



Aryabhatta Knowledge University, Patna

Tender Document For HIRING OF VEHICLE

Tender Ref No. 005/Exam/1023/AKU/2018-3781

Dated: 29.08.2018

Tender document Issue Date	: 30 .08.2018
Last Date and Time for Receipt of tenders	: 28.09.2018 @ 04:00 PM
Date & Time for Pre-Meeting	: 24.09.2018 @ 12:00 NOON
Date & Time of opening the tenders (Technical bid)	: 29.09.2018 @ 12:00 NOON
Date & Time of opening Financial bid	: 29.09.2018 @ 02:30 PM
Cost of Tender Application Fee	: Rs. 1000/- (One Thousand Only)

Address for Communication:

The Registrar
ARYABHATTA KNOWLEDGE UNIVERSITY
(Chanakya National Law University Campus)
Near Bus Stand, Mithapur,
Patna-800 001

E-mail: akuniv10@gmail.com **Website:** www.akubihar.ac.in

Phone No.: 0612-2351919

ARYABHATTA KNOWLEDGE UNIVERSITY, PATNA
Chanakya National Law University Campus, Patna-800001

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Phone No. 0612-2351919

INVITING TENDER FOR HIRING OF VEHICLE

Tender No. :

005/Exam/1023/AKU/2018-3781

Clause-I Tender Notice

- 1.1 The University is inviting tender for hiring of vehicles (Innova /Safari/ Indica / Indigo / Xylo / Bolero/ Sumo / Scorpio/Bus etc.) On Monthly / Daily / Hourly basis as per the requirements of the University. The contract hiring of the vehicle will be initially for a period of one year. However, the contract may be extended for further period up to two year on mutual agreement on the same rate, terms and conditions, if the services offered by the contractor is satisfactory. The interested parties / service providers may send their quotations on the prescribed application forms (i) Technical Bid as Annexure-01, (ii) Financial Bid as Annexure-02 (i), (ii), (iii) & (iv).
- 1.2 An Earnest Money of Rs. 1,50,000/-(One Lac Fifty Thousand Only) and application fee for tender of Rs. 1,000/-(One Thousand Only) in the form of Demand Draft in favour of the Aryabhata Knowledge University payable at Patna, must be forwarded along with the quotations(s).
- 1.3 The tender must reach the following address on or before **28/09/2018 by 04:00 PM**. Registrar, Aryabhata Knowledge University, Near Mithapur Bus Stand, Mithapur, Patna-800001 through speed post.
- 1.4 The technical bid (Annexure-01) and the financial bid (Annexure-02) 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 at the outer envelope "Tender for Hiring of Vehicles" as also the Telephone no. of the Tenderer.
- 1.5 The technical bids are to be opened by the Tender Opening and Evaluation Committee on same day i.e. **29/09/2018 at 12:00 noon onwards** in presence of representatives of the bidders who wish to participate. At the second stage, financial bids of only the technically qualified Bidders will be opened either on the same day or as decided by competent Authority.

Clause-2 General terms and Conditions

- 2.1 The vehicle should be properly maintained and must be in good condition.
- 2.2 Availability of the vehicle must be 24 x 7 basis along with medically fit drivers having proper driving license.
- 2.3 Vehicles will be under the control of Aryabhata Knowledge University during the hiring period of the vehicle.
- 2.4 Vehicles shall be used for the Inter State travels also if required.
- 2.5 The Contractor has to provide GST number.
- 2.6 The rates to be quoted are to be filled in the Performa given at Annexure-2.

2.7 **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 hiring 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 the bid is liable to be rejected, if the tenderer withdraws or amends, impairs or derogates from the tender in any respect within the period of validity and / or after opening the tender.
- ii) When the tenderer does not deposit the security money after the order is awarded.
- iii) If the successful bidder fails to provide the vehicle at the prescribed time after the confirmed orders, the University has full right to forfeit the earnest money deposited with the university.
- iv) When information / certificate / document furnished is found false at any stage.
- v) When the bid documents have been manipulated or altered which is downloaded from website.

2.8 The contractor will enter into stamped agreement containing the terms and conditions of contract.

2.9 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).

2.10 University reserves the right to cancel the bids or for any particular vehicle without assigning any reason.

2.11 The rates of taxi running are also to be quoted in the Performa attached, in this case the vehicle must be of same type but not older than 2014 model.

2.12 The application fee and the Earnest money which are payable in the form of DDs in favour of "Aryabhata Knowledge University" payable at Patna must be enclosed with the technical bid only.

2.13 The agency should follow labour laws and must be registered under EPF/ESI.

2.14 The Registered Office of the bidder should be located in proper Patna City/Town. An attested copy of the registration Certificate of their office in Patna shall be enclosed. The bidder should be an ISO certified firm with sufficient experience in serving Govt. organisations, good reputation and financially sound. The ISO certificate issued after the bid invitation date will not be accepted.

2.15 In case of partnership firms, a copy of Partnership Agreement, or General Power of Attorney duly attested by a Notary Public, Should be furnished on a stamped paper duly sworn or affirmed by all the partners admitting execution of the partnership agreement or the general power of attorney. The attested copy of the certificate of registration of firm should also be enclosed along with the quotation.

2.16 The bidder should have a minimum annual turnover of Rs 1 crore each during the last three financial years i.e. 2015-16, 2016-17 and 2017-18. Copies of profit and loss account and balance sheets duly certified by the CA along with ITR for these three years must be enclosed with the quotations.

- 2.17 Police verification of the firm must be attached.
- 2.18 **Performance Security:**
The successful bidder will have to deposit performance security amounting to Rs. 5,00,000/-(five lac only) in the form of Bank Guarantee (BG) from a reputed bank. The BG should be valid for sixty days beyond the date of completion of one year, the validity of Performance Security received from the firm by way of BG will also be renewed, if the contract is renewed for further period, On depositing performance security EMD will be returned.

Clause – 3 Terms and Conditions of Contract

- 3.1 All repairs and maintenance, running costs, fuel, lubricants, salaries of drivers, taxes, etc. necessary for the running & maintenance of vehicle will be borne by the contractor.
- 3.2 All drivers shall have valid driving license and proof of the same shall be provided by the Contractor.
- 3.3 Contractor would be responsible for the conduct of the drivers employed and if at any point of time the 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.
- 3.4 Contractor shall not deploy vehicle running on LPG / CNG.
- 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 in foggy areas.
- 3.6 Vehicles should also be fitted with Toeing hook.
- 3.7 Contractor shall obtain vehicle fitness certificate from competent authority, vehicle registration, comprehensive insurance, payment of road tax, inter-state permit, etc.
- 3.8 Contractor shall ensure that driver has valid driving license for commercial use.
- 3.9 Vehicle should be able to move freely to the neighbouring States without any restrictions.
- 3.10 Contractor shall provide valid certificate of pollution check for the vehicle from the concerned authorities and the same shall be renewed well before the due date.
- 3.11 All vehicles shall be comprehensively insured against all risks (including the driver and occupants). Insurance policy shall be renewed well before the due date.
- 3.12 Driver should always carry all necessary documents like Registration papers, Insurance papers, PUC clearance, RTO tax payment papers, valid driving license and all other documents that should accompany vehicle as per rules & regulations of applicable laws.
- 3.13 In case of breakdown of any vehicle the Contractor shall within two hours provide another vehicle of similar brand at no extra cost. The University shall have absolute right to charge 1000 per day if the vehicle is not provided within two hours.
- 3.14 In case of any accident to the vehicle, it will be responsibility of the contractor or his representative (drivers) to lodge FIR etc. with police. All RTO issues and Traffic violations are to the account of contractor.
- 3.15 The contract is valid for providing services of vehicle hiring and at no point of time any or all of the Staff of Transporter shall raise a claim for employment in the Aryabhata Knowledge University.
- 3.16 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.

- 3.17 Fooding, Lodging and boarding of drivers shall be the contractor's responsibility.
- 3.18 In the intervening period if a temporary vehicle is provided by the Contractor and its mileage will be taken separately from reporting to destination and will be added to the total log book for the month.
- 3.19 Drivers should be well dressed. The contractor will provide uniform to all drivers who will wear the same on duty. 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 any of the drivers and vehicle to be treated as absent.
- 3.20 Driver should be well qualified and should be able to read and write, and have minimum three years of experience as driver.
- 3.21 Driver should be alert / careful enough to take care of items / material kept in the vehicles.
- 3.22 Vehicle should carry portable fire extinguisher.

Clause - 4 Terms of Payment

- 4.1 Monthly bills shall be submitted in duplicate to the authority specified in contract along with photo copy of logbook 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 GST in time. Also evidence of Tax deposit will be produced at quarter interval.
- 4.2 Subject to deduction of SWF @ 5% and TDS as applicable.

Clause - 5 Termination

- 5.1 The University may, without prejudice to any other remedy for breach of contract, terminate the contract in whole or in parts.
- 5.2 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, suitable legal action may be taken by the university to terminate contract.
- 5.3 If the contractor fails to perform any other obligation(s) under the contract. The contract is liable to be terminated.
- 5.4 In case the Contract has to be terminated, 15 days notice in writing shall be given by the either side.

Clause - 6 Jurisdiction

- 6.1 All disputes arising out of this contract shall be subjected to the jurisdiction of Patna High Court bench, Patna.

Clause - 7 Eligible Bidders

- 7.1 The Contractor / Agency should have owned at least ten (10) vehicles e.g. Innova / Safari/Indica / Indigo / Xylo / Bolero / Sumo / Scorpio etc., at the time of bid submission, of model not older than year 2014 and vehicles registered as commercial vehicles. In case university requires more than 10 vehicles at a time it will be responsibility of the contractor to manage the same from anywhere.
- 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 /

- 7.3 The bidder should preferably have 05 years Experience, and registered with Department of Tourism, GoB and also with shop and establishment Act, GoB.
- 7.4 The Annual turnover of the Bidder should be more than Rs. 1 crore (One crore only) during last three financial years.

Clause - 8 Submission of Documents

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

- 8.1 Proof of ownership/hold on lease of minimum number of vehicles, as per clause 7.1
- 8.2 Registration certificate for service tax, else, copy of application submitted to Custom/ Central Excise Department for service tax registration, as per clause 7.2.
- 8.3 Registered Partnership Deed or Articles/Memorandum of Association in the case of partnership firm or Pvt. Ltd. Co. Respectively.
- 8.4 Experience certificate from appropriate authority as per the clause no. 7.3 of the Tender document.
- 8.5 Copy of Income Tax Return filed for last three Financial Years.

Clause - 9

Amendment to bid document

- 9.1 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.
- 9.2 The event of amendment shall be notified through press and amendments shall be posted on University website and these amendments will be binding on all prospective bidders.

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TECHNICAL BID 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
 - (a). Earnest Money : D.D. Amount: _____
D.D. No. _____
Date _____
Bank & Branch _____
 - (b).Application Fee : D.D. Amount: _____
D.D. No. _____
Date _____
Bank & Branch _____
7. GST Registration number issued by the: _____
Excise Dept., GoI in favour of the contractor/agency
8. PAN Number issued by the IT Dept., GoI in favour of: _____
The contractor/agency (Copy of PAN card)
9. Copy of Income Tax return of last three financial
years. _____
The bidder should have a minimum annual
turnover of Rs 1 crore per annum. Documentary
proof should be attached.
10. Copies of profit and loss account and balance
sheets duly certified by the CA. _____

11. Copy of Audited Annual Accounts of last three years. _____
12. Copy of EPF/ESI Registration Certificate No. _____
13. Police verification certificate of the firm. _____
14. The bidder should be an ISO certified firm with sufficient experience in serving Government organisations, good reputation and financially sound. The ISO certificate issued after the bid invitation date will not be accepted. _____
15. Other Requirements:
- (i) List of vehicles along with Certificate of Registration (RC)
 - (ii) Certificate regarding registration under Shops & Establishment Act.
 - (iii) Copy of Experience Certificate.
 - (iv) Copy of certificate of satisfaction issued by any two organisation/Institute where the contractor has been providing/has provided their services.
 - (v) Affidavit duly certified by the notary that the bidder has not been black listed by any government/ or other organisation.
 - (vi) Copy of registered partnership deed/power of attorney, whichever applicable duly attested by the Notary Public. Copy of Memorandum of Association in the case of company.

DECLARATION

I, _____ (name of the person) 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 do not satisfy the eligibility criteria, our Candidature/empanelment is liable to be cancelled/ terminated.
- 2) I understand that the decisions taken by the Aryabhata Knowledge University, Patna are final in all matters.
- 3) I hereby agree to work as per the terms and condition rolled out by Aryabhata Knowledge University, Patna
- 4) I understand that the Aryabhata Knowledge University, Patna 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 whatsoever.

Place: _____

Signature _____

Date: _____

Name _____

Designation _____

FINACIAL BID

Name of Vehicle	Minimum Running (in Kms)	Rates With A.C	Rates without A.C	Other charges (if any)	Night Charges of Drivers(lump sum) (in case of out of station duty)
Toyota Innova	200 Kms				
Mahindra Xylo	200 Kms				
Tata Indigo	200 Kms				
Tata Sumo	200 Kms				
Mahindra Scorpio	200 Kms				
Maruti Swift Dzire	200 Kms				
Tempo Traveller(12 Seater)	200 Kms				
Mini Bus(23 seater)	200 Kms				
Honda Amaze	200 Kms				
Tata Indica					
Bus (60 above seats)					

Hourly basis:

Annexure -2(ii)

Name of Vehicle	Minimum Rates (100 Kms) 10 Hours			Minimum Rates (60 Kms) 5 Hours		
	Rates With A.C	Rates without A.C	Extra Kms Rate	Rates with A.C	Rates without A.C	Extra Kms. Rate
Toyota Innova						
Mahindra Xylo						
Tata Indigo						
Tata Sumo						
Mahindra Scorpio						
Maruti Swift Dzire						
Tempo Traveller(12 Seater)						
Mini Bus(23 seater)						
Honda Amaze						
Tata Indica						
Bus (60 above seats)						

Monthly basis:

Annexure -2(iii)

Name of Vehicle	Standard Running per month	Rates with A.C	Rates without A.C	Extra per K.M. rate beyond standard kms	Night charges of Drivers (lump-sum) (in case of out of station duty)
Toyota Innova	1500 Km				
Mahindra Xylo	1500 Km				
Tata Indigo	1500 Km				
Tata Indica	1500 Km				
Tata Sumo	1500 Km				
Maruti swift Dzire	1500 Km				
Mahindra Scorpio	1500 Km				
Mahindra Bolero	1500 Km				
Tempo Traveller (12 seater)	1500 Km				
Mini Bus (15 Seater)	1500 Km				
Mini Bus(23 Seater)	1500 Km				

One Additional Chart for fixed charges for collecting/carrying Answer Book with security from different cities within Bihar. (Non A.C)

S.No	Place/ Dist.	Tata Sumo. (Non A.C)
1.	Araria	
2.	Arwal	
3.	Aurangabad	
4	Banka	
5	Begusarai	
6	Bhagalpur	
7	Bhojpur	
8	Buxar	
9	Darbhanga	
10	East Champaran	
11	Gaya	
12	Gopalganj	
13	Jamui	
14	Jehanabad	
15	Kaimur (Bhabhua)	
16	Katihar	
17	Khagaria	
18	Kishanganj	
19	Lakhisarai	

20	Madhepura	
21	Madhubani	
22	Munger	
23	Muzaffarpur	
24	Nalanda	
25	Nawada	
26	Patna	
27	Purnia	
28	Rohtas	
29	Saharsa	
30	Samastipur	
31	Saran	
32	Sheikhpura	
33	Sheohar	
34	Sitamarhi	
35	Siwan	
36	Supaul	
37	Vaishali	
38	West Champaran	