

**LAKSHMIBAI COLLEGE
(UNIVERSITY OF DELHI)
ASHOK VIHAR – III
DELHI – 110052**

E - PROCUREMENT TENDER NOTICE

LBC/2022/01

22-9-2022

E-Tenders are invited online by the Lakshmibai College for hiring of Vehicle Services in two bid system i.e. (**Part-I:** Technical bid and **Part-II:** Financial bid) from reputed & eligible agencies located in Delhi (preferably within the periphery of 12 kms. From Lakshmibai College)

Item	Details/Date
EMD	Rs.10,000/-FDR/BG valid for a period of 08 months
Bid Document Download Starts Date	22-9-2022
Bid Submission Start Date	22-9-2022
Bid Submission End Date	12-10-2022
Bid Opening Date	14-10-2022

Notes:

- (i) All details regarding the subject tender are available on our website lakshmibaicollege.in Bidders are therefore, requested to visit our websites regularly to keep themselves updated.
- (ii) Manual bids shall not be accepted.**
- (iii) For submission of E-Bids, bidders are required to get themselves registered with <http://eprocure.gov.in/eprocure/app>.
- (iv) EMD should reach the Principal, **Lakshmibai College, Ashok Vihar – III Delhi - 110052** before the end date and time of bid submission failing which the offer will be liable for rejection. Bidder, however have to attach scanned copies of EMD documents along with their e-tender.


PRINCIPAL
Date: 10

1. INTRODUCTION

Lakshmibai College is a constituent college of the University of Delhi. It was established in 1965 and named in the honor of Rani Lakshmibai of Jhansi, the fearless warrior and patriot. It offers courses in the Humanities and Commerce at both the undergraduate and postgraduate levels. In addition to these regular courses, the College provides skill-based training to students through various add-on Certificate courses.

2. SCOPE OF WORK

- 2.1 The vehicles (AC/Non AC) as and when required shall be provided by the bidder.
- 2.2 The Technical/Financial bids are to be submitted as perform at in Annexure-I & II respectively.
- 2.3 Any declaration of rate in the Technical bid shall render the technical bid in eligible for further processing and the bid shall be summarily rejected.
- 2.4 The technical bids shall be opened online on the scheduled date and time.
- 2.5 The schedule time for opening of financial bids will be indicated later on the website CPP Portal <https://eprocure.gov.in/eprocure/app>
- 2.6 The financial bids of only those bidders shall be opened who are found technically qualified.

3. PERIOD OF CONTRACT

The contract will be awarded initially for a period of one year which can be further extended for another period of two years, one year at a time subject to satisfactory service of the agency.

4. BID SECURITY/EARNESTMONEYDEPOSIT (EMD):

- 4.1 Earnest Money Deposit is not required to be submitted by those bidders who are registered with Central Purchase Organization e.g. DGS&D or National Small Industries Corporation (NSIC)/Micro Small Medium Enterprises (MSME). Relevant document would be required to be furnished along with the Technical Bid.
- 4.2 The Earnest Money (EMD) of Rs. 10,000/- in the form of FDR/BG issued by a Nationalized/Commercial Bank in favor of "Principal, Lakshmibai College" must reach the Lakshmibai College, Ashok Vihar – III Delhi – 110052, on or before the closing date & time of bid submission. Bidders, however have to attach scanned copies of EMD documents along with the e-tender.
- 4.3 Bids without Earnest Money Deposit (EMD) shall summarily rejected. In case of successful bidder, the earnest money deposit will be returned on submission of Performance Bank Guarantee.
- 4.4 In the case of unsuccessful bidders, the Earnest Money Deposited will be refunded without any interest.

5. PERFORMANCE GUARANTEE:

- 5.1 The Performance Guarantee of Rs. 30,000/- (Rupees Thirty thousand only) shall be deposited by the successful bidder within 10 days after issuance of the Work Award letter. The Performance Guarantee shall be accepted in the following form and shall be in favor of “**The Principal, Lakshmibai College**”, payable at Delhi with a validity of months as under:-
- 5.2 Fixed Deposit Receipt (FDR)/BG of a nationalized bank (14 months validity)
- 5.3 The Performance Guarantee will be returned without any interest after the completion of all formalities under the contract.
- 5.4 In case of non-submission of Performance Guarantee within specified time, the earnest money will be forfeited and the College debarred him from doing business with College.
- 5.5 In case the contract period is extended further, the validity of the performance security/guarantee shall be extended by the agency accordingly within 10 days of award of renewal contract.
- 5.6 If, after award of the contract, the successful bidder (L-1) fails to provide required number of vehicle/taxis/cabs, the contract is liable to be cancelled along with forfeiture of performance bank deposit and other consequential actions, debarred from doing business with College.

Technical Bid

6. Eligibility Criteria.

1. The bidder must attach valid registration certificate of the agency/firm.
2. GST certificate, if applicable.
3. The bidder must have a PAN number of income Tax.
4. The bidder must have work experience of 3 years of similar nature work in offices run by the central /state government, public sector undertaking nationalized banks autonomous bodies before the date of bid opening on portal. Bidder has to upload satisfactory "Work completion certificate" from the client /Employer in support of his clam, failing which it will not be considered as experience merely attaching Award letter will not be considered.
5. The bidder must have an average annual turnover of 3 Lac during the last three financial years i.e. 2019-20, 2020-21 and 2021-22. The average annual turnover of bidders must be duly certified by the appropriate chartered accountant.
6. The bidder should have a minimum solvency of Rs. 1.5 Lac issued by nationalized bank in the name of Lakshmibai College. Bank solvency certificate shall be for any date within last three months from the date of issue of tender.
7. The bidder must have declared that the firm/company/proprietorship is not blacklisted by any Govt. institutions, CPSUs and PSUs. The undertaking must also include their firm/agency has no criminal case pending under the court of law (Annexure – III).
8. Bidder should have registered office in Delhi/NCR.

7. INSTRUCTIONS TO BIDDERS FOR ONLINE BID SUBMISSION

- 7.1 The tender shall be submitted online in two parts viz., “Technical Bid” and “Financial Bid”.
- All the pages of bid being submitted must be signed and sequentially numbered by the bidder irrespective of nature of content of the documents before uploading. The offers submitted by Telegram/Fax/email shall not be considered. No correspondence will be entertained in this matter.
- 7.2 “Technical Bid” shall comprise of all documents as per **Annexure-I**. Cover -1 along with scanned copy of EMD & Tender document
- 7.3 “Financial Bid” Cover-2 shall comprise of the price bids as mentioned in **Annexure - II**.
- 7.4 Tender acceptance letter must be signed by the authorized signatory of the bidder with seal. (**Annexure-III**)
- 7.5 Conditional bids will not be accepted.
- 7.6 Bids shall be submitted online only at CPP portal :<https://eprocure.gov.in/eprocure/app>.
- 7.7 Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document.
- 7.8 Bidder who has downloaded the tender from the Lakshmibai College website lakshmibaicollege.in and Central Public Procurement Portal (CPPP) <https://eprocure.gov.in/eprocure/app>, shall not tamper/modify the tender form including downloaded financial bid template in any manner. In case the same is found to be tempered/modified in any manner, the bid shall summarily rejected without prejudice to any further consequential action by the College and EMD would be forfeited and bidder is liable to be debarred from doing business with C o l l e g e .

8. OPENING OF FINANCIAL BID AND EVALUATION

After, the Technical Evaluation of the bids, the college will open the “Financial Bids” of all the technically qualified bidders at notified date and time. The lowest financial bid (L-1) shall be considered for award in each category.

9. AMENDMENT OF TENDER DOCUMENT:

- 9.1 Before the closing date & time for submission of bid, the College may modify the tender document by issuing addendum/corrigendum.
- 9.2 Any addendum/corrigendum thus issued shall be a part of the tender document and shall be uploaded on the College website (lakshmibaicollege.in) and CPPP <https://eprocure.gov.in/eprocure/app>. Prospective bidders must visit the website before filling and submission of Tender Document for such information.

10. ARBITRATION AND SETTLEMENT OF DISPUTES:

In case of any question, dispute or difference arising under this agreement or in connection therewith (except as to matter the decision of which is specifically provided under this agreement) which may at any time arise between the parties, touching or arising out of or in respect of this agreement shall be settled by the parties amicably and mutually.

In case any dispute is not settled or resolved mutually, then such dispute may be referred by the parties signed hereto for arbitration in terms of the Arbitration & Conciliation Act 1996 and the Rules amendments made there under for time being in force shall be deemed to apply to such arbitration proceedings under this clause.

All such arbitration proceedings shall be conducted in English and place of Arbitration will be New Delhi. The expenses of arbitration shall be borne by the parties equally.

The jurisdictions for any Court proceeding arising out of this, will be within the jurisdiction of Courts of Law at Delhi Jurisdiction only.

11. TERMS OF PAYMENT:

- 11.1 Payment will be released through e-payment/online mode, subject to deduction of applicable taxes.

**LAKSHMIBAI COLLEGE
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TERMS & CONDITIONS

- a. Conditional bids shall not be accepted.
- b. After award of contract, it shall be the responsibility of the successful bidder to provide required numbers of taxi/vehicles as and when required by the College, on same date, time & venue. In case, the contractor fails to provide the requisite number of vehicles, the College reserves the right to hire the DLY taxis/vehicles from other taxi firms/stands at the risk and cost of the firm. The cost difference between the alternative arrangements and tender value will be recovered from the bidder.
- c. The bidder must not make any compromise on providing the services. In case it is found at some stage that the services/vehicle are not provided as per terms and conditions, the contract is likely to be cancelled and suitable penalty will be imposed on the bidder, as decided by the College.
- d. The vehicle on duty must be in clean condition & general condition as well as mechanical condition of the vehicle should be good, the seats shall always be covered with neat & good quality seat covers.
- e. The Drivers of taxis engaged for the college should be broadly aware of the major route of Delhi/New Delhi/NCR and should have valid driving license to operate the taxi, issued by the Transport Authorities & other documents like Road Tax clearance, insurance certificate, pollution control certificate etc. should be valid and in existence.
- f. In case of any break down while on journey, the bidder shall be liable to make alternative arrangements immediately failing which, the taxi will be hired from the open market and the expenses incurred thereon shall be deducted from the bill of the bidder.
- g. The bidder, if fails to provide the vehicles as desired by College & sends a higher category/class of vehicles, the rate applicable for vehicles required by the College will be paid, no extra payment will be made for higher category/class of vehicles.
- h. The College will not be responsible for any challan /penalties, loss, damage or any accident to of the vehicle or to any other vehicles or for the injury to the driver or to any other third party. The loss or damage or legal expenses on this account shall be borne by the bidder.
- i. All vehicles/taxis shall carry first-aid-box, tissue paper, stepney (spare tyre), tool box etc.
- j. All charges to wards repair/service, salary of the drivers/ helpers, petrol/diesel/CNG expenses, as well as any other expenses incidental on operation and maintenance of the hired vehicle(s), if any would be borne by the bidder.
- k. The bidder is required to provide the contact details of a nodal person who can be contacted for booking of vehicles even at a short notice, in case of any exigency.
- l. The contract can also be terminated if the approved vendor dishonors the contract in any way, then the security amount deposited shall be forfeited.
- m. The College reserves the right to terminate the contract at any time without assigning any reasons thereof.
- n. The numbers of vehicle may vary depending upon the requirement. The College will place order from time to time depending up on requirements.
- o. The service providing agency is required to serve one month notice before termination of contract failing which the performance security will be forfeited.

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DELHI

**(Technical Bid)
Check List**

Sr. No	Particulars	Details
1	Name of the Party	
2	Address: (With telephone no. and fax no.)	
3	Name & Address of the: proprietor/Partners/Directors . (with mobile numbers)	
4	Contact person(s) (with mobile numbers)	
5	Valid registration certificate of Agency/Firm	
6	PAN No.	
7	GST No. (if applicable)	
8	Experience certificate	
9	Turnover certificate	
10	Bank Solvency	
11	Blacklisting certificate	
12	Registered office in Delhi/NCR	
13	EMD/ Security Money	

Declaration

I hereby certify that the information furnished above are full and correct to the best of our knowledge. We understand that in case of any deviation is found in the above statement at any stage, the company will be black-listed.

Authorized Signature with Seal of Company

**Lakshmibai College
(University of Delhi)**

FINANCIAL BID OF HIRING OF VEHICLES/TAXI/CARS

**Name of Agency
(Full Name and Address with Tel. No.)**

Requirements:

Particulars of Duty	Bus 35 / 40 seater for Delhi Circle		Mini Bus (Tempo Traveler, Sawaraj Majda, 16 seater bus) for Delhi Circle.		Innova/ Qualis/ Sumo/ Eco Seater 5 to 8 6 seater		Bus 47/49 seater for NCR Area (Noida, Faridabad, Gurgaon, Ghaziabad)		Taxi ordinary with AC 5 seater	
	AC	Non-AC	AC	Non-AC	AC	Non-AC	AC	Non-AC	AC	Non-AC
Daily 80 kms & 8 hrs, per day										
Daily 40 kms & 8 hrs., per day										
Additional distance/ time										
Per kilometer										
Per hour										

- Rates to be quoted should be inclusive of GST if applicable.
- All rates quoted are inclusive of Parking charges, toll taxes & MCD charges.
- Certified that all the terms and conditions of the tender document are acceptable.

Date:

(Signature of the Authorized signatory)

TENDER ACCEPTANCE LETTER
(To be given on Company Letter Head)

To,

Sub: Acceptance of Terms & Condition of Tender.

Tender Reference No: _____

Name of Tender/Work:-

Dear Sir,

1. I/We have downloaded/obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely:

As per your advertisement, given in the above mentioned website(s).

2. I/We hereby certify that I/we have read the entire terms and conditions of the tender documents from Page No. to (including all documents like annexure(s), schedule(s), etc.), which form part of the contract agreement and I/we shall abide hereby by the terms / conditions/ clauses contained therein.
3. The corrigendum(s) issued from time to time by your department / organizations too have also been taken into consideration, while submitting this acceptance letter.
4. I/we hereby unconditionally accept the tender conditions of above mentioned tender document(s)/corrigendum(s) in it's totality/entirely.
5. I/we do hereby declare that our firm has not been blacklisted / debarred by any Govt. Department/Public Sector undertaking.
6. I/we certify that all information furnished by the our Firm is true & correct and in the event that the information is found to be incorrect/untrue or found violated, then your department/organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy including the forfeiture of the full said earnest money deposit absolutely.

Yours faithfully,

(Signature of the Bidder, with Official Seal)