

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

TENDER NOTICE

Two Bid system are invited from Pune District based reputed Registered 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) and Volvo Buses for local and out station visits of the Participants of the Training Programme of the Institute & PGDM – ABM students for two years **w.e.f. 1st November, 2023 to 31st October, 2025** **(for two years).**



**VAIKUNTH MEHTA
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UNIVERSITY ROAD, PUNE 411 007**

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TENDER DOCUMENT FOR HIRING BUSES/VEHICLES

Tender Document	:	VM/GAD/HIRE/VEHICLE/2023
Tender amount for two years	:	Rs. 25,00,000/- (Rs. Twenty Five Lakhs only)
Earnest Money Deposit (EMD)	:	Rs. 25000.00 (Rs. Twenty Five Thousand only)
Tender Fee	:	Rs. 3000.00 (Rs. Three Thousand only) (Non-refundable)
Last Date of Submission of Tender	:	15/09/2023 [before 03:00 PM]
Date of Opening of Technical Bid	:	18/09/2023 at 11:00 AM.
Date of Opening of Financial Bid	:	18/09/2023 at 04:00 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 Technical Bid and Financial Bid, complete in all respect, along with Rs.3000.00 (Rupees Three Thousand only) for non-refundable fee through NEFT as per following details:

A/c Holder - Director, Vaikunth Mehta National Institute of
Cooperative Management,
Savings A/c No. - 110200100001763
IFSC Code - SRCB0000110
Bank - The Saraswat Cooperative Bank,
Branch - VAMNICOM, Pune.

and Rs. 25,000.00 (Rs. Twenty Five Thousand only) for Earnest Money Deposit through Demand Draft in favour of "Director, Vaikunth Mehta National Institute of Cooperative Management" payable at Pune. Necessary exemption for MSME and Start-ups for Earnest Money Deposit will be given on submission of necessary documents as per GoI rules.

1.2 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 mentioning UTR No. and date for Processing Fee & also Rs. 25,000.00 (Rs. Twenty-Five thousand only) for Earnest Money Deposit/Bid Security mentioning UTR No. and date.
- ii) **Envelope No. 2 - *Marked as Financial Bid***: Containing to information pertaining to **FIN BID only**.

1.3 The Bidder should submit the tender documents complete in all respects (envelopes of Technical Bid and Financial Bid should be submitted in single envelope). The sealed envelope should be marked as "**Tender for providing vehicle Services**". Name, address and contact details of the agency must be clearly visible on each envelope.

1.4 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.

1.5 Technical Bid will be opened on 16/09/2023 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 16/09/2023 at 04:00 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.
- 1.11 The Financial Offer shall be valid for 120 days from the opening of the Tender.
- 1.12 The bidder should provide documentary support/copies of all documents pertaining to technical bid
- 1.13 All documents along with copies of testimonials are to be attached

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

2.2 Profile of the Agency to be submitted by the Agency in the Technical Bid Envelop:

Sl. No.	Particulars	Information
1	Name of the Agency	
2	Postal Address	
3	Telephone number	
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 who have RTO registration from 01/04/2021 onwards.	
9	List of Existing contracts in Govt./Semi Govt./Academic Institutions/Private Organisation	
10	Pan No. of company	
11	Shop Act license of the company	
12	GST No. of the Company	
13	Photo copies of last three years Income tax return filed.	
14	UTR No. and date for payment of Tender fee of Rs. 3000/- (Non-Refundable)	
15	DD No. and date for payment of EMD Rs. 25,000/-	

Note: All document mentioned from 1 to 15 above are compulsory.

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

1. 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. All the vehicle registration should not before than 31/03/2021.
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 valid 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. If any traffic rule breach by the Driver, the Agency will wholly responsible for the same.
3.10	Toll and parking charges will be reimbursed by the Institute 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	A 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.
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 and duty slip duly signed by the user.



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 two years w.e.f. 01/11/2023 to 31/10/2025 and shall not be renewed under any circumstances. The contract can be terminated by giving one month notice from either side.
3.21	The successful agency/service provider has to enter into SLA (Standard Service Level Agreement) on non-Judicial stamp paper of Rs.100.00 The Standard SLA draft will be prepared by the VAMNICOM and 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.
3.22	For legal matters/ disputes, if any, the jurisdiction of the court will be the Pune City only.
3.23	The Director, VAMNICOM, Pune reserves the right to cancel the entire tender process without assigning any reason thereof.
3.24	Audio / Video facility should be available in the allotted vehicle (Bus)

2. Technical Evaluation Criteria:

Sl. No.	Evaluation Criteria	Maximum marks
1	Mention UTR No. of Rs. 3000.00 as a proof of non-refundable GeM Bid fee	
2	Mention DD No. of Rs. 25,000.00 as a proof of Earnest Money Deposit (EMD)	
1	Specific experience of the Agency for providing the Bus/Vehicle services in other Govt. Institutions, Offices and other organizations Experience above 15 Yrs. = 25 Marks 10 - 15 Yrs. = 15 Marks 5-9 Yrs. = 10 Marks > below 5 Yrs = 0 Marks Exemption will be given for the start ups and MSME as per GoI rules. Necessary certificate for claiming exemption to be attached.	25 Marks
2	Statutory documents required GST Certificate of the Agency = 5 marks PAN Card of the Agency = 5 marks Shop Act License = 5 marks Income Tax Returns (3 yrs.) = 5 marks	20 Marks
3	Financial status (in terms of average annual Turnover) of last three years. Annual Turnover above 50 Lakhs = 30 marks From 25 to 50 Lakhs = 20 marks From 10 to 25 Lakhs = 15 marks From 10 to 05 Lakhs = 10 Marks below 5 lakhs = 0 marks	30 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 evaluation will be given weightage of **30%** and financial proposal shall be given weightage of **70%**.

FINANCIAL BID

3. Name of the Agency:

Sr. No.	Type of Vehicle	Local visits (within Pune - Min. 80 Kms. 08 Hours)				OUTSTATION (Min. 300 kms per day)			
		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	19 Seater AC								
4	19 Seater Non AC								
5	27 Seater AC								
6	27 Seater Non AC								
7	32 Seater AC								
8	32 Seater Non AC								
9	40 Seater AC								
10	40 Seater Non AC								
11	45 Seater AC								
12	45 Seater Non AC								
13	49 Seater AC								
14	Volvo 45 Seater AC								
15	Volvo -Multi Axel								
SEDAN CAR									
16	Swift Dzire/Etios/Amaze/Honda City/Ciaz - AC								
17	Swift Dzire/Etios/Amaze/Honda City/Ciaz - Non AC								
SUV CAR									
18	Hyundai Creta - AC								
19	Hyundai Creta - Non - AC								
20	Tata Nexon - AC								
21	Tata Nexon - Non - AC								
22	Ertiga AC								
23	Ertiga Non - AC								
24	Innova AC								



(Monthly basis - 26 days a month)

2. Name of the Agency:

Sl. No.	Type of Vehicle	Total travel 2000 kms for 26 days and 08 Hours duty per day		
		Minimum Charges	Extra KM (After 2000 kms.)	Extra Hours (after 08 hours per day)
Bus / Mini Bus and other Vehicle				
1	27 Seater Non AC			
2	32 Seater Non AC			
3	40 Seater Non AC			
CAR/SUV				
4	Swift Dzire/Indigo AC			

