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वित्त नियंत्रक
डॉ. एस. आर. राजस्थान आयुर्वेद विश्वविद्यालय
जोधपुर

**Dr. Sarvepalli Radhakrishnan
Rajasthan Ayurved University, Jodhpur**

***TENDER FOR E-PROCUREMENT
OF
Rate Contract for Hiring of Vehicles
for One Year***

(Technical and Financial bid as per schedule of requirement)

Estimated Value of Tender : 4.90 Lakhs

Tender Fee : 590/-

Tender No. 12/2021-22

Tender Start Date & Time : 12/10/2021 2.00PM Afternoon
Tender Submission Date & Time : 22/10/2021 2.00PM Afternoon
Tender Open Date & Time : 22/10/2021 3.00PM Afternoon

Office of Store

(Room No. 12)

**Dr. S.R. Rajasthan Ayurved University
NH-65, Nagaur Road, Karwar,
Jodhpur-342037, Rajasthan**

Phone: 0291-2795308, Email: dsrrau.ao@gmail.com



Dr. Sarvepalli Radhakrishnan
Rajasthan Ayurved University, Jodhpur
 Office Address :- Nagaur Road, Karwar, Jodhpur Pin No- 342037

BID DOCUMENT FORM

1. Name of work : Hiring of Vehicles for One Year
2. Name & Full address of the firm submitting the tender along with Tel. No., Fax No. & E-Mail/Mobile Number:
 M/s

GST No.
Mobile No.
Email ID
3. Address to:- Registrar, Dr. S.R. Rajasthan Ayurved University, Jodhpur
 (E-mail:- dsrrao.ao@gmail.com)
4. Reference Bid Notice No. dated
5. The bid fee is Rs. 590/- in favour of **Registrar, Dr. S.R. Rajasthan Ayurved University, Jodhpur** and Processing fee Rs. 500/- in favour of **Managing Director, RISL, Jaipur** respectively as per e-tender notice has been deposited Vide separate demand drafts as per enclosed scanned copies. *In absence of bid fee, processing fee, offer/quotation of the firm shall not be entertained in any circumstances.*
6. As per Order No. F.1(1)F.D./G.F.&AR/2007 Dated 30-09-2011(Circular No. 19/2011) of the Finance Department, for the works upto Rs. 50 lakh processing fee Rs. 500/- and above Rs 50 lakh processing fee Rs. 1000/- will have to be paid, which will be payable in the form of demand draft or banker's check. It should be payable in favor of Demand Draft or Banker's Check Managing Director, RISL payable at Jaipur.
7. Providing of Vehicles per day along with the Driver as per requirement. The rates should be quoted in the Price bid for all types of Non-A/c and A/c Vehicles for Innova Car, Swift Dezire/Itios, Mini Bus Tempo Traveller 14 Seater and Bus 42 Seater etc.
8. An indent will be placed with the firm on need basis and the firm has to provide the required vehicle immediately to the office or the place asked for. The driver of the vehicle should be neatly dressed provided by the agency for hire and he shall have a mobile phone for contact from time to time and the number to be given to the Concerning Officer, DSRRAU, immediately on reporting and the claim should have a log sheet and duty slip.

Dead mileage one way to be shared by University and one way to be shared by the firm.

9. Parking fees, Toll Tax, other state permits for journey outside or within the state of Rajasthan will be reimbursed extra along with the bill pertaining to the respective month subject to production of the original documents in proof of such payment to the concerned authorities should be submitted along with the bills for the following month.
10. Taxes to be deducted at Source: Income Tax, Service Tax, GST and other statutory levies applicable to such contracts / Services will be deducted at source, as per the rate applicable at the time of payment.
11. Agency should provide good condition AC/Non AC vehicles with commercially registered with yellow number plates, should paint its name on vehicle both on the front and back side glasses, and drivers with uniform and should possess a better working mobile for maintaining proper contact with Transport Officer.
12. Reimbursement of parking fees is considered for Payment if said at Air Ports or Railway Stations etc., on production of valid receipt.
13. AC Operation: Whenever the vehicle is hired for duty if AC is not functional the bill amount claimed for that day for the said vehicle will be restricted for Non AC charges. Notwithstanding anything contained herein above, the contract shall be terminated by us for violation by you of any of the terms, conditions and covenants set out above in which case you shall not be entitled to any compensation on any count whatsoever.
14. The vehicle must be Road worthy condition, shall not be more than 6 years old from the date of initial registration and must have Valid Registration certificate, Insurance Certificate, Fitness Certificate, Valid Contract Carriage permit, proof of up to date tax payment, etc. which are mandatory for plying of vehicles. The office hiring the vehicles shall not be responsible for any damage to any property on account of use of hired vehicle any manner whatsoever. The bidder shall be responsible for all such litigations/obligations.
15. The bidder should have their office located in Jodhpur with sufficient manpower and drivers with valid driving licenses to drive the vehicles.
16. The vehicle offered by the firm should not be more than 6 years old and in good running condition.
17. The firm should be in the similar business for the last 5 years and providing services to atleast two Govt/Central Govt. /Other agencies. The proof of agreement / contract to be enclosed along with the Bid.
18. The vehicles are to be commercially registered with the concerned RTA.
19. The bidder should be registered with the appropriate authorities such as Deptt. Of Tourism/State RTA, etc. as the authorized Taxi/Tour Operator/Transporter.

20. The driver of the vehicle must have a valid Driving License for driving light transport passenger vehicle and should be sufficiently experienced in driving transport passenger vehicles. Driver should be in proper white uniform, well versed with Rajasthan routes and places and should be well behaved and courteous to passengers. He should have a mobile connection with him.
21. Rate once finalized will be fixed at least for a period of one year. Upward change in rates will not be considered due to any hike in petrol/diesel prices or taxes.
22. The contract will be for a period of one year and may be renewed on the existing terms and conditions for a further period of 06 months at the discretion of the Registrar, Dr. S.R. Rajasthan Ayurved University, Jodhpur.
23. All the Cars should be covered under comprehensive insurance. In circumstances the hired Car is involved in an accident resulting in loss or damage to property or life with respect to vehicle, driver, passenger or any third party as per the liability under relevant sections of Motor Vehicle Act. and IPC, the hiring authority shall have no responsibility whatsoever and will not entertain any claim in this regard under the said provision of the Law. The sole responsibility for any legal or financial implications would vest with the contract.
24. All Vehicles must be with pollution free certification issued by the authorized agency.
25. The engagement and employment of drivers and payment of wages to them as per existing provisions of various labor laws and regulations is the sole responsibility of the contractor.
26. During the audit, if any arrears are discovered against the tenderer, the same will be compensated by the tenderer, failing which the security deposit by Tenderer in the University will be deducted or the amount has to be deposited in cash.
27. The firm shall not assign or sublet the work or any part of it to any other person or party.
28. All documents required as per tender documents are enclosed.
29. I/We agree to abide by all the Terms & Conditions mentioned in Bid Notice No. dated issued by the Department and also agree to further Terms & Conditions of the said bid notice given in the attached sheets (**all the pages of which has been signed with stamp by me/us in token of my/our acceptance of the terms & conditions mentioned therein**).

ACCEPTANCE

I/We have carefully read and understood above terms and conditions (from 1 to 29) of the tender and abide by them.

I/We have also certify that all the information and catalogues etc. of the tendered item has been enclosed and no information has been held back by us.



Dr. Sarvepalli Radhakrishnan Rajasthan Ayurved University, Jodhpur

Office Address :- Nagaur Road, Karwar, Jodhpur Pin No. 342037

**Fill in the blank and on which page DD enclosed and other information by tenderer
Bid Notice No. (e-tender)**

Check list for Hiring of Vehicles for One Year

S. No.			Particular	Page No.
1	Bid Fee Rs. 590/- (In Favour of Registrar, Dr. S.R.Rajasthan Ayurved University, Jodhpur)	DD No.:		
		Date:		
		Bank:		
		Amount:		
2	Processing Fee Rs. 500/- (In Favour of Managing Director, RISL, Jaipur)	DD No.:		
		Date:		
		Bank:		
		Amount:		
3	Tender Terms & Condition SR-16 signed			
4	GST Registration Certificate and PAN Card Copy			
5	GST Declaration (Ann-1)			
6	Form of Bid-Securing Declaration(Ann-2)			
7	Price Charge Certificate (Ann-3)			
8	Format for Non Blacklisting of Supplier (Ann-4)			
9	Financial Statement, ITR, Annual Turnover Certificate			
10	Registration Certificate of Firm as authorized Taxi/Tour Operator/Transporter			
11	Experience Details			
12	Other documents			

Notice : All Column should be filled compulsory by Tenderer.

Name of Work: Rate Contract for Hiring of Vehicles for One Year

Upload online in BOQ format

(A) For Jodhpur Local Use :-				
S. No.	Vehicle Make	Per Day Km.	Rate (A.C.)	Rate (Non A. C.)
1	Bus 42 Seater	12hr./100 km.		
2	Mini Bus 27 Seater	12hr./100 km.		
3	Mini Bus Tempo Traveller 14 Seater	12hr./100 km.		
4	Innova car	12hr./100 km.		
5	Swift Dzire/Itios	12hr./100 km.		
(B) For outstation from Jodhpur :-				
S. No.	Vehicle Make	Per Day Km.	Rate (A.C.)	Rate (Non A. C.)
1	Bus 42 Seater	300 km.		
2	Mini Bus 27 Seater	300 km.		
3	Mini Bus Tempo Traveller 14 Seater	300 km.		
4	Innova car	300 km.		
5	Swift Dzire/Itios	300 km.		



Dr. Sarvepalli Radhakrishnan Rajasthan Ayurved University, Jodhpur

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"TERMS AND CONDITIONS OF OPEN TENDER AND RATE CONTRACT"

NOTE:- Tenderer should read these conditions carefully and comply strictly while submitting their tenders:-

1. Signed scan copy of registration certificate, GST certificate, complete form of tender along with terms and conditions will have to be uploaded along with scan copy of DD/Banker Cheque of Bid fee, Processing fee. Financial bids will not be opened in case of non-upload. No form of offline will be accepted in the office except the DD / Banker Check for Bid Fee, Processing Fee, Bid-Securing Declaration and Non Blacklisting of Supplier on Non-Judicial Stamp..
2. The Tenderer will have to deposit Rs. 590/- towards Bid fee in form of DD/Bankers Cheque in favour of **Registrar, Dr. S.R. Rajasthan Ayurved University** payable at **Jodhpur** and Processing fee Rs. 500/- in form of DD in favour of **Managing Director, R.I.S.L., Jaipur**.
3. The technical bid will be opened only by the tenderers who has submitted the DDs of Bid fee and Processing fee. If the holiday remains on that day for any reason, then the tenders will be opened at the same time on the next working day.

4. INVITATION FOR TENDER OFFERS

The BIDDERS are requested to give detailed tender in one Bid i.e.

Technical Bid: The online envelope clearly marked as "**Technical Bid-Envelope No. 1**" shall contain the all scanned copies of originals documents in PDF Format:

Envelop -1 (Following documents to be provided as single PDF file)

- a. Scanned copy of Bid Fee, Processing fee and it is required to submit the same in original in a sealed envelop at the following address on or before closing date:
**Registrar
Dr. S.R. Rajasthan Ayurved University
NH-62, Nagaur Road, Karwar
Jodhpur Rajasthan 342037**
- b. The tenderer shall submit the copy of the tender document, with each page should be signed and stamped to confirm the acceptance of the entire term & conditions of the tender.
- c. Declaration Form (SR -11)
- d. GST Registration Certificate and PAN Card Copy.
- e. GST Declaration as per **Annexure-1**.
- f. Form of Bid-Securing Declaration on Non-Judicial Stamp paper as per **Annexure-2**.
- g. Price Charge Certificate as per **Annexure-3**.
- h. Non Blacklisting of Supplier on Non-Judicial Stamp paper as per **Annexure-4**.
- i. Financial statements, duly audited / certified by Chartered Accountant (CA) of the last three financial years along with the copies of Income Tax Return (ITR) and last three year annual turnover certificate.
- j. Registration Certificate of Firm as authorized Taxi/Tour Operator/Transporter.
- k. Certificate of work experience.
- l. Others documents

Envelop -2 (Financial Bid in .XLS format)

- a. Price bid should be submitted online in BOQ format.
5. The tenders will be received online through portal <http://eproc.rajasthan.gov.in>. In the Technical Bids, the bidders are required to upload all the documents in .pdf format. All quotation both Technical and Financial should be submitted in the E-procurement portal and Tender notice is also available on the University website www.education.rajasthan.gov.in/raujodhpur or state govt. website www.sppp.raj.nic.in
6. Before submitting the e-tender form, the bidder should ensure that the scanned copy of all the necessary documents mentioned in the tender form is attached with the tender form. There will not be a responsible department for late submission of electronics tender.
7. Rate are submitted only in BOQ format.
8. If any disputes arise out of contract with regards to the interpretation, meaning and breach of the terms of the contract, the matter shall be referred to by the parties to the Head of the Department (**Registrar, Dr. S.R. Rajasthan Ayurved University, Jodhpur**) who will appoint his senior most officer as the Sole Arbitrator of the dispute who will be related to this contract and whose decision shall be final.
9. Contractors are supposed to see the site conditions and quarries. No payment shall be allowed on account of any lead whatsoever.
10. Contractors Should sign each page of the Tender document including terms and condition incomplete tenders will be rejected.
11. The University reserve full rights to reject any or all tenders without assigning any reason.
12. If there is any variation in general terms and conditions of the tender, conditions of the contract and special terms and conditions, then the provision in special terms and conditions shall prevail.
13. (i) **G.S.T. Registration and G.S.T. clearance certificate** : No Dealer who is not registered under the G.S.T. Act prevalent in the State where his business is located shall tender. The G.S.T. registration number should be quoted and G.S.T. Clearance certificate submitted upto last quarter ending before submission of Bid by tenderer with the copies of GST return/Challan, without which the Tender is liable to rejection.
(ii) Attested copy of G.S.T. Registration Certificates (S.T.4) should be enclosed with tender.
14. Rate shall be written both in words and Figures: There should not be errors and/or over writings. Corrections if any should be made clearly and initialed with dates. The rates should mention element of the GST separately.
15. **Validity:** Tenders shall be valid for period of Three months from the date of opening of tenders, Validity can be extended with mutual consent.
16. The Contractor shall not assign or sublet his contract or any substantial part thereof to any other agency.
17. Direct or Indirect canvassing on the part of the tenderer or his representative will be a disqualification.
18. **Bid Securing Declaration:**
In order of the State Government Gazette Notification dated 18-12-2020 under Rules 42(2) of RTPP Rules 2013, Bid Securing Declaration will be obtained from all tenderers in place of Bid Security Amount. The format of the Bid Securing Declaration is mentioned in Annexure-2 that effect on Non-Judicial Stamp of Rs. 50/- duly notarized. ***In absence of Bid securing declaration on Non-Judicial Stamp of Rs. 50/- duly notarized, quotation of the firm shall not be entertained in any circumstances.(As per Annexure-2)***
19. **Forfeiture of Bid Securing Declaration:** will be forfeited in the following cases:-
 - i. When tenderer withdraws or modifies the offer after opening of tender but before acceptance of tender.
 - ii. When tenderer does not execute the agreement if any, prescribed within the specified time.

- iii. When tenderer does not deposit the Performance Security Money after the supply order is given.
- iv. When he fails to commence the supply of the items as per supply order within the time prescribed.
- v. When tenderer/bidder breaches any provision of code of integrity prescribed for bidders specified in the chapter VI of Rajasthan Transparency in Public Procurements Rules 2013 or RTPP Act, 2012.

20. (I) AGREEMENT AND PERFORMANCE SECURITY (SECURITY DEPOSIT):

- i) Successful tenderer will have to execute an agreement on Non-Judicial Stamp of Rs. 500/- in Form SR-17 within a period of 7 days of receipt of order and deposit security equal to 2.5% of the value of the stores for which tenders are accepted within 15 days from the date of dispatch on which the acceptance of the tender is communicated to him.
- ii) Earnest money deposited at the time of tender will be adjusted towards security amount.
- iii) No interest will be paid by the department on the security money.
- iv) The forms of security money shall be as below:
 - a. Bank Draft/Bankers Cheque.
- v) The Performance Security (Security Money) shall be refunded within Three month of the final supply of the items as per purchase order in case of the onetime purchase and two months in case delivery is staggered, after the expiry of the contract on satisfactory completion of the same or after the expiry of the period of guarantee/warranty.
- 2) (i) Firms registered with the Director of Industries, Rajasthan in respect of stores for which they are registered subject to their furnishing the registration and prescribed competency certificate in original from the Director of Industries of or a Photostate copy or a copy thereof duly attested by any Gazetted Officer will be practically expected from furnishing security money and shall pay security Deposit at the rate of 1% of the estimate value of Tender.
 - (ii) Central Government and Government of Rajasthan's Undertakings will be exempted from furnishing security amount.
- 3) Forfeiture of security deposit: Security amount in full or part may as forfeited in the following cases:
 - (a) When any terms and conditions of the contract is breached.
 - (b) When the tenderer fails to make complete supply satisfactorily.
 - (c) Notice of responsible time will be given in case of forfeiture of security deposits. The decision of the Purchase Officer in this regard shall be final.
- 4) The expenses or compering and stamping the agreement shall be paid by the tenderer and the department shall be furnished free of charge with one executed stamped counrer part of the agreement.

21. PAYMENTS:

- (i) Advance payment will not be made, except in rare and special case. In case of advance payment being made it will be against proof of despatch and to the extent as prescribed in financial powers by Rail/reputed goods transport companies etc. and prior inspection, if any The balance if any will be paid on receipt of the consignment in good condition with the certificate to that effect endorsed on the inspection note given to the tenderer.
 - (ii) Unless otherwise agreed between the parties payment for the delivery of the stores will be made on submission of bill in the proper form by the tenderer to the Purchase Officer in accordance with G.F.&A.R. all remittance charges will be borne by the tenderers.
 - (iii) In case of disputed items, 10 to 25% of the amount shall be held and will be paid on settlement of the dispute.
 - (iv) Payment in case of those goods which need testing shall be made only when such tests have been carried out, test results received conforming to the prescribed specifications.
22. If tenderer imposes conditions, which are in addition to or conflict with the conditions mentioned herein, his tender is liable to summarily rejection. In any case none of such conditions will be deemed to have been accepted unless specifically mentioned in the letter of acceptance of tender issued by the Purchase Officer.

23. The tenderer shall furnish the following documents at the time of execution of agreement:
- i) Attested copy of partnership deed in case of Partnership Firms.
 - ii) Registration number and year of registration in case of Partnership Firm is registered with Register of Firms.
 - iii) Address of Residence and Office, Telephone Number in case of Sole Proprietorship.
 - iv) Registration issued by the Registrar of Companies in case of a Company.
24. If any disputes arise out of contract with regards to the interpretation, meaning and breach of the terms of the contract, the matter shall be referred to by the parties to the Head of the Department (**Registrar, Dr. S.R. Rajasthan Ayurved University, Jodhpur**) who will appoint his senior most officer as the Sole Arbitrator of the dispute who will be related to this contract and whose decision shall be final.
25. All legal proceedings, if necessary arise to University any of the parties (Government or Contractor) shall have to be lodged in courts situated at **Jodhpur Only** and not elsewhere.
26. Notwithstanding anything contained herein above the undersigned reserves the right to alter or modify any of the above condition in any particular specific case for special reason in accordance with special circumstances/conditions of the case mutually or otherwise in public interest of service.
27. **Undertaking from the Bidders:**
An undertaking will be submitted by the Bidder/firm/company/vendor that in the past they have never been banned/debarred for doing business dealings with Ministry of Defence/Govt. of India/ any other Govt. organisation and that there is no enquiry going on by CBI/ED/any other Govt. agency against them.**(As per Annexure-4)**. *In absence of An undertaking, quotation of the firm shall not be entertained in any circumstances. (As per Annexure-5)*
28. Other conditions and rules regarding this tender and contract, will be as per the provisions of the General Financial & Accounts Rules and RTPP Rules 2013 of the Government of Rajasthan.

ACCEPTANCE

I/We have carefully read and understood above terms and conditions (from 1 to 28) of the tender and abide by them.

I/We have also certify that all the information and catalogues etc. of the tendered item has been enclosed and no information has been held back by us.

"DECLARATION BY THE TENDER" (S.R. 11)

I/We declare that I am/ we are bona-fide Manufacture/Supplier/Contractor/Whole Sellers/Sole Distributors/Authorized Dealer/dealers/Sole Selling/ Marketing Agent in the Goods/Service/Works for which I/We have Tendered. (STRIKE OFF WHICHEVER IS NOT APPLICABLE).

If, this Declarations is found by you incorrect then without prejudice to any other action that may be taken, My/Our Security may be forfeited in Full and the Tender, if any to the extent accepted may be cancelled.

" G.S.T. DECLARATION "

I, certify that the goods/services on which G.S.T. has been charged have not exempted under the G.S.T. Act, or the Rules made there under and the amount charged on account of G.S.T. is not more than what is payable under the current provisions of the G.S.T. act. or the Rules made there under.

Certify that we M/s
..... are registered as
Dealer in the(State or Union Territory) under
G.S.T. Registration No.

Form of Bid-Securing Declaration

Date:

Bid No. :

Alternative No. :

To:

.....
.....

We, the undersigned, declare that:

We understand that, according to your conditions, bids must be supported by a Bid-Securing Declaration.

We accept that we are required to pay the bid security amount specified in the Terms and Condition of Bid, in the following cases, namely :-

- (a) When we withdraw or modify our bid after opening of bids;
- (b) When we do not execute the agreement, if any, after placement of supply/work order within the specified period;
- (c) When we fail to commence the supply of the goods or service or execute work as per supply/work order within the time specified;
- (d) When we do not deposit the performance security within specified period after the supply/work order is placed; and
- (e) if we breach any provision of code of integrity prescribed for bidding specified in the Act and Chapter VI of these rules.

In addition to above, the State Government shall debar us from participating in any procurement process undertaken for a period not exceeding three years in case where the entire bid security or any part thereof is required to be forfeited by procuring entity.

We understand this Bid Securing Declaration shall expire if:-

- (i) We are not the successful Bidder;
- (ii) the execution of agreement for procurement and performance security is furnished by us in case we are successful bidder;
- (iii) thirty days after the expiration of our Bid.
- (iv) the cancellation of the procurement process; or
- (v) the withdrawal of bid prior to the deadline for presenting bids, unless the bidding documents stipulate that no such withdrawal is permitted.

Signed :

Name :

In the capacity of :

Duly authorized to sign the bid for and on behalf of :

Dated on day of

Corporate Seal

[Note: In case of Joint Venture, the Bid Securing Declaration must be signed in name of all partners of the Joint Venture that is submitting the bid.]

Note: Bid securing declaration on Non-Judicial Stamp of Rs. 50/- duly notarized)

PRICE CHARGING CERTIFICATE

I/We hereby certify that the rate offered in **BOQ** are reasonable and justified and we are not marketing lower rates to other department on condition of the tender and contract.

FORMAT FOR NON BLACKLISTING OF SUPPLIER

I/ We _____Manufacturer/Supplier/Contractor/Authorized Distributor/
firms/Dealer/ Agent (strike out which is not applicable) of (Supplier/Contractor) _____
do hereby declare and solemnly affirm that the individual/firm/company is not black-listed by the
Union/State Government/Autonomous body.

Deponent

Address _____

I/ We hereby solemnly declare and affirm that the above declaration is true and correct to the best
of my knowledge and belief. No part of it is false and nothing has been concealed.

Deponent

Dated: _____

(Note: To be furnished on non-judicial stamp paper duly attested by the Oath Commissioner.)

The tenderer should not have been debarred or blacklisted by any Central / State Government
Departments of India. An affidavit to that effect on Non-Judicial stamp paper of Rs.50/- duly
notarized must be enclosed with the technical bid in prescribed format. The proforma of the
affidavit is attached with the tender as *Annexure -4*.