



Central University of South Bihar

(A Central University established under Central Universities Act 2009)

Camp Office: BIT Campus, P.O.: B. V. College, Patna – 800014 (Bihar)

[Formerly Central University of Bihar, and since changed under the Central Universities (Amendment) Act, 2014]

Tender Ref.: CUSB/S&P/Admin/Tender/05/2016-17, Date: 05/07/2016

TENDER FOR HIRING OF BUSES

The sealed tenders / proposals are hereby invited for hiring of Buses. The contract for hiring of the vehicle will be initially for a period of one year. The interested parties may send their proposals on the prescribed application form (**ANNEXURE – I (Technical Bid)**) along with the quoted rates as per **ANNEXURE – II (Financial Bid)** with a non-refundable processing fees of **Rs. 1000/-**. An **Earnest Money of Rs.25,000.00 (Rupees Twenty five thousand only)** in respect of Buses to be hired on monthly basis (Annexure II(i), in the form of Demand Draft in favour of the **Registrar, Central University of South Bihar payable at Patna**, must be forwarded along with the quotations.

The documents should be enclosed in separate envelopes of appropriate size each of which should be sealed.

- a) **ENVELOPE NO. 1:** Should contain (i) covering letter (ii) Technical Bid (Annexure - I) duly signed and stamped and (iii) Requisite Fee & EMD.
- b) **ENVELOPE NO. 2:** Should contain the Financial Bid duly signed, stamped and super-scribed as “Financial Bid Annexure – II.
- c) **ENVELOPE NO. 3:** Should contain Envelope 1 and 2.

The inner and outer envelopes should be addressed to the **Registrar, Central University of South Bihar, BIT Patna Campus, P.O. : B. V. College, Patna – 800014** and should clearly mention “**Tender for Hiring of Buses**”, Advertisement No. **CUSB/S&P/Admin/Tender/05/2016-17, Date:05/07/2016** The inner envelopes should also indicate Technical Bid/ Financial Bid, the name and address of the Bidder to enable the bid to be returned unopened in case it is declared late. If the outer envelope is not sealed and marked as required, the University will assure no responsibility for the bids misplaced or premature opening.

The tender must reach on or before **19/07/2016 till 02:00 pm.**, which shall be opened on **3.00** (Tentative). The tenderer or their authorised representatives may attend the tender opening process, if they so desire.

Scope of Works:

1. Bus/Buses (must be of 2013 or later model) for 24x7 basis with repair and maintenance of vehicle, running cost, fuel, lubricant, salaries of drivers, necessary taxes etc. No extra cost will be provided beyond the quoted price in Financial bid.
2. Bus / Buses may be used in local/ interstate/ intrastate as and when required.
3. No. of bus may be increase /decrease.
4. Agency has to provide alternate similar vehicle in case of routine repairing or in case of breakdown. In case of failure to do so, penalty as deemed fit by University may implies.

Basic Terms & Condition for Hiring of the Buses on Monthly Basis:

1. The Buses(s) must be of 2013 model or any latest model after 2013.
2. Availability of the vehicle(s) must be 24 X 7 basis along with medically fit drivers.
3. Buses will be under the control of Central University of South Bihar, Patna during the contract period.
4. Buses shall be used for the Inter State travels, if required.
5. The Contractor has to provide service tax number.
6. The vehicle will be hired initially for a period of one year. It will be at the discretion of the University Authorities to terminate or extend the term of contract for another year or more on the basis of satisfactory performance of the vendor.

7. The rates to be quoted are to be filled in the proforma given at Annexure–II.
8. The contractor has to deposit earnest money in the form of DD in favour of “Registrar, Central University of South Bihar” payable at Patna for each quoted vehicle.
9. If the successful bidder fails to provide the vehicle in the prescribed time after the confirmed orders, the Central University of South Bihar, Patna shall forfeit the earnest money deposited with the university.
10. The contractor will give written undertaking that he accepts all the terms and conditions.
11. Buses will be at the disposal of the University throughout the duration of the contract except for the duration it goes for regular maintenance (only one day per month).
12. University reserves the right to cancel the bids or for any particular vehicle without assigning any reason.

Other Terms & Conditions:

1. All repairs and maintenance, running costs, fuel, lubricants, salaries of drivers, taxes, etc. necessary for the running & maintenance of vehicle will be borne by the contractor.
2. All drivers shall have valid driving license and proof of the same shall be provided by the Contractor.
3. Contractor 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 a fresh driver shall be provided to the university at no additional cost.
4. Contractor shall not deploy any vehicle running on LPG.
5. All hired Buses shall be under University’s control and shall be parked in designated locations of the Central University of South Bihar when not in use. These will remain on duty for (10 hours) for 320-340 days.
6. Buses should be fitted with needed accessories to drive on State and National highways including during the nights. Fog lights are to be fitted in foggy areas.
7. Buses should also be fitted with Toeing hook.
8. Contractor shall obtain vehicle fitness certificate from competent authority, vehicle registration, comprehensive insurance, payment of road tax, inter-state permit, etc.
9. Contractor shall ensure that the driver has valid driving license for commercial use.
10. Vehicle should be able to move freely to the neighbouring States without any restrictions. However, Toll Tax, Barrier Charges shall be reimbursed on the production of original receipts.
11. Contractor 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.
12. All Buses shall be comprehensively insured against all risks (including the driver and occupants). Insurance policy shall be renewed well before the due date.
13. Driver should always carry all necessary documents 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.
14. In case of breakdown of any vehicle the Contractor shall within two hours provide another vehicle of similar brand at no extra cost. The University shall have absolute right to charge penalty as deemed fit if agency fail to do so.
15. 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.
16. 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 Central University of South Bihar.
17. Drivers should carry sufficient cash for discharging obligations on account of parking charges, toll taxes, etc. Such expenditure can be claimed as reimbursement by the contractor. Proper supporting documents would have to be submitted along with such claims.
18. Lodging, boarding, transportation of drivers shall be the contractor’s responsibility.
19. 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.
20. Drivers should be well dressed. The contractor will provide uniform to all drivers who will wear the same on duty. In the event of driver not being in presentable dress, not behaving properly,

engaging in rash and unsafe driving, the University shall have right to expel or refuse entry to any of the drivers and vehicle to be treated as absent.

21. Driver should be at least 8th pass and should be able to read and write, and have minimum three years of experience as driver.
Driver should be alert /careful enough to take care of items/material kept in the Buses.
23. Vehicle should carry portable fire extinguisher as well as First Aid Medical Box.
24. The Contractor would maintain the Log Book of the Vehicle which shall remain in the custody of the Officer of the CUSB so designated.
25. The award letter would be issued after signing the contract agreement with the CUSB.
26. The payment on account of vacations/semester break(s) notified by the University shall be made on pro-rata basis/proportionately.
27. Provision of PBG of 5% as per GFR.
28. The Contractor shall have to execute the agreement with the CUSB wherever necessary.
29. Income Tax shall be deducted from the Contractor's bills.

Terms of Payment:

In the case of Vehicle engaged on monthly basis the contractor shall raise monthly running account bill and the due payment shall be made within 10 days from the date of receipt of complete bill in all respect. The Contractor would enclose the photocopy of the Log Book with the monthly bill duly verified by the Officer of the CUSB authorised to do so.

Termination:

The agreement of Hiring of Buses shall be initially for one year. However, in case the Contract has to be terminated, 15 days' notice in writing shall be given by the either side.

Interpretations:

The Vice-Chancellor shall have the authority to interpret any of the clauses whose decision shall be final.

Jurisdiction:

All disputes arising out of this contract shall be subjected to the jurisdiction of the courts of the law at Patna only.

REGISTRAR

**PROFORMA FOR TECHNICAL BID
FOR
HIRING OF BUSES**

1. Name of the Contractor / Agency: _____
2. Complete Address: _____
3. Telephone Number(s): _____
4. Fax Number: _____
5. E-mail Address: _____
6. Service Tax Registration number
Issued by the Central Excise Department
in favour of the Contractor / Agency _____
7. PAN number issued by the IT Department
In favour of the Contractor / Agency _____
8. Any other details: _____

DECLARATION:

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

- i. All the statements 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 nay information given in this application is false / incorrect or that our agency do not satisfy the eligibility criteria, our candidature / empanelment is liable to be cancelled / terminated.
- ii. I understand that the decisions taken by the Central University of South Bihar are final in all matters.
- iii. I hereby agree to work as per the terms and conditions rolled out by Central University of South Bihar.
- iv. I understand that the Central University of South Bihar reserves the right to accept or reject and to cancel the empanelment process and reject all expression of interests at any time prior to the award of the contract, without detailing any specified reasons whatsoever.

Place: _____

Date: _____

Signature:

Name:

Designation:

Agency Seal (In case of Agency) / Signature

FINANCIAL QUOTE**FINANCIAL BID FOR HIRING OF BUSES ON MONTHLY BASIS**

The Eligible bidders quote the most competitive rate (per kilometre) keeping the following aspects in the mind: -

- 1) The buses shall be used 10-11 months in year.
- 2) The average running kilometre per bus/per month will be around 1100-1200 kms.
- 3) No any cost except the service tax will be paid beyond the quoted per km. rate.
- 4) The payment will be made as per the actual running km.

Type of Vehicle	Rate / km. (inclusive of all expenses related to repairs and maintenance, running costs, fuel, lubricants, salaries of drivers, staffs taxes, etc).	Night Charges (in Rs.) of driver (lumpsum) (in case of outstation duty)
Non AC Bus (32 seater)		
Non AC Bus (52 seater)		

Note:

I hereby agree to be following specific terms and conditions laid out by Central University of South Bihar, Patna.

1. The service tax will paid additional on the bill to be furnished.
2. The drivers to be provided should be as per terms and conditions.
3. The Contractor agrees to execute an agreement with the University.

**Signature of Authorised Signatory
of the Agency/ Contractor**

Place: _____

Date: _____