



Sher – e – Kashmir
University of Agricultural Sciences & Technology of Jammu,
Chatha, Jammu (J&K) -180009

Notice inviting tender for hiring of vehicles

Sealed tenders are hereby invited from the reputed Contractors/Travel Agencies for the hiring of different types of vehicles in two bids i.e. Technical Bid and Financial Bid as per annexure 'A' and 'B' respectively.

In this regard, it is informed that that the tender for hiring of vehicles shall be submitted through speed post or by hand as per detailed below:

Particulars	Cost of tender Document (Non-refundable)	Bid Security
Hiring of Vehicles	Rs.1000/- in the shape of DD in favour of the Comptroller, SKUAST-Jammu	Rs.20,000/- in the shape of CDR/TDR pledged in favour of the Comptroller, SKUAST-Jammu

The Bidding documents/NIT can be downloaded from the [website www.skuast.org](http://www.skuast.org) and must be submitted along with the cost of tender form of Rs.1,000/- and EMD of Rs 20,000/-. The EMD of successful bidder shall be converted into Performance Guarantee and will remain with the University during the currency of the rate contract which shall be returnable without interest after successful completion of the contract. Downloaded tender form without cost of tender form will not be accepted. Last date of submission of tender is 23.03.2022 by 3:00 PM. The filled in tender form can be submitted through speed post or by hand in the office of the Comptroller, SKUAST-J, Administrative Block, Main campus, Chatha. The bids will be opened on the same day in presence of the bidders at 4.00 PM or any other date convenient to the University Authorities, which shall be intimated separately. In case the last day of for receipt of tender happens to be a holiday, the same shall be received on the next working day upto 3:00 p.m. Hence, the Agency should also write their phone numbers and email ID on the cover of the sealed envelope to pass the information, if required.

1. The following documents in respect of technical bid are required to be provided by the tenderer alongwith the Technical Bid:-
 - a) Self attested copy of PAN card under Tax Act;
 - b) Self attested copy of valid Registration Certificate of the Agency/Agency;
 - c) Proof of Average Annual turnover supported by audited Balance Sheet;
 - d) Proof of experience service provided supported by document from the concerned organizations;
 - e) List of Vehicles, their Registration Nos. along with photocopy of their RC / fitness, Insurance Certificate.
 - f) An undertaking to the effect that the Agency has not been blacklisted by any of

the Department / Organizations of the Government of J&K.

2. The University reserves the right to reject All or any tender in whole, or in part, without assigning any reason thereof.
3. The Agency should have its office / authorized service provider / representative within Municipal limit of Jammu / Chatha locality to provide service and to furnish the addresses of service centre with telephone number along with technical bid. The Agency not having authorized office / service centre at Jammu / Chatha locality will not be considered.
4. All entries in the tender form should be legible and filled clearly. Any overwriting or cutting which is unavoidable shall be signed by the authorized signatory. The bid shall be valid for 90 (ninety) days from the date of opening.

Terms and conditions

- i. The rates may be quoted inclusive of all taxes for Diesel / Petrol run vehicles only in the Financial Bid as per Annexure-II. The University will not pay any overtime, driver's bhatta etc over the approved rates.
- ii. The vehicles must be registered in the State of Jammu and Kashmir. The vehicle shall be properly insured and should carry necessary fitness certificate from concerned authority -including pollution certificate.
- iii. The driver should have mobile phone connectivity at his own expenses and have a valid driving License. The agency shall provide name and address of the driver along with driving license number of the driver and copy thereof while submitted offer.
- iv. The distance from garage will not be counted for daily mileage. It will be calculated from the University i.e. SKUAST-J, Main Campus, Chatha, Jammu.
- v. The vehicles (bus & car) should not be more than Five years old.
- vi. The Contract can be terminated at any time with the prior notice of one month by the SKUAST-J without assigning any reason.
- vii. The SKUAST-J will not be responsible for any penalty imposed by the Traffic Authorities, loss, damage or any accident of vehicle or for the injury to driver or to any other third party other than University employee. The loss or damage of legal expenses on this account shall borne by the Agency.
- viii. There is no guarantee of hiring of any specific number of vehicles. The Agency shall have to provide as many vehicles as may be required by the SKUAST of Jammu from time to time. The daily basis vehicles will be demanded as and when required. The requirement may increase or decrease.
- ix. The agency shall bear all costs on account of fuel, oil, spares, comprehensive insurance and repairs & maintenance, washing etc., of the vehicles. The salary and other charges of the driver shall also be borne by the agency.
- x. The agency should abide by rules laid down by any authority relevant to deployment of vehicles. The agency shall provide statutory benefits to the drivers as may be applicable and SKUAST-J shall not bear any expenses / responsibility

- on this account, whatsoever. The Agency will be required to pay the wages to the Driver as per the Minimum wages fixed by the UT of J&K.
- xi.** In case of any breakdown of vehicle on duty, the agency shall within the shortest possible time make arrangement for providing another vehicle in such a case, the mileage from garage to the point of breakdown would not be paid.
 - xii.** Vehicle shall be made available on all days including Saturday, Sunday and holidays as and when required, even on short notice.
 - xiii.** The successful Agency on award of Contract should execute as agreement on Non Judicial stamp paper of Rs 100/- with the SKUAST-J within 15 days. The terms and Conditions of the NIT shall form part of the agreement
 - xiv.** The Bid Security will be forfeited in the following events:
 - a) If at any stage, any of the information / declaration given by the bidder found false.
 - b) If a bidder withdraws his bid during the period of validity specified in the terms and conditions of the tender.
 - xv.** The University shall deduct taxes at source as applicable under rules.
 - xv.** In case of not fulfilling any of the terms and conditions the University will be free to cancel the contract or levy penalty.
 - xvi.** The offer received after due date and time shall not be considered.
 - xvii.** In case the Agency fails to provide the required vehicle as per terms and conditions, the University reserves the right to terminate the contract and blacklist the Agency.
 - xviii.** The University does not pledge himself to accept the lowest quoted or any tender and reserve the right to accept the whole or any part of the tender or portion of the quantity offered and bidders shall supply the same and will execute the work at the rate quoted by them.
 - xix.** The conditional tender, unfilled / unsigned bids, without required documents, EMI) and cost of tender form (if downloaded form is used) shall not be accepted and on such bids any query / intimation will not be entertained. Tender containing false / misleading documents / information will be rejected and may also be liable for consequences for submitting false information. The tender documents are not transferable.
 - xx.** The committee may consider any bid, if feels that inadvertently certain required documents are not enclosed by the Agency and the Agency promises that the required documents obtained before the closing date of the tender will be furnished within stipulated time. The decision of the committee will be final in this regards.
 - xxi.** The filled in tender form without requisite security bid / EMD and cost of tender form (*if the downloaded tender form is used*) will not be considered. Both the DD are to be drawn separately favouring "**Comptroller, SKUAST-J**" payable at Jammu. The security bid of unsuccessful bidders will be released without interest after finalization of the tender. The security bid of the successful bidder will be converted into security deposit and will be released without interest after successful completion of contract period / after submission of bank guarantee.

- xxii.** In case the successful bidder declines the offer of contract, for whatsoever reason(s), his EMD will be forfeited.
- xxiii.** Bidder should have preferably minimum three years of experience in providing of vehicles to Govt. / PSUs / reputed organisation. A certified copy of the same should be attached with the technical bid.
- xxiv.** No advance payment will be considered. The payment will be released on monthly basis by SKUAST-J to the Agency on production of bills.
- xxv.** The University reserves all the rights to reject or accept any tender without assigning any reason or cancel or withdraw the tender notice in part or full. The University reserves the right to accept or reject any bid, and to cancel the bidding process and reject all bids at any time, without thereby incurring any liability to the affected bidder or bidders of the ground for such action.
- xxvi.** Late submission of tenders shall not be accepted. If the tenders are sent by post / courier, it should be ensured that cover should be intact at the time of reaching destination without any damage or loss. The University is not responsible for any delay on account of postal / courier services.
- xxvii.** The bidder shall sign and stamp each page of this tender document and all other enclosures appended to it as a token of having read and understood the terms and conditions contained therein and submit the same along with the bid. The bidder would fill up the information in the Annexure enclosed at the end of . this document in clear and legible terms. Annexure shall also have to be signed and stamped by the bidder or its authorized signatory.
- xxviii.** The short listed tender along with the documents will be submitted to the competent authority and upon approval; the successful bidders will be placed with order.
- xxix.** The University can hire the vehicles from the Govt. organisation / other Agency etc i.e. JKSRTC, if required.
- xxx.** The vehicle has to be provided in time, in case of delay and the University is not satisfied with the stated reason, the University reserves the right to impose the penalty of Rs. 500/- per day, may hire vehicle from other on the cost of the Agency.
- xxxi.** In case of any dispute, Jammu will be the jurisdiction and the Registrar, SKUAST-Jammu shall decide the issue and his decision will be final and shall be the binding on both the parties.
- xxxii.** In case of any disagreement or dispute between the first party (i.e. SKUAST-Jammu) and the second party (i.e. agency) arising out of or due to the terms and conditions of contact agreement the jurisdiction shall be Jammu Courts only for any dispute.

Sd/-

**Comp troller
SKUAST- Jammu,**

No.AUJ/Compt./21-22/NIT/3779-80

Dated: 25.02.2022

Technical Bid

The required information is to be filled by the Agency and to submit to SKUAST-Jammu along with technical bid.

S. No.	Particulars	Details (if yes, furnish number)	Appendix No. (attached in bid)
1.	Name of the Firm / Agency:	M/s.	
2	Address:		
3	a) Office:		
	b) Authorized Service provider		
	Telephone / Mobile No. / E-mail address		
4	Name of the Proprietor / Partner / Director:		
5	Documentary Proof of:		
6	a) Proof of valid registration No. of the	Yes / No	
	b) Proof of average Annual Turnover supported by audited Balance Sheet of last	Yes / No	
	c) TIN / PAN No.	Yes/No	
	d) Service Tax clearance certificate for the period ending 31.03.2020	Yes / No	
	e) Proof of three years experience	Yes /No	
	f) List Of vehicles along with copy of their RC / fitness and permit owned by the contractor.	Yes/No	
	g) An undertaking on firm's letter head that the agency has not been blacklisted by any Dept. / Organizations of the Govt. of India / Govt. of J&K and no criminal case is pending against the said Agency / agency	Yes / No	
	Earnest Money deposit details		
7	a) Amount of Earnest money	Rs. 20,000/-	
	b) Name of the Drawer and Drawer Bank		
	c) No. and Date of the Bank Draft		
	Cost a Tender documents of Rs. 1,000/- (non-refundable through DD), in case the tender documents is downloaded from the website		
8	Type of vehicles quoted (Cars / buses)		

- The information / documents furnished along with the above application are true and authentic to the best of my knowledge and belief 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.
- I have carefully read and understood all the terms and conditions of the tender and hereby convey my acceptance of the same.

Signature with date & seal of the Tenderer/Agency

FINANCIAL BID

Financial bid: To be utilized by the bidders for quoting their prices and to submit to the SKUAST-J Jammu in separate sealed envelope.

S.No.	Type of vehicle	Hiring Charges per day (80 Kms. Per 10 Hours)	Extra Charges		Night halt charges
			Rs. per Km	Rs. per hour	
	Base Segment including Swift Dzire/ Hyundai Verna/ Honda Amaze/ Toyota Etios/ TATA Sumo/ TATA Indica/				
	Medium Segment including Tavera/ Scorpio/ Xylo/ Bolero, etc.				
	Premium Segment including Innova Crysta, Fortuner etc.				

a) Passenger Vehicles Buses on monthly and per day basis:

Sl. No.	Make / Mode of Vehicle .	Fuel	MONTHLY BASIS* (Rs. Per km)	Per Day Basis			Night Halt charges on monthly & daily basis
				(250 km / 12 hrs)	Extra running charges on daily. basis (Rs. Per km)	Extra running charges on daily basis (Rs.Per hour)	
1	Student Bus 52 seater						
2	Mini Bus 40 seater						
3	Student Bus 17 seater						

Signature with date & seal of the Agency: