



**Government of Haryana**

**SHRI VISHWAKARAMA SKILL UNIVERSITY**

**Dudhola, Palwal, Haryana.**

**NOTICE INVITING EXPRESSION OF INTEREST (EOI) FOR  
SELECTION OF REPUTED TOUR & TRAVLE  
AGENCIES/COMPANIES, FOR  
HIRING OF VEHILES, CARS, BUSES, TEMPOS Etc.FOR USE OF  
SHRI VISHWAKARAMA SKILL UNIVERSITY AT DUDHOLA,  
PALWAL, HARYANA**

### Important Information Sheet

Event	Particulars
<b>Date of publication of Notice for Expression Of Interest</b>	02.01.2020
<b>Last date and time for Bid submission</b>	20.01.2020 at 14:00 hrs.
<b>Date &amp; Time of Pre-Bid Meeting</b>	10.01.2020 at 14:00 hrs.
<b>Date &amp; Time of Opening of Technical Bids.</b>	20.01.2020 at 15:30 hrs.
<b>Date of Presentation</b>	22.01.2020
<b>Date for opening of Financial Bids</b>	<i>Will be intimated</i>
<b>Place of Submission of EOI</b>	Shri Vishwakarma Skill University. Plot No 147, Sector – 44, Gurugram - 122002.
<b>Contact Person :You may direct your queries to</b>	Asst. Registrar (GB) – SVSU Superintendent –(GB) SVSU
<b>Contact Phone Numbers</b>	0124-234 4669/ 9811102984/9896929611
<b>Email id</b>	Rajesh.kumar@svsu.ac.in Jayant.hvsu@gmail.com

**Shri Vishwakarma Skill University,**  
Plot No. 147, Sector 44, Gurugram, Haryana  
Tel. 0124-2344669

**EXPRESSION OF INTEREST (EOI)**

**Shri Vishwakarma Skill University**, invites sealed bids under two bid systems (Technical bid and Financial Bid) from reputed Tours and Travel Agencies/ Companies for hiring of vehicles for the office use of Shri Vishwakarma Skill University, Gurugram, Haryana till 2.30 p.m. on 20.01.2020. Bid received in due time shall be opened on 20.01.2020 at 3.30 p.m. in the presence of intended parties/their representatives who may like to be present at that time.

Interested parties may download the tender documents from the website <http://svsu.ac.in/index.php/tenders/> & attach a Demand Draft of Rs. 500/- in favor of **Shri Vishwakarma Skill University, Payable at Gurugram.**

BIDS should be submitted in a two bid system (Technical Bid and Financial Bid separately) from reputed Tours and Travel Agencies/ companies located in Gurugram /New Delhi/NCR having an annual turnover of Rs. 20.00 lakh or more during last two financial years in the business of tours and travel/vehicle operation, for hiring of Cars/Tempo/Bus/ truck on monthly/daily basis for the official use of **Shri Vishwakarma Skill University**, Plot No. 147, Vishwakarma Bhawan, Sector-44, Gurugram, Haryana initially for **a period of one year**. The Contract can be extended or short-closed on account of satisfactory services or unsatisfactory services rendered by the firm, at the discretion of Shri Vishwakarma Skill University.

(a) The Technical Bid should be offered in **Annexure-I** containing the following details:-

- (i) Name of the firm
- (ii) Business address of the firm
- (iii) Location of the Garage
- (iv) Telephone No.
- (v) Mobile No.
- (vi) Annual turnover of the firm (proof of the same must be attached in the form of CA's Certificate / last 2 years' balance sheet/profit & loss A/c)
- (vii) Copy of the details of the past experience of providing services in the same field in Government Ministries/ Departments/ PSUs/Reputed Corporate Sectors, with contact persons and their telephone numbers.
- (viii) Copy of PAN NO. (With proof)

(ix) The vehicles should be having valid Pollution Control Certificate –Proof thereof for at least three vehicles.

(x) The vehicle should have valid insurance cover- proof thereof for at least three vehicles.

(xi) The vehicles should not be older than 4 years and has not covered 1.0 Lakh Kilometers. In case during currency of the contract, if any vehicle complete its 4 years of its life or covers 1.0 Lakh kilometers distance, the vendor is required to replace such vehicle. In case the vendor fails to replace such vehicle, the competent authority will impose a penalty of Rs. 1,000/- Per Day besides no payment would be given for such days.

(xii) The Earnest Money of Rs. 25,000.00 (Rs. Twenty Five Thousand only) should be deposited, through a Demand Draft / Pay Order in favor of the **Shri Vishwakarama Skill University** – Payable at **Gurugram**. Located at Plot No. 147, Vishwakarma Bhawan, Sector-44, Gurugram, Haryana.

(xiii) GST Account No.

(b) The Financial Bids should be strictly as per the format given in the **Annexure II**. The rates quoted in the Financial Bids should be both in words and figures, the quotations with any cutting or overwriting in figures will not be considered, unless corrections are countersigned. The financial bid should be properly sealed and signed.

(c) Financial bids of only those firms will be opened, who are short listed on the basis of the Technical Bid and after inspection of their vehicles by SHRI VISHWAKARAMA SKILL UNIVERSITY. The firm would be required to bring at least THREE vehicles for inspection as and when intimated by the SHRI VISHWAKARAMA SKILL UNIVERSITY, before the financial bids are opened.

(d) The Technical and Financial bids should be put in two separate envelopes, super scribed as 'TECHNICAL BID' & 'FINANCIAL BID' respectively and sealed separately. Both these envelopes should be put in a bigger envelope super scribed as "**Bids for hiring of vehicle**", and sealed and addressed to "The Registrar, Shri Vishwakarama Skill University, Plot No. 147 Vishwakarma Bhawan, Sector-44, Gurugram, Haryana".

### **General Terms and Conditions: -**

1. Reputed Taxi Operator/ Tour Operators/ Service Providers/ Agency/ Firm/ Central or State Government Undertaking are eligible to participate in this tender. Registration Certificate of the firm, TIN Number, PAN Number and Service Tax Registration Number from the competent authority.
2. The above mentioned bidders should have a minimum Four-year experience of similar type of work. Similar type of work means that they have provided vehicles on outsourcing basis to any State Government Department/ Government Agencies or Government of

India Departments/ Undertakings, Reputed Corporates. The Work experience for the relevant period from the Hiring Government Department/ Agency.

3. The above mentioned bidders should have executed work order for a single type of work through a single order valuing at least 20% of the estimated cost of work for which presently tendering during the last three preceding years (on the date of the tender) in State Government Department/ Agency or Central Government Department/ Agency, Corporate. The work orders issued by Hiring Government Department/ Agency along with **performance certificate** of successful completion of the same.
4. The bidder should own or have on lease sufficient vehicles of model not older the 4 years (on the date of the tender) vehicles registered as commercial vehicles in their name of firm's name for use as commercial vehicles and has not covered 1.0 Lakh Kilometers. In case during currency of the contract, if any vehicle completes **its 4 years** of its life or covers **1.0 Lakh Kilometers distance**, the vendor is required to replace such vehicle. In case the vendor fails to replace such vehicle, the competent authority will impose a penalty of Rs. 1,000/- per day besides no payment would be given for such days, as per details given below: -

Sr. No.	Category of service Provider	Minimum number of vehicles of his own/on lease
1	Category	25% of the total requirement

5. The concerned bidders should have its own EPF, ESI and Service Tax Number, EPF, ESI and Service Tax Number issued by the competent authority. In case the same is not available as on date, to submit an affidavit on legal paper for the allotment of EPF, ESI and Service Tax registration before allotment of the work.

#### **B. Scope of Work of the Services: -**

The participating bidders in the tender will be required to provide various types of vehicles along with drivers as per the requirement of University to be used for officers/ officials for office work both at designated areas and even outside the designated area as per the requirement on monthly charges basis. If at any time the campus is shifted to Dudhola, Palwal, the vendor will have to provide vehicles from there, without any additional cost.

#### **C. Specific Term & Conditions related to above Procurement of Services: -**

##### 1. Rates: -

- 1.1 The hiring rates shall be lump-sum per vehicle per month covering all expenses towards fuel, running and maintenance of vehicles, cost of consumables/ lubricants, insurance, permit fee and other charges including the salary (including overtime)/ dues of the driver etc.
- 1.2 The Toll Tax and Parking Fee as applicable from time to time shall be paid extra by the University on the production of actual deposit receipt to the concerned authority.
- 1.3 The passenger Tax, Road Tax/ Token Tax, Municipality Tax as applicable from time to time shall be paid by the bidder firm/contractor.

- 1.4 The bidder has to submit Financial Bid for 2500/3000 Kms per month with complete month availability along with the rates in per Km, if different, for the additional mileage in excess of 2500/3000 Kms. The rates will be evaluated on the basis of Lump-Sum quoted for 2500/3000/ Kms on monthly basis. The rates for the additional mileage in excess of 2500/3000 Kms will be considered of the bidder who has quoted minimum and the L-1 bidder/ firm for the Lump-Sum rate will have to agree to the same.
- 1.5 The rates quoted should be exclusive of Service Tax. The Service Tax will be paid additionally only after receiving the photocopy of the Service Tax Registration Certificate. No Service Tax will be paid if the firm/contractor fails to provide proof of valid Service Tax Registration. Copy of PAN is also required to be submitted by the bidder firm/ contractor.
- 1.6 **The rates shall remain firm during the contract period.** No escalation or price variation or any other extra payment whatsoever and on any account shall be made/allowed irrespective of any fluctuation in prices/taxes or labor/ material or even in wages of the drivers etc.

## 2. Payment terms/ mode: -

- 2.1 **100% payment shall be made within 15 days** on submission of monthly bill in duplicate. Certificate of salary given to the deployed driver's must be given along with the bill.
- 2.2 The payment in respect of extra kilometers over and above the prescribed monthly minimum limit of 2500/3000 Kms at the rate agreed on Rate Contract **will be made at the end of month.**
- 2.3 Income Tax / Sale Tax as applicable, if any, as per Income Tax rules shall be deducted from the monthly bills of the contractor/firm at source.
- 2.4 All payment to the firm/contractor will be made through electronic mode- NEFT/RTGS. For this, the firm/contractor will provide complete bank details like Name/ Branch of Bank, Account Number, IFSC Code & Type of account etc. RTGS/ NEFT Charges are to be borne by the contractor/ supplier.

## 3. REGISTRATION: -

Vehicle must be registered under Motor Vehicle Act as commercial vehicle and have relevant permit for Haryana, Punjab, UT of Chandigarh and Delhi. Expenditure towards registration of vehicles, Road Tax, Commercial Vehicle Tax permit etc. with state Govt. Transport Authority will be borne/ settled by the owner of vehicle during the contract period.

## 4. CONTRACT PERIOD: -

The contract shall remain **in force for a period of One Year** from the date of start of the work. However, the University Reserves the right to extend the period of the contract for another ONE YEAR on the same rates, terms \* conditions with mutual agreement /consent.

## 5. TERMINATION OF CONTRACT: -

The University reserves the right to terminate the contract at any time or at any stage during the period of contract **by giving 24 Hrs** notice without assigning any reason.

## 6. MAINTENANCE OF LOG BOOK: -

The log book will be maintained by the driver and the same shall be filled and verified by the concerned officer in the University using the vehicle.

**7. GPS ENABLED VEHICLE: -**

The firm/ contractor may ensure that all the vehicles provided by them under the contract and GPS enabled in order to ensure proper and effective utilization of the vehicles by the concerned offices.

**8. DUTIES & RESPONSIBILITIES OF THE FIRM/ CONTRACTOR (General); -**

8.1 The firm to whom the work is awarded will have to provide the vehicle as per Rate Contract issued by **Shri Vishwakarma Skill University** within 10 days of issue of Request / Requirement.

**8.2 Documentation: -**

The firm/ contractor shall submit the photocopy of the following documents along with originals for verification by the concerned officer of the University. Original documents shall be returned to the owner after verification.

- i) Photo Copy of Valid RC of vehicle.
- ii) Photo Copy of Valid comprehensive insurance Policy of Vehicle.
- iii) Photo Copy of Valid pollution certificate of vehicle
- iv) Colored photograph of vehicle with front number plate
- v) Valid permit to ply vehicle in Haryana, Punjab, Delhi (NCR) Chandigarh (UT).
- vi) Duly Stamp & sign terms & conditions.
- vii) Photo copy of valid Driving License of the Driver.

8.3 If the firm/ contractor fails to provide the vehicle within the stipulated period OR his services are found to be unsatisfactory at any stage; the University will be entitled at its option: -

8.3.1 Either to cover the damages of non-execution/ delay and to get the same executed from some other source(s) at contractor's risk and cost besides intimating Shri Vishwakarma Skills University, Haryana for taking action as per the conditions of the rate Contract which includes Blacklisting of the firm and forfeiting the performance security deposit.  
OR

8.3.2 To get the work completed departmentally OR through any other agency purely at the risk and cost of the first contractor. In that case no payment is liable to be made for the work already done besides intimating the Shri Vishwakarma Skills University, Haryana for taking action as per the conditions of the rate Contract which includes Blacklisting of the firm and forfeiting the performance security deposit.

8.3.3 To take the legal remedies to recover the balance amount, if left.

- 8.4 The contractor shall be responsible for all the risks involving liabilities and obligation arising out of this contract and under pay provision of law is force from time to time.
- 8.5 The vehicle shall be provided with safety belt, stepney, tools spares and consumable, while travelling, by the owner of the vehicle without any extra charge.
- 8.6 During the period of this contract the vehicle shall be at the exclusive disposal of the concerned office/ officer of the University.
- 8.7 Tempering of the meter shall be viewed seriously. In case it is notice that the meter of the vehicle is mal-functioning and showing extra mileage, then actual difference shall be recovered on prorata basis for the entire period for the calendar month during which the vehicle has actually run. It will be obligatory on the part of the vehicle owner to get the mileage checked by the controlling officer in the beginning of the calendar month and get it recorded in the logbook.
- 8.8 The driver should have a mobile phone for two-way communication with outgoing facility.
- 8.9 The owner of the vehicle shall ensure that the drivers are punctual and vigilant in performance of their duties. Further the owner shall engage/ supply physically/ medically fit driver.
- 8.10 All the drivers deployed by the firm/ contractor of the vehicle shall be issued proper laminated card to the personnel deployed who shall prominently display their identity cards while on duty and should be dressed in proper uniform.
- 8.11 In the event of theft, loss, accident or any dispute with Any Local Govt. Authority, concerned University/ Organization will not be responsible and vehicle owner firm/ contractor will settle the claim himself at his risk and cost. The vehicle provided by the firm/ contractor will be an authorized vehicle to be given on hire as a taxi to University and any lapse on this issue will be the responsibility of the service provider.
- 8.12 All the drivers deployed by the firm/ contractor of the vehicle will have a proper commercial Driving License to drive the particular vehicle and the date of issue of DL will be more than 5 years on the date of deployment of driver on the vehicle in University/ Agency.
- 8.13 The firm/contractor will be duty bound to make available the vehicle to the University/ Agency office/ officer even in the case of Law & Order problem or any unforeseen emergency situations.
- 8.14 **DUTIES & RESPONSIBILITIES OF THE FIRM/CONTRACTOR (Driver);**
- 8.14.1 The drivers deputed with the vehicles should be of good character and antecedents, well behaved and neatly dressed and should be in possession of appropriate valid Driving License with minimum FIVE-YEAR experience. The proof of present and permanent address including a copy of the License and other documents of each driver along with all requisite documents of each vehicle shall be submitted by the firm/ contractor to the concerned office of the University/ Organization before the work is taken in hand.



- 8.14.2 Misbehavior by the Driver and not parking of the vehicle at the assigned place or not obeying the instructions of concerned officer/ official of University/ Organization, will be viewed very seriously and the concerned office reserves the right to impose any penalty as may be deemed fit in such cases, which will be recovered from the contractor from his monthly bills. In case it is found that the driver attached to the vehicle is causing any nuisance and is not suitable, the firm/ contractor will have to terminate/replace the driver immediately on the instructions of the concerned officer and the terminated driver shall not be taken back on duty at any stage without the prior permission of concerned officer.
- 8.14.3 Any person/Driver engaged for rendering the services under this contract shall be the employee of the contractor for all purposes intent and shall have no claim/right on the University. The contractor will keep the University and its officers indemnified from and against any clam/liability by any such person. The firm/contractor shall obtain an undertaking on Non-Judicial Stamp Paper of proper value duly signed and witnessed by him (firm/contractor) under his seal from the individual driver that he/they will not claim any employment from concerned University/ Organization and all the dispute will be settled by their contractor who has engaged them.
- 8.14.4 Driver shall make his own arrangements for going to or coming from his residence. In case the owner of the vehicle engages the services of hired driver then he shall ensure to the satisfaction of University or its relevant office that the driver will be paid the minimum wages as applicable to the skilled drivers in the state of Haryana by the owner of the vehicle. All type of responsibility / liability regarding the engagement of Driver will be borne by the contractor.
- 8.14.5 The deployed driver shall keep all valid license and up to date tax payment certificate/ receipt, pollution control certificate Comprehensive Insurance and any other tax payment clearance up to date in his custody.
- 8.15 Insurance:** The vehicles deputed will have **comprehensive insurance** cover inclusive of the driver and **other passengers** and the University shall not be responsible for any damage, whatsoever, to the vehicle or its driver/ passengers or third party. As such the adequate insurance of appropriate value should be arranged to cover the risk of injuries/ death of the driver/ passengers.
- 8.16 Provisions of increase/decrease of the fuel prices: -**  
In case of increase /decrease of the fuel prices during the contract period, hiring charges will be increased or decreased on quarterly basis subject to the condition that the increase/decrease of the fuel price is more than 5% between 1<sup>st</sup> day of Quarter-1 and 1<sup>st</sup> day of Quarter-II. The Quarter will be counted from the first day when the vehicle is made available to the University. No revision will be allowed

within the Quarter. The formula for the increase/decrease of price calculation on the monthly hiring charges will be as under: -

Increase/Decrease Monthly Charges = Distance allotted for the month (2500/3000Kms) X Increase/Decrease of Fuel Rates (Fuel Rate on 1<sup>st</sup> day of Q-1 (Minus) Fuel Rate on 1<sup>st</sup> day of Q2 and so on)

- 8.17 All duties/ taxes/ fees levied/ permit charges, whatsoever, payable in consideration of the trade or otherwise for relative thereof, shall be at the cost of the firm/contractor. If there is any increase in the existing taxes or new taxes are levied by the Govt. during the period of contract, no extra claim shall be paid and all the expenses shall be borne by the firm/ contractor. The University is not liable to meet such expenses. The firm/ contractor shall obtain all the necessary permits from the RTO or any Govt. or Municipality or any other Authority that may be required in connection with the hiring of vehicle(s) at his cost. The firm/ contractor shall, however indemnify the University from any claim, whatsoever from Statutory Authorities.
- 8.18 The firm/ contractor shall have to obtain necessary gate/ permission passes for the vehicles as well as for the drivers for entering into the Restricted Area as notified by the concerned authorities. In case of any vehicle is found moving in the restricted area without any gate/ permission pass, a penalty if any imposed by the concerned authority shall be borne by the firm/contractor.
- 8.19 **Penalties/ Deductions** in case of non performance/ violation of Services **Agreement:** - The competent authority in University/ Organization with whom the concerned vehicle is attached can levy the below mentioned penalties/ deduction in case of non performance/ violation of Services Agreement as per details given below.
- 8.19.1 Unclean vehicle or seat covers/ smell in the vehicle-(i) Rs. 50/- for the first day (b) Rs. 200/- per day for the second consecutive day and beyond as pointed out by the controlling officer of the vehicle;
- 8.19.2 For non-providing of vehicle in time: - The contractor has to maintain the timings strictly. The late arrival of the vehicles beyond 15 Mins. shall be viewed seriously and a penalty of Rs. 100/- per hour of delay on each occasion, if the reason of late arrival is unsatisfactory;
- 8.19.3 Breakdown en-route: - In case any of the vehicle fails to report on duty due to break down or otherwise, the firm/ contractor shall be responsible to provide alternate vehicle within ONE-HOUR, otherwise the University will be within rights to make alternate arrangement at the risk and cost of the contractor after imposing the penalty of Rs. 500 /- for each such case.
- 8.19.4 Recurrent malfunctioning/dissatisfactory condition of the vehicle: - The vehicle will be returned. A vehicle may be hired by the concerned officer/ office payment of which will be borne by the contractor along

with a daily fine of Rs. 500/- till such time a proper vehicle is provided by the contractor.

- 8.19.5 On misbehavior by the Driver: - Rs. 500/- per default. If the misbehavior continues, then the driver will have to be changed by the contractor. If the contractor does not change the driver within 3 days' time, the vehicle will be sent back and a taxi may be hired. The payment of such taxi will be borne by the contractor along with a fine of RS. 200/- DAILY;
- 8.19.6 During the contract period if any of the vehicle is seized/ detained / impounded by the Police, Transport officer or any other authority for any reason whatsoever, it will be at the sole risk responsibility of the contractor, who shall immediately provide another vehicle of the same seat capacity in lieu thereof, otherwise a penalty of Rs. 1500/- per day will be imposed;
- 8.19.7 For violation/ breach of any of the condition of the contract: - Rs. 1000/- per default and/or Termination of the contract/forfeiture of Performance Security. In case of breach of contract by the contractor, the Performance Security shall be forfeited by the University and the firm shall be blacklisted in addition to termination of the contract in question. The right of action will rest with the authority entering into agreement.
- 8.19.8 The competent authority who can levy the above mentioned penalties/ deduction will be the officer/ office with whom the concerned vehicle is attached.
- 8.20 The vehicle shall be kept at the disposal of respective office/ officer as designated by the University.
- 8.21 The firm / contractor shall be an independent entity engaged to produce the required results and compliance with all the laws and regulation applicable in this behalf and also keep the University and its officers indemnified against any breach or default.
- 8.22 The time to time maintenance of vehicle including all spares, consumables and lubricants will be the responsibility of the contractor.
- 8.23 The University reserves the right to claim adequate compensation from the firm/ contractor on account of any damage caused to the human or the equipment/ machinery due to negligence or careless handling of the vehicle by the driver or the firm/ contractor.
- 8.24 Any injury/ accident to driver or to any other person due to lapse on the part of the driver shall be the responsibility of firm/ contractor.
- 8.25 The firm/contractor shall make alternative arrangements for the drivers when on rest days and for the vehicles when on servicing or under repairs due to breakdown.
- 8.26 The duties period of the deployed driver will be 8.30 AM to 6:30 PM (10 hours). However, the same will be available as and when required beyond the permissible time period.

- 8.27 The firm/ contractor will ensure periodic maintenance as per maintenance manual of vehicle/ requirement and shall always keep the vehicle in perfect running condition. The firm/ contractor shall carry out the servicing & repairing only after intimation to the concerned office of the University.
- 8.28 The first Aid Box with necessary medicines shall be provided in each vehicle by the firm/ contractor at his own cost.
- 8.29 The vehicle shall be utilized as per requirement of concerned office/ officer of the University for local as well as out station. The vehicle shall remain in concerned office/ officer of the University beyond duty hrs.

9. **Indemnification:** - The firm/contractor shall **furnish an under taking on Non Judicial stamp** paper or appropriate value to the effect that he shall comply with all the Acts, Laws or Regulations as may be applicable with regard to performance of work, including but not limited to the Minimum Wages Act, Contract Labor ( Regulation and Abolition ) Act, ID Act, Shops and Establishment Act, Factory Act, Workmen Compensation Act etc. from time to time and take such steps as may be directly responsible for any dispute arising between him and his drivers/ workers and keep the University indemnified against all losses, damages and claims arising there from.
10. **Contract Agreement:** - The owner firm/ contractor of the vehicle shall have to execute a contract agreement on Non-Judicial stamp paper worth Rs. 100/- on the prescribed Performa with the concerned office of the University who will represent as Principal Employer.

**D. Standard Terms and Conditions** (wherever applicable these terms & conditions will overrule the specific terms and conditions as at para 'C' above): -

1. **EMD:** -

The firms/ bidder/ contractor are required to deposit Earnest Money as indicated above failing which the tenders are liable to be rejected. Central or Haryana Public Sector Enterprises and "approved sources" as declared by the industries Department, Haryana, are exempt from the deposit of EMD.

- 2. Performance Security:** -

The successful tenderer/ bidder/ firm/ contractor shall be required to deposit Performance Security Deposit for Rs. 1,00,000/= (The performance security in excess of the EMD already deposited can be submitted in the shape of Demand Draft/ Call Deposit Receipt/ Banker's Cheque in the shape of equivalent Bank Guarantee of any scheduled bank with branch in Gurgaon. (Specimen of bank guarantee bond required to be furnished on Rs. 15/- Non Judicial Stamp Paper is enclosed as valid for a period beyond six month or more, from the date of expiry of the stipulated Rate Contract **in favor of Shri Vishwakarma Skill University, payable at Gurugram.** The Bank Guarantee shall have to be got extended by the tenderer/ bidder/ firm/ contractor, if so desired by the Shri

Vishwakarma Skill University, Gurugram, Haryana, till it is surrendered/ released/ returned or invoked/ en-cashed by the beneficiary i.e. Shri Vishwakarma Skill University.

It will be returned after successful performance of the contract agreement after deduction of charges if any, due towards the University.

**3. Penalty to firm on Delay in delivery:** - Should the firm/ contractor fail to provide the services within the period prescribed for such delivery of service procurement stipulated in the Rate Contract order, the delayed services will be subject to 2% penalty per month of the estimated value of service contract recoverable on the value of the services supplied.

**4. Negotiation of Rates: -**

Regarding negotiations of rates quoted by various bidders/ firms/ contractors, policy issued by the State Government vide G.O No. 2/2/2010-4-1B-II of dated 18.06.2013 (Annexure-VI), G.O No. 2/2/2010-4-1B-II of dated 16.06.2014 (Annexure-VII), G.O No. 2/2/2010-4-1B-II of dated 09.02.2015 (Annexure-VIII) will be applicable. The policy guidelines are available at <https://haryanaeprocurement.gov.in> on home page under section as Tender Forms.”

**5. Cartel formation:** In case of evidence of cartel formation by the bidders(s), the EMD is liable to be forfeited along with other actions as are permissible to University like filing complaints with the Competition Commission of India and / or other appropriate forums.

**6. Arbitration :** In case of dispute between two parties w.t.r. to terms & conditions of this agreement, the same shall be resolved firstly by mutual consent of both the parties. In case it they fail to reach a resolution then the matter will be referred to the Registrar SVSU, the sole arbitrator in this matter and whose decision will be final & binding on both the parties.

**7. Jurisdiction: -**

All disputes will be settled within the jurisdiction of the Head Quarters of Shri Vishwakarma Skills University ie. Gurugram.

**E. OTHER TERMS AND CONDITIONS:**

1. The firms are required to mention bifurcation of their rates showing the detail of basic rates, excise duty, sales tax etc. in their bid. In case, the supplies are delayed by the firm beyond the stipulated delivery period & there has been any upward revision in the rates of taxes/duties ON THE CONTRACTED ITEM, no such increase will be allowed. However, if there has been any reduction in Taxes/duties, the same will be availed. No variation in taxes/ duties on raw material will be applicable.
2. All documents to be submitted by the tenderers with their offer should be self-attested in case the same are copies of original documents.

3. The Earnest money of the tenderers will be forfeited to University account and blacklisting/ debarring besides other penal action, if they withdraw their offer/ rate or modify the terms & conditions of the same at any time during the validity of their offer before acceptance.
  4. The Financial bid/s of only those bidders/items will be opened who qualify on the basis of their Technical Bids. The date & time of opening of the financial bids will be intimated in the due course.
  7. The offer without prescribed earnest Money, tender Fee & E-service fee is liable to be summarily rejected. The deficiency in the remaining documents and tender requirement can be made subject to the decision by Shri Vishwakarma Skills University.
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8. Other terms & conditions as contained in various Annexure/ Documents as available under the folder “TENDER FORMS” as available at the link:<https://svsu.ac.in>

**For & on Behalf of Shri Vishwakarma Skills University, Haryana**

## **Additional Terms and Conditions:**

- i) **No dead mileage would be payable from the contractors premises to the office of the Vishwakarma Skill University and vice-versa.** A log book for each car in the format prescribed by the Shri Vishwakarma Skill University, Plot No. 147 Vishwakarma Bhawan, Sector-44, Gurugram, Haryana.
- ii) The owner/ senior representative of the firm **should be available round the clock** on his own direct telephone (office as well as residence)/ mobile phone so as to respond to the call for vehicles in emergent cases.
- iii) The vehicle if hired on monthly basis will be **available to the University** for complete month and **24 x 7 x 365 days**. Firm should take care of the holidays of the driver and backup driver will be provided when regular driver is on holiday.
- iv) Vehicle will be available to the office complete day. He will report to the officer as per time schedule given by the officer and drop officer at his house at night.
- v) Bidders may please quote their unconditional rates strictly in the attached Performa (Annexure-II). The price quoted in the Financial Bid shall remain valid during the contract.
- vi) No advance payment, in any case, would be made to the firm.
- vii) The vehicle and driver provided to Shri Vishwakarma Skill University Gurugram shall not be changed except under compelling circumstances and after prior consent of the University.
- viii) The EOI has to be accompanied by a bid document fees of Rs. 500/- and Earnest Money Deposit of Rs. 25,000.00 (Rupees Twenty Five Thousand only) in the form of Demand Drafts/pay orders in favour of **“Shri Vishwakarma Skill University”** payable at Gurugram. The successful bidder will have to deposit a Security Amount of Rs. 1,00,000/- (Rs. One Lac only) with SHRI VISHWAKARAMA SKILL UNIVERSITY, in the form of FDR/ Bank Guarantee in favour of the SHRI

VISHWAKARAMA SKILL UNIVERSITY, PLOT NO. 147 VISHWAKARMA BHAWAN, SECTOR-44, GURUGRAM, for the due fulfillment of the contractual obligations which is refundable without any interest on termination of the contract after deducting any penalty/ any liability imposed by this office on account of unsatisfactory services.

- ix) The daily record (indicating time and mileage) shall be maintained separately for each vehicle.
- x) The Office reserves the right to reject any or all the quotations without assigning any reason thereof.
- xi) Bids incomplete in any respect shall be liable to be rejected.
- xii) The agency must have a 24 hours working telephone system so that the agency can be telephonically contacted at short notice and at odd hours and on holidays, in case of requirement of vehicles. It would be essential for the driver to have mobile phone so that they could be contacted for duty.
- xiii) Tender committee may negotiate with the L1 Bidders of each, any or cumulative category.
- xiv) If the contract is terminated in between the contract period and L2 is awarded the contract the period of contract with L2 will only be for the remaining period of one year term.

2. **The sealed** envelopes containing the **bids marked 'BIDS FOR HIRING OF VEHICLES'** should be deposited/put in the tender box kept in the Office of **Shri Vishwakarma Skill University, Plot No. 147, Sector-44, Gurugram, Haryana on or before 2.00 PM on 20.01.2020. The tenders will be opened on the same day at 3.30 PM in the office of Shri Vishwakarma Skill University, Gurugram,** in the presence of bidders/ their representatives who may like to be present. The quotations received without application fees and the earnest money deposit will not be entertained and will be summarily rejected.

3. The Office reserves the right to cancel the contract at any time without assigning any reasons whatsoever.

4. The bid document should be signed by the bidders on each page in ink and mention at the last page of the bid document "The above terms & conditions laid down in the bid document are acceptable to us and will be binding on us" and countersign the same.

5. **Under no circumstances can this contract be sublet by the contractor.**



**TECHNICAL BID**

Name of the firm/company/agency	
Complete Address & Telephone Number	
Location of the Garage with telephone No. and address	
Whether Application Fee of Rs. 500.00 enclosed in the form of Bank Draft/ Pay Order (No. and date)	
Whether EMD of Rs. 25,000.00 enclosed in the form of Bank Draft/ Pay Order (No. and date)	
Annual turnover of the firm for last two financial years (with proof)	
Name & Address of the departments/ Ministries and other organizations where, at present, vehicles are engaged on regular/monthly basis (self certified duly stamped copies of contract letters be attached)	
PAN Number (with proof)	
Total number of vehicles registered in 2015 onwards with the Agency, which can be provided by the Agency for hiring purpose ( <b>with copy of RCs</b> )/ Exemption will be	

granted only for those vehicles which the firm intends to purchase new ( <b>which is to be indicated</b> )	
Valid PUC Certificate of Vehicle (Any Three)	
Valid Insurance Certificate of Vehicle ( Any Three)	
GST No. (Proof to be enclosed)	
Name, Address & Telephone Number of the proprietor	

## ANNEXURE – II

### FINANCIAL BID DOCUMENTS

Rates may be quoted for providing Vehicles to Shri Vishwakarama Skill University, Plot No. 147, Sector-44, Gurugram, Haryana for official use.

S. No	Details	Maruti Dezire	Ciaz/ Honda City/Ertiga	Toyota Innova	16 Seater	32 Seater	52 Seater	Loading Tempo	407/Canter
1.(a)	100 Kms, 10 hours								
	Extra per Km.								
	Extra per hour								
1.(b)	50 Kms, 5 hours								
	Extra per Km.								
	Extra per hour								
2.(a)	Monthly Charges (3000 Kms , 300 Hours)								
	Extra per Km.								
	Extra per hour								

2.(b)	Monthly Charges (2500 Kms, 300 Hours)								
	Extra per Km.								
	Extra per hour								
4	Any other charges (Driver night charges after 10.00 p.m.)								

**Note: Any one (Higher one) of Extra Kms or Extra Hours will be charged.**

**Current Rate of Taxes applicable:**

**“The above terms & condition laid down in the bid document are acceptable to us and will be binding on us”.**

**Signature of authorized signatory  
With rubber stamp**