

**JAGAT GURU NANAK DEV PUNJAB STATE OPEN UNIVERSITY,
THE LOWER MALL, PATIALA
PHONE 0175-5051138**

TENDER NOTICE

(for hiring of vehicle for the University)

The University invites tender in sealed covers from reputed vendors for hiring of vehicle, as per proformas and terms and conditions mentioned below. The bid offer is to be sent **by 19.07.2022 up to 05:00 PM** to the **Registrar, Jagat Guru Nanak Dev Punjab State Open University, 28-C, Lower Mall, Patiala- 147001 (Punjab)** along with details of this tender notice which includes General Terms and Conditions of the tender (Annexure-I, II, III and IV). The hiring charges will be inclusive of all the taxes. The University may reserves the right to postpone/cancel the tender or reject any bid without assigning any reason.

Note: While submission of tender documents, the applicant should sign all the pages of tender documents.



Registrar



**JAGAT GURU NANAK DEV PUNJAB STATE OPEN UNIVERSITY,
PATIALA**

(Established by Act No. 19 of 2019 of Legislature of the State of Punjab)

**TENDER DOCUMENT
FOR
HIRING OF VEHICLES**

**FOR THE USE BY OFFICERS/OFFICIALS OF THE UNIVERSITY AND
ALSO FOR TRANSPORTATION OF EXAMINATION RELATED
MATERIALS.**

Section- I

1	Tender No	PSOU/Reg./2063
2	Total pages	12
3	Description	Hiring of vehicles
4	EMD	Rs. 10,000/-
5	Tender Opening Date	09-07-2022
6	Pre-Bid Meeting	13-07-2022 at Conference Hall of the University at 11:00 AM
6	Last Date of submission of Tender	19-07-2022 up to 5 PM at C-28, Lower Mall, Jagat Guru Nanak Dev Punjab State Open University, Patiala
7	Date of opening of Technical bid	20-07-2022, 11:00AM
8	Tender Download (from website)	https://psou.ac.in
9	Opening of Financial Bid	To be informed later on the website of the University.
10	If the date of opening of Tender happens to be a holiday then the tender will be opened on the next working day at the same time.	

Section II

Section	PAGE NO.
General Terms and Conditions - Annexure-I	5-8
Check List -Annexure-II	9
Financial Bid-Annexure-III (Light Vehicle)	10
Financial Bid-Annexure-IV (Heavy Vehicle)	11

ANNEXURE - I

General Terms and Conditions

1. Jagat Guru Nanak Dev Punjab State Open University, Patiala invites bids for "Hiring of vehicles" through Open Tender.
2. Henceforth, the University will be referred as First Party and the Bidder will be referred as second party.
3. The Vehicle should not be older than five years of manufacture.
4. Interested bidders can download the tender documents online from website <https://www.psou.ac.in>
5. The bidders will have to deposit Earnest Money Deposit (EMD) of Rs 10,000/- in the form of Demand Draft along with the tender.
6. Corrigendum/Addendum/Corrections, if any, will be published on the website <https://www.psou.ac.in>
7. The successful bidder shall be required to sign the contract as per this tender document within 15 days of deposit of the Performance Security.
8. The successful bidder shall have to provide vehicle within a period of 02 days from the date of the signing of the contract. If the successful bidder fails to provide vehicle within a period of 03 days from the date of signing of the contract, the Bid Security deposited by the said bidder shall be forfeited by Competent Authority and the next ranked bidder shall be invited to sign the contract by way of issuing a supply/acceptance order.
9. The vehicles to be provided by the second party shall be in excellent working condition and the vehicle should not be later than the previous year of manufacture at the time of hiring and should be of BS-VI. The vehicle should be kept neat and clean and in perfect running condition with clean interiors and the vehicle should have seat covers, audio system and foot mats etc.
10. The vehicle provided by the second party must have valid permit for running on hire. It should be insured as per existing laws and rules at all terms. The insurance charges, license charges for running on hire, road tax etc. will not be borne or reimbursed by the first party. However, toll taxes, if any, will be

reimbursed on producing vouchers by the second party at the end of the each month.

- 11.** The vehicle shall be for the exclusive use of Jagat Guru Nanak Dev Punjab State Open University, Patiala. During the period of the contract with the University, the vehicle shall not be used by the second party for any other purpose, such as plying for other parties or for personal use etc.
- 12.** During the period of contract, the vehicle shall be at the disposal of the first party for whole period. The vehicle can be called at any time. The vehicle would remain at the disposal of the department for all seven days in a week during the entire contract period.
- 13.** In the event of emergency break down of a vehicle or absence of driver, the second party shall make alternative arrangement by providing a substitute vehicle of current year model and driver.
- 14.** The driver should have valid driving license with the minimum of three years of driving experience for the class of vehicle offered for hire.
- 15.** The driver should be decent and well behaved. The driver should not have criminal antecedents and it shall be responsibility of the second party to verify his background before deployment. The conduct of the driver will be sole responsibility of the second party and in this regard. The first party shall not be responsible in any manner, whatsoever. Work and conduct of the driver should be satisfactory.
- 16.** The driver on duty should be provided with mobile phone by the second party, at his cost, for easy communication.
- 17.** The second party and driver shall be bound to carry out the instruction of the first party as well as of the controlling officer of the vehicle
- 18.** In case of any accident, all the claims/damages arising out of same, shall be borne by the second party. The second party shall be responsible for any loss/damage to property or life due to negligence of driver or poor maintenance of vehicle or due to an accident. The first party shall not be responsible for any such loss/damage.
- 19.** The second party shall be responsible for the suitability, medical fitness and police verifications of the character and antecedents of the manpower engaged by it for deployment and for satisfactory implementation of the service.

- 20.** The second party shall fulfill the various conditions stipulated by law, Government orders/notifications etc. in respect of hiring and safety of vehicle.
- 21.** The drivers provided by the second party shall not do any private work other than the assigned duties.
- 22.** The second party or his representative shall ensure that all his personnel/driver will be have courteously and decently with the officers/official of the University and also ensure good manners.
- 23.** That the vehicle provided by the second party should carry a designation plate as decided by the first party and for which no separate payment shall be made. The designated plate should be covered when concerned officer is not occupying the vehicle.
- 24.** A log book shall be maintained by the driver which will be duly certified by the controlling officer.
- 25.** The second party shall submit the monthly bill in triplicate enclosing the summary sheet within seven days before the end of the month which should be duly verified by the controlling officer. Payment will be released after making necessary verification.
- 26.** First party may, without prejudice to any other remedy for breach of contract, by giving 15 days written notice of default sent to the second party, terminate the contract in whole or in part:-
 - i) If the second party fails to perform the maintenance service within the time period (s)specified in the contract, or any extension thereof granted by first party : or
 - ii) If the second party fails to perform it's any other obligation(s) under the contract.
 - iii) Any other valid reason conveyed by 1st party.
- 27.** First party may at any time terminate the contract by giving written notice to the second party, without compensation to the second party, if the second party becomes bankrupt or otherwise, insolvent, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to first party. In case the second party wants to withdraw the contract, it will serve at least 3 months prior notice to first party.
- 28.** In case of any dispute, the matter shall be referred to the Vice Chancellor of the University.
- 29.** Registrar, Jagat Guru Nanak Dev Punjab State Open University Patiala, reserves the right to amend the bid documents or extend the deadline for submission of bids.

- 30.** The distance will be calculated from University to University.
- 31.** The vehicle shall include driver, fuel, Insurance, Repair and Maintenance etc.
- 32.** Driver will wear proper uniform and will be physically & mentally fit.

CHECK-LIST (ANNEXURE-II)

S. No.	Description	Yes/No	Page No
1.	RC COPY		
2.	Road Tax Clearance certificate		
3.	Copy of valid insurance policy		
4.	copy of pollution certificate		
5.	PAN Number		
6.	Manufacturing date of the vehicle		
7.	Chassis/Engine (BSVI) No.		

Note: 1. Attach the self-attested photocopies.
 2. Technical and Financial bid is to be sealed in separate envelopes.

Declaration by the bidder

This is to certify that I/we before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves to abide by them.

Signature (with stamp)

Jagat Guru Nanak Dev Punjab State Open University, Patiala

Hiring of Vehicle on Daily Basis upto 250 KM

Commercial Bid

ITEM NO. 1 -- LIGHT VEHICLE

S. No	Type of Vehicle	Swift Dezire / Etios / Verna/ Ciaz		Innova crysta / Xylo /Scorpio equivalent		Night
		5 seater (not less than 1000 cc)				
		AC	Non -AC	AC	Non- AC	
1.	Rate per K.M					
2.	Fixed K.M. to be charged by the agency/Firm					
3.	Night Charges (After 10.00 PM)					
4.	Any other charges					

Dated :

Place :

(Signature of Bidder with stamps of the firm)

Name of bidder:

Mobile/ Telephone No.

Address:

Jagat Guru Nanak Dev Punjab State Open University, Patiala

Hiring of Vehicle on Daily Basis upto 250 KM

COMMERCIAL BID

ITEM NO. 2 -- HEAVY VEHICLE

Rates in Rs. - Inclusive of all taxes etc. (Excluding of toll taxes only)				
S. No	Type of Vehicle	Pick up Van - 1.25 or 1.5 MT	Canter- 3.5 MT	Tata 407 - 2.5 MT
1.	Rate per K.M			
2.	Fixed K.M. to be charged by the agency/Firm			
3.	Night Charges (After 10.00 PM)			
4.	Any other charges			

Dated :

Place :

(Signature of Bidder with stamps of the firm)

Name of bidder:

Mobile/Telephone- No.

Address:

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**Jagat Guru Nanak Dev Punjab
State Open University,
The Lower Mall Road, Patiala**

Tender Notice

(For Hiring of Vehicles)

Tenders are invited from the agencies for hiring of vehicles for use by officers/officials of the University and also for transportation of examination related material. For details, please visit University website <https://www.psou.ac.in>

Phone No. 0175-5051138

Sd/
Registrar