

## जीवाजी विश्वविद्यालय, ग्वालियर

क्रमांक/स्टोर/23/ 104

दिनांक: 23/3/23

### खुली निविदा-सूचना

जीवाजी विश्वविद्यालय, ग्वालियर द्वारा पेट्रोल/डीजल आपूर्ति एवं वाहन किराये पर लेने हेतु निविदा आमंत्रित की जाती है। निविदाओं का विस्तृत विवरण जीवाजी विश्वविद्यालय, ग्वालियर की वेब साइट [www.jiwaji.edu](http://www.jiwaji.edu) पर भी उपलब्ध है।

  
कुलसचिव

सम्पर्क :-

1. सुश्री. सारना राव - मोबा. - 8989132462
2. भण्डार विभाग - मोबा. - 9826074682

# जीवाजी विश्वविद्यालय, ग्वालियर

क्रमांक/स्टोर/23/ 104

दिनांक 23.03.2023

## किराए के वाहन हेतु निविदा सूचना

जीवाजी विश्वविद्यालय, ग्वालियर टैक्सी प्रदाता एजेन्सियों से सील बन्द निविदाएं आमंत्रित करता है। निविदा आवेदन पत्र (नियम/शर्तों सहित) विश्वविद्यालय की स्टोर शाखा से कार्यालयीन समय में राशि रू. 500/- नगद (वापसी योग्य नहीं) जमा कर प्राप्त किये जा सकते हैं। विस्तृत निविदा सूचना विश्वविद्यालय की वेबसाइट – [www.jiwaji.edu](http://www.jiwaji.edu) पर भी उपलब्ध है।

निविदा आवेदन पत्र विश्वविद्यालय की वेबसाइट से डाउनलोड करने की स्थिति में राशि रू. 500/- का डिमान्ड ड्राफ्ट, जो कुलसचिव जीवाजी विश्वविद्यालय, ग्वालियर के नाम देय हो, निविदा आवेदन पत्र के साथ संलग्न करना आवश्यक है अन्यथा निविदा निरस्त कर दी जावेगी। पूर्ण रूप से भरे हुये निविदा आवेदन पत्र स्पीड पोस्ट/पंजीकृत डाक से कुलसचिव, जीवाजी विश्वविद्यालय, ग्वालियर के पते पर दिनांक 18.04.2023 कार्यालयीन समय तक आवश्यक रूप से पहुँच जाना चाहियें।

कुलसचिव

**TENDER  
FOR  
RATE CONTRACT  
FOR  
PROVIDING TAXI VEHICLES  
FOR  
JIWAJI UNIVERSITY  
GWALIOR**

THE REGISTRAR  
JIWAJI UNIVERSITY  
GWALIOR

**Website :**  
[www.jiwaji.edu](http://www.jiwaji.edu)

# JIWAJI UNIVERSITY GWALIOR

(To be Submitted in Technical bid)

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## TENDER FORM FIRM'S DESCRIPTION

1. Name of the Firm .....
2. Address of Office .....  
.....
3. Telephone No. ....
4. Fax No. ....
5. Email .....
6. (a) Name and designation of the Chief Executive of the firm who would be responsible for providing vehicles .....
7. Tender Cost of Rs. 500/- deposited vide Receipt No. .... dated ..... if document downloaded from the website tender fee enclosed vide DD/Banker cheque no. ....
8. Earnest Money Rs.10,000/- enclosed vide DD/Banker's cheque No. .... dated ..... drawn on ..... (Name of the Bank)
9. GST Registration No. ....
10. Permanent Account Number of Income Tax. ....
11. Shops and Establishment Certificate Date & Number .....

**Signature of the Tenderer**  
**Name** .....  
**Seal** .....

**(To be Submitted in Technical bid)**

**TECHNICAL TENDER FORM  
TERMS AND CONDITIONS FOR  
RATE CONTRACT**

1. JIWAJI UNIVERSITY GWALIOR. Invites bids for rate contract for hiring of vehicles (taxis). Approximately three to five vehicle will be hired on rate contract for local and out side the GWALIOR as an when required.
2. The tender must be submitted in sealed cover addressed to THE REGISTRAR, JIWAJI UNIVERSITY GWALIOR,
3. The tender should be submitted on the prescribed tender form.
4. Tenderer may also download the tender document (in full) available on website: [www.jiwaji.edu](http://www.jiwaji.edu) for participation of the tender process. The printout of the downloaded tender document from the website shall be taken on A-4 size paper and the details are to be entered as per the requirement of the tender.
5. The cost of the tender document downloaded from the website is required to be deposited as a separate DD/Payorder of Rs. 500/- at the time of submission of tender failing which tender will be rejected. The DD/Payorder shall be drawn in favour of THE REGISTRAR, JIWAJI UNIVERSITY, payable at Gwalior.
6. The tender will be opened as per schedule indicated on the Tender Form. The tenderer are at liberty to be present at the time of opening the tenders.
7. The tenderer who is registered under the GST Act and Shops & Commercial Establishment Act prevalent in the state (wherever applicable), where his business is located, shall be eligible to tender. Photocopies to be enclosed herewith.
8. The tenderer shall submit the photocopy of Permanent Account Number and Income Tax Return receipts for the previous two Assessment years 2020-21, 2021-22.

**Signature of the Tenderer**

**Name .....**

**Seal .....**

9. The bidder should submit the Technical and Financial bids in two separately sealed envelopes, of which one is to be marked as **"Technical Bids for Rate Contract for Providing Taxi Vehicles"** containing the following documents.

- a. "Technical Tender Form" and "Terms and Conditions of the Tender" duly signed on each page by the tenderer.
- b. Earnest Money of Rs.10,000/- (Rupees Ten thousand only) in the form of Demand Draft payable at Gwalior in favour of " THE REGISTRAR , JIWAJI UNIVERSITY , Gwalior."
- c. Receipt of Rs.500/- as cost of tender form, or demand draft/pay order if downloaded from website.
- d. Photocopies of Registration certificates of vehicles.
- e. Work Orders of executing works of similar nature for university or similar statutory bodies (atleast 5 in number executed in each financial year 2020-21 and 2021-22).
- f. GST Registration Copy.
- g. Copy of Permanent Account Number. (PAN)
- h. duly filled Annexure-I and related document proof.
- i. An under taking as given in Annexure – II

Any other documents, if not covered under any of the above, shall also be put inside this technical bid envelope. Each of above documents should be assigned a serial number which should be mentioned on the top right hand corner of the corresponding document. A Summary of these enclosures should be prepared in a tabular form.

10. The second envelope will be sealed and marked as **"Financial Bid for Rate Contract for Providing Taxi Vehicles"**, which will contain ONLY 'Financial Tender Form' duly filled in and signed by the tenderer. NO OTHER DOCUMENT would be placed in this envelope.

11. Both these separately sealed envelopes will be placed in a third one (big one) envelope, which may be called the container envelope, and it will also be sealed, marked as **"Tenders for Rate Contract for Providing Taxi Vehicles"**

12. The big one envelope (container envelope) containing both the envelopes of technical bid will be opened on 24-04-2023 at 3.30 PM at JIWAJI UNIVERSITY Gwalior. Willing bidders may also be present at the time of opening this container envelope as well as at the time of opening technical bids.

**Signature of the Tenderer**

**Name .....**

**Seal .....**

13. The financial bids of only those bidders will be opened who are found technically eligible in evaluation of technical bids.

14. The rates must be written both in words and figures in the Financial Bid.

15. Erasers, alterations or overwriting, if any, should be legible and signed by the tenderer.

16. The rates quoted shall be valid for one year w.e.f. the date of agreement and would be binding upon the tenderer. These rates can be extended for one more year on mutual concern of both the parties.

17. The tenderer should sign the tender at each page as a token of his acceptance of all the terms and conditions of the tender.

18. **The tenderer must be accompanied by an earnest money (Rs.10000/-) as indicated in the tender form, without which it will not be considered.** The amount should be deposited in the form of crossed demand draft/pay order drawn in favor of 'THE REGISTRAR, JIWAJI UNIVERSITY , GWALIOR'. Amount in any other form shall not be accepted. The earnest money shall be refunded to unsuccessful tenderer after final acceptance of the tender.

19. If the successful tenderer deviates from his offer or offers new terms after opening of the tender, his earnest money is liable to be forfeited.

20. The successful tenderer will have to execute an agreement with The Jiwaji University on Stamp Paper. The Earnest Money will be refunded after the completion of rate contract period. This will be a security deposit.

21. The successful tenderer shall provide Taxi-Vehicle on the tender approved rates as and when required by the The Jiwaji University for travel local and outside Gwalior.

22. The Taxi Vehicles to be provided **for local and out stations journeys** should be of the year 2015 or later and should be fit for undertaking journey.

23. **Experience of at least five works each year of similar nature in university or similar statutory bodies is essential (during 2020-21 and 2021-22) in last two years. Work orders must be attached with technical bid. The rate on orders may be covered with whitener.**

24. The successful tenderer shall provide the Taxi Vehicle on all working days or on holiday as required by the The Jiwaji University or any other time as directed by the The

**Signature of the Tenderer**  
**Name .....**  
**Seal .....**

Registrar, Jiwaji University Gwalior or an Authority of the university. In case the taxi vehicle will not be provided by the tenderer as per the demand of JIWAJI UNIVERSITY on any day, Rs. 500/- will be deducted from the contractors outstanding bill. No extra charge will be given by the The Jiwaji University for requirement of vehicle on Holiday.

25. The successful tenderer shall provide the Taxi Vehicle as per the requirement of the The Jiwaji University. In case of failure to provide the same, the The Jiwaji University shall be free to hire Taxi Vehicle from any other agency, and if the rates charged are higher than the approved rates, the same shall be recovered from the successful tenderer, out of pending bills of the tenderer; or, from the security money deposited with the The Jiwaji University. Once this amount totals more than the security deposit his tender shall stand cancelled unll he deposits the security money again.

26. The Driver of the taxi Vehicle should have permanent driving license issued by the Competant Transport Officer and should be in proper uniform, and well behaved. In case the Vehicle Driver is reported to be not fulfilling these conditions or is found intoxicated, the taxi vehicle will be returned and alternative vehicle at the cost of successful tenderer will be hired.

27. The claim of payment of Taxi Vehicle provided shall contain details of model of Vehicle provided and certificate to be signed by the officer using the taxi indicating mileage traveled and that the driver was in proper uniform and well behaved.

28. Tenderer shall provide taxi with full tank of fuel.

29. In the event of a disagreement between the The Jiwaji University and the approved Tenderer the matter will be referred to the THE Vice Chancellor, Jiwaji University , whose decision shall be final.

30. The time specified for providing Taxi Car shall be deemed to be the essence of the contract and approved Contractor shall have to arrange Taxi Vehicles as per requirement within that time.

31. The contract shall not be assigned or sub-let to any other agency. The Jiwaji University however, reserves absolute right to inspect the Taxi Vehicle provided to the The Jiwaji University.

**Signature of the Tenderer**  
**Name .....**  
**Seal .....**



32. All the Taxi Vehicles shall strictly be in conformity to the specifications laid down in the tender form. The vehicles must be registered as Taxi with the competent authority. This should be invariably confirmed on every bill submitted with registration number.
33. The Jiwaji University reserves the right to accept any tender not necessarily lowest and to reject any or all tender (s) without assigning any reason and accept any tender for all or any or more of the Taxi Vehicle for which tender has been given.
34. All rates quoted must be for providing Taxi Vehicles at required place or at Gwalior. **The rates should also be inclusive of all taxes, if any. Actual Toll Tax and parking charges only shall be payable extra.**
35. The tenderer should ascertain that the quoted rates should not be more than the local market rates. If at all it is found then the university reserves the right to cancel the tender and the EMD will be forfeited.
36. Contractor shall submit running Account Bills/running bills in triplicate for the work done along with all relevant documents i.e. certified log book/log sheet to The Jiwaji University. The payment for the bills shall be made through Account Payee Cheque/NEFT/RTGS.
37. Income and other applicable taxes (if any) at the prescribed rate shall be deducted at source from the monthly Running Account Bills/ Running Account Bills of the agency as per the Income Tax Act and Rules framed thereunder. Necessary certificate of deduction of Income Tax at source shall be issued and furnished to the contractor. Any other taxes duties imposed by Govt/Local authorities shall be born by the contractor.
38. Termination of contract: The performance of the contractor shall be reviewed weekly. If it is found that the performance of the contractor is not to the satisfaction or not to the requirement of the JIWAJI UNIVERSITY , then the The Jiwaji University shall be entitled to terminated the contract by giving 7 days notice at the risk and cost of the tenderer.
39. The registration number of Taxis should be provided by the tenderer on demand as and when required by The Registrar, Jiwaji University, Gwalior.
40. Vehicle (Taxi) likely to be made available on demand must be registered in taxi quota with registration transport office Gwalior.
41. All legal proceedings, if any, arising out of this tender shall have to be lodged in courts with jurisdiction in Gwalior City only.

**REGISTRAR**

**Certificate**

I/We \_\_\_\_\_ have carefully read, understood  
and accept the above terms and conditions of the tender.

**Signature of the Tender**

**Name .....**

**Seal .....**

Registration Document Regarding Tender

<u>S.No.</u>	<u>Make of the vehicle, which will be provided for JIWAJI UNIVERSITY</u>	<u>Registration no.</u>	<u>Name of owner</u>	<u>Whether Registration certificate is inclosed Yes/No</u>	<u>Remarks</u>
<u>1</u>					
<u>2</u>					
<u>3</u>					
<u>4</u>					
<u>5</u>					
<u>6</u>					
<u>7</u>					
<u>8</u>					
<u>9</u>					

- Photocopies of Registration certificates of at least five vehicles must be enclosed

**Signature of the Tenderer**  
**Name** .....  
**Seal** .....

**UNDERTAKING**

1. I ..... S/o ..... Permanent resident of \_do hereby solemnly affirm and declare as follows:-
2. That I am a citizen of India by birth and permanent resident of the aforesaid locality.
3. That I am one of the Directors / partner/sole-proprietor of M/s ..... Having in registered and authorized to sign the tender and other related documents.
4. That the aforesaid firm is dealing in transportation work in various organizations and have good reputation .
5. That I do hereby declare that M/s .....is freefrom vigilance enquiries and not black listed - by any National / State Department.
6. That the statements made in this affidavit are true and correct to the best of my knowledge and belief and nothing material has been concealed herein.
7. The details and documents attached with the tender are correct. And I sign this affidavit on the ..... day of 2023, at .....

**Identified by me**

**Deponent**

**To be attested by Notary  
Public**

# Jiwaji University, Gwalior

## Financial Bid for Local Journey (Non AC Vehicle)

S.No.	Type of Vehicle	Model	Fixed Charges for non A.C. Vehicle (one day)			
			(Min. 80 km & 8 hr)		Per hour	
			/ day Minimum	Extra / km	Min.	Per hr
1						
2						
3						
4						
5						
6						
7	A) Drop/Pickup from University/ residence of an officer/faculty in Gwalior <b>to/ from</b> the railway station (maximum waiting 30 minuts) B) waiting charges per 30 minuts there of					
8	A) Drop/Pickup from University/ residence of an officer/faculty in Gwalior <b>to/ from</b> the Airport station (maximum waiting 30 minuts) B) waiting charges per 30 minuts there of					

The above rate is inclusive of all taxes. Actual toll tax and parking charges only shall be payable extra.

**Signature of the tenderer**

Name .....

**Seal of the firm**

# Jiwaji University, Gwalior

## Financial Bid for Local Journey (AC Vehicle)

S.No.	Type of Vehicle	Model	Fixed Charges for A.C. Vehicle (one day)			
			(Min. 80 km & 8 hr)		Per hour	
			/ day Minimum	Extra / km	Min.	Per hr
1						
2						
3						
4						
5						
6						
7	A) Drop/Pickup from University/ residence of an officer/faculty in Gwalior <b>to/ from</b> the railway station (maximum waiting 30 minuts) B) waiting charges per 30 minuts there of					
8	A) Drop/Pickup from University/ residence of an officer/faculty in Gwalior <b>to/ from</b> the Airport station (maximum waiting 30 minuts) B) waiting charges per 30 minuts there of					

The above rate is inclusive of all taxes. Actual toll tax and parking charges only shall be payable extra.

**Signature of the tenderer**

**Name .....**

**Seal of the firm**

# Jiwaji University, Gwalior

## Financial Bid for outside Journey(AC or Non AC Vehicle)

S.No.	Type of Vehicle	Model	Variable Charges			
			Non A.C. Vehicle		A.C. Vehicle	
			/ day Minimum	Extra / km	/ day Minimum	Extra / km
1						
2						
3						
4						
5						
6						
7	A) Drop/Pickup from University/ residence of an officer/faculty in Gwalior <b>to/ from</b> the railway station (maximum waiting 30 minuts) B) waiting charges per 30 minuts there of					
8	A) Drop/Pickup from University/ residence of an officer/faculty in Gwalior <b>to/ from</b> the Airport station (maximum waiting 30 minuts) B) waiting charges per 30 minuts there of					
9	Halting Charges for outside journey					

The above rate is inclusive of all taxes. Actual toll tax and parking charges only shall be payable extra.

**Signature of the tenderer**

Name .....

**Seal of the firm**

**//AFFIDAVIT//**

**(To be Contained in)**

(On Non Judicial Stamp of Rs. 100)

I/we ..... who is/ are ..... (status in the firm/company) and competent for submission of the affidavit on behalf of M/s ..... (Contractor) do solemnly affirm an oath and state that:

I/we am/are fully satisfied for the correctness of the certificates/records submitted in support of the following information in bid documents which are being submitted in response to notice inviting e-tender No. .... for ..... (name of work) dated ..... issued by the ..... (name of the department).

I/we am/are fully responsible for the correctness of following self-certified information/document and certificates:

1. That the self-certified information given in the bid document is fully true and authentic.
2. That:
  - a. Deposit receipt/D.D. No..... Date ..... for amount deposited as earnest money, deposit receipt D.D. No..... Date ..... for cost of bid document and other relevant document provided by the bank are authentic.
  - b. information regarding financial qualification and annual turnover is correct.
  - c. information regarding various technical qualifications is correct.
3. No close relative of the undersigned and our firm /company is working in the department.

**OR**

Following close relative are working in the department:

Name ..... Post ..... Present posting .....

**Signature with seal of the deponent (bidder)**

I/We, ..... above deponent do hereby certify that the facts mentioned in above paras 1 to 4 are correct to the best of my knowledge and belief.

Verified today ..... (dated) at ..... (place.)

**Signature with seal of the deponent (bidder)**

Note: affidavit dully notarized in original shall reach at leach at least one calendar day before opening of the bid.



# **FORMAT OF CONTRACT AGREEMENT**

**(On Non-judicial Stamp Paper as per m.p Govt. rules)**

**THIS AGREEMENT** made the .....day of ....., 2023 Between Registrar, Jiwaji University, Gwalior (hereinafter "the Client") of the one part and M/s \_\_\_\_\_ (hereinafter called "the Contractor") of the other part:

**WHEREAS** the Client is desirous that certain services viz. Local/Outside Journey (AC/Non AC Vehicle) in the tender reference no. \_\_\_\_\_ Dated \_\_\_\_\_ and has accepted a bid by the Contractor for the performance services for the sum of Rs. \_\_\_\_\_ /- (*Rupees* \_\_\_\_\_ *only*) (hereinafter called "the Contract Price") and supply of consumables as per rates given in the financial bid of its tender.

## **NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:**

**1.** In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to, and they shall be deemed to form and be read and construed as part of this agreement.

**2.** The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.:

- a) The Letter of Acceptance issued by the Client.
- b) The supplier's bid including enclosures, annexure, etc.
- c) Tender document along with all enclosed documents.
- d) Any other document listed in the supplier's bid and replies to queries, clarifications issued by the service provider, such confirmations given by the bidder which are acceptable to the contractor and the entire Addendum issued as forming part of the contract.

**3.** In consideration of the payments to be made by the Client to the Contractor as hereinafter mentioned, the Contractor hereby covenant with the Client to provide, the goods and services and to remedy defects therein in conformity in all respects with the provisions of the Contract.

**4.** The Client hereby covenants to pay the Contractor in consideration of the provision of the goods and services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

Brief particulars of the goods and services which shall be supplied / provided by the Contractor are as under.

<b>Sl. No</b>	<b>Brief Description of Services</b>	<b>Contract Duration</b>	<b>Total Price</b>	<b>GST tax in %</b>	<b>Total value inclusive of GST tax</b>
<b>1</b>					

5. This agreement is valid for One year from the date of agreement but the same may be Valid for further One Year on the basis of satisfactory work under this agreement.

IN WITNESS where of the parties here to have caused this Agreement to be executed in accordance with their respective laws the day and year first above written.

Signed, Sealed and Delivered by the Said \_\_\_\_\_  
(For the Client) In the presence of

.....

Signature

Name

Address

Witness 1. 2.

Signed, Sealed and Delivered by the

Said \_\_\_\_\_ (For the Contractor)

In the presence of .....

Signature

Name

Address

Witness 1. 2.

**Signature with seal of the deponent (bidder)**