



# **DADA LAKHMI CHAND STATE UNIVERSITY OF PERFORMING & VISUAL ARTS, ROHTAK**

## **ENGINEERING WING, DLCSUPVA, ROHTAK**

**Phone:-01262-242705, Email: registrar@plcsupva.ac.in**

**Name of work: Rate contract for hiring of vehicle for DLCSUPVA, Rohtak.**

**DNIT Amount: Rs. 4,25,250/-**

**PRESS NOTICE**

<b>DLCSUPVA, ROHTAK Notice Inviting Tender (2<sup>nd</sup> Call)</b>	
<b>Name of Work:</b>	<b>Rate contract for hiring of vehicle for DLCSUPVA, Rohtak.</b>
<b>Cost:</b>	<b>Rs. 4,25,250/-</b>
<b>Earnest Money:</b>	<b>(i) For Contractor = Rs. 8,505/- (ii) For Transport co-operative Society = Rs. 4,252/-</b>
<b>Time limit</b>	<b>365 days</b>
<b>Tenders to be received till: 05:00 PM on dated 12.11.2024.</b>	
<b>i. The tenders will be received only through E-tendering For further details, please visit website <a href="https://etenders.hry.nic.in">https://etenders.hry.nic.in</a></b>	
<b>ii. Cost of the Bid document is Rs.1000/- (non-refundable), e- Service/processing Fees is Rs. 1000/- and Earnest Money as stated above will be deposited through online/Net banking or RTGS.</b>	

Registrar  
DLCSUPVA, Rohtak

## DETAIL NOTICE INVITING TENDER

e-Tender is invited for below mentioned items in single stage two cover system i.e. Request for Pre-Qualification/Technical Bid (online Bid under PQQ/ Technical Envelope) and Request for Financial Bid (comprising of price bid Proposal under online available Commercial Envelope):-

Sr. No	Description of work / Items	Appx. Cost (Rs. In lacs)	EMD to be deposited by Bidder	Tender Document Fee & eService Fee (Rs.)	Start Date & Time of Bid Preparation & Submission	Expiry Date & Time of Bid Preparation & Submission
1.	Rate contract for hiring of vehicle for DLCSUPVA, Rohtak.	Rs. 4,25,250/-	For Contractor = Rs. 8,505/- / Rs. 4,252/- for Transport co-operative society	Rs 1000/- .-for Tender Document fee & Rs 1000/- for e-Service fee	05.11.2024 at 09:00 AM	12.11.2024 Upto 05:00 PM

1. Detailed notice inviting tender/estimate drawing can be seen at the office of the undersigned during office hours.

2. Bidding documents available on website <https://etenders.hry.nic.in>

3. Newly enlisted contractors/societies/suppliers/manufactures should bring with them proof of their enlistment in appropriate class.

4. The bidders would submit bid through e-tendering only on the website i.e. <https://etenders.hry.nic.in>

Under this process, the Pre-qualification/ Technical online bid Application as well as online Price Bid shall be invited at single stage under two covers i.e. PQQ/Technical & Commercial Envelope. Eligibility and qualification of the Applicant will be first examined based on the details submitted online under first cover (PQQ or Technical) with respect to eligibility and qualification criteria prescribed in this Tender document. The Price Bid under the second cover shall be opened for only those Applicants whose PQQ/ Technical Applications are responsive to eligibility and qualifications requirements as per Tender document.

1. **The payment for Tender Document Fee and e-Service Fee shall be made by eligible bidders online directly through Debit Cards & Internet Banking Accounts and the payment for EMD can be made online directly through NET BANKING/RTGS/NEFT or OTC Please refer to 'Online Payment Guideline' available at the Single e-Procurement portal of GoH (Govt. of Haryana) and also mentioned under the Tender Document.**

2. Intending bidders will be mandatorily required to online sign-up (create user account) on the website <https://etenders.hry.nic.in> to be eligible to participate in the e-Tender. **He/She will be required to make online payment of (as mentioned above) towards EMD fee in due course of time. If the intended bidder fails to pay EMD fee with in the stipulated time frame shall not be allowed to submit his / her bid for the respective event / Tenders.**

3. The interested bidders must remit the funds at least T+1 working day (Transaction day + One working Day) in advance i.e. **on or before (as mentioned above); and make payment via NET BANKING/RTGS/NEFT. The intended bidder / Agency thereafter will be able to successfully verify their payment online, and submit their bids on or before the expiry date & time of the respective events/Tenders at <https://etenders.hry.nic.in>.**

The interested bidders shall have to pay mandatorily e-Service fee (under document fee – Non-

refundable) of Rs.1000/- (Rupee One Thousand Only) online by using the service of secure electronic gateway. The secure electronic payments gateway is an online interface between bidders & online payment authorization networks.

The Payment for document fee/ e-Service fee can be made by eligible bidders online directly through Debit Cards & Internet Banking.

The Bidders can submit their tender documents (Online) as per the dates mentioned in the key dates:-

#### Key Dates

Sr. No.	Department Stage	Bidder's Stage	Start date and time	Expiry date and time
1		<b>Tender Document Download and Bid Preparation/Submission</b>	<b>05.11.2024 at 09:00 AM</b>	<b>12.11.2024 Upto 05:00 PM</b>
2	<b>Technical Bid Opening</b>		<b>13.11.2024 at 11:00 AM</b>	
3	<b>Financial Bid Opening</b>		<b>To be announced later</b>	

#### Important Note:

- 1) The Applicants/bidders have to complete 'Application / Bid Preparation & Submission' stage at the scheduled time as mentioned above. If any Applicant / bidder fails to complete his / her aforesaid stage within the stipulated online time schedule for this stage, his / her Application/bid status will be considered as 'Applications / bids not submitted'.
- 2) Applicant/Bidder must confirm & check his/her Application/bid status after completion of his/her all activities for e-bidding.
- 3) Applicant/Bidder can rework on his/her bids even after completion of 'Application/Bid Preparation & submission stage' (Application/Bidder Stage), subject to the condition that the rework must take place during the stipulated time frame of the Applicant/Bidder Stage.
- 4) In the first instance, the online payment details of tender document fee + e-Service and EMD & PQQ/Technical Envelope shall be opened. Henceforth financial bid quoted against each of the item by the shortlisted bidder/ Agency wherever required shall be opened online in the presence of such bidders/ Agency who either themselves or through their representatives choose to be present. The bidder can submit online their bids as per the dates mentioned in the schedule/Key Dates above.

The bids shall be submitted online in two separate envelopes:

#### **Envelope 1: Technical Bid**

The bidders shall upload the required eligibility & technical documents online in the Technical Bid.

#### **Envelope 2: Commercial Bid**

The bidders shall quote the prices in price bid format under Commercial Bid.

#### **CONDITIONS: -**

1. The tenderer will keep in touch with the University Web site for any change in the NIT/DNIT till the last date/revised last date of sale of tender and incorporate such changes in NIT/DNIT and the tender

- bids.
2. DNIT & prequalification criteria can be seen on any working day during office hours in office of the undersigned.
  3. Conditional tenders will not be entertained & are liable to be rejected.
  4. In case the day of opening of tenders happens to be holiday, the tenders will be opened on the next working day. The time and place of receipt of tenders and other conditions will remain unchanged.
  5. The DLCSUPVA, Rohtak reserves the right to reject any tender or all the tenders without assigning any reasons.
  6. The societies shall produce an attested copy of the resolution of the Co-operative department for the issuance of tenders.
  7. The tender without earnest money/bid security will not be opened.
  8. In case of any dispute, The Jurisdiction of court will be at **Rohtak**.
  9. The tender of the bidder who does not satisfy the qualification criteria in the bid documents is liable to be rejected summarily without assigning any reason and no claim whatsoever on this account will be considered.
  10. The bid for the work shall remain open for acceptance during the bid validity period to be reckoned from the last date of submission of the tender. If any bidder/tenderer withdraws his bid/tender before the said period or makes any modifications in the terms and conditions of the bid, during the fix validity period, the earnest money shall stand forfeited. Bids shall be valid for 120 days from the date of bid closing i.e., from the last date of manual submission of EMD. In case the last day to accept the tender happens to be holiday, validity to accept tender will be the next working day.
  11. Contractor/Agency/Society\_\_\_\_\_.
  12. Any work, here tendered, may be withdrawn from further processing at any stage at the discretion of the competent authority without assigning any reason.
  13. Engineer-in-Charge is competent to increase/decrease the quantity of work. In case of decrease of quantity, the contractor shall have no claim to any payment or compensation whatsoever on account of any profit or advantage which he might have derived from the execution of the work in full.
  14. The University reserves the right to accept or reject or negotiate any of the tender or conditions/items without assigning any reason.
  15. Plumbing and E.I work shall be got done through license holder agencies for the works involving PH/E.I.

**Registrar**  
**DLCSUPVA, Rohtak**

Endst. No. DLCSUPVA/UEW/2024/

Dated :

Copy forwarded to the following for information and necessary action:

1. Superintending Engineer, PWD & BR Circles, Rohtak.
2. Technical Advisor, DLCSUPVA, Rohtak.
3. In-charge, University Engineering Wing (UEW), DLCSUPVA, Rohtak.
4. Executive Engineer, PWD & BR (Medical College), Rohtak/ KUK /HAU, Hisar/ GJU, Hisar/ CDLU, Sirsa/ BPS Women University, Khanpur/ DBSCRU, Murthal/ Indira Gandhi University, Meerpur (Rewari)/ Ch. Bansilal University, Bhiwani/ Chaudhary Ranbir Singh University, Jind.
5. OSD to Vice-Chancellor (for kind information of the worthy Vice-Chancellor), DLCSUPVA, Rohtak.
6. OSD to Registrar (for kind information of Registrar), DLCSUPVA, Rohtak.
7. DR (Accounts), DLCSUPVA, Rohtak.
8. Notice Board.

## Instructions to bidder on Electronic Tendering System

**These conditions will over-rule the conditions stated in the tender documents, wherever relevant and applicable.**

### **1. Registration of bidders on e-Procurement Portal:-**

All the bidders intending to participate in the tenders' process online are required to get registered on the centralized E-Procurement Portal i.e. <https://etenders.hry.nic.in>. Please visit the website for more details.

### **2. Obtaining a Digital Certificate:**

**2.1** The Bids submitted online should be encrypted and signed electronically with a Digital Certificate to establish the identity of the bidder bidding online. These Digital Certificates are issued by an Approved Certifying Authority, by the Controller of Certifying Authorities, Government of India.

**2.2** A Digital Certificate is issued upon receipt of mandatory identity (i.e. Applicant's PAN Card) and Address proofs and verification form duly attested by the Bank Manager / Post Master / Gazetted Officer. Only upon the receipt of the required documents, a digital certificate can be issued. For more details please visit the website – <https://etenders.hry.nic.in>.

**2.3** The bidders may obtain Class-II or III digital signature certificate from any Certifying Authority or Sub-certifying Authority authorized by the Controller of Certifying Authorities or may obtain information and application format and documents required for the issue of digital certificate from.

#### **M/s Nextenders (india) Pvt. Ltd.**

**2.4** The bidder must ensure that he/she comply by the online available important guidelines at the portal <https://etenders.hry.nic.in> for Digital Signature Certificate (DSC) including the e-Token carrying DSCs.

**2.5** Bid for a particular tender must be submitted online using the digital certificate (Encryption & Signing), which is used to encrypt and sign the data during the stage of bid preparation. In case, during the process of a particular tender, the user loses his digital certificate (due to virus attack, hardware problem, operating system or any other problem) he will not be able to submit the bid online. Hence, the users are advised **to keep a backup of the certificate** and also keep the copies at safe place under proper security (for its use in case of emergencies).

**2.6** In case of online tendering, if the digital certificate issued to the authorized user of a firm is used for signing and submitting a bid, it will be considered equivalent to a no-objection certificate /power of attorney / lawful authorization to that User. The firm has to authorize a specific individual through an authorization certificate signed by all partners to use the digital certificate as per Indian Information Technology Act 2000. Unless the certificates are revoked, it will be assumed to represent adequate authority of the user to bid on behalf of the firm in the department tenders as per Information Technology Act 2000. The digital signature of this authorized user will be binding on the firm.

**2.7** In case of any change in the authorization, it shall be the responsibility of management / partners of the firm to inform the certifying authority about the change and to obtain the digital signatures of the new person / user on behalf of the firm / company. The procedure for application of a digital certificate however will remain the same for the new user.

**2.8** The same procedure holds true for the authorized users in a private/Public limited company. In this case, the authorization certificate will have to be signed by the directors of the company.

### **3 Opening of an Electronic payment :**

For purchasing the tender documents online, bidders are required to pay the tender documents fee online using the electronic payments gateway service. For online payments guidelines,

please refer to the Home page of the e-tendering Portal <https://etenders.hry.nic.in>

**4 Pre-requisites for online bidding:**

In order to operate on the electronic tender management system, a user's machine is required to be set up. A help file on system setup/Pre-requisite can be obtained from Nextenders (India) Pvt. Ltd. or downloaded from the home page of the website - <https://etenders.hry.nic.in>. The link for downloading required java applet & DC setup are also available on the Home page of the e-tendering Portal.

**5 Online Viewing of Detailed Notice Inviting Tenders:**

The bidders can view the detailed N.I.T and the time schedule (Key Dates) for all the tenders floated through the single portal e-Procurement system on the Home Page at <https://etenders.hry.nic.in>.

**6 Download of Tender Documents:**

The tender documents can be downloaded free of cost from the e-Procurement portal <https://etenders.hry.nic.in>

**7 Key Dates:**

The bidders are strictly advised to follow dates and times as indicated in the online Notice Inviting Tenders. The date and time shall be binding on all bidders. All online activities are time tracked and the system enforces time locks that ensure that no activity or transaction can take place outside the start and end dates and the time of the stage as defined in the online Notice Inviting Tenders.

**8 Bid Preparation (Technical & Financial) Online Payment of Tender Document Fee, eService fee, EMD fees.**

**8.1** The online payment for Tender document fee, eService Fee & EMD can be done using the secure electronic payment gateway. The Payment for Tender Document Fee and eService Fee can be made by eligible bidders/ contractors online directly through Debit Cards & Internet Banking Accounts and the Payment for EMD can be made online directly through RTGS / NEFT.

The secure electronic payments gateway is an online interface between contractors and Debit card / online payment authorization networks.

Hence, the bidders have to provide information and credentials related to manual payment submission at single portal e - Procurement system, under Technical Envelope of the respective tenders.

**8.2** The bidders shall **upload** their technical offer containing documents, qualifying criteria, technical specification, schedule of deliveries, and all other terms and conditions except the rates (price bid).

The bidders shall **quote** the prices in price bid format.

**NOTE:-**

**(A) Bidders participating in online tenders shall check the validity of his/her Digital Signature Certificate before participating in the online Tenders at the portal <https://etenders.hry.nic.in>.**

**(B) For help manual please refer to the 'Home Page' of the eProcurement website at <https://etenders.hry.nic.in>, and click on the available link 'How to...?' to download the file.**

1. The agency shall get the bank Guarantee of Earnest Money verified from the concerned issuing bank branch and submit the Confirmation letter of Bank Guarantee alongwith the bank Guarantee. The Confirmation letter should contain the land line telephone no. Fax No. of the issuing Bank branch and land line telephone No. Fax No., of the regional office of the Bank. The Bank Guarantee should contain full names & designation of the two officers signing the Bank Guarantee alongwith their code number.

Registrar,  
DLCSUPVA, Rohtak

## **Dada Lakhmi Chand State University of Performing & Visual Arts, Sector-6, Rohtak**

Dada Lakhmi Chand State University of Performing & Visual Arts, Sector-6, Rohtak do hereby invites e-tenders from the reputed Taxi Operators/Tour Operators/Service Providers/Agency/Firm/Central or State Government Undertaking Contractors/Firms having experience providing the vehicles for the official use in any Govt./Semi Govt. Department/Boards/Corporation etc. The detail of work is mentioned below:-

<b>S/N</b>	<b>Name of Work</b>	<b>Tender Document Fee</b>	<b>EMD for Contractor/ Firms (in Rs.)</b>	<b>Time Limit for work</b>
1.	Rate contract for hiring of vehicle for DLCSUPVA, Rohtak.	Rs. 1000/-	Rs. 8,505/- for individual only transport and 4,252/- for transport society	One year

The detailed terms and conditions along with tender form may be obtained from office of In-charge vehicle/Registrar, DLCSUPVA, Rohtak or may be downloaded from [www.dlcsupva.ac.in](http://www.dlcsupva.ac.in) & <https://etenders.hry.nic.in/>. The Last Date of submission of tender will be 12.11.2024 upto 05:00 PM and **technical bids will be opened 13.11.2024 at 11:00 AM** in the office of the vehicle in-charge DLCSUPVA, Rohtak. **The financial bids of agencies will be opened only those bidders who qualified the technical conditions and the date of opening of financial bids will be intimated later on.**



## **Dada Lakhmi Chand State University of Performing & Visual Arts, Sector-6, Rohtak**

Dada Lakhmi Chand State University of Performing & Visual Arts, Sector-6, Rohtak do hereby invites e-tenders from the reputed Taxi Operators/Tour Operators/Service Providers/Agency/Firm/Central or State Government Undertaking Contractors/Firms having experience of providing the vehicle for the official use in any Govt./Semi Govt. Department/Boards/Corporation etc. The detail of work is mentioned below:-

S/N	Name of Work	Tender Document Fee	EMD for Contractor/ Firms (in Rs.)	Time Limit for work
1.	Rate contract for hiring of vehicle for DLCSUPVA, Rohtak.	Rs. 1000/-	Rs. 8,505/- for individual only transport and 4,252/- for transport society	One year

The detailed terms and conditions along with other details are given as under:-

1. **E-tenders** are invited in a two-bid system (Technical Bid and Financial Bid separately) from reputed Tours and Travel Agencies/Companies for rate contract for providing the vehicles i.e., Ertiga/similar 7seater car, Eicher/Similar vehicle heaving the body 14ft inside and Tempo Traveler 17 seaters as per requirement on daily basic for the use of student project of FFTV DLCSUPVA, Rohtak. The contract shall be executed for a period of one year which may be extended with mutual consent for another one year. The contract can be terminated or short-closed at any time on the basis of performance of the firm, at the discretion of Vehicle In-charge/Registrar, DLCSUPVA, Rohtak.
  - (a) The Technical Bid should be offered in **Annexure-I** containing the following details:-
    - (i) Name of the firm
    - (ii) Business address of the firm
    - (iii) Location of the Garage
    - (iv) Telephone No.
    - (v) Mobile No.
    - (vi) The annual turnover of the agency should be minimum 3 Lacs in any one Financial year (proof of the same must be attached in the form of CA's Certificate, balance sheet/profit & loss statement)
    - (vii) Copy of the details of the past experience of providing services in the same

field in Government Ministries/Departments/PSUs/Reputed Corporate Sectors with contract persons and their telephone numbers.

- (viii) Copy of PAN No.
- (ix) The vehicles should be having valid Pollution Control Certificate – Proof thereof.
- (x) The vehicles should have valid insurance cover.
- (xi) The vehicles should be registered 2019 onwards – copy of R.Cs (Registration Certificates of vehicles) to be submitted. Exemption will be granted only for those vehicles which the firm intends to purchase new, which is to be clearly indicated in Technical Bid. **An affidavit should be submitted by the bidder in this regard.**
- (xii) Copy of GST No.
  - (b) The Earnest Money of Rs. 8,505/- for individual and 4,252/- for transport cooperative society should be submitted through online payment in favour of Registrar, DLCSUPVA, Rohtak. **There is no exemption of MSME/HEW registered bidder.**
  - (c) The Financial Bids should be strictly as per the format given in the **Annexure-II. The rates quoted in the Financial Bid should be submitted online only. The bidder should quote their rates inclusive of GST and all other taxes.**
  - (i) Financial bids of only those firms will be opened, **who qualify as per Technical Bid.**
  - (ii) **The technical and financial bid should be submitted online only. No documents will be accepted manually.**

#### **Terms and Conditions:-**

- (i) The vehicle should be in very good working condition and well maintained during the contract period. The vehicle to be supplied should be in excellent condition mechanically as well as get-up wise, i.e., outer body/upholstery etc. should be decent looking.
- (ii) Payment of hiring charges will be made on monthly basis. The bills for the use of vehicles accompanied by the duty slip/log books **duly verified by the user department will be submitted** by the firm after each completed month.
- (iii) The payment in respect of extra kilometers over and above the prescribed per day maximum limit of 200 kms at the rate agreed on rate contract will be made at the end of months.
- (iv) Income Tax/TDS as applicable, if any, as per Income Tax rules shall be deducted from the monthly bills of the contractor/firm at source.
- (v) All payment to the firm/contractor will be made through electronic mode

NEFT/RTGS. For this, the firm/contractor will provide complete bank details like Name/Branch of Bank/Account Number/IFSC Code and type of account etc. RTGS/NEFT charges are to be borne by the contractor/supplier.

- (vi) No dead mileage would be payable from the contractor's premises to the office of DLCSUPVA, Rohtak reporting point and vice-versa. A log book for each vehicle in the format prescribed by the Vehicle In-charge, DLCSUPVA, Rohtak, for each journey performed and duly signed by the Officer, in-charge of the concerned department, DLCSUPVA **or any user department of university** would be maintained and submitted by the Contractor along with the bills and duty slip.
- (vii) **The toll tax will be reimbursed on actual basis on production of valid proof along with monthly bills duly verified by the user department.** All other the charges, such as parking charge /Night Charges/ accommodation charges of driver, fuel of vehicle, insurance and other charges will be beared by the bidder and quote the rate accordingly.
- (viii) The applicant should have at least one years of experience in providing vehicle in the Government Sector/PSUs/Corporate Sector and should have annual turnover of Rs. 3.00 lakh or more **in any one financial year (Turn over certificate issued by Chartered Accountant should be submitted).**
- (ix) The vehicle model should be Brand New **or not older than 5 years from the last date of tender.** The vehicle proposed to be supplied should either be registered and complete all the document as required by the State Transport Department.
- (x) All expenses will have to be borne by the firm in case of breakdown of the vehicle supplied. Immediate replacement of the breakdown vehicle will have to be provided. The owner/firm shall be required to immediately provide standby vehicle in case of any breakdown.
- (xi) The owner/senior representative of the firm should be available round the clock on his own direct telephone (office as well as residence) so as to respond to the call for vehicleis emergent cases. The mobile number may also be given.
- (xii) All the charges towards repair/servicing, salary of the driver, petrol expenses, any other incidental expenses on operations & maintenance of the hired car would be borne by the firm.
- (xiii) The vehicle should be **fully/comprehensive** insured in all respects by the firm. **The proof of valid insurance should be submitted.** All liabilities, arising out of any legal dispute, accidents, etc. shall be borne/paid by the

firm and Vehicle In-charge /Registrar, DLCSUPVA, Rohtak shall not be liable in any matter whatsoever.

- (xiv) Jurisdiction for legal disputes, if any arising during the currency of the contract, will be district court Rohtak.
- (xv) The vehicle with the driver would be placed at the disposal of the concerned Vehicle In-charge /Registrar, DLCSUPVA, Rohtak as and when required the vehicle day/night as the condition of the project.
- (xvi) Tenders may quote their unconditional rates online only. The price quoted in the Financial Bid shall remain valid during the contract period.
- (xvii) No advance payment, in any case, would be made to the firm.
- (xviii) The bills for hiring of vehicle would be submitted with in the 5<sup>th</sup> day of every month. Bills for supply of vehicle for any month along with signed duty slips by the user(s) or concerned authorized officer of this office shall be submitted.
- (xix) The antecedents of driver to be deployed should be properly verified and their details (names, addresses, telephone nos., photograph, copy of driving license etc.) will have to be provided to his office. Prior permission has to be obtained from this office before change of driver.
- (xx) The driver of the vehicle should be fully conversant with the routes of the region and should possess valid driving license in their name. The drivers must be decently dressed, proficient in speaking local languages, well mannered, courteous with proven integrity, Healthy personal habits and should always carry a mobile phone with him.
- (xxi) No compromise will be towards punctuality, cleanliness, obedience, promptness, behavior etc. If the tenderer, at any point of time during official duty, fails to perform duties, as directed by officer in charge of the project, the performance Security Deposit in the form of bank guarantee/FDR will be forfeited and contract will be cancelled forthwith without any notice by the Competent Authority.
- (xxii) The vehicle and driver provided to officer in charge of the project of DLCSUPVA shall not be changed except under compelling circumstances and after prior consent of officer in charge of the project of DLCSUPVA.
- (xxiii) Vehicle In-charge/Registrar, DLCSUPVA, Rohtak will not be responsible for any challan, loss, damage or accident to the vehicle or to any other vehicle or injury.
- (xxiv) The tender has to be accompanied by an Earnest Money Deposit of

Rs. 8,505/- for individual only transport and 4,252/- for corporative society per tender in the form of an online in favour of the Registrar, DLCSUPVA, Rohtak.

- (xxv) The successful bidder will have to deposit a Security Deposit of 5% of the bid amount in favour of the Registrar, DLCSUPVA, Rohtak in the form of FDR/Bank Guarantee from **any scheduled/Nationalized Bank** pledge with Registrar, DLCSUPVA for the due fulfillment of the contractual obligations which is refundable without any interest on completion of the contract after deducting any penalty/any liability imposed by this office on account of unsatisfactory services. The performance guarantee shall be submitted within 15 days from the issue of work order.
- (xxvi) The EMD will stand forfeited if the successful bidder withdraws or on notifying the rates, refuses to accept the tender or violates any other terms and conditions of the tender.
- (xxvii) **If the agency failed to provide the vehicle three times cumulatively than the contract will be terminated and performance guarantee will be forfeited.**
- (xxviii) **The agency will be debarred for one year for participation the tender in this university in case of breach of terms and conditions of contract agreement.**
- (xxix) The daily record (including time and mileage) shall be maintained separately for each vehicle.
- (xxx) The contract could be considered for extension based on satisfactory service performed by the firm and by mutual agreement for such further period(s) as may be agreed upon, but not exceeding one year at a time.
- (xxxi) The successful bidder will also be required to submit the copies of Registration Certificate, Insurance Papers, **pollution certificate, driving license etc.** for the vehicle proposed to be given to vehicle in-charge, DLCSUPVA within **fifteen days of issuance of work order** failing which his earnest money deposit will be forfeited.
- (xxxii) The successful bidder will have to execute an agreement with the University as per terms & conditions of the tender.
- (xxxiii) The University reserves the right to reject any or all the tenders without assigning any reason thereof.
- (xxxiv) Bids incomplete in any respect shall be liable to be rejected.
- (xxxv) The agency must have 24 hours working telephone system so that the

agency can be telephonically contracted at short notice and at odd hours and on holidays, in case of requirement of vehicles. It would be essential for the driver to have mobile phone so that he could be contacted for duty.

(xxxvi) Quantity/amount can be increased or decreased as per requirement of vehicles.

(xxxvii) The drivers should have at least 5-year experience.

(xxxviii) The registration of vehicle should be of commercial in nature.

(xxxix) The driver should be deployed on the vehicle who will not be addicted of alcohol, smoking or any prohibited means.

(xl) The validity of tender shall be 120 days.

(xli) All the vehicle requisition shall be sent on registered email-id/ WhatsApp of the successful bidder before the 08 hours of the scheduled / reaching time. In case of the failure in providing the vehicle at the scheduled time the panel rate recovery of the double amount of the quoted rate shall be recovered without any prior notice. **The agency must provide the vehicle immediately in case of emergency.**

(xlii) Registrar, DLCSUPVA reserves the right to cancel the contract at anytime without assigning any reason whatsoever.

TECHNICAL BID

**ANNEXURE-I**

Name of the firm/company/agency	
Complete Address & Telephone Number	
Location of the Garage with telephone No. and address	
Rs. 8,505/- for individual only transport and 4,252/- for corporative society	
Annual turnover of the firm for one F Y (with proof) in which the turn over should be minimum 3 Lacs.	
Name & Address of the departments/Ministries and other organizations where, at present, vehicles are engaged on regular/monthly basis (self- certified duly stamped copies of contract letters be attached)	
PAN Number (with proof)	
Total number of vehicles of model 2019 onwards registered with the Agency, which can be provided by the Agency for hiring purpose (with copy of RC s)/Exemption will be granted only for those vehicles which the firm intends to purchase new (which is to be indicated)	
Valid PUC Certificate of Vehicle	
Valid Insurance Certificate of Vehicle	
GST number (with proof)	
Name, Address & Telephone Number of the proprietor	

**ANNEXURE-II****FINANCIAL BID to be submitted online only.**

<b>DNIT for Rate contract for hiring of vehicle for DLCSUPVA, Rohtak.</b>				
<b>Approx. Amount: Rs. 4,25,250/-</b>				
<b>Earnest Money: - For Transporter Rs. 8,505/- &amp; For Transport Societies Rs. 4,252/-</b>				
<b>Time Limit: 1 Year</b>				
<b>Sr. No.</b>	<b>Description of Item</b>	<b>Qty.</b>	<b>Unit</b>	<b>Rate to be Quoted by the contractor including all taxes.</b>
1.	Charges of hiring of vehicle Ertiga/ Similar Car – 07-Seater (0 to 100 km running per trip) (Rate to be quoted Per trip)	01	Trip	
2.	Charges of hiring of vehicle Ertiga/ Similar Car – 07-Seater (101 to 200 km running per trip) (Rate to be quoted Per Trip)	01	Trip	
3.	Extra Charges for hiring of vehicle Ertiga/ Similar Car – 07-Seater (more than 200 km running per Km) (Rate to be quoted Per Km)	01	Km	
4.	Charges of hiring of vehicle Swift Dzire/ Similar Car – 05-Seater (0 to 100 km running per trip) (Rate to be quoted Per trip/visit)	01	Trip	
5.	Charges of hiring of vehicle Swift Dzire/ Similar Car – 05-Seater (101 to 200 km running per trip) (Rate to be quoted Per trip/visit)	01	Trip	
6.	Extra Charges for hiring of vehicle Swift Dzire/ Similar Car – 05-Seater (more than 200 km running per Km) (Rate to be quoted Per Km)	01	Km	
7.	Charges of hiring of the loading vehicle Tata Ace/ Similar for local (upto running of 25 Kms per trip) (Rate to be quoted Per trip/visit)	01	Trip	
8.	Extra charges for hiring of the loading vehicle Tata Ace/ Similar for local more than running of 25 Kms (Rate to be quoted Per Km)	01	Km	