

Sub.: Quotations for hiring of vehicle for SKUAST-Jammu.....reg.,

On behalf of Sher-e-Kashmir University of Agricultural Sciences and Technology of Jammu, sealed quotations are hereby invited from reputed and registered vehicle operators/suppliers/contractors for hiring of light motor vehicle (5-seater & 7-seater) for official use by Sher-e-Kashmir University of Agricultural Sciences and Technology of Jammu (SKUAST-Jammu) for a period of one year.

The following documents giving details are enclosed:

- | | | |
|---|----------|---------------------|
| 1. Terms & Conditions | : | Annexure 1 |
| 2. Technical Bid | : | Annexure 2-3 |
| 3. Financial Bid (quoting rates) | : | Annexure 4 |

Contractors, Firms, Suppliers, Vehicle Operators, Agencies interested in taking work may submit the details in Annexure 1, 2, 3 and 4. The **Technical Bid** (Pre-qualifications requirements & Technical bid: Annexure 1 -3) should be placed in **one envelope** and financial bid (Quoting rates in proforma: Annexure 4) should be placed in **another envelope**. Both the sealed envelopes (Envelope 1 & Envelope 2) should be placed in another single bigger envelope, sealed and marked as **“Quotations for Hiring of Vehicle for SKUAST-Jammu”** on top. The same may be submitted through speed/registered post only to the office of **Prof. Lalit Mohan Gupta, Division of Forest Products & Utilization, Faculty of Horticulture & Forestry, SKUAST-J, Chatha- 180 009 Jammu (UT of JK)** so as to reach by or before 01.03.2024 till 4:00 PM

(Lalit M. Gupta)
Chairman
(UVH)

No.: AU/FPU/F-3/23-24/220-22

Date:06.02.2024

Copy to:

- Director Research, SKUAST-Jammu for his kind information.
- Comptroller, SKUAST-Jammu for his kind information.
- Nodal Officer, Data Centre, SKUAST-Jammu for uploading on same on University Website. This is in reference to Director Research office order no: AUJ/ DR/23-24/F-173/8904-8912 dated:16.01.2024.

ANNEXURE -1
TERMS AND CONDITIONS

1. Agency/Supplier/Contractors/Vehicle operators who have sufficient experience of having successfully carried out similar works contract of supplying not less than five (05) commercial vehicles in Department /PSU/ Private Sector/Department Offices of State or UT Government during the last three years are eligible to participate in the bidding.
2. The SKUAST-Jammu reserves the right to verify the proof of having experience and expertise of the bidder in executing similar works and the bidder has to produce the proof thereof.
3. Rates should be indicated in both figures & words.
4. Bidders should be recognized from the Transport Authority as an Authorized Transporter OR Taxi Operator from any Government Department in Jammu.
5. The bidder should be registered and should furnish a copy of registration certificate in support thereof.
6. The bidders should have sufficient number of vehicles in excellent condition but not older than 5 years, registered as commercial vehicles.
8. The bidder should have registered with Income Tax and GST authorities & shall submit the requisite certificate along with quotation.
9. The bidder should deposit Earnest Money Deposit (EMD) of ₹25,000/- (₹ Twenty five Thousand Only) in the form of demand draft in favor of **Comptroller, SKUAST-Jammu, Chatha**, payable at Jammu. The quotations without EMD shall be rejected and no correspondence will be entertained in this matter.
10. The agreement shall be effective for a period of one year from the date of issuance of work order and can be extended for one more year by recommendation of the competent authority of the University.
11. The Agency/Supplier/Contractors/Vehicle operators should have office in Jammu city.
13. All expenses towards repairs, maintenance and driver's salary & all other risks &

- responsibilities what so ever be the reasons shall be borne by the Agency.
14. The bill will be submitted after completion of tour duly signed by the intender within week.
 15. A log book shall be maintained by the Agency.
 16. The Agency should have its own bank account.
 17. Certified copy of the account - maintenance for the last one year issued by the Bank shall be enclosed.
 20. Any quotations received after the expiry date and time as specified will not be considered and will be considered & deemed to have been rejected.
 21. The successful contractor will furnish an agreement separately on judicial paper of Rs. 20/- within one week after getting work awarded.
 22. The Earnest Money Deposit (EMD) shall be forfeited, if the contractor fails to sign the contract, or refuses to honor his own quoted prices for the services or part thereof. In such case, the bidder is also liable to be debarred & black listed from future tendering.
 23. Vehicles supplied should be fitted with all modern features.
 24. In order to ensure day to day functionality of hirer, service provider shall not keep changing or rotating vehicles and without consent of the intender.
 25. Agency will ensure safety belts available in good working condition for all passengers and driver seats. They will also comply with all the safety rules and regulation as prescribed by the Government Departments/Competent Authorities from time to time.
 26. Agency shall ensure that the vehicles are insured properly and all other statutory dues are paid in time and also shall comply with motor vehicle Act/Rules/Other Statutory requirements. SKUAST-Jammu will not be responsible for the same.
 27. The agency will comply with all labor law in force and all liabilities in this connection will be of the service provider.
 28. The driver provided by the agency should fulfill the following conditions:
 - ❖ Should be in possession of a valid driving license issued by Competent Authority.
 - ❖ Should not smoke; chew Pan/Panmasala/Tobacco.
 - ❖ Should not indulge in any activity inimical to security of the officers

travelling in vehicle.

❖ Should comply as per code of conduct for driver as per the quotation documents.

- 29.** If the driver's behavior is found objectionable, Agency shall replace him with a new driver. If Agency is unable to do the same, penalty of ₹2000/- per day will be levied.
- 30.** The driver should have mobile phone for two-way communication.
- 31.** The Agency will be responsible for payment of Challans, if any, made by the Police/Motor Vehicle Department for any offence committed by the drivers or the Agency.
- 32.** Toll taxes/parking paid during the travel will be paid by the Agency.
- 33.** The vehicles provided by the Agency will be authorized vehicles and any lapse in this issue will be the responsibility of the Agency.
- 34.** Agency will ensure the supply of the vehicles and it will be the responsibility of the Agency to make alternate arrangements. If for any reasons such as maintenance or repairs, the vehicles are not available to the University on any particular day, the University will be at liberty to hire the vehicles from the market.
- 35.** Variations, alternations, modifications etc. shall not be allowed. Cutting, overwriting and any other modification in tender document shall lead to disqualification of tender if not duly attested by the bidder.
- 36.** The agency shall in no case lease/transfer/sublet/appoint caretaker for the service rendered.
- 37.** Agency shall ensure that the driver deployed by him do not have any criminal antecedents.
- 38.** Agency shall be solely responsible for any/all dispute between him and the personnel deployed by him. The University will not entertain any such dispute.
- 39.** Agency shall be solely responsible for payment of wages/salaries, and other benefits to the drivers deployed. University shall have no liability whatsoever in this regard.
- 40.** At the time of payment of bills, the taxes liable to be deducted, if any, shall be deducted at source as per Government rules and guidelines as may be prevailing at the time of payment.
- 41.** Upward change in rates will not be considered due to any hike in fuel

(Petrol/Diesel) or taxes.

- 42.** In case of any accident, any and all the claims and damages arising there from shall be met by the service provider.
- 43.** The University will not be under any obligation, legal or otherwise, to provide employment to any of the personnel of the service provider during or after the expiry of the contract.
- 44.** SKUAST-Jammu reserves the right to accept /reject any or all the quotations in part or without assigning any reason whatsoever.
- 46.** In case of breach of any of the terms and conditions mentioned above, the competent authority will have the right to cancel the work order without assigning any reason thereof, and EMD shall be forfeited.

Annexure - 2
Undertaking by the Agency

(a) I/We agree to abide by and fulfill all terms and conditions contained in quotation documents.

(b) If I/We fail to commence the work within 10 days of the date of issue of Letter of Intent and/or I/we fail to sign the agreement as per contract, I/we agree that **SKUAST-Jammu** shall, without prejudice to any other right or remedy, be at liberty to cancel the Letter of Intent and to forfeit the said earnest money as specified above.

(c) I/we are also enclosing herewith the quotation document with all the pages duly signed and stamped as referred in quotation notice.

(d) I/We declared that agency has not been blacklisted by any Central Government Department/State Government/PSUs or Banks etc.,

Dated the ----- day of-----

SIGNATURE WITH SEAL

NAME (CAPITAL LETTERS) :

ADDRESS :

ANNEXURE-3 (Technical Bid)

(To be submitted on the Agency's letterhead)

Name and address of the agency with Phone number, mobile & Fax no.	
Name and address of the owner	
PAN with GST number (copy to be annexed)	
Copy of previous experience for the last 03 years issued by Govt Department/PSU/Private sector (if any)	
Copy of the income tax return filled for last three years and income tax clearance certificate for the last year to be attached	
Detail of Average turnover (last 03 years i.e. 2020-21, 2021-22 and 2022-23)	
Details of vehicle (make, fuel type, year of purchase) and registration number.	
Whether blacklisted by any Central/State Govt/ PSU etc.	
Detail of Earnest Money Deposit	
Copies of registration certificate service tax department.	
Vehicle to be provided by the agency should have the comprehensive insurance to cover all risks as per Motor Vehicle Act and relevant rules and regulations of the UT & Central Government (any other)	

Signature of the Owner/Authorized Signatory :
Full Name of the Signatory :
Name of the Owner :
Phone No. Landline (if available) :
Mobile Number & Email ID :

DECLARATION

I hereby certify that the information furnished above is full and correct to the best of my/our knowledge. I understand that in case 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 Department in future.

(Signature of Authorized Signatory with date)

(Separate rates for each type of vehicle (A/C/Non-A.C) need to be submitted)														
b. Rates (per Km) beyond 100 km and 10 hours														
c. Night Halt Charges: After 11.00 pm to 6.00 am														

(Signature and Stamp of the Agency With Date)