

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 vehicles.
12. The period of contract shall be initially for one year, but can be terminated at any time by Registrar, Ambedkar University, Delhi.
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 have not been challaned for negligence driving for the more than two occasions.
15. The university will not be responsible for any challan, loss or 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. The tenderers shall have to provide as extra 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 vehicle.
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. If the vehicle is out of order, the contractor shall provide a substitute vehicle immediately. In case, vehicle does not report on time/does not report at all, the Registrar, AUD will have a right to hire any other vehicle from the market and the additional cost incurred by the Department will be borne by the contractor.
25. Bidder should sign and stamp on all pages of his tender document as a token of acceptance of all terms and conditions stated herein.
26. 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.
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 or 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 of 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 super scribed as **technical bid** and second cover shall be super scribed as **financial bid**. Both these envelopes after being sealed properly may be put into another sealed cover addressed to the Registrar, AUD, Lothian Road, Kashmere Gate, Delhi – 110006.

- 32.** The technical bid will be opened on 11-03-2013 at 3.30 p.m. in the Administration office of the AUD, Kashmere Gate, 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 Bid 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 condition of the tender.
- 35.** Registrar reserve the right to reject any or all tender(s) without assigning any reason. The decision of the Registrar in this regard shall be final. No enquiries in this regard shall be attended.
- 36.** A daily record indicating time and mileage for each vehicle shall be maintained separately in a log book.
- 37.** The bids should be valid in the case of all the tenders for at least 6 months from the date of opening of the tender.
- 38.** All disputes arising out of this contract shall be referred to the sole arbitration of the Bharat Ratna Dr. B.R. Ambedkar University, Lothian Road, Kashmere Gate, Delhi- 110 006; The venue of arbitration shall be NEW DELHI (INDIA).
- 39.** The university shall deduct Income Tax at source under 194 (c) of Income Tax Act, 1961.
- 40.** In case of not fulfilling any of the terms and conditions the university will be free to cancel the contract or levy penalty.
- 41.** In case L-1 is more than one, then the Technical qualification of the Tenderer will be the criteria and the decision of AUD will be final.

Registrar

TECHNICAL BID

Name of Bidder : _____

Address of Bidder : _____

Telephone No. : _____

Earnest money : Rs.65000/- (in favour of Ambedkar University, Delhi)

Mode of Payment : Bank draft/Banker's Cheque : _____

Date : _____

Issuing Date : _____

Bank & Branch : _____

The following documents are required to be enclosed with the technical Bid:-

- a) Registration certificate of the firm under the work contract of the Govt. Of NCT Delhi/Transport Dept.
- b) Minimum turnover of the firm not less than Rs. 50 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 the tabular form given below:

DETAILS OF THE LAST 2 YEARS EXPERIENCE/WORK DONE

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

- 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 Card.
- i)** The detailed bid amount for each category of vehicles should be given in the Annexure-II
- j)** The above mentioned terms and conditions are acceptable.

Signature _____

Name of Agency _____

Address: _____

FINANCIAL BID

FIVE VEHICLES (4 TO 5 SEATERS)

S.N.	Particulars	Rates in Rupees	
		Wagon R	Any other vehicle equivalent vehicle
1.	Monthly basis 2500 KM and 3500 hours		
2.	Rate per KM exceeding 2500 KM		
3.	Rate per hour exceeding 350 hours		

ONE VEHICLE (10 TO 15 SEATERS – FOR VISITS FROM DWARKA CAMPUS TO KASHMERE GATE CAMPUS AND BACK)

S. N.	Particulars	Tempo Traveller (Rates in Rupees)
1.	Monthly basis 2500 KM and 3500 hours	
2.	Rate per KM exceeding 2500 KM	
3.	Rate per hour exceeding 350 hours	

Signature_____

Name of Agency_____

Address: _____



No. AUD/1-10/71//2012-13/

February, 8, 2013

To,

Sub.: Tender/Quotation Notice for Hiring of Vehicles

Sealed quotations are invited from registered agencies/reputed transporters/fleet owners for hiring of following types of Vehicles & models registered as taxis with transport department, GNCTD bearing nos. DLT, DLX, DLY, DLZ, DLV with yellow number plates on monthly basis.

S.N.	Vehicle Model	Number of Vehicles Required
1	Wagon-R	9
2	Tempo Traveller (10-15 Seater Capacity)	1

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-I.

The quotations complete in all respects in sealed cover super scribed as '**Hiring of Vehicle**' duly completed in all respects alongwith earnest money of Rs. 65,000/- by way of Demand Draft in favour of Ambedkar University, Delhi may be dropped in the Tender Box kept in Room No. 13 (Office of Administration), Bharat Ratna Dr. B.R. Ambedkar University, Lothian Road, Kashmere Gate, Delhi – 110006 **on or before 08-03-2013.**

The Complete tender document is available at our AUD website www.aud.ac.in. The form shall accompany a Demand Draft for Rs. 200/- (Rupees Two Hundred Only) Drawn in favour of the Registrar, Bharat Ratna Dr. B.R. Ambedkar University, Lothian Road, Kashmere Gate, Delhi – 1100006.

Registrar



**Bharat Ratna Dr B.R.
Ambedkar University, Delhi**
(A University Established by Govt. of NCT of Delhi through an
act of Legislature)

***NOTICE FOR INVITING TENDERS FOR HIRING OF
VEHICLES***

Sealed quotations are invited from registered agencies/reputed transporters/fleet owners for hiring of vehicles with yellow number plates on monthly basis. The last date for submission of tenders is 08-03-2013. For more details & complete tender document please visit our website www.aud.ac.in

***Registrar
Ambedkar University Delhi***

Lothian Road, Kashmere Gate, Delhi-110006
Telephone: +91-11-23863740/43/23862320