Punjab Engineering College, Chandigarh (Deemed to be University)

E-Tender Notice

e-tender is hereby invited from reputed firms in Chandigarh, Panchkula & Mohali for hiring of Vehicles in following four categoryon Monthly/ daily/Hours basis as per the requirements of the Punjab Engineering College (Deemed to be University), Chandigarh, Sector 12, Chandigarh:

Sr. No.	Category	AC/Non-AC
1.	Five Seater (Toyota Etios/ Maruti Suzuki Dzire)	AC
2.	Five Seater (Toyota Etios/ Maruti Suzuki Dzire)	Non-AC
3.	Seven Seater (Toyota Innova)	AC
4.	Seven Seater (Toyota Innova)	Non-AC

The details of contract are given below:

Period of Contract	Estimated cost in Rs. /-	EMD in	Online submission of tender
Initially one year, extendable by another one year on satisfactory performance	5 lacs	10,000/-	Start date:12.07.2018 at 10:00 A.M. End date: 01.08.2018 at3:00 P.M.

Tender document can be downloaded from the website of Punjab Engineering College (Deemed to be University), Chandigarhwww.pec.ac.inorhttp://etenders.chd.nic.in

Registrar Punjab Engineering College (Deemed to be University), Chandigarh Phone: 0172-2753055

Fax: 0172-2753284

Punjab Engineering College, Chandigarh (Deemed to be University)

TENDER DOCUMENT

TENDER for hiring of vehicle.

IMPORTANT INSTRUCTIONS FOR BIDDERS

- 1. Tenders without digital signatures will not be accepted by the electronic tendering system. No tender will be accepted in physical form and in case it has been submitted in physical form it shall be rejected.
- 2. Before submission of on-line bids, bidders must ensure that scanned copies of all the necessary documents have been up-loaded along with the bid.
- 3. Punjab Engineering College (Deemed to be University), Chandigarh will not be responsible for any delay in on-line submission of bids due to any reason whatsoever.
- 4. For the tender to be valid the Earnest Money Deposit is acceptable only in the form of Account payee Demand Draft /Fixed Deposit Receipt / Bankers Cheque /Bank Guarantee from any commercial bank in an acceptable form in favour of Director, Punjab Engineering College (Deemed to be University), Chandigarh and payable at Chandigarh. The bidder is required to submit EMD in the Administrative Office of the Punjab Engineering College (Deemed to be University), Chandigarh on the specified date.
- 5. The tenderer(s) should submit their tender in three parts i.e. (i) Bid Guarantee (Earnest Money Deposit) (ii) Technical Bid (iii) Price Bid. Each part should be submitted separately as explained below:
 - (i) Bid Guarantee (Earnest Money Deposit) in physical form should be placed and submitted in a separate sealed cover duly super-scribed "BID GUARANTEE FOR hiring of travel agency" and submitted in the Administrative Office of the Punjab Engineering College (Deemed to be University), Chandigarh on the specified date. Its scanned copy is also required to be uploaded online on the specified date.
 - (ii) Technical Bid/ Tender Document including Eligibility document along with Annexure-I to Annexure-IV should be in a separate cover (on-line) as well as in physical form with covering letter as per Annexure-I.
 - (iii) Price Bid should be submitted on-line only.
- 6. The Tenderer should keep his offer valid for acceptance for a period of 90 days from the date of opening of the Price Bid. In case, the Tenderer is unable to keep his offer open for the above said period, his tender shall be treated as invalid.
- 7. EARNEST MONEY/ SECURITY DEPOSIT and/ or any other sum of the tenderer(s) lying with the Director, Punjab Engineering College (Deemed to be University, Sector-12, Chandigarh in connection with any other tender/ case shall not be considered/ adjusted against this tender.
- 8. No tenderer is exempted from furnishing the Earnest Money Deposit (EMD) under any circumstances.
- 9. The E-tender shall be opened on-line on the specified date and time. In the event of the date of receipt or opening of tender being declared a holiday for the Punjab Engineering College (Deemed to be University), Sector-12, Chandigarh, the last date of receipt/ opening of the tender shall be the next working day at the same time and venue.
- 10. The tenderer(s) shall be at liberty to be present, in person or be represented through their authorized representative(s) at the time of opening of the tender as specified in the Tender Notice. In case authorized representatives are to be present, they must furnish the authority letter from the tenderer whom they are representing otherwise they will not be allowed to participate in the opening of the tender.
- 11. Subletting of contract after allotment is not allowed under any circumstances.

- 12. The institute reserves its right to reject all bids and annul the bidding process at any time prior to award of contract, without assigning any reason whatsoever and without thereby incurring any liability to the affected bidder or bidders.
- 13. In case of violation of any of terms and conditions as mentioned herein, Earnest Money of the tenderer(s) shall be forfeited in full by the Director, Punjab Engineering College (Deemed to be University), Chandigarh.
- 14. Any attempt direct or indirect, to cast influence, negotiation on the part of the tenderer(s) with the officials/ authority to whom he shall submit the tender or the tender accepting officials/ authority before the finalization of tender shall render the same liable for rejection.
- 15. The Competent Authority reserves all rights to accept or reject any tender without assigning any reason and also to impose/ relax any terms and conditions of the tender.

16.

а	A copy of tender notice at Section-A
b	Terms and conditions for the bidders at Section-B
С	Application at Annexure-I
d	Financial at Annexure-II
е	Proforma for affidavit for non-blacklisting and competency at Annexure-III
f	Undertaking by bidder at Annexure -IV

Registrar Punjab Engineering College (Deemed to be University), Chandigarh Phone:0172-2753055

Fax: 0172-2753284

SECTION-A

PUNJAB ENGINEERING COLLEGE, CHANDIGARH

(DEEMED TO BE UNIVERSITY)

E-TENDER NOTICE

E-tenders are hereby invited by the undersigned for **hiring of vehicle in** Punjab Engineering College (Deemed to be University), Sector 12, Chandigarh as per details given below:

S. No.	Name of Work	Period of Contract	EMD
1	Hiring of Vehicle	Initially one year extendable by another one year on satisfactory	10,000/-
		performance	

Milestone dates of e-tendering: finalized later after checking

1	Date of publication	12.07.2018 at 10:00 a.m.
1	Downloading of e-tender document	12.07.2018 at 10:00 a.m.
111	Last Date of submission of e-tender	01.08.2018 at 3:00 p.m.
IV	Pre Bid Meeting (If any)	NO
ν	Physical submission of EMD and other	12.07.2018 at 10:00 a.m. to 01.08.2018 at 3:30
	necessary pre-qualification documents.	p.m.
VI	Opening of Technical Bid (online)	01.08.2018 at 3:30 p.m.
VII	Opening of Financial Bid of only eligible	To be informed after checking eligibility of Bidders
	technically qualified bidder determined by	
	Committee.	
VIII	Place of opening of bids	Punjab Engineering College (Deemed to be
		University), Sector 12 Chandigarh 160012
IX	Address for communication	Registrar
		Punjab Engineering College (Deemed to be
		University), Chandigarh

Important Notes:

- I) Bidders shall have to submit their bids on-line in Electronic Format with Digital Signatures.
- II) Bid document can be downloaded from the website of Punjab Engineering College (Deemed to be University), Chandigarh www.pec.ac.inorhttp://etenders.chd.nic.in
 - III) The agency has to produce documents such as EMD (original document) and self-attested copies of eligibility documents and other necessary documents on the date fixed for the same as above. The failure of the agency to furnish the said documents will entail summarily rejection of its tender.
- IV) The Competent authority reserves all rights toreject any or all the tenders without assigning any reason.

Registrar
Punjab Engineering College
(Deemed to be University), Chandigarh
Phone:0172-2753055

Fax: 0172-2753284

Section – B

Clause- 1

General terms and conditions

- 2.1 The vehicle must be of 2010 model or afterwards and conform to all instructions/guidelines issued by Govt. from time to time.
- 2.2 Availability of the vehicle must be 24x7 basis along with medically fit drivers.
- 2.3 Vehicles will be under the control of Punjab Engineering College (Deemed to be University),
 Chandigarh, 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 GST number.
- 2.6 The contract for hiring of the vehicle will be initially for a period of one year. However, the contract may be extended for further period up to 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-2
- 2.8 Earnest Money:
 - a. The contractor has to deposit earnest money (EMD) of Rs. 10000/- as mentioned at clause 1.2.
 - b. 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.
 - c. The earnest money will be forfeited in the following cases:
 - d. Earnest Money is liable to be found forfeited and bid is liable to be rejected, if the tendererwithdraw or amends impairs or derogates from the tender in any respect within the period of validity and/or after opening the tender.
 - e. When the tenderer does not deposit the security money after the work order is given.
 - f. 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.
 - g. When information/certificate/document furnished is found false at any stage.
 - h. When the bid documents have been manipulated or altered which is downloaded from website.
- 2.9 Performance Security of Rs. 25,000 in the form of Fixed Deposit Receipt/Bank Guarantee of the commercial banks in an acceptable form in favour of the Director, Punjab Engineering College (Deemed to be University), Chandigarh payable at Chandigarh, must be submitted by successful bidder.

- 2.10 The contractor will give written undertaking that he accepts all the terms and conditions.
- 2.11 The contractor should not be blacklisted by govt. /semi govt./undertaking/corporation.

 Affidavit as per annexure '3' must be submitted.
- 2.12 University reserves the right to cancel the bids or for any particular vehicle without assigning any reason.
- 2.13 The contractor will give written undertaking as per annexure '4' that vehicle offered will be of good condition and rate quoted are not higher than those charged to any other Govt./Semi Govt. department during the last one year.

<u>Clause- 2</u> 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 Contractor 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 Contractor shall not deploy any vehicle running on LPG/CNG. All hired vehicles shall be under University's control and shall be parked in designated locations of the Punjab Engineering College (Deemed to be University), Chandigarh, when not in use.
- 3.5 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.
- 3.6 Vehicles should also be fitted with Toeing hook.
- 3.7 Contractor shall obtain vehicle fitness certificate from competent authority, vehicle registration, comprehensive insurance, payment of road tax, inter-state permit, etc.
- 3.8 Vehicle should be able to move freely to the neighbouring States without any restrictions.
- 3.9 Contractor 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.
- 3.10 All vehicles shall be comprehensively insured against all risks (including the driver and occupants). Insurance policy shall be renewed well before the due date.
- 3.11 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.

- 3.14 In case of breakdown of any vehicle the Contractor shall depending on the distance provide another vehicle of similar brand at no extra cost. The University shall have absolute right to charge Rs. 1000 per day if the vehicle is not provided within two hours.
- 3.15 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.
- 3.16 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 Punjab Engineering College (Deemed to be University), Chandigarh.
- 3.17 Drivers should carry sufficient cash for discharging obligations on account of 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.
- 3.18 Lodging, boarding, transportation of drivers shall be the contractor's responsibility.
- 3.19 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.
- 3.20 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.
- 3.21 Driver should be well qualified and should be able to read and write, and have minimum three years of experience as driver.
- 3.22 Driver should be alert /careful enough to take care of items/material kept in the vehicles.
- 3.23 Vehicle should carry portable fire extinguisher.

<u>Clause- 3</u> Terms of Payment

4.1 Monthly bills shall be submitted in duplicate to the authority specified in contract along with photo copy of logbook duly signed by the controlling officer/ duty slip (in case of daily/ hours basis vehicle) and payment will be processed on monthly basis. Contractor will submit an undertaking along with monthly bills that he will deposit the Service Tax in time. Contractor will have to submit the receipt of deposited Service Tax one month prior to the expiry of contract. The last bill will only be processed on showing the receipt of depositing of all previous Service Tax for this contract.

Clause- 4 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- 5

Jurisdiction

6.1 All disputes arising out of this contract shall be subjected to the jurisdiction of Chandigarh.

Clause- 6

Eligible Bidders

- 7.1 The Contractor/Agency should have owned these types of vehicles 1. Five Seater AC, 2. Five Seater Non-AC, 3. Seven Seater AC & 4. Seven Seater Non-AC, at the time of bid submission, of model not older than year 2010 and vehicles 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 have valid GST Registration number. A copy of GST No. Shall be uploaded as proof.
- 7.3 The bidder should have an experience of minimum 02 years 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.
- 7.4 The bidder should have minimum Annual turnover of Rs.10.00 lakh in each of last three financial years i.e. 2015-16, 2016-17 & 2017-18. Copies of Audited Annual statements shall be submitted as proof.
- 7.5 Copies of Income Tax Returns for last three financial years i.e. 2015-16, 2016-17 & 2017-18 shall be submitted.

Clause- 7

Submission of Documents Online

- 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 GST.
- 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.
- 8.5 Copy of PAN Card
- 8.6 Annual Financial statements of financial year 2015-16, 2016-17 & 2017-18.
- 8.7 Copies of Income Tax statements of last three financial years i.e.2015-16, 2016-17& 2017-18.

Clause-8

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, modify 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.

PUNJAB ENGINEERING COLLEGE, CHANDIGARH Annexure-1 (DEEMED TO BE UNIVERSITY)

APPLICATION FORM FOR HIRING OF VEHICLES

1 Name of the Contractor/Agency:	:
2 Complete Address	:
3 Telephone Number(s)	:
4 Fax Number	:
5 E-mail address	:
6 Payment Details <u>Earnest Money</u> :	D.D. Amount : D.D. No.: Date: Bank & Branch
7 GST Registration number issued by the Govt. : in favour of the contractor/agency	
8 PAN Number issued by the IT Deptt. in favour of t contractor/agency	he :
9 Any Other Details	:
10 Enclosures: (i) Original EMD	

- - (ii) GST Registration number
 - (iii) Copy of PAN Card,
 - (iv) Copies of Annual Financial Statements for the last three financial year 2015-16, 2016-17 & 2017-18.
 - (v) Copy of Income Tax Returns of Financial year 2015-16, 2016-17 & 2017-18.
 - (vi) List of vehicles alongwith Certificate of Registration (RC)
 - (vii) Affidavit of non-blacklisting

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 Punjab Engineering College (Deemed to be University), Chandigarh are final in all matters.
3)	I hereby agree to work as per the terms and conditions rolled out by Punjab Engineering College (Deemed to be University), Chandigarh
4)	I understand that the Punjab Engineering College (Deemed to be University), Chandigarh 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: Signature
	Date: Name
	Designation

PUNJAB ENGINEERING COLLEGE, CHANDIGARH (DEEMED TO BE UNIVERSITY),

Financial Quote

Category – 'l'							
	Five Seater Vehicle (AC) (Toyota Etios/ Maruti Suzuki Dzire)						
(10yota Etios, Walatti Suzuki Dzire)							
Sr.	Particulars	Tentative quantity	Rate in Rs./-	Amount (RS.)			
No.		required per					
	1	month					
(2)	(b)	(a)	(4)				
(a) 1.	` `	(c) 5000 km	(d) per km				
1.	· · · · · · · · · · · · · · · · · · ·	1500 km	per km				
2.	Km / 8hr.	ISOO KIII	per kili				
	Night stay/out	3 Nos.	per night				
3.	station						
4.	,	500 Km	per km				
Tota	l (category -'1') (A)	_	<i></i>				
		Category –					
		Five Seater Vehicle	•				
	(Toyota Etios/ Maruti	Suzuki Dzire)				
		T	I				
1.	80 Km/8 hrs.	5000 km	per km				
	Per Km after 80 Km	1500 km	per km				
2.	/8hr.						
	Night stay/out	3 Nos.	per night				
3.	station						
4.	Per km(Hill)	500 Km	per km				
Total	l (category – 11') (B)		(AAAA				
		Category –					
		Seven Seater Veh	• •				
		(Toyota Inn	ova)				
1.	80 Km /8 hrs.	5000 km	per km	Higher of the two			
1.	Per Km after 80	1500 km	per km	Higher of the two			
2.	Km/8hr.	1500 KIII	per kili				
3.	Night stay/out station	3 Nos.	per night				
4.	Per km(Hill)	500 Km	per km				
	rei Kili(i ilii)	300 1111	per kill				

	Category – 'IV' Seven Seater Vehicle (Non-AC)				
		(Toyota	Innova)		
1.	1. 80 Km /8 Hour 5000 km per km				
	Per Km after 80	1500 km	per km		
2.	Km /8hr.				
	Night stay/out	3 Nos.	per night		
3.	station				
4.	Per km(Hill)	500 Km	per km		
Total	(category -'1V')				

Grand Total	=
(A+B+C+D)	(Overall total rate)

Note:- Financial evaluation will be done on the basis of overall lowest rate.

Date: Place:

Signature of Authorized Signatory

(To be furnished on non-judicial stamp paper duly attested by the Executive Magistrate/Notary Public)

AFFIDAVIT

I/We/M/s	are registered as
service provider firm named M/s	as per Service Tax
Registration Certificate No	having registered office at
	do hereby declare and solemnly affirm that
I/We have not been Black-listed, n	or mine/ our Tenders or Orders have been cancelled by any
State/UT/Central Government or	any partner or shareholder either directly or indirectly
connected with or has any subsis	ting interest in the business of my/our firm nor any legal
proceedings have ever been initiate	ed/pending or any penalty has ever been levied due to delay
of non-completion of order by any	State/UT/Central Government or by any authority.
Place: Dated:	DEPONENT
<u>Verification</u>	
• • • • • • • • • • • • • • • • • • • •	and affirm that the above declarations are true and correct to eliefs. No part of it is false and nothing has been concealed
Place:	DEPONENT

Annexure – 4

UNDERTAKING

l,		s/o _		prop	rietor	of
		resident c	of			do
hereby underta	ke that the vehic	les offered will be	e of good worl	king conditio	on and	the
rates quoted a	are not higher	than to those o	harged to an	y other Go	overnm	ent
department du	ring the last or	ne year. In case,	at any stage,	it is found	d that	the
information giv	en is false/incorr	ect, Director, Pun	ijab Engineerin	g College (D	Deemed	l to
be University),	Chandigarh shal	l have absolute rig	ght to take an	y action as o	deemed	l fit
without any pri	or intimation to	me.				
			(Signatu	re of the bid	der)	

PRICE BID FORMAT To be submitted online

Name of Work: Vehicle Requirement at Punjab Engineering College, Sector-12, Chandigarh Contract No:

Bidder					
Name:					
DDICE COULDING					

PRICE SCHEDULE

(This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevent columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only)

NUMBE R#	TEXT #	NUMBER#	NUMBE R#	NUMBE R#	TEXT #		
SI. No.	Item Description	Tentative Qty required per month (K.M.)	Rate per K.m. In Rs.	TOTAL AMOUN T	TOTAL AMOUNT In Words		
1	2	3	Figures	7	8		
1.0	Category- I (Five Seater Vehicle (AC)) Toyota Etios/ Maruti Suzuki Dzire						
2.0	80Km/ 8 hrs.	5000.00		0.00	INR Zero Only		
3.0	Per K.m after 80Km/ 8hr.	1500.00		0.00	INR Zero Only		
4.0	Night stay/ outstation	3.00		0.00	INR Zero Only		
5.0	Per K.M. (Hill)	500		0.00	INR Zero Only		
6.0	Category- II (Five Seater Vehicle (Non AC)) Toyota Etios/ Maruti Suzuki Dzire						
7.0	80Km/ 8 hrs.	5000.00		0.00	INR Zero Only		
8.0	Per K.m after 80Km/ 8hr.	1500.00		0.00	INR Zero Only		
9.0	Night stay/ outstation	3.00		0.00	INR Zero Only		
10.0	Per K.M. (Hill)	500		0.00	INR Zero Only		
11.0	Category- III (Seven Seater Vehicle (AC)) Toyota Innova						
12.0	80Km/ 8 hrs.	5000.00		0.00	INR Zero Only		
13.0	Per K.m after 80Km/ 8hr.	1500.00		0.00	INR Zero Only		
14.0	Night stay/ outstation	3.00		0.00	INR Zero Only		
15.0	Per K.M. (Hill)	500		0.00	INR Zero Only		
16.0	Category- IV (Seven Seater Vehicle (Non AC)) Toyota Innova						
17.0	80Km/ 8 hrs.	5000.00		0.00	INR Zero Only		
18.0	Per K.m after 80Km/ 8hr.	1500.00		0.00	INR Zero Only		
19.0	Night stay/ outstation	3.00		0.00	INR Zero Only		
20.0	Per K.M. (Hill)	500		0.00	INR Zero Only		
Total in Figures				0.00	INR Zero Only		
Quoted Rate in Words		INR Zero Only					