

### Quotation for Bus for World Book Fair at Pragati Maidan.

Sealed quotation are invited from reputed Tour and Travel Operators to reach undersigned on or before 12-12-2018 at 3.00 pm in the Mezzanine Floor, Management Section, Central Library, JNU, New Delhi – 110067, Phone: 011-26704553 for hiring of one bus for the World Book Fair at Pragati Maidan, New Delhi. The quotations will be opened on the same day i.e. 12/12/2018 in the Committee Room of the Library at 3.30 pm.

The tender document can be downloaded from our website <https://www.jnu.ac.in/tender> and <https://eprocure.gov.in/epublish/app>

Please submit the quotation , with EMD money of Rs.2000/- in the form of Demand Draft drawn in favour of “Finance Officer, Jawaharlal Nehru University, New Delhi” as EMD money towards Bid Security in accordance with the terms and conditions printed overleaf, in a sealed cover, marked on top with –

Tender enquiry No	JNU/LIB/WBF-BUS/2019/01
Tender submission last date and time	12/12/2018 3:00 pm
Tender Opening date and time	12/12/2018 3:30 pm

Yours Sincerely

Procuring Officer

## Terms and Conditions:

1. The quotations should be accompanied with a Demand Draft of Rs. 2,000/- (Rupees Two Thousand only) in favour of "FINANCE OFFICER, JAWAHARLAL NEHRU UNIVERSITY, NEW DELHI", towards Earnest Money Deposit (EMD) and required documents in support of eligibility criteria. Quotations/ bids without requisite documents regarding fulfilling the eligibility criteria mentioned in para 15 , will be summarily rejected. In the event of successful bidder declining to act on the offer made by JNU, EMD shall stand forfeited and no claim on this account shall be entertained. The EMD of unsuccessful tenders shall be refunded/ returned after finalization of the contract.
2. Sealed covered bids/quotations are required to be dropped in the tender box available in the Management Section, Mezzanine Floor, Dr. B.R. Ambedkar Central Library, New Delhi-110067 on or before 3.00 P.M. on 12.12.2018. The quotations shall be opened at 3.30 P.M. on the same day.
3. The successful bidder will have to furnish a performance Security Deposit of 5% of the bid price. The Performance Security will be returned within 30 days after satisfactory service.
4. The Bidders with valid license by RTO to operate in Delhi are requested to mention the rates of buses driven by CNG.
5. In case of breakdown of vehicle, the bidder shall arrange to provide another vehicle, at the same spot to the passengers as soon as possible at its own cost.
6. Three trips per day required from JNU, Central Library to Pragati Maidan between 9:30 am to 9:30 pm during the **period 7<sup>th</sup> to 14<sup>th</sup> January 2019.**
7. No parking charges will be paid by the University.
8. No TA/DA or any other charges will be paid to Bus Staff.
9. No advance will be paid by the University.

10. Bidders should clearly mention the charges of per day including all charges, Taxes, Toll Tax, Parking Charges, Waiting Charges, Night charge and if any other charges.
11. The Bus shall on the said dates carry first aid box and mandatory spares viz. tools, kit, fuses, spark plugs etc.
12. The Drivers employed by the vendors shall abide by the rules laid down by Bus Licensing Authority and shall always strictly follow the Traffic Rules and regulations so as to ensure safety of the passengers and other road user.
13. Sealed Quotation may be dropped in the quotation box placed in the Management Section, Central Library, JNU on all working days.
14. The bidders should ensure to supply bus having clean, cosy seats with cotton seat cover, clean window curtains, clean exterior body, well behaved staff with company uniform and identity card.
15. The quotation without the following documents shall be rejected.
  - i. Demand Draft of Rs.2000/- EMD drawn in favour of "FINANCE OFFICER, JNU, NEW DELHI" payable at New Delhi from any nationalized bank. Bidders who have registered with except Micro and Small Enterprises (MSEs) as defined in MSE Procurement Policy issued by Department of Micro, Small and Medium Enterprises (MSME) or are registered with the Central Purchase Organisation or the concerned Ministry or Department.
  - ii. Photocopy of PAN/TIN of owner/company
  - iii. Photocopy of valid Registration Number issued by Competent Authority of Tour and travels in Delhi.
  - iv. Photocopy of RC of bus(s) registered with the company
  - v. Price quotation.
16. All the documents should be signed by Authorized Signatory of the company. Overwrite/cutting in the tender documents should be avoided.
17. Any wear and tear/mechanical fault/accidental damage to the vehicles will be borne by the Bidder.

18. JNU will not be responsible for any challan, loss, damage or accident to the vehicle or to any other vehicle or injury.
19. Availability of fuel has to be ensured by the Service provider. Any excuse of non-availability of the fuel shall not be acceptable.
20. In case of breakdown of the vehicle or non-availability of driver, the Service Provider must provide replacement immediately at its own cost.
21. JNU reserves all the rights to cancel the tender at any stage of the tender process.
22. The bidders may contact Shri Mahesh Chand, Asst Librarian at Ph:011-26704539, 26704553
23. The driver should ensure to get signed the attendance sheet for each day and number of trips services provided by the Authorised officer of Central Library, JNU, New Delhi.
24. Any dispute arising out of this contract shall be subject be jurisdiction of Delhi Court only.

**Assistant Librarian  
Management Section**

Name of the Company				LIMITED TENDER FORM	ADDRESS:  Committee Room Dr. B.R. Ambedkar Central Library Jawaharlal Nehru University New Mehrauli Road, New Delhi-110067
Address of Company					
Mobile Number /Landline				Enquiry No and Date	JNU/LIB/WBF-BUS/2018/04 16/11/2018
Email					
TIN/VAT/CST No (Attach the photocopy of PAN/TIN Number)					
Registration Number of the Company (if any)					
No. of Buses registered with the owner/Company and Registration Number of Buses. ( <b>Enclose Photocopy of RC</b> )				Date of Tender Opening	12/12/2018
EMD details (Enclose DD in original)				Date of Tender Opening	12/12/2018
DD No	Date of Issue	Amount	Issuing Bank		
		Rs. 2000/-			

Please submit on or before 3:00 pm on the date of tender opening, your quotation for the following service, in accordance with the terms and conditions printed overleaf, in a sealed cover, marked on top with-Enquiry No; Date of Tender Opening.

Your' Sincerely

Procuring Officer

Tender Schedule: All Rates in Figures and in Words in Rupees

Sr.No.	Description and Specification	Qty	<b>Charges per day for three trips in Rupees (per day charge should be inclusive of Taxes, Toll Tax, Parking Charges, Waiting Charges and if any other charges)</b>  <b>All Rates in Figures and in Words in Indian Rupees only</b>
01	50 Seaters (Non AC)	01 (One)	
<ul style="list-style-type: none"><li>• One trip means (to and fro journey from Central Library JNU to Pragati Maidan and back)</li><li>• Service Schedule from 9:30 am to 9:30 pm</li><li>• Duration of service 7<sup>th</sup>-14<sup>th</sup> January 2019</li></ul>			

**Signature**

**Place:**

**Date:**

I/we engage to supply the material(s) to your office and comply the following:

1. Tender schedule and technical specification indicated.
2. Item/tender specific conditions for this tender.
3. Terms and conditions printed overleaf.
4. General conditions of contract signed by me at the time of supplier registration (for registered suppliers).
5. I/we confirm that set off for the ED, VAT, etc. Paid on the inputs have been taken into consideration in the above quoted price and further agree to pass on such additional duties as sets offs as may become available in future under VAT, etc.
6. This offer is valid for 90 (ninety) days from the date of opening of the tender.
7. That we have not been debarred by any Government/Undertaking.
8. That the rates quoted are not higher than the rates quoted for same item to any Government/Undertaking.
9. That the bid submitted by us is properly sealed and prepared so as to prevent any subsequent alteration and replacement.

Signature & Seal Place & Date:		Name of Authorised Signatory:	
Address:		Tel. No./Fax. No./Mobile No. Email Id:	

### **Terms and Conditions of Limited Tender**

- i) The quotation must be in the form furnished by Procuring Entity and should be free from corrections/erasures. In case there is any unavoidable correction it should be properly attested. If not the quotation will not be considered. Quotation written in pencil will not be considered.
2. Quotation will be opened on due date at 3.30 pm at the indicated venue in presence of the tenderers or their representatives who may wish to be present.
3. JNU reserves the right to accept the offer by individual items and reject any or all tenders without assigning any reason thereof and does not bind itself to accept lowest quotations.
4. Participation in this tender is by invitation only and is limited to the selected Procuring Entity's registered suppliers. Unsolicited offers are liable to be ignored. However, suppliers who desire to participate in such tenders in future may bring it to the notice of Procuring Entity and apply for registration as per procedure.
5. Our normal payment terms are 100% (hundred percent) within 30 (thirty) days after satisfactory service.