

SOUTH ASIAN UNIVERSITY
AKBAR BHAWAN, CHANKYAPURI

LIMITED TENDER DOCUMENT

Name of work : Hiring of vehicle on monthly basis for South Asian University, Akbar Bhawan, Chankyapuri New Delhi

Notice Inviting Tender No.: 22 / SAU / NIT / 2018

The South Asian University (SAU) is an International University sponsored by the eight member countries of the South Asian Association for Regional Cooperation (SAARC) viz. Afghanistan, Bangladesh, Bhutan, India, Maldives, Nepal, Pakistan and Sri Lanka.

Tender Submission Date & Time : 31st October, 2018 at 3.00 p.m.

Tender Opening Date & Time : 31st October, 2018 at 3.30 p.m.

Issued to:



SOUTH ASIAN UNIVERSITY
AKBAR BHAWAN, CHANKYAPURI


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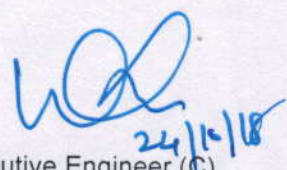
Name of Work: - Hiring of vehicle on monthly basis for South Asian University, Akbar Bhawan, Chankyapuri New Delhi

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*Certified that this NIT contains 1 to 7 (One to Seven) Pages.

NIT No. 22 /SAU / NIT / 2018


Assistant Director (Infra)
South Asian University
Akbar Bhawan, Chankyapuri
New Delhi


Executive Engineer (C)
South Asian University
Akbar Bhawan, Chankyapuri
New Delhi



SOUTH ASIAN UNIVERSITY
AKBAR BHAWAN, CHANKYAPURI

LIMITED TENDER DOCUMENT

The Executive Engineer (SAU), South Asian University, invites sealed quotations on behalf of President SAU, from the reputed agencies for the work "**Hiring of vehicle on monthly basis for South Asian University, Akbar Bhawan, Chankyapuri New Delhi**" as per the specification indicated in the Technical Bid.

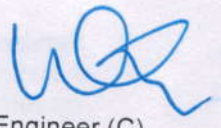
S No:	N.I.T No:	Name of work & location	Earnest Money	Period of Completion	Last date & time of issue of bid document	Last date & time of submission of bid	Time & date of opening of bid
1	2	3	5	6	7	8	9
1	22 / SAU / NIT / 2018	Hiring of vehicle on monthly basis for South Asian University, Akbar Bhawan, Chankyapuri New Delhi	10,000/-	01 year	31.10.18 11.00 AM	31.10.18 3.00 PM	31.10.18 3.30PM


Eligibility Conditions:-

1. Original Cross Demand Draft must be enclosed on account of EMD as shown above in the name of "South Asian University" payable at Delhi.
2. The tenderer has to submit notary attested undertaking that he has not been debarred from participation in tender anywhere in Universities /Central Govt. Depts./State Govt./ PSUs.
3. The vendor should have valid registration with government authorities for operation of taxi services.
4. The agency should have completed at least one similar work in any government organization during the last seven years ending 30.09.2018, for which the agency will submit documentary proof of value not less than Rs 3.10 Lacs.

Any tender in which any of the prescribed conditions is not fulfilled or is incomplete in any respect, is liable to be rejected.




Executive Engineer (C)



SOUTH ASIAN UNIVERSITY
AKBAR BHAWAN, CHANKYAPURI

GENERAL TERM & CONDITIONS

1. SAU intend to hire one CAR on regular monthly hire basis as per the term and condition mentioned in the schedule of quantity which shall be part of the agreement and the Contractor shall render services to the SAU, for its smooth running as may be required from time to time.
2. Car/Taxi to be provided by the firm shall be in perfectly sound working condition and suitable for use by the Officers of SAU in Delhi / New Delhi.
3. All the legal formalities such as registration with RTO, insurance, pollution certificate etc. shall be completed & validated time to time in all respect of all the vehicles provided to this office by the firm/owner.
4. The agency shall indemnify SAU against any claims, damages, loss or penalty including costs thereby arising out of any breach or violation of any of the provisions of all the laws, including labour laws as applicable from time to time, governing the workers employed and the vehicles deployed by your company. In case of any accident, all the claims arising out of it shall be met by the agency/Contractor; SAU will not bear any responsibility in any manner.
5. The department shall not be responsible for any accident or incident. All repair and routine service work shall be done by the contractor at his own cost.
6. The firm should ensure that the driver employed hold valid driving license, well behaved, reasonably educated, and conversant with traffic rules / regulations and city roads / routes as well as security instruction.
 - I. Driver employed by the firm must have a functional mobile cell-phone duly activated and the firm shall pay the monthly bill of the same.
 - II. The driver shall not misbehave with any of SAU staff members and shall not enter into any unlawful activities in the premises. The contractor shall bear the responsibility of the driver.
 - III. Driver shall be neat & tidy in appearance and wear neat & clean uniform while on duty in this office, failing which a penalty shall be imposed at the discretion of the Competent Authority of this office.
 - IV. No dead mileage will be allowed for lunch / tea of driver. Driver should carry his lunch.
 - V. Only drivers having sufficient experience of driving in Delhi and surrounding areas shall be deployed to the office. The firm should inform in advance the bio-data of all drivers that could be deployed for office.
7. The time and distance in respect of hired cars / taxis will commence and terminate from SAU office at Akbar Bhawan, New Delhi, 21. No Garage allowance shall be considered.
8. Services of car and driver should be available when called including Saturdays, Sundays, holidays including late hours if required. Payments will be governed by the terms and conditions of the agreement.
9. Rates once finalized will be fixed at least for a period of one year. Upward change in rates will not be considered due to any hike in petrol/diesel/CNG prices or taxes or revision in labour wage rates of the GoNCT Delhi. However, parking fee/toll tax, whenever applicable shall be borne by SAU and paid with the monthly bill on production of valid toll / parking receipts.
10. The car/taxi shall be utilized for university project at MaidanGarhi, Delhi, 68. Sometime the vehicle shall be required to stay up to late night and also on holidays as per the requirement of the project.



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The agency should quote accordingly, as nothing extra shall be paid except the extra time and extra km run above normal on that day.

11. The driver shall report for duty at South Asian University, Akbar Bhawan, New Delhi, 110021 Normal duty hours shall be 9.00 am to 7.00 pm but it can be changed by the University as per the requirement.
12. The quoted & finalized rates shall be inclusive of fuel / lubricant / repair and maintenance of vehicle, wages of drivers, overtime, uniform, taxes, insurances etc complete.
13. SAU has GST no: which is **UIN >> 0717UNO00175UNQ**. The guidelines for invoice submission in compliance with GST are as below:-
 - a) The Invoice should be Tax Invoice;
 - b) Name, address and GSTIN of the supplier;
 - c) Invoice Number;
 - d) Date of issue
 - e) Name, address UIN of the recipient;
 - f) HSN code of goods or Accounting Code of services (SAC)
 - g) Description of goods or services;
 - h) Quantity in case of goods and unit or Unique Quantity Code thereof;
 - i) Total value of supply of goods or services or both;
 - j) Taxable value of supply of goods or services or both considering discount or abatement, if any;
 - k) Rate of tax (central tax, State tax, integrated tax, Union territory tax or cess);
 - l) Amount of tax charged in respect of taxable goods or services (Central Tax, State Tax, Integrated Tax, Union territory Tax or cess);
 - m) Place of supply along with the name of State, in case of a supply in the course of inter-State trade or commerce;
 - n) Address of delivery where the same is different from the place of supply;
 - o) Signature or digital signature of the supplier or his authorised representative;
14. The work order shall be valid for 12 (Twelve) months and can be extended with mutual consent of both the parties, however it can be curtailed by university at any time without assigning any reason to the contractor by giving one month notice.
15. **Performance Security** : 5% of the total annual cost of the contract shall be paid by the successful bidder by way of Bankers Cheque / Demand Draft drawn in favour of South Asian university within 7 days from the acceptance of contract. The Earnest Money Deposit of the successful firm shall be refunded after receipt of Performance Security.
16. The Bankers Cheque / Demand Draft can be forfeited by order of the SAU in the event of any breach or negligence or non-observance of any terms / conditions of contract or for unsatisfactory performance or for non-acceptance of the work order.
17. **Penalty:**
 - (a) For other than regular office hours, if the vehicle is required by SAU for office purpose, the driver shall be given instruction in one hour advance. He has to present in time, if becomes late by half hour, SAU will hire the vehicle from market and recovery shall be made from the bill of contractor by the double rate paid to hire other taxi.
 - (b) If the driver/Vehicle do not report for duty on a particular day and time, recovery shall be made @ Rs.1,500/- per day for the same for willful absent.
 - (c) The vehicle supplied by the firm on hiring basis to this office, shall not in any Case be older more than 1st January 2014, failing which a penalty of 1% per day of the monthly bill shall be deducted.



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- (d) Breach of Terms and Conditions: In case of breach of any of terms and conditions mentioned above, the Competent Authority will have the right to cancel the work order without assigning any reason thereof, and nothing will be payable by this Department in that event and the Security Deposit in the form of Bankers Cheque / Demand Draft shall be forfeited.
- (e) The contractor shall not change the driver once deployed with the above vehicle and accepted by SAU without consent of SAU, if he does so, SAU reserves the right to cancel the contract and forfeit the security deposit / performance security.
18. **Terms of Payment:** No payment shall be made in advance on the basis of the order of award of work. The firm shall submit the bill at each stage/in the first week of following month in respect of previous month for sanction of the amount of bill and passing the bill for payment. All payment shall be made by cheque only.
19. There shall be no minimum mileage per day. Extra hour shall be over and above 10 hours per day and Extra mileage will be over and above kilometers mentioned under Item no. 1 (a). No garage to garage/dead mileage will be allowed.
20. The vehicle is being deployed on monthly basis, the rate given in BOQ Item 1 (a) are the minimum guaranteed amount per month unless there is a penalty as given under Clause 17 above and extra day, if any, over and above the 25 days will be paid on pro-rata basis on monthly rates. There shall be no deduction for less km or hour run given in the Item 1(a).
21. Extra Payment will be made on actual running kilometers & hours beyond normal 10 hours of a day and 2000 KM a month
22. The Financial Bid / Schedule of Quantity attached with this will be part of the agreement.
23. **Arbitration:** If any difference arises concerning this Agreement, its interpretation on the payment to be made there under, the same shall be settled with mutual consultations and negotiations. The decision of the President SAU shall be final & binding on the contractor.



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SOUTH ASIAN UNIVERSITY
AKBAR BHAWAN, CHANKYAPURI

FINANCIAL BID					
SCHEDULE OF QUANTITIES					
NAME OF WORK: HIRING OF VEHICLE ON MONTHLY BASIS FOR SOUTH ASIAN UNIVERSITY, AKBAR BHAWAN, CHANAKYAPURI, NEW DELHI					
	Description of Work	Qty.	Unit	Rate	Amount
				Without taxes	
1	Providing car, TATA Indica, Toyota Liva, Hyundai i-10, Maruti Wagon-R / Celerio / Ritz / Swift or equivalent on monthly hire basis to South Asian University Delhi for its project at Maidan Garhi, Delhi on monthly hire basis for 10 hour duty per day, 25 days in a month and 2000 km including cost of fuel, lubricants & driver, taxes etc. complete as per the direction of the University. (The vehicle should not be more than 3 year old as on 30th Sep 2018.)				
a	10 hours duty per day for 25 days in a month up to 2000 km (This will be minimum guaranteed amount per month unless there is a penalty as given under Clause 18)	12	Months		
b	Extra for additional hours beyond 10 hours in one day.	120	hour		
c	Extra for every km beyond 2000 km in a month.	120	km		
Total					
Taxes Extra (If any)					

Note:

- The above charges are inclusive of fuel/lubrication/repair and maintenance of vehicle, wages of drivers, overtime, uniform, State Transport Taxes/permit fees, insurance of vehicle etc. However, parking charges and toll tax, if any, paid by the agency, will be reimbursed on the production of valid receipts along with monthly bills.

Signature & Seal of contractor



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SAU

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