



# JHARKHAND UNIVERSITY OF TECHNOLOGY

(Science and Technology Campus)

Sirkha Toli, Namkum, Ranchi– 834010 (Jharkhand) Website- [www.jutranchi.ac.in](http://www.jutranchi.ac.in)

(Email id- [jutestablishment@gmail.com](mailto:jutestablishment@gmail.com)/ [jutexaminations@gmail.com](mailto:jutexaminations@gmail.com))

## SHORT NOTICE INVITING TENDER

### For Hiring of Commercial Vehicles on Monthly/ Daily/ Hourly basis

Jharkhand University of Technology (JUT), Ranchi invites tender from reputed travelling Agency/ Firms to provide Monthly/ Daily/ Hourly basis services of Commercial Vehicles, initially for a period of one year which may further be extended for another one year on satisfactory completion of the work.

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## 1. Brief Terms

Tender Notice Number and Date	JUT-07/ 2018 (P-I)/76 Date: 21 /01 /2021
Issue of Tender Forms	Tender document can be downloaded from the, website <a href="http://www.jutranchi.ac.in">www.jutranchi.ac.in</a> and submitted through Jharkhand E-Tender website- <a href="http://www.jharkhandtenders.gov.in">www.jharkhandtenders.gov.in</a>
Earnest Money Deposit (EMD)	Earnest money of Rs 10,000/- (Rs Ten Thousand only) to be deposited along with the Tender documents in the form of demand draft favoring <b>Jharkhand University of Technology, Ranchi</b> payable at Ranchi issued by any Nationalized/ Scheduled bank. Earnest money is refundable.
Last date for submission of Tender	03/02/2021 up to 01:00 PM
Date of Pre-Bid Meeting	28/01/2021& 03:30 PM
Opening of Tender (Pre- qualification bid evaluation )	05/02/2021 at 03:00 PM.
Contact Person and Address	Registrar, Jharkhand University of Technology, Ranchi, Science & Technology Campus, Sirkha Toli, Namkum, Ranchi-834010
Website	<a href="http://www.jutranchi.ac.in">www.jutranchi.ac.in</a>
Submitted through Jharkhand tender Portal, Website	<a href="http://Jharkhandtenders.gov.in">Jharkhandtenders.gov.in</a>



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Notice No.: JUT-07/2018(P-I)/76

Date: 21/01/2021

## Tender Notice for Hiring of Commercial Vehicles on Monthly/ Daily/ Hourly basis

Jharkhand University of Technology (JUT), Ranchi invites sealed Tender (Technical and Financial Bids separately) for hiring of vehicles on Monthly/ Daily/ Hourly basis as per the requirements of the University. The contract for hiring of the vehicle will be initially for a period of one year. However, the contract may be extended for another one year on mutual agreement on the same rate, terms and conditions, if the service offered by the Contractor is satisfactory. The interested parties/ service providers may send their quotations on the prescribed application forms with Technical Bid as Annexure- A and Financial Bid as Annexure- C (Part-I, II & III).

Interested vehicle owners or venders for providing vehicles on Monthly/ Daily/ Hourly basis may submit their Tender on or before 03/02/2021 up to 01:00 P.M. in the office.

The offers should be submitted in the sealed envelope duly super scribed as *Hiring of Vehicles on Monthly/ Daily/ Hourly basis for Jharkhand University of Technology, Jharkhand, Ranchi*, addressed to *Registrar*, *Jharkhand University of Technology, Jharkhand*.

No offer will be accepted beyond the date and time mentioned as below.

**The Tenderer must attach proof of (1) GST Registration/ Certificate of Firm; (2) Permanent Account Number (PAN); (3) Experience of least 02 years.**

**Last date of Submission of Tender: 03/02/2021 up to 01:00 PM.**

**Date of Pre-Bid Meeting: 28/01/2021 at 3:30 P.M.**

**Date of Opening Bid: 05/02/2021 at 3:00 P.M.**

Tender document for *Hiring of Vehicles on Monthly/ Daily/ Hourly basis for Jharkhand University of Technology, Jharkhand, Ranchi* can be downloaded from the official website [www.jutranchi.ac.in](http://www.jutranchi.ac.in) and will be submitted **through Jharkhand E-Tender website- [www.jharkhandtenders.gov.in](http://www.jharkhandtenders.gov.in)** with a D/D of amount Rs 500/- in favor of Jharkhand University of Technology, payable at Ranchi within stipulated time and date.

Sd/-  
**Registrar,**  
Jharkhand University of Technology  
Ranchi, Jharkhand



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## Tender Document for Hiring of Commercial Vehicles on Monthly/ Daily/ Hourly basis for Jharkhand University of Technology, Ranchi

### 1. Eligibility:

- (a) The Tenderers/ Agency should have owned at least ten vehicles and also experience of running vehicles on hiring basis for at least 01 years in PSU/ Government/ Semi Government/ Reputed Private Corporate Organization.
- (b) The Tenderer should have GST Registration, Central Excise/ Custom department for the purpose of Service Tax. If not already registered, proof of application for registration for service tax must be submitted with the condition that registration certificate will be produced before signing the agreement.
- (c) The Annual turnover of the Tenderer/ Bidder should be more than Rs. 10 Lakh in last three financial years (i.e. 2017-18, 2018-19, 2019-20).
- (d) The Tenderer must not be black listed from any agency or organization.

### 2. Documents:

The following self-attested documents must to be submitted along with Tender in sealed envelope.

- (a) GST Registration of the firm.
- (b) Permanent Account Number (PAN).
- (c) Proof of at least 02 years' experience in PSU/ Government Companies/ Other Private Reputed Corporate Organization.
- (d) Notary/ Self affidavit of available vehicles with registration numbers with Tenderer firm/ Agency. Also attach the photocopies of registration numbers as said in affidavit.
- (e) Notary/ Self affidavit regarding supply of vehicles whatsoever in numbers and type as per requirement of JUT, Ranchi will be supplied within 24 hrs.
- (f) At the time of supply, vehicle must be registered under Commercial Registration. (Notary/Self affidavit)
- (g) EMD of Rs 10,000/-.
- (h) The Tenderer must not be black listed from any agency or organization. (Notary/ Self affidavit)

### 3. Earnest Money:

The Agency has to deposit Earnest Money (EMD) of Rs 10,000/- (Rs Ten Thousand only) in the form of D/D in favor of **Jharkhand University of Technology**, payable at **Ranchi**. The earnest money of all unsuccessful Tenderers will be returned as early as possible after the expiry of the period of the bid validity and after issue of the hiring order. No interest will be payable by the University on the Earnest Money Deposit.

### 4. Forfeiture of Earnest Money:

- (a) Earnest Money is liable to be forfeited and bid is liable to be rejected, if the Tenderer withdraws or amends or impairs or derogates from the tender in any respect within the period of validity and/ or after opening the tender.
- (b) When the Tenderer does not deposit the security money after the hiring order is given.
- (c) If the successful bidder fails to provide the vehicle in the prescribed time after the confirmed orders, the University has full right to forfeit the EMD deposited with the University.
- (d) When information/ certificate/ document furnished is found false at any stage.
- (e) When the bid documents have been manipulated or altered which is downloaded from website.

### 5. Performance Bank Guarantee (PBG):

The successful bidder shall have to submit Performance Bank Guarantee (PBG) of Rs. 1,00,000/- (Rs One Lakh only) by way of Bank Guarantee for successful performance during contract period in favor of Jharkhand University of Technology within 30 days of issue of LoI. EMD will be returned on submission of the PBG. It must be noted that conditions related to forfeiture of EMD shall be applicable with PBG.

### 6. Payment:

- (a) Payment of the same vehicle will be done which is being requisitioned for; even when a more expensive vehicle has been provided by the Agency. However, if a less expensive vehicle has been provided by the Agency in place of a more expensive vehicle requisitioned, then the payment for a less expensive will be done.



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- (b) Distance will be accounted from the initiation point to the destination. Distance from garage to the initiation point of journey will not be considered. The billing will be done as per called period and it should be submitted by the Tenderer/ Firm. It will be the responsibility of the vehicle's driver to get signed and verified the Challan entries indicating opening kilometer, closing kilometer, distance covered, time from office, places visited, etc.
- (c) Monthly bills shall be submitted in duplicate to the authority specified in contract along with photo copy of logbook duly signed by the Controlling Officer/ duty slip and payment will be processed on monthly basis. Contractor will submit an undertaking along with monthly bills that he will deposit service tax one month prior to the expiry of contract. The last bill will only be processed on showing the receipt of depositing of all previous service tax for this contract.
- (d) All entries in the bill/ log sheet shall be typed/ written legibly in ink. Erasers and over writing are not permitted. It may render such bills liable for rework/ rejection. Agency shall duly attest all cancellations and insertions.
- (e) If a vehicle is hired on Daily basis for whole day by Jharkhand University of Technology, then rent will be paid only when driver will remain with Jharkhand University of Technology for whole day i.e. 07:00 A.M. to 07:00 P.M. and released from Jharkhand University of Technology by authorized person.
- (f) In the condition of any break down of vehicle or fuel problem occurred during hired period and because of such the purpose of hiring is not fulfilled, Jharkhand University of Technology will deduct Rs.100/- per hour for delay.
- (g) Vender must enclose fuel voucher with payment bill. For the vehicle on Daily basis, the bill must accompany the GPS details. Otherwise, payment of bill will not be paid.
- (h) TDS and GST (TDS) charges will be deducted as per rule.

## **7. Termination of Agreement :**

- (a) The Jharkhand University of Technology reserves the right to terminate the agreement at any time without assigning any reason before the expiry of the mentioned period of notice. The Agreement shall come to an end without prejudice to any right or remedy that may be accrued to the concerned parties of this Agreement.
- (b) If any information furnished by the bidder is found to be incorrect or false at any time, the Agreement shall be terminated and the Performance Guarantee shall be liable to forfeited.
- (c) In case the Contractor wants to terminate the Agreement, it shall have to give three calendar month's notice in advance to this effect Jharkhand University of Technology.
- (d) If the Contractor fails to arrange the supply of any or all of the vehicles within the period/s specified in the contract or any extension thereof granted by the university, suitable legal action may be taken by the university to terminate contract.
- (e) If the Contractor fails to perform any other obligation/s under the contract. The contract is liable to terminated.



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## General Terms and Conditions of Tender for Hiring of Commercial Vehicles on Monthly/ Daily/ Hourly basis

1. The vehicle with medically fit driver that should be required as under:

Sl. No.	Type of Vehicle		
	Monthly basis	Daily basis	Hourly basis
1.	Innova	Innova	Innova
2.	Scorpio	Scorpio	Scorpio
3.	Ciaz	Ciaz	Ciaz
4.	Creta	Xylo	Xylo
5.	Honda City	Bolero	Bolero
6.	Verna	Sumo	Sumo
7.	Swift Dezire	Swift Desire	Swift Desire
8.	Nexon	Indica	Indica
9.	Innova Crysta	Indigo	Indigo
10.	Brezza	Mahindra	Mahindra
11.		Tata Pickup Van	Tata Pickup Van
12.		Tata Winger	Tata Winger
13.		Creta	Creta
14.		Innova Crysta	Innova Crysta
15.		Brezza	Brezza

2. Technical bid contains **Annexure A and B**. Financial bid contains rate in form of **Annexure C**.
3. All entries in the Tender shall be typed/ written legibly in ink. Erasers and over writing are not permitted and may render such Tenders liable for rejection. All pages of the offer must be self-signed and page numbered by the Tenderers.
4. The tendering authority reserves the right to accept or reject any tender offer and or to annul the bidding process and reject all bids at any time prior to award of the contract without thereby incurring any liability towards the affected bidders or any obligation to inform the affected bidder of the grounds for the tendering authority action.
5. Tender shall be opened on 05/02/2021 at 03:00 P.M in Jharkhand University of Technology office in presence of Tenderer who wishes to be present.
6. The Tender will remain valid for two years from the date of giving work order by JUT, Ranchi.
7. Availability of the vehicle must be on 24x7x365 basis.
8. At time of supply vehicle, the vehicle must be under Commercial Registration.
9. The bidder will be responsible for total maintenance of hired vehicles, providing his own driver and to make payment of wages to the driver. The bidder shall obtain vehicle pollution, fitness certificate and other necessary documents from competent authority (i.e. vehicle registration, comprehensive insurance, payment of road tax, inter-state permit, etc).
10. Night Charges will be applicable for those vehicles which will be used after 7 P.M. and that the vehicles which will be sent out of Ranchi district and stayed at destination for government works and returned another day.
11. Vehicles must carry portable fire extinguisher. Vehicles fitted with GPS system will be preferred. The vehicles provided must no run on LPG/ CNG.
12. Vehicles may be used for inter- state travels, if required. Vehicles should be fitted with needed accessories (e.g. fog lights, toeing hook, etc) to drive on State and National highways including during the nights.
13. JUT, Ranchi shall have the right to ask for replacement of vehicles of the agency if not found in proper working condition and/ or change the driver if found incompetent/ disobedient/ misbehaving.
14. In case of any accident to the vehicle, it will be responsibility of the bidder or his representative to lodge FIR etc. with Police. All RTO issues and traffic violations are to the account of bidder.
15. No bid will be allowed to be withdrawn at any time.



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16. Any tender received after the deadline for submission of tenders will be rejected and/ or returned unopened to the Tenderer.
17. All legal disputes are subject to the jurisdiction of Ranchi High Court only.
18. The vehicles provided on Monthly basis must not be older than two years. At the same time, the vehicles provided on Daily/ Hourly basis must not be older than five years. They must be in good running condition. Jharkhand University of Technology at any time can inspect the road worthiness of the vehicles.
19. The bidder shall not engage any sub- contractor or transfer the contract to any other person in any manner. The bidder shall not be permitted to transfer their right and obligations under contract to any other organization or otherwise.
20. The bidder will work under the overall supervision/ direction of Jharkhand University of Technology or any other officer as may be specified by the Registrar, Jharkhand University of Technology.
21. The number of vehicles can be increased or decreased as per requirement. The bidder will provide the vehicles as per the actual requirement.

Sd/-

**Registrar,**

Jharkhand University of Technology,  
Ranchi, Jharkhand



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## Annexure A

### Application and Technical Bid

#### HIRING OF COMMERCIAL VEHICLES ON MONTHLY/ DAILY/ HOURLY BASIS FOR JHARKHAND UNIVERSITY OF TECHNOLOGY, JHARKHAND, RANCHI

Sl. No.	Particulars	Details
01.	Name of the tendering Agency/ Firm	
02.	Status of the Firm (e.g. Proprietorship, Partnership, etc)	
03.	Name of the Owner/ Partners/ Directors	
04.	Full details of the Office (a) Address (b) Telephone/ Mobile No (c) Fax No (d) E-mail Address	
05.	Details of the Bank Account (a) Name of the Bank (b) Branch (c) A/c No (d) IFS Code	
06.	Self Attested Documents (a) Proof of GST Registration of the Firm (b) Permanent Account Number (PAN) (c) Proof of at least 02 years experience at PSU/ Government Companies/ Other Private Reputed Corporate Organization (d) Notary/ Self affidavit of available vehicles with Registration numbers with Tenderer Firm/ Agency. Also attach the photocopies of the Registration Certificates as mentioned in the Affidavit (e) Notary/ Self affidavit regarding supply of vehicles whatsoever in numbers and type as per requirement of Jharkhand University of Technology, Ranchi will be supplied within 24 hours (f) At the time of supply, vehicle must be registered under Commercial Registration. (Notary/ Self Affidavit) (g) Copy of Income Tax returned last three years (i.e. 2017-18, 2018-19, 2019-20) (h) Copy of EPF/ ESI Registration No (i) EMD of Rs 10,000/- (j) The Tenderer must not be black listed from any agency (Notary/ Self affidavit)	





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07. Details of Satisfactory Performance/ Experience Certificate from PSU/ Government Companies/ Other Private Reputed Corporate Organization where the Tenderer has worked during last two years

Sl. No.	Name of PSU / Government Companies/ Other Private Reputed Corporate Organization	Period of Work
1.		
2.		
3.		

08. Any other details:

09. Enclosures:

- Original Demand Drafts (Two)
- Service Tax Registration number
- Copy of PAN Card
- Copy of Income Tax Return for last three years (2017-18, 2018-19 & 2019-20)

Date:

Place:

Signature of the Authorized person:

Full Name:

Company Seal:



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## Annexure B

(Letter for submission with tender on Tenderer's own letterhead)

### UNDERTAKING

Letter No:

Date:

To

**Registrar,**

Jharkhand University of Technology,

Science & Technology Campus,

Sirkhatoli, Namkum,

Ranchi- 834010

**Subject:** Hiring of Commercial Vehicles on Monthly/ Daily/ Hourly basis for 01 year for Jharkhand University of Technology, Jharkhand, Ranchi

Sir,

1. I/ We undersigned certify that I/ we have carefully gone through and clearly understood the terms and conditions of the tender document, the work requirement and undertake to company with them.
2. I/ We further undertake to execute and complete the work as per tender's terms and conditions and the bids submitted by us. We have signed every page of the tender documents as token of our acceptance of all terms and conditions of the tender.
3. My/ Our offer shall be valid for a period of two years.
4. I/ We understand that the decisions taken by the Jharkhand University of Technology, Namkum, Ranchi are full and final in all matters.
5. I/ We hereby agree to work as per the terms and conditions rolled out by the Jharkhand University of Technology, Namkum, Ranchi.

Thanking you,

Yours faithfully,

For M/s:.....

Signature:.....

Date:.....

Name:.....

Address:.....

Seal of Tenderer:



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## Annexure C

(Financial Bid)

### Part-I

#### HIRING OF COMMERCIAL VEHICLES ON MONTHLY BASIS IN JHARKHAND UNIVERSITY OF TECHNOLOGY, RANCHI RATE QUOTATION FOR 01 YEAR (365 DAYS)

Rates of Monthly basis for vehicles

Sl. No.	Type of vehicle	Standard running per month (in km)	Rates with AC (A) (Weightage 40%)	Rates without AC (B) (Weightage 40%)	Extra per km rate beyond standard km (C) (Weightage 10%)	Night halt charges of the driver (For out of station duty) (D) (Weightage 10%)
1.	Innova	1500 km				
2.	Scorpio	1500 km				
3.	Ciaz	1500 km				
4.	Creta	1500 km				
5.	Honda City	1500 km				
6.	Verna	1500 km				
7.	Swift Dezire	1500 km				
8.	Nexon	1500 km				
9.	Innova Crysta	1500 km				
10.	Brezza	1500 km				

- L1 will be decided using the formula:  $\sum_{i=1}^{10} (0.4xA + 0.4xB + 0.1xC + 0.1xD)$ . Any other condition will be not acceptable. GST will be applicable on rates and fuel, both as per the government rules.

Date:

Signature of the Authorized person:

Place:

Full Name:

Company Seal:



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## Part-II

### HIRING OF COMMERCIAL VEHICLES ON DAILY BASIS IN JHARKHAND UNIVERSITY OF TECHNOLOGY, RANCHI

#### RATE QUOTATION FOR 01 YEAR (365 DAYS)

Rate of Daily basis (Standard running 300 km) for vehicle

Sl. No.	Type of vehicle	Standard running per day (in km) or minimum period of 12 hours*	Rates with AC (A) (Weightage 40%)	Rates without AC (B) (Weightage 40%)	Extra per km rate beyond Standard running (C) (Weightage 10%)	Night halt charges of the driver after 12 hours of duty (For out of station duty) (D) (Weightage 10%)
1.	Innova	300 km				
2.	Scorpio	300 km				
3.	Ciaz	300 km				
4.	Xylo	300 km				
5.	Bolero	300 km				
6.	Sumo	300 km				
7.	Swift Desire	300 km				
8.	Indica	300 km				
9.	Indigo	300 km				
10.	Mahindra	300 km				
11.	Tata Pickup Van	300 km				
12.	Tata Winger	300 km				
13.	Creta	300 km				
14.	Innova Crysta	300 km				
15.	Brezza	300 km				

\* Including fare, driver charges, toll taxes and any other charge.

➤ L1 will be decided using the formula:  $\sum_{i=1}^{15} (0.4xA + 0.4xB + 0.1xC + 0.1xD)$ . Any other condition will be not acceptable. GST will be applicable on rates and fuel, both as per the government rules.

Date:

Signature of the Authorized person:

Place:

Full Name:

Company Seal:



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## Part-III

### HIRING OF COMMERCIAL VEHICLES ON HOURLY BASIS IN JHARKHAND UNIVERSITY OF TECHNOLOGY, RANCHI

#### RATE QUOTATION FOR 01 YEAR (365 DAYS)

Rate for on Hourly basis for vehicle

Sl. No.	Type of vehicle	Rates (up to 100 km) or 10 Hours			Rates (up to 60 km) or 5 Hours		
		Rates with AC (A) (Weightage 45%)	Rates without AC (B) (Weightage 45%)	Extra per km rate (C) (Weightage 10%)	Rates with AC (A) (Weightage 45%)	Rates without AC (B) (Weightage 45%)	Extra per km rate (C) (Weightage 10%)
1.	Innova						
2.	Scorpio						
3.	Ciaz						
4.	Xylo						
5.	Bolero						
6.	Sumo						
7.	Swift Desire						
8.	Indica						
9.	Indigo						
10.	Mahindra						
11.	Tata Pickup Van						
12.	Tata Winger						
13.	Creta						
14.	Innova Crysta						
15.	Brezza						

- L1 will be decided using the formula:  $\sum_{i=1}^{15} (0.4xA + 0.4xB + 0.1xC + 0.1xD)$ . Any other condition will be not acceptable. GST will be applicable on rates and fuel, both as per the government rules.

Date:

Signature of the Authorized person:

Place:

Full Name:

Company Seal:



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## AGREEMENT

Agreement made this ..... day of ..... 2021 between M/s ....., Address....., Ranchi-835217 hereinafter referred to as the Service Provider (which term or expression, unless excluded by or repugnant to the subject or context, shall mean and include its successors in office and assigns, of the one part

AND

Jharkhand University of Technology, Science and Technology Campus, Sirkha Toli, Namkum, Ranchi-834010 hereinafter referred to as Jharkhand University of Technology (which term or expression, unless excluded by or repugnant to the subject or context, shall mean and include its successors in office and assigns, of the second part

Each individually a **Party** hereto and collectively is referred to as Parties.

Whereas the Service Provider has tendered to the Jharkhand University of Technology for providing Commercial vehicles as per terms and conditions mentioned in the Tender Notice for Hiring of Vehicles on Monthly/ Daily/ Hourly basis Ref. No. JUT-07/2018(P-I)..... dated- ..... to the above Tender Notice.

Now it is hereby agreed between the parties hereto as follows:

1. The Service Provider has accepted the contract on the terms and conditions set out in the Tender Notice for Hiring of Vehicles on Monthly/ Daily/ Hourly basis Ref. No. JUT-07/2018/..... dated- .....
2. At time of supply, vehicle must be under Commercial Registration. The vehicles provided on Monthly basis must not be older than two years. At the same time, the vehicles provided on Daily/ Hourly basis must not be older than five years.
3. The bidder will be responsible for total maintenance of hired vehicles, providing his own driver and to make payment of wages to the driver.
4. The driver will maintain a Challan of the vehicle and get it countersigned and verified by the official using the vehicle.
5. Jharkhand University of Technology shall have the right to ask for replacement of vehicles of the Agency, if not found in proper working order and/ or the driver found incompetent/ disobedient.
6. Validity of the Contract period: two years w.e.f. ....../...../2019 to October 2021.
7. All legal disputes are subject to the jurisdiction of Ranchi Court only.
8. The bidder shall not engage any sub- contractor or transfer the contract to any other person in any manner. The bidder shall not be permitted to transfer their right and obligations under contract to any other organization or otherwise.
9. The bidder will work under the overall supervision/ direction of Jharkhand University of Technology or any other officer as may be specified by the Registrar, Jharkhand University of Technology.
10. The number of vehicles can be increased or decreased as per requirement. The bidder will provide the vehicles as per the actual requirement.

In witness where of the said parties has set his hand hereto and Registrar, Jharkhand University of Technology or his authorized representative has on behalf of the Jharkhand University of Technology affixed his hand and seal thereto the day and year first above mentioned.

For & on behalf of

For and on behalf of  
Jharkhand University of Technology