



# तमिलनाडु केन्द्रीय विश्वविद्यालय

(संसद द्वारा पारित अधिनियम 2009 के अंतर्गत स्थापित)

CENTRAL UNIVERSITY OF TAMIL NADU

(Established by an Act of Parliament, 2009)

नीलकुडी परिसर/Neelakudi Campus, तिरुवारूर/Thiruvapur - 610 005.

☎: 04366-277359 / email: purchase@cutn.ac.in

TENDER NO.45/2016-17

Date: 27.02.2017

## INVITING TENDER FOR HIRING OF VEHICLES

(Including amendments after pre-bid conference held on 15.03.2017)

	Date	Time	Venue
Date of Commencement of Sale of Tender Document	27.02.2017 (Monday)	09:30 Hrs. onwards	-
Pre-bid Conference	15.03.2017 (Wednesday)	11:00 Hrs.	Conference Hall Administrative Block, Room No. F1-02, (First Floor). CUTN
Last date of sale of Tender Document	26.04.2017 (Wednesday)	upto 17.00 Hrs.	-
Last date of submission of tenders	27.04.2017 (Thursday)	15:00 Hrs.	-
Opening of Technical Bids	27.04.2017 (Thursday)	16:00 Hrs.	Conference Hall Administrative Block, Room No. F1-02, (First Floor). CUTN

### Clause- 1 Tender Notice

- 1.1 The University is inviting tender for hiring of vehicles (Innova/Indigo/Sumo/Indica) on Monthly/Daily/Hourly basis for meeting the official needs. The contract offers hiring of the vehicle will be initially for a period of one year. However, the contract may be extended for further period upto one year on mutual agreement on the same rate, terms and conditions, if the services of the contractor are satisfactory. The interested parties/ service providers may submit their quotations in the prescribed application forms (i) Technical Bid as per Annexure-I, (ii) Financial Bid as per Annexure-II.
- 1.2 An Earnest Money deposit of **Rs. 10,000/-** and application fee for tender of **Rs.500/-** in the form of Demand Draft in favor of the “**Central University of Tamil Nadu**” payable at **Thiruvapur/ Tiruvapur**, must be forwarded along with the quotation(s).
- 1.3 The tender must reach the following address on or before **27<sup>th</sup> April 2017 by 15:00 Hrs.**

**The Registrar**  
Central University of Tamil Nadu  
Neelakudi, Thiruvapur 610 005.

Signature of Bidder with seal

- 1.4 The Technical Bid (**Annexure-I**) and the Financial Bid (**Annexure-II**) should be sealed by the bidder/service providers in separate covers duly superscribed and both these sealed covers are to be put in a bigger cover which should also be sealed and duly superscribed. The outer envelope must be superscribed "**Tender for Hiring of Vehicles – Tender No.45/2016-17**".
- 1.5 A Pre Bid meeting will be conducted on **15<sup>th</sup> March 2017** in the Conference Hall Administrative Block, Room No. F1-02, (First Floor). in CUTN at **11.00 Hrs.** to clarify the doubts arising, before submission of the bids. Bidders/ Representatives have to produce the letter of authorization from the firm, for attending the Pre Bid meeting as per format enclosed vide **Annexure III**.
- 1.6 The technical bids will be opened by the Tender Committee on **27<sup>th</sup> April 2017 at 16:00 Hrs.** in the presence of representatives of the bidders. A maximum of two representatives of any bidder shall be authorized and permitted to attend the bid opening. At the second stage, financial bids of the technically qualified Bidders will be opened for further evaluation and ranking before awarding the contract.

## **Clause- 2**

### **General terms and conditions**

- 2.1. The vehicle to be provided must be of year 2012 model or later.
- 2.2. Availability of the vehicle must be 24 X 7 basis along with medically fit drivers who hold valid Driving License. The University has the right to suspend running of any of the vehicle during the currency of the contract.
- 2.3. Vehicles will be under the administrative control of Central University of Tamil Nadu, Thiruvarur during the hiring period.
- 2.4. Vehicles may be used for the Inter State travels, if required.
- 2.5. The Contractor has to be registered with service tax Department and should submit a copy of Service Tax Registration Number.
- 2.6. The contract for hiring of the vehicle will be initially for a period of one year. However, the contract may be extended for further period upto one year upon mutual agreement on the same rate, terms and conditions, if the services of the contractor are satisfactory.
- 2.7. The rates to be quoted are to be filled in the proforma given at **Annexure-II**. The rates quoted shall be fixed for one year, irrespective of the increase in fuel rates, if any, occurring during the period of the contract. After one year of the contract, any change in the quoted rates shall be intimated to the University for Mutual Agreement for which the University has sole discretion.
- 2.8. The contractor has to deposit earnest money (EMD) of **Rs. 10,000/-** in the form of DD in favour of "**Central University of Tamil Nadu**" payable at **Thiruvarur/Tiruvarur**.
- 2.9. **Earnest Money:**

The earnest money of all the unsuccessful tenderers will be returned as early as possible after the expiry of the period of the bid validity and after issue of the work order to the successful bidder. No interest will be payable by the University on the Earnest Money Deposit.

**Signature of Bidder with seal**

**Forfeiture of Earnest Money:** the earnest money will be forfeited in the following cases:

- i. Earnest Money is liable to be forfeited and bid is liable to be rejected, if the tenderer withdraw or amends impairs or derogates from the tender in any respect within the period of validity and/or after opening the tender and may also be black listed.
  - ii. When the successful tenderer does not deposit the security money after the work order is given.
  - iii. If the successful bidder fails to provide the vehicle within the prescribed time after the confirmed orders.
  - iv. When information/certificate/document furnished is found to be false at any stage.
  - v. When the bid documents have been manipulated or altered after they are downloaded from the website.
- 2.10. The contractor will have to give a written undertaking that he accepts all the terms and conditions of this tender. The contractor should also submit the tender document duly signed and stamped in all the pages.
  - 2.11. Vehicles will be at the disposal of the University throughout the duration of the contract except for the duration it goes for regular maintenance (only one day per month).
  - 2.12. Duty Slips in duplicate copy to be printed and serially numbered by the Service Provider as per prescribed format of CUTN (**Annexure -IV**) and should ensure that at the end of duty; the duty slips are completed and signed by the users.
  - 2.13. The tampering of meter reading, vehicle usage timings, overwriting of Summary / log sheet and misbehavior of driver while on duty shall be viewed seriously, leading to even cancellation of contract;
  - 2.14. Service Provider shall not engage any person below 18 years of age.
  - 2.15. University reserves the right to cancel the bids or for any particular vehicle without assigning any reason.
  - 2.16. The rates of taxi running are also to be quoted in the proforma attached.
  - 2.17. Halting charges, in case of outstation, may be quoted separately in the commercial bid Proforma.
  - 2.18. The application fee of tender of amount of **Rs 500/** in the form of DD in favour of “**Central University of Tamil Nadu**” payable at **Thiruvarur/Tiruvarur** should be attached with the application form without which the offer would not be considered.
  - 2.19. Notwithstanding any clause/conditions above, the bidder may note that the vehicles provided / drivers deployed shall adhere to flexible in timing/usage considering the academic nature and work of the CUTN.
  - 2.20. Vehicles attached with Vice Chancellor and Statutory officers will have flexible timings and will be stationed at the designated places of the authority (or) residences of the officers as the case may be.
  - 2.21. The bid shall remain valid for **180 days** after the date of opening of bids.
  - 2.22. The successful bidder shall have to execute an agreement on the non-judicial paper of the value of Rs.100/- duly signed and stamped.

### **Clause- 3**

#### **Terms and conditions of Contract**

- 3.1 All repairs and maintenance, running costs, fuel, lubricants, salaries of drivers, taxes, etc. necessary for the running & maintenance of vehicle will be borne by the contractor.
- 3.2 All drivers shall have valid driving license and proof of the same shall be provided by the Contractor.
- 3.3 Contractor would be responsible for the good conduct of the drivers employed and if at any point of time any driver is found to be working against the interest of the university, the said driver shall be withdrawn and a fresh driver shall be provided to the university at no additional cost.
- 3.4 Contractor shall not deploy any vehicle running on LPG/CNG.

**Signature of Bidder with seal**

- 3.5 All hired vehicles shall be under University's control and shall be parked in designated locations of the Central University of Tamil Nadu when not in use during the period of hiring.
- 3.6 Vehicles should be fitted with needed accessories to drive on State and National highways including during the nights. Fog lights are to be fitted.
- 3.7 Vehicles should also be fitted with Towing hook.
- 3.8 Contractor shall obtain vehicle fitness certificate from competent authority, vehicle registration, comprehensive insurance, payment of road tax, inter-state permit, etc.
- 3.9 Contractor shall ensure that the driver has valid driving license for commercial use.
- 3.10 Vehicle should be able to move freely to the neighbouring States without any restrictions.
- 3.11 Contractor shall provide valid certificate of pollution check for the vehicle from the concerned authorities from time to time and the same shall be renewed well before the due date. Copies of the renewal certificates shall be deposited with the University.
- 3.12 All vehicles shall be comprehensively insured against all risks (including the driver and occupants & third party). Insurance policy shall be renewed well before the due date.
- 3.13 Vehicles which are in good roadworthy condition, not more than three years old.
- 3.14 The applicant should assume all liabilities and keep the University wholly indemnified against any action, suit, cost, damages, charges and expenses arising how-so-ever out of the operation of the vehicles.
- 3.15 The University has the right to enter into contract for hiring of vehicles with one or more service providers/bidders. If there is no sufficient bidding for hiring for other outstation tours like Chennai / Bangalore etc. the hiring of vehicles in these locations shall be excluded from this tendering and separate contracting shall be entered into for such location. When there are different L1s for different class of vehicles, then University may resort to multiple contracts with different bidders based on the L1 status of vehicles.
- 3.16 The applicant should not assign this contract or any part thereof to any third party.
- 3.17 While the selection of the successful bidder will be based on L1, the University would decide upon the selection based on technical evaluation.
- 3.18 The successful bidder shall execute an agreement on acceptance of the contract, incorporating the terms of engagement based upon the terms specified in the tender document.
- 3.19 Performance Security: The successful bidder shall furnish the Performance Security of Rs.1,00,000/- in the form of Account payee Demand Draft / Bank Guarantee from a commercial bank and shall be valid for 14 months from the date of contract. In case of extension of contract the performance security may be revalidated accordingly to cover the contractual obligation. The Performance Security shall be released sixty (60) days after completion of all contractual obligations. The bid security (EMD) of the successful bidder shall be released on receipt of the Performance Security.
- 3.20. Driver should always carry all necessary documents like Registration papers, Insurance papers, Pollution Under Control (PUC) clearance, RTO tax payment papers, valid driving license and all other documents that should accompany vehicle as per rules & regulations of applicable laws.
- 3.21 In case of breakdown of any vehicle, the Contractor shall, within two hours provide another vehicle at no extra cost. The University shall have absolute right to charge Rs.1,000 per day if the vehicle is not provided within two hours.
- 3.22 In case of any accident to the vehicle, it will be the responsibility of the contractor or his representative (drivers) to lodge FIR etc. with police. All RTO issues and traffic violations are to be taken care by the contractor.
- 3.23 The contract is valid for providing services of vehicle hiring and at no point of time any or all of the Staff of Transporter shall raise a claim for employment in the Central University of Tamil Nadu.

**Signature of Bidder with seal**

- 3.24 Drivers should carry sufficient cash for discharging obligations on account of parking charges & toll taxes. Parking charges & toll fee will be reimbursed by the contractor. Proper supporting documents would have to be submitted along with such claims.
- 3.25 Lodging, boarding, transportation of drivers shall be the contractor's responsibility.
- 3.26 In the intervening period if a temporary vehicle is provided by the Contractor and its mileage will be taken separately from reporting to discharging and will be added to the total log book for the month.
- 3.27 The driver provided by the contractor should fulfill the following conditions:
- a. Should be in possession of valid commercial driving license issued by RTO for the class of vehicle he is driving.
  - b. Should wear uniform which should be properly washed / ironed.
  - c. Should be well qualified and should be able to read and write, and have minimum three years of experience as driver.
  - d. Should not smoke or drink; chew Pan/Pan masala/Tobacco inside the car both while driving or otherwise.
  - e. Should not get indulged in any activity inimical to security of the officers traveling in his car.
  - f. Should be in possession of Mobile phone with valid connection.
  - g. Should not use mobile phone, while driving.
  - h. Minimum wages recommended by GOI for drivers should be followed.
  - i. The age of the driver should be between 18 – 50 years and Medical Fitness Certificate issued by Competent Authorities from Government Hospital has to be produced while engaging drivers for duty after award of contract.

In the event of driver not being in presentable dress, not behaving properly, engaging in rash and unsafe driving, the University shall have right to expel or refuse entry to such of the drivers and vehicle to be treated as absent.

The rules & regulations stipulated for drivers by the firms apart from the tender conditions in the document has to be provided in the form of undertaking and the signature of the drivers has to be obtained and the copy of the same has to be provided by the contractor to the University for record purpose after award of contract.

- 3.28 Statutory Requirements: It is desirable to have the Registration with EPF & ESIC. However, if the Service Provider does not possess any or both the above, they shall obtain the same within one month of commencement of Contract.
- 3.29 Driver should be alert /careful enough to take care of items/material kept in the vehicles.
- 3.30 Vehicle should carry portable fire extinguisher.

#### **Clause- 4** **Terms of Payment**

- 4.1 Monthly bills shall be submitted in duplicate to the authority specified in contract, along with photo copy of logbook duly signed by the controlling officer/ duty slip (in case of daily/ hours basis vehicle) and payment will be processed on monthly basis. Contractor will submit an undertaking along with monthly bills that he will deposit the PF & ESI in time. The last bill will be processed only on showing the receipt of depositing of all previous PF & ESI for this contract.

**Signature of Bidder with seal**

- 4.2 The University is exempted from Service Tax for transport facilities.
- 4.3 The payment shall be made based on the maximum of 2000 / 2500 KM. In case of any vehicle running less than the prescribed limit, the payment shall be made based on the running kilometers or the maximum limit, whichever lesser. However if the vehicles are of the same make compensation may be done to cover the maximum prescribed limit in a month.

### **Clause- 5 Termination**

- 5 The University may, without prejudice to any other remedy for breach of contract may terminate the contract in whole or in parts in the event of the following:
- 5.1 If the contractor fails to arrange the supply of any or all of the vehicles within the period (s) specified in the contract or any extension thereof granted by University.
- 5.2 If the contractor fails to perform any other obligation(s) under the contract.
- 5.3 In case the Contract has to be terminated, 15 days notice in writing shall be given by the either side.

### **Clause- 6 Jurisdiction**

- 6.1 All disputes arising out of this contract shall be subjected to the jurisdiction of Thiruvapur Court/Madras High Court.

### **Clause- 7 Eligibility Conditions for Bidders**

- 7.1 The Contractor/Agency should have owned at least ten (**10**) vehicles e.g. Innova/Indica/Indigo/Sumo etc. at the time of bid submission, with models not older than year 2012 and vehicles registered as commercial vehicles. In case university requires more than 10 vehicles at a time it will be the responsibility of the contractor to manage the same & provide from anywhere at the contractual rates.
- 7.2 The bidder should be registered with the Central Board of Excise & Customs for the purpose of Service Tax.
- 7.3 The bidder should have overall experience of 5 years in the filed in supplying at least three to five commercial vehicles / cars for atleast two years during last two years (w.e.f. date of issue of Tender Notice) to any Central / State Govt. organization or a Public Sector Undertaking/Universities/other autonomous bodies.
- 7.4 The Annual turnover of the Bidder should be atleast **Rs. 20 lakhs** in the last three financial years. Audited financial statements or financial statement showing turnover duly certified by a Chartered Accountant to be enclosed as proof of the same.
- 7.5 The bidders should not be blacklisted by any Government Department or any criminal case is registered against the firm or its owner/partners anywhere in India. An undertaking to this effect in the company letter head duly signed by the owner / partner or both to be enclosed.

**Signature of Bidder with seal**

## **Clause- 8**

### **Relationship Certificate**

8.1 The bidder should give a certificate that none of his/her near relative is working in the units as defined below where he is going to apply for the tender. In case of proprietorship firm certificate will be given by the proprietor. For partnership firm certificate will be given by all the partners and in case of limited company by all the Directors of the company excluding Government of India/Financial institution nominees and independent non-Official part time Directors appointed by Govt. of India or the Governor of the state. Due to any breach of these conditions by the company or firm or any other person the tender will be cancelled and Bid Security will be forfeited at any stage whenever it is noticed and CUTN will not pay any damage to the company or firm or the concerned person.

The company or firm or the person will also be debarred for further participation in the concerned unit. The near relatives for this purpose are defined as:-

- (a) Members of a Hindu undivided family.
- (b) Spouse.
- (c) The one is related to the other in the manner as father, mother, son(s) & Son's wife (daughter in law), Daughter(s) and daughter's husband (son in law), brother(s) and brother's wife, sister(s) and sister's husband (brother in law).

The format of the certificate to be given is "I.....s/o.....r/o..... hereby certify that none of my relative(s) as defined in the tender document is/are employed in CUTN unit as per details given in tender document. In case at any stage, it is found that the information given by me is false/incorrect, CUTN shall have the absolute right to take any action as deemed fit/without any prior intimation to me." (as per **Annexure-V** Clause 8)

## **Clause- 9**

### **Submission of Documents**

Documents required to be submitted for establishing Bidders Eligibility and Qualifications:

- 9.1 Proof of ownership: The commercial vehicles under direct ownership of the company (minimum 10 Nos.) (or) under lease to the Contractor / Agency, duly stamped, as per Clause 7.1. The RC book should be registered in the name of the Company / lessor of the commercial vehicle.
- 9.2 Registration certificate for service tax, as per clause 2.5.
- 9.3 Registered Partnership Deed or Articles/Memorandum of Association in the case of partnership firm or Pvt. Ltd. Co. respectively.
- 9.4 Experience certificate from appropriate authority as per the Clause No. 7.3 of the tender document.
- 9.5 Proof of Annual Turnover as per the Clause No.7.4 of the tender document.
- 9.6 Photo copy of PAN Card (self attested)

**Signature of Bidder with seal**

**Clause- 10**  
**Amendment to bid document**

- 10.1 At any time, prior to the date of submission of bid, the University, for any reason whether at its own initiative or in response to a clarification required by a prospective bidder, modify the bid document by amendments.
- 10.2 Such amendments shall be notified and shall be hosted on University website and these amendments will be binding on all prospective bidders.

**Signature of Bidder with seal**





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## APPLICATION FORM FOR HIRING OF VEHICLES

- 1 Name of the Contractor/Agency: \_\_\_\_\_
- 2 Complete Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- 3 Telephone Number(s) \_\_\_\_\_
- 4 Fax Number \_\_\_\_\_
- 5 E-mail address \_\_\_\_\_
- 6 Payment Details  
**Earnest Money:** : D.D. Amount : \_\_\_\_\_  
D.D. No.: \_\_\_\_\_  
Date: \_\_\_\_\_  
Bank & Branch \_\_\_\_\_  
**Application Fee:** D.D. Amount : \_\_\_\_\_  
D.D. No.: \_\_\_\_\_  
Date: \_\_\_\_\_  
Bank & Branch \_\_\_\_\_
- 7 Service Tax Registration number issued by the Central : \_\_\_\_\_  
Excise Dept. in favour of the contractor/agency
- 8 PAN Number issued by the IT Dept. in favour of the : \_\_\_\_\_  
contractor/agency
- 9 Any Other Details : \_\_\_\_\_  
\_\_\_\_\_
- 10 **Enclosures:**
  - (i) Original Demand Drafts (two)
  - (ii) Service Tax Registration number
  - (iii) Copy of PAN Card,
  - (iv) Copy of Income Tax Return of Financial year 2013-14, 2014-15, 2015-16
  - (v) List of vehicles alongwith Certificate of Registration (RC)
  - (vi) PF Registration
  - (vii) ESI

Signature of Bidder with seal



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## Annexure-I

### Technical Bid

1. Annual Turnover of the firm (Rs. In Lakhs) last three financial years: 2013-2014  
2014-2015  
2015-2016
2. Fleet capacity [Commercial cars etc.] :
3. Total no. of drivers :
4. Previous experience of providing vehicles to Govt. institutions / Autonomous Bodies :
5. Employees' welfare provisions [EPF, ESI, Insurance etc.] :

Signature of Bidder with seal

## **CHECK LIST**

1. Application Form (Technical Bid) as per Annexure I
2. Application Form (Financial Bid) as per Annexure II
3. Earnest Money Deposit for Rs.10,000 in the form of Demand Draft favouring “Central University of Tamil Nadu” payable at Thiruvarur
4. Application Fee for Rs.500 in the form of Demand Draft favouring “Central University of Tamil Nadu” payable at Thiruvarur
5. Service Tax Registration Certificate (Enclose copy of the Certificate)
6. Written undertaking regarding accepting all the terms and conditions of the tender document. Tender document signed in all the pages with seal of the bidder.
7. PAN (Enclose copy of the Certificate)
8. Proof of ownership of 10 vehicles with models not older than 2012
9. Copy of Registered Partnership Deed or Articles / Memorandum of Association in the case of partnership firm or Private Limited Company
10. Experience Certificate in the field in supplying at least three to five commercial vehicles/cars for at least two years during last two years (w.e.f. date of issue of Tender Notice) to any Central / State Govt. organization or a Public Sector Undertaking / Universities / Other autonomous bodies.
11. Annual Turnover for the last three financial years. Audited financial statements or financial statement showing turnover duly certified by a Chartered Accountant to be enclosed.
12. Near Relative Certificate as per Annexure V
13. Certificates / Undertaking to the effect that the bidder had never been blacklisted by any of the Government Organisation / Agencies.

## **DECLARATION**

I, \_\_\_\_\_(name of the person) hereby declare that I am authorized to sign this document and that:

- 1) All the statements made in this application are true, complete and correct to the best of my knowledge and belief. I understand that if at any stage, it is found that any information given in this application is false/ incorrect or that our agency do not satisfy the eligibility criteria, our candidature/empanelment is liable to be cancelled/ terminated.
- 2) I understand that the decision taken by the Central University of Tamil Nadu are final and binding in all matters.
- 3) I hereby agree to work as per the terms and conditions stipulated by Central University of Tamil Nadu
- 3) I understand that the Central University of Tamil Nadu reserves the right to accept or reject and to cancel the empanelment process and reject all expression of interests at any time prior to the award of the contract, without detailing any specified reasons whatsoever.

Place: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Name : \_\_\_\_\_

Designation: \_\_\_\_\_

**Signature of Bidder with seal**

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### Financial Bid

#### Monthly Basis:

Name of Vehicle	Standard running of <u>2000</u> <u>Kms per month</u> (All Inclusive Rates for A/c Vehicle + Driver + Fuel)		Standard running of <u>2500</u> <u>Kms per month</u> (All Inclusive Rates for A/c Vehicle + Driver + Fuel)		Rate for extra kilo meters beyond standard kms of 2000 / 2500	Night Charges of Drivers [lump sum] (in case of out station duty)
	Driver Duty 12 Hours	Driver Duty 24 Hours	Driver Duty 12 Hours	Driver Duty 24 Hours		
<b>Category - 1</b>						
Tata Indica						
<b>Category - 2</b>						
Toyota Innova						
<b>Category - 3</b>						
Tata Indigo						
<b>Category - 4</b>						
Tata Sumo (or) Equivalent						

\* If any additional charges for halting allowance, including continuous journey, may be specifically mentioned in the quote.

Date:

Place:

Signature of Authorized Signatory:

Seal:



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Annexure – II (b)

## Hourly / Daily Basis \*

Name of Vehicle (All Inclusive Rates for A/c Vehicle + Driver + Fuel)	2 hours & 20 kms.	4 hours & 40 kms	6 hours & 60 kms	8 hours & 80 kms	10 hours & 100 kms	12 hours & 120 kms	24 hours & 200 kms.	Rate for Extra Hour	Rate for Extra km	Halting Charges	Night charges for drivers [in case of outstation duty]
Category – 1											
Tata Indica											
Category – 2											
Toyota Innova											
Category – 3											
Tata Indigo											
Category – 4											
Tata Sumo (or) Equivalent											

\* (i) Hours/distance calculation should commence from the time of reporting of vehicle at CUTN/at designated places.

(ii) If the travel exceeds the hours/distance slab, the rate will be decided whichever beneficial to the University, calculating the extra kilometer or fitting in the next slab.

Date:

Place:

Signature of Authorized Signatory:

Seal:

**LETTER OF AUTHORISATION FOR ATTENDING PRE BID MEETING / BID OPENING**

To,  
The Registrar  
Central University of Tamil Nadu  
Neelakudi,  
Thiruvarur 610 005.

Subject : Authorisation for attending Pre Bid Meeting / Bid Opening on .....(date) in the  
tender of .....

Following persons are hereby authorised to attend the Pre Bid Meeting / Bid Opening for the tender mentioned  
above on behalf of .....(Bidder) in order of preference given below.

**Order of preference**

**Name**

**Specimen Signatures**

I

II

Alternate Representative

Signatures of bidder

or

Officer authorised to sign the bid  
Documents on behalf of the bidder.

Notes:

1. Maximum of two representatives will be permitted to attend Pre Bid Meeting / bid opening. In cases where it is restricted to one, first preference will be allowed. Alternate representative will be permitted when regular representatives are not able to attend.
2. Permission for entry to the hall where bids are opened may be refused in case authorization as prescribed above is not recovered.

**Signature of Bidder with seal**

**FORMAT OF DUTY SLIP**

**(Print Name of the company & address)**

Sl. No.....

Date.....

**(to be filled by contractor )**

- 1. Registration No of Vehicle : .....
- 2. A/C or Non-A/C ....., Model & Year ....., petrol/Diesel.....
- 3. Name, Designation & address of user .....
- .....
- .....

**( to be filled by user )**

- 4. Purpose of Journey (detail) .....
- 5. Places visited .....
- 6. Meter Reading at Starting Point ..... at closing Point .....
- 7. Total KMs Run .....
- 8. Time at Starting Point ..... at closing Point .....
- 9. Extra Detention Hours (beyond duty Hrs.) .....
- 10. Charges for Parking/Toll Tax etc.....
- 11. Number of Night Halts ( for outstation journey only) .....

Driver's Name & Signature

Signature of User

**Signature of Bidder with seal**



**NEAR RELATIVE CERTIFICATE  
(To be given by ALL Directors)**

I \_\_\_\_\_ S/oShri \_\_\_\_\_r/o

hereby certify that none of my relative (s) as defined in the tender document is / are employed in CUTN unit as per details given in tender document. In case at any stage, it is found that the information given by me is false /incorrect, CUTN shall have the absolute right to take any action as deemed fit / without any prior intimation to me.

Dated:

Signature .....

Name in block letters of the signatory .....

In capacity of .....

**NOTE:**

- In case of Company / Institution/ Body corporate, a list of all Board of Directors may be submitted along with the bid.
- In case of Company / Institution/ Body corporate, “Near Relative Certificate” are required by all the Directors of Company / Institution/ Body corporate excluding Government of India /Financial Institution nominees and Independent non-official part time Directors appointed by Government of India or the Governor of State.
- In case of Proprietorship firm, certificate will be given by the proprietor.
- For Partnership firm, certificate will be given by all the partners.
- The ‘Near Relative Certificate’ should be submitted as per clause 8

**Signature of Bidder with seal**