

# GUJARAT UNIVERSITY



E-Tender No : GU067\_2017\_024

E-Tender document for, "Providing Vehicle Services for Gujarat University."

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Examination Section  
Gujarat University  
Navrangpura, Ahmedabad-380 009.  
PBX 26301341 / 0342 /0343  
Visit us:[www.gujaratuniversity.ac.in](http://www.gujaratuniversity.ac.in)

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Name of Work : Providing Vehicle Services for Gujarat University

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Note : Sr. 1-6(Part-1) is to be submitted physically in two copies, one original and duplicate in photocopy. Price Bid is to be submitted online only.

## NOTICE INVITING ON-LINE TENDER

REGISTRAR OFFICE, GUJARAT UNIVERSITY, AHMEDABAD
E-TENDER NOTICE NO. : FOR 2017-18
Gujarat University invites Online Tenders for: "Providing Vehicle Services for Gujarat University." from pre-qualified Contractors/Agency for above work as follows :

(A)	Details of E-Tender				
Sr. No	Name of Work	Estimated Tender Value (Rs.)	EMD (Rs.)	Tender Fee in (Rs.)	Security Deposit(Rs.)
1	2	3	4	5	6
1.	Providing Vehicle Services for Gujarat University	50,00,000	3,00,000	5,000 (Non- Refundable)	3,00,000

(B)	Schedule for E-Tendering is fixed as under	
(i)	Site Visit (If any)	N/A
(ii)	Pre-bid Conference	21/09/2017 15:00 hours to 16:00 hours
(iii)	Downloading Period of tender documents	Dt. 16/09/2017
(iv)	Submission of technical bid (Part-1) - prequalification form and supporting documents in physical form in person	So as to reach Up to Dt. 26/09/2017, 14:00 hours
(v)	Submission of technical bid(Part-1)- prequalification form and document including Tender fee, EMD, bank solvency certificate and other supporting Documents during office hours.(to be submitted physically in two copies, one original and duplicate in photocopy)	Submission in original – physical form so as to reach up to date : 26/09/2017 and till 14:00 hours in person to the office of the registrar, Gujarat university tower building, Room No. 38, General Section, First floor, Navrangpura, Ahmedabad-380 009. Note: If Tender Fee & EMD is not paid as shown in Bid Document tender will not be accepted.
(vi)	Online submission of Commercial/Financial bid (part-2)	Submission in Electronic format through online and same should be submitted till the last date 26/09/2017 up to 12:00 hours.
(vii)	Opening of technical bid- prequalification form(part-1)	Dt. 27/09/2017 at 16:00 hours
(viii)	Online opening of commercial/financial bid(part-2) at the office of Registrar, Gujarat university tower	Shall be intimated after pre-qualification

	building, Navrangpura, Ahmedabad	
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<b>Eligibility : Agency/Contractors who are having the qualification according to Annexure-3 and having submitted all the relevant documents as said in Annexure-3 including PQ Form.</b>	
	Further Details of this tender are as under:
1.0	Particulars: “Providing Vehicle Services for Gujarat University”
2.0	Start date of Downloading Tender Document:16/09/2017
2.1	Bid documents will be available on web site <a href="http://www.gujaratuniversity.ac.in">www.gujaratuniversity.ac.in</a> up to the Date shown above.
2.2	Bidders wishes to participate in this tender will have to register on web site <a href="http://www.nprocure.com">www.nprocure.com</a>
3.0	Digital Certificate :
3.1	Bidders who wish to participate in online tenders will have to procure / should have legally valid Digital Certificate (Class III) as per Information Technology Act-2000 using which they can sign their electronic bids. Bidders can procure the same from any of the license certifying Authority of India or can contact (n)code solutions- a division of GNFC Ltd, who are licensed Certifying Authority by Govt. of India.
3.2	All bids should be digitally signed, for details regarding digital signature certificate and related training involved the below mentioned address should be contacted:
	(n)Code solutions -A division of GNFC 301, GNFC Infotower, Bodakdev, Ahmedabad- 380 054 ( India ) Tel : +91 26857316/17/18 Fax: +91 - 79 26857321 E-mail: <a href="mailto:nprocure@gnvfc.net">nprocure@gnvfc.net</a>
3.3	Bidders who already have a valid Digital certificate need not procure a new Digital certificate.
4.0	On line Submission of Tender:
4.1	Bidders can prepare & edit their offers number of times before tender submission date & time. After tender submission date & time, bidder cannot edit their offer submitted in any case. No written or online request in this regard shall be granted.
4.2	Offer of Commercial/financial bid in physical form will not be accepted in any case.
4.3	It is Bidder’s responsibility to verify Online Corrigendum / Amendments till last submission date and time as well as before Final Submission of Bid.
5.0	Submission of Technical Bid (Part-1), Tender Fees, Bid Security and other Documents:
5.1	Submission in original – physical form to be submitted in two copies, one original and duplicate in photocopy so as to reach up to date : 26/09/2017 and till 14:00 hours in person to the office of the registrar, Gujarat university tower building, Room No. 38, General Section, First floor, Navrangpura, Ahmedabad-380 009. Note: If Tender Fee & EMD by D.D. only is not paid as shown in bid Document tender will not be accepted. D.D. is compulsory & no Exemption Certificate is allowed.
5.2	Tender Fee for works are as follows : Rs.5,000 (Rupees Five Thousand only)

	Ahmedabad.
5.3	Bid Security i.e. EMD : Rs.3,00,000/- (Rupees ThreeLakhs Only) Submitted by Demand Draft in favour of " <u>The Registrar, Gujarat University</u> ", payable at Ahmedabad.
5.4	Security Deposit: (Only for Successfully Bidder) Rs.3,00,000/- (Rupees Three Lakhs Only) Submitted by Demand Draft in favour of " <u>The Registrar, Gujarat University</u> ", payable at Ahmedabad. Note: (1) Successful bidder shall have to deposit the SD within 15 Days of letter of intent otherwise His EMD will be forfeited and no further work of university will be assigned to him. (2) EMD can be converted as Security Deposit (3) No interest shall be payable on SD/EMD.
5.5	Other Documents required to be submitted along with physical bid.
a	As per Annexure-4
b	Valid Bank Solvency issued in Current Calendar Year 2017 valid for one year of not less than Rs.10,00,000/- (Rupees Ten Lakhs) of Nationalized / Schedule bank.
6.0	Opening of Tender:
6.1	Intending bidders or their representative who wish to remain present at Registrar Office at the time of tender opining can do so.
7.0	Contacting Officer:
7.1	Further details/clarification if any required will be available from University Engineer Gujarat University, Mb.No.9978408016.
7.2	In case bidder needs any clarification/assistance or if training required for participating in online tender, they can contact at following office.
	(n)Code solutions - A division of GNFC 301, GNFC Infotower, Bodakdev, Ahmedabad- 380 054 ( India ) Tel : +91 26857316/17/18, Fax: +91 79 26857321 e-mail: <a href="mailto:nprocure@gnvfc.net">nprocure@gnvfc.net</a>
8.0	General instructions:
8.1	The tender fees will not be refunded under any circumstances.
8.4	Conditional tender shall not be accepted.
8.5	This tender notice shall form a part of tender document.
8.6	The tenderers are advised to read carefully the "Instruction for Tenderer" and "Eligibility/PQ Criteria" contained in the tender documents.
8.7	The Internet site address for E-Tender is <a href="http://www.nprocure.com">www.nprocure.com</a> and that of corporate web site is <a href="http://www.gujaratuniversity.ac.in">www.gujaratuniversity.ac.in</a> on Tender option.
8.8	Free training camp for bidders will be organized on every Saturday between 1.00 to 5.00 P.M. at (n)Code solutions, A division of GNFC, 301, GNFC Infotower, Bodakdev, Ahmedabad- 380 054 (India). Bidders are requested to take benefit of the same.
8.9	Gujarat University reserves the rights to reject any or all tenders without assigning any reason thereof.

**Annexure-1**  
**Information of Tender**

<b>Milestone Dates for Tendering</b>		
1	Name of the work	Providing vehicle services for Gujarat University.
2	Period of Work	One year from the commencement of contract.
3	Tender Downloading Date	16/09/2017 12:00 noon onwards
4.	Tender Online submission (Price Bid Only)	26/09/2017 upto 12:00 noon
5.	Submission of Technical bid including pre-qualification form and other documents in physical form at room no. 38, Gujarat University, Ahmedabad.	26/09/2017 upto 14:00 hours
6.	Last day of submitting bidder's query in writing.	21/09/2017 upto 14:00 hours
7.	Pre-Bid Meeting	21/09/2017 15:00 hours to 16:00 hours at room no. 27, First floor, Gujarat University, Ahmedabad.
8.	Opening of Technical Bid	27/09/2017 04:00 PM
9.	Opening of Financial Bid	Price bid will be opened only of pre-qualified agencies. Date will be intimated to bidder later.
10.	Bid Validity	180 Days from last date of submission of the bid
11	Tender Fee	Tender Fee for works are as follows : Rs.5,000 (Rupees Five Thousand only) Submitted by Demand Draft in favour of "The Registrar, Gujarat University", payable at Ahmedabad.
12	EMD	Rs.3,00,000/- (Rupees Three Lakhs Only) Submitted by Demand Draft in favour of "The Registrar, Gujarat University", payable at Ahmedabad.

13	Security Deposit	Rs.3,00,000/- (Rupees Three Lakhs Only) Submitted by Demand Draft in favour of "The Registrar, Gujarat University", payable at Ahmedabad. Note: (1) Successful bidder shall have to deposit the SD within 15 Days of letter of intent otherwise His EMD will be forfeited and no further work of university will be assigned to him. (2) EMD can be converted as Security Deposit (3) No interest shall be payable on SD/EMD.
12	Bank Solvency Certificate	Valid Bank Solvency issued in Current Calendar Year 2017 valid for one year of not less than Rs.10,00,000/- (Rupees Ten Lakhs) of Nationalized / Schedule bank.
14	Pre-qualification criteria and documents	As per Annexure-4

- Bidders can download the tender documents free of cost from the website [www.nprocure.com](http://www.nprocure.com)
- Bidders have to submit financial Bid in Electronic format only by e-tendering. Technical bid with pre-qualification form with relevant document in hard copy in person at above mentioned address till the date & time shown above.

Bidders who wish to participate in online tenders will have to procure / should have legally valid Digital Certificate (Class-III) as per Information Technology Act-2000 using which they can sign their electronic bids. Bidders can procure the same from any of the license certifying Authority of India or can contract (n) code solution – a division of GNFC Ltd., who are licensed Certifying Authority by Govt. of India.

- (D) (i) Bid Inviting Authority [Registrar,](#)  
[Gujarat University,](#)  
[Ahmedabad](#)
- (ii) Bid Opening Authority [Registrar,](#)  
[Gujarat University,](#)  
[Ahmedabad](#)

(E) Mode of Quoting Rates : As per price bid. Rates for all the plan shall be submitted. Please see the annexure-2 & 3 before quote.

**Important:**

- The price bid shall be submitted by online only through [www.nprocure.com](http://www.nprocure.com) only.
- Hard copy of price bid should not be submitted.
- Downloaded technical bid documents shall also be submitted physically with technical bid with sign on each page (Except Price Bid).

## Annexure-2

### General Instructions to Tenderer

#### **(1) Download of Tender document:**

- Gujarat University Invites online tender for providing vehicle services for Gujarat University under two bid systems ( Technical Bid and Financial/Price Bid). Interested bidders who wish to participate in online tenders can download the tender documents from website - [www.gujaratuniversity.ac.in](http://www.gujaratuniversity.ac.in) or [www.nprocure.com](http://www.nprocure.com).

#### **(2) Tender fee & EMD :**

- The bidder must pay the tender fee of Rs.5000/- (Rupees five thousand Only, non-refundable) and EMD Rs.3,00,000/- (Rupees Three Lakhs Only, Refundable) in the form of demand draft in favour of "The Registrar, Gujarat University" payable at Ahmedabad.

#### **(3) Submission of Tender:-**

1. The completed tender document with supporting documents and proof accompanied by Tender fee & EMD shall be submitted within time limit. Hard copy of price bid should not be submitted.
2. The bidder shall duly sign all the pages of technical bid tender & supporting documents with proof.
3. The bidder would provide all the information as per this tender document. University would evaluate only those bids that are received in the required format and are complete in all aspects.
4. In price bid (online only) rate of all the plans & all the vehicles must be quoted. Hard copy should not be submitted.
5. The bidder shall submit the technical bid tender physically in two copies (one original and a photocopy) in separate sealed envelope must be super scribed with the following information :

Name of work : Tender for Providing Vehicle Services for Gujarat University.

Tender last date & time:

Name, Address & Stamp of the bidder:

#### **(4) Opening of Tender :**

1. The technical bid will be opened on mentioned date & time; if any change, same will be conveyed to bidders. Intending bidders or their authorized representative who wish to participate in tender opening can remain present on the due date & time.
2. Price bid of only those bidders will be opened who are successful in the Qualification criteria and the Technical Evaluation.

#### **(5) Validity:**

- The offer shall be valid for 180 days from the date of opening of Technical bid.

#### **(6) Evaluation of Price Bid:**

1. Opened tenders will be evaluated as per tender pre-Qualification criteria.
2. To facilitate evaluation of bids, university may at its sole discretion seek clarification in writing from any bidders regarding their bid.
3. University reserves the right to split the order among more than one bidder as per requirement of university
4. For price bid, bidder who has quoted lowest rates for Indica category(1) vehicle, shall be treated as L1 and for the other category of vehicles(2 to 7). L1 shall be offered the lowest



rate quoted by any of the bidder amongst all (for Category 2-7 Vehicles). If L1 does not agree upon to accept the lowest rates quoted in other category vehicles, the other bidders who has quoted second lowest rates in Indica category vehicle (L2) shall be called and offered the rates of Indica category vehicle quoted by L1 bidder and other lowest rates quoted in other category among all the bidders. If L2 does not agree upon the same L3 and L4 and so on shall be called and lowest rates shall be offered to them for the contract.

### **(7) Rejection:**

1. If the envelope is not properly sealed and marked as instructed above, university have no responsibility for the misplacement or premature opening of the content of the bid submitted and such tender at the sole discretion of Gujarat University may be rejected.
2. Each bidder shall submit only one bid in response to this tender. Any bidder who submits more than one bid will be disqualified.
3. The tender not submitted as per the tender clauses and without tender fee and EMD will be out rightly rejected.
4. The tender received late, without requisite documents, without sign & stamp, or incomplete in any respect will be rejected.
5. If the bidder does not respond promptly to request for all supplementary information required for the evaluation of the bid, the tender will be rejected.
6. At any time if a material misrepresentation is found, the tender will be rejected.
7. Conditional tender shall not be accepted & shall be treated as rejected.
8. In the price bid, if the bidder has not given his rates/quotes for all the vehicles and all the plans asked in the price bid, his tender will be rejected.
9. Hon. Vice Chancellor of Gujarat University reserves the right to accept or reject any or all the tenders without assigning any reason thereof.
10. No tenderer shall withdraw his rates after the tender is opened. If a tenderer does so his EMD shall be forfeited and such tenderer shall be considered ineligible for work/contract in future also.

### **(7) Security Deposit:**

- The successful bidder would be required to submit Security Deposit of Rs. 3,00,000/- (Rupees three lakhs) in the form of Demand Draft in favour of "The Registrar, Gujarat University" payable at Ahmedabad within 15 days of issue of letter of intent. If the SD is not submitted than EMD is liable to be rejected. If the agency agrees to convert the EMD into SD, he will have to submit his consent for the same. No interest for SD shall be payable. The SD is refundable after completion of contract about a month after clearing all the dues.

### **(8) Contract:**

1. The successful bidder will have to enter into an agreement (as per terms and conditions of tender document) with Gujarat University on Rs.100/- stamp paper.
2. This contract is valid for one year from the commencement of contract.
3. If required, this contract may be renewed on expiry at the sole discretion of university on the same terms & conditions subject to the satisfactory performance of the contractor and approval of the competent authority.

**Annexure-3**  
**Conditions of Contract**

**1. Scope Of Work:**

1. Gujarat University requires different vehicles for examination work, Local Inquiry Committee & other office work on as & when required basis.
2. For examination work minimum one vehicle to maximum 40 (forty) vehicles will be required per day. Quantity may increase or decrease according to actual.
3. For exams, centre may be at Ahmedabad local, Gandhinagar, Godhara, Dahod, Dabhoi, Dholka, Dhandhuka, Viramgam, Sanand, Selvas, Pipaliya, Bhadran, Kapadwanj, Daman etc. (Exam centre may be another also)
4. For exams, question papers, answer sheets, packets/bags must be carried with the observers appointed by GU.
5. In general, the contractor has to supply vehicle for all exam days as per schedule given by Gujarat University as well as per university's requirements for any other day and at any time and duration.
6. In the entire period of exam work/process any number of the vehicles may be demanded by UNIVERSITY & accordingly it has to be supplied as per the terms and conditions of the Tender.

**2. Rate:(Guideline for price bid)**

1. Rate should not be submitted in hard copy. Rate should be provided online only as per price bid.
2. Rate to be quoted in price bid shall be inclusive of all taxes/service tax/GST.
3. Quote rate as per plan format in price bid (Online only). Rate of all plans & all vehicles are mandatory.
4. Rate to be quoted in price bid shall be without toll tax, parking charge, other state border tax. Gujarat University will pay toll tax, parking charge, other state border tax after producing original receipt with the bill by the agency.
5. Rate of loading vehicle category 5, 6 and 7 are exclusive of the cost of labour for loading and unloading of materials.
6. The price bid/financial bid shall consist of price details and should be submitted on [www.nprocure.com](http://www.nprocure.com) only. Hard copy should not be submitted.
7. The agency will quote the financial bid considering the base price of diesel as on 11/09/2017 at Rs 64.92 per Litre.
8. The rates accepted by university for which the work order is issued will be the basic rate for the entire period of work. Difference of amount due to rise/fall in the rate of diesel shall be calculated and paid or recovered on the basis of category wise actual kilometre of movement. On every 1<sup>st</sup> day of each month rate of diesel per litre shall be obtained from the govt. filling station at Ahmedabad. Amount of difference of diesel per litre shall be worked out on the basis of basic rate of diesel put in the tender and actual rate on 1<sup>st</sup> day of respective month. On the basis of difference of amount addition amount to be paid or amount to be deducted from the bill shall be calculated and accounted as per the following formula.
9. If the price of diesel increase or decrease more than one rupee then the basic rate of diesel put in tender then amount of addition/deduction shall be as per under.

Rs.0.06 \* Rs. \_\_ (Diff. amount between base diesel rate and rate of diesel on 1<sup>st</sup> day of month)\* actual kilometre in the respected month for Indica/Indigo/Swift Dzire/Etiosetc.(Category-1)

Rs.0.08 \* Rs. \_\_ (Diff. amount between base diesel rate and rate of diesel on 1<sup>st</sup> day of month)\* actual kilometre in the respected month for Qualis/Sumo/Bolero/Maxx/Xylo/Taveraetc. (Category-2)

Rs.0.10 \* Rs. \_\_ (Diff. amount between base diesel rate and rate of diesel on 1<sup>st</sup> day of month)\* actual kilometre in the respected month for Innova (Category-3)/Toofan (Category-4)/Loading vehicle 1 tonne(Category-5)

Rs.0.12 \* Rs. \_\_ (Diff. amount between base diesel rate and rate of diesel on 1<sup>st</sup> day of month)\* actual kilometre in the respected month for loading vehicle 2 tonne(Category-6)

Rs.0.16 \* Rs. \_\_ (Diff. amount between base diesel rate and rate of diesel on 1<sup>st</sup> day of month)\* actual kilometre in the respected month for loading vehicle 5 tonne (Category-7)

If price of diesel increases or decreases = One Rupee or less than One Rupee, Norate difference amount shall be paid.

### 3. Providing of vehicles:

1. All the vehicles provided should be registered on/after 01/01/2012 with taxi passing (permit).
2. All the offered vehicles should be diesel driven. CNG/LPG driven vehicles will not be allowed.
3. All the vehicles provided must have necessary valid certificate and documents like R.C.book, permit, full insurance, driver's valid license, and PUC certificate in the vehicle and must be produced if required for checking, when asked by university or photocopy of this document must be provided if required.
4. All documents of drivers must be submitted.
5. For local inquiry committee or some special purposes, specific car from each category must be provided upon the request of university
6. The required vehicle should be made available at university main office or at place directed by university. Opening kilometre and closing kilometre will be counted from university office to return university office (or pickup point to drop point as notified by university).
7. University is not liable to pay any payment of kilometre from the place of the contractor to destination decided by university or destination decided by university to place of the contractor while reporting or while relieving from duties. Normally vehicles will be called at university main office.
8. Drivers are not permitted to use this vehicle for their own purpose during university service. If it is used by driver then the distance is deducted from the bill. Final authority for deduction is university officers.
9. Reporting time of vehicles will be decided and intimated by university. Contractor should provide the vehicle at that time accordingly. Final time will be considered according to given time. If vehicles reporting time is early than given time, this time will not be considered and university will not pay as per this time. Counting of hours starts from the reporting time or given time whichever is later.
10. Contractor should provide vehicles as per requirement of university (quantity of vehicles and time varies)

11. It will be the responsibility of the contractor to provide well-dressed drivers with valid license and mobile phone in working condition. All the drivers must obey the instructions given by officers/observers of university
12. The contractor will have to replace the driver or/and vehicle, if university is not satisfied with the service of the driver or the vehicle. Driver on exam duty cannot leave the vehicle without prior permission of the observer/squad member or officer in charge.
13. It would be duty of the contractor to give sufficient money to driver for emergency usage so that they should not demand money from observer/officers during their journey.
14. Vehicle provided must be in good condition and properly cleaned.
15. Mileometer of vehicle must be in working condition.
16. At the time of exam the contractor should manage and monitor the whole process and should deploy sufficient and proper staff for this work.
17. Question papers must reach at the exam centre before 30 minutes of starting of exam.
18. The contractor should stick board "On duty Gujarat University" or "On exam duty Gujarat University" without fail.
19. If vehicle breakdowns in the route or accident occurs, the contractor must make another arrangement of vehicle promptly & question papers must reach at the desired exam centre within stipulated time. This is the contractor's responsibility and for this if any extra expense occurs the contractor must bear this expense.
20. All claims arising out of accidents including damages to the vehicles and injuries including death of the people travelling in the vehicle (including driver of the vehicle provided by the contractor) and any other third party claim will be settled by the contractor. All the claim regarding process, police complain, court case and financial responsibilities will be borne by the contractor. University shall not be liable nor responsible for such claims.
21. University is neither responsible nor liable to pay any compensation for injury/death caused to contractor's operating staff in the event of any accident on duty. The contractor will make his own arrangements to meet such eventualities as per the existing government rules/regulations. It will be the responsibility of contractor to obey all the govt. transportation rules, labour and compensation rules.
22. In case of injury or loss of life to our observers/staff/officers while travelling in the contractor's vehicles, contractor shall make arrangements to pay suitable compensation in accordance with law to each and every one of our affected staff or their dependent upon the merits of each individual case. Insurance claim settlement shall be time bound and the sole responsibility of the contractor. The contractor shall act as guarantor and indemnify university to the extent of all claims and expenses.
23. The contractor shall be solely responsible to comply with all the provisions of motor vehicles act and all other laws, rules, guidelines etc. applicable from time to time in respect of providing vehicles. This includes, but is not limited to:
  - Any license for this service.
  - All pollution control rules, regulations & norms.
  - Professional tax, service tax/GST will be paid to the concerned department by the agency.
  - RTO tax, taxi permit, insurance, driver's license, PUC certificate.
  - Salary of driver, laws for staff (including provident fund). etc
24. Contractor should bear driver cost, fuel cost, repairing cost of vehicle, penalty due to traffic rules violation and all other incidental expenses.
25. During outside destination arrangement of accommodation of driver and food will be arranged by the contractor.

26. The vehicle should comply with emission standards laid down by competent authority and statutes. The vehicle should comply with all pollution control regulation & norms.
27. For use of vehicle other than examination work, it will be permitted only if advance permission has been given by the registrar or competent authority of the university.

#### **4. Payment of bills:**

1. For the use of vehicle, the kilometre reading form (centre, opening km & time, closing km & time) will be provided by university and contractor has to submit the same in duplicate and it will be the responsibility of the contractor to get it filled during onward & return trip and to be duly signed by authorised person of university. One copy is to be submitted to university on same day and second copy along with the bill. If in some case, defined route is required to be changed due to unavoidable circumstances & hence km increases, then proper reason should be written by observer in remarks & should be duly signed by him.
2. On the 1<sup>st</sup> and 15<sup>th</sup> day of the month, bills will be produced for audit & payment with duly filled and signed forms and departments forwarding letter for usage. Incomplete form & form without sign will not be considered.
3. Generally payment of bills will be made after audit within 30 days from the date of receipt. Incomplete bill, bills submitted wrongfully or not in order shall result in delay of payment.
4. University will deduct the statutory tax, penalties etc. if applicable from each bill from time to time.
5. No advance payment will be made.
6. Before the release of security deposit contractor shall have to furnish to university all the receipts/challans of service tax/GST paid by him to the concerned department. Otherwise security deposit will not be released.

#### **5. Penalty:**

1. All the provided vehicles' first registration must be of the year 2012 or thereafter. If the vehicle provided is having registration before the year 2012, penalty will be imposed at 10% of the bill amount & the same will be deducted from the bill.
2. UNIVERSITY will not pay any bill of vehicle provided without taxi permit (private vehicle).
3. If any written complaint is received regarding driver's behaviour from university observer/staff member, the travelling memo for that day will be treated as cancelled and bill of that vehicle will not be paid by university and Rs.1,000/- (Rupees One Thousand) penalty will be imposed.
4. If driver is found in drunken state that driver will be prohibited for university work and Rs.2,000/- (Rupees Two Thousand) penalty will be imposed and bill of that vehicle will not be paid by university.
5. Penalty will be imposed at 10% of the value of bill per trip for delayed reporting on duties.
6. If vehicle is not in proper condition, then that vehicle will be rejected and the memo of that vehicle will be cancelled for payment, based on the recommendation from university officers.
7. In case the milometer is not in working condition, then the university shall reject such vehicle and in such case a penalty of Rs.1000/- one thousand will be levied against the contractor.

8. In case of breakdown of vehicle, the contractor must make alternative arrangement in real time to avoid the delay in the service. In case the contractor fails to provide the vehicle, then the university shall make alternative arrangement and the charges of alternative arrangement shall be deducted from the pending bills of the contractor and further penalty of Rs.5,000/- (Rupees Five Thousand) shall be levied for such default.
9. In case of any emergency, the contractor has to provide vehicle(s) immediately otherwise penalty will be imposed by Hon.V.C. of university
10. Vehicle provided must be with sufficient fuel. If fuel problem arises then bill of that vehicle will not be paid by university & penalty Rs.1000/- one thousand will be imposed.
11. In case the contractor fails to provide vehicles as ordered on a particular day, the vehicles will be hired by the university from any other source and the difference between the rate of the contractor accepted by university and the rate on which the vehicle is hired will be recovered and adjusted from the bills of the contractor due for payment by the university. Further penalty of Rs.5000/- shall be levied for such default.
12. All the vehicles must reach at desired exam centre before 30 minutes of exam. If due to contractor's fault, the vehicle reaches late & exam is delayed, then Hon.V.C. of university will impose penalty on the contractor.

## **6. Dispute:**

1. If the service provided by the contractor is not found to be satisfactory as per terms & conditions of the finalised contract, university reserves the right to terminate the contract without assigning any reason.
2. If the contractor fails to comply with any statutory requirements and terms & conditions of this tender during the period of contract, it shall result in termination of the contract and subsequent disqualification for participation in any future tender by university. In such case the security deposit will also be forfeited.
3. If any dispute arises about the interpretation of any condition or any other query, the decision of the Hon.V.C. of university shall be final.
4. If any dispute arises about this tender, its jurisdiction shall be the appropriate court at Ahmedabad only.
5. Any amount outstanding for any reason from the contractor shall be recovered from the amount of their pending bills and the security deposit. Even after this recovery, if any amount of recovery is pending, the contractor shall be fully responsible for that. If university is compelled to resort to any legal proceedings in this respect, the expenditure incurred by the university for the legal proceedings shall be recovered from the contractor.
6. If conditions of these tenders are violated, university can forfeit full amount of this security deposit or some of its portion as fine or for recovery of loss on account of any dues of the tender, without prejudice to its right to take any other legal action including cancellation of the tender/contract.
7. If contractor cancels the contract before due date, his security deposit will be forfeited.

## **7. Other:**

1. The terms and condition of the tender is binding to the contractor and university
2. In case, before the completion of the period of the agreement, university may cancel the contract by issuing written notice for any reason. The contractor shall have no right to get any compensation.

I have read and understood all terms and conditions of the tender document.  
Above terms and conditions are acceptable and binding to me.

Name & Address of the Tenderer:

Date :  
Place :

Signature & Seal of the Tenderer



**Annexure-4**  
**Pre-Qualification Form and Criteria**

**FORM-1**

**Details of Tenderer**

- (1) Name of the Tenderer : .....
- (2) Firm type : .....  
(Like proprietor ship/Partnership/Company/other)
- (3) Name of the Firm : .....
- (4) Address : .....  
.....  
.....
- (4) Contact No. : (O) .....  
(R) .....  
(M) .....  
(EmailID) .....
- (5)Details of the Bank :  
Name of the Bank .....  
Branch .....  
Account No. ....  
Type of A/c. Saving/Current .....  
MICR No. ....  
IFSC Code .....
- (6) Details of PAN CARD,Service Tax No., GST No.and Professional Tax No.  
PAN CARD No. : .....  
Service Tax No. : .....  
GST No.....  
Professional Tax No.: .....

Note: All the relevant documents for proof of details provided above shall be attached with the form.

**Qualification Criteria**

**(1) Minimum 10 taxi vehicle owner**

The bidder must have minimum 10 (Ten) owned taxi permit vehicle having registration on/after 01/01/2012 of any types out of prescribed category as shown in price bid in the name of the bidder / his firm. The bidder must attach registration photocopy of R.C. Book of all taxi permit vehicles in technical bid.

Note:

- (1) All the vehicles provided should be registered on/after 01/01/2012 with taxi passing (permit).



(2) All the offered vehicles should be diesel driven. CNG/LPG driven vehicles will not be allowed.

Details about vehicles owned from bidder (minimum 10) if required may use separate sheet

Sr. No.	Vehicle Type	Year of Manufacturing of Vehicle	Name of Owner with Proof

**(2) Minimum turn over 50 Lakhs P.A.**

The bidder should have minimum of avg. turnover per annum of Rs. 50,00,000 (Fifty Lakhs) from past three years of their travel business. According to last three years turn over, average minimum turnover will be considered. The proof of same should be attached with the tender (C.A. Certificate/Audit report/Income tax return).

Detail about turnover for the last three years (attach proof)

Sr. No.	Financial Year	Total Turnover in lakhs
1	2015-16	
2	2014-15	
3	2013-14	
Total Turnover		
Avg. Turnover		

**(3) Service Tax Paid**

Whether liable to pay service tax or not or exempted: Yes / No / Exempted  
If yes, then details of service tax paid during last three Years: The proof of service tax paid should be attached with the tender.

Details about service tax paid for the last three years (attach proof)

Sr. No.	Financial Year	Paid in Rs.
1	2015-16	
2	2014-15	
3	2013-14	

**(4) Minimum Experience of 4Years:**

The bidder should have minimum 4 Years of Experience of providing vehicles on rental basis. Copy of work order & Certificate of Satisfactorily Completion of work should be attached with the tender.

Details of Experience for the last Four years (attach proof)

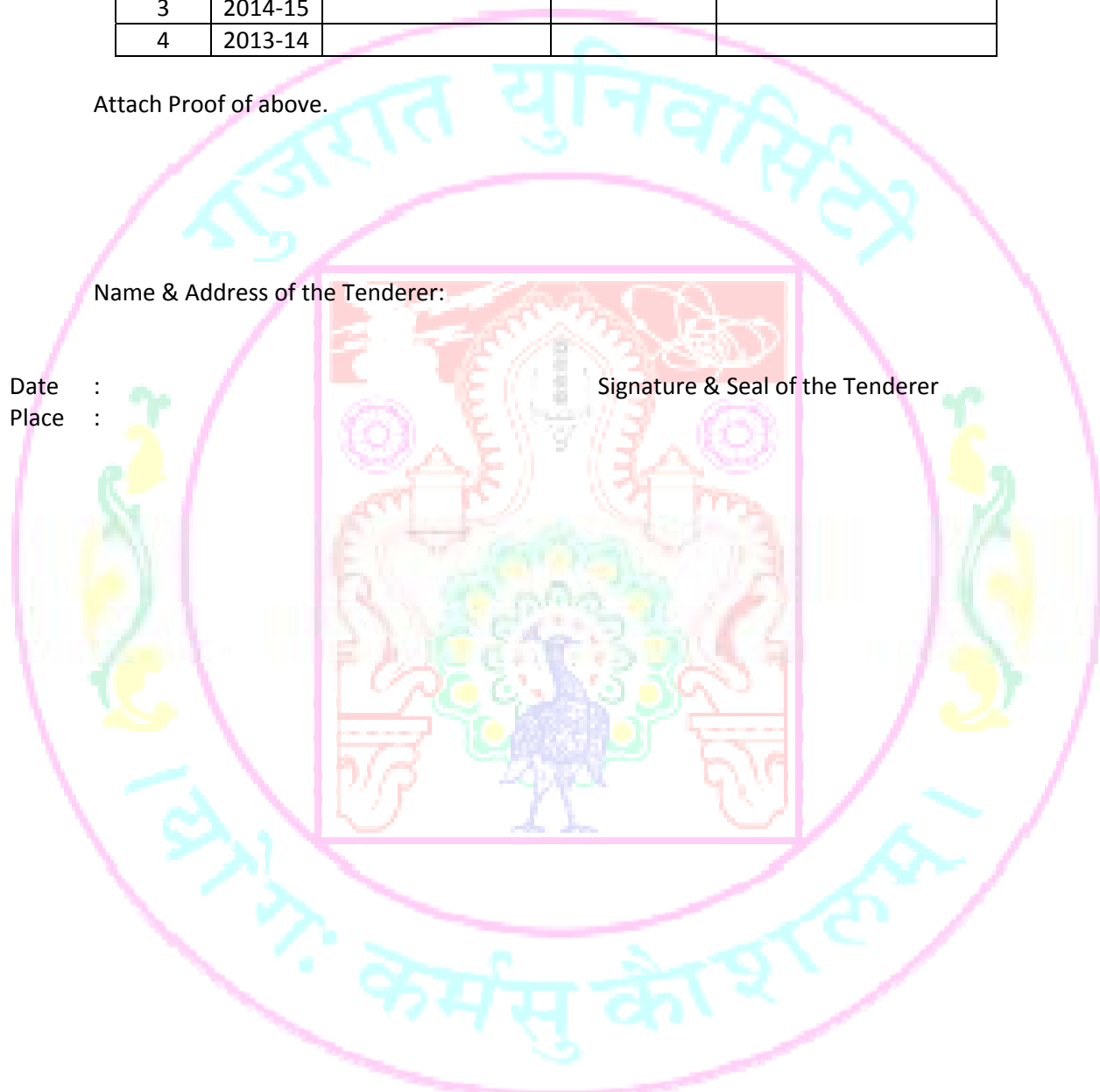
Sr. No.	Year	Name of Institution	Type of Work	No. of Vehicles Provided
1	2016-17			
2	2015-16			
3	2014-15			
4	2013-14			

Attach Proof of above.

Name & Address of the Tenderer:

Date :  
Place :

Signature & Seal of the Tenderer



## **Annexure-4.1**

### **DECLARATION FORM**

(To be submitted duly notarized on Rs 100/-Stamp paper)

I/We hereby declare that I/We have carefully studied the entire tender and condition of the contract, specification & other relevant documents of this work mentioned in the tender and abide by the same. Also I/We hereby and agree to execute the same accordingly.

I/We hereby abide to execute the contract agreement of the condition of the contract, specification & other relevant documents of this work or otherwise I/We will get copy of the same form the office of the tender inviting authority and the same will be acceptable to me /us. I/We hereby accept and confirm that any dispute on this regards shall not be entertained by the tender inviting authority.

I/We hereby confirm that our offer is Un-conditional and without any technical & commercial deviations.

Signature of Contractor  
Names

Seal,  
Detail address



### Price Bid (Part-2)

To be filled and submitted by online only  
Hard copy of this price bid should not be submitted.

Name of Work : Providing Vehicle Services for Gujarat University												
Plan No.	Particular	Type of Vehicles										
		(1) Indica, Indigo, Swift Dzire, Etios, etc. Any 4+1 seater		(2) Qualis, Sumo, Bolero, Maxx, Xylo, Tavera Etc. Any 7+1 seater		(3) Innova		(4) Toofan		(5) Loading Vehicles Carry load of 1 tonne Or more	(6) Loading Vehicles Carry load of 2 tonne Or more	(7) Loading Vehicles Carry load of 5 tonne Or more
		AC	Non AC	AC	Non AC	AC	Non AC	AC	Non AC			
1	2	3	4	5	6	7	8	9	10	11	12	13
1	Fix Rate upto 6 hr& 50 km.											
2	Fix Rate upto 8 hr& 80 km.											
3	Fix Rate upto 10 hr& 80 km.											
4	Fix Rate upto 12 hr& 100 km.											
5	Fix Rate upto 12 hr& 125 km.											
6	Fix Rate upto 14 hr& 100 km.											
7	Fix Rate upto 14 hr& 125 km.											
8	Fix Rate upto 16 hr& 150 km.											
9	Fix Rate upto 18 hr& 175 km.											
10	Fix Rate upto 20 hr& 200 km.											
11	Fix Rate upto 20 hr& 225 km.											
12	Fix Rate upto 24 hr& 250 km.											
13	Fix Rate upto 24 hr& 275 km.											
14	Fix Rate upto 24 hr& 300 km.											
15	Rate in Rs. per km. for additional Km more than 300 km											

Note:

1. In case of vehicles called for fixed plan,if kilometer and/or time exceed the prescribedkm and/or time,then next plan will be applicable.
2. If km exceed 300 km (Plan 15),rate for additional km will be given.
3. Before quoting the rate read Annexure-2 & 3 carefully.

I have read and understood all the terms and conditions of the tender document.All the conditionsmentioned in tender are acceptable and binding to me.

Name & Address of the Tenderer:

Date :  
Place :

Signature & Seal of the Tenderer

