

# Bharati College University of Delhi

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Advt. No: BC/Transport/2019/597

Dated: 31.05.2019

## **TENDER NOTICE FOR TRANSPORT SERVICES** **(Hiring of Passenger Cars/Bus)**

Bharati College invites sealed tenders for hiring passenger vehicles on contract basis and empanelment of registered Taxi Operators for providing the vehicle “as and when required” basis. The contract/empanelment shall be initially made for a period of one year extendable for further period subject to satisfactory performance and requirement.

Detailed tender document along with other details can be either downloaded from College website [www.bharaticollege.org](http://www.bharaticollege.org)

Duly filled tenders along with all desired enclosure should be submitted to The Principal, Bharati College, University of Delhi, C-4 Janakpuri, New Delhi-110058. The sealed cover must be super scribed with “Tender for Transport Services at Bharati College”.

**Document Download: Tender documents may be downloaded from Bharati College website [www.bharaticollege.org](http://www.bharaticollege.org) (for reference only) and CPPP i.e. <https://eprocure.gov.in/eprocure/app> as per the schedule. CRITICAL DATE SHEETS given the next page.**

Overwriting/correction in any part of the tender shall not be considered unless duly countersigned by the bidder, otherwise the tender is liable to be rejected.

Each page of the tender document shall be stamped and signed by the authorized signatory of the firm/Vehicle owner.

**Dr (Mrs) Mukti Sanyal**  
**Offtg. Principal**

### **CRITICAL DATE SHEET**

	<b><u>DATE</u></b>
Published Date	03.06.2019
Bid Document Download	03.06.2019
Clarification Start Date	03.06.2019
Clarification End Date	03.06.2019
Bid Submission Start Date	04.06.2019
Bid Submission End Date	25.06.2019
Technical Bid Opening Date	26.06.2019
Financial Bid Opening Date	28.06.2019

**3. Bid Submission: Bids shall be submitted online only at CPPP i.e. <https://eprocure.gov.in/eprocure/app>.**

Bidders are advised to follow the 'Instruction' for e-submission of the bids online through the Link:

**<https://eprocure.gov.in/eprocure/app>**

Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

4. Not more than one tender shall be submitted by one contactor or contractors having business relationship. Under no circumstance father and his son(s) or other close relations who have business relationship with one another (i.e when one or more partner(s)/director(s) are common) be allowed to tender for the same contract as separate competitors. A breach of this condition will render the tenders of both parties liable to rejection.

5. Tenderer who download the tender from the Bharati College website [www.bharaticollege.org](http://www.bharaticollege.org) and Central Public Procurement Portal (CPMP) website <https://eprocure.gov.in/eprocure/app>, shall not tamper/modify the tender documents including downloaded price bid template in any manner. In case if the same is found to be tampered/modified in any manner, tender will be completely rejected and EMD would be forfeited and tenderer is liable to be black listed from doing business with Bharati College/University of Delhi.

6. Intending tenderers are **advised to keep checking the Bharati College** website [www.bharaticollege.org](http://www.bharaticollege.org) and CPPP website <https://eprocure.gov.in/eprocure/app> **regularly till closing date of submission** of tender for any corrigendum / addendum/ amendment.

**7. Bid Security/EMD Payment:**

Earnest Money Deposit of **Rs. 5,000/- (Rupees Five Thousand only)** in the form of Demand Draft in favour of Principal, Bharati College, University of Delhi C-4, Janakpuri, New Delhi through RTGS/NEFT. The College Bank details are (**Account Name: Bharati College Maintenance Grant A/c, Account Number: 1527000400332120 IFS Code: PUNB0495200, Bank: Punjab National Bank, Bharati College, University of Delhi, Janakpuri, New Delhi-110 058.** The bidder shall submit the EMD/ UTR No of RTGS/NEFT with the Bharati College. The payment details should be uploaded with CPP Portal also. EMD of unsuccessful bidders will be returned to them after expiry of the final bid validity and latest on or before the 30th day after the award of the contract.

8. Bids will be opened as per date/time mentioned in the Tender Critical Date Sheet. After online opening of Bids the results of their qualification be published on CPP Portal.

**Submission of Tender**

**The tender shall be submitted online in Two part, viz., Technical bid and Financial (Price) bid.**

All the pages of bids being submitted must be signed and sequentially numbered by the bidder irrespective of nature of content of the documents before uploading.

**The offers submitted by Telegram/Fax/email shall not be considered. No correspondence will be entertained in this matter.**

**Clause – 1 Introduction: -**

Bharati College invites bids for hiring “Transport Service” to meet the daily need of pick up and drop off facility required by the students of Bharati College.

**1.1. The contract for hiring of vehicle as detailed below will be initially for a period of one year. However, the contract may be extended for a further period up to five years (on year to year basis and upon mutual consent) at the same terms and conditions only if the service of the contractor is found to be satisfactory. The interested parties/ service providers may submit their bids in the prescribed application forms along with prescribed Bid as per Annexure-I.**

Sl. No.	Category	Type of Vehicle	No. of Vehicles required
1	Category – 1	7 (Seven) Seater Car (preferably Innova, Ertiga or similar type)	01
2	Category – 2	Mini Bus(Non-AC) (24/26 Seater)	01
3	Category-3	4 (four) seater Car (preferable Dzire, swift or similar type)	01
4	Category-4	Mini Bus (AC)	01

**Note: Number of vehicles may change**

- 1.2. The bid document can be downloaded from Bharati College website [www.bharaticollege.org](http://www.bharaticollege.org)
- 1.3. The bid shall be enclosed with Demand Draft/RTGS in favour of the “Principal, Bharati College” payable at Delhi for Rs. 20,000/-towards Earnest Money deposit (EMD).
- 1.4. The Bid Document shall be addressed to: **The Principal, Bharati College, University of Delhi, C-4, Janakpuri, New Delhi-110058.**

- 1.5. The bids must be sent only by Registered/Speed Post or through Special Messengers, so as to reach by **05:00 p.m. on 25<sup>th</sup> June 2019**. Late bids shall not be accepted under any circumstances.
- 1.6 The **Bid (The tender notification)** should be sealed by the bidder/service provider and duly *super scribed* as “Tender for Transport Service at Bharati College”. The EMD demand draft should be enclosed with the bid. Bids received after specified date and time will not be considered.
- 1.7. The bid will be opened **on 26.06.2019** in the presence of bidders or with the representatives of the bidders, who may wish to be present. One representative of the bidder duly authorized will be permitted to attend the bid opening. The bids will be opened at the specified time and date in the tender document regardless of bidders present. Hypothetical/Conditional/ Incomplete bids will be summarily rejected.
- 1.9. The bid submitted will be evaluated based on the details of qualifications/ terms and conditions (**Clause 7: - Technical Eligibility conditions for bidders**) submitted by them in the prescribed format to ascertain whether the bidder is qualified. The price will be considered only those firms who qualified in the terms and conditions.
- 1.10. The bid should be signed in all pages only by the duly authorized signatory (ies) of the entity. The person(s) authorized to sign the tender shall sign on all the pages of the tender and other documents which are required to be submitted.
- 1.11. The bidder should submit a written power of attorney authorizing the signatory of the bidder to commit the tender if required.
- 1.12. Liquidated damages: The successful tenderer shall commence the service within 07 days from the date of receipt of the work order. If the successful tenderer fails to commence the service within 07 days from the date of the receipt of the first order, the College shall terminate the contract and EMD deposited by the successful tenderer shall be forfeited.
- 1.13. Penalty: If there is any disruption (or) non-performance of service due to any reason whatsoever, the following penal charges will be levied: -
- a) Rs.1, 000/- towards penalty for each Trip.

## **Clause-2 General terms and conditions**

- 2.1. The Vehicle to be provided should not be older than what is permitted as per the rules and regulations applicable in Delhi. The vehicle should have been duly registered with Transport authority.
- 2.2. The Contractor has to be registered with the GST and should submit a copy of GST Number in the valid format.
- 2.3. The rates to be quoted are to be filled in all columns in the proforma given at **Annexure - I**. The rates quoted shall be fixed and valid for one year from the date of award of contract, irrespective of the increase in fuel rates, if any, occurring during the currency of the contract. However, rates may be reviewed in case of change in Government Levies, if any shall be proportional to such revision, as determined by Bharati College.
- 2.4. The Earnest Money Deposit of all the unsuccessful tenderers will be returned as early as possible after issue of the work order to the successful tenderer. No interest shall be paid on the Earnest Money Deposit.
- 2.5. **Forfeiture of Earnest Money Deposit:** The Earnest Money Deposit will be forfeited if the Contractor/service provider unilaterally withdraws the offer or unilaterally amends, impairs or rescinds the offer or does not commence the service as per the work order/contract award letter within the period of its validity after assigning the reasons for the same.
- 2.6. The contractor will have to submit a written undertaking of acceptance of all the terms and conditions of this tender.
- 2.7. The contractor/service provider shall replace with the alternative vehicle during the Maintenance / Repairs of the vehicle.
- 2.8. The tampering of meter reading, vehicle usage timings, overwriting of Summary / log sheet and the misbehaviour of Driver while on duty shall be viewed seriously and attract levy of penalty or leading to even cancellation of contract.
- 2.9. Service Provider / Contractor shall not engage any person below 18 years of age or any person with bad character and antecedent.
- 2.10. Bharati College reserves the right to cancel the contract if service provided by contractor/service provider is found to be unsatisfactory.

**2.11. Security Deposit:**

- a. Within 7 days of the successful Bidder's receipt of notification of award, the successful Bidder shall furnish a **Security Deposit of 20,000/-**, in the form of an A/C Payee Demand Draft or RTGS. The EMD/RTGS already paid can be adjusted against the Security Deposit.
- b. The Security Deposit will be discharged by the Bharati College and returned to the Service Provider not later than 90 days following the date of completion of the Service Provider's performance obligations.
- c. The proceeds of the Security Deposit shall be payable to the Bharati College as compensation for any loss/es resulting from the failure of the Service Provider to meet out its obligations under the Contract. This shall be in addition to any other action/penalty taken by Bharati College for delays/default/failure on the part of the Service Provider.

**Clause- 3 Terms and conditions of Contract: -**

- 3.1. The drivers of the vehicle deputed by the Agency/Firm/Taxi Operator should get police verification/clearance. A copy of such clearance shall be submitted to the Bharati College in advance.
- 3.2. All costs including repairs and maintenance, running costs, fuel, lubricants, salaries of Drivers, taxes, etc. necessary for the running & maintenance of vehicles shall be borne by the contractor/service provider.
- 3.3. The contract shall be for the whole services or for individual component or components as may be decided by Bharati College based on the unit rates and prices quoted by the bidder in Bill of quantities.
- 3.4. Bharati College reserves the right to accept or reject any tender / all tenders and to annul the tendering process, at any time prior to the award of contract, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders on the ground of Bharati College's action
- 3.5. The L1 shall be decided Category wise separately.
- 3.6. All vehicles hired for a day shall be under Institution's control and shall be parked in the designated location of Bharati College Campus when not in use during the period of hiring.

- 3.7. Contractor/Service Provider shall be responsible for the good conduct of the Drivers employed and if at any point of time any Driver is found to be working against the interests of the College, the said Driver shall be withdrawn and substituted by a fresh Driver to the College immediately.
- 3.8. Contractor/Service Provider shall obtain vehicle fitness certificate from competent authority, Vehicle registration, comprehensive insurance and payment of road tax etc. on time without disturbing the service of the College. Alternate vehicle shall be provided during such period.
- 3.9. The Contractor/Service Provider shall be responsible for all liabilities and keep Bharati College wholly indemnified against any action, suit, cost, damages, charges and expenses arising how-so-ever out of the operation of the vehicles.
- 3.10. The College has the right to enter into parallel multiple contracts for hiring of vehicles/Drivers with one or more service providers during the contract period without assigning any reason thereof.
- 3.11. Driver(s) should always carry all necessary documents like Registration papers, Insurance papers, Pollution under Control (PUC) clearance, RTO tax payment papers, valid driving license and all other documents that should be kept in the vehicle, as per applicable rules & regulations of applicable laws. The driver should be provided a mobile phone by the contractor and the vehicle should be fitted with GPS facility.
- 3.14. In case of breakdown/accident of the vehicle, the contractor/Service Provider shall, within one hour provide another vehicle at no extra cost. The College shall have absolute right to charge Rs.1, 000/- per day, if the vehicle is not provided within one hour, failing which the vehicle will be hired from the open market and the expenses incurred there on will be deducted from the monthly bill of the contractor.
- 3.15. In case of any accident to the vehicle, it will be the responsibility of the contractor/service Provider or his representatives (Drivers) to lodge FIR etc. with police authorities. All RTO issues and Traffic violations shall be taken care of only by the contractor/service provider.
- 3.16. Drivers should carry sufficient cash for parking charges & toll taxes. Parking charges & toll fee will be reimbursed to the contractor on actual basis along with the monthly invoices.
- 3.17. Lodging, boarding, transportation of Drivers shall be solely the contractor's responsibility



3.18. In the event of Driver not being in presentable dress, not behaving properly, engaging in rash or unsafe driving, the College shall have right to expel or discontinue his services. No charges shall be paid for such days and services.

**Every Bidder should note that Bharati College is situated in C-4, Janakpuri, New Delhi-110058**

3.19. The Calculation of hours / distance should commence from the time and place of reporting of vehicle at **Bharati College** or Bharati College designated places and not from garage to garage. The price should be calculated and quoted cautiously to avoid misrepresentation rate.

**Clause - 4 Terms of Payment: -**

4.1. No advance will be paid to the Service Provider.

4.2. Monthly bills shall be submitted in duplicate copy to the authority specified in contract, along with duty slip and payment will be processed on a monthly basis. The Contractor is required to submit the bills (complete in all respect) on or before 7<sup>th</sup> day of every month and the payment in respect of the bill so raised, shall be released within 15 days. However, the incomplete bills will be returned for rectification and modified bill has to be re-submitted on every such occasion.

**Clause- 5 Termination: -**

5.1. The College may, without prejudice to any other remedy for breach of contract may terminate the contract in whole or in parts in the event of the following: -

- a. If the contractor fails to arrange the supply of any or all of the vehicles within the period(s) specified in the contract or any extension thereof granted by the Campus.
- b. If the contractor fails to perform any other obligation(s) under the contract.

**In case the Contract has to be terminated, one-month advance notice in writing shall be given by either side.**

**Clause- 6 Jurisdiction: -**

6.1. All disputes arising out of this contract shall be subject to the jurisdiction Delhi.

**Clause- 7 Technical Eligibility Conditions for Bidders: -**

7.1. The Bidder should NOT have been debarred or blacklisted by any Government Department / Agency in the past 03 (three) years on account of fraudulent or corrupt practices or inefficient/ineffective performance.

**[Mode of Proof: The bidder should submit an undertaking for this]**

7.2. Bidder should have a valid PAN & GST Registration No.

**[Mode of Proof: Copy of GST registration certificate, PAN card]**

*\*The Bidder must possess ALL the above Minimum Qualifying Criteria. If he does not possess even one of these, he shall stand disqualified and his bid will be rejected.*

**Tender for Hiring of Vehicle  
Price Bid - Daily Basis**

Tender No:-

Dated:

From,

&lt;&lt;Name and Address of the bidder&gt;&gt;

To,  
The Principal,  
Bharati College,  
University of Delhi,  
C-4 Janakpuri,  
New Delhi-110058

Dear Sir,

We hereby submit our price bid for hiring of vehicle for Bharati, College, University of Delhi, C-4, Janakpuri, New Delhi-110058 on daily basis: -

**Category – 1: 7 (Seven) Seater Car (preferably Innova, Ertiga and similar type)**

Sl. No.	Vehicle Type with Seating Capacity	Schedule of Charge/ Rate per vehicle				
		Upto 4 Hours and 40 Kms (A)	Upto 8 Hours and 80 Kms (B)	For every additional km beyond 80 kms. (C)	For every additional hour beyond 8 hours (D)	On duty basis (E)
1						

**Category – 2: Mini Bus (Non-AC) (24/26 Seater)**

Sl. No.	Vehicle Type with Seating Capacity	Schedule of Charge/ Rate per vehicle				
		Upto 4 Hours and 40 Kms (A)	Upto 8 Hours and 80 Kms (B)	For every additional km beyond 80 kms. (C)	For every additional hour beyond 8 hours (D)	On duty basis (E)
1						
2						

**Category – 3: 4 (Four) Seater Car (preferably Dzire, Swift and similar type)**

Sl. No.	Vehicle Type with Seating Capacity	Schedule of Charge/ Rate per vehicle				
		Upto 4 Hours and 40 Kms (A)	Upto 8 Hours and 80 Kms (B)	For every additional km beyond 80 kms. (C)	For every additional hour beyond 8 hours (D)	On duty basis (E)
1						

**Category – 4: Mini Bus A/C (24/26 Seater)**

Sl. No.	Vehicle Type with Seating Capacity	Schedule of Charge/ Rate per vehicle				
		Upto 4 Hours and 40 Kms (A)	Upto 8 Hours and 80 Kms (B)	For every additional km beyond 80 kms. (C)	For every additional hour beyond 8 hours (D)	On Duty basis (E)
1						
2						

The rates quoted are inclusive of driver salary, fuel, maintenance and all applicable taxes (Excluding GST and toll tax). The price quoted shall be firm till the completion of the contract including the period of extension, if any.



भारती कालेज  
दिल्ली विश्वविद्यालय  
**BHARATI COLLEGE**  
University of Delhi

सी-4, जनक पुरी, नई दिल्ली-110058 C-4, Janak Puri, New Delhi-110 058  
दूरभाष : 011-43273000 फ़ैक्स : 43273040, 43273060 Ph.: 011-43273000 Fax : 43273040, 43273060  
E-mail : principalbc@gmail.com Website : www.bharaticollege.org

Date: 04.06.2019

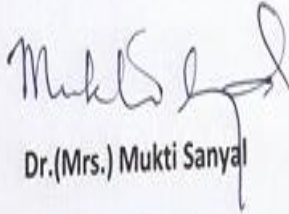
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Corrigendum

With reference to the E-Tender NO. 2019\_DU\_474565\_1 dated 03.06.2019 for Transport Services. The following amendments are hereby made in the E-Tender:

1. Page No. 4; Point 1.3- The amount of EMD should be read as Rs.5,000/- in place of Rs.20,000/-
2. Page No. 7; Point 2.11(a)- The amount of Security Deposit should be read as Rs.5,000/- in place of Rs.20,000/-

Other Terms and Conditions of the tender will remain the same.

  
Dr. (Mrs.) Mukti Sanyal

Offtg. Principal

o/c AS

