing travel services.
  - ii) Certified copy of PAN.
  - iii) Certified copy of service Tax Registration.
  - iv) Registration of Buses
4. Logbook of the vehicle: The contractor is required to maintain daily logbook of the movement of vehicle while on duty. Logbook shall be maintained by the owner/driver of the vehicle for noting the distance traveled by the vehicle for carrying out job against this contract and signature of authorized officer should be obtained daily. All logbooks should be handed over to the University at the end of contract period or termination of contract.
5. Payment on the basis of trip: The successful tenderer will be paid a firm rate towards hire charges per month and for any additional kilometers, if used. All other expenses, road taxes, insurance charges, fees of license/ levies charges and road and bus permits, repairs and maintenance of the vehicle salaries and accommodation to the drivers/cleaners etc. shall be borne and arranged by the contractor during the entire period of the contract and its extension (if any) with no financial implication to the University. The University will not be responsible for any legal obligation (s) under any act (s). The successful tenderer shall furnish documents of the vehicle to the University within three days from the date of deployment of vehicle. The monthly rate and rate for additional kilometers quoted shall remain applicable during the period of contract, including any extension if granted. No price variation shall be entertained by the University. It will be the responsibility of the owner to ensure the compliance of all norms pertaining to vehicle Registration as per latest motor vehicle act, driver's license, RC book, Tax book, comprehensive insurance, bus permit for plying bus for subject hiring work and other document etc. as may be required under motor vehicle Act, for which no charges will be paid by the University. The above documents shall always be available with hired vehicle and its driver. In case of requisition/seizure of vehicle by administration or by other agency it will be the responsibility of the contractor of the vehicle to get the vehicle released. During such period of

requisition/ seizure of the vehicle, the contractor shall make an alternative arrangement by providing alternate bus with no financial implication to the University. The monthly bill in duplicate along with a copy of logbook of the vehicle in respect of preceding month will have to be submitted to the office in charge. The payment will be released after submission of bill if found in order after verification.

6. Period of contract/Termination of contract: the contract will be effective from the date of deployment of the vehicle and will be valid for a period of 12 months. This contract may be extended at the University's discretion for a period as desired by the University subject to satisfactory performance of the contractor and further requirement of the University with the same rates, terms and conditions.

7. Officer Incharge (OIC): Successful tenderer has to contact the Officer Incharge for subject work for necessary instructions and submit the document of the vehicle. OIC shall verify bill failing which will not be forwarded for payment.

8. Duty Period: The service of the vehicle along with the drivers shall be available for the number of hours and on all day of months as specified in the schedule of items.

9. Income Tax/ Commercial Tax: Income Tax/ Commercial Tax as applicable as per prevalent rules shall be deducted from the bill.

10. During the contract period, the University can use vehicle for any purpose.

11. The contractor shall follow all rules and regulation related to labor law and minimum wages, PF rules, etc. wherever applicable. The contractor or his employee shall not cause or permit any nuisance in the premises of the University or do anything, which shall cause unnecessary disturbance or inconvenience to employees. Any other damages (s) causes by the contractor / his employee to the University shall be recovered from bill(s) of contractor.

12. Notwithstanding anything contained in the contract, the contract can be terminated by the University by giving 30 days' notice to the contractor without assigning any reason thereof and the contractor shall not claim any damage, cost etc. for the remaining period of the contract.

13. The University reserves the right to accept/ reject any or all tenders without specifying any reasons to any of the tenderer.

### TERMS AND CONDITIONS:

1. Bus in good condition (Not older than model year 2013) will be provided and must be duly certified for its fitness by Transport Authorities.
2. Bus will ply on route with halt and time specified by the Central University of Punjab, Bathinda (hereafter called University).
3. All the consumables, fuel, lubricants, maintenance, road-taxes, insurance, passenger taxes, challans etc. and payment of wages to the drivers, etc. will be borne by tenderer (hereafter called contractor) and no extra payment of any sort whatsoever will be made by the University.
4. The contractor at his own cost and risk will ensure that the vehicles are properly maintained to avoid any breakdown and/or cause inconvenience to the staff, student and other passengers of the University traveling by vehicle.
5. The University shall have no responsibility on account of any accident to the person, material, contractor's staff, fire etc. and no damage/compensation shall be paid to the contractor on this account.
6. The contractor will ensure that the vehicle will carry only staff and other passengers of the University. No outside passenger should be permitted /found boarded in any case.
7. The agreement shall be valid for a period of one year which can be extended by a mutual consent. However, it shall be subject to termination on one month's notice by either party.
8. The contractor alone shall be responsible for all acts, omission, commission, defaults, or neglect on the part of the driver, conductors, cleaners and other personnel employed by the contractor for maintenance, operation and plying of the vehicle.
9. The contractor shall arrange at his own cost for adequate insurance cover against accident to the vehicle and the passengers, it carries on day to day duty.
10. The contractor shall operate and ply the bus entirely at their own risk and responsibility and shall observe all rules and regulation and comply with all provisions of law on that behalf.
11. Notwithstanding anything to the contrary contained in the agreement the University shall be entitled to terminate the agreement with 30 days' notice but with payment of any kind in the event of any failure or neglect on the part of the contractors to observe and perform any of the stipulation, condition and obligation contained herein and on the part of the contractors to be observed and performed. Security deposit be forfeited or equivalent to dues incase contract is terminated for any of the reasons mentioned above.
12. In case of any riot, communal disturbance or civil commotion in the area of operation of the transport service, the contractor shall immediately inform the University in order to enable the University to make suitable arrangements needed, if any.
13. It will be responsibility of the contractor to provide substitute for the bus in case of break down, accident, challans etc. If no bus is provided by the contractor, a penalty @Rs.5000/- (Rupees Five Thousand only) per day will be recovered from the contractor for each bus not running in accordance with the terms and conditions of the agreement. .
14. In case of penalty either for late running , cancellation of schedule trips or for not providing bus on any particular day, contractor will be required to deposit the amount fixed on account of penalty within seven days of the issue of such notice, falling which the penalty dues will be recovered from the security deposit made by the contractor. University also reserves the right to cancel the contract in case such penalty is not paid in a stipulated period.

15. Either party shall have option to renew the agreement for a further period on terms and conditions mutually agreed upon upto one more year, at a time.
16. Central University of Punjab, Bathinda reserves the right to sign the similar contract with other contractor(s) to run similar services as well as to run services by their own bus. The contractor shall have no claim what so ever in such case.
17. Individuals employed by the contractor shall not claim any benefit which is available for University officials. His deployment on the bus service will not imply any kind of assurance or guarantee for absorption in case of University recruitment.
18. All matters of dispute shall be within the jurisdiction of the district Bathinda only. The University reserves the right to:
  - (a) award the work in whole or in a part.
  - (b) to reject any or all bids without specifying any reasons thereof.
  - (c) not to bind itself to accept the lowest bid.
19. In case of breach of any of the terms and conditions mentioned above, the Registrar will have the right to cancel the work order without assigning any reason thereof, and nothing will be payable by the University in that event and the security deposit will be forfeited.
20. No payment shall be made in advance.
21. The firm should abide all labour laws as applicable from time to time.
22. Rates once finalized will be valid for a period of one year of the award of contract.



(On company/firm letter head)

ANNEXURE-I

### TECHNICAL INFORMATION

Sub: Tender for "Hiring of Bus Service"

1. Name of the Tenderer/Concern: -----
2. Address (with Tel. & Mob No.) \_
3. Address and telephone number: \_
4. Nature of the concern -----  
Sole proprietor or Partnership firm or a Company or a Government. Department or a Public Sector Organization) (Attach proof).
5. Registration Number of Firm (if any)  
(Attested photocopy of registration should be attached)
6. (i) PAN number of Tenderer/ Concern :  
(Attested copy should be attached)  
(ii) Service Tax Registration No. \_
7. Tender Fee/ demand draft No \_\_\_\_\_ dated \_\_\_\_\_ from Bank Name Amounting to Rs. \_\_\_\_\_ as Tender fee deposit.
8. Earnest money / demand draft No \_\_\_\_\_ dated \_\_\_\_\_ from Bank Name Amounting to Rs. \_\_\_\_\_ as earnest money deposit.
9. Annual turnover of firm ----- (attach proof).
10. Income Tax Clearance Certificate (attach certified copy)
11. Labour License, EPF/ESIC (attach certified copy)
12. Whether each page of Tender documents have been signed and stamped. Yes/ No.
13. List of Important Organizations with address and Telephone number to whom services have been provided during the last three years with period of contract to be enclosed.
14. Any other information important in the opinion of the tenderer.

Dated : -----

(Dated Signature of Tenderer With stamps of the firm)

### **UNDERTAKING**

1. I/We undertake that I/we have carefully studied all the terms and conditions and understood the parameters of the proposed work of the Central University of Punjab, Bathinda and shall abide by them.
2. I/We also undertake that I/We have understood "Parameters and Technical Specifications for conducting the Work" and shall conduct the work strictly as per these parameters.
3. I/We further undertake that the information given in this tender are true and correct in all respect and we hold the responsibility for the same.

Dated: ----

Place: -----

(Dated Signature of Tenderer with stamp of the firm)

(On Company/Firm letter head)

Annexure - II

**Commercial Bid**

Name of the Tenderer/ Bus Owner: \_\_\_\_\_

Item No.	Vehicle	Qty.	Description of service required	Rate (In figures & words)
1. (a)	52 seated bus on monthly basis	Upto 3 Buses	Daily running upto 50kms. Timings will be decided by the University	
(b)		Upto 3 Buses	Rate for every additional kms. beyond 50kms,	
2. (a)	35 seated bus on monthly basis	Upto 3 Buses	Daily running upto 50kms. Timings will be decided by the University	
(b)		Upto 3 Buses	Rate for every additional kms. Beyond 50kms,	

Signature:

Place:

Date: