

Indira Gandhi National Tribal University, Amarkantak (M.P)



**TENDER DOCUMENT
FOR
HIRING OF TRACTOR WITH TROLLEY AND WATER TANKER
at
LALPUR CAMPUS, AMARKANTAK**

Tender No. IGNTU/J/2018/20-A/433

date:20/04/2018

Cost of Tender Document: Rs 500/-

E.M.D. for Tender : Rs 5000/-

Last Date for submission of Tender: 21/05/2018 at 5.00 PM

Date & Time for opening of Tender: 22/05/2018 at 3.30 PM

Address for submitting Tender : Registrar, IGNTU, Amarkantak (M.P.) 484887.

(This tender document contains 09 pages)

Registrar

Indira Gandhi National Tribal University
Lalpur, Amarkantak, Distt- Anuppur (M.P.) 484887
Website:www.igntu.ac.in

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Ashok Kumar
Registrar

Tender Invitation Notice

Tender No. IGNTU/3/2018/20-A/433

Date 20/04/2018

CHAPTER I – INSTRUCTIONS TO BIDDERS

- 1.1. The Tractor to be provided must be year 2015 model or later of minimum 25 HP or more with hydraulic system trolley size 10x6x2 and water tanker of 5000 liter capacity.

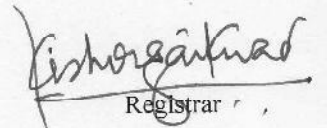
(i)

1.	Tractor with Trolley	01
2.	Tractor with water tanker	01

- 1.2. Availability of the Tractor with trolley and water tanker must be 24x7 bases along with medically fit drivers who hold valid Driving License.
- 1.3. Tractor with trolley and water tanker should available in the campus of Indira Gandhi National Tribal University, Amarkantak (M.P.) during 24x7 of the hiring period.
- 1.4. Tractor with trolley and water tanker may be used for the Inter State travels, if required.
- 1.5. The Bidder has to be registered with Service Tax Department/ GST and should submit a copy of the Registration Number with PAN.
- 1.6. The owners/Firm who has one Tractor with trolley or one tractor with tanker can apply (The owner/Firm who has only tractor or only trolley or only tanker will be not eligible for tendering).
- 1.7. **Earnest Money:** Earnest Money of Rs. 5000 should be deposited with tender documents. The Earnest Money of all the unsuccessful bidders will be returned on their request after the expiry of the period of the bid validity and after issue of the work order. No interest will be payable by the University on the Earnest Money Deposit.

Forfeiture of Earnest Money: the Earnest Money will be forfeited in the following cases:

- i. Earnest Money is liable to be forfeited and bid is liable to be rejected, if the bidder withdraw or amends impair so derogates from the tender in any respect with in the period of validity and/or after opening the tender.
 - ii. If the successful bidder fails to provide the Tractor with trolley and water tanker within the prescribed time after the confirmed orders.
 - iv. When information/certificate/document furnished is found to be false at any stage.
 - v. When the bid documents have been manipulated or altered after they are downloaded from the website.
- 1.8. **Performance Security:** Rs 10,000/- as Performance Security will have to deposited by the successful bidder which shall be refundable after completion of the contract without any interest.


Registrar

CHAPTER II – CONDITIONS OF CONTRACT

- 2.1 The bidder will have to give a written undertaking that he accepts all the terms and conditions of this tender. The bidder should also submit the tender document duly signed and stamped in all the pages (with date).
- 2.2 Tractor with trolley and water tanker 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).
- 2.3 Duty Slips in duplicate copy to be printed and serially numbered by the Service Provider as per prescribed format of IGNTU and should ensure that at the end of duty; the duty slips are completed and signed by the users.
- 2.4 Service Provider shall not engage any person below 18 years of age and University reserves the right to cancel the bids or for any particular Tractor with trolley and water tanker without assigning any reason.
- 2.5 Notwithstanding any clause/conditions above, the bidder may note that the Tractor with trolley and water tanker provided/drivers deployed shall adhere to flexible in timing/usage considering the nature and work of the IGNTU.
- 2.6 **During General Holidays i.e. Sundays/Saturdays/Government Holidays, if any of the Tractor with trolley and water tanker under monthly basis category are utilized by the university, no any extra charges/payments will be made by the university.**
- 2.7 All repairs and maintenance, running costs, fuel, lubricants, salaries of drivers, taxes, insurance, etc. necessary for the running & maintenance of Tractor, trolley and water tanker will be borne by the bidder and fully responsible for the same.
- 2.8 Bidder 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 etc. the said driver shall be withdrawn by the bidder and a new driver shall be provided to the university at no additional cost.
- 2.9 Tractor with trolley and water tanker should also be fitted with Towing hook.
- 2.10 Tractor with trolley and water tanker should be able to move freely to the neighboring States without any restrictions.
- 2.11 Tractor with trolley and water tanker shall be comprehensively insured against all risks (including the driver and occupants & third party). Insurance policy shall be renewed well before the due date. Copy of the same should be attached with tender documents.
- 2.12 The bidder 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 Tractor with trolley and water tanker.
- 2.13 The applicant should not assign this contract or any part thereof to any third party.
- 2.14 While selection of the successful bidder will be based on L1, the University would decide upon the selection based on rules.
- 2.15 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 Tractor with trolley as per rules & regulations of applicable laws.
- 2.16 In case of breakdown of any Tractor with trolley and water tanker, the Bidder shall, within six hours provide another Tractor with trolley and water tanker at no extra cost. The University shall have absolute right to charge Rs.1000/- per day if they will not provided another Tractor with trolley and water tanker within six hours.
- 2.17 In case of any accident to the Tractor with trolley and water tanker, it will be the responsibility of the bidder or his representative (drivers) to lodge FIR etc. with police. All issues like RTO, Traffic violations etc. are to be take care by the bidder.
- 2.18 Lodging, boarding, transportation of drivers shall be the responsibility of bidder.

- 2.19 The driver provided by the bidder should fulfill the following conditions:
- i. Should be in possession of valid commercial driving license issued before 1st march 2017 by RTO for the class of Tractor with trolley and water tanker.
 - ii. Should be able to read and write.
 - iii. Should not smoke chew Pan/Pan-Masala/Tobacco inside the Tractor with trolley both while driving and otherwise.
 - iv. Should not get indulged in any activity in indicial to security of the officers traveling in his tractor with trolley and water tanker.
 - v. Should be in possession of Mobile phone with valid connection.
- 2.20 **Statutory Requirements:** It is desirable to have the Registration with EPF, GST, PAN etc. if applicable However, if the Service Provider does not possess any or all the above, they shall obtain the same within one month of commencement of Contract.
- 2.21 **TERMS of PAYMENT:** Monthly bills shall be submitted in duplicate to the concerned section and payment will be processed on monthly basis only. If monthly bill will not be submitted by the successful bidder, he will be the sole responsible for delay in payment.

LIQUIDITY/ PENALTY CLAUSE:

- A.** If driver will not come on duty on time on three occasions in month there will be no penalty, however it done on repetitive basis a penalty of Rs 100/- per day will be imposed.
- B.** If Tractor/Trolley/Tanker will not be available, Rs.1000/- per day will be taken as penalty.

2.22 TERMINATION:

The University may, without prejudice to any other remedy for breach of contract may terminate the contract in whole or in parts in the event of the following:

- i. If the bidder fails to arrange the any or the entire Tractor with trolley and water tanker within the period(s) Specified in the contract or any extension thereof granted by University.
 - ii. If the bidder fails to perform any other obligation (s) under the contract.
 - iii. In case the Contract has to be terminated, 30 days notice in writing shall be given by the either side.
- 2.23 All disputes arising out of this contract shall be subjected to the jurisdiction of M.P. High Court, Jabalpur/Annuppur.
- 2.24 The bidder/Agency should have owned the Tractor with trolley and water tanker at the time of bid submission, with model not older than year 2015 and Tractor with trolley and water tanker registered as commercial Tractor with trolley and water tanker.
In case university requires more than 02 Tractor with trolley and water tanker at a time it will be the responsibility of the bidder to manage the same at the same rates.
- 2.25 The bidder should be registered with the Central Excise/Custom department for the purpose of GST. If not already registered, proof of application for registration for service tax must be submitted.

Signature of Bidder

CHAPTER III – SCHEDULE OF REQUIREMENTS

HIRING OF TRACTOR WITH TROLLEY AND WATER TANKER

- 3.1 The University is inviting tender for two Tractors with one trolley and one water tanker on Monthly basis to meet out the needs of university like official, irrigation and transport etc. The contract offer hiring of the Tractor with trolley and tanker will be initially for a period of one year. However, the period may be extended for further period up to one year on mutual agreement on the same rate, terms and conditions, if the services of the bidder are satisfactory. The interested parties/service providers may submit their tender in the prescribed application forms (i) Technical Bid as per Annexure-I, (ii) Financial Bid as per Annexure-II.
- 3.2 **A non-refundable tender fee of Rs.500/- remittance of a tender in favor of "Indira Gandhi National Tribal University" payable at Canara Bank A/C No. 6752101000027 IFSC- CNRB0006752 along with tender.**
- 3.3 **An Earnest Money deposit of Rs. 5,000/- remittance of a tender in favor of "Indira Gandhi National Tribal University"**

E.M.D. The bid security EMD may be accepted in the form of Account Payee Demand Draft, Fixed Deposit Receipt, Banker's Cheque or Bank Guarantee from any of the Commercial Banks or payment online payable at at Canara Bank A/C No. 6752101000027 IFSC- CNRB0006752 along with tender in an acceptable form. The bid security is normally to remain valid for a period of forty-five days beyond the final bid validity period.

Bid securities of the unsuccessful bidders should be returned to them at the earliest after expiry of the final bid validity and latest on or before the 30th day after the award of the contract.

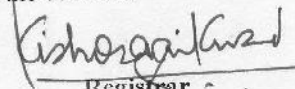
Performance Security: Successful bidder will have to submit a performance security of Rs 10,000/- Performance Security may be furnished in the form of an Account Payee Demand Draft, Fixed Deposit Receipt from a Commercial bank, Bank Guarantee from a Commercial bank or online payment payable at at Canara Bank A/C No. 6752101000027 IFSC- CNRB0006752 along with tender.

Performance Security should remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the supplier including warranty obligations.

- 3.6 The tender must be reached on or before/...../2018 to the Registrar, Indira Gandhi National Tribal University, Lalpur, Amarkantak, District Anuppur (M.P.)-484887 by speed post/registered post only.

Tender will not be accepted by hand in any case.

- 3.7 The Technical Bid (Annexure-I) and the Financial Bid (Annexure-II) should be sealed by the bidder / service providers in separate covers duly super scribed and both these sealed covers are to be put in a bigger cover which should also be sealed and duly super scribed. The outer envelope must be super scribed "Tender for Hiring of Tractor with trolley and water tanker".
- 3.8 The technical bids will be opened by the Committee on/...../2018 at 03.30 PM in the presence of the bidder/authorized representatives if any. At the second stage, financial bids of the technically qualified Bidders will be opened for further evaluation before awarding the contract.


Registrar

CHAPTER IV – TECHNICAL DETAILS**TECHNICAL BID**

1. Name of the Bidder/Agency :
2. Complete Address :
- :
3. Telephone Number(s)/Mob. No. :
4. Tender Cost Amount:Receipt No with date
- Bank & Branch
5. Earnest Money Amount:Receipt No with date
- Bank & Branch
6. GST/Service Tax Registration Certificate (Enclose :
- copy of the Certificate) as per clause 7.2.
- 7 PAN (Enclose copy of the Certificate) :
- 8 Proof of ownership of Tractor with trolley and water :
- tanker
- 9 Make of tractor Year :
- (Related documents should be attached)
- 10 Date of Purchase :
- 10 RTO Registration No. (with related documents) :
- 11 Valid Insurance of tractor :
- 12 Horsepower of Tractor :
- 13 Trolley (Size of Trolley, Two Wheeler/Four Wheeler) :
- (Preference will be given to two wheeler)
- 14 Trolley Date of Purchase (with proof) :
- 15 Tanker Date of Purchase (with proof) :
- 16 Tanker (Size with proof) :
- Place : Signature :
- Date : Name :

CHAPTER V – PRICE SCHEDULES**FINANCIAL BID**

1. Name of the Bidder/Agency :
2. Complete Address :
- :
3. Telephone Number(s)/Mob. No. :
4. Amount of monthly rental which the firm/individual offers to including all taxes/ duties:

S. No.	Details	Amount of Monthly Rental		TOTAL
		Monthly Charges	GST & OTHER	
01.	Tractor			
02.	Trolley			
03.	Tanker			

(Diesel Cost, Driver Cost etc. will be included in the quoted rates, Income tax will be deducted as per rules.)

Place : Signature :

Date : Name :

CHAPTER VI – OTHER STANDARD FORMS

DECLARATION

I, hereby declare that I am authorized to sign this document and:

- 1) All the statements made in this application are true, complete and correct to the best of my knowledge and belief. I understand that if at any stage, it is found that any information given in this application is false/ incorrect or that our agency does not satisfy the eligibility criteria, our candidature/empanelment is liable to be cancelled / terminated.
- 2) I understand that the decisions taken by the Indira Gandhi National Tribal University are final and binding in all matters.
- 3) I hereby agree to work as per the terms and conditions stipulated by Indira Gandhi National Tribal University.
- 4) I understand that the Indira Gandhi National Tribal University reserves the right to accept or reject and to cancel the empanelment process and reject all expression of interests at any time prior to the award of the contract, without detailing any specified reasons what so ever.
- 5) I undertake no court case is pending against the tractor/tanker/trolley and Driver.

Place :

Signature :

Date :

Name :