

Punjab Engg. College (Deemed to be university) Chandigarh
(Civil Engineering Department)

Memo. No. CPO/20/

Dated:

To

Subject: Quotations for empanelment of vendors for providing of vehicle services.

Dear Sir/Madam,

Quotations are hereby invited in respect of the item mentioned below. The quotations should be sent directly at the address mentioned below in the sealed cover with wax/transparent fixing tape duly singed in ink underneath by **speed post/courier** marked "**Quotation for empanelment of vendors for providing of vehicle services and due date**" on the top of the envelope so as to reach this office on or **before 09.07.2020**.

These will be opened on **10.07.2020 at 11.00 AM** by the committee members in the presence of the bidders or their representative who may like to be present during opening of quotations. The right of acceptance or rejection of any quotation without assigning any reason is reserved. The quotations by hand will not be accepted.

Note: - The complete quotation document may be downloaded from the Institute website i.e. www.pec.ac.in.

Central Purchase Officer
Punjab Engineering College
Sector 12, Chandigarh.

TERMS AND CONDITIONS

1. The vehicle must be of 2015 model or afterwards and conform to all instructions/guidelines issued by Govt. from time to time.
2. Availability of the vehicle must be 24x7 basis along with medically fit drivers.
3. Vehicles will be under the control of Punjab Engineering College (Deemed to be University), Chandigarh, during the hiring period of the vehicle.
4. Vehicles shall be used for the Inter State travels, if required.
5. The Contractor has to provide GST number.
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 two years on mutual agreement on the same rate, terms and conditions, if the services of the contractor are satisfactory.
7. The rates to be quoted are to be filled in the proforma given at Annexure-2
8. The contractor has to deposit earnest money (EMD) of Rs. 10000/- in favour of Director, Punjab Engineering College (Deemed to be University), Chandigarh payable at Chandigarh.
9. Performance security of Rs. 25000.00 in the form of fixed Deposit receipt/bank guarantee of the commercial banks in an acceptable form in favour of the Director, Punjab Engg College payable at Chandigarh, must be submitted by successful bidder for the period of 42 months.
10. 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.
11. 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.
12. The contractor will give written undertaking that he accepts all the terms and conditions.
13. The contractor should not be blacklisted by govt. /semi govt./undertaking/corporation. Affidavit as per annexure '3' must be submitted.
14. University reserves the right to cancel the bids or for any particular vehicle without assigning any reason.
15. The contractor will give written undertaking as per annexure '1'(Undertaking) 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.
16. 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.
17. All drivers shall have valid driving license for commercial use and proof of the same shall be provided by the Contractor.

18. 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.
19. 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.
20. 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.
21. Vehicles should also be fitted with Toeing hook.
22. Contractor shall obtain vehicle fitness certificate from competent authority, vehicle registration, comprehensive insurance, payment of road tax, inter-state permit, etc.
23. Vehicle should be able to move freely to the neighbouring States without any restrictions.
24. 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.
25. All vehicles shall be comprehensively insured against all risks (including the driver and occupants). Insurance policy shall be renewed well before the due date.
26. 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.
27. 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.
28. 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.
29. 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.
30. 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.
31. Lodging, boarding, transportation of drivers shall be the contractor's responsibility.
32. 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.

33. 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.
34. Driver should be well qualified and should be able to read and write, and have minimum three years of experience as driver.
35. Driver should be alert /careful enough to take care of items/material kept in the vehicles.
36. Vehicle should carry portable fire extinguisher.
37. All disputes arising out of this contract shall be subjected to the jurisdiction of Chandigarh.

Clause of Termination

38. The University may, without prejudice to any other remedy for breach of contract may terminate the contract in whole or in parts.
39. 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.
40. If the contractor fails to perform any other obligation(s) under the contract.
41. In case the Contract has to be terminated, 15 days notice in writing shall be given by the either side.

Eligibility Criteria

42. 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 2015 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.
43. The bidder should have valid GST Registration number. A copy of GST No. Shall be submitted as proof.
44. 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.
45. The bidder should have minimum Annual turnover of Rs.05.00 lakh during the financial year 2016-17,2017-18 and 2018-19 copies of Audited Annual statements shall be submitted as proof.
46. Copies of Income Tax Returns for last three financial years shall be submitted.
47. Bidder must not be blacklisted by the central/state government/public sector.
48. All copies of documents attached with the quotation should be self attested.
49. For any query, bidders may contact Dr. Sarita Singla, Central Purchase Officer at 98156-23395.

Central Purchase Officer
Punjab Engineering College
Chandigarh

Annexure – 1

UNDERTAKING

I, _____ s/o _____ proprietor of
_____ resident of _____ do
hereby undertake that the vehicles offered will be of good working condition and the
rates quoted are not higher than to those charged to any other Government
department during the last one year. In case, at any stage, it is found that the
information given is false/incorrect, Director, Punjab Engineering College (Deemed to
be University), Chandigarh shall have absolute right to take any action as deemed fit
without any prior intimation to me.

(Signature of the bidder)

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

Financial Quote

Category – 'I' Five Seater Vehicle (AC) (Toyota Etios/ Maruti Suzuki Dzire)				
Sr. No.	Particulars	Rate in Rs./-	Amount (RS.)	
(a)	(b)	(c)		
1.	80 Km /8 hrs.			
2.	Per Km after 80 Km / 8hr.	per km		
3.	Night stay/out station	per night		
4.	Per km(Hill)	per km		
5.	Rate for Chd. To Delhi or back(one side)			
Total (category –'1') (A)				
Category – 'II' Five Seater Vehicle (NON AC) (Toyota Etios/ Maruti Suzuki Dzire)				
1.	80 Km/8 hrs.			
2.	Per Km after 80 Km /8hr.	per km		
3.	Night stay/out station	per night		
4.	Per km(Hill)	per km		
5.	Rate for Chd. To Delhi or back(one side)			
Total (category –'11') (B)				
Category – 'III' Seven Seater Vehicle (AC) (Toyota Innova)				
1.	80 Km /8 hrs.			
2.	Per Km after 80 Km/8hr.	per km		
3.	Night stay/out station	per night		
4.	Per km(Hill)	per km		

5.	Rate for Chd. To Delhi or back(one side)			
Total (category –‘III’) ©				
Category – ‘IV’ Seven Seater Vehicle (Non-AC) (Toyota Innova)				
1.	80 Km /8 Hour			
2.	Per Km after 80 Km /8hr.	per km		
3.	Night stay/out station	per night		
4.	Per km(Hill)	per km		
5.	Rate for Chd. To Delhi or back(one side)			
Total (category –‘IV’) (D)				

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

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

Date:
Place: Seal

Signature of Authorized Signatory

