

**CENTRAL UNIVERSITY OF JHARKHAND**  
**CHERI-MANATU, RANCHI – 835222**



**Tender Document**  
**for**  
**Hiring of Vehicle Services**  
**at Central University of Jharkhand, Ranchi.**

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**NOTICE INVITING TENDER (NIT)**

**“Hiring of Vehicle Services at Central University of Jharkhand, Ranchi.”**

1. The Central University of Jharkhand (CUJ) invites e-Tender under Single Stage Two Envelops System (Two Bid System) through e-Procurement Portal of CPP Portal (<https://eprocure.gov.in/eprocure/app>) (Part-I: Technical bid and Part II: Financial Bid) from experienced and reputed firms/ agencies/ companies for “Hiring of Vehicle Services at Central University of Jharkhand, Ranchi.”
2. The interested bidders/ firms/ agencies/ companies can visit the university website [www.cuj.ac.in](http://www.cuj.ac.in) or CPP Portal (<https://eprocure.gov.in/eprocure/app>) regularly for more details about the closing date of submission of tender for any corrigendum / addendum / amendment. After closing date, any notice regarding tender will be publish on University website.
5. For participating in the e-Tendering process of Central University of Jharkhand (CUJ) the contractor shall have to get them registered on the site <https://eprocure.gov.in/eprocure/app>.
6. This will enable them to access the website, <https://eprocure.gov.in/eprocure/app> with the help of Digital Signature by which they can participate in e-Tender of Central University of Jharkhand (CUJ).
7. The Tender ID is 2023\_CUJ\_750272\_1. All other details are uploaded in our website [www.cuj.ac.in](http://www.cuj.ac.in).
8. For this intending bidder may contact following CPP Portal Helpdesk numbers.
9. For any technical related queries please call at 24 x 7 Help Desk Number 0120-4001002 / 0120-4001005 / 0120-6277787, Email: [support-eproc@nic.in](mailto:support-eproc@nic.in).

Sd/-  
**Registrar**

### **SCHEDULE OF TENDER**

<b>Name of Works/Services</b>	Hiring of Vehicle Services at Central University of Jharkhand, Ranchi.
<b>Type of Tender</b>	Single Stage Two Envelops System (Two Bid System) (Rule 163 GFR 2017)
<b>Tender Fee</b>	Rs. 2500/- (Rupees Two Thousand Five Hundred Only)
<b>EMD</b>	Rs. 3,00,000/- (Rupees Three Lakh Only)
<b>Mode of EMD and Tender Fee</b>	The Bidders should send separate NEFT / Online Payment Transfer details for Tender Fee (non-refundable) & EMD to the account of "Central University of Jharkhand, Ranchi".  CUJ, Ranchi Bank Details: - Name : Central University of Jharkhand A/C Type : Saving A/C No. : 21525023720 IFSC No.: IDIB000B873 Bank/ Branch : Indian Bank (Allahabad Bank) Brambe Branch, Ranchi
<b>Publication of e-Tender</b>	03/05/2023 (04:00 PM)
<b>Pre-Bid Meeting</b>	11/05/2023 ( 15:00 PM)
<b>Last date and time for Submission of online tender documents</b>	25/05/2023 (02:00 PM)
<b>Date and time of Tender Opening</b>	26/05/2023 (02:30 PM)

**Note:** - If the tender is not opened on the above date, due to unforeseen circumstances, then the next working day will be considered as tender opening date.

## **SECTION – II**

### **INSTRUCTIONS TO BIDDERS**

1. Tender document can be downloaded from our website <https://cuja.ac.in> or CPP Portal (<https://eprocure.gov.in/eprocure/app>).
2. The bidders are requested to read the tender document carefully and ensure all the compliance with instructions herein. Non-compliance of the instructions contained in this document may disqualify the bidders from the tender process.
3. All offers should be written in the English and price should be written in both, figures and words. The offer should be typed or written in pen ink or ball pen. Offer in **pencil will be ignored**.
4. The agencies/ bidders/ firms are advised to read carefully the tender documents and terms & conditions before quoting/ submitting their bid.
5. ***All the pages of the tender documents should be signed and stamped by bidders for their acceptance of all terms and conditions of the tender.***
6. All offers should be written in the **English** and **price** should be written in both, **figures and words**.
7. Quoting firms **must put page number on every page** of the bid. It is also required that page nos. of the documents attached should be mentioned against each item of the main bid.
8. The NEFT / Online Payment for Tender Fee and EMD must be deposited to the account of “Central University of Jharkhand, Ranchi” **before the last date of bid submission**. NEFT / Online Payment transfer details for Tender Fee and EMD must be submitted along with the tender document.
9. The Bids, for which Tender Fee and EMD has been received before the last date of bid submission by the university, will be opened in the presence of Bidders’ authorized representatives who choose to attend on the specified date and time. In the event of the date specified for bid receipt and opening being declared as a closed holiday for University, the due date for submission of bids and opening of bids will be next working day or as announced by the University in the appropriate manner.
10. Address and contact numbers for seeking clarifications & Communication:

(a) **Address for Communication:**

The Registrar  
Central University of Jharkhand  
Village - Cheri-Manatu  
P.O. – Kamre, P.S.- Kanke  
Dist.- Ranchi - 835 222  
(Jharkhand)

- (b) Name/ designation of the contact personnel : Prof. SL Harikumar, Registrar
- (c) Telephone/ Mobile numbers : +91-9304953715 (Transport Incharge)
- (d) E-mail ID of contact personnel : [registrar@cuj.ac.in](mailto:registrar@cuj.ac.in)

## **SECTION – III**

### **QUALIFICATION/ ELIGIBILITY CRITERIA**

1. The bidder must have experience in the area of providing of vehicle services on hiring basis (Bus/LMV) in Central/ State Government/PSUs/Nationalised Banks/ Autonomous bodies/ Reputed Organisations for a minimum period of three years ended 31<sup>st</sup> March, 2022. Service rendered with list of such Central/ State Government/ PSUs/ Nationalised Banks/ Autonomous bodies/ Reputed Organisations with duration of service and work value shall be furnished.
2. **Financial Capability**: Average annual financial turnover of the bidder during the last three financial years ended 31<sup>st</sup> March, 2022 should be at least **Rs. 100.00 lakh** (Rupees One Hundred Lakh only).
3. The bidder should have owned **08 nos. of vehicles** (e.g. 40/ 52 Seater Bus / Innova / Dzire / Indigo / Xylo / Tavera / Sumo/ Tempo Traveller / Swaraj Mazda etc.) at the time of bid submission, registered as commercial vehicles. In case university requires more than 08 vehicles at a time it will be the responsibility of the contractor to manage the same at the contractual rates. The RC book should be registered in the name of the company/proprietor. Proof of ownership/hold on lease duly stamped and registered should be attached with the bids.
4. **Past Experience**:
  - (a) The bidder must have at least three years' experience of providing vehicle services on hiring basis (Bus/LMV) to Central/ State Government/ PSUs/ Nationalised Banks/ Autonomous bodies/ Reputed Organisations.
  - (b) The bidder must have successfully executed / completed service, over the last three financial years ended 31<sup>st</sup> March, 2022:
    - (i) Three similar completed services costing not less than Rs. 40.00 lakh;
    - or**
    - (ii) Two similar completed services costing not less than Rs. 50.00 lakh;
    - or**
    - (iii) One similar completed services costing not less than Rs. 80.00 lakh;
5. Self Attested copies of registration certificate/ documents defining the constitution or legal status, place of registration and principal place of business; written power of attorney of the signatory of the bid to commit the bidder.
6. Copy of valid license under the relevant Act/ Rules, as applicable, promulgated by Government of India/ Concerned State in which the service is performed.
7. Self attested copy of following additional documents:-
  - (a) GST Registration certificate

- (b) Registration under EPFO
  - (c) Registration under ESIC
  - (d) PAN Card
  - (e) Registered branch office in Jharkhand
8. Self-attested Copies of work orders and experience with financial value in hiring of manpower services for last three years and names & address of clients who may be contacted for further information on those contracts. **[Format-II (C)]**.
9. Income Tax returns filed for the last three financial years ended 31<sup>st</sup> March, 2022.
10. Certified copies of Audited Annual accounts of the last three financial years ended 31<sup>st</sup> March, 2022 by CA comprising following :-
- (a) Balance sheet
  - (b) Profit and loss Statement
  - (c) Income and expenditure account
11. Bank Account details (NEFT Mandate Form) **(Format - IV)**
12. An undertaking on non-judicial stamp paper of **Rs. 100.00** to be furnished as per the **Format - V** of the tender document.

**Note: Bidders not complying with above conditions or not providing complete information as described shall not be considered and hence out rightly rejected.**

## **SECTION – IV**

### **ACTIVITY SCHEDULES AND OTHER REQUIREMENTS**

1. **Description of Services** : Central University of Jharkhand is required vehicle services, as and when required basis. Initially, University required 06 nos. of buses and 02 no. of LMV. This may increase/decrease depending on requirement in future.
  
2. **Activity Schedule**
  - (a) All vehicles to be provided must be of year 2019 model or later & not running more than 80,000 km.
  - (b) Availability of the vehicle must be 24X7 basis along with medically fit drivers who hold valid Driving License and helper/conductor. Driver and helper will be in proper uniform.
  - (c) Vehicles will be under the administrative control of Central University of Jharkhand Brambe, Ranchi during the hiring period.
  - (d) Vehicles may also be used for the Inter State travels, if required.
  - (e) Vehicles will be at the disposal of the University throughout the duration of the contract except for the duration it goes for regular maintenance (only one day per month). Vehicles will not be allowed for private/public transport.
  - (f) Vehicles attached with Vice Chancellor and Statutory officers will have flexible timings and will be stationed at the designated places of the authority (or) residences of the officers as the case may be.
  - (g) Duty Slips in duplicate copy to be printed and serially numbered by the Service Provider as per prescribed format of CUJ (**Annexure-IV**) and should ensure that at the end of duty; the duty slips are completed and signed by the users.
  - (h) The tampering of meter reading, vehicle usage timings, overwriting of Summary / the log sheet and misbehaviour of driver while on duty shall be viewed seriously, leading to even cancellation of contract.
  - (i) Bus will be in painted white colour with CUJ & its Logo. First Aid box, fire extinguisher, CC TV/ GPS will be in the buses.
  - (j) During General Holidays i.e. Sundays/Saturdays/Government Holidays, if any of the vehicle under monthly basis category are utilized by the university, no extra charges / payments will be made by the university.
  - (k) Service Provider shall not engage any person below 18 years of age. Child labour is prohibited.
  - (l) Notwithstanding any clause/conditions above, the bidder may note that the vehicles provided/drivers deployed shall adhere to flexible in timing/usage considering the academic nature and work of the CUJ.



## **SECTION - V**

### **GENERAL CONDITION OF CONTRACT**

1. **Bid Security & Tender Fee** : The bidder shall submit NEFT / Online Payment of **Rs. 3,00,000.00** (Rupees Three Lakhs only) towards Earnest Money Deposits (EMD) and **Rs. 2,500.00** (Rupees Two Thousand Five Hundred only) towards tender fee to the account of “Central University of Jharkhand, Ranchi” **before the last date of bid submission**. NEFT / Online Payment transfer details for Tender Fee and EMD must be submitted along with the tender document as per the following details: -
  - (a) The firms/ agencies duly registered with MSME shall be exempted from paying EMD. (MSME Certificate required)
  - (b) The EMD shall be forfeited, if: -
    - (i) The bidder fails to commence the work as per the award letter for undertaking the job/ acceptance of letter of intent, or
    - (ii) In the event of withdrawal of offer during the validity period, or
    - (iii) Non-confirmation of acceptance of the letter of intent/ work order within the stipulated time as per the letter of intent/ work order issued by the University, or
    - (iv) The successful bidder fails to furnish the required Performance Security **within 15 days** on receipt of notification of award of work order from the University,
    - (v) if the Bidder fails to sign the Contract/ Agreement **within 21 days** on receipt of notification of award of work order from the University.
    - (vi) The bidder withdraws or amends its/ his tender or impairs or derogates from the tender in any respect within the period of validity of the tender.
    - (vii) If any information/ documents furnished by the bidder is found to be incorrect/forged/fake at any stage,.
  - (c) Bid Security should remain valid for a period of **45 (Forty Five) days** beyond the final bid validity period.
  - (d) Bid securities of the unsuccessful bidders should be returned to them at the earliest after expiry of the final bid validity period or latest by the 30th day after the award of the contract.
  - (e) Bid Security should be refunded to the successful bidder on receipt of a performance security.
2. **Performance Security**. On receipt of notification of award of work order from the University, the successful Bidder **within 15 days** shall furnish the performance security of **Rs. 3,00,000/-** (Rupees Three Lakh only) i.e. 3% of the value of contract, relaxed as per Office Memorandum No. F. 9/4/2020-PPD dated 12.11.2020 & 30.12.2021, Ministry of Finance, in the form of DD/FDR/PBG in favour of “**Central University of Jharkhand payable at Ranchi**” issued from any of commercial bank in India in an acceptable format (**Format VI**).

- (a) Performance security should remain valid for a period of **60 days** beyond the date of completion of all contractual obligations of the contractor/ agreement.
  - (b) The Performance Security will be forfeited and credited to the University account in the event of a breach of contract/ agreement by the contractor.
  - (c) It will be refunded after 60 days, post successful completion of all contractual obligations and duly performs of all agreed assignments as per agreement.
3. **Contract Period.** The contract shall be initially for a period of one year. The contract shall be renewed annually on the basis of performance and mutual consent with the same terms and conditions for the maximum period of three years. The contract shall be terminated by the University giving a notice of **30 days** to this effect. However, the contract can also be terminated by the agency giving a written notice of **90 days**.
4. **Payment Terms & Conditions:** Payment to Service Provider shall be made on monthly basis. Bill/s shall be submitted by the firm/ agency after completion of every month duly enclosing therewith: -
- (a) Ink-signed copy of Commercial invoice
  - (b) photo copy of log book duly signed by the controlling officer/duty slip (in case of daily/hours basis vehicle) certified by an officer authorized in this regard by the University,
  - (c) Salary payment sheet of the current month, with bank transaction details duly signed by the disbursing bank authority and the employed personnel. (**Annexure II**)
  - (d) A separate challan (Duly signed & stamped by company officials) showing proof of remittance of ESI and EPF in respect of personnel deployed under the contract for previous month to the respective authorities. (**Annexure III**)
  - (e) A separate challan of deposit of GST and TDS, as applicable (Duly signed & stamped by company officials) for previous month.
  - (f) Enclose NEFT Bank Details with photocopy of cheque to making payment through online mode of transfer.
5. The University will release payment **within 15 working days** from the date of the receipt of bills along with all the above necessary documents, if found in order.
6. The successful bidder/ firm/ agency **shall not be paid any kind of advance** under any circumstances.
7. **Deduction of Income Tax, TDS and so on, at source from payment to suppliers:** This will be done as per existing government rules/ regulations/ laws in force during the currency of the contract.
8. **Refund from Supplier:** if the supplier, after claiming and receiving reimbursements for GST or other taxes and so on, from the purchaser, applies to the concerned authorities for refunds, on genuine grounds, of certain portions of such duties and taxes paid by it and receives the allowable refunds. Such refunds contain the university's share also (out of the payments already made by the university to that supplier) and that should be **refunded to the University**.

9. The successful bidder shall have to obtain labour license before commencement of work from concerned labour authorities, wherever applicable, under the provisions of contract labour (Regulations & Abolition) Act, 1970 and the rules/ amendments made there under from time to time. The bidder shall also ensure renewal of such license well before it's expiry.
10. The agencies/ bidders/ firms should maintain all the records/ registers / documents which are necessary under various labour laws applicable to contract labours/personnel and also shops and establishment Act/Rules applicable to his/her establishment and make them available at CUJ at all times. Indicative list of such records is given for example, which has to be put up for signature to nominated officer by the University on monthly basis : -
- (a) Register of workmen
  - (b) Employment card
  - (c) Muster Roll
  - (d) Register of wages
  - (e) Wage slips
  - (f) Overtime registers etc.
11. **Site Visit.** The bidder, at the bidder's own responsibility, risk and expenses, may be encouraged to visit and examine the site and it's surroundings and shall obtain all information that may be necessary for preparing the bid and entering into a contract for the services.
12. **Workmen Safety and Insurance.** The service provider shall alone be fully responsible for safety, security and insurance or life insurance of their employed personnel, who are engaged for the services of the university. The service provider shall provide and ensure sufficient protection gears like gloves, mask etc. are being used by their workers while carrying out the work. The University **shall not be liable/ responsible** for any compensation in case of any fatal injury/ death caused to or by engaged personnel while performing/ discharging their duties/ for inspection or otherwise.
13. **Registered Branch office in Jharkhand.** The agency/ firm shall have a proper registered branch office in **Jharkhand**. The office shall have effective communication facilities like telephone, fax, e-mail, mobile phones, vehicles etc. and manned control room to ensure quick response. **Documents pertaining to registered branch office** i.e. Registration documents, rent agreement/ property documents etc. Shall be submitted with technical bid.

If due to any reason, registered branch office in Jharkhand is not available, the successful bidder must have to open registered branch office at Ranchi before the commencement of work. **If the successful bidder fails to open registered branch office at Ranchi, EMD/PBG will be forfeited.**

14. **Modification of bids.**
- (a) The University reserves the right to alter/modify any or all conditions of this tender document before submission of Technical and Financial bids.
  - (b) The agencies/ bidders/ firms shall not be permitted to alter or modify their bids after last date of submission of bids.
  - (c) At any time prior to the deadline for submission of tender, the University may amend the tender documents issuing by addendum/ corrigendum. The University shall have

the right at any time, by written notice, in the form of an amendment order, to make any changes, if deems necessary, including, but not limited to, changes in specifications, design, delivery, testing methods, packing or destination. If any such required changes cause an increase or decrease in the cost of or the time required for performance, an equitable adjustment shall be made in the contract price or delivery schedule, or both. Any claim by the Vendor for adjustment under this clause shall be deemed waived unless asserted in writing within ten (10) days from receipt by the Vendor of notice of change (amendment order). Price increase, extension of time for delivery and change in quantity shall not be binding on the University unless sufficiently justified by vendor and accepted by the university in a form of amendment/ modified Order issued and signed by the University.

15. For the purpose of selection of the bidder, a Single Stage Two Envelops System (Two Bid System) process will be followed. The response to the tender should be submitted in two parts viz. **Technical Bid & Financial Bid.**

- (a) **Technical Bid:** Technical bid should contain information regarding the company/ firm registration details, Authorization letter, Clientele list (List of Users), Performance certificate from clients, self-declaration for not black listed, business turnover, experience and other details of the firm to judge the suitability of the bidder. **(Format II with Format I –Check List)**
- (b) **Financial Bid:** Financial bid should contain rate of the service charge required to be supplied along with tender form, duly filled and signed by the authorized person. Conditional Offer will not be accepted. **(Format III)**
- (c) The Technical Bid will be opened on the prescribed tender opening date in the presence of agencies/ bidders/ firms or their authorized representative wishes to participate. The Financial Bid of all technically qualified agencies/ bidders/ firms will be opened as per the intimated/ scheduled date and time of financial bid opening.

16. **Evaluation of bid.**

- (a) Technical Bid along with pre-qualification criteria of this tender will be evaluated by an evaluation committee nominated by competent authority to conclude the tender. Financial bids of bidders who are technically qualified as per evaluation committee will only be opened.
- (b) L1 (lowest bid) will be decided on lowest reasonable quoted rate basis (as mentioned in Financial bid).
- (c) **Unless otherwise stated in the price bid, it will be construed that the price quoted is inclusive of all taxes and duties. No claim in this regard will be entertained at a later stage.**
- (d) The price quoted by the bidder should be final and no escalation shall be permitted during the contract period except for statutory levies enhanced or introduced subsequent to the date of submission of the price bid duly supported by documentary evidence.
- (e) In case of evaluation of Financial Bids, the Evaluation Committee will ascertain the Reasonableness of the rates quoted by the bidder in the financial bid. In case the bidder quotes rate, considered as impracticable/ not feasible to execute the

assignment, hence, the committee will reject the bid and next bidder, who is equal or above to threshold value will be considered as per grading/ rate.

- (f) **The overall successful bidder/ lowest bidder (L1) will be decided on the basis of lowest reasonably quoted rate on monthly basis (above the minimum threshold as mentioned above) in Financial Bid. In case of tie to the quoted rate, the following criteria will applied as tie-breaker: -**

(i) Maximum Average last three years Annual Turn Over of the agency/ firm – if found equal, then;

or

(ii) Maximum years of Experience in supply of vehicle of the agency/ firm

17. **Rejection of Bids:**

- (a) If bidders give wrong information in their bid, University reserves the right to reject such bids at any stage and forfeit the **EMD/** Performance Bank Guarantee and cancel the order, if awarded.
- (b) **If the technical offer contains any price information the offer will be summarily rejected.**
- (c) **If the bidder has quoted the rate impracticable/ not feasible, the offer will be summarily rejected.**
- (d) Canvassing in any form in connection with the tender is strictly prohibited and the bids submitted by the bidder who resort to canvassing are liable for rejection.
- (e) Unsigned tenders/bids, unattested corrections and over writing by bidders are also liable for rejection. **All pages of the tender documents have to be duly signed and stamped by the authorised signatory.**
- (f) Bids submitted without supporting documents as mentioned or required to submit with bids are liable to be rejected.
- (g) The Tenderer must confirm in their bid acceptance of all the terms and conditions in this enquiry. Any non-acceptance or deviations from the terms and conditions must be clearly brought out. However, tenderers must note carefully that any conditional offer or any deviation from the terms and conditions of this enquiry may render /liable the Quotation for rejection.
- (h) The University reserves the right to reject any or all the bids without assigning any reason thereof.
- (i) Incomplete tenders, amendments and additions to tender after opening are liable to be ignored and rejected.
- (j) The Technical Bid will not be considered for Bidders who's **Tender Fee** and **EMD** is not found in order.
- (k) Overwriting should be avoided. Correction, if any, should be made by neatly by crossing out, signed and re-writing. Use of fluid (whitener) is not allowed and such tenders shall be rejected. Pages of the tender document are numbered. Additional sheets, if any added by the Service Provider, before last date of submission of bid should also be numbered by him.

18. **Withdrawal of bids.** No bidder will be allowed to withdraw its bid in the interval between the deadline of submission of bids and expiration of period of bid validity. Withdrawal of bid during this period will result in forfeiture of the bidder's **EMD** and other sanctions.
19. **Bid Validity.** Bids should be valid for a period of **180 days** from the date of opening of bid.
20. **Settlements of disputes.** All the disputes shall be initially settled with mutual discussions or arbitration. Any dispute, disagreement of question arising out of or relating to this contract or relating to services or performance, which cannot be settled amicably, if any, with regard to providing services and interpretation of any clause in this agreement, the Hon'ble High Court of Jharkhand at Ranchi shall have the Jurisdiction.
21. **Arbitration.** The arbitration proceedings will be followed as enumerated below: -
  - (a) All disputes or differences arising out of or in connection with the present contract or any part thereof, should be settled by bilateral discussions.
  - (b) Any dispute, disagreement of question arising out of or relating to this contract or relating to services or performance, which cannot be settled amicably, shall within sixty (60) days or such longer period as may be mutually agreed upon, from the date on which either party informs the other in writing by a notice that such dispute, disagreement or question exists, will be referred to a sole Arbitrator.
  - (c) Within sixty (60) days of the receipt of the said notice, at least 03 arbitrators shall be nominated in writing by the authority agreed upon by the parties. One of the arbitrator should be an expert of security or concerned field.
  - (d) The seat of Arbitration shall have be at Ranchi.
  - (e) The arbitration proceedings shall be conducted under the Indian Arbitration and Conciliation Act, 1996 as amended time to time.
  - (f) Each party shall bear its own cost of preparing and presenting its case. The cost of arbitration including the fees and expenses there to shall be shared equally by the parties, unless otherwise awarded by the arbitrator.
  - (g) The parties shall continue to perform their respective obligations under this contract during the pendency of the arbitration proceedings except in so far as such obligations are the subject matter of the said arbitration proceedings.
  - (h) The language of the arbitration shall be English.
22. **Final decision making authority.** The Vice Chancellor, Central University of Jharkhand, Ranchi reserves the right to accept or reject any bid and to annul the tender process and reject any or all applications at any time, without assigning any reason or incurring any liability to the Bidders.
23. **Assignment/ Subcontracting/ Sublet.** The Firm/Agency shall not assign the order received, any rights under this agreement or to become due hereunder neither delegated nor subcontracted/ sublet any obligations or work hereunder without the prior written consent of the University.
24. **Cancellations of tender/ Contract:** The University reserves right to accept or reject any or all Bids. The University also reserves the right to annul the bidding process and reject all bids

at any time prior to award of Contract, without thereby incurring any liability to the affected Bidder or bidders or any obligation to inform the affected Bidder or bidders of the grounds for the Purchaser's action. The University may cancel agreement entered with vendor in whole or in part, for no cause, upon written, e-mail, or telex notice to the Vendor, in the event that the vendor: -

- (a) Fails to comply with any term or condition of this order including, but not limited to, delivery terms; or
- (b) Appoints a receiver, liquidator or trustee in bankruptcy or other similar officer over any or all of its property or assets; or
- (c) Files a voluntary petition in bankruptcy; or
- (d) Has had filed against it an involuntary petition in bankruptcy which remains in effect for thirty (30) days; or
- (e) Voluntarily ceases trading; or
- (f) Merges with or is acquired by a third party; or
- (g) The delivery of the services is delayed for causes **not attributable to Force Majeure** for more than **15 days** after the scheduled date of delivery. ; or
- (h) The firm/agency is declared bankrupt or becomes insolvent. ; or
- (j) The delivery of services is delayed due to causes of Force Majeure by more than (06 months) provided Force Majeure clause is included in contract. ; or
- (k) The University has noticed that the Service provider has utilised the services of any Indian/ Foreign agent in getting this contract and paid any commission to such individual/company etc. ; or
- (l) As per decision of the Arbitration Tribunal. ; or
- (m) Assigns any of its rights or obligations under the order to a third party without the university's prior written consent ; or
- (n) Not enter into an **Agreement** with the University on **Non-Judicial Stamp Paper of Rs.100/-** (Rupees One hundred only) **within 21 days of the issue of letter of Award.**

Upon the occasion of any one of the aforesaid and in addition to any remedies which the university may have in Law or in Equity, the university may also cancel this order or any outstanding deliveries hereunder by notifying the Vendor in writing of such cancellation and the Vendor shall thereupon transfer title and deliver to the university such work in progress or completed material/ services as may be requested by the university. The University shall have no liability to the Vendor beyond payment of any balance owing for Material/ service purchased hereunder and delivered to and accepted by the university prior to the Vendor's receipt of the notice of termination, and for work in progress requested for delivery to the university.

25. **Access to Books of Accounts:** In case it is found to the satisfaction of the University that the firm/agency has engaged an Agent or paid commission or influenced any person to obtain the contract as described in clauses relating to Agents/Agency Commission and penalty for use of undue influence, the firm/agency, on a specific request of the University, shall provide necessary information/ inspection of the relevant financial documents/ information.

26. **Penalty for use of Undue influence:** The firm/ agency undertakes that he has not given, offered or promised to give, directly or indirectly, any gift, consideration, reward, commission, fees, brokerage or inducement to any person in service of the University or otherwise in procuring the Contracts or forbearing to do or for having done or forborne to do any act in relation to the obtaining or execution of the present Contract or any other Contract with the Government of India for showing or forbearing to show favour or disfavour to any person in relation to the present Contract or any other Contract with the Government of India. Any breach of the aforesaid undertaking by the Seller or any one employed by him or acting on his behalf (whether with or without the knowledge of the firm/ agency) or the commission of any offers by the firm/ agency or anyone employed by him or acting on his behalf, as defined in Chapter IX of the Indian Penal Code, 1860 or the Prevention of Corruption Act, 1986 or any other Act enacted for the prevention of corruption shall entitle the University to cancel the contract and all or any other contracts with the firm/ agency and recover from the firm/ agency the amount of any loss arising from such cancellation. A decision of the University or his nominee to the effect that a breach of the undertaking had been committed shall be final and binding on the firm/ agency. Giving or offering of any gift, bribe or inducement or any attempt at any such act on behalf of the firm/ agency towards any officer/ employee of the University or to any other person in a position to influence any officer/ employee of the University for showing any favour in relation to this or any other contract, shall render the firm/ agency to such liability/ penalty as the University may deem proper, including but not limited to termination of the contract, imposition of penal damages, forfeiture of the Bank Guarantee and refund of the amounts paid by the University.

27. **Force Majeure clause:**

- (a) Neither party shall bear responsibility for the complete or partial non- performance of any of its obligations (except for failure to pay any sum which has become due on account of receipt of goods/ Services under the provisions of the present contract), if the non-performance results from such Force Majeure circumstances as Flood, Fire, Earth Quake and other acts of God as well as War, Military operation, blockade, Acts or Actions of State Authorities or any other circumstances beyond the parties control that have arisen after the conclusion of the present contract.
- (b) In such circumstances the time stipulated for the performance of an obligation under the present contract is extended correspondingly for the period of time of action of these circumstances and their consequences.
- (c) The party for which it becomes impossible to meet obligations under this contract due to Force Majeure conditions, is to notify in written form the other party of the beginning and cessation of the above circumstances immediately, but in any case not later than 10 (Ten) days from the moment of their beginning.
- (d) Certificate of a Chamber of Commerce (Commerce and Industry) or other competent authority or organization of the respective country shall be a sufficient proof of commencement and cessation of the above circumstances.
- (e) If the impossibility of complete or partial performance of an obligation lasts for more than 6 (six) months, either party hereto reserves the right to terminate the contract totally or partially upon giving prior written notice of 30 (thirty) days to the other party of the intention to terminate without any liability other than reimbursement on the terms provided in the agreement for the goods received.



28. The Agencies/Firms shall perform all the assigned jobs to the satisfaction of the University and shall be liable for any loss or damage to the University as stated herein:
- (a) The Agencies/Firms and its staff shall take due and required steps and precautions to preserve from loss, destruction, waste and misuse, the areas of responsibility given to them and not knowingly lend to any person or Agencies/Firms/Agency, any effects or assets of the University under its control.
  - (b) **In event of any loss being caused to the University that is prime-facie on account of the negligence and/or dereliction of duties by the Agencies/Firms or its staff, a Joint Committee comprising of a representative of the University and Agencies/Firms shall determine whether the loss is on account of unsatisfactory performance of the Agencies/Firms and in that case it will also determine the compensation to be paid to the University by the Agencies/Firms. The recommendations of the Joint committee will subject to the approval of the Vice Chancellor, Central University of Jharkhand or his nominee.**
  - (c) The liabilities are met by the Agencies/Firms. For the liabilities the Agencies/ Firms may make good such a loss by compensating to the University due to negligence or poor performance by the Agencies/Firms.
  - (d) However the Agencies/Firms will not be held responsible for the damages caused due to Force Majeure circumstances.
29. In case, the bidder awarded contract for services, fail to execute the work/ services as per work order, the University shall award the work to the next higher responsive bidder at the rates offered by lowest responsive bidder. (Rule 173(xvi) of GFR 2017).
30. In case, the Service Provider **does not execute the work** as per the terms and conditions of the work order/ Agreement, the same shall be **executed through** the some **other firm/ agency** and the **expenditure**, 'if any', incurred in this regard shall be **recovered** from the Service Provider's Security Deposit and Pending bills.
31. Disputes, grievances, if any, between the Service Provider and personnel deployed by it or between deployed personnel, has to be settled/ resolved by the Service Provider only.
32. **Other terms & conditions.**
- (a) Central University of Jharkhand reserves the right to verify/ seek confirmation of all original documentary evidence submitted by bidders in support of above mentioned specification for eligibility criterion. In case any information furnished by the bidder is found to be false/ incorrect at any stage, the bid shall be summarily rejected and no correspondence on the same shall be entertained.
  - (b) If any information furnished by the bidder is found to be incorrect at a later stage, he shall be liable to be debarred from tendering/taking up of work in Central University of Jharkhand. The Central University of Jharkhand reserves the right to verify the particulars furnished by the Bidder independently.
  - (c) The Central University of Jharkhand reserves the right to reject any or all prospective Bidders without assigning any reason and to restrict the list of tendered contractors to any number deemed suitable by it, if too many applications are received satisfying the basic PQ criteria.
  - (d) The Bidder may furnish any additional information which he thinks is necessary to

establish his capabilities to successfully complete the envisaged work. He is, however, advised not to furnish superfluous information. No information shall be entertained after submission of Tender document unless it is called for by the University.

- (e) After issuance of acceptance of the contract, you shall deploy the requisite no. of personnel and commence the services at the earliest as per the terms & conditions of the contract and the directives of the authorities of the university.
- (f) The service provider will have to give a written undertaking that he accepts all the terms and conditions of this tender. The service provider should also submit the tender document duly signed and stamped in all the pages. University reserves the right to cancel the bids or for any particular vehicle without assigning any reason.

31. **Letter of transmittal.** The bidder should submit the letter of transmittal along with tender document.

## **SECTION - VI**

### **SPECIAL CONDITION OF CONTRACT**

1. The service provider's deployed personnel should be polite, cordial, positive and efficient, while handling the assigned work.
2. The employed personnel action shall promote goodwill and enhance the image of the University.
3. The service provider shall be responsible for any act of commission or omission or indiscipline on the part of persons deployed by him.
4. **The University shall reserve the right to decide and final screening of the candidates to be deployed considering the age, qualification and experience etc.**
5. The University may require the service provider to dismiss or remove and immediately replace the employed personnel from the site of work, as per following service conditions, if: -
  - (a) He/ She observed to be incompetent to discharge the assigned duties.
  - (b) His/ She misconducts with the university officials or students.
  - (c) His/ Her services being not required by the university.
  - (d) He/ She observed to be involved in activities which are considered as threat to the security of university.
  - (e) He/ She observed to be involved in any unlawful activities within the premises or outside of the university.
  - (f) He/ She founded intoxicated.
  - (g) He/ She observed in Security risk.
  - (h) He/ She observed in incompetence.
  - (i) He/ She founded in conflict of interest.
  - (j) He/ She founded breach of confidentiality.
  - (l) Instruction/ direction received from University in writing or verbal order by competent authority.
6. The service provider has to provide following items/ accessories at it's own cost for carrying out the services to the employed personnel: -
  - (a) Photo Identity Cards for constant display and it's loss shall be reported immediately to the Service Provider for replacement.
  - (b) Two pairs of Dress and Mask and name talley annually. One additional Pair of demo Dress shall always be kept ready for any specific requirement/ special occasions/ VIP movement as directed by the university.
  - (c) Any additional item(s) required to execute services more efficiently, as per the Instruction/ direction of University in writing or verbal order by competent authority.

**Note: All above mentioned materials should be supplied to the authorized person of the University for Safe keeping and distribution of the materials to deployed personnel for official uses.**

7. The University **shall not allow** any employee of the Agencies/ Firms to work inside the University without Dress and Mask except in cases wherein specifically asked for.
8. If during the period of contract the Dress is torn, it shall be the responsibility of the Agencies/ Firms to supply another dress to the employed personnel and ensure that the persons wear dress while they are on duty in the University.
9. The service provider agency shall ensure proper conduct of the personnel deployed in University campus and enforce prohibition of consumption of alcoholic drinks, chewing tobacco, smoking, loitering etc.
10. All services shall be performed by persons qualified and experienced in performing such services.
11. The University shall not be liable for any loss, damage, theft, burglary or robbery of any personal belongings, equipment or vehicles of the service provider.
12. The service provider shall depute an experienced and qualified driver.
13. The service provider's employed staffs, in any circumstances, **shall not** divulge or disclose to any person, any details of office, operational process, technical know-how, security arrangements and administrative /organisational matters as these are confidential / secret in nature.
14. The service provider's employed staffs, in any circumstances, **shall not claim** any benefit / compensation/ absorption /regularization of services from the University under the provisions of Industrial Disputes Act., 1947 and Contract Labour (Regulation & Abolition) Act, 1970. An undertaking to this effect from the personnel engaged shall be submitted by the service provider to the University. **(Format V)**
15. The service provider shall ensure deployment of suitable driver/helper post collection and diligent verification of following documents **(Pre-requisites):** -
  - (a) Certified/ proper background/ character verification certificate by the local police
  - (b) Proof of identity as per document issued from Govt. of India/ Jharkhand.
  - (c) Proof of residence as per document issued from Govt. of India/ Jharkhand.
  - (d) Proof of Age/ DOB as per document issued from Govt. of India/ Jharkhand.
  - (e) Adhaar Card
  - (f) Driving license, as applicable
  - (g) PAN Card
  - (h) Recent Coloured Photographs (02)
  - (j) Bank account details
  - (k) Certified previous work experience certificate
  - (l) Education qualification certificate
  - (m) Resume with all standard/ required details as per format **(Annexure - I)**
  - (n) Any other relevant documents/ certificate as directed by the university.
16. The character and antecedents along with all the above documents of each employed personnel has to be verified by the agency/ service provider before their deployment and a certification with copy of all above supporting documents to this effect, is to be submitted to the University within 01 month of deployment of personnel.

17. The service provider shall be wholly and exclusively responsible for payment of central minimum wages, EPF, ESIC, Bonus etc. to the persons engaged by it, in compliance of all the statutory obligations under all related legislations as applicable to it; from time to time including Minimum Wages Act, 1948, Employees Provident Fund Act, 1952, ESI Act, 1948, Contract Labour (Regulations & Abolition) Act, 1970 etc., and CUJ shall not incur any liability for any expenditure whatsoever on the persons employed by the service provider on account of any obligation.
18. The tampering of meter reading, vehicle usage timings, overwriting of Summary / the log sheet and misbehaviour of driver while on duty shall be viewed seriously, leading to even cancellation of contract.
19. The service provider shall provide the required vehicle for a shorter period also, in case of any service exigencies as per the requirement of the University during various occasions like VIP visits, culture/ sports programmes etc.
20. The Service Provider shall be available to contact at all times (24 X 07 Hrs a day) and message sent by WhatsApp, SMS, E-mail, Fax or any Special Messenger from University to the service provider shall be acknowledged immediately on receipt on the same day.
21. The Service Provider has to maintain EPF account of each person employed.
22. It will be **sole responsibility of the Service Provider** to maintain/ open EPF/ ESI account and bank account of all serving/ newly joined personnel. EPF/ ESI account and bank account of all newly joined personnel has to be opened within one month of his/ her joining.
23. The Service Provider shall be **solely responsible** for any query raised from the office of Regional/ Assistant Labour Commissioner on issues related to EPF/ESI, minimum wages, bonus etc to the employed personnel.
24. The successful bidder shall enter into an Agreement with the University on **Non-Judicial Stamp Paper of Rs.100/- (Rupees One hundred only) within 21 days** of the issue of letter of Award. **Non-fulfilment of this condition** of executing an agreement/ contract document by the contractor would constitute **sufficient ground for annulment of the award of the contract** and forfeiture of EMD, as per GFR – 225 (vi).
25. In case, the Service Provider fails to make payment of minimum wages to his personnel deployed under the contract, the performance guarantee and the amounts payable by the university to the Service Provider, shall be utilized by the University to discharge primary liability of the Service Provider towards various services/ personnel and also liable to terminate the agreement.
26. The Service Provider shall ensure adherence to all relevant acts/ laws including (as amended time to time): -
  - (a) The Contract Labour (Regulations & Abolition) Act, 1970
  - (b) The Payment of Wages Act, 1936
  - (c) The Workmen Compensation Act, 1923
  - (d) Minimum Wages Act, 1948
  - (e) ESI Act 1948

- (f) The Employee's Provident Fund and Miscellaneous Provisions Act, 1952
- (g) The Industrial Disputes Act, 1947
- (h) The Payment of Bonus Act, 1965
- (j) The Payment of Gratuity Act, 1972
- (k) The Equal Remuneration Act, 1976
- (l) The Inter-State Migration Workmen (Regulation of Employment and Conditions of Services) Act, 1979

- 27. All repairs and maintenance, running costs, fuel, lubricants, salaries of drivers, taxes, insurance, etc. necessary for the running & maintenance of vehicle will be borne by the service provider.
- 28. The service provider would 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 interest of the university, the said driver shall be withdrawn forthwith and a fresh driver shall be provided to the university at no additional cost.
- 29. The service provider may deploy vehicle running as per Govt. guidelines.
- 30. All hired vehicles shall be under University's control and shall be parked at designated locations of the Central University of Jharkhand when not in use during the period of hiring.
- 31. Vehicles should be fitted with needed accessories to drive on State and National highways including during the nights. Fog lights are to be fitted.
- 32. Vehicles should also be fitted with Towing hook.
- 33. Vehicle should be able to move freely to the neighbouring States without any restrictions.
- 34. All vehicles shall be comprehensively insured against all risks (including the driver and occupants & third party). Insurance policy shall be renewed well before the due date. Otherwise fine may be imposed.
- 35. Buses which are in good road worthy condition and also complying with the conditions as laid down by the Government for an Educational Institution only would be considered. The buses should be painted in white colour with Central University of Jharkhand Logo with all necessary marking on the body as per Government orders.
- 36. The contractor should assume all liabilities and keep the University away against any action, suit, cost, damages, charges and expenses arising how-so-ever out of the operation of the vehicles.
- 37. The University has the right to enter into contract for hiring of vehicles/drivers with one or more service Providers/ bidders.
- 38. The contractor should not assign this contract or any part thereof to any third party.
- 39. Driver 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 accompany vehicle as per rules & regulations of applicable laws.

40. Driver should always carry complaint book and should produce on demand by user. The copy of complaint book must be submitted with bill after duly certified by the Transport I/c while producing the bill for payment.
41. In case of breakdown of any vehicle, the Contractor shall, within two hours provide another vehicle at no extra cost. The University shall have absolute right to charge Rs.1,000/- per day if contractor does not provide another vehicle within two hours.
42. In case of any accident to the vehicle, it will be the responsibility of the contractor or his representative (drivers) to lodge FIR etc. with police. All RTO issues and Traffic violations are to be taken care of by the contractor.
43. The contract will be for providing service (hiring of vehicle) and at no point of time any or all of the Staff of Transporter shall raise a claim for employment in the Central University of Jharkhand.
44. Drivers should carry sufficient cash for discharging obligation on account of parking charges & toll taxes. Parking charges & toll fee will be reimbursed to the contractor. Proper supporting documents would have to be submitted along with such claims.
45. Lodging, boarding, transportation of drivers and helpers shall be the contractor's responsibility.
46. Driver should be alert/care full enough to take care of items/material kept in the vehicles.
47. Vehicle should carry portable fire extinguisher and first aid box & relevant consumables such as freshener etc. and necessary tools for emergency.
48. The driver and helper provided by the contractor should fulfill the following conditions:
  - (a) Should be in possession of valid commercial driving license issued by RTO for the class of vehicle he is driving.
  - (b) Should wear uniform which should be properly washed /ironed.
  - (c) Should be well qualified and should be able to read and write, and have minimum three years of experience as driver.
  - (d) Should not smoke; chew Pan/Pan masala/Tobacco inside the vehicle both while driving or otherwise.
  - (e) Should not get indulged in any activity to security of the officers traveling in his car.
  - (f) Should be in possession of Mobile phone with valid connection.
  - (g) Should not use mobile phone, while driving.

In the event of driver not being in presentable dress, not behaving properly, engaging in rash and unsafe driving, the University shall have right to expel or refuse entry to such driver and vehicle to be treated as absent.

49. For every 06 (six) days of duty of employed personnel, 01 (one) day off will be given. The Service Provider must ensure that it's engaged personnel must get **01 (one) day rest/ off in a week** and also he/she **should not work more than 26 days in a month**.

50. **Penalty:** - In case of failure to provide requisite vehicle services and breach of contractual obligation during the contractual period, following amount will be imposed as penalty :-

Sl. No.	Reason for Penalty	Penalty Amount
i	If, Driver and/or helper found not in proper Uniform	1000.00
ii	If, Driver and/or helper found chew pan masala / tobacco inside the vehicle	1000.00
iii	If, Driver and/or helper found in drinking of liquor	2000.00 & discharge the driver and/ or helper
iv	If, Vehicles will not carry first aid kit, fire extinguishing, CC TV Camera etc. as per terms and conditions	1000.00
v	Seat cover must be neat and clean to the satisfaction of the user. If any complaint is made.	500.00
vi	In case of any other major default like road accident	The appropriate amount will be decided by the Transport I/c or committee constituted for this purpose and duly approved by competent authority

**Note:** - If any personnel employed by the agency found to be involved in repeated offence (as mentioned above) twice or found involved in any of the two or more offences at a time, the total penalty will be double the above mentioned penalty amount. The concerned involved personnel should be removed from service immediately and university may review the performance of the agency for termination of contract.

Provided, that such cancellation shall be only on issuance of notice to show cause as to why in view of the default the contract be not cancelled and provided further that it would be open to the University to impose a penalty for forfeiting security deposit in lieu of the cancellation. However, neither the cancellation nor penalty shall be imposed without giving opportunity to show cause against either of the proposed actions and the failure of the service provider to give a satisfactory reply in response thereto within the time allowed for filing reply.

51. The Service Provider shall be responsible for all the acts of the engaged personnel and will be liable for penalties as decided/ promulgated by the University.
52. The Service Provider shall provide health check up facility of all deployed/ engaged personnel on quarterly basis.
53. **Warning:** The Campus of Central University of Jharkhand is NO SMOKING ZONE hence, no Staff of the Agencies/Firms should be found smoking, eating pan, gutka or intoxicants/drugs.



## **SECTION - VII**

### **FORMATS**

#### **Format – I**

### **CHECK LIST**

**(To be filled by the bidder and submit supporting documents along with the Technical Bid.)**

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

<b>Sl. No.</b>	<b>Document details</b>	<b>Yes/ No</b>	<b>Page No. of Supporting documents</b>
1	Signed copy of Tender documents		
2	Tender Fee		
3	EMD		
4	Valid MSME Certificate, if applicable		
5	Company/ Firm registration details		
6	Authorization details		
7	Registered branch office in <b>Jharkhand</b> . (Attached Copy of. Registration documents/ rent agreement/ property documents etc.)		
8	PAN No.		
9	GST No.		
10	Bank accounts details for NEFT payment		
11	EPFO		
12	ESIC		
13	RC Book & Insurance of vehicles (Attach copy)		
14	Attach copy of completion certificate for successfully executing/ completed work orders for providing hiring of vehicle services to Central/ State Government/ PSUs/ Nationalised Banks/ Autonomous bodies/ Reputed Organisations at least three years experience.		
15	Income Tax Return (Last three years)		
16	Certified copies of CA Audited Annual accounts of the last three years by comprising following :- (a) Balance sheet (b) Profit and loss Statement (c) Income and expenditure account		

17	Client list and work done list of the similar orders executed during the last three years.		
18	No. of years of experience in providing of vehicle services (Attach supporting documents)		
19	Acceptance of all terms / conditions towards after sales / services as mentioned in the bidding document.		
20	Declaration of Non-Black Listing of firm, No family member/ relative at CUJ and other terms & conditions on Non-Judicial Paper (as per <b>Format V</b> )		
21	Signed Un-priced copy of Financial Bid (BOQ) with "Nil" written in Rate and amount Column.		
22	Signed copies of any other documents as mentioned in tender		
23	Any other supporting documents/ certificate/ information supplied by bidder		

**Note** : The tender shall be submitted online in two parts (Technical Bid and Financial Bid).The offers submitted by Post/ Fax/ email shall not be considered. No correspondence will be entertained in this matter.

**(Signature of the Tenderer with stamp of firm with Date)**

**TECHNICAL BID**  
**(A) GENERAL INFORMATION**

Sl. No.	Particular	Details
1	Name of the firm/ contractors/ agency	
2	Address of the firm/ contractors/ agency	
3	Address of Registered branch office in Jharkhand	
4	Mobile No.	
5	E-mail	
6	Registration Number and date of registration of company / cooperative / agency / SHG / Society, if any	
7	Year of Establishment	
8	Type of Organization: (Whether Proprietorship, Partnership, Private Ltd. Company or Co-operative body etc. In case the Bidder is a non-individual, Certified copy of a Partnership deed/ Certificate of Incorporation/ Certificate of Registration issued by the Registrar of Cooperative Societies/ as the case should be enclosed)	
9	GST Registration no.	
10	PAN Card no.	
11	Bank Accounts Details	
12	EPFO Registration No.	
13	ESIC Registration No.	
14	No. of Vehicle registered in the name of the bidder	
15	Type of Vehicles (Bus/LMV)	
16	Annual Turnover (Rs. in Lakh) for last three Financial years.	FY 2019-20 Rs..... FY 2020-21 Rs..... FY 2021-22 Rs.....
17	Income Tax Return for last three Financial years	FY 2019-20 YES / NO FY 2020-21 YES / NO FY 2021-22 YES / NO
18	Performance certificates from previous clients with contact no. from 2018-19 to till date separately in respect of works.	
19	Have you satisfactorily completion certificate for successfully executing/ completed work orders at least three years experience of providing hiring of vehicle services to Central/ State Government / PSUs / Nationalised Banks / Autonomous bodies/ Reputed Organisations ?	
20	No. of years of experience in providing of vehicles	
21	Any other relevant information important in the opinion of the tenderer.	
22	Name and Mobile Number of senior executives, who can be contacted at any time.	

**Note:** Attach supporting documents for all the above mentioned details. Tenderer may use separate / additional sheet wherever required)

(Signature of the Tenderer with stamp of firm with Date)

**TECHNICAL BID**  
**(B) FINANCIAL INFORMATION**

**Financial Analysis:** Furnished following financial details, duly supported by certified copy of audited balance sheet, profit & loss statement for the last three years : -

Financial Year	Annual Turn over	Profit / Loss	Remarks
FY 2019-20			
FY 2020-21			
FY 2021-22			
Gross Total			
Average Annual Turnover of three years			

(Signature of the bidder with stamp of firm with Date)

**Details of Certifying Charter Accountant**

Name:-

Reg. No.-

Membership No.-

Address with Mobile no. and E-mail -

Certified by Charter Accountant (ink signed with stamp)

**TECHNICAL BID**

**(C) DETAILS OF SIMILAR WORKS COMPLETED DURING LAST THREE (03) YEARS.**

Sl. No.	Name of the project and location	Name of the organization	Cost of work in Lakh	Date of Commencement as per the contract	Stipulated date of completion	Actual date of completion	Litigation/ arbitration pending/ in progress with details *
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							

\*Indicate gross amount claimed and amount awarded by the Arbitrator

**Notes:** -

1. Submit the relevant supporting documents.
2. Please mention all works executed equal to or above the qualifying amount.
3. For stipulated date of completion, submit copy of work order.
4. For actual date of completion, submit copy of completion certificate from the purchaser.
5. Please clearly indicate the works (in the above form) on the basis of which pre-qualification is being sought.

**(Signature of the Tenderer with stamp of firm with Date)**

**TECHNICAL BID****(D) Fleet capacity [Commercial cars, buses, mini vans etc.]**

<b>Name of Vehicle</b>	<b>No of Vehicles</b>	<b>Documentary Proof like RC, Insurance etc. in the name of</b>
<b>Category –1</b>		
Toyota Etios/or equivalent capacity		
Maruti Swift Dzire or equivalent capacity		
Tata Zest/or equivalent capacity		
<b>Category –2</b>		
Toyota Innova		
Mahindra XUV 500		
<b>Category–3</b>		
Chevrolet Tavera		
MahindraXylo		
Tata Sumo(or) Equivalent		
<b>Category–4</b>		
Winger A.C. or equivalent		
Tempo Traveller (A/c)		
Tempo Traveller (Non A/c)		
SwarajMazda (NonA/c)		
<b>Category–5</b>		
Tatastar bus Skool 52 seater Layout (3x2) or similar specifications (Non A/c)		
Tatastar bus ultra Skool 46 seater Layout (3x2) or similar specifications (Non A/c)		
Tatastar bus ultra 42 seater Layout (3x2) or similar specifications (Non A/c)		
<b>Category–6</b>		
Tata ACE		
<b>Category–7</b>		
Mini Lorry(407/609)		
<b>Category–8</b>		
<b>Lorry (LPT) /or equivalent capacity</b>		

**(Signature of the Tenderer with stamp of firm with Date)**

**FINANCIAL BID / BOQ****Scope of work:** *"Hiring of Vehicle Services at Central University of Jharkhand, Ranchi."*

1. Name and full address of the Agencies/Firms: (with Email Id & Tel./Mobile No.)

**Part- A**

Name of Vehicle	Minimum No. of Vehicles required*	Monthly rate including Driver + helper	Mileage per ltr.	Cost of Fuel per ltr.** (Rs. .... is rate on .....)	Cost per KM (5/4)	#Cost of minimum running of 1000 km (Col.6 X 1000 km)	Total (3+7)*2
1	2	3	4	5	6	7	8
<b>Category -1</b>							
Maruti Swift Dzire, Toyota Etios , Tata Zest /or equivalent capacity (AC)	01			Rs. ....			
<b>Category -2</b>							
Tata Sumo, Mahindra Bolero (or) Equivalent (AC)	01			Rs. ....			
<b>Category- 3</b>							
Bus - 40/42 seater Layout (2x2) or similar specifications (Non A/c)	07			Rs. ....			
<b>Category- 4</b>							
Bus 50/52 seater layout (3x2) or similar specification	01			Rs. ....			
<b>Category- 5</b>							
Hiring of Auto Carrier (tempo)	01			Rs. ....			
<b>Category- 6</b>							
Hiring of Ambulance (Winger or similar specification)	01			Rs. ....			
<b>Total</b>							

\* No. indicated in Column 2 may increase/ decrease as per requirement of the University.

\*\* Rate of per KM running shall be decided as per mileage and rate of the fuel on the 01<sup>st</sup> day of the month.

# The University assures minimum running of vehicles upto 1000 km per month.

(Signature of the Tenderer with stamp of firm with Date)

\* As per the actual sitting capacity as per specification given in Annexure V

**FINANCIAL BID****Part-B****OCCASIONAL HIRING\***

<b>Name of Vehicle</b>	<b>Rent of the Vehicle for 08 Hrs. and 80 Km (Inclusive of Non A/c /A.C. Vehicle + Driver + Fuel)</b>	<b>Rent of the Vehicle for 12 Hrs. and 100 Km (Inclusive of Non A/c /A.C. Vehicle + Driver + Fuel)</b>	<b>Rent of the Vehicle for 24 Hrs. and 250 Km (Inclusive of Non A.c./A.C. Vehicle + Driver + Fuel)</b>	<b>#Mileage per ltr.</b>	<b>Remarks</b>
<b>Category –1</b>					
Toyota Etios or equivalent capacity					
Maruti Swift Dzire or equivalent capacity					
Tata Zest or equivalent capacity					
<b>Category –2</b>					
Toyota Fortuner					
Toyota Innova / Crysta					
Mahindra XUV 500 or equivalent capacity					
<b>Category–3</b>					
Chevrolet Tavera					
Mahindra Xylo					
Tata Sumo (or) Equivalent					
<b>Category–4</b>					
Winger A.C. or equivalent					
Tempo Traveller (A/c)					
Tempo Traveller (Non A/c)					
Swaraj Mazda (Non A/c)					



<b>Category-5</b>					
Tatastar bus Skool 52 seater Layout (3x2) or similar specifications (Non A/c)					
Tata star bus ultra Skool 46 seater Layout (3x2) or similar specifications (Non A/c)					
Tata star bus ultra 42 seater Layout (3x2) or similar specifications (Non A/c)					
<b>Category-6</b>					
Tata ACE / Dala Tempo					
<b>Category-7</b>					
Mini Lorry (407/609)					
<b>Category-8</b>					
<b>Lorry (LPT) /or equivalent capacity</b>					

- \*(i) Hours/distance calculation should commence from the time of reporting of vehicle at CUJ / at designated places.**
- (ii) If the travel exceeds the hours slab, the rate will be decided whichever beneficial to the University, calculating the extra kilometer or fitting in the next slab.**
- (iii) The rates quoted under this part shall not be considered for evaluation of financial bid.**

# Rate of per KM running shall be decided as per mileage and rate of the fuel on the 01<sup>st</sup> day of the month.

<b>* As per the actual sitting capacity as per specification given in Annexure V</b>
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**(Signature of the Tenderer with stamp of firm with Date)**

**NATIONAL ELECTRONIC FUNDS TRANSFER (NEFT) – MANDATE FORM**

- (1) Name of Account holder: \_\_\_\_\_
- (2) Bank Name: \_\_\_\_\_
- (3) Bank Branch Address: \_\_\_\_\_
- (4) Account Type: Savings/Current/Cash Credit/NRI \_\_\_\_\_
- (5) Account No. \_\_\_\_\_  
(Bank account number should be written from left to right)
- (6) IFS Code: \_\_\_\_\_
- (7) MICR Code. : \_\_\_\_\_
- (8) Bank Registered Mobile number: \_\_\_\_\_
- (9) Bank Registered E-Mail Id: \_\_\_\_\_

\_\_\_\_\_  
Signature of the Account holder

Date:

**Enclosure:-**

(a) Cancelled cheque leaf

Or

(b) if cheque is not having the name of bank holder then Photo copy of the page of Bank pass book containing details of Bank accounts number, IFS code etc.

**DECLARATION BY THE BIDDER**

***(To be executed & attested by Public Notary / Executive Magistrate on Non-Judicial Stamp paper of Rs. 100/- by the bidder)***

I / We \_\_\_\_\_ Proprietor of M/s. \_\_\_\_\_  
do hereby declare following, that : -

1. The firm/ company namely M/s. \_\_\_\_\_ **has not been blacklisted or debarred** in the past by Union / State Government or organization from taking part in Government tenders in India.
2. Neither myself nor any of my family members are employee of the Central University of Jharkhand.
3. I/ We do accept all the terms and conditions of the tender documents towards "Tender for hiring of vehicle Services at Central University of Jharkhand, Ranchi".
4. I/We have not involved any litigation, current or during the last five years, the parties concerned and disputed amount.
5. All services shall be performed by persons qualified and experienced in performing such services.
7. In any circumstances, I or our engaged personnel shall not divulge or disclose to any person, any details of office, operational process, technical know-how, security arrangements and administrative /organisational matters as these are confidential / secret in nature.
9. In any circumstances, the engaged personnel by our agency shall not claim any benefit / compensation/ absorption /regularization of services from the University under the provisions of Industrial Disputes Act., 1947 and Contract Labour (Regulation & Abolition) Act, 1970.
11. Driver 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 accompany vehicle as per rules & regulations of applicable laws.
12. In case of breakdown of any vehicle, the Contractor shall, within two hours provide another vehicle at no extra cost.
13. In case of any accident to the vehicle, it will be the responsibility of the contractor or his representative (drivers) to lodge FIR etc. with police. All RTO issues and Traffic violations are to be taken care of by the contractor.
14. I/ We shall be wholly and exclusively responsible for payment of wages, EPF, ESIC, Bonus etc. to the persons engaged by it, in compliance of all the statutory obligations under all related legislations as applicable to it; from time to time including Minimum Wages Act, 1948, Employees Provident Fund Act, 1952, ESI Act, 1948, Contract Labour (Regulations & Abolition) Act, 1970 etc., and CUJ shall not incur any liability for any expenditure whatsoever on the persons employed by the service provider on account of any obligation.

15. I/We shall be available to contact at all times (24 X 07 Hrs a day) and message sent by WhatsApp, SMS, E-mail, Fax or any Special Messenger from University to the service provider shall be acknowledged immediately on receipt on the same day.
16. I/We will be sole responsibility of the Service Provider to maintain/ open EPF/ ESI account and bank account of all serving/ newly joined personnel. EPF/ ESI account and bank account of all newly joined personnel has to be opened within one month of his/ her joining.
17. I/We shall replace immediately any of its personnel, if they are found to be unacceptable by the University because of security risk, incompetence, conflict of interest and breach of confidentiality or improper conduct upon receiving instructions from the University in writing or verbal.
18. I/We shall not engaged an Agent or paid commission or influenced any person to obtain the contract as described in clauses relating to Agents/Agency Commission and penalty for use of undue influence, the firm/agency, on a specific request of the University, shall provide necessary information/ inspection of the relevant financial documents/information.
19. I/We shall be responsible for all the acts of the engaged personnel and will be liable for penalties as decided/ promulgated by the University.
20. I/We shall enter into an **Agreement** with the University on **Non-Judicial Stamp Paper of Rs.100/-** (Rupees One hundred only) **within 21 days of the issue of letter of Award**. Non-fulfilment of this condition of executing an agreement/ contract document by the contractor would constitute sufficient ground for annulment of the award of the contract and forfeiture of Earnest Money Deposit.
21. I/We shall ensure adherence to following relevant acts/ laws including (as amended time to time): -
  - (a) The Contract Labour (Regulations & Abolition) Act, 1970
  - (b) The Payment of Wages Act, 1936
  - (c) The Workmen Compensation Act, 1923
  - (d) Minimum Wages Act, 1948
  - (e) ESI Act 1948
  - (f) The Employee's Provident Fund and Miscellaneous Provisions Act, 1952
  - (g) The Industrial Disputes Act, 1947
  - (j) The Payment of Bonus Act, 1965
  - (k) The Payment of Gratuity Act, 1972
  - (l) The Equal Remuneration Act, 1976
  - (m) The inter-State Migration Workmen (Regulation of Employment and Conditions of Services) Act, 1979
22. The information furnished in the Technical bid is true, complete and correct to the best of my knowledge and belief, I undertake that in the event of any information being found fake or false at any stage, my tender shall be liable to be cancelled / terminated without any notice or compensation in lieu thereof shall be given.

21. In case the above information found false, I / We are fully aware that the tender/ contract will be rejected / cancelled by the Central University of Jharkhand, Bid Security / Performance Security shall be forfeited and will be debarred from any future tendering process. Pay the penalty as fixed by the University in addition to forfeiture of the performance guarantee for causing administrative inconvenience to the University. The University may also initiate the process of blacklisting our firm/agency for the breach of contract. In addition to the above, Central University of Jharkhand, will not be responsible to pay the bills for any completed / partially completed work.

Deponent

Witness:-

1. ....

2. ....

Name\_\_\_\_\_

Address \_\_\_\_\_

Attested: \_\_\_\_\_

(Public Notary / Executive Magistrate)

**FORMAT OF BANK GUARANTEE FORM**

- This guarantee should be furnished by a Nationalized Bank / Scheduled Bank, authorized by RBI to issue a Bank Guarantee.
- This bank guarantee should be furnished on **stamp paper of Rs. 100/-**
- The stamp paper should have been purchased in the Name of the Bank executing the Guarantee.
- In the case of foreign bidder, the B.G may be furnished by an international reputed bank acceptable to the Purchaser countersigned by any Nationalized / Scheduled Bank in India authorized by Reserve Bank of India.

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**PERFORMANCE BANK GUARANTEE**

1. Whereas M/s ....., having its registered office at..... hereinafter called "the service provider" for the ....., in consideration of the Central University of Jharkhand, Ranchi (hereinafter called "CUJ") P.O. No. CUJ / ..... dt. .... placed an order for the due fulfilment by the said supplier of the terms and conditions in the work order, on production of a Bank Guarantee for Rs..... (Rupees..... only). We ..... Bank,(Rein after referred to as "the Bank") at the request of supplier do hereby undertake to pay to the CUJ an amount on exceeding to Rs. .... (Rupees.....only).
2. We ..... Bank do hereby undertake to pay CUJ, the amounts due and payable under this guarantee without any demur, merely on a demand from CUJ stating that the amount claimed is required to meet the recoveries due or likely to be due from the said supplier. Any such demand made on the Bank shall be conclusive as regards the amount due and payable by the Bank under the guarantee. However, our liability under this guarantee shall be restricted to an amount not exceeding to Rs.....(Rupees..... only).
3. We undertake to pay to the CUJ any money so demanded notwithstanding any dispute or disputes raised by the supplier in any suit or proceeding pending before any court or Tribunal relating thereto, our liability under this present being absolute and unequivocal. The payment so made by us under this bond shall be valid and discharge of our liability for payment there under and the Supplier shall have no claim against us for making such payment.
4. We the Bank further agree that the guarantee herein contained shall remain in full force and affect during the period that would be taken for the performance of the said Agreement and that it shall continue to be enforceable till all the dues of the CUJ under or by virtue of the said Agreement have been fully paid and its claims satisfied or discharged or till Registrar on behalf of the CUJ certified that the terms and conditions of the said Agreement have been fully and properly carried out by the said and accordingly discharges this guarantee.
5. We, the ..... Bank further agreed that the CUJ shall have the fullest liberty without our consent and without affecting in any manner our obligations here under to vary any of the terms and conditions of the said Work Order or to extend the time of performance by the said service provider from time to time or to postpone for any time or from time to time any of the powers exercisable by the CUJ against the said supplier and to forbear or enforce any of the Terms and Conditions relating to the said agreement and we shall not be relieved from our liability by reason of any such variation or extension being granted to the said supplier or for any forbearance act or omission on the part of the CUJ or any indulgence by the CUJ to the said supplier or by any such matter or thing whatsoever which under the law relating to sureties would but for this provision have effect of so relieving us.
6. This guarantee will not be discharged due to change in the constitution of the bank or the supplier.

7. We, the ..... Bank lastly undertakes not to revoke this guarantee except with the previous consent of the CUJ in writing.
8. This guarantee shall be valid upto ..... unless extended on demand by CUJ. Notwithstanding anything mentioned above, our liability against this guarantee is restricted to Rs..... (Rupees.....only).

Notwithstanding anything contained herein

1. Our liability under this bank guarantee shall not exceed Rs.....Rupees..... (.....only)
2. Bank guarantee shall be valid up to.....
3. We are liable to pay the guaranteed amount or part thereof under this bank guarantee only and only if you serve upon us a written claim or demand on or before .....

**Dated:**

**Signature & Seal of the Bank**

**Note:** The above format contains specific clauses and expressions. These clauses and expressions can vary depending upon the nature / type of agreement and situation. Basic aspect to be kept in mind is that interest of CUJ is fully protected.

पूर्ववृत्त का फॉर्मेट / FORMAT-RESUME

1. नाम / Name : \_\_\_\_\_
2. पिता का नाम / Father's Name : \_\_\_\_\_
3. जन्म तिथि / Date of Birth\* : \_\_\_\_\_
4. लिंग / Sex : \_\_\_\_\_
5. आरक्षण श्रेणी \*(यदि कोई हो) : \_\_\_\_\_  
Reservation Category \*, if applicable
6. धर्म / Religion : \_\_\_\_\_
7. राष्ट्रियता /Nationality : \_\_\_\_\_
8. वैवाहिक स्थिति /Marital Status : \_\_\_\_\_
9. ऊँचाई /Height : \_\_\_\_\_
10. वजन /Weight : \_\_\_\_\_
11. भाषा ज्ञान /Language Known : \_\_\_\_\_
12. दूरभाष सं./Contact No. (Mobile) : \_\_\_\_\_
13. ई-मेल /Email : \_\_\_\_\_
14. पता /Address : \_\_\_\_\_  
: \_\_\_\_\_  
: \_\_\_\_\_

स्वयं  
अभिप्रेमाणित  
फोटो /Self  
Attested  
Photo

15. शैक्षणिक योग्यता / Educational Qualification\*:

परीक्षा / Examination	बोर्ड / विश्वविद्यालय Board/University	वर्ष /Year	श्रेणी /Division	प्रतिशत /Percentage

16. तकनीकी योग्यता, यदि कोई हो : \_\_\_\_\_  
Technical Qualification, if available\*
17. कार्य अनुभव /Working Experience\* : \_\_\_\_\_
18. आधार सं./Aadhar No\*. : \_\_\_\_\_
19. पैन कार्ड सं. /PAN Card No\*. : \_\_\_\_\_
20. बैंक खाता सं. /Bank A/c No\*. : \_\_\_\_\_

(प्रमाण संलग्न /\*Attach Proof)

वचनबंध / UNDERTAKING

- a) मैं....., एतद्वारा यह घोषणा करता / करती हूँ कि कार्यालय का कोई भी विवरण या संचालन प्रक्रिया, तकनीकी जानकारी, सुरक्षा व्यवस्था और प्रशासनिक/ संगठनात्मक मामलों आदि जो गोपनीय/गुप्त प्रकृति के हैं, किसी भी परिस्थिति में किसी भी व्यक्ति को प्रकट नहीं करूँगी / करूँगा ।

I \_\_\_\_\_, do hereby declare that I shall not divulge or disclose, any details of office, operational process, technical know-how, security arrangements and administrative/organizational matters as these are confidential / secret in nature, in any circumstances to any person.

- b) मैं....., एतद्वारा यह घोषणा करती / करता हूँ कि अपनी पूरी जानकारी और पूरे विश्वास के साथ उपर दी गई सूचना सही है, मैं यह भी मानती/मानता हूँ कि किसी भी सूचना को किसी भी स्तर पर झूठ या गलत पाये जाने की स्थिति में, बिना किसी नोटिस के या किसी मुआवजे के, मेरी उम्मीदवारी ख़द/समाप्त कर दी जाएगी/जाएगा।

I \_\_\_\_\_, do hereby declare that the information furnished as above is true and correct to the best of my knowledge and belief, I undertake that in the event of any information being found fake or false any stage, my candidature shall be liable to be cancelled/ terminated without any notice or compensation in lieu thereof shall be given.

स्थान / Place :

दिनांक / Date :

हस्ताक्षर / Signature



**Format**

**Bank Transaction Details of Deployed Personnel**

Sl. No.	Name of deployed Personnel	Account No.	IFSC Code	Amount Transfer from Agency	Bank Transaction ref. no.	Remarks/ Signature of deployed personnel

**Signature and stamp of Bank\***

\* Attached the Bank Account Statement having transaction details with UTR No. received directly through Bank.

**(On Company Letter Head)**

**Employee's/ Employer's EPF/ ESIC contribution details at CUJ, Ranchi.**

[illegible]

**Undertaking:** - New Employees, whose contribution has been received from CUJ but could not be remitted to the account of individual employees due to non-availability of selected documents, will be deposited by next month positively.

**Signature of the Company**

Note:- Attached the contribution details of employees generated through EPFO and ESIC official web portal.

**FORMAT OF DUTY SLIP****(Print Name of the company &  
address)**

Sl. No.....

Date.....

**(To be filled by contractor)**

1. Reg. No of Vehicle : .....
2. A/C or Non-A/C.....,Model &Year....., Petrol/Diesel.....
3. Name, Designation & address of user .....
- .....
- .....

**(To be filled by user)**

4. Purpose of Journey(detail) .....
5. Places visited .....
6. Meter Reading at Starting Point..... At closing Point .....
7. Total KMs Run .....
8. Time at Starting Point..... At closing Point .....
9. Extra Detention Hours (beyond duty Hrs.).....
10. Charges for Parking/Toll Tax etc.....
11. Number of Night Halts (for outstation journey only).....

Driver's Name &amp; Signature

Signature of User

**Signature of Bidder with seal**

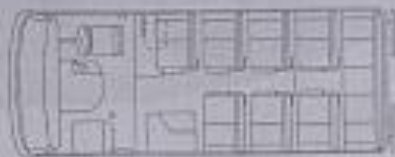
**TATA**  
**Starbus**  
SCHOOL

ANNEXURE 7

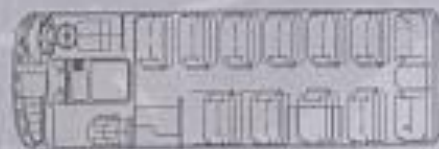
## Seating options



16 Seats



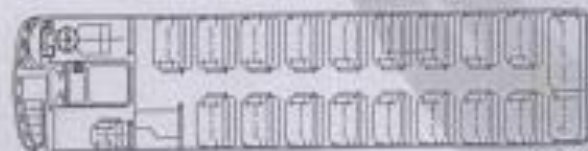
20 Seats



26 Seats



32 Seats



40 Seats



52 Seats

