



Himachal Pradesh Technical University

(A State Government University)

VPO Daruhi, Teh & Distt. Hamirpur (H.P.) – 177001

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TENDER DOCUMENT

FOR

Empanelment of Agency for Supply of Goods Carrier Vehicles (Truck/Tempo/Pick up /Bolero Camper or equivalent) to the HP Technical University, Hamirpur (HP).

Tender No. *HP TU (Exam - I) A-167/2021 dated 13/09/2022.*

Himachal Pradesh Technical University Hamirpur (H.P).

Price: Rs. 100/- only.

Document can be downloaded from www.himtu.ac.in

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SECTION-I

Notice Inviting Tender

1. Himachal Pradesh Technical University, Hamirpur (HPTU) invites sealed tenders for “**Empanelment of Agency for supply of Goods Carrier Vehicles (Truck/Tempo/Pickup/Bolero Camper or equivalent) to the Himachal Pradesh Technical University, Hamirpur 177 001 (H.P.)**” for transportation of exam material / Answer Sheets etc. from firms/agencies for a period of one year, which can be extended on year to year basis up to three years including base year on the terms and conditions and rates mutually agreed upon between both the parties.
2. Prices quoted should be F.O.R. destination, inclusive of all levies and GST.
3. Bidders shall have to deposit bid security of Rs. 10,000/- (Rupees Ten Thousand only) in the form of Demand Draft/ Banker Cheque from any nationalized or public sector bank or scheduled commercial bank drawn in favour of “**Finance Officer, HPTU, Hamirpur 177001**” along with the bid.
4. The bid document can be had from the Purchase Officer, Himachal Pradesh Technical University, VPO Daruhi, Teh & Distt. Hamirpur –177001 (H.P.) on payment of Rs. 100/- (Rupees hundred only) non refundable in the form of crossed demand draft/banker’s cheque from any scheduled bank in Hamirpur drawn in favour of the “Finance Officer, HPTU, Hamirpur-177001”. The bid document is also available on HPTU Website: www.himtu.ac.in. In case of using the downloaded bid document, demand draft/ bankers’ cheque of Rs. 500/- in favour of “Finance Officer, HPTU, Hamirpur 177001” from any scheduled bank payable at Hamirpur should be enclosed.
5. The Tenders, complete in all respects, should be submitted in a prescribed form along with supporting documents in a sealed envelope super scribing “**Empanelment of Agency for supply of Goods Carrier Vehicles to the Himachal Pradesh Technical University, Hamirpur 177 001 (H.P.)**” addressed to **Purchase Officer, Himachal Pradesh Technical University, Hamirpur-177001 (H.P.)** and must reach on or before **10.10.2022 upto 2:00 PM**. The tender will be opened on the same day at 3.00 P.M.
6. The terms & conditions of the tender are enclosed along with the format for the price bid.


Purchase Officer
H.P. Technical
University
Hamirpur 177 001
(H.P.)

SECTION-II

Instruction to Bidders

1. Definitions

- (a) "The Purchaser" means the HPTU Hamirpur.
- (b) "The bidder" means the individual or firm who participates in this tender and submits bid.
- (c) "The supplier" means the individual or firm supplying the goods/services under the contract.
- (d) "The contract price" means the price payable to the supplier under the purchase order for the full and proper performance of its contractual obligation.

2. Eligible Bidders

This invitation for bids is open to individual or registered unions/parties/firms/travelling agencies as given in **Annexure-I**.

- Copy of Vehicle(s) Registration Certificate (RC)
- The Bidder must have a Permanent Account Number (PAN). A copy of PAN is to be submitted.
- Copy of Aadhar card.
- Detail of previous Experience for providing Vehicle to Central Govt/State Govt./Semi Govt./ Autonomous Bodies (if any)
- Copy of Vehicle(s) Insurance Certificate.
- Documentary evidence to the effect that vehicle(s) are registered as commercial vehicle(s) with required permit.

3. Cost of Bidding

The bidder shall bear all costs associated with the preparation and submission of the bid. The Purchaser, will in no case, be responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.

4. The Bid Document



The Bid Documents include:

- (a) Notice Inviting Tender (Section I)
- (b) Instructions to Bidders (Section II)
- (c) Terms and Conditions of the Contract (Section III)
- (d) Format for Bid Form (Annexure I)
- (e) Price Schedules (Annexure II)

The Bidder is expected to examine all instructions, forms, terms and specifications in the Bid Documents. Failure to furnish all information required as per the Bid Documents or submission of bids not substantially responsive to the Bid Documents in every respect will be at the bidder's risk and may result in rejection of the bid.

5. **Clarifications of Bid Documents**

In case the prospective bidders need any clarification regarding any terms and conditions of the tender, firm may write to the **Purchase Officer, Himachal Pradesh Technical University, Hamirpur-177001 (H.P.)**, well in time to ensure that required clarification in writing may reach to the said firm before the last date for submission of bid.

6. **Amendment of Bid Document**

No amendment is allowed after submission of bid.

7. **Bidder Details Form**

The bidder details form (**Annexure-1**) is to be submitted complete in all respect along with the required documents.

8. **Bid Security/EMD**

Bidders shall have to deposit bid security of Rs. 10,000/- (Rupees Ten Thousand only) in the form of Demand Draft / Bankers Cheque from any nationalized or public sector bank or scheduled commercial bank drawn in favour of "Finance Officer, HPTU, Hamirpur 177001" along with the bid.

9. **Period of Validity of Bids**

The validity period of the bid will be **180 days** from the date of opening of tender documents, which may be extended by the bidders for such period as may be requested by HPTU. The bidders shall ensure that time lines are adhered to and any bids received later than the specified time and date shall not be entertained.

10. **Period of Contract**

The contract will be valid for a period of **one year** from the date of contract agreement, which can be extended on year-to-year basis up to three years including base year on the same terms and conditions and same rates mutually agreed upon between both the parties. However, HPTU may terminate the contract at any time by giving 30 days advance notice without assigning any reason.

11. **Format for Signing of Bids**

- (a) All entries in the bid form should be legible and filled clearly. If the space for furnishing information is not sufficient, separate sheet duly signed by the Authorized Signatory of firm may be attached.
- (b) The bid shall contain no interlineations, erasures or overwriting except as necessary to correct errors made by the bidder in which case corrections shall be signed by the person/persons signing the bid.

12. **Rejection of Incomplete and Conditional Tenders**

The incomplete and conditional tenders will be rejected straightway. Quoting unrealistic rates will be treated as disqualification.

13. **Withdrawal after Submission of Bids**

No bidders will be allowed to withdraw after opening of the tender.

14. **Tenders Received after the Last Date**

Tenders received after the closing date and time prescribed in the tender enquiry shall not be accepted under any circumstances.

15. **Documents/Certificates**

The Tendering firms/agencies are required to submit the photocopies of following documents:

- (a) Copy of Vehicle(s) Registration Certificate (RC).
- (b) The Bidder must have a Permanent Account Number (PAN). A copy of PAN is to be submitted.
- (c) Copy of Aadhar card.
- (d) Detail of previous Experience for providing Vehicle(s) to Central Govt/State Govt./Semi Govt./ Autonomous Bodies (if any)



- (e) Documentary evidence to the effect that vehicle(s) are registered as commercial vehicle with required permit.
- (f) Copy of income tax returns filed for last one financial year.
- (g) Earnest money deposit (EMD) by means of demand draft/ banker check of Rs.10,000/-(Rupees twenty five thousand only) from a nationalized or public sector bank or scheduled commercial bank.

16. Submission of Bids

The bid prepared by the bidder shall comprise of

(a) The Technical bid

(b) Financial bid.

- (a) The technical bid, complete in all respects, should be submitted in a prescribed form along with supporting documents in a sealed envelope super scribing “**Empanelment of Agency for supply of Goods Carrier Vehicles to the Himachal Pradesh Technical University, Hamirpur 177 001 (H.P.)**” addressed to the Purchase Officer, Himachal Pradesh Technical University, Hamirpur (H.P.) -177001 (H.P.), and must reach on or before 10.10.2022 upto 2:00 PM.
- (b) The Financial bid should be submitted in a separate sealed envelope super scribing “**Price Bid for Empanelment of Agency for supply of Goods Carrier Vehicles to the Himachal Pradesh Technical University, Hamirpur 177 001 (H.P.)**” The tender will be opened on the same day at 3.00 P.M. Sealed Tenders shall be submitted either by registered post with acknowledgement due or in person. Tenders by telegram/fax/email or any other mode will not be considered.
- (c) The Earnest Money Deposit (EMD) of Rs.10,000/- (Rupees Ten Thousand only), refundable (without interest), should be necessarily accompanied with the Price Bid of the service provider in the form of demand draft/Banker Cheque drawn in favour of the **Finance Officer, HPTU, Hamirpur 177 001 (H.P.)**, failing which the tender shall be rejected summarily. In the event, the successful bidder fails to sign the agreement with HPTU for provision of services as sought in the tender, subsequent to bid being accepted, the EMD is liable to be forfeited.
- (d) EMD of successful bidder will be retained as Security Deposit. The security deposit will be forfeited for breach of terms and conditions of agreement or unsatisfactory performance.



- (e) Each folio of tender documents and every supporting document attached with it shall be signed by the intending tenderer or such person on his behalf as is legally authorized to sign for and on his behalf and embossed with official seal at the time of submission.

SECTION-III

TERMS AND CONDITIONS

1. The contractor or Agency shall ensure that the provisions of the Motor Vehicle Act, 1988 are strictly followed in respect of the driver and vehicle provided to the Himachal Pradesh Technical University. Any violation of the Motor Vehicle Act and consequences thereof shall be the sole responsibility of the Contractor or Agency.
2. The contract shall be awarded initially for a period of one year from the date of commencement of contract. **However, it will be obligatory on the part of contractor to continue the work at the rates finalized on the last date of the contract even beyond contract period for at least 3 months or till the new contract is finalized, whichever is earlier.** The Purchase Officer/Purchase Committee of Himachal Pradesh Technical University Hamirpur, further reserves to himself the power to extend the term for further period of one year on mutually acceptable terms & conditions and rate finalized by him/ committee.
3. The contractor or agency will have to provide the required vehicle(s) on one day prior notice. The vehicle may need to ply on all kind of roads, within and outside Himachal Pradesh including rough and tough roads. The exam material/other material has to be loaded from the University office as the rate of vehicles shall be valid from the office itself.
4. The Vehicle should be in good working condition. There should be proper arrangement of tirpaal and fattas in the vehicle(s) the cost of which has to be borne by the contractor itself . In case of any fault/ breakdown of vehicle(s) during a journey, alternate vehicle has to be provided by the Contractor immediately on call / message without any delay so that the material shall reach its destination well on time.
5. It shall be the duty of the Contractor to deliver the goods/material safely to their destinations. As a precautionary measure, whenever the packets of exam material/other material are being unloaded from the vehicle(s) in any exam center/office, the arrangement of tirpaal and fattas need to be made by the Contractor immediately before proceeding ahead to the next destination.
6. If any goods fall from the vehicle due to negligence of the driver or any damage is caused to the goods, the contractor will have to compensate for any kind of damage.



7. The payment of rent of vehicles will be done at the end of work on receipt of bills from the contractor duly signed by the concerned officers/officials of HPTU using the vehicles officially and finally signed by the Controller of Vehicle, HPTU. No advance payment shall be made under any circumstances. Necessary taxes and penalties shall be deducted as applicable.
8. During the period of contract, no request shall be entertained for hike in the agreed rates due to any reason.
9. The Contractor or Agency shall engage driver of the category who is medically fit. The driver must possess a valid driving licence issued by the competent authority. He must have knowledge of traffic rules and other regulations.
10. The Contractor or Agency shall bear all costs on account of fuel, oil, spares, comprehensive insurance, repair, maintenances, Pollution certificate, registration fee, payment of route permits, renewal of route permits, payment of all taxes-levy of toll tax, entry taxes in Himachal Pradesh at barriers, services tax etc. However, toll taxes and other states taxes will be borne by the University whenever the vehicle will ply outside the state. The Contractor must show the bill of the payment made and thereafter it will get reimbursed by HPTU. Parking charges, if any, shall be borne by the contractor (within and outside the state).
11. The Himachal Pradesh Technical University will not be responsible for any challan, loss, damage, or accident to the vehicle or to any other vehicle or injury or accident to the driver or to any other third party. In such a case, the loss or damage or any legal expenses connected therewith will be borne by the Contractor or Agency.
12. The vehicle should be duly insured and should have all necessary permits from the Transport Authority.
13. The driver shall observe all etiquettes and protocol while performing his duty. He must carry a mobile phone in working condition for which no separate payment will be made by the Himachal Pradesh Technical University. He should be polite and adjusting in his behavior and conduct.

14. The Driver or Contractor or Agency shall be bound to carry out the instructions of the Controller of Vehicle, H.P. Technical University whenever hired.
15. The Himachal Pradesh Technical University, Hamirpur can terminate the agreement by giving one month's notice to the Contractor or agency without assigning any reasons.
16. An agreement will be executed on Rs. 100/- Non-Judicial stamp paper.
17. That in case if the contractor withdraws from the contract within the period of contract, the H.P. Technical University shall forfeit the security amount without any refund.
18. Security Deposit shall be forfeited in case breach of the contract.
19. The successful bidder shall have to give the undertaking that he has gone through the terms and conditions mentioned above and also undertake to provide vehicle to the Himachal Pradesh Technical University, accordingly, if shortlisted for the purpose.
20. The undersigned reserves the right to reject any or all quotations without assigning any reason.

2. Rates/ Prices:

- (a) The rates should be quoted in Indian Rupees only in words as well as in figures inclusive GST as applicable.
- (b) Rates quoted by the firm should be valid for at least one year. Rates valid for a shorter period shall be rejected as non-responsive.
- (c) No claim for compensation or loss due to fluctuations in prices or any other reasons/ causes will be entertained during the period of contract.
- (d) In case of discrepancy between the amounts in figures and words, the amount in words will only be considered for the purpose.
- (f) The rates should be filled in carefully after considering all aspects of works as described in the Chapter "**Terms & Conditions of the Contract**". No request for change or variation in rates or terms and conditions of the contract shall be entertained on the ground that the tenderer had not understood the work envisaged by this contract for empanelment of vehicles in H.P. Technical University, Hamirpur. Any overwriting should be avoided and in case of a

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mistake, the mistake should be clearly cut, and the correction should be signed in full by the tenderer or his authorized signatory.

- (g) Purchase Officer, H.P. Technical University, Hamirpur reserves the right to re-tender or modify the terms and conditions of the tender as well as the right to negotiate the rates with the lowest tenderer i.e. L1

4. Settlement of Disputes

Any matter relating to the selection of vendor for entering contract for empanelment of goods carrier vehicles in Himachal Pradesh Technical University, Hamirpur 177 001 (H.P.) shall be governed by the Laws of Union of India. In any case, if a dispute arises, the decision of Vice Chancellor, HP Technical University, Hamirpur shall be final and binding on both the parties i.e. bidder and HPTU. Any further dispute shall be subject to the exclusive jurisdiction of courts at Hamirpur.

5. Purchasers Rights

- (a) HPTU reserves the right to accept/reject any or all the bids in whole or in part and annul the bidding process without assigning any reason whatsoever and is not bound to accept the lowest tender.
- (b) HPTU reserves the right to award the tender to more than one bidder.
- (c) HPTU reserves the right to relax/withdraw any of the terms and conditions mentioned in the bid document before awarding tender.
- (d) HPTU reserves the right to cancel Tender Document without assigning any reasons.
- (e) HPTU reserves the right to blacklist a bidder for a suitable period in case the bidder fails to honour its bids without sufficient grounds.
- (f) If a firm after award of the contract violates any of the terms & conditions, it shall be liable to be blacklisted.

6. Basis of Awarding the Contract.

The contract shall ordinarily be awarded to the lowest evaluated whose bid has been found to be responsive and who is eligible and qualified to perform the contract satisfactorily as per the terms & conditions in the following manner: -

- a. The L1 bidder shall be decided on the basis of minimum of average of rates quoted for hiring the vehicles i.e minimum of average of rates quoted for mini truck, Tempo and Pickup/Bolero Camper/Equivalent. If the average comes out to be same, then the L1 will be decided on lower rates for night halt charges. If that too comes out to be same, then on the basis of: -

- b. Vehicle(s) with lesser meter reading (vehicle travelled for lesser kilometers)
- c. On the inspection of the condition of vehicle(s)

The decision of the Tendering/Purchase Committee in this regard shall be final.

7. Acceptance of Tender: -

- (a) The authority for acceptance of the tender documents and tendered rates will rest with the Purchase Officer, H.P. Technical University, Hamirpur who does not commit himself to accept the lowest or any other tender, nor does he undertake to assign reasons for its decision in the matter.
- (b) Acceptance of Tendered rates will be communicated through a letter as soon as possible.
- (c) All the tender documents submitted by the tenderer shall become the property of the Purchase Officer, H.P. Technical University, Hamirpur and he shall have no obligation to return the same to the tenderer.

8. Execution of Contract Document: -

- (a) The tenderer whose tender is accepted shall be required to appear in the O/o Purchase Officer, H.P. Technical University, Hamirpur in person or through duly authorised representative to execute the contract documents within 7 days of the date of issue of communication from O/o Purchase Officer, H.P. Technical University, Hamirpur and start the work w.e.f date mentioned in such communication. Failure to do so shall constitute a breach of the contract.

9. Mode of Payment

- (a) The payment of rent of vehicles will be done at the end of work on receipt of bills from the contractor duly signed by the concerned officers/officials and finally signed by the Controller of Vehicle. No advance payment shall be made under any circumstances. Necessary taxes and penalties shall be deducted as applicable.

10. Miscellaneous

- (a) In no circumstances, the firm shall appoint any sub-contractor or sub-lease the contract. If it is found that the contractor has violated these conditions, the contract will be terminated forthwith without any notice. HPTU reserves the

right to terminate this contract at any point of time with 15 days' prior intimation to the contractor.

- (b) The bidders will be bound by the details furnished by the firm to the HPTU, while submitting the tender or at subsequent stage. In case, any of such documents furnished by firm is found to be fictitious at any stage, it would be deemed to be a breach of terms and conditions of contract making the firm liable for rejection of tender and subsequent legal action.
- (c) All taxes and levies will be paid by the bidder only.
- (d) The bidder should give undertaking that the firm /agency has not been blacklisted by Centre/Departments of H.P. Govt./ PSU/University.



TECHNICAL BID**GENERAL INFORMATION**

Name of the Owner/Company/Firm	
Permanent address	
Telephone Number	
E-mail ID	

CHECK LIST (ATTACHMENTS with TECHNICAL BID)

Sr. No.	ATTACHEMENTS	YES/NO	PAGE No.(s)
1	Demand Draft of Rs. 100/- towards the cost of tender document downloaded from the web site.		
2	Demand Draft of Rs. 10000/- (Rs. Ten Thousand) only towards earnest money		
3	Undertaking as per ANNEXURE-"II"		
4	Copy of PAN		
5	Copy of Aadhar Card		
6	Photocopies of Vehicle(s) Registration Certificate (RC)		
7	Copy of Vehicle(s) Insurance Certificate		
8	Documentary evidence to the effect that vehicle(s) are registered as commercial vehicle with necessary permit.		

Declaration: - I hereby certify that the information furnished above is full and correct to be the best of my/our knowledge. I understand that in case of any deviation is found in the above statement at any stage, the company /agency/owner/contractor will be blacklisted and will not have any dealing with the H.P. Technical University in future.

Signature of Authorized Signatory
Stamp of the Firm/Bidder





Himachal Pradesh Technical University

(A State Government University)

VPO Daruhi, Teh & Distt. Hamirpur (H.P.) – 177001

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ANNEXURE-“II”

FINANCIAL BID (Rate Quotation)

1. Particular of Bidder

Name of the Owner/Company/Firm	
Permanent address	
Telephone Number	
E-mail ID	

2. Rates for vehicle and their models

Sr. No	Description	Mini Truck	Tempo (407)	Pickup/Bolero Camper or equivalent .
1.	Carriage charges / Km including all taxes			
2.	Stay Charges per Night			

Note: -

(h) The rates are inclusive of costs-fuel, repair, driver's salary, GST etc.

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- (ii) Any overwriting in the schedule of rates should be avoided, In case of mistake, the mistake should be clearly crossed and the correction should be signed in full by the tenderer or his authorized signatory.

**Signature of Authorized
Signatory
Stamp of the Firm/Bidder**

UNDERTAKING

1. I HAVE GONE THROUGH AND UNDERSTOOD THE TERMS AND CONDITIONS OF THE TENDER DOCUMENT AND I ACCEPT THE SAME.
2. I HAVE NOT BEEN BLACKLISTED BY CENTRE/STATE GOVT/ PSU/ AUTONOMOUS BODIES FOR THE ABOVE JOB.

Signature of Tenderer

