

AMBEDKAR UNIVERSITY, DELHI

NOTICE INVITING TENDER FOR HIRING OF VEHICLE FOR THE YEAR 2011-12

Sealed quotations are invited from registered agencies/reputed transporters/fleet owners for hiring of following types of Vehicles on monthly basis:

- a) (1-2) Indigo (AC)/Swift Desire and (3-4) Indica (AC) or any other equivalent vehicle, Indica (Non AC).
- b) One Vehicle (10 to 15 Seater) such as Swaraj Mazda/ Tempo Traveller or any other equivalent vehicle.

The above vehicle in good condition will be hired by AUD on monthly basis initially for a period of one year as per terms and condition enclosed in Annexure-A.

The quotations complete in all respects in sealed cover superscribed as hiring of vehicle duly completed in all respects alongwith earnest money of Rs. 25,000/- by way of Demand Draft in favour of Ambedkar University, Delhi may be dropped in the Tender Box kept at Room No. 007, Ground Floor of AUD, Sector-9, Dwarka, New Delhi-110077 before 3:00 PM on or before 11.04.2011. The technical bids will be opened first on 11.04.2011 at 3:30 PM in the Registrar's Chamber and Financial Bid will be opened on 12.04.2011 at 3:00 PM at the same venue. This office reserves all rights to accept or rejects any all quotations without assigning any reason.

The tender document is available at our AUD website www.aud.ac.in.

TECHNICAL BID

Name of bidder :

Address of bidder :

Telephone no. :

Earnest money : Rs. 25,000/- 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 in the Annexure-B.

Signature.....

Name of Agency.....

Address:.....

.....

TERMS AND CONDITIONS FOR HIRING OF THE VEHICLE

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.
6. The dead mileage 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 in perfect running conditions
10. No request regarding change of driver will be allowed.
11. Preference will be for new Diesel / CNG vehicles
12. The period of contract shall be initially for one year, but 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 Tenderer
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 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

18. The agency should abide by rules laid down by any authority relevant to deployment of vehicles
19. 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.
20. Visit to any place outside Delhi shall be treated as local provided it does not involve night halt.
21. Vehicle shall be made available on all days including Sundays & Holidays as and when required.
22. The agency shall provide names and addresses of the driver and police verification report alongwith driving license number of the driver & copy thereof while submitting acceptance of offer.
23. The agency shall provide statutory benefits to the drivers as may be applicable
24. Bidder should sign and stamp on all pages of his tender document as a token of acceptance of all terms and conditions stated herein.
25. Earnest money will be forfeited if the agency fails to commence the service as per the award letter, alongwith rates and amount. The Tenderer should not write any conditions or make any changes, additions, alterations and modifications in the printed form of tender.
26. The following documents are required to be enclosed with the Tender form:-
 - a) Registration certificate of the firm under the work contract of the Govt. of NCT Delhi./ Transport Department.
 - b) Minimum turnover of the firm not less than Rs. 10 lakhs during the last financial year.
 - c) Last two years experience of the firm in the field of providing such services in Central Govt. establishments/Autonomous bodies of Govt. of India/Corporations of Govt. of India/reputed public or private organisations provide the details in enclosed tabular form.
 - d) Certified Balance Sheet of the firm for last year of the service contract by the Chartered Accountant.
 - e) Duly certified copies of the satisfactory services where the Tenderer is providing the services for the last three years.
 - f) The agency must have certificate of service tax issued by the Govt.

- g) The firm/agency must enclose a certificate indicating that there is no criminal/ legal suit pending or contemplated against them.
- h) Self attested copy of PAN No.
27. An undertaking to the effect that the agency has not been blacklisted by any of the Departments/Organizations of the Government of India/Government of NCT of Delhi.
28. An amount of Rs. 1,00,000/-(Rs. One Lakh only) as security deposit for the contract is to be deposited by the selected agency/successful tenderer only after receiving a communication from the AUD. The performance guarantee cum security deposit by way of FDR/Bank Guarantee from a Nationalized Bank in favour of Registrar, AUD, payable at New Delhi valid for 12 months. FDR/Bank Guarantee will be required to be furnished within two weeks from the date of award of contract, failing which the work order may be cancelled.
29. No interest on security deposit and earnest money deposit shall be paid to the tenderer.
30. The rates will be valid upto the period of one year from the date of award/supply of vehicles and no increase in rates will be allowed due to any reason.
31. The first cover shall be superscribed as technical bid and second cover shall be superscribed as financial bid. Both these envelopes after being sealed properly may be put into another sealed cover addressed to the Registrar, AUD, Sector-9, Dwarka, New Delhi-110077.
32. The technical bid will be opened on 11.04.2011 at 3:30 PM in the Committee Room of the AUD, Sector-9, Dwarka, New Delhi in presence of the representatives of the firms if any. The financial bid will be opened only for those firms who will be technically qualified.
33. The Bids will be rejected in the event of information being found false or detected incorrect or incomplete at any stage prescribed in the tender or any ineligibility being detected, and no correspondence thereof shall be entertained, whatsoever.
34. The Bid Security will be forfeited in the following conditions:-
- (i) If at any stage, any of the information/declaration given by the bidder is found false.
 - (ii) If a bidder withdraws his bid during the period of bid validity specified in the terms and conditions of tender.
 - (iii) In case of any lapse/default in honouring of the terms and conditions at any stage after submitting the tender.
 - (iv) In case of final selection of bidder, if he fails to enter into the contract or fails to furnish Performance Security in accordance with the terms and conditions of the tender.
35. Registrar reserves the right to accept, reject or cancel any or all the offers without assigning any reason.
36. The university shall deduct Income Tax at source under 194 © of Income Tax Act, 1961.
37. In case of not fulfilling any of the terms and conditions the university will be free to cancel the contract or levy penalty.

The above mentioned terms and conditions are acceptable

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

Details of the last 2 years experience/work done.

(To be attached with the Technical Bid)

Sl. No.	Name of the Deptt./ Organisation & Name of contact Person with Phone. No.	Period		No. of vehicle deployed	Remarks
		From	To		

(Authorised Signatory)

FINANCIAL BID**FIVE Vehicles (4 to 5 seaters)**

Sl. No.	Particulars	Rates in Rs.			
		Indigo AC	Swift Desire	Indica AC	Any other Vehicle equivalent vehicle
1	Monthly basis 2500 KM and 350 hours				
2	Rate per km exceeding 2500 KM				
3	Rate per hr exceeding 350 hours				

ONE Vehicle (10 to 15 seater-- for visits from Dwarka Campus to K.Gate Campus and back

Sl. No.	Particulars	Rates in Rs.			
		Swaraj Mazda	Tempo Traveller	Any other equivalent Vehicle	Any other equivalent Vehicle
1	Monthly basis 2500 KM and 350 hours				
2	Rate per km exceeding 2500 KM				
3	Rate per hr exceeding 350 hours				