

Price Rs. 1000/-

Issued to: \_\_\_\_\_

DD No. : \_\_\_\_\_ Date \_\_\_\_\_

**TENDER FORM FOR RATE CONTRACT FOR HIRING VEHICLE  
FOR THE FINANCIAL YEAR 2011-12**

To,  
The Tender Co-ordinator (Hiring vehicles) and  
Head,  
Department of Extension Education  
Dr. Panjabrao Deshmukh Krishi Vidyapeeth,  
P.O. Krishi Nagar, Akola 444 104 (MS.)

Dear Sir,

1. In response to the tender notice published in the daily newspaper \_\_\_\_\_ dated \_\_\_\_\_ and displayed on Dr. PDKV, website **www.pdkv.ac.in**. I/We submit herewith the tender form for the hiring vehicles.
2. I/We have thoroughly examined and understood the terms and conditions of the tender form and I/We agree to abide by them in to and in testimony I had signed the declaration and undertaking.
3. I/We offer to undertake for hiring of vehicle and accordingly have quoted the rates inclusive of all taxes if any etc as given in Appendix-II. It is agreed that no additional charges other than those mentioned in Appendix – II would be payable to me/us.
4. I/We accept that the rates discount offered will **remain valid for one year i.e. for a period upto 30/06/2012 from the date of execution of agreement** and it will be binding on us to provide vehicle quoted by us to any office of Dr. Panjabrao Deshmukh Krishi Vidyapeeth, Akola. I/We further agree that if the date upto that the offer would remain open were declared as holiday for office, then offer will remain open for acceptance till next working day.
5. I/We shall be bound by communication of acceptance of the offer, dispatched within prescribed time.
6. I/We accept that the right to accept or reject whole or part of the tender without assigning any reason is reserved with the University. The decision of the University will be final and shall be binding on me/us.
7. **An amount of Rs.10,000/-** is paid by me/us as Earnest Money Deposit (E.M.D.) through **Demand Draft (DD) of any Nationalized Bank or Bankers Cheque** payable at State Bank of India, Dr. PDKV, Akola Branch No.2171, Akola bearing No.\_\_\_\_\_ dated \_\_\_\_\_ in favour of **Head, Department of Extension Education, Dr. PDKV, Akola**. Payment of EMD in any other form will not be accepted.
8. I/We agree to provide vehicle at any location in Maharashtra / India mentioned in the respective supply orders on hire during the rate contract period.
9. As per the terms and conditions, (Part-I of Appendix –I) I/We are submitting our offer in two envelopes. The documents as per the condition **Sr. No. 12 of Part – I** of Appendix – I are enclosed in envelop no. 1 (Technical envelope). The envelope no.-2 (Commercial envelope) contains rates quoted by me/us in **Appendix –II**.

10. I/We also agree that University has full rights to open /consider the commercial-envelop if and only if University is satisfied which contains in technical envelope. The decision of the University regarding this will be final and will be binding on me/us.

11. I/We hereby declare that the entries made in this tender form are binding for me/us. I/We shall be bound by the Act of my/our authorized representative duly constituted Attorney Shri \_\_\_\_\_ whose signature is appended hereto in the place specified for the purpose and of any other person who in future may be appointed by me/us. The intimation of such change will be given to the University **Tender Coordinator (Hiring Vehicle)** and **Head, Department of Extension Education, Dr. PDKV, Akola** to facilitate checking and as a step for ensuing that all documents are enclosed in Technical envelope.

The following documents duly filled in and signed, are enclosed alongwith the tender. The part I of Appendix II being the terms and conditions is retained by me/us for my/our information and record.

Place \_\_\_\_\_

Yours faithfully,

Date \_\_\_\_\_

Signature of the traveling agency  
(Tenderer)

Official Capacity signing authority \_\_\_\_\_

Name and Address of the traveling agency \_\_\_\_\_

Registration No. of traveling agency : \_\_\_\_\_

**List of Documents:**

1. Appendix I (Part II) ( Declaration)
2. Appendix II (Commercial)
3. Bank Draft No. \_\_\_\_\_ Date. \_\_\_\_\_ Rs.-----/

## APPENDIX - I (PART – I)

### Terms and Conditions governing “for providing vehicles on hire Under Rate Contract for the year 2011-12”

1. Sealed Tenders are invited from registered traveling agencies to enter into rate contract with University for the financial year 2011-12 for providing vehicles on hire basis as per the requirement mentioned in Appendix –II. The tender form will be available on the website of Dr. PDKV, Akola.
2. The tender form will be accepted during 10.00 am to 5.45 pm on working days and up to 17.00 hrs on last date **15.09.2011** in the office of the Head, Department of Extension Education, Dr. PDKV, Akola. Tenders received late in person/by post will not be considered.
3. The tenders are proposed to be opened on **17.09.2011** at 11.00 a.m. in the office of the **Associate Dean, College of Horticulture**, Dr. PDKV, Akola in the presence of Chairman & members of committee and the tenderer have liberty to attend, if they desires so.
4. Parties must sign with seal on each page of Appendix - II failing which University may reject tender.
5. The rates for hiring vehicles printed in the tender will be considered valid. Any change in the rate in that year will not be accepted & it will be binding on traveling agencies to provide vehicle on hire up to June, 30, 2012 (contract period) to any office of Dr. Panjabrao Deshmukh Krishi Vidyapeeth, Akola. The traveling agency will have to further agree that if the date upto the offer would remain open if declared as holiday for office, then offer will remain open for acceptance till next working day.
6. As rates will be valid up to June 30, 2012. I/We also agree to undertake to provide required vehicles to University under same terms and conditions to travel anywhere in Maharashtra state/India.
7. University will accept the tender for vehicles mentioned in Appendix– II only from registered traveling agencies. The decision of the University regarding this will be final and shall be binding on traveling agencies.
8. The intending traveling agencies shall also have to mention the name and type of vehicles, number & type of vehicles available with them along with taxi permit. He shall have the inter-state license (National permit). In the absence of the above, offered rates may not be considered.
9. The rates in words and figures without any corrections or overwriting should be quoted only in Appendix II for each individual vehicle separately. Any overwriting or rewriting should be duly countersigned. Validity of rates should be with clear understanding that approved rates should be applicable up to the contract period.
10. If any dispute arises in rates quoted in tender in such case, the decision of University will be final and binding on traveling agencies.
11. The agency should submit sealed offer in a specific manner as mentioned below with superscription  
**“Tender for providing vehicles on hire” in one main Envelop including Envelop No. 1 & Envelop No. 2**  
**Envelop No. 1 (Technical bid)**
  - a) Tender form.
  - b) DD of Rs 1000/- as tender cost.

- c) D. D. of E. M. D of Rs. 10,000/- paid as Earnest Money Deposit.
- d) Latest Certificate of Registration for traveling agency issued by the appropriate authority.
- e) Declaration of Tenderer as mentioned in Appendix – I (Part- II).
- f) Details regarding participation of such tender inquiry in the past, if any.
- g) The traveling agency should have at least five years experience.

**Envelop No. 2 (Commercial bid) as per prescribed form (Appendix II)**

- 12. The required vehicle will have to be provided on hire in prescribed period after the order is placed.
- 13. The traveling agency will have to provide vehicle on hire to any office of the University Jurisdiction.
- 14. The committee also reserves the right to negotiate from one or more of the traveling agency, in case the rates of vehicles and other terms and conditions etc. of agency are not found suitable, to this University. Similarly, it reserves the right to call for break up of cost shown in tender.
- 15. The University will refund the amount of E.M. D. to those traveling agency whose tender is not approved on submission of application.
- 16. For successful tenderer E. M. D. will remain with the university till completion of validity period as security deposit.
- 17. The traveling agency will be informed about the acceptance of his offer in due course if the University approves the tender.
- 18. The agreement to be executed between the **Tenderer and Chairman Central Purchase Committee**, Dr. P.D.K.V., Akola. The Specimen of “**Agreement Bond**” will be provided along with letter of acceptance to the traveling agency whose rates are accepted by the University.
- 19. The traveling agency shall have to execute agreement in the prescribed form on Rs. 100/- or fixing court fee stamp on Agreement bond which should be submitted to this office within specified time. The agreement received with seal and signature of traveling agency will become legal agreement between the traveling agency and the University, which will be binding on tenderer within university jurisdiction.
- 20. Different Offices will place the order for hiring vehicle separately as and when required.
- 21. The credit bill should be presented after completion of tour/official work in duplicate in the name of respective authority as quoted in order in printed form bearing VAT/tax number (if any) etc.
- 22. Payment will be made by the concerned officer ordering vehicle on hire on presentations of bill in duplicate by the tenderer. University will not make advance payment.
- 23. The vehicle provided should be in good condition with well furnished interiors including neat & clean seat covers etc. and fulfilling all the pre conditions as prescribed by RTO & other competent authority.
- 24. If the successful traveling agency fails to comply with the order within the specified period, the University will arrange for the alternative arrangement through any other agency at risk, cost and expenses of the traveling agency, who shall have to bear and pay all additional expenditure incurred by the University in that behalf. The additional amount of expenditure incurred over and above approved rates will be liable for recovery from the approved tenderers.
- 25. This contract will be governed as per terms and conditions mentioned above, Agreement made and the provisions contained in M.A.U. Account Code, 1991. Delay in providing vehicle within the prescribed time limit or the extended time limit, providing vehicle not up to the standard specification, and performance or non-observance or non-acceptance of these terms and conditions by the traveling agency, shall constitute breach of contract and the security deposit or

any other deposit of the tenderer or any claim of the tenderer due against the University shall be forfeited by the University and /or other legal actions and finally the decision of the University shall be binding on the traveling agency.

26. All relevant provision of acts and notifications of Central & State Govt. & their statutory bodies existing at the time of payments will be binding on the tenderer.
27. The requirement of vehicle depends upon the working at departments / Research Schemes / Colleges within the jurisdiction of Dr. P.D.K.V., Akola. Hence, the rate contract shall be for the complete range of vehicle mentioned in Appendix - II.
28. The intending traveling agency shall have to mention the discount offers if any.
29. The credit bill will be accepted only after the completion of tour or official work. For any delay in payment, interest or any other kind of expenditure / extra payment will not be made.
30. The vehicles should have RTO permission for traveling anywhere in the state of Maharashtra / India on hire. University will not paid any extra charges.
31. The toll taxes, parking charges will be paid by the University.
32. University may demand and verify the documents of insurance, vehicle passing , driving license and PUC. Driver must keep all the required original documents of vehicles like registration, tax paid, insurance, driving license etc during travel period.
33. The rates quoted in the tender will remain the same for the contract period and will not be changed in any case.
34. The drivers should be physically fit and have experience of driving. The behavior of driver must be good with the users of vehicles.
35. Repairs or any damages during travel will be the responsibility of Traveling Agency

Enclosures: 1) Part – II of Appendix – I (Declaration)  
2) Appendix – II (Rates)

Place: Akola

Date:

**Tender Co-ordinator (Hiring vehicles )&**  
Head,  
Department of Extension Education  
Dr. Panjabrao Deshmukh Krishi Vidyapeeth, Akola 444 104

**Note:** Tenderer can retain copy of the Appendix – I (Part – I) “Terms & Conditions” with him, while submitting the tender form.

**Appendix – I (Part –II)**

**“DECLARATION OF THE TENDERER”**

- 1) That I / We \_\_\_\_\_ am / are the authorized traveling agency\_\_\_\_\_ hereby submit tender to the University to enter in to rate contract for the providing vehicles on hire in the financial year 2011-12, (June 30, 2012).
- 2) That I am / We are well aquatinted with the facts about the firm and the information provided in the tender form is found true and correct.
- 3) I / We may be punished as per law for any wrong information, misleading facts provided in the tender form besides rejection my / our tender.
- 4) In case any dispute the Jurisdiction will be Akola only.
- 5) I / We carefully read the general and specific terms and conditions for providing vehicles on hire for the period from date of signing agreement to June 30, 2012 and I solemnly declare that the terms & conditions are acceptable to me/us & binding on me/us.

Place:

Signature of Tenderer

Date:

Name of Tenderer: \_\_\_\_\_

Capacity in which sign: \_\_\_\_\_

Full address of the supplier: \_\_\_\_\_

With seal & stamp:

\_\_\_\_\_

**Appendix – II** (Duly filled by the Tenderer)

The Traveling Agency must submit Appendix II Envelop No. 2 with superscription  
**"Tender for providing vehicles on hire" (Rates) – Envelop No. 2**

**Particulars of rates for providing vehicle on hire under rate contract (2011-12)**

Sr. No.	Name of vehicle	Rate per km		Rate per day		Monthly rate		Yearly rate		No. of vehicle available	Remarks
		Non AC	AC	Non AC	AC	Non AC	AC	Non AC	AC		
1	2	3	4	5	6	7	8	9	10	11	12
1	Tata Sumo										
2	Tata Indica										
3	Indigo										
4	Innova										
5	Scorpio										
6	Qualis										
7	Accent										
8	Tavera										
9	Bolero										
10	Cargo jeep/ Pickup										

**Place :**

**Date :**

**Signature of tenderer  
(Seal)**