



No. AUD/Admn./2011/3436-3442

4th January, 2011

TENDER NOTICE

Sealed quotations are invited on the enclosed terms and conditions from registered agencies for hiring of one vehicle- (Qualis / Tavera/ Tata Sumo or any other) AC Diesel / CNG make in good condition for the use of Bharat Ratna Dr. B.R. Ambedkar University, Dwarka, Sector 9, Delhi, mainly for its faculty, students and staff members for visits from AUD Dwarka Campus to AUD Kashmere Gate Campus, and back to AUD Dwarka Campus, on monthly basis initially a period of 11 months on such terms and conditions as may be agreed to between both the parties.

The quotations / bids superscribed with "QUOTATION FOR HIRING OF VEHICLES" duly completed in all respects alongwith earnest money of Rs. 5000/- by way of Demand Draft in favour of "Ambedkar University, Delhi", may be placed in the Tender Box kept in room of Caretaker, AUD.

The last date for submission of quotations / bids is 10.1.2011 Upto 11.00 AM, The quotations / bids will be opened on the same day at 11.30 A.M., in the office of the Registrar, Ambedkar University, Delhi, in the presence of the tenderers, who may like to be present.

(Dr. A.K. Malik)
Registrar

Encls: as above

c.c.

Director, IT, with the request to upload the notice on the website



BID – DOCUMENT

Name of bidder :

Address of bidder :

Telephone no. :

Earnest money : Rs. 5000/- in favour of Ambedkar University, Delhi,

Mode of Payment : Bank draft / Banker's cheque.....

Date :

Issuing Date

Bank & Branch

The detailed bid amount for each category of vehicles may be given on the sheet enclosed. The requirement of the university may be to hire one vehicle (Qualis / Tavera/ Tata Sumo or any other) AC Diesel / CNG

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Signature.....

Name of Agency.....

Address:.....

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RATES

One vehicle– Qualis / Tavera/ Tata Sumo or any other)

| Sl. No. | Particulars | Qualis AC Diesel / CNG make in good condition | Tavera AC Diesel / CNG make in good condition | Tata Sumo AC Diesel / CNG make in good condition | any other AC Diesel / CNG make in good condition |
|---------|------------------------------------|---|---|--|--|
| 1 | Monthly basis 2500 KM or 350 hours | | | | |

TERMS AND CODITIONS

1. The rates may be quoted for Diesel / CNG run vehicles
2. The vehicles must be registered in Delhi
3. Toll taxes / parking charges shall be paid extra
4. The driver should have mobile phone connectivity
5. Driver should have a valid license issued by RTO Delhi
6. The deal milease from garage will not be counted for daily mileage
7. The bid / quotation shall be signed by a person who is legally competent to do so.
8. The bill may be submitted with verified vouchers by 5th of every month
9. Vehicle should not be more than two years old or have covered more than 20,000 KMs & shall have clean seat covers and good looking, and should be pin perfect running conditions
10. No. frequent change of driver will be allowed
11. Preference will be for new Diesel / CNG vehicles
12. The period of contract shall be initially for 11 months and can be terminated at any time by Registrar, Ambedkar university
13. The vehicle shall be properly insured and should carry necessary fitness certificate from concerned authority including pollution certificate
14. The driver deputed on duty should not be involved in more than two punch or challan for negligence driving
15. The university will not be responsible for any challan, loss, damage or any accident of vehicle or to any other vehicles or for the injury to driver or to any other third party. The loss or damage or legal expenses on this account shall be borne by the Tenderers
16. There is no guarantee of hiring of any specific number of vehicles. The tenderers shall have to provide as many vehicles as may be required by the Registrar
17. The Tenderer should have the PAN number and should attach a photocopy of the same.
18. The tenderer shall have to submit a copy of latest income tax clearance certificate and services tax clearance certificate along with the tender.



19. The tenderer should submit an undertaking that he or his firm has not be blacklisted by any of the office / government deptt as on the date of submission of the bid
20. The agency shall bear all costs on account of fuel, oil, spares, comprehensive insurance, repairs and maintenance etc., of the vehicles. The salary and other charges of the driver shall also be borne by the agency
21. The agency should abide by rules laid down by any authority relevant to deployment of vehicles
22. In case of any breakdown of vehicle on duty, the agency shall make arrangement for providing another vehicle in such a case, mileage from garage to the point of breakdown would not be paid.
23. Visit to any place outside Delhi shall be treated as local provided it does not involve night halt.
24. Vehicle shall be made available on all days including Sundays & Holidays as and when required.
25. The agency shall provide names and addresses of the driver and police verification report along with driving license number of the driver & copy thereof while submitting acceptance of offer.
26. The agency shall provide statutory benefits to the drivers as may be applicable
27. Bidder should sign and stamp on all pages of his tender document as a token of acceptance of all terms and conditions stated herein.
28. Earnest money will be forfeited if the agency fails to commence the service as per the award letter. Except writing rates and amount, the Tenderer should write any conditions or make any changes, additions, alterations and modifications in the printed form of tender. Tenderer who are desirous to offer other rebate, the same should be brought out separately in the covering letter submitted along with the tender.
29. Registrar reserves the right to accept, reject or cancel any or all the offers without assigning any reason.
30. The university shall deduct Income Tax at source under 194 © of Income Tax Act, 1961.
31. In case of not fulfilling any of the terms and conditions the university will be free to cancel your contract or levy penalty.

The above mentioned terms and conditions are acceptable

Signature.....
Name of Agency.....
Address:.....
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