

Central University of Jammu

Rahya-Suchani (Bagla), District Samba-181143, Jammu (J&K)

Tele: 01923 – 249657-206 & website: www.cujammu.ac.in

No: CUJ//Proc/F.No 55/2017/03

Dated: 24-05-2017

Cost of tender documents: Rs. 1,000/-

Issued to: M/s.

DOCUMENTS FOR TENDER CUM RATE CONTRACT AND REGISTRATION OF FIRMS TO HIRE THE VEHICLES (CARS) FOR THE UNIVERSITY



Last date and time to submit the bids : 14-06-2017 by 03.00 p.m.

Date and time of opening of technical bids : 14-06-2017 by 03.30 p.m.

(in presence of the bidders) at Rahya-Suchani (Bagla), District
Samba – 181143, Jammu (J&K) Ph: 01923-249657-206

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Chapter-I: Instructions to the bidders

1. **Preface:** The Central University of Jammu is presently functioning from two campuses, Academic Block at Bagla (Rahya-Suchani), District Samba and Temporary Academic Block & Hostels at Sainik Colony, Jammu. The University intends to **hire vehicles (cars)** from reputed firm and their authorised service providers having valid registration.
2. **Call for tender:** The Central University of Jammu invites sealed tender under two bids system from reputed firm and their authorised service providers having valid registration and to enter into agreement initially for a period of two years, the same can be extended to next years at the same rates, terms and conditions or mutually agreed by both the parties. The requirement mentioned in the tender may increase or decrease. The firm will be required to provide vehicles (cars) on short notice on monthly and daily basis. *Firms who have participated in the second open tender CUJ//Proc/F.No 55/2017/02 dated 01-03-2017 are required to apply afresh as taxi services (pick & drop) has been included inter alia.*
3. **Submission of tender:** The sealed tenders are under **two bid system** viz. **Technical bid** [filled in Annexure-I duly signed & stamp, commercial terms & conditions, EMD, relevant documents & DD of Rs. 1,000/- (if downloaded tender form is used)] and **Financial bid** (indicating vehicle-wise price as mentioned in Annexure-II), in two separate sealed envelopes and should be super scribed as technical and financial bids accordingly. Both the sealed envelopes should be kept in a third envelope on which it should be super scribed '**Tender for Hiring of vehicles 2017**'.
4. **Quotation of vehicles:** The vender may quote for all or any type of vehicle(s) mentioned in Annexure-I and should agree to accept any type of vehicle as per the criteria of lowest quoted bid for each vehicle. Unit prices are to be quoted both in figures and in words. In case of a discrepancy, the bid quoted in words / least will be taken as valid.
5. **Opening of bids:** Initially the technical bids will be opened and scrutinised. The firm, who meets the basic requirement as per documents furnished, may be invited for full fledged display / to present the vehicles. The University will not bear any cost for presentation of vehicles. The University may inspect the vehicles / visit the firm to ascertain the availability of vehicles. The University may shortlist three to four best performed firms. The financial bid will be opened for those firms who qualify technically and whose vehicles have been agreed to the satisfaction level of the University. The decision of the University will be final in this regard.
6. **Selection of firm:** The firm will be selected amongst the shortlisted firm and vehicles will be considered on lowest quotation basis. Further, if the committee found that the service of lowest quoted firm is not satisfactory, the committee may recommend and consider next lowest quoted firm. The decision of the committee will be final in this regard. Further, if required, the University may hire the vehicles from other firms at the lowest quoted rates.
7. **Availability and submission of tender form:** The tender documents can be obtained in person from Transport Branch, Rahya-Suchani (Bagla), District **Samba** – 181143, **Jammu** (J&K) (Ph: 01923-249657-206) on payment of **Rs. 1,000/-** through DD favouring "**Finance Officer, Central University of Jammu**" payable at Jammu during



working hours (10:00 to 17:00 hrs). The tender form can be downloaded from University website www.cujammu.ac.in and must be submitted along with the cost of tender form of Rs. 1,000/- and EMD of Rs 30,000. EMD of successful bidder shall be converted into Performance Guarantee therefore the EMD shall be valid for atleast 15 months, returnable without interest after successful completion of the contract. Downloaded tender form without cost of tender form will not be accepted. Last date to submit the tender is **14-06-2017** by **3:00 p.m.** The filled in tender form can be dropped in tender box at the above address or can be sent through post. The bids will be opened on the same day in presence of the bidders at **3:30 p.m.** or any other date convenient to the University authorities, which shall be intimated separately. In case the last day of for receipt of tender happens to be a holiday, the same shall be received on the next working day upto 3:00 p.m. Hence, the firm should write their phone numbers and email ID on outside the sealed envelope to pass the information, if required.

8. **Registration:** The firm should be registered with the competent authority to provide the services of vehicles (cars) on hiring basis and also furnish self attested copies of the following documents:

- a) Self attested copy of PAN card under Tax Act;
- b) Self attested copy of Valid Registration No. of the Agency / Firm;
- c) Proof of Average Annual turnover supported by audited Balance Sheet;
- d) Proof of experience service provided supported by document from the concerned organizations;
- e) List of Vehicles, their Registration Nos along with photocopy of their RC / fitness, Insurance Certificate and permit owned by the contractor.
- f) An undertaking to the effect that the Agency has not been blacklisted by any of the Department / Organizations of the Government of J&K and no criminal case is pending against the said firm / agency;

9. The University reserves the right to reject all or any tender in whole, or in part, without assigning any reason thereof.

10. **Office:** The firm should have its office / authorized service provider / representative within Municipal limit of Jammu / Samba to provide service and to furnish the addresses of service centre with telephone number along with technical bid. The firm not having authorized office / service centre at Jammu / Samba will not be considered.

11. **Validity of quotation:** All entries in the tender form should be legible and filled clearly. Any overwriting or cutting which is unavoidable shall be signed by the authorized signatory. The bid shall be valid for 90 (ninety) days from the date of opening.

Chapter-II: Terms and conditions

12. The rates may be quoted for Diesel / Petrol run vehicles only. The University will not pay any overtime, driver's bhatta etc over the approved rates.

13. The vehicles must be registered in the State of Jammu and Kashmir. The vehicle shall be properly insured and should carry necessary fitness certificate from concerned authority including pollution certificate.

14. The driver should have mobile phone connectivity at his own expenses and have a valid driving License. The agency shall provide name and address of the driver along with driving licence number of the driver and copy thereof while submitted offer.
15. The dead mileage from garage will not be counted for daily mileage. It will be calculated from the University.
16. The vehicles (car) should not be more than Five years old.
17. No request from Agency regarding change of driver will be allowed. In case of complaint of Driver by the University, he shall be changed immediately.
18. Contract can be terminated at any time with the period notice of one month by the Central University of Jammu.
19. The University will not be responsible for any challan, loss, damage or any accident of vehicle or for the injury to driver or to any other third party. The loss or damage of legal expenses on this account shall borne by the firm.
20. There is no guarantee of hiring of any specific number of vehicles. The firm shall have to provide as many vehicles as may be required by the Central University of Jammu from time to time. However, at present two cars are required on monthly basis (approx). The daily basis vehicles will be demanded as and when required. The requirement may increase or decrease. Vendor must be able and willing to provide cars even at short and emergent notices of two hours.
21. The agency shall bear all costs on account of fuel, oil, spares, comprehensive insurance, and repairs and maintenance, washing etc., of the vehicles. The salary and other charges of the driver shall also be borne by the agency.
22. The agency should abide by rules laid down by any authority relevant to deployment of vehicles. The agency shall provide statutory benefits to the drivers as may be applicable and the Central University of Jammu shall not bear any expenses / responsibility on this account, whatsoever. The firm will be required to pay the wages to the Driver as per the Minimum wages (Central) Act.
23. In case of any breakdown of vehicle on duty, the agency shall within the shortest possible time make arrangement for providing another vehicle in such a case, mileage from garage to the point of breakdown would not be paid.
24. Vehicle shall be made available on all days including Saturday, Sunday and holidays as and when required, even on short notice of two hours.
25. The successful firm on award of Contact should execute as agreement on Non Judicial stamp paper of Rs.100/-, with the Central University of Jammu. The terms and Conditions of the NIT shall form part of agreement.
26. The Bid Security will be forfeited in the following events:

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- a) If at any stage, any of the information / declaration given by the bidder found false.
- b) If a bidder withdraws his bid during the period of validity specified in the terms and conditions of tender.
- c) In case of any lapse / default in honouring of the terms and conditions at any stage after submitting the tender.
27. The University shall deduct Income Tax at source as per 194 of income Tax Act, 1961, as amended from time to time.
28. In case of not fulfilling any of the terms and conditions the University will be free to cancel the contract or levy penalty.
29. The offer received after due date and time shall not be considered.
30. In case the firm fail to provide the required vehicle as per terms and conditions, the University reserves the right to place the order to the next higher bidder or outside agency and the difference of price will be recovered from the defaulter agency who has been awarded the initial order and this will be binding on the firm.
31. The University does not pledge himself to accept the lowest quoted or any tender and reserve the right to accept the whole or any part of the tender or portion of the quantity offered and bidders shall supply the same / execute the work at the rate quoted by them.
32. **Rejection of tender:** The conditional tender, unfilled / unsigned bids, without required documents, EMD and cost of tender form (if downloaded form is used) shall not be accepted and on such bids any query / intimation will not be entertained. Tender containing false / misleading documents / information will be rejected and may also be liable for consequences for submitting false information. The tender documents are not transferable.
33. The committee may consider any bid, if feels that inadvertently certain required documents are not enclosed by the firm and the firm promises that the required documents obtained before the closing date of the tender will be furnished within stipulated time. The decision of the committee will be final in this regards.
34. **Bid security / EMD:** The filled in tender form without requisite security bid / EMD and cost of tender form (*if the downloaded tender form is used*) will not be considered. Both the DD are to be drawn separately favouring “**Finance Officer, Central University of Jammu**” payable at Jammu. The security bid of unsuccessful bidders will be returned without interest after finalization of the tender. The security bid of the successful bidder will be converted into security deposit and will be returned without interest after successful completion of contract period / after submission of bank guarantee.

Particular	Cost of tender document (Non refundable)		Bid security / EMD
Hiring of Vehicles	By hand Rs. 1,000/- through DD only	For download form Rs.1,000/- through DD only	Rs. 30,000/- by DD/ FDR favouring “Finance Officer Central University of

35. In case the successful bidder declines the offer of contract, for whatsoever reason(s), his EMD will be forfeited.
36. **Experience:** Bidder should have preferably minimum three years of experience in providing of vehicles to Govt. / PSU / reputed organisation. A certified copy of the same should be attached with the technical bid.
37. **Payment terms:** No advance payment will be considered. The payment will be release on monthly basis.
38. **Rights of the University:** The University reserves all the rights to reject or accept any tender without assigning any reason or cancel or withdraw the tender notice in part of full. The University reserves the right to accept or reject any bid, and to annual the bidding process and reject all bids at any time, without thereby incurring any liability to the affected bidder or bidders of the ground for such action.
39. Late submission of tenders shall not be accepted. If the tenders are sent by post / courier, it should be ensured that cover should be intact at the time of reaching destination without any damage or loss. The University is not responsible for any delay on account of postal / courier services.
40. **Acceptance of terms and conditions:** The bidder shall sign and stamp each page of this tender document and all other enclosures appended to it as a token of having read and understood the terms and conditions contained therein and submit the same along with the bid. The bidder would fill up the information in the Annexure enclosed at the end of this document in clear and legible terms. Annexure shall also have to be signed and stamped by the bidder or its authorized signatory.
41. The short listed tender along with the documents will be submitted to the competent authority and upon approval; the successful bidders will be placed with order.
42. The University can hire the vehicles from the Govt. organisation / other firm etc i.e. JKSRTC, if required.
43. **Penalty clause:** The vehicle has to be provided in time, in case of delay and the University is not satisfied with the stated reason, the University reserves the right to impose the penalty of Rs. 500/- per day, may hire vehicle from other on the cost of the firm.
44. **Settlement of dispute:** In case of any dispute, Samba will be the jurisdiction and the Registrar, Central University of Jammu, shall decide the issue and his decision will be final and shall be the binding on both the parties.
45. In case of any disagreement or dispute between the first party (i.e. Central University of Jammu) and the second party (i.e. agency) arising out of or due to the terms and conditions of contact agreement, the Central University of Jammu shall have the discretion for settlement of such disputes by appointing a sole arbitrator and the award so made by the arbitrator shall be final and binding on both the parties. Jurisdiction shall be Jammu courts only, for any dispute.

Place: Samba (J&K)
Date: 24th May, 2017

Assistant Registrar
Central University of Jammu,
Jammu

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- Encl:** i) Annexure-I: Technical bid (1 page)
ii) Annexure-II: Financial Bid (1 page)

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Annexure-I

Chapter-III: Technical bid: The required information is to be filled by the firm and to submit to CUJ along with technical bid.

Sl. No.	Particulars	Details (if yes, furnish number)	Appendix No. (attached in bid)
1	Name of the Firm / Agency:	M/s.	
2	Address:		
3	a) Office:		
	b) Authorised Service provider		
	Telephone / Mobile No. / E-mail address		
4	Name of the Proprietor / Partner / Director:		
5	Documentary Proof of :		
6	a) Proof of valid registration No. of the firm	Yes / No	
	b) Proof of average Annual Turnover supported by audited Balance Sheet of last three years	Yes / No	
	c) TIN / PAN No.	Yes/No	
	d) Service Tax clearance certificate for the period ending 31.03.2017	Yes / No	
	e) Proof of three years experience	Yes / No	
	f) List of vehicles along with copy of their RC / fitness and permit owned by the contractor.	Yes / No	
	g) An undertaking on firm's letter head that the agency has not been blacklisted by any Dept. / Organisations of the Govt. of India / Govt. of J&K and no criminal case is pending against the said firm / agency	Yes / No	
	Earnest Money deposit details		
7	a) Amount of Earnest money	Rs. 30,000/-	
	b) Name of the Drawer and Drawer Bank		
	c) No. and Date of the Bank Draft		
	Cost of Tender documents of Rs. 1,000/- (non-refundable through DD), in case the tender documents is downloaded from the website		
8	Type of vehicles quoted (Cars / buses)		

1. The information / documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I / We, am / are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

2. I have carefully read and understood all the terms and conditions of the tender and hereby convey my acceptance of the same.

Signature with date & seal of the firm:

Name of the applicant :

Designation :

Address :

Note: The above declaration may be furnished on the letter head of the agency, duly sealed by the authorized signatory of the company, should be enclosed with the tender.

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FINANCIAL BID

Chapter-IV: Financial bid: To be utilized by the bidders for quoting their prices and to submit to the Central University Jammu in separate sealed envelope.

a) Light Motor Vehicle (cars) with air conditioner on **PER DAY** charges basis:

Sl. No.	Make / Mode of Vehicle	Mode of Fuel	Hiring Charge per day (125 km / 10 hrs) inclusive of all taxes	Extra Charges		Night halt Charges
				Rs Per km	Rs. Per hour	
1	Toyota Innova / Scorpio or equivalent	Diesel				
2	Tata Indigo or equivalent	Diesel				

b) Light Motor Vehicles (cars) air conditioners on **MONTHLY** basis:

Sl. No.	Make / Mode of Vehicle	Mode of Fuel	Hiring Charges per Month (for 3,000 km / 10 hrs / day) inclusive of all taxes	Extra Charges		Night halt Charges
				Rs. Per km	Rs. Per hour	
1	Toyota Innova / Scorpio or equivalent	Diesel				
2	Maruti Suzuki Swift Dezire or equivalent	Diesel				
3	Tata Indigo or equivalent	Diesel				

c) Light Motor Vehicle (cars) with air conditioner on **PICK & DROP*** charges basis:

Sl. No.	Make / Mode of Vehicle	Mode of Fuel	Hiring Charge per pick & drop (30 km / 2 hrs) inclusive of all taxes	Extra Charges		Night halt Charges
				Rs Per km	Rs. Per hour	
1	Toyota Innova / Scorpio or equivalent	Diesel				
2	Tata Indigo or equivalent	Diesel				

* Car required only for pick up and drop to & from airport / railway station / bus stand / local etc

Signature with date & seal of the firm:

Name of the applicant :

Designation :

Address :

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