

**SHAHEED RAJGURU COLLEGE OF APPLIED SCIENCES FOR WOMEN  
UNIVERSITY OF DELHI  
FULLY FUNDED BY GOVT.OF NCT OF DELHI  
VASUNDHARA ENCLAVE (NEAR CHILLA SPORTS COMPLEX), DELHI – 110096,  
PHONES 22623503, 22623504, 22623505**

**NOTICE INVITING TENDER FOR HIRING OF VEHICLES**

Sealed tenders are invited from reputed transporters/fleet owners having capacity to supply the required numbers of vehicles for the supply of one car (Sedan) on hire basis for the use of Principal, Shaheed Rajguru College of Applied Sciences for Women, Vasundhara Enclave, Delhi - 96 for a period of one year on contract/outsourcing basis.

The tender form along with terms and conditions can be downloaded from college website (**www.rajgurucollege.com**) Last date for submission/receipt of tender is 10/11/2017 at 2.00 p.m in college office along with proof of submission of Rs. 500/- towards cost of tender form in form of demand draft drawn in favour of Principal, Shaheed Rajguru College of Applied Sciences for Women, Vasundhara Enclave, Delhi – 110096.

**Principal  
Shaheed Rajguru College of Applied Sciences for Women  
Vasundhara Enclave,  
Delhi - 110096**

**TERMS AND CONDITIONS FOR THE TENDER FOR THE AWARD OF ANNUAL CONTRACT FOR HIRING ONE CAR (SEDAN) FOR THE USE OF PRINCIPAL IN THE SHAHEED RAJGURU COLLEGE OF APPLIED SCIENCES FOR WOMEN, VASUNDHARA ENCLAVE, DELHI -110096**

Sealed tenders are invited from reputed transporters/fleet owners having capacity to supply the required numbers of vehicles AND HAVING BUSINESS IN Delhi in this field for the last three years for the supply of ONE CAR (Sedan) on hire basis for the use of Principal, Shaheed Rajguru College of Applied Sciences, Vasundhara Enclave, Delhi -96 for a period of one year on contract basis. The prospective bidder may quote the rates in the format prescribed below. Bidder shall quote the rates in Indian Rupees for the entire contract on a 'single responsibility' basis such that the Tender price covers contractor's all obligations mentioned in or to be reasonably inferred from the Tender document in respect of the hiring of vehicles at Shaheed Rajguru College of Applied Sciences. Incomplete or conditional tender will be summarily rejected. Late bids will also not be entertained. The tender shall remain valid and open for acceptance for a period of 120 days from the last date of submission of tender. The 'Technical Bid' and 'Financial Bid' are to be submitted in separate sealed envelopes and both these sealed envelopes containing the financial and technical bids may again be put in separate sealed envelopes and be submitted in the college office latest by 10/11/2017 at 2.00 pm. The EMD of Rs.25000/- is to be put in the envelope containing Technical bid. If it is not done as per the procedure indicated above, then both the bids shall be rejected. College will not be responsible for any postal delay.

**Opening of Tender**

Technical bids will be opened at 3.00 pm on 10/11/2017 in the presence of authorized representatives of the firms available at that time by the Committee Constituted for the purpose. Financial bid for qualified bidders will be opened on 13/11/2017 at 3.00 pm.

**Terms and Conditions**

1. The contract shall be valid for a period of one year. The College reserves the right to curtail or to extend the validity of contract on the same rates and terms and conditions at the discretion of the Department.
2. The bidder should have the experience of similar works in any of the Departments/Autonomous Institutions/Universities/Public Sector Undertakings of the Government of India or Government of NCT of Delhi or any other State Government or Public Sector Banks or Local Bodies/Municipalities.
3. The contractor shall deposit Bid Security (EMD) for an amount of Rs.25000/- in any of the following forms. Bid Security may be furnished in the form of an Account Payee DD, Fixed Deposit Receipt from a commercial bank, or Bank Guarantee from a commercial bank in an acceptable form in favour of **Principal, Shaheed Rajguru College of Applied Sciences, Vasundhara Enclave, Delhi - 96** along with the Tender document. The Bid Security will remain valid for a period of forty-five days beyond the final bid validity period.
4. The Bid Security will be forfeited in the following conditions:-
  - a. If at any stage, any of the information/declaration given by the bidder is found false.
  - b. If a bidder withdraws his bid during the period of bid validity specified in the terms and conditions of tender.
  - c. In case of any lapse/default in honoring of the terms and conditions at any stage after submitting the tender.
  - d. In case of final selection of bidder, if he fails to enter into the contract or fails to furnish Performance Security in accordance with the terms and conditions of the tender.

5. The firm whose tender is accepted shall deposit Performance Security for an amount of Rs.50000/- in any of the following forms within 10 days from the date of issue of offer of work order by the College. Performance Security may be furnished in the form of an Account Payee DD, Fixed Deposit Receipt from a commercial bank, or Bank Guarantee from a commercial bank in an acceptable form in favour of **The Principal, Shaheed Rajguru College of Applied Sciences, Vasundhara Enclave, Delhi-96**. Performance Security will remain valid for a period of sixty days beyond the date of completion of all contractual obligations. No interest will be payable on this amount. The contract will be signed only after furnishing the Performance Security. In case of breach of contract by the contractor, the Performance Security shall be forfeited by the Government and the firm shall be blacklisted in addition to the termination of the contract.
6. The Contractor will have to provide the replacement of Driver in case of any eventuality. The College has the right to ask the Contractor for removal of any Driver, who is not found competent or disciplined.
7. The vehicles should be in good running conditions. In case of providing vehicles older than six years, Rs.500/- (Rupees Five hundred only) shall be charged per day as penalty.
8. In case of breakdown of any vehicle, the contractor shall replace the breakdown vehicle within one hour failing which Principal has the right to hire vehicle from any other sources at the expense of the contractor.
9. The contractor shall provide names, addresses of the drivers along with their driving licence number and copies within one week of the award of the contract.
10. The contractor shall not employ any person who has not completed eighteen years of age. The contractor shall comply with all the statutory provisions as laid down under various Labour Laws/Acts/Rules like Minimum Wages, Provident Funds, ESI, Bonus, Gratuity, Contract Labour Act and other Labour Laws/Acts/Rules in force from time to time at his own cost. In case of violation of any such statutory provisions under Labour Laws or any other law applicable by the Contractor, there will not be any liability on the Department.
11. The Department will be under no legal obligation to provide employment to any of the personnel of the contractor after expiry of agreement period and the Department recognizes no employer-employee relationship between the Department and the personnel deployed by the contractor/agency.
12. Any person who is in Government service or an employee of this College should not be made partners to the contract by the contractor directly or indirectly in any manner whatsoever.
13. The contractor shall indemnify the College against all other damages/charges for which the Government/Department may be held liable or pay on account of the negligence of the contractor or his staff or any person under his control whether in respect of accident/injury to the person or damages to the property of any member of the public or any person or in executing the work or otherwise and against all claims and demand thereof. The College shall not be responsible financially or otherwise for any injury to the driver or person deployed by the contractor during the course of performing the duties.
14. The College reserves the right to terminate the contract without assigning any reason by giving the notice of 30 days to the contractor.
15. Vehicles provided by the Contractor should bear commercial Taxi Cab Registration Numbers and should have comprehensive insurance and Drivers so provided with the vehicles shall have commercial LMV Driving Licence and Badges.
16. The vehicles should conform to the Pollution norms prescribed, if any, by the Transport Department of Government of NCT of Delhi.
17. The contractor shall provide vehicles as per requirement of the College.
18. The vehicle and Driver shall remain available all the time as per Duty Roster and shall not leave place of duty without prior permission.
19. The contractor shall be responsible for total maintenance of the vehicles provided by him. All the vehicles provided should be in good running condition and should not be more than three years old.
20. In case of breakdown of any vehicle, the contractor shall replace the breakdown vehicle within one hour failing which the College has the right to hire vehicle from any other sources at the expense of the contractor.

21. Operation and function of vehicles and Drivers shall be governed by Motor Vehicles Act/Motor Vehicles Rules and Delhi Motor Vehicles Rules and these shall be the responsibility of the contractor.
22. The dead mileage in any case should not be more than five Kms. one way.
23. No advance payment will be made.
24. Duty Slips/Movement Slips will be signed by the officer with whom the vehicles are attached for duty on day to day basis. No duty slip shall be entertained unless and until the same is certified/verified by the concerned officer.
25. The contractor will maintain separate log books for each vehicle which will also be verified/ countersigned by the concerned officer.
26. The bills in triplicate should be made date-wise by the contractor and should be submitted to the Administration Branch of the Department on monthly basis.
27. The contractor while raising the bill should clearly mention that the rate charged/quoted are for petrol or diesel or CNG run vehicle.
28. The College will deduct Income Tax at source under Section 194-C of Income Tax Act from the contractor at the prevailing rates of such sum as income tax on the income comprised therein.
29. The College reserves the right to vary the numbers of vehicles hired as well as to relax the terms and conditions in the public interest.
30. The prospective bidder shall furnish the following documents along with their financial bid:-
  - a. Self attested copy of PAN No. card under Income Tax Act;
  - b. Self attested copy of Service Tax Registration Number/GST number;
  - c. Self attested copy of Valid Registration No. of the Agency/Firm;
  - d. Self attested copy of valid Provident Fund Registration Number;
  - e. Self attested copy of valid ESI Registration Number;
  - f. Self attested copy of valid Licence and Number under Contract Labour Act and under any other Acts/Rules;
  - g. Proof of Average Annual turnover supported by audited Balance Sheet;
  - h. Proof of experience supported by documents from the concerned organizations;
  - i. Bid Security of Rs. 25000/- (Rs twenty Five Thousands only). Tender fee of Rs.500/- (non-refundable), for downloading the document from the College website; ([www.rajpgurucollege.com](http://www.rajpgurucollege.com)).
  - j. List of vehicles along with photocopy of their RC/fitness and permit owned by the contractor;
  - k. An undertaking to the effect that the Agency has not been blacklisted by any of the Departments/Organizations of the Government of India/Government of NCT of Delhi and no criminal case is pending against the said firm/agency;
  - l. Terms and conditions duly accepted/signed with the stamp of the prospective bidder.
31. **The pickup point will be Rohini, Delhi and destination will be Shaheed Rajguru College of Applied Sciences for Women, Vasundhara Enclave, Delhi- 96.**

**Principal,  
Shaheed Rajguru College of Applied Sciences for Women,**

## **Tender Form (Technical)**

- A Name of the tenderer [in block letters] :
- B Status of the agency whether Public Ltd./ Pvt. Ltd./ Partnership Firm/Partnership/ Proprietorship :
- C Registration No. and Year of Establishment of firm / Company. :
- D Name and designation of the tenderer :
- E Name of Father / Husband of the tenderer :
- F Full residential address of the tenderer :
- G Tenderer's Registered office address :
- H Tenderer's address for correspondence :
- I Details of Bid Security :
- (i) Draft/Pay order No
  - (ii) Dated
  - (iii) Bank
  - (iv) Amount (Rs. In words)
- J Due Date of Draft/Pay Order :

I / We the undersigned being the tenderer as mentioned above, hereby apply for providing **ONE CAR (SEDAN) FOR THE USE OF PRINCIPAL IN THE SHAHEED RAJGURU COLLEGE OF APPLIED SCIENCES FOR WOMEN, VASUNDHARA ENCLAVE, DELHI -110096** as described above in accordance with the terms and conditions of the tender. I/We have read and understood the terms and conditions of the tender and hereby unequivocally accept the same. The terms and conditions of the tender and the Notice Inviting Tender are also signed and being submitted with the tender form.

(Signature of the Tenderer with Seal of the Firm/ Company)

Place: \_\_\_\_\_

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

Note:

Any Correction in the application form should be fully signed by the tenderer. All pages of the tender application form should be fully signed by the tenderer. Strikeout items whichever is not applicable.

**PRICE BID**

Sl.No.	Make/Model of the vehicle	Mode of Fuel	Rate for journey of 3000 Kilometers per month
1.	sedan		

(Rates are inclusive of all Taxes)

During the period of contract, the rates will not be revised every time with the revision of any taxes by the Government of NCT of Delhi or by the Government of India. The prospective bidder may quote the rates accordingly taking into consideration of this aspect. The columns shall be clearly filled in ink legibly or typed. The tenderer should quote the number, rates and amount tendered by him/them in figures and as well as in words. Alterations, if any, unless legibly attested by the tenderer shall disqualify the tender. The tenderer shall take care that the rate and amount may be written in such a way that interpolation is not possible. No blanks should be left which would otherwise make the tender liable for rejection.