



LIMITED TENDER NOTICE

Reference No. : SU/REG/Admn/F-3/02/2018/Vol-III/1006

Date: 22/12/2022

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

Sealed Quotations in prescribed format are invited from the vehicle service provider/Individuals/Govt. registered travel agency/Car Rental Agency/ to provide following required vehicle on monthly rental/call basis to Sikkim University for its official use as per the details given below:

Table A: Required on Monthly rental basis

Sl. No.	Type of Vehicle(s)	Fuel	Quantity
1	Maruti Wagon R, Tata Tiago, Hyundai i10 or equivalent	Petrol AC	2
2	Mahindra Bolero or equivalent	Diesel AC	1
3	Mahindra Scorpio or equivalent	Diesel AC	1

Table B: As and when required on call basis

Sl. No.	Type of Vehicle(s)
1	Vehicle mentioned above
2	Mahindra Pickup truck* or equivalent

Background:

Sikkim University is a Central University established by an Act of Parliament of India in 2007 and accredited by NAAC in 2015. Sikkim University presently located at Gangtok, the capital city of Sikkim operates from several hired buildings located along NH-10. **The main administrative office of the University is located at Samdur, 6th Mile, Tadong. The permanent campus of the University is coming up at Yangang in South Sikkim. The vision, mission and the motto of the University are as under:**

Vision - "To achieve intellectual, academic and cultural development of the people of Eastern Himalayas".

Mission - "To provide quality higher education".

Motto - "Quest Knowledge Wisdom"

Terms and Conditions

- The Service Provider should be a proprietorship/partnership/ registered agency/owner legally capable of providing required vehicles on hire. All the documents/certificates of the service provider should be in the name of the bidding firm/owner. Any document from any sister concern/subsidiary/others shall not be considered.**
- The service provider should have minimum 3 years of experience of providing Light Commercial Vehicles to Central/State Government/Public Sector Companies/Bank during last three years. Self attested copies of work order to be enclosed.**
- Vehicle that is proposed to be provided should not be more than 2 years old as on 31.03.2022.**
- Vehicle that is proposed to be provided should have/fitted with accessories/utilities like spare tyre, tool box, first aid box, clean seat covers and floor mats etc.**

5. The Firm/Service provider should be registered with GST if applicable and should submit a copy of the Registration.
6. *The vehicle should have up to date insurance, fitness, permit as the case may be.*
7. 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 to travel Siliguri, West Bengal, Insurance, Pollution Certificate etc. up to date.
8. ***The fuel charges of the vehicle shall be borne by the University for vehicle mentioned at table "A"***
9. It shall be the responsibility of the Service Provider to undertake periodical services, minor and major repair works **on off days.**
10. In case of any accident, Service Provider shall be responsible to settle the case.
11. The vehicle shall be parked in the premises of the University.
12. 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 of the alternative vehicle taken in place of the vehicle which was broken down for the period shall be deducted from the monthly bill till the vehicle is restored.
13. ***The service provider/agency should be able to provide Vehicle on temporary basis as and when required by the University in short notice mentioned at Table "B". The institute reserves the right to ask for vehicle services on 24x7 basis.***
14. ***The service provider shall quote minimum daily rate + rate per km within and out of station(inclusive of all charges) for the vehicle mentioned at Table "B"***
15. 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.
16. 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. ***The price quoted by the service provider shall remain fixed during the entire period of contact.***
17. ***During the course of the contract if the hirer desires to change / upgrade the type of vehicle mentioned in the table, the service provider should be able to provide desired vehicle as per the same quoted rate mentioned for the vehicle.***
18. 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/- in favour of Sikkim University, payable at Gangtok. The said deposit shall be refundable on expiry of the contract without interest.
19. An amount of Rs.1,000/- (non-refundable cost of downloaded tender form) 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**
20. Under no circumstances, University will be responsible for any type of accident, or on payment of taxes, insurance or any legal complicity.
21. 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 **one** month prior notice without assigning any reason whatsoever.
22. Subject to satisfactory performance hiring of vehicles may be extended for a period of further 01(One) year as per requirement of the University on mutual consent.

23. The bids shall be submitted in **two cover system** consisting of Technical and Financial bid separately.

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.
- 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 (for proprietor firm).
- VII. Work experience certificate of similar nature showing 3 years of experience from the clients as per clause no 2 of terms of reference.

The financial documents required shall be as follows:

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

24. The bidder registered with Micro and small scale enterprises (MSEs) are exempted from submitting bid security/EMD based on guideline issue by department of Micro, small and medium Enterprises.(MSME).

25. Bid Evaluation will be done at a price exclusive of taxes. The taxes will be paid as per applicable rates.

26. 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 through post/by hand on or before **14/01/2023** to the following address:

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

27. The price bids will be opened only of those bidders whose technical bids are qualified as per the given criteria.

28. Participating firm **may write to registrar@cus.ac.in for any clarification** or may contact Section Officer/Assistant (Administration) at mobile number: 9832436755/9474835928 respectively for any queries related to the tender.

29. Arbitration of all disputes related to the service would be done in the Gangtok jurisdiction, Sikkim.

30. 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. The right to accept full/partial tender is also reserved with the Registrar, Sikkim University. Decision of The Registrar, Sikkim University will be final and binding on all tenderers.

**Sd/-
Registrar**

Annexure-I

COMPANY PROFILE AND FEE DETAILS

Service Provider's Ref.No:..... **Dated**.....

Tender Reference No.:SU/REG/Admn/F-3/02/2018/Vol-III/ **Dated:**/12/2022

FOLLOWING DETAILS ARE TO BE FURNISHED BY THE BIDDING FIRM ALONG WITH SUPPORTING DOCUMENTS

1. Name of the Firm:
2. Address of the Firm:
- 3. Firm Registration No**(for proprietor firm)
4. Contact no:
5. Email address:
6. Vehicle Registration details:
7. Copy of Permanent Account Number:
8. G.S.T number:
- 9. Copy of Trade license** (for proprietor firm):
10. Bank Account details including Account Number, Bank name, Branch name & IFSC code:
11. Form fee details–Name of Bank.....NEFT no.....Date:.....Amount.....
.....
12. Details of work experience with proof document of similar nature in the last 3 years as mentioned in clause no 2 of term of reference

sl no	Name and Address of the institution	Valid contact Details	Annual cost of the contract (Rs)	Time period

Please upload copy of work order issued by the organization/institute

Declaration:

I/We hereby declare that I/We have read & understood all the terms & conditions mentioned in the 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).**

Service Provider's Ref.No:.....

Dated.....

Tender Reference No.: SU/REG/Admn/F-3/02/2018/Vol-III/

Dated: / 12 / 2022

FOLLOWING DETAILS ARE TO BE FURNISHED BY THE BIDDING FIRM

Table 1: Product Make and Model and details Specification

SlNo.	Desired Make and Model	Quoted Make and Model	Type of Vehicle	Month and Year of Vehicles Manufacturing	Type of Registration of Vehicle	Detail Specification
1.	Maruti Wagon R, Tata Tiago, Hyundai i10 or equivalent					
2.	Mahindra Bolero or equivalent					
3	Mahindra Scorpio or equivalent					

Declaration:

I/We hereby declare that I/We have read & understood all the terms & conditions mentioned in the 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 (TechnicalBid)

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-3/02/2018/Vol-III/

Date:/12/2022

Bidder Name:

I : Monthly Rental Basis (without Driver)

Sl. No.	Particulars	Quantity	Monthly Rent of Vehicle To be entered by the Bidder in INR (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				
3	Mahindra Scorpio or equivalent	1				

II: On Call Basis as and when required (with Driver)

Sl. No.	Desired vehicles	Offered vehicle by the bidder	Quantity	Station		Out station	
				Daily Minimum rate of the Vehicle with Driver To be entered by the Bidder Rs.	Rate per KM (Inclusive of all charges)Rs	Daily Minimum rate of the Vehicle with Driver To be entered by the Bidder	Rate per KM (Inclusive of all charges)
1	Maruti Wagon R, Tata Tiago, Hyundai i10 or equivalent		1				
2	Mahindra Bolero or equivalent		1				
3	Mahindra Scorpio or equivalent		1				
4	Mahindra Pickup truck or equivalent		1				

Name:

Designation:

[Official Seal with authorized signature]

Place:

Date: