

TENDER DOCUMENT

FOR

HIRING TAXIS/CARRIAGE VEHICLES

TECHNICAL BID

PART - I

2014

**PUNJAB TECHNICAL UNIVERSITY
JALANDHAR-KAPURTHALA HIGHWAY,
POST BAG NO.1, KAPURTHALA
PUNJAB**



PUNJAB TECHNICAL UNIVERSITY

1. NOTICE INVITING TENDER FOR HIRING TAXIS/CARRIAGE VEHICLE

Sealed Tenders are invited from Taxi Operators for Quoting Rates to supply Vehicles on daily/monthly requirement basis for a period of three year or as specified in the letter communicating acceptance of tender/Award of work.

The total estimated cost of hiring the different vehicles will be appx. Rs.20 Lakhs. However, actual amount shall depend upon actual use of hired vehicles on requirement basis. The method of submission of tender, amounts 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 given in Part-I of Annexure-II. 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		04/07/2014	at 11:00 AM
Date & time of opening The Bids	Technical Bid :	04/07/2014	at 12:00Noon
	Financial Bid :	Will be intimated those parties who qualify Technical Bid.	
Tender Venue	:	Office of the Registrar PTU	

3. The tender document to be downloaded from the PTU website (www.ptu.ac.in). The tenderers should furnish a Demand draft for Rs. 1000/- (One Thousand Only) issued in favour of **Registrar, PTU payable at Jalandhar** towards the cost of the tender document.

4. The contractor has to deposit EMD as follows:-

Part A:	Rs. 20,000/-
Part B:	Rs. 20,000/-

The EMD is to be attached with technical bid by way of DD drawn on any scheduled bank in favour of Register,PTU payable at Jalandhar.



5. Completed tender documents in two packets viz. Packet-I and Packet-II shall be sealed separately in envelopes super-scribing as Packet-I (Technical Bid) and Packet-II (Financial Bid) along with the name of the work. These two sealed envelopes and the envelop (super-scribing "Earnest Money and cost of tender documents for the work" containing the Earnest Money and cost of tender documents) in the form as prescribed in the tender documents shall further be sealed in a larger envelope super-scribing the name of the work as stated above (alongwith date and time of opening of tenders) and should be deposited in the tender box at the following address.
6. In case, the date of submission/opening of tenders happens to be holiday, the tenders shall be received/ opened on the next working day.
7. Any tender received without Earnest Money & the cost of tender document in the form as specified in tender documents shall not be considered and shall be summarily rejected.
8. PTU reserves the right to cancel the tenders or postpone the tender and to accept/reject any or all tenders without assigning any reasons thereof.
9. Tenderers may note that they are liable to be disqualified at any time during tendering process in case any of the information furnished by them is not found to be true. EMD of such tenderer shall be forfeited. The decision of PTU in this regard shall be final and binding.
10. The tenders complete in all respect must be reach in this office by date and time indicated in the schedule of tender in para.2 above. The tenders received after the scheduled date and time will be rejected out rightly. The University will not be responsible for any postal delay. Only one tender should be kept in one cover.

Registrar



PUNJAB TECHNICAL UNIVERSITY

GENERAL TERMS AND CONDITIONS

Sub : TENDER FOR HIRING VEHICLES

1. **Parties:-** The parties to the Contract are the contractor (the tenderer to whom the work has been awarded) and 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 Registrar 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.
3. An EMD shall be released to the Contractor after satisfactory completion of works in all respects and after adjusting the recoveries deposit(if any).
- 3.1 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.
- 3.2 Tenderer shall not be permitted to withdraw his offer 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 EMD will be forfeited.
- 3.3 An EMD 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 unsatisfactory performance or for non-acceptance of the work order. On expiry of the contract, such portion of the said EMD as may be considered by the Registrar, 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.

4. Preparation and Submission of Tender:

The tender should be submitted in two parts namely Technical Bid (in form given in Annexure-III) Financial Bid (in form given in Annexure-IV) and each should be kept in a separate sealed cover. All the covers should be kept in another sealed cover addressed to the undersigned. The outer cover envelope containing sealed cover should bear the address of Tenderer. The inner three covers should be super



scribed with subject of Tender, whether the cover is containing "Technical Bid" or "Financial Bid". The outer cover should be super scribed with the words "**TENDER FOR HIRING TAXIS/ CARRIGE VEHICLES**"

5. Signing of Tender:

Individual signing the tender or other documents connected with contract must specify whether he signs as:-

- (a) A "sole proprietor" of the concern or constituted attorney of such sole proprietor.
- (b) A partner of the firm, if it be a partnership firm, in which case he must have authority to execute contracts on behalf of the firm and to refer to arbitration disputes concerning the business of the Partnership either by virtue of the partnership agreement or by a power of attorney duly executed by the partners of the firm.

N.B.

- (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 of 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.
- (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.
- (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.
- (4) 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.** (This sub-clause will not be applicable in cases where signing of a separate agreement is considered by the Department of Telecom if necessary.)

6. Technical Bid:

- 6.1 The Technical bid should be submitted in forms given in Annexure-II & III along with Copy of PAN Number issued in favour of the firm, 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 taxis/carriage vehicle on daily and monthly basis. The rates quoted shall be inclusive of fuel, maintenance, including road tax, permit, parking charges and toll tax etc.
- 7.3 No increase in any rate shall be paid during the first year of contract.
- 7.4 Terms of payment as stated in the Tender Documents shall be final.

8. Validity of the Bids:

The bids shall remain valid for a period of 90 days from the last date of submission of tender document.

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 identification.

10. Criterion for Evaluation of Tender:

The evaluation of the tenders will be made first on the basis of technical information furnished in form given in Annexure-II & III and then on the basis of Financial information furnished in form given in Annexure-IV. The Financial bid (Annexure-IV) of such firms found eligible on evaluation of technical bid (as per annexure-III) will be opened on the date, time and venue to be announced later. L1 bidder will be decided separately for all the categories i.e. vehicle on daily basis and monthly basis. The award of work will be further subject to any specific terms and conditions of the contract given in Part-II of Annexure-II. The University reserves the right to constitute a panel of bidders at L-1 rates.

11. Right of Acceptance:

- 11.1 The Registrar, Punjab Technical University, reserves all rights to reject any tender including of those tenderes who fail to comply with the instructions without assigning any reason whatsoever and does not bind itself to accept the lowest or any specific tender. The decision of Registrar, Punjab Technical University in this regard 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. Communication of Acceptance:

Bidders will be informed separately regarding the acceptance of his bid.

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 taxi from the market in the event of Contractor failing to provide requisitioned taxis or not providing taxis in time, The Registrar, 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 EMD etc or may be demanded from him to be paid within seven days to the credit of the Punjab Technical University.

(b) The powers of the Registrar, PTU 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 under clause 14 above.

14. Breach of Terms and Conditions:

In case of breach of any of terms and conditions mentioned above, the Registrar, PTU will have the right to cancel the work order without assigning any reason thereof, and nothing will be payable by this University. In that event the EMD shall be encashed and amount retained from monthly bills.

15. Subletting of Work:

The firm shall not assign or sublet the work or any part of it to any other person or party.

16. The tender is non transferable.

17. Terms of payment:

17.1 payment shall be made neither in advance nor any loan from any bank or financial institution shall be recommended on the basis of the order of award of work.



- 17.2 The contractor shall submit the bills at each stage/in the first week of following month in respect of previous month (in case of monthly payments) for sanction of the amount of bill and passing the bill for payment.
- 17.3 All payments shall be made by cheques/RTGS/NEFT only.
- 17.4 Registrar, PTU shall be at liberty to withhold any of the payments in full or in part subject to recovery of penalties mentioned in preceding para.
- 17.5 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 Deposit governed by the separate clauses of the contract.
- 17.6 Wherever applicable all payments will be made as per schedule of payments stated in Part-II of Annexure-II.
- 17.7 TDS and any other statutory deduction will be made as per rules.

18. Arbitration:

If any difference arises concerning this Agreement, 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 with in a period of 30 days, either of the parties may make a request to other party for submission of the depute for decision by an arbitral tribunal condition a sole arbitrator to be appointed by university the provision of arbitration and conciliation Act, 1996 and the rules framed there under and in force shall be applicable to such proceedings.

Registrar



PUNJAB TECHNICAL UNIVERSITY

**TENDER FOR HIRING TAXIS
(TECHNICAL SPECIFICATIONS)**

PART-I

Pre Qualification Criteria

1. The contractor should have at least one year experience (upto 31/03/2014) of supply of taxis in Central Govt/Pb.Govt/Autonomous Body/Semi-Govt/ Public Sector/ Reputed institutes (Attach Proof), during any of the last three years.
2. The contractor should have annual turnover of at least Rs. 7.50,000/- (Rs. Seven lakh fifty thousand) for financial years (Attach Proof):
3. The contractor should have valid PAN No. in his or in the name of firm (Attach Self Attested Photocopy).

Registrar



PUNJAB TECHNICAL UNIVERSITY

(TECHNICAL SPECIFICATIONS)

PART-II

SPECIAL TERMS AND CONDITIONS

1. The vehicles will generally be required by the University for Carrying Confidential Material from University Campus to its affiliated colleges and back to University and/or vice versa. The same may also be required for other types of journey such as inspections or order works of related to University etc.
2. PTU will generally make the requisition for the taxis one to three hours before the commencement of the actual journey.
3. "Full Day" would imply a run of the Taxi up to 12 hours duration.
4. Meter reading will start/terminate from PTU premises/Taxi stand (Jalandhar/ Kapurthala only)
5. No mileage will be allowed for lunch/tea of the driver. Driver should carry his lunch.
6. Taxis to be provided by the Contractor should be in perfectly sound working condition to the satisfaction of the user(s) of vehicle(s).
7. Rates once finalized will be fixed at least for a period of one year. Upward change in rates will not be considered due to any hike in petrol/diesel/ prices or taxes during the period of contract.
8. Rate contract can be extended upto 3 years on the same finalized terms and conditions at the discretion of the University but rates may be increased proportionately as per increase in the rates of diesel only after one year.
9. Rates quoted shall be inclusive of all including Diesel/taxes etc.
10. It will be the responsibility of the contractor to replace the supplied vehicle on immediate basis in case of stoppage of journey on account of any reason attributable to the contractor.
11. The contractor will ensure that all the required document shall be available with vehicle/ driver during journey.
12. University will not be responsible for any damage of taxi during journey.
13. Driver should be in proper uniform, the driver should carry a mobile phone & valid driving license.
14. The contractor has to ensure all statutory compliance.

Registrar



PUNJAB TECHNICAL UNIVERSITY

TENDER FOR HIRING TAXIS/ CARRIAGE VEHICLE

TENDER FORM-I TECHNICAL INFORMATIONS AND UNDERTAKING

Sub: Tender for "Hiring of Taxis"

1. Name of the Tenderer/Firm: _____
(i.e. Sole Proprietor or Partnership firm or a Company)(Attach Proof.)
2. Address (with Tel. & Mob. No.): _____
3. PAN Number of Tenderer/Concern: _____
(Attested copy should be attached)
4. Nature of the concern _____
(i.e. Sole Proprietor or Partnership firm or a Company or a Government Department or a Public Sector Organization.)(Attach Proof.)
5. Whether each page of Tender Annexure have been signed and stamped.
(YES / NO)
6. Proof of Average Annual turnover as per annexure II(Part-I) :
(YES/NO)
7. Registration Number of firm _____
_____ (Attested photocopy of registration should be attached)
8. EMD Demand draft.No. _____ Dated _____ bank
name _____ Amounting to Rs _____
as EMD Deposit.
9. Details of experience (with self attested photocopies of work orders between as per annexure II(Part-I)
10. Details of Civil suits/Litigation, if any, in the contracts executed during the last 5 years/being executed. If yes, please furnish the name of the contract employer, nature of work, contract value, work order and brief significant details litigations.
11. Any other important information in the opinion of the tenderer.

Dated :

Place :

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



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 PTU 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 parameter.
3. I/We further undertake that the information given in this tender are true and correct in all respect and we hold the responsibility for the same.

Dated:
Place :

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



TENDER DOCUMENT

FOR

HIRING TAXIS/CARRIAGE VEHICLES

FINANCIAL BID

PART - II

2014

**PUNJAB TECHNICAL UNIVERSITY
JALANDHAR-KAPURTHALA HIGHWAY,
POST BAG NO.1, KAPURTHALA
PUNJAB**



PUNJAB TECHNICAL UNIVERSITY

TENDER FOR HIRING OF TAXIS / CARRIAGE VEHICLE

Financial Bid

Part-A , Daily Basis

(i)Local Tour (up to 100 KMS)

Description inclusive of driver salary. Fuel, running, maintenance, permit, parking charges and toll tax etc.	Rates in Rs. Inclusive all taxes etc.					
	Innova or equivalent	Enjoy or equivalent	Tavera or equivalent	Indigo ecs/ Vista or equivalent	Tata 407 or equivalent	Tata ACE or equivalent
A. Local Tour (up to 100 KMS)	AC	AC	AC	AC	-	-
(a) Full day (12 hours) running up to 100 K.M. (per day)						
(b) Extra for running beyond 100 K.M. (Per K.M.)						
(c) Extra hours/ Above after 12 hours (Per Hour)						

(ii)Out station (200Km and above)

Description inclusive of driver salary. Fuel, running, maintenance, permit, parking charges and toll tax etc.	Rates in Rs. Inclusive all taxes etc.					
	Innova or equivalent	Enjoy or equivalent	Tavera or equivalent	Indigo ecs/ Vista or equivalent	Tata 407 or equivalent	Tata ACE or equivalent
	AC	AC	AC	AC	-	-
(a) Rate per K.M						
(b) Night Charges (after 12:00 PM Midnight)						
(c) Next Day Daily (period should be at least 3 hrs. after 24 hrs) from the start of journey.						

* Note :- Payment for minimum 200 KM per day shall be made. In case, taxi is used for more than one day on continuous basis, running per day shall be taken as average of the total running of the vehicle divided by No. of days, the vehicle is used. In case, boarding/lodging of the driver is arranged by PTU, no night charges shall be paid.



(Signature of Tenderer
With stamps of the firm)

PUNJAB TECHNICAL UNIVERSITY

TENDER FOR HIRING OF TAXIS / CARRIAGE VEHICLE

Financial Bid

Part-B. Monthly Basis

Description inclusive of driver salary, Fuel, running, maintenance, permit, parking charges and toll tax etc.	Rates in Rs. Inclusive all taxes etc.					
	Innova or equivalent	Enjoy or equivalent	Tavera or equivalent	Indigo ecs/ Vista or equivalent	Tata 407 or equivalent	Tata ACE or equivalent
	AC	AC	AC	AC		
(a) Monthly rates inclusive of driver salary, Fuel, running, maintenance, permit, etc. upto 1600 K.M. (12 hrs daily)						
b) Rate per km for running of taxi beyond 1600 K.M.						
(c) Detention charge beyond 12 hrs per hour.						
(d) Night Charges						



(Signature of Tenderer
With stamps of the firm)