



# **Central University of Haryana, Jant-Pali, Mahendergarh**

(A Central University established under Govt. of India Act 2009)

## **BID DOCUMENT FOR HIRING OF VEHICLE**

# **CENTRAL UNIVERSITY OF HARYANA**

**Tender is invited on behalf of the Registrar, Central University of Haryana, Jant-Pali, Mahendragarh under single bid system from reputed firms/ transporters or individuals for the hiring of one Innova Crysta for a period of one year and further extendable on mutual consent of both the parties. The tender document is available at the University website [www.cuh.ac.in](http://www.cuh.ac.in). The last date for submission of bid document is 22/02/2022 upto 11:30 A.M. Corrigendum, if any, will be uploaded on the website of the University only. The bidders are requested to regularly check the University website. The cost of bid document is Rs. 500/- and EMD is Rupees 10000/-, which is to be submitted along with the tender documents in the shape of demand draft in favor of the Registrar, Central University of Haryana. The tender documents must be submitted to room no. 123, E&GA Branch, Administrative Block, Central University of Haryana. Incomplete bids or bids submitted after the due date shall summarily be rejected. The Competent Authority of the University reserves the right to accept or to reject any or all bids without assigning any reason.**

**Registrar**

**Central University of Haryana, Jant-Pali, M/Garh**  
**Tender summary**

<b>Sr. No</b>	<b>Particulars</b>	<b>Remark</b>
<b>1</b>	<b>Description of Vehicle</b>	<b>Tender for hiring of Toyota Innova Crysta air conditioned vehicle white color along with Driver for a period of one year on monthly rental basis which is further extendable on mutual consent of both the parties.</b>
<b>2</b>	<b>Earnest money deposit</b>	<b>Rupees is 10,000/-</b>
<b>3</b>	<b>Cost of tender document</b>	<b>Rupees 500/-</b>
<b>4</b>	<b>Last date for submission of bid document</b>	<b>Date 22-02-2022 Time 11:30 AM</b>
<b>5</b>	<b>Opening date and time of the bid document</b>	<b>Date 22-02-2022 Time 12:00 Noon</b>
<b>6</b>	<b>Tentative date of work order</b>	<b>Within one month</b>
<b>7</b>	<b>Date of providing vehicles</b>	<b>Within one month after work order for show room delivery vehicle</b>
<b>8</b>	<b>Contact No for any type of information regarding the bid document</b>	<b>01285230133</b>
<b>9</b>	<b>University Website</b>	<b><a href="http://www.cuh.ac.in">www.cuh.ac.in</a></b>
<b>10</b>	<b>Total amount to be deposited</b>	<b>Rs. 10500/-</b>
<b>11</b>	<b>Mode of Submission of bid</b>	<b>Offline Mode</b>

# **Tender for Hiring of White Colour Toyota Innova Crysta**

**Subject: TENDER FOR HIRING OF 01 (one) DIESEL OPERATED INNOVA CRYSTA SHOWROOM DELIVERY FOR THE CENTRAL UNIVERSITY OF HARYANA, JANT-PALI, MAHENDRAGARH FOR A PERIOD OF ONE YEAR ON MONTHLY RENTAL BASIS WHICH IS FURTHER EXTENDABLE ON MUTUAL CONSENT OF BOTH THE PARTIES ON A FIXED MONTHLY RATE WITH A FIXED RUNNING OF 1500 K.M.S. PER MONTH. THE RUNNING OF MORE THAN 1500 KMS IN ANY MONTH WILL BE PAID ADDITIONALLY ON PRO-RATA BASIS. THE RENT SHOULD INCLUDE THE VEHICLE, DRIVER AND FUEL FOR RUNNING OF 1500 KMS.**

Sealed tenders are invited on behalf of Registrar, Central University of Haryana for hiring of vehicle as mentioned above for an initial period of one year which can be extended further on the same terms and conditions on mutual consent of both the parties.

The vehicle shall be stationed at University premises. The detailed terms and conditions for the hiring of vehicles are as under: -

## **1. Scope of Work:**

The participating bidders in the tender will be required to provide Diesel operated Toyota Innova Crysta as per the requirement of University to be used for the Vice Chancellor for official work at the University Campus and outside the Campus as per the requirement on monthly Rental basis for transportation within the state and outside the state.

- Last date of receiving of tender will be 22-02-2022 up to 11:30 AM & tender will be opened on the same date at 12.00 noon.
- Price of tender form is Rs. 500/- non-refundable.
- The interested parties/bidders who may purchase /provide the vehicle within one month after placing the work order.

## **2. Area of running of vehicle:**

The vehicle will be stationed at the University premises and shall ply on National highway, State highway, Village roads & Kutcha pakka roads, within and outside the State of Haryana for which All India Taxi permit (National permit) is to be required as per transport rules.

3. The quoted rates shall be inclusive of fuel, salary of Driver, comprehensive insurance Coverage, road tax, registration charges towards road permit, All India Taxi permit, passenger/goods tax of Haryana state & all other taxes imposed by Governments from time to time and operation & maintenance charges of vehicle.

## **4. Eligibility Criteria:**

Reputed taxi operators'/tour operators'/ service providers/agency/ firm/ Central or the State Government undertaking are eligible to participate in this tender. Attach copy of Registration certificate of the firm, GST Number, PAN Number, Servicer Tax Registration Number from the competent authority.

## **5. Registration:**

Vehicle must be registered under Motor Vehicle Act as commercial vehicle and have relevant permit for Haryana and Punjab, UT of Chandigarh and Delhi. Expenditure towards registration of vehicles, Road Tax, Commercial vehicle Tax permit etc. with State Government Transport Authority will be borne/settled by the owner of vehicle during the contract period.

6. Vehicle must be registered as All India Tax Permit with Transport Authority. Expenditure towards the registration of vehicle and passenger/goods tax with state government Transport Authority as Taxi shall be borne by the owner of the vehicle. Vehicle owner will deposit all type of taxes related with taxi permit.

7. Toll Tax, parking fee etc. will be paid by the University. All other state taxes other than the state of Haryana wherever applicable shall be borne by the University and will be reimbursed as per journey conducted in the end of the month on the actual production of documentary evidence duly verified by the owner, controlling the vehicles to the concerned/ contractor.
8. The vehicle shall be utilized within and outside the state and will remain at the disposal of the University for 24 hours.
9. The offer shall remain valid for 90 days after the date of bid opening.
10. The provided vehicle will be installed with GPS provided by the contractor the monthly/yearly rent of the rent of the GPS installed will also paid by the contractor. The contractor should also ensure its proper working.
11. Quoted price for hiring of vehicle shall remain same during the period of contract.
12. Bills shall be submitted once in a month in the first week to the University for convenience and timely payment.
13. Vehicle should be with seat belts, AC, Stereo and GPS in good working condition at every time.
14. Owner at his own cost shall provide the vehicle with valid licenses more than five years old & having own mobile phone. The credentials shall be verified by the contractor. However, no extra amount for mobile phone shall be paid by the University.
15. Successful bidder shall submit the photocopy of the following documents along with the originals within 30 days from the issue of work for show room delivery vehicles. The time table to provide the vehicle by the contractor can be extended by the Registrar of the University on the request of the contractor if the reason is found genuine.
16. Documentation:
  - Registration certificate of vehicle along with road tax payment proof.
  - Insurance cover Note (comprehensive policy)
  - Valid taxi permits along with paid passenger tax documents. However, all the original documents shall be returned to the owner after verification.
  - Photocopy of Valid Pollution of Certificate of vehicle
  - Valid permit to ply vehicle in Haryana, Punjab, Delhi (NCR), Chandigarh(UT)

Security money of Rs. 10,000/- in favour of the Registrar, Central University of Haryana, Jant is to be deposited by the contractor in the form of Demand Draft payable at Mahendragarh, to whom the work is allotted within 10 days after the work order.

**Contract Period:**

Initially the vehicle will be hired for a period of 01 (one) year. It may be extended on the same terms & conditions on mutual consents subject to the requirement of the vehicle in the University, if performance of the vehicle is found satisfactory during 1<sup>st</sup> year, on previous rates.

**17. Termination of Contract:**

The University reserves the right to terminate the contract at any time or at any stage during the period of contract by giving 30 days' notice. If vehicle owner is interested to withdraw his vehicle, owner shall have to inform this office at least 30 days in advance in writing, otherwise security money of Rs. 10000/- will be forfeited.

Insurance coverage:

Insurance policy as per statutory requirement shall be taken by the vehicle owner so as to cover the third party risk, number of the passengers as per the taxi permit. The owner shall also take other necessary insurance coverage as per the Motor Vehicle Act at own cost.

**18. Terms of Payment:**

Payment shall be made within 15-20 days after submission of the bill. Income tax (TDS) shall be deducted at source as per rules and amended from time to time.

Income tax /Sale tax as applicable if any, as per income tax rules shall be deducted from the monthly bills of the contractor / firm at source.

All payments to the firm/ contractor will be made through electronic mode NEFT/RTGS. The Firm/Contractor will be required to provide complete bank details.

The payment in respect of extra kilometers over and above the prescribed monthly minimum limit of 1500 kms at the rate agreed on pro rata basis.

**19. Duties & responsibilities of the firm/contractor**

The firm to whom the work is awarded will have to provide the vehicle as per Rate Contract issued by the University within 30 days of issue of work order.

20. Expenses towards fuel charges, servicing charges, engine oil changing and other repairs and maintenance work, all taxes within the state will be borne by the vehicle owner, and will ensure periodic maintenance as per maintenance manual. The owner shall keep the vehicle in perfect running condition. He shall carry the servicing and repairing immediately on intimation to the E&GA Branch of the University.
21. The vehicle will be released for one day in a week if required for the maintenance and servicing work of the vehicle with prior permission.
22. The quoted rates should be exclusive of GST. The GST will be paid additionally only after received the photocopy of the GST Certificate, Registration number, GST will be paid if the firm/ contractor fails to provide the proof of valid GST, copy of PAN is also required to be submitted by the bidder firm/contractor.
23. The rate shall remain firm during the contract period. No escalation or price variation or any other extra payment whatsoever and on any account
24. The vehicle shall be provided with Stepney, tools, spares, first aid boxes and consumables in order to rectify minor repairs while traveling.
25. Normally, the vehicle shall be parked in the office premises of the University or as per instruction of the officer-in-charge of the University.
26. The owner shall provide immediately with another suitable vehicle in running condition in case the regular vehicle deployed is under break down.
27. In the event of theft, loss or accident and any dispute with the local Government Authority, the University will not be responsible and vehicle owner will settle the claim himself with any authority.
28. Owner shall be responsible for obtaining clearance of State administration wherever necessary for placing the vehicle at the disposal of the University for Commercial Use. Other similar formalities that may be statutorily required in terms of Indian Motor Vehicle Act or any other relevant government provisions will also be the responsibility of the owner.
29. The Officer-in-charge for the vehicle shall be the E&GA Branch Head, Central University of Haryana.
30. Income tax, GST and other taxes, if applicable shall be deducted at source from the monthly payment as per prevailing rates. However, necessary deduction certificate shall be issued at the end of each financial year.
31. The interested bidders are required to submit an Earnest Money Deposit (EMD) Rs 10,000/- plus Rs. 500/- as bid document cost (total Rs 10,500/-) in the form of separate DDs in the favour of Registrar, Central University of Haryana, payable at Mahendragarh. Tender submitted without EMD & Tender Fee will not be entertained.
32. A bidder can submit the offer for the deployment of the vehicle only on one EMD and cost of tender document.
33. The vehicle will be engaged for an average mileage of 1500 kms per month for which fixed rates are to be quoted by the contractor along with fuel. If the mileage covered in a month is less than 1500 kms payment of the amount fixed will be paid.
34. If the rates for providing the vehicle is similar of two contractors or more than that but have given option of different model of Innova Crysta or equivalent model then preference will be given to the contractor who have agreed to provide upper model on the lowest rates.

- 35.** For all differences and disputes relating to the specifications, instructions or the executive or failure to execute the same whether arising during the hiring period of vehicle or on completion. The Registrar shall act as sole arbitrator and proceeding shall be conducted in accordance with the provision of the Arbitration and conciliation Act 1996 or amendment thereof if any.
- 36.** Bidder is requested to must submit the photocopy of their PAN No with the offer.
- 37.** The contractor quoting rates for the vehicle should ensure that the vehicle should be provided with covered body, provision of rear doors along with locking system and can canvas proof.

The hard copy of tender bid along with EMD & DD should be submitted on specified date. The submitted tender will be opened on 22/02/2022 at 12:00 noon in the presence of the Committee constituted for this task and with the interested parties/their authorized representatives.

Signature of bidder with seal and Stamp

## Annexure-B

RATES TO BE CHARGED FOR PROVIDING AIR-CONITIONED DIESEL OPERATED INNOVA CRYSTA VEHICLES NEW OR NOT LESS THAN 2019 MODEL ON MONTHLY RENTAL BASIS FOR CENTRAL UNIVERSITY OF HARYANA FOR A PERIOD OF ONE YEAR EXTENDABLE FURHTER ON MUTUAL CONSENT OF BOTH THE PARTIES ON THE SAME TERMS AND CONDITIONS.

Sr. No	Description of vehicle	Rate Rs. Per month for 1500 kms in a month to be filled by the contactor along with fuel and Salary of Driver.
01	Toyota Innova Crysta	

1. The contractor/individual/firm should also mention GST if applicbable while providing the mentioned services.
2. Name of owner.....
3. Addresss ,.....  
 .....  
 .....
4. PAN No: .....
5. Payment deposited detail:  
 EMD.....
6. Tender document Fees: .....

Signature of bidder with seal and stamp