

# Central University of Jammu

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

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

e-Tender No.: 12/2019-20

## e-Tender Cum Rate Contract and Registration of Firms to Hire the Vehicles (Cars & Buses) for the University

### (Two Bid System)

Release Date : 10.06. 2019

Last Date : 05.07. 2019

### DOCUMENTS FOR



**Last date and time to submit the bids** : 05.07.2019 by 02.00 p.m.

**Date and time of opening of technical bids** : 05.07.2019 by 03.00 p.m.

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

**Note:** Hard copy of the uploaded tender within / before the last date of submission of the tender shall also be sent by the bidder.

## Chapter-I: Instructions to the bidders

1. **Preface:** The Central University of Jammu is located at Bagla (Rahya-Suchani), District Samba with its camp office and hostels at Jammu. The University intends to **hire vehicles (cars & buses)** from reputed firm and their authorised service providers having valid registration.
2. **Call for tender:** The Central University of Jammu invites sealed e-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 one more year 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 & buses) on short notice on monthly and daily basis to pickup students, staff etc from city to campus and to drop from the University to city or campuses inter se. Bids shall be submitted through online mode only at <https://cujammu.euniwizarde.com>
3. **Availability of tender form:** The Bidder shall download the Tender Enquiry Document from the websites; [www.cujammu.ac.in](http://www.cujammu.ac.in), <https://eprocure.gov.in/cppp> and <https://cujammu.euniwizarde.com> and shall not tamper/modify it including downloaded Price Bid template in any manner. In case, the same is found to be tempered/modified in any manner, Tender/Bid will be summarily rejected and EMD would be forfeited.
4. **Submission of tender:** Bids shall be submitted through online mode only at <https://cujammu.euniwizarde.com> Bidding process is online but Technical Bid [filled in Annexure-A duly signed & stamp, commercial terms & conditions, EMD, relevant documents and **Financial bid** (indicating vehicle-wise price as mentioned in Annexure-B), must be submitted (both online & offline). Hard copy of Technical Bid in sealed cover (with respective marking superscripted in bold '**Tender for Hiring of vehicles**') should also be sent by post to the "Registrar, Central University of Jammu, Rahya-Suchani (Bagla), District Samba – 181143 (J&K)" prior to bid opening date/time and the same must be uploaded online at <https://cujammu.euniwizarde.com> Tenders received late shall not be considered.
5. **Bid security / EMD:** EMD of Rs.22000/- must be submitted through Net-banking/Debit/Credit card/ RTGS/NEFT challans @ <https://cujammu.euniwizarde.com>
6. The bidder(s) are advised that they should regularly check the University website [www.cujammu.ac.in](http://www.cujammu.ac.in), <https://eprocure.gov.in/cppp> and <https://cujammu.euniwizarde.com> as any change in terms and conditions, specification, date etc shall be notified on the University website [www.cujammu.ac.in](http://www.cujammu.ac.in), <https://eprocure.gov.in/cppp> and <https://cujammu.euniwizarde.com> only.
7. Intending bidders are advised to visit [www.cujammu.ac.in](http://www.cujammu.ac.in), <https://eprocure.gov.in/cppp> and <https://cujammu.euniwizarde.com> regularly till closing date of submission of bid, for any corrigendum.
8. **Quotation of vehicles:** The vendor may quote for all or any type of vehicle(s) mentioned in Annexure-B 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.

9. **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.
10. **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.
11. **Registration:** The firm should be registered with the competent authority to provide the services of vehicles (cars & buses) 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;
12. The University reserves the right to reject all or any tender in whole, or in part, without assigning any reason thereof.
13. Tenders must accompany a copy of the **“General Financial Terms and Conditions”** section of this document, signed and stamped on each page indicating that they agree to these.
14. The Tenders will be opened at the University campus as per given schedule. If the Tender opening day happens to be official Holiday then the tenders will be opened on the next working day, in the presence of bidders whosoever may wish to be present.
15. The tenders received late, without earnest money, without required documents or incomplete in any respect / Misleading will out rightly be rejected. Submission of documents (by facsimile, email and so on) is not acceptable.
16. The tender competing in technical evaluation will only be considered for financial evaluation. The price envelops of others will not be considered. Financial bids of only technically acceptable offers will be opened for further evaluation and ranking before awarding the contract.

17. The financial proposal shall be opened in the presence of the tenderers or their representative who choose to attend. The prior information in this regard will be given to the qualified renderers.
18. **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.
19. **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.

**20. Schedule of e-Tender:**

1.	Published Date	10.06.2019
2.	Bid Document Download / Sale Start Date	10.06.2019
3.	Bid Submission Start Date	10.06.2019
4.	Bid Document Download End Date	05.07.2019; 1355Hrs.
5.	Bid Submission End Date	05.07.2019; 1400Hrs.
6.	Bid Opening Date(Technical)	05.07.2019; 1500Hrs.
7.	Tender process fee (online mode)	Rs.1100 + GST
8.	EMD (online mode)	Rs.22000/-

**Chapter-II: Terms and conditions**

21. 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.
22. The vehicles must be proper registration. The vehicle shall be properly insured and should carry necessary fitness certificate from concerned authority including pollution certificate.
23. 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.
24. The dead mileage from garage will not be counted for daily mileage. It will be calculated from the University.

25. The vehicles (bus & car) should not be more than Five years old.
26. 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.
27. Contract can be terminated at any time with the period notice of one month by the Central University of Jammu.
28. 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.
29. 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. The daily basis vehicles will be demanded as and when required. The requirement may increase or decrease.
30. The agency shall bear all costs on account of fuel, oil, spares, comprehensive insurance vehicle alongwith full capacity of passengers, and repairs and maintenance, washing etc., of the vehicles during the contract period. The salary and other charges of the driver shall also be borne by the agency.
31. 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.
32. In case of any breakdown of vehicle on duty, the agency shall within the shortest possible time make agreement for providing another vehicle in such a case, mileage from garage to the point of breakdown would not be paid.
33. Vehicle shall be made available on all days including Saturday, Sunday and holidays as and when required, even on short notice.
34. 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.
35. The Bid Security will be forfeited in the following events: (in case of successful bidder)
  - a) If at any stage, any of the information / declaration given by the bidder found false.
  - b) If a bidder withdraws his contract 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 award of the tender.
36. The University shall deduct Income Tax at source as per 194 of income Tax Act, 1961, and GST-TDS or any other taxes applicable as amended from time to time.

37. In case of not fulfilling any of the terms and conditions, the University will be free to cancel the contract or levy penalty.
38. The offer received after due date and time shall not be considered.
39. 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.
40. The University does not pledge itself 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.
41. **Rejection of tender:** The conditional tender, unfilled / unsigned bids, without required documents / EMD 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.
42. The committee may consider any bid, it 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.
43. **Bid security / EMD:** The filled in tender form without requisite security bid / EMD will not be considered. 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.
44. In case the successful bidder declines the offer of contract, for whatsoever reason(s), his EMD will be forfeited.
45. **Experience:** Bidder should have preferably minimum five 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.
46. **Payment terms:** No advance payment will be considered. The payment will be release on monthly basis on submission of GST Invoice.
47. **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 or full. The University reserves the right to accept or reject any bid, and to annul 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.
48. 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.

49. **Acceptance of terms and conditions:** The bidder shall sign and stamp each page of his 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.
50. 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.
51. The University can hire the vehicles from the Govt. organisation / other firm etc i.e. JKSRTC, if required.
52. **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.
53. **Settlement of dispute:** In case of any dispute, Jammu 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.
54. 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 contract 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.

**Registrar**  
Central University of Jammu

Place: Samba (J&K)

Date:

**Encl:** i) Annexure-A: Technical bid (1 page)  
ii) Annexure-B: Financial Bid (1 page)

**Annexure-A**

**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) GST clearance certificate for the period ending 31.03.2019	Yes / No	
	e) Proof of five 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. 22000/-	
	b) Name of the Drawer and Drawer Bank		
	c) No. and Date of the Bank Draft		
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.*



**Annexure-B****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)	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)	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) Passenger Vehicles (Buses) on monthly and per day basis:

Sl No	Make / Mode of Vehicle	Fuel	MONTHLY BASIS* (Rs. Per km)	PER DAY BASIS			Night Halt charges on monthly & daily basis
				(250 km / 12 hrs)	Extra running charges on daily basis (Rs. Per km)	Extra running charges on daily basis (Rs. Per hour)	
1	Student Bus 52 seater	Diesel					
2	Mini Bus 17 seater	Diesel					
3	Student Bus 40 seater	Diesel					
4	Mahindra Bolero pick up / Tata 207	Diesel					

**\*Buses on monthly basis run 70 Km/day on an average during working days**

Signature with date & seal of the firm: .....

Name of the applicant : .....

Designation : .....

Address : .....

**Annexure-C**

**FORMAT FOR NON-BLACKLISTING OF SUPPLIER**

I/ We \_\_\_\_\_Manufacturer/partner/Authorized Distributor/Agent (strike out which is not applicable) of (Supplier) \_\_\_\_\_ do hereby declare and solemnly affirm that the individual/firm/company is not black-listed by the Union/State Government/Autonomous body.

Deponent  
Address  
\_\_\_\_\_

I/ We hereby solemnly declare and affirm that the above declaration is true and correct to the best of my knowledge and belief. No part of it is false and nothing has been concealed.

Deponent  
Dated:  
\_\_\_\_\_

(Note: To be furnished on non-judicial stamp paper duly attested by the Oath Commissioner.)

**APPLICATION FORM**

To be Filled Completely and Signed

1. Contact details of the head office of proposing firm:
  - a. Name-
  - b. Address-
  - c. Tel. No.-
  - d. Fax -
  - e. Email -
  - f. Web site (If any)
  
2. Name and full address of local office of proposing firm nearest to Jammu:
  - a. Name-
  - b. Address-
  - c. Tel. No.-
  - d. Fax -
  - e. Email -
  - f. Web site (If any)
  
3. Name and full address of manufacturer:
  - a. Name-
  - b. Address-
  - c. Tel. No.-
  - d. Fax -
  - e. Email -
  - f. Web site (If any)
  
4. Name of advising bank and account number:
  
5. SWIFT Code:
  
6. PAN, GST and TAN Number:
  
7. Manufacturing type (tick mark):
  - i. Import
  - ii. Indigenous
  - iii. Both
  
8. Country(s) of origin:
  
9. Any other relevant information:

**DECLARATION BY SUPPLIER**

“It is certified that I/we have carefully read and understood the entire general, special as well as specific terms and conditions of these documents and agree to abide by all of these. All the information and commitments provided with the bids are truthful and binding on the firm.”

**Place:**

**Signature of Authorized Person**

**Date:**

**Designation**

**Seal**

**CHECK LIST**

(TO BE FILLED COMPLETELY &amp; PLACED IN ENVELOPE-I)

<b>Sr. No.</b>	<b>Points to be verified</b>	<b>Yes/ No</b>
<b>1</b>	Duly filled and signed Annexure: A to E attached.	
<b>2</b>	EMD (NSIC Certificate attached, if exempted).	
<b>3</b>	Photocopy of PAN, GST and TAN card.	
<b>4</b>	Copy of latest income tax return certificate.	
<b>5</b>	Self attested copy of Valid Registration No. of the Agency / Firm;	
<b>6</b>	Proof of Average Annual turnover supported by audited Balance Sheet;	
<b>7</b>	Proof of experience service provided supported by document from the concerned organizations	
<b>8</b>	Copy of "General Terms and Conditions" signed and stamped on each page.	
<b>9</b>	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;	
<b>10</b>	List of Vehicles, their Registration Nos along with photocopy of their RC / fitness, Insurance Certificate and permit owned by the contractor.	

**Place:****Signature of Authorized Person****Date:****Designation****Seal**

**Annexure-G****INSTRUCTIONS TO BIDDERS FOR E-TENDER:**

Special Instructions for e-Tender. Submission of online Bids is mandatory for this Tender.

For conducting electronic tendering, CUJ is using the portal <https://cujammu.euniwizarde.com> of M/s ITI Ltd, a Government of India Undertaking.

**1.0 Tender Bidding Methodology:**

The offer should be submitted through e-tendering mode in the website <https://cujammu.euniwizarde.com> containing two e-bid viz. Technical and Financial Bid. The Bids will be uploaded along with all signed and scanned documents those are required for particular tender.

**Digital Certificate:**

It is mandatory for all the bidders to have class-III Digital Signature Certificate – Signing + Encryption (in the name of person who will sign the Bid) from any of the licensed Certifying Agency (Bidders can see the list of licensed CA's from the link [www.cca.gov.in](http://www.cca.gov.in)) to participate in e-tendering.

**2.0 Registration:**

To participate in the e-tendering submission, it is mandatory for applicants to get registered their firm/company in e-tendering portal of ITI. <https://cujammu.euniwizarde.com> to have user ID & password from M/s ITI Ltd., The Annual registration charges for vendors/suppliers are Rs.2000/+18%GST-per annum (Pay Online). The procedure for the registration is as under:

- 1) Go to the website <https://cujammu.euniwizarde.com> In the home page, click on “Registration”
- 2) In the Vendor Registration form, vendor has to fill up the all mandatory applicant details. After submission of registration form, you will get the verification link on your registered mail id, after verification you log in your account with your user id and password and complete the all activity related to registration etc. Document uploading, paid registration fee, after completion of registration payment, you need to send your acknowledgement copy on our held desk mail id [helpdeskeuniwizarde@gmail.com](mailto:helpdeskeuniwizarde@gmail.com) [ewizardhelpdesk@gmail.com](mailto:ewizardhelpdesk@gmail.com) for activation of your account.

**3.0 SEARCHING FOR ONLINE TENDER DOCUMENTS**

There are various search options built in the e-tender Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, Item/work id, Title, Date, etc.

Once the bidders had selected the tenders in which they are interested, bidder can pay the processing fee **Rs. 1298.00 (NOT REFUNDABLE)** by Net-banking / Debit / Credit card then you may download the required documents / tender schedules, Bid documents etc. Once you pay both fees, tenders will be moved to the respective “Register” Tab. This would enable the e-tender Portal to intimate the bidders through e-mail in case there is any corrigendum issued to the tender document.

Please feel free to contact ITI Helpdesk (as given below) for any query related to e-tendering.

1. **Helpdesk landline No: 011-49606060**
2. **Mr. Varun Tomer +919205898229**
3. **Mr. Birendra Kumar +919205898228**