

Tender documents for Institute Car Service Contract for Vehicle Section

SHRI GURU GOBIND SINGHJI
INSTITUTE OF ENGINEERING & TECHNOLOGY,
VISHNUPURI, NANDED - 431 606



TENDER DOCUMENTS

Rental Car Contract/ Service Contract of Car for Institute

Tender Notice No.

SGGSIE&T/Stores-2740/Car Service Contract/**Vehicle**/2017-18 Date **03/01/2018**

Tenders available on

Institute Web site <http://www.sggs.ac.in>

*File No. SGGSIE&T/Stores-2740/Car Service Contract/**Vehicle**/2017-18*

Price of Tender Documents Rs. 300/-

**SHRI GURU GOBIND SINGHJI
INSTITUTE OF ENGINEERING & TECHNOLOGY,
VISHNUPURI, NANDED. 431 606**

File No.SGGSIE&T/Stores-2740/Car Service Contract/Vehicle/2017-18

Date: 03/01/2018

NOTICE FOR INVITATION OF TENDER

1. The institute invites tenders / quotations from authorised contractors who have registered under Shop Act & GST Registration No.; as per the Tender Notice published in Newspaper. (**Press note** enclosed here with) for providing car services facility to the institute on contract basis.
2. The Terms and conditions which govern the contract / agreement are also enclosed.
3. Interested transport contractors /parties are requested to read the enclosed terms and conditions carefully before quoting the rates in quotations / tender schedule and comply with the same.
4. The tenderer should satisfy all the conditions and instructions which are mentioned in the tender notice and tender's terms & conditions.
5. The institute reserves the right to delete any item of services or items or to increase or to decrease the quantity of any item of services of facility or items from the Tender Schedule.
6. **The right to accept or reject any / or all the tenders/quotations from any or all parties without assigning any reason is reserved.**

**Sd/-
DIRECTOR
Shri Guru Gobind Singhji
Institute of Engg. & Tech.
Vishnupuri, Nanded.**

Tender documents for Institute Car Service Contract for Vehicle Section



Press note
SHRI GURU GOBIND SINGHJI
INSTITUTE OF ENGINEERING AND TECHNOLOGY,
VISHNUPURI, NANDED 431 606

File No.SGGSIE&T/Stores-2740/Car Service Contract/**Vehicle**/2017-18

Date: **03/01/2018**

TENDER NOTICE

Sealed Tenders / quotations are invited for **providing the services of car facility on contract basis to SGGSIE&T, Vishnupuri, Nanded.** Interested contractors who have registered under Shop Act, CGST/SGST Registration and other necessary registration required for giving such service are requested to obtain the blank tender forms/document [containing details of job work and proforma of agreement, terms and conditions]. The Tender documents will be available on our web site <http://www.sggs.ac.in>. Vendors can download and submit along with Demand Draft (D.D.) of **tender** document's **fees Rs. 300/-**. (D. D. issued on or before the last date of issuing the tender documents i.e. **18/01/2018.**) Also tender documents will also be issued from **03/01/2018 to 18/01/2018** between 10.30 am to 01.30 pm DD of EMD **Rs. 2,000/-**. All tenders should be submitted on or before **22/01/2018 at 1:00 pm** & technical bids will be opened on **22/01/2018 at 3=00 pm**. If possible technical bids are qualified, the commercial bids may be opened on the same day or immediate possible date. The right to accept or reject any or all the quotations / tenders from any or all the parties without assigning any reason is reserved, with the competent Authority of the institute.

**Sd/-
Director**

[The tender notice is published in **Prajawani, Shivaji Nagar, Nanded.** on date **03/01/2018** and uploaded complete tender document on institute web site www.sggs.ac.in]

Tender documents for Institute Car Service Contract for Vehicle Section

**SHRI GURU GOBIND SINGHJI
INSTITUTE OF ENGINEERING & TECHNOLOGY,
VISHNUPURI, NANDED. 431 606**

File No.SGGSIE&T/Stores-2740/Car Service Contract/Vehicle/2017-18

Date: **03/01/2018**

INSTRUCTIONS TO TENDERERS

1. The Tenderer should submit quotations / Tenders in sealed Envelop super scribing the Tender Notice No. File No. SGGSIE&T/Stores-2740/Car service contract/Vehicle/2017-18 Date **03/01/2018**
2. We are giving here with Tender notice for **providing car service facility to our institute SGGSIE&T, Nanded on contract basis.**
3. **Tenders / Quotations received late will not be considered and postal delay will not be entertained.**
4. The quotations in sealed covers should reach this office at **Vishnupuri, Nanded** on or before date **22/01/2018 at 1.00 PM.**
5. Sealed cover should be super scribed as **“Quotation for “Provide Car Service Facility to our Institute on Contract Basis.**
6. The Technical Bids will be opened on date **22/01/2018** at 3.00 P.M. and scrutinized all required documents / certificates and if qualified then opened qualified commercial bid if possible on same day or as per committee decision.
7. All the terms and conditions are enclosed herewith.
8. The Tenders / quotations should be strictly **as per the G.R. of Maharashtra Govt.** (G. R. No. *Bhankhasa-1094/(2679) Udyog-6* dates 30.03.1994 for two Bid systems, and Tenderer should submit detailed statement for their own specifications. If not as per our specifications giving the details (facts). Submit the statement in your Technical Bid i.e., envelop No. 1.
9. Procedure for submission of quotations:- Tenderer should note that they will have to submit two separate sealed envelops as below:
10. **a) ENVELOPE No. 1 [TECHNICAL TENDER ENVELOPE / TECHNICAL BID]:** The first Envelope should be clearly marked as **“ENVELOPE No. 1” for “providing car service facility to our institute on contract basis”** shall be consisting of the following documents.
 - i. Shop Act Registration certificate of Rental Car service provider.
 - ii. GST Registration certificate in the name of firm/owner of the firm.
 - iii. Income Tax Return of last three years in the name of firm/Owner of firm.
 - iv. Registration Number, Insurance and Taxi permit of Car in the name of firm.
 - v. Details of EMD Rs. 2,000=00

i) E.M.D.:- [The D. D. / Bankers Cheque D.D./ B.C. should quote in envelop number one only.] Demand Draft/Banker cheque for amount Rs. 2,000/- in the name of The Director, S.G.G.S. Institute of Engineering & Technology, Vishnupuri, Nanded. Payable at the State Bank of India, Nanded Branch or at any Nationalised Bank as “Earnest Money Deposit”, E.M.D. amount will be refundable after 90 days without interest from the date of opening of the quotations.

Tender documents for Institute Car Service Contract for Vehicle Section

b) ENVELOPE No. 2 [Commercial Bid / envelope for Rates]: -

The second Envelope clearly marked as “**ENVELOPE No. 2**” for Tender/Quotation for “**providing car service facility to our institute on contract basis**” shall contain only the Commercial Bid.

11 **The Tenderer should note that in case Envelope No. 1 does not full fill any requirement like tender fees, EMD, registration of Shop under Shop Act, GST Registration Document, Income tax return, insurance and taxi permit of car in the name of firm etc or any document essential for such agreement, the Envelope No.2 will not be opened and the offered quotation will be liable for rejection.**

12 The tenderer should **quote the rates on quotation/our enclosed Tender schedule duly signed with date and seal of firm.** He should not quote the rates anywhere directly or indirectly in Envelope No. 1.

13 If there is any correction in quotation, **every correction/s in the rates should be initialled by the Tenderer.**

14 Tenderer must follow all instructions, terms and conditions. If he fails to follow any of the conditions, and instructions, his / her Tender / Quotation are to be liable for rejection.

15 Tenderer, whose Offer is found to be lowest & as per our requirement, will be informed about the same, He will have to deposit Rs. 10,000/- as Security Deposit (S.D.); after receipt of S.D. orders will be placed.

Sd/-
DIRECTOR
SGGSIE&T
NANDED

Tender documents for Institute Car Service Contract for Vehicle Section

**SHRI GURU GOBIND SHINGHJI INSTITUTE OF ENGINEERING & TECHNOLOGY,
VISHNUPURI, NANDED. 431 606**

File No.SGGSIE&T/Stores-2740/Car Service Contract/Vehicle/2017-18

Date: 03/01/2018

TERMS AND CONDITIONS

1. The period of agreement is of 11 [Eleven] months i.e. from date of agreement between the **party No-1 (Director, S.G.G.S.I.E. &T. Nanded)** & the **party No-2 (Contractor)**.
2. That, the Contractor will provide Preferably Taxi permit vehicles like Tata Indica, Maruti Dezire, Maruti Swift, Tata Sumo, Tavera, Mahindra Scorpio, Toyota Innova etc. owned /hired by Party No.2 to party No.1 as and when required by Party No.1 for their local/Outstation Institutional activities like picking up/dropping guests OR visiting faculties from outstation airports/Rly/bus stations for seminars/conferences/meetings OR industry visits by staffs & faculties OR some related official activities.
3. The Contractor should provide vehicles along with valid registration Number and Insurance.
4. The Contractor should have at least one vehicle in the name of their firm of above category with valid Taxi Permit and Insurance.
5. The Contractor should provide valid registration certificate of Rental Car service provider under shop act.
6. The Contractor should provide valid certificates of income tax returns for last three years in the name of Firm/Firm Owner.
7. The rates should be included of Driver salary, RTO taxes, GST, Income tax, insurance, fuel, maintenance, Toll charges and Drivers halting Charges. No other charges will be claimed in a bill except charges claimed for KM.
8. The Income tax whichever applicable will be deducted from the bill.
9. The Contractor should deposit Rs.10, 000/- as a security deposit for contract.
10. The contractor should see that, on duty time all their drivers should be in the uniform.
11. The institute reserves the right to fix and change the route during travel and Contractor should agree it.
12. The requirement of Vehicles for transport from time to time at the discretion of institute.
13. The Contractor's Driver should not misbehave with staff and end user of the institute.
14. In the event of any accident or causing any disablement to employee, staff, students or third party, Contractor shall settle the matter and the institute will not be responsible and Contractor shall be responsible as per the provision of motor vehicle Act and rules made there under.
15. The km rate for running of vehicles as agreed by both the parties in agreement cannot be changed in any circumstances for 11 months of contract period.
16. The contractor should care for the health of the driver during the operation of vehicles. No unhealthy driver shall be provided for operation of the vehicles. All passengers shall be of prime importance and Contractor shall insure this.
17. The validity period for the rates offered should be clearly mentioned and it should be minimum 180 days from the date of opening of the items quoted & should confirm to our requirement.
18. If the services of the contractor are found satisfactory after completion of contract term, then on recommendation of the Vehicle committee the contract may be extended for another term of eleven months and also 10% hike may be given for next period.
19. The contractor should have service network to pick up guests from out stations like Hyderabad, Pune , Mumbai, Nagpur & Aurangabad and drop to Nanded & back to starting point by managing the vehicles at pick up point stations.
20. On cancellation of booking from either side if cancellation is done within 12 hrs of scheduled journey time then the party responsible for cancellation will give a fine of Rs1000/booking to the other party.

Tender documents for Institute Car Service Contract for Vehicle Section

The same amount may be adjusted either during billing of the concerned month OR from the security deposit amount.

21. If the authority is not satisfied, the contract can be terminated by serving notice of one month subject to clearing of any dues from either side.
22. Disputes or differences: - If any disputes or differences, questions what so ever arises the same subject to Nanded Jurisdiction.

**Sd/-
Director**

Tender documents for Institute Car Service Contract for Vehicle Section

**SHRI GURU GOBIND SINGHJI
INSTITUTE OF ENGINEERING & TECHNOLOGY,
VISHNUPURI, NANDED. 431 606**

TENDER SCHEDULE TO BE FILLED BY THE CONTRACTOR

Tender notice no. SGGSI&T/Stores-----/Vehicle/Service Contract/2017-18 Date

Dept.: Vehicle Dept. File No. SGGSI&T/Stores-----/Vehicle/Car Service Contract/2017-18

Name of the work: Providing Car Services on Rental basis to the institute.

Note: Please read carefully all instructions, Terms & conditions / proforma of agreement before quoting the rates.

I/ We agree to provide the vehicles binding to terms & conditions of the tender notice no.

SGGSI&T/Stores- ----/Vehicle/Car Service Contract/2017-18 Date and giving the rates as shown in table below.

Sr.No.	Name of Vehicle (all AC)	Engaged rates (Local 100KM/day)	Out Station Journey from Nanded & Back rates. (Min.300KM/day & Max. at actual)	Pick up from Hyderabad, Pune , Mumbai & Aurangabad to Nanded & back of out station based car)
1	Tata Indica Vista	Rs.----- Per Day	Rs.----- Per KM	Rs.----- Per KM
2	Maruti Swift,	Rs.----- Per Day	Rs.----- Per KM	Rs.----- Per KM
3	Maruti Dezire	Rs.----- Per Day	Rs.----- Per KM	Rs.----- Per KM
4	Tata Sumo	Rs.----- Per Day	Rs.----- Per KM	Rs.----- Per KM
5	Tavera	Rs.----- Per Day	Rs.----- Per KM	Rs.----- Per KM
6	Mahindra Scorpio	Rs.----- Per Day	Rs.----- Per KM	Rs.----- Per KM
7	Toyota Innova	Rs.----- Per Day	Rs.----- Per KM	Rs.----- Per KM

Name of the firm:

Seal of the firm:

Signature of Tenderer: _____

Quotation no.: _____ Date: _____

Details of Attested copies of Certificate & documents to be attached

1. Shop Act Registration certificate of Rental Car service provider.
2. GST Registration certificate in the name of firm/owner of the firm.
3. Income Tax Return of last three years in the name of firm/Owner of firm.
4. Registration Number, Insurance and Taxi permit of Car in the name of firm.
5. Details of EMD Rs. 2,000=00

File no. No. SGGSI&T/Stores-2740/Institute Car Service Contract/Vehicle/2017-18