

Tender Reference No.: GGSIPU/GA/Bus Service/2015-16/(2)

TENDER DOCUMENT

NAME OF WORK:

**PROVIDING BUSES / TEMPO TRAVELERS FOR
VARIOUS ACADEMIC VISITS/ TRIPS OF THE UNIVERSITY ON
HIRE BASIS**

CONTACT No. 011-25302138-139



**GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY
SECTOR-16 C, DWARKA, NEW DELHI- 110078**

THIS TENDER DOCUMENT CONTAINS 17 NOS. OF PAGES INCLUDING COVER PAGE



**GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY,
SECTOR-16 C, DWARKA, NEW DELHI- 110078**

NOTICE INVITING e-TENDER

On behalf of Registrar, Guru Gobind Singh Indraprastha University, Dwarka, New Delhi, **e-tenders are invited under Two-Bid system (Technical & Financial) through e-procurement portal of GNCTD <https://govtprocurement.delhi.gov.in>** from reputed transporters having capacity to supply buses/tempo travellers on hire basis for various academic visits / trips of the University.

- a) Estimated cost : Rs. Ten Lacs Only
- b) EMD : Rs. 50,000/- in the form of Demand Draft/FDR drawn in favour of Registrar, GGSIPU
- c) Time period : Initially for a period of 18 months, extendable for another year if the performance is found satisfactory, subject to mutual consent at the same rates, terms & conditions of the contract.
- d) Last date of submission : **10/03/2016** up to 03.00 P.M. and shall be opened on the same day at 3.30 P.M.

Tender document alongwith terms & conditions can be viewed/downloaded from e-procurement website or University website www.ipu.ac.in or obtained from the office of Deputy Registrar (GA), GGSIPU, Room No. 036, Dwarka, New Delhi. Any change/modification in the tender document shall be intimated through the above websites.

Deputy Registrar
General Administration Branch

INFORMATION & INSTRUCTIONS FOR BIDDERS

| | |
|--|---|
| Name of Work | Providing Buses/Tempo Travelers for various academic visits / trips of Guru Gobind Singh Indraprastha University, Sector 16-C, Dwarka, New Delhi-110078 on hire basis |
| Earnest Money Deposit | Rs. 50,000/- (Rs. Fifty Thousand Only), in the form of DD/FDR in favour of Registrar, GGSIPU, Payable at Delhi |
| Date and time of submission of copy of documents and EMD | Latest by 10/03/2016 up to 03:00 PM |
| Validity of Tender | 120 days from the last date of submission of tender |
| Opening of Technical bid | 10/03/2016 at 03.30 PM |

1.0 Introduction

The e-tenders are invited under Two-Bid system (Technical & Financial Bid) through e-procurement portal of GNCTD <https://govtprocurement.delhi.gov.in/> on behalf of the Guru Gobind Singh Indraprastha University from reputed & eligible agencies.

2.0 Scope of work

The work consists of: "Providing Buses/Tempo Travellers for various academic visits/ trips of Guru Gobind Singh Indraprastha University, Sector 16-C, Dwarka, New Delhi-110078 on hire basis.

3.0 Definitions:-

- 3.1 GGSIPU means Guru Gobind Singh Indraprastha University, Delhi
- 3.2 University means Guru Gobind Singh Indraprastha University, Delhi
- 3.3 Bidder/Supplier means the individual, proprietary firm, partnership firm, limited company private or public or corporation
- 3.4 "Year" means "Financial year" unless stated otherwise.

4.0 Eligibility Criteria: -

- 4.1 The bidder is eligible to submit the bid provided he has definite proof from the appropriate authority, which shall be to the satisfaction of the Competent Authority, of having satisfactorily completed similar works of magnitude in Central Govt/State Govt/PSU/Reputed MNCs/Autonomous bodies/Local Bodies/Govt. Establishments. Agency should have satisfactorily completed three similar works each costing not less than Rs.4 lacs or two similar works costing not less than Rs. 6 lacs or one similar work costing not less than Rs. 8 lacs during the last five years ending March 2015. Similar work shall mean work of providing vehicles like Buses/Tempo Travellers on hire.
- 4.2 Should have minimum average annual financial turnover of Rs. 10 lacs during the last five years ending March 2015 duly certified by Chartered Accountant.
- 4.3 Joint ventures shall not be accepted.
- 4.4 List of the documents are to be submitted alongwith Technical Bid :-
 - a) Annexure –C (duly filled)

- b) PAN card
- c) Service Tax Registration Number
- d) Valid Registration No. of the Agency/Firm
- e) Proof of Average Annual turnover as stated in Clause 4.2 supported by audited Balance Sheet by chartered accountant (Annexure-A)
- f) Proof of experience as stated in Clause 4.1 supported by documents from the concerned organizations (Annexure-B)
- g) List of minimum 05 buses and 05 tempo travellers not older than 2012, along with photocopy of their RC/fitness and permit owned by the contractor as per format at Annexure-F
- h) An undertaking to the effect that the Agency has not been blacklisted by any of the Departments/Organizations of the Government of India/Government of NCT of Delhi and no criminal case is pending against the said firm/agency and ensure for fair trade practice;
- i) Undertaking that drivers / helpers without any criminal / immoral back ground shall be provided.
- j) Terms and conditions duly accepted/signed with the stamp of the prospective bidder.
- k) Copy of Bid Security in the form of DD/F.D.R of Rs.50,000/-.

5.0 Who can apply?

- 5.1 The Should have minimum 10 nos. of registered vehicles. If the bidder is an individual, the application shall be signed by him above his full type written name and current address.
- 5.2 Should be registered with Transport Department of Delhi Government or Transport Department of any other State Government / Central Government / Central Government having its office / sub-office in Delhi as Taxi Operator for providing commercial taxi services. A duly attested copy of such certificates has to be provided alongwith technical bid.
- 5.3 If the bidder is an individual, the application shall be signed by him above his full type written name and current address.
- 5.4 If the bidder is a proprietary firm, the application shall be signed by the proprietor above his full typewritten name and the full name of his firm with its current address.
- 5.5 If the bidder is a firm in partnership, the application shall be signed by all the partners of the firm above their full typewritten names and current addresses, or alternatively, by a partner holding power of attorney for the firm. In the latter case a certified copy of the power of attorney should accompany the application. In both cases a certified copy of the partnership deed and current address of all the partners of the firm should accompany the application.
- 5.6 If the bidder is a limited company or a corporation, the application shall be signed by a duly authorized person holding power of attorney for signing the application accompanied by a copy of the power of attorney. The bidder should also furnish a copy of the Memorandum and Articles of Association duly attested by a Public Notary.
- 5.7 Joint Venture/ Consortiums are not accepted.

6.0 Marking of Bids:-

- 6.1 Each page of the Bid Document must be signed by the authorized signatory of the bidder.
- 6.2 Duly signed tender document alongwith all corrigenda, addendum issued, if any, should also be submitted as part of technical bid.

7.0 Bid Submission:-

- 7.1 The bids shall be submitted online on e-procurement portal-<https://govtprocurement.delhi.gov.in>.**
- 7.2 The hard copies of technical bid uploaded online alongwith EMD should be submitted in a sealed envelope super-scribing “Tender for providing buses/tempo travellers for academic visits/trips of Guru Gobind Singh Indraprastha University in the office of Deputy Registrar (General Administration), Room No. 36, Administrative Block, Guru Gobind Singh Indraprastha University, Dwarka, New Delhi-110 078 before or on the due date of submission of bid.**
- 8.0 Financial Bid:-**
- 8.1 The bidder shall quote unit item rates in Indian rupees (INR), both in words and figures in the financial bid only which shall be submitted online.** No alterations in the form of tender, in the schedule of quantities or additions etc. shall be permitted. In case of difference between the rates of items written in figures and in words, the rates of items written in words shall be taken as correct. No changes in unit rates shall be allowed.
- 8.2 Taxes payable as per rule of Govt. of India will be paid separately.
- 9.0 Opening of Financial Bid, Selection and Evaluation Criteria**
- 9.1 **The bids shall be opened online. The financial bids of only those bidders which qualify the initial eligibility criteria (Technical Bid) will be opened. The date and time of opening of financial bids shall be intimated later on.**
- 9.2 The L1 bidder will be decided on the basis of average of total rates quoted in Financial Bid.
- 10.0 Earnest Money Deposit (Bid Security):-**
- 10.1 EMD shall be accepted with a minimum validity of 3 months in the following forms and shall be in favour of “Registrar, GGSIPU”, payable at Delhi:-
a) Demand draft / Bankers cheque
b) Fixed deposit receipt (FDR)
- 10.2 Tenders with no earnest money deposit will be summarily rejected. In case of successful bidder of the financial bids, the earnest money may be retained and adjusted towards a part of the Performance Guarantee.
- 10.3 In the case of unsuccessful bidders, the Earnest Money Deposit will be returned without any interest.
- 11.0 General Conditions:-**
- 11.1 Vehicles should be GPS enabled and must be registered in the name of firm or its proprietor.
- 11.2 All information called for in the enclosed forms should be furnished against the relevant places in the forms. Even if no information is to be provided in a column, a “nil” or “no such case” entry should be made in that column. If any particular/query is not applicable in case of the bidder, it should be stated as “not applicable”. The bidders are cautioned that supply for incomplete information called for in the application forms or deliberate suppression of any information may result in the bid being summarily disqualified. Bids received after the expiry of the stipulated date and time mentioned in the tender document will not be entertained.
- 11.3 The bid document should be legibly written. The bidder should sign each page of the bid.
- 11.4 Overwriting should be avoided. Correction, if any, should be made by neatly crossing out, initialling with date and rewriting. Pages of the eligibility criteria document are to be numbered. Additional sheets, if any added by the bidder, should also be numbered. .

- 11.5 References, information and certificates from the respective clients certifying suitability, technical knowledge or capability of the bidder should be signed by officer of the client organization.
- 11.6 The bidder may furnish any additional information which he thinks is necessary to establish his capabilities to successfully complete the envisaged work. He is, however, advised not to furnish superfluous information. No information shall be entertained after submission of tender document unless it is called for by the University.
- 11.7 Any information furnished by the bidder found to be incorrect either immediately or at a later date, would render him liable to be debarred from tendering/taking up of any work in GGSIPU.
- 11.8 The contractor shall indemnify the University against all other damages/charges for which the University may be held liable or pay on account of the negligence of the contractor or his staff or any person under his control whether in respect of accident/injury to the person or damages to the property of any member of the public or any person or in executing the work or otherwise and against all claims and demand thereof. The University shall not be responsible financially or otherwise for any injury to the driver or person deployed by the contractor during the course of performing the duties.
- 11.9 University will be under no legal obligation to provide employment to any of the personnel of the contractor after expiry of agreement period and the University recognizes no employer-employee relationship between the University and the personnel deployed by the contractor.
- 11.10 Person who is in Government service or an employee of this University should not be made partners to the contract by the contractor directly or indirectly in any manner whatsoever.
- 11.11 The successful bidder shall furnish a list of University employees related to him, if any, if the bidder shall obtain a contract with GGSIPU as a result of wrong tendering or other non-bonafide methods of competitive tendering, the University reserves the right to terminate the contract without any liability to the successful bidder.
- 11.12 Without prejudice to any of the rights or remedies under this contract if the successful bidder dies, the University shall have the option of terminating the contract without compensation to the legal heir of the successful bidder.

12.0 Agreement & Validity of Rates:-

- 12.1 The bidder will have to enter into regular agreement on the receipt of acceptance of the tender and shall abide by all the rules and regulations embodied therein. **The rates of successful bidder will be valid for 18 months** contract from the date of award of work, extendable for another year if the performance is found satisfactory subject to mutual consent.
- 12.2 During the period of contract, the rates will not be revised on any pretext. The prospective contractor may quote the rates accordingly taking into consideration of this aspect.
- 12.3 The successful bidder will have to sign an agreement on a Rs 100/- non judicial Stamp Paper along with the Performance Security at the rate of 10% of the tendered /contract value within 10 days of the award of Contract. The necessary fees, stamp paper, etc. required for completing the agreement have to be borne by the bidder.
- 12.4 Income tax, Works Contract Tax and any other tax at the rates in force during the progress of contract that will be in force from time to time shall be recovered / deducted from the released payment amount.

13.0 Performance Security & Right of Acceptance of Work:-

- 13.1 The Performance Security of 10% of the total tendered value will be deposited by the tenderers within the 10 days of demand letter. The Performance Guarantee shall be accepted in the following form and shall be in favour of "Registrar, GGSIPU", payable at Delhi with a validity of months as under:-
- Fixed deposit receipt (FDR) of a nationalized bank (valid for 3 months beyond the time period of contract),
 - Bank Guarantee(As per Annexure-D)(valid for 3 months beyond the term of contract),

c) DD/Pay Order.

- 13.2 In case of non submission of Performance Guarantee alongwith the Agreement within specified time, the earnest money will be forfeited and the University may consider to debar/black list the successful bidder.
- 13.3 In case of award of tender to more than one contractor, security deposit will be asked on pro-rata (lump sump) basis. University will have right to add, delete, modify any clause of the tender before award of the work.
- 13.4 In case a fixed deposit receipt/ Bank Guarantee of any bank is furnished by the successful bidder to the University as part of the Performance Guarantee and the Bank is unable to make payment against the said instrument. The loss caused thereby shall fall on the successful bidder and the successful bidder shall forthwith on demand furnish additional security to the University to make good the deficit.
- 13.5 University reserves the right to reject any tender including of those tender which fails to comply with the instructions without assigning any reason whatsoever & does not bind itself to accept the lowest or any specific tender.

14.0 Condition in respect of Drivers/Helpers provided by the contractor:-

- a) The vehicle and driver shall remain available all the time as per Duty Roster and shall not leave place of duty without prior permission. In case of any emergency/unforeseen situations, the driver may seek permission of the user.
- b) The drivers must be decently dressed, proficient in speaking local languages, well mannered, Courteous with proven integrity, healthy personnel habits. In the event of misbehaviour on the part of driver, University may impose penalty as deemed fit on the firm/agency. The drivers/helpers should not have any criminal/immoral background on him. Any such criminal/immoral background interrupt the service of the University due to Police/Law enforcing agency interference etc, damages/penalty as deemed fit by the University may be imposed on the firm/agency. Beside, such drivers/helpers may also be barred from performing duties for University.
- c) The driver should be well conversant with roads and routes of Delhi/NCR and any other place of duty and his operation and functions shall be governed as per Motor Vehicles Act and Rules.
- d) The driver should always strictly follow traffic rules and regulations, so as to ensure safety of passengers.
- e) The driver should carry enough cash to pay for toll tax, parking charges, fuel and other incidental expenditure.
- f) The contractor should be in a position to cater to the additional vehicle requirement of the University at a short notice.
- g) All the drivers will have to be provided with Mobile Phones at the cost of the contractor.
- h) A helper should be provided to assist the driver.
- i) Driver has to inform about time & meter reading at starting & closing of journey to user of the vehicle.

15.0 Penalties

- a) For any refusal to provide the vehicle : Rs. 500/- per default
- b) For non-providing of vehicle in time: Rs.100/- per hour of delay
- c) For not providing substitute vehicles: Rs.500/- per default or actual hire charges from other sources, whichever is higher
- d) On misbehaviour by the driver: Rs.300/- per default after receiving the written complaint from user. Further, concerned/same driver will not be assigned duty for the University by contractor, failing which a penalty of Rs. 5000/- shall be imposed on per occasion.
- e) For violation/breach of any of the condition of the contract: Rs.1000/- per default and/or termination of the contract/forfeiture of Performance Security.
- f) The vehicles should be in good running conditions. In case of providing vehicles older than the year 2010 model, Rs.500/- (Rupees Five hundred only) shall be charged per day as penalty.
- g) Contractor will have to inform about detail of booking at least 02 Hrs before the duty penalty of Rs. 500/- per default + cab charges as per actual loss, if any.

16.0 Calculation of Mileage, Payments & Other Documents to be enclosed with bills:-

- 16.1 The calculation of mileage shall be from the reporting /pick up/starting point to the relieving point/releasing point plus dead mileage.
- 16.2 Reporting/ Relieving point for any vehicle hired by the University may be any where in Delhi, NCR or as directed by the University.
- 16.3 If there is any dispute in the calculation of mileage, the distance will be calculated as per google map plus 05 km. extra.
- 16.4 “Duty Slips/Movement Slips” will be signed by the University Officer / User with whom the vehicles are attached for duty. No “duty slip” shall be entertained unless and until it is certified/verified by the concerned using officer. The duty slip should clearly indicate:-
- a) Driver’s name & his phone number
 - b) The registration number of the vehicle
 - c) Type of vehicle and mode of hire (AC/ Non AC)
 - d) The starting Reading of the Meter and time of the starting of the journey with the signature of the user of the vehicle
 - e) Last Reading of the Meter and Time of the termination of the journey with the signature of the user of the vehicle
 - f) Name of the user & phone number
- 16.5 No advance payment will be made. Payment will be released after submission of bills along with duty slips & other relevant documents, which fulfilled approved rates, term & conditions within 60 days. However, no interest/penalty would be paid by University in case of delay in payment due to official reason.
- 16.6 The bills in triplicate should be made date-wise by the contractor and submitted to the Registrar, GGSIP University on fortnightly basis (15 days) along with signed / certified duty slips and Toll Tax, Passenger Tax & parking slips etc. in original.
- 16.7 The contractor while raising the bills should clearly mention that the rate charged/quoted.
- 16.8 The University will deduct Income Tax at source as per provision of Income Tax Act from the contractor at the prevailing rates. PAN no. should be quoted on the body of the bills.
- 16.9 No overwriting in the duty slip and bill is acceptable, if any change in the time/mileage, the counter signature of the user is to be recorded.
- 16.10 In any occasion, it is found that the driver of any vehicles has made wrong entries in the duty slips relating to time and.km reading of start or closing of duty/journey, the contractor shall be responsible for the same. The office reserves the right to withheld the payment of the such vehicle.

17.0 Other Terms & Conditions:-

- 17.1 The Buses/Tempo Travellers should be in excellent condition mechanically as well as get up/appearance wise, its outer body/upholstery etc. should be decent looking and should have permit to run Delhi/NCR/nationwide. The vehicle should not be older than five years. The bidder should be in a position to provide up to 05 Buses/ Tempo Travellers in a short notice say 12 hrs.
- 17.2 On the basis of the detail of vehicles required by the University, the agency will have to provide the confirmation of bookings alongwith the name of drivers, vehicles no. etc. by sms/email to the General Administration Branch before 02 hrs. of start of journey.
- 17.3 The Contractor will have to provide the replacement of Driver/vehicle in case of any eventuality. The University has the right to ask the Contractor for removal of any Driver, who is not found competent or disciplined.

- 17.4 In case of breakdown of vehicle, the contractor shall replace the breakdown vehicle immediately failing which Deputy Registrar, General Administration has the right to hire vehicle from any other sources at the expense of the contractor. A separate penalty will be imposed on the contractor.
- 17.5 The contractor shall not employ any person who has not completed eighteen years of age.
- 17.6 Vehicles provided to the University should bear Registration Numbers and should have comprehensive insurance and Drivers so provided with the vehicles shall have commercial LMV Driving Licence and Badges.
- 17.7 The vehicles should conform to the Pollution norms prescribed, if any, by the Transport Department of Government of NCT of Delhi or any other law enforced by state transport department for national permit vehicles.
- 17.8 The University will not be responsible for any challan, loss, damage or any accident of the vehicle or to any other vehicles or for the injury to the driver or to any other third party. The loss or damage or legal expenses on this account shall be borne by the contractor.
- 17.9 There is no guarantee of hiring of any minimum number of vehicles. However, the contractor shall have to provide as many vehicles as may be required by the University. However, in case the vehicle so demanded doesn't reached at the appointed time of juncture, University will call another vehicle/vehicles from open market and the expenses on this account will be deducted from the pending bills/subsequent bills/security etc.
- 17.10 All vehicles shall carry first-aid-box, tissue paper, stepney, toolbox etc.
- 17.11 The contractor shall maintain an office with adequate staff and telephone facilities round the clock to facilitate communication.
- 17.12 The contractor shall be responsible for total maintenance of the vehicles provided by him. All the vehicles provided should be in good running condition and should not be more than five years old.
- 17.13 Operation and function of vehicles and Drivers shall be governed by Motor Vehicles Act/Motor Vehicles Rules and Delhi Motor Vehicles Rules and these shall be the responsibility of the contractor.
- 17.14 The University reserves the right to vary the numbers of vehicles hired as well as to relax the terms and conditions in the public interest.
- 17.15 In case of failure to provide the vehicles on time or inability to provide, the University will be free to hire vehicles at any cost from any of the local vendors at the cost of approved contractor.
- 17.16 Parking, Taxes and Toll Taxes will be paid extra by producing the verified bills from the user.
- 17.17 All charges towards repair/service, salary of the drivers/helpers, petrol/diesel/CNG/LPG/ expenses as well as any other expenses incidental on operation and maintenance of the hired vehicle(s) would be borne by the firm/agency.
- 17.18 In case the price of petroleum / diesel products increases or decreases, the rates offered will not be effected. No escalation will be considered.
- 17.19 No mileage will be allowed to drivers for lunch / breakfast or for filling of petrol / diesel etc.
- 17.20 The agency will ensure that the fuel tank of vehicle provided is fully filled up before sending the vehicle for duty.
- 17.21 In the case of dispute or difference arising out of or in a way concerning the agreement shall be referred to the sole arbitration of any person nominated by Hon' able VC, Guru Gobind Singh Indraprastha University, Delhi. The award of the arbitrator so appointed shall be final and binding on the parties.

- 17.22 The vehicle should be insured in all respects by the firm. In case of any accident or theft etc. all the claims arising out of it will be met by the agency and University shall not be responsible for any claim.
- 17.23 The hired vehicle with the driver/helper would be placed at the disposal of the University as and when required. The University would be free to use the hired vehicle in any manner for carrying official, material etc, as per requirement and the firm/agency will not have any objection to it.
- 17.24 The successful contractor shall not engage any sub-contractor or transfer the contract to any other person/firm/agency in any manner. The contractor shall not be permitted to transfer their rights and obligations under the contract to any other person/organization or otherwise.
- 17.25 Any dispute shall be subject to the Delhi jurisdiction.
- 17.26 The University reserves the right to reject any or all the tenders without assigning any reason thereof.
- 17.27 The University reserves the right to cancel the contract at any time without assigning any reasons, whatsoever.
- 17.28 The EMD/Performance security will stand forfeited if the successful bidder withdraws or on notifying the rates, refuses to accept the tender or violate any other terms and conditions of the tender.
- 17.29 University will engage the 2nd participating agency on the approved rates and terms & conditions of the tender if the 1st agency is not able to provide the service.

FINANCIAL INFORMATION

- 1) Financial Analysis – Details to be furnished duly supported by figures in balance sheet/profit and loss account for the last five years duly certified by the Chartered Accountant, as submitted by the applicant to the Income Tax Department (Copies to be uploaded)

| Item | 2010-11 | 2011-12 | 2012-13 | 2013-14 | 2014-15 |
|---------------------------------|----------------|----------------|----------------|----------------|----------------|
| Gross Annual turn over on works | | | | | |

- 2) Proposed Financial arrangements for carrying out the proposed work

Signature of Chartered Accountant with Seal

Signature of Bidder(s) with Seal

**DETAILS OF ALL WORKS OF SIMILAR NATURE COMPLETED DURING THE LAST FIVE YEARS
ENDING LAST DAY OF THE MONTH OF MARCH 2015**

| S. No. | Name of Work and Location | Owner of sponsoring organization | Value in Lacs of rupees | Date of commencement as per contract | Stipulated date of completion | Actual date of completion | Litigation / arbitration cases pending/ in progress with details* | Name and address/ telephone number of officer to whom reference may be made | Remarks |
|--------|---------------------------|----------------------------------|-------------------------|--------------------------------------|-------------------------------|---------------------------|---|---|---------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| | | | | | | | | | |

- i. "Value" shall mean gross value of the completed work. This should be certified by an officer of the client organization on their letter-head.
- ii. Work completion certificate shall be attached.

* Indicate gross amount claimed and amount awarded by the Arbitrator.

Signature of Bidder(s) with Seal



GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY
SECTOR - 16 C, DWARKA, NEW DELHI- 110078

TECHNICAL BID

| |
|--|
| Passport Size photo of the contractor |
|--|

1. Name of the contractor _____
2. Name of Firm with Address _____
3. Telephone No. /Fax No. _____
4. No. of Vehicles (Not older than 2012) having fitness Certificates by Transport Authority of Delhi _____

5. Turn over of last five years i.e.

| | |
|---------|-------|
| 2010-11 | _____ |
| 2011-12 | _____ |
| 2012-13 | _____ |
| 2013-14 | _____ |
| 2014-15 | _____ |
6. PAN No. _____
7. TIN No. _____
8. Income Tax Clearance Certificate _____
9. EMD Draft No. and amount valid for _____
 Three months _____
10. Registration No. with year of Establishment _____

I/We the undersigned being contractor as mentioned above, hereby apply to the University for providing Buses/Tempo Travellers Services as described above in accordance with the terms & conditions of the Tender. I/We have read and understood the terms & conditions of the tender and hereby unequivocally accept the same. The terms and conditions of the Tender & N.I.T. are also signed and being submitted with the tender form.

Signature of
Contractor with Seal of firm.

FORM OF BANK GUARANTEE FOR PERFORMANCE SECURITY
(Refer Clause 6 of the NIT)
(To be stamped in accordance with Stamps Act of India)

1. THIS DEED of Guarantee made this day of _____ between _____
(Name of the Bank) (hereinafter called the “Bank”) of the one part and _____ (Guru
Gobind Singh Indraprastha University, Delhi) (hereinafter called the “Department”) of the other part.

2. WHEREAS _____ (Guru Gobind Singh Indraprastha University, Delhi) has awarded
the contract for providing vehicles on hire basis for Rs. _____ (Rupees in figures and
words) (hereinafter called the “contract”) to M/s _____ (Name of the contractor)
(hereinafter called the “contractor”).

3. AND WHEREAS THE Contractor is bound by the said Contract to submit to the Employer a Performance
Security for a total amount of Rs. _____ (Amount in figures and words).

4. NOW WE the Undersigned _____ (Name of the Bank) being fully authorized to
sign and to incur obligations for and on behalf of and in the name of _____ (Full name of
Bank), hereby declare that the said Bank will guarantee the Guru Gobind Singh Indraprastha University the full
amount of Rs. _____ (Amount in figures and words) as stated above.

5. After the Contractor has signed the aforementioned contract with the Guru Gobind Singh Indraprastha
University, the Bank is engaged to pay the Guru Gobind Singh Indraprastha University, any amount up to and
inclusive of the aforementioned full amount upon written order from the Guru Gobind Singh Indraprastha
University to indemnify the Guru Gobind Singh Indraprastha University for any liability of damage resulting
from any defects or shortcomings of the Contractor or the debts he may have incurred to any parties involved in
the Works under the Contract mentioned above, whether these defects or shortcomings or debts are actual or
estimated or expected. The Bank will deliver the money required by the Guru Gobind Singh Indraprastha
University immediately on demand without delay without reference to the Contractor and without the necessity
of a previous notice or of judicial or administrative procedures and without it being necessary to prove to the
Bank the liability or damages resulting from any defects or shortcomings or debts of the Contractor. The Bank
shall pay to the Guru Gobind Singh Indraprastha University any money so demanded notwithstanding any
dispute/disputes raised by the Contractor in any suit or proceedings pending before any Court, Tribunal or
Arbitrator(s) relating thereto and the liability under this guarantee shall be absolute and unequivocal.

6. THIS GUARANTEE is valid for a period of _____ months from the date of signing. (The initial period
for which Guarantee will be valid must be for at least six months longer than the anticipated expiry date of the
Contract period).

7. At any time during the period in which this Guarantee is still valid, if the Guru Gobind Singh Indraprastha
University agrees to grant a time of extension to the contractor or if the contractor fails to complete the works
within the time of completion as stated in the contract, or fails to discharge himself of the liability or damages
or debts as stated under para-5 above, it is understood that the Bank will extend this Guarantee under the

same conditions for the required time on demand by the Guru Gobind Singh Indraprastha University and at the cost of the contractor.

8. The Guarantee hereinbefore contained shall not be affected by any change in the Constitution of the Bank or of the contractor.

9. The neglect or forbearance of the Guru Gobind Singh Indraprastha University in enforcement of payment of any moneys, the payment whereof is intended to be hereby secured or the giving of time by the Guru Gobind Singh Indraprastha University for the payment hereof shall in no way relieve the Bank of their liability under this deed.

10. The expressions "the Department", "the Bank" and "the Contractor" hereinbefore used shall include their respective successors and assigns.

IN WITNESS whereof I/We of the bank have signed and sealed this guarantee on the _____ day of _____ (Month) _____ (year) being herewith duly authorized.

For and on behalf of the _____ Bank.

Signature of authorized Bank official

Name _____

Designation _____

I.D. No. _____

Stamp/Seal of the Bank.

Signed, sealed and delivered for and on behalf of the Bank by the above named _____ in the presence of:

Witness-1.

Signature _____

Name _____

Address _____

Witness-2.

Signature _____

Name _____

Address _____



GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY
SECTOR-16 C, DWARKA, NEW DELHI- 110078

FINANCIAL BID

Performa for Quotation of Rates for providing Buses/Tempo Travellers on hire
 (No blanks should be left which would be otherwise made the tender liable for rejection)

NAME OF THE CONTRACTOR : _____

NAME & ADDRESS OF THE FIRM : _____

| | | | Tempo Traveller (Seater) | | | | | | BUS | | | | | | |
|--|---------|------|-----------------------------|----|-----------|----|-----------|----|--------------|----|--------------|----|-----------------|----|--------------------|
| | | | 10 | | 12 | | 15 | | 18 Seater | | 27 Seater | | 35/41 Seater | | Volvo 45 Seater |
| | | | Non AC | AC | Non AC | AC | Non AC | AC | Non AC | AC | Non AC | AC | Non AC | AC | AC |
| Local Packages | Hrs | KMs | | | | | | | | | | | | | |
| Transfer | 4 | 45 | | | | | | | | | | | | | |
| Half Day | 6 | 60 | | | | | | | | | | | | | |
| Full Day | 8 | 80 | | | | | | | | | | | | | |
| Full Day | 10 | 100 | | | | | | | | | | | | | |
| Outstation Packages | HR s | KMs | | | | | | | | | | | | | |
| Agra Same Day | 16 | 450 | | | | | | | | | | | | | |
| Overnight Agra | 36 | 450 | | | | | | | | | | | | | |
| Same Day Agra-Sikri/ Haridwar-Rishikesh | 16 | 550 | | | | | | | | | | | | | |
| Same Day Jaipur | 16 | 600 | | | | | | | | | | | | | |
| Overnight Jaipur | 36 | 600 | | | | | | | | | | | | | |
| Agra-Jaipur | 60 | 800 | | | | | | | | | | | | | |
| Corbett Park/Shimla | 60 | 750 | | | | | | | | | | | | | |
| Mata Vaishno Devi | 84 | 1350 | | | | | | | | | | | | | |
| Agra-Jaipur-Ajmer | 84 | 1350 | | | | | | | | | | | | | |
| Faridabad/Gurgaon/ Badhkal Lake | 12 | 120 | | | | | | | | | | | | | |
| Sona Lake/Sultanepur Lake | 12 | 150 | | | | | | | | | | | | | |
| Tilyar Lake | 12 | 200 | | | | | | | | | | | | | |
| Karna Lake | 12 | 300 | | | | | | | | | | | | | |
| Suraj Kund | 12 | 100 | | | | | | | | | | | | | |
| Ghaziabad/Noida | 12 | 120 | | | | | | | | | | | | | |
| Greater Noida | 12 | 150 | | | | | | | | | | | | | |
| Extra per hour charges | - | | | | | | | | | | | | | | |
| Extra per KM charges | - | | | | | | | | | | | | | | |
| Limit of KMs per day | - | | | | | | | | | | | | | | |
| Night detention charges | - | | | | | | | | | | | | | | |
| Timing of night charges | | | | | | | | | | | | | | | |



GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY

SECTOR-16 C, DWARKA, NEW DELHI- 110078

LIST OF BUSES AND TEMPO TRAVELLERS

| S. No. | Make of Vehicle | Registration Number | Model & Year of Manufacturing |
|--------|-----------------|---------------------|-------------------------------|
| 1. | | | |
| 2. | | | |
| 3. | | | |
| 4. | | | |
| 5. | | | |
| 6. | | | |
| 7. | | | |
| 8. | | | |
| 9. | | | |
| 10. | | | |

Signature of Bidder(s) with Seal