

GUJARAT NATIONAL LAW UNIVERSITY

(Established Under Gujarat Act No.: 09 of 2003)



Gujarat National Law University

Tender Notice No: PC-25/2017

Tender for Hiring Vehicle Service (2nd Attempt)

Gujarat National Law University

Attalika Avenue, Knowledge Corridor, Koba,
Koba (Sub. P.O.), Gandhinagar - 382426 (Gujarat), INDIA.

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Visit us: <http://www.gnlu.ac.in>

Tender Notice no: PC-25/2017**1. TENDER Notification:**

Gujarat National Law University (GNLU), Gandhinagar, invites sealed TENDER offers from eligible, reputed travel service providers and/or their authorized dealers for hiring the vehicle services at GNLU, Gandhinagar as specified in Schedule of Requirement of this TENDER.

TENDER documents may be filled on <http://www.gnlu.ac.in/Tender.php> by any interested eligible travel service providers. The prescribed nonrefundable TENDER fee, as mentioned in the TENDER document, should be sent with your offer by DD in favour of "Gujarat National Law University, Ahmedabad". Any subsequent amendments in the TENDER documents will be available on above mentioned website.

Duly filled-in TENDER documents may be submitted to the office of The Registrar, Gujarat National Law University, Attalika Avenue, Knowledge Corridor, Koba, Gandhinagar 382426, Gujarat, India by speed post/RPAD or by hand, on or before 17th June 2017 up to 05:00 PM..

1.0	NAME OF WORK	TENDER for Hiring vehicle services At GNLU, Gandhinagar
2.0	Estimated Cost of TENDER Work	₹ 15,00,000/- (Approx. Yearly transaction)
3.0	TENDER Fee	₹ 1,500/- (Non Refundable)
4.0	Earnest Money Deposit (EMD)	₹ 15,000/-
5.0	Date of issue of Online TENDER	9 th June 2017 on http://www.gnlu.ac.in/Tender.php
6.0	Last date for receiving hard copy of all the TENDER documents along with Fees & EMD	17 th June 2017 up to 05:00 PM.
7.0	Address for Communication, Queries and Submission of filled TENDER document.	The Registrar, Gujarat National Law University Attalika Avenue Knowledge Corridor, Koba, Koba (Sub. P.O), Gandhinagar 382426 Gujarat, India.

- Separate DD for Prescribed TENDER Fee and Earnest Money Deposit (EMD) must accompany the offer as mentioned in this TENDER document. Offers received without them will be rejected. **No exemptions.**
- Detailed Technical Specifications, Terms and Conditions, Scope of Work, various format and Performa for submitting the TENDER offer are described in this TENDER document.
- Do not change this TENDER document. Any change/s made in the TENDER document by the vendor will lead to disqualification. Such offers will be rejected.

2. Eligibility Criteria for the bidder:

1. The bidder should have the experience of completion of similar works in any of the Departments/Autonomous Institutions/Universities/Public Sector Undertakings of the Government of India or any other State Government or Public Sector Banks or Local Bodies/Municipalities, Corporate Firms as follows:-
 - Three similar completed works costing not less than ₹ 6,00,000/-(the amount equal to 40% of the estimated cost); or
 - Two similar completed works costing not less than ₹ 7,50,000/-(the amount equal to 50% of the estimated cost); or
 - One similar completed work costing not less than ₹ 12,00,000/-(the amount equal to 80% of the estimated cost).
2. The travellers/agent should have Service Tax Registration and PAN Number (submit copy of Service Tax Registration Number and PAN Card). The documentary evidence as mentioned in the bracket against each condition in support of the criteria as above to be furnished by the Bidder.
3. Average Annual financial turnover during the last 3 years, ending 31st March of the previous financial year and current year, should be at least 100% of the estimated cost.
4. In addition the bidder is required to submit information along with documentary support in respect of the following:
 - Tie-up with major Hotels for special rates in Metro/Major cities.
 - Tie-up with major Tourist Car Operators in Metro/Major cities.
 - Annual Turnover for last 3 years (Submit Annual Report).
 - Details of PSUs/Government Client (submit Certificate of Performance).

GENERAL TERMS AND CONDITIONS

- (1) **TENDER Fee:** An amount of ₹ 1,500.00 (Rupees Two Thousand Five Hundred only) as TENDER fee (non-refundable) is to be paid. The payment shall be made by Demand Draft from any Nationalized Bank and paid in favour of “Gujarat National Law University”, payable at Ahmedabad. **Bids without TENDER Fee will not be accepted. This should be enclosed separately in an envelope and stapled with the Technical Bid document super scribing TENDER fee.**
- (2) **Earnest Money Deposit (EMD):** An amount of ₹ 15,000.00 (Rupees Fifteen Thousand only) in the form of Demand Draft drawn in favour of “Gujarat National Law University”, payable at Ahmedabad as **E.M.D. should be enclosed separately in an envelope and stapled with the Technical Bid document super scribing EMD. Any bid without EMD will be summarily rejected. No interest is payable on EMD.** EMD will be refunded to the unsuccessful bidder, after 15 days from the completion of the TENDER process. The EMD of successful agency awarded with the contract to be treated as part of security deposit towards Performance Guarantee. No interest is payable on Security Deposit. Security Deposit shall be forfeited if the selected agency after award of contract, fails to execute the same.
- (3) **Bid:** Technical Bid and Price Bid should be submitted in two separate sealed envelope quoting reference number on the top of the envelope. TENDER Fee and EMD should be enclosed with the Technical Bid documents, in separate sealed envelopes, stapled with the packet containing Technical Bid documents. The FIRMS may either bid directly or authorize their Country/Regional/State Distributors/Dealers/Agencies, to quote with valid authorization certificate, capability to sale and service of the products.
- (4) **PERIOD OF CONTRACT:** This agreement shall be valid initially for a period of 12 (Twelve) Months extendable for a further at the same terms and conditions of the original Agreement subject to satisfactory performance certificate from user department during contract period.
- (5) **Acceptance of TENDER:** The Authority of Gujarat National Law University, Gandhinagar does not bind itself to accept the lowest priced bid and reserves the right to reject any or the entire TENDER bids received without assigning any reason thereof. The authority may also decide to empanel more than one FIRM or their certified authorized distributors/dealers and fix a price band for the product specifications offered by different companies/brands, compliant to minimum specifications asked in the TENDER. This is in view of the spectrum of products available in the market, requirements of the University.
- (6) **Compliance List:** The proposal be properly indexed and a compliance list against the technical specifications should be provided.
- (7) **Service:** Response Time should be less than 24 (Twenty four) hours on the same business day.
- (8) **Conditional Offer** will not be accepted.
- (9) **Amendment of Bidding Documents (Corrigendum):** At any time prior to the deadline for submission of bids, GNLU may modify the bidding documents. The corrigendum will be published on website <http://www.gnlu.ac.in/Tender.php> In order to allow prospective bidders reasonable time to take into consideration the amendments while preparing their bids GNLU, at its discretion, may extend the deadline for the submission of bids.
- (10) **Period of Validity:** Bids shall remain valid for acceptance for a period of 60 days from the date of opening of the price bid.

- (11) The benefit of any downward price revision (revision on account of budget/financial policy, tax revision, EPZ etc.) is to be given to Gujarat National Law University, Gandhinagar by the selected FIRM/agency.
- (12) **Past Performance of the agency will be judged at the time of Technical Evaluation.**
- (13) **The University does not bind** itself to offer any explanation to those bidders whose technical bids have not been found acceptable by the Technical Evaluation Committee.
- (14) The bids (technical and price bids) once submitted shall be the property of the University and shall not be returned to the agency in future.
- (15) The Travel Agent shall be responsible for the salary, provident fund, bonus, pension or any other benefits available under the statutes and rules framed thereunder for their staff members. GNLU shall not be responsible for their default whatsoever
- **The person/officer signing** the TENDER/bid documents should be authorized by the Chief Executive Office/Managing Director / Proprietor / Partner of the Company to sign such documents.
 - **Opening of Price Bids:** The Price Bid(s) of only those agency(s) who are found technically qualified will be opened and the same will be opened before the technically qualified agency(s).
 - TENDER or his/her authorized representative (with proper authorization letter for attending opening of technical bids and also for opening of price bids) may choose to be present at the time of opening of Technical Bids/Price Bids.
- (16) **IMPORTANT:**
- University may accept or reject any or all the bids in part or in full without assigning any reason and does not bind to accept the lowest bid. The University at its discretion may change the quantity/upgrade the criteria/drop any item or part thereof at any time before placing the Purchase Order.
 - A bid submitted with false information will not only be rejected but also the FIRM/agency will be debarred from participation in future TENDER process.
 - The FIRMS/Agency need to submit a certificate during opening of technical bids that they are not currently debarred or blacklisted in any state level/national organization or educational institute/university.
 - In case of any dispute, the decision of the Director of this University shall be final and binding on the bidders.
 - For any query pertaining to this bid document, correspondence be addressed to: The Registrar, GNLU.

**Signature of the Authorised Signatory
(with seal)**

SPECIFIC TERMS RELATED TO CONTRACT

1. Vehicles should be in good condition.
2. The vehicle should have valid commercial registration with up to date insurance, fitness, permit as the case may be.
3. The empanelment for daily hiring shall be preferred at the location GNLU, Koba, Gandhinagar.
4. It shall be the responsibility of the Service Provider to pay all taxes and levies to the government from time to time and ensure to keep all documents like Road Permit, Insurance, and Pollution Certificate etc. up-to-date.
5. It shall be the responsibility of the Service Provider to undertake periodical services, minor and major repair works.
6. In case of any accident, Service Provider shall be responsible to settle the case.
7. The vehicle on daily hiring basis shall be informed on prior one day period and should be available at campus or desired location.
8. The log book shall be maintained for monthly hiring and log sheet maintained in case of daily hiring.
9. The vender should read carefully before submitting the final bids, the rates for daily hiring shall remain unchanged for one year period.
10. The interested bidder shall submit a set of copies of the all the relevant documents like Vehicle Registration/ Certificate for commercial use, Blue Book, Insurance Policy Document, Pollution Clearance Certificate, Identification Proof (Voter ID or certificate of residence or PAN etc.), Trade License / Firm Registration.
11. The successful bidder shall have to enter into an agreement with the Institute embodying all the terms and conditions of the contract. The terms and conditions of the bid will form part of the agreement along with other clauses.
12. Successful bidder will have to provide vehicle within 07 days from the date of receipt of the order along with a signed copy of agreement.
13. The period of contract shall be of 01 (One) years duration from the date of signing of the agreement. This duration can be extend on the basis of performance or In case of unsatisfactory services, the institute reserves the right to cancel the empanelment contract with short notice without assigning any reason whatsoever.
14. The bid shall be in a sealed envelope super scribing 'Empanelment for vehicle hiring service'.
15. In case of any dispute, Director, GNLU Gandhinagar shall decide the issue and his decision will be final and shall be binding on the parties.
16. Payment shall be made on monthly basis within 15 days after the receipt of bills, copy of logbook.
17. We expect full cooperation from the drivers, he should look and behave in professional manner. Any un-professional manner or behaviours is unaccepted.

18. We expect that the drivers employed by you in our services shall be fully aware with all prime locations in Ahmedabad and Gandhinagar.
19. The request for empanelment along with all the required documents should reach this office on or before 10.06.2017 at 17:00 hours.

**Signature of the Authorised Signatory
(with seal)**

FINANCAIL BID

❖ **FOR VEHILCES**

	Type of Vehicle (E.g. Toyota Innova etc.)	Rate Per Km. (A.C./Non A.c.)

AUTHORIZED SIGNATORY
With Office Seal

C) APPLICATION FORM

To,

The Registrar
 Gujarat National Law University
 Attalika Avenue, Knowledge Corridor,
 Koba, Koba (Sub. P.O), Gandhinagar - 382426 (Gujarat), INDIA

Subject: Tender for Appointment of Travel Agent

Sir,

Please refer to your TENDER Notice No.PC-25/2017 published in newspapers, TENDER for hiring vehicle services. We are hereby applying for the same as per the details here under:

Transporter/Agent Details	
Transporters / Agent Name:	
Status: (Proprietorship / Partnership / JV / Company etc.)	
Firm/Vendor / Contractor Type: (Service Provider / Supplier / Supply-cum-Service Provider)	
Office Location:	
Address:	
City:	
State:	
Telephone:	
E-Mail:	
Pin Code:	
Fax Number:	
Website:	

**Signature of the Authorised Signatory
 (With seal)**

Tax Details

PAN No.:		Company TAN No.:	
VAT No.:		VAT Reg. Date:	
CST No.:		CST Reg. Date:	
STN No.:		STN Reg. Date:	
ESI No.:		ESI Reg. Date:	
PF No.:		PF Reg. Date:	
ECC No.:		ECC Reg. Date:	

Note:

Please enclose copy of all the relevant documents. Failing the same may lead to the rejection of the bid.

Financial Details (Income Tax Return) and Balance Sheet

Financial Year	Turn Over in Lacs	Profit in Lacs	Remarks
2016-17			
2015-16			
2014-15			

Note:

Please enclose the Audited Annual Accounts along with the IT Return, tax clearance certificate etc. For the last three financial years. Failing the same may lead to the rejection of the bid.

Experience details as per requirement of TENDER

Sr. No	Name of the Customer	Address of the Installation	Starting Date of Project	Completion Date of the Project	Value of the project in `
1					
2					
3					

Note:

- Submit the copy of purchase order indicating the project value, customer contact details, customer completion certificate, customer satisfaction certificate etc.
- Please mention only those projects which meet the criteria of eligible bidder.

Sr. No.	Item	Amount (In `)	Name of the Bank & Branch	Demand Draft No.
1	Bid Processing Fees			
2	Earnest Money Deposit (E.M.D.)			

Note: - Make sure that the documents are in the same as order as the above list.

**Signature of the Authorised Signatory
(With seal)**

DECLARATION

1. I, ----- Son /Daughter of Mr. -----
-- Proprietor/Partner/CEO/MD/Director/ Authorized Signatory of M/s. -----
----- am competent to sign this declaration and execute this TENDER document.
2. I have carefully read and understood all the terms and conditions of the TENDER and hereby convey my acceptance of the same.
3. The information/ documents furnished along with the above application are true and authentic to the best of my knowledge and belief.
4. I/we/am are well aware of the fact that furnishing of any false information/ fabricated document would lead to rejection of my TENDER at any stage besides liabilities towards prosecution under appropriate law.
5. Each page of the TENDER document and papers submitted by my Company is authenticated, sealed and signed, and I take full responsibility for the entire documents submitted.

**Signature of the Authorised Signatory
(With seal)**

Place:
Date: