

<p>Cost of the tender Document: Rs. 500/- (Rupees Five Hundred only)</p>

CENTRAL UNIVERSITY OF KASHMIR

Transit Campus: Sonwar, Near GB Pant Hospital, Srinagar – 190 004 (J&K)

Phone: 0194-2468354, 2468357, Website www.cukashmir.ac.in

No.: CUKmr/Est/F.No.159/12

Dated: 17.01.2012

1. Name of the Agency/ Individual.....

2. Address with Telephone No. :.....

.....

3. Earnest Money Deposit (EMD)

(to be deposited along with the tender document)

- a) Bank Draft No.....
- b) Date.....
- c) for Rs.....
- d) Drawn on

4. Cost of tender paper:

(to be deposited in case of downloaded tender document)

- a) Bank Draft No.....
- b) Date.....
- c) for Rs.....
- d) Drawn on

Tender Notice for Hiring of Vehicle/s on Monthly/Hourly Basis

Sealed tenders under two bid system are invited from registered Travel agencies/Individuals for providing Vehicle/s to the University on hire basis. Application form and the detailed notification can be had from the Transit Campus of the University – Sonwar, Near GP Pant Hospital, Srinagar – 190 004 (J&K) on payment of Rs 500/ or can be downloaded from the University website: www.cukashmir.ac.in. The downloaded applications should be accompanied by a DD of Rs 500/. Interested parties may submit their applications along with a D.D of Rs.5000/ (EMD) drawn from any nationalized bank favoring Central University of Kashmir payable at Srinagar (J&K) in sealed envelopes on or before 16th February, 2012. The technical bids will be opened 18th February, 2012 at 02:00 pm at the Transit Campus.

ELIGIBLE BIDDER

The applying agency/individual shall possess the following for consideration of their offer:

1. Vehicle/s registered with RTO for commercial use.
2. Road permit to ply on the roads of the whole of J&K State.
3. PAN issued by the Income Tax Circle
4. Valid insurance cover for the vehicle
5. Valid Pollution Control Certificate of the vehicle

Documentary proof of above must be furnished with the tender document. Absence of any of the above will render the agency/individual in-eligible for the bidding.

TERMS & CONDITIONS

1. The University will hire the selected vehicle/s on monthly and/or hourly basis from the successful bidder. The vehicles offered must be manufactured in 2009 or onwards.
2. As per two bid system, the applying agency/individual is required to submit their bids separately in two parts (Part A & Part B), clearly indicating the Tender No. & type of quotation. Agencies/individuals not adhering to this will not be considered for further processing of their proposals.
3. Part A should contain covering letter, agency/individual profile on the prescribed format (Technical Bid) and the requisite fee.
4. The consolidated rates of hiring for various vehicles shall be entered in the prescribed format given in the Part B (Financial Bid) of the tender document.
5. The Technical Bid (Part A) will be opened at 02:00 pm 18th February, 2012 at the office of the University by a **Tender Opening and Evaluation Committee** constituted for this purpose in the presence of tenderers and/or their authorized representative who may like to be present on specified date and time.
6. The rates quoted shall be inclusive of wages of the driver which shall be in accordance with the minimum wages as prescribed by Ministry of Labour & Employment, Govt of India from time to time.
7. While comparing the financial bids, thrust will be on the rates quoted against the standard running of 1000 kms and not the rates quoted for additional road mileage or charges on hourly basis.
8. Driver/s shall have valid driving license and proof of the same shall be provided by the Contractor.
9. Contractor shall not deploy any vehicle running on LPG.
10. The Log Book will be maintained by the driver of the vehicle properly and signature obtained from the user and duly countersigned by the Controlling Officer for the journeys performed. The Log Book will be subject to check regularly by the University/Auditors.
11. Vehicle hired by the University on monthly basis will be used throughout the contract period and the vehicle will be at full disposal of the University throughout the contract period on 24x7 basis.

12. For the purpose of calculating the running mileage/distance, the University will not take into consideration the distance to/from the owners location/parking station of the vehicle.
13. Drivers should carry sufficient cash for discharging obligations on account of parking charges, toll taxes, etc. Such expenditure can be claimed as reimbursement by the contractor. Proper supporting documents would have to be submitted along with such claims.
14. On breakdown of any vehicle at the time of duty, the Agency/ Car owner(s) should replace it immediately by a substitute same model of vehicle.
15. The cost of running repair/maintenance of the vehicle (minor or major), fuel, lubricants etc will be borne by the Agency/ Taxi owner(s). University is also not responsible on any accident/any kind of damage to the vehicle during the use of the same by the University.
16. Quotations received late, improperly sealed, or with incomplete marking or with overwriting/corrections in the quotation document are liable to be rejected.
17. Downloaded forms should be accompanied with a DD of Rs 500/ drawn from any nationalized bank favoring Central University of Kashmir payable at Srinagar (J&K) as cost of tender document. This DD should not be merged with the EMD.
18. The firm should provide an EMD of Rs. 5000 (Rupees five thousand) with their quotation by way of Demand Draft drawn from any nationalized bank favoring Central University of Kashmir payable at Srinagar (J&K). Offers without EMD shall be rejected. EMD will be returned without any interest, to all the participating firms after finalization of the tender process. EMD instrument is to be enclosed with Technical bid (Part A) only.
19. The selected agency/individual will be required to enter into an Agreement with University by submitting an Instrument of Agreement on a non-judicial stamp paper of Rs. 100/. Necessary clauses mentioned in this NIT shall be incorporated in the said agreement.
20. As per GFR 2005, the successful tenderer shall have to deposit (5% to 10%) of specific annual amount as Security Deposit in the form of Bank Draft of a Nationalized Bank in favour of Central University of Kashmir payable at Srinagar (J&K) within 15 days after the acceptance letter is received by the successful bidder/Agency/individual otherwise the award/acceptance letter will be treated as cancelled. The said amount will be refunded without any interest after the successful performance of the concerned firm during the contract period. However, in case of unsatisfactory service provided by the agency/individual, the Performance Security will be forfeited.
21. Initial contract period shall be for a period of one year. Thereafter, the same shall be renewable on year to year basis depending on the mutual agreement of the University and the agency/individual with such modifications as may be felt necessary. During the period of agreement, the terms and conditions of the contract will not be subjected to any change except for the revision of minimum wages in respect of drivers by the Govt of India.
22. The contract can be terminated by the University or the agency/individual by giving three month's advance notice to the other party.
23. The name and details of the driver engaged by the agency/individual shall be provided to the University in advance. Any future change shall be communicated immediately to the University.
24. The University reserves the right not to hire any vehicle or may increase or decrease the number of vehicles as per the need, without assigning any reason.
25. The tenderer shall be responsible for the conduct and behavior of its driver/s.
26. In the event of any loss being occurred to the University on account of negligence of agency/individual, the agency/individual shall make good the loss sustained by the University by payment of adequate compensation as decided by the University.
27. The agency/individual shall provide neat & clean white/khaki colored uniform to its driver/s who shall wear the same during duty/working hours.
28. The University shall have the right to replace any driver without assigning any reason whatsoever and the substitute shall have to be provided by the agency/individual immediately.

29. The agency/individual/contractor shall be responsible to the Registrar and/or to an Officer authorized by the University for the execution of day-to-day work.
30. The instructions/orders issued by the University from time to time shall also be followed by the agency/individual and his employee.
31. The University shall not be responsible for any compensation which may be required to be paid to the driver/s of the agency/individual, consequent upon any injury/mishap.
32. The payment of the selected agency/individual shall be made on monthly basis. The payment will be released every successive months for which tenderer will have to forward the bill in duplicate duly pre-receipted to the University by 25th of the month for arranging the payment.
33. The University shall deduct taxes as TDS from the contractor as per norms.
34. The University reserves the right to reject any or all Bids/Offeres without assigning any reason or cancel the process at anytime.
35. The whole tender document shall be submitted back by the agency/individual with seal and signature on every page expressing their acceptance of terms and conditions. However, bidders may keep a photocopy of the same for their own records.
36. The Agency/individual may attach a list of universities/institutions to which they have provided services in the last three years along with valid proof.
37. The selected agency/individual has to provide the service at different locations in the State of J&K as decided by the University from time to time.
38. The University reserves the right to have a panel made out of the tenders submitted and in case the agency/individual selected fails to do the job successfully or leaves the job in middle of the contract period, or decline to accept the award due to some reason, the next agency/individual will be offered the job. However the validity of the panel will be for the period of the award of contract to the first panelist and in case the second in the panel is offered the job the time-span for this will be the remaining period of the first awardee of the contract. In case the successful bidder decline to accept the award or to provide the services, the EMD made by him shall be forfeited and may also be black listed.
39. Once the bidder submits the tender, it would be presumed to have understood and accepted all the terms and conditions given in NIT. No inquiry, verbal or written, shall be entertained in respect of acceptance/rejection of the tender.
40. The Contractor shall not engage any sub-contractor or transfer the contract to any other person or agency/individual in any manner.
41. The University will not provide any medical facility and residential accommodation to the driver/s of the Contractor.
42. On the basis of degree of response and/or in exceptional cases, the University at its discretion may relax any of the eligibility condition on the recommendation of the Tender Opening and Evaluation Committee.
43. Those rendering services as part of the Tender shall have no claim whatsoever to any employment or preference in employment, regularization, absorption, selection to appointment, continuity in services etc. with the University.
44. In case of any dispute arising out of to this agreement, the same shall be resolved initially by mutual discussion between the parties with in a period of 60 days failing which appropriate courts at Srinagar will have the jurisdiction to adjudicate upon the matter.

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REGISTRAR

Date: 17.01.2012

BIDDER'S PROFILE
(PART –A)

1. Name of the bidder/firm/agency/individual
2. Name of the authorized signatory (whose photograph is affixed)
Mr/Ms/Mrs.....
3. Permanent address of the agency/individual.....
.....
Tel. No. (with STD Code) (O) (Fax)
(R) (Mobile)
4. Name proprietor/partners/directors
5. Permanent Account Number, Income Tax Circle (Please enclose details if IT Returns of last three years separately with documentary proof)
.....
6. Service Tax Registration No, if any

Passport size
photograph of the
tenderer/authorised
signatory holding
power of attorney

I/We hereby declare that the information furnished above is true and correct. At any stage if the above information is found incorrect, University may cancel my/our empanelment.

Name and sign of the authorized person
of the firm along with seal

Place:
Date:

**PROFORMA FOR FINANCIAL BID
(PART –B)**

Name of the Agency/individual:.....Tel No.....

Consolidated rates of charges for hiring of vehicles on monthly basis (24x7 hours)

S.No	Name of the Vehicle	Year of Manufacture	Charges for Standard running of 1000 Kms with AC	Extra per Km rate beyond standard kms without AC	Extra per Km rate beyond standard kms with AC
1	Toyota Innova				
2	Mahindra Bolero				
3	Maruti Swift Dzire				
4	Mahindra Scorpio				
5	Mahindra Xylo				
6	Tata Indigo				
7	Chevrolet Tavera				

Consolidated rates of charges for hiring of vehicles on hourly basis (24x7 hours)

S.No	Name of the Vehicle	Year of Manufacture	Charges for 4 hours with 40 kms		Extra per km rate beyond standard 40 kms	
			AC	Non AC	AC	Non AC
1	Toyota Innova					
2	Mahindra Bolero					
3	Maruti Swift Dzire					
4	Mahindra Scorpio					
5	Mahindra Xylo					
6	Tata Indigo					
7	Chevrolet Tavera					

Declaration:

It is certified that the information furnished above is correct. We have gone through the terms and conditions stipulated in the Tender Document and confirm to abide by the same. The signatory to this bid is authorized to sign such bids on behalf of the organization.

Place:.....

Signature:.....

Date:.....

Name:.....

Designation:.....