

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



e-TENDER DOCUMENTS

***To provide bus services facility on contract basis for year
2017 – 2018***

**For
Vehicle**

e-Tender Notice No.

SGGSIE&T/Stores-2657/Vehicle/Service Contract/2017-18

Date 27/09/2017

e-Tenders available on
Web sites <https://mahaetenders.gov.in>
Institute web site <http://www.sggs.ac.in>

File No. Stores-2657/Vehicle/Service Contract/2017-18

Price of e-Tender Documents Rs. 2,500/-

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

F. No. SGGSE&T/Stores-2657/Vehicle/Service Contract/2017-18

Date 27/09/2017

NOTICE FOR INVITATION OF e-TENDER

1. The institute invites online tenders / quotations from authorised contractors who have registered under Shop Act & GST Registration No.; as per the e-Tender Notice published in Newspaper. (**Press note** enclosed here with) for providing services to the institute bus facility to transport students & staff of this 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.

Press note



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

F. No. SGGsIE&T/Stores-2657/Vehicle/Service Contract/2017-18

Date 27/09/2017

e-TENDER NOTICE

Online Tenders / quotations are invited for **providing the services of bus facility on contract basis to transport students and staff of SGGsIE&T, Vishnupuri, Nanded** by using institute's buses [owned by institute]. 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 e-tender forms/document [containing details of job work and proforma of agreement, terms and conditions] The e-Tender documents containing all detailed Tender's **Terms and conditions** will be available on the web sites <https://mahatenders.gov.in> & <http://www.sggs.ac.in>. Vendors can download and submit their tenders online only from <https://mahatenders.gov.in> **e-tender fees Rs. 2,500/-**.

EMD is Rs. **25,000=00**

The tender EMD and Tender Fees should be paid online using given payment options on mahatenders.gov.in

All tenders should be submitted on or before **online key schedule** & technical bids will be opened on **as per key schedule**.

The right to accept or reject any or all the quotations / tenders from any or all parties without assigning any reason is reserved.

Sd/-
Director

F. No. SGGSI&T/Stores-2657/Vehicle/Service Contract/2017-18

Date 27/09/2017

Tender Schedule : (Key Dates)

Seq. No.		
1	Tender Publishing	27-09-2017
2	Bid Submission Start	27-09-2017
3	Bid Submission End	07-10-2017
4	Technical Bid Opening	10-10-2017
5	Financial Bid Opening	After preparation of Technical summary c

e-TENDERING PROCEDURE

Tender Information:

Tender Forms can be available on the e-Tendering Portal Maharashtra Government i.e. <https://mahatenders.gov.in>.

All vendor/bidder are cautioned that tenders containing any deviation from the contractual terms and conditions, specifications or other requirements and conditional tenders will be treated as nonresponsive. The tenderer should clearly mention in forwarding letter that his offer (in envelope No. 1& 2) does not contain any conditions, deviations from terms and conditions stipulated in the tender.

Vendor/bidder should have valid Class II / III Digital Signature Certificate (DSC) obtained from any Certifying Authorities. In case of requirement of DSC, interested Bidders should go to <http://maharashtra.etenders.in/mah/DigitalCerti.asp> and follow the procedure mentioned in the document 'Procedure for application of Digital Certificate'.

Vendor/bidder should install the Mandatory Components available on the Home Page of <https://mahatenders.gov.in> under the section 'Mandatory Components' and make the necessary Browser Settings provided under section 'Internet Explorer Settings'

Guidelines to Bidders on the operations of Electronic Tendering System on <https://mahatenders.gov.in>

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INSTITUTE OF ENGINEERING & TECHNOLOGY,
VISHNUPURI, NANDED. 431 606

F. No. SGGSI&T/Stores-2657/Vehicle/Service Contract/2017-18

Date 27/09/2017

INSTRUCTIONS TO TENDERERS

1. The Tenderer should submit quotations / Tenders in online sealed envelope. Please note No EMD exemption will be considered and all interested bidder have to pay **EMD Rs. 25,000=00** by online payment gateway
2. We are giving here with Tender Schedule for **providing services facility to our institute buses on contract basis to transport the students and staff of SGGs Institute of Engineering and Technology, Vishnupuri, Nanded by using the institute's buses owned by the institute**
3. **Tenders / Quotations received late will not be considered.**
4. Online super scribed **“providing services facility to our institute buses on contract basis to transport the students and staff”**
5. The Technical Bids will be opened and scrutinized online as per key dates, technically qualified vendors price bid will get opened as per online schedule.
6. All the terms and conditions are enclosed herewith.
7. The Tenders / quotations should be strictly **as per the G.R. of Maharashtra Govt.** for two Bid systems, bidder should quote rate as per the specification provided by Tender calling authority.
8. Procedure for submission of quotations: -
Tenderer should note that they will have to submit as per online envelopes
9. **a) ENVELOPE No. 1 [Technical Tender Envelope / Technical Bid]:** The first Envelope is T1 ie **“ENVELOPE No. 1” for providing services facility to our institute buses on contract basis to transport the students and staff of SGGs Institute”** shall be consisting of the following documents.
The attested copies of the Registrations under Shop Act; GST Registration, ESI Registration No., Employee PF/PPF/CPE Registration Certificate, Three year experience certificate of providing bus service, and last three year income tax returns “SARAL” certificate should be attached along with Envelop no. 1.
- b) ENVELOPE No. 2 [Commercial Bid / envelope for rates]: -**
Its available with tender document in excel format i.e. BOQ.
Tenderer should fill and upload online only given BOQ
10. **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 and GST Registration Document of registration number with insurance, ESI, Provident funds 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.**
11. The tenderer should **quote the rates on quotation/our enclosed Tender schedule duly signed online with valid digital certificate.** Vendors should not quote the rates anywhere directly or indirectly in Envelope No. 1.
12. If there is any correction in quotation, it is allowed at bid preparation stage only, once time for bid preparation is over no corrections will be allowed.
13. 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.

e-Tender documents for Vehicle Service contract for institute's bus transportation

14. Tenderer, whose Offer is found to be lowest & as per our requirement, will be informed about the same, He will have to deposit Rs. 4,00,000/- as Security Deposit (S.D.); after receipt of S.D. orders will be placed.

Sd/-
DIRECTOR

SHRI GURU GOBIND SHINGHJI

INSTITUTE OF ENGINEERING & TECHNOLOGY, VISHNUPURI, NANDED-431606

F. No. SGGSI&T/Stores-2657/Vehicle/Service Contract/2017-18

Date 27/09/2017

TERMS AND CONDITIONS

Proposed Agreement For Institute's Buses on Contract Basis (2017-18)

1. The period of agreement is for 11(Eleven) months i.e. from date of agreement (--/--/--) [.....two thousands and seventeen] between **party No-1 (S.G.G.S.I.E. &T. Nanded) & the party No-2 (Contractor)**.
2. The Institute will provide eight buses for within city to & fro & out station tours. Out of which five buses are old and three are new one . Contractor will provide regular to & fro bus services on working days from city to Institute with seven buses, of which, five are old (**MH-26/B9883 , MH-26/B7823, MH-26-N/3267, MH26-N/9067 & MH-26N/3268**) & two are new (Registration number in process). However eighth bus (Registration number in process) will only be used for outstation industry tours. All eight buses are owned by Party No.1. During working days five to seven buses may be on the road depending on the need. The charges of Contractor will be paid for a minimum of 100 KM per day routine run per bus or actual running counted as per log book and the maximum will be treated as actual. On 2nd & fourth Saturday four to five buses will be on the road. On Sundays, national & state holidays & collector declared holidays only one bus will run on the road. During summer, winter & Diwali vacations three to four bus will run on the road. During holidays & all vacations minimum 80 KM run per bus or which actually is used as per log book will be considered for billing and the maximum will be treated as actual.
3. Whenever any bus will be sent for outstation/Industry trips charges will be given minimum for 100 km/day or actual running counted as per log book plus driver bhata @ Rs 500/12hrs/driver for two drivers per bus, outstation RTO charges & Toll charges etc. Depending on availability of other Institute buses, more than one Institute buses may be sent for Industry/outstation tour. Contractor will be responsible to arrange extra drivers if needed for any certain tour.
4. Each driver will get minimum Rs 13500/- month and each Security Guard / Cleaner will get minimum Rs 9000/- month as their salary OR as per State/Central govt. minimum labor wages act on contract basis, whichever is higher.
5. The Contractor should keep 07 Drivers, 07 Security persons and 01 cleaner for routine to & fro running of 07 buses. However for the eighth bus which kept for outstation/industry tours, Contractor need not to keep any regular staffs for that, but he should provide required staffs as and when that bus will be drawn for outstation tours.
6. Irrespective of number of buses running on the road, salary of all fifteen bus staffs should be given throughout the contract term by the Contractor. If it is found that any complaint is coming regarding salary, strait way action will be taken on the Contractor by deducting same amount from the Contractor's monthly bill.
7. The Contractor should provide valid registration certificate of bus service under shop act, ESI registration number & Employee PF/PPF/CPF Registration number.
8. The Contractor should have at least three year experience certificate of providing bus service in relevant fields like educational Institute OR public sectors.
9. The Contractor should provide valid certificates of last three years income tax returns & GST registration Number/certificate.
10. All the documents/ Certificates mentioned in clause no. 7 , 8 & 9 should be provided in the name of the firm not in the name of individuals. No undertaking for exemptions of these documents on any paper shall be considered.
11. The Contractor should deposit Rs. 4,00,000.00 as a security deposit for using of (08) eight Institute's buses.
12. The rate quoted by the Contractor should be included of Driver's salary, Security Guard's salary, Cleaner's salary, professional tax, fitness charges, fuel & maintenance charges at actual etc. No other charges will be claimed as a bill except charges claimed for KM.
13. Rate quoted should be including GST. (Including all taxes whichever applicable)

e-Tender documents for Vehicle Service contract for institute's bus transportation

14. The Institute will pay for road tax, green tax, permit charges, insurance at actual as charged by the respective Govt. authorities for all 08(eight) buses.
15. If any driver(s) OR other vehicle staff are required to appoint other than existing staff by the Contractor, then vehicle committee / vehicle in-charge will take driving test, check the fitness certificates (batch, billa, driving license etc) for drivers and conduct informal interview for cleaners/security guards and if deems fit then will be recommended for inclusion.
16. The Contractor should provide two uniforms each to the Drivers, Security Guards and cleaner as per the instructions given by vehicle committee. The Contractor should see that, on duty time all their staff shall be in the uniform.
17. The Contractor should not appoint directly any driver, whose age exceeds 58 years or as per service rules of State Transport & is subject to approval of Vehicle Committee/Vehicle In charge.
18. Institute will provide tyres to all buses of the Institute. The Contractor should maintain the tyres in good condition. In future also if the new tyres are required Institute will provide the same.
19. The route and frequency of trips shall be decided as per the convenience of Institute considering the local traffic and requirements. The Institute reserves the right to fix and change the route & frequency of trips to time and Contractor should agree it.
20. The Contractor shall ensure the Institute that students and staff should be picked up from picking points on every day as per the pickup points fixed by the Institute. The shift starts from 6.00 AM to midnight; this is subject to change from time to time at the discretion of Institute. Every vehicle staff is expected to work for 12 hrs/day as their regular duty.
21. The Contractor should not be entitled to claim any extra amount during operating the buses other than contractual agreement. The Contractor shall pay all other charges like Income Tax any other relevant taxes & charges whichever is applicable.
22. The Contractor's employee should not misbehave with staff and student of the Institute.
23. If any bus requires extra maintenance activity due to any major accident he (Contractor) shall settle the matter and expenses on his own. Contractor should handle other person related insurance claims on behalf of the Institute. However insurance claim amount for bus repair received by the Institute may be transferred to the Contractor on submission of proper documents.
24. The Contractor shall not allow outsider in buses for travel. If it is found then drastic amount will be deducted from the bill amount from Contractor. Similarly he (Contractor) should not be allowed to keep buses outside the fixed garage of the Institute.
25. The rate/km for running of buses as agreed by both the parties in agreement cannot be changed in any circumstances except for rise OR fall of diesel prices by Rs 1/liter, kilometer rates may be raised OR lowered by 0.25 paisa/km only.
26. The Contractor shall maintain a conducive environment for the safety of bus drivers, cleaner and security persons. The Contractor should care for the health of the driver during the operation of buses. No unhealthy driver shall be provided for operation of the buses. All passengers shall be of prime importance and Contractor shall ensure this.
27. Day to day routine maintenance and break down maintenance of all eight buses will be done by the Contractor at his expenses. The Contractor should maintain the bus wise maintenance record on separate register and get certified from vehicle in-charge after every maintenance work. Cleanliness of inside & outside of all seven buses will be maintained by the Contractor.
28. The Contractor shall raise and furnish monthly bill at the end of month to the Institute on the basis of total KM at the end of month. The Institute after checking and verifying shall pay the Contractor through account payee cheque from local branch/e-transferred within two weeks from the submission of bill. Payment shall be made subject to statutory deduction if any.
29. The Contractor should submit self appraisal report every month regarding services, maintenance, cleanliness & smooth operation to the authority and also submit monthly employees PF/PPF/CPF Challan report to the authority.
30. 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.
31. The Contractor shall return the buses in good condition after the completion of the contract. If any repair / damages found at that time, Institute will repair the buses and the repairing charges will be recovered from the security deposit kept at the Institute.

e-Tender documents for Vehicle Service contract for institute's bus transportation

32. The average total run for eleven months of all six buses for last three years was 1,56,000 Km & average fuel efficiency all five old buses is 4.0 Km/litre. However average fuel efficiency of all three new buses is 6.0 Km/litre (As claimed by manufacturer). The rate should be quoted by the party by considering above figures and also based on all expenses & revenue generated.
33. The lowest rate quoted party will be awarded the contract for eleven months. 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. However if the performance of the party in terms of maintenance OR service is not found satisfactory contract may be terminated with a notice of two weeks subject to clearing of any dues from either side.
34. Disputes or differences: - If any disputes or differences, questions what so ever arises the same subject to Nanded Jurisdiction.

Sd/-
DIRECTOR
S.G.G.S.I.E. & T., Nanded

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INSTITUTE OF ENGINEERING & TECHNOLOGY,
VISHNUPURI, NANDED. 431 606

e-TENDER SCHEDULE TO BE FILLED BY THE CONTRACTOR

e-Tender notice no. SGGsIE&T/Stores-2657/Vehicle/Service Contract/2017-18 Date 27/09/2017

Dept.: Vehicle Dept. **File No.** SGGsIE&T/Stores-2657/Vehicle/Service Contract/2017-18

Name of the work: Providing bus services facility on contract basis

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

**I/we shall agree to use your institute's [owned] Eight buses for Rs. _____
_____ [In words Rupees _____]
per Kilometre [KM].**

**I/we agree to the above all terms and conditions, instructions and proposed
agreement's conditions of the e-tender notice no. SGGsIE&T/Stores-
2657/Vehicle/Service Contract/2017-18 Date 27/09/2017**

Name of the firm:

Seal of the firm:

Signature of Tenderer: _____

Quotation no.: _____ Date: _____

Details of Attested copies of Certificate & documents attached [pl. mark as√]

1. Shop Act Registration
2. PF/PPF/CPE Registration
3. ESI Registration No.
4. GST Registration No.
5. Income Tax Return.
6. Other relevant certificates
7. **Details of EMD Rs. 25,000=00**