

MAHATMA GANDHI CENTRAL UNIVERSITY, MOTIHARI

Date: 10.10.2016

NOTICE INVITING TENDER

Sealed Quotations are invited from reputed transporters for hiring of vehicles Innova/Indigo/Xylo/Tempo Traveler/Bus/Lorry etc. on Monthly/Daily/ Hourly basis for meeting the official needs of the university.

For details please visit university website www.mgcub.ac.in

Sd/- OSD (Administration)

Tender No.: MGCUB/Vehicle/2016-17/		Date:	
<u>Tender For Hiring Of Vehicle</u>			
	Date	Time	Venue
Last date of submission of tenders	18.10.2016	5:00 PM	Camp Office, Near O.P. Thana, Raghunathpur, Motihari – 845 401 (Bihar)
Opening of Technical Bid	19.10.2016	3:00 PM	Camp Office, Near O.P. Thana, Raghunathpur, Motihari – 845 401 (Bihar)

Clause-1
Tender Notice

- 1.1 The University is inviting tender for hiring of vehicles (Innova/Indica/Indigo/Xylo/Tempo Traveler/Bus/Lorry etc.,) on Monthly/Daily/Hours basis for meeting the official needs. The contract offer hiring of the vehicle will be initially for a period of one year. However, the contract may be extended on mutual agreement on the same rate, terms and conditions, if the services of the contractor are satisfactory. The interested parties/service providers may submit their quotations in the prescribed application forms (i) Technical Bid as per **Annexure-I**, (ii) Financial Bid as per **Annexure-II**.
- 1.2 An Earnest Money deposit of **Rs. 10,000/-** and application fee for tender of Rs.1000/- in the form of Demand Draft in favor of the “**Mahatma Gandhi Central University**” payable at **Motihari**, must be forwarded along with the quotation(s).
- 1.3 The tender must reach the following address on or before 18.10.2016, at 5:00 PM
The OSD (Administration)
Mahatma Gandhi Central University
Near O.P. Thana, Raghunathpur
Motihari 845 401
- 1.4 The Technical Bid (**Annexure-I**) and the Financial Bid (**Annexure-II**) should be sealed by the bidder / service providers in separate covers duly super scribed and both these sealed covers are to be put in a bigger cover which should also be sealed and duly super scribed. The outer envelope must be super scribed “Tender for Hiring of Vehicles”.

- 1.5 The technical bids will be opened by the Tender Committee on **19.10.2016 at 3:00 PM** in the presence of representatives of the bidders. A maximum of two representatives of any bidder shall be authorized and permitted to attend the bid opening. At the second stage, financial bids of the technically qualified Bidders will be opened for further evaluation and ranking before awarding the contract.

Clause-2 General terms and conditions

- 2.1. The vehicle to be provided must be of year 2015 model or later.
- 2.2. Availability of the vehicle must be 24X7 basis along with medically fit drivers who hold valid Driving License and helper/conductor.
- 2.3. Vehicles will be under the administrative control of Mahatma Gandhi Central University, Motihari during the hiring period.
- 2.4. Vehicles may be used for the Inter State travels, if required.
- 2.5. The Contractor has to be registered with service tax Department and should submit a copy of Service Tax Registration Number.
- 2.6. The contract for hiring of the vehicle will be initially for a period of one year. However, the contract may be extended upon 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-II**. The rates quoted shall be fixed for one year. However fuel rates as on the 1st day of every month shall be charged for the whole month. After one year of the contract, any change in the quoted rates shall be intimated to the University for Mutual Agreement for which the University has sole discretion.
- 2.8. The contractor has to deposit earnest money (EMD) of **Rs. 10,000/-** in the form of DD in favor of "**Mahatma Gandhi Central University**" payable at Motihari.

2.9. **Earnest Money:**

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.

Forfeiture of Earnest Money: the earnest money will be forfeited in the following cases:

- i. Earnest Money is liable to be forfeited and bid is liable to be rejected, if the tenderer withdraw or amends impair so derogates from the tender in any respect with in the period of validity and/or after opening the tender.
 - ii. When the tenderer does not deposit the security money after the work order is given.
 - iii. If the successful bidder fails to provide the vehicle within the prescribed time after the confirmed orders.
 - iv. When information/certificate/document furnished is found to be false at any stage.
 - v. When the bid documents have been manipulated or altered after they are downloaded from the website.
- 2.10. **Performance Security:** Performance Security for an amount of Rs. 1,50,000/- (Rupees One Lac Fifty Thousand only) may be furnished in the form of Account payee Demand Draft, Fixed Deposit Receipt from a commercial bank, Bank guarantee from a commercial bank and shall be valid for 14 months from the date of contract. In case of extension of contract the performance security may be revalidated accordingly to cover the contractual obligation.

- 2.11 The contractor will have to give a written undertaking that he accepts all the terms and conditions of this tender. The contractor should also submit the tender document duly signed and stamped in all the pages.
- 2.12 Vehicles will be at the disposal of the University throughout the duration of the contract except for the duration it goes for regular maintenance (only one day per month).
- 2.13 Duty Slips in duplicate copy to be printed and serially numbered by the Service Provider as per prescribed format of MGCU (**Annexure-IV**) and should ensure that at the end of duty; the duty slips are completed and signed by the users.
- 2.14 The tampering of meter reading, vehicle usage timings, overwriting of Summary / log sheet, misbehaviour alcoholism and intake of intoxicants of driver while on duty shall be viewed seriously, leading to even cancellation of contract.
- 2.15 Service Provider shall not engage any person below 18 years of age.
- 2.16 University reserves the right to cancel the bids or for any particular vehicle without assigning any reason.
- 2.17 The application fee of tender of amount of Rs 1000/ in the form of DD in favor of **Mahatma Gandhi Central University** payable at Motihari should be attached with the application form without which the offer would not be considered.
- 2.18 Notwithstanding any clause/conditions above, the bidder may note that the vehicles provided/drivers deployed shall adhere to flexible in timing/usage considering the academic nature and work of the MGCU.
- 2.19 Vehicles attached with Vice Chancellor and Statutory officers will have flexible timings and will be stationed at the designated places of the authority (or) residences of the officers as the case may be.
- 2.20 Hours/distance calculation should commence from the time of reporting of vehicle at MGCU/at designated places.
- 2.21 If the travel exceeds the hours slab, the rate will be decided whichever beneficial to the University, calculating the extra kilometer or fitting in the next slab.
- 2.22 **During General Holidays i.e. Sundays/Saturdays/Government Holidays, if any of the vehicle under monthly basis category are utilized by the university, no extra charges/payments will be made by the university.**

Clause-3

Terms and conditions of Contract

- 3.1 All repairs and maintenance, running costs, fuel, lubricants, salaries of drivers, taxes, insurance, etc. necessary for the running & maintenance of vehicle will be borne by the contractor.
- 3.2 Contractor would be responsible for the good 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 a fresh driver shall be provided to the university at no additional cost.
- 3.3 Contractor shall not deploy any vehicle running on LPG/CNG.
- 3.4 All hired vehicles shall be under University's control and shall be parked in designated locations of the Mahatma Gandhi Central University when not in use during the period of hiring.
- 3.5 Vehicles should be fitted with needed accessories to drive on State and National highways including during the nights. Fog lights are to be fitted.
- 3.6 Vehicles should also be fitted with Towing hook.
- 3.7 Vehicle should be able to move freely to the neighbouring States without any restrictions.
- 3.8 All vehicles shall be comprehensively insured against all risks (including the driver and occupants & third party). Insurance policy shall be renewed well before the due date.
- 3.9 Buses which are in good road worthy condition, not more than three years old and also complying with the conditions as laid down by the Government for an Educational Institution only would be considered. The buses should be painted in uniform color with Mahatma Gandhi Central University Logo) with all necessary marking on the body as per Government orders.

- 3.10 The Driver on duty should respect and behave courteously with women passengers and children.
- 3.11 The applicant should assume all liabilities and keep the University away against any action, suit, cost, damages, charges and expenses arising how-so-ever out of the operation of the vehicles.
- 3.12 The University has the right to enter into contract for hiring of vehicles/drivers with one or more service Providers/ bidders.
- 3.13 The applicant should not assign this contract or any part thereof to any third party.
- 3.13 While these selection of the successful bidder will be based on L1, the University would decide upon the selection based on technical evaluation.
- 3.14. Driver should always carry all necessary documents like Registration papers, Insurance papers, Pollution Under Control (PUC) clearance, RTO tax payment papers, valid driving license and all other documents that should accompany vehicle as per rules & regulations of applicable laws.
- 3.15 In case of break down of any vehicle, the Contractor shall, within two hours provide another vehicle at no extra cost. The University shall have absolute right to charge **Rs. 1,000 per day** if they will not provided another vehicle within two hours.
- 3.16 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 be taken care by the contractor.
- 3.17 The contract is valid for providing service so far vehicle hiring and at no point of time any or all of the Staff of Transporter shall raise a claim for employment in the Mahatma Gandhi Central University.
- 3.18 Drivers should carry sufficient cash for discharging obligation so an account of parking charges & toll taxes. Parking charges & toll fee will be reimbursed to the contractor. Proper supporting documents would have to be submitted along with such claims.
- 3.19 Lodging, boarding, transportation of drivers shall be the contractor's responsibility.
- 3.20 The driver provided by the contractor should fulfill the following conditions:
- i. Should be in possession of valid commercial driving license issued by RTO for the class of vehicle he is driving.
 - ii. Should wear uniform which should be properly washed /ironed.
 - iii. Should be well qualified and should be able to read and write, and have minimum three years of experience as driver.
 - iv. Should not smoke; chew Pan/Pan masala/Tobacco inside the vehicle both while driving or otherwise.
 - v. Should not get indulged in any activity in indicial to security of the officers travelling in his car.
 - vi. Should be in possession of Mobile phone with valid connection.
 - vii. Should not use mobile phone, while driving.

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 such of the driver and vehicle to be treated as absent.

- 3.21 Statutory Requirements: It is desirable to have the Registration with EPF, ESIC (if applicable) Service Tax, PAN etc. However, if the Service Provider does not possess any or all the above, they shall obtain the same within one month of commencement of Contract.
- 3.22 Driver should be alert/care full enough to take care of items/material kept in the vehicles.
- 3.23 Vehicle should carry portable fire extinguisher.

Signature of Bidder with seal

Clause-4
Terms of Payment

- 4 Monthly bills shall be submitted in duplicate to the authority specified in contract, along with photo copy of log book 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 ESIC/ EPF (if applicable) in time. Contractor will have to submit the receipt of deposited along with subsequent monthly bills. The last bill will be processed only on showing the receipt of depositing of all previous EPF & ESI for this contract.

Clause-5
Termination

- 5 The University may, without prejudice to any other remedy for breach of contract may terminate the contract in whole or in parts in the event of the following:
- 5.1 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.
 - 5.2 If the contractor fails to perform any other obligation (s) under the contract.
 - 5.3 In case the Contract has to be terminated, 30 days notice in writing shall be given by the either side.

Clause-6
Jurisdiction

- 6 All disputes arising out of this contract shall be subjected to the jurisdiction of Motihari Court.

Clause-7
Eligibility Conditions for Bidders

- 7.1 The Contractor/Agency should have owned at least five (20) vehicles (LMV/HMV) e.g. Innova / Indica/ Indigo/Xylo/Tavera etc. and preferably sufficient no. of Tempo Traveller/ Swaraj Mazda / Tata & 52 seater buses (as per specification given) at the time of bid submission, with models not older than year 2015 and vehicles registered as commercial vehicles. In case university requires more than 05 vehicles at a time it will be the responsibility of the contractor to manage the same at the contractual rates.
- 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 overall experience of 2 years in the field in supplying at least five commercial vehicles/cars to any Central /State Govt. organization or a Public Sector Undertaking/Educational Trust/other autonomous bodies.
- 7.4 The Annual turnover of the Bidder should be at least Rs. 50.00 lakhs in the last two financial years. Audited financial statements or financial statements of the turn over duly certified by a Chartered Accountant to be enclosed as proof of the same.

Signature of Bidder with seal

Clause-8

Relationship Certificate

- 8.1 The bidder should give a certificate that none of his/her near relative is working in the units as defined below where he is going to apply for the tender. In case of proprietorship firm certificate will be given by the proprietor. For partnership firm certificate will be given by all the partner and in case of limited company by all the Directors of the company excluding Government of India/Financial institution nominees and independent non-Official part time Directors appointed by Govt. of India or the Governor of the state. Due to any breach of these conditions by the company or firm or any other person the tender will be cancelled and Bid Security will be forfeited at any stage whenever it is noticed and MGCU will not pay any damage to the company or firm or the concerned person.

The company or firm or the person will also be debarred for further participation in the concerned unit. The near relatives for this purpose are defined as:-

- a) Members of a Hindu undivided family.
- b) Spouse.
- c) The one is related to the other in the manner as father, mother, son(s) & Son's wife (daughter in law), Daughter (s) and daughter's husband (son in law), brother(s) and brother's wife, sister(s) and sister's husband (brother in law).

The format of the certificate to be given is "I.....
s/o..... r/o.....

here by certify that none of my relative(s) as defined in the tender document is/are employed in MGCU unit as per details given in tender document. In case at any stage, it is found that the information given by me is false/incorrect, MGCU shall have the absolute right to take any action as deemed fit/without any prior intimation to me."(as per **Annexure-V** Clause 8)

Clause-9

Submission of Documents

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

- 9.1 Proof of ownership/hold on lease duly stamped and registered of minimum number of vehicles, as per clause 7.1. The RC book should be registered in the name of the company/proprietor.
- 9.2 Registration certificate for service tax, else, copy of application submitted to Custom/Central Excise Department for service tax registration, as per clause 7.2.
 - (a) Registration with EPF & ESIC.
- 9.2 Experience certificate from appropriate authority as per the clause no.7.3 of the Tender document.

Clause-10

Amendment to bid document

- 10.1 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.
- 10.2 Such amendments shall be notified through press and shall be hosted on University website and these amendments will be binding on all prospective bidders.

Signature of Bidder with seal

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(Established by an Act of Parliament of India, 2009)

Visit us at <http://www.mgcub.ac.in>

Telephone No.:+91 6252-230010

Email : osdadmin@mgcub.ac.in

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
		:	Application Fee: D.D. Amount: D.D. No..... Date: Bank & Branch
7.	Service Tax Registration number issued by the competent authority in favor of the contractor/agency	:
8.	PAN Number issued by the IT Deptt. In favor of the contractor/agency	:
9.	Any Other Details	:

Enclosures:

Original Demand Drafts(two)
Service Tax Registration number
Copy of PAN Card,
Copy of Income Tax Return of Financial year 2013-2014, 2014-15, 2015-16
List of vehicles along with Certificate of Registration (RC)
PF Registration
ESI

Signature of Bidder with seal

Check List

1. Application Form (Technical Bid) as per **Annexure I**
2. Application Form (Financial Bid) as per **Annexure II**
3. Earnest Money Deposit for Rs.10,000 in the form of Demand Draft favoring **Mahatma Gandhi Central University** payable at Motihari
4. Application Fee for Rs.1000 in the form of Demand Draft favoring **Mahatma Gandhi Central University** payable at Motihari.
5. Service Tax Registration Certificate (Enclose copy of the Certificate)
6. Written undertaking regarding accepting all the terms and conditions of the tender document.
7. Tender document signed in all the pages with seal of the bidder.
8. Registration with EPF/ESIC (Enclose copy of the Certificate if applicable).
9. PAN (Enclose copy of the Certificate).
10. Proof of ownership of 05 vehicles with models not older than 2015.
11. Copy of Registered Partnership Deed or Articles/Memorandum of Association in the case of partnership firm or Private Limited Company.
12. Experience Certificate in the field in supplying at least five commercial vehicles/cars for at least two years to any Central/State Govt. organization or a Public Sector Undertaking /Universities / Other autonomous bodies.
13. Annual Turnover for the last two financial years. Audited financial statements or financial statement showing turnover duly certified by a Chartered Accountant to be enclosed.
14. Near Relative Certificate as per **Annexure - V**.

Declaration

I, 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 does not satisfy the eligibility criteria, our candidature/empanelment is liable to be cancelled / terminated.
- 2) I understand that the decisions taken by the Mahatma Gandhi Central University are final and binding in all matters.
- 3) I hereby agree to work as per the terms and conditions stipulated by Mahatma Gandhi Central University.
- 4) I understand that the Mahatma Gandhi Central University 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 what so ever.

Place :

Signature :

Place :

Name :

Designation :

Signature of Bidder with seal

MAHATMA GANDHI CENTRAL UNIVERSITY

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(Established by an Act of Parliament of India, 2009)

Near O.P. Thana,
Raghunathpur, Motihari – 845 401

Visit us at <http://www.mgcub.ac.in>

Telephone No.:+91 6252-230010

Email : osdadmin@mgcub.ac.in

Technical Bid

1. Annual Turnover of the firm (Rs. In Lakhs) Last two financial years

2015-2016 :

2014-2015 :

2. Fleet capacity [Commercial cars, buses, minivans etc.] :

3. Total no. of drivers :

4. Previous experience of providing vehicles to Govt. institutions /Autonomous Bodies

5. Employee's welfare provisions [EPF, ESTI, and Insurance etc.] :

Signature of Bidder with seal

MAHATMA GANDHI CENTRAL UNIVERSITY, MOTIHARI

Financial Bid

Annexure - II

Name of Vehicle	Standard running per month	Rates of AC car	Rates without AC	Extra per Km rater beyond standard kms. (1500)	Night charges of driver (LS) (in case of out of station or in house duty)	Taxi running rates		Driver hiring charges for one university vehicle	
						Rate for one day for short drives (less than 50 km/8 hours duty)	Rate for one day long drive (more than 50 km/10 hours duty)	Per day	Per month
Toyota Innova (7/8 seater)	1800 km								
Mahindra Bolero (7/8 seater)	1800 km								
Mahindra Xylo (7/8 seater)	1800 km								
Maruti Dzire (5 seater)	1800 km								
Tata Winger (5 seater)	1800 km								
Tata Indigo (5 seater)	1800 km								
Tata Venture	1800 km								
Maruti SX4 (5 seater)	1800 km								
Mahindra/Tata Mini Bus (40 seater)	1800 km								
Mahindra/Tata Mini Bus (52 seater)	1800 km								

Note:

- 1 The Bidder has liberty to apply for one type of vehicle or any number of vehicles. For each quote vehicle separate EMD has to be deposited
 - 2 Standard running per month (1800 kms) is inclusive of all expenses, fuel, salary of driver, etc but excluding Toll Tax (if any).
 - 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.
 - 6 Hours/distance calculation should commence from the time of reporting of vehicle at MGCU/at designated places.
 - 7 If the travel exceeds the hours slab, the rate will be decided whichever beneficial to the University, calculating the extra kilometer or fitting in the next slab.
- I hereby agree to the terms and conditions rolled out by Mahatma Gandhi Central University, Motihari.

Date:

Signature of Authorised Signatory

Letter Of Authorisation For Attending Bid Opening

To,
The OSD (Administration)
Mahatma Gandhi Central University
Near O.P. Thana, Raghunathpur
Motihari – 845 401

Subject: Authorization for attending bid opening on (date) in the tender ofFollowing persons are hereby authorized to attend the bid opening for the tender mentioned above on behalf of(Bidder) in order of preference given below.

Order of Preference	Name	Specimen Signature
I
II
Alternate Representative

Signatures of bidder or
Officer authorized to sign the bid Documents on behalf of the bidder.

Notes:

1. Maximum of two representatives will be permitted to attend bid opening. In cases where it is restricted to one, first preference will be allowed. Alternate representative will be permitted when regular representatives are not able to attend.
2. Permission for entry to the hall where bids are opened maybe refused in case authorization as prescribed above is not recovered.

Signature of Bidder with seal

Format Of Duty Slip

(Print Name of the company & address)

Sl. No.....

Date.....

(To be filled by contractor)

1. Reg. No of Vehicle :
2. A/C or Non-A/C.....,Model &Year....., Petrol/Diesel.....
3. Name, Designation & address of user
-
-

(To be filled by user)

4. Purpose of Journey(detail)
5. Places visited
6. Meter Reading at Starting Point..... At closing Point
7. Total KMs Run
8. Time at Starting Point..... At closing Point
9. Extra Detention Hours (beyond duty Hrs.).....
10. Charges for Parking/Toll Tax etc.....
11. Number of Night Halts (for outstation journey only).....

Driver's Name & Signature

Signature of User

Signature of Bidder with seal

Near Relative Certificate**(To be given by all Directors)**

I S/o Shri r/o
 hereby
 certify that none of my relative(s) as defined in the tender document is /are employed in MGCU unit as per
 details given in tender document. In case at any stage, it is found that the information given by me is
 false/incorrect, MGCU shall have the absolute right to take any action as deemed fit/ without any prior
 intimation to me.

Dated:

Signature:

Name in block letters of the signatory:

In capacity of :

NOTE:

- In case of Company/Institution/Body corporate, a list of all Board of Directors may be submitted along with the bid.
- In case of Company/Institution/Body corporate, “Near Relative Certificate” is required by all the Directors of Company/Institution/Body Corporate excluding Government of India /Financial Institution nominees and Independent non-official part time Directors appointed by Government of India or the Governor of State.
- In case of Proprietorship firm, certificate will be given by the proprietor.
- For Partnership firm, certificate will be given by all the partners.
- The “Near Relative Certificate” should be submitted as per clause 8.

Signature of Bidder with seal

