

திருவள்ளூர் பல்கலைக்கழகம்

THIRUVALLUVAR UNIVERSITY

(A State University)

(Established by the Thiruvalluvar University Act 32, 2002) SERKKADU, VELLORE – 632 115.



Tender Document

INVITING TENDER FOR TRASPORTATION OF CONFIDENTIAL MATERIALS FROM UNIVERSITY TO AFFILIATED COLLEGES FOR NOV/DEC2022 AND APRIL/MAY 2023 UNIVERSITY EXAMINATIONS

LAST DATE FOR RECEIPT OF TENDER: 09.12.2022 at 03.30P.M.



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THIRUVALLUVAR UNIVERSITY

TENDER DOCUMENT FOR TRANSPORTATION OF CONFIDENTIAL MATERIALS FROM UNIVERSITY TO AFFILIATED COLLEGES FOR NOV/DEC2022 AND APRIL/MAY 2023 UNIVERSITY EXAMINATIONS

TENDER REFERENCE	Tvu/Finance/Tender-for Transport/2022/ Dated.30.11.2022
DATE OF COMMENCEMENT OF SALE OF TENDER DOCUMENT	30.11.2022
LAST DATE FOR SALE OF TENDER DOCUMENT	09.12.2022
LAST DATE AND TIME FOR RECEIPT OF TENDER	09.12.2022 UPTO 03.30 P.M.
TIME AND DATE OF OPENING OF TENDER	09.12.2022 AT 04.00 P.M.
PLACE OF OPENING OF TENDER	THIRUVALLUVAR UNIVERSITY, SERKKADU, VELLORE – 632 115
ADDRESS FOR COMMUNICATION	REGISTRAR, THIRUVALLUVAR UNIVERSITY, SERKKADU, VELLORE – 632 115
COST OF THE TENDER DOCUMENT	Rs.1770/- (1500+270) Including GST. The documents shall be downloaded from website i.e www.tvu.edu.in



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THIRUVALLUVAR UNIVERSITY

(NAAC Accreditation 'B+' Grade)

(State University)

SERKKADU, VELLORE – 632 115.

Rs.1770/-

TENDER SCHEDULE

Sealed Tenders are invited for the Transportation of confidential materials from Thiruvalluvar University to affiliated colleges for Nov/Dec2022 and April/May 2023 university examinations.

Terms and Conditions:

- 1) The sealed tender should be addressed to the “The Registrar, Thiruvalluvar University, Serkkadu, Vellore- 632 115.
- 2) The cover should be sealed properly and super scribed as “Tender for Transportation of confidential materials from Thiruvalluvar University to affiliated colleges for Nov/Dec.2022 and April/May 2022 University Examinations will be opened on **09.12.2022 at 04.00P.M.**
- 3) The complete set of tender documents can be downloaded from the websites www.tvu.edu.in and the cost of tender document is Rs. 1770/- shall be paid in the form of Demand Draft drawn in favor of Registrar, Thiruvalluvar University, Serkkadu, Vellore **or** remitted the amount in our University savings bank a/c no. 248401000000001(IFSC IOBA0002484, IOB, SERKKADU) through RTGS/NEFT and enclose the original Bank remittance challan with tender document.
- 4) The tenderers shall be furnish as part of its tender, an Earnest Money Deposit of Rs.5,000/- in the form of Demand Draft drawn in favor of the Registrar, Thiruvalluvar University, Serkkadu, Vellore **or** remitted the amount in our University savings bank a/c no. 248401000000001(IFSC IOBA0002484, IOB, SERKKADU) through RTGS/NEFT and enclose the original Bank remittance challan with Tender document.
- 5) The **EMD** paid will be adjusted for Security Deposit for the successful Tenderer. Tenders received **without EMD** will be rejected as non-responsive tender. If any tender is withdrawn after acceptance, the EMD/Security Deposit will be forfeited.
- 6) The tender is valid for a period of Nov/December 2022 and April/May 2023

Examinations only. No request for enhancement of rates will be admitted during the contract period.

- 7) The rates should be valid from the date of opening of the tender and up to the date of end of the contract period.
- 8) The tenderer should quote rates only in the format prescribed by this office in the **Annexure-II** attached. Any addition or deletion or omission in this format is not permitted and such changes in the Tender by the Tenderer will be summarily rejected.
- 9) If any tender is made by an individual it shall be signed with his full name and his address should be given. If it is made by a firm, it shall be signed by the all the partners or by holders of their power of attorney or a partner of the firm duly empowered to do so. The full name and address of all the partners with a copy of partnership deed shall be furnished.
- 10) Telex, Cable, Facsimile tender will not be accepted. The tender will be received at the address as indicated above and tender received after **03.30 P.M. on.09.12.2022** will not be accepted.
- 11) The Contractor should submit the copy of Experience Certificate (Client Certificate)/Copy of work order for having at least **two years** of experience in this field.
- 12) The Successful Tenderer, should execute the agreement in stamp paper to the value of Rs.100/-. The draft agreement will be supplied by the Thiruvalluvar University, Serkkadu, Vellore.
- 13) The reference Number of the enquiry should be quoted in your offer.
- 14) The rates should be quoted clearly both in figures and words in the tender schedule. The taxes that may be applicable should be quoted separately and specifically. The corrections if any should be attested by the authorized signatory.
- 15) List of stations where they have their own booking offices/delivery stations within Tamil Nadu should be furnished. In case of consignments booked to stations where the contractor no branch or agency for the door delivery of the consignments the contractor should arrange for transport and effect the door delivery/collection of the consignments through some other transport contractor or agent at his own cost, risk and responsibility.
- 16) The Vehicle must be closed and covered with lock and key facility. Contractors having

their own vehicles minimum Five vehicles with registered numbers for the transport consignments and minimum **Rs.5.00Lakhs (Rupees Five Lakhs only)** turnover for the last one year alone need to apply.

- 17) The undelivered goods should be returned to the consignor without collecting any demurrage or other charges immediately.
- 18) On receipt of intimation from the Controller of Examinations, Thiruvalluvar University for transportation of confidential materials from Thiruvalluvar University to Affiliated Colleges and vice versa, the tenderer should arrange to collect/distribute the confidential materials and send intimation to the Controller of Examinations which the goods are delivered /collected.
- 19) The payment towards services will be made only on submission of summary of account for transported along with 100% proof of delivery (POD) and other related documents duly certified by the Controller of Examinations. On receipt of the submission of the summary statement along with POD and other related documents, payment will be made within 15 days from the date of receipt of the above records.
- 20) **Liquidated Damages:** In case of delayed delivery, Liquidated Damages at 0.50% per week on value of bills object to a maximum of 50% will be levied.
- 21) In case of loss/damage of any parcels, during transportation, the cost there for as decided by the Thiruvalluvar University will be deducted from the payments.
- 22) Tendering Authority of Thiruvalluvar University reserves its right to cancel the contract without prior notice, if the service is found unsatisfactory.
- 23) The sealed tender will be opened at **4.00 P.M on 09.12.2022**. The tenderers may present if they so desire or the tenderers can sent their representatives at the time of opening of the tender with proper letter of authorization.
- 24) The Tender Accepting Authority reserves the right to accept or reject any tender without assigning any reasons there for.
- 25) In case any disputes arises, the decision of the Tender Accepting Authority, Thiruvalluvar University is final and binding.

ANNEXURE -I

LIST OF DOCUMENTS TO BE SUBMITTED BY THE FIRM/TRANSPORTER ALONG WITH THE TENDER

DOCUMENTS

Name of the company:-

1. Address of the Tenderer and Branch Offices with Phone Number
2. Name of the Agents with address and Phone Number
3. Copy of TIN No.
4. Copy of GST Registration Certificate.
5. If SSI/MSME unit, photocopy of SSI/MSME Registration certificate.
6. Last Three years Balance Sheet
7. Income Tax Return Statement for last three years
8. Date of Establishment of the company
9. Whether they had any annual contract with Govt. Departments

(If yes, period of contract and enclose proof)
10. Details about the company
11. Number of vehicle Registered (for Transport) under the name of the Company/proprietor.(Details enclosed)
12. Copy of PAN/TAN card,
13. Details of the Earnest Money Deposit (EMD) (Yes/No) DD No.:
Dated:
Drawn on Bank:
(or) Remittance in our University A/c
UTR No.,
Date of remittance.
Name of the Bank & Branch
Amount:
14. Copy of the Vehicle Insurance
15. Copy of the RTO permit and FC.
16. Copy of the Vehicle RC copies
17. The tenderer should enclose a signed copy of the terms & conditions stipulated for award of the contract, conveying his acceptance of the same.

UNDERTAKING

1. That I/we have carefully studied all the terms & conditions of tender and shall abide by it.
2. That I/We shall supply the vehicles as required by the University.
3. That I/We undertake that the information given in this tender are true and correct in all respect and I/We hold the responsibility for the same.
4. That I/We undertake that the vehicles will be kept ready for inspections by the **THIRUVALLUVAR UNIVERSITY, VELLORE**. I/We shall be responsible for the cancellation of tender if vehicle not in condition as prescribed by the University.

(Dated Signature of the Tenderer with stamp of firm)

Date:

Place:

ANNEXURE – II
PRICE SCHEDULE

Sl. No	Description	2 to 4 Metric Ton Capacity (closed with lock and key facility)		5 to 6 Metric Ton Capacity (closed with lock and key facility)		8 to 9 Metric Ton Capacity (closed with lock and key facility)	
		Charges in figures (Rs.)	Charges in words (Rs.)	Charges in figures (Rs.)	Charges in words (Rs.)	Charges in figures (Rs.)	Charges in words (Rs.)
1	Basic Freight Charges per K.M. (inclusive of all charges)						

Date:

Place:

Signature with Seal

Note: 1) In case of discrepancy between rate in figures and in words the rate in words will prevail.