



THIRUVALLUVAR UNIVERSITY
SERKADU, VELLORE – 632 115.

TENDER NOTIFICATION

Tender Notice No.TVU/R/Car (Hiring)–Rate Contract/2024/110322

25.10.2024

Sealed tenders for invited for the **Supply / Engaging Vehicles on Rate Contract (Hire) basis for official purposes** in Thiruvalluvar University, Vellore.

The tender documents and other details can be downloaded from the University
Website: www.tvu.edu.in from **25.10.2024 to 06.11.2024 at 3.00 PM**

Encl:Tender Schedule

REGISTRAR



THIRUVALLUVAR UNIVERSITY

(NAAC Accreditation 'B+' Grade)
(State University)

SERKKADU, VELLORE – 632 115.

TENDER DOCUMENT

TENDER TERMS AND CONDITIONS WITH SPECIFICATIONS TO BE ABIDED BY THE TENDERERS :

INTRODUCTION :

This Tender is given in accordance with the Tamil Nadu Transparency in Tenderers Act 1998 and Rules 2000 & 2012 as amended from time to time.

a.	Tender Ref. No. TVU/R/ Car(Hire)–Rate Contract /2024/110322 Dated: 25.10.2024
b.	Designation and Address of the Tender Inviting Authority The REGISTRAR, Thiruvalluvar University, Serkkadu, Vellore – 632 115.
c.	Nature of Contract work as per specifications furnished in Annexure-II Commercial Bid Tender for Supply / Engaging Vehicles on Rate Contract (Hire) basis for official purposes for a period of one year from the date of approval / award on Fixed Rate Contract
d.	Supply/work to be carried out at THE OFFICE OF THE REGISTRAR Thiruvalluvar University, Serkkadu, Vellore – 632 115
e.	Earnest Money Deposit (EMD) (1% from the total value) Rs. 5,000 /- by way of Demand Draft drawn in favour of the Registrar, Thiruvalluvar University, Vellore-632 115 or remitted through NEFT/RTGS to the University A/c No. 24840100000001, IFSC : IOBA0002484 and enclose remitted challan in original
f.	Last date & time for Submission of Tender 06.11.2024 Till 3-00 P.M. Thiruvalluvar University, Serkkadu, Vellore – 632 115
g.	Date, Time & Venue of Opening of Tender 06.11.2024 at 4.00 PM Thiruvalluvar University, Serkkadu, Vellore – 632 115
h.	Procedure for submission of Tender by way of TWO-COVER SYSTEM

GENERAL INSTRUCTIONS :

- The Tender Inviting Authority reserves the right to cancel in full or part of the tender of any item without assigning any reason there for at any time. Any reasons for not complying the contract furnished by the tenderer shall not be entertained and any failure will be construed as breach of contract and the name of the company will be recommended for listing them under “Blacklisted”. The Tenderer should not have been blacklisted or debarred by any of the Organizations for their deficiency of service in complying the orders entrusted to them (Declaration to this effect is to be furnished).
- The Tenderer shall bear all costs associated with the preparation and submission of this Tender. The Tender Inviting Authority may amend the tender wherever it is felt that such an amendment is absolutely necessary. Any amendment to the tender will be uploaded on the website – www.tvu.edu.in. It is the responsibility of the tenderer to verify the amendments, if any. Additional terms and conditions will be incorporated in the Purchase/Supply/Work order, if needed, to safeguard the interests of the University. The Tender document is not transferable under any circumstances.

- c) Tender documents can be downloaded through website www.tvu.edu.in . The Tenderer should Sign and affix Company Seal on all pages of this Tender Document without fail and submit the same along with the Annexure-1 through Sealed Cover- 1 – Technical Bid after taking a photo copy for the purpose of Tenderer’s reference.

SIGNATURE OF THE TENDERER WITH SEAL

1. DUE DATE AND TIME

Sealed Tenders are invited by the Registrar, Thiruvalluvar University from the reputed Companies/Suppliers to Thiruvalluvar University, Vellore. The duly filled in Tender forms should reach the office on or before **03.00 am on 06.11.2024**. Tenders received after due date and time will be summarily rejected.

The Demand Draft towards Application Fee including GST for **Rs. 1,770 /- (cost Rs. 1,500 + GST (18%) Rs. 270) (Rupees One thousand Seven Hundred and Seventy Only)** drawn in favour of **The Registrar, Thiruvalluvar University, Vellore** or remitted through NEFT/RTGS to the University **A/c NO. 248401000000001, IFSC : IOBA0002484** and enclose the remitted chellan.

2. MODE OF DESPATCH / SUBMISSION OF SEALED COVERS :

- a. Tenders should be addressed to **the Registrar, Thiruvalluvar University, Vellore**, by designation and should be only in sealed covers by courier Registered Post with Acknowledgement due or in person. Tenders received in ordinary covers without seal will not be considered.
- b. **A big size OUTER SEALED COVER** (containing “SEALED COVER-1 – TECHNICAL BID COVER - TENDER FOR SUPPLY OF VEHICLE ON HIRING BASIS TO THIRUVALUVAR UNIVERSITY, SERKKADU, VELLORE” and “SEALED COVER-2 – COMMERCIAL BID COVER - TENDER FOR SUPPLY OF VEHICLE ON HIRING BASIS TO THIRUVALUVAR UNIVERSITY, SERKKADU, VELLORE”) shall be super scribed as “TENDER FOR SUPPLY / ENGAGING VEHICLES ON RATE CONTRACT (HIRE) BASIS FOR OFFICIAL PURPOSES”. The big size Outer Sealed Cover should be reached to the Registrar, Thiruvalluvar University, Vellore – 632 115, on or before the last date and time as given in the Tender Notification, by Registered Post with Acknowledgement due or in person. The Tender inviting authority shall not be responsible for any postal delay in receipt of the tender. Delayed / Late Bids will not be accepted under any circumstances. Closing the cover by gum / cello tape will not be treated as Sealed Cover. The Technical Bid Cover; Commercial Bid Cover and the big size Outer Cover should bear the Round Seal or facsimile of the Tenderer / Wax Seal properly fixed on all the opening side/places of the cover in addition to the affixing of the Tenderer’s from address stamp, pending which the bids will not be opened and summarily rejected.

3. SUPERScription :

- a. The Tender should be sealed and superscribed as **Tender for Supply / Engaging Vehicles on Rate Contract (Hire) basis official purposes for Thiruvalluvar University, Vellore- 632 115**
- b. This Tender is based on Two-Cover Systems that is Technical Bid and Commercial Bid. Therefore the tender shall be submitted in two parts viz. Cover-1 and Cover-2. Each cover shall be superscribed as follows :
“SEALED COVER-1 – TECHNICAL BID - TENDER FOR Supply of Vehicle on hiring basis to Thiruvalluvar University, Serkkadu, Vellore” shall contain the following enclosures as per the sequence indicated below :

- a. Earnest Money Deposit (EMD) Amount by way of Demand Draft drawn in favour of the Registrar, Thiruvalluvar University payable at Chennai.
 - b. Duly filled in Technical Bid as per Annexure – I.
 - c. Copies of proof of evidence as sought in the Technical Bid shall be attached
 - d. The Tender Document (all Pages) duly signed and stamped as proof of having read the contents therein and in acceptance thereof should be attached.
- C. “SEALED COVER-2 – COMMERCIAL BID - TENDER FOR SUPPLY / ENGAGING VEHICLES ON RATE CONTRACT (HIRE) BASIS FOR OFFICIAL PURPOSES TO THIRUVALLUVAR UNIVERSITY, SERKKADU, VELLORE”

shall contain the Commercial Bid as per the format given in ANNEXURE-II. The Tenderer should quote the Net Rate. The net rate must be inclusive of all applicable taxes. The tenderer shall not carry out any alteration in the format prescribed for Commercial Bid. The tenderer shall not enclose any other document or statement that will influence the price. In such an event, the tender inviting authority shall summarily reject the tender.

The above said SEALED COVER-1 and SEALED COVER-2 shall be put together in a Separate big size Sealed Cover that is called OUTER SEALED COVER-3 and shall be superscribed as “TENDER FOR SUPPLY / ENGAGING VEHICLES ON RATE CONTRACT (HIRE) BASIS FOR OFFICIAL PURPOSES TO THIRUVALLUVAR UNIVERSITY, SERKKADU, VELLORE”.

After following this procedure, the big size Outer Sealed Cover shall be send to the Registrar, Thiruvalluvar University, Serkkadu, Vellore -632 115 on or before the last date and time as given in the Tender Notification.

4. EARNEST MONEY DEPOSIT :

Each Tender should be accompanied by Earnest Money Deposit of Rs. 5,000 /- (Rupees Five Thousand Only) by way of Demand Draft drawn in favour of the Registrar, Thiruvalluvar University, Vellore-632 115 or remitted through NEFT/RTGS to the University **A/c No. 248401000000001, IFSC : IOBA0002484** and enclose remitted challan in original. The Earnest Money Deposit of unsuccessful tenderers will be returned after the acceptance of the successful tender, at the expenses of the Tenderers within a reasonable time consistent with the rules and regulation on this behalf. The above EARNEST MONEY DEPOSIT amount held by the University till it is returned to the Tenderers would not earn any interest therefore. Earnest Money Deposit will be refunded only after completion of warranty period in case of the successful tenderer.

5. FORFEITURE OF EARNEST MONEY DEPOSIT :

If the successful Tenderer fails to abide by the tender conditions or withdraws after his tender has been accepted, his Earnest Money Deposit will be forfeited.

The successful Tenderer shall not assign or make over the contract, the benefit of burden thereof to any other person or persons or body corporate. He shall not underlet or sublet to any person/s or body corporate for executing the contract or any part thereof.

6. ELIGIBILITY CRITERIA:

The University will consider the Commercial Bid of the vendors ONLY those who qualify as per Technical Bid / Terms and Conditions of the Tender Document. The Vendors who are not qualified in the Technical Bid and who are not following the Terms and Conditions of the Tender Document, the Commercial Bid of such Vendors will summarily be rejected. The Tenderers should provide all documentary evidences in support of fulfilling the **Eligibility Criteria** as stipulated in the Technical Bid of the Tender Document while submitting the Sealed Technical Bid Cover.

7. TWO-COVER SYSTEM :

Sealed Tenders are invited under Two-cover system by the Registrar, Thiruvalluvar University from the reputed Firms / Supplier for the supply of the said item/s, as per the specifications prescribed. "Two-Cover System" means a procedure under which the tenderers are required to simultaneously submit two separate sealed covers, "Sealed Cover-1 – Technical Bid" containing the Earnest Money Deposit (EMD) and the details of their capability to undertake the tender which will be opened first and the "Sealed Cover-2 – Commercial Bid" containing the price quotation which will be opened only if the tenderer is found qualified to execute the Tender. Tender submitted without following Two-Cover System procedure as mentioned above would be summarily rejected. The above said SEALED COVER-1 and SEALED COVER-2 shall be put together in a Separate big size Outer Sealed Cover.

8. DETAILS TO BE FURNISHED AND MODE OF PRESENTATION:

- a. The Tender should contain particulars like name and addresses of the Tenderers, net rate including excise duty, surcharge, sales tax, freight, octroi, insurance for delivery, and such other levies that may be applicable.
- b. The rates should be kept firm for one year from the date of the opening of the Tenders for acceptance.
- c. The rate should be quoted for item with specification if applicable and should be indicated clearly both in words and figures. Any scoring or overwriting should be attested by the Tenderer with full signature. The rate quoted should be firm and should not subject to any variation clauses.
- d. The University shall not pay any increase in duties, taxes and surcharges on account of any revision by the Government at the time of issue of work order.

9. ACCEPTANCE AND WITHDRAWALS :

- a. The final acceptance of the tender is entirely vested with University which reserves the right to accept or reject any or all the tenders without assigning any reason whatsoever. There is no obligation on the part of the University to communicate with rejected Tenderers. After acceptance of the tender by the University, the Tenderer shall have no right to withdraw his Tender of claim higher price.
- b. The Tenders with incomplete information will be summarily rejected.

10. OPENING OF TENDERS:

The tenders received up to **03.00 p.m. on 06.11.2024** will be opened by the Registrar, or any other officer authorized by him on his behalf at 04.00 p.m. on **06.11.2024** in the presence of those Tenderers or their representatives who may be present at the time of opening. The representatives of the Tendering firms who are attending the opening of the Tenders should bring a letter of authority from the Tendering firms which they represent to identify their bonafide.

11. AWARD OF THE TENDER :

The award of the Tender shall be made strictly in accordance with the "Tamil Nadu Transparency in Tenders Act 1998 and Rules 2000 & 2012" and no deviation will be made. Notwithstanding anything that is said herein, the Tender Accepting Authority reserves the right to accept or reject any tender and to cancel the tendering process and reject all tenders at any time prior to the award of tender, without thereby incurring any liability to the affected tenderer/s on the grounds for the tender accepting authority's action. The tenderer whose tender has been accepted will be intimated by the Tender Accepting Authority in an

usual manner.

12. AGREEMENT:

- a. The successful tenderer should execute an agreement for the fulfillment of the contract in the stamp paper to the Value of Rs.100/- in the model form enclosed in Annexure-III within seven days from the date of acceptance of the tender.
- b. The expenses incidental to the execution of agreement shall be borne by the successful Tenderer.
- c. The conditions stipulated in the agreement should be strictly adhered to and violation of any of the conditions will entail termination of the contract without prejudice to the rights of the University and recovery of any consequential loss from the successful Tenderer.

13. SECURITY DEPOSIT:

- a. The successful Tenderer will be required to remit the Security Deposit equivalent to Five percent of the total value of the Purchase order within fifteen days from the date of receipt of communication/intimating them of the acceptance of the Tenders. If the accepted Tenderer fails to remit the Security Deposit within the above said period. The Earnest Money Deposit remitted by him will be forfeited to the Thiruvalluvar University and his Tender will be held void.
- b. Purchase order will be released after execution of the above contract by the successful Tenderer and after remitting the Security Deposit by way of Demand Draft drawn in favour of the Registrar, Thiruvalluvar University, Vellore remitted through NEFT/RTGS to the University A/c NO. 24840100000001, IFSC : IOBA0002484 and enclose remitted challan in original.
- c. The Security Deposit furnished by the Tenderer in respect of his Tender will be returned to him at the end of the warranty period subject to the satisfaction of the University.
- d. In case of successful Tenderer, The Earnest Money Deposit, if paid, may not be adjusted towards Security Deposit the Tenderer remitted.
- e. If the Tenderer fails to act according to the Tender or backs out when his Tender is accepted, his Security Deposit mentioned above will be forfeited to the University.

14. TIME AND SUPPLY :

As the vehicles are hired for important time bound works like Examination Inspection etc., the vehicles are to be in good condition, adequately fuelled and should be equipped with standard tools / Stepney so as to handle any emergency situation when arises. The University reserves the right to repudiate the contract and entrust the work to any other third party/agency in the event of any breach of terms and conditions of Tender Document / Agreement of contract committed by the Tenderer or failure to perform to contract in part or whole or by any neglect of instructions of the University by the Tenderer and any additional expenditure that may be incurred by the above process shall be recovered from the Tenderer apart from claiming any damages or any loss to the University, besides forfeiture of EMD/Security Deposit in full. The Tenderer should deliver the items only at the specified premises of the Thiruvalluvar University.

15. CONTRACT :

The Contract period shall be **ONE YEAR** with effect from the date of approval of the Syndicate / issue of Work order - (Contract work means : Supply of Vehicles/ engagement of Vehicles on hire basis for official purposes). The Contract is valid for a period for one year and on satisfactory performances, the renewal may be considered for another tenure.

16. PENALTY FOR NON-FULFILMENT OF CONDITIONS :

- a) In case of breakdown, the Agency/Firm shall be responsible for providing an equivalent/suitable/upgraded replacement within an hour else the Thiruvalluvar University will claim Rs.500/- towards penalty and the same will be deducted from the Agency pending bills/payments. This will be in addition to the cost incurred by the Thiruvalluvar University in hiring an alternate vehicle.
- b) The Agency shall provide the driver with uniform. In case the driver reports for duty without uniform, a penalty of Rs.150/- for each occasion would be levied.
- c) However the total penalty during the contract shall not exceed 10% of the total contract value.
- d) Besides, such performance may entail termination/black listing of the Travel Agencies.

17. DISPUTES AND JURISDICTION :

In case of any dispute arising out of any breach of contract pertaining to this tender, the matter will be referred to an Arbitrator under Arbitration and Conciliation Act 1996” The arbitration shall be held in the City of Vellore only and the court at Vellore only shall have jurisdiction in relation thereto.

18. OTHERS :

- a) Vehicles in good condition should be sent upon hiring. There should not be any rattling or any other maintenance requirement. If the condition of the vehicle is not satisfactory and if the vehicle doesn't turn up on stipulated time, the vehicle will be returned by the user and no payment will be made.
- b) All the vehicles being hired under this contract should have been authorized by Regional Transport Office to run as Tourist Cars / Van etc.,
- c) The vehicle provided should have valid comprehensive Insurance Policy.
- d) The drivers of the vehicles should be well experienced and hold a valid licence in possession to drive the respective vehicles. They should be neat, tidy and courteous and should not be under the influence of alcohol or any drugs. A Khaki colour uniform worn by the Driver is compulsory.
- e) As the vehicles are hired for important time bound works like examination inspection etc., the vehicles are to be in good condition, adequately fuelled and should be equipped with standard tools / Stepney so as to handle any emergency situation when arises.
- f) In the event of breakdown at any point, a substitute vehicle should be arranged immediately by the respective travel agencies.
- g) Travel agencies will be communicated over phone to provide the vehicle as and when required at the first instance in view of the urgency and a written communication will be sent subsequently, which will be the basis for bill settlement.
- h) List of station where they have their own booking offices/delivery station within Tamilnadu should be furnished. In case of consignments booked to station where the contractor has 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.
- i) The trip sheet should contain information about the following
 - Local or outstation trip.
 - Starting time / Closing Time.
 - Odometer reading at the start / end of trip.
 - Places visited.
 - Name, Signature and designation of the user.
 - Name, Signature and contact number of the driver.
- j) The bills along with the trip sheet are to be submitted to the vehicle user immediately after completion of the trip, Billing address is to be confirmed with the vehicle user before raising the bill for all trips.
- k) Permit, Parking, Entry Tax etc., can be excluded in the bill, provided the

receipt is attached with the bill.

- l) Payment shall be made by the vehicle user within 30 days upon receipt of the bill.
- m) Income Tax will be deducted as per the prevailing norms and relevant certificate is to be obtained from the respective user departments directly.
- n) The Registrar, Thiruvalluvar University has the right to cancel the contract without assigning any reason.
- o) The travel agency should be in a position to supply required number of vehicles in good condition.
- p) Upon receipt of complaint on the service, this contract will be terminated, by giving 14 days notice after ascertaining the veracity of the complaint.
- q) If there is any deficiency in service, any illegal action and violation of the agreement, the EMD will not be refunded at any cost.

The Tender Inviting Authority shall have the power to make any changes/additions in the Terms and Conditions without consultation with the Firm/Supplier. The tenderers while sending their tender should enclose this Tender Document also duly signed in all pages with Seal as a token of accepting this **TENDER TERMS AND CONDITIONS WITH SPECIFICATIONS TO BE ABIDED BY THE TENDERERS** that they understood and accepted them in full. **Tenders received without this Tender Document shall be rejected summarily.**

DECLARATION FOR UNDERTAKING THE TENDER	
OFFICE SEAL	SIGNATURE OF THE TENDERER
WITH DATE	NAME
	DESIGNATION

THIRUVALLUVAR UNIVERSITY
TENDER DOCUMENT

TECHNICAL BID

TENDER FOR SUPPLY / ENGAGING VEHICLES ON RATE
CONTRACT (HIRE) BASIS FOR OFFICIAL PURPOSES TO THIRUVALLUVAR
UNIVERSITY, SERKKADU, VELLORE- 632 115

ELIGIBILITY CRITERIA / PARAMETERS AND TECHNICAL SPECIFICATIONS
FOR SUPPLY / ENGAGING VEHICLES ON RATE CONTRACT (HIRE) BASIS
FOR OFFICIAL PURPOSES

- a. The Agency / firm etc should be in the field of supply of cars or vans (AC / Non-AC) on hire basis at least for a period of two years. (Supporting Documents are to be enclosed i.e. work order / client certificate etc.)
- b. The Agency / firm should be serving on Govt. Organisation / Public Ltd. Company on regular basis at present (Supporting Documents are to be enclosed i.e. client certificate etc.).
- c. The vehicles to be provided by the Agency / Firm should not be more than 4 years old and should be in running condition.
- d. The Agency / Firm should own at least three Vehicles in their name. (The photocopy of the Registration Certificate (RC) and the Insurance Certificate should be enclosed. The originals should be furnished at the time of evaluation of technical bid if necessary).
- e. Only such Agency / Firm may apply whose Vehicles have been duly authorized by the RTO (i.e. the vehicles should be registered as Cars) for use as public transport and who have telephone and mobile connections available at their Premises / Garage / Stands / Office / in-person from where such Vehicles are to be operated and can be requisitioned by the Bureau.
- f. The Firm should abide by all labour laws as applicable from time to time.
- g. The Firm should ensure that the drivers employed hold valid driving license, are in uniform, well behaved, reasonably educated and conversant with traffic rules / regulations and city roads / routes as well as with the security instructions.
- h. The Firm should ensure that none of the driver has any criminal/legal case pending against him in any police station or court of law.
- i. Each driver employed by the firm must have a cell-phone duly activated and shall wear uniform while on duty.
- j. No mileage will be allowed for lunch/tea etc. to the driver. The drivers are not allowed to take hired vehicles for their personal lunch and / or tea during duty hours.
- k. The service provider and the drivers should ensure that each vehicle is neat and clean, as well as operationally fit (i.e. with no known fault) and sufficient fuel when on duty.
- l. Each driver should preferably be able to understand the Local language.
- m. The time and distance in respect of hired cars will commence and terminate either from/to the Thiruvalluvar University.
- n. As the vehicles are hired for important time bound works like examination inspection etc., the vehicles are to be in good condition, adequately fuelled and should be equipped with standard tools / Stepney so as to handle any emergency situation when arises.

SIGNATURE OF THE TENDERER WITH SEAL

TECHNICAL BID

01.	Name of the Bidder / Organization	
02.	Nature of the Organization Whether Govt. / Public / Private/Partnership / Proprietorship	
03.	Address of the Registered Office of the Bidder	
04.	Contact Details of the Bidder	Phone No.
		Fax
		E-Mail
		Contact Person Name
		Mobile No.
05.	Name of Proprietor / Director of the Firm / Agency	
06.	Location of the Firm with address	
07.	Bidder's Bank and its address and his Current Account No.	The Tenderers should submit the latest three year's Income Tax and Commercial Tax duly certified by the Chartered Accountant. YES or NO Enclosed vide Page No. From.....To
08.	Year of Establishment in the said business / Registration No. of the Firm and incorporation particulars of the bidder indicating legal status such as company, partnership / proprietorship concern etc.	Whether copies of relevant documents are Attached YES or NO Enclosed vide Page No. FromTo
09.	Tenderer should have a minimum Annual turnover THREE TIMES in the <u>approximate total value of the contract</u>	Whether Proof of Evidence for the Annual Turnover Certificate for the Last Three Years in the related field of business duly certified by the Chartered Accountant with Seal is attached YES or NO Enclosed vide Page No. From.....To.....
10.	Whether Copies of Permanent Account No. (PAN) / Income Tax Clearance Certificate of the Bidder enclosed	Whether copies of relevant documents are attached YES or NO Enclosed vide Page No. From.....To

SIGNATURE OF THE TENDERER WITH SEAL

11.	GST Registration No. details	Whether copies of relevant documents are attached YES or NO Enclosed vide Page No. From..... To			
12.	Proof of experience in supplying the Item and Item based thingsto PSUs / Govt. Depts.	Copies of Purchase/Supply/Work Orders received from Govt. Depts. / PSUs during the last three years should be attached YES or NO Enclosed vide Page No. From..... To			
13.	The Tender Document (all Pages) duly signed and stamped as proof of having read the contents therein and in acceptance thereof should be enclosed	Whether Tender Document (all Pages) duly signed and stamped by the Bidder is attached YES or NO Enclosed vide Page No. From To			
14.	Registration Nos. of Cars/Vans together with make, year of purchase{From 2016} and Kms. run along with photocopies of registration book and valid insurance should be attached separately	YES or NO Enclosed vide Page No. From To			
15.	Any other information document, Please specify				
16.	Earnest Money Deposit (EMD) Payment Details :				
	No. of Demand Drafts enclosed				
S.No.	Amount	D.D.No.	Date	Bank Name	Branch Name
	Or If paid through RTGS/NEFT furnish UTRNO. Date: Amount: Name of the Bank and Branch:				
16.	Cost of Application Payment Details :				
	No. of Demand Drafts enclosed				
S.No.	Amount	D.D.No.	Date	Bank Name	Branch Name
	Or If paid through RTGS/NEFT furnish UTRNO. Date: Amount: Name of the Bank and Branch:				

TENDERER'S DECLARATION

I/We certify that the information furnished above is true and correct. The terms and conditions are acceptable to us.

OFFICE SEAL

SIGNATURE OF THE TENDERER

WITH DATE

NAME

DESIGNATION

THIRUVALLUVAR UNIVERSITY
TENDER DOCUMENT

COMMERCIAL BID

A. RATES OF LOCAL TRIP A/C & NON A/C VEHICLES													
S No.	Vehicle	5Hrs upto 50 Kms		10Hrs upto 100 Kms		15 Hrs upto 150Kms		20 Hrs upto 200 kms		Rate / Extra HrS		Rate / Extra Km	
		AC	NON-AC	AC	NON-AC	AC	NON-AC	AC	NON-AC	AC	NON-AC	AC	NON-AC
1	Car- 5 Seater												
2	Car- 7 Seater												
3	MINI BUS 20 SEATER												
4	MINI BUS 35 SEATER												
5	BUS (45-50 SEATER)												
B. RATES OF OUT STATION TRIP - A/C & NON A/C VEHICLES													
S No.	Vehicle	First 20km Fixed		Additional km		Driver Batta	Night Halt Charges	Chennai Airport Pickup/ drop					
		AC	NON-AC	AC	NON-AC			From Vellore	From Ranipet				
1	Car- 5 Seater												
2	Car- 7 Seater												
3	MINI BUS 20 SEATER												
4	MINI BUS 35 SEATER												
5	BUS (45-50 SEATER)												
<u>TENDERER'S DECLARATION</u>													
<p>I/We certify that the rate quoted in the tender by the Tenderer will remain unchanged till the finalization of the contract. The terms and conditions are acceptable to us.</p>													
OFFICE SEAL						SIGNATURE OF THE TENDERER							
WITH DATE						NAME :							
						DESIGNATION :							

[To be executed at the time of entering into agreement before placing order. Each page of this agreement shall be signed by the bidder for acknowledging that the bidder has seen the terms and conditions of the agreement]

AGREEMENT OF CONTRACT

This AGREEMENT made on the day of 2024 between The Registrar, Thiruvalluvar University, Serkkadu, Vellore – 632 115 (herein after called “the User or the Tender Inviting Authority”) of the one part and.....

.....
(Name and address of “the Supplier”) (herein after called “the Bidder or the Contractor or the Firm or the Manufacturer or the Seller or the Supplier or the Tenderer”) of the other part.

WHEREAS the said Supplier has agreed with the Registrar, Thiruvalluvar University, Vellore for supply of vehicles to the Thiruvalluvar University, Vellore in conformity with the requirements / conditions / rates as per the Commercial Bid / based on the acceptance letter submitted after negotiation by the Bidder.

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS :

1. In this Agreement, words and expressions shall have the same meanings as are respectively assigned to them in the following documents referred to, and they shall be deemed to form and be read and construed as part of this agreement :
 - a. The Purchase/Supply/Work order issued by the User based on the acceptance letter submitted after negotiation by the Bidder.
 - b. The Notice Inviting Tender.
 - c. The Supplier’s Bids including enclosures, appendixes, documents, etc.
 - d. The Tender Document including Tender terms and conditions with specifications to be abided by the tenderers.
 - e. Any other document listed in the Tender Document.
2. The Supplier agrees to undertake to supply the vehicles as per the requirements as agreed to, in their Acceptance Letter Dated at the fixed rate contract, after negotiation.
3. The supplier agrees that in the event of non-fulfilment or non-observance of any of the conditions stipulated for supply of required vehicles to and at the appropriate premises of the Thiruvalluvar University as mentioned in the Tender Document in conformity with the requirements, the Suppler shall pay as penalty an amount equivalent to 10% of the total value of contract or an amount equal to the actual loss incurred by the University.
4. Neither the User nor the Supplier shall be liable for any delay or failure in the performance of their respective obligations due to causes, contingencies beyond their reasonable control such as
 - a. Natural phenomena including but not limited to earthquakes, floods and epidemics.
 - b. Acts of any Government authority domestic or foreign including limited to be declared or undeclared, priorities and quarantine restrictions.
5. Any notice to the Supplier shall be deemed to sufficiently served, if given or left in writing at their usual or last known place of abode or business.
6. The items/vehicles shall be supplied **WHENEVER THE NECESSITY ARISES** from the date of receipt of Purchase/Supply/Work Order.

SIGNATURE OF THE TENDERER WITH SEAL

7. The Contract period shall be **ONE YEAR** with effect from the date of approval of the Syndicate / issue of Work order - (Contract work means : (a) Supply of Vehicles on hire basis for official duty etc to Thiruvalluvar University)
8. The Supplier shall agree that the **penalty at 1% to maximum extent of 5%,on tender value** shall be imposed by the University if necessary, subject to force majeure conditions. Besides, such performance may entail black listing of the supplier. The supplier shall also agree that in the event of non fulfilment or non-observance of any of the conditions stipulated in the Tender conditions, the Supplier shall pay as penalty an amount equivalent to **10% of the total value of contract** or an amount equal to the actual loss incurred by the purchaser.

The Thiruvalluvar University shall levy penalty in the event of non fulfilment or non-observance of any of the conditions stipulated in the Tender conditions. However the total penalty during the contract shall not exceed 10% of the total contract value. Besides, such performance may entail termination/black listing of the supplier.

9. **The Thiruvalluvar University shall have the power to make any changes/additions in the terms and conditions without consultation with the Firm/Supplier.**

For and on behalf of

USER

SUPPLIER

WITNESSES :

1.

2.

SIGNATURE OF THE TENDERER WITH SEAL