



# CENTRAL UNIVERSITY OF RAJASTHAN

(Established under the Central Universities Act, 2009)  
NH-8, Bandarsindri, Distt. Ajmer-305817

## INVITING TENDER FOR HIRING OF VEHICLES

### Clause- 1

#### Tender Notice

- 1.1 The University is inviting tender for hiring of vehicles (Innova/Etios/Dezire/Indigo/Ertiga/Tavera/Scorpio/Xylo/Bolero etc.) on Monthly / Daily/Hourly basis as per the requirements of the University. The contract of hiring of the vehicle will be initially for a period of one year. However, the contract may be extended for further period upto one year on mutual agreement on the same rate, terms and conditions, if the services of the contractor are satisfactory. The interested parties/ service providers may send their quotations on the prescribed application forms (i) Technical Bid as Annexure-I, (ii) Financial Bid as Annexure-II (A&B).
- 1.2 An Earnest Money of Rs. 5000/- and application fee for tender of Rs. 500/- in the form of Demand Draft be prepared separately in favor of the Central University of Rajasthan payable at Kishangarh, must be enclosed along with the Technical bid.
- 1.3 The tender must reach the following address on or before 29th<sup>th</sup> February 2016 by 2:00 pm.  
Registrar  
Central University of Rajasthan  
NH-8, Bandarsindri, Distt. Ajmer-305817
- 1.4 The technical bid (Annexure-I) and the financial bid (Annexure-II (A & B) should be sealed by the bidder/service providers in separate covers duly superscribed and both these sealed covers are to be put in a bigger cover which should also be sealed and duly superscribed, as "Tender for Hiring of Vehicles".
- 1.5 The technical bids are to be opened by the Tender Committee on same day i.e. 29th<sup>th</sup> February 2016 at 3.00 pm in presence of representatives of the bidders. At the second stage, financial bids of the technically qualified Bidders will be opened for further evaluation and ranking before awarding the contract.

### Clause-2

#### General terms and conditions

- 2.1 All the vehicles must be of 2010 model or afterwards.
- 2.2 Availability of the vehicle must be 24x7 basis along with medically fit drivers.
- 2.3 Vehicles will be under the control of Central University of Rajasthan, Bandarsindri, Kishangarh, during the hiring period of the vehicle.
- 2.4 Vehicles shall be used for the Inter State travels, if required.
- 2.5 The Contractor has to provide service tax number.
- 2.6 The contract for hiring of the vehicles will be initially for a period of one year. However, the contract may be extended for further period upto one year on mutual agreement on the same rate, terms and conditions, if the services of the contractor are satisfactory.
- 2.7 The rates to be quoted are to be filled in the proforma given at (Annexure-II (A & B)
- 2.8 The contractor has to deposit earnest money (EMD) of Rs. 5000/- in the form of DD in favour of "Central University of Rajasthan" payable at Kishangarh.
- 2.9 Earnest Money:  
The earnest money of all the unsuccessful tenderers will be returned as early as possible after the expiry of the period of the bid validity and after issue of the work order. No interest will be payable by the University on the Earnest Money Deposit.  
Forfeiture of Earnest Money: The earnest money will be forfeited in the following cases:
  - i. Earnest Money is liable to be forfeited and bid is liable to be rejected, if the tenderer withdraw or amends impairs or derogates from the tender in any respect within the period of validity and/or after opening the tender.
  - ii. When the tenderer does not deposit the security money, after the work order is given.

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- iii. If the successful bidder fails to provide the vehicle in the prescribed time after the confirmed orders, the University has full right to forfeit the earnest money deposited with the university.
  - iv. When information/certificate/document furnished is found false at any stage.
  - v. When the bid documents have been manipulated or altered after downloaded from website.
- 2.10 The contractor will give written undertaking that he accepts all the terms and conditions.
- 2.11 When the vehicle is hired on monthly basis, it will be at the disposal of the University throughout the duration of the contract. It may be sent for one day in a month during the duration for regular maintenance.
- 2.12 University reserves the right to cancel the bids or for any particular vehicle without assigning any reason.
- 2.13 The Tender fee amounting of Rs. 500/- in the form of DD in favor of "Central University of Rajasthan" payable at Kishangarh should be attached with the application form without which the offer would not be considered.

### **Clause- 3**

#### **Terms and conditions of Contract**

- 3.1 All repairs and maintenance, running costs, fuel, lubricants, salaries of drivers, taxes, etc. necessary for the running & maintenance of vehicle will be borne by the contractor.
- 3.2 All drivers shall have valid driving license for commercial use and proof of the same shall be provided by the Contractor.
- 3.3 Vendor would be responsible for the conduct of the drivers employed and if at any point of time any driver is found to be working against the interest of the university, the said driver shall be withdrawn and replaced with another driver provided to the university at no additional cost.
- 3.4 Vendor shall not deploy any vehicle running on LPG/CNG.
- 3.5 All hired vehicles shall be under University's control and shall be parked in designated locations of the Central University of Rajasthan, when not in use.
- 3.6 The vehicle if taken for full day may be utilized for local Ajmer/ Kishangarh in case if required without any extra payment / charges.
- 3.7 In case the vehicle is required for outside the state, then the vendor will be required to ensure its availability.
- 3.8 The vehicle booked for one guest may be utilized during the same hiring period for other guests / purposes also.
- 3.9 In case the vehicle is hired for more than one day, then the number of kms will be adjusted /managed in total and not on per day basis.
- 3.10 During the marriages, conferences and other seasonal programmes, the vendor cannot refuse for the vehicle and will be responsible for providing the vehicle at any cost.
- 3.11 The vendor will provide full details of driver, vehicle etc. during the time of booking and will be required to confirm from the driver at the reporting time whether the vehicle has arrived at the destination point or not.
- 3.12 Vehicles should be fitted with needed accessories to drive on State and National highways including during the nights. Fog lights are to be fitted while driving in foggy areas.
- 3.13 Vehicles should also be fitted with Toeing hook.
- 3.14 Vendor shall obtain vehicle fitness certificate from competent authority, vehicle registration, comprehensive insurance, payment of road tax, inter-state permit, etc.
- 3.15 Vehicle should be able to move freely to the neighboring States without any restrictions.
- 3.16 Vendor shall provide valid certificate of pollution check for the vehicle from the concerned authorities and the same shall be renewed well before the due date.
- 3.17 All vehicles shall be comprehensively insured against all risks (including the driver and occupants). Insurance policy shall be renewed well before the due date.
- 3.18 Driver should always carry all necessary documents like Registration papers, Insurance papers, PUC clearance, RTO tax payment papers, valid driving license and all other documents that should accompany vehicle as per rules & regulations of applicable laws.

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- 3.19 In case of breakdown of any vehicle, depending on the distance, the vendor shall provide another vehicle of similar brand at no extra cost. A fine of Rs 1000/- per hour will be charged if the vehicle is not provided within maximum one hour.
- 3.20 In case of any accident to the vehicle, it will be the responsibility of the contractor or his representative (drivers) to lodge FIR etc. with police. All RTO issues and Traffic violations are to the account of contractor.
- 3.21 The contract is valid for providing services of vehicle hiring and at no point of time any or all of the Staff of Transporter shall raise a claim for employment in the Central University of Rajasthan.
- 3.22 Drivers should carry sufficient cash for discharging obligations on account of fuel refilling, parking charges, toll taxes etc. Such expenditure can be claimed as reimbursement by the contractor. Proper supporting documents would have to be submitted along with such claims.
- 3.23 Lodging, boarding, transportation of drivers shall be the vendor's responsibility.
- 3.24 In the intervening period if a temporary vehicle is provided by the Contractor and its mileage will be taken separately from reporting to discharges and will be added to the total log book for the month.
- 3.25 Drivers should be well dressed. The contractor will provide uniform to all drivers who will wear the same on duty. In the event of driver not being in presentable dress, not behaving properly, engaging in rash and unsafe driving, the University shall have right to expel or refuse entry to any of such drivers and vehicle to be treated as absent.
- 3.26 Driver should be well qualified and should be able to read and write, and have minimum three years of experience as driver.
- 3.27 Driver should be alert /careful enough to take care of items/material kept in the vehicles.
- 3.28 Vehicle should carry portable fire extinguisher.

**Clause- 4**  
**Terms of Payment**

- 4.1 All bills will be paid on monthly basis.
- 4.2 In case, the vehicle is hired on monthly basis, bill should be submitted along with the photo copy of the log book duly signed by the controlling officer.
- 4.3 In case, the vehicle is hired on daily / hours basis, bills should be submitted along with duty slip duly signed by the controlling officer.
- 4.4 The bills have to be submitted without any service tax as the Government educational institutions are exempted from service tax as per the circular no 172/71/213-ST dated 19<sup>th</sup> September 2013 by Ministry of Finance, GoI.

**Clause- 5**  
**Termination**

- 5.1 The University may, without prejudice to any other remedy for breach of contract, may terminate the contract in whole or in parts.
- 5.2 If the contractor fails to arrange the supply of any or all of the vehicles within the period (s) specified in the contract or any extension thereof granted by University.
- 5.3 If the contractor fails to perform any other obligation(s) under the contract.
- 5.4 In case the Contract has to be terminated, 15 days notice in writing shall be given by the either side.

**Clause- 6**  
**Jurisdiction**

- 6.1 All disputes arising out of this contract shall be subjected to the jurisdiction of Rajasthan and High Court bench Jaipur, only.

**Clause- 7**  
**Eligible Bidders**

- 7.1 The Contractor/Agency should have owned at least five (05) vehicles e.g. (Innova/Etios/Dezire/Indigo/Ertiga etc.), at the time of bid submission, of model not older than year 2010 and vehicles

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registered as commercial vehicles. In case university requires more than 05 vehicles at a time it will be the responsibility of the contractor to manage the same & from anywhere.

- 7.2 The bidder should be registered with the Central Excise/Custom department for the purpose of Service Tax. If not already registered, proof of application for registration for service tax must be submitted with the condition that registration certificate will be produced before signing the agreement/ contract.
- 7.3 The bidder should have experience in supplying at least two commercial vehicles / cars for one year during last two years to any Central / State Govt. organization or a Public Sector Undertaking. This condition may be relaxed on entire discretion of the University.
- 7.4 The average annual turnover of the Bidder should be more than Rs. 10 lacs during last three financial years.
- 7.5 The bidder should have at least 5 years of experience for providing such services to Government/Non-Government organizations / individuals.
- 7.6 University wants to have travel agents at different places viz Ajmer and Kishangarh. Accordingly, travel agents having their offices at Ajmer and Kishangarh may submit their bid for these locations separately. Eligibility criteria may be relaxed as per discretion of University Authority for those firms who want to submit their bid for providing vehicle from Ajmer/Kishangarh.

### **Clause- 8**

#### **Submission of Documents**

Documents required to be submitted for establishing Bidders Eligibility and Qualifications:

- 8.1 Proof of ownership/hold on lease of minimum number of vehicles, as per clause 7.1.
- 8.2 Registration certificate for service tax, else, copy of application submitted to Custom / Central Excise Department for service tax registration, as per clause 7.2.
- 8.3 Registered Partnership Deed or Articles/Memorandum of Association in the case of partnership firm or Company.
- 8.4 Experience certificate from appropriate authority as per the clause no. 7.3 of the Tender document.

### **Clause- 9**

#### **Amendment to bid document**

- 9.1 At any time, prior to the date of submission of bid, the University, for any reason whether at its own initiative or in response to a clarification required by a prospective bidder, modifies the bid document by amendments.
- 9.2 The event of amendment shall be notified through press and amendments shall be hosted on University website and these amendments will be binding on all prospective bidders.



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**Annexure-I**

## **TECHNCIAL BID**

Application Proforma for Hiring of Vehicles for the Year 2016-17

1. Name of the Contractor/Agency : \_\_\_\_\_
2. Complete Address : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. Telephone / Mobile Number(s) :
4. Fax Number :
5. E-mail :
6. Payment Details **Earnest Money:** : D.D. Amount: \_\_\_\_\_  
D.D. No.: \_\_\_\_\_  
Date: \_\_\_\_\_  
Bank & Branch: \_\_\_\_\_  
  
**Tender Fee:** : D.D. Amount: \_\_\_\_\_  
D.D. No.: \_\_\_\_\_  
Date: \_\_\_\_\_  
Bank & Branch: \_\_\_\_\_
7. Service Tax Registration number issued by the Central Excise Dept. in favour of the contractor/agency : \_\_\_\_\_
8. PAN Number issued by the IT dept. in favour of the contractor/agency : \_\_\_\_\_
9. Any Other Details : \_\_\_\_\_  
\_\_\_\_\_
10. **Enclosures** :
  - i. Original Demand Drafts (two)
  - ii. Service Tax Registration Number
  - iii. Copy of PAN Card,
  - iv. Copy of Audited Annual Accounts for last three years
  - v. List of vehicles along with Certificate of Registration (RC)
  - vi. Experience Certificates

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### FINANCIAL BID

(To be enclosed in separate sealed cover)

**TABLE-I**

Name of the Vehicle	Rates on Daily Basis	
	with AC per Km.	without AC per Km.
Toyota Etios/ Maruti Swift Dezire/ Tata Indigo		
Maruti Ertiga		
Toyota Innova		
Chevrolet Tavera		
Mahindra Xylo		
Mahindra Scorpio		
Mahindra Bolero		
Tempo Traveler (12 seater)		
Mini Bus (15 seater)		
Mini Bus (23 seater)		
Bus (52 seater)		
<b>Note: -</b>		
1. Minimum running in kms. ....		
2. Night Charges (if any) will be Rs. .... per night (Payable only after 11.00 PM).		
3. Other Charges (if any) .....		

**TABLE-II**

Name of the Vehicle	Rates on Hour Basis			
	with AC		without AC	
	4 hours 50 kms.	8 hours 80 kms.	4 hours 50 kms.	8 hours 80 kms.
Toyota Etios/ Maruti Swift Dezire/ Tata Indigo				
Maruti Ertiga				
Toyota Innova				
Chevrolet Tavera				
Mahindra Xylo				
Mahindra Scorpio				
Mahindra Bolero				
Tempo Traveler (12 seater)				
Mini Bus (15 seater)				
Mini Bus (23 seater)				
Bus (52 seater)				
<b>Note: -</b>				
1. Beyond minimum 50 / 80 kms., extra per km. charge will be applicable according to daily basis charge mentioned in Table – I.				
2. Other Charges (if any) .....				

Signature of Bidder with seal



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## **FINANCIAL BID**

(To be enclosed in separate sealed cover)

**TABLE-III**

Name of the Vehicle	Rates on Monthly Basis (for 3000 kms. per month)	
	with AC	without AC
Toyota Etios/ Maruti Swift Dezire/ Tata Indigo		
Maruti Ertiga		
Toyota Innova		
Chevrolet Tavera		
Mahindra Xylo		
Mahindra Scorpio		
Mahindra Bolero		
Tempo Traveler (12 seater)		
Mini Bus (15 seater)		
Mini Bus (23 seater)		
Bus (52 seater)		

**Note:** -

1. Beyond 3000 kms., extra per km. charge will be applicable according to daily basis charge mentioned in Table – I.
2. Night Charges (if any) will be Rs. .... per night (Payable only after 11.00 PM).
3. Other Charges (if any) .....

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## DECLARATION

I, \_\_\_\_\_ (name of the person) hereby declare that I am authorized to sign this document and that:

- 1) All the statements made in this application are true, complete and correct to the best of my knowledge and belief. I understand that if at any stage, it is found that any information given in this application is false/ incorrect or that our agency do not satisfy the eligibility criteria, our candidature/empanelment is liable to be cancelled/ terminated.
- 2) I understand that the decisions taken by the Central University of Rajasthan are final in all matters.
- 3) I hereby agree to work as per the terms and conditions rolled out by Central University of Rajasthan in its tender documents & I have understood all tender terms and conditions.
- 4) I understand that the Central University of Rajasthan reserves the right to accept or reject and to cancel the empanelment process and reject all expression of interests at any time prior to the award of the contract, without detailing any specified reasons whatsoever.

Place: \_\_\_\_\_

Date: \_\_\_\_\_

Signature \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

Signature of Bidder with seal