



# गुरु घासीदास विश्वविद्यालय

GURU GHASIDAS VISHWAVIDYALAYA

(A Central University established by the Central Universities Act, 2009, No.25 of 2009)

KONI, BILASPUR-495 009 (C.G.) INDIA, कोनी बिलासपुर 495 009 (छ0ग0) भारत

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Ref. No. 654/Store/Vehicle/2013

Bilaspur, Date-14/08/2013

1. The University intends to hire buses and other vehicles on contract for catering to the requirements of students/ faculty/Officers/visitors etc. The University is essentially intending to hire at least two big buses (40 or above seaters). These shall be used to pick and drop students from different places to campus and inside the campus as and when required. The number of buses required may vary based on demand.
2. Tenderers should submit Technical Bid and Financial Bid in the prescribed format in separate sealed covers.
3. Technical Bid should be submitted in the form given in Annexure –III along with the Demand draft of Rs. 500/-, registration particulars, Copy of PAN Number issued in favour of the firm, full details of the number of Buses registered in the name of the tenderer or his firm with photo copies of RCs and any other document and information sought for in the Parameters of Technical Bid.
4. Financial bid should be submitted in the form given in Annexure IV in a separate sealed envelope kept inside the main cover superscribed “Financial Bid”. The Financial Bids of those tenderers, who are found technically compliant, will be opened on a date and time as specified in the schedule of the bids.
5. 500/- Fee against each quotation should be submitted in the form of Demand Draft in favour of “Registrar, Guru Ghasidas Vishwavidyalaya” payable at Bilaspur (C.G.).
6. Completed tender alongwith all the documents must reach the Deputy Registrar (Stores), Guru Ghasidas Vishwavidyalaya, Koni, Bilaspur – 495009 (C.G.) on or before 09.09.2013 (03.00 p.m.) through Speed post/Registered post only. Each tender should be superscribed with a) Tender Notice No. b) “Quotation for Hiring Buses”. Please note that quotations received after due date & time will not be considered.
7. Tender documents may be purchased from the Store Section on any working day between 10:30 AM to 05:00 PM upto 05/09/2013 against the payment of crossed demand draft (Non-Refundable) of 500/- in favor of Registrar, Guru Ghasidas Vishwavidyalaya, Bilaspur (CG). The tender document and more details are also available on University website [www.ggu.ac.in](http://www.ggu.ac.in). If the tender documents are downloaded from our website, the bidder has to pay the cost of tender documents through demand draft at the time of submission of tender.
8. Tenders will be opened on 09.09.2013 at 04.00 p.m. at Conference Hall, Administrative Block, Guru Ghasidas Vishwavidyalaya, Bilaspur.
9. University reserves the right to accept or reject the tender without assigning any reason.
10. Please visit website for any updates

## PARAMETER OF TECHNICAL BID

1. The bidders should have sufficient vehicles registered as commercial vehicles before year 2012.
2. The list of vehicles along with photocopies of registration book should be attached with the tender.
3. The bidder shall have experience of minimum period of 03 years for similar type of contract of supplying not less than three (03) buses to Govt. organization/Recognized Institutions/any public sector undertaking.
4. The bidder should have registered with Income Tax and Service tax authorities.
5. The bidder has to sign on all the pages of the tender documents.

## General Terms and Conditions

1. Vehicles should be preferably of model 2012 or later and in excellent roadworthy and running condition with good interiors. All vehicles should be accident free, and fully insured including third party insured. The comfort level of the Buses, pertaining to the seating should be up to the satisfaction of the users.
2. Payment would be made through cheque/RTGS within 03 to 08 working days on submission of bills duly certified by the officer hiring the vehicle.
3. No dead mileage will be paid by University for reporting/return of vehicles to or from place of duty.
4. All maintenance, running, driver expenditure shall be born by the agency.
5. The vehicles should be duly inspected and sent for service on need basis for the offered period.
6. All drivers sent with vehicles during the offered period should have a valid commercial driving license and should be regular employees of the Agency.
7. Vehicles sent as replacement / Standby will also be subjected to inspection and approval.
8. The Agency should have proper office with telephone / mobile numbers manned at all times, enabling the University to contact them at any time.
9. In case of accidents, the Agency will be solely responsible for the same. University will not enter into any litigation whatsoever under any circumstances.
10. The agency shall be responsible for all claims from third parties (including the staff of University) in the event of any accident the University will not be liable for any specific or consequential damages of any kind whatsoever.

11. All vehicles should be insured as per norms.
12. As and when required, the bidder will have to provide All India Permit buses at extremely competitive rates, which will be binding on the bidder.
13. The agency should cater to all norms fixed by the Chhattisgarh Road Transport Authority for running the vehicles.
14. The Agency should ensure that all drivers are medically fit for driving and smartly turned out at all times and should provide proper uniform to all its drivers at its own cost. The drivers must have sober behavior with students.
15. The agency will be able to replace the vehicles that are not roadworthy or older models than specified or without valid documents and also replace the drivers who are found misbehaving, missing trips, misusing the log sheets, refusing to do duty etc.
16. The vehicle shall always carry mandatory spares viz., tool kit, fuses, tyre (spare wheel), spark plugs, fan belts, etc. and should have adequate fuel.
17. The vehicle should have neat and hygienic seat covers, curtains, fire extinguisher and first aid box.
18. The rates quoted by tenderers must be valid for one year and may be extended for a further period of one year as mutually agreed upon, subject to satisfactory performance.
19. Any addition/deletion/modification of this tender made before the due date of the tender will be displayed in university website only.
20. Atleast 2500 Km per month running of vehicle is expected.

By Order

Registrar (Acting)

**UNDERTAKING**

To,  
Registrar,  
Guru Ghasidas Vishwavidyalaya  
Bilaspur (C.G)- 495009

Sir,

1. I/we the undersigned, certify that I/we have gone through the terms and conditions mentioned in the tender documents and undertake to comply with them.
2. I/we will abide by the Minimum Wages Act and the Contract Labour Act etc as applicable from time to time for the workers employed by tenderer. Bonus, Gratuity, PF and ESI if applicable will have to be borne by us. The number of persons employed will be adequate to provide quick and efficient service.
3. I/we will be responsible for health and injury caused to my employees while on duty. I/ we will also be responsible for the behavior & conduct of the workers.
4. That no Criminal/Income tax/Service tax/Blacklisting case is pending against my firm.

Dated:

SIGNATURE OF THE TENDEREER  
WITH SEAL  
NAME OF THE TENDEREER  
WITH ADDRESS

NOTE: Certificate as per above must be submitted only on non-judicial stamp paper of Rs. 10/-(Rs Ten only).

TENDER FORM-1 TECHNICAL INFORMATIONS AND UNDERTAKING

1. Name of the Tenderer/Concern : \_\_\_\_\_

2. Address (with Tel. & Mob. No.) : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. Address and telephone number of Garage, at Bilaspur : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4. Nature of the concern \_\_\_\_\_

(i.e. Sole Proprietor or Partnership firm or a Company or a Government Department or a Public Sector Organization.)

5. Registration Number of Tenderer/Concern \_\_\_\_\_

(Attested photo copy of registration should be attached)

6. a. PAN Number of Tenderer/Concern: \_\_\_\_\_

(Attested copy should be attached)

b. Bank Details of Tenderer/Concern

Name of Bank \_\_\_\_\_

Account No. \_\_\_\_\_

IFS Code \_\_\_\_\_

7. Demand draft No. \_\_\_\_\_ Dated \_\_\_\_\_

From bank name \_\_\_\_\_ Amounting Rs. .... as Tender fee.

8. Registration Nos. of Vehicles together with make:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

6.

7.

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(photocopies of registration book should be attached)

9. Whether each page of tender Document and its Annexure have been signed and stamped. YES/NO

10. List of Important Organizations with address and Telephone number to whom services have been provided during the last three years with period of contract is enclosed (Summary may be enclosed on separate sheets for each contract and period and amount of contract; remarks/observations/appreciation of the organization for whom the work was conducted; and any other information considered important by tenderer)
11. Any other information important in the opinion of the tenderer.

(Dated Signature of Tenderer with stamps of the firm)

Dated : .....

Form No.-II Financial Bid

For Vehicles

Vehicles	Time	Model/Make of Vehicle	Amount (without AC)	Charge (with AC)	Remarks
40 seater	Per KM charges				
	Monthly Rental Charges				
	Outstation Journey/Km				
	Night Charges if any				
52 seater	Per KM charges				
	Monthly Rental Charges				
	Outstation Journey/Km				
	Night Charges if any				
56 seater	Per KM charges				
	Monthly Rental Charges				
	Outstation Journey/Km				
	Night Charges if any				
	Per KM charges				
Others (please specify)	Per KM charges				
	Monthly Rental Charges				
	Outstation Journey/Km				
	Night Charges if any				
	Taxes, if any				

Please quote your rates along with full details regarding service taxes, toll tax etc. in a sealed envelope.

The rates will be valid for ..... year(s).

(Signature of the tenderer with seal)

Format of Duty Slip

DAILY DUTY SLIP Date:

Portion to be filled by Transporter

Name of the Driver: .....

1. Vehicle No .....

2. (a) A/C Non-A/C 2 (b) Model No.. .....

3. Name and address of the user .....

.....

.....

4. Nature of Duty Local/Outstation .....

5. Starting meter at starting point .....

6. Closing meter at ending point .....

Portion to be filled by Officer

Name, Designation of the Officer: .....

.....

.....

a) Starting Meter at reporting point ..... b) Reporting Time .....

c) Closing Meter at relieving Point ..... d) Closing Time .....

e) Total kms (c – a) ..... f) Total duration (in Hrs) .....

g) Parking Slips if any .....

h) Night halt if any .....

Driver's Signature

Signature of officer with date



CHECK LIST FOR THE TENDERER

1. Have you read the tender document in full and understand?
2. Whether you have signed in all the pages of the tender?
3. Whether you have written the rates in figures and words in pen?
4. Whether the original full tender document is being submitted as offer?
5. Whether the requisite fee is enclosed as per the requirement?
6. Whether documents required are enclosed?

Documents	Page Number
.....	.....
.....	.....
.....	.....
.....	.....
.....	.....

(Signature of the tenderer with seal)