



Mahatma Gandhi University

Anneparthi, Nalgonda-508 254.

Tender.No. 02/REG/MGU/NLG/2018

Date:11.05.2018

TENDER NOTICE

Sealed tenders are invited from the reputed Agencies / Firms /Operators / Companies / Registered with State Transport Authority as per Government norms to hire Vehicles on daily basis for local as well as out station journeys for Mahatma Gandhi University, Nalgonda.

The Tender document along with terms & conditions and Tender Form can be obtained from the Office of the Registrar, Mahatma Gandhi University, Nalgonda on payment of Rs.20/- in cash on all working days between 10.00 AM to 4.30 PM. The Tender Documents can also be downloaded from the University website : www.mguniversity.ac.in and submitted along with a **D.D. of Rs.1000/-** in favour of **The Registrar, Mahatma Gandhi University, Nalgonda**. The Tender complete in all respects should reach this office on or before **30.05.2018 up to 3.00 PM**. The tenders will be opened on the same day at 4.00 PM. Amendments / Corrigendum, if any, in Tender documents shall appear in University website.

Sd/-
REGISTRAR

Mahatma Gandhi University

Anneparthi, Nalgonda-508 254.

TERMS AND CONDITIONS

(FOR CONTRACT FOR HIRING OF VEHICLES)

1. The Mahatma Gandhi University, Nalgonda (a State University) invites sealed quotations for Hiring of vehicles for a period of one year from 1st January, 2018 to 31st December, 2018 the period of the contract may be extended further subject to approval of the Competent of the Authority of the Mahatma Gandhi University.
2. The bids are invited under two bids system i.e. Technical and Financial bid. The agencies are advised to submit two separate envelopes super scribing “**Technical Bid for providing Hiring of Vehicles**” and “**Financial Bid for providing Hiring of Vehicle**“ Both sealed envelopes should be kept in a third sealed envelope super scribing “**Bids for Hiring of Vehicles**” addressed to **the Registrar, Mahatma Gandhi University, Anneparthi, Nalgonda – 508 254 (TS).**
3. The Agency/Service provider should submit the technical bid and financial bid in the prescribed format enclosed herewith. **No bids would be received / allowed after expiry of last date and time mentioned in the notice inviting bids.**
4. The envelope containing Technical Bid shall be opened first on the scheduled date and time in the presence of the bidder or their authorized representative who wish to be present at that time. Technical bids shall be evaluated by the Tender Committee constituted by the Competent Authority of the Mahatma Gandhi University. **Financial Bids of the technically qualified, eligible bidders meeting all the requisite criteria only shall be opened and L1 (Lower One) bidder would be arrived at after considering the price/rate quoted for per vehicle in the financial bid.**
5. The bidder is required to make and **Earnest Money Deposit (EMD) of Rs.10,000/- (Rupees Ten Thousand Only)**, refundable (without interest) accompanied with the Technical Bid in the form of Demand Draft from any of the scheduled banks drawn in the favour of the Registrar, Mahatma Gandhi University, Nalgonda” valid for a period of 90 days. Bids not accompanied by earnest money of the requisite amount or without proper validity will be summarily rejected.
6. The successful bidder shall have to **deposit a Performance Security Deposit of a sum of Rs.25,000/- (Rupees Twenty Five Thousand Only) within 7 days of the receipt of the offer letter. The Performance Security will be furnished in the form of the Bank Guarantee drawn in favour of ‘the Registrar, Mahatma Gandhi University, Nalgonda or Fixed Deposit Receipt (FDR) from a scheduled bank made in the name Agency/Service Provider/Firm but hypothecated to the ‘the Registrar, Mahatma Gandhi University, Nalgonda’.** The performance Security should remain valid for a period of 90days beyond the date of competition of all the contractual obligations of the agency/service provider/firm.
7. The bidder should have **experience of a minimum period of three (03) years** in tour and travel business and registered with the State Transport Authority as per the Government norms.
8. The agency/service provider/firm should have a past experience of providing **minimum 10 nos. of vehicles on hire to reputed organizations (Government/Government undertaking/Autonomous body). A performance report from the concerned offices may also be enclosed with the Technical Bid.**
9. The rates shall be valid for one year or for the duration for the contract and is extendable for a further period if decided to do so by the Competent Authority of the Mahatma Gandhi University.
10. The bidder should have **PAN/TAN Number and Service Tax Registration Number** and attach a photocopy of the same with the Technical Bid.
11. The vehicle should be in good running condition and provided with upholstery with clean seat covers.

12. The Mahatma Gandhi University, Anneparthi Nalgonda reserves the right to physically inspect the vehicles offered by the Agency/Firm/Company/Service Provider.
13. The Vehicle should be **properly and comprehensively insured** and should carry necessary permits/clearance from the transport authority or any other concerned authority including pollution certificate and the hired vehicles should comply with the current pollution norms applicable in Telangana State.
14. The Mahatma Gandhi University, Nalgonda shall not responsible for any Challan, loss, damage or any accident of the vehicle to any other vehicles or for the injury to the driver or to any other third party. The loss or damage or legal expenses on this account shall be borne by the contracted agency.
15. The time and mileages to be calculated from the time and place of reporting to the time and place of release of vehicle and will be calculated on garage to garage basis. The designated point of reporting of all vehicles will be at Administrative Building, Mahatma Gandhi University, Anneparthi, Nalgonda and the vehicles should report to the place of requirement.
16. Vehicles shall be made available on all days including Saturdays, Sunday and Holidays as per requirement.
17. Tolls tax and parking charges shall be reimbursed by the Mahatma Gandhi University, Anneparthi, Nalgonda against the production of proper documentary evidence duly signed by the authorized person of the agency/service provider/firm.
18. In case of any breakdown of vehicle on duty, the contracting agency shall make arrangement for providing another vehicle in shortest possible time. In such a case, mileage from garage to the point of breakdown would not be paid.
19. Rs.500/- (Rupees Five Hundred Only) per day vehicle may be levied if any vehicle fails to meet the terms and conditions prescribed here on any day and besides that the University shall have the right to hire a vehicle from the market at risk and cost of the contracting agency. Additional cost, if any, incurred by the University in hiring of vehicle will be borne by the contracting agency.
20. The contracting agency would ensure that the drivers employed have valid driving license and sufficient experience. The drivers should be well conversant with roads and routes as desired time-to-time.
21. The drivers must be all the etiquette and protocol while performing the duty. They must be neatly dressed and must carry a mobile phone in working condition (for which no separate payment shall be paid by the Mahatma Gandhi University, Anneparthi, Nalgonda).
22. The driver should always remain with the vehicle during entire period of duty. In case of urgency the driver may seek permission of the concerned officers. Dedicated vehicles and drivers must be provided and changes will be allowed only in exceptional circumstances or unless requested by the Mahatma Gandhi University, Anneparthi, Nalgonda.
23. A daily record indicating time and Mileage for each vehicle shall be maintained in log book.
24. All record and documents under various statutory provisions maintained by the contracting agency and vehicle offered for hiring shall be open to inspection by an authorized representative of Mahatma Gandhi University, Anneparthi, Nalgonda and the contracting agency shall produce the same as and when required for inspection.
25. The contracting agency should have an adequate number of telephones / mobile phones for establishing contract around the clock.

26. The contracting agency should quote contract charges which include monthly charges of driver, repair and maintenance of vehicle, insurance, petrol/diesel, oil and consumable and also any other incidental expenses. Escalation in fuel price will not be paid by the Mahatma Gandhi University, Anneparthey, Nalgonda during the period of contract.
27. The Mahatma Gandhi University, Anneparthey, Nalgonda reserves the right to reject any or all bids without assigning any reasons therefore.
28. The Mahatma Gandhi University, Anneparthey, Nalgonda is not responsible for payment of wages or any other emoluments to the drivers of the Tender so deployed by the Tenderer to work and it shall be the sole responsibility of the Tenderer to make payment of the said drivers in time.
29. Payment shall be made on presentation of bills in duplicate along with verification by the user on duty slip at the end of every month and TDS & other taxes as applicable will be deducted from each bill.
30. In case of violation of all any of the terms and conditions of the contract by the contracting agency is found, the Registrar, Mahatma Gandhi University, Anneparthey, Nalgonda may terminate the contract after giving one month notice.
31. In the event of any dispute between the agency/service provider and the University, the decision of the Registrar, Mahatma Gandhi University, Anneparthey, Nalgonda shall be final and binding on the agency/service provider.
32. The agency/service provider shall be required to enter in to a contract with the University subject to the jurisdiction of Nalgonda courts only.
33. The successful bidder shall have to provide the desired number of vehicles. However, in case the successful bidder expresses his inability to supply remaining number of vehicles at the lowest quoted rates, option shall be given to the next lowest bidder to supply the remaining number of vehicles at the lowest quoted rates.

TECHNICAL BID

Technical detail for Hiring of Vehicle
(To be filled and submitted by the Agency)

S.No.	Particular	To be filled in by the Tenderer	
1.	Name & Address of the Tenderer/firm		
2.	Telephone Nos./Fax No./E-mail/website		
3.	Status of the agency Proprietorship/Pvt. Ltd./Ltd etc Please specify and		
4.	PAN/TIN No		
5.	Make/Model/Fuel Type (Diesel/Petrol/CNG) of Car		
6.	Earnest Money Deposit(EMD) submitted	YES/NO	
7.	EMD details	DD No	
		Date	
		Drawn on Bank for Rs.	
8.	Details of the contract with any Govt./Public Sector/Pvt. Agency etc, if any		
9.	Remarks if any		

Note: It is mandatory to attach the attested copy of required certificates/proof with above information.

Date:.....

Place:.....

(Name & Seal of the authorized signatory of the agency)

FINANCIAL BID
Price Details for Hiring of Vehicle
(To be filled and submitted by the Agency)

Name & Address of the Tenderer/firm

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S.No.	Particulars	Rate (Figure) (Rs)		Rate (words) (Rs)			
<u>(Local & Outstation Journey (Rental Charges on daily or Call basis hiring)</u>							
1.	Charges for mileage per Kilometer (Km)	Indica/Swift etc.,		Sumo		Innova and other Big Vehicles	
		AC	Non- AC	AC	Non- AC	AC	Non-AC
	Quoted Amount (Rs.)						
2.	Driver Batta per day						
3.	Remarks If any						

Type of Vehicles: Sumo, Bolero, Tavera, Santro, Indica, Omni, Swift Dezire etc.,

Date:.....

Place:.....

(Name & Seal of the authorized signatory of the agency)