



KRISHNA UNIVERSITY MACHILIPATNAM

TENDER SCHEDULE

Name of work: "Supply of car on hire basis to Krishna University, Machilipatnam" on contract basis for a period of **two years**.

1. **Eligibility Criteria:**

- A. The Tenderer should submit the self-attested Xerox copies of the following certificates along with the tender schedule through sealed **cover A** (Technical Bid Part-I).
- Firm Registration Certificate (*issued by Registrar of firms, Govt. of A.P.*)/Certificate of Registration of Establishment (*issued by Labour Department, Govt. of A.P.*) before 01.12.2017.
 - IT returns of the firm quoted tender for the latest three financial years (2016-17, 2017-18, 2018-19).
 - Copy of Aadhar Card, PAN Card
 - The Hiring charges fixed for Rs.45,000/- per month (*which includes Diesel/Petrol charges, Driver Salary, Driver beta, vehicles insurance, pollution, road taxes, toll gates within the jurisdiction of Krishna District and all other maintenance related expenses to the vehicle*) and the maximum mileage per month up to 2,500 KM.
 - The cost (on road price includes vehicle life tax and insurance) of the vehicle should be more than Rs.10.00 lakhs (*necessary documental evidence shall be enclosed*)
 - The Tenderer which quoted above Rs.45,000/- per month will be rejected.
 - The private vehicles, which are registered as a Taxi can only be hired for University duty.
 - The vehicles hired for University duty should produce the pollution control certificates for every six months.
 - The Firm/owner of the vehicle hired for University duty should produce the valid documents like permit, fitness certificate, insurance, tax etc., for plying for hire.
 - The Firm/owner of the vehicle hired for University duty should also produce the Professional valid Driving License with badge of the Driver proposed to be engaged.
 - The owner of the hire vehicles is responsible to make alternate arrangement on priority basis if the regular vehicles under gone for repair/service/maintenance
 - EMD for Rs.10,000/- (Rupees ten thousand only) in the form of Demand Draft.**
 - The Service Provider/Agency/Firm is a duly registered in one with all statutory bodies in Krishna district only.

- n) University reserves the right for cancellation of any hire vehicles if the officer is on deputation or on Foreign Service or with additional duties with car facility for a certain period and in such cases entitled for part payment for vehicle used days only.
- o) University reserves the right to relax eligibility criteria if necessary at any time.

B. The Tender should submit the Financial Bid through separate sealed cover B.

- a) Tenders should be in the prescribed form and the tender schedule can be obtained from University website the Tenderer should enclosed the DD for Rs.1000/- at the time of submission of Tender along the EMD.
- b) The dates stipulated in the tender schedule are final. Under no circumstances can they be relaxed. However the University reserves the right to extend the time if circumstances warrant it.
- c) Tender Schedule will be issued on payment to any of the firms eligible on submission of documentary evidence of firm Registration, Income tax PAN NO and Aadhaar Card.
- d) The Cost of the tender schedule once remitted will not be refunded under any circumstances.
- e) EMD of **Rs.10,000/-** shall be paid through D.D drawn in favour of Registrar, Krishna University and enclosed to the tender.
- f) The EMD will be refunded to all the unsuccessful tenderers soon after deciding the tenders or on expiry of tender validity period i.e., 90 days whichever is earlier and the EMD amount will not carry any interest.
- g) The Registrar, Krishna University, reserves the right to reject any or all the tenders without assigning reasons therefore.
- h) The Contractors have to put their tenders in the tender box placed in the Registrar's room on the last date for submission of tenders prescribed in the tender notice. Tenders submitted through post shall be rejected.
- i) The Tenderer should submit the tender in two parts in two different sealed covers, Cover-A and Cover-B. The cover A shall contain the certificates mentioned S.No.1 A along with details in page No. 8 & 9 of the tender schedule and the cover B shall

contain the financial bid page 10 of Tender Schedule. The cover A and cover B will be sealed and kept in another sealed envelope (cover-C).

- i. The cover C will be opened in the presence of the tenderers or their authorized representatives and other officials concerned on the specified date and time and also to verified whether the cover-A and cover-B are properly sealed and minutes be recorded to this effect then and there only. In case the Cover -A & B or any one of them found unsealed, such tenders will not be opened and summarily rejected.
 - ii. Cover -A contain Technical Bid will be opened in the presence of the tenderers or their authorized representatives and other officials concerned on the specified date and time. After scrutiny of the Technical Bid, the Financial Bid of those tenderers who are determined as qualified as per eligibility criteria will be opened on the date specified in the tender notice, and the Cover-B of the unqualified tenderers will not be opened and kept in the safe custody till the tenders are finalized and there after shall be returned to them along with EMD.
 - iii. The University will finalise the tenders as per the lowest quoted by the tenderers as per the Financial Bid.
 - iv. If two or more tenderers quoted same prices towards Hiring charges in the Financial Bid, those tenders will be finalized on lottery system.
 - v. The applicable rate of TDS (income tax deducted as source) thereon to be deducted by UNIVERSITY from the payable bills.
- j) Tenders may be submitted by the Contractor either in person or through an agent.
- k) The tenderer who withdraws an offer within the validity period mentioned in the schedule will **forgo** the EMD.
- l) If due to any reason the office remains closed on the last date of receipt of tenders specified in the tender notice, the tenders will be received on the next working day at the same time and venue and the tenders will be opened on such next working day at the prescribed time.
- m) The tenderer is liable to be disqualified if the contractor is found to have misled or furnished false information in the forms/statements /certificates submitted. Even after award of tender if it is found that contractor had produced false, fake certificate of experience, the contract will be terminated.

- n) The contract period is **two years** from the date of agreement.
- o) The payment of EMD is not exempted to any society/voluntary organization/institution/community, etc.
- p) The University is not responsible if the finalization of tenders is held up due to litigation in honorable Courts or for any other administrative reasons.
- q) Tenders once submitted shall not be permitted to be withdrawn and are not transferable.
- r) The interested parties may inspect the premises of the contract area before submitting the tender.
- s) The tender form duly filled in along with the enclosures and demand draft in original towards EMD for **Rs.10,000/-** should be submitted together with the terms and conditions duly signed on each page. Amount quoted by tenderer towards monthly Hiring charge on gross amount should be written in both figures and words clearly and the tender along with supporting certificates shall be kept in sealed cover. In case of any correction in the monthly service charge on gross amount quoted the same should be attested by the tenderer, otherwise the tender will be rejected. The name and address of the tenderer including contact phone numbers should be indicated on the sealed cover.
- t) The sealed tender should be placed in the tender box kept open in the office of the Registrar, Krishna University, Machilipatnam. The tenders received after stipulated date and time will not be accepted. Tenders will be opened on the same day by the tender committee.
- u) Tender forms not accompanied by the demand draft in original towards the required EMD, incomplete tender forms, tender not signed and tender without enclosing necessary documents including terms and conditions will be rejected.
- v) Tender submitted with any preconditions or additional conditions other than the conditions prescribed will be summarily rejected.
- w) The University reserves the right to reject any or all the tenders without assigning any reasons. The University also reserves the right to allot the contract to any person of its choice through negotiations with the tenderers based on its assessment of ability of the tenderer to comply with the labour laws viz., payment of the wages prescribed and remittance of contributions towards (PF/ ESI) etc.

- x) The University reserves the right to alter/modify the period of contract mentioned in the Tender Notice.
- y) If the successful tenderer fails to take up the work within the period specified, the EMD and security deposit will be forfeited.
- z) The successful tenderer will be required to bank guarantee/bank deposit of **Rs.20,000/- per each vehicle in form of D.D. only** from any nationalized bank in favour of "THE REGISTRAR, KRISHNA UNIVERSITY, MACHILLIPATNAM – 521 001" as Security Deposit which can be forfeited in the event of termination of contract on account of violation of any of the terms and conditions. The security deposit will be returned after successful completion of the contract and settlement of all the dues, if any. The validity period of Bank Guarantee/bank deposit should be 30 months from the date of agreement.
 - aa. The contract shall be terminable with one month advance notice on either side.
 - bb. In the event of death of contractor, the contract shall come to an end. However, the legal heir of the contractor can be permitted to execute the contract, on the same terms and conditions, for the remaining period of contract on execution of a fresh deed of agreement by such legal heir, at the discretion of the University.
 - cc. The Contractor should not engage Driver below the age of 18 years and above 60 years of age for the work. At any cost, child labour i.e. children below 14 years of age, should never be engaged for the contracted work. Any violation on this account will attract penalty and University holds no responsibility for such violations.
 - dd. The Contractor only is liable for any obligation arising out of this contract in respect of labour engaged by him.
 - ee. No compensation shall be paid by the University for any injury or death of the workers engaged by the contractor within the premises of the contract area. The Contractor is liable to bear all expenses and compensations in such cases. The contractor shall satisfy the University authorities with regard to arrangements made by him to fulfill his obligation arising out of this clause by way of an Insurance Policy.
 - ff. The EMD and Security Deposit are refundable without interest only on the expiry of the period of contract and subject to the performance and fulfillment of agreement conditions.

- gg. The EMD and Security Deposit are liable for forfeiture in case the contractor terminates the work without giving one month notice to the University.
- hh. The Rights given under the contract are not transferable.
- ii. The Contractor is not permitted to sub-let the contract work to any other Sub-contractor.
- jj. In all disputes involving doubts or interpretation of clauses of terms and conditions and application of this contract or otherwise, the decision of the Registrar, Krishna University shall be final and binding.
- kk. The driver employed by the Contractor shall not have any right or claim or whatsoever for employment in the Krishna University, at a future date.
- ll. Any act of misbehaviour and assault on the employees of the University by the contractor or his driver will lead to imposition of penalty or termination of contract, duly forfeiting the EMD and additional Security Deposit.
- mm. The Contractor should adhere to all acts and laws in force applicable to his business and the sole responsibility for any violation of such laws lies with the contractor only.
- nn. The contractor shall pay all the taxes including service tax under the Central and State Acts/Rules which are applicable to the business after receiving payment from University. The University is not liable for the penalties therein. Any default and non-payment of taxes to statutory authorities will cause termination of contract and vacation of premises.
- oo. All the above terms and conditions will form part of the agreement of the contract and the contractor will have to be bound by the conditions in addition to any other conditions prescribed by the University.
- pp. Income tax as per the provisions of I.T. Act if any will be deducted from the monthly gross amount payable to the Contractor and the contractor has to obtain the PAN Number from the Income Tax Department and the same has to be produced before entering into agreement.
- qq. The Log book should be maintained by the firm for every month. The Log book entries should be made every day clearly in the log book and the distance covered daily certified by the concerned officer.
- rr. At the time of producing bill for payment, the details of journey, the mileage covered for the particular month and photo copies of the log book must be produced for releasing the claim bill submitted by the firm.
- ss. One copy of the Insurance, payment of taxes, C book, permit should be produced to the Registrar's office after every renewal.



KRISHNA UNIVERSITY MACHILIPATNAM

ANNEXURE - A

Sl. No.	The cost* of vehicle should be Rs.10.00 lakh to Rs.15.00 lakh of the following manufacture	Model of the vehicle
1.	Toyoto	2017-2019
2.	Maruthi Suzuki	2017-2019
3.	Ford	2017-2019
4.	TATA	2017-2019
5.	Mahindra	2017-2019
6.	Volkswagen	2017-2019
7.	Hyundai	2017-2019
8.	Chevrolet	2017-2019
9.	Honda	2017-2019
10.	Mitsubishi	2017-2019
*Note: Document evidence of the cost of the vehicle should be produced along with the tender schedule		



**KRISHNA UNIVERSITY
MACHILIPATNAM**

TECHNICAL BID

Part-I

Name of work: "Supply of car on hire basis to Krishna University, Machilipatnam"

Registration No:	
Owner Name:	
Vehicle Class:	
Mfg. Year :	
Engine No.	
Chassis No:	
Distance cover so far :	
Aadhar Number:	
Fuel Type :	
Vehicle Colour:	
Maker's Name:	
Maker's Class:	
Date of Registration:	
Financer:	
Registration Authority:	
Status:	
Name of the Car Travel Agency	
Full Address Car Travel Agency	
Telephone Number:	
Fax Number:	
Email Address:	
Pan No.	
Service Tax Registration No.	

I -----,Car Travels of Company /Active Partner of Firm /Authorized Representative/Proprietor of -----Have read /fully understood and accept the terms and conditions as contained in the Tender Document issued by Krishna University, Machilipatnam.

Date:-----

Place:-----

(Signature of the Authorized Person)

Name

Designation:

Office Address:

Phone (Office)

Seal of the Company /Firm/ Agency/Contractor



**KRISHNA UNIVERSITY
MACHILIPATNAM**

FINANCIAL BID

Name of work : “Supply of car on hire basis to Krishna University, Machilipatnam”

1.	Name of the Car Travels Agency/Firm/Contractor (In Capital Letters)	
2.	Registered Address	
3.	Tel. No.	
4.	Address of Operating Branch at Machilipatnam	
5.	Contact Person (Duly authorized) Contact Number Email ID	
6.	Details of Earnest Money Deposit of Rs.10,000/- and cost of tender schedule of Rs._____-/-Demand Draft number and Date Drawn on Bank	

The Hire charges (which includes cost of fuel, lubricants, drivers salary, Driver beta, driver uniform, ID card, Driver PF & ESI, IT, Vehicle repairs and maintenance completely) IN PERCENTAGE, to be quoted by the Service provider on the gross amount payable by University.

In figure	In Words

Note for Bidder: The TDS (income tax deducted at source) will be deducted by UNIVERSITY from the monthly payable bills.

Date:-----

(Signature of the Authorized Person)

Place:-----

Name

Designation:

Office Address:

Phone (Office)

TENDERER

REGISTRAR

Seal of the Company /Firm/ Agency/Contractor