



RAJIV GANDHI UNIVERSITY OF KNOWLEDGE TECHNOLOGIES

IIIT Nuzvid

Mylavaram Road, Nuzvid (Mandal), Krishna District, A.P. - 521202

Ref. No. IIIT Nuzvid/RGUKT/Hiring Vehicle/NIQ/2018-19

Date: 31-01-2018

NOTICE INVITING TENDER FOR HIRING OF VEHICLE

Registered firms are invited IIIT Nuzvid, RGUKT - A.P to register their firms as empanelled in IIIT Nuzvid to provide hire vehicles with the terms and conditions stipulated in the G.O.Ms.No.87, Finance (HR. VI) Department ,dated: 01,06.2017.

Established vendors with proven track record and experience in the supply of concerned items are invited to submit their most competitive bids on or before 21-02-2018 at 4:00 PM. the bids are to be sent in sealed envelope super scribing the Reference No. and Name of the Tender clearly on the envelope addressed to

TO
TENDER BOX
C/o. Administrative Officer
IIIT Nuzvid - RGUKT- A.P
Nuzvid (M.D) - KRISHA DISTRICT
ANDHRA PRADESH – 521202

Time schedule of various tender related events

Bid calling date	31-01-2018
Bid Document fee (Non refundable)	Rs. 500/- (By way of DD from any Scheduled Bank in favor of Director, RGUIIT- Nuzvid, payable at Nuzvid) (Non refundable)
EMD	Rs. 20,000/- (By way of DD from any Scheduled Bank in favor of Director, RGUIIT- Nuzvid, payable at Nuzvid) (Non refundable)
Bid Documents Downloading Start date	07 .02.2018
Last date for submission of the Hardcopies	21.02.2018 at 04:00 PM
Pre-qualification & Technical Bid opening date/time	22.02.2018 at 03:00 PM.
Price Bid opening date/time	22 .02.2018 at 04:00 PM
Contact person	Administrative Officer (i/c), IIIT – Nuzvid

The bids will be opened in the presence of the bidder or their authorized representatives who choose to attend as per terms and conditions mentioned below. No bid will be accepted after the due date and time. Even if accepted will be returned unopened.

Interested eligible bidders may download the set of bidding documents and formats for all the necessary documents (given as Annexure) etc, from our website www.rguktn.ac.in. the payment towards the cost of the tender document and EMD shall be made in the form of Demand Draft obtained from any Nationalized bank in favor of "The Director, RGUIIT Nuzvid". The offer without tender fee/cost of documents will be rejected summarily.

EMD in any other form will not be accepted as valid EMD. For details refer corresponding specification sheet. No interest will be paid on the EMD. The EMD will be forfeited, if the supplier withdraws his tender during the validity period of the bid. Offer without EMD and tender fee will be rejected summarily.

The general conditions of the contract are applicable to all the items mentioned in the tender notice. The Interested parties who are willing to comply with the terms and conditions may submit their bids in sealed covers to **the Administrative Officer, IIIT Nuzvid, RGUKT-A.P** super scribing clearly **Sealed Tender for Hiring of Vehicle for the Officer of IIIT Nuzvid**

1	Duration of Contract	The contract will be initially for a period of one year from the date of taking up of supply of vehicles in pursuance of contract unless extended further by mutual consent of the IIIT Nuzvid and service provider, on the terms and conditions.
2	Minimum validity of Tender Offer	90 days

A. Terms and Conditions

- 1) The bidder should have a registered and well established Agency/Firm having capability to supply latest models of vehicles for hiring
- 2) The vehicle should be brand -new vehicle of model 2017 for which tenderer shall have to submit the vehicle details with make, model, type vehicle, year of manufacturer and registration number of the vehicle. Preference will be given for zero meter reading vehicle.
- 3) The Private vehicles, which are registered as a taxi can be hired for Government duty.
- 4) The owner of the vehicle hired for Government duty should produce the pollution control certificate for every six months.

- 5) The owner of the vehicle hired for Government duty should also produce the professional Driving License with badge of the Driver produced to be engaged.
- 6) PAN/TAN number.
- 7) Service Tax registration certificate/GST of the firm.
- 8) Copies of Turnover (Profit and Loss account).
- 9) If the vehicle gives troubles, alternative arrangement have to be provided by owner. Total O&M should be borne by the Owner.
- 10) Providing alternate drivers in any case is also the liability of the Owner. The drivers provided by the Owner should not be changed without prior intimation to the Government.
- 11) If vehicle is not commercially registered, approved supplier shall get the vehicle commercially registered within one month from the award of the work and submit the proof to IIIT Nuzvid
- 12) The Vehicles should be in proper running conditions and well furnished.
- 13) The rates should be furnished for vehicle hire with driver and without driver
- 14) All the statutory certificates like registration copy, insurance certificate and pollution certificate etc without lapse shall be provided by the supplier
- 15) All tax liabilities i.e. Road tax, Service tax/GST will be borne by the supplier. However Toll gate and parking charges etc will be borne by the Institute at actual
- 16) The vehicle is required on all week days i.e. from Sunday to Saturday.
- 17) Log Book Should maintained
- 18) The payment will be made on monthly basis on completion of month and on submission of bill(S) duly supported by duty slip(s) duly signed by the concerned officers
- 19) GST as applicable will be paid on billing by the Institute
- 20) All maintenance/servicing of the vehicles should be done by the Agency at their own cost. The interior and exterior conditions of the vehicles should be well maintained
- 21) In case of break down, the agency will be responsible for repair and maintenance of the vehicle and will arrange alternate vehicle within one hour. Institute will not pay any type of compensation for maintenance of the vehicle.
- 22) Total breakdown period excluding routine maintenance in a year should not exceed 12 days the firms should make necessary arrangements for repairing their vehicle at short time notice and during the repair time the firm should provide a substitute vehicle and driver immediately so that there is no inconvenient/disruption in the work of the Authority.
- 23) Each Driver employed by the firm must have a cell phone duly activated

- 24) Each Driver should wear uniform while on duty
- 25) Each Driver provided to the Institute along with the vehicle should have police verification
- 26) Punctuality will have to be ensured and log book shall be maintained by the drivers for this purpose. The driver should not leave the office without prior permission of the concerned officer in any case.
- 27) A list of drivers who would be deployed on duty along with their valid driving license nos. has to be provided to the Institute. No driver should be changed unless the officer to whom the driver reports is apprised.
- 28) The firm should inform in advance the bio-data of all drivers who would be deployed on duty.'
- 29) Declaration from the transporter on their letter -head stating that the drivers provided are of Good Character, has police verification, have valid driving license and are aware of the roads of the Andhra Pradesh is required.
- 30) The agency will be responsible for compliance of all statutory provisions related to minimum wages act, ESIC and EPF in respect of the drivers deployed by it. The tendering agency will be fully responsible for payment of wages and other dues and compliance of all labor laws, welfare schemes applicable to the drivers deployed by them in the Institute.
- 31) In case of accident the supplier shall have to get it repaired as early as possible. In that case supplier must be in a position to arrange alternate vehicle in good condition for the Director.
- 32) The supplier shall have responsible for the breakdown of vehicle due to improper maintenance. In that case, a penalty of Rs.1000/- per day will be levied and further the supplier will be prosecuted.
- 33) The supplier who quotes least price with the acceptance of all the terms and conditions state will be awarded the contract.
- 34) Any conditions that have not been mentioned, and the queries pertaining to the contract should be got clarified from the Institute Authorities before submitting the tender.
- 35) The Director at his discretion may revise the requirement or may cancel the process
- 36) Any disputes that arise upon the requirement/agreement shall have to be settled within the Jurisdiction of Nuzvid/Vijayawada only.
- 37) If it is observed at any stage that the quality of the work is not satisfactory, the contract order as a whole may be terminated and security deposit forfeited. The contractor will have no claims what so ever on the IIIT Nuzvid. The contractor will also have to serve a notice of three months, if he/she wishes to terminate the contract; otherwise the security deposit will be forfeited.
- 38) The successful bidder shall have to enter into the agreement with the Institute
- 39) Tenders with over writings, alterations etc., will not be admitted unless they are attested by the bidder.
- 40) IIIT Nuzvid, reserves the right to make modifications or amendments at any point of time before the last date of submission and the same will be notified through IIIT Nuzvid websites.
- 41) The firm/agency shall invariably furnish Original Demand Drafts (towards EMD(DD/BG)&Tender processing fee(DD)) and attested copies of the certificates to the Tender inviting authority before opening of bids in person only and the receipt of the same within the

stipulated time shall be the responsibility of the tenderer. IIIT Nuzvid will not take any responsibility for any delay or non-receipt of tenders.

- 42) IIIT- Nuzvid shall not be responsible in any way for any failure of the bidders in submission of the bids.
- 43) The owner of the vehicle hired for Government duty should produce the pollution control certificate for every six months.
- 44) Please note that the Institute reserves the right to accept or reject any bid to annual the bidding process and reject all bids at any time prior to the award of contract, without thereby incurring any liability to the affected bidder or bidders

B. PREPARATION OF BID

Tenders are invited under two bid system viz., Part-1: Technical bid and Part-2: Financial Bid. Bidders are requested to prepare the tender documents according to the following instruction.

Part-1: Technical bid: It should contain the following self- attested photocopies.

Part-2: Financial bid: The bidder shall prepare the price bid as prescribed proforma

C. ELIGIBILITY CRITERIA (Part-1)

1. Bidder Information
2. Copy of the Registration/Incorporation/ of the firm/company
3. Copy of the PAN Card
4. Copy of the GST Certificate
5. All pages of the tender document and all enclosures should be serially numbered and signed by the bidder
6. ESIC and EPF registration certificate
7. Copies of Turnover (Profit and Loss account)
8. Experience certificates of work orders if any
9. Self-declaration stating that "Firm has not been barred/blacklisted by any organization in doing business with them

To be enclosed in a separate envelope and shall be sealed. The works "FINANCIAL BID" shall be annotated on the enveloped)

(Part-2)
FINANCIAL BID FORMAT (On Company Letter Head)

Ref. No:

Date:

Name of the Firm:.....

GST No.....

To
The Director
IIIT Nuzvid, RGUKT-A.P.
Krishna District – 52102

Table –A (providing Vehicle with Driver)

S. No	Model of the Vehicle	Hire Charges as per G.O. MS. No.87, dated:01.06.2017	No. of Vehicles required	Bidder offer rate Per month
01	Toyota Innova Crysta 2.4 VX (Diesel) with Driver model 2017 – Color: Super white /Silver /White Pearl Crystal /Avant Garde bronze/ Grey	Rs.60,000 p.m. (Rs.15/-per KM over and above 2500KMs	01	
02	Honda City VXMT Diesel with Driver model 2017 Color: Base/Pearl		01	
03	Toyota Etios VD (Diesel) with Driver model 2017 New Pearl White /White/Red/Symphony Silver, Red color is preferable	Rs.45,000 p.m. (Rs.12/- per KM over and above 2500 KMs in case of officers who extensively tour).	01	
04	Toyota Etios VD (Diesel) with Driver model 2017 New Pearl White /White/Red/Symphony Silver, Red color is preferable		01	
GST@_____				

Table –B (providing Vehicle without Driver)

S. No	Model of the Vehicle	No. of Vehicles required	Bidder offer rate Per month
01	Toyota Innova Crysta 2.4 VX (Diesel) with Driver model 2017 – Color: Super white /Silver /White Pearl Crystal /Avant Garde bronze/ Grey	01	
02	Honda City VXMT Diesel with Driver model 2017 Color: Base/Pearl	01	
03	Toyota Etios VD (Diesel) with Driver model 2017 New Pearl White /White/Red/Symphony Silver, Red color is preferable	01	
04	Toyota Etios VD (Diesel) with Driver model 2017 New Pearl White /White/Red/Symphony Silver, Red color is preferable	01	
GST@ _____			

Table –C (Providing Vehicle as per need of the Institute)

S. No.	Make/Model of the vehicle/Year	Flat Rates per KM	Rates for journey for 5 hrs/100 kms	Rates for journey for 10 hrs/200 kms	1 day or more than one day	
					Rent for one day	Rate for 1 KM

Signature of the competent authority of the firm

Date & Seal

ANNEXURE -1
Bidder Information Sheet

1.	Name of the organization:	
2.	Year of establishment:	
3.	Registered Office Address	
4.	Nature of the firm (Proprietorship/ Partnership/ Private Limited or Cooperative body etc)	
5.	GST No.	
6.	PAN No.	
7.	Provident Fund Account No.	
8.	ESI Number	
9.	Name & Designation of Authorized person:	
10.	Phone No.	
11.	Email-ID	
12.	Total experience (Years / Months)	
13.	Bank Details of the Agency:	
	Bank Name	
	Bank Address	
	Bank Account Number	
	IFSC Code	
14.	Bid Document Fee (Non-refundable)	Amount Rs. : DD No. : DD Date : Issuing Bank & Branch :
15.	EMD	Amount Rs. : DD No. : DD Date : Issuing Bank & Branch :
16.	Particulars of vehicles available with the Bidder	Type of Vehicle(s) Registration number

I/We hereby declare that the information furnished above is true and correct.

Signature of Bidder/Authorized signatory

Name of the Bidder.....

Seal of the Bidder

Place & Date:



Annexure-2
NON BLACKLISTING CERTIFICATE

[To be submitted on letterhead]

I/We hereby certify that the ----- [Name of the company / firm] has not been ever blacklisted/debarred by any Central / State Government / Public Undertaking / Institute on any account.

I/We also certify that firm will be supplied the item as per the specification given by IIIT Nuzvid and also abide all the terms and conditions stipulated in the bid document.

I/We also certify that the information given in bid is true and correct in all aspects and in any case at a later date it is found that any details provided are false and incorrect, contract given to the concern firm or participation may be summarily terminated at any stage, the firm will be blacklisted and IIIT Nuzvid may imposed any action as per the rules.

Date :

Name :

Place :

Business Address :

Signature of Bidder :

Seal of the Bidder :

IIIT NUZVID

Technical Check List

S.NO	Particulars	File Submitted or not	Page Name
1.	Bidder Information		
2.	Copy of the Registration/Incorporation/ of the firm/company		
3.	Copy of the PAN Card		
4.	Copy of the GST Certificate		
5.	All pages of the tender document and all enclosures should be serially numbered and signed by the bidder		
6.	ESIC and EPF registration certificate		
7.	Copies of Turnover (Profit and Loss account)		
8.	Experience certificates of work orders if any		
9.	Self-declaration stating that "Firm has not been barred/blacklisted by any organization in doing business with them		

Please note that the Institute reserves the right to accept or reject any bid to annual the bidding process and reject all bids at any time prior to the award of contract, without thereby incurring any liability to the affected bidder or bidders.

RIGUN
IIIT NUZVID