



सूचना एवं पुस्तकालय नेटवर्क केन्द्र
Information and Library Network Centre
विश्वविद्यालय अनुदान आयोग का स्वायत्त अंतर विश्वविद्यालय केन्द्र
An Autonomous Inter-University Centre of UGC
गांधीनगर / Gandhinagar

BID DOCUMENT

HIRING OF AUTO- RICKSHAW SERVICES ON RATE CONTRACT BASIS FOR INFLIBNET CENTRE, GANDHINAGAR, GUJARAT

Sr. No.	BID-DATA SHEET	
1.	Tender Number	INF/PUR/ARC/AUTO/2019-20
2.	Yearly Estimated Cost of Tender	Rs.2,04,000/-
3.	Bid validity	120 days
4.	Issue of Tender Forms	Tender Documents / Forms can be Downloaded from the Institute's website www.inflibnet.ac.in and Central Public Procurement Portal (CPPP) www.eprocure.gov.in
5.	Tender Document Delivery Mode	Through Speed Post / Registered Post/ Courier or either by person.
6.	Earnest Money Deposit (EMD)	Earnest Money of Rs.4,100/-
7.	Publish Date	28 th May, 2019 at 17:00 Hrs.
8.	Document Download / Sale start Date	28 th May, 2019 at 17:00 Hrs.
9.	Document Download / Sale end Date	18 th June, 2019 at 17:00 Hrs.
10.	Pre-bid Meeting Date	7 th June, 2019 at 16:00 Hrs.
11.	Bid Submission Start Date	8 th June, 2019 at 09:00 Hrs.
12.	Bid submission End Date	18 th June, 2019 at 17:00 Hrs.
13.	Bid Opening Date	19 th June, 2019 at 12:00 Hrs.
14.	Contact Address	INFLIBNET Centre, Infocity, PB No 04, Gandhinagar- 382 007 Website : www.inflibnet.ac.in

INTRODUCTION

*The Information and Library Network Centre (here after will be referred as INFLIBNET), is an autonomous Inter University Centre of the University Grants Commission, MHRD, New Delhi. Sealed bids on behalf of Director, INFLIBNET Centre are invited **Bid for Annual rate contract for Hiring of Auto-Rickshaw Services at INFLIBNET Centre, Gandhinagar** from bonafide, resourceful and reliable service providers/Vendors/agencies only as per terms and conditions attached.*

Desirous companies may download the tender document form and other details from INFLIBNET Centre's website www.inflibnet.ac.in or Central Public Procurement Portal (CPPP), Govt. of India website www.eprocure.gov.in

Tender document can also be obtained on request in writing from P&S Section, INFLIBNET Centre, INFOCITY, Gandhinagar on all working days between 10:00 Hrs to 17:00 Hrs before the due date.

GENERAL INSTRUCTION FOR BIDDERS

- 1. Contract Period:** The Contract will be initially for the period of One Year, which may be extended up to maximum further two years one year at a time from award of contract/signing of agreement, if the performance/services is found satisfactory in the discretion of INFLIBNET, Gandhinagar. The Centre reserves the right to curtail or extend the validity of Contract.
- 2. Submission of Bid:** The bids have been invited under single tender bid system. The interested bidders are advised to submit separate sealed envelopes super scribing "Bid For Auto ARC" to the INFLIBNET Centre, INFOCITY, Gandhinagar And also deposited/ dropped in the tender Box placed at the security cabin, INFLIBNET CENTRE, INFOCITY, GANDHINAGAR-382007 on or before 12th June, 2019 at 1700 Hrs. Late/ or delayed tenders shall not be considered. Therefore, please ensure that the tender is submitted/ posted well in time to reach us before the due date.
- 3. Earnest Money Deposit (EMD):** The interested Companies/firms may put the tender document complete in all respects along with Earnest Money Deposit (EMD) of Rs.4,100/- in the form of Demand draft / Banker's Cheque / Fixed Deposit of any scheduled bank drawn in favour of "INFLIBNET Centre" payable at Gandhinagar and other requisite documents in the Tender Box kept near Security Cabin of INFLIBNET Centre, INFOCITY, Gandhinagar.

The bid securities of the unsuccessful bidders shall be returned to them at the earliest after expiry of the final bid validity and latest on or before the 30th day after the award of the contract. No interest shall be payable by the Institute on EMD. The bid security is normally to remain valid for a period of forty-five days beyond the final bid validity period.

In exceptional circumstances, INFLIBNET may solicit Bidder's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. The Bid security shall also be suitably extended. A Bidder granting the request is not required nor permitted to modify the Bid.

Exemption of EMD fee will only be given to MSME/NSIC registered bidders.

- 4. Forfeiture of EMD:** EMD made by Bidder may be forfeited under the following conditions: If Bidder withdraw the proposal before the expiry of validity period. During the evaluation process, if a Bidder indulges in any such activity as would jeopardize the process, the decision of INFLIBNET regarding forfeiture of EMD shall be final and shall not be called upon

question under any circumstances. If Bidder violates any of the provisions of the terms and conditions of the proposal. In the case of a successful Bidder, if Bidder fails to:

- i. Accept the work order along with the terms and conditions.
- ii. Furnish performance security.
- iii. Violates any of the work conditions of this proposal or indulges in any such activities as would jeopardize the work.
- iv. Submitting false/misleading information/declaration/documents/proof/etc. The decision of INFLIBNET regarding forfeiture of EMD shall be final and shall not be called upon to question under any circumstances, besides, forfeiture of EMD even the Bidder will be deferred from participating in any job.
- v. In the event of the successful bidder/contractor failing to comply with any provision of the contract.

5. Performance Security Deposit: The successful bidder shall have to deposit a Performance Security Deposit of the 5 % of the total amount of work order within three (3) weeks of the receipt of the LOI/Order. The performance security deposit will be furnished in the form of Demand draft/ Bank Guarantee/Banker's Cheque/Fixed Deposit of any scheduled bank drawn in favour of "INFLIBNET Centre" Payable at Gandhinagar. The performance security deposit should be valid for sixty days beyond the date of completion of all contractual obligations. Bid security shall be refunded to the successful bidder on receipt of performance security is to be renewed, if the contract is extended.

6. Pre Bid Meeting: The Pre-Bid Meeting will be held on 7th June, 2019 at 16:00 Hrs. at premises of INFLIBNET. Only the queries received within the stipulated date prior to the pre-bid meeting will be answered. Bidder can end their queries to:

For Technical query:

Mr. Harish Chandra, Administrative Officer – (PA&F)

Email: adminofficer[at]inflibnet[dot]ac[dot]in

Tel : 079-23268100 (During office hours 9.30am to 6.00pm (Mon-Fri))

For Commercial and general query:

Shri Shyam T Yadav, In-Charge (Stores & Purchase)

Email : shyam[at]inflibnet[dot]ac[dot]in

Tel: 079-23268143 (During office hours 9.30am to 6.00pm (Mon-Fri))

The pre-bid meeting amendments as well as other amendments/corrigendum related to tender can download from the INFLIBNET website (www.inflibnet.ac.in) or from Central Public Procurement Portal (CPPP), Govt. of India website (www.eprocure.gov.in)

7. Terms of Payment:

- i. The payment shall be made on submission of the bills along with copies of the log book signed by the user/officers after the completion of the month, at approved rates after deducting penalties if any.
- ii. No claim for interest will be entertained by the Centre in respect of any payments/deposits which will be held with the Centre due to dispute between the Centre and contractor or due to administrative delay for the reasons beyond the control of the Centre.
- iii. As per the Govt. regulation, taxes at the applicable rate will be deducted at source from the bills of the contractor. The Centre will issue necessary TDS certificate.
- iv. During the currency of contract, no increase in rates will be allowed for hike in the rates of consumables like tyre/tube/oil and other lubricants or prices of any spare parts of vehicles. However, in case of increase/decrease in the prices of petrol/diesel/gas the proportionate increase/decrease in the rates will be considered and worked out as under.

PERMITTED INCREASE/DECREASE = $\frac{\text{DIFFERENCE IN THE FUEL PRICE}}{\text{IN RATES/KM NORMAL AVERAGE/KM OF THE AUTO RICKSHOW}}$

- 8. PENALTY:** After having acknowledged and confirmed that contract if the contractor fails to provide the auto/vehicle for specific requirement/journey as booked by any authorized officials of this Centre, the entire expenditure incurred for making alternate arrangement as a consequence of the said failure, will be the liability of the contractor and the same will be recovered from the bills in hand pending settlement. Over and above an amount of Rs.200/- towards fine for breach of terms and condition will be recovered from the bill.
- 9. Termination of the Contract:** The contract may be curtailed/terminated before the contract period, inter alia owing to deficiency in services or substandard quality of services by the empanelled agency etc. as may be specified in the contract to be signed between the parties. The INFLIBNET, however, reserves right to terminate this initial contract at any time after giving one month's notice to the selected Service Provider with or without assigning any reasons. Where a contract terminated by INFLIBNET on account of the committed by the agency, it shall have the right to award the contract to any other agency at the cost, risk and responsibilities of contract and excess expenditure incurred on account of this will be recovered by INFLIBNET from his Security deposit or pending bill or by raising a separate claim.
- 10. Resolution of Disputes:** The place of the arbitration shall be Ahmedabad/Gandhinagar, Gujarat. The Arbitration proceeding shall be governed by the Arbitration and Conciliation Act of 1996 as amended.
- 11. Relaxation of Terms and Conditions:** The Director, INFLIBNET is empowered to relax any term or condition mentioned herein.
- 12. Agreement:** The contractor will have to enter into a written Agreement with this Centre within 15 days of intimation of acceptance of approved rates.
- 13. Disclaimer:** The near relatives of employees of the INFLIBNET are prohibited from participation in this tender. The near relatives for this purpose are defined as:
- Member of a INFLIBNET Centre
 - Their husband or wife.
 - The one is related to the other in the manner as father, mother, son(s), son's wife (daughter-in-law), daughter(s) & daughter's husband (son-in-law), brother(s) & brother's wife, sister(s) and sister's husband (brother-in-law).
- 14. INFLIBNET RESERVES THE RIGHT :**
- The Director, INFLIBNET Centre, Infocity, Gandhinagar reserve the right to terminate the contract at any time if it is found that during the currency of contract, the services of the contractor are not satisfactory.
 - The Centre may enter into parallel contract for similar services with other agencies whenever it is found necessary.
 - The Centre may extend the contract by one more year from the date of expiry of the initial period, on the same terms and conditions.

SCOPE OF WORK

The Scope of the transport contract is to hire auto-rickshaw as mentioned in the Tender to meet the transport requirement of staff of the Centre and official visitors for travel from and to the points as decided by the Centre from time to time.

VEHICLES:

- At present we require one CNG driven auto-rickshaw of 2019 and onwards model on regular monthly rental basis.
- The above vehicle must be registered for operating as cab in RTO and must have RTO clearance.
- The vehicle should be registered in the name of the tenderer. The Xerox copies of relevant documents such as RC Books, Insurance Policies, RTO permits etc. should be submitted before signing the agreement.
- The vehicle should be comprehensively insured for coverage of all kinds of risks.
- The Vehicle shall be requisitioned as per our requirement and adherence to strict timings shall be absolutely essential. The number of vehicles may increase depending upon the requirement.
- The vehicle should be maintained in excellent running condition and should be neat and clean.
- In case of brake down of vehicle, the contractor shall immediately replace the same by equally good vehicle as approved by the Centre.
- In case the vehicle earmarked for us are under repair or replaced for any other reasons, the replaced vehicle should also fulfill all the requirements mentioned above.

THE DRIVER TO BE ATTACHED WITH THE VEHICLE:

- The driver of the vehicle shall possess valid driving license and valid cab number. The driver should be well experienced well mannered, polite, disciplined and should have blemish less record in safe driving.
- The driver of the vehicle should have full knowledge of local city, state and national highways and traffic rules. He should be well versed so as to deliver documents/ articles independently with proper care as & when assigned.
- It shall be the responsibility of driver to get the log sheet regularly and accurately filled in by the users i.e. reporting, starting and ending time, opening and closing km., starting and ending destinations and users signature and should submit the log sheet on the next day before 11.00 A.M. regularly to the designated officer of the Centre.
- The contractor should ensure that sufficient cash is available with the driver to cover essential contingent expenditure viz. refilling of fuel, urgent repairs etc. and should carry with them related RTO/Insurance papers, RTO regulatory matters relating to the registration of cab etc., fitness certificate of the vehicle, valid driving license, cab number etc.
- The driver of the vehicle should not have any bad habits such as smoking, chewing of tobacco etc. and should never take any prohibited items such as explosive, liquor, drugs etc. in the vehicle.

- In case the driver of the vehicle is found negligent in discharging his duty or shows discourtesy to the users of the vehicle or commits any misconduct or offense, he shall be replaced immediately by the contractor.

RATES AND DETAILS OF VEHICLE: The rates are to be given in the prescribed form (Annexure-I) attached with this tender document.

Authorized Signatory (signature in full) : _____

Name and Title of Signatory : _____

Company Rubber Stamp : _____

RATE SCHEDULE FOR CNG DRIVEN AUTORICKSHOW:**1. FOR REGULAR VEHICLE FOR 8 HOURS:**

Sr. No.	Particulars	Rates for CNG driven Auto-Rickshaw Rs.
1	Upto 50 Kms./8 Hours	
2	Additional charges per Km. beyond 50 Kms.	
3	Waiting/Halt charges per hour beyond 8 Hours	
4	Luggage charges per Kg. over and above 20 Kgs.	
5	Night Halt charges beyond 2200 to 0600 Horus, if any	

2. LIST OF THE EXISTING VEHICLES OWNED BY THE PARTY:

Sr. No	Type of vehicle	Registration Number	Insurance Details	Model	Owner's Name

Declaration

I/We hereby declare that the information furnished in this tender document is true to the best of my/our knowledge and the terms and conditions mentioned in the tender document are acceptable to me/us.

Date : _____

Authorized Signatory (signature in full) : _____

Name and Title of Signatory : _____

Company Rubber Stamp : _____