

**I.K. GUJRAL PUNJAB TECHNICAL UNIVERSITY  
JALANDHAR**



**THE I.K. GUJRAL PUNJAB TECHNICAL UNIVERSITY**

**JALANDHAR KAPURTHALA HIGHWAY**

**KAPURTHALA – 144603**

**TENDER DOCUMENT**

**2024-2025**

**FOR**

**HIRING BUSES FOR IKGPTU CAMPUSES AT KAPURTHALA AND AMRITSAR**

**ESTIMATED VALUE OF TENDER :- RS 75:00 LAC (APPROX.)**

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# I.K. GUJRAL PUNJAB TECHNICAL UNIVERSITY JALANDHAR

## 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 two years, which can be extended for another one year based on satisfactory performance. The rates and term & conditions of the extended period will be applicable same as per the first work order.

The proforma for submission of tender has been given in **Annexure-I** (for Technical Bid) and **Annexure-II** (for Financial Bid) of this Notice Inviting Tender. The schedule of tender is given as under.

## 2. Schedule of Tender

Last Date & Time of Receipt of Tender 13-10-2024 (05:00 PM)

Date & time of opening Technical Bid 15-10-2024 (11:00 AM)

The bidders who will qualify in Technical bid will be informed the date and time of opening of financial bid separately.

(Only the contractors who will be successful in technical bid can participate in the financial bid)

3. The cost of the tender document, Rs. 1180/- inclusive of GST (as applicable) will be paid online (<http://eproc.punjab.gov.in>) which is non-refundable.

4. The tender should be submitted with the tender document available on e-tender website([etender.punjabgovt.gov.in](http://etender.punjabgovt.gov.in)) and can be seen/downloaded also from University website i.e. ([www.ptu.ac.in](http://www.ptu.ac.in)).

Registrar

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# I.K. GUJRAL PUNJAB TECHNICAL UNIVERSITY JALANDHAR

## GENERAL TERMS AND CONDITIONS

### TENDER FOR HIRING BUSES

The University is to hire the buses for its Staff & Students to travel on below mentioned routes. In addition to the working days, Buses can be used on Saturday/Sunday/Gazetted Holidays or any other special time period whenever required by the University.

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(IKGPTU).
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 to the Registrar, I.K. Gujral Punjab Technical University Jalandhar. 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 (as mentioned on the web portal) shall be paid through online mode only as per Punjab Government e-procurement portal. (<http://eproc.punjab.gov.in>). The detail of Earnest money is given as under: -

Campus	Route	Approx. Value in Lac.	Security 5% (Amount in Rs.)	Earnest Money . 2% (Amount in Rs.)
Kapurthala Main Campus	<b>Route-K-1</b> <b>(1Bus, 50-52 seater)</b> <b>From:</b> Subhanpur <b>To:</b> IKGPTU Kapurthala Campus (Approx. 40 KM each bus Up & Down)	10 Lac	50000/-	20000/-
Kapurthala Main Campus	<b>Route-K-II</b> <b>(1Bus, 50-52 seater)</b> <b>From:</b> Kartarpur <b>To:</b> IKGPTU Kapurthala Campus (Approx. 50 KM each bus Up & Down)	12 Lac	60000/-	24000/-
Kapurthala Main Campus	<b>Route-K-III</b> <b>(1Bus, 50-52 seater)</b> <b>From:</b> Lambra Jalandhar <b>To:</b> IKGPTU Kapurthala Campus (Approx. 40 KM Up & Down)	10 Lac	50000/-	20000/-
Kapurthala Main Campus	<b>Route-K-IV</b> <b>(1Bus, 50-52 seater)</b> <b>From:</b> Ramamandi <b>To:</b> IKGPTU Kapurthala Campus (Approx. 50 KM Up & Down)	12 Lac	60000/-	24000/-
Kapurthala Main Campus	<b>Route-K-V</b> <b>(1Bus, 50-52 seater)</b> <b>From:</b> Railway station <b>To:</b> IKGPTU Kapurthala Campus (Approx. 40 KM Up & Down)	10 Lac	50000/-	20000/-
Kapurthala Main Campus	<b>Route-K-VI</b> <b>(1Bus, 50-52 seater)</b> <b>From:</b> DAVIET <b>To:</b> IKGPTU Kapurthala Campus (Approx. 40 KM Up & Down)	10 Lac	50000/-	20000/-
Amritsar Campus	<b>Route-A-1</b> <b>(1Bus, 40-42 seater)</b> <b>From:</b> Golden Gate Amritsar <b>To:</b> IKGPTU Amritsar Campus (Approx.40 KM Up & Down)	10 Lac	50000/-	20000/-

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**Other:** Bus on kilometre base (Monthly).

Bus on occasion base for Tour program

- 3.3 University may increase/decrease the number of buses to any extent by giving 15 days' notice.
- 3.4 University reserves the right to change the routes.
- 3.5 The Buses can also be inspected by IKGPTU official if needed before finalisation technical bid.
- 3.6 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.
- 3.7 Contractor 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 EMD/performance Security Deposit will be forfeited.
- 3.8 EMD/performance 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.
- 3.9 A Bidder can apply for one/ more than one /all the routes as mentioned at the SCHEDULE OF ROUTES given above. It is to be noted that separate L-1 will be calculated for each route out of total received bids against each route.

#### 4. Preparation and Submission of Tender:

The tender should be submitted in two parts namely **Technical Bid (Annexure I) and Financial Bid (in form given in Annexure-II)**. 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.

#### 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.



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- 5.3** A person signing the tender form or any documents forming part of the tender should have an authority 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 law.

## **6. Technical Bid:**

- 6.1** The Technical bid should be submitted in forms given in **Annexure-I (Part-I&II)** along with GST Details, Copy of PAN, Provident Fund number/ESIC.

## **7. Financial Bid:**

- 7.1** The Financial Bid should be submitted in the form given in **Annexure-II (Part I&II)**. The Financial Bid of those tenderers who are found technically qualified, will be opened.
- 7.2** The rate to be quoted for Buses shall be inclusive of all taxes, toll tax, GST & 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.

## **8. Validity of the Bids:**

The bids shall be valid for a period of 120 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-I(Part-I&II)**. The financial bids of only those firms will be opened who will qualify the evaluation criteria of technical bid, Lowest rate ( L 1 ) contractor will be decided separately for each routes The award of work will be further subject to any specific terms and conditions of the contract.

## **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 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.



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## **12. Award of Work:**

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

## **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.

## **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.**

## **15. Payment Terms:**

- 15.1 The contractor shall be paid on monthly basis on 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 The 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 University's authorized official may perform physical verification including starting point or during the journey at any routes, on any day and time. He/She will be fully authorize for surprise checking in all matters he/she will be responsible to report concerned officer I/C or DR (GA) or Registrar IKGPTU Jalandhar.

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**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 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 or 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 District Courts, Kapurthala.

**18. Note :**

1. As per serial No.66 of Notification No.12/2017-Central Tax (Rate) dated 28 June, 2017 GST is not applicable on transport service provided to an educational institution by way of transportation of students, faculty and staff.
2. The University reserves the right to award/issued supply order to successful bidder as per requirement.

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## SPECIAL TERMS AND CONDITIONS

1. University reserves the right to change the route.
2. Driver & Conductor should be in proper uniform, carry mobile phones, valid Driving License and other required documents/equipment's specified by concerned Govt. departments.
3. Buses to be provided by the Contractor should be in perfectly sound Working condition not older than 8 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. The contract against tender for supply of buses on monthly basis will be for a period of TWO year, which can be extended for another ONE YEAR term on the basis of satisfactory performance. The rates and term & conditions will be applicable same as per the first work order.
8. Rates quoted shall be inclusive of all taxes, duties, diesel, driver/conductor etc.
9. The successful contractor to ensure statutory compliance of direction/norms/conditions/rules laid down by RTA/State police/ESIC/PF or other related bodies.
10. The contractor will implement all the Govt. notifications/orders issued by the Government time to time.
11. The contractor will be responsible for any challan/penalty imposed for violation of any traffic rule or under the any Govt. or private body and third party liability.
12. The contractor will responsible for any type of damage caused due to any reason of Natural calamity or, fires, accident, riots, strikes, lockouts, etc. & due to the negligence of driver.
13. The contractor will be responsible to get the Govt. Approved permit and bus fitness certificate for the route allotted.
14. The contractor shall write the name of I.K. Gujral Punjab Technical University Jalandhar (on buses) on all sides and all mandatory information as per law.
15. It will be mandatory to deploy minimum one driver & Conductor on each bus in proper uniform including first aid medical kit, fire extinguisher, drinking water etc, for the complete journey. In case of absence of driver/conductor, penalty @ Rs.1000/- (One Thousand) per day will be imposed & will be recovered from the tenderer
16. The bus shall be properly insured as per Motor vehicle Act.
17. Atleast two cameras are required to be installed in the buses that too with footage storage capacity of atleast one week.

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Annexure – I

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

**PART-I**

**Pre-Qualification Criteria**

Sr No	Description	Document to be attached duly self attested
1.	The Contractor should have minimum 01-year experience (Previous 5 years of running Vehicles i.e Commercial/Passenger/Buses for Undertakings/ Institutions/Colleges/Schools (Govt./Semi Govt./ Autonomous/Private).	Proof satisfactory completed / working certificate from the previous client / present client.
2.	The copy of GST registration, if not applicable to the tenderer, an undertaking in this regard to be attached.	The proof / Undertaking
3.	The copy of PAN issued in favour of the tenderer/firm or as applicable.	Proof of the same.
4.	The copy of Provident Fund number/ESIC number, if any of these is not applicable to the tenderer, an undertaking in this regard to be attached.	Proof /Undertaking
5.	The vender must given undertaking that he will provide the Buses not older than 8 years of its first owner Registration on allotment of tender.	Proof /Undertaking
6.	The vender must given undertaking that he will provide the valid road fitness certificate of bus, Registration certificate, Insurance, Pollution Certificate and Photo of Bus on allotment of tender.	Proof /Undertaking
7.	Proof of successful supply of Buses for similar work having ONE contract value not less than 05 lakh or TWO contacts having value not less than 03 lakh in previous 5 years.	The proof of the same.

Registrar



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**ANNEXURE-II**

**TENDER FOR HIRING BUSES**

**TECHNICAL INFORMATION AND UNDERTAKING**

**Part-II**

**Sub: Tender for "Hiring of Buses"**

1. Name of the Tenderer/ Concern: \_\_\_\_\_
2. Type of Organization (i.e. Sole Proprietor or Partnership firm or a Company):  
\_\_\_\_\_  
(Attested copy be attached)
3. Proof of EMD submitted: \_\_\_\_\_
4. Address (with Tel., email & Mob. No.): \_\_\_\_\_
5. GST Tenderer/Concern: \_\_\_\_\_  
PFT Tenderer/Concern: \_\_\_\_\_  
PAN Tenderer/Concern: \_\_\_\_\_  
ESIC Tenderer/Concern: \_\_\_\_\_ (Attested  
copy be attached/Undertaking)
6. Whether each page of Tender Annexure have been signed and stamped (YES/NO) \_\_\_\_\_
7. Whether documents as per pre-qualification criteria attached (YES/NO) \_\_\_\_\_
8. Proof of running Commercial/Passenger Buses for Undertakings/ Institutions/Colleges/  
Schools (Govt./Semi Govt./ Autonomous/Private (YES/NO)-
9. The tenderer to provide valid road fitness certificate, copy of valid Registration certificate,  
Insurance, pollution certificate.
10. List of Organizations with address and Telephone number to whom Bus services have  
been provided during the previous 5 years and work satisfactory completion certificate  
issued by concerned dept. / organization.
11. Any other information important in the opinion of the tenderer.

**Date: .....**

**Place: .....**

**(Signature of tenderer)  
With stamp 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 Jalandha 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-I** and shall conduct the work strictly as per the parameters.
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 undertake to the effect that the firm is neither involved in any 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 stamp of the firm

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# I.K. GUJRAL PUNJAB TECHNICAL UNIVERSITY JALANDHAR

## ANNEXURE-II

### TENDER FOR HIRING BUSES (FINANCIAL BID)

A bidder can apply for one/more than one/ all the routes as mentioned at the SCHEDULE OF ROUTES. It is to be noted that separate L-1 will be calculated for each route out of total received bids against each Route:

Campus	Route	Rate for 42 seater bus (Amount in Rs.)		Rate for 52 seater bus (Amount in Rs.)	
		Fixed rate monthly basis (incl. wear & tear)	Rate per kilometer running expenses	Fixed rate monthly basis (incl. wear & tear)	Rate per kilometer running expenses
Kapurthala Main Campus	<b>Route-K-1</b> <b>(1Bus, 50-52 seater)</b> <b>From:</b> Subhanpur <b>To:</b> IKGPTU Kapurthala Campus (Approx. 40 KM each bus Up & Down)				
Kapurthala Main Campus	<b>Route-K-II</b> <b>(1Bus, 50-52 seater)</b> <b>From:</b> Kartarpur <b>To:</b> IKGPTU Kapurthala Campus (Approx. 50 KM each bus Up & Down)				
Kapurthala Main Campus	<b>Route-K-III</b> <b>(1Bus, 50-52 seater)</b> <b>From:</b> Lambra Jalandhar <b>To:</b> IKGPTU Kapurthala Campus (Approx. 40 KM Up & Down)				
Kapurthala Main Campus	<b>Route-K-IV</b> <b>(1Bus, 50-52 seater)</b> <b>From:</b> Ramamandi <b>To:</b> IKGPTU Kapurthala Campus (Approx. 50 KM Up & Down)				
Kapurthala Main Campus	<b>Route-K-V</b> <b>(1Bus, 50-52 seater)</b> <b>From:</b> Railway station <b>To:</b> IKGPTU Kapurthala Campus (Approx. 40 KM Up & Down)				
Kapurthala Main Campus	<b>Route-K-VI</b> <b>(1Bus, 50-52 seater)</b> <b>From:</b> DAVIET <b>To:</b> IKGPTU Kapurthala Campus (Approx. 40 KM Up & Down)				
Amritsar Campus	<b>Route-A-1</b> <b>(1Bus, 40-42 seater)</b> <b>From:</b> Golden Gate Amritsar <b>To:</b> IKGPTU Amritsar Campus (Approx. 40 KM Up & Down)				

Date: .....

Place: .....

(Signature of tenderer  
With stamps of the firm)

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