TENDER NO/TRNS/01/2015

Date: 12.09.2015

INVITING TENDER FOR HIRING OF VEHICLES ON MONTHLY BASIS

Tender for hiring of vehicles for Indian Maritime University (IMU), Chennai

Indian Maritime University
(A Central University Govt. of India)
East Coast Road, Uthandi, Chennai
600 119.
Tel: (044) 2453 0343/45,
Fax: 2453 0342

Tender No. IMU/Trans/01/2015 12.09.2015

TENDER NOTIFICATION

Sealed tenders are invited from reputed and established Taxi operators for hiring of Taxies for INDIAN MARITIME UNIVERSITY, Chennai. The Tender Document can be downloaded from the university website www.imu.edu.in. The last date for receiving tender is 03.00 pm on Monday, 05th October, 2015.

REGISTRAR

1. Introduction

The Indian Maritime University, Chennai, a Central University under the Union Ministry of Shipping, Govt. of India invites bids under two cover system for the work of “Hiring of Vehicles Sedan model Vehicle (viz., Maruti Swift Dzire or equivalent) and Hatchback model vehicle (viz., Maruti Swift or equivalent) on Monthly basis” for meeting the official needs.

1.1 The contract for hiring of the vehicles will be initially for a period of one year. However, the contract may be extended for a further period up to one year at the same rates & terms and conditions only if the service of the contractor is found to be satisfactory. The interested parties/ service providers may submit their bids in the prescribed application forms along with prescribed Technical Bid as per Statement 1 and Price Bid as per Statement 2.

1.2 The bid document can be downloaded from IMU website www.imu.edu.in and to be submitted along with fee of Rs.1000/- (non-refundable) in the form of Demand Draft in favour of the “Indian Maritime University” payable at Chennai.
1.3 The Technical bid shall be enclosed with Demand Draft in favour of the “Indian Maritime University” payable at Chennai for Rs.30,000/- towards Earnest Money deposit (EMD). The EMD should remain valid for a period of 45 days beyond the final tender validity period.

1.3 The Bid Document shall be addressed to:
   The Registrar,
   Indian Maritime University,
   East Coast Road,
   Uthandi,
   Chennai – 600119.

1.4 The pre-bid meeting will be held at 3.00 PM on 28.09.2015 in Indian Maritime University, East Coast Road, Uthandi, Chennai – 600119.

1.5 The bids must be sent only by Registered/Speed Post or through Special Messenger so as to reach by 3:00 PM on 05.10.2015. Late tenders shall not be accepted.

1.6 The Technical Bid (Statement 1) and the Price Bid (Statement 2) should be sealed by the bidder/service provider in separate covers duly superscribed and both these sealed covers are to be put in a bigger cover which should also be duly sealed and duly superscribed “Tender for Hiring of Vehicles on Monthly basis”. The EMD demand draft should be enclosed with the technical bid. Bids received after specified date and time will not be considered.

1.7 The technical bids will be opened by the Tender Committee on 05-10-2015 in IMU at 3.30pm in the presence of bidders or with the representatives of the bidders. One representative of the bidder duly authorized will be permitted to attend the bid opening. The bids will be opened at the mentioned time and date in the tender document regardless of bidders present. Hypothetical / Conditional / Incomplete bids will be summarily rejected.

1.8 Liquidated damages: The successful tenderer shall commence the service within 15 days from the date of receipt of the first order. Any delay in commencement of service beyond 15 days from the date of receipt of the first order will attract penalty of Rs.1000/- per day or part thereof till the commencement of the service. If the successful tenderer failed to commence the service within 21 days from the date of the receipt of the first order, the University shall terminate the contract and EMD deposited by the successful tenderer shall be forfeited.

1.9 Penalty: If there is any disruption (or) non-performance of service due to any reason whatsoever, the following penal charges will be levied:-
   a) Rs.1000/- towards penalty for each day.
   b) In addition to the above, the hire charges for those days will not be paid besides recovery of charges incurred by IMU, if any, on account of deficiency of service.
Clause-2
General terms and conditions

2.1 All Vehicles to be provided should have been purchased on or after 01.01.2012. All vehicles should have been duly registered with Transport authority as “tourist cab”.

2.2 Vehciles will be solely under the administrative control of Indian Maritime University, Chennai during the hiring period.

2.3 The Contractor has to be registered with the Service Tax Department and should submit a copy of Service Tax Registration Number in the valid format.

2.4 The rates to be quoted are to be filled in all columns in the proforma given at Statement 2. The rates quoted shall be fixed and valid for one year from the date of award of contract, irrespective of the increase in fuel rates, if any, occurring during the currency of the contract.

2.5 The earnest money deposit of all the unsuccessful tenderers will be returned as early as possible after issue of the work order to the successful tenderer. No interest shall be paid on the Earnest Money Deposit.

2.6 Forfeiture of Earnest Money Deposit: The earnest money deposit will be forfeited if the Contractor/service provider unilaterally withdraws the offer or unilaterally amends, impairs or rescinds the offer or does not commence the service within the stipulated period of for defective services within the period of its validity after assigning the reasons for the same.

2.7 The contractor will have to give a written undertaking of acceptance of all the terms and conditions of this tender.

2.8 The contractor/service provider shall replace with the alternative vehicle during the Maintenance / Repairs of the vehicle.

2.9 Duty Slips in duplicate copy to be printed and serially numbered by the contractor/service provider as per the prescribed format of IMU and the contractor/service provider should ensure that at the end of duty for the days, the duty slips are completed and signed by the IMU officials and a perfect log book of the trips has to be submitted duly countersigned by the IMU official concerned and a parallel copy of the log book be maintained and tallied on a weekly basis.

2.10 The tampering of meter reading, vehicle usage timings, overwriting of Summary / log sheet and the misbehavior of Driver while on duty shall be viewed seriously and attract levy of penalty or leading to even cancellation of contract;

2.11 Service Provider / Contractor shall not engage any person below 18 years of age or
any person with bad character and antecedent.

2.12 Indian Maritime University reserves the right to cancel the contract if service provided by contractor/service provider found to be defective.

2.13 **Security Deposit:** (a) Within 3 days of the successful Bidder's receipt of notification of award the successful Bidder shall furnish a Security Deposit of @Rs.60000 for which work order is issued in the form of an A/C Payee Demand Draft. The EMD already paid can be adjusted against the Security Deposit.

(b) The Security Deposit will be discharged by the IMU and returned to the Service Provider not later than 90 days following the date of completion of the Service Provider's performance obligations.

(c) The proceeds of the Security Deposit shall be payable to the IMU as compensation for any loss(es) resulting from the failure of the Service Provider to meet out its obligations under the Contract. This shall be in addition to any other action/penalty taken by IMU for delays/default/failure on the part of the Service Provider.

**Clause- 3**

**Terms and conditions of Contract**

3.1 All costs including repairs and maintenance, running costs, fuel, lubricants, salaries of Drivers, taxes, etc. necessary for the running & maintenance of vehicles shall be borne by the contractor/service provider.

3.2 Contractor/Service Provider shall be responsible for the good conduct of the Drivers employed and if at any point of time any Driver is found to be working against the interests of the university, the said Driver shall be withdrawn and substituted by a fresh Driver to the university on that day itself.

3.3 All hired vehicles shall be under University's control and shall be parked in designated locations of the Indian Maritime University when not in use during the period of hiring.

3.4 Vehicles should be fitted with needed accessories to drive on State and National highways including during the nights with Fog lights where ever necessary.

3.5 Vehicles should also be fitted with Towing hook.

3.6 Contractor/Service Provider shall obtain vehicle fitness certificate from competent authority, Vehicle registration, comprehensive insurance and payment of road tax etc, on time without disturbing the service of the University. Alternate vehicle shall be provided during such period.

3.7 The Contractor/Service Provider shall be responsible for all liabilities and keep the
University wholly indemnified against any action, suit, cost, damages, charges and expenses arising how-so-ever out of the operation of the vehicles.

3.8 The University has the right to enter into parallel multiple contract for hiring of vehicles/Drivers with one or more service providers during the contract period without assigning any reason thereof.

3.9 Driver(s) should always carry all necessary documents like Registration papers, Insurance papers, Pollution Under Control (PUC) clearance, RTO tax payment papers, valid driving license and all other documents that should be kept in the vehicle, as per applicable rules & regulations of applicable laws.

3.10 In case of breakdown of any vehicle, the contractor/Service Provider shall, within two hours provide another vehicle at no extra cost. The University shall have absolute right to charge Rs.1,000/- per day, if the vehicle is not provided within two hours, failing which the taxi will be hired from the open market and the expenses incurred there on will be deducted from the monthly bill of the contractor.

3.11 In case of any accident to the vehicle, it will be the responsibility of the contractor/service Provider or his representatives (Drivers) to lodge FIR etc. with police. All RTO issues and Traffic violations shall be taken care only by the contractor/service provider.

3.12 The contract is valid for providing services of vehicle hiring and at no point of time any or all of the Staff of Transporter shall raise a claim for employment in the Indian Maritime University.

3.13 Drivers should carry sufficient cash for parking charges & toll taxes. Parking charges & toll fee will be reimbursed to the contractor. Proper supporting documents will have to be submitted along with monthly claims.

3.14 Lodging, boarding, transportation of Drivers shall be solely the contractor's responsibility.

3.15 In the event of Driver not being in presentable dress, not behaving properly, engaging in rash or unsafe driving, the University shall have right to expel or refuse entry to such Drivers and vehicle service to be treated as cancelled. No charges shall be paid for such days and services.

3.16 Every Bidder should note that the IMU is situated at Uthandi, Chennai. The Calculation of hours / distance should commence from the time and place of reporting of vehicle at IMU, Uthandi or IMU designated places. The price should be calculated and quoted cautiously to avoid misrepresentation rate.
Clause- 4  
Terms of Payment

4.1  No advance will paid to the Service Provider.

4.2  Monthly bills shall be submitted in duplicate to the authority specified in contract, along with photo copy of logbook duly signed by the controlling officer in duty slip and payment will be processed on a monthly basis. Contractor/Service Provider will submit an undertaking along with monthly bills that he will deposit the ESI/PF in time to the respective authority. Contractor/Service Provider shall submit the receipt of deposited ESI/PF along with next month bill(s). The last bill will be processed only on production of the receipt of depositing of all previous ESI & PF for this contract period. Indian Maritime University being an Educational Institutions is exempted from Service Tax levied by the Union Government vide Notification No.06/2014 dated 11.07.2014 issued by Department of Revenue, Ministry of Finance, Government of India.

Clause- 5  
Termination

5.  The University may, without prejudice to any other remedy for breach of contract may terminate the contract in whole or in parts in the event of the following:

(a) If the contractor fails to arrange the supply of any or all of the vehicles within the period(s) specified in the contract or any extension thereof granted by the University.

(b) If the contractor fails to perform any other obligation(s) under the contract. In case the Contract has to be terminated, 15 days’ notice in writing shall be given by either side.

Clause- 6  
Jurisdiction

6.1  All disputes arising out of this contract shall be subject to the jurisdiction of Chennai in the Madras High Court.

Clause- 7  
Technical Eligibility Conditions for Bidders

7.1  The Contractor/Agency should at least own 10 vehicles of Sedan model (viz.,Maruti Swift Dzire or equivalent) and/or Hatchback model (viz., Maruti Swift or equivalent) purchased on or after 01.01.2012 at the time of bid submission and vehicles registered as 'Commercial Vehicle’. In case University requires more than 10 vehicles at a time, it will be the responsibility of the contractor to manage the same at the contractual rates specified in the contract.
7.2 The Bidder should have at least 10 years in the business of providing vehicles on ‘Hiring basis’ to Central/State Government Departments/Public Sector Undertakings/Universities/Companies/Corporate sectors, etc since 2005-06 or earlier:

[Mode of Proof: Copy of Hiring of vehicle order/Contract showing that the Bidder had carried out similar work (or) Copy of Profit & Loss Account & Balance sheet of the bidder for the last 10 Financial years authenticated by Chartered Accountant (or) Copy of Income Tax return for the last 10 years should be enclosed with the Technical bid].

7.3 The Bidder should have at least Rs. 20 lakhs turnover in the business of providing Vehicles on ‘Hiring basis’ each year during the last three years (2012-13, 2013-14 and 2014-15)

[Mode of Proof: Copy of Profit & Loss Account of the company for each of the 3 years authenticated by a Chartered Accountant (or) Copy of Income Tax return for each of the 3 years authenticated by a Chartered Accountant].

7.4 The Bidder should NOT have been debarred or blacklisted by any Government Department / Agency in the past 3 (three) years on account of fraudulent or corrupt practices or inefficient/ineffective performance.

[Mode of Proof: The bidder should give an undertaking for this]

The Bidder must possess ALL the above Minimum Qualifying Criteria. If he does not possess even one of these, he shall stand disqualified and his bid will be rejected.

**Clause- 08**

**Tender Evaluation Process**

8.1 **The Technical Bids will be opened at 3.30 pm on 05-10-2015.**

8.2 The IMU shall have the right to call upon the bidders to explain/substantiate/prove the various claims made by the Bidder and if satisfactory explanation/proof is not forthcoming, the IMU reserves the right to treat the claim as ‘Not Proved’ and ignore it.

8.3 **The Price Bids of Technically qualified eligible bidders shall be opened at 3.00 PM on 08-10-2015.**
8.4 The bidder should fill all the columns in the Price Bid failing which the Price Bid will be summarily rejected.

8.5 The **weightage** shall be assigned to each “Vehicle” based on **kms per month quoted in the price bid** as follows:

<table>
<thead>
<tr>
<th>Name of the Vehicle</th>
<th>Standard running of Kms per month</th>
<th>Average Weightage</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>501 to 1000</td>
<td>1001 to 1500</td>
</tr>
<tr>
<td>Maruti Swift</td>
<td>Rate (a)</td>
<td>Weightage (b)</td>
</tr>
<tr>
<td>Dzire</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Maruti Swift</td>
<td>1</td>
<td>2</td>
</tr>
</tbody>
</table>

Note:

i) Each ‘Vehicle’ will be considered as a Unit.

ii) The rate quoted by the bidder shall be multiplied with above assigned weights and the final score is arrived by adding the Column (1) to (4) and then divided by 6. The bidder who has scored lowest in the ‘Average weightage’ in each make and model Vehicle shall be awarded the contract for a particular vehicle on a Monthly basis.

Illustration:

<table>
<thead>
<tr>
<th>Name of the Vehicle</th>
<th>Standard running of Kms per month</th>
<th>Average Weightage</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>501 to 1000</td>
<td>1001 to 1500</td>
</tr>
<tr>
<td>Maruti Swift</td>
<td>Rate (a)</td>
<td>Weightage (b)</td>
</tr>
<tr>
<td>Dzire</td>
<td>Rs.20000</td>
<td>1</td>
</tr>
<tr>
<td>Maruti Swift</td>
<td>Rs.18000</td>
<td>1</td>
</tr>
</tbody>
</table>

The bidder who has scored lowest in the ‘Average weightage’ in each Vehicle shall be awarded the contract for a particular vehicle on a Monthly basis at the rate quoted by the bidder.

8.6 The IMU shall issue a separate Work Order for each Model of the Vehicle to the successful bidders giving him 3 days’ time to furnish the Security Deposit and execute
the contract with IMU in the prescribed format.

8.7 IMU reserves the right to accept any bid under this tender in full or in part or to reject any bid or all bids without assigning any reason.

Clause- 9
Relationship Certificate

9.1 The bidder should give a certificate that none of his/her near & blood relative is working in the units as defined below where he is going to apply for the tender, in case of proprietorship firm certificate will be given by the proprietor. For partnership firm certificate will be given by all the partners and in case of limited company by all the Directors of the company excluding Government of India/Financial institution nominees and independent non-Official part time Directors appointed by Govt. of India or the Governor of the state. If there is a breach of any of these conditions by the bidder, the tender will be cancelled and Bid Security amount will be forfeited at any stage, whenever it is noticed and IMU shall not be liable for any damage to the Service provider.

The Service provider will also be debarred from further participation in the concerned unit. The near relatives for this purpose are defined as:-

(a) Members of a Hindu undivided family.
(b) Spouse
(c) The one is related to the other in the manner as father, mother, son(s) & Son’s wife (daughter in law), Daughter(s) and daughter’s husband (son in law), brother(s) and brother’s wife, sister(s) and sister’s husband (brother in law).

The format of the certificate to be given is “I .............s/o .............r/o ................... hereby duly certify that none of my relative(s) as defined in the tender document is/are employed in IMU unit, as per the details furnished in the tender document. In case at any stage, it is found that the information given by me is false/incorrect, IMU shall have the absolute right to take any action as deemed fit/without any prior intimation to me.”

From
Name & Address of the Bidder

To
The Registrar,
Indian Maritime University,
East Coast Road,
Uthandi,
Chennai - 600119.

Sir,

We are a -----------------------------------------------------------------------------------------------------------------------------------------------------------------------------
-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------
-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------
-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------
-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------
-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------
-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

[Introduce your company and its activities with particular reference to your experience in providing Vehicle on Hiring basis. Also furnish particulars of your registration with various statutory Tax authorities in not more than 200 words].

2) We hereby submit our Bid for Hiring of Vehicles on Monthly basis.

3) We have enclosed a Demand Draft bearing No. dated for Rs.1,000 towards the cost of the Bid Document and another Demand Draft bearing No. dated for Rs. 30,000 towards Earnest Money Deposit (EMD) in the name of the Indian Maritime University, payable at Chennai.

4) We have read and understood and hereby agree to all the terms and conditions stipulated by the IMU in this tender including the Evaluation Criteria of Price Bid, the Time line for delivery, Payment Terms, etc.

5) We certify that all the particulars furnished in our Bid are true and correct and based on documentary evidence. We understand that if any of the particulars is found to be false or misleading, IMU has the right to summarily reject our bid at any stage and that our
company is liable to be blacklisted/debarred by IMU for at least 3 years.

6) In the event of our being awarded the work and understanding the urgency involved, we undertake to remit the Security Deposit within 3 days and execute the contract within 15 days from the date of receipt of the first order, failing which the hiring of vehicle order on a monthly basis may be cancelled and the EMD forfeited.

7) Our Price Bid is inclusive of driver, fuel, maintenance and all applicable taxes, duties and charges and all other costs and the price quoted shall be firm till the execution of the contract.

8) “I.............s/o.............r/o................. hereby duly certify that none of my relative(s) as defined in the tender document is/are employed in IMU unit, as per the details furnished in the tender document. In case at any stage, it is found that the information given by me is false/incorrect, IMU shall have the absolute right to take any action as deemed fit/without any prior intimation to me

Yours faithfully,

Date: 

Signature with Seal of Authorised Signatory

Place:
Tender for Hiring of Vehicles

Technical Bid Criteria

1. Whether the bidder own atleast 10 vehicles of Maruti Swift Dzire and Maruti Swift, purchased on or after 01.01.2012 at the time of bid submission and vehicles registered as ‘Commercial Vehicle’.
   (a) No. of vehicles owned (Proof):
   (b) Mode of Proof enclosed:

2. Whether the bidders have atleast 10 years’ experience in the business of providing vehicles on hiring basis for Central /State Government Departments/ Public Sector Undertakings / Universities / Companies /Corporate sectors etc and the like since 2005-06 or earlier:
   (a) No. of years’ experience (Proof):
   (b) Mode of Proof enclosed:

3. The Bidder should have atleast Rs.20 lakhs turnover in the business of providing vehicles on ‘Hiring basis’ each year during the last three years (2012-13, 2013-14 and 2014-15):
   a) 2012-13 - Turnover Rs.
   b) 2013-14 - Turnover Rs.
   c) 2014-15 - Turnover Rs.

4. Whether the bidder has been debarred or blacklisted by any government department/agency in the past 3 (three) Yes/No
years on account of fraudulent or corrupt practices or inefficient/ineffective performance?

**Declaration**

We certify that all the particulars furnished above are true and correct and based on documentary evidence, and that we understand that if any of the above particulars is found to be false or misleading, our bid is liable to be summarily rejected at any stage and our company is liable to be blacklisted/debarred by IMU forthwith.

Date: 

*Signature with Seal of Authorised Signatory*

Place:
Statement No.2

Tender for Hiring of Vehicle
Price Bid - Monthly Basis

Ref: IMU/Tender/Trns/01/2015 Date. 09.2015

From

Name & Address of the Bidder

To

The Registrar,
Indian Maritime University,
East Coast Road, Uthandi,
Chennai - 600119.

Dear Sir,

We hereby submit our Price Bid for the hiring of vehicles for the Indian Maritime University, Chennai on monthly basis [Should be filled in all columns]:

<table>
<thead>
<tr>
<th>Name of the Vehicle</th>
<th>Standard running of Kms per month</th>
<th>Night Charges of Drivers [lump sum] (in case of out station duty)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>501 to 1000</td>
<td>1001 to 1500</td>
</tr>
<tr>
<td></td>
<td>Rate</td>
<td>Rate</td>
</tr>
<tr>
<td>Maruti Swift Dzire</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Maruti Swift</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The rate quoted is inclusive of driver salary, fuel, maintenance and all applicable taxes, duties and other charges and the price quoted shall be firm till the completion of the contract including the period of extension, if any.

Date:  Signature with Seal of Authorised Signatory

Place:  Seal: