



## **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 Monthly 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 Monthly 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.
4. GST Charges will be applicable as per govt. rule i.e. rate and fuel both.
5. The vehicle must be new. Jharkhand University of Technology will accept only those vehicles which is under one year from the date of purchase.
6. Tender shall be opened on 14.03.2019 at 03:30 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.	Ciaz
02.	Verna
03.	Swift Dzire/ Dzire
04.	Tata Zest
05.	Innova

**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 Log Book of the Vehicle and get it countersigned by the official using the vehicle.

**05.** The vehicle will be used normally during 08:00 AM to 08:00 PM. But under unforeseen circumstances the hour may vary. No separate charges for this will be applicable.

**06.** 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.

**07. Payment:**

**a.** The billing will be done as per tender order and it should be submitted by the Tenderer/ Firm. It will be the responsibility of the vehicle's driver to get the Log Book 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.** In the condition of any break down of the vehicle or fuel problem or delay due to any reason during hired period, Jharkhand University Of Technology will deduct Rs.100/- per hour for delay.

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

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

**08.** 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.

**09.** No Bids will be allowed to be withdrawn at any time.

**10.** 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.

**11.** Any Tender received after the deadline for submission of Tenders will be rejected and/ or returned unopened to the Tenderer.

**12.** 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.

**13.** All legal disputes are subject to the jurisdiction of Ranchi Court only.

14. The vehicles provided should be in good running condition. Jharkhand University of Technology at any time can inspect the road worthiness of the vehicles.
15. 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.
16. 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.
17. The number of vehicles can be increased or decreased as per requirement. The Bidder will provide the vehicles as per the actual requirement.
18. **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 MONTHLY 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:

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

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 Monthly 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 MONTHLY BASIS IN JHARKHAND UNIVERSITY OF  
TECHNOLOGY RANCHI**

**RATE QUOTATION FOR 01 YEAR (365 days)**

1) Rate for Monthly Basis vehicle:

<b>Sl. No.</b>	<b>Type of vehicle</b>	<b>Total Charges inclusive of Driver, Toll Taxes and other charges (8 A.M. to 8 P.M.)</b>	<b>Applicable GST as per govt. rule i.e. both on fuel &amp; rate</b>	<b>Fuel Average/ Km/ Ltr with AC</b>
<b>01.</b>	Ciaz			
<b>02.</b>	Verna			
<b>03.</b>	Swift Dzire/ Dzire			
<b>04.</b>	Tata Zest			
<b>05.</b>	Innova			

- L1 will be decided after adding per day total charges including the cost of fuel of 300 km. 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