

**Tender For Hiring Of Vehicles
On Distance / Hourly Basis**



Tender No: IMUV/2024/2023-2024/Hiring of Cars/01
Dated: 27 July 2023

INDIAN MARITIME UNIVERSITY
(A Central University, Govt. of India)
Visakhapatnam Campus
Vangali, Sabbavaram
Visakhapatnam-531035

Website:
www.imu.edu.in
www.imuv.edu.in

Section 1
Notice inviting tender

1. The Indian Maritime University, A Central University, Govt. of India, Visakhapatnam Campus located at Vangali invites two bid system of **Tender for Hiring of Vehicles (SUV/Sedan/Hatch back model) on hourly/distance basis** for meeting the official needs from reputed parties/agencies supplying vehicles with drivers on Monthly Hire-basis.
 - 1.1 The contract for hiring of the vehicles will be initially for a period of **Two (2) years**. However, the contract may be extended for a further period of up to one year at the same rates & terms and conditions, provided the service of the Service Provider is found to be satisfactory.
 - 1.2 The interested parties/ service providers may submit their quotations in the prescribed application forms along with prescribed Technical Bid as per **Annexure-1** and Price Bid as per **Annexure-2**.
 - 1.3 The bid document can be downloaded from IMU website **www.imu.edu.in/ www.imuv.edu.in**
 - 1.4 The Technical bid shall be enclosed with Demand Draft in favour of the **Indian Maritime University, Visakhapatnam Campus** payable at Visakhapatnam for Rs.15,000 (Rupees Fifteen Thousand only) towards **Earnest Money deposit (EMD)**.
 - 1.5 The Bid Document shall be addressed to:

The Campus Director
Indian Maritime University
Visakhapatnam Campus
Vangali, Sabbavaram
Visakhapatnam-531035
 - 1.6 (a) There will be a pre-bid meeting on **03-08-2023 at 11.00 Hrs** in the above address (column 1.5)
 - 1.7 The Bid document must sent only by Registered/Speed Post or through Special Messenger so as to reach by **1600 Hrs. on 17-08-2023**. Late tenders shall not be accepted.

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- 1.8 The Technical Bid (**Annexure-1**) and the Price Bid (**Annexure-2**) should be sealed by the bidder/service provider in separate covers duly super scribed and both these sealed covers are to be put in a bigger cover which should also \be duly sealed and must be super scribed "**Tender for Hiring of Vehicles on Distance / Hourly basis**". The EMD demand draft should be enclosed with the technical bid. Bids received after specified date and time will not be considered.
- 1.9 The technical bids will be opened on **18-08-2023** in **IMU, Visakhapatnam Campus at 1430 Hrs.** 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 the presence of bidders. Hypothetical / Conditional / Incomplete bids will be summarily rejected.
- 1.10 The successful tenderer shall commence the service within Fifteen (15) days from the date of receipt of the firm order. Any delay in commencement of service beyond Fifteen (15) days from the date of receipt of the firm order will attract penalty of Rs.1000 per day or part thereof till the start of the service. If the successful tenderer failed to commence the service within Twenty one (21) days from the date of the receipt of the firm order, the University shall forfeit the EMD deposited by the successful tenderer.

Section 2
General terms and Conditions

- 2.1 All Vehicles to be provided should have been purchased on or after **1st January 2022**. All vehicles should have been duly registered with Transport authority as "Commercial Vehicles".
- 2.2 Availability of the vehicle must be 24 X 7 basis with an All India Permit along with medically fit Driver(s) who hold valid Driving License.
- 2.3 The Service Provider has to be registered under GST Law and should submit a copy of GST Registration Number in the valid format along with Technical Bid.
- 2.4 The Service Provider should have PAN No and submit a copy of PAN Card issued by Income Tax Department along with Technical Bid.
- 2.5 The rates to be quoted are to be filled in all columns in the Price Bid given at **Annexure-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 period of the contract. After one year if there is any increase in rate of fuel, the hike in the rates shall be decided as per All India Consumer Price Index
- 2.6 The Earnest Money deposit (EMD) of Rs.15,000/- to all the unsuccessful tenderers will be returned as early as possible after issue of the purchase order to the successful tenderer. The EMD of the successful tenderer will be returned after commencement of work. No interest shall be paid on the Earnest Money Deposit.
- 2.7 The Earnest Money Deposit will be forfeited if the Service Provider/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.
- 2.8 The Service Provider will have to give a written undertaking of acceptance of all the terms and conditions of this tender.
- 2.9 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.

- 2.10 Service Provider shall not engage any person below 18 years of age or any person with bad character and antecedent.
- 2.11 Indian Maritime University, Visakhapatnam Campus reserves the right to cancel the contract if service provided by Service Provider found to be defective.
- 2.12 **Performance Security:**
- (a) Within Seven (7) working days of the successful bidder receipt of notification of award, the bidder shall furnish a security deposit of Rs.20,000 (rupees twenty thousand) either in the form of an Account Payee Demand Draft . If the EMD already paid can be adjusted against the Security Deposit.
 - (b) The Performance Security Deposit will be discharged by the IMU and returned to the Service Provider not later than 60 days following the date of completion of the Service Provider's performance obligations.
 - (c) The proceeds of the Performance Security Deposit shall be payable to the IMU as compensation for any losses 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.

Section 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 Service Provider.
- 3.2 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 Vehicles should be fitted with needed accessories to drive on State and National highways including during the nights with Fog lights where ever necessary.
- 3.4 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.
- 3.5 The 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.
- 3.6 The University has the right to enter into parallel multiple contracts for hiring of vehicles/Drivers with one or more service providers during the contract period without assigning any reason thereof.
- 3.7 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.
- 3.8 In case of any accident to the vehicle, it will be the responsibility of the Service Provider/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 Service Provider/service provider.
- 3.9 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.

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- 3.10 A daily record indicating time and millage for each vehicles shall be maintained in a Slip Book / Log Book. No payment will be made without submission / verification of Slip Book / Log Book verified by user officer or his Authorized signatory.
- (a) Drivers should carry sufficient cash for parking charges & toll taxes. Parking charges & toll fee will be reimbursed to the Service Provider. Proper supporting documents will have to be submitted along with claims. The Officer(s) in vehicle should, in no condition, be asked to bear any expenses on this Account.
- (b) The payment against the contract shall be made monthly basis after deduction of TDS on Income Tax and GST as applicable from time to time.
- 3.11 Lodging, boarding, transportation of Drivers shall be solely the Service Provider's responsibility.
- 3.12 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.
- 3.13 No advance will paid to the Service Provider.
- 3.14 The IMU, Visakhapatnam Campus 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 Service Provider 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 Service Provider 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.
- 3.15 All disputes arising out of this contract shall be subject to the jurisdiction of Visakhapatnam .
- 3.16 In case the vehicle breaks down or is required to be taken under repair or maintenance, another vehicle of similar type will have to be provided by the contractor.

- 3.17 The starting kilometer calculation shall be from the boarding point (if it is within the city) and closing kilometer to be at the dropping point (if it is within the city). If the boarding point is from IMU Vangali, Sabbavaram then starting kilometer calculation can be taken from the city and closing kilometer to be at the dropping point only.

Section 4
Technical Eligibility Conditions for Bidders

Eligibility / Qualifying criteria:

- 4.1 The Service Provider should **own** at least one vehicle each of the following category (a) Models- Toyato crysta/Isuzu MU 7/M&M XUV 500:at lease 5 vehicles collectively of the following of the category (b) Models _ Toyato Corolla Altis/Honda City/Maruti Claz / M&M Xylo: at least 5 vehicles collectively of the following Category (c) models – Volkswagen Vento/Maruti Dezire / Toyato Etios / Ford fiesta. The vehicles should be purchased on or after 01.01.2022 at the time of bid submission and the vehicles should be registered as commercial vehicle. The bidder should have their own office at Visakhapatnam. In case University requires more than 5 vehicles at a time, it will be the responsibility of the service provider to arrange the same at the contractual rates specified in the contract List of vehicles in above two categories to be attached along with technical bid

[Mode of Proof: Copy of Registered Certificate of the Vehicle showing that the Bidder is the owner of the vehicle; the date of purchase of vehicle and a copy of the Vehicle registered as 'Commercial Vehicle'].

- 4.2 The Bidder should be at least **5 years** in the business of providing vehicles on hiring basis to Central/State Government Departments/Public Sector Undertakings/Universities/Companies/Corporate sector, etc.

[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 three financial years authenticated by Chartered Accountant and copy of Income Tax return for the last 3 years should be enclosed with the Technical bid].

- 4.3 The Bidder should have at least **Rs.10.00 lakhs turnover** in the business of providing Vehicles on 'Hiring basis' each year during the last three years 2020-2021 and 2021-2022, 2022-2023)

[Mode of Proof: Copy of Profit & Loss Account of the company for each of the 3 years authenticated by a Chartered Accountant and Copies of Income Tax returns for each of the 3 years authenticated by a Chartered Accountant].

- 4.4 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.

Section 5

Tender Evaluation Process

- 5.1 **The Technical Bids will first be opened at 1430 Hrs. on 18-08-2023.**
- 5.2 The IMU, Visakhapatnam Campus 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.
- 5.3 The Price Bids of Technically qualified eligible bidders shall be opened at a subsequent date notified to the qualified bidders.
- 5.4 The bidder should fill all the columns in the Price Bid (i.e. quote the rates) in respect of the vehicles for which he is quoting. In other words, he should quote the rates for all of the following: (i) 5 hours & 50 kms; (ii) 8 hours & 80 kms; and (iii) 10 hours & 100 kms; (v) Rate for Extra Hour and (vi) Rate for Extra km. If the Price Bid does not contain rates for all of the above, it shall be summarily rejected.
- 5.5 The rates quoted should be for **Air-conditioned Vehicle** inclusive of all costs including Driver, Fuel, maintenance expenses and applicable Taxes excluding Service Tax.
- 5.6 In order to enable the comparison of the various Price Bids, IMU will convert the rates quoted by the bidder into "rate per hour" by dividing rates quoted in Columns (1) to (3) of the Price Bid by 5, 8 and 10 respectively. The rate quoted in Column (4) is already a "rate per hour". The rate quoted in Column (5) which is "for extra km" shall be multiplied

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by 10 to arrive at the "rate per hour". All the 5 "rates per hour" shall be added.

Illustration:

Make and Model of the Vehicle	5 hours & 50 kms	8 hours & 80 kms	10 hours & 100 kms	Rate for Extra Hour	Rate for Extra km
	(1)	(2)	(3)	(4)	(5)
	Rate	Rate	Rate	Rate	Rate
Category(a) Model Toyato crysta, Isuzu MU7 M&M XUV 500	A	B	C	D	E
Category (b) models Toyato Corolla Altis/Honda City/Mariti Claz/M&M Xylo	A	B	C	D	E
Category (C) models Volkswagen, Vento/Maruthi Dzire/ Toyato Etios/For fiesta	A	B	C	D	E

The total "rate per hour" is equal to $[A/5 + B/8 + C/10 + D + (Ex10)]$. Likewise total "rate per Hour" of all the vehicles in the price bid will be calculated. A weightage of 10:05:85 shall be given to vehicles in category (a), (b) and (c) respectively as indicated in the price bid.

The bidders also to quote fixed rate for airport dropping and pickup respectively within city limits.

The bidder who has secured the lowest total (after applying the weightage) of "rate per Hour" all the vehicles put together shall be awarded the contract for a period of two years from the date of Award of contract extendable by another one year, subject to the satisfactory performance of the service provider at the same rate terms & conditions and the sole discretion of IMUV. After one year if there is any escalation in diesel price, rate per hour will be fixed as per All India Consumer Price Index.

It is clarified that the above calculations will be done by IMU. The bidders shall merely quote the rates for Columns (1) to (5) above in the Price Bid.

- 5.7 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.

FORMAT OF UNDERTAKING TO BE FURNISHED ON COMPANY LETTER HEAD WITH
REGARD TO BLACKLISTING / NON-DEBARMENT BY ORGANISATION

UNDERTAKING REGARDING BLACKLISTING / NON - DEBARMENT

To

The Campus Director
Indian Maritime University
Vangalim Sabbavaram
Visakhapatnam - 531035

Dear Sir,

We hereby confirm and declare that we, M/s. _____, is not blacklisted / De-registered / debarred by any Government department / Public Sector Undertaking / Private Sector / or any other agency for which we have Executed / Undertaken the works / Services during the last 5 years.

For -----

Authorized Signatory

Date

Tender for Hiring of Vehicles
Technical Bid
(Covering Letter to Accompany Technical Bid)

From
Name & Address of the Bidder

To

The Campus Director
Indian Maritime University,
Visakhapatnam Campus
Vangali, Sabbavaram
Visakhapatnam-531035

Sir,

We hereby submit our Bid for Hiring of Vehicles on Hourly/distance basis and enclosed a Demand Draft bearing No. _____ Dated _____ for Rs.15,000 (Rupees Fifteen Thousand) towards Earnest Money Deposit (EMD) in the name of the Indian Maritime University, Visakhapatnam Campus payable at Visakhapatnam.

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, Payment Terms, etc.

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, Visakhapatnam Campus has the right to summarily reject our bid at any stage and that our company is liable to be blacklisted/debarred by IMU, Visakhapatnam Campus for at least 3 years.

In the event of our being awarded the work and understanding the urgency involved, we undertake to remit the Security Deposit within 7 working days and execute the contract within 15 days from the date of receipt of the firm order, failing which the hiring of vehicle order on an hourly/distance basis may be cancelled and the EMD forfeited.

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

Signature of Tenderer

Technical Bid Criteria
Tender for Hiring of Vehicles

1. Name & Address Bidder :

2. PAN No :

3. GSTR No. :

4. Number of Vehicles **Owned / Provided** by the Bidder:

Make/Model of the Vehicle	Total No. of Vehicles owned / available with the Bidder	Total No. of Vehicles owned	Out of this, No. of Vehicles purchased on or after 01.01.2022
Category (a) Models			
b) Toyota- Crysta			
a) Isuzu MU7			
b) M & M XUV500			
Category (b) Models			
Toyato corolla Altis			
Honda City			
Maruti Claz			
M&M Xylo			
Category (c) Models			
Toyato etios			
Maruti dzire			
Ford Fiesta			
Volkswagen Vento			

Mode of Proof enclosed:

5. Whether the bidders have at least 5 years' experience in the business of providing vehicles on hiring basis for Central/State Government Departments/Public Sector Undertakings/Universities/Companies /Corporate sectors etc. since 2018-2019: **Yes / No**

Mode of Proof enclosed:

6. The Bidder **Annual Turnover** in the business of providing Vehicles on 'Hiring basis' each year during the last three years:

- | | | |
|----|-----------|-----|
| a) | 2020-2021 | Rs. |
| b) | 2021-2022 | Rs. |
| c) | 2022-2023 | Rs. |

Mode of Proof enclosed:

7. Whether the bidder has 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? **Yes / No**

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 Authorized Signatory

Place:

Tender for Hiring of Vehicle
Hourly / Distance Basis
Tender No. IMUV/2024/2023-2024/Hiring of Cars/01
Dated :-27 July 2023
Price Bid

From
Name & Address of the Bidder

To

The Campus Director
Indian Maritime University,
Visakhapatnam Campus
Vangali, Tekkalipalem (PO)
Sabbavaram
Visakhapatnam-531035

Sir,

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

Make and Model of the Vehicle	5 hours & 50 kms	8 hours & 80 kms	10 hours & 100 kms	Rate for Extra Hour	Rate for Extra km
	(1)	(2)	(3)	(4)	(5)
	Rate	Rate	Rate	Rate	Rate
Category(a)Model Toyato crysta, Isuzu MU7, M&M XUV 500					
Category (b) models Toyato Corolla Altis/Honda City/Mariti Claz/M7M Xylo					
Category (C) models Volkswagen Vento/Maruti Dzire/Toyato Etios/ Ford fiesta					

The rates quoted are for **Air-conditioned Vehicles** inclusive of all costs including Driver, Fuel, maintenance expenses and applicable Taxes excluding Service Tax and shall be firm till the completion of the Contract.

Signature with
Seal of Authorized Signatory

Date:
Place: