

BABA BANDA SINGH BAHADUR ENGG. COLLEGE, FATEHGARH SAHIB



TENDER DOCUMENT

FOR TRANSPORT SERVICES

BABA BANDA SINGH BAHADUR ENGG. COLLEGE

FATEHGARH SAHIB-140407

PUNJAB

INDEX

PART I - TENDER DETAILS

Sr. No.	Particulars	Page Nos.
1	Tender Notice	2
2	Eligibility Criteria	3
3	Draft Letter to be submitted by the bidder along with the tender	4
4	Agency/Firm/Company/ Profile	5
5	Terms and Conditions of the tender & General Information	7-9
PART II – FINANCIAL BID		
6.	Rates for hiring vehicles	10

Baba Banda Singh Bahadur Engineering College

Fatehgarh sahib-140407

TENDER NOTICE FOR TRANSPORT SERVICES

1. Baba Banda Singh bahadur Engg. College Fatehgarh sahib established by SGPC, Approved by AICTE and Govt. of Punjab invites sealed tenders for transport services on contractual basis.
2. Tender document fee of Rs. 1000/- (non-refundable) in the form of DD in favour of “Principal, Baba Banda Singh Bahadur Engineering College Fatehgarh sahib” to be enclosed with the technical bid.
3. The offers may be submitted in TWO-BID SYSTEM (A-Technical Bid and B-Financial Bid), by the reputed and experienced firms/agencies/companies established and functioning within 35 km of Fatehgarh sahib having valid licenses and sanctions and qualified experience in the field of providing passenger vehicles on hire basis to any Public Sector Undertaking (PSU), Govt. Organization, educational institution, or any other reputed private organization, etc.
4. The Principal, Baba Banda Singh bahadur Engg. College Fatehgarh sahib reserves the right to award contract for all required services either to one party or more than one party. He also reserves the right to amend or withdraw any of the terms and conditions mentioned in the tender document or to reject any or all the tenders without giving any notice or assigning any reason and not bound to accept the lowest tender. The decision of the Principal Baba Banda Singh Bahadur Engineering College Fatehgarh sahib in this regard shall be final and binding on all.

Important Dates:

- (i) Availability of tender Document : 14-07-2021
- (ii) Tender Submission: 23-07-2021
- (iii) Tender Fee Rs. 1000/

ELIGIBILITY CRITERIA

1. The contracting agency/firm/company should be within 35 km of Fatehgarh Sahib.
2. The contracting agency/firm/company should have the minimum experience of three years as on 30/05/2018 in the field of providing passenger vehicles on hire basis to any Public Sector Undertaking (PSU), Govt. Organization, educational institution, or any other reputed private organization, etc. Experience from Call Centre organizations will not be considered. The tenders of the contracting agency/firm/company with inadequate/irrelevant experience as mentioned above are liable for rejection.
3. The contracting agency/firm/company should have minimum 05 passenger vehicles registered as on its own name having valid permit (Copies of the tourist vehicle registration certificates & Insurance policies to be attached).
4. The contracting agency/firm/company should submit Technical Bid & Financial Bid in separate sealed Envelopes superscribing "Technical Bid" and "Financial Bid" as the case may be.
5. The rates quoted in the Financial Bid shall be valid for at least 12 months from the date of award of tender. Tender valid for a shorter period shall be liable for rejection.
6. The tender shall be signed by the authorized person and his / her full name and status be indicated below the signature along with official stamp of the contracting agency/firm/company.
7. Team of BBSBEC Fatehgarh sahib shall visit the clients of the eligible bidders to receive on the spot information regarding the quality of services provided, etc.
8. The tenders of the contracting agency/firm/company not in possession of valid statutory sanctions / registrations / permits are liable for rejections.

The Principal

Date : _____

Baba Banda Singh Bahadur Engineering College

Fatehgarh sahib-140407

Reference: Tender Notice published in Daily newspaper on _____,

Sir,

With respect to the tender notice published in above mentioned daily newspaper, I / We hereby submit my / our tender in a required format (Part-I Agency/Firm/Company Profile] + List of passenger vehicles and make) in sealed envelope and Part-II [Financial Bid] in separate sealed envelope).

I / We have carefully gone through the terms and conditions and prescribed given and I / We accept the same without any alterations / modifications.

Yours faithfully,

Signature

Name: & seal of contracting agency/firm/company

AGENCY/FIRM/COMPANY PROFILE

Sr. No.	Required information	Description
1	Name of the agency / firm / company	
2	Address of the agency / firm / company	
3	Legal status (individual, proprietary, partnership firm, limited company, corporation, etc.)	
4	Name, designation, and telephone nos. of the contact person. Fax No. E-mail id	
5	Month and Year of commencement business.	
6	Statutory details (Photocopies to be attached): 1] Registration number of the firm. (as per shop and establishment act.). 2] PAN, 3] Service Tax – Registration number.	
7	Existing total passenger vehicles owned in the name of agency / firm / company (attach registration certificates & Insurance Policies	

9. List of present and past clients in the following format. The information provided will facilitate evaluation of Technical Bid (Please use separate sheet if required without changing the format). Please attach client certificate / work orders etc clearly giving period of contract.

Sr. No	Name of the organization with complete postal address	Name and designation of the contact person with Tel. / Mobile No (s), Email ID.	Period for the contract is/was awarded	No. of passenger vehicles deployed by your firm on site	Vehicle make and name	Monthly Basis / Call Basis
1.						
2.						
3.						
4.						

TERMS AND CONDITIONS OF THE TENDER & GENERAL INFORMATION

Please read the following Terms & Conditions carefully before filling up the Tender Document. Incomplete Tenders will be rejected.

1. The contract shall be initially for a period of one year and may be extended for a further period subject to satisfactory performance at the discretion of competent authority of BBSBEC Fatehgarh Sahib on the same terms and conditions or with some addition/ deletion/ modification for a further period of maximum up to 1 year.
2. The contracting agency/firm/company shall provide the services continuously as per the award of contract. In case of discontinuation of services by the contractor in the middle of the period or non-satisfactory services, breach of any terms and conditions of the contract, noncompliance of the orders of competent authority, etc. the contractor shall be liable for necessary legal action and the contracting agency/firm/company shall also forfeit their performance security deposit.
2. The Principal, BBSBEC Fatehgarh Sahib reserves the right to terminate the contact at any time without assigning any reasons by giving a one month notice to the contracting agency/firm/company.
3. The contracting agency/firm/company shall not be allowed to transfer, assign, pledge or sub-contract its responsibilities, rights and liabilities under this contract to any other agency without prior written consent of BBSBEC Fatehgarh Sahib.
4. The contracting agency/firm/company shall get suitable instructions from the Designated Official of BBSBEC Fatehgarh Sahib and shall provide the services promptly as per requirement. The contracting agency/firm/company should be in a position to supply additional vehicles on short notice as and when required.
5. The contracting agency/firm/company shall abide by the rules and regulations of RTO, Govt. of Punjab / India particularly applicable to the business.
6. The contracting agency/firm/company shall also abide by the relevant Rules and Regulations to engage drivers on the vehicles provided to BBSBEC Fatehgarh Sahib and will obtain requisite licenses, sanctions & permits which should be valid during the tenure of contract.
7. There will be no dead mileage for vehicles deployed on monthly basis. No mileage will be allowed to drivers for lunch / breakfast or for filling fuel etc.
8. The vehicles to be supplied should be in excellent condition mechanically as well as getup wise i.e. outer look / upholstery etc. should be decent looking and are well maintained during the contract period.
9. The contracting agency/firm/company shall provide immediate replacement for the breakdown vehicle with same level of vehicle.
10. In case a vehicle is requisitioned and the same does not reach at the designated time and place, BBSBEC will be free to call required vehicle from any other supplier from open market and the expenses on this account will be debited to the Contractor or will be recovered from the dues / pending bills etc.
11. The drivers of the vehicles deployed should be fully conversant with the routes and should possess valid driving license (T) in his name. The drivers must wear uniform while on duty, proficient in speaking local languages, well mannered, courteous with proven integrity, healthy personal habits and should always carry a mobile phone with him. In the event of misbehaviour on the part of drivers, BBSBEC may impose penalty as deemed fit on the contracting agency/firm/company including replacement of Driver.
12. The contracting agency/firm/company and BBSBEC Fatehgarh Sahib shall make every effort to resolve any dispute or disagreement amicably by direct informal negotiations. However, in case of any unresolved issues / disagreements / disputes in connection with the contract, the same shall be settled under the Court of Law within its jurisdiction at BBSBEC Fatehgarh Sahib the resultant contract will be interpreted under Indian Laws.

13. In case, the drivers employed by the successful agency / firm / company commits any act of omission / commission that amounts to misconduct / indiscipline / incompetence, the agency/firm/company shall be liable to take appropriate disciplinary action against such drivers.
14. Upon receiving necessary orders from the competent Official of BBSBEC Fatehgarh Sahib the successful agency / firm / company shall immediately replace any of its drivers who is found unacceptable to the BBSBEC Fatehgarh Sahib
15. The successful agency / firm / company shall assign a supervisor who shall be responsible for immediate interaction with BBSBEC Fatehgarh Sahib so that optimal services could be availed without any disruption. The supervisor should be available round the clock on his own direct telephone (office as well as residence) so as to respond to the call for services in emergent cases. The supervisor should be accessible on holidays / Sundays also for satisfying BBSBEC Fatehgarh Sahib Vehicle requirements.
16. All the charges towards repair / servicing, salary of the driver, fuel expenses, any other incidental expenses on operations & maintenance of the vehicles deployed on BBSBEC Fatehgarh Sahib shall be borne by the successful agency / firm / company.
17. Vehicles deployed on BBSBEC with the driver shall be at the disposal of BBSBEC as and when required. BBSBEC shall be free to use the hired vehicles in any manner for carrying officials, material etc. as per its requirements and the contracting agency / firm / company shall not have any objection to it.
18. In case of delay in reporting the vehicle, a penalty of Rs.50/- per 15 minutes delay shall be imposed.
19. Vehicles supplied by the firm/agency will be regularly inspected by nominated officers for the purpose and in case of non-compliance of any of the conditions, if brought to the notice of the Inspecting Officers by the users, a penalty of Rs.500/- on each fault will be imposed.
20. The drivers also shall be asked to carry files/ papers/letters to be handed over to the internal staff/distribution within local areas.
21. BBSBEC Fatehgarh Sahib will not be responsible for any kind of fine / challan on account of violation of traffic rules, damage or accident to the vehicle or to any other vehicle or injury/loss to any driver and contracting agency will settle such issues on their own at their own cost. Damage / Loss to the BBSBEC Fatehgarh Sahib official will be recovered from the contracting agency / firm / company.
22. The contracting agency / firm / company shall ensure that vehicles and drivers of the vehicles provided on BBSBEC Fatehgarh Sahib are not changed. Frequent changes of vehicles and drivers will not be permitted. In case of change, the contracting agency / firm / company will educate the driver to be replaced about BBSBEC requirements.
23. In case contracting agency / firm / company provides vehicle which is of higher class than the demanded type, payment will be regulated as per the demanded type of vehicle. Vehicle of lower class than the demanded type of vehicle shall not be accepted.
24. It shall be the responsibility of the service providing agency / firm / company to meet transportation, food, medical and any other requirements in respect of the drivers engaged by it at BBSBEC Fatehgarh Sahib and BBSBEC Fatehgarh Sahib shall have no liabilities in this regard.
25. For all intents and purposes, agency / firm / company shall be the “Employer” within the meaning of different Labour Legislations in respect of drivers so employed and engaged at BBSBEC Fatehgarh Sahib.
26. The agency / firm / company shall be solely responsible for the redressal of grievances /resolution of disputes relating to drivers engaged by them at BBSBEC Fatehgarh Sahib. BBSBEC Fatehgarh Sahib shall, in no way responsible for settlement of such issues.
27. The successful agency / firm / company shall provide ID card, two sets of uniforms and two sets of shoes to the staff deployed at BBSBEC Fatehgarh Sahib

28. BBSBEC Fatehgarh Sahib shall not be responsible for any damages, losses, theft, claims, financial or other, injury to any drivers deployed by agency / firm / company in the course of their performing the functions/ duties, or for any payment as compensation.
29. The drivers employed by the successful agency / firm / company shall be medically fit. If and when required, BBSBEC Fatehgarh Sahib also reserves the right to get the drivers of the agency / firm / company working on BBSBEC Fatehgarh Sahib medically examined.
30. The drivers deployed by the contracting agency / firm / company shall not claim nor shall be entitled for pay, perks and other facilities from BBSBEC Fatehgarh Sahib. On termination of contract on its expiry or otherwise, the staff engaged by the successful agency / firm / company shall not be entitled to and shall have no claim for any absorption nor for any relaxation for absorption in the regular / otherwise capacity in BBSBEC Fatehgarh Sahib.
31. The Company / Firm / Agency will be responsible for compliance of all statutory provisions relating to Minimum Wages, working hours etc. in respect of the drivers deployed by it at BBSBEC Fatehgarh Sahib.
32. The Company / Firm / Agency shall submit the bills as per the agreed rates immediately after completion of the calendar month to BBSBEC Fatehgarh Sahib in the transport office.
33. Payment against Bill shall be made only after satisfactory services to be certified by the administration. No interest will be payable on the nonpayment due to delayed submission of bill and non-satisfactory services. No advance payment will be made. The payment will be made by local crossed cheque / bank transfer.
34. BBSBEC Fatehgarh Sahib shall not be responsible for payments for the services provided by Company / Firm / Agency to the staff on their personal requests.
35. The Company / Firm / Agency shall also be liable for depositing all taxes, levies, cess, etc. on account of services rendered by it to BBSBEC Fatehgarh Sahib to concerned tax collection authorities from time to time as per extant rules and regulations on the matter.
36. The Income Tax (T.D.S.) shall be deducted at prevailing rate from the monthly bills, as amended from time to time in accordance with the provisions of Income Tax Department, and a certificate to this effect shall be issued by BBSBEC Fatehgarh Sahib to the agency.
37. The Company / Firm / Agency shall submit along with "Technical Bid" the type of passenger vehicles owned by them in the following format.

Sr. No	Name of the Vehicle	Year of Manufacturing

:

38. The successful tenderer will have to make agreement with BBSBEC Fatehgarh Sahib broadly covering scope of work, requirements, terms and conditions of the services to be provided to the BBSBEC Fatehgarh Sahib on a judicial stamp paper of Rs. 50/- or as per the prevailing requirement, the cost of which will be borne by the contracting agency/firm/company.
39. BBSBEC reserves the right to cancel the contract at any time without assigning any reasons whatsoever.
40. The college shall pay to agency/firm for minimum 22 days in a Month.
41. Security deposit (**Rs. 50000/ refundable** without interest after two months of termination of contract) in the form of Pay Order/Demand Draft or Bank Guarantee shall be furnished at the time of signing of the Agreement.

FINANCIAL BID - PART II

Basic rates (including applicable taxes)

Sr. No.	Type of vehicle	Rate per KM	Bus Route
1	52 Seater Bus		Ludhiana to Fatehgarh Sahib
2.	52 Seater Bus		Patiala to Fatehgarh sahib
3.	32 Seater bus		Nabha To Fatehgarh sahib

Signature

Name: _____

Seal of agency / Firm / Company