



झारखण्ड केन्द्रीय विश्वविद्यालय  
**CENTRAL UNIVERSITY OF JHARKHAND**  
(A Central University established by an Act of Parliament of India, 2009)

Ratu-Lohardagga Road,  
Brambe, Ranchi-835205  
Visit us at <http://www.cuj.ac.in>  
Email : registrar@cuj.ac.in

**Tender No.:** CUJ/GA/TPT/27/2015/489

**Date:** 16<sup>th</sup> August, 2019

**NOTICE INVITING TENDER (NIT)**

Name of the Work/Services: **“Tender for Hiring of Vehicle Services at Central University of Jharkhand, Brambe, Ranchi”**

**Schedule of tender Process:**

- |   |   |   |
|---|---|---|
| (i) Opening of Tender                                       | : | 17 <sup>th</sup> August, 2019               |
| (ii) Pre-Bid Meeting  | : | 27 <sup>th</sup> August, 2019 (03.00 pm)    |
| (iii) Last date and time for Submission of tender documents | : | 06 <sup>th</sup> September, 2019 (03.00 pm) |
| (iv) Date and time of Tender Opening (only Technical bids)  | : | 06 <sup>th</sup> September, 2019 (03.30 pm) |

1. The tender documents may be downloaded from official website of Central University of Jharkhand, Ranchi ([www.cuj.ac.in](http://www.cuj.ac.in)) as per the schedule given above. **Bidders are requested to follow the instructions carefully as per the tender document given in the website.**
2. The tenders shall be submitted in two parts viz. Technical Bid and Financial Bid, along with all the tender documents and the Tender acceptance Letter duly signed and numbered in all pages. Overwriting should not be made. If there is any overwriting, it must be initialed by the bidder before submitting. In case of non-submitting of copies of documents specified, such bids shall be summarily rejected.
3. Interested firms/agencies/companies are advised to visit University website [www.cuj.ac.in](http://www.cuj.ac.in) regularly till closing date of submission of tender for any corrigendum/addendum/amendment. After closing date, any notice regarding tender will be notified in University website.
4. In the event of any of the above-mentioned date being subsequently declared as a holiday/closed day for this office, the tenders will be opened on the next working day at the scheduled time without any further notice.

## Clause-1 Tender Notice

- 1.1 The University is inviting tender for hiring of vehicles (Innova/Dzire/Indigo/Xylo/Tempo Traveler/ 40 seater Bus/ Lorry etc.,) on Monthly/Daily/Hourly basis for meeting the official needs. The contract for hiring of the vehicle will be for a period of three years which may be evaluated annually on the basis of performance. The interested parties/service providers may submit their quotations in the prescribed application forms (i) Technical Bid as per **Annexure-I**, (ii) Financial Bid as per **Annexure-II**.
- 1.2 An Earnest Money deposit of **Rs. 50,000/-** and application fee for tender of **Rs. 1,000/-** in the form of Demand Draft in favour of the “**Central University of Jharkhand**” payable at **Ranchi**, must be deposited with technical bid.

## Clause-2 General terms and conditions

- 2.1. All vehicles to be provided must be of year 2017 model or later & not running more than 1,00,000 km.
- 2.2. Availability of the vehicle must be 24X7 basis along with medically fit drivers who hold valid Driving License and helper/conductor. Driver and helper will be in proper uniform.
- 2.3. Vehicles will be under the administrative control of Central University of Jharkhand Brambe, Ranchi during the hiring period.
- 2.4. Initially, University required 06 nos. of buses and 02 nos. of LMV. This may increase/decrease depending on requirement in future.
- 2.5. Vehicles may also be used for the Inter State travels, if required.
- 2.6. The Contractor has to be registered with GST registration and should submit a copy of GST Registration Number.
- 2.7. The contract for hiring of the vehicle will be for a period of three years which may be evaluated annually on the basis of performance. The contract shall be terminated by the University giving a notice of 30 days to this effect. However, the contract can also be terminated by the agency giving a written notice of 60 days.
- 2.8. **The rates to be quoted are to be filled in the proforma given at Annexure-II. The rates quoted shall be fixed for three years. After three years of the contract, any change in the quoted rates shall be intimated to the University for Mutual Agreement for which the University has sole discretion.**
- 2.9. **Earnest Money:** The contractor has to deposit earnest money (EMD) of **Rs.50,000/-** in the form of DD in favor of “**Central University of Jharkhand**” payable at Ranchi.
- 2.10. The firms/agencies duly registered with MSME shall be exempted from paying EMD and Tender document fee. A certificate must be submitted by the firm/agency along with Technical Bid.
- 2.11. The earnest money of all the unsuccessful tenderers will be returned as early as possible after the expiry of the period of the bid validity of 90 days or after issue of the work order. No interest will be payable by the University on the Earnest Money Deposit.

**Forfeiture of Earnest Money:** the Earnest Money will be forfeited in the following ground:-

- i. Earnest Money is liable to be forfeited and bid is liable to be rejected, if the tenderer withdraw or the tender in any respect within the period of validity and/or after opening the tender.
  - ii. When the tenderer does not deposit the security money, within 15 days after the work order is given.
  - iii. If the successful bidder fails to provide the vehicle within the prescribed time after the confirmed orders.
  - iv. When information/certificate/document furnished is found to be forged/false at any stage.
  - iv. When the bid documents have been manipulated or altered after they are downloaded from the website.
- 2.12. **Performance Security:** Performance Security for an amount of **Rs. 3,00,000/-** (Rupees Three Lakh Only) may be furnished in the form of Account payee Demand Draft, Bank guarantee from a commercial bank, Fixed Deposit. The PBG shall be valid for 42 months from the date of contract. In case of extension of contract the performance security may be revalidated accordingly to cover the contractual obligation.
- 2.13 The contractor will have to give a written undertaking that he accepts all the terms and conditions of this tender. The contractor should also submit the tender document duly signed and stamped in all the pages.
- 2.14 Vehicles will be at the disposal of the University throughout the duration of the contract except for the duration it goes for regular maintenance (only one day per month). Vehicles will not be allowed for private/public transport.
- 2.15 Duty Slips in duplicate copy to be printed and serially numbered by the Service Provider as per prescribed format of CUJ (**Annexure-IV**) and should ensure that at the end of duty; the duty slips are completed and signed by the users.
- 2.16 The tampering of meter reading, vehicle usage timings, overwriting of Summary / the log sheet and misbehavior of driver while on duty shall be viewed seriously, leading to even cancellation of contract.
- 2.17 Service Provider shall not engage any person below 18 years of age. Child labour is prohibited.
- 2.18 University reserves the right to cancel the bids or for any particular vehicle without assigning any reason.
- 2.19 The application fee of tender of amount of Rs 1000/- in the form of DD in favour of **Central University of Jharkhand** payable at Ranchi should be submitted with the application form without which the offer would not be considered.
- 2.20 Notwithstanding any clause/conditions above, the bidder may note that the vehicles provided/drivers deployed shall adhere to flexible in timing/usage considering the academic nature and work of the CUJ.
- 2.21 Vehicles attached with Vice Chancellor and Statutory officers will have flexible timings and will be stationed at the designated places of the authority (or) residences of the officers as the case may be.
- 2.22 During General Holidays i.e. Sundays/Saturdays/Government Holidays, if any of the vehicle under monthly basis category are utilized by the university, no extra charges / payments will be made by the university.
- 2.23 Bus will be in painted white colour with CUJ & its Logo. First Aid box, fire extinguisher, CC TV/ GPS will be in the buses.

### **Clause-3**

#### **Special Terms and conditions of Contract**

- 3.1 All repairs and maintenance, running costs, fuel, lubricants, salaries of drivers, taxes, insurance, etc. necessary for the running & maintenance of vehicle will be borne by the contractor.
- 3.2 Contractor would be responsible for the good conduct of the drivers employed and if at any point of time any driver is found to be working against the interest of the university, the said driver shall be withdrawn forthwith and a fresh driver shall be provided to the university at no additional cost.
- 3.3 Contractor may deploy vehicle running on as per Govt. guidelines.
- 3.4 All hired vehicles shall be under University's control and shall be parked at designated locations of the Central University of Jharkhand when not in use during the period of hiring.

- 3.5 Vehicles should be fitted with needed accessories to drive on State and National highways including during the nights. Fog lights are to be fitted.
- 3.6 Vehicles should also be fitted with Towing hook.
- 3.7 Vehicle should be able to move freely to the neighboring States without any restrictions.
- 3.8 All vehicles shall be comprehensively insured against all risks (including the driver and occupants & third party). Insurance policy shall be renewed well before the due date. Otherwise fine may be imposed.
- 3.9 Buses which are in good road worthy condition and also complying with the conditions as laid down by the Government for an Educational Institution only would be considered. The buses should be painted in white color with Central University of Jharkhand Logo) with all necessary marking on the body as per Government orders.
- 3.10 The contractor should assume all liabilities and keep the University away against any action, suit, cost, damages, charges and expenses arising how-so-ever out of the operation of the vehicles.
- 3.11 The University has the right to enter into contract for hiring of vehicles/drivers with one or more service Providers/ bidders.
- 3.12 The contractor should not assign this contract or any part thereof to any third party.
- 3.13 While the selection of the successful bidder will be based on L1, the University would decide upon the selection based on technical evaluation.
- 3.14. Driver should always carry all necessary documents like Registration papers, Insurance papers, Pollution Under Control (PUC) clearance, RTO tax payment papers, valid driving license and all other documents that should accompany vehicle as per rules & regulations of applicable laws.
- 3.15 Driver should always carry complaint book and should produce on demand by user. The copy of complaint book must be submitted with bill after duly certified by the Transport I/c while producing the bill for payment.
- 3.16 In case of breakdown of any vehicle, the Contractor shall, within two hours provide another vehicle at no extra cost. The University shall have absolute right to charge Rs.1,000/- per day if contractor does not provide another vehicle within two hours.
- 3.17 In case of any accident to the vehicle, it will be the responsibility of the contractor or his representative (drivers) to lodge FIR etc. with police. All RTO issues and Traffic violations are to be taken care of by the contractor.
- 3.18 The contract will be for providing service (hiring of vehicle) and at no point of time any or all of the Staff of Transporter shall raise a claim for employment in the Central University of Jharkhand.
- 3.19 Drivers should carry sufficient cash for discharging obligation on account of parking charges & toll taxes. Parking charges & toll fee will be reimbursed to the contractor. Proper supporting documents would have to be submitted along with such claims.
- 3.20 Lodging, boarding, transportation of drivers and helpers shall be the contractor's responsibility.
- 3.21 The driver and helper provided by the contractor should fulfill the following conditions:
  - i. Should be in possession of valid commercial driving license issued by RTO for the class of vehicle he is driving.
  - ii. Should wear uniform which should be properly washed /ironed.
  - iii. Should be well qualified and should be able to read and write, and have minimum three years of experience as driver.
  - iv. Should not smoke; chew Pan/Pan masala/Tobacco inside the vehicle both while driving or otherwise.
  - v. Should not get indulged in any activity to security of the officers traveling in his car.
  - vi. Should be in possession of Mobile phone with valid connection.
  - vii. Should not use mobile phone, while driving.

In the event of driver not being in presentable dress, not behaving properly, engaging in rash and unsafe driving, the University shall have right to expel or refuse entry to such driver and vehicle to be treated as absent.

3.22 **Penalty:-** Following amount of penalties will be applicable :-

| Sl. No. | Reason for Penalty   | Penalty Amount   |
|---------|--|--|
| i       | If, Driver and/or helper found not in proper Uniform   | 500.00   |
| ii      | If, Driver and/or helper found chew pan masala/tobacco inside the vehicle                                    | 500.00   |
| iii     | If, Driver and/or helper found in drinking of liquor than penalty  | 1000.00<br>& discharge the driver and/ or helper   |
| iv      | If, Vehicles will not carry first aid kit, fire extinguishing, CC TV Camera etc. as per terms and conditions | 1000.00  |
| v       | Seat cover must be neat and clean to the satisfaction of the user. If any complaint is made.                 | 500.00   |
| vi      | In case of any other major default like road accident  | The appropriate amount will be decided by the Transport I/c or committee constituted for this purpose and duly approved by competent authority |

3.23 **Statutory Requirements:** It is essential to have the Registration with EPF, ESIC (if applicable) GST No., PAN etc. However, if the Service Provider does not possess any or all the above, they shall obtain the same within one month of commencement of Contract. The agency shall maintain a wage register detailing wage paid, EPF, ESI, Bonus amount, challan no. etc. as per the rate of Govt. of Jharkhand.

3.24 Driver should be alert/care full enough to take care of items/material kept in the vehicles.

3.25 Vehicle should carry portable fire extinguisher and first aid box & relevant consumables such as freshener etc. and necessary tools for emergency.

#### **Clause-4 Terms of Payment**

4.1 Monthly bills shall be submitted in duplicate to the authority specified in contract, along with photo copy of log book duly signed by the controlling officer/duty slip (in case of daily/hours basis vehicle) challan of Bonus, EPF & ESIC etc. and payment will be processed on monthly basis. Contractor will submit an undertaking along with monthly bills that he has deposited the ESIC & EPF in time. Contractor will have to submit the receipt of deposited challan along with subsequent monthly bills. The last bill will be processed only on showing the receipt of depositing of all previous EPF & ESI to its employees for this contract. The discrepancies will be settled against due payment and PBG.

#### **Clause-5 Termination**

The University may, without prejudice to any other remedy for breach of contract may terminate the contract in whole or in parts in the event of the following:

5.1 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 University.

5.2 If the contractor fails to perform any other obligation (s) under the contract.

5.3 If the contract breaches the terms of contract.

5.4 If the performance of contract is not found satisfactory.

5.5 In case the Contract is to be terminated, 30 days notice in writing shall be given by the University and 60 days notice in writing shall be given by the contractor.

#### **Clause-6 Jurisdiction**

6.1 All disputes arising out of this contract shall be subjected to the jurisdiction of Court in Ranchi.

#### **Clause-7 Eligibility Conditions for Bidders**

- 7.1 The Contractor/Agency should have owned 05 nos. of vehicles (e.g. 40/52 seater Bus/ Innova / Dzire/ Indigo / Xylo / Tavera / Sumo/ Tempo Traveller / Swaraj Mazda etc. at the time of bid submission, registered as commercial vehicles. In case university requires more than 05 vehicles at a time it will be the responsibility of the contractor to manage the same at the contractual rates.
- 7.2 The bidder should be registered with the GST. 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/contract.
- 7.3 The bidder should have overall experience of 3 years in the field in supplying at least 05 commercial vehicles to any Central /State Govt. organization or a Public Sector Undertaking/Educational Trust/University/Schools/other autonomous bodies.
- 7.4 The Annual turnover of the Bidder should be at least Rs.50.00 lakhs in the last three financial years. Audited financial statements or financial statements of the turn over duly certified by a Chartered Accountant to be enclosed as proof of the same.

#### **Clause-8 Relationship Certificate**

8.1 The bidder shall give a certificate that none of his/her near relative is working in the units as defined below where he is going to apply for the tender. In case of proprietorship firm certificate will be given by the proprietor. For partnership firm certificate will be given by all the partner and in case of limited company by all the Directors of the company excluding Government of India/Financial institution nominees and independent non-Official part time Directors appointed by Govt. of India or the Governor of the state. Due to any breach of these conditions by the company or firm or any other person the tender will be cancelled and Bid Security will be forfeited at any stage whenever it is noticed and CUJ will not pay any damage to the company or firm or the concerned person.

The company or firm or the person will also be debarred for further participation in the concerned unit. The near relatives for this purpose are defined as:-

- (a) Members of a Hindu undivided family.
- (b) Spouse.
- (c) The one is related to the other in the manner as father, mother, son(s) & Son's wife (daughter in law), Daughter(s) and daughter's husband (son in law), brother(s)and brother's wife, sister(s)and sister's husband (brother in law).

The format of the certificate to be given is "I.....  
S/o..... R/o..... here

by certify that none of my relative(s) as defined in the tender document is/are employed in CUJ as per details given in tender document. In case at any stage, it is found that the information given by me is false / incorrect, CUJ shall have the absolute right to take any action as deemed fit without any prior intimation to me.” (as per **Annexure-V** Clause 8).

### **Clause-9**

#### **Submission of Tender**

- 9.1 The tender shall be submitted in two parts, viz., technical bid and financial bid in separate sealed envelope with superscribe the name of tender. All the pages of bid being submitted must be signed and sequentially numbered by the bidder irrespective of nature of content of the documents before submitting. The bid shall be submitted through Speed Post / Registered Post / Courier / By hand before last date and time to **The Registrar, Central University of Jharkhand, Brambe, Ranchi – 835 205**. After last date and time, no correspondence will be entertained in this matter.
- 9.2 The Demand Draft in respect of cost of tender document and earnest money deposit must be submitted to the CUJ, Brambe, Ranchi with tender document on or before last date. The bid without tender fee and EMD will be summarily rejected.
- 9.3 The following documents are to be submitted by the firm/agency along with Technical Bid as per the tender document:-
- a. Proof of ownership/hold on lease duly stamped and registered of minimum number of vehicles, as per clause 7.1. The RC book should be registered in the name of the company/proprietor.
  - b. Registration certificate for Goods & Service Tax, else, copy of application submitted to Custom/Central Excise Department for service tax registration, as per clause 7.2.
  - c. Registration with EPF & ESIC essential.
  - d. Experience certificate from appropriate authority as per the clause no.7.3 of the Tender document.
  - e. Copy of Balance sheet and P/L Account of last three years ended 31.03.2018
  - f. Copy of PAN Card
  - g. ITR last three years ended 31.03.2018

**9.4 Financial Bid: The lowest bidder will be finalized on the basis of quoted rate on monthly basis of Annexure- II, Part A.**

- 9.5 In case of Tie, the committee members may resolve the tie situation under following parameters:-**
- i. Annual Turnover**
  - ii. No. of Vehicles owned.**
  - iii. Length of Experience.**

### **Clause-10**

#### **Amendment to bid document**

- 10.1 At any time, prior to the date of submission of bid, the University, for any reason whether at its own initiative or in response to a clarification required by a prospective bidder, modify the bid document by amendments.
- 10.2 Such amendments shall be notified through University website only and these amendments will be binding on all prospective bidders.

**TECHNICAL BID****APPLICATION FORM FOR HIRING OF VEHICLES**

1. Name of the Contractor/Agency : .....
2. Complete Address : .....
3. Telephone Number(s) : .....
4. Fax Number : .....
5. E-mail address : .....
6. Payment Details : **Earnest Money:** D.D. Amount: ..... D.D. No.: Date: .....
- Bank & Branch .....
- Tender Fee:** D.D. Amount: ..... D.D. No.: Date: .....
- Bank & Branch .....
7. Goods & Service Tax Registration number issued by the Central Excise Deptt. in favor of the contractor/agency (Documents attached) : .....
8. PAN Number issued by the IT Deptt. In favor of the contractor/agency (Documents attached) : .....
9. Last 3 years ITR ending 31.03.2018 (attached 2015-16, 2016-17, 2017-18 ITR) : .....
10. Annual Turnover of the firm (Rs. In Lakhs) last three financial years (Copy of audited financial statement must be attached)
- | Financial Year   | 2015-16 | 2016-17 | 2017-18 |
|--|---------|---------|---------|
| Amount (Rs. In lakh)<br>(Turnover of transport service more than Rs. 50.00 lakh) |         |         |         |
11. Total no. of drivers employed by the agency : .....
12. No. of own vehicles : Buses ..... LMV.....
13. Previous experience of providing vehicles at least 05 commercial vehicles to any Central /State Govt. organization or a Public Sector Undertaking/Educational Trust/other autonomous bodies (Copy of proof must be attached) : .....
14. EPF No. .... ESIC No..... (Copy attached)
15. Employee's welfare provisions [EPF, ESIC and Insurance etc.] : .....
- (attached documentary proof)
16. Any Other Details : .....



17. Fleet capacity [Commercial cars, buses, minivans etc.] :.....

| <b>Name of Vehicle</b>  | <b>No of Vehicles</b> | <b>Documentary Proof like RC, Insurance etc. in the name of agency</b> |
|---|-----------------------|--|
| <b>Category –1</b>  |                       |  |
| Toyota Etios/or equivalent capacity   |                       |  |
| Maruti Swift<br>Dzire or equivalent capacity  |                       |  |
| Tata Zest/or equivalent capacity  |                       |  |
| <b>Category –2</b>  |                       |  |
| Toyota Innova   |                       |  |
| Mahindra XUV 500  |                       |  |
| <b>Category–3</b>   |                       |  |
| Chevrolet<br>Tavera   |                       |  |
| Mahindra Xylo   |                       |  |
| Tata Sumo(or)<br>Equivalent   |                       |  |
| <b>Category–4</b>   |                       |  |
| Winger A.C. or equivalent   |                       |  |
| Tempo<br>Traveller (A/c)  |                       |  |
| Tempo<br>Traveller (Non<br>A/c)   |                       |  |
| Swaraj Mazda<br>(NonA/c)  |                       |  |
| <b>Category–5</b>   |                       |  |
| Tatastar bus Skool 52 seater Layout (3x2) or similar specifications (Non A/c)       |                       |  |
| Tatastar bus ultra Skool 46 seater Layout (3x2) or similar specifications (Non A/c) |                       |  |
| Tatastar bus ultra 42 seater Layout (3x2) or similar specifications (Non A/c)       |                       |  |
| <b>Category–6</b>   |                       |  |
| Tata ACE  |                       |  |
| <b>Category–7</b>   |                       |  |
| Mini Lorry(407/609)   |                       |  |
| <b>Category–8</b>   |                       |  |
| <b>Lorry (LPT) /or equivalent capacity</b>  |                       |  |

**Date:**

**Place:**

**Signature of Authorized Signatory:**

**Seal:**

**Financial Bid****Part-A****Monthly Basis:**

| Name of Vehicle  | Minimum No. of Vehicles required* | Monthly rate including Driver + helper | Mileage per ltr. | Cost of Fuel per ltr.** (Rs. 65.75 is rate on 01.07.2019) | Cost per KM (5/4) | #Cost of minimum running of 1000 km (Col.6 X 1000 km) | Total (3+7)*2 |
|--|-----------------------------------|--|------------------|---|-------------------|---|---------------|
| 1  | 2                                 | 3                                      | 4                | 5   | 6                 | 7   | 8             |
| <b>Category -1</b>   |                                   |  |                  |   |                   |   |               |
| Maruti Swift Dzire, Toyota Etios , Tata Zest /or equivalent capacity (AC)            | 01                                |  |                  | Rs. 65.75   |                   |   |               |
| <b>Category -2</b>   |                                   |  |                  |   |                   |   |               |
| Tata Sumo, Mahindra Bolero (or) Equivalent (AC)                                      | 01                                |  |                  | Rs. 65.75   |                   |   |               |
| <b>Category- 3</b>   |                                   |  |                  |   |                   |   |               |
| Tata star bus ultra Skool 40 seater Layout (2x2) or similar specifications (Non A/c) | 06                                |  |                  | Rs. 65.75   |                   |   |               |
| <b>Category- 4</b>   |                                   |  |                  |   |                   |   |               |
| Bus 50/52 seater layout (3x2) or similar specification                               | 01                                |  |                  | Rs. 65.75   |                   |   |               |
| <b>Category- 5</b>   |                                   |  |                  |   |                   |   |               |
| Hiring of Auto Carrier (tempo)   | 01                                |  |                  | Rs. 65.75   |                   |   |               |
| <b>Total</b>   |                                   |  |                  |   |                   |   |               |

\* No. indicated in Column 2 may increase/ decrease as per requirement of the University.

\*\* Rate of per KM running shall be decided as per mileage and rate of the fuel on the 01<sup>st</sup> day of the month.

# The University assures minimum running of vehicles upto 1000 km per month.

**Date:**

**Place:**

**Signature of Authorized Signatory:**

**Seal:**

\* As per the actual sitting capacity as per specification given in Annexure 7

## Financial Bid

### Part-B

#### Occasional hiring\*

| <b>Name of Vehicle</b>  | <b>Rent of the Vehicle for 08 Hrs. and 80 Km</b><br>(Inclusive of Non A/c /A.C. Vehicle + Driver + Fuel) | <b>Rent of the Vehicle for 12 Hrs. and 100 Km</b><br>(Inclusive of Non A/c / A.C. Vehicle + Driver + Fuel) | <b>Rent of the Vehicle for 24 Hrs. and 250 Km</b><br>(Inclusive of Non A.c./A.C. Vehicle + Driver + Fuel) | <b>#Mileage per ltr.</b> | <b>Remarks</b> |
|---|--|--|---|--------------------------|----------------|
| <b>Category -1</b>  |  |  |   |                          |                |
| Toyota Etios/or equivalent capacity   |  |  |   |                          |                |
| Maruti Swift Dzire or equivalent capacity                                     |  |  |   |                          |                |
| Tata Zest/or equivalent capacity  |  |  |   |                          |                |
| <b>Category -2</b>  |  |  |   |                          |                |
| Toyota Fortuner   |  |  |   |                          |                |
| Toyota Innova   |  |  |   |                          |                |
| Mahindra XUV 500  |  |  |   |                          |                |
| <b>Category-3</b>   |  |  |   |                          |                |
| Chevrolet Tavera  |  |  |   |                          |                |
| MahindraXylo  |  |  |   |                          |                |
| Tata Sumo(or) Equivalent  |  |  |   |                          |                |
| <b>Category-4</b>   |  |  |   |                          |                |
| Winger A.C. or equivalent   |  |  |   |                          |                |
| Tempo Traveller (A/c)   |  |  |   |                          |                |
| Tempo Traveller (Non A/c)   |  |  |   |                          |                |
| SwarajMazda (NonA/c)  |  |  |   |                          |                |
| <b>Category-5</b>   |  |  |   |                          |                |
| Tatastar bus Skool 52 seater Layout (3x2) or similar specifications (Non A/c) |  |  |   |                          |                |

|  |  |  |  |  |  |
|--|--|--|--|--|--|
| Tatastar bus ultra Skool<br>46 seater Layout (3x2)<br>or similar specifications<br>(Non A/c) |  |  |  |  |  |
| Tatastar bus ultra 42<br>seater Layout (3x2) or<br>similar specifications<br>(Non A/c)       |  |  |  |  |  |
| <b>Category-6</b>  |  |  |  |  |  |
| Tata ACE   |  |  |  |  |  |
| <b>Category-7</b>  |  |  |  |  |  |
| Mini Lorry(407/609)  |  |  |  |  |  |
| <b>Category-8</b>  |  |  |  |  |  |
| <b>Lorry (LPT) /or<br/>equivalent capacity</b>   |  |  |  |  |  |

- \*(i) Hours/distance calculation should commence from the time of reporting of vehicle at CUJ/at designated places.**
- (ii) If the travel exceeds the hours slab, the rate will be decided whichever beneficial to the University, calculating the extra kilometer or fitting in the next slab.**
- (iii) The rates quoted under this part shall not be considered for evaluation of financial bid.**

# Rate of per KM running shall be decided as per mileage and rate of the fuel on the 01<sup>st</sup> day of the month.

**Date:**

**Place:**

**Signature of Authorized**

**Signatory:**

**\* As per the actual sitting capacity as per specification given in Annexure 7**

**LETTER OF AUTHORISATION FOR ATTENDING BID OPENING**

To,  
**The Registrar**  
Central University of Jharkhand  
Ratu-Lohardagga Road,  
Brambe, Ranchi-835205.

Subject: Authorization for attending bid opening on ..... (date) in the tender of .....

Following persons are hereby authorized to attend the bid opening for the tender mentioned above on behalf of .....(Bidder) in order of preference given below.

| <b>Order of Preference</b> | <b>Name</b> | <b>Specimen Signature</b> |
|----------------------------|-------------|---------------------------|
| I .....                    | .....       | .....                     |
| II .....                   | .....       | .....                     |
| Alternate Representative   | .....       | .....                     |

Signatures of bidder  
or  
Officer authorized to sign the bid Documents on behalf of the bidder.

Notes:

1. Maximum of two representatives will be permitted to attend bid opening. In cases where it is restricted to one, first preference will be allowed. Alternate representative will be permitted when regular representatives are not able to attend.
2. Permission for entry to the hall where bids are opened maybe refused in case authorization as prescribed above is not recovered.

**Signature of Bidder with seal**

**FORMAT OF DUTY SLIP**

**(Print Name of the company & address)**

Sl. No.....

Date.....

**(To be filled by contractor)**

1. Reg. No of Vehicle :.....
2. A/C or Non-A/C.....,Model &Year....., Petrol/Diesel.....
3. Name, Designation & address of user .....
- .....
- .....

---

**(To be filled by user)**

4. Purpose of Journey(detail) .....
5. Places visited .....
6. Meter Reading at Starting Point..... At closing Point .....
7. Total KMs Run .....
8. Time at Starting Point..... At closing Point .....
9. Extra Detention Hours (beyond duty Hrs.).....
10. Charges for Parking/Toll Tax etc.....
11. Number of Night Halts (for outstation journey only).....

Driver's Name & Signature

Signature of User

**Signature of Bidder with seal**

**NEAR RELATIVE CERTIFICATE**  
**(To be given by all Directors)**

I ..... S/o Shri ..... r/o  
.....  
..... hereby certify that none of my relative(s) as defined  
in the tender document is /are employed in CUJ as per details given in tender document. In case, at any stage,  
it is found that the information given by me is false/incorrect, CUJ shall have the absolute right to take any  
action as deemed fit/ without any prior intimation to me.

Dated: .....

Signature: .....

Name in block letters of the signatory: .....

In capacity of : .....

**NOTE:**

- In case of Company/Institution/Body corporate, a list of all Board of Directors may be submitted along with the bid.
- In case of Company/Institution/Body corporate, “Near Relative Certificate” is required by all the Directors of Company/Institution/Body Corporate excluding Government of India /Financial Institution nominees and Independent non-official part time Directors appointed by Government of India or the Governor of State.
- In case of Proprietorship firm, certificate will be given by the proprietor.
- For Partnership firm, certificate will be given by all the partners.
- The “Near Relative Certificate” should be submitted as per clause 8.

**Signature of Bidder with seal**

**DECLARATION**

I, ..... hereby declare that I am authorized to sign this document and that:

- 1) All the statements made in this application are true, complete and correct to the best of my knowledge and belief. I understand that if at any stage, it is found that any information given in this application is false/ incorrect or that our agency does not satisfy the eligibility criteria, our candidature/empanelment is liable to be cancelled / terminated.
- 2) I understand that the decisions taken by the Central University of Jharkhand are final and binding in all matters.
- 3) I hereby agree to work as per the terms and conditions stipulated by Central University of Jharkhand.
- 4) I understand that the Central University of Jharkhand reserves the right to accept or reject and to cancel the empanelment process and reject all expression of interests at any time prior to the award of the contract, without detailing any specified reasons what so ever.

Place : .....

Signature :

.....

Place : .....

Name :

.....

Designation :

.....

**Signature of Bidder with seal**



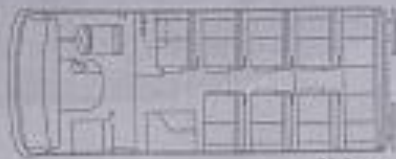
ANNEXURE 7

TATA  
**Starbus**  
SCHOOL

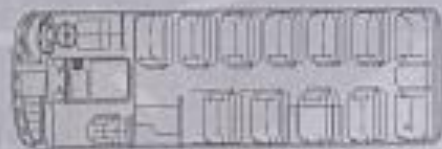
# Seating options



18 Seater



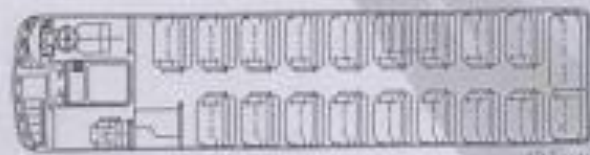
20 Seater



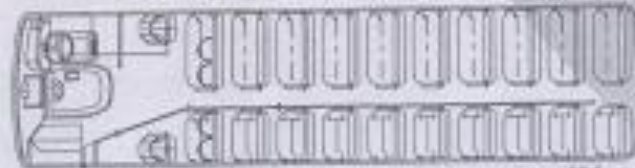
26 Seater



36 Seater



40 Seater



52 Seater



## CHECK LIST

1. Application Form (Technical Bid) as per **Annexure I**
2. Application Form (Financial Bid) as per **Annexure II**
3. Earnest Money Deposit for Rs.50,000/- in the form of Demand Draft favouring **Central University of Jharkhand** payable at Ranchi
4. Application Fee for Rs.1000/- in the form of Demand Draft favouring **Central University of Jharkhand** payable at Ranchi.
5. Goods & Service Tax Registration Certificate. (Enclose copy of the Certificate)
6. Written undertaking regarding accepting all the terms and conditions of the tender document.
7. Tender document signed in all the pages with seal of the bidder.
8. Registration with EPF & ESIC (Enclose copy of the Certificate).
9. PAN (Enclose copy of the Certificate).
10. Proof of ownership of 05 nos. of vehicles.
11. Copy of Registered Partnership Deed or Articles/Memorandum of Association in the case of partnership firm or Private Limited Company.
12. Experience Certificate in the field in supplying at least 05 commercial vehicles/cars for at least three years to any Central/State Govt. organization or a Public Sector Undertaking /Universities / Other autonomous bodies.
13. Annual Turnover of Rs. 50.00 lakh for the last three financial years. Audited financial statements/Profit loss accounts or financial statement showing turnover duly certified by a Chartered Accountant to be enclosed.
14. Near Relative Certificate as per **Annexure V**.