



INDIRA GANDHI DELHI TECHNICAL UNIVERSITY FOR WOMEN
(Established by Govt. of NCT of Delhi under Act 9 of 2012)
Kashmere Gate, Delhi-110 006

LIMITED TENDER-NOTICE INVITING QUOTATION

Sealed item rate quotations are invited on behalf of Registrar, INDIRA GANDHI DELHI TECHNICAL UNIVERSITY FOR WOMEN,, Kashmere Gate, Delhi-110 006 from **registered agencies/reputed transporters/fleet owners** for hiring of following types of Vehicles of models registered as taxis with transport department ,GNCTD , with yellow plates :-

1	Name of work	Hiring of Vehicle 1. Swift Dezire (Diesel) 2. EECO (CNG)
2	Last date, time and venue for submission of quotation	28.05.2014 up to 2.00PM
3	Date, time and venue for opening of technical bid	28.05.2014 at 3.00 Pm, seminar hall of the university.
4	Financial bid shall be opened after evaluation of technical bid/time notified thereafter	
5	Earnest Money Deposit (EMD)	Rs 8000/-

The bids shall be submitted in two stages viz. (i) *Technical bid* (ii) *Financial bid*.

Eligibility:-

1. *Proof of Registration with Transport Department , Govt. of NCT Delhi"*
2. *Undertaking by the agency in its Letterhead that:-*
 - a. *it has not been barred or blacklisted by any of the Central/State government/Departments/Organizations/Central or State PSU*
 - b. *it will ensure fair trade practice.*
 - c. *the proprietor/partners of the agency do not have any relative employed with IGDTUW University.*
3. *Should have fair experience of providing such services in Central Govt./State Govt.PSU's etc.*
4. *Should have valid service tax registration.*

4. Terms & Conditions:-

- (1) *The bidder shall place his bids in two separate envelopes marked "Technical Bid" and "Financial bid". All documents in support of eligibility as well as another envelope containing DD/Pay order for EMD shall be placed in the envelope marked "Technical Bid". The offered rates shall be placed in the envelope marked "Financial bid". Both these bids should be superscribed with name of work and shall be placed in a third envelop which shall be superscribed "**Quotation for hiring of Vehicles**"*

Envelop1: Technical Bid

- a. This must contain original/downloaded tender document duly signed by authorized signatory on each page.
- b. Documentary proof of eligibility criteria as mentioned above.
- c. Covering letter and letter of submission

- d. Earnest Money Deposit in the form of DD/Pay order in favour of **“Registrar, IGDTUW GIA SB A/C”**

Envelop2: Financial Bid: Duly filled and signed by authorized signatory as per attached annexure.

- (2) *Bids without EMD will be summarily rejected.*
- (3) *Conditional Bids will be summarily rejected.*
- (4) *Bids received after due date & time shall be summarily rejected.*
- (5) *The period of contract shall be initially for one year and may be extended for a further period of one year on the same terms and conditions. The contract may be terminated at any time by Registrar, Indira Gandhi Delhi technical university for Women, Delhi without assigning any reason.*
- (6) *The “Financial bid” of those bidders whose technical bids have qualified will only be opened.*
- (7) *Rate must be quoted in Indian Rupees only in net figures & words inclusive of taxes, levies, etc.*
- (8) *The vehicles must be registered in Delhi and should be properly insured and should carry necessary fitness certificate from concerned authority including pollution certificate.*
- (9) *The Bidder is required to provide commercial vehicles fully conforming to RTA/RTO regulation along with fuel, driver etc and to carryout periodical maintenance and execute the work through their Supervisor.*
- (10) *The dead mileage from garage to garage will not be counted. The payment will be released on the basis of entries made in the log book.*
- (11) *The EMD of unsuccessful bidders shall be refunded immediately.*
- (12) *The successful bidder shall be required to deposit a sum equivalent to 10% (Ten per cent) of the total Value of the contract before commencement of contract in the form of Bank Guarantee/demand draft drawn in favour of **“Registrar, IGDTUW GIA SB A/C”** Delhi. No interest shall accrue on this amount. The validity of the Performance Security Deposit shall continue for a period of three months even after termination of the contract.*
- (13) *In case the successful bidder fails to deposit the Performance Security within the stipulated 7 (seven) days of the communication accepting the bid, the EMD shall be forfeited to IGDTUW absolutely.*
- (15) *The university will not be liable to make payment towards any challan/prosecution amount. The University would also not be liable for any loss caused to the vehicles, the driver of the vehicle or third party on account of any accident, mishap or theft. The entire loss shall be payable by the transporter whose vehicles are being hired by the University for its use.*
- (16) *The transporter shall provide as and when need arises extra vehicles to the University as per the rate approved.*
- (17) *In case of any breakdown of vehicle on duty, the transporter shall make arrangement for replacement of vehicle and that mileage from carriage to the point of breakdown shall not be payable by the University.*
- (18) *Vehicle shall be made available on all days including Sundays & Holidays as and when required. The agency shall bear all costs on account of fuel, oil, spares, comprehensive insurance, repairs and maintenance etc. of the vehicles hired by the Univesity.*
- (19) *The vehicle should not be more than two years old and should not have been driven for more than 50,000 Kms. The vehicle should be in perfect running condition with the interiors of the vehicle to be in exceptionally good condition. The A.C. of the Car should be in perfect order and running condition.*

- (20) *The agency shall provide names and address, phone no. etc of the driver and police verification report along with driving license number of the driver & copy thereof while submitting acceptance of offer.*
- (21) *The salary and other charges of the driver shall also be borne by the agency. The agency shall also provide statutory benefits to the drivers as may be applicable from time to time.*
- (22) *If the vehicle is out of order, the contractor shall provide substitute vehicle immediately. In case, vehicle does not report on time/does not report at all, the registrar of the University will have a right to hire any other vehicle from the market and the additional cost incurred by the University shall be deducted from the amount payable to the transporter.*
- (23) *The rates will be valid up to the period of one year or till the contract period is over whichever is later from the date of award/supply of vehicles and no increase in rates will be allowed due to any reason. During the validity period, the successful bidder shall not be allowed to withdraw. In case of with-drawl, EMD shall be forfeited to IGDTUW absolutely and no claim shall be admitted in this regard. Such bidder shall not be allowed to participate in the re-quotationing process*
- (24) *Taxes etc., if any, leviabale shall be deducted at source in accordance with Income Tax Act, 1961.*
- (25) *University reserves the right to reject any or all the bids or accept them in part or reject the lowest bid without assigning any reason.*
- (26) *In case of any dispute relating to meaning, scope, manufacturing, operation or effect of this contract or the validity or the breach thereof, University and the contractor shall make every effort to resolve amicably by direct discussion/negotiation.*
- (27) *In case the dispute cannot be settled amicably within 30 days of the raising of dispute by either party, either party may seek settlement of the dispute by arbitration in accordance with the provisions of the Arbitration & Conciliation Act, 1996 and the award made in pursuance thereof shall be binding on all the parties. The sole arbitrator shall be appointed by Vice Chancellor, IGDTUW.*
- (28) *The performance under this contract shall not be stopped for any reason whatsoever during the said dispute/proceedings unless the contractor is specifically directed to do so by the University.*
- (26) *The venue of arbitration proceedings shall be Delhi/New Delhi. The language of proceedings shall be English. The law governing the substantive issues between the parties shall be the Laws of India. All disputes are subject to Jurisdiction of Delhi Courts only.*
- (29) *It is also a term of the contract that if any fee payable to the arbitrator, shall be paid equally by both the parties. It is also a term of the contract that the arbitrator shall be deemed to have entered in the reference on the date he/she issues notice to both the parties calling them to submit their statement of claims and counter statement of claims.*
- (30) *Force Majeure.*
For purpose of this clause, 'Force Majeure' means an event beyond the control of the contractor and not involving the contractor's fault or negligence and not foreseeable. Such events may include, but are not limited to, acts of the University either in its sovereign or contractual capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargo.
If a Force Majeure situation arises, the contractor shall promptly notify the University in writing of such conditions and cause thereof. Unless otherwise directed by the University in writing, the contractor shall continue to perform its obligations under this contract as far as reasonably practical and shall seek all reasonable alternative means for performance not prevented by Force Majeure event.

This NIT has also been uploaded on University website

TECHNICAL BID FORM

(Technical Bid should be kept in separate sealed cover super scribing "Technical Bid" on it).

Name of Work: Hiring of Vehicles

1. Name & address of the firm _____

_____ Ph.

2. Details E.M.D. 1. -----
2. _____
3. _____

3. Letter addressing to Registrar, IGDTUW" mentioning item/Items to be quoted.
4. Proof of Registration with Transport Department, GNCTD.
5. Copy of the one order for each year of last three year of providing services of similar nature
6. Copies of satisfactory services where the tenderer is providing the services for the last two years.
7. Undertaking
 - a. that, it has not been barred or blacklisted by any of the Central/State government/Departments/Organizations/Central or State PSU*
 - b. that, it will ensure fair trade practice.*
 - c. that, the proprietor/partners of the agency do not have any relative employed with IGDTUW University.*
8. Copy of PAN Card
9. Copy of service tax registration No.
10. Annual Turnover dully supported by copy of Annual Accounts certified by the Chartered Accountant of last three years.

Date:

(Name & Signature of Tenderer
with Seal of the Agency)

Financial Bid

Name of work: - **Hiring of Vehicles**

S.no	Make/Model of the vehicle	Fuel used	Rate for journey per 08 hours/100Km	Rates, in case, vehicles are used more than 08 hours or100kms.	
				Per Km	Per Hr.
1	Swift Dezire Model :	Diesel			
2	EECO Model	CNG			

Name, signature & designation of issuing authority

