

NOTICE INVITING TENDERS FOR HIRING OF VEHICLES

No. NU/NIT/VT/18-19

Date: 20.11.2018

Subject: TENDER FOR RATE CONTRACT FOR HIRING OF VEHICLES ON DAILY/
MONTHLY/YEARLY BASIS –Reg.

Sealed tenders on behalf of the Registrar, Nalanda University, Bihar are invited under Two **Bid System** i.e. Technical Bid and Financial Bid from reputed, experienced and financially sound Agency/Firm/Company for providing Vehicles on either daily or monthly or yearly basis.

Tender Reference No.	NU/NIT/VT/18-19 dated 20.11.2018
Pre Bid date	29.11.2018 at
Last Date and Time for Receipt of Tender	14.12.2018 at 03.00 PM
Time and Date for Opening of Technical Bid	14.12.2018 at 05.00 PM
Venue for opening of the bid	Conference Room, Nalanda University , Rajgir, Bihar

The tender document with detailed terms and conditions can be downloaded from our website www.nalandauniv.edu.in .The bid need to be submitted/dropped in the Tender Box at Reception of the University by Hand or may be sent by Post to the Registrar, Nalanda University, Rajgir, Bihar- 803116 in the envelope containing the bid super scribing the following. For any clarification as to the Tender documents, Senior Administrative Officer may be contacted: sao@nalandauniv.edu.in

TENDER FOR HIRING OF VEHICLE ON DAILY /MONTHLY / YEARLY BASIS TO NALANDA UNIVERSITY

TENDER REF. NO: NU/NIT/VT/18-19, dated 20.11.2018

LAST DATE FOR SUBMISSION: **14.12.2018, 03.00 PM**

The Registrar
Nalanda University
Rajgir , Bihar - 803116

From: M/s -----
Contact No: -----
E-mail ID: -----

Tender for hiring of vehicles is invited from intending bidders by **Nalanda University, Rajgir, District Nalanda, Bihar - 803 116**. The brief requirements are specified hereunder:

1. REQUIREMENT OF VEHICLES SPECIFIED AS UNDER:

Group-A: Cars to be supplied on monthly Contract Basis.

Cars to be supplied for the requirement of official travels on monthly basis. The University essentially intends to hire **05-06** cars on monthly Contract Basis. The number of cars required may vary as and when required. The successful bidder under '**Group A**' may be considered for "**Empanelment for Contract for hiring cars for monthly basis for a period of one year.**" The number of vehicles may be increased/decreased depending upon the requirement of the University.

Group-B: Traveller/ Mini Bus/ Bus to be supplied on monthly Contract Basis.

The University intends to hire **4-5** vehicles like Traveller/Mini Bus/ Bus (16+D, 24+D+ 32+D, 40+D, 50+D seater) for Local Trips/Outstation journey/Field Visits on monthly basis. However; the successful bidder under '**Group B**' may be considered for "**Empanelment for Contract for hiring Traveller/ Mini Bus/ Bus for local/outstation journey/ field visits, etc. on monthly basis for a period of one year {Excluding summer vacation during June & July (60 days)}**". The number of vehicles may be increased/decreased depending up on the requirement of the university.

Group-C: Cars to be supplied on daily Contract Basis.

The University essentially intends to hire **01-02** cars on daily Contract Basis. Cars to be supplied for the requirement of official travels on daily basis. The number of cars required may vary as and when required. The number of vehicles may be increased/decreased depending up on the requirement of the university. The successful bidder under '**Group C**' may be considered for "**Empanelment for Contract for hiring cars for daily basis for a period of one year as per requirement.**"

Group-D: Traveller/ Mini Bus/ Bus to be supplied for local/outstation trip on daily Contract Basis.

For Local Trip/Field Visit and outstation trip the University also intends to hire **1-2** vehicles like Traveller/Mini Bus/ Bus (16+D, 24+D+ 32+D, 40+D, 50+D seater) for local journey such as city trip/tour, pick up and drop out to and from Airport, Railway station etc. However; the successful bidder under '**Group D**' may be considered for "**Empanelment for Contract for hiring Traveller/ Mini Bus/ Bus for local/outstation journey/ field visit etc. on Daily Basis for a period of one year as per requirement**". The number of such vehicles required may vary as and when required. The number of vehicles may be increased/decreased depending up on the requirement of the university.

2. Instructions to Tenderers:

- 2.1 Sealed tenders are invited from experienced Tour/Travel Agencies/Firm/Company registered under Transport Department/Authority Government of Bihar, with a capacity to provide **10-12** vehicles at a time. The vehicles should not be more than 3 years old (not registered before 01/01/16). The vehicle should be registered for commercial use, it shall always be provided with excellent working condition with good seat and upholstery, clean

- seat covers, comfortable seat cushions and other basic fittings / accessories like radio and music cassette player etc. for the maximum comfort of the passengers.
- 2.2 The agency/firm submitting the bids must fulfil the below mentioned criteria. They must attach self-attested copies of all such documents in the Bid as stated in the eligibility criteria in support of their claim. The Bid of the Agency/Firm not meeting any of the following eligibility criteria shall be treated as non-eligible and hence will be rejected.
 - 2.3 The tenderer/s shall have to provide vehicles (petrol/diesel) complying with the latest emission norms.
 - 2.4 The tender for hiring of vehicles shall be in two bid system (Technical Bid and Financial Bid). Technical Bid shall comprise information about technical capabilities, experience of similar service, list of firms and work orders where such services are being provided, testimonials/certificates, manpower available, etc. and under Financial Bid rates have to be quoted as per annexures which include cost of fuel, lubricants and taxes, if any.
 - 2.5 The tender is non-transferrable under any circumstances. **Each page of the tender documents should be signed by the tenderer or such person on his behalf as is legally authorised to sign and embossed with the official seal before of submission of bids.**
 - 2.6 The tenderer may submit their tenders for all groups i.e. **“GROUP A”, “GROUP B” “GROUP C”** and **“GROUP D”** or any of them at the following address by 03.00 pm on Friday, 14th December 2018 to -

**The Registrar
Nalanda University
Rajgir, District: Nalanda
Bihar - 803 116
Phone- 06112-255330.**

- 2.7 Tender document fee (Non- refundable) is Rs.1000/- (One thousand only) to be paid by way of demand draft/ pay order/ Banker’s cheque drawn on any scheduled bank in favour of Registrar, Nalanda University Payable at Rajgir.

3. Documents to be submitted

- The bidder should submit following documents along with the Technical Bid in **Annexure-I** and Financial Bid in **Annexure-II**.
- 3.1 Experience certificate or work orders for supplying cars/vehicles (4 & 6 wheelers) preferably to Government/ Government Undertaking/Autonomous bodies/University for a period of at least 3 years or more.
 - 3.2 At least two copies of such Work Orders and Performance Certificates (from the organizations of which work experience has been shown in the Bid) are to be submitted along with the Technical Bid. The Agency should not have been blacklisted by any Government department/ Agency in the last 5 years.
 - 3.3 Copy of relevant registration documents certifying its entity as proprietorship/partnership/company.
 - 3.4 The documents pertaining to the number of cars/vehicles owned/leased by the tenderer and the Registration Certificate copies of the cars/vehicles which will be put into operation at Nalanda University. Certificates of E.S.I and E.P.F of drivers of the firm /company (if

- applicable for the firm). Nalanda University has the right to inspect the vehicles in garage or address given by the tenderer before award of the Contract and do physical verifications.
- 3.5 Self-attested copies of Goods and Services Tax (GST) Registration certificate, Income Tax Return for last three years and copy of PAN of the firm/company.
- 3.6 Annual Audited balance Sheet for at least **03 years**.
- 3.7 The annual turnover of the firm should not be less than Rs. 50, 00,000/- (Rupees Fifty lakh only.) applying for all groups and Rs.10,00,000/- (Rs. Ten lakh only) for single group. A certificate from a registered Chartered Accountant/ CA Firm on official letter head is required to be submitted in original in this regard.

4. Earnest Money Deposit

- 4.1 An amount of Rs.1,00,000/- (Rupees One Lakh only) as Earnest Money Deposit for bidders applying for all groups, and Rs.50,000/- (Rupees Fifty Thousand only) for any single **GROUP** by way of demand draft/ pay order/ Banker's cheque, drawn on any scheduled bank in favour of Registrar, Nalanda University Payable at Rajgir should be submitted along with the bid, failing which the bid shall be disqualified/rejected. No interest will be payable by the University on Earnest Money Deposit.
- 4.2 The Earnest Money Deposit of the successful bidder will be deposited into the account of Nalanda University. The EMD of the unsuccessful bidders will be returned after the Contract is finalized within 30 days of award of Contract (s)

5. Performance Bank Guarantee

- 5.1 Ten percent (10%) of the Contract value as Performance Bank Guarantee drawn in favour of The Registrar, Nalanda University, and Rajgir on a nationalised / scheduled bank should be deposited by the successful bidder within ten days of award of the Contract. Performance Bank guarantee will be forfeited for breach of any of the terms & conditions of the Tender documents besides it may also be black listed. The performance security will be refunded to the bidder without any interest what so ever after the performance and completion of the Contract in all respects.

6. Last date for submission of Tender

- 6.1 Duly completed Tender Documents must reach to **The Registrar, Nalanda University, Rajgir- 803 116 on or before 3 pm Friday, 14th December 2018.**
- 6.2 Tenders received after stipulated date and time will not be considered.
- 6.3 Both the Technical and Financial Bids shall have to be submitted in separate sealed envelopes clearly super scribing the nature of the bids i.e. technical bid for hiring of vehicles and financial bid for hiring of vehicles and in turn submitted together in a bigger envelope duly sealed and super scribed as "**TENDER FOR HIRING OF VEHICLES**".
- 6.4 The Technical Bids will be opened at 05:00 pm at the interim office of Nalanda University on the same day in the presence of the bidders or their representatives who chose to be present at the time and place of opening of the bids.

- 6.5 The scheduled of rates given (GROUP A, GROUP B, GROUP C and GROUP D) should be mentioned on separate pages and put in a separate sealed cover, which should be super scribed as "Price Bid" (stating the group). The envelope (s) need to be placed inside the main envelope.

7. Effect and validity of Offer

The tender shall remain valid for a period of one hundred twenty (120) days from the date of tender opening.

8. Opening of Price Bid

The price bids of only those bidders, who are found to be qualified on the evaluation of Technical Bid, shall be opened with intimation to the bidders. In case the tender opening date is declared to be a Holiday by the Central/State Government or local administration, the very next working day may be considered as the day of opening of the Tender.

The rate quoted by the bidder shall be inclusive of all taxes. However, opening/closing time and place of the tenders will remain the same.

9. Acceptance of Tender

- 9.1 Acceptance of tendered rates will be communicated by e-mail followed by a letter via Speed Post.

- 9.2 The tenderer whose tender is accepted will be required to appear at the office of the Registrar, Nalanda University in person or if the tenderer is a firm/party, company or corporation, a duly authorised representative shall so appear and execute the Contract documents as stipulated in the conditions of Tender within 10 days of the date of issue of the letter from the Nalanda University office.

- 9.3 The competent authority in the Nalanda University reserves the right to amend/withdraw/relax/modify any of the terms and conditions contained in the Tender documents or reject any or all applications (offers) without any notice or assigning any reason thereof. The decision of Competent Authority will be final and binding.

10. Duration of Contract

The period of Contract for hiring cars/vehicle (GROUP A, GROUP B, GROUP C and GROUP D) shall be for one year from the date of award of the Contract subject to further extension on rendering satisfactory services on mutually acceptable terms & conditions and rates at the sole discretion of Nalanda University. However, it will be obligatory on the part of Contractor to continue to work at the rates prevailing on the last date of Contract even beyond the period of Contract for at least 03 (three) months. The approved rate will not be enhanced during the period of the Contract.

11. Scope of work with some conditions

- 11.1 The vehicles are required as per the necessity from the date of issue of work order. The Contracted vehicles are to be used by the Officials of Nalanda University and for the official purpose of the University only.
- 11.2 The duty time and kilometres will be calculated as per the reporting time to releasing time of the vehicle on each day. The distance travelled is measured on Garage to Garage basis subject to limiting the distance from the Garage to the designated pick up/dropping point (which is normally the residence of the user) to 5 km each way. In case the pick-up/dropping point is other than the designated one, the actual distance from/to that point to/from the Garage is reckoned. The time and distance will be calculated from the time and place of reporting to the time and place of release. No mileage will be allowed to driver for lunch/breakfast/dinner or for filling fuels etc.
- 11.3 Extra run of ½ hour for reporting and ½ hour for garaging will be entertained. The bill to be prepared on the basis of Day & Time/ Kilometre figures in the reported release column of the duty slip. The payment of the cars hired will be made on monthly basis.
- 11.4 The Log Book is to be maintained by the Contractor as per the Performa to be specified by the University.
- 11.5 In case of loss/damage by any means of the said Log Book or duty slip; the decision of the Competent Authority regarding payment will be full and final.
- 11.6 The Registrar of Nalanda University will operate the Contract and his decisions will be binding on the Contractor.
- 11.7 While on duty the driver must keep proper and up-to-date documents of the vehicle he is driving and valid driving licence.
- 11.8 No compromise will be made of the University towards the punctualities, cleanliness/obedience, promptness, behaviour, etc. Discourteous and careless driver (s) should be replaced on demand.
- 11.9 The Contractor is solely responsible for all actions including payment of any type of claims arising out of infringement of rules, regulations, accidents or any other unforeseen incident/happening. In case any vehicle is withdrawn for maintenance/repair/breakdown, a substitute vehicle of same or higher make/model or higher should be provided forthwith. In case of emergency i.e. breakdown en-route, Contractor shall have to arrange for an alternate vehicle for escorting persons and materials, failing which vehicle shall be hired from any other source / sources at the risk and cost of the Contractor.
- 11.10 The controlling officer of the University to whom the vehicle shall essentially report is empowered to return the vehicle if he feels that it is not worth taking and no payment will be made for the day.

- 11.11 The Contractor must have an office with a supervisor who will be available round the clock (24X7) on his fixed/ mobile telephone so as to response to the call for services in an office in Bihar for easy coordination. Mobile/ Telephone Number must be specified in the Bid. All official cab/vehicle bookings will be through email/ or through telephonic call in case of emergency.
- 11.12 The day will be reckoned from mid-night to mid-night.
- 11.13 The liability arising out of accident of the hired vehicle under the relevant sections of “Motor Vehicle Act” and IPC shall solely be on the Contractor. The hiring authority has no responsibility whatsoever and will not entertain any claim in this regard under the provision of the law.
- 11.14 The engagement and employment of drivers and payment of wages to them as per existing provisions of various labour laws or regulations shall be deemed to be breach of this Contract if not adhered to.
- 11.15 The Firm has to ensure that the driver being provided has a valid driving license in his name with not less than two (02) years of driving experience, should be at least a matriculate and in the age group of 25 to 55 years and also assume full responsibility for the safety and security of the riders. The drivers should be in uniform/well-mannered and courteous and should always carry original RC/TC book and license along with insurance, pollution certificate and a mobile phone with incoming and outgoing facility with them while being on duty as it will enable the office to contact the driver at any time and the number should be shared to University. No extra charges would be paid by Nalanda University for the same. The essential spares are to be stored in the vehicle for trouble free driving. NALANDA UNIVERSITY shall have no direct or indirect liability arising out of negligent, rash and impetuous driving which is an offence under relevant section of IPC and any loss caused to NALANDA UNIVERSITY will have to be suitably compensated by the Contractor. The agency shall submit valid Police Verification Report (PVR) for all drivers engaged at Nalanda University.
- 11.16 The vehicle and drivers once offered will not be ordinarily changed and in any case not without prior written permission/consent of the Transport Department of Nalanda University. In case the Car/vehicle driver is changed without prior consent/ intimation to/ of the University, 25% of the charges payable for the day would be deducted on each occasion.
- 11.17 The Contractor shall when called for to do so, place at the disposal of NALANDA UNIVERSITY such number of vehicles as any be required although the number of vehicles so demanded may be more than the number of vehicles he is required to supply for the purpose of execution of the Contract at same rate and terms and conditions.
- 11.18 Only Vehicles having valid Registration shall be supplied to NALANDA UNIVERSITY and taxes etc. due on such vehicles shall be liability of the Contractor. The cost of lubricants, repairs, maintenance, taxes, insurance, etc. will be the Contractor’s liability.

- 11.19 NALANDA UNIVERSITY will reimburse toll tax, parking charge wherever incurred on submission of original receipt. The driver should be provided with petty cash by the Contractor for the purpose.
- 11.20 Regular checking of meter by the designated transport authority may be done by the Contractor, and requisite certificate may be shown to NALANDA UNIVERSITY as and when demanded. The vehicles deployed during the Contractual period at any point of time should be well maintained and in perfect running condition as per NALANDA UNIVERSITY's requirement with proper pollution check and valid pollution certificate.
- 11.21 The maintenance cost, charges of fuel (petrol/diesel/), road tax, permit fee, passenger Tax, Border Tax, challans, salary of the driver, the overtime and mobile phone charges of driver etc. are the responsibility of the Contractor and should be paid by the Contractor. The salary of the drivers has to be paid by the Agency before 10th of every month as skilled workers as per the Minimum wages Act. The proof of Salary paid to the drivers every months as per the Minimum Wages Act & Labour Laws invoked time to time by Govt of Bihar should be submitted to the University every month with the support of Bank transaction statement showing salary credited to drivers account. EPF and ESIC account must be opened for all the drivers / workers as per the guidelines of the Labour Laws. The minimum wages for skilled workers needs to be revised as per the Labour Laws of the State of Bihar from time to time. The Contractor shall be responsible for compliance of relevant labour laws or any other act to the extent they are applicable to his establishment/workmen.
- 11.22 Insurance: The provided vehicle must be fully and comprehensively insured covering the risk to the driver and all passengers also.
- 11.23 The Vehicle sent to NALANDA UNIVERSITY office on requisition must have all relevant documents like Registration Certificate / Driving license / Insurance / Road Tax Receipt / Permit fee / pollution certificates / Passenger Tax / Border Tax, etc. The vehicle should be licensed and shall conform to all Govt. rules and regulation being in force from time to time. The University shall have the right to verify the original documents pertaining to Vehicles and Drivers as and when required.
- 11.24 If the vehicle does not report at the requisitioned time or is not found in good condition or without proper documents, the vehicle may be rejected and sent back. No payment shall be made on account of the vehicle so rejected.
- 11.25 No advance payment, in any case would be made.
- 11.26 The colour of the car/vehicle will preferably be white.

12 DUTIES AND RESPONSIBILITIES OF CONTRACTOR

- 12.1 Provision of staff: The Contractor shall provide, at his own cost, trained Drivers having valid License and other employees with necessary tools, instruments, equipment etc., for the safe, effective and efficient discharge of the work contemplated in the Contract.

- 12.2 The Contractor shall provide, at his own cost, all driver/other staff with necessary identity cards/license, which they shall display on their person to distinguish them from unauthorized persons. The Contractor shall provide 2 sets of proper uniform (including one pair of shoes) to each drivers annually and they must report in uniform only.
- 12.3 Contractor shall be responsible for the proper and orderly conduct of his staff/workers while performing their duties as a part of this Contract and shall employ only such persons whose character has been verified by the Police.
- 12.4 The official in charge of the Transport shall be at liberty to object to and require the Contractor to remove forthwith any person employed by the Contractor if, in the opinion of Transport In charge, such person is disobedient/insubordinate or misconducts himself, is incompetent or negligent in the proper discharge of his duties or whose employment is otherwise considered undesirable and such person shall not be again deployed by Contractor without the written permission of official-in-charge. Any person so removed shall be replaced by a competent substitute. The decision of **Competent Authority** shall be final and shall not be questioned on any grounds whatsoever.
- 12.5 Insurance of all the Drivers/ Helpers and the Vehicles will be responsibility of Contractor.

13. SUBCONTRACTING NOT ALLOWED

The successful bidder shall not subcontract, transfer or assign the task to any other agency without the prior written approval of NALANDA UNIVERSITY. In case the Contractor contravenes this condition, NALANDA UNIVERSITY shall be free to award the Contract elsewhere at the cost and risk of Contractor and all expenses on this account shall be recovered from him.

14. ADDITIONAL OR EXTRA SERVICES

The Contractor shall have to perform all the services provided for in this Contract and shall be paid at the rates quoted by him and accepted by NALANDA UNIVERSITY, subject to the terms and conditions of the Contract. The Contractor may also be asked to provide additional services not specifically provided for in this Contract, for which the remuneration shall be payable at the rates as may be settled by mutual negotiation. In the absence of an agreement being reached on the rates for such additional services, the decision of the NALANDA UNIVERSITY will be final and binding and non-settlement of the rates for additional services will not confer any right upon the Contractor to refuse to carry out or render such services.

The decision of the **Competent Authority** with respect to the rates for extra/substituted items of work will be final and binding.

15. PENALTIES

S. No	Violations types	Penal Amount per month per vehicle (in Rs)			Amount deducted per day per vehicle	Remarks
		First Instance	Second Instance	Third Instance		
1.	Non-functioning of AC				Rs 500/-	On each occasions
2	Failure to supply vehicle as per the requisition	500/-	1000/-	2000/-	-	Rental charges for the hired vehicle from open market to be borne by the agency
2.	Failure to provide alternate arrangement within one hour of vehicle breakdown	500/-	1000/-	2000/-	-	Rental charges for the day will also not be paid
3.	Tampering with meters of vehicles	500/-	1000/-	2000/-	-	Competent authority has the discretion to terminate the Contract along with forfeiture of performance security /blacklist of firm
4.	Usage of attached vehicle for other private commercial purpose	1000/-	-	-	-	For each contravention
5.	Change of driver without prior written intimation/permission	500/-	-	-	-	On each occasion
6.	Delay (more than 30 minutes in reporting for duty by driver)	500/-	800/-	1000/-	-	Rental charge for the day will also not be paid
7.	Non-compliance of any other terms and conditions	500/-	800/-	1000/-	-	For each violation per vehicle

Nalanda University also reserves the right to impose penalties for unsatisfactory services which may include:

- i. Misbehaviour by driver/any staff of agency with the users.
- ii. Non-Compliance of instructions given by NALANDA UNIVERSITY.
- iii. Non-punctual, Non-cleanliness & poor quality of vehicles (both interior & exterior).

The final decision of the extent of penalty to be levied on the Contractor will rest with the **Competent Authority**.

16. PAYMENT

- 16.1 For doing the work indicated in clause 11 & 12, the Contractor will be paid according to the Approved Schedule of Rates as per Annexure-II (A,B,C & D). The payment of hiring vehicle service will be made on monthly basis.
- 16.2 The rates given in the Schedule of Rates at Annexure-II will be binding on both the parties and no change in the rates will be permissible during the term of the Contract.
- 16.3 Subject to any deductions which NALANDA UNIVERSITY will be authorised to make under the terms of Contract that may be applicable while accepting the tender, the Contractor shall be entitled for payment as under:
- “The Contractor shall prepare and submit monthly bills in proper form along with copy of log book. Payment of amount claimed will be worked out after necessary checks of the correctness of the claim. The aforesaid payment of the bill will ordinarily be made within 15 working days of submission of the bills, after deduction of applicable tax at source.
- 16.4 A claim for services rendered under this Contract have to be made by the Contractor to NALANDA UNIVERSITY within three months. If he does not prefer claim within the said period, he shall be deemed to have forfeit his right in respect thereof and shall not be entitled to any payment on account thereof.
- 16.5 No claim in respect of under-payment to the Contractor shall be considered valid or shall be entertained unless a claim in writing is made therefore within three months from the date on which payment of the original claim thereto was made. Any claim for such under-payment not received within the stipulated three months period shall be liable to be summarily rejected by NALANDA UNIVERSITY.
- 16.6 Payment shall be made through NEFT/RTGS/CHEQUE/ ONLINE TRANSFER only.
- 16.7 NALANDA UNIVERSITY will have the right to recover any over payment which might have been made to the Contractor by NALANDA UNIVERSITY through inadvertence, error, etc. or any cause whatsoever from their bills and from the security deposit or any other amounts

due to him. In the event of any such recoveries/adjustments being made from the security deposit, the Contractor shall at once make good deficiency in the amount of the security deposit within 15 days of payment to this effect, failing which NALANDA UNIVERSITY will be at liberty to deduct the said amount from the future bills.

- 16.8 Daily LOG-BOOK should be maintained and should be got signed by the user and the concerned authorized staff of the Transport Department of the University. The LOG-BOOK should be in a proper prescribed format and all columns should be filled in properly.
- 16.9 Payment of any Govt. Tax or duty for plying the vehicles will be liability of Contractor and will be reimbursed subject to the submission of original receipt along with bills.

17. ILLEGAL GRATIFICATION

Any bribe, commission, gift or advantage given/promised or offered by or on behalf of the Contractor or his partner, agent or servant or any one of his or on their behalf to any employees(s) of Nalanda University or to any person on his or on their behalf in relation to the obtaining or the executing of this or any other Contract with NALANDA UNIVERSITY shall entitle NALANDA UNIVERSITY to rescind all Contracts with him in addition to any criminal liability the Contractor may incur. The Contractor shall not lend to or borrow from or have or enter into any monetary dealings or transactions either directly or indirectly with any employee(s) of NALANDA UNIVERSITY and, if he shall do so, NALANDA UNIVERSITY shall be entitled forthwith to rescind his all Contracts with CONTRACTOR. Any question or dispute as to the commissions of any offense or compensation payable to NALANDA UNIVERSITY under this clause shall be settled by NALANDA UNIVERSITY in such a manner as it considers fit, sufficient and decision in this regard shall be final and conclusive.

The Contractor shall forbid and take all possible steps within his power to prevent all labourer and other persons employed by him from demanding or receiving from any person other than the Contractor himself or his agents any remuneration or gratuity whatsoever.

18. NALANDA UNIVERSITY RESERVES THE RIGHT TO TERMINATE THE AGREEMENT IN CASE CONTRACTOR BECOMES INSOLVENT OR IS CONVICTED IN A COURT OF LAW.

If, at any time, the Contractor becomes insolvent or files an application for insolvency or any of his creditor moves the court for adjudicating him as an insolvent or, if he is convicted in any Court of law, NALANDA UNIVERSITY will have the absolute option of terminating the Contract forthwith and the Contractor shall have no right for damage or compensation on this account.

19. EXIT CLAUSE

NALANDA UNIVERSITY will also have the Liberty to seek a clause of termination of Contract by serving an advance 30 days of notice against Contractor in case there are sufficient reasons for doing so as determined by the Authority. Agency needs to give 3 months of notice for termination of agreement.

20. ARBITRATION

In case of any disputes arising out of interpretation of any of the provisions of this Contract, an arbitrator shall be appointed by the Competent Authority of the University. There will be no objection if the arbitrator so appointed is an employee of NALANDA UNIVERSITY and that he had to deal with the matters to which the Contract relates and that in the course of his duties as such he had expressed views on all or any of the matters in dispute in reference. Subject as aforesaid, the provision of the Arbitration Act 1996 or any statutory modification or re-enactment thereof and the rules made there under and for the time being in force shall apply to the arbitration proceeding under this clause. The award of the Arbitrator shall be final, conclusive and binding on all parties to the Contract.

21. NOTICES ETC.

Save as otherwise provided, all notices to be issued or action to be taken for and on behalf of NALANDA UNIVERSITY shall be issued or taken by the Registrar or by Establishment Section of the University. The Contractor shall furnish to NALANDA UNIVERSITY the names, designation and addresses of his authorized representatives, and all complaints, notices, communication and references shall be deemed to have been duly served to the Contractor if delivered to them or his authorised representative or left at or posted at the address so given. It shall be deemed to have been so given in the case of posting on the day on which they would have reached such address in the ordinary cover of post or on the day on which they were delivered or left.

22. GENERAL

Any clarification in regard to the meaning or intent or interpretation of any of the provisions of these terms and conditions required on any point shall be sought from the Registrar, NALANDA UNIVERSITY whose decision in the matter shall be final and binding. Any dispute with regards to the Contract and Terms & conditions, the matter will be resolved within the legal jurisdiction of Rajgir/Nalanda District. Any other matter relevant to but not covered in the Contract shall also be decided by making reference to the Registrar, NALANDA UNIVERSITY whose decision will be final and binding.

(SIGNATURE & SEAL OF TENDERER)

TECHNICAL BID
[For hiring different vehicles by Nalanda University]
Reference: NU/NIT/VT/2018-19

SI No.	The following information/document are required	Description
1	Name of the Agency / Firm / Company etc.:	
2	Registration No of the Agency / Firm / Company etc.: Month and Year of commencement of passenger/ tourist vehicle hiring business (duly self-attested photocopy of certificate to be submitted)	
3	Name, Address, Designation, Telephone nos. of the Proprietor/ Owner/Partner etc. Phone No, Fax No, E-mail id :	
4	PAN No and Goods & Service Tax (GST) of the Agency / Firm / Company etc.: (duly self-attested photocopy of certificate to be submitted)	
5	Turnover certificate duly audited by the Chartered Accountants (CA) and Income tax return for the last three years (copy to be enclosed)	
6	Legal Status/nature of Ownership: (Sole Proprietor, Partnership firm, limited Company, Corporation, etc. Attach proof)	
7	Existing total passenger/tourist vehicles owned in the name of agency / firm / company {Minimum 10 for applying for all categories and Minimum 5 for single category} (Attach copies of Registration Certificate)	
8	Whether having 03 years' experience in providing vehicle to preferably to Government/ Government Undertaking/Autonomous bodies/University.: (duly self-attested photocopy of certificate to be submitted)	
9	Acceptance of terms & conditions contain in the bid documents, the bidder/authorised signatory will have to sign (with necessary authority letter) & put stamp of his firm/company on each page of the bid document.	

10. Details of vehicles to be offered to the University (**Attach separate sheet for more information duly signed**)

Vehicle registration number	Make of Vehicle	Manufacturing year of Vehicle

11. List of present and past clients in the following format (**Please use separate sheet if required without changing the format**). Please attach client certificate / work orders/Performance certificates, etc. clearly giving period of Contract.

Sl No.	Name of the Organization with Complete Postal address	Name & Designation of the contact person with Tel/Mobile Nos. , Email ID's.	Period for which the Contract is/was awarded	Name/Number of the passenger Vehicle deployed by your firm on site

12. Turnover in the field of providing passenger /Tourist vehicles on hire basis done during the last three years (submit a certificate duly attested by Authorised Chartered Accountant or Income Tax Certificate any of the following documents i.e Profit and Loss account, Balance Sheet or Income Tax return filed)

Financial Year	2015-16	2016-17	2017-18
Annual Turnover (Rs. In Lakhs)			

13. Experience (**Attach separate sheet for more information duly signed**)

Name of the Client	Period of service	Model of vehicles provided	Remarks (if any)

14. Number of employees (drivers/mechanics).

15. Do you have your own workshop/garage for the maintenance of the fleet.

16. Certificates from the E.S.I and the E.P.F for employees of the company/firm.
17. Certificate of GST and Income Tax clearance.
18. Audited Balance Sheet for the last three years. Annual turnover of the firm should not be less than Rs. 50,00,000/-(Rupees fifty lakh only) for party applying for all groups and Rs. 10,00,000/- (Rupees twenty lakh only) for single group.

Declaration

I/We hereby declare that the particulars given above are correct and complete to the best of my knowledge.

(Signature of the authorised person)

Name:

Designation:

Seal of the Firm/Agency/Company:

Date:

Place:

Financial Bid

1. Name of the agency / firm / Company : _____
2. Address of the agency / firm / Company : _____

1. Group (A) Rates for AC cars (on monthly Basis)

Particulars	3+1 seater Tata- Indigo, Tiago Maruti- Ciaz, Celerio, Swift, Dezire, Ignis, Baleno Honda City Toyota-Etios Nissan- Sunny Hyundai- Tucson or equivalent	6+1 seater Chevrolet -Tavera, Mahindra – Scorpio, Xylo, Bolero Toyota - Innova , Maruti- Ertiga Honda- Mobilio
2500 km per month for 350 hours per month		
For every extra Kilometres beyond 2500 km		
For every extra hours beyond 350 hours		

2. Group (B) Rates for AC Traveller/Mini Bus/Bus (on Monthly Basis)

Particulars	16+D - 24+D seater	32+D – 40+D seater	50+D seater
2000 km per month for 350 hours per month			
For every extra Kilometres beyond 2000 km			
For every extra hours beyond 350 hours			

3. Group(C) Rates for AC Cars (on Daily Basis)

Particulars	3+1 seater Tata- Indigo, Tiago Maruti- Ciaz, Celerio, Swift, Dezire, Ignis, Baleno Honda City Toyota-Etios Nissan Sunny or equivalent	6+1 seater Chevrolet -Tavera, Mahindra – Scorpio, Xylo, Bolero Toyota - Innova , Maruti- Ertiga Honda- Mobilio or equivalent
Rates for 60 km for 5 working hours on any day		
Rates for 150 km for 8 working hours on any day		
Rates for 250 km for 12 working hours on any day		
Extra charges per kilometre		
Extra charges per hours		

4. Group (D) Rates for AC Traveller/ Mini Bus/Bus (on Daily Basis)

Particulars	16+D - 24+D seater	32+D – 40+D seater	50+D seater
Rates for 60 km for 6 working hours on any day			
Rates for 100 km for 10 working hours on any day			
Rates for 250 km for 12 working hours on any day			
Extra charges per kilometre			
Extra charges per hours			

Note:

1. Rates will be all inclusive of driver, fuel, Night halt charges and helper in the case of buses etc.
2. However, toll tax or parking etc. will be reimbursed separately.
3. One helper need to be provided with **32+D, 40+D, 50+D seater Bus**.
4. Weekly 7 days working
5. In case of any breakdown, alternate arrangement shall be made by the agency.
6. Vehicle will be parked for Seven days a week at the University. While taking out the vehicle, closing and opening of meter reading will be noted for deduction on the total run for the month.
7. The rates for petrol/ diesel run vehicles for different models are to be given separately.

DECLARATION

I/We hereby declare that the particulars given above are correct and complete to the best of my Knowledge.

Signature of the Authorized Signatory
With seal of the company

MANDATE FORM FOR ELECTRONIC FUND TRANSFER/RTGS TRANSFER

Date: / /

To

The Registrar,
Nalanda University
Rajgir, Bihar

Sub: Authorization for release of payment / dues from Nalanda University, Rajgir through Electronic Fund Transfer/RTGS Transfer.

- 1. Name of the Agency/Firm/Company:
- 2. Address of the Party:

City _____ Pin Code _____
E-Mail ID _____ Mob No: _____
Permanent Account Number _____

- 3. Particulars of Bank:

Bank Name:		Branch Name:	
Branch Place:		Branch City:	
PIN Code:		Branch Code:	
MICR No.:			
(9 Digit number appearing on the MICR Bank of the Cheque supplied by the Bank, Please attach a Xerox copy of a cheque of your bank for ensuring accuracy of the bank name , branch name and code number)			
IFS Code:(11 digit alpha numeric code)			
Account Type	Savings	Current	Cash Credit
Account Number:			

DECLARATION

I hereby declare that the particulars given above are correct and complete. If any transaction delayed and not effected for reasons of incomplete or incorrect information I shall not hold Registrar, Nalanda University responsible. I also undertake to advise any change in the particulars of my account to facilitate updating of records for purpose of credit of amount through NEFT/RTGS Transfer.

Place: _____

Date: _____

Signature & Seal of the Authorized Signatory of the Party

Certified that particulars furnished above are correct as per our records

Bankers Stamp:

Date: _____

Signature of the Authorized Official from the Bank

N.B: Please fill in the information in CAPITAL LETTERS, computer typed; please TICK wherever it is applicable.

ACCEPTANCE OF THE TENDERERS

(On Company's Letter head)

All the clauses of the tender document and terms and conditions enumerated from pages 1 to 21 have been read and understood by me/ us. It is certified that I/we/ am/are submitting this bid by accepting the terms and Conditions of the Tender Notification as well as the Tender Document.

Signature of the authorized signatory

Name: _____

Date: _____

Company Seal: