



FAKIR MOHAN UNIVERSITY

VYASA VIHAR, NUAPADHI, BALASOR-756020

No. FMU/UTILITY/22/2020/ 5492

Date: 16/9/20

TENDER CALL NOTICE

Sealed tenders are invited from travel firms / Bus owners for supply of Seven (7) nos of buses on hired basic to Fakir Mohan University, Balasore. For details interested parties may visit University website: www.fmuniversity.nic.in.

By Order of Vice Chancellor

[Signature]
16/9/20

Registrar

Memo No. 5493

Date: 16/9/20

Copy forwarded to:-

1. The Editor, Dharitri (All Odisha Edition) / Editor Pramaya (All Odisha Edition) for information and necessary action. They are requested to publish the Tender Call Notice in their esteemed daily ODIA newspaper (**one issue**) at I&PR rate by 17.09.2020 with size confined to 6Cm X 8Cm. The bill in triplicate may be furnished to the undersigned for payment.
2. The copy along with copy of the Tender Papers are forwarded to e-dispatch Section for uploading in the University Website.
3. P.A(I/C) to Vice-Chancellor for kind appraisal of the Vice-Chancellor / Steno to Registrar /Comptroller of Finance/Notice Board , F.M.University for information and necessary action.

[Signature]
16/9/20

Registrar



FAKIR MOHAN UNIVERSITY
VYASA VIHAR, NUAPADHI, BALASORE -756089

TERMS & CONDITIONS FOR SUPPLY OF HIRED BUS

Sealed tender are invited from reputed travel firms / bus owners for supply -of seven (7) Nos of bus on hired basic under two bid system, *i.e-Technical Bid & Financial Bid*, both sealed separately kept in a single cover satisfying following terms & conditions.

1. Bidder eligibility:

- a. The firm / the bus owners must have valid **GST** registration certificate.
- b. Must have valid **PAN**.
- c. All the buses which the University intends to hire shall have a seating capacity of **50 to 55 or 40 to 45**.
- d. The buses should be in perfect running condition & should have a valid fitness certificate, commercial registration, valid permit, valid pollution certificate, up-to-date Road Tax clearance, Insurance Coverage, **Contact Carriage Permit** and all other required certificate issued by appropriate authorities.
- e. The buses must be within 5 years of its registration (**Preference shall be given to new buses**).
- f. All the quotationers / tenderers has to deposit the Bank Draft of Rs.10,000 /- (Rupees Ten thousand) only (non refundable) as application fee / tender value drawn in favour of "**F.M. University Development Fund-II**", payable at Balasore.
- g. The bidders have to deposit a sum of **Rs.1,75,000.00 (Rupees One Lakh Seventy Five Thousand)** Only as security deposit (EMD) in shape of Bank Draft drawn in favour of "**F.M.University Development Fund -II**", payable at Balasore, with three months validity. In case of successful bidders the security deposit shall be returned without any interest after successful completion of period of Supply. The security money of the unsuccessful tenderers will be returned to the concerned tenderers immediately after finalization of tenders.
- h. In case the bidders furnished the documents of a bus not owned by him, he has to furnish an affidavit of the owner of the bus reflecting his willingness to supply the bus to the quotationer.

(N.B-The documentary evidence of aforesaid "bidders eligibility" [Serial no.1 a. to 1 h.] constitute a part of Technical Bid)

2. Other Conditions:

- a. The bus shall carry a "First Aid Box", a "Fire Extinguisher" and preventive measures for contagious virus required under the Law / Govt. Order.
- b. Quotation received after due date & time will summarily be rejected.
- c. The quotations completed in all respect should reach to the Office of the Registrar, F.M.University, Nuapadhi, Balasore-756089 by **Registered / Speed Post** only on or before 30.09.2020 by 5:00PM. Submission of quotation by hand shall not be entertained. The quotations received after due date or incomplete in any respect shall summarily be rejected. The tender paper will be opened on 01.10.2020 at 11.00AM in presence of the quotationers or their authorized representatives.
- d. The bus owner / travel firm shall provide a dedicated contact number of the firm and driver / conductor / attendance to the Utility Section of the University. The phone number should be opened 24 hours a day on all days of the week including holidays so that they could be contacted by the University as and when necessary.
- e. The crest of the University and the name *i.e* '**FAKIR MOHAN UNIVERSITY**' should be printed distinctly on both sides of the bus between the rear and the front wheels. The name of the University shall also be written on the front side.
- f. A trained, experienced, conscious and well-versed driver should man the bus. The driver engaged should have at least 5 years of driving experience. The driver should not have been challenged more than three times for any traffic violation during the last five years.
- g. In case of any charges of driver in between the contract period, the University should be informed in writing enclosing a copy of the driving licence of the new driver.
- h. Every bus supplied shall have an attendant. The attendant should be adequately trained.
- i. In case of the change of attendant in between the contract period, the University should be informed in writing.
- j. The salary of the driver & the attendant, road tax or any other taxes as may be imposed by the Govt. or anybody from time to time shall be borne by the travel firm / bus owner.
- k. The bus shall be hired on an average monthly run of 1600 KM. If the vehicles runs beyond 1600 KM extra amount shall be paid on consolidated per kilometre basis.

- l. In case of a breakdown, it shall be the responsibility of the firm / bus owner to provide an alternate bus. Under no circumstance, a substitute bus should be allowed to run for more than seven days in a month.
- m. There shall be a log book maintained at the Utility section, F.M.University. The driver / conductor is required to enter in the log book the date, details of the trip, kilometre reading and distance covered on a daily basis.
- n. On completion of every month, the travel firm / bus owner shall submit the monthly bill for payment to Registrar, F.M.University. The bill shall be verified by the Utility Section, based on the log book entry and shall be recommended for payment to the Registrar.
- o. The quotation must be submitted in the prescribed format which include information like registration number of the bus, the seating capacity, minimum monthly charges for an average run of 1600 KM and rate per kilometre in case the average run is beyond 1600 KM etc.
- p. Normally the buses will run between Balasore Town and F.M.University, the Old Campus and the New Campus. However the departure and the destination points and the no. of times a bus will run in a day shall be decided by the University and the bus owner shall be intimated accordingly after finalization of the contact.
- q. The bidders must also submit the duly signed terms & conditions form along with the quotation and other necessary documents, failing which his / her claim won't be entertained and his/ her application would be rejected.
- r. No payment will be made for the days when bus service is not in operation unless otherwise stated in the final order.
- s. The University reserves the right to place order for any no. of buses / days of bus operation.
- t. In the near right side of the Bus, contact numbers of the Bus in-charge, Administrator of the University, local RTO should be printed. A separate e-mail ID shall be created and displayed for registering the complaints.
- u. **Type of Body:** Every Bus shall be semi-salon type with steel body and no vehicle shall covered with canvass hood/ roof.
- v. **Windows grill:** In every Bus, three horizontal steel bars shall be fixed on the bus exterior along with the windows in such a manner that the distance between adjoining bars does not exceed 5cms.

- w. **Reflecting Tape:** Every Bus, shall have retro reflecting making as specified in Rule 104 of the Central Motor Vehicle Rules, 1989.
- x. **First Aid Box:** In every Bus, a first aid box containing medicines/ equipments as specified under the Motor Vehicle Rules shall be provided and replaced periodically.
- y. **Fire extinguisher:** In every Bus, two fire extinguishers of ABC type having a capacity of two kg bearing ISI mark shall be properly mounted; one in the driver's cabin and other near emergency door of the bus.
- z. **Fitment of speed governor:** In every bus, a tamper-proof speed controlling device (speed governor) conforming to standards prescribed under rule 118 of C.M.V. (A) Rules, 1989 shall be fitted.
- aa. **Fumigation & Cleaning:** Fumigation of the buses must be done on regular basis to avoid mosquitoes/pests. Body and interior of the bus must be cleaned regularly. Air freshener must be provided in each bus. No hazardous material shall ever be stored / carried in the bus.
- bb. **Safety:** When the entrance door or one of the emergency exit is open, the bus should be incapable of movement. The driver should get an indication of the door being open by means of flashing light/buzzer or other suitable means.
- cc. **Emergency procedures to be Followed (In case of mechanical failures, traffic jams, bandhs, etc.):** If the bus fails during the journey, the attendant shall inform the office. The attendant shall supervise the student and under no circumstances shall the student be left unaccompanied, stranded or abandoned. The student shall remain in the bus till the contractor sends a relief bus to continue the journey. The contractor shall send a spare bus and continue the journey.
- dd. The undersigned also reserves the right to call the parties for negotiation of price.
- ee. The under signed reserves the right to reject any or all quotations without assigning any reasons thereof.
- ff. The tenders which are incomplete and without required enclosures or not as per the requirement as prescribed in the tender papers shall be rejected.
- gg. Preference will be given to the buses having CC TV facilities along with other terms & conditions.
- hh. However, the authority has every right to cancel the MOU immediately considering the untoward situations assigning any reasons thereof.

- ii. If the performance either party herein of its obligation under this condition shall be in anyway prevented or hindered in consequence of any Act Of God or State, Strike, Lock-down, legislation, restriction of any Govt. or Other Authority or any other circumstances beyond the anticipation or control of the parties the performance of this terms & conditions shall be wholly / partially suspended during continuance of the engagement of the vehicle and to extend of such prevention / interruption / hindrance provided notice in writing of such happening or events shall be given for exemption of higher charges fully / partially.

3. **Two Bid System**

a. **Technical Bid (Cover-A) Must contain :**

- i. All the documents as prescribed in point 1. [Bidders eligibility] (a. to h.)

b. **Financial Bid (Cover-B) Must Contain:**

- i. The basic price for each hired bus / taxes (GST) should be mentioned separately.
- ii. No conditional price will be taken into consideration.
- iii. The price should will be quotated in Indian currency only.

4. **How to Apply**

The technical and financial bid of the quotation should be separately sealed in two envelops marked as Cover - A & Cover - B respectively. Both the sealed enveloped (A&B) should then be put in one outer cover indicating thereon:

- i. Reference No. of Tender (in Capital letter on the top of the envelope):
- ii. Tender regarding "**Tender Paper for Hired Bus**"(in Capital letter on the top of the envelope):
- iii. Due date for submission of tender.
- iv. Name & Address of the firm.

The technical bids are to be opened by the purchase committee for evaluation. In the second stage the financial bids of only the technically acceptable offers be opened for further evaluation, scrutiny and ranking for awarding the Work Order/Supply Order/Contact.

By Order of Vice Chancellor


Registrar

I agree to abide by the terms & conditions mentioned above

(Signature of the Applicant with date)



FAKIR MOHAN UNIVERSITY
VYASA VIHAR, NEW CAMPUS, BALASORE-756089

APPLICATION FORM

1. Name of the Travel Firm / Agency :
2. Address of the Travel Firm / Agency :
3. Name & Address of the Owner :
4. Voter ID/ Adhar/ PAN of the Owner :
(Attach Xerox copies)
5. GST No of the of the Owner :
(Attach Xerox copies)
6. Phone No. / Mobile No. :
7. Name of the Bus with Regd. No. :
(Attach copy of Document)
8. Year of purchase :
(Attach Document)
9. Valid Insurance of the Bus :
(Attach copy of Document):
10. Name & Address of the Driver :
11. Driving License number of Driver :
(Attach copy):
12. Name & Address of the Helper :
13. Details of EMD amount : Rs. BD/BC No. Date
14. Monthly Cost of 50—55 Seated Bus :
(Including All Charges)
15. Monthly Cost of 40-45 Seated Bus :
(Including All Charges)
16. Rate per K.M. if the total mileage exceeds :
1600 Kms per month for 50-55 seated Bus.
17. Rate per K.M. if the total mileage exceeds :
1600 Kms per month for 40-45 seated Bus.

Date :-

Place :-

(Signatur of the Applicant)