

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.

