



JHARKHAND UNIVERSITY OF TECHNOLOGY

Science & Technology Campus, Sirkha Toli, Tupudana Road, Namkom, Ranchi-834010

Letter No.:- JUT-07/2018(P-I)/T- 05 /148

Date: 21/02/2019

Tender Document for “Hiring of Vehicles on Call Basis” for Jharkhand University of Technology, Jharkhand, Ranchi

1. Eligibility:

- a.** The Tenderers should have the experience of running vehicles on hiring basis for at least 01 Year in PSU/ Government/ Semi Government/ Reputed Private Corporate Organization.
- b.** The Tenderer should have GST Registration.
- 2.** Rate should be quoted neatly and should be in sealed envelope.
- 3.** Total charges on Call Basis for providing the vehicle should be inclusive with Driver & other charges such as Mobil charge, Toll taxes, repairing charge, pollution under control certificate charges, fines and other taxes, etc. The driver of the vehicle must have valid driving license. **Rate for Extra kilometer is not applicable.**
- 4.** GST Charges will be applicable as per govt. rule i.e. rate and fuel both.
- 5.** Night Charges will be applicable for those vehicles which will be used after 7 P.M. and that vehicle which will be sent out of Ranchi district and stayed at destination for government works and returned another day.
- 6.** Tender shall be opened on 14.03.2019 at 03:00 P.M in Jharkhand University of Technology office in presence of Tenderer, who wishes to be present.
- 7.** Distance will be accounted from Jharkhand University of Technology office to the destination. Distance from garage to the initial point of journey will not be considered.
- 8.** The Tender will remain valid for a period of 365 days from the date of giving work order by Jharkhand University of Technology, Jharkhand, Ranchi.
- 9.** All entries in the Tender shall be typed/ written legibly in ink. Erasers and over writing are not permitted and may render such Tenders liable for rejection.
- 10.** All pages of the offer must be self attested and page numbered by the Tenderers.
- 11.** Jharkhand University of Technology, Jharkhand is not bound to accept the lowest or any tender and reserves the right to reject any or all the tenders in full or part, without assigning any reason thereof.
- 12. Documents:** The following self attested documents must to be submitted along with Tender in sealed envelope.
 - a)** Proof of GST Registration of the firm.
 - b)** Permanent Account Number (PAN).
 - c)** Proof of experience of at least 01 Year in PSU/ Govt. Companies/ Other Private Reputed Corporate Organization.
 - d)** Notary/ Self affidavit of available vehicles with registration no. with tenderer firm/ agency. Also attach the Photo copy of registration no. as said in the affidavit.
 - e)** Notary/ Self affidavit regarding supply of Vehicles what so ever in numbers and type as per requirement of Jharkhand University of Technology, Ranchi will be supplied within 24 hrs.
 - f)** At the time of supply, Vehicle must be registered under Commercial Registration. (Notary / Self affidavit)
 - g)** EMD of Rs. 1,000/-.
 - h)** The Tenderer must not be black listed from any agency. (Notary/ Self affidavit)
- 13. Annexure A & B** contains Technical Bid and **Annexure C** contains Financial Bid.

TERMS AND CONDITIONS FOR HIRING OF VEHICLES

01. The type of vehicle should be as under:

Sl. No.	Type of Vehicle
01.	Indigo
02.	Swift Dzire
03.	Innova
04.	Sumo
05.	Bolero
06.	Scorpio
07.	Mahindra Imperio Models
08.	Closed Van on Mahindra Bolero Max Truck
09.	Tata Xenon Pick-Up Van
10.	Tata 207 Pick-Up
11.	Tata Safari Strom Pick-Up

02. At time of supply, Vehicle must be under Commercial Registration.

03. The Bidder will be responsible for total maintenance of hired vehicles, providing his own Driver and to make payment of wages to the Driver.

04. The Driver will maintain a Challan of the Vehicle and get it countersigned by the official using the vehicle.

05. Jharkhand University of Technology shall have the right to ask for replacement of vehicle/s of the agency if not found in proper working condition and/ or change the driver if found incompetent/ disobedient/ misbehaving.

06. Payment:

a. The billing will be done as per called period and it should be submitted by the Tenderer/ Firm. It will be the responsibility of the vehicle's driver to get the Challan entries signed indicating opening kilometer, closing kilometer, distance covered, time from office, places visited, etc.

b. All entries in the Bill/ Log Book shall be typed/ written legibly in ink. Erasers and over writing are not permitted. It may render such Bills liable for rework/ rejection. Agency shall duly attest all cancellations and insertions.

c. If Vehicles is hired on Call Basis for whole day, Jharkhand University of Technology will pay the rent only when driver will remain with Jharkhand University of Technology for whole day i.e. 07:00 A.M. to 07:00 P.M. and released from Jharkhand University of Technology by an authorized person.

d. In the condition of any break down of the vehicle or fuel problem during hired period and the purpose of hiring is not fulfilled, Jharkhand University Of Technology will deduct Rs.100/- per hour for delay.

e. Vender must enclose fuel voucher with Payment Bill, otherwise Payment of bill will not be done.

f. TDS & GST (TDS) charges will be deducted as per rule.

07. The tendering authority may, at its discretion, extend the deadline for the submission of the Bids by amending the Bid Documents, in which case all rights and obligations of the tendering authority and bidders will remain same as mentioned in the Tender Documents.

08. No Bids will be allowed to be withdrawn at any time.

09. The Tendering Authority reserves the right to accept or reject any tender offer and or to annul the bidding process and reject all bids at any time prior to award of the contract without thereby incurring any liability towards the affected bidders or any obligation to inform the affected bidder of the grounds for the tendering authority action.
10. Any Tender received after the deadline for submission of Tenders will be rejected and/ or returned unopened to the Tenderer.
11. The successful Bidder shall have to submit Performance Bank Guarantee of Rs. 10,000/- by way of Bank Guarantee for successful performance during contract period in favour of Registrar, Jharkhand University of Technology, Ranchi within 30 days of issue of LoI. EMD will be returned on submission of the Performance Bank Guarantee.
12. All legal disputes are subject to the jurisdiction of Ranchi Court only.
13. The vehicles provided should be in good running condition. Jharkhand University of Technology at any time can inspect the road worthiness of the vehicles.
14. The Bidder shall not engage any Sub- Contractor or transfer the contract to any other person in any manner. The Bidder shall not be permitted to transfer their right and obligations under contract to any other organization or otherwise.
15. The Bidder will work under the overall supervision/ direction of Jharkhand University of Technology, Ranchi or any other person authorized by the Registrar, Jharkhand University of Technology, Ranchi.
16. The number of vehicles can be increased or decreased as per requirement. The Bidder will provide the vehicles as per the actual requirement.
17. **Termination of Agreement :**
 - a. The Jharkhand University of Technology, Ranchi reserves the right to terminate the agreement at any time without assigning any reason before the expiry of the period of notice. The Agreement shall come to an end without prejudice to any right or remedy that may be accrued to the concerned parties of this Agreement.
 - b. If any information furnished by the Bidder is found to be incorrect or false at any time, the Agreement shall be terminated and the Performance Bank Guarantee shall be liable to be forfeited.
 - c. In case the Contracting Bidder wants to terminate the Agreement, it shall have to give three calendar month's notice in advance to this effect to Jharkhand University of Technology, Ranchi.

Sd/-
Registrar,
Jharkhand University of Technology
Ranchi, Jharkhand

Annexure “A”

HIRING OF VEHICLES ON CALL BASIS FOR JHARKHAND UNIVERSITY OF TECHNOLOGY, JHARKHAND, RANCHI

- 01** Name of Tendering Agency/ Firm:
- 02** Status of The Firm (Proprietorship/ Partnership etc):
- 03** Name of Owner/ Partners/ Directors:
- 04** Full Particulars of Office:
- A.** Address:
 - B.** Telephone/ Mobile No:
 - C.** Fax No:
 - D.** E-Mail Address:
- 05.** Details of Bank Account:
- A.** Bank Name:
 - B.** Branch Name:
 - C.** Bank A/C No:
 - D.** IFS Code:
- 06.** Self Attested Documents:
- A.** Proof of GST Registration of the Firm.
 - B.** Permanent Account Number (PAN)
 - C.** Proof of at least 01 Year experience at PSU/ Govt. Companies/ Other Private Reputed Corporate Organization.
 - D.** Notary/ Self affidavit of available vehicles with reg. no. with tenderer firm/ agency. Also attach the photocopy of reg. no. as said in affidavit.
 - E.** Notary/ Self affidavit regarding supply of Vehicles what so ever in numbers and type as per requirement of Jharkhand University of Technology, Ranchi will be supplied with in 24 hrs.
 - F.** At the time of supply, Vehicle must be registered under Commercial Registration. (Notary/ Self Affidavit.)
 - G.** EMD of Rs. 1000/-.
 - H.** The tenderer should not be black listed from any agency. (Notary Self affidavit)
- 07.** Details of Satisfactory Performance/ Experience Certificate from PSU/ Govt. Companies/ Other Private Reputed Corporate Organization where the Tenderer has worked during last one year:

Sl. No.	Name of PSU / Govt. Company /	Period of Work done

Date:
Place:

Signature of authorized person:
Full Name:
Company Seal

Annexure “B”

(Letter for submission with tender on tenderer’s own letterhead)

UNDERTAKING

Letter No.:- JUT-07/2018(P-I)/T- 05/148

Date: 21/02/2019

To

The Registrar,
Jharkhand University of Technology,
Science & Technology Campus
Sirkhatoli, Namkum,
Ranchi-834010

**Subject: “Hiring of Vehicles on Call Basis” for 01 Year for Jharkhand University of Technology,
Jharkhand, Ranchi.**

Dear Sir,

1. I/ We undersigned certify that I/ we have carefully gone through and clearly understood the terms and conditions of the tender documents, the work requirement and undertake to comply with them.
2. I/We further undertake to execute and complete the work as per tender’s terms and conditions and the bids submitted by us. We have signed every page of the tender documents to authenticate our acceptance of all terms and conditions of the tender.
3. My/ our offer shall be valid for a period of 365 days.

Thanking you,

Yours faithfully,

For M/s:.....

Signature:.....

Date:.....

Name :-.....

Address :-.....

Seal of Tenderer :

Annexure “C”

(FINANCIAL BID)

**HIRING OF VEHICLES ON CALL BASIS IN JHARKHAND UNIVERSITY OF TECHNOLOGY
RANCHI**

RATE QUOTATION FOR 01 YEAR (365 days)

1) Rate for on Call Basis for Vehicle:

Sl. No.	Type of vehicle	Per day total Charge inclusive fare, Driver charges, Toll Taxes and other charges (7 A.M. to 7 P.M.)	Applicable GST as per govt. rule i.e. both on fuel & rate	Fuel Average/ Km/ Ltr with AC	Night Halting Charges after (7 P.M.)
01.	Indigo				
02.	Swift Desire				
03.	Innova				
04.	Sumo				
05.	Bolero				
06.	Scorpio				
07.	Mahindra Imperio Models				
08.	Closed Van on Mahindra Bolero Max Truck				
09.	Tata Xenon Pick-Up Van				
10.	Tata 207 Pick-Up				
11.	Tata Safari Strom Pick-Up				

- L1 will be decided after adding per day total charges including the cost of fuel of 300 km & Night Halting. Any other conditions will be not acceptable. GST will be applicable as per govt. rule i.e. fuel & rate both.

Date:

Signature of Authorized Person

Place:

Full Name:

Company Seal