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गंगटोक, सिक्किम, भारत  
फोन-03592-251212, 251415, 251656  
टेलीफैक्स -251067  
वेबसाइट - [www.cus.ac.in](http://www.cus.ac.in)



# सिक्किम विश्वविद्यालय SIKKIM UNIVERSITY

6<sup>th</sup> Mile, Samdur, Tadong -737102  
Gangtok, Sikkim, India  
Ph. 03592-251212, 251415, 251656  
Telefax: 251067  
Website: [www.cus.ac.in](http://www.cus.ac.in)

(भारत के संसद के अधिनियम द्वारा वर्ष 2007 में स्थापित और नैक (एनएएसी) द्वारा वर्ष 2015 में प्रत्यायित केंद्रीय विश्वविद्यालय)  
(A central university established by an Act of Parliament of India in 2007 and accredited by NAAC in 2015)

## LIMITED TENDER NOTICE

**Reference No.:** SU/REG/Admn/F-3/01/2018/Vol-I/185

**Date:** 07/05/2019

### Limited Tender Notice for hiring of Light Motor Vehicles (LMV).

Sealed Quotations in prescribed format are invited from the Individuals/Govt. registered tour operators/Car Rental Agency/ Vehicle Provider to provide LMV on monthly rental basis to Sikkim University for official use as per the details given below:

Sl. No.	PARTICULARS	Fuel	Quantity
1	Maruti Wagon R, Tata Tiago, Hyundai i10 or equivalent	Petrol AC	2
2	Mahindra Bolero or equivalent	Diesel AC	1

### Terms and Conditions

1. Vehicle should not be more than 5 years old and manufacturing date should not be before April 2015.
2. The vehicle should have valid Registration with up to date insurance, fitness, permit as the case may be.
3. It shall be responsibility of the Service Provider to pay all taxes and levies to the government from time to time and ensure to keep all documents like Road Permit, Insurance, Pollution Certificate etc. up to date.
4. The fuel charges of the vehicle shall be borne by the University.
5. It shall be the responsibility of the Service Provider to undertake periodical services, minor and major repair works.
6. In case of any accident, Service Provider shall be responsible to settle the case.
7. The vehicle shall be parked in the premises of the University.
8. In case of breakdown of the vehicles, replacement of the Vehicles should be provided immediately so that official works are not hampered. In case of failure, hire charges for the day shall be deducted from the monthly bill.
9. In case the service provider decides to withhold or is unable to provide services for any reason they may do so with a written intimation of 2 months prior to the date of discontinuation of services. Any deviation from this period will attract a penalty of Rs.1,000/- per day for the period of default.
10. Successful bidder, to whom the work order is issued, shall have to furnish a security deposit of Rs. 50,000/- in favour of Sikkim University, payable at Gangtok. The said deposit shall be refundable on expiry of the contract.
11. The successful bidder shall have to enter into an agreement with the University

embodying all the terms and conditions of the contract. The terms and conditions of the bid will form part of the agreement along with other clauses.

12. An amount of Rs.1,000/- (non-refundable cost of downloaded tender form) and an Earnest Money Deposit (EMD) of Rs 50,000/- should be remitted in the form of NEFT to the account details mentioned below:

- Account Holder's Name : Sikkim University
- Account No : 112010100231541
- Account Type : Savings Account
- IFS CODE : UTIB0000112
- Branch : Gangtok [SK]
- Bank Name : AXIS Bank

13. Successful bidder will have to provide vehicle within 15 days from the date of receipt of the order along with a signed copy agreement and Security deposit of Rs. 50,000/- (Refundable).
14. Under no circumstances, University will be responsible for any type of accident, or on payment of taxes, insurance or any legal complicity.
15. The period of contract shall be of 02 (Two) years duration from the date of signing of the agreement. In case of unsatisfactory services, the University reserves the right to cancel the contract issuing two months prior notice without assigning any reason whatsoever.
16. Subject to satisfactory performance hiring of vehicles may be extended for a period of 01(One) year as per requirement of the University at the same/revised rate, terms & conditions.
17. The bids shall be uploaded in two cover system consisting of Technical and Financial bid.

**18.1 The technical documents required shall be as follows:**

- I. Annexure I (Company Profile and fee details)
- II. Annexure II (Technical bid with item details)
- III. Copy of NEFT transaction details of tender fee and EMD payment.
- IV. Copies of all relevant documents like Vehicle Registration Certificate for commercial use, Blue Book, Insurance Policy Document and Pollution Clearance Certificate.
- V. Identification Proof. (Voter ID or certificate of residence etc.)
- VI. Trade License/Firm Registration.

**18.2 The financial documents required shall be as follows:**

- I. Annexure III : BoQ – (Financial Bid in prescribed format)

18. The bidder registered with Micro and small scale enterprises (MSEs) are exempted from submitting bid security/EMD based on guide line issue by department of Micro, small and medium Enterprises. (MSME).
19. Interested bidders may submit their quotations in a sealed envelope, superscribed as **“Quotation for hiring of Light Motor Vehicles”** on top of the envelope, as per Annexure-I, II & III along with the relevant papers & documents on or before 30/05/2019 to the following address:

**Registrar,  
Sikkim University,  
6 th Mile, Samdur,  
Tadong, Gangtok,  
East Sikkim. Pin: 737102**

20. Participating firm may contact Section Officer/Assistant (Administration) at mobile number: 9832436755/9474835928 respectively for any queries related to the tender.
21. Arbitration of all disputes related to the service would be done in the Gangtok jurisdiction, Sikkim.
22. The Registrar, Sikkim University, has the power to reject any tender or all tender or extend the date of opening of tender without citing any reasons. Decision of The Registrar, Sikkim University will be final and binding to all tenderers.

**Sd/-  
Registrar**

**Annexure-I**

**COMPANY PROFILE AND FEE DETAILS**

**Supplier's Ref. No.:**.....

**Dated**.....

**Tender Reference No.:** SU/REG/Admn/F-3/01/2018/Vol-I/185

**Dated:** 07/05/2018

**FOLLOWING DETAILS ARE TO BE FURNISHED BY THE BIDDING FIRM**

1. Name of the Firm:
2. Address of the Firm:
3. Contact no:
4. Email address:
5. Registration details:
6. Permanent Account Number:
7. G.S.T number :
8. Bank Account details including Account Number, Bank name, Branch name & IFSC code:
  
9. EMD fee details – Name of Bank .....  
NEFT no..... Date: .....  
Amount.....
10. EMD fee details – Name of Bank .....  
NEFT no. .... Date: .....  
Amount.....

**Declaration:**

I/We hereby declare that I/We have read & understood all the terms & conditions mentioned in the E-tender notice and I/We undertake myself/ourselves to abide by them.

I/We further, declare that all the information given above is true.

**Name: Designation:**

**[Official Seal with authorized signature]**

**Place:**

**Date:**

**Annexure II**  
**TECHNICAL BID**

**in respect to**

**Limited Tender Notice for hiring of Light Motor Vehicles (LMV).**

**Supplier's Ref. No.:**.....

**Dated**.....

**Tender Reference No.:** SU/REG/Admn/F-3/01/2018/Vol-I/185

**Dated:** 07/05/2018

**FOLLOWING DETAILS ARE TO BE FURNISHED BY THE BIDDING FIRM**

**Table 1: Product Make and Model and details Specification**

<b>Sl No.</b>	<b>Desired Make and Model</b>	<b>Quoted Make and Model</b>	<b>Type of Vehicle</b>	<b>Month and Year of Vehicles Manufacturein</b>	<b>Type of Registration of Vehicle</b>	<b>Detail Specification</b>
<b>1.</b>	Maruti Wagon R, Tata Tiago, Hyundai i10 or equivalent					
<b>2.</b>	Mahindra Bolero or equivalent					

**Declaration:**

I/We hereby declare that I/We have read & understood all the terms & conditions mentioned in the E-tender notice and I/We undertake myself/ourselves to abide by them. I/We further, declare that all the information given above is true and the Financial bid BOQ has been quoted in compliance to the item specifications listed above in Annexure II (Technical Bid)

**Name: Designation:**

**[Official Seal with authorized signature]**

**Place:**

**Date:**

**Annexure III**

**FINANCIAL BID FORMAT**

**Tender Inviting Authority:** Registrar, Sikkim University

**Name of the Work:** Limited Tender Notice for hiring of Light Motor Vehicles (LMV).

**Tender Reference No.:** SU/REG/Admn/F-3/01/2018/Vol-I/185

**Date:** 07/05/2019

**Bidder Name:** .....

<b>CHEMICALS</b>						
Sl. No.	Particulars	Quantity	Monthly Rent of Vehicle To be entered by the Bidder Rs.	TOTAL AMOUNT (without Taxes) Rs	APPLICABLE TAXES Rs.	TOTAL AMOUNT (with Taxes) Rs
	a	b	c	d = (b x c)	e (of d)	f = (d + e)
1	Maruti Wagon R, Tata Tiago, Hyundai i10 or equivalent	2				
2	Mahindra Bolero or equivalent	1				

**Name: Designation:**

**[Official Seal with authorized signature]**

**Place:**

**Date:**