



Osmania University
HYDERABAD - 500007, INDIA

No. 217/DIS (PR)/2017/Tender-Hiring Cars

Dt. 03-03-2017

SHORT TENDER FOR HIRING OF VEHICLES

The Registrar, Osmania University invites sealed tenders from interested bidders/travel agencies for hiring of diesel/petrol cars (Toyota Innova/Mahindra Scorpio/Toyota Etios/Maruti Ertiga/Maruti Brezza/Honda Amaze/Maruti Swift Desire/Hyundai Accent/Tata Indigo LS/Tata Indica/Tata Bolt/Maruti Ritz, etc.) for official use of the University. The detailed notification is available in the University website "www.osmania.ac.in".

Sd/-
REGISTRAR



OSMANIA UNIVERSITY
HYDERABAD - 500 007

No. 217/DIS (PR)/2017/Tender-Hiring Cars

Dt. 03-03-2017

TENDER FOR HIRING OF CARS FOR OSMANIA UNIVERSITY

PRICEBIDS OF THE TENDERS WILL BE CONSIDERED ONLY IF THE BIDDING FIRMS/
TRAVEL AGENTS COMPLY WITH THE TERMS AND CONDITIONS MENTIONED IN THE
TENDER SUCH AS CREDENTIALS, PRE-QUALIFICATIONS, DRIVER CREDENTIALS,
VEHICLE CONDITIONS, ETC.

LAST DATE FOR SUBMISSION OF SEALED TENDER: 18-03-2017 BY 3.00 PM

OPENING OF SEALED TENDERS: 18-03-2017 AT 4.00 PM

Tender to be submitted to:

THE REGISTRAR
OSMANIA UNIVERSITY
HYDERABAD - 500 007

Name of the Bidder/Travel Agency to whom issued: _____

SHORT TENDER NOTICE FOR HIRING OF CARS

Sealed tenders are invited for approved model of the vehicles (diesel/petrol) of not older than 3 years as on 01-01-2017 of make/model as mentioned in the tender, from the prospective contractors/hirers/travel agencies/firms recognized by the department of Tourism, Govt. of India/Govt. of TS/Any other reputed public institution/Body with experience in supplying commercial air-conditioned vehicles/cars/taxis to any state/central Govt. organizations/Universities/Educational Institutions or a large Public/Private Sector Undertaking.

	Description	SHORT TENDER FOR HIRING OF CARS
1.	Name of the Tender	Short Tender for Hiring of Cars (Toyota Innova/Mahindra Scorpio/Toyota Etios/MarutiErtiga/MarutiBrezza/Honda Amaze/Maruti Swift Desire/Hyundai Accent/Tata Indigo LS/Tata Indica/Tata Bolt/Maruti Ritz, etc.)for official use at Osmania University
2.	Sale of Tender Schedule	From 04-03-2017 to18-03-2017(11 A.M – 4.00 P.M.) at the O/o The Director, (Infrastructure), Administrative Building, Osmania University. (On all working days)for any other details/information visit website www.osmania.ac.in PH: 040 27682437; 27095192
3.	Time and last date of submission of Tender	18-03-2017 upto 3.00 P.M.
4.	Place & Address for submission of tender.	OFFICE OF THE DIRECTOR (INFRASTRUCTURE) ADM. BUILDING, ROOM 110, OSMANIA UNIVERSITY HYDERABAD – 500 007
5.	Date,Time and Place of opening of tenders.	18-03-2017 at 4.00PM in the Committee Room, Administrative Building, Registrar Office, Hyderabad – 500 007
6.	Cost of Tender Application form (Non-refundable)	Rs. 5,000/- by way of Demand Draft drawn in favour of “The Registrar, Osmania University, Hyderabad”.
7.	Quantum of Earnest Money Deposit (EMD)	EMD Rs.2, 00,000/- by way of Demand Draft drawn in favourof “The Registrar, Osmania University, Hyderabad”.
8.	Quantum of Security Deposit.	As per terms of the tender.
9.	Terms of payment of Bills.	As per terms of the tender.
10.	(Penalty clause) Liquidated Damages	AS DESCRIBED IN THE PENALTY CLAUSE OF THE CONTRACT
11.	Duration of the contract.	24 months
12.	Annual turnover for the last three financial years (2013-14, 2014-15 & 2015-16)	Rs. One crore Per annum
13.	Taxes	Rates quoted should include all Taxes, OctroiVATand other charges like Transportation. However, I.T and Service taxes if applicable shall be deducted at source while making monthly bills.
14.	Electronic Payment (If available) or through Cheque to be issued by the University	Electronic payment shall be preferred.Pl furnish bank details: Bank details: Name of the bank: Name of the branch: Account no: Name of the holder: IFSC CODE: PAN: TAN: SERVICE TAX REG NO:
15.	Any additional Information	

Note: Any additional details if required on case to case basis may be added/included.The University reserves the right to cancel or postpone the tenders at any stage without assigning any reason.

Sd/-

REGISTRAR, OU

TERMS AND CONDITIONS OF THE CONTRACT

1. Tenderer offering the bid to hire the car to the University shall be referred to hereafter as Bidder/Travel Agency in the tender.
2. Lowest bidder (L-1) shall be considered for award of the contract. However, the University may consider hiring vehicles for its use from any other bidder/Travel Agency at the rates quoted by the lowest (L-1) bidder.
3. The acceptance of a tender will rest with the competent authority, who does not bind himself to accept the lowest tender and reserves to himself the authority to reject any or all of the tenders received, without assigning any reasons. All tenders in which any of the prescribed conditions are not fulfilled, or are incomplete in any respect are liable to be rejected.
4. Technical bid and price bid should not be altered or changed or corrected. If any tender documents are found altered/changed/modified/corrected in any form, the tender stands cancelled.
5. Tender containing any condition leading to unknown/indefinite liability, are liable to be summarily rejected. If at all any rebate(s) is/are to be offered the tenderer shall first quote his rates strictly on the terms and conditions stipulated in tender document and then show separately rebate(s) offered specifying the conditions for such rebate(s). Failure to follow this procedure will render the tender liable to summarily rejection.
6. Canvassing in connection with tenders is strictly prohibited and the tenders submitted by the bidders/travel agency who resort to canvassing will be liable for rejection.
7. The Office of the Travel Agency willing to participate in this tender bid should be located within a distance of 10 kms from Osmania University.
8. The bidder/travel agency should have at least ten (10) vehicles registered in the name of the firm. Copies of RC of all the vehicles registered in the name of the bidder/travel agency shall have to be submitted to the University.
9. It will be obligatory on the part of the Travel Agency to sign the tender documents wherever necessary, and will have to enter into an agreement under rules with the competent authority of the University.
10. All taxes including Sales Tax, Octroi, or any other statutory obligation/tax on services, work contract tax, turn over tax etc. in respect of this contract, as applicable, shall be payable by Travel Agencies. No advance will be granted in any case.
11. Deduction at sources such as Income Tax/Service tax shall be recovered as applicable as per Government Rules.
12. Travel Agencies may quote their own workable rates.
13. All expenses should be borne by the Travel Agencies in case of breakdown of the vehicle.
14. All the charges towards repair / servicing, salary of the driver, all maintenance charges, maintenance of up-keep of the vehicles, all incidental charges for maintenance of the vehicles etc., shall be borne by the Travel Agencies. The vehicle should be available for use by the University in all hours in the month including all emergencies.
15. Actual parking toll charges / interstate/ entry charges shall be reimbursed to the driver.
16. The vehicle must be insured in all respects. All liabilities of any legal disputes, accidents, etc shall be borne/paid by the Travel Agencies.
17. Legal disputes, if any during the currency of the contract, shall be jurisdiction of Hyderabad only.
18. The character/antecedents of driver to be deployed should be properly verified and recorded by the bidders/Travel Agencies through authorized investigation or legal agencies.
19. The driver should wear neat uniform, proficient in speaking in local language, well mannered, courteous, proven integrity, healthy personal habits and should carry a mobile with him.
20. No compromise shall be made by the University towards punctuality, obedience, promptness, alertness or behavior of the driver. In case of failure, the University reserves the right to cancel the contract forfeiting the deposit without giving any notice.
21. The University will not be responsible for any wrong entry/ wrong parking/penalties /challans of the vehicle/driver.
22. Log book to be maintained.
23. CNG/ diesel/petrol may be used as fuel.
24. Sub-letting of contract is prohibited.

25. The tender is not transferable.
26. The Travel Agency shall submit the bills within seven days after completion of calendar month.
27. All payments shall be made through cheque/DD/electronic mode only.
28. All documents of the vehicle including comprehensive insurance in original to be available for examination.
29. All penalties/ taxes/insurances/ outstanding dues of any type (except loan for purchase of vehicle) payable to government agencies shall be paid to make fit the vehicle for free and fair use without any obligations. Any pending outstanding liable for the tender rejection.
30. AC functioning should be good and gas levels should be maintained at satisfactory levels.
31. No mileage will be allowed for lunch/ night halt/ morning arrival/ tea/snacks/courtesy calls of the friends or relatives or entertainments of the driver at any station during contract period.
32. Monthly rent means calendar month rent i.e 30 or 31 days. This should include all running expenses, driver wages, maintenance charges of vehicle for fit and good working condition, fuel charges etc.
33. Tender bids shall be opened in the presence of tender committee and the tenderers who wish to be present at the time of opening.
34. Towels, napkins, air-fresheners shall be replaced at regular intervals and new set should always be reserved for using in the vehicle for the officials of the University.
35. If the diesel/pertrol/gas prices are increased or decreased beyond Rs10/- per Litre, proportionate increase or decrease shall be allowed in the monthly hiring charges.
36. Oil change and water servicing should be done by the bidder/travel agency at least once in three months at their own cost.
37. The contract shall be for a period of twenty four (24) months.
38. Contract can be terminated by giving one month notice from the University side or bidder's/travel agency's side in case either of the party wishes to conclude the contract on any reasons what so ever it may be.

Sd/-
REGISTRAR

Bid Format

(On the letter head of the bidding firm/travel agency submitting the bid document)

To
The Registrar
Osmania University
Hyderabad - 500 007

Sub: Submission of Tender for hiring of vehicle services.

Sir,

With reference to your tender enquiry No. _____ dated _____, our registered office is located at _____. Detailed address and contact details are as under:

I submit herewith my tender for your kind consideration please. I have read the terms and conditions and enclosed documents and instructions given in the tender document.

Yours faithfully,

Date:

AUTHORISED SIGNATORY
Company seal full address and
Telephone
No.....
Mobile
No.....
& Fax
No.....

Enclosures:-

1. Copy of Firm Registration No.
2. Copy of Service Tax Registration.
3. Copy of PAN No.
4. Turnover (1.00 crore) Certificate and Income & Expenditure Statement for the last three years ending 2015-16.
5. Copy of ITR of last three financial years.
6. Copy of Partnership Deed (If any).
7. EMD of Rs. _____ vide DD No. _____ Dt.
8. Copy of Registration Certificate of ten (10) Vehicles.
9. Copy of Earlier Contracts.
10. Financial Bid in Separate Envelop.

TECHNICAL BID FORM

Short Tender for "HIRING OF CARS"

1. Name of the Tenderer/Travel Agency: _____
2. Registered Office Address (with Tel & Mob No) _____
3. Address and telephone number for correspondence: _____
4. Nature of the concern _____
(Sole proprietor or Partnership firm or a Company or a Government Department or a Public Sector Organization) (Attach proof).
5. Certificate of Registration/Incorporation with Registration Number of the Firm _____
(attested photocopy of registration should be attached)
6. Registration of Travel Agency with RTA concerned (attach proof)
7. PAN Number of Tenderer/Travel Agency: _____ (Enclose Xerox copy)
(Attested copy should be attached)
8. TAN Number Registration _____ (Enclose Xerox copy)
9. Service Tax Registration Number (attach certified copy)
10. Earnest money/demand draft No. _____ dated _____ from Bank.
Name _____ Amounting to Rs. _____ as earnest Money deposit.
11. Annual turnover of firm _____ (attach proof) for the last three financial years (2013-14, 2014-15 and 2015-16) (Enclose with Profit and Loss Statement and Balance Sheet of Travel Agency along with certified Audit Report).
12. Income Tax Clearance Certificate (attach certified copy) (enclose IT Returns for the last three years).
13. Whether each page of Tender and Annexures have been signed and stamped. Yes/No.
14. Detailed profile of the bidder/travel agency.
15. Number of vehicles that can be supplied on any given day within a short notice.
16. List of Important Organizations with address and Telephone number to whom services have been provided during the last three years with period of contract to be enclosed.
17. Ownership details and Registration Nos. of at least TEN (10) Cars together with make, year of purchase and kms run along with photocopies of registration book & valid insurance should be attached in a separate sheet.
18. Any other information important in the opinion of the tenderer.

Dated: _____

(Authorized Signature)
Seal of the firm

LIST OF APPROVED VEHICLES

Vehicle should not be older than THREE YEARS AS ON 01-01-2017AC model. Quotes should be submitted only for Air-conditioned vehicles as per the requirement of the University, i.e. for Toyota Innova/Mahindra Scorpio/Toyota Etios/Maruti Ertiga/Maruti Brezza/Honda Amaze/Maruti Swift Desire/Hyundai Accent/Tata Indigo LS/Tata Indica/Tata Bolt/Maruti Ritz, etc., or any other make/models of vehicles.

Eligibility criteria:

1. The bidder/travel agency should have at least experience of more than 3 years.
2. The car should be in good working condition and well maintained. It should be good in look-wise i.e., outer body / upholstery should be of decent look.
3. The vehicle must have been registered with local RTO of the concerned jurisdiction and should have permission for hiring.

Penalties

S.No	Details	Penalty in rupees per instance
1.	Late arrival beyond 30 minutes	100/-
2.	Beyond three delays in a week	500/-
3.	Attire / turnout of the driver inappropriate	50/-
4.	On repetition of the same beyond once in a week	200/-
5.	Un-cleanliness of vehicle	200/-
6.	On repetition of the same beyond once in a week	500/-
7.	Car not functioning – failure to arrange a good alternative car immediately	500/-
8.	Break down – failure to arrange an alternative good car	500/-
9.	Recurrent malfunction of vehicle and leading to disruption of official work of the University	Termination of Contract
10.	Driver poor knowledge/ bad behavior	500/-

SIGNATURE OF THE CONTRACTOR

DETAILS OF THE BIDDER AND DRIVER

1. NAME , ADDRESS OF THE BIDDER:
2. TELEPHONE NOS/ MOBILE NOS:
3. PERMANENT ADDRESS:
4. PAN DETAILS:
5. PERSONAL ID (ADHAR CARD)
6. BANK DETAILS:
7. DETAILS OF THE VEHICLE OFFERED:
8. MAKE, MODEL, COLOUR, OF THE VEHICLE:
9. YEAR OF THE VEHICLE:
10. DRIVER DETAILS:
11. NAME OF THE DRIVER:
12. LICENCE DETAILS:
13. ADDRESS OF THE DRIVER:
14. TELEPHONE NOS OR MOBILE NO OF THE DRIVER:
15. ADDRESS OF THE OWNER WHERE DRIVER EARLIER WORKED:
16. ANY OTHER INFORMATION:

(VENDORS SATISFYING THE TERMS AND CONDITIONS AS MENTIONED ABOVE MAY ONLY APPLY.)



OSMANIA UNIVERSITY

ANNEXURE-I COMMERCIAL BID

S. No.	Description	AMOUNT QUOTED		
		Tata Indica/Bolt/Swift/Ritz **	Tata Indigo/ Swift Dezire/Toyota Etios/Ertiga/Breezza/ Amaze **	Toyota Innova/ Mahindra Scropio **
		Basic model Air-conditioned cars	Sedan/LUV Air-conditioned cars	MUV/SUV Air-conditioned cars
1.	Half Day - 4 hours/40 kms			
2.	Full Day - 8 hours/80 kms			
3.	Day & Night 24 hours/300 kms (including the driver service and battha)			
4.	Full calendar month - 300 hours/2500 kms (including the driver service and battha)			
5.	Extra hours			
6.	Extra kilometers			

- The service tax as applicable shall be paid over and above the quoted rates.
- Taxes deduction at sources shall be made as applicable from time to time.

Seal and signature of the tenderer

** Any other make/model of the vehicle equivalent to the above vehicles.

OSMANIA UNIVERSITY, HYDERABAD
ANNEXURE - II
Terms & Conditions

Local Travel/Travel For short Distances:

1. Booking for more than 7 hours / 70 Kms will be taken as full day.
2. Extra KM and Extra hour will be only after 8 hours / 80 KMS

Out Station:

3. The Number of days will be the calendar days.
4. The average per day 300 Kms/ 24 hours

General:

5. Mileage and time: Will be calculated from Office of Travel Agency to the pickup point, not more than 10 Kms or actual distance whichever is less.
6. Booking will be considered as terminated at 00 Hours and thereafter shall be treated as next booking.
7. Payment will be made within 14 working days from the date of submission of bills if they are submitted in order.
8. Marginal adjustment will be made when prevailing fuel prices increase or decrease beyond Rs. 10/- (Rupees ten only).
9. The Travel Agency shall invariably supply the vehicles for use either for City or Outstations as and when required.
10. Outstations will be considered beyond 50 Kms from city and HMDA jurisdiction.

OSMANIA UNIVERSITY, HYDERABAD
ANNEXURE - III
ADDRESSES OF TRAVEL AGENCIES

NAME OF THE TRAVEL AGENCIES	ADDRESS	CONTACT TELEPHONE NOS.