

Dr. Subhajit Choudhury
Deputy Registrar

Assam University
Diphu Campus
অসম বিশ্ববিদ্যালয় দিফু কেম্পস
Diphu-782462, Karbi-Anglong
Assam, INDIA

Phone : + 91- 9954033145
E-mail : subhajit.lib@gmail.com
Web :http://www.aus.ac.in

File No. AUDC/NIT/Car/657/16/

Dated: 30/05/2016

To,

SUBJECT: Notice inviting tender for operation and maintenance of car on hiring basis for AUDC

Dear Sir / Madam,

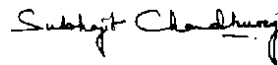
The Assam University Diphu Campus invites tender for operation and maintenance of car on hiring basis for **AUDC** as per details mentioned below in relevant Section of the Bid, The quotation in two bid systems is to be submitted in sealed envelopes to the undersigned on or before **15th June, 2016 1200 hrs.** The invitation to tender is subject to fulfilment of instructions and conditions as per the details given below:

- Annexure- A (Guidelines for Submission of Bid/Special Terms & Conditions)
- Annexure –B (General Terms & Conditions)
- Annexure- C (Declaration of Relationship)
- Annexure – D (Contractor’s profile)
- Annexure –E (Financial Bid)
- The bid documents are not transferable and the seal and signature of the authorized official of firms must appear on all the papers and envelopes submitted.

Kindly read the Annexures which are fully understood and complied. No correspondence shall be entertained in case your quotation is rejected on ground of not complying with our instructions, terms and conditions. In case of doubt please contact us either by email (subhajit.lib@gmail.com) or by Cell Phone (+919954033145).

Thanking you.

Yours Sincerely,



[Dr Subhajit Choudhury]



**ASSAM UNIVERSITY DIPHU CAMPUS
DIPHU KARBI ANGLONG, ASSAM
DIPHU-782462**

Annexure- A (Guidelines for Submission of Bid/Special Terms & Conditions)

Annexure –B (General Terms & Conditions)

Annexure- C (Declaration of Relationship)

Annexure – D (Contractor's profile)

Annexure –E (Financial Bid)

TENDER DOCUMENT

TENDER NO.AUDC/NIT/Car/657/2016

ANNUAL CONTRACT FOR HIRING OF 5 SEATER CAR

TECHNICAL BID

COST OF TENDER DOCUMENT RS.500.00

Name of bidder

:

Date of issue

:

Cash Receipt No.

:

Date:

Signature of issuing Officer



ASSAM UNIVERSITY DIPHU CAMPUS
DIPHU, KARBI ANGLONG, ASSAM
PIN- 782462

TENDER NOTICE

Sealed tenders are hereby invited in TWO BID SYSTEM (Separate Techno-Commercial and Financial bids) on behalf of the Assam University Diphu Campus from owners of vehicles or transporters or contractors having commercial licenses for supply of Car on hire for official purpose for Assam University Diphu Campus for mentioned below...

Sl.no.	Description	Cost of Bid Document (non-refundable)	Earnest money	Sale of Bid Documents.	Bid closing date and time	Techno Commercial Bid opening
01.	Hiring of 5 Seater Car(including driver)	Rs.500/-	Rs.2000/-	30 th May 2016 to 15 th June 2016	15 th June 2016 at 2.00 pm	20 th June 2016 at 3.00 pm

The NIT and the tender documents can be downloaded from ASSAM UNIVERSITY's website www.aus.ac.in

Non transferable bid documents for car may be collected from the Estate section, AUDC on cash payment of requisite bid fee. A copy of tender documents can be downloaded from the website www.aus.ac.in in which case bid document fee will have to be deposited along with Techno-Commercial Bid, Earnest Money deposit shall be deposited along with the Techno-Commercial bid in the form of Call Deposit, pleaded in favour of Assam University Diphu Campus from any Nationalized/Schedule Bank. The tender in accordance with terms and conditions should be dropped in the Tender Box placed in the Estate Section, Assam University Diphu Campus upto 1400 Hrs of 15/06/2016 and which will be opened on 20/06/2016 at 15.00 Hrs on the same date in presence of the bidders or their authorised representatives if any by a Committee constituted for the purpose. If any holiday/Strike falls on the tender opening day it will be automatically extended to the next working day. Tender will not be accepted by post. The tender should be strictly according to the terms and conditions mentioned in the tender documents and is to be duly signed in all the pages of the tender document. Tender documents found incomplete in any respect is liable to be rejected straight away.

Sd/ Deputy Registrar
Assam University Diphu Campus.

GUIDELING FOR SUBMISSION OF BID/SPECIAL TERMS AND CONDITIONS:

1.0 SUBMISSION OF BID:

- 1.1 Sealed bids, complete in all respects are to be submitted by the interested bidders, within the due date and time as mentioned in the Notice Inviting Tender, Address to:
Deputy Registrar (Administration)
Assam University Diphu Campus
Diphu, Karbi Anglong, Assam-782462
- 1.2 The Bid No., due date of opening and the name of the contract should be clearly super scribed on the envelope.
- 1.3 Bids are to be dropped in the Bid Drop Box kept in the Estate-II Section, which is located in the Administrative Building of the Assam University, Diphu Campus.
- 1.4 Bids received after the due date and time of submission as stipulated in the NIT shall not be accepted.
- 1.5 The University shall not be responsible for any delay in receipt/submission of the bid within the due date and time.

2.0 TWO BIDS SYSTEM:

- 2.1 Techno-commercial bid and the financial bid are to be submitted in two separate sealed envelopes marked (super scribed) (a) TECHNO-COMMERCIAL and (b) FINANCIAL BID. These two bids are to be put in a single envelope duly super scribed name of contract before dropping the bid in the box. Non- compliance of the same shall entail non-acceptance of the bid.
- 2.2 The FINANCIAL BID with Annexure-E should contain only the items rates as per the Schedule of items/works given in the financial bid. In case any bidder submits the financial bid along with the techno-commercial bid in the same envelope, the bid shall be rejected outright.
- 2.3 The date of opening of financial bid shall be intimated to successful techno-commercial bidders by Phone/SMS/email.
- 2.4 Interested bidder may depute one representative, with an authorization letter duly signed by the signatory of the bid documents, to attend the opening of bids. Any other person(s) shall not be allowed to attend the bid opening.

SCOPE OF WORK:

- 2.5 The work involves providing, maintaining and operating of vehicle or vehicles in perfect running conditions. A vehicle is to be kept clean and well maintained at all times, to be provided with behaved drivers for each vehicle. The contractor shall be bound to act accordingly to the directions of the University Authority regarding conduct and activities of engaged driver.
- 2.6 Whenever it is mentioned in this scope of work that the contractors shall perform certain works or provide certain facilities/equipments required in the vehicle it is understood that the contractors shall do so at his own cost.
- 2.7 In the event of the University feeling it expedient that the service of the vehicle(s) provided by the contractor is no longer required the contract in this respect can be rescinded at the discretion of the University with 30 days

- 2.8 Notice to the contractor. Likewise, the contractor can also withdraw the vehicle(s) covered under the contract with 30 days notice giving sufficient valid reasons or such withdrawal. In case of any controversy, decision of the University shall be final and binding.
- 2.9 Providing of experienced driver having valid license to drive LMV as and when required.
- 2.10 The vehicles shall be maintained in perfect conditions. In case of extension of contract, if the conditions of the concerned vehicle so warrants, the contractor shall repair, maintain, overhaul and repair at his own cost.
- 2.11 The vehicle is deemed to be in service/operation on 24 hours basis during the contract period as per time schedule or as per instruction of the University.
- 2.12 The contractor shall place the vehicle with driver during duty hours including Sunday/holiday at places to be intimated by the University and in no case the vehicle shall be used by the contractor for any other purpose during duty hours. In case of the vehicle not being found at the queue place compensation shall be realized as per clause 17 of General Terms & Conditions (Annexure-B)
- 2.13 All the taxes and insurance as per laws and rules in force are to be levied in future during the contractual period in respect of vehicle/vehicles, shall have to be entirely borne by the contractor. Up to date documents of such payment shall be furnished to the University by the contractor, if and when called for. Failure on the part of contractor in complying with the clauses shall amount to termination of contract.
- 2.14 Contractor shall have permit(s), fitness certificates in respect of each vehicle with comprehensive insurance, pollution certificate and other clearance certificates as required under the Motor Vehicles Act. For the entire period of contract.
- 2.15 Proof of having paid all taxes, insurance etc. shall be furnished by the contractor as and when called for.
- 2.16 The contractor shall comply with all relevant rules and regulations of Motor Vehicles Act.
- 2.17 Driver(s) engaged must possess valid public service driving license for public service vehicles. The driver should have minimum requisite experience in driving public vehicles.
- 2.18 During the contract period, if the vehicle/vehicles is/are seized or detained or requisitioned for duty by police, motor vehicle authority or any other authorities for not having complied with the Motor vehicle laws/acts, on account of an accident, sudden breakdown etc. that will be at the contractors cost and risk and suitable substitute is to be given within 02(two) hours of such seizure or detention. In the event of non-supply of vehicle for the aforesaid reasons compensation is payable as per clause 17 of General Terms & Conditions (Annexure-B)
- 2.19 Contractor shall obtain Registration under Central Excise and deposits the required amount of service tax for the period of plying vehicle(s) under University at regular intervals as per rule of Central Excise. Failing which hiring charge of the vehicle will not be processed for payment.
- 2.20 Income Tax as per rule will be deducted from the gross bill value.
- 2.21 Service tax as applicable as per rule shall also be deducted at source by the University.
- 2.22 The contractor will pay emoluments to the drivers. In this regard relevant Law and Rules to be strictly followed.

2.23 The contractor will follow the notification by the Labour Commissioner under provision of the contract labour (R&A) Act 1970, Factories Act 1948, bonus Act, 1965, the employees PF Act 1952 and subsequent amendment etc.

3.0 OPERATING AND MAINTENANCE CREWS:

3.1 The contractor at his own cost shall provide experienced Licence Holder driver having minimum 02 (Two) years experience in driving of LMV vehicles with suitable, substitute wherever necessary for smooth and regular running of vehicles.

3.2 Driver should be well behaved. In case any complaint about the behaviour of the driver is received, such driver must be changed.

3.3 A board containing the words "On Duty Assam University" should be displayed in bilingual in front of the vehicle which should be visible from a distance place.

3.4 Periodical health checks up & eye test is essential for engaged drivers after every 6 months from any authorized Regd. Doctor MBBS/ eye specialist at the cost of the contractor.

4.0 RUNNING AND MAINTENANCE:

4.1 The vehicle shall be kept in running condition at all times and procurement of fuel, lubricants, spares etc. will be arranged by the contractor at his own cost. Routine maintenance, repairs, frequent check up, overhauling servicing, payment of wages etc. to drivers will be the contractors' liability. Vehicle in all respect to be kept ready for performing duty without fail.

4.2 In case of major breakdown / sickness of driver or withdrawal of vehicle from service by the contractor for any reason whatsoever, the contractor shall immediately provide a suitable substitute duly approved by the University so that University works are not hampered. In case of failure compensation will be levied as per clause **17 of General Terms & Conditions (Annexure-B)**.

4.3 The kilometre reading of the vehicle shall be perfectly in order and in case of any defect, the same shall be immediately repaired/rectified at the contractors cost. However, during contract period if required the contractor shall provide additional vehicle if and when called for with the same terms and conditions without extra claim for any period of hire that may be required by the University.

4.4 SUBLETTING:

During the period of the contract the vehicle shall be exclusively in use for the university and no hired vehicle shall be sublet during the contract period nor will any unauthorized person be allowed to travel in the vehicle during the contract period. Any deviation of this provision will liable the contractor to a fine of Rs.2, 000.00 on each occasion of subletting.

4.5. A logbook, as per format provided by the University, shall be maintained by the contractor for the vehicle separately. Kilometre/milometer to be recorded in the logbook on the basis of actual running/trip of the vehicle in such a manner that the vehicle performs actual duty could be identified. In case of temporary defects of milometer /kilometre during a small specific period, the distance of covered by the vehicle for official purpose, shall be

assessed by the University, the decision shall be final and binding. Logbook shall have to be produced before the officer-in-charge daily for observation and checking etc.

5.00 RISK & LIABILITY:

During the contractual period and / or during operation, in case of any accident to the vehicle and / or to the operational crews and cause damage to the University's and other property, the contractor will be solely responsible for the above act and these will be in his risk and liability.

6. (A) EVALUATION OF TECHNICAL BID:

Minimum marks to be obtained is 14 out of 30 Marks

1. Technical evaluation shall be in consideration of the following documents:

a) The contractor should have provided car in educational institution/ other institutions for minimum 2 years successfully. The requisite work order to be furnished for the same. (5 marks)

i. One institution/per year - 2 marks

ii. two institution/per year - 3 marks

b) The contractor should have requisite number of vehicles. This is required for the urgency in case alternative vehicle is needed.

Per car - 2 Marks

Maximum - 8 Marks

c) The vehicle all claim against the clause (b) above should have purchased not more than one year from the date of submission of purchase. Older vehicle will not be considered for evaluation nor for the contract.(Preference will be given to the commercial registered vehicle)

d) Copy of RC to be given toward clarification of the car from the date of purchase.

(Marks on year-wise procurement of vehicle Maximum of 9 marks)

Marks - 3 marks per car for car less than one year.

2 marks for the car more than three year but less than four years

1 marks for the car more than four years but less than five years

e) Declaration of relationship as per Annexure – C.

2. Tender without EMD & cost of tender document shall be straight away rejected unless exempted as per Govt. guidelines.

3. Tender without any serial No. 1 (a), 1(b), 1(c) & 1(d) will be liable for rejection.

6.B EVALUATION OF FINANCIAL CAPACITY OF VENDOR:

a) The contractor should submit the IT return as follows: 8 marks

Financial year	marks
2015-2016	above 50 lakh 3.5
2014- 2015	above 40 lakh 2.5
2013-2014	above 30 lakh 2.0

7.0. EVALUATION OF FINANCIAL BID:

The financial bid should include Hiring Charges payable, cost of Fuel charges and all other taxes payable etc. Charges/Rates are to be quoted on monthly basis.

(a) The financial bid is placed at Annexure-E.

- (b) Contract will be finalized on lowest quoted rate (L-1)
- (c) The University reserves the right to award contract to L-2, L-3, or L-4 bidders at the finalized (L-1). In other words work order may place splitting the contract among 2/or more bidders.

8.0 FITNESS CERTIFICATE;

For obtaining fitness certificate from MVI or the concerned registration authority, each vehicle shall be released for one complete day & no hiring charge shall be taken into account for paying that day. Documentary evidence of such certificate obtained shall be furnished, failing which the same will be treated as unauthorized absence.

9.0 ACCOMODATION:

The contractor shall park the vehicle with driver during duty hours in the compound/premises of University and in no case the vehicle shall be used by the contractor for his personal or any other purpose during the duty hours. In case of it being found absent, compensation shall be realized as per the clause no. 17 of General Terms & Conditions (Annexure-B). Arrangement for accommodation of the operation and maintenance crew shall be made by the contractor at his own cost.

The contractor shall identify the University and every member / officer and employees of the University against all actions, proceedings claims costs and expenses whatsoever in respect of or his obligations under his contract.

10.0 POL/ MAINTENANCE CREW:

POL, maintenance crew and other things as required for the smooth and regular service shall be procured and /or arranged by the contractor at his own cost.

11.0 INSPECTION OF VEHICLE / VEHICLES:

11.1 The vehicle provided for use shall be inspected and approved by the university before putting into operation.

11.2 The University shall be at the liberty to withheld any payment of bill or security deposit to realize any amount due from the contractor either by way of compensation or any other manner whatsoever, as appropriate.

11.3 In case of any dispute regarding the application and interpretation of the terms & conditions of the contract, the decision of the University authority will be final and binding on all concerned.

11.4 All provisions contained in the bid document shall be without prejudice to any interest of the University and dispute arising out of the contract shall be subject to the legal jurisdiction of the court in Karbi Anglong District, Assam.

12.0 PERIOD OF CONTRACT:

The contract period will be initially for 02 (Two) years which includes vacation period of 2 (Two) months annually which may be extended in subsequent years subject to requirement and satisfactory performance and mutual consent of both the party upto a maximum of five years.

13.0 PLACEMENT OF VEHICLE:

Vehicle completed in all respect (like insurance, tax road permit, First Aid Box & Fire Extinguisher etc) to be placed by the contractor is/are within 01(one) month from the date of issue of work order.

14.0. INSTRUCTION TO BIDDERS:

1. University reserves the right to ask for any document which may be required for evaluation/clarification/verification of the techno-commercial bid.
2. Conditional offer in technical bid will be liable for rejection. Conditional offer in price bid shall be straight way rejected & EMD shall be forfeited.

SIGNATURE OF THE BIDDER:

NAME:

SEAL :

GENERAL TERMS AND CONDITIONS FOR SUBMISSION OF TENDER:

1. The vehicles should be new and date of purchase should not be before **2015**.
2. Vehicle should have registration with up to date insurance, fitness & pollution certificate and with all necessary route permit. In case of travel outside the permitted Districts, special permit should be obtained by the Contractor for which the expenditure for obtaining special route permit etc from the concerned D.T.O and extra mileage beyond per day limit of each vehicle should be paid by the University.
3. The rate quoted should be retention as well as for running on K.M. basis. K.M reading shall be assessed starting point to destination point beyond which an additional 4km (2+2) shall be considered for parking point.
4. Vehicle should be provided with fuel, driver etc for official purpose from Diphu town to University and back, as per route notified by University and the vehicle should be maintained in best condition. If each vehicle exceeding the per day limit on the route other than the permitted districts, the expenses shall be borne by the University.
5. **TIMINGS :**
The Vehicle is deemed to be in service/operation on 24 hours basis per day during the contract period as per time schedule and instruction of the University.
6. **TAXES/INSURANCE/PERMIT :**
All taxes and insurance as per laws and rules in force are to be levied in future during the contractual period in respect of vehicle/ vehicles, shall have to be entirely borne by the contractor. Up to date documents of such payment shall be furnished to the University by the contractor in complying with this clause shall amount to termination contract.
7. Normally, vehicle shall be required for 6 days in a week, as Sunday is weekly off day. However, on need basis, the vehicle shall have to be provided on Sunday and Holidays also.
8. Replacement of the vehicle/ driver in case of breakdown of the vehicle/sickness of the driver should be provided immediately so that University official duty are not hampered in case of failure, hired charges for the day shall be deducted from the monthly bill together with compensation to the extent of Rs.2000.00 per day or cost of hiring charges of car whichever is higher.
9. Security deposit of Rs. 20,000.00 (Rupees twenty thousand) only in the shape of call deposit or fixed deposit pledged in favour of Assam University Diphu Campus payable at Diphu is to be submitted at the time of execution of the agreement. In case of violation of the rules and regulations as mentioned herein by the 2nd party then the

security deposit shall be forfeited. EMD would be return on submission of security deposit to the successful bidder.

10. Bill for a month shall be submitted for payment in the 1st week of the following month. Payment shall be made by the 20th day from the date of receipt of bill in normal circumstances by the University.
11. The University shall be at the liberty to withheld any payment of bill or security deposit to realize any amount due from the contractor either by way of compensation or any other manner whatsoever, as appropriate.
12. In case of any dispute regarding the application and interpretation of the terms and conditions of the contract, the decision of the University will be final and binding on all concerned.
13. The rate quoted for hiring charges shall remain valid for 02 (Two) years subject to increase in fuel price.
14. The agreement shall be for 02 (Two) Years which may be extended for further period of one/two year on mutual consent if necessary upto a maximum of five years.
15. In case of unsatisfactory services, the University reserves the right to cancel the contract with two months prior notice.
16. Any dispute arising out of his contract shall be settled through a sole Arbitrator appointed by the University. The award of the Arbitration is final and binding on both the parties.

17. COMPENSATION :

The vehicle shall remain in service for all the hours of the day. In case of withdrawal of the vehicle/vehicles for any reason other than the authorized absence, not exceeding 01 (One) day per month for servicing and also the case of breakdown without replacement, compensation shall be levied at an hourly rate or day basis as the case may be, for actual period of absence on each occasion from monthly running bill. If the vehicle remains absent without any replacement for more than 6 continuous days, the contract will stand automatically cancelled and the security money will be forfeited. However, the University shall be at the discretion to revalidate the same. The vehicle must be available for 12 hours duty.

- i) Calculation of hourly rate deduction for absence of 12 hours contract :-
Standing charge of the day divided by 12.
- ii) Under no circumstances, the vehicle shall be permitted to be taken away or put off the road, except servicing time. Absence of the vehicle from service for any number of days without any valid ground shall be treated as irregularity “in service. In case of irregularity “in service penalty will be imposed in the following manner.

a) ABSENCE FOR 1 DAY OR PART THERE OF :

Pro rata deduction + a fine of Rs.1500.00 or actual cost of substitute vehicle engaged by University whichever is more.

b) ABSENCE FOR MORE THAN ONE DAY BUT NOT EXCEEDING 7 DAYS :

Pro rata deduction + fine of Rs.1500.00 per absent day or actual cost of substitute vehicle engaged by University whichever is more.

18. In case 2nd Party decides to withdraw services they may do so with a written intimation prior to 30 days from the date of discontinuation of services.
19. Bid must be signed by the bidder. Incomplete bid is liable to be rejected.
20. EMD – Rs. 2,000.00
21. Successful bidders will have to provide vehicle within 15 days from the date of issue of the order.

SIGNATURE OF THE BIDDER:

NAME:

SEAL:

FULL ADDRESS:

MOBILE NO:

Email ID :

TELEPHONE NO:



**ASSAM UNIVERSITY DIPHU CAMPUS
DIPHU, KARBI ANGLONG, ASSAM
PIN- 782462**

Declaration of Relationship:

1	Whether the proprietor or any Partner of the firm or Director of the firm/Company as the case may be has any relation with any employees working in University	Yes/No If yes, give detail
2	Whether the proprietor or any Partner of the firm or Director of the firm/Company as the case may be has any relation partner/Director of any other bidder(s) participating in this Bidding	Yes/No If yes, give detail

I/We declare that information's furnished above are correct to the best of my/our knowledge. I understood that if any information furnished above in found to be wrong at any point of time, my work order shall be cancelled, EMD shall be forfeited &, my/our firm shall be kept in business holiday as deemed firm by the University.

SIGNATURE OF THE BIDDER:

SEAL:

DATE:



**Assam University Diphu Campus
CONTRACTOR's PROFILE**

**FOLLOWING DETAILS TO BE FURNISHED BY THE CONTRACTOR ALONG
WITH THE TECHNO-COMMERCIAL BID**

- 1. Name of the contractor :
- 2. Status of the contractor :
- 3. Name & address of the Proprietor/Partner/
Directors along with contact phone no.
(If required separate sheet may be attached) :
- 4. Office Address, Phone No., Gram, Telex/Fax &
email etc. :
- 5. Local address for contact if any :
- 6. Record of Past experience(photocopies
of past orders etc. to be furnished). :
- 7. Value of works carried out during the last
one year :
- 8. Car Registration No. :
- 9. Whether scope of work, special terms and
conditions have been clearly understood :
- 10. Whether the Company/other companies
under the present partner/parties was
blacklisted by any Govt. Organisation/Institute
(yes/no), if yes, please furnish details :
- 11. EMD of Rs. _____ is
enclosed vide No.
dtd..... :
- 12. The terms and conditions for hiring of vehicle
contained in the documents have been read,
understood and accepted. :
- 13. Any other information :

I/We confirm that the information furnished above is/are correct to the best of my/our knowledge and I/We agree to comply with all the conditions stipulated in the Tender documents.

Date:

Signature of the Bidder

Full Name (in Capital letter):

.....

Full Adress with Email-id

.....



Assam University Diphu Campus
Diphu Karbi Anglong, Assam
PIN- 782462

FINANCIAL BID
Hiring charges for providing 5 Seater Car (including driver)

The financial bid should include Hiring Charges payable, cost of Fuel charges and all other taxes payable etc. Charges/Rates are to be quoted on monthly basis.

A) Type of Vehicle No.1: _____
Vehicle No.2: _____

B) Date of Purchase Vehicle No.1: _____
Vehicle No.2: _____

Sl.No.	Particulars	Rate in figure	Rate in words
1.	Basic Hiring Charges (per day)		
2.	Average standard mileage of fuel per KM		
	Total		
4.	Capability/ willingness of the bidder for providing no of Car (s)		

I.T. & VAT as applicable shall be deducted at source. Therefore, item 1 & 2 above will only be considered for comparison of hiring charges.

Note: Rate is valid for 120 days from the date of opening of the techno- commercial bid.

Signature of the bidder

Full Name: _____

Address: _____

Mobile No.: _____

Email ID: _____