



# **SOUTH ASIAN UNIVERSITY**

**Rajpur Road, Maidan Garhi**

**New Delhi – 110 068**

**Phone: +91 -11-20862652, +91-11-20862806, Web: [www.sau.int](http://www.sau.int)**

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.

## **BID DOCUMENT FOR HIRING OF COMMERCIAL VEHICLES**

**Tender No.: SAU/EP/CV/2023/19**

**Dated: 12.9.2023**

**Tender Submission Date &Time** : 25 September 2023 at 3.00 p.m.

**Tender Opening Date &Time** : 25 September 2023 at 3.30p.m.

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## 1. Invitation to Bidders

Sealed Bids are invited for hiring of commercial vehicles for South Asian University (SAU) addressed to Assistant Registrar (E&P), Room No. ES-203, LSES Building, South Asian University, Rajpur Road, Maidan Garhi, New Delhi-110068 before the proposal due date specified below:

## 2. General Terms

- (a) **Earnest Money Deposit:** The bidder is required to make an Earnest Money Deposit (EMD) of Rs. 10,000.00, refundable (without interest), accompanied with bid in the form of DD/Pay Order from any of the schedule banks drawn in favour of the “South Asian University” New Delhi. Bids not accompanied by earnest money of the requisite amount will be summarily rejected. No exemption certificate will be entertained.
- (b) **Proposal Due Date:** Bids should reach the undersigned on or before 3:00 PM on 25 September 2023. All received bids on due date & time will be opened at 3:30 PM on the same day.
- (c) **Bid Validity:** The bids shall remain valid for a period of 60 days from the last date of bid submission.
- (d) **Award of work:** The University will accept the bid of the vendor whose offer has been determined to be the lowest evaluated bid and is substantially responsive to the documents issued - the “successful bidder”. The notification of award & acceptance thereof by the successful bidder will constitute the formation of a contract. To being with, the contract will be for one year and may be extended on yearly basis if performance/service is found satisfactory. The contract so awarded can be terminated at any time if the service of vendor is not found to be satisfactory.
- (e) **Scope of work:** The bidder is required to furnish Annual Rate Contract for providing Taxi and Bus services in as and when required (AC/NON-AC) for a period of one year from the date of award of contract extendable up to three years at the sole discretion of SAU, one year at a time & upon provisioning of satisfactory services. Extension, if any, shall be on the same rates & terms as applicable for the first year.

## 3. Terms of Services

- (a) Billing (both distance and time) will start from point of commencing the service and end at the point where vehicle released.
- (b) The successful bidder will be informed at least two hours before the provisioning of service.
- (c) Punctuality will have to be ensured and log books/slips shall be maintained by the drivers for this purpose.



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- (d) The vehicle must be made available at any given time and day as desired by South Asian University.
- (e) The vehicle should not be older than 05 years.
- (f) In case of break down or disruption due to any reason, the vehicle shall be replaced by a suitable vehicle & driver immediately at the place where the breakdown occurred so that there shall be no loss of time.
- (g) It is desirable that the vehicle should be equipped with GPS facility.
- (h) The accident risk of drivers and vehicles be covered by comprehensive insurance and South Asian University shall not take any liability on this account.
- (i) The bidder shall assign the job of driving of hired vehicles of experienced drivers having appropriate valid license and also assume full responsibility for the safety and security of offers/officials/Guests as well as any store items while running the vehicle by ensuring safe driving.
- (j) The driver provided by the contractor should fulfill the following conditions:
  - i. Should be in possession of valid commercial driving license issued by RTO for the class of vehicle s/he is driving.
  - ii. Should be well behaved, reasonable educated, having communication skill in Hindi/English, conversant with traffic rules/regulations and city roads/routed as well as security instructions.
  - iii. Should wear appropriate, clean & ironed uniforms.
  - iv. Should be in possession of mobile phone with valid connection.
- (k) All expenditure in connection with Petrol/Diesel/CNG, Pollution check, maintenance of vehicle, road tax, insurance etc. and any other incident expenditure shall be borne by the service provider.
- (i) Successful bidder shall indemnify SAU from any liabilities (financial, legal or otherwise) arising out of the employment of manpower or on account of their actions (traffic violations, accidents, etc) or arising on account of vehicle ownership (licensing, hypothecation, etc.).

#### 4. Eligibility Conditions

- (a) The bidder may be a proprietary firm, partnership firm, limited company, corporate body legally constitute & engaged in taxi and bus services, who should have required license issued by Regional Transport Authority (copy to be attached). The near relatives of all employees working in the South Asian University are prohibited from participation in this tender.



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- (b) The bidder must have at least one current (running) work order with any government organization/PSU or autonomous body or any diplomatic mission or international organization (work order copy to be attached).
- (c) The bidder should be in possession of the statutory documents relating to GST & PAN.
- (d) The bidder must have at least 3 years of experience in the tour and travels business in providing vehicles on hire to Government organization/PSUs or Autonomous Bodies or reputed organizations/Institutes (Copies of one work order during each of the last three years to be attached).
- (e) SAU may independently take feedback from existing or past hirers. Adverse feedback can lead to a rejection of the bid.

## 5. Documents required to be submitted along with the bid

- (a) Bid Security of required amount in the form of DD/Pay Order/Bank Guarantee.
- (b) Technical proposal submission form (form 1).
- (c) Particulars of the past experience with supporting document (form 2).
- (d) Organization details along with supporting document (form 3)
- (e) Financial bid (form 4)

## 6. Proposal submission

- (a) The bidder is expected to examine all instructions, forms terms and specifications in the bidding document. Failure to furnish all information required by the bidding documents or submission of a bid not substantially responsive to the bidding documents in every respect will be at the bidder's risk and may result in rejection of the bid. The bid proposal must be properly indexed and bound and all the pages shall be signed and stamped.
- (b) Tender should be submitted in a sealed cover containing all documents & forms specified above.
- (c) Tender will be opened in the presence of bidders or their authorized representatives who wish to be present on the due date and time.
- (d) Rates should be quoted as per the schedule of rates and its format not be changed in any manner.

## 7. Performance Security

- (a) The successful bidder shall have to deposit a Performance Security Deposit of a sum of Rs. 20000.00 within 15 days of the receipt of the offer letter. The performance security will be furnished in the form of the Bank Guarantee/DD/Pay Order/FDR from any of the schedule banks drawn in favour of "South Asian University" New Delhi. The performance security



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should remain valid for a period of 60 days beyond the date of completion of all the contractual obligations of the bidder. No interest will be payable by SAU on the Performance Security.

- (b) In case the selected bidder fails to submit performance security (guarantee) within the time stipulated, the SAU at its discretion may cancel the order placed on the selected bidder without giving any notice. SAU shall invoke the performance guarantee in case the successful bidder fails to discharge their contractual obligations during the contract period or SAU incurs any loss due to successful bidder's negligence as per the agreed terms & conditions

## 8. Penalties

Problem	Penalty
1. Arrival delayed by more than 30 minutes	Rs. 500.00
2. Unclean vehicle	Up to Rs. 500.00
3. Rude behavior of driver	Up to Rs. 1000.00

## 9. Termination of Contract

South Asian University may, without prejudice to any other right/remedy for breach of contract, terminate the contract in whole or in parts.

- (a) If the contractor (successful bidder) fails to arrange the supply of any or all of the vehicle(s) within the period specified in the contract or any extension thereof granted by the South Asian University.
- (b) If the contractor fails to perform any other obligation under the contract agreement. South Asian University may, without prejudice to any other rights under the law or the contract provided, get the hiring done at the risk and the cost of the contractor, in the above circumstances.
- (c) Notwithstanding anything contained herein, South Asian University also reserves the right to terminate the contract at any time or stage during the period of contract, by giving notice in writing without assigning any reason and without incurring any financial liability to the service provider/contractor.

## 10. Termination for Insolvency

South Asian University may also by giving written notice and without compensation to the service provider/contractor terminate the contract if the service provider becomes unwilling, bankrupt or otherwise insolvent without affecting its right of action or remedy as hirer.

## 11. Terms of Payment



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- (a) Payment shall be made within 30 days from the date of receipt of bill in the South Asian University. Bills shall be submitted in duplicate along with the log book/journey slips, vehicle wise (log book/slips should be duly signed by the user and the driver of the vehicle).
- (b) The engagement and employment of drivers and payment of wages to them as per existing provisions of various labour laws and regulations in the sole responsibility of the contractor. Any breach of such laws or regulations shall be deemed to be breach of this contract.
- (c) Toll fees and parking charges shall be paid by the taxi provider and thereafter reimbursed by the University against the production of proper bills.

## **12. Resolution of disputes**

The matter regarding any dispute shall be referred for arbitration of any Officer appointed by the President SAU, whose decision shall be binding and final.

**Assistant Registrar (E&P)**  
**Store & Procurement Division**



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## FORM 1 - Technical Proposal

To  
The Registrar  
South Asian University  
Rajpur Road, Maidan Garhi  
New Delhi-110068

### Tender on Hiring of Commercial Vehicles

Dear Sir,

With reference to above mentioned tender, having examined all relevant documents and understood their contents, hereby submit our Technical Proposal for hiring of commercial vehicles. The proposal is unconditional and unqualified.

Our proposal is compliant with the mentioned in the tender document.

Further:

1. We acknowledge that SAU will be relying on the information provided in the proposal and the documents accompanying the proposal for selection of the vendor.
2. We shall make available to SAU any additional information it may deem necessary or require for supplementing or authenticating the proposal.
3. We acknowledge the right of SAU to reject our application without assigning any reason or otherwise and hereby waive our right to challenge the same on any account whatsoever.
4. We certify that in the last 3 years, we have neither failed to perform on any contract, as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award against this bidder, nor been expelled from any project or contract by any public authority nor have had any contract terminated by any public authority for breach on our part.
5. We hereby irrevocably waive any right or remedy to challenge or question any decision taken by SAU in connection with the selection of bidder or in connection with the selection process itself in respect of the above mentioned tender.
6. We agree and undertake to abide by the terms and conditions of the tender document.



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7. The prices mentioned in our proposal are in accordance with the terms as specified in bidding documents. All the prices and other terms and conditions of this proposal are valid for a period of 90 calendar days from the last date of submission of bids.
8. We hereby declare that in case the contract is awarded to us, we shall submit the performance guarantee as specified in the above cited RFP.
9. We confirm that we shall abide by the provisions of Minimum Wages Act, Contract Labour Act and other statutory provision like PF Act, ESI Act, EC Act, Leave etc. and any applicable government regulations and shall be fully responsible for any violation.
10. We hereby declare that:
  - (a) We are not involved in any litigation that may have an impact of affecting or compromising the delivery of goods or services as required under this tender.
  - (b) We are not black-listed by any Central/State Government/Public Sector/Educational Institute Undertaking in India.
  - (c) We undertake that the documents submitted are genuine/authentic and nothing material has been concealed therefrom and that we are not debarred by any Government organization and are competent to have the contract. We understand that the contract is liable to be cancelled, if found to be having obtained, through fraudulent means and/or concealment of information.

Yours sincerely,

Authorized Signature (In full and initial):

Name and title of Signatory:

Name of Firm:

Address:

Date:

Place

(Name and seal of the Bidder)





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## FORM 2 – Eligibility Experience

S.No.	Customer* Name and Address	Calendar Month & Year of Work Order (MM, YYYY)	Customer Contact person with phone No.	Page No. of the proof document**
Running contract with any government organization/PSU or Autonomous body or Diplomatic Mission or International organization				
1				
2				
3				
Past Experience				
1				
2				
3				

\*Limit reference up to three years prior to proposal due date only. References must pertain to services similar to those being solicited through this RFP.

\*\*Experience must be supported by copies of work orders & completion certificates from the client, OR work order + self-certificate of completion.

Signature (Name and Designation)

Official Stamp

Date:



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## FORM 3 – Organization Details

Details filled in this form must be accompanied by sufficient documentary evidence, in order to verify the correctness of the information.

S. No.	Item	Details	Page No. of the proof document
1	Name, address & telephone numbers of the Agency		
2	Name, Designation and contact details of the person authorized to make commitments to the University		
3	Company Registration No. (Copy of the Registration Certificate to be attached) OR submit affidavit stating that bidder is a proprietary concern.		
4	PAN No. (Copy of the certificate to be attached)		
5	GST No. (Copy of the certificate to be attached)		
6	Number of vehicles registered with the agency		
7	Details of EMD (DD/Pay Order No. bank & date		

I hereby certify that the information furnished above is full and correct to the best of my knowledge.

Date:  
Place:

Signature of authorized person  
Name  
Seal



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## FORM 4 – Financial Bid Proforma

Name, Address, e-Mail & Telephone Number(s) of the Organization

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Vehicle Type (AC)	Rates (Rs.)							Taxes (%)
	4 hr/40 km	8 hr/80 km	12 hr /120 km	Extra per km	Extra per hr	Airport Pickup	Airport Drop	
Wagon R/Grand i10/ Swift or equivalent <b>(Hatchback)</b>								
Tata Tigor/ Suzuki Dzire/ Hyundai Accent or equivalent <b>(Sedan)</b>								
Honda City/ Maruti Ciaz / Hyundai Verna or equivalent <b>(Upgraded Sedan)</b>								
Innova Crysta / Ertiga or equivalent <b>(SUV)</b>								
Tempo Traveller <b>(AC, 17-Seater)</b>								
Bus (AC,45-Seater)								

1. It is confirmed that rates are for AC vehicle and that we have read the Terms & Conditions stipulated in the tender document and we undertake to abide by these terms & conditions.
2. It is certified that the rates quoted above are not more than the rates charged from any other Government Institution/Department/Organization.
3. No other charges would be payable by the University

Full Name of the Bidder:

Signature of the Bidder

Date:

Official Seal