

## NOTICE INVITING TENDER FOR HIRING OF BUS AT RGNUL PATIALA

<b>TENDER NO.</b>	<b>:</b>	<b>RGNUL/CMW/293</b>
<b>NAME OF WORK</b>	<b>:</b>	<b>Hiring of bus on monthly bill basis for a period of one years at RGNUL campus, Sidhuwal, Patiala.</b>
<b>EARNEST MONEY</b>	<b>:</b>	<b>10000/-.</b>
<b>DATE AND TIME OF ISSUE OF TENDER DOCUMENTS</b>	<b>:</b>	<b>21.09.2024 TO 05.10.2024 up to 10:00 AM</b>
<b>DATE AND TIME OF RECEIPT OF TENDERS</b>	<b>:</b>	<b>05/10/2024 UPTO 11:00 A.M.)</b>
<b>DATE AND TIME OF OPENING OF TENDERS</b>	<b>:</b>	<b>05/10/2024 (AT 11:30 A.M.)</b>

**Rajiv Gandhi National University of Law Punjab.**  
**NOTICE INVITING TENDERS**

**No 293/ RGNUL**

**Dated 21.09.2024**

Sealed Tenders are invited from Bus operators for the hiring of bus on monthly bill basis for a period of one years, which can be extended for another one year based on satisfactory performance. The rates and term & conditions of the extended period will be applicable same as per the first work order. The proforma for submission of tender has been given in **Annexure-I** (for Technical Bid) and **Annexure -II** (for Financial Bid) of this Notice Inviting Tender.. Bids will be opened on same day at 11.30 AM by Tender Opening/Purchase Committee in the presence of representative of agencies, who may like to be present.

<b>S. No</b>	<b>Name of work</b>	<b>Earnest money</b>	<b>Time period</b>
<b>1</b>	Hiring of bus on monthly bill basis for a period of one years at RGNUL campus, Sidhuwal, Patiala	10,000/-	1Year

**Terms and Conditions:**

- a. The complete Bidding document / DNIT can be obtained from office against Demand draft / online payment at <https://www.onlinesbi.com/sbcollect/> for **Rs. 1000/-+18% GST (Non-refundable) between 9.00 AM to 4.00 PM from 00.09.2024 to 00.09.2024 up to 10:00AM**. Earnest money of the unsuccessful bidders shall be refunded after the allotment of work. Earnest money of the lowest bidder shall be refunded after successful completion of the work.
- b. The tender should be submitted in two parts namely Technical Bid (**Annexure I**) and Financial Bid (in form given in **Annexure-II**)
- c. Subletting the work after its award is not permissible.
- d. Only the contractors who will be successful in technical bid can participate in the financial bid
- e. The bid shall be accompanied by **Earnest Money @ Rs 10000/- of the quoted amount** in the shape of Cheque **or Demand Draft** from the reputed Bank preferably Nationalized Bank only, in favor of the Registrar, RGNUL Patiala. The agency will also furnish valid copy of PAN, GST registration.
- f. The conditional tenders contrary to DNIT will not be accepted.
- g. The University reserves the right to accept or reject any quotations without assigning any reason thereof.
- h. Noncompliance of instructions of the authorities of the University or delay in completion of the assigned work the Institute shall be free to get the job done through any other agency at the risk and cost of the Firm.
- i. The work shall be started within **Five days from** the date of issue of acceptance letter.
- j. Income Tax and other taxes as applicable shall be deducted from the Firm's monthly bills.
- k. If **05-10-2024** is declared holiday by RGNUL, the tender will be received on the next working day.
- l. For further queries you can contact on 0175-2391246, 259.

**REGISTRAR**  
**RGNUL, PUNJAB**

**Copy to: NOTICE BOARD**

**University Website ([www.rgnul.ac.in](http://www.rgnul.ac.in))**

## **GENERAL TERMS AND CONDITIONS TENDER FOR HIRING BUSES**

The University is to hire the 52 seater bus for its Students to travel on below mentioned routes. In addition to the mention days, Bus can be used on Saturday/Sunday/Gazetted Holidays or any other special time period whenever required by the University.

At present University intends to engage the total number of 01bus on the route- from RGNUL Sidhuwal, Bhadson Road Campus to Patiala old Bus Stand. Distance: (Approx. 30 KM up & down)

### **SCHEDULE OF ROUTES:-**

<b>S.N.</b>	<b>Day and Time</b>	<b>Starting Point</b>	<b>Dropping Point</b>
1.	Sunday 10.00 am	RGNUL Sidhuwal Campus	Patiala old Bus Stand
	Sunday 4.00 pm	Patiala old Bus Stand	RGNUL Sidhuwal Campus
2.	Wednesday 4.00 pm	RGNUL Sidhuwal Campus	Patiala old Bus Stand
	Wednesday 6.00 pm	Patiala old Bus Stand	RGNUL Sidhuwal Campus
3.	Friday 4.00 pm	RGNUL Sidhuwal Campus	Patiala old Bus Stand
	Friday 6.00 pm	Patiala old Bus Stand	RGNUL Sidhuwal Campus

1. University may increase/decrease the number of buses to any extent by giving 15 Days' notice.
2. University reserves the right to change the routes.
3. The Buses can also be inspected by RGNUL official if needed before finalization technical bid.
4. Contractor shall not be permitted to withdraw bid or modify the terms and conditions thereof. In case the tenderer fails to observe and comply with the stipulations made herein or back out after quoting the rates, the aforesaid EMD will be forfeited.
5. EMD/performance Security Deposit can be forfeited by order of the Registrar, in the event of any breach or negligence or non-observance of any terms/condition of contract or for unsatisfactory performance or for non-acceptance of the work order.
6. On expiry of the contract, such portion of the said Security Deposit as may be Considered by the Registrar, RGNUL University sufficient to cover any incorrect or excess payments made on the bills to the firm, shall be retained until the final audit report on the account of firm's bill has been received and examined.

### **Payment Terms:**

1. The contractor shall be paid on monthly basis on the basis of accepted rates.
2. The contractor shall submit the monthly bills in the first week of month in respect of previous month.
3. All payments shall be made by Cheques/RTGS/NEFT.
4. The Registrar, RGNUL shall be at liberty to withhold any of the payments in full or in part subject to recovery of penalties mentioned in preceding para.
5. University's authorized official may perform physical verification including starting point or during the journey on any day and time, He will be fully authorize for surprise checking in all matters he/she will be responsible to report concerned officer or Registrar RGNUL Patiala.
6. In case if any dispute arises, the matter will be resolved amicably through Mediation/Arbitration.

### **SPECIAL TERMS AND CONDITIONS:-**

1. University reserves the right to change the route.
2. Driver & Conductor should be in proper uniform, carry mobile phones, valid Driving License and other required documents/equipment's specified by concerned Govt. departments. Which shall be provided by the contractor.
3. Buses to be provided by the Contractor should be in perfectly sound Working condition not older than 8 years.
4. The vehicles registered under Bus categories should be provided.
5. Private vehicles shall not be accepted. Payment of such vehicles will not be made.
6. The Rates once finalized will be fixed for the total contract period including extensions (If any).

7. The contract against tender for Hiring of buses on monthly basis will be for a period of one year, which can be extended for another ONE YEAR term on the basis of satisfactory performance. The rates and term & conditions will be applicable same as per the first work order.
8. Rates quoted shall be inclusive of all taxes, duties, diesel, driver/conductor etc.
9. The successful contractor to ensure statutory compliance of direction/norms / conditions/rules laid down by RTA/State police/ESIC/PF or other related bodies.
10. The contractor will implement all the Govt. notifications/orders issued by the Government time to time.
11. The contractor will be responsible for any challan/penalty imposed for violation of any traffic rule or under the any Govt. or private body and third party liability.
12. The contractor will be responsible for any type of damage caused due to any reason of Natural calamity or, fires, accident, riots, strikes, lockouts, etc. & due to the negligence of driver.
13. The contractor will be responsible to get the Govt. Approved permit and bus fitness certificate for the route allotted.
14. It will be mandatory to deploy minimum one driver & Conductor on each bus in proper uniform including first aid medical kit, fire extinguisher, CCTV Camera, drinking water etc. for the complete journey. In case of absence of driver/conductor, penalty @ Rs.1000/- (One thousand) per day will be imposed & will be recovered from the tenderer
15. The bus shall be properly insured as per Motor vehicle Act.

**TENDER FOR HIRING BUSES (TECHNICAL SPECIFICATIONS)****Annexure - I****(Description Document to be attached duly self-attested)**

1.	Name of Bidder Company/firm/agency	
2.	Name of proprietor/Director of bidder company/firm/agency	
3.	Full Address of Registered Office	
4.	Telephone/Mobile number	
	Email:-	
5.	Proof of EMD submitted	
6.	PAN No. Bidder/Concern	
7.	GST No. Bidder/Concern	
8.	The copy of Provident Fund number/ESI number, if any of these is not applicable to the tenderer, an Undertaking in this regard to be attached.(Proof /Undertaking)	
9.	The vender must give undertaking that he will provide the Buses not older than 8 years of its first owner Registration on allotment of tender.(Proof /Undertaking)	
10.	The vender must give undertaking that he will provide the valid road fitness certificate of bus, Registration certificate, Insurance, Pollution Certificate and Photo of Bus on allotment of tender, (Proof /Undertaking)	
11.	Number of drivers engaged with dress code & their valid licence copy (attached supporting document)	
12.	The Contractor should have minimum 05year experience (Previous 5 years of running Vehicles i.e. Commercial / Passenger/Buses for Undertakings/ Institutions/Colleges/Schools (Govt. /Semi Govt./Autonomous/Private).Proof satisfactory completed / working certificate from the previous client / present client.	
13.	Proof of successful supply of Buses for similar work having ONE contract value not less than 02 lakh or TWO contacts having value not less than 01 lakh in previous 5 years. The proof of the same	
14.	Any additional information (Please attached sheet)	

Place:

(Signature of tenderer)  
With stamp of the firm

## UNDERTAKING

1. I/We undertake that I/we have carefully studied all the terms and conditions and understood the parameters of the proposed work of the RGNUL, Patiala and shall abide by them.
2. I/We also undertake that I/we have understood "Parameters Technical Specifications for conducting the Work" mentioned in **Annexure-I** shall conduct the work strictly as per the parameters.
3. I/We further undertake that the information given in this tender is true and correct to the best of my/our knowledge and belief in all respects and I/we hold the responsibility for the same.
4. I/We undertake to the effect that the firm is neither involved in any court case/police complaint/black listed by any Government of Punjab/aided/autonomous institution nor any criminal case is registered against the firm.

Dated: .....,.....

(Signature of Bidder)

Place: .....,.....

With stamp of the firm

## Financial Bid

## ANNEXURE II

Type of Bus	Rate per Trip as per schedule and route	Rates for per km basis on long/out of city tours	Remark
52 seater Bus	Rs. _____ per trip (In words) .....	Rs. _____ per km (In words) .....	

**Note:-**

1. The contractor shall be paid on monthly basis on the basis of accepted rates.
2. Contract charges shall be inclusive of monthly charges of driver with valid license, repairs and maintenance of vehicles, insurance, petrol/diesel, oil and also any other incidental expenses, any government taxes, toll, parking charges etc.
3. While quoting the rates, bidder are advised to take into account all the factors including any fluctuations in market rates of petrol/diesel/oil/insurance etc., toll charges etc. No enhancement in the rates shall be entertained after acceptance of the tender or during the period of term of contract.
4. Starting time & km will be counted from university for long/out of city tour.
5. Bidder should bring all original documents for verification after opening of financial bid for verification.

Dated: .....,  
Place: .....,

(Signature of Bidder)

With stamp of the firm

## AGREEMENT

This Agreement made this .....day of ..... between ..... (Hereinafter called the "Firm" of the first part and Rajiv Gandhi National University of Law, Punjab, Patiala through the Registrar (hereinafter called "The University") of the other part.

Whereas the Firm has offered for the work of "**Hiring of bus for students at RGNUL, Sidhuwal, Patiala.**" and the University has accepted his tendered offer for the execution of afore mentioned work. NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

In this agreement, words and expressions shall have the same meanings as are respectively assigned to them as per the general conditions of contract enclosed herewith.

The following documents shall be deemed to form and be construed as part of this Agreement:

1. The "NOTICE INVITING TENDER" AND "INSTRUCTIONS TO TENDERERS" enclosed as ANNEXURE - with this agreement.
2. The work will be executed strictly according to specifications and sample and the schedule of items of work as per quantities specified therein at the accepted rates.
3. All correspondence and modifications, if any and acceptance letter will from part of this agreement.
4. The University hereby covenants to pay the Firm, in consideration of completion of works, the price in the manner as specified in this Agreement.

IN WITNESS THEREOF THE PARTIES HERE TO SET THEIR RESPECTIVE HANDS AND SEALS ON THE DAY AND YEAR MENTIONED ABOVE IN THE PRESENCE OF WITNESSES AS UNDER:

**Name and Address of the Firm**

**Signature of Firm**

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Signed sealed and Delivered by ..... in the capacity of.....

**In presence of (Name and Address)**

**Registrar**

For & on behalf of the

**Rajiv Gandhi National University of Law,  
Punjab, Patiala (RGNUL)**

**Witness No. 1**

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**Witness No. 2**

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