



इन्दिरा गाँधी राष्ट्रीय जनजातीय विश्वविद्यालय
INDIRA GANDHI NATIONAL TRIBAL UNIVERSITY
AMARKANTAK (M.P.) | अमरकंटक (म.प्र.)
(A National University established by an Act of Parliament)
(संसद के अधिनियम के अधीन स्थापित राष्ट्रीय विश्वविद्यालय)

Tender Ref. No. IGNTU/B.T/2016/ 844

Date: 26/07/2016

Tender Document for Empanelment of Transporters
For Providing Bus Service

IMPORTANT DATES:

Sl. No.	Details	Date
1	Date of Download of Tender Document from our Official Website : www.igntu.ac.in	26.07.2016 To 17.08.2016
2	Last date for submission of Tender Document (filled in) by Applicants Through Registered/Speed Post Only	On or before 17.08.2016 (2:00 PM) by Registered/Speed Post ONLY.
3	Date & Time for Tender Opening (Technical Bid)	17.08.2016 at 3:00 PM

Place of Tender Application Submission:

Registrar
Indira Gandhi National Tribal University
Amarkantak, Distt. Anuppur – 484 887(M.P.)

Signature of the Tenderer with Seal

Signature of the Tenderer with Seal

(1)


इन्दिरा गाँधी राष्ट्रीय जनजातीय विश्वविद्यालय
Indira Gandhi National Tribal University
अमरकंटक (म.प्र.) - 484 887
Amarkantak (M.P.) - 484 887



इन्दिरा गाँधी राष्ट्रीय जनजातीय विश्वविद्यालय
INDIRA GANDHI NATIONAL TRIBAL UNIVERSITY

AMARKANTAK (M.P.) | अमरकंटक (म.प्र.)

(A National University established by an Act of Parliament)
(संसद के अधिनियम के आधीन स्थापित राष्ट्रीय विश्वविद्यालय)

Tender Ref. No.IGNTU/B.T/2016/844

Date: 26/07/2016

Tender Document For Empanelment of Transporters
For Providing Bus Services

Sealed and Super – Scribed tenders are invited in two bid system (Technical Bid and Financial Bid) for providing Bus Service from Bus Operators/Transporters by Indira Gandhi National Tribal University, Amarkantak , Lalpur, Campus as detailed below:

Sl. No.	Route	Details	No. of Vehicles Required	Detail of Earnest Money Deposit (EMD)*
1	Route 1	Amarkantak to University Campus Lalpur & Back (approx. 46 Km. both ways)	Three Buses (52 Seater each)	Rs.1,50,000
2	Route 2	Mini Bus Service from University Campus Lalpur to Kalyanika Kendriya Shiksha Niketan, Amarkantak and back (approx. 46 Km. both ways)	One Mini Bus (22 Seater)	Rs.50,000
3	Route 3	Pendra Road to University Campus Lalpur & Back (approx. 52 Km. both ways)	Two Buses (52 Seater each)	Rs.1,00,000
4	Route 4	Rajendragram to University Campus Lalpur & Back (approx. 52 Km. both ways)	Two Buses (52 Seater each)	Rs.1,00,000

Note :

* Both Tender Application Fee of Rs. 1000/- (Non-Refundable) and applicable EMD should be remitted on or before submission of Tender Document (filled in) in University Account No.3262189064, IFSC Code: CBIN0284695, Central Bank of India, Lalpur Branch, IGNTU, Amarkantak Branch (Branch Code-04695) Anuppur, M.P. – 484887. The receipt of the payment of Tender Application Fee and applicable EMD (UTR No./Deposit Receipt) Copy must be enclosed with submitted Technical Bid of Tender Document (filled in). Those Tender Applications will be rejected which do not contains Tender Document (filled in), Tender Application Fee, Applicable EMD, Technical Bid and Financial Bid.

Signature of the Tenderer with Seal

(2)

S. L. M.
Indira Gandhi National Tribal University
अमरकंटक (म.प्र.) - 484 887
Amarkantak (M.P.) - 484 887

STEPS OF TENDER APPLICATION:

Step 1:

Enclose Receipt of Tender Application Fee Rs. 1000/- (Non-Refundable), Applicable EMD* , Tender Document (filled in) and Technical Bid in sealed Envelope Number 1 (Super Scribed as 'Technical Bid, Envelop No.1').

Step 2:

Enclose Financial Bid (filled in) Sealed Envelope Number 2 (Super Scribed as Financial Bid ENVELOPE No. 2).

Step 3:

Put above Two Envelopes in a Sealed Third Envelope (Super Scribed as 'Tender Application For Bus Service').

Step 4:

The Tender Application complete in all respects should be submitted to the Registrar, Indira Gandhi National Tribal University, Amarkantak , Distt. Anuppur-484887 latest by 17.08.2016 (02:00 p.m.) by Registered / Speed Post ONLY . **PLEASE SEE TERMS AND CONDITIONS OF THE TENDER BEFORE SUBMISSION AND SIGN ON EACH PAGE WITH SEAL.**

EVALUATION OF TENDER APPLICATIONS:

- (i) The tender will be opened at 3:00 PM on 17.08.2016 in the presence of the representatives of tenderers who wish to be present. At first instance, Technical Bid will be opened by the Tender Evaluation Committee (TEC). Only those representative will have capacity to sit in the tender opening process who have the authorization letter from the concern tenderer (Issued on letter head with signed and sealed).
- (ii) Bus Contractors will be short listed by a duly constituted Tender Evaluation Committee (TEC) based on the information furnished in the Tender Document and Technical Bid. The committee may inspect the vehicles at a short notice at IGNTU premises at bus contractors expenses.
- (iii) Financial Bid of only those contractors will be opened who will successfully qualify Technical Bid and Tender will be allotted to lowest bidder (i.e. L - 1) of Financial Bid.
- (iv) The decision of IGNTU arrived at, as above, shall be final and representation of any kind shall not be entertained on the above.
- (v) IGNTU shall have no obligation to convey reason for rejection (if any). It shall be open for IGNTU to reject even the lowest bidder in the interest of the University and no reason will be given thereof.

Signature of the Tenderer with Seal

(3)


Registrar
Indira Gandhi National Tribal University
Amarkantak (M.P.) - 484 887
Anuppur (M.P.) - 484 887

PENALTY:

Deduction on account of unsatisfactory services and improper maintenance of the vehicles (at the rate of 4 times the average cost) will be made from the monthly bills, but not limited to each of the following reasons without proper justification:

- (i) Not providing the service on any day.
- (ii) Missing trip on any day (frequent missing trips will attract higher penalty including cancellation of contract).
- (iii) Non availability of Conductor on the buses.
- (iv) Not maintaining the bus neat and tidy.
- (v) Providing bus not conforming to the requirement specified in this document.
- (vi) Misbehaviour by the Driver/Attendant/Conductor.
- (vii) Over speeding.
- (viii) Not adhering to the time schedule.
- (ix) Non-availability of complaint/suggestion/log book in the vehicle.

TERMINATION OF CONTRACT:

The contract can be terminated by giving at least two months/prior notice in writing by either party. Notwithstanding any of the above, if the services of the contractor are not found satisfactory or in the event of sub-contract to a third party, the Contractor will be issued two month's notice by IGNTU to terminate the contract without prejudice to any right accruing to either party prior to such termination. During the period of notice both parties shall continue to discharge their duties and obligations. In event of sudden withdrawal/Termination of Services by the Contractor, the University reserve the right to forfeit the amount of performance security deposited by the vender and also to recover from Contractor the difference between amount under this agreement and actual paid to any other transporter for the period of contract.

INSOLVENCY AND BREACH OF CONTRACT:

The IGNTU may any time, by notice in writing summarily terminate the contract without compensation to the Contractor in any of the following event, that is to say:

- (i) If the Contractor being an individual or if a firm, any partner thereof, shall at any time, be adjusted insolvency or shall have a Receiver appointed on the Business or an order for administration of his estate made him or shall take any proceeding for composition under Insolvency Act for the time being in force or make any conveyance or assignment or if the firm be dissolved under the partnership Act, or
- (ii) If the Contractor commits any breach of Contract not herein specifically provided for;
- (iii) Provided always that such determination shall not prejudice any right of action or remedy which shall have accrued or shall accrue hereafter to the IGNTU and provided also that the contractor shall be liable to pay to IGNTU for any extra expenditure, he is thereby put to and the Contractor shall under no circumstances be entitled to any gain.

SETTLEMENT OF DISPUTED AND JURIDICTION

The disputes shall in the first instance be tried to resolve by mutual discussions between the both parties within a period of two months failing which only the regular Courts of Anuppur will have the exclusive jurisdiction to adjudicate upon the matter.

Signature of the Tenderer with Seal

(4)



TERMS & CONDITIONS OF TENDER:

1. **Scope of work:** To provide Bus service to Indira Gandhi National Tribal University (IGNTU), Amarkantak, (herein after called University) for Students /Staff/ Faculty and other Passengers of the University on monthly hire basis. Normally vehicle shall be required for 5 days in a week, as Saturday and Sunday are weekly off days. However, on need basis, the vehicle must be provided on, off days & holidays. Bus will ply on routes with halt and time specified by IGNTU.
2. **EMD** of successful bidder (tender allottee) will be kept with the University without interest till the period of the tender. Rest of the applicants (unsuccessful bidders) will get back the EMD without interest.
3. The **tenderer** should submit the following documents along with the tender application (Technical Bid) without which the tender would be rejected.
 - (i) Certified copy of valid registration of the firm
 - ii) Certified copy of PAN
 - iii) Certified copy of Service Tax Registration.
 - iv) Registration, Insurance, Fitness of Buses
4. **Logbook/Bills:** The contractor is required to maintain daily logbook of the movement of vehicle while on duty. Logbook shall be maintained by the owner/driver of the vehicle for noting the distance travelled by the vehicle for carrying out job against this contract. All logbooks and bills should be handed over to the University on or before 5th of every month to finalise the payment.
5. **Contract Rate:** The monthly rate and rate for additional kilometres quoted shall be firm during the period of contract, including any extraction if granted; no price variation shall be entertained by the University. Government duties liveable, if any, should be quoted separately, failing which IGNTU-Amarkantak shall have no liability to pay these charges, and the liability shall be that of the tenderer.
6. **Terms of Payment:**
 - (i) The successful tenderer will be paid at a firm rate towards hire charges per month and for any additional kilometres if used.
 - (ii) The monthly bill in triplicate along with the certified copy of logbook of the vehicle in respect of preceding month will have to be submitted to account section for verification and further necessary action.
 - (iii) The Government taxes as applicable will be deducted from the bill as per the rules.
7. It will be the responsibility of the owner to ensure the agreement of all the document pertaining to vehicle Registration as per latest motor vehicle act, drivers license, RC book, Tax book, comprehensive insurance and bus permit for plying bus for subject hiring work and other document etc, as many be required by motor vehicle act, for which no charges will be paid by the university. The above documents shall always be available with hired vehicle and its driver, In case of requisition seizure of vehicle by administration or by other agency it will be the responsibility of the contractor of the vehicle to get the vehicle released. During such period of requisition seizer of the vehicle the contractor shall make an alternative arrangement by providing alternate bus with no

Signature of the Tenderer with Seal

(5)


Registrar -
Indira Gandhi National Tribal University
Amarkantak (M.P.) - 434 987
Phone: 434 987
Fax: 434 987

- financial implication to the University failing which 200% of route fare to be levied as fine on day basis and shall be continued for consecutive non-operative days. The university will not be responsible for any legal obligation(s) under any act(s).
8. During the contract period, the University can use vehicle for its official purposes.
 9. Period of Contract: The Contract will be effective from the date of deployment of the vehicle (after the issue of Work Order by IGNTU) and will be valid for a period of 11 months. This contract may be extended at the University's discretion for a period as desired by University subject to satisfactory performance of the contractor and further requirement of the university with the same rates, terms and conditions.
 10. Duty Period: The service of the vehicle along with the drivers shall be available for the allotted hours by the University and on all day of months as specified in the tender document or on call basis.
 11. The contractor shall follow all rules and regulation related to labour law and minimum wages, PF rules, etc. wherever applicable. The contractor or his employee shall not cause or permit any nuisance in the premises of the University or do anything, which shall cause unnecessary disturbance or in convenience to our students/ employees. Any other damages (s) caused by the contractor / his employee to the University shall be recovered from bill(s) of contractor after assessment of actual loss.
 12. The University reserves the right to:
 - (a) Award the work in whole or in a part.
 - (b) To reject any or all bids without specifying any reasons thereof.
 13. All the buses sent for services should be in and excellent, roadworthy with low noise and without vibration in good running condition should be of 2013 or later model, with good interiors, accident free and fully insured, including the third party as required u/s 146 of the M.V.Act, 1988.
 14. Each bus shall be operated by a driver and a conductor with Uniforms and Identity Card provided by the contractor. The Driver shall posses at least 05 years Heavy Motor Vehicle driving experience with Commercial Licence. Moreover, No. bus operator should start his/her bus service without having Work Order clearly mentioning the bus numbers and designated routes.
 15. All the buses supplied must have a Pollution Free Certificate, Registration Certificate, Insurance, Fitness and RTO Permit as per the rules.
 16. The vehicles mentioned above should pay requisite T/Tax & P/Tax as required under the prevailing Taxation Act/Rules & Notifications made thereon from time to time.
 17. Only inspected and approved buses will be sent for service on regular basis. Buses sent as replacement / stand by will also be subjected to inspection and approval. University reserves the right to inspect all / any bus(s) at any time during the trip. If it is found that services as defined by the university are not up to the mark, then penalty of 2000/- (Rupees two thousand only) per day per bus will be imposed.
 18. All the consumables, fuel lubricants, maintenance, road-taxes insurance passenger taxes, Challans etc.and payment of wages to the drivers, etc. will be borne by tenderer (hereafter called contractor) and no extra payment of any sort whatsoever will be made by the university

Signature of the Tenderer with Seal

(6)


Registrar
National Tribal University
Gandhinagar, Raipur (C.G.) - 491 007
Phone: 031-254 567

19. The contractor at his own cost and risk will ensure that the vehicles are properly maintained to avoid any breakdown and/or cause inconvenience to the staff, student and other passengers of the university travelling by vehicle.
20. The University shall have no responsibility on account of any accident to person, Government property, contractor's staff, fire etc. and no damage compensation shall be paid to the contractor on this account. In case of any unfortunate event (like vehicle seizure by RTO, accident etc.), only bus contractor will be held responsible without any obligation to the University.
21. The contractor will ensure that the vehicle will carry only students/staff and other staff of the University. No outside passenger(s) should be permitted/ found boarded in any case. It will be the duty of the driver/conductor to debar any interested passenger without bus card issued by the University after a particular date provided by the concerned bus authority, IGNTU, Amarkantak. If any unauthorized passenger will be found by University Officials, then Bus Contractor will be held responsible and suitable action will be taken against them.
22. The contractor alone shall be responsible for all acts, omission, commission, defaults, or neglect on the part of the driver, conductors, cleaners and other personnel employed by the contractor. No trip will be allowed to ply without officially stated bus conductor and driver both.
23. The plying of the vehicle and transport of the University's staff under the terms and conditions mentioned herein shall be subject to the staff and other passenger and in control in the University and the contractor and their staff and agent shall carry out directions given by the University and or by duly authorized official of the University.
24. In case of any riot, communal disturbance or civil commotion in the area of operation of the transport service, the contractor shall immediately inform the University in order to enable the University to make suitable arrangements needed, if any. The same to be informed to the University authority in writing and the actual rent of the day will be deducted.
25. It will be responsibility of the contractor to provide substitute for the bus in case of break down, accident, Challans etc. if no bus is provided by the contractor, a penalty @Rs.5000/- (Rupees Five Thousand only) per day will be recovered from the contractor for each bus not running in accordance with the terms and conditions of the agreement.
26. No payment shall be made in advance.
27. As per requirement of the University (may be on working days/ holidays), Bus contractor must ply their bus for any extra trip on the route mentioned in the work order (for which payment will be done separately as par contract between University and Bus Contractor). In this regard, an authorized letter for extra trip must be received by the concerned driver/conductor (on behalf of the bus contractor), issued by the concerned bus authority, IGNTU, Amarkantak (M.P.). In case of any additional bus requirement by the University on a route other than the route mentioned in the work order, the Bus Contractor has to provide the bus service on priority basis.
28. Due to some unavoidable circumstances, if any Bus Contractor wants to change his/her bus, then he/she has to get prior written permission from the Competent Authority of the

Signature of the Tenderer with Seal

(7)


Indira Gandhi Jharkhand Tribal University
Jharkhand (J.S.) - 454 957

- University after submitting all relevant documents as required by the University like Registration Certificate, Insurance, Fitness, Route Permit etc.
29. Separate tenders are allowed for separate routes whereas partial application to provide bus/buses on any route is not acceptable.
 30. In case of breach of any of the terms and conditions mentioned above, the university will have the right to cancel the work order without assigning any reason thereof, and nothing will be payable by this University in that event and the security deposit will be forfeited.
 31. The applicant should be the owner of the offered bus.
 32. No Child labour should be employed in any case (during the contract period).
 33. Each page of the Tender Document must be signed and stamped by the Bus Contractor.
 34. Separate Tender Applications i.e. Tender Document, Technical Bid & Financial Bid, Applicable EMD, Application Fees have to be submitted separately for separate route(s) for which bus(s) is/are required.
 35. All R.T.O. rules for Educational Institutional Bus should be applied.
 36. Bus should be equipped with First Aid Kit, Fire Extinguisher etc.
 37. Successful Tender bidder (tender allottee) have equipped his/her bus with CCTV & GPRS.
 38. During all the period of Vacations Breaks/Public Holiday/University Holiday the Buses will be kept parked in the University premises.
 39. Tender allottee (successful bidder i.e. L – 1) shall equip his/her buses with CCTV and GPRS.
 40. Signature should not be in capital letter.

Signature of the Tenderer with Seal

(8)


Registrar
National Tribal University
Amritsar (P.S.) - 143 007

TECHNICAL BID**Bus Service for IGNTU, Amarkantak**

Sl. No.	Particulars	Mention Details/Yes/No		
01	Complete Name, Address and Phone nos. of the firm			
02	Name of the proprietor/partner(s)			
03	Whether receipt of Application Fee of Rs. 1,000/- (Rupees One Thousand Only) is enclosed			
04	Whether receipt of applicable EMD is enclosed.			
05	Whether capable and agreed to submit the Security Deposit as mention in tender document , if work order is awarded			
06	Whether copy of PAN Card enclosed			
07	Whether copy of Registration Certificate of Service Tax enclosed			
08	Whether Fitness Certificate, Pollution Free Certificate, Registration, Insurance for each vehicle.			
09	Details of Bus (Attach photocopy of RC of each vehicle)			
	<i>Vehicle No</i>	<i>Model/ Year of Manufacture</i>	<i>Make/ Type of Vehicle/Mileage done</i>	<i>Seating Capacity</i>
10	Details of litigations pending, if any			

DOCUMENTS TO BE DEPOSITED WITH TECHNICAL BID:

- (i) Certified copy of valid registration of the firm
- (ii) Certified copy of PAN
- (iii) Certified copy of Service Tax Registration.
- (iv) Registration, Insurance, Fitness of Buses

(Name & Signature of the Tenderer with Seal)

Signature of the Tenderer with Seal

(9)


The stamp is from the Government of India, Ministry of Education, and contains the text: 'Ministry of Education, Government of India', 'Director of Technical Education, Amarkantak', and 'Amarkantak - 485 102'.

UNDERTAKING

1. I/We undertake that I/we have carefully studied all the terms and conditions and understood the parameters of the proposed work of Indira Gandhi National Tribal University, Amarkantak (M.P.), I and shall abide by them.
2. I/We also undertake that I/We have understood Term & Conditions and Tender Documents shall conduct the work strictly as per state parameters.
3. I/We further undertake that the information given in this tender are true and correct in all respect and we hold the responsibility for the same.

Date: -----

Place:

(Dated Signature of Tenderer with Stamp of the firm)

Signature of the Tenderer with Seal

(10)


S. L. Singh
Secretary
Indira Gandhi National Tribal University
Amarkantak (M.P.) - 494 997

Financial Bid for Bus Services

Name and Address of the Firm:

Sl. No.	Details	Vehicle	Qty. of Buses required	Monthly Charges (Inclusive of Driver/Conductor Salary) per bus	Rate Per Km (Inclusive of Driver/Conductor Salary) per bus	No. of Days in Week (when Bus Service is req.)	Distance To Be Travelled per bus	Total Amount per Bus= Monthly Charges (Col. 5) + (Rate per KM (Col. No. 6) x 22 (Col. No. 7) x Distance(Col. No. 8)
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
1.	Amarkantak to University Campus Lalpur & Back (approx. 46 Km. both ways)	52 Seater Bus on monthly basis	03			22	46	
2.	School Bus Service from University Campus Lalpur to Kalyanika Kendriya Shiksha Niketan, Amarkantak and back (approx. 46 Km. both ways)	22 Seater Bus on monthly basis	01			22	46	
3.	Pendra Road to University Campus Lalpur & Back (approx. 52 Km. both ways)	52 Seater bus on monthly basis	02			22	52	
4.	Rajendragram to University Campus Lalpur & Back (approx. 52 Km. both ways)	52 Seater bus on monthly basis	02			22	52	

NOTE:

- (1) Bus Contractors should take utmost care while filing above rates and computations. Use of whitener, over writing, cutting etc. in Financial Bid is not accepted.
- (2) Partial Tender Application on any route for providing lesser no. of Buses as mentioned in column no.4 is not accepted i.e. Bus Contractor must provide all number and specification of buses required as per route mentioned in column number 02, 03 and 04.
- (3) Rate quotation/computation for column number 05 to 09 shall be provided for one bus only.

Date:

Place:

(Dated Signature of Tenderer
With stamps of the firm)

Signature of the Tenderer with Seal

India Gandhi International Tribal University
 Amarkantak (Jh.J.) - 484 887