



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

E-TENDER DOCUMENT

2022

FOR

**EMPANELMENT OF FIRMS FOR HIRING TAXIS/CARRIAGE VEHICLES FOR
IKGPTU CAMPUSES KAPURTHALA, AMRITSAR, HOSHIARPUR
MOHALI and MOHALI (Khunnimajra)**

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

E-Tender Document 2022 for Empanelment of Firms for Hiring Taxis/Carriage Vehicles for IKGPTU

E-TENDER NOTICE**E-Tender No. -**

E-tenders are invited as per details below: -

Name of Work	Empanelment of firms for Hiring Taxis/Carriage Vehicles for IKGPTU Campuses located at Kapurthala, Amritsar, Hoshiarpur, Mohali, Mohali (Khunnimajra)
The Currency in which payment shall be made	Indian Rupees (INR)
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Start Date for uploading of Bids	29 / 07 /2022 at 11:00 AM
Last Date for uploading of Bids	15 / 08 /2022 at 10:00 PM
Date of Opening of Technical Bids	17 / 08 /2022 at 03:00 PM
Date of Opening of Financial Bids	To be intimated later to the bidders who will qualify technical bid.
Venue for Opening Bids	IKGPTU Jalandhar, Jalandhar-Kapurthala Highway, Kapurthala.
Processing fee	Processing fee (as mentioned on the web portal) shall be paid through online mode only as Punjab Government e-procurement.
Bid document Fee	Rs. 1180/- Inclusive of GST (applicable) Mode of payment: online (http://eproc.punjab.gov.in)
Earnest Money	2,60,000/-

The tender document can be downloaded from website **etender.punjabgovt.gov.in**. For participating in the above e-tendering process, the suppliers/bidders shall have to get themselves registered with **etender.punjabgovt.gov.in** and get user ID and password Class Three Digital signatures is mandatory to participate in the e-tender process. For any clarification/difficulty regarding e-tendering process flow, please contact us on 8146699878 (District Coordinator, Jalandhar) or E-procurement Helpdesk Nos. 8054628821, 0172-3934667, 9257209340.

E-Tender Document 2022 for Empanelment of Firms for Hiring Taxis/Carriage Vehicles for IKGPTU

1. The cost of tender document and E.M.D. as mentioned in this document should be deposited **online modes only i.e. Net Banking, NEFT/RTGS**. No other modes will be accepted.
2. **Corrigendum/Addendum /Corrections/Notice**, if any will be published on the university website (www.ptu.ac.in).
3. Bids (Technical and Financial) must be submitted online through **e-portal etender.punjabgovt.gov.in** before the time specified in the above table (**as per system clock**). Department/Service provider does not take any responsibility for the delay caused due to non-availability of internet connection or network traffic for online bids.
4. Bidders shall upload scanned copy of all the papers i.e, **proof of cost of tender document, earnest money deposit (EMD)** and other documents as mentioned in the subsequent pages.
5. Uploaded documents of valid successful bidder(s) may be verified with the original documents. The valid successful bidder has to provide the originals to the concerned authority on demand, which will be sent back through registered post or handed over to successful bidder(s).
6. Bid(s) once submitted online, can be resubmitted before last date and time of submission.
7. There is no limit to data that can be uploaded on **Punjab Infotech website**, however, for ease of uploading and downloading, vendors are advised to compile data into files and upload. Capacity of each file to be uploaded should not be more than 4 MB, preferably even lesser.
8. Prospective vendors are advised to start uploading process well on time and not leave it to the last minute as same shall take time because of the data involved.
9. If the date of opening of tenders happens to be a holiday, then the tenders will be opened on next working day at the same time and place.
10. Corrigendum/Addendum/Correction/notice, if any will be published on the website of IKGPTU. The bidders should keep checking the website for any **addendum/corrigendum** to the notice/bidding documents till the date of online submission of bids, and the bidder should incorporate the same in their bid documents.
11. Bidders shall upload scanned copy of all the papers i.e. proof of PAN Card, GST no. and other documents mentioned in the subsequent pages.
12. IKGPTU reserves the right to constitute a panel of bidders/service providers on L-1 rates.

I. K. Gujral Punjab Technical University

NOTICE INVITING TENDER FOR EMPANELMENT OF FIRMS FOR HIRING OF TAXIS

Online tenders are invited from Taxi operators for supply of Scorpio/ Innova/Xylo/ Ertiga/ Indigo/Swift/Vista/Amaze/Xcent/Etios/Ameno/Zest/Swift-Dezire/Tata-Tigor/Ford-figo/Aspire/Mahindra Verito/MarutiCiaz/ Vento/ Hyundai Verna/ Tempo-Traveller/Tata 407/Tata ACE/Mahindra or equivalent Air conditioned and Non-Air-Conditioned Diesel driven/Petrol driven and on daily/monthly requirement basis for a period of two years, which can be extended on same terms and conditions for another term of one year on the basis of satisfactory performance.

Annual estimated value of work is Rs.65,00,000/- (Sixty five lacs only). This value may increase or decrease to any extent during the tenure of rate contract.

The work is to be performed strictly as per specified terms and conditions 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.

General Guidelines

1. The terms and conditions, of tender along with technical specifications (**part I & II**), technical information performa and undertakings etc. must be signed & stamped by authorized signatory and scanned & uploaded on the website. The Financial Bid only submitted by online and not to send hard copy. Financial bids of only those tenderers will be opened who will qualify in technical bid.
2. Technical bid Performa to be filled online.
3. Technical bid will be opened on the due date and time as notified, in the presence of the vendors present with authorization letter from the respective company/firm.
4. Rates should be inclusive of all types of taxes, surcharges, GST, Govt. levies etc. Bills to be raised by successful bidder on award of work must reflect the GST amount separately.
5. The EMD/Performance security is liable to be forfeited in case the supplier fails to execute the order in time.
6. IKGPTU shall not be responsible if it is not possible to upload / submit the tender online due to any fault or malfunctioning of the internet tender site.
7. The tender should be submitted with the tender document available on e-tender website (etender.punjabgovt.gov.in) and can be seen on University website i.e. (**www.ptu.ac.in**).
8. IKGPTU Jalandhar reserves the right to change the order quantity or specification without assigning any reason(s), whatsoever.
9. Delivery against order items will have to be made according to the schedule given by the user department of IKGPTU.

Note (Important): - This tender is for hiring of all types of taxis/vehicle services as mentioned in the paragraph first (**on this page no.4**) for, **IKGPTU campuses** located at **Kapurthala, Amritsar, Hoshiarpur, Mohali and Mohali (KhuniMajara)**.

I. K. GUJRAL PUNJAB TECHNICAL UNIVERSITY JALANDHAR

GENERAL TERMS AND CONDITIONS

Sub: TENDER EMPANELMENT OF FIRMS FOR HIRING OF TAXIS (Subject Details as on pageno.4 in first paragraph)

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 Jalandhar.
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, Jalandhar-Kapurthala Highway, Kapurthala, Punjab, PIN 144603. The contractor shall be solely responsible for the consequences of any omission or error to notify change of address in the aforesaid manner.
3. **Earnest Money:**(As mentioned on the **Page no.2**)
 - 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 The tenders without Earnest Money will be summarily rejected.
 - 3.4 The successful bidder/contractor has to furnish Security Deposit @ 5% of the award value in form of DD (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 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 locations his security deposit will be limited to 5% of the award value of the work awarded to him. In case, EMD deposited by him will be more than 5% of his award value, excess amount will be refund to him.
 - 3.5 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 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.
 - 3.6 The Earnest money deposit of the successful bidder shall remain with IKGPTU and shall be released on satisfactory completion of the contract. However the EMDs of Unsuccessful bidders/parties not willing to be empanelled will be released after completion of the tender process.

4. Signing of Tender:

The tenderer to sign all the pages of tender document and upload on the portal. He should have authority to do so the tenderer should sign and affix his/her 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.

- 4.1 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.
- 4.2 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.
- 4.3 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 legal remedies available.
- 4.4 Out of six University campuses i.e.Kapurthala, Amritsar, Hoshiarpur, Mohali, Mohali (Khunnimajra), Bidders may participate for any number of University campuses.

5. Technical Bid:

- 5.1 The Technical bid should be submitted in forms given in **Annexure-III** along with Copy of PAN issued in favour of the firm or as applicable, Provident Fund number/ESI/GST number etc. and any other information sought for in the last section of the **Annexure-III**.

6. Financial Bid:

- 6.2 The Financial Bid should be submitted ONLINE in the form given in **Annexure-IV**. The Financial Bids of those tenderers who are found technically qualified, will be opened on a specified date and time to be intimated to the respective tenderer.
- 6.3 The rate to be quoted for Air-conditioned and non-Air conditioned taxis on daily basis and monthly basis and for each kind of fuel i.e., diesel, petrol taxis separately. The rate quoted shall be inclusive of all taxes, GST/toll tax,& any other applicable Govt.duty/tax etc.
- 6.4 Nothing extra beyond accepted rates will be paid by the University.
- 6.5 Terms of payment as stated in the Tender Documents shall be final.

7. Validity of the Bids:

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