

**VAIKUNTH MEHTA
NATIONAL INSTITUTE OF COOPERATIVE MANAGEMENT
UNIVERSITY ROAD, PUNE 411 007**

TENDER NOTICE

Open Tenders in sealed cover are invited from Pune District based reputed Registered Contract Transport agencies for providing services of Tempo Traveller, Mini Bus (27/32/35 Seater) Bus (45/49 seater) and others small vehicles (Ac and non-Ac vehicles) including Volvo Buses for local and out station visits of the Participants of the Training Programme of the Institute & PGDM - ABM students for one year w.e.f. 1st September, 2019 to 31st August, 2020. For further details please visit our website www.vamnicom.gov.in.

**VAIKUNTH MEHTA
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TENDER DOCUMENT FOR HIRING BUSES/VEHICLES

Tender Document No.	:	VM/GAD/HIRE/BUS/2019
Earnest Money Deposit (EMD)	:	Rs. 25000.00 (Rs. Twenty Five Thousand only)
Processing Fee	:	Rs. 500.00 (Non refundable)
Pre-bid Meeting	:	05/08/2019
Date of Issue Blank Tender Form (to be downloaded from website only)	:	01/08/2019
Last Date of Submission of Tender	:	07/08/2019 [before 04.30 PM]

Any other additional information which is not included in Technical Bid / Financial Bid, if any, may be given on a separate sheet of paper and inserted in respective envelope.

The Director, VAMNICOM, Pune reserves the right to cancel the entire tender process without assigning any reason thereof.

1. Instructions to fill-up the Tender Document

- 1.1 The Bidders should submit their bids, complete in all respect, in two separate sealed envelopes:
- i) **Envelop No. 1 - Marked as Technical Bid**: Containing TECH BID information and Demand Draft of Rs. 500.00 for Processing Fee & Rs. 25000.00 (Rs. Twenty five thousand only) for Earnest Money Deposit/Bid Security **drawn in favour DIRECTOR VAMNICOM, Pune and payable at Pune.**
 - ii) **Envelope No. 2 -Marked as Financial Bid**: Containing to information pertaining to **FIN BID only.**
- 1.2 The Bidder should submit the tender documents complete in all respects (envelopes of Technical Bid and Financial Bid should be submit in single envelope). The sealed envelope should be marked as "**Tender for providing bus/vehicle Services**". Name, address and contact details of the agency must be clearly visible on each envelope.
- 1.3 Bids, received shall be opened in the presence of Authorised Officials of VAMNICOM and the bidders who chose to remain present. If any of the required papers/certificates as specified in the Tender are not included or not in proper order will be disqualified. The rejection of tender document at Technical Bid stage should not be questioned by the agency. VAMNICOM will not be answerable in such cases.
- 1.4 **The pre bid meeting will be held on 05/08/2019 at 11.00 AM**
- 1.5 **Technical Bid will be opened on 08/08/2019 at 11.00 AM** in the presence of Representative of VAMNICOM and Agency (presence of representative of the agency is optional)
- 1.6 **The Financial Bid will be opened on same day i.e. on 08/08/2019 at 03.00 PM** in the presence of the Representative of the Agency, who have qualified in Technical Bid.
- 1.7 Offer should be valid for 3 months from the opening of the tender.
- 1.8 Quotations over phone/e-mail will not be accepted. Bids received without sealed covers and rates not quoted in specified proforma will not be accepted. Bids may be submitted by registered post or in person. However, any delay on this account shall not be accepted.
- 1.9 Each page of the Bid submitted needs to be properly numbered, stamped and signed. Loose paper will not be accepted.

- 1.10 Tender document must be submitted on or before the last date of the tender. After the last date any Tender Document will not be accepted.

The Registrar
Vaikunth Mehta National Institute of Cooperative Management.
Savitribai Phule Pune University
Road, Pune 411 007, Maharashtra

2. Submission of Tenders

2.1 Format of Covering letter

Bidders name and address

The Registrar
VAMNICOM
Savitribai Phule Pune University Road
Pune 411 007
Maharashtra

Sub.: Bid for "providing Bus and other vehicles services" at VAMNICOM, Pune - Reg.

Sir,

In response to the Tender Document No. VM/GAD/BUS/2019 dated _____ issued to me/ us for providing bus/vehicle services in conformity with the terms and conditions, laid down therein, I/we do hereby submit my/our tender document for the same.

1. I/we agreed to provide bus/vehicles at the rate quoted by me/us.
2. I/we have issued a Demand Draft pertaining to Earnest Money Deposit (EMD) of Rs. 25000.00 D.D. No. _____ Dated ____ / ____ /2019 drawn on _____ Bank.
3. I/we have also issued a Demand Draft pertaining to processing fee of Rs.500.00 (non refundable) D.D. No. _____ Dated ____ / ____ /2019 drawn on _____ Bank.
4. List of documents submitted by me/us as per the requirement of Technical Bid is submitted in the Technical Bid envelope.
5. Quotations of the rates for supply of bus/vehicles at VAMNICOM are given in the prescribed format in Financial Bid envelope separately.
6. I hereby certify that the information furnished above is correct to the best of my/our knowledge. We understand that if, any deviation is found in the above statement at any stage, the company/firm will be black listed.
7. Our Proposal is binding upon us and subject to the modifications resulting from Contract negotiations, if any.
8. We understand that you are not bound to accept any Proposal you receive.

Thanking you,

Yours faithfully,

(Signature)
Signature of the Bidder with
Name and Designation
And stamp of the agency

Annexure:

Profile of the Agency

Sl. No.	Particulars	Information
1	Name of the Agency	
2	Postal Address	
3	Telephone	
4	Mobile Number of Proprietor	+ 91 -
5	E-mail address	
6.	Website	
7	Nature of the Company (please tick the appropriate word)	Private Ltd/ Public Ltd./ Proprietary / Partnership
8	Details of the fleet of buses /vehicle owned by the company	
9	List of Existing contracts in Govt./Semi Govt. /Academic Institutions	
10	Pan No. of company	
11	Shop Act license of the company	
12	GST No. of the Company	
13	Photo copy of latest Income tax return filed	

Note: All document mentioned from 1 to 13 above are compulsory.

2.4 Other documents to be enclosed

- a) Terms and conditions of the Tender document provided by VAMNICOM with each page duly signed and stamped.
- b) If the company has ISO Certification, copy of the same has to be submitted.

Note: If any of the above documents are found invalid or incomplete, the tender will be considered as non-responsive and liable for rejection.

3. TERMS AND CONDITIONS

3.1	Bus/Vehicle has to be provided as per the written/telephonic/e-mail, requisition made by VAMNICOM, Pune
3.2	It will be the responsibility of the Transport Contractor to ensure that the vehicles are in good working condition and fit for the journey.
3.3	In case of any break down of the bus/vehicle during the journey alternate bus/vehicle should be provided within a reasonable time for continuing the journey.
3.4	The bus/vehicle must have valued fitness certificate issued by the competent authority as on the date of journey.
3.5	The bus/vehicle should have a valid passenger permit issued by the competent authority
3.6	The vehicle/bus provided must have comprehensive insurance which must be valid on the date of the journey.
3.7	The vehicle/bus provided must have valid pollution control certificate.
3.8	The driver on duty with the bus/vehicle should possess appropriate valid driving license and badge for driving the assigned passenger vehicle with dress code.
3.9	All the drivers deputed for duty should be polite and well behaved with the faculty, staff, and participants, who are using the bus/vehicle and should be wearing clean uniform. Drivers should follow all traffic rules. They should be provided with cell phone by the Contractor.
3.10	Toll and parking charges will be reimbursed on production of original bills /receipts submitted along with the bills.
3.11	The Institute will only pay for trips from VAMNICOM to visiting destination and vice-versa. It must be noted that the Transport Agency has to bear the cost for reaching VAMNICOM from their own parking and back (Institute is not liable to pay this cost).
3.12	The Bus/Vehicle should be cleaned (inside and outside) before the journey and whenever required during the journey.
3.13	The EMD amount of Rs, 25000.00 (Rs. Twenty Five thousand only) of the successful bidder will be treated as interest free security deposit for the contract period.
3.14	Calculation of day will be on 24 hrs. basis from the time of occupation of the bus/vehicle in VAMNICOM Campus.
3.15	An penalty of 5% of the final bill amount will be imposed, when the vehicle supplied is not in good condition and behavior of the driver is unsatisfactory [if found necessary].
3.16	Payment of bill will be made after receipt of bill along with photo copy of respective tour permit, original bills of toll, parking charges.
3.17	No advance payment will be made before commencement of the Journey to Agency or driver during the journey.
3.18	GST invoice may be raised by the Agency after the completion of tour/visit to the Institute.
3.19	Any extra terms and conditions suggested by the travel agency will not be acceptable.
3.20	The contract rate shall be valid for a period of one year from the date of awarding of contract and shall not be renewed under any circumstances on account of increase in price of fuel.
3.21	The contract may be renewed for further period of 1 year on overall satisfactory performance of the Agency.
3.22	The successful agency/service provider has to enter into SLA (Standard Service Level Agreement) on non Judicial stamp paper of Rs.500.00 The Standard SLA draft has to be prepared by the agency/service provider. It will be binding upon the successful agency/service provider to enter into mutually agreed terms and conditions of the tender document while accepting the contract.
3.23	For legal matters/ disputes, if any, the jurisdiction of the court will be the Pune City.
3.24	The Director, VAMNICOM, Pune reserves the right to cancel the entire tender process without assigning any reason thereof.

FINANCIAL BID

Name of the Agency:

Sr. No.	Type of Vehicle	Local visits (within Pune)				OUTSTATION			
		Min. KM	Min. Hours	Extra KM	Extra Hours	Per KM	Min. KM	Extra K.M.	Extra Hour
Bus/ Mini Bus and other Vehicle									
1	17 Seater AC								
2	17 Seater Non AC								
3	27 Seater AC								
4	27 Seater Non AC								
5	32 Seater AC								
6	32 Seater Non AC								
7	40 Seater AC								
8	40 Seater Non AC								
9	45 Seater AC								
10	45 Seater Non AC								
11	49 Seater AC								
12	49 Seater Non AC								
13	Volvo 45 Seater AC								
14	Volvo -Multi Axel								
CAR/SUV									
18	Swift Dzire/Indigo AC								
19	Swift Dzire/Indigo Non AC								
20	Hyundai Accent / Etios AC								
21	Hyundai Accent /Etios Non AC								
22	Innova AC								

Evaluation Criteria:

Sl. No.	Evaluation Criteria	Maximum marks
1	Specific experience of Agency for providing the Bus/Vehicle services in other Govt. Institutions, Offices and other organizations Experience upto 15 Yrs. = 25 Marks upto 10 Yrs. = 15 Marks upto 5 Yrs. = 5 Marks > below 5 Yrs = 0 Marks	25 Marks
2	Statutory documents required GST Certificate of the Agency = 10 marks PAN Card of the Agency = 5 marks Shop Act License = 5 marks Income Tax Returns (3 yrs.) = 5 marks	25 Marks
3	Financial status (in terms of average annual Turnover) of last three years. Annual Turnover upto 10 Lakhs = 25 marks upto 5 Lakhs = 10 marks upto 2 lakhs = 5 marks below 2 lakhs = 0 marks	25 Marks
4	Performance Certificates from various Private and Government Organization. 10 Certificate / Appreciation Letter(s) = 25 marks 08 Certificate / Appreciation Letter(s) = 15 marks 05 Certificate / Appreciation Letter(s) = 10 marks 02 Certificate / Appreciation Letter(s) = 05 marks Below 2 Certificate = 0 marks	25 Marks

Method of Selection:

The Technical quality of the Proposal will be given weightage of 30%, the method of evaluation of technical qualification will follow the procedure given above.

The Price Proposals of only those Agencies who qualify technically that is who score **minimum 75 out of 100** marks will be opened. The Proposal with the lowest cost may be given a financial score of 100 and the other Proposal given financial score that are inversely proportionate to their prices. The financial Proposal shall be allocated weight of 70%.

The Proposals will be ranked in terms of total marks scored. The Proposal with the highest total marks will be considered for award of contract and will be called for negotiations, if required.

Example:

If Firm A's Technical Score is 80 Marks and Financial Score is 70 Marks and Firm B's Technical Score is 85 Marks and Financial Score is 60 Marks, than,

A's Final Score is = $80 \times 30\% + 70 \times 70\% = 73$ Marks

B's Final Score is = $85 \times 30\% + 60 \times 70\% = 67.5$ Marks

Hence, A will be the successful Bidder.