



# श्री विश्वकर्मा कौशल विश्वविद्यालय

(हरियाणा सरकार, एक्ट संख्या 25, 2016 के तहत )

**Shri Vishwakarma Skill University**

**Plot 147, Sector 44, Gurugram, Haryana**

**Tender Document for**

**Selection of Reputed Tour & Travel Agencies/Companies for Hiring of  
Vehicles, Cars, Buses, Tempos etc. for the use of Shri Vishwakarama  
Skill University**

**Tender No: SVSU/2020/GB/T001**

**Dated: 30/01/2020**

# 1. Notice Inviting Quotation

**Sub: Notice Inviting Tenders for Selection of Reputed Tour & Travel Agencies/Companies for Hiring of Vehicles, Cars, Buses, Tempos etc. for the use of Shri Vishwakarma Skill University.**

Shri Vishwakarma Skill University, Haryana invites online Tender: **“Selection of Reputed Tour & Travel Agencies/Companies for Hiring of Vehicles, Cars, Buses, Tempos etc. for the use of Shri Vishwakarma Skill University”** through e-procurement on portal <https://etenders.hry.nic.in> from Reputed Tour & Travel Agencies/Companies as per TENDER document. The TENDER documents may also be downloaded from website (<http://www.svsu.ac.in>) of Shri Vishwakarma Skill University, Haryana for reference only. A minimum eligibility criterion has been given in TENDER document.

Apart from uploading e-tender on website, bidder has to deposit EMD and Tender Fee + E-service fees along-with other documents.

## 1.1. SCHEDULE

1.	<b>(Tender Fee + E-Service Fee) + GST</b>	
	(1) For Haryana based manufacturing Micro and Small Enterprises (MSEs) & Khadi Village Industries Unit eligible as per the “Haryana State Public Procurement Policy for MSME -2016” notified vide G.O. No. 2/2/2016-4I BII(1) dated 20-10-2016/ for Startups as notified vide G.O. No.2/2/2016-4IBII dated 03.01.2019.	<b>NIL</b>
	(2) For remaining bidders both from the Haryana and Non Haryana (Tender Fee + E-Service Fee) + GST	<b>(2000/- + 1000/-) + 540/- = 3540/- (Rupees Three Thousand Five Hundred Forty only)</b>
2.	<b>EMD Amount</b>	
	(1) For Haryana based manufacturing Micro and Small Enterprises (MSEs) & Khadi Village Industries Unit eligible as per the “Haryana State Public Procurement Policy for MSME -2016” notified vide G.O. No. 2/2/2016-4I BII(1) dated 20-10-2016/ for Startups as notified vide G.O. No.2/2/2016-4IBII dated 03.01.2019.	<b>NIL</b>
	(2) For remaining bidders both from the Haryana and Non Haryana	<b>Rs. 25,000/- (Rupees Twenty Five Thousands only)</b>
3.	Performance Security	<b>Rs. 1,00,000/- (Rupees One Lakh only)</b>
4.	Issue of Tender Document	<b>30/01/2020</b>
5.	Online Tender Purchase Start Date	<b>30/01/2020</b>

6.	Online Tender Purchase End Date	<b>Up to 11:00 Hrs. on 17/02/2020</b>
7.	Online proposal Submission Start Date	<b>From 07/02/2020 02:00PM onward</b>
8.	Online proposal Submission End Date	<b>Up to 11:00 Hrs. on 17/02/2020</b>
9.	Last date for receipt of queries	<b>Up to 10:00 Hrs. on 05/02/2020</b>
10.	Date of pre bid meeting	<b>05/02/2020 at 11:00AM</b>
11.	Opening of Technical Bid	<b>12:00 Hrs. on 17/02/2020</b>
12.	Financial Bid	<b>Subsequent date to be informed later.</b>
13.	Validity period of Proposal	180 Days
14.	Address of Communication	<b>Registrar Shri Vishwakarma Skill University, Plot 147, Sector 44, Gurugram Haryana</b>
15.	Contact Phone Numbers	<b>0124-2746800</b>
16.	E-mail Address	<b>registrar@svsu.ac.in</b>

- Tender document can also be downloaded from University Website [www.svsu.ac.in](http://www.svsu.ac.in)
- # University reserved the right to change any Date, Time and condition of Tendering without assigning any reasons and reserve all the rights.
- Amendments to TENDER, if any, would be published e-procurement website <https://etenders.hry.nic.in> only and not in newspaper. The Shri Vishwakarma Skill University, Haryana reserves all the rights to accept or reject any or all tenders without assigning any reasons.

## **1.2. DISCLAIMER**

The information contained in this Tender document or subsequently provided to the bidders, whether verbally or in documentary or any other form by or on behalf of Shri Vishwakarma Skill University, Haryana is provided to bidder on the terms and conditions set out in this TENDER and such other terms and conditions subject to which such information is provided.

Information provided in this TENDER to the bidders is on a wide range of matters, some of which depends upon interpretation of law. The information given is not an exhaustive account of statutory requirements and should not be regarded as a complete or authoritative statement of law. The Shri Vishwakarma Skill University, Haryana accepts no responsibility for the accuracy or otherwise for any interpretation or opinion on the law expressed herein.

Shri Vishwakarma Skill University, Haryana also accepts no liability of any nature whether resulting from negligence or otherwise however caused arising from reliance or any bidder upon the statements contained in this TENDER.

Shri Vishwakarma Skill University, Haryana may in its absolute discretion, but without being under any obligation to do so, update, amend or supplement the information, assessment or assumption contained in this TENDER.

The issue of this TENDER does not imply that Shri Vishwakarma Skill University, Haryana is bound to select a bidder or to appoint the Selected Bidder, as the case may be, for the Consultancy and Shri Vishwakarma Skill University, Haryana reserves the rights to reject all or any of the Proposals without assigning any reasons whatsoever.

The bidder shall bear all its costs associated with or relating to the preparation and submission of its Proposal including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by Shri Vishwakarma Skill University, Haryana or any other costs incurred in connection with or relating to its Proposal. All such costs and expenses will remain with the bidder and Shri Vishwakarma Skill University, Haryana shall not be liable in any manner whatsoever for the same or for any other costs or other expenses incurred by a bidder in preparation or submission of the Proposal, regardless of the conduct or outcome of the Selection Process.

## 2. Instructions to Bidders

### 2.1. Subject: Inviting Tenders for Selection of Reputed Tour & Travel Agencies/Companies for Hiring of Vehicles, Cars, Buses, Tempos etc. for the use of Shri Vishwakarama Skill University

Shri Vishwakarma Skill University, invites online Bids (Technical bid and Financial bid) from eligible and experienced Reputed Tour & Travel Agencies/Companies for **Inviting Tenders for Selection of Reputed Tour & Travel Agencies/Companies for Hiring of Vehicles, Cars, Buses, Tempos etc. for the use of Shri Vishwakarama Skill University** as per terms & conditions specified in the tender document.

Bidders can access tender documents on the website of the University and fill them with all relevant information and submit the completed tender document with Tender Fee and EMD amount online as per the schedule to <https://etenders.hry.nic.in>.

### 2.2. INSTRUCTION TO BIDDER FOR E-TENDERING

*Note: Following conditions will over-rule the conditions stated in the tender documents, wherever relevant and applicable.*

#### 2.2.1. E-Tendering:

2.2.1.1. For participation in e-tendering module of Shri Vishwakarma Skill University, Haryana it is mandatory for prospective bidders to get registration on website <https://etenders.hry.nic.in>. Therefore, it is advised to all prospective bidders to get registration by making on line registration fees payment at the earliest.

2.2.1.2. Tender documents can be downloaded from website <http://www.svsu.ac.in>. However, the bidders have to upload complete tender document online along-with deposit of EMD amount and Tender Document Fee + E-service fee and without EMD amount and Tender Document Fee + E-service fee bids will not be accepted.

2.2.1.3. E-service/gateway charges shall be borne by the bidders.

2.2.1.4. As per the directions of the Controller of Certifying Authorities, Ministry of Communication and Information Technology, Government of India, a **Class II Digital Certificate** shall be required to bid for all tenders solicited electronically. If the bidder does not have such a certificate, it may be obtained from any of the registering authorities or certification authorities. Kindly note that it may take at least three-five business days for the issue of a digital certificate. Bidders are advised to plan their time accordingly. Shri Vishwakarma Skill University, Haryana shall bear no responsibility for accepting bids which are delayed due to non-issuance or delay in issuance of such

digital certificate.

- 2.2.1.5. If bidder is bidding first time for e-tendering, then it is obligatory on the part of bidder to fulfil all formalities such as registration, obtaining Digital Signature Certificate etc. well in advance.
  - 2.2.1.6. Bidders are requested to visit our e-tendering website regularly for any clarifications and/or due date extension or corrigendum.
  - 2.2.1.7. Bidder must positively complete online e-tendering procedure at <https://etenders.hry.nic.in>
  - 2.2.1.8. Shri Vishwakarma Skill University, Haryana shall not be responsible in any way for delay / difficulties / inaccessibility of the downloading facility from the website for any reason whatsoever.
  - 2.2.1.9. For any type of clarifications bidders/contractors can visit <https://etenders.hry.nic.in> and <http://www.svsu.ac.in>.
  - 2.2.1.10. The bidder whosoever is submitting the tender by his Digital Signature Certificate shall invariably upload the scanned copy of the authority letter.
    - 2.2.1.10.1. TENDER cost + E-service Fee and EMD Amount.
    - 2.2.1.10.2. Affidavits.
    - 2.2.1.10.3. Authority Letter to Sign on behalf of Consultant.
    - 2.2.1.10.4. Authority Letter for use of Digital Signature.
    - 2.2.1.10.5. Technical Bid with all relevant enclosures.
    - 2.2.1.10.6. All documents to be submitted by the firms should be duly attested by gazetted officer/ notary public in case these are copies of the original documents. No unattested documents will be entertained.
- The prospective bidders will upload scanned self-certified copies of requisite documents as required in e-tendering process.
- 2.2.1.11. The Tender document cost+ E-Service Fee is to be deposited online by bidder.
  - 2.2.1.12. The tenders uploaded without/incomplete/partial EMD and tender fee + E-service fees shall be disqualified.
  - 2.2.1.13. The EMD amount is to be deposited online by bidder.
  - 2.2.1.14. The tender documents fees shall not be refunded.
  - 2.2.1.15. If the tenders are cancelled or recalled on any grounds, the Tender Document Fee and e-Service Fee will not be refunded to the bidder.
  - 2.2.1.16. No Proposal will be accepted without valid TENDER cost and Earnest Money Deposit.

## **2.2.2. Technical bid: -**

Bidders must positively complete online e-tendering procedure at <https://etenders.hry.nic.in>. They shall have to submit the documents as prescribed in the TENDER online in the website. The website/e-portal may accept a file sizing upto 10 MB, however, the bidders may

submit their complete bids (with all the requisite documents) in multiple files.

Financial bids of only those firms will be opened, who are short listed on the basis of the Technical Bid and after inspection of their vehicles by SHRI VISHWAKARAMA SKILL UNIVERSITY. The firm would be required to bring at least THREE vehicles for inspection as and when intimated by the SHRI VISHWAKARAMA SKILL UNIVERSITY, before the financial bids are opened.

**2.2.3. Financial bid: -**

Bidder must submit the Price/Financial bid document as per the format given in TENDER/available online and uploaded as per instructions therein. **Physical submission of price bid will not be considered.** The financial bids of technically qualified bidders shall be opened online at the notified date. The bidder can view the financial bid opening date by logging into web-site.

**2.2.4.1.** On the due date of e-tender opening, the technical bids of bidders will be opened online. Shri Vishwakarma Skill University, Haryana reserves the right for extension of due date of opening of technical bid.

**2.2.4.2.** Shri Vishwakarma Skill University, Haryana reserves the right to accept or reject any or all tenders without assigning any reason what so ever.

**2.2.4.3.** In case, due date for opening of tender happens to be a holiday, the due date shall be shifted to the next working day for which no prior intimation will be given.

**2.2.4.4.** Any change/modifications/alteration in the TENDER by the Bidder shall not be allowed and such tender shall be liable for rejection.

For amendment, if any, please visit <https://etenders.hry.nic.in> web site regularly. In case of any bid amendment and clarification, the responsibility lies with the bidders to note the same from web site. The **Shri Vishwakarma Skill University, Haryana** shall have no responsibility for any delay/omission on part of the bidder.

## << Organization Letter Head >>

### 3. **TERMS and CONDITIONS**

BIDS should be reputed Tours and Travel Agencies/ companies located in Gurugram /New Delhi/NCR having an annual turnover of Rs. 20.00 lakh or more during last two financial years in the business of tours and travel/vehicle operation, for hiring of Cars/Tempo/Bus/ truck on monthly/daily basis for the official use of **Shri Vishwakarma Skill University**, Plot No. 147, Vishwakarma Bhawan, Sector-44, Gurugram, Haryana initially for **a period of one year**. The Contract can be extended or short-closed on account of satisfactory services or unsatisfactory services rendered by the firm, at the discretion of Shri Vishwakarma Skill University.

The Technical Bid should be offered in **Annexure-I** containing the following details: -

- (i) Name of the firm
- (ii) Business address of the firm
- (iii) Location of the Garage
- (iv) Telephone No.
- (v) Mobile No.
- (vi) Annual turnover of the firm (proof of the same must be attached in the form of CA's Certificate / last 2 years' balance sheet/profit & loss A/c)
- (vii) Copy of the details of the past experience of providing services in the same field in Government Ministries/ Departments/ PSUs/Reputed Corporate Sectors, with contact persons and their telephone numbers.
- (viii) Copy of PAN NO. (With proof)
- (ix) The vehicles should be having valid Pollution Control Certificate –Proof thereof for at least three vehicles.
- (x) The vehicle should have valid insurance cover- proof thereof for at least three vehicles.
- (xi) The vehicles should not be older than 4 years and has not covered 1.0 Lakh Kilometers. In case during currency of the contract, if any vehicle completes its 4 years of its life or covers 1.0 Lakh kilometers distance, the vendor is required to replace such vehicle. In case the vendor fails to replace such vehicle, the competent authority will impose a penalty of Rs. 1,000/- Per Day besides no payment would be given for such days.
- (xii) GST Account No.

**Note:** Financial bids of only those firms will be opened, who are short listed on the basis of the Technical Bid and after inspection of their vehicles by SHRI VISHWAKARAMA SKILL UNIVERSITY. The firm would be required to bring at least THREE vehicles for inspection as and when intimated by the SHRI VISHWAKARAMA SKILL UNIVERSITY, before the financial bids are opened.

#### **A. General Terms and Conditions: -**

1. Reputed Taxi Operator/ Tour Operators/ Service Providers/ Agency/ Firm/ Central or State Government Undertaking are eligible to participate in this tender.



Registration Certificate of the firm, TIN Number, PAN Number and GST Registration Number from the competent authority.

2. The above mentioned bidders should have a minimum Four-year experience of similar type of work. Similar type of work means that they have provided vehicles on outsourcing basis to any State Government Department/ Government Agencies or Government of India Departments/ Undertakings, Reputed Corporates. The Work experience for the relevant period from the Hiring Government Department/ Agency.
3. The above mentioned bidders should have executed work order for a single type of work through a single order valuing at least 20% of the estimated cost of work for which presently tendering during the last three preceding years (on the date of the tender) in State Government Department/ Agency or Central Government Department/ Agency, Corporate. The work orders issued by Hiring Government Department/ Agency along with **performance certificate** of successful completion of the same.
4. The bidder should own or have on lease sufficient vehicles of model not older the 4 years (on the date of the tender) vehicles registered as commercial vehicles in their name of firm's name for use as commercial vehicles and has not covered 1.0 Lakh Kilometers. In case during currency of the contract, if any vehicle completes its 4 years of its life or covers 1.0 Lakh Kilometers distance, the vendor is required to replace such vehicle. In case the vendor fails to replace such vehicle, the competent authority will impose a penalty of Rs. 1,000/- per day besides no payment would be given for such days, as per details given below: -

Sr. No.	Category of service Provider	Minimum number of vehicles of his own/on lease
1	Category	25% of the total requirement

5. The concerned bidders should have its own EPF, ESI and GST Number, EPF, ESI and GST Number issued by the competent authority. In case the same is not available as on date, to submit an affidavit on legal paper for the allotment of EPF, ESI and GST registration before allotment of the work.

**B. Scope of Work of the Services: -**

The participating bidders in the tender will be required to provide various types of vehicles along with drivers as per the requirement of University to be used for officers/ officials for office work both at designated areas and even outside the designated area as per the requirement on monthly charges basis. The Vendor will have to provide the vehicle from Shri Vishwakarma Skill University Transit office, Sector 44, Gurugram and Shri Vishwakarma Skill University Campus, Dudhola, Palwal and Policlinic Building, Sector 55, Faridabad. If the requirement of Vehicles for any place, the distance will be calculated from the nearest possible location (Transit Office/University Campus/Policlinic Building) for to and fro.

**C. Specific Term& Conditions related to above Procurement of Services: -**

**1. Rates: -**

- 1.1 The hiring rates shall be lump-sum per vehicle per month covering all expenses towards fuel, running and maintenance of vehicles, cost of consumables/ lubricants, insurance, permit fee and other charges including the salary (including overtime)/ dues of the driver etc.
- 1.2 The Toll Tax and Parking Fee as applicable from time to time shall be paid extra by the University on the production of actual deposit receipt to the concerned authority.
- 1.3 The passenger Tax, Road Tax/ Token Tax, Municipality Tax as applicable from time to time shall be paid by the bidder firm/contractor.
- 1.4 The bidder has to submit Financial Bid for 2500/3000 Kms per month with complete month availability along with the rates in per Km, if different, for the additional mileage in excess of 2500/3000 Kms. The rates will be evaluated on the basis of Lump-Sum quoted for 2500/3000/ Kms on monthly basis. The rates for the additional mileage in excess of 2500/3000 Kms will be considered of the bidder who has quoted minimum and the L-1 bidder/ firm for the Lump-Sum rate will have to agree to the same.
- 1.5 **The rates quoted should be exclusive of GST.** The GST will be paid additionally only after receiving the photocopy of the GST Registration Certificate. No GST will be paid if the firm/contractor fails to provide proof of valid GST Registration. Copy of PAN is also required to be submitted by the bidder firm/ contractor.
- 1.6 The rates shall remain firm during the contract period. No escalation or price variation or any other extra payment whatsoever and on any account shall be made/allowed irrespective of any fluctuation in prices/taxes or labour/ material or even in wages of the drivers etc.

## **2. Payment terms/ mode: -**

- 2.1 100% payment shall be made within 15 days on submission of monthly bill in duplicate. Certificate of salary given to the deployed driver's must be given along with the bill.
- 2.2 The payment in respect of extra kilometers over and above the prescribed monthly minimum limit of 2500/3000 Kms at the rate agreed on Rate Contract will be made at the end of month.
- 2.3 Income Tax / Sale Tax as applicable, if any, as per Income Tax rules shall be deducted from the monthly bills of the contractor/firm at source.
- 2.4 All payment to the firm/contractor will be made through electronic mode-NEFT/RTGS. For this, the firm/contractor will provide complete bank details like Name/ Branch of Bank, Account Number, IFSC Code & Type of account etc. RTGS/ NEFT Charges are to be borne by the contractor/ supplier.

## **3. REGISTRATION: -**

Vehicle must be registered under Motor Vehicle Act as commercial vehicle and have relevant permit for Haryana, Punjab, UT of Chandigarh and Delhi. Expenditure towards registration of vehicles, Road Tax, Commercial Vehicle Tax

permit etc. with state Govt. Transport Authority will be borne/ settled by the owner of vehicle during the contract period.

**4. CONTRACT PERIOD: -**

The contract shall remain **in force for a period of One Year** from the date of start of the work. However, the University Reserves the right to extend the period of the contract for another ONE YEAR on the same rates, terms & conditions with mutual agreement /consent.

**5. TERMINATION OF CONTRACT: -**

The University reserves the right to terminate the contract at any time or at any stage during the period of contract by giving 24 Hrs notice without assigning any reason.

**6. MAINTENANCE OF LOG BOOK: -**

The log book will be maintained by the driver and the same shall be filled and verified by the concerned officer in the University using the vehicle.

**7. GPS ENABLED VEHICLE: -**

The firm/ contractor may ensure that all the vehicles provided by them under the contract and GPS enabled in order to ensure proper and effective utilization of the vehicles by the concerned offices.

**8. DUTIES & RESPONSIBILITIES OF THE FIRM/ CONTRACTOR (General); -**

8.1 The firm to whom the work is awarded will have to provide the vehicle as per Rate Contract issued by **Shri Vishwakarma Skill University** within 10 days of issue of Request / Requirement.

**8.2 Documentation: -**

The firm/ contractor shall submit the photocopy of the following documents along with originals for verification by the concerned officer of the University. Original documents shall be returned to the owner after verification.

- i) Photo Copy of Valid RC of vehicle.
- ii) Photo Copy of Valid comprehensive insurance Policy of Vehicle.
- iii) Photo Copy of Valid pollution certificate of vehicle
- iv) Colored photograph of vehicle with front number plate
- v) Valid permit to ply vehicle in Haryana, Punjab, Delhi (NCR) Chandigarh (UT).
- vi) Duly Stamp & sign terms & conditions.
- vii) Photo copy of valid Driving License of the Driver.

8.3 If the firm/ contractor fails to provide the vehicle within the stipulated period OR his services are found to be unsatisfactory at any stage; the University will be entitled at its option: -

8.3.1 Either to cover the damages of non-execution/ delay and to get the same executed from some other source(s) at contractor's risk

and cost besides intimating Shri Vishwakarma Skills University, Haryana for taking action as per the conditions of the rate Contract which includes Blacklisting of the firm and forfeiting the performance security deposit. OR

- 8.3.2 To get the work completed departmentally OR through any other agency purely at the risk and cost of the first contractor. In that case no payment is liable to be made for the work already done besides intimating the Shri Vishwakarma Skills University, Haryana for taking action as per the conditions of the rate Contract which includes Blacklisting of the firm and forfeiting the performance security deposit.
- 8.3.3 To take the legal remedies to recover the balance amount, if left.
- 8.4 The contractor shall be responsible for all the risks involving liabilities and obligation arising out of this contract and under pay provision of law is force from time to time.
- 8.5 The vehicle shall be provided with safety belt, Stepney, tools spares and consumable, while travelling, by the owner of the vehicle without any extra charge.
- 8.6 During the period of this contract the vehicle shall be at the exclusive disposal of the concerned office/ officer of the University.
- 8.7 Tempering of the meter shall be viewed seriously. In case it is notice that the meter of the vehicle is mal-functioning and showing extra mileage, then actual difference shall be recovered on prorated basis for the entire period for the calendar month during which the vehicle has actually run. It will be obligatory on the part of the vehicle owner to get the mileage checked by the controlling officer in the beginning of the calendar month and get it recorded in the logbook.
- 8.8 The driver should have a mobile phone for two-way communication with outgoing facility.
- 8.9 The owner of the vehicle shall ensure that the drivers are punctual and vigilant in performance of their duties. Further the owner shall engage/ supply physically/ medically fit driver.
- 8.10 All the drivers deployed by the firm/ contractor of the vehicle shall be issued proper laminated card to the personnel deployed who shall prominently display their identity cards while on duty and should be dressed in proper uniform.
- 8.11 In the event of theft, loss, accident or any dispute with Any Local Govt. Authority, concerned University/ Organization will not be responsible and vehicle owner firm/ contractor will settle the claim himself at his risk and cost. The vehicle provided by the firm/ contractor will be an authorized vehicle to be given on hire as a taxi to University and any lapse on this issue will be the responsibility of the service provider.
- 8.12 All the drivers deployed by the firm/ contractor of the vehicle will have a proper commercial Driving License to drive the particular vehicle and the date of issue of DL will be more than 5 years on the date of deployment of driver on the vehicle in University/ Agency.

- 8.13 The firm/contractor will be duty bound to make available the vehicle to the University/ Agency office/ officer even in the case of Law & Order problem or any unforeseen emergency situations.
- 8.14 **DUTIES & RESPONSIBILITIES OF THE FIRM/CONTRACTOR (Driver);**
- 8.14.1 The drivers deputed with the vehicles should be of good character and antecedents, well behaved and neatly dressed and should be in possession of appropriate valid Driving License with minimum FIVE-YEAR experience. The proof of present and permanent address including a copy of the License and other documents of each driver along with all requisite documents of each vehicle shall be submitted by the firm/ contractor to the concerned office of the University/ Organization before the work is taken in hand.
- 8.14.2 Misbehaviour by the Driver and not parking of the vehicle at the assigned place or not obeying the instructions of concerned officer/ official of University/ Organization, will be viewed very seriously and the concerned office reserves the right to impose any penalty as may be deemed fit in such cases, which will be recovered from the contractor from his monthly bills. In case it is found that the driver attached to the vehicle is causing any nuisance and is not suitable, the firm/ contractor will have to terminate/replace the driver immediately on the instructions of the concerned officer and the terminated driver shall not be taken back on duty at any stage without the prior permission of concerned officer.
- 8.14.3 Any person/Driver engaged for rendering the services under this contract shall be the employee of the contractor for all purposes intent and shall have no claim/right on the University. The contractor will keep the University and its officers indemnified from and against any clam/liability by any such person. The firm/contractor shall obtain an undertaking on Non-Judicial Stamp Paper of proper value duly signed and witnessed by him (firm/contractor) under his seal from the individual driver that he/they will not claim any employment from concerned University/ Organization and all the dispute will be settled by their contractor who has engaged them.
- 8.14.4 Driver shall make his own arrangements for going to or coming from his residence. In case the owner of the vehicle engages the services of hired driver then he shall ensure to the satisfaction of University or its relevant office that the driver will be paid the minimum wages as applicable to the skilled drivers in the state of Haryana by the owner of the vehicle. All type of responsibility / liability regarding the engagement of Driver will be borne by the contractor.
- 8.14.5 The deployed driver shall keep all valid license and up to date tax payment certificate/ receipt, pollution control certificate

Comprehensive Insurance and any other tax payment clearance up to date in his custody.

8.15 **Insurance:** The vehicles deputed will have **comprehensive insurance** cover inclusive of the driver and **other passengers** and the University shall not be responsible for any damage, whatsoever, to the vehicle or its driver/ passengers or third party. As such the adequate insurance of appropriate value should be arranged to cover the risk of injuries/ death of the driver/ passengers.

8.16 **Provisions of increase/decrease of the fuel prices: -**

In case of increase /decrease of the fuel prices during the contract period, hiring charges will be increased or decreased on quarterly basis subject to the condition that the increase/decrease of the fuel price is more than 5% between 1<sup>st</sup> day of Quarter-1 and 1<sup>st</sup> day of Quarter-II. The Quarter will be counted from the first day when the vehicle is made available to the University. No revision will be allowed within the Quarter. The formula for the increase/decrease of price calculation on the monthly hiring charges will be as under: -

Increase/Decrease Monthly Charges = Distance allotted for the month (2500/3000Kms) X Increase/Decrease of Fuel Rates (Fuel Rate on 1<sup>st</sup> day of Q-1 (Minus) Fuel Rate on 1<sup>st</sup> day of Q2 and so on)

8.17 All duties/ taxes/ fees levied/ permit charges, whatsoever, payable in consideration of the trade or otherwise for relative thereof, shall be at the cost of the firm/contractor. If there is any increase in the existing taxes or new taxes are levied by the Govt. during the period of contract, no extra claim shall be paid and all the expenses shall be borne by the firm/ contractor. The University is not liable to meet such expenses. The firm/ contractor shall obtain all the necessary permits from the RTO or any Govt. or Municipality or any other Authority that may be required in connection with the hiring of vehicle(s) at his cost. The firm/ contractor shall, however indemnify the University from any claim, whatsoever from Statutory Authorities.

8.18 The firm/ contractor shall have to obtain necessary gate/ permission passes for the vehicles as well as for the drivers for entering into the Restricted Area as notified by the concerned authorities. In case of any vehicle is found moving in the restricted area without any gate/ permission pass, a penalty if any imposed by the concerned authority shall be borne by the firm/contractor.

8.19 **Penalties/ Deductions** in case of non-performance/ violation of Services Agreement: - The competent authority in University/ Organization with whom the concerned vehicle is attached can levy the below mentioned penalties/ deduction in case of non-performance/ violation of Services Agreement as per details given below.

8.19.1 Unclean vehicle or seat covers/ smell in the vehicle-(i) Rs. 50/- for the first day (b) Rs. 200/- per day for the second consecutive

day and beyond as pointed out by the controlling officer of the vehicle;

- 8.19.2 For non-providing of vehicle in time: - The contractor has to maintain the timings strictly. The late arrival of the vehicles beyond 15 Mins. shall be viewed seriously and a penalty of Rs. 100/- per hour of delay on each occasion, if the reason of late arrival is unsatisfactory;
- 8.19.3 Breakdown en-route: - In case any of the vehicle fails to report on duty due to break down or otherwise, the firm/ contractor shall be responsible to provide alternate vehicle within ONE-HOUR, otherwise the University will be within rights to make alternate arrangement at the risk and cost of the contractor after imposing the penalty of Rs. 500 /- for each such case.
- 8.19.4 Recurrent malfunctioning/dissatisfactory condition of the vehicle: - The vehicle will be returned. A vehicle may be hired by the concerned officer/ office payment of which will be borne by the contractor along with a daily fine of Rs. 500/- till such time a proper vehicle is provided by the contractor.
- 8.19.5 On misbehavior by the Driver: - Rs. 500/- per default. If the misbehavior continues, then the driver will have to be changed by the contractor. If the contractor does not change the driver within 3 days' time, the vehicle will be sent back and a taxi may be hired. The payment of such taxi will be borne by the contractor along with a fine of RS. 200/- DAILY;
- 8.19.6 During the contract period if any of the vehicle is seized/ detained / impounded by the Police, Transport officer or any other authority for any reason whatsoever, it will be at the sole risk responsibility of the contractor, who shall immediately provide another vehicle of the same seat capacity in lieu thereof, otherwise a penalty of Rs. 1500/- per day will be imposed;
- 8.19.7 For violation/ breach of any of the condition of the contract: - Rs. 1000/- per default and/or Termination of the contract/forfeiture of Performance Security. In case of breach of contract by the contractor, the Performance Security shall be forfeited by the University and the firm shall be blacklisted in addition to termination of the contract in question. The right of action will rest with the authority entering into agreement.
- 8.19.8 The competent authority who can levy the above mentioned penalties/ deduction will be the officer/ office with whom the concerned vehicle is attached.
- 8.20 The vehicle shall be kept at the disposal of respective office/ officer as designated by the University.
- 8.21 The firm / contractor shall be an independent entity engaged to produce the required results and compliance with all the laws and regulation applicable in this behalf and also keep the University and its officers indemnified against any breach or default.

- 8.22 The time to time maintenance of vehicle including all spares, consumables and lubricants will be the responsibility of the contractor.
- 8.23 The University reserves the right to claim adequate compensation from the firm/ contractor on account of any damage caused to the human or the equipment/ machinery due to negligence or careless handling of the vehicle by the driver or the firm/ contractor.
- 8.24 Any injury/ accident to driver or to any other person due to lapse on the part of the driver shall be the responsibility of firm/ contractor.
- 8.25 The firm/contractor shall make alternative arrangements for the drivers when on rest days and for the vehicles when on servicing or under repairs due to break-down.
- 8.26 The duties period of the deployed driver will be 8.30 AM to 6:30 PM (10 hours). However, the same will be available as and when required beyond the permissible time period.
- 8.27 The firm/ contractor will ensure periodic maintenance as per maintenance manual of vehicle/ requirement and shall always keep the vehicle in perfect running condition. The firm/ contractor shall carry out the servicing & repairing only after intimation to the concerned office of the University.
- 8.28 The first Aid Box with necessary medicines shall be provided in each vehicle by the firm/ contractor at his own cost.
- 8.29 The vehicle shall be utilized as per requirement of concerned office/ officer of the University for local as well as out station. The vehicle shall remain in concerned office/ officer of the University beyond duty hrs.

**9. Indemnification:**

The firm/contractor shall **furnish an under taking on Non Judicial stamp** paper or appropriate value to the effect that he shall comply with all the Acts, Laws or Regulations as may be applicable with regard to performance of work, including but not limited to the Minimum Wages Act, Contract Labor ( Regulation and Abolition ) Act, ID Act, Shops and Establishment Act, Factory Act, Workmen Compensation Act etc. from time to time and take such steps as may be directly responsible for any dispute arising between him and his drivers/ workers and keep the University indemnified against all losses, damages and claims arising there from.

**10. Contract Agreement:**

The owner firm/ contractor of the vehicle shall have to execute a contract agreement on Non-Judicial stamp paper worth Rs. 100/- on the prescribed Performa with the concerned office of the University who will represent as Principal Employer.

**D. Standard Terms and Conditions** (wherever applicable these terms & conditions will overrule the specific terms and conditions as at para 'C' above): -

**1. EMD: -**



The firms/ bidder/ contractor are required to deposit Earnest Money as indicated above failing which the tenders are liable to be rejected. Central or Haryana Public Sector Enterprises and “approved sources” as declared by the industries Department, Haryana, are exempt from the deposit of EMD.

While submitting bid, the BIDDER shall deposit an amount mentioned in tender document as Earnest Money, with the Institute through the following instruments:

- (i) The Bidder should submit an EMD amount online. The Technical Bid without EMD would be considered as UNRESPONSIVE and will not be accepted. The EMD will be refunded without any interest to the unsuccessful Bidder after the award of the Purchase Order. The Earnest Money Deposit (EMD) in other form viz., Pay Order/Cheque etc. shall not be accepted.
- (ii) No interest shall be payable by the BUYER to the BIDDER on Earnest Money for the period of its currency.

**Refund of EMD:** The EMD will be returned to unsuccessful Bidders only after the award of Purchase Order. In case of successful Bidder, EMD will be returned after the submission of Performance Bank Guarantee.

EMD will not be refunded, if the order is not accepted. In case, the offer is accepted, but not honoured by the Bidder, the EMD will be forfeited. The EMD will also be forfeited, if wrong information is furnished or any vital information is concealed in the tender document.

If the tenders are cancelled or recalled on any grounds, the EMD will be returned to the bidder.

## **2. Performance Security: -**

The successful tenderer/ bidder/ firm/ contractor shall be required to deposit Performance Security Deposit for Rs. 1,00,000/=. The performance security submitted in the shape of Bank Guarantee of any scheduled bank with branch in Gurgaon which is stated at the “Schedule” of the tender document within 21 days from the date of receipt of the purchase order. The Performance security in other form viz., FD/Term Deposit Receipt etc. shall not be accepted. (Specimen of bank guarantee bond required to be furnished on Rs. 15/- Non Judicial Stamp Paper is enclosed as valid for a period beyond six month or more, from the date of expiry of the stipulated Rate Contract **in favour of Shri Vishwakarma Skill University, payable at Gurugram.** The Bank Guarantee shall have to be got extended by the tenderer/ bidder/ firm/ contractor, if so desired by the Shri Vishwakarma Skill University, Gurugram, Haryana, till it is surrendered/ released/ returned or invoked/ en-cashed by the beneficiary i.e. Shri Vishwakarma Skill University.

It will be returned after successful performance of the contract agreement after deduction of charges if any, due towards the University.

Performance Bank Guarantee is mandatory.

If the supplier shall not submit the performance security within 21 days from the date of receipt of purchase order and if there is delay in submission of performance security, purchase order may be cancelled. The competent authority may accept the performance security after the above mention deadline of 21 days subject to submission of justification by the Bidder, however the decision of the competent authority is final in this regards.

The successful Bidder is entirely responsible for due performance of the contract in all respects according to the meaning of the terms and conditions and specification and all other documents referred to in the acceptance of tender.

The performance bank guarantee shall be kept valid during the period of contract.

**3. Penalty to firm on Delay in delivery:** - Should the firm/ contractor fail to provide the services within the period prescribed for such delivery of service procurement stipulated in the Rate Contract order, the delayed services will be subject to 2% penalty per month of the estimated value of service contract recoverable on the value of the services supplied.

**4. Negotiation of Rates:** -

Regarding negotiations of rates quoted by various bidders/ firms/ contractors, policy issued by the State Government vide G.O No. 2/2/2010-4-1B-II of dated 18.06.2013 (Annexure-VI), G.O No. 2/2/2010-4-1B-II of dated 16.06.2014 (Annexure-VII), G.O No. 2/2/2010-4-1B-II of dated 09.02.2015 (Annexure-VIII) will be applicable. The policy guidelines are available at <https://haryanaeprocurement.gov.in> on home page under section as Tender Forms.”

**5. Cartel formation:**

In case of evidence of cartel formation by the bidders(s), the EMD is liable to be forfeited along with other actions as are permissible to University like filing complaints with the Competition Commission of India and / or other appropriate forums.

**6. Arbitration:**

In case of dispute between two parties with respect to terms & conditions of this agreement, the same shall be resolved firstly by mutual consent of both the parties. In case if they fail to reach a resolution then the matter will be referred to the Registrar SVSU, the sole arbitrator in this matter and whose decision will be final & binding on both the parties.

**7. Jurisdiction:** -

All disputes will be settled within the jurisdiction of the Head Quarters of Shri Vishwakarma Skills University i.e. Gurugram.

**E. OTHER TERMS AND CONDITIONS:**

1. The firms are required to mention bifurcation of their rates showing the detail of basic rates, excise duty, sales tax etc. in their bid. In case, the supplies are delayed by the firm beyond the stipulated delivery period & there has been any upward revision in the rates of taxes/duties ON THE CONTRACTED ITEM, no such increase will be allowed. However, if there has been any reduction in Taxes/duties, the same will be availed. No variation in taxes/ duties on raw material will be applicable.
2. All documents to be submitted by the tenderers with their offer should be self-attested in case the same are copies of original documents.
3. The Earnest money of the tenderers will be forfeited to University account and blacklisting/ debarring besides other penal action, if they withdraw their offer/ rate or modify the terms & conditions of the same at any time during the validity of their offer before acceptance.
4. The Financial bid/s of only those bidders/items will be opened who qualify on the basis of their Technical Bids. The date & time of opening of the financial bids will be intimated in the due course.
5. The offer without prescribed earnest Money, tender Fee & E-service fee is liable to be summarily rejected. The deficiency in the remaining documents and tender requirement can be made subject to the decision by Shri Vishwakarma Skills University.

**F. Additional Terms and Conditions:**

1. **No dead mileage would be payable from the contractors premises to the office of the Vishwakarma Skill University and vice-versa.** A log book for each car in the format prescribed by the Shri Vishwakarma Skill University, Plot No. 147 Vishwakarma Bhawan, Sector-44, Gurugram, Haryana.
2. The owner/senior representative of the firm **should be available round the clock** on his own direct telephone (office as well as residence)/mobile phone so as to respond to the call for vehicles in emergent cases.
3. The vehicle if hired on monthly basis will be **available to the University** for complete month and **24 x 7 x 365 days**. Firm should take care of the holidays of the driver and backup driver will be provided when regular driver is on holiday.
4. Vehicle will be available to the office complete day. He will report to the officer as per time schedule given by the officer and drop officer at his house at night.
5. Bidders may please quote their unconditional rates strictly in the BOQ. The price quoted in the Financial Bid shall remain valid during the contract.
6. No advance payment, in any case, would be made to the firm.
7. The vehicle and driver provided to Shri Vishwakarma Skill University Gurugram shall not be changed except under compelling circumstances and after prior consent of the University.
8. The EOI has to be accompanied by a bid document fees (Tender Fee + E-Service Fee) + GST of (Rs. 2000/- + 1000/-) + 540/- = 3540/- (Rupees Three Thousand

Five Hundred Forty only) and Earnest Money Deposit of Rs. 25,000.00 (Rupees Twenty-Five Thousand only). The successful bidder will have to deposit a Security Amount of Rs. 1,00,000/- (Rs. One Lac only) with SHRI VISHWAKARAMA SKILL UNIVERSITY, in the form of Bank Guarantee in favour of the SHRI VISHWAKARAMA SKILL UNIVERSITY, PLOT NO. 147 VISHWAKARMA BHAWAN, SECTOR-44, GURUGRAM, FOR the due fulfilment of the contractual obligations which is refundable without any interest on termination of the contract after deducting any penalty/ any liability imposed by this office on account of unsatisfactory services.

9. The daily record (indicating time and mileage) shall be maintained separately for each vehicle.
10. The Office reserves the right to reject any or all the quotations without assigning any reason thereof.
11. Bids incomplete in any respect shall be liable to be rejected.
12. The agency must have a 24 hours working telephone system so that the agency can be telephonically contacted at short notice and at odd hours and on holidays, in case of requirement of vehicles. It would be essential for the driver to have mobile phone so that they could be contacted for duty.
13. Quantities mentioned in the BOQ are tentative only it may be increased or decreased but Payment will be made on actual measurement basis.
14. L1 will be selected on the basis of the quoted lowest total amount in BOQ.
15. Tender committee may negotiate with the L1 Bidders of each, any or cumulative category.
16. If the contract is terminated in between the contract period and L2 will be awarded the contract, the period of contract with L2 will only be for the remaining period of one-year term.
17. **The tenders will be opened in the office of Shri Vishwakarma Skill University, Gurugram**, in the presence of bidders/ their representatives who may like to be present. The quotations received without application fees and the earnest money deposit will not be entertained and will be summarily rejected.
18. The Office reserves the right to cancel the contract at any time without assigning any reasons whatsoever.
19. The bid document should be signed by the bidders on each page in ink and mention at the last page of the bid document "The above terms & conditions laid down in the bid document are acceptable to us and will be binding on us" and countersign the same.
20. **Under no circumstances can this contract be sublet by the contractor.**

**Signature of Bidder**

**Name:** .....

**Designation:** .....

**Organization Name:** .....

**Contact No.:** .....

**TECHNICAL BID****Online Bid Submission:**

Online system shall be followed, i.e.

- (i) Please note that in any case if price-bid/Financial Offer submitted manually then bid shall not be accepted.
- (ii) Only those proposals will be considered for opening, who have submitted their BID online by due date/time (as specified in Tender Document).

The Online bid complete in all respect. The following checklist is for the convenience of the bidders. Kindly check the following points before submitting the bids.

<b>Content</b>	<b>Document Submitted (Yes/No)</b>
Have submitted EMD and TENDER+ E-Service charges on e-Procurement Portal?	
Whether the all pages of the proposal has been signed with seal of firm by bidder/authorized signatory?	
Have submitted the Scanned copy (PDF format) of the technical proposals on e-Procurement Portal?	
Have submitted the Company Registration & associated Documents on e-Procurement Portal?	
Have submitted copy of PAN, GST, TAN Registration etc. on e-Procurement Portal?	
Have you checked the eligibility Criteria and Submitted the relevant documents as proof on e-Procurement Portal?	
Have submitted the List of Government organizations/ Department/PSU and Private Organizations where the same products have been supplied (in last three years) along with their contact number(s). Note: The bidder(s) are required to submit proper proof (like Purchase Order/Work Order and Performance Report) duly attested by Gazetted Officer or Notary and client to support/ proving the claim.	
Have submitted the audited statement and Financial Assessment Copy/Income Tax Return Copy showing their net balance / Profit for last two financial years for financial eligibility.)	
Have submitted the authority letter for signing the proposal on behalf bidder on e-Procurement Portal?	
Have submitted the authority letter for use of digital signature on e-Procurement Portal?	
Have submitted the Details of Electronic Fund Transfer/RTGS Transfer	
Have submitted the Affidavit regarding delisting/blacklisting, demobilization etc.	

Whether the TENDER document has been signed by bidder/authorized signatory and submitted on e-Procurement Portal?	
Whether the TENDER corrigendum (if any) has been signed by bidder/authorized signatory and submitted on e-Procurement Portal?	
Total number of vehicles registered in 2015 onwards with the Agency, which can be provided by the Agency for hiring purpose ( <b>with copy of RCs</b> )/ Exemption will be granted only for those vehicles which the firm intends to purchase new ( <b>which is to be indicated</b> )	
Valid PUC Certificate of Vehicle (Any Three)	
Valid Insurance Certificate of Vehicle ( Any Three)	
All documents to be submitted by the firms should be duly attested by gazetted officer/ notary public in case these are copies of the original documents. No unattested documents will be entertained.	
Have submitted the financial bid as per BOQ.	

**(Signature with Seal of the Bidder)**

**Name:** .....

**Designation:** .....

**Organization Name:** .....

**Contact No.:** .....

**<< Organization Letter Head >>**  
**DECLARATION SHEET**

We, \_\_\_\_\_ hereby declare that all the information and statements made in this Proposal are true and accept that any misleading information contained in it may lead to our disqualification. I have gone through the specifications, conditions and stipulations in details and agree to comply with the requirements and intent of specification.

This is certified that our organization meets all the conditions of eligibility criteria laid down in this tender document. Moreover, bidder has agreed to support on regular basis.

We, further specifically certify that our organization has not been Black Listed/De Listed or put to any Holiday by any Institutional Agency/ Govt. Department/ Public Sector Undertaking in the last three years.

Name & Address of the Bidder with Phone No. & E-mail ID	
Name, Address & Telephone Number of the proprietor	
Location of the Garage with telephone No. and address	
Contact Person Name	
Mobile Number	
GST Number	
PAN Number	

**Attachments:**

1. Power of Attorney in the name of authorized representative to be enclosed.
2. Affidavit(s).

**(Signature with Seal of the Bidder)**

**Name:** .....

**Designation:** .....

**Organization Name:** .....

**Contact No.:** .....







## **FORMAT FOR PERFORMANCE BANK GUARANTEE**

**(To be typed on Non-judicial stamp paper of the value of Indian Rupees of One Hundred)** (TO BE ESTABLISHED THROUGH ANY OF THE NATIONAL BANKS (WHETHER SITUATED AT GURUGRAM OR OUTSTATION) WITH A CLAUSE TO ENFORCE THE SAME ON THEIR LOCAL BRANCH AT GURUGRAM OR ANY SCHEDULED BANK (OTHER THAN NATIONALISED BANK) SITUATED AT GURUGRAM. BONDS ISSUED BY CO-OPERATIVE BANKS ARE NOT AC-CEPTED.)

To,  
The Registrar  
Shri Vishwakarma Skill University,  
Gurugram, Haryana  
India

### ***LETTER OF GUARANTEE***

WHEREAS Shri Vishwakarma Skill University, Gurugram (Buyer) have invited Tenders vide

Tender No.: ..... dated: .....

For purchase of .....

and whereas the said tender document requires that any eligible successful Bidder (seller) wishing to supply the equipment /machinery etc. in response thereto shall establish an irrevocable Performance Guarantee Bond in favour of “**Shri Vishwakarma Skill University**” in the form of Bank

Guarantee for Rupees .....

and valid till **One Year Six Months** from the date of issue of Performance Bank Guarantee that may be submitted within 21 (Twenty-One) days from the date of acceptance as a successful Bidder.

NOW THIS BANK HEREBY GUARANTEES that in the event of the said Bidder (seller) failing to abide by any of the conditions referred in tender document / purchase order / performance of the equipment / machinery, etc. this bank shall pay to Shri Vishwakarma Skill University, Gurugram on demand and without protest or demur Rupees .....

This bank further agrees that the decision of SVSU, Gurugram (Buyer) as to whether the said Bidder (Seller) has committed a breach of any of the conditions referred in tender document / purchase order shall be final and binding.

We, ..... (name of the bank & branch) hereby further agree that the guarantee herein contained shall not be affected by any change in the constitution of the Bidder (Seller) and/ or Shri Vishwakarma Skill University, Gurugram (Buyer).

### **Notwithstanding anything contained herein:**

1. Our liability under this Bank Guarantee shall not exceed Rupees. ....  
(Indian Rupees only).
2. This Bank Guarantee shall be valid up to ..... (date).

3. We are liable to pay the guaranteed amount or any part thereof under this bank guarantee only and only if Institute serve upon us a written claim or demand on or before .....(date).

This Bank further agrees that the claims if any, against this Bank Guarantee shall be enforceable at our branch office at ..... situated at ..... (Address of local branch).

Yours truly,

Signature and seal of the guarantor:

Name of Bank:

Address:

Date:

**Instruction to Bank:** Bank should note that on expiry of Guarantee Period, the Original Guarantee will not be returned to the Bank. Bank is requested to take appropriate necessary action on or after expiry of bond period.

**<< Organization Letter Head >>**  
**MANDATE FORM FOR ELECTRONIC FUND TRANSFER/RTGS TRANSFER**

Date:        /        /

The Registrar  
 Shri Vishwakarma Skill University,  
 Gurugram.

Sub: Authorization for release of payment / dues from Shri Vishwakarma Skill University, through Electronic Fund Transfer/RTGS Transfer.

1. Name of the Party/Firm/Company/Institute:

2. Address of the Party:

Line 1: .....

Line 2: .....

City: .....

Pin Code: .....

E-Mail ID: .....

Mob No: .....

Permanent Account Number (PAN NO.): .....

**4. Particulars of Bank**

Bank Name		Branch Name	
Branch Place		Branch City	
Pin Code		Branch Code	
MICR No.			
(9 Digit number appearing on the MICR Bank of the Cheque supplied by the Bank, please attach a Xerox copy of a cheque of your bank for ensuring accuracy of the bank name, branch name and code number)			
IFS Code:(11-digit alphanumeric code)			
Account Type	Saving <input type="checkbox"/>	Current <input type="checkbox"/>	Cash Credit <input type="checkbox"/>
Account Number			

**DECLARATION**

I hereby declare that the particulars given above are correct and complete. If any transaction delayed and not effected for reasons of incomplete or incorrect information I shall not hold Registrar, Shri Vishwakarma Skill University, responsible. I also undertake to advise any change in the particulars of my account to facilitate updating of records for purpose of credit of amount through NEFT/RTGS Transfer.

Place: .....

Date: .....

Signature & Seal of the Authorized Signatory of the Party

---

Certified that particulars furnished above are correct as per our records

Bankers Stamp:  
.....

Date:

**Signature of the Authorized Official from the Bank**

N.B: Please fill in the information in CAPITAL LETTERS, computer typed; please TICK wherever it is applicable.

**<< Organization Letter Head >>  
Financial Proposal (to be submitted online only)**

**Financial Proposal**

To  
The Registrar,  
Shri Vishwakarma Skill University, Haryana,  
Transit office: Plot No. 147, Sector 44,  
Gurugram (Haryana).

**Sub: Financial Bid /proposal for “ \_\_\_\_\_ ”**

Dear Sir,

We are pleased to quote/submit our financial proposal for the  
“ \_\_\_\_\_ ”.

I/We \_\_\_\_\_ organization here with enclose the Financial Proposal for selection of my/our firm for that tender. For TENDER, **our Financial Proposal submitted in BOQ on online procurement portal.**

Our financial proposal shall be binding upon us subject to the modifications resulting from contract negotiations, up to expiration of the validity period of the Proposal, i.e. 180 days from the last date notified for submission of the proposal.

**NOTE: Financial Proposal must be submitted online in BOQ format only. If financial bid submitted manually than bid shall not be accepted in any circumstances.**

Signature: .....

Name: .....

Business Address: .....

.....

Affix Rubber Stamp: .....

Place: .....

Date: .....

**Affidavit regarding delisting/blacklisting, demobilization etc.**

**||SPECIMEN AFFIDAVIT||**

(On Non Judicial Stamp of Rs. 100/-)

To  
The Registrar,  
Shri Vishwakarma Skill University, Haryana,  
Transit office: Plot No. 147, Sector 44,  
Gurugram (Haryana).

In response to the Tender No. .... for .....  
(Name of the Tender) dated ..... for quoting against the Tender as an  
owner/Director/Proprietor of M/s .....

I/we \_\_\_\_\_ who is/are\_\_\_\_\_ (status in the  
firm/company) and competent for submissions of the affidavit on behalf of  
M/S\_\_\_\_\_ (Organization/Manufacturer/authorized dealer/  
distributors/agent) do hereby solemnly affirm an oath and state that:

The firm/agency should not be black-listed/de-listed/debarred/ demobilized for  
poor or unsatisfactory performance from any project by Govt. of India/Any other State  
Govt./Haryana Govt. or its Departments/agencies etc.

**Signature with Seal of the Deponent (Bidder)**

I/we, \_\_\_\_\_ above deponent do hereby certify that the facts  
mentioned in above are correct to the best of my knowledge and belief. Verified  
today \_\_\_\_\_ (dated) at \_\_\_\_\_ (place).

**Signature with Seal of the Deponent (Bidder)**

***Note: Affidavit duly notarized in original shall reach the Office of Shri Vishwakarma Skill University, Haryana, Transit office: Plot No. 147, Sector 44, Gurugram (Haryana) as per Physical Submission Date mentioned in the Key-Dates.***



**(AN AGREEMENT BETWEEN SHRI VISHWAKARMA SKILL UNIVERSITY  
AND THE SUPPLIER) \***

Shri Vishwakarma Skill University (SVSU), Enacted under Government of Haryana Act No.25 of 2016 having its transit office at Plot No-147, Sector-44, Gurugram, Haryana represented through its authorized signatory ..... (**Name of Registrar**), Registrar (which expression shall unless repugnant to the context or meaning there off includes its successors and assigns) here in after referred to as **SVSU** or Owner or the **First Party**.

And

Firm Name..... having its office at ....., through its authorized signatory ..... (**Name & Post**), (which expression shall unless repugnant to the context or meaning there off includes its successors and assigns) here in after referred to as execution Manufacturers/Authorized Dealers/Distributors/Agent or the **Second Party**.

Whereas SVSU has invited Tender No. .... for ..... (Name of the Tender) dated ..... and M/s ..... (Firm Name) submitted its proposal in this regard. SVSU after considering its negotiation offer has decided to engage ..... (Firm Name) as execution agency for Tender No. .... for ..... (Name of the Tender) dated .....

Firm Name..... (execution **Agency**) is hereby agreed to take the Tender No. .... for ..... (Name of the Tender) at the quoted negotiation rates, terms and conditions contained the TENDER, Work Order/Purchase Order and duly communications of the above said work.

Now, therefore, in consideration of the mutual covenants herein contained, it is hereby agreed between the parties as follows: -

The agreement shall come into force immediately and shall remain valid until the final completion of the job or cancelled by the Bidder (The Registrar, Shri Vishwakarma Skill University, Haryana) as per the time schedule described in the tender document.

All the terms and conditions contained in the Tender No. .... for ..... (Name of the Tender) dated ..... shall be the part of this agreement.

Firm Name..... (execution **Agency**) hereby declare that I shall remain bound and abide by the rates, terms and conditions of the aforesaid as well

as TENDER, Work Order/Purchase Order and duly communications of the above said work.

In Witness Whereof, the parties here to have caused this agreement to be signed in their respective names as of the day and year first above written.

**Signed by**

**Buyer: SVSU, Gurugram**  
**Signature with seal**  
**Date & Place**

**Bidder:**  
**Signature with seal**  
**Date & Place**

**In presence of (Witnesses)**

1.

2.

**\*Note-This Contract is to be Signed on Rs. 100/- Non Judicial Stamp paper within 15 days after receiving purchase Order/Work Order from buyer.**

(Please put the initials at each page)