



ISLAMIC UNIVERSITY OF SCIENCE AND TECHNOLOGY

AWANTIPORA, KASHMIR

Tender Notice for Hiring of Vehicles on Daily / Hourly Basis

For and on behalf of Vice Chancellor, Islamic University of Science and Technology, Awantipora, sealed tenders are invited from registered **Transport Companies/Agencies/Firms** for providing vehicles (Buses/Cars) to Islamic University of Science & Technology on hire basis whenever required during the FY 21-22. Hard copy of application form with detailed guidelines can be had from Office of Transport, Islamic University of Science & Technology, Awantipora, Pulwama- 192122 against payment of Rs.500/- (tender document fee) or can be downloaded from the university website: www.iust.ac.in. The downloaded applications must be accompanied by a DD of Rs 500/-. Interested parties may submit their applications along with a D.D of Rs.5000/-(EMD) favoring Finance Officer, Islamic University of Science & Technology, Awantipora payable at Awantipora in a sealed envelope(s) on or before 20th of June, 2021. The technical bids will be opened on 21st of June, 2021 in the Office of Registrar at IUST Campus.

Terms & Conditions shall apply.

Sd/-
Assistant Registrar Transport

IUST/TPT/Tender/21/134

Dated: 04-06--2021



ISLAMIC UNIVERSITY OF SCIENCE AND TECHNOLOGY

AWANTIPORA, KASHMIR

TERMS & CONDITIONS

1. Separate sealed Technical and Financial Bids should be kept in a single sealed envelope and super scribed with **“Tender for Hiring of Vehicles on Daily / Hourly Basis”** and shall include the undertaking as per a proforma included in the tender document. The separate technical and financial bids (as per the relevant annexure) should be clearly marked **“Technical Bid”** or **“Financial Bid”** on their respective envelopes. The tender for technical bid will be opened on 21st of June, 2021 in the office of Registrar, IUST Awantipora.
2. The sealed bids will be received by the O/o the Registrar (Transport Section) up to 3:00 PM on 20th of June, 2021. Any bid received after the prescribed deadline shall not be considered irrespective of rates. The technical bids will be opened on 21st of June, 2021 at 03:00 PM in the presence of the bidders or their authorized representatives. Date of opening of financial bids of such firms which meet the prescribed Technical criteria, will be notified separately.
3. Earnest Money (EMD) of Rs. 5000/- (Five thousand only) should accompany the Technical bid document. The EMD shall be paid in the form of Demand Draft from in favour Finance Officer, Islamic University of Science & Technology payable at Awantipora. Such EMD shall not carry any interest. Any bid not accompanied by requisite EMD shall be deemed to be invalid and will be rejected by IUST. EMD of unsuccessful bidders shall be returned after the acceptance of LOA by the successful bidder/s.
4. The EMD shall be forfeited if the bidder withdraws his bid during the period of bid validity.
5. The EMD of the successful bidder will be returned after submission of the Performance Security. The successful bidder will have to deposit an amount of Rs. 25000/- (Twenty five thousand only) as Performance Security by way of Demand Draft / Fixed Deposit / Bank Guarantee, which may be refunded on satisfactory completion of the contract. The University shall pay no interest on performance security deposit.
6. The bid shall remain valid for a period of 3 months from the date of receipt of bid.
7. The Bidder should carefully read, understand and seek clarifications if any before filling in and submitting the bid. No claim whatsoever will be entertained for any alleged



ISLAMIC UNIVERSITY OF SCIENCE AND TECHNOLOGY

AWANTIPORA, KASHMIR

ignorance thereof. The tender must be submitted in original and without making any additions, alternations, and as per details given in other clauses hereunder.

8. The bidder will have to give an undertaking that he accepts all the terms and conditions of this tender. The contractor should also submit the entire tender document duly signed and stamped in all the pages.
9. The agency shall provide AC and Non AC commercial vehicles (based on requirement) duly registered in Union Territory of Jammu & Kashmir of Model 2014 or later complying with emission norm of Bharat Stage III / IV (Euro III / IV).
10. The tentative no. of vehicles (buses) to be hired at present is more than 5 which may vary from time to time depending upon the actual requirement.
11. The agency shall provide the vehicles at Charar-i-Sharief and IUST Awantipora or at any other place intimated to the contractor / agency for travel within Srinagar. The maximum dead mileage allowed towards to and fro journey from garage to place of duty will be 05 (five) kms or actual, whichever is less.
12. The vehicles deployed during the contractual period at any point of time should be well maintained and in perfect running condition as per requirement with proper pollution check and valid pollution certificate.
13. The vehicle shall always be provided with decent upholstery, clean seat covers, comfortable seat cushions and other basic fitting / accessories like radio cassette player etc. for maximum comfort of passengers.
14. Drivers of vehicles must be provided with mobile phones. No extra charges would be paid by the university for the same.
15. The agency shall provide well-behaved, pleasant personality, well mannered and proper Urdu or Kashmiri speaking drivers in clean and proper uniform with valid driving license of minimum 02 years old and should be able to read signboards in English or Urdu.
16. In case of break down / servicing / repair, the contractor shall provide alternate vehicle failing which vehicle shall be hired from any other source / sources at the risk and cost of the contractor.
17. In case of non reporting / refusing to provide the requisite Vehicle, the same may be hired from any other source(s) at the risk and cost of the contractor, besides any other penal action which may be even termination of contract.



ISLAMIC UNIVERSITY OF SCIENCE AND TECHNOLOGY

AWANTIPORA, KASHMIR

18. The maintenance cost , charges of fuel , road tax, permit fee, passenger tax, Challan, Salary of the driver, etc. are the responsibility of the contractor and should be paid by the Contractor.
19. Insurance: The provided vehicle must be fully and comprehensively insured covering the risk to the driver and all passengers also. The Contractor shall be fully responsible for any loss or damage to the vehicle or occupant and shall be liable to pay full compensation for any injury or any other loss to the passengers.
20. The University reserves the right to get the meter calibrated or checked at any time at its sole discretion and in the event of any error / fault in the meter being noticed, the bill for the journey undertaken (including those undertaken earlier) would be adjusted, besides any other penal action which may even lead to termination of Contract.
21. The Vehicle sent on requisition of University must have all relevant documents like Registration Certificate / Insurance / Permit fee / Pollution Certificates / Passenger Tax etc. The Vehicle should be licensed and shall conform to all Govt. rules and regulations being in force from time to time.
22. The “Full Day” would imply 100 km and 10 hrs duration and half day would be 50 km and 5 hours duration.
23. The Department will deduct TDS and other taxes as applicable under relevant rules from the contractor at the prevailing rates.
24. The tender process of the contract can be terminated at any time without any notice at the discretion of the IUST.
25. The University can cancel the tender at its discretion without assigning any reason thereof.
26. Financial Bids of only those agencies /firms/bidders would be opened who have qualified in respect of technical requirements.
27. A log book specifying daily reporting and relieving time as well as daily opening and closing meter reading shall be maintained for the vehicle.
28. Notwithstanding any conditions/clause above, the bidder may note that the vehicles provided/drivers deployed shall adhere to flexibility in timing/usage considering the academic nature and work of IUST, Awantipora.
29. The university has the right to enter into contract with one or more bidders for hiring of vehicles. When there are different tenders for different class of vehicles, then the university may resort to more than one contract with different bidders.



ISLAMIC UNIVERSITY OF SCIENCE AND TECHNOLOGY

AWANTIPORA, KASHMIR

30. All disputes arising out of this contract shall be subjected to J&K high Court, Srinagar.
31. The university reserves the right to extend the contract period by one more year if the performance of the tendering agency has been found satisfactory with terms and conditions as mutually agreed.

**** The bidder must append his signature and stamp on each page of tender document to attest his understanding of entire contents of this tender document.**



ISLAMIC UNIVERSITY OF SCIENCE AND TECHNOLOGY

AWANTIPORA, KASHMIR

TECHNICAL BID (ANNEXURE I)

S.No	Description	Details	Page No.
01	Name of Firm & Address		
02	Name of the proprietor of the Firm		
03	Telephone No. of Agency and proprietor / Registered E-mail ID		
04	The bidder must have 02 years of experience of providing vehicles to any state or Central Government Departments/ Universities/ Institutions or PSU's. (Copy of Documentary proof of same must be enclosed).		
05	GST Registration Number. (Copy of GST Registration Certificate to be attached).		
06	ITR during the last 02 Years (FY 18-19 and 19-20)		
07	The Tender should be accompanied by earnest money of Rs. 5000/- (Rupees Five Thousand only) in the form of Demand Draft drawn in favour of Finance Officer, Islamic University of Science & Technology, Awantipora, without which the Tender will not be considered.		
08	Certificate regarding registration of Firm in Union Territory of Jammu & Kashmir. Copies of Documentary proof of same must be enclosed.		
09	The Bidder must have PAN No. Copy of Documentary proof of same must be enclosed.		
10	List of Vehicles (Buses / Cars - with seating capacity 32 adults or more in case of buses), not older than 2014 model along with copies of RC's and Insurance.		
11	A self attested copy of Bank Passbook / Statement.		

I understand the terms and conditions of the Tender Notice and undertake to accept these terms and conditions.

Name and Seal



ISLAMIC UNIVERSITY OF SCIENCE AND TECHNOLOGY

AWANTIPORA, KASHMIR

FINANCIAL BID (ANNEXURE II)

Daily Basis:

Name of Vehicle	Driver Duty 5 hrs / 50 kms (Including GST)	Driver Duty 10 hrs / 100 kms (Including GST)	Rate for extra kilo meters beyond standard kms of 100
Category - 1			
Toyota Innova			
Category -2			
Bus (seating capacity 32 adults or more)			

Name and Seal



ISLAMIC UNIVERSITY OF SCIENCE AND TECHNOLOGY

AWANTIPORA, KASHMIR

UNDERTAKING

1. I / We undertake that, I/ We have carefully studied all the terms and conditions of the contract as indicated in the Tender Enquiry for providing vehicle on hire basis and understood the parameters of the proposed work and shall abide by them.
2. I / We further undertake that the information given in this tender are true and correct in all respects.

Signature of Authorized Person with Date: _____

Name & Full Address: _____