

BID DOCUMENT
OPEN COMPETITIVE BID (OCB)
(E-PROCUREMENT)
FOR

**HIRING OF CARS (A/C) FOR CONSTITUENT INSTITUTES OF RGUKT
LOCATED AT RK VALLEY, NUZVID, SRIKAKULAM AND ONGOLE.**


PROPRIETARY & CONFIDENTIAL



RAJIV GANDHI UNIVERSITY OF KNOWLEDGE TECHNOLOGIES
Camp Office Address: RGUKT-AP, Nuzvid Campus, Nuzvid,
Krishna District, Andhra Pradesh, Pin: 521202.

News paper advertisement

E-Procurement Tender Notice

	<p>RAJIV GANDHI UNIVERSITY OF KNOWLEDGE TECHNOLOGIES (Established through Act No.18 of 2008) ANDHRA PRADESH, INDIA <i>(Catering to the Educational Needs of Gifted Rural Youth of Andhra Pradesh)</i></p>
<p>Advt.No. RGUKT-AP/Hiring of Vehicles/December/2020 Date:02.12.2020</p>	
<p>SHORT TENDER NOTICE</p>	
<p>RGUKT-AP invites Tender from the experienced and reputed Agencies for providing Taxies (A/C) on hire basis for an initial period of one year. For more details visit http://www.rgukt.in/rec-tenders.html or https://tender.apecurement.gov.in (Andhra Pradesh Portal).</p>	
<p style="text-align: right;">Sd/- Registrar (I/c)</p>	

Name of work: HIRING OF CARS (A/C) TO DIRECTORS FOR CONSTITUENT INSTITUTES OF RGUKT LOCATED AT RK VALLEY, NUZVID, SRIKAKULAM AND ONGOLE.

Tender Schedule:-

S. No	Title	Description
1.	Bid System	Two Bid System – Technical Bid and Financial Bid
2.	Bid Document fee (Non refundable)	Rs.3000 /- (By way of DD from any Scheduled Bank in favor of the Registrar, RGUKT (Non refundable) payable at Nuzvid.
3.	EMD	Rs.50000/- by way of Demand Draft from any Nationalized Ban in favor of The Registrar, RGUKT payable at Nuzvid. All applicable bank charges shall be borne by the applicant. Tender submitted without EMD and tender fees is liable to be rejected.
4.	Bid Documents Downloading Start Date and Time	07.12.2020 at 05.00 PM
5.	Bid Document Downloading End Date and Time	17.12.2020 till 05.00 PM
6.	Last date and Time for uploading of online documents	17.12.2020 till 05.30 PM
7.	Last date for submission of the Hardcopies of Technical bid Documents	19.12.2020 till 05.00 PM, at Registrar (i/c), RGUKT, Nuzvid Campus, Krishna, District – 521202.
The University will consider only the bids submitted through online E-procurement platform i.e. http://tender.apecurement.gov.in .		
1.	Technical Bid opening date/time	21.12.2020 at 11.00 AM
2.	Financial Bid opening date/time	21.12.2020 at 01.00 PM
3.	Contact person	The Registrar (i/c), RGUKT- Andhra Pradesh

Note: The dates stipulated above are firm and under no circumstances they will be relaxed unless extended by an official notification or happen to be Public Holidays. For the assistance in the online submission issues, the bidder may contact the help desk of M/s. VUPADHI (<https://tender.apecurement.gov.in>) at their e-mail address: contact@vupadhi.com, Phone: 08645-246370/71/72/73/74.

CLARIFICATIONS:

- Queries if any can be made through e-mail only to registrar-ic.ap@rgukt.in, on or before 14.12.2020. Queries received via any mode other than e-mail will not be entertained. The queries should only be sent in following format on the official letter head of the company.

S. No.	Page No. (Tender Ref.)	Clause (Tender Ref.)	Description (Tender Ref.)	Query

- The addendum / corrigendum if any shall be published on RGUKT website i.e. www.rgukt.in as well as on e-procurement platform <https://tender.apecurement.gov.in>.
- The Bidders are requested to submit the bids after issue of clarifications duly considering the changes made if any. Bidders are totally responsible for incorporating/complying the changes/ amendments made by RGUKT.

SECTION - I
INVITATION FOR BIDS

**Subject: HIRING OF 4 Nos CARS (A/C) TO DIRECTORS FOR CONSTITUENT INSTITUTES OF
RGUKT LOCATED AT RK VALLEY, NUZVID, SRIKAKULAM AND ONGOLE.**

Sir/Madam,

- 1) Bids are invited on the e-procurement platform Tenders (Part-1 Technical Bid and Part –II Financial Bid) from the Travel Agencies/ firms registered with Government of Andhra Pradesh. The details of bidding conditions and other terms can be downloaded from the electronic procurement platform **Government of Andhra Pradesh** i.e. <http://tender.apecurement.gov.in> .
- 2) The bidder shall be required to submit the Earnest Money Deposit (EMD) for an amount of Rs.50,000/- (Rupees: Fifty Thousand only) which is refundable and a non-refundable tender processing fee for an amount of Rs.3000/- (Rupees: Three Thousand only) by way of demand drafts only. The demand drafts shall be drawn in favor of "The Registrar, RGUKT" payable at Nuzvid. The demand drafts for earnest money deposit & tender fee must be enclosed in the envelope containing the technical bid.
- 3) At any time prior to the deadline for submission of bid, university for any reason, whether at its own initiative or in response of a clarification requested by a prospective bidder, modify the tender by amendment and it will be published on the university website and as well as on E-Procurement platform of Govt. Andhra Pradesh.
- 4) The bidders are requested to read the tender document carefully and ensure to compliance with all the instructions herein. Non-compliance of the instructions contained in this document may disqualify the bidder from the tendering exercise.
- 5) In the event of the due date of receipt and opening of the tender being declared as a holiday for the Institute, then due date of receipt / opening of the tender will be the next working day at the same time.
- 6) The University will not accept the tenders from blacklisted Agencies or undependable Agencies whose past performance was found to be poor and also against whom there have been adverse reports of sub-standard service.
- 7) The bidders need to scan and upload the required documents as per the Check list given. Such uploaded documents pertaining to technical bid need to be attached to the tender while submitting the bids online. The Self attested copies of all these uploaded documents of technical bid, signed undertaking of bidder should be submitted offline by person or postal or courier to The Registrar (i/c), RGUKT, Nuzvid campus, Krishna District – 521202 by 05:00 PM on 19.12.2020. RGUKT will consider only the bids submitted through online E-procurement platform i.e. <http://tender.apecurement.gov.in>.
- 8) Not more than one tender shall be submitted by one bidder or bidders having business relationship. Under no circumstance will father and his son(s) or other close relations who have business relationship with one another (i.e. when one or more partner(s)/director(s) are common) be allowed to tender for the same contract as separate competitors. A breach of this condition will render the tenders of both parties liable to rejection.

9) Bidder who has downloaded the tender from the RGUKT website www.rgukt.in and AP e-procurement website <http://tender.apecurement.gov.in> shall not alter/modify the tender form including downloaded price bid template in any manner. In case if the same is found to be altered/ modified in any manner, tender will be completely rejected and EMD would be forfeited and bidder is liable to be banned from doing business with RGUKT. Intending bidders are advised to visit RGUKT website www.rgukt.in and AP Tender website <http://tender.apecurement.gov.in> till closing date of submission of tender for any corrigendum / addendum/ amendment.

NOTE:

After uploading the documents, the hard copies of the uploaded technical bid documents along with original Demand Drafts in respect of EMD and Tender document fee have to be submitted.

For any clarification and further details on the above tender please contact Telephone No: 7670905554.

**Sd/-
The Registrar (I/c), RGUKT-A.P.**

SECTION-II

STATEMENT OF IMPORTANT LIMITS/VALUES RELATED TO BID

Item	Description
Bid Document fee (nonrefundable)	Rs.3000/- (By way of DD from any Nationalized Bank in favor of The Registrar, RGUKT payable at Nuzvid.) If the tender is cancelled or recalled on any ground, the Tender document fees (Tender Fees) will not be refunded to the bidders.
EMD	Rs.50,000/- (By way of Demand Draft from any Nationalized Bank in favor of The Registrar, RGUKT payable at Nuzvid.) All applicable bank charges shall be borne by the applicant. Tender submitted without EMD and tender fees is liable to be rejected.
Bid Validity Period	180 days from the date of opening of Finance bid. The EMD shall be forfeited if a bidder withdraws his bid during the period of bid validity as specified in the bid form
EMD Validity Period	Demand Draft – 90 Days
Period for signing the order Acceptance	Within 5 days from the date of receipt of notification of award
Performance security value	5% of the contract value by way BG from any Nationalized Bank in favor of The Registrar, RGUKT payable at Nuzvid
Period for furnishing performance Security	Within 10 days from date of receipt of award
Performance security validity period	60 days beyond contract period
Contract Period	Initially for a period of one year and extendable for one more year on mutual consent on same terms and conditions
Estimated contract value	Rs. 21,60,000/-
Rejection of Tender (s)	The University reserves the right to reject any or all the bids either in part or full relating to the work under this Tender Document without any reason whatsoever. The University reserves the right to accept or reject any or all tenders received by it without assigning any reason what-so-over. RGUKT may also withdraw or cancel the tender either in part or in full to its sole discretion. RGUKT also does not bind itself to accept the lowest bid.
Error in Tender submission	The University does not take any responsibility for the tender being wrongly submitted in the e-procurement portal and malfunction of the system at bidder's end or not received in the portal by the stipulated date and time.

SECTION-III

INSTRUCTIONS TO BIDDER

Instructions to bidder are broad guidelines to be followed while formulating the bid and its submission. Envelope should be super scribed as "Tender for Hiring of Cars to Directors of constituent institutes of RGUKT located at RK Valley, Nuzvid, Srikakulam and Ongole". The bidder is advised to study all technical and commercial aspects, instructions, forms, terms and conditions in the tender schedule carefully. Failure to furnish information required in every respect will be at the bidder's risk and may result in rejection of the proposal.

1. Scope of work: Supply of 4 No.s of CARs (LUV- Cost of vehicle Rs. 10.00 -15.00 Lakhs) on hire basis for an initial period of one year for the Directors of the constituent institutes of RGUKT located at RK Valley (Idupulapaya), Nuzvid, Srikakulam and Ongole.

2. Submission of Tender:

2.1. The tender shall be submitted online as follows:

PART-1: Technical bid documents as per tender

PART-2: Price bid as per Price Bid format

Note: The offers submitted by Fax/email shall not be considered. No correspondence will be entertained in this matter.

3. Eligibility Criteria:

- a) The firm/company of the bidder should be a registered travel agency
- b) The bidder firm should have a minimum of 5 years of experience in the field of travels /hiring of taxis as per registration
- c) The bidder should have an experience of Engaging Minimum of 4 Vehicles in any 1 Year with any Government Dept./Quasi Govt. Dept. /Public Enterprises during the last 3 Years. Relevant Work order copies should be submitted
- d) The bidder should submit valid documents such as permit, fitness certificate, valid pollution control certificate, valid insurance certificate, tax etc., pertaining to the vehicles which are supposed to be provided for hire purpose.
- e) The vehicles proposed to be engaged should be registered as TAXI
- f) All the four vehicles to be provided for hire purpose should be of same make and model.
- g) The bidders should also submit the photo copies of the professional driving license with badge of driver proposed to be engaged.

4. METHOD OF SUBMISSION:

Bids shall be submitted online through Andhra Pradesh e-procurement platform i.e <http://tender.apecurement.gov.in>.

4.1. The participating bidders in the tender should register themselves on e-procurement platform in the website <http://tender.apecurement.gov.in>

- 4.2. Bidders can log-into e-procurement platform in secure mode only by signing with the Digital certificates.
- 4.3. The bidders who are desirous of participating in e- procurement shall submit their technical bids, price bids as per the standard formats available at the e-market place.
- 4.4. The bidders shall sign on all the statements, documents certificates uploaded by them, owning responsibility for their correctness/authenticity.
- 4.5. The bidders should scan and upload the respective documents in Technical Documentation as per the check list.
- 4.6. After uploading the documents, the copies of the uploaded technical bid documents for evaluation and original Demand Drafts in respect of EMD and Tender Processing fee are to be submitted by the bidder to the “ The Registrar (i/c), RGUKT Andhra Pradesh, RGUKT Nuzvid campus, Nuzvid, Krishna District, Andhra Pradesh 521202” by **05:00PM on 19.12.2020.**
- 4.7. Failure to furnish any of the uploaded documents, certificates, will entitled in rejection of the bid. The University shall not hold any risk on account of postal delay. Similarly, if any of the certificates, documents, etc., furnished by the Bidder are found to be false/ fabricated/ bogus, the bidder will be disqualified, blacklisted, action will be initiated as deemed fit and the EMD will be forfeited.
- 4.8. The University will not hold any responsibility regulating non-visibility of the scanned and uploaded documents.
- 4.9. The Documents that are uploaded online one-market place will only be considered for Bid Evaluation. The hard copies of all the uploaded Technical documents should be self – attested with seal. The rates should be quoted online only. The financial bids of the Bidders, who qualify the technical bid, shall only be opened.

5. Earnest Money Deposit (EMD) and Tender Processing Fee:

The bidder shall be required to submit the Earnest Money Deposit (EMD) for an amount of Rs.50,000/- (Rupees Fifty Thousand only) which is refundable and a non-refundable tender Processing Fee for an amount of Rs.3000/- (Rupees : Three Thousand only) by way of demand drafts only. The demand drafts shall be drawn in favour of “The Registrar, RGUKT”, Payable at Nuzvid.

Any technical bid is found without the demand drafts of earnest money deposit and tender Processing Fee will be rejected. The Institute will not be liable to pay any interest on such an amount. The earnest money deposit shall be forfeited, if the tenderer withdraws its bid during the period of tender validity. After the award of the contract to the successful bidder, the earnest money deposit of the unsuccessful bidder(s) will be refunded within 30 days.

6. Validity: Quoted rates must be valid for a period of 180 days from the date of the closing of the tender. The overall offer for the assignment and bidder quoted price shall remain unchanged during the period of validity. If the bidder quotes the validity shorter than the required period, the same will be treated as unresponsive and it may be rejected. In case the bidder withdraws, modifies or changes his offer during the validity period, the tender is liable to be rejected and the earnest money deposited shall be forfeited without assigning any reason thereof. The bidder should also be ready to extend the validity, if required, without changing any terms, conditions etc. of their original tender.

7. Payment Terms: Payment will be made based on the certification of RGUKT Officials on successful completion and acceptance of work. No Advance Payment will be made. Payment will be made on monthly basis within 15 days of submission of invoice, provided the same is complete and duly authenticated by the specified Officer(s) of RGUKT. Payment will be made by E-payment/NEFT/RTGS after deducting the TDS as applicable.

8. Rejection of Tender (s): RGUKT reserves the right to reject any or all the bids either in part or full relating to the work under this Tender Document without any reason whatsoever. RGUKT reserves the right to accept or reject any or all tenders received by it without assigning any reason what-so-ever. RGUKT may also withdraw or cancel the tender either in part or in full to its sole discretion. RGUKT also does not bind itself to accept the lowest bid.

9. Performance Security Deposit (PSD): Successful Bidder has to submit PSD amount equal to 5% of total contract amount within One week of award of contract in the form of bank guarantee from schedule commercial bank. If any amount remains liable to be recovered by RGUKT from the bidder or in the event of termination of contract by RGUKT on account of breach of any terms and conditions of the contract by the bidder, the appropriate amount will be deducted from PSD. No interest will be paid on PSD amount. It will be released after the 60 days from date of completion of contract period.

10. Authorization: Bidder signing the tender form or any other documents forming part of the contract on behalf of the Bidder shall be deemed to warranty that he has authority to bind the Bidder. If subsequently comes to light that the person so signed had no authority to do so, RGUKT may without prejudice to any other civil & criminal remedies cancel the tender and hold the Bidder liable for all costs, charges and damages.

11. Contract Period: The initially contract period shall be for a period of 12 months, and extendable for another 12 months on mutual consent on the same terms and conditions.

12. Escalation / De-Escalation of Rates: Not Applicable. Rate shall be firm throughout the contract period and any extension thereof (if any).

13. Insurance for personnel & vehicles: Successful bidder has to obtain adequate insurance cover for its personnel and the vehicle. In case of any mishap, the liability for the same will be borne by the Contractor. The Contractor has to take an insurance policy accordingly.

14. Compliance of statutory obligations: The bidder will be required to comply with all statutory obligations from time to time applicable to this contract. In the event of violation of any contractual or statutory obligations by the bidder, the bidder shall be fully and solely responsible for the same. Further, in the event of any action, claim, damages, suit initiated against RGUKT by any individual, agency or government authority due to acts of the bidder, the bidder shall be liable to make good / compensate such claims or damages to the RGUKT. As a result of the acts of the bidder, if RGUKT is required to pay any damages to any individual, agency or government authority, the bidder would be required to reimburse to RGUKT such amount along with other expenses incurred by RGUKT or RGUKT reserves the right to recover such amount from the payment(s) due to the bidder while settling its bills.

15. Assignment and sub-contracting: The successful bidder shall not assign, sub-contract or sub-let the whole or any part of the contract in any manner.

16. Inspection and testing by RGUKT: The RGUKT shall be entitled to inspect and / or test by itself or through any of its representative or an independent agency before awarding the contract.

17. If the bidder deliberately gives incorrect or misleading information in their tender or wrongfully creates circumstances for the acceptance of the tender, RGUKT reserves the right to reject such a tender at any stage.

18. Award of similar type of work/services on same rates: Upon mutual consent, RGUKT may award similar type of work / services for which the rates shall be valid during the contract period.

19. Termination of the Contractor:

19.1. Termination due to contractor's Default: If the Contractor is in default under any of the provisions of this Contract, including but not limited to:

- a. Failure to proceed with all or any part of the Contract or Contract Work with due diligence.
- b. Any serious issue related to safety / critical complains from the institutes.

- c. Any issue including Technical failure of the vehicle
- d. Failure to execute all or any part of the Contract or to perform any other obligations in accordance with the Contract.
- e. Going into liquidation (other than a voluntary liquidation for the purpose of reconstruction) or having a receiver appointed for all or part of its undertaking.
- f. Delay in executing the Contract/ Empanelment such that Liquidated Damages are due under the terms of the Contract.
- g. Abandoning the Contract / Empanelment
- h. Assigning or subletting any part of the Contract
- i. Failure to comply with any Applicable Law;

then, and in any such event and without prejudice to any other rights or remedies that RGUKT may have, RGUKT may issue contractor written notice describing the default. If contractor does not commence remedy of the default within (10) Ten days after receipt of the notice, RGUKT may terminate all or any part of the Contract Service / Empanelment under this Contract and may then complete or have others complete all such terminated Work at the consultant's sole risk and cost.

In case of such termination, Contractor shall not be entitled to receive further payment, until the terminated Service is completed and accepted by RGUKT. If the costs incurred by RGUKT, including costs incurred in performing additional services to complete the Contract Scope of service and RGUKT's overheads in this regard, exceed the unpaid balance of the Contract Price, the Contractor shall reimburse RGUKT such excess within (10) ten days after receipt of an invoice thereof.

The rights and remedies provided in this Article are in addition to the rights and remedies provided to RGUKT by law, equity, or under any other Article in this Contract.

Such termination will not relieve the Contractor of its responsibility to its laborers, suppliers or any other creditors, including RGUKT.

20. Contract Agreement: The successful Bidder has to execute a contract Agreement with RGUKT on the non-judicial stamp paper of Rs.100/- (Rupees One hundred only). The cost of stamp paper shall be borne by successful Bidder. RGUKT reserves the right to amend the terms & conditions of contract after Mutual discussions and shall only be in writing.

21. Indemnity: The Contractor shall indemnify and keep indemnified the Institute against all losses and claims for injuries and or damages to any person or property. The contractor shall abide by

and observe all statutory laws and regulations in matters of Labour Law, Factory Act, Explosive Act, Workmen Compensation Act, Sales, Royalty, Excise Duty, Octroi, Works Contract, Labour cess etc. and shall keep the Institute indemnified against all penalties and liabilities of every kind for breach of any such statute ordinance or law/regulations or by laws. The Contractor shall not employ child labour.

Both Parties would indemnify each other as well their Directors, officers, employees, and agents against all / any claims, damages, loss or expenses arising from any breach in connection with agreement.

22. Compliance with RGUKT's rules and regulations: The Contractor shall comply with all norms stipulated by the RGUKT such as Gate Passes, security, housekeeping, discipline & decency at and around the work site, safety precautions and safety regulations.

23. Dispute Resolution: If any dispute, difference, controversies or claims of any kind whatsoever shall arise between RGUKT and the successful bidder, they shall seek to resolve any such dispute or difference by amicable mutual consultation and deliberation in good faith within 21 days from the date of intimation of such dispute, difference, controversies, or claims by referring it to the Chancellor/Vice Chancellor of RGUKT.

If RGUKT and successful bidder fail to resolve such dispute or difference, controversy, or claim by mutual consultation, then either Party may give the other, a formal notice in writing that the dispute, difference, controversy or claim exist specifying its nature, the point(s) in issue and its intention to refer such disputes, differences, controversies, or claims to arbitration under the Arbitration and Conciliation Act, 1996. The sole arbitrator shall be appointed by Chancellor/Vice Chancellor RGUKT having requisite technical expertise to adjudicate such nature of disputes. The decision of sole arbitrator shall be binding on both the parties.

Arbitration shall be held in Vijayawada/Nuzvid, Andhra Pradesh, India and the arbitration proceedings shall be conducted in the English language. The arbitrator will be requested to give their award in 60 days' time. The award shall be a reasoned award and the same shall be final and binding on the Parties. The award shall be entered in the courts at Vijayawada/Nuzvid and such courts may order enforcement of the award against the Parties and their respective successors and permitted assignees. The costs and expenses of the arbitration shall be borne equally by both the parties. The courts in Vijayawada/Nuzvid shall have the exclusive jurisdiction.

- 24. Force Majeure:** If the whole or any part of the performance by the Parties of any part of their respective obligations hereunder is prevented or delayed by causes, circumstances or events beyond the control of the Parties including delays due to floods, fires, accidents, earthquakes, riots, explosions, wars, hostilities, acts of government, custom barriers, or other causes of like character beyond the control of the Parties, then to the extent the Parties shall be prevented or delayed from performing all or any part of its obligations hereunder by reason thereof despite due diligence and reasonable efforts to do so notwithstanding such causes, circumstances or events, the Parties shall be excused from performance hereunder for so long as such causes, circumstances or events shall continue to prevent or delay such performance.
- 25.** RGUKT is not responsible for non-receipt of proposal within the specified due date due to any reason including any delay or holidays.
- 26.** The prices quoted shall be in Indian Rupees only.
- 27.** All expenses incurred towards the preparation and submission of the Proposals by the bidder will be entirely borne by bidder themselves.
- 28.** RGUKT reserves the right to reduce or increase the scope of this Tender or cancel this Tender without stating any reasons whatsoever.
- 29.** RGUKT reserves the right to accept or reject any Proposal and to annul the bidding process and reject all Proposals at any time prior to award of the contract, without thereby incurring any liability towards the affected bidders or any obligation to inform the affected bidders of the grounds for RGUKT's action.
- 30.** This Notice Inviting Tender shall form part of the contract document. The successful bidder, on acceptance of his tender by RGUKT shall, within 10 calendar days from the date of issue of purchase order, sign the Agreement consisting of notice inviting tender, technical conditions and price bid, etc., forming the tender, as issued at the time of invitation of tender and acceptance thereof together with any correspondence leading thereto.

SECTION – IV

SCOPE OF WORK & SPECIAL TERMS & CONDITIONS

RATE CONTRACT FOR HIRING OF CARS (A/C)

GENERAL TERMS AND CONDITIONS FOR HIRING OF VEHICLES

1. The year of manufacture of the vehicles must be 2018 or later only to be provided.
2. All the four cars should of same make and Model.
3. The contract will be kept valid for a period of one year which can be extended on mutual consent on the basis of same terms and conditions.
4. Vehicle log sheets supplied by RGUKT-AP and its authorised personnel shall only be maintained for each of the vehicles by the drivers for the duties performed. The travel agency should collect the log sheets from RGUKT-AP and should give the log sheets to their drivers while entrusting the duty. The trip sheets issued by travel agencies will not be entertained for payment of vehicle hiring charges. Entries in the log sheets should be correct and each entry should be got signed by the concerned RGUKT-AP official / user duly indicating opening and closing Kms with timings for using the vehicle for each trip. No payment will be made for the trips not signed by RGUKT-AP officials / authorised persons.
5. The contractor should supply the vehicles as and when required by RGUKT-AP. Normally the requirement of vehicles will be intimated to contractor well in advance. However in case of urgency the contractor should be in a position to supply the vehicles within one hour after the intimation. If the contractor fails to meet the requirement of vehicles, it will be viewed seriously and contract will be terminated without giving any prior notice.
6. In case of failure of the hired vehicle a suitable substitute vehicle of same type and seating capacity should be deployed immediately. No payment will be made for the idle time when vehicle is unfit to ply. In case the contractor fails to send suitable substitute vehicle, RGUKT-AP reserves its right to arrange vehicles at the cost of the contractor and the cost of alternate arrangements will be deducted from the running bills besides fine/penalty.
7. Vehicles deployed should be in good running condition and should have taxi registration, current comprehensive insurance and road tax coverage, permit, fitness and driving license with badge of driver etc.
8. Contractor should keep the vehicles in neat, clean and good running condition with seat cloth covers, which should be replaced with another set of washed covers once in a week. The contractor should carry out the periodical maintenance of the vehicles supplied and ensure them always in good condition.
9. The vehicle and driver once deployed by the contractor should be with RGUKT till the vehicle is released by RGUKT.
10. The driver deployed must be in good health, well mannered, well behaved , even tempered and should have minimum 8th standard qualification and should perform the duties entrusted to him properly. He must possess a valid driving license with badge at all times and should adhere to all traffic regulations while driving the vehicle.
11. The driver must always wear uniform as prescribed by AP MV Act failing which Rs.200/- will be deducted from the bill on each occasion. No extra payment will be made to contractor by RGUKT AP for providing uniforms to drivers.
12. The contractor should provide a cell phone to each of the drivers of the vehicles.
13. The parking charges set if any will be borne by the contractor which will be reimbursed along with the bill on production of proof of such payments. The drivers should not ask the guest who is

using the vehicle to pay such charges.

14. All payments towards fuel, lubricants, repairs, insurance, taxes etc and any other expenditure related to vehicles is the contractor's sole responsibility. Similarly, all payments to the drivers towards their salary, overtime, beta etc is also the contractor's responsibility.
15. Income tax/surcharge will be recovered at source as per IT rules in force from time to time. The contractor shall furnish their PAN number to RGUKT AP.
16. Payment will be made once in a month on submission of bills in triplicate. Bills are to be submitted on or before 5th of every month and the payment will be released on or before 20th of the month.
17. The Transport contractor should comply and maintain all registers and records under Motor Transport Workers Act 1961 and rules made there under including other statutory obligations applicable to him/them as Transport Contractor.
18. In case of any strike or Bandh, civil commotions and other disturbances, the contractor shall make earnest efforts for plying the vehicles as usual and if any problem arises, the same should be intimated to RGUKT AP immediately and follow their instructions.
19. The contract can be terminated by giving 1 months notice in writing by either party. In case of breach of terms and conditions, RGUKT AP reserves the right to terminate the contract without giving any notice.
20. In case of accident etc RGUKT AP has no responsibility whatsoever towards Police/RTA, court of law, injured parties, damages to the vehicle or property or any claim made for the loss etc. All these are entirely the contractor's responsibility.
21. RGUKT AP reserves the right to split the vehicle requirement among two or more contractors for the same period or any part thereof.
22. The contractor should invariably send SMS message to the vehicle reporting officer's mobile number giving the details of vehicle registration number, name of the driver, driver mobile number and vehicle reporting time
23. Any deviation/violation or breach of the said terms and conditions will be viewed seriously and the contract will be terminated without prior notice.
24. RGUKT AP reserves the right to accept or reject any tender or part of any tender or all tenders without assigning any reason thereof, irrespective of the fact whether the tender is the lowest or not. RGUKT AP reserves the right to send counter offers to the bidders /Tenderers responded for the category and place the orders on multiple vendors for the same categories and for same type of vehicles.
25. An amount of Rs.25,000/- deposited as EMD is refundable subject to acceptance of the order.. The Party shall pay Security Deposit or B.G equivalent to 5% of the annual contract value before Commencement of the contract. In case there is a failure in positioning the vehicles after accepting the contract the Security Deposit will be forfeited
26. In case any contractor refuses to supply vehicles ordered by RGUKT AP, it will be viewed seriously and contract will be terminated without giving any notice.
27. All the vehicles should report in time at the places advised by the RGUKT AP. Any delay will be viewed as serious deficit of service and action taken accordingly.
28. Mere awarding the contract does not entitle you to demand engaging the vehicles from the parties. RGUKT AP reserves the right to split the work order for more than one party.
29. The price quoted should be inclusive of 2500 Km of travel per month.
30. Rs. 12/- will be paid if vehicle travels more than 2500 km per month.
31. The monthly rent and rate per kilometer quoted should not be more than that mentioned in the Go Ms. No 87, dated 01-06-2017. In case the quoted prices are more than that mentioned in the GO for that concerned class of vehicle, the tender will be rejected.

32. Preference will be given to the bidders who hires Maruthi Ertiga (VDI)/KIA Selton/ Mahindra Marazzo.
33. The bidder who has quoted lower monthly rent will be considered as L1 bidder.
34. In case of Tie in monthly rent, preference will be given to bidder who supplies high end models.

**TERMS AND CONDITIONS FOR VEHICLES HIRED ON MONTHLY BASIS IN
ADDITION TO THE GENERAL CONDITIONS INDICATED SECTION-IV.**

1. After entering into the contract, the Car identified for RGUKT AP on monthly basis shall be at sole disposal of RGUKT AP only and shall not be let or sublet to others.
2. The service of car is to be provided on all week days Monday to Sunday including holidays from 0600 hrs to 2200 hrs. The rates shall be quoted accordingly, no separate billing/rate will be made for Sundays or Holidays.
3. Normal usage of the vehicle is between 0600 hrs to 2200 hrs for about 16 hours on any day and 480 hours per month cumulative. Usage of vehicle beyond this time period will be treated as additional service for which extra hour charges beyond 480 hours will be paid on pro-rata basis.
4. Normal usage of the vehicle is considered for a running of 2500 kms per month. Charges for extra kilometer beyond 2500 kms per month will be paid for which rate shall be quoted by the bidders in the tender.
5. The vehicle will normally be used for internal trips within the state of Andhra Pradesh. However the vehicle may be used for outstation trips also if required in special cases and in such a case driver special allowance (beta) will be paid separately (from 10.00 PM to 0600 AM) as per university norms. All other expenses ie., interstate charges, toll gate charges etc will be paid extra.
6. The bidders shall quote for the vehicles on lump sum basis for 2500 Kms running cumulative per month. The charges shall be inclusive of all expenses like fuel, payment to driver/staff, maintenance charges of vehicle, taxes, insurance etc to be incurred.
7. The driver is required to maintain log book on daily basis and got signed by the authorized official from RGUKT AP.
8. Any unauthorized journey undertaken by the driver/contractor during the contract period will be disallowed and will be penalized at the discretion of RGUKT AP.

ANNEXURE - 1
Acceptance Certificate
[To be given on letter head]

Ref. No:

Date:

I / We _____ (hereinafter referred to as the bidder) being desirous of tendering for the work under the above mentioned tender and having fully understood the nature of the work and having carefully noted all the terms and conditions, specifications etc., as mentioned In the tender document, DO HEREBY DECLARE THAT:

1. The bidder is fully aware of all the requirements of the tender document and agrees with all provisions of the tender document.
2. The bidder is capable of executing and completing the work as required in the tender.
3. The bidder accepts all risks and responsibilities directly or indirectly connected with the performance of the tender.
4. The bidder has not been influenced by any statement or promises of RGUKT or any of its employees but only by the tender document.
5. The bidder is financially solvent and sound to execute the tendered work.
6. The bidder is sufficiently experienced and competent to perform the contract to the satisfaction of RGUKT University.
7. The information and the statements submitted with the tender are true.
8. The bidder is familiar with all general and special laws, acts, ordinances, rules and regulations of the Municipal, District, State and Central Government that may affect the work, its performance or personnel employed therein.
9. The bidder has not been debarred from similar type of work by RGUKT and / or any State/Central Government undertaking / Department/ Autonomous bodies.
10. This offer shall remain valid for acceptance for Six month from the date of opening of financial bid.
11. The bidder has attached herewith the earnest money as required in the tender document.
12. The bidder gives the assurance to execute the tendered work as per terms and conditions and in exact configuration of the sample submitted (wherever applicable) on award of work.

(Signature & seal of Tenderer)

Date and Place

Annexure - 2

BIDDER INFORMATION

(To be filled in by the bidder party on official letter head)

(Bidder may use separate sheet wherever required)

1. Name of the organization:
2. Year of establishment:
3. Registered Office Address
4. Nature of the firm (Proprietorship/ Partnership/ Private Limited or Cooperative body etc)
5. Details of the Earnest Money Deposit (EMD) (Yes/No)
DD No.:

Drawn on Bank:

Amount:

(Rupees.....)
6. License number as per Act.
7. Registration No of Firm
8. GST Registration No.
9. PAN No.
10. Name & Designation of Authorized person:
11. Phone No.
12. Fax No.
13. Email-ID
14. Total No. of branch offices in AP

Annexure-3
NON-BLACKLISTING CERTIFICATE
[To be submitted on letterhead]

I/We hereby certify that the [Name of the company / firm] has not been ever blacklisted/debarred by any Central / State Government / Public Undertaking / Institute on any account.

I/We also certify that firm will execute the contract as per the specification given by The University and also abide all the terms and conditions stipulated in this tender document.

I/We also certify that the information given in bid is true and correct in all aspects and in any case at a later date it is found that any details provided are false and incorrect, contract given to the concern firm or participation may be summarily terminated at any stage, the firm will be blacklisted and The University may imposed any action as per Notice Inviting Tender rules.

Date :

Place :

Name :

Business Address:

Signature of Bidder:

Seal of the Bidder:

Annexure-4**CHECK LIST**

S. No	Description	Submitted
1	Tender processing Fee in favour of Registrar, RGUKT	Yes/No
2	EMD in favor of Registrar, RGUKT	Yes/No
3	Bidder Information sheet	Yes/No
4	Self attested Tender document	Yes/No
5	Acceptance certificate	Yes/No
6	Non-Blacklisting certificate	Yes/No
7	Firm/Company/Travel Agency registration certificate	Yes/No
8	Certificate of Registration for All Vehicles and registered as TAXI- (4 No.s)	Yes/No
9	Valid Vehicle permit certificates for all Vehicles.	Yes/No
10	Valid Vehicle insurance (latest) for all Vehicles.	Yes/No
11	Valid Pollution control certificates (latest) - for all Vehicles.	Yes/No
12	Valid Fitness certificates (latest) - for all Vehicles.	Yes/No
13	PAN Card of Firm/Owner of the firm	Yes/No
14	Aadhar No of owner for Identification of vehicle	Yes/No
15	Driving License with badge of the Drivers for all Vehicles.	Yes/No
16	Vehicle photos - for all Vehicles.	Yes/No
17	The addresses and land / mobile number of the bidder i.e., Firm/ Travel Agency	Yes/No
18	GST Certificate of Firm/ Travel Agency	Yes/No
19	Work order copies issued by any Government Dept./Quasi Govt. Dept. /Public Enterprises during the last 3 Years	Yes/No

Note:-

The information shall be filled-in by the bidder in the check list and shall be enclosed to the bid for the purpose of verification of all the certificates, documents, statements with attested as per check list shall be submitted by the tenderer online.

Date:**Signature of the Bidder:****Firm/ Travel Agency**

Annexure-5
FINANCIAL / PRICE BID

Tender for Hiring of cars to Directors of the Constituent Institutes of RGUKT located at Nuzvid, RK Valley, Srikakulam and Ongole. Please quote amounts in numerals and words.

S.No	Make and model of vehicles	Rent per month per vehicle (inclusive of free 2500 Kms per month), Max. Rs.45,000/-
1.		

Note:

1. All four vehicles make and model should be same

Date:

Place:

(Signature of the Bidder)

Seal