

**SHRI GURU GOBIND SINGHJI INSTITUTE  
OF ENGINEERING & TECHNOLOGY,  
VISHNUPURI,  
NANDED 431 606**

**TENDER DOCUMENTS**

**To provide bus facility on contract basis**

**Tender Notice No.  
SGGSIE&T/Vehicle/5/2010-11  
Date : 16-04-2010**

**File No.: 5**

***Price of Tender Document Rs. 1000/-***

**SHRI GURU GOBIND SINGHJI  
INSTITUTE OF ENGG & TECH, VISHNUPURI, NANDED 431 606**

**No.: SGGSE&T/Vehicle/5/2010-11**

**Date : 16/04/10**

**NOTICE FOR INVITATION OF TENDER**

1. The Institute invites sealed quotations from authorized transporters who have registered under shop Act as per the Tender Notice published in newspaper. (Press note enclosed herewith) for providing bus facility to transport students & staff of this institute on contract basis for one year. Approx. cost of the transportation contract is Rs.48.00 Lacs per annum.
2. The Terms and Conditions of the contract are also enclosed.
3. Interested parties are requested to read the enclosed Terms and conditions carefully before quoting the rates in quotations / Tender Schedule and comply with the same.
4. The tenderer should satisfy all the conditions and instructions which are mentioned in the Tender Notice and our Tender's terms & Conditions.
5. The Institute reserves the right to delete any item or items or to increase or to decrease the quantity of any item or items from the Tender schedule.
6. The institute has the right to accept or reject any / or all the quotations from any or all parties without assigning any reason.

Director  
Shri Guru Gobind Singhji  
Institute of Engg. & Tech.,  
Vishnupuri, Nanded

**SHRI GURU GOBIND SINGHJI  
INSTITUTE OF ENGG & TECH, VISHNUPURI, NANDED 431 606**

No.: SGGSE&T/Vehicle/5/2010-11

Date : 16/04/10

**TENDER NOTICE**

Sealed Tenders / Quotations are invited for providing Bus facility, on contract basis to transport students and staff of SGGGS Institute of Engineering. & Tech. Vishnupuri, Nanded Maharashtra by using buses owned by the institute. Interested recognized transporters who have registered under shop act and sales tax act. are requested to obtain the tender documents (containing details of job work and terms & conditions) from institute's Accounts section from 19/04/2010 to 23/04/2010 between 10.30 am to 1.30 pm on working days by paying tender price Rs. 1000/- (Non-refundable) in cash or by D.D. in the name of Director, SGGGS Institute of Engg. & Technology, Nanded. Tender / quotation should be submitted on or before 27/04/2010 at 4.00 pm at this office, postal delay will not be entertained. Tender / Quotation will be opened on 28/04/2010 at 02.30 pm.

The amount of contract is Rs. 48.00 Lakhs per annum.

The institute has the right to cancel or reject any incomplete tender.

**DIRECTOR**

(The tender notice is published in Newspapers Dainik Prajawani & Dainik Lokmat on date 16/04/10)

**SHRI GURU GOBIND SINGHJI INSTITUTE OF ENGINEERING & TECHNOLOGY,  
VISHNUPURI, NANDED 431 606**

**INSTRUCTIONS TO TENDERERS**

The Tender should submit quotations / Tenders in sealed Envelop super scribing the Tender Notice No. SGGSE&T/Vehicle/5/2010-11 Date : 16/04/2010.

1. We are giving here with Tender Schedule for providing Bus facility on contract basis to transport students and staff of SGGGS Institute of Engineering. & Tech. Vishnupuri, Nanded Maharashtra by using five buses owned by the institute & one stand-by bus to be provided by the transporter.
2. Tender / Quotation received late will not be considered in any case.
3. The quotation in sealed covers should reach this office at Vishnupuri, Nanded on or before 27/04/2010 at 4.00 pm.
4. Sealed cover should be super scribed as : QUOTATION FOR PROVIDING BUS FACILITY ON CONTRACT BASIS
5. The quotation will be opened on date 28/04/2010 at 02.30 pm.
6. All the terms and conditions are enclosed.
7. The Tender / Quotation should be strictly as per the G.R. of Maharashtra Govt. for two Bid system.
8. Procedure for submission of quotations:-  
Tenderer should note that they will have to submit two separate sealed envelopes as bellow:
  - a) Envelop No. 1 ( Technical Tender Envelope / Technical Bid) The first Envelop should be clearly marked as “ Envelops No. 1” for providing bus facility on contract basis shall be consisting of the following documents.
    - i. Demand Draft for Rs. 15000/- in the name of The Director, SGGGS Institute of Engg. & Tech., Vishnupuri, Nanded. Payable at the State Bank of India, Nanded Branch or at any Nationalised Bank as “ Earnest Money Deposit” E.M.D. Amount will be refundable after 90 days without interest from the date of opening of the quotations.
    - ii. The attested copies of the Registrations under Shop Act should be attached along with Envelope No.1.
    - iii. Income Tax clearance certificate of year 2008-09 or 2009-10 is required to be submitted.
    - iv. Certificate from Sales Tax dept. for payment of Sales Tax/Vat or exemption from Sales Tax/Vat. Also submit the Service Tax, if applicable.
    - v. Authorised Transporter certificate.
    - vi. Documents of Registration Number of one standby bus should be provided by the transporter stating seating capacity from the RTO in the name of the firm / tenderer along with valid insurance copy of the bus should be presented / submitted.
  - b) Envelop No. 2 [ commercial bid / envelop for Rates]:  
The second Envelope clearly marked as “ Envelop No. 2 “ for Quotation for providing bus facility on contract basis.” shall contain only the “ Quotation for providing bus facility on contract basis.  
Envelops No 2 Commercial Bid should contain only the Tender Form / Tender Schedule / Quotation for the required item.
9. The Tenderer should note that in case Envelops No 1 does not contain E.M.D., Registration of shop under Shop Act, Income Tax clearance Certificate and Documents of Registration Number with Insurance copy of the stand-by bus along with seating capacity from the RTO in the name of the firm / tenderer, the Envelope No. 2 will not be opened and the offered quotation will be rejected.
10. The Tenderer should quote the rates on quotation and Tender Schedule duly signed with date and seal of firm. He should not quote the rates any where directly or indirectly in Envelope No. 1.
11. If there is any correction in quotation, Every corrections in the rates should be initialed by the Tenderer.
12. All instructions, terms and conditions must be followed by Tenderer. If he fails to follow any of the conditions, and instructions, his/her Tender /Quotation is liable for rejection.
13. Tenderer, whose rates are found to be lowest and as per our requirements, will be informed about the same. He will have to deposit Rs. 3,00,000/- amount as Security Deposit (S.D.) during the whole contract period by DD of nationalized bank payable to Director, SGGGS Institute of Engineering & Technology, Vishnupuri, Nanded. After receipt of S.D. orders will be placed. If he fails to deposit the amount as S.D. then order will be placed on the second lowest party on obtaining the S.D. Also tender whose rates are found to be lowest and as per our requirement will be informed about the same. He will have to produce his own stand by bus which have quoted in the tender before the committee members at institute site with all original documents of bus about Registration, Insurance, Tax, Fitness, Pollution, Current dated permit etc. The committee will inspect the bus condition and verify all the documents and after satisfaction of the committee, order will be placed, otherwise order will be placed to the second lowest party by fulfilling the above conditions.

**DIRECTOR**

**SHRI GURU GOBIND SINGHJI  
INSTITUTE OF ENGG & TECH, VISHNUPURI, NANDED 431 606**

No.: SGGSI&T/Vehicle/5/2010-11

Date : 16/04/2010

**TERMS AND CONDITIONS**

1. The period of agreement is from 15/05/2010 to 14/05/2011.
2. The transporter should provide valid registration certificate of transporter and genuine bus service agency.
3. The transporter should have experience certificate of 02 years in relevant field for such type of works.
4. The transporter should provide valid registration and certificate of income tax, service tax and vat etc.
5. The transporter should provide copy of registration numbers of their own 52 seater standard school buses.
6. The transporter should deposit Rs. 3,00,000/- as a security deposit for using (05) five institute buses. The transporter should provide his own one bus as a stand by which remains in the campus of institute through out the contract period.
7. The transporter should pay Rs. 50,000/- amount per month to the institute as a rent for five institute buses.
8. The Contractor have to provide one security guard per bus throughout the day during operation of the buses and one cleaner / helper for a fleet of five buses. There should be a manager to look the operation through out the day.
9. The rates should be included of driver's salary, security guard's salary, road tax, professional tax, fitness charges, insurance, maintenance etc. No other charges will be claimed except charges claimed for KM.
10. The Transporter should pay road tax, professional tax, fitness charges, insurance at actual as charged by the respective Govt. authorities.
11. The Transporter should keep 06 drivers, 06 security persons and 01 cleaner for running of 05 buses. As per minimum wages act, salary of persons should be considering 09 Hrs/day duty. i.e. Driver : Rs. 4,710/- per month (26 days); Security : Rs. 4,598/- per month (26 days); Cleaner : Rs. 4,485/- per month (26 days). The contractor is liable to pay the P.F. & Insurance amount as per minimum wages Act. Salary will be given for vacation period also by the transporter. If it is found that any complaint is coming regarding salary, straight way action will be taken on the transporter by deducting same amount from the transporter's monthly bill.
12. Institute has provided new brand tyres to all five buses of the institute. Hence, depreciation cost of those tyres which is Rs. 22,000/- per month should be paid by the transporter to the institute.
13. The calculations of kilometer will be counted from the parking place which is premises of institute for all purposes. The counting of KM will be as per actual running only and will be paid only as per actual running and confirming log book and security gate entry.
14. The route shall be decided as per the convenience of institute considering the local traffic and requirements. The institute reserves the right to fix and change the rout time to time and transporter shall agree it.
15. The requirement of buses for transport from time to time at the discretion of institute.
16. The transporter shall insured the institute that, students and staff should pickup from pickup point on every day as per the point fixed by the institute. The shift starts from 6.00 AM to midnight, this is subjected to be changed from time to time at the discretion of institute.
17. The transporter should not be entitled to claim any extra amount during operating the buses other than contractual agreement. The transporter shall pay all other charges like vat, income tax and service tax whichever is applicable.
18. The transporter employee should not misbehave with staff and student of the institute.
19. In the event of any accident or causing any disablement to employee, staff, students or third party, he shall settle the matter and the institute will not be responsible and transporter shall be responsible as per the provisions of motor vehicle act and rules made there under.
20. The transporter shall not allow outsider in buses for travel. If it is found then fair amount will be deducted from the agreement amount. Similarly he should not be allowed to kept the buses out side the fix garage of the institute.
21. There will be no bargain about change of KM rate on change of rates of diesel or any other charges.
22. In vacation period, only limited buses will run for limited number of trips for 60-90 days in a year. No charges will be paid to the contractor for the buses which will be withdrawn by that time. However, all taxes, insurance, tyre cost etc. will be exempted for that period.
23. The transporter shall maintain a conducive environment for the safety of bus drivers, cleaner and security person. The contractor should care for the health of the driver during the operation of buses. No unhealthy driver shall be provided for operation of the buses. All passengers shall be of prime importance and transporter shall insure this.

24. That, at the event of any maintenance or replacement of bus coach the extra charges whatever incurred for making arrangement for another bus, its charges shall be borne by transporter, any extra bill or charges will not be paid or claimed by the transporter.
25. The transporter shall raise and furnish monthly bill at the end of month to the institute on the basis of total KM at the end of month. The institute after checking and verifying shall pay the transporter through and account payee cheque from local branch accounts within a week from the submission of bill. Payment shall be made subject to statutory deduction of any.
26. The contract can be terminated by serving notice of one month from either side subject to clearing of any dues from either side.
27. The Excise Duty, central Sales Tax / Maharashtra Sales Tax if any, must be inclusive, or must be clearly stated in the percentage and calculated in amount
28. The validity period for the rates offered should be clearly mentioned and it should be minimum 180 days from the date of opening of the items quoted & should be confirmed our requirement, in addition, please furnish your detailed conditions if any against each item.
29. If any disputes or differences, questions what so ever arises the same subject to Nanded Jurisdiction.
30. The transporter shall return the buses in good condition after the completion of the contract. If any repairs / damages found at that time, Institute will repair the buses and the repairing charges will be recovered from the security deposit kept at the institute.

**DIRECTOR**

**SHRI GURU GOBIND SINGHJI  
INSTITUTE OF ENGG & TECH, VISHNUPURI, NANDED 431 606**

**TENDER SCHEDULE**

**Tender Notice No.: SGGSIET/Vehicle/5/2010-11**

**Date : 16/04/2010**

**Department: Vehicle Department**

**Name of the work: Providing bus facility on contract basis**

**To be filled by the Transporter**

1. I / We will use five institute buses with our own one stand by bus for Rs. \_\_\_\_\_ per KM.

We pay rent for each institute bus Rs. \_\_\_\_\_/- Per month.

I / We agree to the above conditions and all terms and conditions of Tender Notice No.

SGGSIET/Vehicle/5/2010-11 date 16/04/2010.

Name of the Firm :

Seal of the Firm :

**SIGNATURE OF TRANSPORTER**

Date:

Details of Certificate & documents attached [ pl. mark as ✓ ]

1. Vehicle Registration Certificates
2. Income Tax clearance Certificate
3. Shop Act Registration certificate

4. Details of E.M.D. Rs. \_\_\_\_\_ Cheque / DD No. \_\_\_\_\_ date \_\_\_\_\_  
Bank \_\_\_\_\_