



# INTER-UNIVERSITY ACCELERATOR CENTRE

(An Autonomous Centre of UGC)  
Aruna Asaf Ali Marg, New Delhi-110 067

## NOTICE INVITING E-TENDER

*TENDER NO: IUAC/NIT/15/SKS/2019-20*

*Dated: 10/06/2019*

### **Instructions for Online Bid Submission:**

Inter-University Accelerator Centre (IUAC), invites online bids through e-Procurement Portal under two bid system, viz., Technical and Financial bids, from eligible and experienced parties for the work/supply of “**Annual Rate Contract for Hiring of Vehicles for IUAC, New Delhi**”.

Tender Documents may be downloaded from Central Public Procurement Portal <http://eprocure.gov.in/eprocure/app> and [www.iuac.res.in](http://www.iuac.res.in).

Aspiring bidders who have not enrolled/registered in e-Procurement Portal should enroll/ register before participating through the website <http://eprocure.gov.in/eprocure/app>.

Bids shall be submitted online only at CPPP website: <http://eprocure.gov.in/eprocure/app>. Tenderers/Contractors are advised to follow the instructions provided in the e-procurement portal. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.

IUAC reserves the right to accept / reject any/all tenders in part/full without assigning any reasons thereof. Bidder has to select the payment option as “offline” to pay the tender fee and EMD as applicable. The tender fee and Earnest Money shall be in the form of demand draft issued in favor of “Inter-University Accelerator Centre, New Delhi” and it should be deposited in IUAC before the bid opening. Bidders registered with MSME/NSIC are exempted from payments of EMD & tender fee. Copy of valid registration certificate should be uploaded.

Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. If the price bid has been given as a standard BOQ format with the tender document, then the same is to be downloaded and to be filled and submit it online without modifying the format. If the BoQ file is found to be modified by the bidder, the bid will be rejected.

Any Corrigendum/Amendments in respect of above tender shall be issued on IUAC website [www.iuac.res.in](http://www.iuac.res.in) and website <https://eprocure.gov.in> only. Bidders should take into account any corrigendum published on the tender document before submitting their bids.

## **E-TENDER DOCUMENT**

Name of the work	<b>Annual Rate Contract for Hiring of Vehicles for IUAC, New Delhi</b>
Tender Reference No.	IUAC/NIT/15/SKS/2019-20
Estimated Amount	Rs. 6.5 Lakhs
Completion Time	12 Months
Earnest Money	Rs. 15,000/- in the form of Demand Draft
Tender Cost	Rs. 590/- in the form of Demand Draft
Last Date and Time of Submission of Tender	04/07/2019 at 3.00 p.m.
Date & Time for opening of Tender (Techno-commercial bid – Part-A)	05/07/2019 at 3.30 p.m.
Date & time for opening of Price Bid (Part -B)	To be intimated later on to technically qualified bidders.
Contact persons	M. B. Joseph Administrative Officer (S&P), e-mail: <a href="mailto:joseph@iuac.res.in">joseph@iuac.res.in</a> Santosh Kumar Sahu e-mail: <a href="mailto:santoshsahu649@gmail.com">santoshsahu649@gmail.com</a> Phone: 011-24126018 & 24126022

For any clarifications / amendments / corrigenda etc. to NIT before last date of submission of tender will only be available on our website <https://eprocure.gov.in> and [www.iuac.res.in](http://www.iuac.res.in) Bidders are requested to keep visiting this website for all updates and in case of any correspondence for clarifications needed, they may contact Administrative Officer (S&P) e-mail: [joseph@iuac.res.in](mailto:joseph@iuac.res.in)

### **Part-I: GENERAL TERMS & CONDITIONS**

1. **Submission of Tender:** Tenders should be uploaded in two Parts i.e. “Technical Bid” (Part-A) and “Price Bid” (Part-B).
2. **Technical Bid (Part-A):** In this bid, the bidder shall upload the following documents:
  - a. Covering letter on Company’s Letter Head
  - b. Copies of PAN Number, GST Registration Number
  - c. Copies of work orders of similar type of works executed successfully during the last 7 years as on 31st Dec 2018 in Govt., Public sector, Autonomous body or reputed Public Ltd. Company, with at least one work of value not less than Rs. 5.20 lakh per annum or two similar works, each of value not less than Rs. 3.25 lakhs per annum or three similar works, each of value not less than Rs. 2.60 lakh per annum.
  - d. Registration certificate of operator
  - e. Information sheet as per Annexure-A
  - f. Tender Acceptance Letter on letter head duly signed & stamped as per Annexure-B.

(Note - All documents uploaded by the bidder should be self-attested along with stamp).

3. **Price Bid (Part-B):** In this bid, the bidder is required to quote his item rates in the Schedule of Rates in accordance with the scope of work and general terms & conditions. The rates/price quoted by contractor should be all inclusive i.e. should include all fuel cost, drivers uniform, food, vehicle insurance, maintenance etc. except CGST, SGST, IGST which are payable separately. Nothing over and above these rates shall be payable to contractor. The bidders should quote unconditional rates.

4. **Earnest Money Deposit:** An earnest money of **Rs.15, 000/-** has to be deposited at IUAC before opening the bid. The EMD shall be only in the form of Bank Draft in favor of **Inter-University Accelerator Centre**, payable at **New Delhi**. No Cheque/Cash shall be accepted as EMD. The refund of EMD to all other bidders except the lowest bidder shall be made within 15 days from the date of opening of price bid. The refund of EMD of the successful bidder shall be made after completion of works.

5. **Validity of Tender:** Tender shall be valid for our acceptance without any change in rates and NIT conditions for a period of 90 days from the date of opening of price bid.

6. **Escalation:** No escalation over and above items rates quoted by the bidder shall be paid during the execution of contract.

7. **Scope of Work:** Detailed scope of work, terms and conditions, technical specifications is as per part II of the NIT.

8. **Deviations:** No deviation from the stipulated commercial terms and conditions will be allowed. Tenders should be unconditional.

9. **Correspondence:** All the correspondence in respect of tender/contractual obligation shall be made to A.O.(S&P), Inter-University Accelerator Centre, Aruna Asaf Ali Marg, New Delhi-110067.

10. **Terms of Payment:** The payment shall be made on monthly basis on submission of bills on completion of each month and after due certification by the IUAC person responsible for supervision of the work.

15. **Right of The Director IUAC:** The Director, IUAC reserves the right to accept or reject any tender without assigning any reason and does not bind himself to accept the lowest tender.

16. The drivers of the bidder operating the hired vehicles will have to be covered under insurance against any personal accident and IUAC will not be liable for payment of any compensation on that account.

17. **Tender submission by a firm:** In the event of tender being submitted by a firm or company (i.e. not by an individual), it must be signed by an authorized signatory.

18. **Termination of Contract :** The Director, IUAC reserve the right to terminate the contract on account of poor condition of vehicles, drivers behavior not up to the mark, unsafe driving by the drivers, vehicles not properly cleaned, drivers not following timing etc. The contract can also be terminated at the request of the bidder within 10 days from the date of LOI/ purchase order. In such case the EMD of the bidder will be forfeited.

19. **Any dispute arising out of this contract will be subjected to jurisdiction of New Delhi/Delhi.**

Accepted

## **Part-II: General Terms & Conditions**

### **Overview**

Inter-University Accelerator Centre (IUAC) is an autonomous research institute of UGC under Ministry of Human Resource Development situated on Aruna Asaf Ali Marg connecting RK Puram Sec-3 to Fortis Hospital in Vasant Kunj, south Delhi. We intent to hire passenger vehicles on monthly basis for 12 hours a day including fuel & driver. In addition we hire other cars including SUV's on day to day basis for general official movement of staff and official guests. We also hire buses during conferences and workshops.

### **The general terms & conditions for the proposed annual rate contract for hiring of vehicles are following:**

1. All vehicle should be having AC and be in very good condition with neat and clean seat covers, spare wheel, tool kit, first aid box and suitable fire extinguisher should be available in each vehicle at all times. All vehicles should be fitted with music system, reading light, tissue paper and small clean towel for general purpose.
2. The Operator will be wholly responsible for timely payment of all Government taxes, dues as per law and would be liable for any damages direct or indirect to any person/property for any or all vehicles to third parties arising due to accidents or other occurrence, strikes, rioting, civil commotion, arson, calamity etc.
3. The operator will take adequate comprehensive insurance cover at their cost for its driver and passengers for all vehicles deployed at any time under the contract. The operator shall be responsible for any other expenses as a fitness/challans or due to any other legal complication arising due to non-compliance of any rules/regulation.
4. Drivers must possess valid driving license and be of sound health, good character and antecedents verified by the local police authorities. The operators should submit police verification certificate to ensure that the background of the driver is thoroughly scanned and verified that they do not have any criminal record. The drivers should not take alcohol, tobacco and any other pungent smelling food during duty hours.
5. It is compulsory for the drivers to be in uniform. Driver should have good knowledge of road routes, conditions of roads and should be well-behaved.
6. The drivers should carry Mobile phones with them.
7. In the event of any break-down of the vehicle on route resulting in non-completion of the journey, the passengers travelling will have the option to accept a replacement vehicle from the operator or hiring a taxi and the charges for the same will be adjusted against the bill of the operator.
8. The driver should not collect any payment from the user for the vehicle maintenance, fuel, parking fee toll fee etc. The operator has to provide all such foreseen expenses to the driver all the time in advance.
9. The operator should be abiding all the mandatory guidelines issued by Government of India & Delhi
10. All the vehicles should be having air condition running as and when required.
11. IUAC will have the right to terminate the arrangement in case of any irregularity etc. committed by the driver or operator causing financial loss to the goodwill of IUAC without giving any notice.

**Part-B Price Bid Format**  
(Prices should be quoted on standard BOQ .xls format only)

**Annual Rate Contract for Hiring of Vehicles for IUAC, New Delhi**

Sr. No.	Description	Swift Dzire/ Equiv.	Honda City/ Ciaz/ Equiv	Innova	Ertiga
1	Monthly Charges of vehicles up to 2000 Kms running for 5 days a week (Mon- Fri) 12 Hrs. a day, (morning 8 to evening 8 O' clock)				
2	Full day charges for 8 hours up to 80 Kms running.				
3	Half day charges for 4 hours up to 40 Kms running.				
4	Extra per kilometer charges for full day/half day				
5	Extra per hrs charges for full day /half day.				
6	Extra Night Charges for 4 Hours				
7	Charges for Airport T-1/T-3 drop/pick-up from IUAC during day hrs 6 AM to 10 PM.				
8	Charges for Airport T-1/T-3 drop/pick-up from IUAC during night hrs 10 PM to 6 AM.				
9	Full day charges for 8 hours upto 80 kms running of a 42 seater AC Deluxe 2X2 bus.				
10	Half day charges for 4 hours upto 40 kms running of a 42 seater AC Deluxe 2X2 bus.				
11	Full day charges for 8 hours upto 80 kms running of a 26 seater AC Deluxe 2X2 bus.				
12	Half day charges for 4 hours upto 40 kms running of a 26 seater AC Deluxe 2X2 bus.				
13	Extra per kilometer charges for full day/half day for a 42 seater AC Deluxe bus.				
14	Extra per hrs charges for full day /half day for a 26 seater AC Deluxe bus.				

**INTER-UNIVERSITY ACCELERATOR CENTRE  
POST BOX NO. 10502, ARUNA ASAF ALI MARG  
NEW DELHI-110 067**

- i) Name of the Party : \_\_\_\_\_
- ii) Type of Firm : \_\_\_\_\_
- iii) Mailing Address : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- Telephone/Fax Nos. : \_\_\_\_\_
- Mobile No. : \_\_\_\_\_
- i) After-Office Hours (Tel. No.) : \_\_\_\_\_
- ii) Total Number of Vehicles : \_\_\_\_\_
- iii) Details of all vehicle (all kinds) : (Attach Separate Sheet)
- iv) Income Tax Registration No. : \_\_\_\_\_
- v) Experience in tourist transport business : \_\_\_\_\_
- vi) Service Tax No. / GST No. : \_\_\_\_\_
- vii) Details of EMD attached : \_\_\_\_\_
- viii) Name of the Applicant : \_\_\_\_\_
- Signature of the Applicant : \_\_\_\_\_
- Seal : \_\_\_\_\_

**TENDER ACCEPTANCE LETTER**  
(To be given on Company Letter Head)

Date: \_\_\_\_\_

To  
The Administrative Officer (S&P)  
Inter-University Accelerator Centre  
Aruna Asaf Ali Marg  
New Delhi-110 067.

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No: \_\_\_\_\_

Name of Tender / Work: \_\_\_\_\_

Dear Sir,

1. We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely:

as per your advertisement, given in the above mentioned website(s).

2. We hereby certify that we have read the entire terms and conditions of the tender documents from Page No. \_\_\_\_\_ to \_\_\_\_\_ (including all documents like annexure(s), schedule(s), etc .), which form part of the contract agreement and we shall abide hereby by the terms / conditions / clauses contained therein.

3. The corrigendum(s) issued from time to time by your department/ organisation too have also been taken into consideration, while submitting this acceptance letter.

4. We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.

5. We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/ Public sector undertaking.

6. We certify that all information furnished by the our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/ organisation shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours Faithfully,

**(Signature of the Bidder, with Official Seal)**