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ACHARYA NARENDRA DEV COLLEGE
(UNIVERSITY OF DELHI)
Govindpuri, Kalkaji, New Delhi – 110 019

Ref. No. ANDC/2020/Excursion.....

Dated: 17/01/2020

Open Tender Enquiry

Subject: Request for Tender for “**Annual Rate Contract for conducting College Student Trip**” at Acharya Narendra Dev College, Govindpuri, Kalkaji, New Delhi-110019

Dear Madam/ Sir,

Open tenders are invited for Annual Rate Contract for conducting College Student Trip at Acharya Narendra Dev College, New Delhi-110019. You are requested to submit your offer in Two Bid System- Technical and Commercial through e- procurement <https://eprocure.gov.in/eprocure/app> /offline sealed quotations (technical and financial) sealed in separate envelope then in one big envelope for Annual Rate Contract of college student trip to various destination around Delhi. The list of destinations is attached as Enclosure-I, as per the details attached in Appendix III of open tender by Acharya Narendra Dev College, University of Delhi, New Delhi-110019.

Details of Tender Enquiry are as under:

Tender Reference No and Date	ANDC/2019/Excursion
EMD Amount(Rs)	10,000/-
Bid Document Download Start Date and Time	17/01/2020 23:00 hrs
Bid Submission Start Date and Time	17/01/2020 23:00 hrs
Bid Submission End Date and Time	27/01/2020 12:00 hrs
Technical Bid Opening Date and Time	28/01/2020 12:30 hrs
Financial Bid Opening Date and Time	30/01/2020 12:30 hrs
Bid Validity	31.05.2020

It is requested that the following protocol shall be carefully observed in every detail while submitting the tender, otherwise tender may not be considered:

1. All details regarding the tender for “**Annual Rate Contract for conducting College Student Trip**” are available on our college website <http://andcollege.du.ac.in> and CPP Portal <https://eprocure.gov.in/eprocure/app>. Any change/ modification in the Tender Enquiry/ Tender Document will be intimated through above websites only. Bidders are therefore, requested to visit the websites regularly to keep themselves updated.
2. For submission of e-bids, bidders are required to get themselves registered with <http://eprocure.gov.in/eprocure/app>.

3. Bidders are advised to follow the instructions provided in the 'Instructions to the Contractors/Bidder' for the e -submission of the bids online through the Central Public Procurement Portal for e-procurement at <https://eprocure.gov.in/eprocure/app> or may download the documents from university of Delhi /college website for technical and financial bids and other related documents for offline submission.
4. Online/offline tender will be two fold (a) one technical bid consisting of all technical details and supporting documents (b) another financial bid containing items wise price for the items mentioned in the technical bid. Bidders will not be permitted to alter or modify their bids after expiry of the deadline for receipt of bids.
5. Financial bids of only those bidders will be opened and considered who qualify in their technical bid.
6. Online Bidder have to upload scanned and signed copies of EMD and documents mentioned in Appendix I along with the e-tender.
7. Earnest Money Deposit (EMD) amount of Rs.10,000/-(Ten Thousand Only), should be submitted in the form of Pay Order/Demand Draft of a nationalized bank, payable in favour of **“The Principal, Acharya Narendra Dev College”**, payable at **Delhi**, and should reach to “The Section Officer (Accounts), Acharya Narendra Dev College, Govindpuri, Kalkaji, New Delhi-110019”, before the end date and time of bid submission, failing which, the bid will be liable for rejection. Please write the name of the contact person (IN CAPITAL) and his/her Mobile Number at the backside of the Pay Order/Demand Draft and submit it in an envelope super scribed as **“EMD for Annual Rate Contract for conducting College Student Trip”**. Our Tender No. & Date and name of the item/equipment should invariably be marked on the top of envelope.
8. Clarifications/queries, if any, can be addressed to Dr. Geetu Gambhir, Bursar, Contact No. 011-26293224 and email: bursar@andc.du.ac.in till 25th January, 2020.

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ACHARYA NARENDRA DEV COLLEGE
(UNIVERSITY OF DELHI)
Govindpuri, Kalkaji, New Delhi – 110 019

Ref. No. ANDC/2020/Excursion.....

Dated: 17.01.2020

Open Tender Enquiry

Subject: Request for Tender for “**Annual Rate Contract for college student trip to various destination around Delhi**” at Acharya Narendra Dev College, Govindpuri, Kalkaji, New Delhi-110019

Open tenders are invited for the Annual Rate Contract for conducting College Student Trip at Acharya Narendra Dev College, New Delhi-110019

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General Terms and Conditions

1. The tender must be in the form as furnished by Procuring Entity and should be free from corrections/erasures. In case there is any unavoidable correction, it should be properly attested. If not, the tender will not be considered. Tender written in pencil will not be considered. The bidder shall not tamper/modify the tender form including downloaded price bid template in any manner. In case if the same is found to be tempered/modified in any manner, tender will be completely rejected and EMD would be forfeited.
2. Tender will be opened on due date at **28.01.2020 (12.30Hrs)** at the indicated venue in presence of the bidders or their representatives who may wish to be present.
3. **The Technical Bid and the Financial Bid shall be submitted through ONLINE at CPP Portal as per the details mentioned in the E-Procurement Tender Notice/ OFFLINE sealed quotations (technical and financial) sealed in separate envelope then in one big envelope .**

4. **The Financial Bid of those bidders will be opened only whose bids are technically cleared by the Technical Committee of Acharya Narendra Dev College, University of Delhi on the basis of the terms and conditions.**
5. Tenders which are not accompanied with the EMD in form of Demand Draft/Pay Order of Rs.10,000/- will not be considered.
6. In the event of furnishing false/incorrect/incomplete/forged information/documents by the bidder, the EMD in respect of such bidder shall be forfeited. Further during the performance of the contract, if it is detected that the contract has been obtained by furnishing the false/incorrect/incomplete information in the tender, the agreement is liable to be terminated and performance security and other payments due to the contractor shall be forfeited without prejudice to the contractor liable to be blacklisted accordingly and is liable to be banned from doing business with the Acharya Narendra Dev College.
7. The EMD of successful bidder will be retained as security till the end of the contract.
8. The EMD of the unsuccessful bidder(s) will be refunded after finalization of tender without any interest.
9. The EMD may be forfeited if a bidder withdraws his bid during period of validity specified by bidder in bid form or, in case of successful bidder, if the bidder fails to complete the contract.
10. The bidder shall have a minimum of 3 years' experience in this trade. (Documentary evidence must be submitted)
11. The firm must have the experience of organizing college trips, proof of at least 3 such orders of Rs. Two Lakh each in last two financial years must be submitted with the tender.
12. Penalty upto 10% of work order based on the feedback from the visiting group may be imposed.
13. The rate contract is for a period of one year, may be extended to second year.
14. The operators must be registered with State or Central Tourism Department of any other Tourism body or Tourism Department Govt. of National Territory of Delhi.
15. Firm must have valid Service Tax Registration Certificate. A copy of return of last two financial year should be enclosed.
16. Income tax return of last three years shall be attached. Certified PAN Card copy should be provided.
17. Successful bidder is to submit an **Appendix VI** as tender acceptance letter.
18. **In the Technical Bid opening, technical committee will verify all the documents uploaded/submitted. Then, in the Financial Bid opening stage the Price Bids (financial bid) of only the technically eligible firm shall be opened by the Competent Committee of Acharya Narendra Dev College, University of Delhi.**
19. Cost of items shall include GST/all other taxes.
20. The College, does not bind it to accept the lowest tender for its execution and reserves the right to accept the tender in whole or in part i.e. with respect to all the articles mentioned in the attached statement or in respect of any one or more than one article specified in the attached statement.
21. In the event of any default, failure or negligence by the bidder/vender in complying with the terms and conditions of the work order to the complete satisfaction of the **Acharya**

Narendra Dev College, University of Delhi the authorities shall be entitled to deduct/forfeit from EMD for the loss / damage.

22. The right to accept the tender will rest with Principal, Acharya Narendra Dev College, University of Delhi which reserves the right to reject any or all the bids without assigning any reason thereof.
23. Payment of taxes is primarily the responsibility of the seller. **If no indication regarding GST or other taxes is recorded in the tender, the GST or other taxes will be considered as included.**
24. Payments will be made through **RTGS/NEFT** transfer. For this purpose, the vendor will be required to provide his bank details along with the bill. **A Scan copy of the cancelled cheque can also be attached for verification of IFSC code and account details.**
25. Any dispute relating to the enquiry shall be subject to the jurisdiction of the court at Delhi only.
26. Incomplete tender is liable to be rejected. Apart from submitting the copies of other documents, the bidder must submit the duly filled in and completed in all respect Tender Acceptance Letter along with entire tender document. Each and every paper submitted as a part of technical bid should be signed and stamped by the bidder.
27. Any bids received after due date shall not be considered.

Yours sincerely,

(Dr Ravi Toteja)

ACHARYA NARENDRA DEV COLLEGE
(UNIVERSITY OF DELHI)
TERMS AND CONDITIONS

Enclosure II

A tour package comprises of transportation in (2 X 2 Seats) AC vehicle, stay in hotel, meals comprising of breakfast, lunch and dinner served in a restaurant along with sight-seeing services. Tour shall normally be organized in the month of September/October or February/March

Transportation requirements:

A.C/Non A.C bus (as per requirement), 2x2 Seater Push Back, Clean, Semi deluxe (at least), Bus should have all the permits required by transport authorities. There should be provision of clean hygienic drinking water. To provide a tea break in case journey is of six hours or more (based on demand of group travelling). Inclusive of all the permits, parking and taxes and tolls.

Accommodation requirements:

HOTEL: Minimum 3 STAR HOTELS or Equivalent with clean, lettable rooms having bed with clean bedding, air-conditioning (except for hill areas), telephone, television with satellite channels, drinking water, attached bathrooms with running hot and cold water and basic amenities viz. soap, shampoo, toilet paper, etc. and proper approach road to the hotel entrance.

Locality: Hotel should be in a clean and decent and secure locality with a space for assembly in the front lawn, courtyard etc. for around 50-60 students. **Hotel should have all the required permits.** *Rooms:* Size of rooms should be such that It can provide minimum 40 square feet space per student. Attached clean Latrine bathroom. Separate rooms for boys and girls. Rooms should be well ventilated clean and hygienic. There should be provision of warm water for bath in winter seasons. Quilt or blanket as required. Each student should get bed of size minimum 6x3 feet/ Double bed of minimum size 6x5 feet. There should be curtains on windows. Mosquito repellent should be provided in case of need.

Please provide the list of hotels for each destination.

Food requirement: Vegetarian meals (Breakfast, Lunch & Dinner) need to be served in a clean and hygienic restaurant with proper dining table and chair, cutlery, crockery, etc., with attached clean washrooms. All meals must be prepared hygienically in clean & hygienic kitchen. All the three meals i.e. Breakfast, Lunch and Dinner, in addition evening tea with at least one snack. Buffet system. Items shall be selected by the visiting group.

Breakfast: At least three items daily: Puri sabji, veg. sandwich, bread butter/Jam, Poha, South Indian (idli, vada, sambar), Seasonal fruits, Italian dish, chana-poori, Aloo parantha achar/Dahi, Boiled egg/Omlett, Egg Bhurjee, Tea.

Lunch: At least three items of vegetable and Dal. 2 vegetable and one dal Item. Dal (Dal Yellow Tadka / Channa Dal / Dal Makhani), One Paneer Item, Rice, Seasonal Vegetable, Kadi, Roti (wheat), Raita/one sweet dish

Dinner: At least three items of vegetable and Dal. 2 vegetable and one dal Item. Dal (Dal Yellow Tadka / Channa Dal / Dal Makhani), One Paneer Item, Rice, Seasonal Vegetable, Kadi, Roti (wheat), Raita/one sweet dish

One teaching and one non-teaching staff will be accompanying (complimentary) the students per batch (15 students).

Appendix I
BIDDER PROFILE (ELIGIBILITY CRITERIA)

The following details/documents/certificates issued by the concerned Authorities in respect of the bidder are required to be submitted:

S.No	DESCRIPTION	DOCUMENTS TO BE UPLOADED(SCANNED COPIES)
1.	Name and Address of the bidder/tenderer along with Telephone No./Mobile No:	
2.	Registration certificate/legal status from Govt. of India/State Govt. for relevant field. Copy of relevant certificates shall be attached.	
3.	Copy of GST Registration(if any), PAN card, TIN No./VAT No.	
4.	Copies of ITR for last three preceding years (FY 2016-17, 2017-18 and 2018-19)	
5.	Proof of the firm towards its existence for last three years or more in the trade in Central/State Govt. /Autonomous bodies. Copies of work order shall be included as a proof.	
6.	National Electronic Fund Transfer (NEFT) Form as per Annexure VI (for the purpose of payment in Indian Rupee)	

Signature of the Bidder/Tenderer with Seal
Name of the Firm & Seal

Note: The documents to be uploaded should be legible, covered with index and have proper page no. In case the uploaded documents are not readable, the tender cannot be examined and the Technical Bids can be rejected, thereby rejecting the tender of that applicant.

Appendix II
DECLARATION

(To be given on Company Letter Head)

1. I,----- Son/ Daughter / Wife of Shri -----
----- Proprietor / Director /authorized signatory of the firm, mentioned above, am competent to sign this declaration and execute this tender document.
2. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them.
3. The information/ documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I/We, am/ are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.
4. We agree to all the terms and conditions mentioned in the tender documents. We further understand that you are not bound to accept the lowest or any Bid you may receive against your above-referred Bid Reference.
5. We confirm that there is no case pending with the police or any other investigating agency (i.e.) against the proprietor/firm/partner or the company.
6. We confirm that no near relative of ours is an employee of the college who is connected with the award and execution of the contract.
7. We confirm that we are competent to contract and we do not stand deregistered/banned/blacklisted by any Govt. Department/Autonomous/Semi Govt. in the past.
8. We do not have any pending litigation with any Government Department on account of our services.
9. We confirm that we fully agree with the terms and conditions specified in above mentioned Bidding Document, including amendment/ corrigendum, if any.

Signature of the Bidder/Tenderer
with Seal

Name of the Firm & Seal

Date:

Place:

Appendix-III
(On Company Letter Head)
TECHNICAL Data sheet

Duly filled Technical Bid as per the details given below in the attached format shall be submitted.

LIST OF POSSIBLE DESTINATIONS

Enclosure-I

S.NO	DESTINATIONS
1.	DELHI-JIM CORBETT –NAINITAL –DELHI
2.	DELHI-CHANDIGARH-SHIMLA-DELHI
3.	DELHI-DALHOUSIE-DELHI
4.	DELHI-DHARAMSHALA-DELHI
5.	DELHI-UDAIPUR-MOUNT ABU-DELHI
6.	DELHI-JAIPUR-DELHI
7.	DELHI-AMRITSAR-DELHI
8.	DELHI-MANALI-DELHI
9.	DELHI-DEHRADUN-MUSSOORIE-DELHI
10.	DELHI – JAISALMER-JODHPUR-DELHI
11.	DELHI-LUCKNOW- DELHI
12.	DELHI -AJMER-PUSHKAR-DELHI
13.	DELHI - LONAVLA-ALIBAGH -DELHI
14.	DELHI-AGRA-DELHI
15.	DELHI - KULUMANALI -DELHI
16.	DELHI - TIRTHAN -DELHI
17.	DELHI - CHANDIGARH-KASAULI -DELHI
18.	DELHI - CHOPTA –DELHI
19.	DELHI - MUKTESHWAR –DELHI
20.	DELHI –PALAMPUR- DELHI
21.	DELHI –SHIMLA- DELHI
22.	DELHI - RATHAMBORE-DELHI
23.	DELHI - KANHA-DELHI
24.	DELHI - BANDHAVGARH-DELHI
25.	DELHI - BHARATPUR- ALWAR-SARISKA-DELHI
26.	DELHI - LAHAUL-SPITI-DELHI
27.	DELHI - KANATAL-DELHI
28.	DELHI - AULI-DELHI
29.	DELHI - PATNITOP-DELHI

#Any new destination can be added and rates shall be mutually decided

Date
Place

Signature and Seal of Authorized Signatory with Name

**Appendix IV
FINANCIAL BID FORMAT**

Rates may be provided for the following:

Transportation only: Rates per Kilometer distance

Accommodation only: Cost per head (inclusive of all meals) for one night and two nights

Transportation and accommodation: Cost per head for transportation, accommodation, all meals (one night and two nights) and local transport and Tour escort/guide

Destinations	Transportation only Rates per kilometer	Accommodation and all meals Rates per Head*		Transportation+ All meals+ accommodation and local transport Rates per Head*	
		One night	Two nights	One night	Two nights
Round Trip From College to					
JIM CORBETT – NAINITAL					
CHANDIGARH-SHIMLA					
DALHOUSIE					
DHARAMSHALA					
UDAIPUR-MOUNT ABU					
JAIPUR					
AMRITSAR					
MANALI					
DEHRADUN-MUSSOORIE					
JAISALMER-JODHPUR					
LUCKNOW					
AJMER-PUSHKAR-					
LONAVLA-ALIBAGH					
AGRA					
KULUMANALI					
TIRTHAN					

CHOPTA					
MUKTESHWAR					
CHANDIGARH- KASAULI					
PALAMPUR					
SHIMLA					
RATHAMBORE					
KANHA					
BANDHAVGARH					
BHARATPUR- ALWAR-SARISKA					
LAHAUL-SPITI					
KANATAL					
AULI					
PATNITOP					

Any new destination can be added and rates mutually decided,

*Minimum group size 20-25 members.

I/we agree and comply the following:

1. The rates quoted are as per the technical specifications mentioned in Appendix III.
2. Tender schedule and Technical specification (Appendix III) indicated in tender document
3. Terms and conditions as specified in the tender document.
4. This offer is valid till 31.05.2021 from the date of opening of the tender.
5. Comply by the comprehensive warranty condition.

Signature and Seal of Authorized Signatory with Name

Date
Place

Appendix V

Bank Account Details for NEFT/RTGS Transfer
(TO BE SUBMITTED ALONG WITH THE FINANTIAL BID)

S.No	Information Heads	Bank Information
1.	Beneficiary Name	
2.	Beneficiary Address	
3.	Bank Name	
4.	Bank Address & Telephone No.	
5.	Bank Account Number	
6.	Bank Account Type	
7.	IFSC Code	
8.	MICR Code	

Signature and seal of the bidder

ANNEXURE-VI

TENDER ACCEPTANCE LETTER
(To be given on Company Letter Head)

To,
The Principal
Acharya Narendra Dev College
Govindpuri, Kalkaji
New Delhi-110019

Sub: Acceptance of Tender Document

Tender Reference No: _____

Name of Tender / Work _____

Dear Madam,

I _____, on behalf of
M/s _____ certify
that all the statement made and information supplied with this tender to Acharya Narendra Dev
College, University of Delhi, are true and correct and is fulfilling the specifications as per the
tender document.

1. I have thoroughly examined and understood all the terms and conditions as contained in the Bid document, and agree to abide by them.
2. I undertake to supply the items as per specifications desired in your tender. Any deviations may lead to cancellation of award as per tender terms and conditions.
3. I offer to execute the work at the rates as indicated in the price Bid as per the award of contract, if applicable.
4. I offer to comply by the comprehensive warranty condition of the tender.

I / We are liable to pay damages out of the security deposit/EMD in case of any discrepancy in this regard. Principal, Acharya Narendra Dev College, University of Delhi may impose penalty as deemed fit & will have the right to make recovery from security/EMD or make deduction from our bills due.

Signature of the Bidder/Tenderer with Seal

Name of the Firm & Seal