



I.K. GUJRAL PUNJAB TECHNICAL UNIVERSITY,
JALANDHAR-KAPURTHALA HIGHWAY,
KAPURTHALA

TENDER DOCUMENT

2020

FOR

**HIRING BUSES For IKGPTU MAIN CAMPUS, KAPURTHALA
AND OTHER CAMPUSES LOCATED AT HOSHIARPUR, BATALA,
BHIKHIWIND, KHUNI MAJARA to MOHALI AND AMRITSAR**

Handwritten signatures and initials in blue ink, including a large signature on the left and a smaller one on the right with the number '5112' written below it.

**I.K.GUJRAL PUNJAB TECHNICAL UNIVERSITY
JALANDHAR-KAPURTHALA HIGHWAY, KAPURTHALA**

1. NOTICE INVITING TENDER FOR HIRING BUSES

Sealed Tenders are invited from Bus operators for the supply of buses on monthly bill basis for a period of one year, which can be extended for another term on the basis of satisfactory performance. The total period including extension of this service cannot exceed three years from the date of issuance of first work order. The rates and term & conditions will be applicable same as per the first work order.

The method of submission of tender, amounts of Security Deposit and General Terms and Conditions applicable to contract has been mentioned in Annexure-I. The work is to be performed strictly as per parameters/technical specifications mentioned in the documents forming part of this tender. The special terms and conditions specific to the contract have been mentioned in Part-II of Annexure-II. The proforma for submission of tender has been given in Annexure-III (for Technical Bid) and Annexure-IV (for Financial Bid) to this Notice Inviting Tender. The schedule of tender is given as under.

2. Schedule of Tender

Last Date & Time of Receipt of Tender		21/01/2020	at time 11.00 AM
Date & time of opening The Bids	Technical Bid	21/01/2020	at time 11.30 AM
	Financial Bid	To be announced after the evaluation of Technical bid.	

(Only the parties who will get Success in technical bid can participate in the financial bid)

3. The estimated cost of the work is Rs. 98 lacs (Ninety Eight Lacs) per annum.
4. The tender document to be downloaded from the University official website (www.ptu.ac.in). The tenderer should furnish a Demand draft for Rs. 1180/- (inclusive GST) issued in favour of **The Registrar I.K.Gujral Punjab Technical University payable at Jalandhar** towards the cost of the tender document, which is non-refundable.
5. The tenders complete in all respect must reach in the office of Registrar, I.K.Gujral Punjab Technical University, Jalandhar-Kapurthala-Highway, Kapurthala by due date and time indicated in Schedule of Tender. The tenders received after the scheduled date and time will be rejected out rightly and will be returned unopened. The University will not be responsible for any postal delay. Only one tender should be kept in one cover.

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ANNEXURE-I

I.K.GUJRAL PUNJAB TECHNICAL UNIVERSITY

GENERAL TERMS AND CONDITIONS

Sub : TENDER FOR HIRING BUSES

The University requires to hire the buses for its Staff & Students to travel on below mentioned routes on all working days (Monday to Friday) If the Buses are used on Saturday/Sunday/Gazetted Holidays or any other special time period then payment shall be paid on fuel consumption + Toll Tax basis only.

University intends to engage the total number of thirteen buses on the following routes:-

- (I) Beas to IKGPTU Campus Kapurthala & Back
- (II) Ramamandi, Jalandhar Cantt to IKGPTU Campus Kapurthala & Back
- (III) Kartarpur Via Bidhipur, Maqsudan to IKGPTU Campus Kapurthala & Back
- (IV) Sansarpur-Jamsher-Lambra, Jalandhar to IKGPTU Campus Kapurthala & Back
- (V) IKGPTU Hoshiarpur Campus to Chabbewal Mehna Jattpur, Chagran, Nangal Shahidan, Ram Colony Camp, Chandigarh Bypass, Mahilpur Adda, Session Chowk, Govt. College Chowk, Bus Stand, Ramgarhia Chowk
- (VI) IKGPTU Batala Campus to IKGPTU Amritsar Campus & Back
- (VII) IKGPTU Bikhiwind Campus to IKGPTU Amritsar Campus & Back
- (VIII) IKGPTU Khunimajra Campus to IKGPTU Mohali Campus & Back
- (IX) Sultanwind Gate-Gurudawara Shaheeda Sahib, Bhagtanwala Chowk, Hakimawala Gate chowk, Khajana Gate, Lahori Gate, Beri Gate, Lohgarh Gate, Hathi Gate, Hall Gate, Bhandari Bridge, Railway Stn., Putligar Chowk, Khalsa college, IKGPTU Amritsar Campus & Back.
- (X) Golden Gate Amritsar, New Amritsar, The Mall Amritsar, Hussainpura Chowk, Celebration Mall Chowk, SSSS chowk, Ghala mala chowk, Majitha Chowk, Fatehgarh Churian Chowk, Gumtaila Chowk Kitchulu chowk New Rialto Chowk, Kundan Baba (Albert Road chowk), Putligar chowk, Khalsa College, IKGPTU Amritsar Campus & Back

1. **Parties:-** The parties to the Contract are the contractor (the tenderer to whom the work has been awarded) and I.K.Gujral Punjab Technical University.
2. **Addresses:-** For all purposes of the contract including arbitration there under, the address of the contractor mentioned in the tender shall be final unless the contractor notifies a change of address by a separate letter sent by registered post with acknowledgement due to the Registrar, I.K.Gujral Punjab Technical University. The contractor shall be solely responsible for the consequences of any omission or error to notify change of address in the aforesaid manner.

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3. Security Deposit & EMD Descriptions:-

- 3.1** Earnest money in form of demand draft from bank drawn in favour of **The Registrar I.K. Gujral Punjab Technical University payable at Jalandhar** must be deposited along with the tender. The earnest money so deposited shall not earn any interest. Tenders without earnest money will be outright rejected. The detail of Earnest money is given as under:-

Schedule	Route	Approx Annual requirement in Lac.	Earnest Money in Rs.
Schedule-I	Kapurthala	45	90000
Schedule-II	Hoshiarpur	08	16000
Schedule-III	Batala	10	20000
Schedule-IV	Bhikhiwind	12	24000
Schedule-V	Khunimajra to Mohali	08	16000
Schedule-VI	Amritsar	15	30000

- 3.2** The successful contractor has to furnish Security Deposit @ 5% of the award value (including EMD) of the work awarded to him. It is the prime responsibility of Contractor to deposit the amount before commencement of work. The Security Deposit shall be in the form of demand draft in favour of **The Registrar I.K.Gujral Punjab Technical University**. EMD of the successful contractor will be converted into security deposit and total amount of security will be 5% of total award value. If contract is awarded less no of routes his security deposit will be limited to 5% of the award value of the work awarded to him. In case, EMD deposited by tenderer/any party is more than 5% of his award value, excess amount will be refunded to tenderer after the award of work.
- 3.3** University may increase/decrease the number of buses or routes to any extent by giving up 15 days notice. Tenderer party has no right to claim in this situation.
- 3.4** University reserves the right to change the routes and in such cases the total distance may vary maximum 5KMs (five) of the assigned route.
- 3.5** No request for transfer of any previous deposit of earnest money or security deposit or payment of any pending bill held by the University in respect of any previous work will be entertained.
- 3.6** Tenderer shall not be permitted to withdraw bid or modify the terms and conditions thereof. In case the tenderer fails to observe and comply with the stipulations made herein or backs out after quoting the rates, the aforesaid Security Deposit will be forfeited.
- 3.7** The Security Deposit can be forfeited by order of the Registrar, in the event of any breach or negligence or non-observance of any terms/condition of contract or for

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unsatisfactory performance or for non-acceptance of the work order. On expiry of the contract, such portion of the said Security Deposit as may be considered by the Registrar, I.K.Gujral Punjab Technical University sufficient to cover any incorrect or excess payments made on the bills to the firm, shall be retained until the final audit report on the account of firm's bill has been received and examined.

- 3.8** University will award the work on route basis at lowest rates.
- 3.9** The applicants/ contractor can apply/participate for one route/bus or for more than one routes or for all the routes.

4. Preparation and Submission of Tender:

The tender should be submitted in two parts namely Technical Bid (Annexure I to III) Financial Bid (in form given in Annexure-IV) and each should be kept in a separate sealed cover. Demand draft for EMD and cost of tender document be kept alongwith technical bid. All the covers should be kept in another sealed cover addressed to the undersigned. The inner covers should be super scribed with subject of Tender, whether the cover containing "Technical Bid" or "Financial Bid. The outer cover envelope containing should bear the address of tenderer. The outer cover should be super scribed with the word "TENDER FOR HIRING BUSES" TO BE OPENED BY COMMITTEE ONLY".

5. Signing of Tender:

The tenderer to sign all the pages of Tender document/award receiving letter and he should have authority to do so.

The tenderer should sign and affix his/his firm's stamp at each page of the tender and all its Annexures as the acceptance of the offer by the tenderer will be deemed as a contract and no separate formal contract will be drawn. NO PAGE SHOULD BE REMOVED / DETACHED FROM THIS TENDER DOCUMENT.

- 5.1** In case of partnership firms, a copy of the partnership agreement, or general power of attorney duly attested by a Notary Public, should be furnished on stamped paper duly sworn or affirmed by all the partners admitting execution of the partnership agreement or the general power of attorney. The attested copy of the certificate of registration of firm should also be enclosed along with the tender.
- 5.2** In the case of partnership firms, where no authority to refer disputes concerning the business of partnership firm has been conferred on any parties the tender and all other related documents must be signed by all partners of the firm.
- 5.3** A person signing the tender form or any documents forming part of the tender on behalf of another person should have an authority to bid such other person and if, on enquiry it appears that the persons so signing had no authority to do so, the University may, without prejudice cancel the contract and hold the signatory liable for all costs, consequences and damages under the civil and criminal remedies available.

6. Technical Bid:

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A. K. Gujral
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5/12

6.1 The Technical bid should be submitted in forms given in Annexure-II & III along with GST Details, Copy of PAN issued in favour of the firm or as applicable, Provident Fund number/ESIC/service tax number, if applicable and any other information sought for in the last section of the Annexure-III.

7. Financial Bid:

7.1 The Financial Bid should be submitted in the form given in Annexure IV in a separate sealed cover kept inside the main cover. The Financial Bids of those tenderers who are found technically competent, will be opened on a specified date and time to be intimated to the respective tenderer.

7.2 The rate to be quoted for Buses shall be inclusive of all taxes, toll tax, service tax & any other applicable Govt. duty etc.

7.3 Nothing extra beyond accepted rates will be paid by the University.

7.4 Terms of payment as stated in the Tender Documents shall be final.

7.5 If the Buses are used on Saturday/Sunday/Gazetted Holidays or any other special time period then payment shall be paid on fuel consumption + Toll Tax basis only.

8. Validity of the Bids:

The bids shall be valid for a period of 90 days from the date of opening of technical bids.

9. Opening of Tender:

The tenderer is at liberty either himself or authorize, not more than one representative to be present at the opening of the tender. The representative attending the opening of the tender on behalf of the tenderer should bring with him a letter of authority from the tenderer and proof of identifications of both and will mark his attendance before opening of the tender.

10. Evaluation of Tender:

The evaluation of the tender documents will be made on the basis of technical information furnished in form given in Annexure-II & III. The financial bids of only those firms will be opened who will qualify the evaluation criteria, Lowest rate (L1) contractor will be decided separately for different routes as well as capacity of Bus. The reasons for selection or rejection of a particular tender will not be disclosed. The award of work will be further subject to any specific terms and conditions of the contract given in Part-II of Annexure-II of this Tender document.

11. Right of Rejection:

11.1 The Registrar, I.K.Gujral Punjab Technical University, reserves all rights to amend/reject the routes specified in tender document. The Registrar also reserves all

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rights to reject tender not fulfilling the criteria mentioned in the tender document, without communicating any reason whatsoever and does not bind itself to accept the lowest or any specific tender. The decision of Registrar, I.K.Gujral Punjab Technical University shall be final and binding.

- 11.2** Any failure on the part of the contractor to observe the prescribed procedure and any attempt to canvass for the work will prejudice the contractor's quotation.

12. Award of Work:

The Registrar, I.K.Gujral Punjab Technical University will award the work to successful contractor at L1 rates.

13. Penalty:

- (a) In case of breach of any conditions of the contract and for all type of losses caused including excess cost due to hiring of buses from the market in the event of Contractor failing to provide requisitioned buses or not providing buses in time, The Registrar, I.K.Gujral Punjab Technical University shall make deductions at double the rate of Hiring rate on prorata basis from the bills preferred by the Contractor or that may become due to the contractor under this or any other contract or from the security deposit or may be demanded from him to be paid within seven days to the credit of the I.K.Gujral Punjab Technical University.
- (b) The powers of the Registrar, I.K.Gujral Punjab Technical University under this condition shall in no way affect or prejudice the powers in certain events to terminate the contract vested in him as herein provided nor forfeiture of deposit mentioned in the tender document.
- (c) In case of breach of any of terms and conditions mentioned above, the Registrar, IKGPTU will have the right to cancel the work order (without any reason thereof) and nothing will be payable by the University in that case and the security deposit shall be forfeited.
- (d) Tenderer/bidders cannot withdraw it's services in the mid of the session/ year. In this case University has the right to impose penalty in monetary terms decided by the university authorities and Registrar IKGPTU will be the final authority to settle or fix the amount. (EMD/Security deposit will be for fitted may with University as penalty).

14. Subletting of Work:

The firm shall not assign or sublet the work or any part of it to any other person or party. **The tender is non transferable.**

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15. Payment Terms:

- 15.1 The contractor shall be paid on monthly basis or the basis of accepted rates. No payment shall be made in advance and no loan from any bank or financial institution shall be recommended on the basis of the order of award of work.
- 15.2 The contractor shall submit the monthly bills in the first week of month in respect of previous month.
- 15.3 All payments shall be made by Cheques/RTGS/NEFT.
- 15.4 Registrar, IKGPTU shall be at liberty to withhold any of the payments in full or in part subject to recovery of penalties mentioned in preceding para.
- 15.5 The term "payment" mentioned in this para includes all types of payment due to the contractor arising on account of this contract excluding Earnest Money and Security Deposit governed by the separate clauses of the contract.
- 15.6 Wherever applicable all payments will be made as per schedule of payments stated in Part-II of Annexure-II.
- 15.7 University's authorized employee may perform physical verification including starting point as during the journey at any rates, any day and time. He/She will be fully authorized for surprise checking in all matters he/she will be responsible to answer as report to I/C GA/AR (GA)/finally to Registrar IKGPTU

16. Arbitration:

If any difference arises concerning this Tender, its interpretation on the payment to be made there under, the same shall be settled by mutual consultations and negotiations. If attempts for the conditions do not yield any results within a period of 30 days, either of the parties may make a request to other party for submission of the dispute for decision, by a sole arbitrator, to be appointed by the university. The provisions of arbitration and conciliation Act, 1996 and the rules framed there under and in force shall be applicable to such proceedings.

17. Jurisdiction:

In case if any dispute arises, the jurisdiction will be Kapurthala court.

Registrar

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A. S. S.
M. S.
S. S.
S. S.

Annexure - II

I.K. GUJRAL PUNJAB TECHNICAL UNIVERSITY

TENDER FOR HIRING BUSES

(TECHNICAL SPECIFICATIONS)

PART-I

Pre Qualification Criteria

1. The Tenderer should have at least three years experience of running Vehicles i.e Commercial/Passenger/Buses for Govt. of Punjab/aided/autonomous bodies/institution. The proof as certificate from the previous client is to be submitted for the same is mandatory.
2. The Tenderer should have average annual financial turnover during the last 3 years, ending 31st March of the previous financial years, should be at least Rs. 10.00 lacs. Tenderer to submit balance sheet and profit & loss account statement of last three financial years duly certified by CA. The proof (self attested)of the same is mandatory.
3. The Tenderer should have valid GST registration copy of GST registration , Copy of PAN issued in favour of the firm or as applicable, Provident Fund number/ESIC to be submitted, if any of these are not applicable to the tenderer, an undertaking in this regard will be submitted. The proof (self attested) of the same is mandatory.
4. The Buses must be not older than 5 years of its first owner Registration.

Registrar

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A/N
July
2012
to
5/12

I.K.GUJRAL PUNJAB TECHNICAL UNIVERSITY

(TECHNICAL SPECIFICATIONS) PART-II SPECIAL TERMS AND CONDITIONS

1. University reserves the right to change the route wherein the total distance may increase/decrease upto/by 5KM. In this regard no financial adjustment will be done i.e the rates will remain same with the firm.
2. Driver & Conductor should be in proper uniform, carry mobile phones, valid Driving License and other required documents/equipments specified by concerned Govt. departments.
3. Buses to be provided by the Contractor should be in perfectly sound Working condition not older than 5 years.
4. The vehicles registered under Bus categories should be provided.
5. Private vehicles shall not be accepted. Payment of such vehicles will not be made.
6. The Rates once finalized will be fixed for the total contract period including extensions (if any).
7. Upward change in rates will not be considered due to any hike in petrol/diesel/ prices or taxes during the period of contract
8. The contract against tender for supply of buses on monthly basis will be for a period of one year, which can be extended for another term on the basis of satisfactory performance. The total period of this service cannot exceed three years from the date of issuance of first work order. The rates and term & conditions will be applicable same as per the first work order.
9. Rates quoted shall be inclusive of all taxes, duties, diesel, driver/conductor, buses etc.
10. The successful contractor to ensure statutory compliance of direction/norms/conditions/rules laid down by RTA/Incharge police/ESIC/PF or other related bodies.
11. The contractor will implement all the Govt. notifications/orders & Acts issued by the Government time to time.
12. The contractor will be responsible for any challan/penalty imposed for violation of any traffic rule or under the any Govt. or private body.
13. The contractor will be responsible for any type of damage caused due to any reason (fires, accident, riots, strikes, lockouts, etc.).
14. The contractor shall write the name of I.K.Gujral Punjab Technical University (on buses) on all sides.
15. It will be mandating to deploy minimum one driver & Conductor on each bus for the complete journey. In case of absence of driver/conductor, penalty @ Rs.1,000/- (One Thousand) per day will be imposed & will be recovered from the tenderer

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ANNEXURE-III

I.K.GUJRAL PUNJAB TECHNICAL UNIVERSITY

TENDER FOR HIRING BUSES

TENDER FORM-I TECHNICAL INFORMATIONS AND UNDERTAKING

Sub: Tender for "Hiring of Buses"

1. Name of the Tenderer/Concern: _____
(i.e. Sole Proprietor or Partnership firm or a Company)(Attach Proof.)
2. Address (with Tel., email & Mob. No.): _____
3. GST Tenderer/Concern: _____
PF Tenderer/Concern: _____
PAN Tenderer/Concern: _____
ESIC Tenderer/Concern: _____
(Attested copy should be attached)
4. Whether each page of Tender Annexure have been signed and stamped. (YES/NO)
5. Proof of Average Annual turnover of atleast Rs. 10 Lacs for last Three financial years (YES/NO)
6. Proof of running Passenger Vehicles/Buses for Govt. of Punjab/aided/autonomous institution (YES/NO).
7. List of Organizations with address and Telephone number to whom Bus services have been provided during the last three years and also work competition certificate issued by concerned dept/organization.
8. Any other information important in the opinion of the tenderer.

Dated :

Place :

**(Signature of Tenderer
With stamps of the firm)**

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UNDERTAKING

1. I/We undertake that I/we have carefully studied all the terms and conditions and understood the parameters of the proposed work of the I.K.Gujral Punjab Technical University and shall abide by them.
2. I/We also undertake that I/we have understood "Parameters and Technical Specifications for conducting the Work" mentioned in Annexure- II and shall conduct the work strictly as per the parameter.
3. I/We further undertake that the information given in this tender is true and correct to the best of my/our knowledge and belief in all respects and I/we hold the responsibility for the same.
4. I/We undertaking to the effect that the firm is neither court case/police complaint/black listed by any Govt. of Punjab./aided/autonomous institution nor any criminal case is registered against the firm.

Dated:

Place :

**(Signature of Tenderer
With stamps of the firm)**

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ANNEXURE-IV

**I.K.GUJRAL PUNJAB TECHNICAL UNIVERSITY
TENDER FOR HIRING BUSES
(FINANCIAL BID)**

SCHEDULE-I**(KAPURTHALA)**

Sr. No	Route	Rates on monthly basis for 50/52 Seating Capacity	Remarks
1.	Beas to IKGPTU Campus Kapurthala & Back		
2.	Ramamandi, Jalandhar Cantt to IKGPTU Campus Kapurthala & Back		
3.	Kartarpur to IKGPTU Campus Kapurthala & Back		
4.	Sansarpur-Lambra, Jalandhar to IKGPTU Campus Kapurthala & Back		

The contractors are at liberty to quote for one or more routes and/or any type of buses.

- In case of University's special or specific requirements, other than specified routes, Tenderers will also fill the rates of per Kilometer, Toll Tax may charge extra as per slip. This category belongs to students and staff requirements like attending Youth festivals/Campus or various types of ceremonies/functions related to staff or students north India.

Rates per Kilometer basis for 50/52 Seating Capacity	Night charges Rate	Remarks

Dated:

Place :

**(Signature of Tenderer
With stamps of the firm)**

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ANNEXURE-IV

**I.K.GUJRAL PUNJAB TECHNICAL UNIVERSITY
TENDER FOR HIRING BUSES
(FINANCIAL BID)**

SCHEDULE -II**(HOSHIARPUR)**

Sr. No	Route	Rates on monthly basis for 50/52 Seating Capacity	Remarks
1	IKGPTU Hoshiarpur Campus to Chabbewal Mehna Jattpur, Chagran, Nangal Shahidan, Ram Colony Camp, Chandigarh Bypass, Mahilpur Adda, Session Chowk, Govt. College Chowk, Bus Stand, Ramgarhia Chowk Prabhat Chowk to Hoshiarpur Campus & Back		

The contractors are at liberty to quote for one or more routes and/or any type of buses.

- In case of University's special or specific requirements, other than specified routes, Tenderers will also fill the rates of per Kilometer, Toll Tax may charge extra as per slip. This category belongs to students and staff requirements like attending Youth festivals/Campus or various types of ceremonies/functions related to staff or students north India..

Rates per Kilometer basis for 50/52 Seating Capacity	Night charges Rate	Remarks
50/52		

Dated:

Place :

**(Signature of Tenderer
With stamps of the firm)**

Handwritten signatures and initials in blue ink, including "A. K. Singh" and "5/12".