

தமிழ்நாடு மத்தியப்
பல்கலைக்கழகம்



CENTRAL
UNIVERSITY OF
TAMIL NADU

தமிழ்நாடு கெந்திரிய
விஸ்வவித்யாலய

ESTABLISHED BY AN ACT OF PARLIAMENT IN 2009

நீலக் குடிபரிசர்/Neelakudi Campus ,திருவாரூர்/Thiruvarur- 610 005

estate@cutn.ac.in 04366 277 466

Estate Section (Civil)

Expression Of Interest (EOI)

for

Empanelment of agencies for

Supply of JCB, Loading vehicles (Tata Ace, Three wheeler load Auto & Tractor with mounted water tank)

Tender Id no	CUTNCVL20202101
Tender Ref. no	CUTN/ENGG/CVL/Tender/2020-21/01
Name of Work	Empanelment of agencies for Supply of JCB, Loading vehicles (Tata Ace, Three wheeler load Auto & Tractor with mounted water tank)
Period of Work	01 year
Date of issue	13/05//2020
Last Date & Time for Receipt of Tenders	28/05/2020 upto 15:00 Hrs (Office Time)



तमिलनाडुकेन्द्रीयविश्व विद्यालय

) संसदद्वारापारितअधिनियम2009 केअंतर्गतस्थापित(

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NOTICE INVITING TENDER

01	Tender Ref. no	:	CUTN/ENGG/CVL/Tender/2020-21/01
02	Name of work	:	Empanelment of agencies for Supply of JCB, Loading vehicles (Tata Ace, Three wheeler load Auto & Tractor with mounted water tank)
03	Non-refundable fee	:	Rs. 1,000/- (In the form of Demand Draft drawn in favour of Central University of Tamil Nadu payable at Thiruvarur.)
04	Period of Work	:	01 year (From the date of commencement of the work which will be reckoned from the date of issue of work order to the contractor.)
05	Date of issue	:	13/05/2020
06	Last date & time for receipt of Tenders	:	28/05/2020 upto 15:00 Hrs (Office Time)
07	Date & Time of bid opening:	:	28/05/2020 at 15:30 Hrs (Office Time)
08	Bid opening Location	:	Pro-VC Hall, Admin Building, CUTN.
09	Address for submission of Tender	:	The Registrar , Central University of Tamil Nadu, Neelakudi campus, Thiruvarur, Tamil Nadu - 610 005. With a mark of kind attention to: The Executive Engineer, Engineering section, CUTN, Thiruvarur.
10	Name & address of the Contractor/Agency submitting the tender	:	

- The tender document contains **1 to 12** pages. All pages should be signed by bidder.



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Scope of the work

1. The scope of work covers empanelment of agencies for Supply of JCB, Loading vehicles (Tata Ace, Three wheeler load Auto & Tractor with mounted water tank) for CUTN, The loading vehicles are required for various University works such as cleaning of jungles, land development, digging of pits for plantation of Horticultural items, Shifting of materials, Shifting RO drinking water cans, garbage cleaning works etc., at Central University of Tamil Nadu, (Academic and Residential Campus) Thiruvarur as per the terms & conditions of the contract specified herein and shall maintain the adequate staff and telephone facilities round the clock (including urgency times).

The following vehicles on hiring basis from authorized contractors/dealers/individuals who have registered with the concerned/ appropriate statutory authority having valid license.

List of Vehicles (As & when required – Daily/Monthly Basis

Sl. No.	Name of the Vehicle	Basis of Supply	Approximate requirement/Year
1	JCB (Hiring of JCB vehicle including driver, fuel as per Requirement University (The vehicle is required to work 8 hours per day)	Hourly	300 days
2	TATA Ace 1. (Hiring of Tata Ace vehicle 1 No including driver, fuel and helper (2Nos) as per direction by Engineer-in-charge. (The vehicle is required to work 8 hour per day)	Daily	365 days
	2. (Hiring of Tata Ace vehicle 1 No including driver, fuel as per direction by Engineer-in-charge. (The vehicle is required to work 8 hour per day)	Daily	250 days

3	<p>Three wheeler load Auto (Abbey or Any) Hiring of Three Wheeler load auto (Abbey or any other vehicle) as per the requirement of the University. The garbage collection, transportation and disposal at the earmarked dumping yard of the Thiruvarur Municipality or any other approved places with in the 15KM radial distance. The rate (Monthly rent) should be quoted for daily collection, transportation and disposal completely from both Academic and Residential campus. The number of trips and type of vehicle for transportation is fully depends on the Agency's convenient. (The vehicle is required to work 8 hour per day)</p>	Monthly	12 Months (365 days)
4	<p>Tractor with Mounted water tanker (Hiring of Tractor Mounted water tanker (1 No) including driver, Helper (01 No), fuel as per direction by Engineer-in-charge. (The vehicle is required to work 8 hour per day) Source of water is provided by University.</p>	Daily	180 days

2. The vehicles shall be hired on daily/ monthly basis as & when required only and CUTN cannot guarantee for its requirement.
3. The agency shall provide the vehicle at the Central University of Tamil Nadu, (Academic and Residential Campus), Thiruvarur.
4. Drivers of vehicles must be provided and maintain mobile phones. No extra charges would be paid by CUTN for the same.
5. The maintenance cost, charges of fuel (petrol/diesel), road tax, permit fee, Insurance, salary of the driver, the overtime and mobile phone charges of driver etc. are the responsibility of the contractor and should be paid by the Contractor.
6. The Contractor shall be fully responsible for any loss or damage to the vehicle, people, pumping line, electrical line and shall be liable to pay full compensation for any injury or any other loss.
7. The agency must provide the photocopy of the Registration Documents of the vehicle duly attested / notarized and certified by the owner of Contractor / Agency. However, the original registration paper shall be provided by the Agency on demand in case any further verification is required in case of any doubt.
8. The Contractor shall maintain the duty slips, for the vehicles hired on daily/monthly basis, as per Performa attached for Log Book. The duty slip/Log Book should be got signed by the user which would indicate the Vehicle No, opening and the closing meter reading with time and date at the point of starting / ending the journey by the user. It should be ensured that there is no overwriting in the duty slips. In no case duty slip without signature will be accepted for payment unless specifically intimated in advance.

CUTN reserves all the rights to modify or add any other work as the requirements time to time.

Eligibility for Registration / Empanelment

1. Shall have been in Supply of Loading vehicles for not less than ten years.
2. Shall have an annual turnover not less than Rs.3 Lakh during the last three years separately.
3. Shall be having sufficient experience and expertise in the relevant field.
4. Shall have experience of working for Govt. Dept. / PSU for at least 3years.
5. Shall have PAN/TAN number, GST registration.
6. Shall not be blacklisted by any Ministry/Department of the Government of India or any PSU or any other organization.

Benefits of Registration

The firms registered with CUTN will enjoy the following benefits:

1. The panel of agencies empanelled through this EOI shall be eligible for Supply of vehicles, as per Enquiry as and when raised by CUTN.
2. In case of advertised tender enquiries, copies of tender notices may be sent to the registered firms giving them advance information to enable them to prepare and participate in the Tender.

Empanelment / Registration Procedure

1. The applicant should read all the pages of the document.
2. Correct / relevant information / data have to be furnished by the contractors.
3. Contractors seeking application form shall have to pay the requisite (cost/fee) amount as stated below, for registration / empanelment. The amount shall be paid by a demand draft drawn in favor of “Central University of Tamil Nadu”, payable at Thiruvarur.
4. The cost of application forms and processing fees to be remitted along with the forms shall be as Rs.1000/-(Rupees One Thousand only).
5. Service providers / suppliers shall have to fill and submit the hard copy of Registration Form along with required documents and fees to Executive Engineer (Estate Section), Central University of Tamil Nadu, Neelakudi, Thiruvarur – 610005.
6. Applications incomplete in any respect, viz. non-submission of any required document or information, or fee in requisite amount are liable for rejection.
7. The sealed envelope containing the Registration Form, documents & fee should be clearly super-scribed on the top of the envelope as “**APPLICATION FOR EMPANELMENT OF AGENCIES FOR SUPPLY OF JCB, LOADING VEHICLES (TATA ACE, THREE WHEELER LOAD AUTO & TRACTOR WITH MOUNTED WATER TANK)**”
8. On receipt of the Registration Form along with the requisite documents as mentioned above and after scrutiny the contractor shall be registered with the CUTN.

Terms & Conditions for Registration / Empanelment as a contractors

General Clauses

1. The empanelment is valid for a period of one year from the date of approval of the competent authority which may be extended for a further period of one year subject to satisfactory performance and verification of documents as asked for by the authority of CUTN.
2. CUTN reserves the rights to accept, consider or reject any or all applications without assigning any reasons thereof. The decision of CUTN in respect of registration of various categories of work / items shall be final & binding on all concerned registered firms / contractors in the panel of CUTN.
3. Contractors once empanelled, shall have to promptly reply to all the enquiries, execute the orders as per the order terms of CUTN and keep the University informed of new developments / innovative ideas that shall help to reduce the cost and improve quality, reliability, etc.
4. This document is treated as a valid contract between CUTN and contractors and adherence to all aspects of fair trade practices in executing the work orders placed by CUTN from time to time during the registration period.
5. In case of empanelled contractors is found in breach of any terms & condition(s) of CUTN or work order, at any stage during the course of work the legal action as per rules/laws, shall be initiated against the contractors, debarring and blacklisting the contractors concerned for at least three years for further dealings with CUTN.
6. The contractor should not assign or sublet the empanelment or any part or it to any other contractor in any form. Failure to do so shall result in termination of empanelment. Any contractor can get registered and empanelled any time throughout the year. All those firms which are registered and confirmed shall be entertained for various queries.
7. All registered firms/ contractors are expected to maintain absolute integrity, follow a decent standard of business ethics. In all future correspondence with CUTN, empanelled contractors are required to quote the Registration No.
8. The CUTN has all the rights reserved to add / delete / alter any of the items and to amend/ add any of the terms and conditions included in the registration granted to contractors /firms with effect from any date, without assigning any reason(s) for the same.

SPECIAL CONDITIONS OF CONTRACT & QUALIFYING CRITERIA

RESPONSIBILITY OF THE CONTRACTOR/AGENCY

1. The agency shall provide Tamil Nadu, Pondicherry registered vehicles (Petrol/Diesel) of Model 2010 or later as per our requirement with well-behaved /skilled drivers in proper uniform having knowledge of similar works and valid driving licenses. All the Vehicles shall carry first aid box, Stepney and toolbox.
2. If the vehicle does not report at the requisitioned time or is not found in good condition or without proper documents, the vehicle may be rejected and sent back. No payment shall be made on account of Vehicle so rejected.
3. In case of break down the contractor shall provide alternate vehicle of same category failing which the authorized person of CUTN will be allowed to hire any vehicle and complete the same and the amount thus incurred shall be recovered from the bills of the contractor.
4. All kinds of repairs / maintenance cost, charges of petrol, oil, lubricant, fee towards licenses/registration taxes such as road tax, permit fee etc., challans, salary

Termination for Default

1. Default is said to have occurred i) if the contractor fails to work any or all of the services within the time period(s) specified in the work order or any extension thereof granted by CUTN. ii) If the contractor fails to perform any other obligation(s) under the empanelment.
2. CUTN reserves its right to terminate the contract of any agency / agencies in case of change in the Government procedures or unsatisfactory services.

Payment

The agency shall submit bills, in duplicate within the first week of each month for the preceding month for release of the payment within 20 days of the month to the Executive Engineer, CUTN complete in all respects along with duty slips and monthly statement. TDS as applicable shall be deducted from the bills of agency. Bill having cutting and over writing shall not be entertained. No advance payment shall be made under any circumstances.

Penalty Clause

The agencies shall be liable for penalties on contract price in the manner indicated below:-

Sl. No.	Nature of default	% penalty of per hour/day hiring charge of requisite vehicle	Mode of Deduction as Penalty
1.	Late reporting (Beyond 30 Minutes)	10%	Deduction from Running Bill
2.	Indecent behavior of driver	10%	- do -
3.	Improper condition of vehicle interior/exterior/2010 regd. vehicles	15%	- do -
Note:	If any water supply pipe line, Electrical power supply line, optical fibre cable (OFC) is cut/ broken by vehicle of contractor, then that must be restored/ rectified quickly with his own cost.		

Jurisdiction

All disputes in this connection shall be settled in Thiruvarur jurisdiction only.

Vehicle requisitioning & duty slip

Booking made by authorized Central University official (s) shall only be considered for purpose of payment.

The agency shall maintain the duty slips, for the vehicles hired on hourly/daily basis, as per Performa given for every trip/requisition and a Log Book for the vehicle hired on monthly basis. The duty slip/Log Book should be got signed by the user, which would indicate the opening and the closing meter reading with time and date at the point of starting/ending the journey by the user. It should ensure that there is no overwriting in the duty slips. Tempering with the contents of the duty slips would be viewed very seriously. In no case duty slip without signature will be accepted for payment unless specifically intimated in advance

Submission of Tender:

Tender reference number : CUTN/ENGG/CVL/Tender/2020-21/01 dated 13/05/2020 for Empanelment of agencies for Supply of JCB, Loading vehicles (Tata Ace, Three wheeler load Auto & Tractor with mounted water tank)

[**Kind attention:** The Executive Engineer, Engineering section, CUTN, Thiruvarur]

Last date of tender submission : 28/05/2020 upto 15:00 Hrs

Name of the section inviting this tender : Engineering section/Civil

Name and complete address of the bidder:

The tender must reach The Registrar, Central University of Tamil Nadu, Neelakudi Campus, Thiruvarur, Tamil Nadu 610 005 by post or by hand on or before 28/05/2020 upto 15:00 Hrs. The Tender shall be opened on 28/05/2020 at 15:30 Hrs.

Tenders received after due date/time will not be considered under any circumstances. Canvassing in any form will result in the disqualification of the bidder. Tenders sent by fax/email will not be considered. To avoid any complications with regard to Late Receipt/Non Receipt of Tenders, it may please be noted that responsibility rests with the bidder to ensure that the tenders reach the above mentioned address on or before the due date and time.

Important Details to be submitted by the tenderer along with supporting documents

(Mandatory)

Sl. No	Description / Requirement from the Tenderer	Informations (If necessary, separate sheets shall be used)	Pg. No
1	Name & full address of the tenderer with contact details:		
2	Details of EMD (should be in the form of DD): (i) Demand Draft No: (ii) Amount: (Rs): (iii) Bank details:		
3	Status of the tenderer: (Proprietorship/Partnership/ Private Ltd./ Public Ltd)		
4	Details of Contract Registration with Govt. depts. Class and value (If any)		
5(a)	Details of PAN:		
5(b)	Employees Provident fund (EPF) Registration:		
5(c)	Employees State Insurance (ESI) Registration:		
5(d)	GST Registration:		
6	Registration certificate (RC) of vehicles:		
7	Please mention whether the Tenderer hold the ownership of all the vehicles to be provided as per Tender. (Yes/No). If No, name of the persons who hold the ownership and details thereof.		
8	Copy of Income Tax Return for the last 3 years ending 03/2019.		
9	Details of similar works executed with Government departments during last 3 years. (Use separate sheet to furnish complete details)		

Note: (i): Self-attested copies of relevant certificates for items no 3 to 9 are to be enclosed.

(ii): Bids without EMD will be summarily rejected. All details should be firm, clear, complete, & legible.

I/We hereby certify that the information furnished above & the attached documents as proof of the information are true and correct to the best of our knowledge and understand that these details are required to decide our eligibility to participate in the tender process and opening of our price bid thereon and also authorize the Registrar, CUTN or his/her representative to approach the source of the certificate to verify our competence, if required, for processing the tender. No alteration, modification or any change have been made by me/us in the tender documents/schedule.

ANNEXURE-II

DETAILS OF PREVIOUS EXPERIENCE AND WORK ORDERS

Sl. No	Name of the Organisation where Similar works executed	Type of Organisation (Govt./University/PSU/Private/Autonomous Body etc.)	Period of Contract		Value of Order
			From	To	

Enclose Relevant/Supporting Documents such as work Order, Work completion certificate etc.

Date:

Signature with seal

ANNEXURE-III

ANNUAL TURNOVER FOR LAST 03 (THREE) YEARS

Sl. No.	Financial Year	Annual Turnover (In Rs. In Lakh) should be more than 3 lakh	Remarks
1.	FY2016-17		
2.	FY2017-18		
3.	FY2018-19		

Note: The bidder shall submit the attested copies of the audited balance sheets along with Profit and loss statements and Auditors report and schedules duly certified by the bidder and Chartered Accountant. Certificate from the Chartered Accountant, wherever the Annual Turnover is certified for the relevant financial year in which the minimum criteria of Annual Turnover is satisfied should also be submitted.

Date:

Signature with seal

VEHICLE DUTY SLIP

1. Name of the Agency/ Contractor _____ Dated: _____

2. Vehicle No. _____ Petrol/Diesel/CNG

3. Driver Name: _____ Mob: _____

4. Name of requisitioning Officer _____

5. Address (where vehicle required)

6. Reporting Place: _____ Reporting Time/date: _____

Releasing Place: _____ Releasing Time/date: _____

7. K.M.READING

i) Opening reading in figures at the reporting place _____

ii) Closing reading in figures at the releasing place _____

8. Toll tax/DND & parking charges etc. paid, if any Rs. _____.

Certificate: It is certified that the details as indicated at 2 above for the vehicle no. Mentioned at 1 above have been verified & are correct.

SIGNATURE OF THE EMPLOYEE USER/INDENTER

Name: _____

Designation: _____

Department: _____

Phone No. incl. Extn. _____

Any other: _____

(Signature)

Details of Registration fee (Rs.1000/-)

D.D. No.: _____ Date: _____ Bank: _____

DECLARATION BY CONTRACTOR

I/We do hereby accept the “Terms & Conditions” as provided by the Central University of Tamil Nadu, Thiruvarur along with the EOI for Empanelment of Supply of JCB, Loading Vehicles (Tata Ace, Three Wheeler Load Auto & Tractor with mounted water tank) and also undertake to supply the JCB, Loading vehicles at Central University of Tamil Nadu, Thiruvarur to be provided as per tender/quotation process, in the event of placement of any order on us. The University shall be at liberty to cancel the empanelment in the event of failure of any of the above declaration made by us.

No employee or direct relation of any employee of C U T N is in way connected as Partner /Shareholder/Officers /Advisor/Consultant/Employee etc. with the Company.

The information furnished is correct to the best of my knowledge and belief.

(Signature of Proprietor/Partner/Chief Executive)

Name.....
(In Capital Letter)

Place:

Date:

Seal of Contractor