



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

No. INF/PUR/ARC/AUTO/2022-23



Information and Library Network Centre

सूचना एवं पुस्तकालय नेटवर्क केन्द्र

An Autonomous Inter-University Centre of UGC

विश्वविद्यालय अनुदान आयोग का स्वायत्त अंतर विश्वविद्यालय केन्द्र

Gandhinagar/ गांधीनगर-382007

Contact person:

(During office hours 10.00 am to 5.00 pm (Mon-Fri))

<p>For Technical query: Shri Harish Chandra, AO (P&A) Email: adminofficer[at]inflibnet[dot]ac[dot]in devang@inflibnet[dot]ac[dot]in Tel : 079-23268100, 23268121</p>	<p>For Commercial query : Mr. Shyam T Yadav, In-charge P&S Div. Email : shyam[at]inflibnet[dot]ac[dot]in Tel: 079-23268143</p>
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Sr. No.	BID-DATA SHEET	
1.	Tender Number	INF/PUR/ARC/AUTO/2022-23
2.	Estimated Cost of Tender Per Annum	Rs. 2,30,000/-
3.	Bid validity	90 days
4.	Issue of Tender Forms	Tender Documents / Forms can be Downloaded from the Centre's website www.inflibnet.ac.in or Central Public Procurement Portal (CPPP) www.eprocure.gov.in
5.	Tender Document Participation Mode	Through Speed Post/Registered Post/Courier or either by person.
6.	Contact Address	In-Charge (P&S) INFLIBNET Centre, Infocity, Opposite DAILICT, Gandhinagar- 382 007

IMPORTANT DATES

Publish Date	28.04.2022	17:00 Hrs.
Document Download / Sale start Date	28.04.2022	17:00 Hrs.
Document Download / Sale end Date	19.05.2022	16:00 Hrs.
Pre-Bid Meeting	06.05.2022	11:00 Hrs.
Bid Submission Start Date	07.05.2022	17:00 Hrs.
Bid Submission End Date	19.05.2022	16:00 Hrs.
Bid Opening Date	20.05.2022	16:00 Hrs.

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, MoE, New Delhi. Sealed bids on behalf of Director, INFLIBNET Centre are invited 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

Chapter 1

GENERAL INSTRUCTIONS FOR BIDDERS

- 1.1 Eligibility Criteria:** The Bidder must be of Gandhinagar Area. All bidding parties must meet following criteria before they apply for the bid through offline mode. The bidding parties meeting the criteria must enclose their supporting documents regarding residence proof along with the bidder details as mentioned in Annexure T-I, failing which their bids will be summarily rejected and will not be considered any further.
- 1.2 Contract Period:** The Contract will be initially for period of one year, which may be extended up to maximum of further two years one year at a time by mutual consent of contracting agency and the INFLIBNET Centre, if the performance/ service is found satisfactory in the discretion of INFLIBNET, Gandhinagar. The Centre reserves the right to curtail or extend the validity of Contract.
- 1.3 Period of Validity of Offer:** For the purpose of placing the order, the proposals shall remain valid till 90 days from the date of opening of tender. During the period of validity of proposals, the rates quoted shall not change. In exceptional circumstances, INFLIBNET may ask for extension of the period of validity and such a request shall be binding on Bidders. INFLIBNET's request and the response to such a request by various bidders shall be in writing. A Bidder agreeing to such an extension will not be permitted to increase its rates.
- 1.4 Submission of Bid:** The bids have been invited under single bid system in the offline mode.
Bid may be submitted in the following manner and written in English only:
The Bidder has to submit bid as per their eligibility of pre-qualification criteria under single bid system i.e. Envelope –1 as per the Annexures attached.
AND
Rate Schedule (Price Bid) as per the format mentioned in Annexure F-1 with all the documents duly signed and stamped. On the top of envelope must be superscripted **"Bid for Hiring Of Auto- Rickshaw Services On Rate Contract Basis For Inflibnet Centre, Gandhinagar, Gujarat"**, addressed to The In-charge - (P&S), INFLIBNET CENTRE, INFOCITY AREA, OPP. TCS & DAIICT, GANDHINAGAR-382007. The Tender must reach on or before 19.05.2022 till 16:00 Hrs. OR deposited/ dropped in the tender box placed in the security cabin.
- 1.5 Earnest Money Deposit (EMD):** As per OM No.F.7/4/2020-PPD dated 12.11.2020 issued by Ministry of Finance, all the bidders are required to submit the **Bid security Declaration Form** as prescribed in Technical Bid. It is mandatory to submit the Bid security declaration form, in absence of which the bid would be considered as unresponsive. (As per the Government order, the bid security is exempted however, if any amendment is issued by the Government in the due course of time, the bidder shall bound to the terms and conditions accordingly).
- 1.6 Performance Security Deposit:** The successful bidder shall have to deposit a Performance Security Deposit of the 3% of the total amount of work order immediately on 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.

- 1.7 Pre Bid Meeting:** Pre Bid Meeting will be held offline at the premises of INFLIBNET Centre on 06.05.2022 at 11:00 AM. Only the queries received within the stipulated date prior to the pre-bid meeting will be entertained and answered. Bidder can send their queries to:

For Technical:

Shri Harish Chandra, AO (P&A)

Email: [adminofficer\[at\]inflibnet\[dot\]ac\[dot\]in](mailto:adminofficer[at]inflibnet[dot]ac[dot]in), [devang\[at\]inflibnet\[dot\]ac\[dot\]in](mailto:devang[at]inflibnet[dot]ac[dot]in)

Tel: 079-23268100, 23268121

For Commercial:

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

Email: [shyam\[dot\]ac\[dot\]in](mailto:shyam[dot]ac[dot]in), Tel: 079- 23268143

The Service provider is expected to have visited the site before pre-bid meeting or submitting tender documents so as to have a fair idea of the services to be rendered at the Centre. The costs incurred by the bidders in making this offer, in providing clarification or attending discussion, conferences or site visits will not be reimbursed by INFLIBNET.

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), which will form part of the bid document.

- 1.8 Termination of Contract:** INFLIBNET may terminate the order in whole or in part without prejudice to any other remedy or right of claim for breach of contract by giving not less than one month written notice of default sent to the contractor. 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.

1.9 Terms of Payment:

- 1.9.1 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.
 - 1.9.2 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.
 - 1.9.3 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.
 - 1.9.4 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.
- 1.10 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.
- 1.11 Amendment of Bid Document:** At any time prior to the deadline for submission of proposals, INFLIBNET Centre reserves the right to add/modify/delete any portion of this document by issuance of a Corrigendum, which would be published on the INFLIBNET website and CPP Portal. The Corrigendum shall be binding on all bidders and will form part of the bid documents.

1.12 Enforcement of Terms: The failure of either party to enforce at any time, any of the provisions of this contract or any rights in respect thereto or to exercise any option herein provided shall, in no way, be construed to be a waiver to such provisions, rights or options or in any way affect the validity of the contract. The exercise by either party, of any of its rights, herein shall not preclude or prejudice either party from exercising the same or any other right it may have hereunder.

1.13 INFLIBNET Right to reject any of all bids: The Competent Authority of INFLIBNET reserves the right to reject any bid and to annul the bidding process and reject all bids at any time, without assigning any reason, prior to award of Contract without thereby incurring any liability to the affected bidder(s) or any obligation to inform the affected bidder(s) off the grounds for such decision. Any effort by a bidder or bidder's agent / consultant or representative, whosoever described to influence the INFLIBNET/ in any way concerning scrutiny / consideration / evaluation / comparison of the bid or decision concerning award of contract shall entail rejection of the bid.

1.13.1 By acceptance of this document, the recipient agrees that any information herewith will be superseded by any subsequent written information on the same subject made available to the recipient with access to any additional information or to update this document or to correct any inaccuracies, therein, which may become apparent, and INFLIBNET reserves the right at any frame of time and without advance notice, to change the procedure for the selection of contractor.

1.14 Resolution of Disputes:

1.14.1 If any dispute arises between the parties hereto during the subsistence or thereafter, in connection with the validity, interpretation, implementation or alleged material breach of any provision of the Agreement or regarding a question, including the questions as to whether the termination of the Contract Agreement by one party hereto has been legitimate, both Parties hereto shall endeavor to settle such dispute amicably. The attempt to bring about an amicable settlement is considered to have failed as soon as one of the parties hereto, after reasonable attempts, giving one month's notice period.

1.14.2 In the case of such failure, the dispute shall be referred to a sole arbitrator or in case of disagreement as to the appointment of the sole arbitrator to three arbitrators, two of whom will be appointed by each Party and the third appointed by the two arbitrators.

1.14.3 The place of the arbitration shall be Gandhinagar, Gujarat. The proceedings of arbitration shall be in English language. The arbitrator's award shall be substantiated in writing. The arbitration tribunal shall also decide on the costs of the arbitration procedure.

1.14.4 The parties hereto shall submit to the arbitrator's award and the award shall be enforceable in any competent court of law.

1.15 Agreement: The contractor will have to enter into a written Agreement with this Centre immediately on intimation of acceptance of order and before initiation of services at the Centre.

1.16 Splitting of the contract and Curtailment of Work: The Contractor shall refrain from awarding the services to another contractor for any particular item and avoid splitting of work.

1.17 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).

Authorized Signatory (Signature In full): _____

Name and title of Signatory: _____

Stamp of the Company: _____

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.

- At present we require one CNG driven auto-rickshaw of 2021 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 Vehicle should be available from Monday to Saturday as well as on Holidays also, if required.
- The vehicle for regular requirement shall be placed at the disposal of Centre/Institute for minimum 8 hours a day. **Normally the duty hours will commence between 0930 hours to 1800 hours which can be extended further as and when required.**
- No charges will be paid for reporting of duty.
- The Vehicle provided to the Centre/Institute should not be owned by any employee of the Centre or his/her family members or his/her dependents. An undertaking to this effect should be given before entering into contract.
- 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-F-1) attached with this tender document.

Authorized Signatory (signature in full): _____

Name and Title of Signatory: _____

Company Rubber Stamp: _____

Technical Bid- Pre-qualification Criteria (Annexure – T-I to T-VI)

Checklist for Technical Bid

Mention Page Numbers

Sr. No.	Pre-qualification criteria	Documents to be provided	Attached (Y/N)	Page No.
01.	Bidder must have PAN registration certificate issued by competent authority	Attested copy of registration certificate.		
02.	Technical Bid	Annexure T-I		
03.	Bidder's Details Annexure T-II	[To be signed by the authorized signatory]		
04.	Bid Security Declaration Form- Annexure T-III	[To be signed by the authorized signatory]		
05.	Bid Form Annexure T-IV	[To be signed by the authorized signatory]		
06.	Declaration Annexure-T-V	[To be signed by the authorized signatory]		
07.	Declaration of blacklisting/Non Blacklisting - Annexure-T-VI	[To be signed by the authorized signatory]		

- The bidder is required to submit the self-attested photocopies of the following documents along with the Technical Bid, failing which their bids may be summarily/out rightly rejected and may not be considered:

Date:

Authorized Signatory (Signature In full): _____

Name and title of Signatory: _____

Stamp of the Company: _____

Bidder's Details

[On the letterhead of the Bidder]

1	Name of the Firm/ Company		
2	Name and Designation of Authorized Signatory		
3	Office Address of the Firm/ Communication Address:		
4	Phone No. / Mobile No:		
5	E-Mail ID:		
6	GST registration Number:		
7	PAN Number:		
8	Firm's Bank Account details	Bank Account No.:	
		Name of the Bank:	
		IFSC Code No:	
		Name of Branch:	
Particular Details of the Bidders Representative			
9	Contact Person: / Mobile No.:	Name of Person:	
		Designation:	
		Tele / Mobile No:	
		E-Mail ID:	

UNDERTAKING

1. I, the undersigned, certify that I have gone through the terms and conditions mentioned in the bidding document and undertake to comply with them.

Date:

Authorized Signatory (signature in full):_____

Name and Title of Signatory: _____

Company Rubber Stamp: _____

Bid Security Declaration Form

[On the letterhead of the Bidder]

To

INFLIBNET CENTRE,

I/We, the undersigned, declare that:

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

a) have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; or

b) Having been notified of the acceptance of our Bid by the purchaser during the period of bid validity (i) fail or reuse to execute the contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the Instructions to Bidders.

I/We understand this Bid securing Declaration shall cease to be valid if I am/we are not the successful Bidder (i) the receipt of your notification of the name of the successful Bidder;

Date:

Authorized Signatory (Signature In full): _____

Name and title of Signatory: _____

Stamp of the Company: _____

Annexure T-IV

BID FORM

[On the letterhead of the Bidder]

To
INFLIBNET CENTRE
Infocity, Gandhinagar

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

Dear Sir,

We the undersigned bidder/(s), having read and examined in details the specifications and other documents of the subject Tender No. INF/PUR/ARC/AUTO/2022-23, do hereby propose to execute the job as per specification as set forth in your Bid documents.

The prices of all items stated in the bid are firm during the entire period of job irrespective of date of completion and not subject to any price adjusted as per in line with the bidding documents. All prices and other terms & conditions of this proposal are valid for a period of 120 (one twenty only) days from the date of opening of bid. We further declare that prices stated in our proposal are in accordance with your bidding.

We declare that items shall be executed strictly in accordance with the specifications and documents irrespective of whatever has been stated to the contrary anywhere else in our proposal. Further, we agree that additional conditions, deviations, if any, found in the proposal documents other than those stated in our deviation schedule, save that pertaining to any rebates offered shall not be given effect to.

If this proposal is accepted by you, we agree to provide services and complete the entire work, in accordance with schedule indicated in the proposal. We fully understand that the work completion schedule stipulated in the proposal is the essence of the job, if awarded.

We further agree that if our proposal is accepted, we shall provide a Performance Bank Guarantee of the value equivalent to 3% (may vary following the Government's provisions) of the Order value as stipulated in the issued work order.

We agree that INFLIBNET reserves the right to accept in full/part or reject any or all the bids received or split order within successful bidders without any explanation to bidders and his decision on the subject will be final and binding on Bidder.

Dated:

Authorized Signatory (Signature In full): _____

Name and title of Signatory: _____

Stamp of the Company: _____

DECLARATION

[On the letterhead of the Bidder]

I, _____ Son/Daughter/Wife of _____ Resident of _____
_____ Proprietor / Director / Authorized Signatory of the Company / Firm,
mentioned above, is competent to sign this declaration and execute this tender document;

I/We hereby certify that I/We have read the entire terms and conditions of the tender documents from Page No. _____ to _____ (including all documents like annexure(s), schedules(s), etc.,) which form part of the contract agreement and I/We shall abide hereby by the terms / conditions / clauses contained therein.

The information / documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I / we are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

The corrigendum(s) issued from time to time by your department/organization too have all been taken into consideration, while submitting this declaration letter.

I/We hereby unconditionally accept the tender conditions of above mentioned tender document(s) in it's totally / entirely.

In case any provision of this tender are found violated, then your department/organization shall without prejudice to any other right or remedy be at liberty to reject this tender/bid including the forfeiture of the full said earnest money deposit absolutely.

Date:

Authorized Signatory (Signature In full): _____

Name and title of Signatory: _____

Stamp of the Company: _____

DECLARATION REGARDING BLACKLISTING/NON BLACKLISTING

[On the letterhead of the Bidder]

I /We Proprietor / Partner (s) / Director (s) of M/shereby declare that the firm/ company namely M/S. has not been blacklisted or debarred in the past by any organization from taking part in Government tenders.

Or

I / We proprietor / partner (s) / Director (s) of M/S..... hereby declare that the firm/ company namely M/S.....Was blacklisted or debarred by any Government Department from taking part in Government tenders for a period ofyears w.e.f..... The period over on And now the firm/ company is entitled to take part in Government tender. In case the above information found false I / we are fully aware that the tender/ contract will be rejected / cancelled by INFORMATION AND LIBRARY NETWORK CENTRE, GANDHINAGAR shall be forfeited. In addition to the above INFORMATION AND LIBRARY NETWORK CENTRE, GANDHINAGAR. Will not be responsible to pay the bills for any completed/ partially completed work.

Date:

Authorized Signatory (Signature In full): _____

Name and title of Signatory: _____

Stamp of the Company: _____

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

Sr. No	Particulars	Rates for CNG driven Auto-Rickshaw Rs.
1	Per month rate for usage upto 50 Kms./8 Hours per day	
2	Additional charges per Km. beyond 50 Kms. per day	
3	Waiting/Halt charges per hour beyond 8 Hours per day	
4	Luggage charges per Kg. over and above 20 Kgs.	
5	Night Halt charges beyond 2200 to 0600 Hours, 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: _____