



INDIRA GANDHI NATIONAL TRIBAL UNIVERSITY REGIONAL
CAMPUS, MANIPUR
Adimjati Complex, Chingmeirong, Imphal-795001

NOTICE INVITING TENDER

Indira Gandhi National Tribal University-Regional Campus, Manipur (IGNTU-RCM) wishes to hire bus services from reliable agencies/concern. Offers in sealed covers are invited from reputed firm/concerns engaged in similar kind of service which may be superscripted with “Tender for providing Bus Services” in two bids system-technical and financial. Tender document may be downloaded from the University website www.igntu.nic.in or may be purchased from IGNTU-RCM Administrative Office at Adimjati Complex, Chingmeirong, Imphal-795001 against payment of Rs. 1000/- to the university only through electronic/digital mode i.e RTGS/NEFT/Bank Transfer

Date of tender notification	29/06/2016
Sale of tender document commence from	29/06/2016
Last date of sale of tender documents	25/07/2016
Last date for receipt of duly filled in tenders	26/07/2016 (2:00 PM)
Date & Time of opening of tenders(Technical Bid)	26/07/2016 (2:30 PM)
Earnest Money Deposit (EMD) :	Rs. 50,000/- (Refundable without interest)

Bid documents complete in all respects along with EMD, tender fee and relevant documents has to reach IGNTU-RCM on or before 26.07.2016 within 2:00 p.m. Late submission of tenders shall not be accepted. The bidder shall sign and stamp each page of this tender document as taken of having read and understood the terms and conditions contained herein and submit the same along with the qualifying bid.

Sd/-
Director (i/c)

TENDER DOCUMENT

A. SPECIFIC TERMS & CONDITIONS:

1. Scope of work: To provide Bus service for communication to Indira Gandhi National Tribal University-Regional Campus, Manipur-IGNTU-RCM (herein after called University) for Students /Staff/ Faculty and other passengers of the University on monthly hire basis. The approximate one way running distance is 25 kms. 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 shall have to be provided on off days & Holidays. Bus will ply on route with halt and time specified by IGNTU-RCM.

2. Tender Fee & Earnest Money: A bidder must pay a tender fee of Rs.1000/- (Rupees One thousand) and Earnest money deposit of Rs.50,000/- (Rupees Fifty Thousand) only through electronic/digital mode i.e RTGS/NEFT/Bank Transfer. The e-payment details like UTR/transaction reference number shall be furnished by the bidder/contractor along with the tender without which tender will be rejected. The Earnest money of unsuccessful tenderer shall be refunded without any interest through electronic mode while the successful bidder shall be retained towards security deposit. Details of university account for payment of tender fee & EMD is as under:

Name of the Bank: State Bank of India
Branch: Imphal
Name of the Account-Indira Gandhi National Tribal University
Address: Regional Campus Manipur, Imphal West-795001
Account Number: 30884432431
Type of account: Current
IFSC code: SBIN0000092

3. Security Deposit: The successful bidder will have to submit a performance security for an amount equivalent to 10% of the total contract amount by way of Demand Draft/Fixed Deposits/Banker's Cheque/Bank Guarantee issued by commercial Bank and drawn in favour of IGNTU and payable at Imphal valid for a period of 12 months from the date of award of contract.

4. The tenderer should submit the following documents along with the tender without which the tender would be summarily rejected.

- (i) Certified copy of valid registration of the firm
- ii) Certified copy of PAN.
- iii) Certified copy of service Tax Registration.
- iv) Registration of Buses

4. Logbook of the vehicle: 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

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contract and signature of authorized officer should be obtained daily. All logbooks should be handed over to the university at the end of contract period or termination of contract.

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 leviable, if any, should be quoted separately, failing which IGNTU-RCM shall have no liability to pay these charges, and the liability shall be that of the tenderer.

6. Terms of Payment:

a. The successful tenderer will be paid at a firm rate towards hire charges per month and for any additional kilometres if used.

b. The monthly bill in triplicate along with a 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.

c. Income Tax/Commercial Tax as applicable will be deducted from the bill as per 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 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 seizure of the vehicle the contractor shall make an alternative arrangement by providing alternate bus with no financial implication to the university. 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 any purpose.

9. Period of contract/Termination of contract: The contract will be effective from the date of deployment of the vehicle and will be valid for a period of 12 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.

Notwithstanding anything contained in the contract, the contract can be terminated by the University by giving 30 days notice to the contractor without assigning any reason thereof and the contractor shall not claim any damage, cost etc. for the remaining period of the contract.

10. Duty Period: The service of the vehicle along with the drivers shall be available for the number of hours and on all day of months as specified in the schedule of items.

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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 employees. Any other damages (s) causes by the contractor / his employee to the university shall be recovered from bill(s) of contractor.

12. All matters of dispute shall be within the jurisdiction of the Imphal only.

13. The tender will be opened in the presence of the representatives of tenderers, if any. At first instance Technical Bid will be opened by the Tender Evaluation Committee. The Financial Bids shall be opened only for the technically qualified vendors as recommended by the TEC. The technically qualified bidders will be informed formally by post / fax / phone/ email about the date and time of opening of Financial Bids. IGNTU-RCM shall have no obligation to convey reason for rejection of any bid.

14. 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.
- (c) not to bind itself to accept the lowest bid.

B. GENERAL TERMS AND CONDITIONS

1. All the buses sent for services should be in excellent, roadworthy with low noise and without vibration in good running condition, should be of 2014 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.

2. Each bus shall be operated by a driver and a co-driver with uniforms provided by the contractor. The Driver shall possess at least 05 years Heavy Motor Vehicle driving experience.

3. All the buses supplied must have a Pollution Free Certificate and must also obtain a Certificate of Fitness and Contract Carriage Permit as per the rules.

4. 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.

5. Only inspected and approved buses will be sent for service on regular basis. Buses sent as replacement / standby will also be subjected to inspection and approval. University reserves the right to inspect all / any bus(es) at any time during the trip. If it is found that services are not up to the mark, then penalty of 2000/- (Rupees two thousand only) per day per bus will be imposed.

5. Tenderers will submit photocopy of RC Book of each vehicle. Wherever tenderer have taken vehicles on lease from other companies/individuals, copies of the lease agreement also should be attached along with other documents.

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6. 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
7. 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.
8. The University shall have no responsibility on account of any accident to the person, material, contractor's staff, fire etc. and no damage compensation shall be paid to the contractor on this account.
9. The contractor will ensure that the vehicle will carry only students/staff and other the contractor passenger of the University. No outside passenger should be permitted/found boarded in any case.
10. 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's maintenance, operation and plying of the vehicle.
11. The contractor shall from time to time at all times keep indemnified the university against the action, proceeding claim and expenses of every nature, made suffered or occasioned in consequence of and perusal to and arising on or as a result of plying and the operation of the vehicle by the contractor, their servant and agent, under terms and conditions or otherwise howsoever.
12. The contractor shall observe all rules and regulation and comply with all provision of law on that behalf. The contractor should also abide all labour laws as applicable from time to time.
13. 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.
14. 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 or it in order to enable the university to make suitable arrangements needed, if any.
15. 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. .
16. In case of penalty either for late running , cancellation of schedule trips or for not providing bus on any particular day, contractor will be required to deposit the amount fixed on account of penalty within seven days of the issue of such notice, falling which the penalty dues will be recovered from the security deposit made by the contractor. University

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also reserves the right to cancel the contract in case such penalty is not paid in a stipulated period.

17. Any notice required to be given by either party to the other party shall be deemed to be duly served if sent by speed post to the other party at their address unless either of them has notified to the other any change of the address. Any notice given by post shall be deemed to have been served at the expiry of 48 hours from date of posting.

18. In case of breach of any of the terms and conditions mentioned above, the Director 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.

19. No payment shall be made in advance.

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TECHNICAL BID
Bus Service for IGNTU-RCM

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	Online payment details/UTR No. for payment of Rs. 1,000/- (Rupees One Thousand Only) as Tender Fee.			
04	Online payment details/UTR No. for payment of Rs. 50,000/- (Rupees Fifty Thousand Only) as EMD			
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 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			

Date:

Place

(Name & Signature of the tenderer with seal)

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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-Regional Campus, Manipur I and shall abide by them.
2. I/We also undertake that I/We have understood "Parameters and Technical Specifications for conducting the Work" and shall conduct the work strictly as per these 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 stamps of the firm)

Signature of the Tenderer & Seal

Annexure II
IGNTU-RCM
Financial Bid for Bus Services

Name of the Firm

Item No	Vehicle	Qty	Description of service required	Rate inclusive of driver's salary
1. (a)	35 seated bus on monthly basis	03	One round trip- Daily running upto 50 kms. Timing will be decided by the University	
(b)			Rate for every additional kms beyond 50 kms on a particular trip	
2. (a)	35 seated bus on monthly basis	01	Two round trips- Daily running upto 100 kms. Timing will be decided by the University	
(b)			Rate for every additional kms beyond 100 kms on a particular trip	
3.	Any other charges (Please specify)			
4.	Total			

Date:
Place:

(Dated Signature of Tenderer
With stamps of the firm)

Signature of the Tenderer & Seal