

શ્રી ગોવિંદ ગુરુ યુનિવર્સિટી
(ગુજરાત એક્ટ નં. ૨૪/૨૦૧૫ દ્વારા સ્થાપિત)
Shri Govind Guru University
(Established vide Gujarat Act No. 24/2015)

સરકારી પોલિટેકનીક કેમ્પસ
ગદુકપુર, ગોધરા,
જિલ્લો પંચમહાલ પિન કોડ-૩૮૯૦૦૧

Government Polytechnic Campus
Gadukpur, Godhara
Dist. Panchmahals Pin Code 389001

TENDER Notice No : 1/2016-17

“TENDER FOR Providing Vehicle Service for Shri Govind Guru University”

Tender fee: Rs. 3,000/-

EMD: Rs. 50,000/-(Fifty Thousand Only)

Shri Govind Guru University is established by the Government of Gujarat vide Gujarat Act No. 24/2015. All the colleges providing higher education and situated across the five district of Madhya Gujarat i.e. Panchmahals, Dahod, Mahisagar, Chhota Udepur and Vadodara in the field of Commerce, Arts, Science, Education, Architecture, Law, Para Medical etc. are affiliated with this University. Shri Govind Guru University Godhra shall be going to conduct various examinations of UG and PG programme like B.A., B.Com., B.Sc., LL.B., B.Ed., B.P.T., M.A., M.Com., M.Sc., M.Ed. etc. at various examination centre situated in above five districts of Gujarat State. To facilitate the smooth conduct of examination, the University required a vehicle/transportation service from reputed agency/suppliers.

Shri Govind Guru University invites Tender for hiring Vehicle Services under two bid systems. Interested parties/firms who wish to participate in tenders can download the tender documents including terms and conditions from University website www.sgggu.ac.in. EMD, Tender Fee, terms and conditions and other essential documents for the tender should be submitted on or before 04/11/2016 in the office of the Registrar Shri Govind Guru University, Government Polytechnic campus, Gadukpur, Godhra-389001.

A tender fee Rs.3,000/- (Three thousand only-) (non-refundable) and EMD of Rs. 50,000/-(Rs. Fifty thousand only) (refundable) in form of DD in favour of Shri Govind Guru University payable at Godhra only should be attached along with the tender documents.

Tender Documents received late / incomplete without requisite papers and Demand Draft for tender fee and EMD shall be summarily rejected. Shri Govind Guru University Godhra reserves the right to accept or reject any tender, without assigning any reasons.

Last Date of Submission of Tender	:	04/11/2016
Date of Opening of Tender (Technical Bid only)	:	05/11/2016 (12:00pm)
Date of Opening of Commercial Bid	:	05/11/2016 (03:00pm)
Tender shall be valid up to	:	1 Year

Date:22.10.2016


Registrar
REGISTRAR
Shri Govind Guru University
GODHRA - GUJARAT

I have read and understood all terms and conditions and impactions thereon of the tender document. Page 1

Signature & Seal of Bidder

શ્રી ગોવિંદ ગુરુ યુનિવર્સિટી
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Government Polytechnic Campus
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TERMS & CONDITIONS OF THE TENDER:

The successful bidder will have to enter into the contract (with standard terms and conditions as per this tender document). The tender shall be submitted in two parts via,

- (a) Technical Bid and
- (b) Commercial / Financial Bid.

- 1) Technical bid shall consist of technical details.

The Tender form along with technical and financial bid shall be submitted with duly signed by the bidder. Bid should contain Tender Fee of Rs. 3000/- (Three Thousand only) and EMD of Rs. 50,000/- (Rupees Fifty Thousand only) in the form of Demand Draft In favor of "REGISTRAR SHRI GOVIND GURU UNIVERSITY", payable at GODHRA. Bid Cover should also contain original copy of Tender duly signed and stamped in token of having read and understood all terms and conditions and implication of thereof. It should also contain technical bid along with copy of all required document and proof. The technical along with financial bids should be submitted in sealed covers, marked "Technical Bid for Hiring Vehicle Services for Shri Govind Guru University".

- 2) Tenders not complying with the terms and conditions of tenders are liable to be rejected at the sole discretion of the University without any further reference.
- 3) This tender is not transferable.
- 4) The University reserves the right to choose, accept or reject any or all requests/offers, in full or part and also reserve the right at any stage to reduce or increase the quantity and split the order.
- 5) The University will not be responsible for any postal losses or delays in receipt of documents. The tender documents are non-transferable.
- 6) EMD: As indicated in the Tender Notice EMD of Rs. 50,000/-(Rupees Fifty Thousand only) only in form of Demand Draft in favor of the "REGISTRAR SHRI GOVIND GURU UNIVERSITY" is refundable.

I have read and understood all terms and conditions and implications thereon of the tender document. Page 2

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- 7) The tender can only be submitted for all Vehicles required as in the list of tender document. If the bidder has not given his/quotes for all the Vehicles asked in the tender his tender will be rejected.
- 8) The bidder must supply a List of existing and previous customers along with their contact number of their items in India.
- 9) The tender form shall be submitted with this bid duly signed by the Bidder, failing which the tender will be rejected.
- 10) No conditional tenders shall be accepted and such tenders shall be treated as rejected.
- 11) The tender received after the prescribed time limit shall not be taken in to consideration.
- 12) Tender Documents received late/incomplete without requisite papers and Demand Draft for tender fee and EMD shall be summarily rejected.
- 13) No tenderer shall withdraw his rates after the tender is opened. If a tenderer does so, his EMD deposit shall be forfeited and such tenderer shall be considered ineligible for work/contract in future.
- 14) The EMD of the tenderers other than whose tender rates are accepted shall be refunded within one month after issue of order to a successful tenderer.
- 15) Security deposit shall be deposited immediately within seven days of the intimation to the tenderer whose tender have been accepted. The EMD of the tenderer who does not do so, shall be forfeited and such tenderer shall be considered ineligible for work/contract in future. In such case, L 2 tenderer may be asked to deposited "Security Deposit" & the contract may be awarded to him at the discretion of the Shri Govind Guru University.
- 16) The rates quoted would be inclusive for the services of the vehicle. It includes fuel cost, driver cost, and all other incidental expenses such as parking charges, penalty due to traffic rules violation or any other duties and toll tax etc.
- 17) The Tenderer shall be solely responsible to comply with all the provisions of Motor Vehicles Act and all other laws, rules, guidelines, etc. as applicable from time to time in respect of plying of vehicles.

I have read and understood all terms and conditions and impactions thereon of the tender document. Page 3

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- 18) The drivers shall not be treated as employees of Shri Govind Guru University under any circumstances. The tenderer shall ensure that all statutory obligations, including insurance, providant fund if any, with respect to the employees are fully complied at his cost.
- 19) All vehicles should be in excellent working conditions and first registration of the offered vehicle must be of January-2012.
- 20) Firm/Tenderer bidder should have minimum 5 lac turnover every year for past three years of the travels business and proof of same should be attached with the tender.
(Please attach proof documents in the technical bid). Bidder should have provided vehicles to Board/University/Government Organization and certificate of which should be attached with Technical Bid.
- 21) The firm should have exposure of providing vehicles for exam work with state secondary education board / university or Work experience of Government Organization/ Public Sector Unit. The firm must provide a certificate of satisfactorily completion of work.
- 22) The required vehicles will be made available at place directed by Shri Govind Guru University. Kilometer will be counted from pick up point to drop point as may be notified by Shri Govind Guru University. Drivers are not permitted to use this vehicle for their own purpose during Shri Govind Guru University service. If it is used by driver, then that distance is deducted. Final authority for Deduction if Shri Govind Guru University Registrar.
- 23) Shri Govind Guru University is not liable to pay any payment to kilometer from the place of Tenderer to destination decided by Shri Govind Guru University or destination decided by Shri Govind Guru University to place of Tenderer while reporting or while relieving from duties.
- 24) In general has to supply vehicle for all exam days as per schedule given by Shri Govind Guru University. However Shri Govind Guru University has all right to use vehicle, if needed on any other day for any time and duration required.
- 25) The contract binds the heirs, executors, administrators and successors and permitted assigns of the service provider with respect to all covenants herein, and cannot be changed except by written consent signed by the Registrar Shri Govind Guru University. All claims arising out of accidents including damages to the vehicles and injuries including death of the people traveling

I have read and understood all terms and conditions and implications thereon of the tender document. Page 4

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- in the vehicle (including driver of the vehicle provided by the tenderer) and any other third party be owned and settled by the tenderer. Shri Govind Guru University shall not be liable or responsible for such claims.
- The kilometer reading form in duplicate will be made available from the Shri Govind Guru University and it will be the responsibility of the agency to get it filled during onward and return trip and to be dully signed by authorized person of Shri Govind Guru University. One copy is to be submitted to Shri Govind Guru University along with the bill.
- 26) During outside destination, arrangement of accommodation of driver, food, parking of vehicles will be arranged by the agency.
- 27) The vehicle should comply with emission standards laid down by competent authority and statutes. The vehicle should comply with all pollution control regulations and norms.
- 28) It will be the responsibility of the Tenderer to provide well-dressed driver with a valid license, with clear antecedent and mobile phone in working condition. The drivers must carry valid driving license while on duty. If any complain regarding driver behavior is raised from Shri Govind Guru University travelling memo for that day will be treated as cancelled. If driver or any other person representing agency is found in drunken state with alcohol, that driver will be prohibited for examination purpose.
- 29) The Tenderer will have to replace the driver or/and vehicle, if Shri Govind Guru University is not satisfied with the service of the driver or the vehicle, as the case may be. Driver on exam duty cannot leave the vehicle without prior permission of the Observer/Squad member or registrar.
- 30) The Tenderer will have to make prompt arrangement for alternative vehicle in case the engaged vehicle goes out of order or breakdown.
- 31) In actual operation there is no objection to deployment of vehicles as stop-gap at no extra cost to Shri Govind Guru University in case of any breakdown of existing vehicle, being used by Shri Govind Guru University Penalty will be imposed @ 1.0% of the value of bill per trip for delayed reporting on duties subject to maximum of 10% of the bill value.

I have read and understood all terms and conditions and impactions thereon of the tender document. Page 5

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- 32) No private registered vehicle should be included and the same will not be allowed to use after award of contract. The Tenderer must provide tourist permit (TAXI Permit). All the vehicles must have necessary valid certificate (Including PUC etc.) and documents in the vehicle.
- 33) If vehicle is not in proper condition then that vehicle is rejected.
- 34) Indica/Vista type vehicle must carry 20-25 answer book bags containing 100 answer books of 32 pages and/or supplementary (1 or more) and Sumo/Toofan/Tavera must carry 60-65 bags with Observer/Squad members for duty during examination.
- 35) Route for vehicles is decided by Shri Govind Guru University No arguments regarding route is entertained. Route and allocation of vehicle on that route is a authority of registrar Shri Govind Guru University.
- 36) Extra Halt hours for vehicle upto 125km is decided by Shri Govind Guru University with journey starting time and journey ending time. No extra halt charges are applicable above 125km. Extra halt charges is certified by registrar Shri Govind Guru University.
- 37) The Tenderer should have proper office with minimum one Telephone/Fax/Mobile number/Email ID so that can be contacted at any time and the driver of the cars should be connected with each other preferably mobile phone. The Tenderer should give their office and residential telephone number/contact person(s) name in the tender document.
- 38) Shri Govind Guru University is neither responsible nor liable to pay any compensation for injury/death caused to tenderer's operating staff in the event of any accident on your duty. Tenderer will make his own arrangements to meet such eventualities as per the existing Government rules/regulations.
- 39) In case of injury or loss of life to our staff/Officers while traveling in tenderer's vehicle, tenderer shall make arrangements to pay suitable compensation in accordance with law for the time being in force to each and every one of our affected staff or their heirs depending upon the merits of each individual case. Insurance claim settlement shall be time bound and the sole responsibility of the tenderer. In case of any third party claim against Shri Govind Guru University for any act of the employees of the transporter, the transporter shall act as guarantor and indemnify Shri Govind Guru University to the extent of all claims and expenses.

I have read and understood all terms and conditions and implications thereon of the tender document. Page 6

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- 40) The Tenderer shall comply all the laws, rules, regulations applicable to him in respect of his staff (including provident fund etc.) and any breach thereof shall render the contract liable to cancellation.
- 41) The rate quoted by the tenderer shall be inclusive of operational Maintenance, fuel, oil, wages, insurance, taxes, actual parking charges, toll taxes/inter-state for journey and other charges as may be levied by the Government, Local Bodies and other agencies and the incidentals.
- 42) All pages of the Tender Document should be duly signed and stamped in token of having read and understood all terms and conditions and implication of thereof. The rates given should be complete and in full, in all respect. The Tender document and other document signed and stamped by tenderer are submitted with technical bid of tender.
- 43) Shri Govind Guru University will deduct the statutory tax, penalties, if applicable etc. from each bill from time to time.
- 44) Any litigation will be subject to the jurisdiction of the appropriate court at Godhra only.
- 45) This contract may be renewed on expiry at the sole discretion of Shri Govind Guru University on the same terms and conditions subjects to the satisfactory performance of Tenderer.
- 46) In case the firm fails to provide vehicles as contracted on a particular day, the vehicles will be hired by the Shri Govind Guru University from any other source and the difference between the rates of the firms accepted by the Shri Govind Guru University. Further penalty of Rs. 1,000/- shall be levied for such default.
- 47) Failure by the Tenderer to comply with any statutory requirements and terms & conditions of this Tender during the period of contract shall result in termination of the contract and subsequent disqualification for participation in any future tender by Shri Govind Guru University. In such a case, the security deposit will also be forfeited.
- 48) Till the end of exam process, any number of the vehicles may be demanded by Shri Govind Guru University & accordingly it has to be supplied as per the terms & conditions of the tender. Due to any reason if the vehicle is not taken in the use cancellation charge of Rs. 100/- will be given to agency by Shri Govind Guru University.

I have read and understood all terms and conditions and impactions thereon of the tender document. Page 7

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- 49) The terms & conditions of the tender are binding to the tenderer & Shri Govind Guru University.
- 50) If the service provided by the tenderer is not found to be satisfactory as per T & C of the contract Shri Govind Guru University reserves the right to terminate the contract without assigning any reason.
- 51) For use of vehicle other than examination work it will be permitted only if advance permission has been given by the Registrar of the university.
- 52) The bill duly signed by the officers using the vehicle is required to be submitted for auditing. Bill of Previous months invariably be raised on or before 15th of next month (i.e. Bill of the May should be raised to the Shri Govind Guru University latest by 15th of June)
- 53) Advance Payment of 60% of the bill submitted will be given to the agency. Remaining payable amount will be paid after due scrutiny of bills by Shri Govind Guru University Godhra.
- 54) The successful bidder has to pay a security deposit of Rs. 50,000/- (Rs Fifty Thousand only).
- 55) The University may extend the contract for one more year on agreed terms on mutual consent of both the parties.
- 56) The University may revise rates during contract period if the Petrol/Diesel price increases/decreases. The base price of the petrol will be calculated on the petrol price on the 1st of each month. If the prices of Petrol/Diesel increase or decreases more than a rupee the additional/deducted rate revision of Rs 0.08 per km for Tata Sumo/Toofan/Tavera/Innova category vehicle and rate revision of Rs 0.06 per km for Tata Indica/Vista Category Vehicle would be given. The revised increased/decreased rates will be considered on every 1st of the months only and accordingly bills have to be raised for that month. The Petrol/Diesel price for the previous month on which the last bill is raised will be considered as a base price.
- 57) The driver should use minimum distance route from source to destination. The driver or the agency should not be at liberty to select the route.
- 58) It would be duty of the transporter to give sufficient money to the Driver so that they should not demand money from the Officer/Observer during their journey for emergency usage.

I have read and understood all terms and conditions and impactions thereon of the tender document. Page 8

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- 59) The speedometer to the vehicle must be in working condition. In case if the speedometer is not in working condition then the Officer shall reject such vehicle and in such case a penalty of Rs. 1,000/- will be levied against the transporter. The transporter must make alternative arrangement in real time to avoid the delay in the service. In case if the transporter fails to provide the vehicle then the Officer shall make alternative arrangement and the charges of alternative arrangement shall be deducted from the pending bills of the transporter.
- 60) Seat/Cleanliness and overall condition of the vehicle must be good. The Officer has the authority to reject any vehicle if it is not in proper condition.
- 61) All the drivers must obey the instruction given by the S.G.G.U. Officers. If written complaint received from the Shri Govind Guru University Officer against any driver/vehicle such driver/vehicle must not be allowed for the transportation related service for the Shri Govind Guru University for the contract period.
- 62) Bidder/Tenderer who has **filled lowest rates for Tata Sumo/Toofan/Tavera and Innova category vehicle in sr no 1(a). be treated as L1 and for the other category of vehicles the L1 should be given lowest rates filled among all the bidders.** If L1 does not agree upon to accept the lowest rates filled in other category vehicles the other bidders who has filled second lowest rates in Tata Sumo/Toofan/Travera and Innova category vehicle (L2) should be called and offer the rates of Tata Sumo/Toofan/Travera and Innova category vehicle filled by L1 bidder and other lowest rates filled in other category among all the bidders. If L2 does not agree upon same L3 and L4 and so on should be called and lowest rates should be offered to them for the contract.


REGISTRAR
SHRI GOVIND GURU UNIVERSITY
Shri Govind Guru University
GODHRA
GODHRA - GUJARAT

I have read and understood all terms and conditions and implications thereon of the tender document. Page 9

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Opening of the tender:

The date for opening of Tender (Technical Bid) is 05.11.2016 at 12.00 pm

The date for opening of Tender (Commercial/Financial Bid) is 05.11.2016 at 03.00 pm

The interested tenders or their authorized representative wish to remain present at the time of technical bid opening may remain present. Commercial bid of tenderer who technically qualify will be opened after technical scrutiny by the University.

Time – limit for the rates of tenders

The rates of the tender shall consider being in force for 60 days from the date of opening of the tender and during this period, the tenderers cannot withdraw his rates. For the interpretation of the time, the provisions of the Indian Limitation Act shall be applicable. Shri Govind Guru University shall have absolute right to accept any tender or to reject all the tenders without assigning any person. This also includes to accept or to reject a tender of the lowest rates.

Any other document as required by Shri Govind Guru University shall have to be produced within 3 (three) days.

The above terms and conditions are acceptable and binding to us.

Signature of the tenderer/agency

Name of the tenderer/agency

I have read and understood all terms and conditions and impactions thereon of the tender document. Page 10

Signature & Seal of Bidder

શ્રી ગોવિંદ ગુરુ યુનિવર્સિટી
(ગુજરાત એક્ટ નં. ૨૪/૨૦૧૫ દ્વારા સ્થાપિત)
Shri Govind Guru University
(Established vide Gujarat Act No. 24/2015)

સરકારી પોલિટેકનીક કેમ્પસ
ગદુકપુર, ગોધરા,
જિલ્લો પંચમહાલ પિન કોડ-૩૮૯૦૦૧

Government Polytechnic Campus
Gadukpur, Godhara
Dist. Panchmahals Pin Code 389001

Information about EMD and Tender fee

(To be submitted In EMD and technical bid cover)

Name of Tenderer :

Address :

Tender fee :

Amount in Rs :

Demand Draft No. :

Date :

Name of Bank :

EMD :

Amount in Rs :

Demand Draft No :

Date :

Name of Bank :

Signature of the tenderer/agency

Name of the tenderer/agency

Seal of the tenderer/agency

Place:

Date:

I have read and understood all terms and conditions and impactions thereon of the tender document. Page 11

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Guidelines for Tenderers

1) Definition:

Tenderer / Agency : Person, firm or the company submitting tender in response to the tender notice shall be considered Tenderer which also includes the successful tenderer whose tender has been approved by Shri Govind Guru University. The tenderer whose rates will approve shall be considered as an agency for providing vehicle(s) on hire basis.

2) Period of Contract

The period of the contract for providing vehicle(s) on hire shall be up to one year from the commencement of contract which can be further extended maximum up to additional one year. Before the completion of the contract of the agreement or at any time by issuing written notice of atleast one month for any reason can be cancelled and the agency shall have no right to get any compensation.

3) Security Deposit:

Rs. 50,000 (Rupees Fifty Hundred only) as security deposit shall have to be deposited within a seven days from the date of written intimation about the sanctioning of the tender. The amount of security deposit shall have to be paid by demand draft in favor of Registrar Shri Govind Guru University payable at Godhra and no interest shall be paid on it. The amount of security deposit shall be refunded after the completion of the contract and after payment of all the bills of the agency.

If the period of the contract is extended by the consent of both the parties, the security deposit shall be refunded after the expiry of the period of the new contract and after the settlement of dues if any and payment of all the bills of the agency.

4) Payment of bills:

The final bill will be paid within 30 days of the submission of the bill by the agency. If the agency expects the amount of the bill by demand draft, the payment will be made after deducting the bank commission.

5) Dispute

If any dispute arises about the interpretation of any condition, the decision of the Hon'ble Vice Chancellor of the SGGU shall be final. If any dispute arises about this tender, its jurisdiction shall be Godhra.

6) Outstanding Dues

Any amount outstanding for any reason from the agency shall be recovered from the amount of their pending bills and the security deposit. If even after this recovery, any amount of recovery is pending interest at the rate of 15% shall be recovered on it and the agency shall be fully responsible for that. If Shri Govind Guru University is compelled to resort to any legal proceedings in this respect, the expenditure incurred by the SGGU for the legal proceedings shall be recovered from the agency.

If conditions of these tenders are violated, the Shri Govind Guru 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). The agency shall have to remit the forfeited amount forthwith.

I have read and understood all terms and conditions and implications thereon of the tender document. Page 12

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After the sanction of the tender if the tender fails to deposit the amount of the "Security Deposit" within the prescribed time limit, the amount of the Tender Deposit shall be forfeited and any additional expenditure that may have to be incurred due to such failure, shall be recovered from the agency and the agency shall be disqualified for any future work.

Any amount outstanding from the agency for any reason shall be recovered from his pending bills and the amount of the security deposit.

The above terms and conditions are acceptable and binding to us.

Signature of the tenderer/agency

Name of the tenderer/agency

Seal of the tenderer/agency

Place:

Date:

I have read and understood all terms and conditions and impactions thereon of the tender document. Page 13

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Details about Turnover for the last three years: (attach proofs)

Sr No	Year	Total Turnover in (lacs)
1	2013-14	
2	2014-15	
3	2015-16	

Whether liable to pay Service Tax or not or exempted: Yes/No/exempted

If yes, then details of Service Tax paid during last three tears:

Year	Service Tax Paid in Rs.
2013-14	
2014-15	
2015-16	

(Attach Proof of above with technical bid)

Signature of the tenderer/agency

Name of the tenderer/agency

Seal of the tenderer/agency

Place:

Date:

*Please attach the documents mentioned in the **General Terms and Conditions**. The documents are the part of the Technical and Financial Bid. In absence of these documents the technical bid will be summarily rejected.*

I have read and understood all terms and conditions and impactions thereon of the tender document. Page 15

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Commercial/Financial Bid

1. Name of Tenderer:
2. Address with Contact No. :

Office :

Residence:

Sr.No.	Particulars	Indica/Vista		Tavera (8 seater)		Toofan Force	Innova
		AC	Non AC	AC	Non AC	Non AC	AC
1	(a) rates in Rs/Km. (for min. km as per (b))						
	(b) min. km-> (per day)	300 km.	300km.	300 km	300 km	300 km	300 km
2	(a) for providing vehicle fix rate per day up to 100 km.						
	(b) fix rate per day up to 125km.						
	(c) fix rate per day up to 150 km.						
	(d) fix rate per day up to 175 km.						
3	Night halt charges per night						
4	Extra halt hours charges above 12 hrs only for up to 125 km. (per hour)						

In case of Vehicle called for fixed charges, if kilometer exceed prescribed km than extra charge will be paid as per rates quoted in SR No. 1.

- Rates indicated above are inclusive of all taxes.
- All the condition mentioned in tender are known to me and accepted.

Place:

Date:

Seal and Signature of tenderer/agency

I have read and understood all terms and conditions and implications thereon of the tender document. Page 16

Signature & Seal of Bidder