



## ડૉ. બાબાસાહેબ આંબેડકર ઓપન યુનિવર્સિટી

(ગુજરાત સરકાર દ્વારા સ્થાપિત)

“જ્યોતિર્મય” પરિસર, શ્રી બાલાજી મંદિરની સામે,

સરખેજ-ગાંધીનગર હાઈવે, છારોડી, અમદાવાદ - 382 481.

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### વાહન અંગેની સેવાઓ મેળવવા ઇ-ટેન્ડર.

ઉપરોક્ત કામ કરવા માટે રસ ધરાવતી કાયદેસર નોંધાયેલ એજન્સી કે કંપની, પાસેથી ભાવો મંગાવવામાં આવે છે. ઇ-ટેન્ડર અંગેનું વિસ્તૃત વિવરણ અને અન્ય શરતો ટેન્ડર ફોર્મમાં તથા <http://baou.nprocure.com> પરથી ડાઉનલોડ કરી શકાશે. ટેન્ડરની માહિતી આ યુનિવર્સિટીની વેબ સાઈટ **[www.baou.edu.in](http://www.baou.edu.in)** ઉપર પણ ઉપલબ્ધ છે.

તા.29.05.2016

કા.કુલસચિવ



## DR.BABASAHEB AMBEDKAR OPEN UNIVERSITY

(Established by Government of Gujarat)

“Jyotirmay” Parishar, Opp. Shree Balaji Mandir,  
Sarkhej - Gandhinagar Highway, Chharodi, Ahmedabad - 382481.

E-mail: [feedback@baou.edu.in](mailto:feedback@baou.edu.in) Website: [www.baou.edu.in](http://www.baou.edu.in)

No. BAOU / REG./ADM./

/2016

Dt: / /2016

To,

(n) Code Solution,

A Division of Gujarat Narmada Valley Fertilizers Company Limited.

401, GNFC Info Tower,

Bodakdev, Ahmedabad.

Sub: e-procurement for Tender for Hiring of Vehicles.

Sir,

With reference to above mentioned subject the tender mentioned contained Technical Bid will open on Dt.22.07.2016 And Financial Bid will open on Dt.22.07.2016 Both on 3.00 P.M. at University above mentioned Office.

Please send your representative Dt.22.07.2016 at 3.00 p.m. along with all information and details for the same to finalize the purchase procedure and oblige.

Thanking you,

I/c. Registrar



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401, GNFC Info Tower,

Bodakdev, Ahmedabad.

Sub: e-procurement for Tender for Hiring of Vehicles.

Sir,

We are sending hear with Tender document for supply of various staffs and security guards as per specification enclosed with this letter.

Kindly give access to your e-procurement process on application service provision (ASP) basis in respect for tender.

Thanking you,

I/c. Registrar

Encl: As above



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| No. | Details                                                                                                                                       |                                                                                                        |
|-----|-----------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|
| A)  | Tender Contains                                                                                                                               |                                                                                                        |
|     | Name of Tender                                                                                                                                | Supply of Hiring of Vehicle Tender                                                                     |
|     | Tender No.                                                                                                                                    | BAOU/2202/01/2016-17                                                                                   |
|     | Approximate Expenditure                                                                                                                       | 12 Lacs                                                                                                |
|     | On-line Tender Opening (Date & Time)                                                                                                          | 01.07.2016                                                                                             |
|     | Pre Bid Conference with Vendors (Date & Time )                                                                                                | 14.07.2016 4.00 p.m.                                                                                   |
|     | Pre Bid Conference at                                                                                                                         | “Jyortimay” paisar, In front of Shri balaji temple, Sarkhej-gaandhinagar Highway, Chharodi, Ahmedabad. |
|     | Closing Date & Time (On Line Submission)                                                                                                      | 21.07.2016 6.00 p.m.                                                                                   |
|     | Submission of Hard Copy of Tender form, Tender Fee, E.M.D (Date & Time)(Through R.P.A.D/Speed Post, Courier Or hand Delivery in Sealed Cover) | 21.07.2016 6.00 p.m.                                                                                   |
|     | Technical Bid Opening (Date & Time)                                                                                                           | 22.07.2016                                                                                             |
|     | Financial Bid Opening (Date & Time)                                                                                                           | 22.07.2016                                                                                             |
|     | Processing Chargers Fee Amount                                                                                                                | 1,500/- (non-refundable)                                                                               |
|     | E.M.D Amount                                                                                                                                  | 35,000/-                                                                                               |
|     | Security Deposit                                                                                                                              | 60,000/-                                                                                               |
|     | Time Limit                                                                                                                                    | Mentioned in Tender Document                                                                           |
| B)  | Member of Purchase Committee                                                                                                                  |                                                                                                        |
| 1   | Chairman                                                                                                                                      | Dr. Ravi Gor. Director (Academic)                                                                      |
| 2   | Member-Purchase Committee                                                                                                                     | Mr. Mehulbhai Lakhani (Board of Management)                                                            |
| 3   | Member-Purchase Committee                                                                                                                     | Mrs. Shrutiben Pathak (Finance Officer)                                                                |
| 4   | Member-P.C. (University)                                                                                                                      | Dr.Pro. Amiben Upadhyay (Registrar)                                                                    |
| 5   | Member Secretary – P.C.                                                                                                                       | Mr. Bhavin Trivedi (Assistant Registrar)                                                               |

The above Committee will finalize the tender procedure and recommend to the Vice- Chancellor, Dr.B.A.O.U for sanction and approval for Work Order.



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/2016

Dt: / /2016

### INVITING TENDER FOR HIRING OF VEHICLES

#### CLAUSE-1

#### TENDER NOTICE

- 1.1 The University is inviting tender for hiring of vehicles (Innova/Etios/Dezire/Indigo/Ertiga/Tavera/Scorpio/xylo/Bolero etc.) on Monthly / Daily / Hourly basis as per the requirements of the University. The contract of hiring of the vehicle will be initially for a period of one year. However, the Contract may be extended for further period upto Six months on mutual agreement on the same rate, terms and conditions, if the services of the contractor are satisfactory. The interested parties/ Service providers may send their quotations on the prescribed application forms (i) Technical Bid as Annexure-I, (ii) Financial Bid as Annexure-II (A&B).
- 1.2 An Earnest Money of Rs.35,000/- and application fee for tender of Rs.1,500/- in the form of Demand Draft be prepared separately in favour of the Dr. Babasaheb Ambedkar Open University payable at Ahmedabad must be enclosed along with the Technical bid and the cover heading “Tender for hiring of vehicles”.
- 1.3 The tender must reach the following address on or before  
  
REGISTRAR  
DR. BABASAHEB AMBEDAKAR OPEN UNIVERSITY,  
“Jyotirmay” Parishar, Opp. Shree Balaji Mandir,  
Sarkhej - Gandhinagar Highway, Chharodi  
AHMEDABAD- 381481.
- 1.4 The technical bid (Annexure-I) and the financial bid (Annexure-II(A&B)) should be sealed by the bidder/ service providers in separate covers duly super scribed and both these sealed covers are to be put in a bigger covers which should be sealed and duly super scribed, as “Tender for Hiring of Vehicles”.
- 1.5 The technical bids are to be opened by the Tender Committee on same day in presence of representatives of the bidders. At the second stage, financial bids of the technically qualified Bidders will be opened for further evaluation and ranking before awarding the contract.

**Clause-2**  
**General terms and conditions**

- 2.1 All the vehicles must be of 2010 model or afterwards.
- 2.2 Availability of the vehicles must be 24\*7 basis along with medically fit drivers.
- 2.3 Vehicles will be under the control of Dr. Babasaheb Ambedkar Open University, Ahmedabad during the hiring period of the vehicle.
- 2.4 Vehicles shall be used for the Inter State travels, if required.
- 2.5 The Contractor has to provide service tax number.
- 2.6 The contract for hiring the vehicles will be initially for a period of one year, the contract may be extended for further period upto Six Months on mutual agreement on the same rate, terms and condition, if the services of the contractor are satisfactory.
- 2.7 The rates to be quoted are to be filled in the proforma given at (Annexure-II(A))
- 2.8 The contractor has to deposit earnest money (EMD) of Rs. 35,000/- in the form of DD of Nationalized Bank in favour of Dr.Bababsaheb Ambedkar Open University,Ahmedbad.
- 2.9 Earnest Money:
- The earnest money of all the unsuccessful tenders will be returned as early as possible after the expiry of the period of the bid validity and after issue of the work order. No interest will be payable by the University on the Earnest Money Deposit.
- Forfeiture of Earnest Money: The earnest money will be forfeited in the following cases:
- i. Earnest Money is liable to be forfeited and bid is liable to be rejected, if the tenderer withdraw or amends impairs or derogates from the tender in any respect within the period of validity and/or after opening the tender.
  - ii. When the tenderer does not deposit the security money, after the work order is given.
  - iii. If the successful bidder fails to provide the vehicle in the prescribed after the confirmed orders, the University has full right to forfeit the earnest money deposited with the university.
- 2.10 The contractor will give written undertaking that he accepts all the terms and conditions.
- 2.11 University reserves the right to cancel the bids or for any particular vehicle without assigning any reason.
- 2.12 The Tender fee amounting of Rs.1,500/- in the form of DD in favor of "Dr. Babasaheb Ambedkar Open University, Ahmedabad should be attached with the application form without which the offer would not considered.
- 2.13 The Security Deposit Rs. 60,000/- shall be paid in Indian Rupee only in the form of a D.D. of Nationalized Bank in favour of Dr.Babasaheb Ambedkar Open university.

- 2.14 The Amount of E.M.D. of the approved Tender will be considered as Security Deposit and the D.D. of the remaining of difference has to be submitted at the university office in the prescribed time. No Interest will be paid on the above Mentioned S.D.

Dr.Babasaheb Ambedakar Open university  
"Jyotirmay" Parishar, Opp. Shree Balaji Mandir,  
Sarkhej - Gandhinagar Highway, Chharodi, Ahmedabad - 382481.  
Phone.02717-297170 FAX 02717297171

### **Clause-3**

#### **Terms and conditions of Contract**

- 3.1 All repairs and maintenance, running costs, fuel, lubricant, salaries of drives, taxes, etc. necessary for the running & maintenance of vehicle will be borne by the contractor.
- 3.2 All drivers shall have valid driving license for commercial use and proof of the same shall be provided by the Contractor.
- 3.3 Vendor would be responsible for the conduct of the drivers employed and if at any point of time any driver is found to be working against the interest of the university, the said driver shall be withdrawn and replaced with another driver provided to the university at no additional cost.
- 3.4 The vehicle if taken for full day may be utilized for local Ahmedabad/Gandhinagar in case if required without any extra payment/charges.
- 3.5 In case the vehicle is required for outside the state, then the vendor will be required to ensure its availability.
- 3.6 The vehicle booked for one guest may be utilized during the same hiring period for other guests/ purposes also.
- 3.7 In case the vehicle is hired for more than one day, then the number of Kms will be adjusted/ managed in total and not on per day basis.
- 3.8 During the, conferences and other seasonal programmes, the vendor cannot refuse for the vehicle and will be responsible for providing the vehicle at any cost.
- 3.9 The vendor will provide full details of drivers, vehicle etc. during the time of booking and will be required to confirm from the driver at the reporting time whether the vehicle has arrived at the destination point or not.
- 3.10 Vehicles should be fitted with needed accessories to drive on State and National highways including during the nights. Fog lights are to be fitted while driving in foggy areas.
- 3.11 Vehicles should also be fitted with Toeing hook.
- 3.12 Vendor shall obtain vehicle fitness certificate from competent authority, vehicle registration, comprehensive insurance, payment of road tax, inter-state permit, etc.
- 3.13 Vehicle should be able to move freely to the neighboring States without any restrictions.

- 3.14 Vendor shall provide valid certificate of pollution check for the vehicle from the concerned authorities and the same shall be renewed well before the due date.
- 3.15 All vehicle shall be comprehensive insured against all risks (including the driver and occupants). Insurance policy shall be renewed well before the due date.
- 3.16 Driver should always carry all necessary document like Registration papers, Insurance papers, PUC clearance, RTO tax payment papers, valid driving license and all other documents that should accompany vehicle as per rules & regulations of applicable laws.
- 3.17 In case of breakdown of any vehicle, depending on the distance, the vendor shall provide another vehicle of similar brand at no extra cost. A fine Rs.1000/- per hour will be charged if the vehicle is not provided within maximum one hour.
- 3.18 In case of any accident to the vehicle, it will be the responsibility of the contractor or his representative (drivers) to lodge FIR etc. with police. All RTO issues and Traffic violations are to the account of contractor.
- 3.19 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 Dr.Babasaheb Ambedakar Open University, Ahmedabad.
- 3.20 Drivers should carry sufficient cash for discharging obligations on account of fuel refilling, parking charges, toll taxes etc. Such expenditure can be claimed as reimbursement by the contractor. Proper valid supporting documents would have to be submitted along with such claims.
- 3.21 Lodging, boarding, transportation of drives shall be the vendor's responsibility.
- 3.22 In the intervening period if a temporary vehicle is provided by the Contractor and its mileage will be taken separately from reporting to discharges and will be added to the total log book for the month.
- 3.23 Drivers should be well qualified and should be able to read and write and have minimum three years of experience as driver.
- 3.24 Driver should be alert/ careful enough to take care of items/ material kept in the vehicles.
- 3.25 Vehicle should carry portable fire extinguisher.
- 3.26 Tenderer should submit minimum two certificate of present/previous customer on letter head for satisfactory work long with tender form.
- 3.27 Tenderer of individual/partnership/pvt.ltd. has to submit Name, Address and phone number of owner, partners and company, residential address should be submitted on letterhead along with( landline & mobile ) Tender form.
- 3.28 If there is any change Tender form Address and phone nos. Tenderer have to inform the university on company's letterhead.
- 3.29 Conditional Tender are not accepted.

- 3.30 Once the Tender is opened, no tenderer will be allowed to withdraw their rates and if any of the tenderer/ is found to do so / his EMD will be forfeited and the tenderer will be black listed.
- 3.31 Any additional allowances like Driver allowance, Night halt charge, all taxes, other than the quoted rate will not be paid separately.
- 3.32 The toll tax paid during the approved route by specified vehicles will be separately on submission of toll tax receipt.
- 3.33 The day time of 24Hrs. for the journey of vehicles will be considered from 00.AM to 24.PM.
- 3.34 More than 1(One) vehicle will be required to send the study material & Question paper during the admission & examination period. The party shall have to provide as required by university many vehicles on a day & follow the routes designed by the University.
- 3.35 There is no time bound for loading the literature/material from University but the time to unload at centers is specifically between 9.00A.M to 19 P.M. if will be the duty /responsibility of the tenderer to obtain the receipt of delivery from the centers.
- 3.36 It will be the tenderer's responsibility to load, unload and deliver of the goods, literature bundles safely to the specified center co-ordinators. If any literature, goods or bundles will be lost or damaged the amount of damages will be recovered from the bill or Security Deposit.
- 3.37 The distance to be mention in the bill would be from the office of the tenderer to the university or the house of travelling officers of the University. The distance to and fro should be mentioned separately in the bill.
- 3.38 The quoted price will stand for one time there will not be any price increase during contact period as well as extended contact period.

#### **Clause-4**

##### **Terms of Payment**

- 4.1 All bills will be paid on monthly basis.
- 4.2 In case, the vehicles is hire on daily/ hours basis, bills should be submitted along with duty slip duly signed by the controlling officer.

#### **Clause-5**

##### **Termination**

- 5.1 The University may, without prejudice to any other remedy for breach of contract, may terminate the contract in whole or in part.
- 5.2 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 University.
- 5.3 I the contractor fails to perform any other obligation (S) under the contract.

## **Clause-6**

### **Jurisdiction**

- 6.1 All disputes arising out of this contract shall be subjected to the jurisdiction Ahmedabad and High Court of Gujarat, only.

## **Clause-7**

### **Eligible Bidders**

- 7.1 The Contractor /Agency should have owned at least five (5) vehicles e.g. (Innova/Etios/ Dezire/ Indigo / Ertiga etc.), at the time of bid submission, of model not older than year 2010 and vehicles registered as commercial vehicles. In case university requires more than 05 vehicles at a time it will be the responsibility of the contractor to manage the same & from anywhere.
- 7.2 The bidder should be registered with the Central Excise/ Custom department for the purpose submitted with the condition that registration certificate will be produced before signing the agreement/contract.
- 7.3 The bidder should have experience in supplying at least two commercial vehicles/ cars for one year during last two years to any Central/ State Govt. organization or a Public Sector undertaking. This condition may be relaxed on entire discretion of the University.
- 7.4 The average annual turnover of the Bidder should be more than Rs. 15 lacs during last three financial years.
- 7.5 The Bidder should have at least 5 years of experience for providing such services to Government/ Non Government organization/ Individuals.

## **Clause-8**

### **Submission of Documents**

Documents required to be submitted for establishing Bidders Eligibility and Qualifications:

- 8.1 Proof of ownership/ hold on lease of minimum number of vehicles, as per clause 7.1.
- 8.2 Registration certificate for services tax, else, copy of application submission to Custom / Central Excise Department for service tax registration, as clause-7.2.
- 8.3 Registered Partnership Deed or Articles/Memorandum of Association in the case of partnership firm or Company.
- 8.4 Experience certificate from appropriate authority as per the clause no.7.3 of the Tender document.

## **Clause-9**

### **Amendment to bid document**

- 9.1 At any time, prior to the date of submission of bid, the University, for any reason whether as its own initiative or in response to a clarification required by a prospective bidder, modifies the bid document by amendments.
- 9.2 The event of amendment shall be notified through press and amendments shall be hosted on University website and these amendments will be binding on all prospective bidders.



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### Annexure-I

#### TECHNICAL BID

Application Proforma for Hiring of Vehicles for the Year 2016-17

1. Name of the Contractor/Agency : \_\_\_\_\_
2. Complete Address : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. Telephone/Mobile Numbers(s) : \_\_\_\_\_
4. Fax Number : \_\_\_\_\_
5. E-Mail : \_\_\_\_\_
6. Payment Details Earnest Money: : D.D.Amount: \_\_\_\_\_  
D.D. No.: \_\_\_\_\_  
Date : \_\_\_\_\_  
Bank & Branch : \_\_\_\_\_
7. Service Tax Registration number issued by the :  
Central Excise Dept. in favour of the \_\_\_\_\_  
Contractor/Agency
8. PAN Number issued by the IT dept. in favour : \_\_\_\_\_  
Of the Contractor/Agency
9. Any Other Details : \_\_\_\_\_
10. Enclosures
  - i. Original demand Drafts (two)
  - ii. Service Tax Registration Number
  - iii. Copy of PAN Card
  - iv. Copy of Audited Annual Accounts for  
Last three years
  - v. List of Vehicles along with Certificate of  
Registration (RC)
  - vi. Experience Certificate

11. Financial Information :

Audited Accounts of the Last Three Financial Year :

| Sr.No. | Year                                | Accounts Audited (Y/N) | Total Turnover (Rs.) | Net Profit (Rs.) | Income Tax Paid (Rs.) | Total Capital (Rs.) |
|--------|-------------------------------------|------------------------|----------------------|------------------|-----------------------|---------------------|
| 1.     | 2013-14                             |                        |                      |                  |                       |                     |
| 2.     | 2014-15                             |                        |                      |                  |                       |                     |
| 3.     | 2015-16<br>(Provisional/Un-audited) | (Certified by Auditor) |                      |                  |                       |                     |

Audited copy for accounts of Last three financial year should be certified by C.A.

12. Office Facilities :

1. Office area \_\_\_\_\_ (Sq.Ft.)
2. Total Staff \_\_\_\_\_ (No.)
3. Total Vehicle \_\_\_\_\_ (No.)

13. Experience Certificate of Government/Semi-Government & Corporate Office.

Name

Place

- 1.
- 2.
- 3.
- 4.
- 5.

14. Details of Vehicles :

Vehicle Name

Purchase Year/Travel Permit No.(Enclose Copy)

- 1.
- 2.
- 3.
- 4.
- 5.

Signature of Bidder with Seal



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**Annexure-II (A)**

### **FINANCIAL BID**

( To be enclosed in sparate sealed cover )

**TABLE-I**

| Name of the Vehicle                                       | Rate of 1<br>K.M. (24<br>Hours) | Minimum<br>K.M. | 250<br>K.M.<br>10<br>Hours | 125<br>K.M.<br>8Hours | 75 K.M.<br>6 Hours | Local<br>Ahmedabad,Gandhinagar<br>Per Trip |
|-----------------------------------------------------------|---------------------------------|-----------------|----------------------------|-----------------------|--------------------|--------------------------------------------|
| Toyota Etios/Maruti Swift<br>Dezire/Tata Indigo With A.C. |                                 |                 |                            |                       |                    |                                            |
| Toyota Etios/Maruti Swift<br>Dezire/Tata Indigo Non- A.C  |                                 |                 |                            |                       |                    |                                            |
| Tata Indica A.C.                                          |                                 |                 |                            |                       |                    |                                            |
| Tata Indica Non- A.C.                                     |                                 |                 |                            |                       |                    |                                            |
| Toyota Innova. A.C.                                       |                                 |                 |                            |                       |                    |                                            |
| Toyota Innova. Non-A.C.                                   |                                 |                 |                            |                       |                    |                                            |
| Chevrolet Tavera-A.C.                                     |                                 |                 |                            |                       |                    |                                            |
| Chevrolet Tavera-Non-A.C.                                 |                                 |                 |                            |                       |                    |                                            |
| Bolero/Mahendra Scorpio A.C.                              |                                 |                 |                            |                       |                    |                                            |
| Bolero/Mahendra Scorpio<br>Non- A.C.                      |                                 |                 |                            |                       |                    |                                            |
| Tata-407/Eicher                                           |                                 |                 |                            |                       |                    |                                            |
| Mini Bus (15 Seater)                                      |                                 |                 |                            |                       |                    |                                            |
| Mini Bus (23 Seater)                                      |                                 |                 |                            |                       |                    |                                            |
| Bus (52 Seater)                                           |                                 |                 |                            |                       |                    |                                            |

### **Condition:**

**All rates are Inclusive of Night charges, Driver charges and all taxes.**

**Date :**

**Signature of Bidder with Seal**



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### Declaration

I, \_\_\_\_\_ (name of the person) hereby declare that  
I am authorized to sign this document and that:

1. All the statement made in this application are true, complete and correct to the best of my knowledge and belief. I understand that if at any stage, it is found that any information given in this application is false/ Incorrect or that out agency do not satisfy the eligibility criteria, our candidature/ empanelment is liable to be cancelled/ terminated.
2. I understand that the decisions taken by the Dr. Babasaheb Ambedkar Open University, Ahmedabad are final in all matters.
3. I hereby agree to works as per the terms and conditions rolled out by Dr. Babasaheb Amedakar Open University, Ahmedabad in its tender document & I have understood all tender terms and conditions.
4. I understand that the Dr.Babasaheb Ambedkar Open University, Ahmedabad reserves the right to accept or reject and cancel the empanelment process and reject all expression of interests at any time prior to the award of the contract, without detailing any specified reason whatsoever.

Place: \_\_\_\_\_

Signature \_\_\_\_\_

Date: \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_