



Central University of Orissa
(Established Under the Central Universities Act, 2009)
Landiguda, Dist.Koraput, ODISHA Pin.: 764 020.
06852-288235/288238, Fax.06852-288225

Ref.:CUO/Admn./TC/23

Dt.03/05/2016

NOTICE INVITING TENDER

Central University of Orissa, Koraput invites sealed tender from the registered and experienced transport agencies for providing 35 seater (03 Nos.) and 52 seater (02 Nos.) buses for commuting students at Central University of Orissa, Koraput. The number of buses to be engaged may increase or decrease.

Sl.No.	Description	Schedule
1.	Cost of tender document	Rs.500.00 (Rupees Five hundred only) to be paid in the form of Demand draft in favour of "Central University of Orissa" payable at Koraput
2.	Earnest money deposit (EMD)	Rs.1,00,000.00 (Rupees One Lakh only) to be paid in the form of Demand draft in favour of "Central University of Orissa" payable at Koraput
3.	Last date, time and place of submission of the tender	Upto 1500hrs of 02/06/2016 at Central University of Orissa, Landiguda, Koraput
4.	Time & date of opening of bid	Tender shall be opened on 02/06/2016 at 1530hrs in the presence of authorized representatives of the bidders who choose to attend at Central University of Orissa, Landiguda, Koraput

For further details and downloading the tender documents please log on to our website: www.cuo.ac.in.

Sd/-
Vice-Chancellor

TERMS & CONDITIONS

(A) ELIGIBILITY CRITERIA:

The tenderers must fulfill the following eligibility criteria failing which their offer will be summarily rejected:-

1. The agency should be registered under Appropriate Authority of the State/Central Govt. and must possess valid licenses, registration etc. for providing transport services.
2. The agency must have had experience in providing the similar services during the last three years as on 01/04/2016 to Govt./Autonomous organisations, Universities etc./PSU Organisation (Central or State) or Public Sector Banks/Universities. There should not be any criminal case pending against the agency.
3. The tenderer must have completed satisfactorily same or similar contracts during the last 03 financial years (2013-14, 2014-15 and 2015-16) and the Current Financial Year at least (a) One Contract of Rs.20.00 Lakh or more **OR** (b) Two Contracts of Rs. 15.00 lakh each or more **OR** (c) Three Contracts of Rs.10.00 Lakhs or more issued by any Govt./Autonomous/PSU Organisation (Central or State)/Universities for supplying the same or similar item.

[**N.B.:** (i) the contract in progress irrespective of any amount of payment against any contract not yet satisfactorily completed/executed shall not be considered; (ii) Contract in any private organization shall not be considered.]

4. The tenderer must have the total turnover of at least 300% of the estimated value i.e. Rs.1.50 Crore (Rupees One Crore fifty lakhs only) or more during the last 03 financial years (2013-14, 2014-15 and 2015-16) and the Current Financial Year combined.
5. The tenderer must deposit earnest money of Rs.1,00,000/- (Rupees One Lakh only) along with their tender in the form of Demand Draft favouring Central University of Orissa payable at Koraput.
6. The tenderer must have its own bank account, PAN, TAN, TIN, VAT and Service Tax No.
7. The tenderer must submit the following documents (self attested) along with the tender:
 - (a) Documentary proof of the registration/license issued by the Competent Authority.
 - (b) Satisfactory completion certificate issued by the concerned Govt./Autonomous/PSU Organization (Central or State), Public Sector Banks/Universities under the signature of the appropriate authority as regards Sl.No.3 above. The certificate must contain (i) Name of the work (ii) Date of Commencement of Contract (iii) Date of completion of contract (iv) Number of buses supplied (v) Total Value of the contract (vi) Whether the supply of buses was made satisfactorily or not.
 - (c) Copy of income tax return and annual accounts of the last 03 Financial Years.

- (d) Photocopies of bank account, PAN, TIN, TAN, VAT and Service Tax Registration Certificate.
- (e) Original demand draft of Rs.1,00,000/- (Rupees One Lakh only) along with their tender in the form of Demand Draft favouring Central University of Orissa payable at Koraput.
- (f) Original demand draft of Rs.500.00 (Rupees Five hundred only) being the cost of tender document in the form of account payee demand draft in favour of Central University of Orissa payable at Koraput only

(B) One bid per bidder: Each bidder shall submit only one bid. If a bidder submits more than one bid, all such bids shall be rejected.

(C) The bidders are advised to visit and acquaint themselves with the area and working conditions. The cost of visit shall be borne by the bidders. Submission of bid by a bidder implies that the bidder has seen the proposed working places and has made himself/herself aware with the working conditions.

(D) OTHER TERMS & CONDITIONS:

(Tentative number of buses required (i) 52 Seater Bus-03, (ii) 35 Seater Bus-02)

1.0. Submission of Bids: The tenderer shall submit their bid on the letterhead of the tenderer addressed to the Central University of Orissa, Koraput, containing the information detailed at **Annexure-1 & 2.**

1.1 Mode of Submission. (i) Bid must be placed in a sealed envelope clearly super-scribed as "Tender for providing Bus Services". Tenders/bids submitted through Fax and E-mail will not be considered at all.

1.2 Price Bid. The price to be quoted by the tenderer in the prescribed format attached with the bid document at **Annexure-2.**

2.0 **Tender Documents Availability & Cost:** The tenderer/bidder may download the tender document from the University Website (www.cuo.ac.in). The tenderers are required to enclose along with their bid, a demand draft of Rs.500.00 (Rupees Five hundred only) as the cost of the tender document (non-refundable).

3.0 **Validity of Bids:** Tender/Bids must be valid for 180 days from the last date of submission of bids.

4.0 **Duration of Contract.** The contract shall be valid for a period of one year from the date of commencement of work and the University reserves the right to curtail or to extend the validity of contract on the same rates, terms and conditions for such period as may be mutually agreed to.

5.0. **Performance Security Deposit.** The successful tenderer shall deposit within 07 days of receipt of letter of award @5% of the total annual contract value or Rs.2,00,000/- (Rupees Two Lakh only) whichever is less, as Performance Security Deposit with the University in the form of Bank Guarantee or Fixed Deposit Receipts issued by Nationalised

banks with validity up to 03 month after the contract period. The performance security deposit shall remain with the University till the completion of contract, which will not carry interest.

6.0 **Tender Opening:** Tender Box shall be sealed at 1500 hrs on 02/06/2016 and the same will be opened at 1530 hrs on the same day. The bidders or their authorised representative may also witness the opening. Only one person will be allowed.

7.0 **Settlement of Disputes.** In the event of any dispute or difference(s) between the Central University of Orissa and the successful tenderer arising out of or relating to this contract will be resolved through joint discussion of the authorities' representatives of the concerned parties. However, if the disputes are not resolved by joint discussions, then the matter will be referred for adjudication to a sole Arbitrator appointed by the Vice-Chancellor of Central University of Orissa.

The decision of the sole Arbitrator shall be final and binding on all the parties. The arbitration proceedings shall be governed by Indian Arbitration and Conciliation Act 1996 as amended from time-to-time. The cost of Arbitration shall be borne by the respective parties in equal proportions. During the pendency of the arbitration proceeding and currency of contract, neither party shall be entitled to suspect the work/service to which the dispute relates to, on account of the arbitration and payment to the transport agency shall continue to be made in terms of the contract. Arbitration proceedings will be held at Koraput only. All disputes shall be subject to Jurisdiction of courts at Koraput only.

8.0 **Return of EMD to unsuccessful tenderers.** The unsuccessful tenderers shall be returned of their EMD demand draft within 15 days after finalization of the tender and issue of supply order in favour of successful tenderer(s). However, the EMD of the successful tenderer shall be retained by the University till the Performance Security Deposit of the full amount is deposited by him in the form of bank guarantee/FDR.

9.0 **Dispatch of tender bids by the tenderer.** (i) The tenderers may drop in person their sealed envelope containing bids in the tender box to be kept in the office of the Central University of Orissa, Koraput upto 1500 hrs of 02/06/2016.

10.1 The tenderers may also send their bids by speed post or registered post only addressed to the Central University of Orissa, Landiguda, Koraput – 764 020, Odisha so as to reach the University on or before 1500 hrs of 02/06/2016.

10.2 The bids sent through normal post or courier shall not be considered.

11.0 Central University of Orissa, Koraput reserves the rights to accept/reject any offer in full or in part without assigning any reason thereof.

12.0 **Clarification of bids:** Any documents submitted by the tenderer after opening of the bids shall not be considered at all. However, the University reserves the right to seek clarification the documents submitted by the tenderer along with their bids.

Selection of successful bidder:

- (i) Eligible Bidder quoting the least will be declared as the Successful Lowest Bidder and his offer will be processed further.
- (ii) In the event of receiving more than one bid quoting the same amount, the final selection of successful bidder shall be made in the following manner:-
 - a. The one with the highest turnover during the last 3 years put together;
 - b. If more than one bid having the same total turnover, then the earliest one registered with the Registrar of Companies / Partnership Firms/ date of license under the Shops & Establishment Act;

13.0 Payment conditions

- a. The monthly bills payable shall be released after deduction of statutory levies within 15 days from the date of submission of bill in proper form.
- b. Agency should submit a bill for the previous month. The Payment shall be released on monthly basis and after certification by the concerned University Authorities.
- c. Income tax will be deducted at source from the monthly bills payable, as per the IT Act and certificate will be issued as per statutory regulations.
- d. Driver of the Vehicle should fill up the opening meter reading when the user boards the vehicle and also the final meter reading shall be got verified and signed from user of the vehicle by driver.
- e. All the road taxes, comprehensive insurance, etc. of the vehicle for the full seating capacity, will be paid by the contractor at his own cost.
- f. For any damage caused to the third party or to the property of the University due to negligence of the driver, the same will be made good by the Contractor at his own cost.

14.0 Penalty for not providing Vehicle: The vehicle(s) shall be made available on all days inclusive of Sundays and holidays, if required and also the vehicle will be made available at any time on call. If Contractor fails to provide vehicle due to any reason on any day, the recovery will be 1.5 times per day of the quoted rates, calculated on per day basis. Further, if Contractor fails to provide the vehicle for total period of more than seven (7) days, University has the right to terminate the contract.

15.0 Award Value:

- a. The total contract value of the work will be based on quoted rates and the break-up of total contract price as quoted in the Bill of Quantities.

- b. The contract price shall be FIRM and no escalation in price on account of any reason whatsoever will be allowed during the currency of the contract. The contract price shall be inclusive of all types of taxes, duties, levies, check gate, parking and service charges. No variation in above taxes, duties etc.. will be entertained during the currency of the contract. However Service Tax will be paid as per rules.
- c. Further in the event of hike in fuel cost the excess payment will be charged on actual kilometers run subject to the adjustment of any short fall to 2000kms. as below:

$$\begin{array}{l} \text{Rate of increase or decrease} \\ \text{of fuel charges:} \end{array} = \frac{\text{Amount increased or decreased per liter}}{\text{Average Kms.}}$$

16.0 Risk Performance

In the event of failure of the Contractor to execute the contract as per the terms & conditions of award, University reserves the right to engage vehicles from outside agencies, at his risk & cost. Further, notwithstanding anything stated herein above, University reserves the right to terminate the contract by giving one month's written notice to Contractor without assigning any reason whatsoever.

Sd/-
Vice-Chancellor

SCOPE OF WORK:

1. The scope of the contract includes Hiring of 52 Seater and 35 Seater Buses for a period of one year for Central University of Orissa. The vehicles to be provided for hiring shall not be older than three years i.e. the date of original registration of vehicles not before January 2013. The vehicle to be deputed must be in the name of the Firm or Owner of the firm.
2. The Vehicle(s) are required for transportation of Students to & from Jeypore / Similiguda to Central University of Orissa, New Campus at Sunabeda or in any other route as decided by the University.
3. The vehicle is required to be parked at Office premises or at a place as directed by the University Authorities.
4. Contractor should press into service only good quality **diesel driven vehicles** with posh interior, noiseless drive and in perfect running condition as per requirement.
5. The vehicle shall always be provided with decent upholstery, clean white seat covers, comfortable seat cushions, hand rests, ashtrays, window curtains and other basic fittings / accessories / equipments for maximum comfort of passengers. All items shall invariably be in good working condition.
6. The noise level outside and inside the vehicle shall always be maintained at a desirable low level befitting a well maintained vehicle. The doors of the vehicle shall be maintained in best conditions without allowing any room for noise etc. Vibration in the vehicle shall always be within desirable/ tolerance limits. All repairs (Major / Minor) are under the scope of Contractor.
7. The contractor shall submit copies of all the relevant documents like commercial registration, certificate of fitness, registration certificate, road permit, goods tax payment receipt, insurance etc. while submitting the tender. The contractor shall also submit copy of work order of similar nature to determine the experience of the firm / contractor that the vehicle has been deputed and work has been completed satisfactorily.
8. The vehicles hired on monthly basis will be spared for two days (not consecutive) in a month for attending regular servicing & maintenance, for which no deduction will be made towards the absence of the vehicle for duty. However, the vehicle for maintenance will be spared on convenient days as fixed by the University.
9. It will be the responsibility of the Contractor to ensure that the vehicle is registered as per the latest Motor Vehicle Act. The Driver's License, RC Book and other documents should always be available with the driver and shall be produced to the University Authorities on demand.

10. The vehicle shall also generally carry accessories like tool kit, consumable spares, rain coat, umbrella, torch light, first aid box, etc. which are to be arranged by the Contractor. The vehicle shall be fitted with a name board of the University in the front as:-

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(GOVT. OF INDIA)

11. The vehicle shall have to report for duty as per the prior instructions of University at the given place and time. In case of delay in reporting of the vehicle, at the assigned place is more than ½ an hour, it will be treated as the vehicle is unavailable for the whole day and proportionate per day charges shall be deducted from the monthly payment in case of monthly hired vehicles.
12. The vehicle will be kept absolutely in good running condition and Contractor should maintain the vehicle regularly. In the event of non availability of the designated vehicle, on any account, the contractor has to provide suitable alternate vehicle within one hour of usual reporting time.
13. In case of requisition / seizure of the vehicle by RTO or any other authority, it will be the responsibility of the Contractor to get the vehicle released. In such case and during such period of requisition / seizure, Contractor has to arrange alternate vehicle within one hour.
14. In the event of specific requirement, the vehicle will be required to be sent for outstation duty / out of State duty also, as per the directions of the University.
15. Contractor should make arrangements on his own for the stay / accommodation of the driver, so that the latter remains available at all reasonable hours of the day. The driver should abide by the rules laid down by Transport Authority or any Authority relevant to the subject and should always strictly follow the traffic rules and regulations so as to ensure safety of the passengers. If any penalty is awarded on the Driver for violation of traffic rules it shall be borne by the Contractor.
16. The driver shall always be in uniform and shall be courteous, sober and never be under the influence of liquor / intoxicants while on duty and shall avoid over speeding or hazardous driving, ensuring safety and comfort of the passengers. The Driver shall be conversant in both Oriya and Hindi Languages.
17. The driver should possess all documents like driving license, registration certificate, pollution control certificate etc. and copies shall be provided to the Institute. The driver should also have some knowledge of vehicle mechanism so that he could attend minor repairs and should be well conversant with roads and routes in Bhubaneswar / Cuttack / Visakhapatnam / Vizianagaram and adjacent areas.
18. In case the Contractor is deputing a substitute Driver, during the leave / absence period of the regular Driver, the particulars related to the substitute Driver along with copy of valid driving license shall also be submitted to the Institute.

19. The driver shall obtain the signature of user of vehicle in the Log Book immediately after performing the duty. The initial meter reading shall be taken either at the Institute gate or at the place of start of duty and shall get terminated at the Institute gate or any other place where the duty ends.
20. Log book has to be maintained making all the entries of the movements of the vehicle on duty. The log book shall be handed over to the University at the end of the contract.

Sd/-
Vice-Chancellor



BID PARTICULARS & BIDDER'S PROFILE

NAME OF THE WORK: HIRING OF VEHICLE

1. Name of the Tenderer :
2. Full Address of the tenderer :
3. Contact details of tenderer :
(a) Telephone No.
(b) Mobile No.
(c) Fax No.,
(d) E-mail id
4. Details of Earnest Money Deposit (Rs.1,00,000) :
(DD must be placed in the Bid envelope)
(a) D.D. No.
(b) D.D. date
(c) DD amount
(d) Issuing Bank
5. Details of cost of tender document (Rs.500/-) :
(DD must be placed in the Bid envelope)
(a) D.D. No.
(b) D.D. date
(c) DD amount
(d) Issuing Bank
6. List of Documents enclosed:

Sl.No.	Name of the document	Information to be filled in this column	Whether photocopies of the documents enclosed (pl. tick)
1.	License/Registration (Number)		Yes / No
2.	Contract Completion Certificate (Name of the organization, value, date of commencement & completion etc.)		Yes / No

3.	Income Tax Return (Annual Income during last 03 Financial Years)	2013-14	Rs.	Yes / No
		2014-15	Rs.	
		2015-16	Rs.	
4.	Audited Balance Sheet & Profit and Loss Account Annual turnover during last 03 Financial Years	2013-14	Rs.	Yes / No
		2014-15	Rs.	
		2015-16	Rs.	
5.	Bank Account (Bank Name, Branch & Account No.)			Yes / No
6.	PAN (Number)			Yes / No
7.	TIN (Number)			Yes / No
8.	TAN (Number)			Yes / No
9.	VAT (Number)			Yes / No
10.	Service Tax (Number)			Yes / No

7. Validity period of the Bid:

8. Additional information, if any proposed to be furnished by the tenderer.

Certificate: Certified that we accept all the terms and conditions of the tender documents.

Date :
Place :

Signature of authorised person
Full name :
Designation:
Seal:

BILL OF QUANTITIES**HIRING OF 52 SEATER BUS (Tentative number of buses required-03)**

Sl. No.	Description	Unit	Qty.	Rate Rs.	Amount Rs.
01.	Monthly Fixed Hiring Charges for deputing vehicle with Driver and Fuel up to 2000Kms. per month.	LS	01		
02.	Service Tax @.....% (If applicable)				
03.	Total				
04.	Rate per Km, over and above 2000Kms.				

HIRING OF 35 SEATER MINI BUS (Tentative number of buses required-02)

Sl. No.	Description	Unit	Qty.	Rate Rs.	Amount Rs.
01.	Monthly Fixed Hiring Charges for deputing vehicle with Driver and Fuel up to 2000Kms. per month.	LS	01		
02.	Service Tax @.....% (If applicable)				
03.	Total				
04.	Rate per Km, over and above 2000Kms.				

Date :
Place :

Signature of authorised person
Full name :
Designation:
Seal: