

**SRI SRI ANIRUDDHADEVA SPORTS UNIVERSITY, CHABUA,
DIBRUGARH
2ND FLOOR, DICC BUILDING, DIBRUGARH, NEAR DISTRICT
LIBRARY, DIBRUGARH, ASSAM, PIN 786003.**

Web- www.sasu.ac.in, email- registrar.ssasu@gmail.com, landline- 0373-2590466

No. SASU/CHB/216/2023/206

Date. - 23/02/2024

NOTICE INVITING TENDER FOR PROVIDING VEHICLES ON HIRING BASIS

Sealed Tenders are invited affixing a court fees stamp of Rs 8.25 from reputed Companies/ Firms/agencies preferably under Dibrugarh District for **“PROVIDING VEHICLES ON HIRING BASIS”**.

Interested parties are requested to submit their tender along with the documents mentioned in the i. Instruction to Bidder - **Annexure A**. ii. Bidders Information- **Annexure B**. iii. Declaration- **Annexure C**. iv. Financial Bid- **Annexure D (Part I & Part II)**. The rates required for the vehicles is placed in **ANNEXURE-E**.

No separate tender paper will be issued, interested parties are requested to download the complete tender documents from www.sasu.ac.in.

The Tender may be sent in hard copies in sealed cover addressed to “The Registrar, Sri Sri Aniruddhadeva Sports University, Chabua, Dibrugarh, 2nd Floor, DICC Building, Near District Library, Dibrugarh, Assam, 786003.” Tenders received after the closing date & time shall not be entertained.

Last date for submission of the Bid	15/03/2024 up to 1:00 P.M.
Time & Date of Opening of the Bid	15/03/2024 at 01:30 P.M.
Place of opening of Bid	Conference Hall, 2 nd Floor, DICC Building, Near District Library, Dibrugarh, Assam, Pin 786003.
Tender paper cost	Rs. 500/- (Non-refundable) through account payee Demand Draft in favour of “Registrar, Sri Sri Aniruddhadeva Sports University, Chabua.” payable at Dibrugarh.
EMD- To be deposited along with the Technical Bid. Refundable to the unsuccessful bidders.	Rs. 10,000/- (refundable) in the form of Demand Draft in favour of “Registrar, Sri Sri Aniruddhadeva Sports University, Chabua.” Payable at Dibrugarh.
Security Deposit (To be deposited at the time of execution of the contract by the successful bidders)	Rs 50,000/- (Refundable)

The competent authority of SASU reserves the right to accept or reject any tender without assigning any reason thereof.


Registrar

Sri Sri Aniruddhadeva Sports University
Chabua, Dibrugarh

Copy to:

1. The i/c IT in charge of SASU for upload to the University website.
2. The i/c in charge to upload in the <https://sppp.assam.gov.in/> portal of the Govt. of Assam.
3. The Accounts Section for published in two daily newspapers.
4. Office file.


Registrar

Sri Sri Aniruddhadeva Sports University
Chabua, Dibrugarh

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ANNEXURE- A
INSTRUCTIONS TO BIDDERS

1. SUBMISSION OF OFFER:

Tender should be put in a Tender Box kept on the 2nd Floor, DICC Building, Near District Library, Dibrugarh, Assam, Pin 786003. No tender is to be handed over to our staff personally unless otherwise specified. All communications are to be addressed to the undersigned only. In case the due date happens to be a holiday the tender will be accepted up to 01.00 PM on the next working day and will be opened on the same date at 1.30 P.M. & interested tenderers or authorized persons with proper authority letter may also be present at the time of opening. Tenders must be submitted in the Two-Bid system in two separate envelopes. One envelope should be marked as **PART-I** containing the **Technical Bid** and the second envelope as **Part II** containing the **Financial Bid**.

i. TECHNICAL BID-PART "I"

The bidder should furnish the following in a separate cover hereinafter called "PART I".

- a. Tender paper cost Rs. 500/- (Non-refundable) through account payee Demand Draft in favor of "Registrar, Sri Sri Aniruddhadeva Sports University, Chabua." payable at Dibrugarh.
- b. Affixing the court Fee Stamp of Rs. 8.25 in the bidder information sheet.
- c. Enclose the EMD of Rs 10,000/- (Ten thousand only)
- d. Bidder must be registered under competent authority for providing vehicles on hire, (Copy of evidence of Registration or Trade License issued by Competent Authority.)
- e. Bidder should enclose Self-Attested copies of documents stating that the Bidder should have worked experience in the field of supply vehicles in public sector Undertakings and State/Central Government Departments etc. (Submit minimum 3 copies of signed Copy of work/supply orders from Clients/Previous Orders/Any document certifying the experience must be furnished).
- f. Bidder should enclose a copy of the **PAN CARD** of the Company/Firm/Agency.
- g. Bidder should enclose a copy of the valid **GST Registration certificate**.
- h. Bidder should have an average annual turnover of Rs. 30 lakhs during the last three completed financial years. Enclose a copy of the Annual Turnover as certified by the Chartered Accountant for the last three years **or** the copies of profit and loss accounts and balance sheets certified by the Chartered Accountant for the Financial years 2020-21, 2021-22 and 2022-23.
- i. Enclose Bidder's Information. (**Annexure-B**).
- j. Enclosed copy of the Declaration (**Annexure-C**) & **signed copy of the tender documents**.
- k. Tender Documents should be duly signed on each page by the concerned /competent person of the Company/firm/Agency.

Note:- The bidder must qualify in all the parameters of the Technical Bid for the opening of the Financial Proposal.

ii. FINANCIAL BID- PART "II"

Part "II" shall contain the Financial Bid of the bidder.

- a. Each page of the financial bid should be duly signed by the bidder affixing the office seal.
- b. Rates Quoted should be in rupees (both in words & in figures) per vehicle.
The bidder shall submit the financial bid (Part II) in the format at Annexure D (Part I & Part II)
The rates quoted shall be inclusive of all taxes and any other charges. The component of Tax should also be shown separately.
- c) All duties, taxes, and other levies payable to the supplier under the contract shall be included in the total price.
- d) The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subjected to adjustment on any account.

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i. **COVER FOR TECHNICAL BID & FINANCIAL BID**

The two separately sealed covers Technical Bid (Part "I") and Financial Bid (Part "II") shall be placed together inside a Single Cover which shall be sealed and superscribed as "**OFFER SUBMITTED FOR PROVIDING VEHICLES ON HIRE BASIS**" and addressed to "The Registrar, Sri Sri Aniruddhadeva Sports University, Chabua, Dibrugarh, Near District Library, Dibrugarh, Assam, Pin 786003.

ii. **OPENING OF COVER "A" AND COVER "B" OF TENDER**

Bidders or their authorized representatives are entitled to be present on the date and time of opening of Technical Bid – Cover "A" and Financial Bid "Cover B". The Financial Bids of the Bidders who qualify in the technical evaluation stage would be considered for Financial Evaluation.

2. BID VALIDITY PERIOD

Bid shall remain valid for a period of 180 days from the date of opening bids.

3. PERIOD OF CONTRACT

The validity of the offer of the successful bidder shall be for a period of One (1) Year and the successful bidder will be bound to supply the vehicles at the quoted rate without any changes. However, the contract may be extended up to a stipulated time as per the decision of the competent authority of SASU.

4. E.M.D., Guarantee and Damages

- i) **Earnest Money Deposit (E.M.D.)**, Earnest Money Deposit (E.M.D): Rs.10,000/- (**Rupees Ten Thousand Only**) by way of D.D. in favour of Sri Sri Aniruddhadeva Sports University payable at Dibrugarh to be submitted to the Registrar along with Technical Bid.
- The bidder, who fails to submit E.M.D, shall be summarily rejected. The EMD of the bidders, who are not qualified under the Technical bid, shall be returned their EMD within 30 days.

Note: No interest will be allowed on the Earnest Money Deposit from the date of its receipt until it is refunded.

(a) The EMD will be forfeited in the following cases: –

- In case the bidder withdraws his tender once submitted after opening the tenderdocument.
- If the successful bidder fails to enter into a contract/agreement within 07 (Seven) days from the date of receipt of the letter of intent.

5. Security Deposit.

The successful bidder shall submit the security deposit, Rs 50,000/- (Fifty thousand only) at the time of execution contract agreement, within 3 days from the date of receipt of the letter of intent. The Security deposit has to be submitted in the form of a Demand Draft, Bank Guarantee, or Fixed deposit Receipt (In the name of Registrar, Sri Sri Aniruddhadeva Sports University payable at Dibrugarh) valid for a period of 15 months from the date of commencement of the contract from any scheduled bank, failing which the University may cancel the award of the contract with appropriate action against the agency.

6. The Vehicles that are proposed to be provided on a monthly hire basis to the University (excluding call basis) must be in good condition.

Sl No	Vehicle Type
1	Toyota Innova Crysta
2	Mahindra Bolero Neo
3	Mahindra Scorpio
4	Swift Dezire

If the vehicle is not found satisfactory the vehicle will be released without any notice and the successful bidder must provide the replacement without any delay.

The authority will select the type of vehicles & nos of vehicles to be taken on monthly basis.

7. DOCUMENTS REGARDING SUPPLIED VEHICLES:

The Bidders' Vehicles must be registered under the RTO of the state of Assam. The successful bidder has to submit a copy of R/C while placing the vehicle for hire. In case of vehicle is newly purchased and is without registration, a sale certificate from the dealer should be submitted till the time R/C is issued by RTO. The vehicle must have insurance & pollution certificates, as applicable.

8. TAXES AND OTHER DUTIES

- Payment of any Govt tax/Duty for plying the vehicle shall be the liability of the Vehicle provider.
- Other taxes like service Tax/ GST shall be quoted as extra and the same will have to be added to the bills.
- Income tax, GST TDS & Other TDS if applicable, will be deducted from the hire charge of the bills as per Norms.

9. BREAK DOWN OF VEHICLES

(i) In case of Breakdown of a vehicle within Dibrugarh, the vehicle has to be replaced within one hour.

(ii) In case of Break down outside Dibrugarh, Vehicle has to be replaced within the shortest possible time.

(iii) No cost will be borne by the University for repairing of vehicle used for the journey.

(iv) In case the selected bidder fails to provide the requisite vehicle on duty as per the requisition submitted, the vehicle supplier will be liable for strict action.

10. AWARD OF CONTRACT & TERMS & CONDITIONS:

- The University reserves the right to accept the tender or to reject the tender for all items or any one or more of the items tendered at any point in time without assigning any reason.
- The University will award the contract to the bidder whose rate has been determined to be substantially responsive and who has offered the lowest evaluated quotation price.
- The University reserves the right at the time of contract award to increase or decrease the quantities of items indicated in the list annexed without any change in the unit price or any other terms and condition.
- A penalty of Rs. 500/- shall be levied per day and deducted the same from the bill if any vehicle or driver or agency/ firm fails to meet effective terms and conditions on any day. Time is of the essence in official matters. The vehicle with the driver should invariably reach before the scheduled time whenever called. If the driver (with the vehicle) reaches after the scheduled/given time, the department would be within its rights to refuse the vehicle and impose a penalty upon the service provider. On every

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- occasion that the driver or the vehicle fails to reach at the appointed time, a pro-rata deduction for that day and an additional penalty of Rs. 500/- per day would be imposed and deducted from the monthly bill.
- v) The University will confirm the number of vehicles after receiving the rate per item as mentioned above by issuing of **Work Order**.
 - vi) The University prior to the expiration of the quotation validity period will notify the bidder whose quotation is accepted of the award of the contract. The terms of the offer accepted shall be incorporated in the work order.
 - vii) In case of the call basis vehicle required, the University will intimate the successful bidder/ supplier one day in advance of the day for which the vehicle is required.
 - viii) All the payments will be released through NEFT/RTGS only through the **monthly** billing system and subject to the availability of the fund received from Govt.
 - ix) No additional amount will be payable by the University for repairing the vehicles in case of breakdown or any untoward accident.
 - x) No maintenance cost will be issued from the University.
 - xi) The travel agency must ensure that there is sufficient fuel/ petroleum oil and lubricants in the vehicle during office tours.
 - xii) Notwithstanding the above, the University reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to the award of the contract.
 - xiii) In circumstances, the hired vehicle is involved in an accident resulting in loss or damage to property or life with respect to the vehicle driver, passenger or any third party as per the liability under relevant sections of the Motor Vehicle Act, 1986 as amended time to time and IPC, the hiring authority shall have no responsibility whatsoever and will not entertain any claim in this regard under the said provision of the Law. This will also include an award given by the Motor Accident Claims Tribunal (MACT) or any other Court or Competent authority, and the Agency/selected bidder will be liable to pay any such award or compensation for damages caused to life and property by the vehicle.
 - xiv) The engagement and employment of drivers and payment of remuneration to them is the sole responsibility of the selected bidder.
 - xv) The selected bidder shall assign the job of driving of the offered hired vehicles only to qualified, experienced, and licensed drivers to ensure safe driving and assume full responsibility for the safety of the officers/staff while on the vehicle.

11. PERFORMANCE SECURITY:

The Successful Bidder must have to deposit performance Security in the form of a Bank Draft/Demand Draft from a Nationalized Bank in favor of "Registrar" Sri Sri Aniruddhadeva Sports University, Chabua" for an amount of Rs 50,000.00 (Rupees Fifty Thousand Only) during the time of execution of Contract. The Performance Security will be released within One Month after the expiry of the Contract.

12. OPENING OF BIDS:

Technical and Financial bids will be opened in the presence of bidders or their representatives who choose to attend on the date and time and at the place specified in the tender paper. Information relating to the evaluation of the tender and recommendation for the award of the contract shall not be disclosed

to bidders or any other persons not officially concerned with the process until the award to the successful bidder/bidders are announced.


13. SAVING CLAUSE

No suit, prosecution or any legal proceedings shall lie against the University or any person for anything that is done in good faith or intended to be done in pursuance of tender.

14. ARBITRATION

Any dispute whatsoever in any way arising, out of or relating to the contract shall be referred to the arbitration of the competent authority of the University or to the sole arbitration of some persons nominated by him. The award of the arbitrator shall be final, conclusive, and binding, on all parties. The dispute relating to this tender will be interpreted under Indian Laws and disputes adjustable within the jurisdiction of the court of law in **Dibrugarh, Assam** only.


Registrar

Sri Sri Aniruddhadeva Sports University
 Chabua, Dibrugarh

(Annexure-B)
BIDDER'S INFORMATION

Sl. no.	Essential information to qualify technically	Documents to be submitted	Documents attached (Yes / No)
1.	Name of the Company/Firm/Agency	Self-certified registration certificate.	
2	Complete address of the Firm with telephone, mobile no., and email id.	Information on the own letterhead.	
4	Name of the Proprietor/Managing Partner/etc. (as the instance maybe)	Information on the own Letter head.	
5	Date of commencement of business	Self-certified valid documents.	
6	Name of organization(s) to which the Agency is rendering similar services.	Self-certified copy from the concerned organization(s). Minimum 3 nos work order.	
7	Trade License	Self-certified up-to-date Trade License.	
8	Annual Turnover as certified by Chartered Accountant for the last three years (enclose copies):	In case of Turnover certificate is not available then a copy of CA audited BS & PL must be submitted.	
a)	2020-21 Turnover	Self-certified Chartered Accountant's Certificate	
b)	2021-22 Turnover	Self-certified Chartered Accountant's Certificate	
c)	2022-23 Turnover	Self-certified Chartered Accountant's Certificate	
9	Relevant Experience	Self-certified previous year's contract documents, work orders, etc. minimum 3 nos.	
10	PAN No.	Self-certified copy of PAN card.	
11	GST No.	A self-certified up-to-date copy of the GST certificate	
12	Annexure C		
13	Sign copy of the Tender Documents		
14	Tender paper cost Rs. 500/-	DD No-	
15	EMD Rs 10000/-	DD No	
16	Court Fee stamp Rs. 8.25	Attached in this format	

NB: Documents are to be submitted serially as per the listed table above.

I/We hereby declare that the information furnished above is true and correct. I/We am/are also attaching the copies of license/authorization documents claimed above.

Yours faithfully,

(Authorized Signature)

Name & Title of Signatory _____

In the capacity of [insert legal capacity of the person signing the Letter of Tender]

Name of Bidder _____

Address _____

Telephone no. _____ email id. _____

Dated on _____ day of _____, _____ [insert date of signing]

Annexure-E

TYPE OF VEHICLES AGAINST WHICH RATES ARE REQUIRED

Sl No (A)	Vehicle type, preferably as mentioned below:-	Hiring rate per Day/ Per month (In Rs) (* A month means a calendar month)
1	Toyota Innova Crysta	
2	Mahindra Bolero Neo	
3	Mahindra Scorpio	
4	Swift Dezire	
Sl No (B)	Vehicle Type, preferably as mentioned below:-	
1	Toyota Innova Crysta etc Premium SUV	
2	Mahindra Bolero, Mahindra Scorpio, Maruti Suzuki Ertiga/ Renault Duster etc SUV Vehicle	
3	Hyundai Verna, Maruti Suzuki Ciaz etc. Premium Sedan	
4	Swift- Dezire/ Honda Amaze/ Hyundai Xcent/ Tata Tigor/ Toyota Etios etc. Sedan.	
5	Tata Tiago/ Maruti Suzuki Wagnor, Ecco Van & Swift /Hyundai i.10, etc Hatchback	
Sl No (C)	Vehicle Type, preferably as mentioned below:-	
1	Bus (35-40 Seater)	
2	Traveller (26 Seater)	
3	Traveller (16-17 Seater)	
4	Mini Truck (3-5 Ton Capacity)	
5	Mini Carrier (1-2 Ton Capacity)	
Sl no(D)	Night holding Charge of the driver (If visit out of the station)	
1	Night holding charge of Driver	
2	Night holding charge of handyman	

- Monthly means a calendar of the months, the rate must be quoted for a month.

ANNEXURE C

UNDERTAKING

To
The Registrar,
Sri Sri Aniruddhadeva Sports University
Chabua, Dibrugarh

Tender No. _____

For _____

Sir,

1. I, Shri _____, on behalf of M/s _____ and office at _____, do hereby declare that I have gone through the terms and conditions mentioned for the above and undertake to comply with all the tender terms and conditions. The rates quoted by me/us are valid and binding on me/us for acceptance during the period of supply from the date of award of the Order to us.
2. The University has the right to accept or reject any or all the tenders without assigning any reason.
3. We understand all the terms and conditions of the contract and bind myself/ourselves to abide by them.
4. We hereby declare that there is no vigilance/CBI or court case pending/contemplated against us at the moment.

SIGNATURE :

Name of Authorised Signatory:

DESIGNATION:

DATE:

NAME AND ADDRESS OF THE FIRM:

SEAL:

Annexure- D

FINANCIAL BID (PART – I)

I. Monthly Rate of the Vehicle.

Sl No	Vehicle type, preferably as mentioned below:-	Rate per month Per vehicle (In Rs)	Tax (Percentage)	Taxes (Rs.)	Total cost per month Per vehicle (In Rs)
1	Toyota Innova Crysta				
2	Mahindra Bolero Neo				
3	Mahindra Scorpio				
4	Swift Dezire				
Sl no	Night holding Charge of the driver (If visit out of the station and required to stay, the amount will be per nights hold)				
1	Night holding charge of Driver (per night)				

II. Fuel charges per KM.

Sl No	Vehicle type, preferably as mentioned below: -	Mileage of vehicles	Fuel Charge per KM
1	Toyota Innova Crysta		
2	Mahindra Bolero Neo		
3	Mahindra Scorpio		
4	Swift Dezire		

we agree to provide the above vehicles in accordance to the terms and conditions with total cost as mentioned above

Name of Authorised Signatory:

Name of Firm/Agency:

Date:

Place:

Seal of the Firm:-

(Annexure- D)

(ii) FINANCIAL BID (PART – II)

Rate of Vehicle on-call basis:

Sl No (A)	Vehicle Type, preferably as mentioned below:-	Rate per Day Per Vehicle (In Rs)	Taxes	Total cost per day Per vehicle (in Rs)	Fuel charge per KM
1	Toyota Innova Crysta etc Premium SUV				
2	Mahindra Bolero/ Mahindra Scorpio/ Maruti Suzuki Ertiga/ Hyundai Creta etc SUV Vehicle				
3	Hyundai Verna/ Maruti Suzuki Ciaz etc. Premium Sedan				
4	Swift- Dezire/ Honda Amaze/ Hyundai Xcent/ Tata Tigor/ Toyota Etios etc. Sedan.				
5	Tata Tiago/ Maruti Suzuki Wagnor, Ecco Van & Swift /Hyundai i.10, etc Hatchback				
6	Bus (35-40 Seater)				
7	Traveller (26 Seater)				
8	Traveller (16-17 Seater)				
9	Mini Truck (3-5 Ton Capacity)				
10	Mini Carrier (1-2 Ton Capacity)				
Sl no(C)	Night holding Charge of the driver (If visit out of the station)				
1	Night holding charge of Driver				
2	Night holding charge of handyman				

We agree to provide the above vehicles in accordance to the terms and conditions with total cost as mentioned above:

Name of Authorised Signatory:

Name of Firm/Agency:

Date:

Place:

Seal of the Firm:-