



केन्द्रीय जनजातीय विश्वविद्यालय आंध्र प्रदेश  
Central Tribal University of Andhra Pradesh  
(A Central University)

Transit Campus: Kondakarakam Village, Cantonment, Vizianagaram-535003, Andhra Pradesh

Ref. No. CTUAP/Vehicle-EOI/2022-23/18

Date : 11/09/2022

**Notice Inviting EOI for Hiring of Vehicles**

**LETTER OF INVITATION**

1. Central Tribal University of Andhra Pradesh, Vizianagaram, invites **Expression of Interest** (EOI) from the Registered Tours and Travel Agencies having vehicles (owned by the agency/on lease) not older than 2020, with an experience of minimum 03 years of supplying vehicles and having an average turnover of Rs 15.00 lakhs annually. Interested agencies may individually submit EOIs for supplying vehicles in Vizianagaram AP.
2. Schedule of Events:

	<u>From</u> - <u>To</u>
a. To download the EOI Documents	: 11/09/2022 - 25/09/2022.
b. Last Date & Time for submission of hard copy (in a sealed cover)	: 25/09/22 up to 18.00 hours
c. Date & Time of opening of EOIs	: 15:00 hours on 26/09/22 (Monday).
d. Place of opening of EOIs	: Conference Room of CTUAP
3. Services to be provided : Hiring of Light Motor Vehicles (LMV) as per the **Annexure I**
4. Duration of Empanelment : One year, extendable on satisfactory performance.
5. EOI documents may be downloaded from the CTUAP official website **www.ctuap.ac.in**, as per the time schedule mentioned above. A non-refundable application fee of **Rs.500/-** (Rupees Five Hundred Only) is payable for the same in the form of Demand Draft / Banker's Cheque drawn in f/o "Central Tribal University of AP", payable at Vizianagaram and to be submitted to CTUAP along with the EOI document. EOI received without prescribed application fees are summarily rejected.
6. EOIs must be accompanied by 'Earnest Money Deposit (EMD) of **Rs 5,000/-** (Rupees Five Thousand only). EMD is payable in the form of Demand Draft/Banker's Cheque, drawn in favour of 'Central Tribal University of AP', payable at Vizianagaram.

Sd/-

Officer (Administration)  
Central Tribal University of AP  
Vizianagaram (AP) 535 003

## INSTRUCTIONS TO EOI(ders)

Central Tribal University of Andhra Pradesh, Vizianagaram would be referred in the document as the *Organization/CTUAP* and the individual/agencies/tours and travel participating in the EOI would be referred as *EOI(der)/ bidder/applicant*.

EOI documents may be downloaded from the CTUAP official website [www.ctuap.ac.in](http://www.ctuap.ac.in). Any changes/ modifications in the document will be intimated by corrigendum /addendum through this website only.

### A. SERVICES TO BE PROVIDED

1. **Places of Service:** Provision of registered vehicles with licensed drivers on a **“Hire basis”** for running in the State of Andhra Pradesh. The Vehicles would be required for transportation within Vizianagaram & Vishakhapatnam district presently and also may be to other districts of the State and other States as and when required.
2. **Period of contract:** Under normal circumstances the contract shall be valid for a period of one year with an option of extension for a further period on mutual agreement.
3. **Quantity:** Estimated number of vehicles to be hired is **2 nos. on monthly basis**, however it should be clearly noted that CTUAP shall place the order only as per the actual requirement from time to time. Vehicles may also be hired on daily/monthly basis which shall be intimated telephonically or issuance of the work order. Vehicles may also be released telephonically or issuance of the letter without giving any prior notice period.
4. **Service:** Any service required at any time will be given telephonic intimation and shall be considered as notice at no extra cost.
5. **Reporting Place:** CTUAP, Vizianagaram.
6. **Accuracy of meters:** All the vehicles should have a working milometer. The meter reading should tally the actual distance of run at any instant and the authorized officer shall have full power to check the meter for its correctness and to take action accordingly.
7. **Penalties:** In case of breakdown, vehicles have to be replaced by other vehicles within not more than Five hours. If the number of break down exceeds three times in a month, a penalty of Rs. 1000/- per break down shall be imposed.
8. **Special**
  - 8.1 The financial bid would be inclusive of fuel cost.
  - 8.2 The financial bid would be *exclusive of GST*. CTUAP would deduct all taxes, as applicable at source at the time of release of payment.
  - 8.3 Payment of any Govt. tax or duty for plying the vehicles in Andhra Pradesh State will be liability of transporter.
  - 8.4 Parking and Toll charges, if any, may be claimed by producing the parking/Toll slips.
  - 8.5 Drivers of the hiring vehicles should be permanent till the completion of the agreement and in case of change of driver in emergency, prior intimation should be made to the Office.

### B. Cost of EOI

The EOI(ders) shall bear all costs associated with the preparation and submission of the EOI. CTUAP in no case will be responsible for these costs regardless of the conduct or outcome of the process.

**C. EOI Document**

EOI consist of Technical and Financial document.

**The Technical bid** consists of:

1. Letter of Invitation
2. Instructions to EOI (ders)
3. General Condition of Empanelment.
4. Evaluation and Qualification Criteria
5. Technical EOI Form
6. Bidder's Profile
7. Experience Certificate

**The Financial Bid** consists of:

1. Schedule of Hire Charges as per the Format

**D. Amendment to EOI document**

At any time prior to the deadline for submission of proposal, the CTUAP may, for any reason, whether at its own initiative or in response to clarifications requested by an Applicant, modify the EOI document by the issuance of Addendum/Amendment /Corrigendum and posting it on the Official website.

In order to afford the Applicants a reasonable time for taking an amendment into account, or for any other reason, the CTUAP may, in its sole discretion, extend the last date of submission.

**E. EOI Form**

The EOI (ders) shall complete the EOI Form.

**F. EOI Price**

- i. The applicant shall quote as per price schedule given in financial bid for all types of vehicles mentioned in the schedule of requirement.
- ii. The price quoted by the applicant shall be unconditional and shall remain fixed during entire period of contract & shall not be subject to variation on any account. An EOI submitted with an adjustable price quotation will be treated as nonresponsive and rejected.

**G. Earnest Money Deposit (EMD)**

- iii. The Applicant shall furnish as part of its proposal, an EMD of Rs.5,000/- (Rupees Five Thousand only) in the form of a Demand Draft / Banker's Cheque drawn in f/o "Central Tribal University of AP" and submitted along with EOI Document. The EMD will be returned to unsuccessful applicants within 30 (thirty) days from date of finalization of empanelment. The EMD of the selected applicant shall be returned, after finalization of empanelment. Any EOI not accompanied by the EMD amount shall be rejected by the CTUAP as non-responsive.
- iv. The CTUAP shall not be liable to pay any interest on the Bid Security and the same shall be unconditional and interest free.
- v. The EMD may be forfeited, if EOIder withdraws his bid during the period of bid validity specified by the bidder in the Bid form.

**H. Submission of EOIs**

- vi. The EOIs should be submitted duly sealed and addressed to the CTUAP and submit to the office or sent by Courier/Speed/Regd. Post which must be received on or before 18:00 hrs of due date.
- vii. Any EOI received after the due date for submission of EOI, shall be rejected. No further correspondence will be entertained in this regard.
- viii. Method of preparation of bid:

- I. EOI should be submitted in sealed envelopes, as detailed below and placed inside a main cover. These envelopes should contain the following;

Envelope	Marked on the cover	Contents of Envelope
First	Security Amount (EMD)	Containing Security Amount
Second	Technical Bid	Containing documents establishing the eligibility of the applicant to participate in the tender along with DD for Rs.500/- towards application fee.
Third	Financial Bid	Rates duly quoted by the EOI(ders) in the prescribed format.

On all these envelopes the name of the firm and whether “EMD” Or “Technical” Or “Financial” must be clearly mentioned and should be properly sealed (with sealing wax/packing PVC tape). These envelopes are to be placed inside an outer envelope and properly sealed (with sealing wax/Packing PVC tape). **The EOIs that are not submitted in above mentioned manner will be summarily rejected.**

All envelopes (3 inner & one outer) must bear the following:-

- i. All envelopes (3 inner & one outer) must bear the full address of the tendering authority at the center of envelope and superscribe with “EOI for the supply of LMV”
- ii. All envelopes (3 inner & one outer) must bear the full name and full address of the EOI(ders) at the bottom right hand side corner of the envelope and superscribe with “EOI for the supply of LMV”.

**J. EOI opening**

- i. The CTUAP shall open EOI in the presence of EOI(ders) or their authorized representative who wish to be present at the time of opening of EOI on due date.
- ii. The Envelope containing the Technical documents of the EOI shall be opened to verify whether all the required documents are furnished by the applicant, failing which the application would be treated as technically disqualified and will not be considered for evaluation.

**K. Evaluation**

- i. EOI(ders) who have submitted, EMD as per requirement shall be considered for further evaluation. Absence of EMD will lead to summary rejection of the bid.
- ii. CTUAP shall evaluate the bids to determine whether they are complete, whether any computational errors have been made, whether documents have been properly signed and whether bids are generally in order.
- iii. If there is discrepancy between words and figures the amount in words shall prevail prior to detailed evaluation. A substantially responsive EOI is one, which confirms all the terms and conditions of EOI documents without material deviation. An EOI determined as substantially non-responsive will be rejected by CTUAP.
- iv. **Technical Evaluation:** CTUAP will evaluate only those applications if the EOI(ders) comply with all the eligibility conditions provided in the EOI document. If the bidder ensures compliance with all eligibility conditions and furnishes all documentary proof of the same, they would be considered for participation in the financial bid.
- v. **Financial Evaluation :** Financial part of the EOI shall be opened of those EOI(ders) whose qualifying bids are found successful.

For monthly hiring of vehicles, L1 bidder would be decided for each type of vehicle separately. EOI(ders) with highest number of L1 rate will be preferred service provider. In case of daily hiring of vehicles, L1 would be decided for each type of vehicle separately. EOI(ders) with highest number of L1 rate will be preferred service provider .

**L. Letter of Award (LOA)**

After financial evaluation and acceptance the of L1 rates by the applicant, CTUAP will issue a Letter of Empanelment to the Respondents in writing.

**M. Disclaimer**

- This EOI document does not purport to contain all the information that each applicant may require and accordingly is not intended to form the basis of any investment decision or any other decision to participate in the EMPANELMENT process for the selection of the VENDORS for the proposed contract. Each applicant should conduct its own investigations and analysis and check the accuracy, reliability and completeness of the information in this document and obtain independent advice from appropriate sources.
- While the EOI document has been prepared in good faith, no representation or warranty, express or implied, is or will be made, and no responsibility or liability will be accepted by CTUAP & its employees or advisors or agents as to or in relation to the accuracy or completeness of the EOI document or any other oral or written information made available to any applicant or its advisors at any time and any liability thereof is hereby expressly disclaimed.
- While the EOI document has been prepared in good faith, no representation or warranty, express or implied, is or will be made, and no responsibility or liability will be accepted by CTUAP & its employees or advisors, or agents as to or in relation to the accuracy or completeness of the EOI document or any other oral or written information made available to any applicant or its advisors at any time and any liability thereof is hereby expressly disclaimed.
- Failure to provide information that is essential to evaluate the applicants' qualifications or to provide timely clarification or substantiation of the information supplied, may result in disqualification of the applicant.

## GENERAL CONDITIONS OF EMPANELMENT

1. Submission of EOI against this offer shall bind the bidder for the acceptance of all the conditions specified herein unless otherwise agreed by CTUAP.
2. Monthly bills shall be submitted in duplicate to the authority specified in contract along with duty slips duly signed by the user. And a proper Log Book should be maintained for release of monthly bill.
3. The Contractor should be able to provide vehicle at a short notice (within 2 hours). For regular requisitions the taxi must reach the destination 30 minutes in advance. The drivers engaged in the vehicle should have valid driving license to operate the vehicle, issued by the Transport Authorities and other necessary certificates like Road-Tax clearance, Pollution Certificate, Valid Insurance certificates and Fitness certificates etc. should be in existence for all vehicles quoted. The drivers should have a mobile phone and should be well mannered. The driver engaged should be broadly aware of the major routes. The Vehicles on duty should be kept in clean condition. The general condition of the vehicle provided should be good. The seat should be comfortable. The seats shall always be covered with neat and good quality seat covers. No payment shall be made if the vehicle is found in dirty or shabby condition.
4. Any overtime duty charge for drivers/vehicles is not applicable. Any service required at anytime/day will be given telephonic intimation and shall be considered as notice no extra cost.
5. **Penalty Clause:** In the event of Contractor failing to execute the work i.e., supply of vehicle on hire basis at any time to the full satisfaction of CTUAP the Competent Authority reserves the right to cancel the contract or withhold the payment due to contractor in part or full. If the number of break down exceeds three times in a month, a penalty of Rs. 1000/- per break down shall be imposed.
6. At times, CTUAP may need additional number of vehicles on specific days in connection with any conference/ meeting/delegate's visit. The Contractor should, be responsible to arrange for additional demand of vehicle by making necessary tie ups at his end and such additional vehicles should be supplied at the approved rates and conditions. Vehicles supplied on such occasion should be of superior condition and vehicle to be equipped with water bottles, tissues & hand sanitizers
7. **Covid - 19 Clause:** the cab rider service shall follow the standard operating procedures as provided by the government.

Drivers shall ensure the following:

- Compulsory to cover their mouth with a face mask/ face cover (as per govt. advisory).
  - To halt Vehicles properly and for sufficient time to allow boarding of passenger(s).
  - Daily disinfection of Vehicles prior to out-shedding and prior to commencement of each trip. For this purpose, the driver shall carry portable bottle containing disinfectant and suitable equipment for conducting the disinfection of the para transit vehicle.
  - The driver shall disinfect the passenger sitting area after every trip.
8. If on any occasion, it is found that the driver of any vehicles has made wrong entries in the duty slips relating to time and kilometer reading of start or closing of duty/ journey, the contractor shall be responsible for the same. The office reserves the right to withhold fullpayment of the day in respect of such vehicle.
  9. For each and every vehicle, the driver is required to maintain a log-book i.e. details of

various journeys performed during the day since morning till last duty separately and all the entries should be attested from the users. The log book will have to be shown to the General Administration for verification at the time of submission of the bill in each month.

10. In case of any break down while on journey, alternative arrangement shall have to be done by the contractor failing which the vehicle will be hired from the open market and the expenses incurred thereon shall be deducted from the monthly bill of the contractor.
11. **Blacklisting/debarring:** CTUAP reserves the right to cancel the empanelment letter issued and debar the firm if it is discovered that the firm had produced any false information, on the continued delivery of unsatisfactory services, insolvency of the company, or any other ethical ground as deemed fit by giving a 7 days prior written notice.
12. Amendment to RFE: At any time prior to the last date for receipt of applications, CTUAP may for any reason, whether at its own initiative or in response to a clarification requested by a prospective applicant, modify the RFE document by an amendment. In order to provide prospective applicants reasonable time in which to take the amendment into account in preparing their proposals, CTUAP may at its discretion extend the last date for the receipt of proposals and/or make other changes in the requirements set out in the RFE. The applicant is required to visit the CTUAP website for any changes or amendments in the RFE before submitting their Applications.
13. CTUAP may at its sole discretion and at any time during the evaluation of proposal, disqualify any respondent, if the firm:
  - Submitted the proposal after the response deadline.
  - Made misleading or false representations in the forms, statements and attachments submitted in proof of the eligibility requirements
  - Submitted a proposal that is not accompanied by required documentation or is nonresponsive, failed to provide clarifications related thereto, when sought
  - Submitted more than one proposal
  - Was declared ineligible by the Government of India/State/UT Government for corrupt and fraudulent practices.
14. The application is liable to be rejected if:
  - Not in prescribed forms and not containing all required details.
  - Not properly sealed and signed as per requirements.
  - Received after the expiry of due date and time.
  - Missing of any supporting document(s) with the Proposal.

## EVALUATION AND QUALIFICATION CRITERIA

This invitation to submit EOIs is open to those bidders who meet the following eligibility criteria. Documents to be submitted to testify eligibility are also listed:

Sl.	Eligibility Conditions	Documentary proof to be submitted
1.	Submission of EOI document price	Non-refundable fee of <b>Rs 500.00</b> (Rupees Five Hundred) only, in the form of Demand Draft /Banker's Cheque of any nationalized /schedule bank payable at Vizianagaram in favour of the Central Tribal University of AP. The Demand Draft/Banker's Cheque is to be submitted along with the hard copy of the EOI at the time of submission of the EOI.
2.	Submission of EMD	EOIs must be accompanied by Earnest money deposit (EMD) of <b>Rs 5,000.00</b> (Rupees Five Thousand) only, drawn in favour of Central Tribal University of AP, payable at Vizianagaram, will have to be in the form of Bank Guarantee/Bank Draft/Fixed Deposit/Term Deposit and shall have to be valid for 180 days from the date of issue of the EOI notice.
3.	The applicant should own or have on lease sufficient vehicles (minimum ten) of model not older than year 2020.	The proof of ownership or lease holding Clear declaration that the firm will be able to supply good conditioned vehicles of model not older than 2020 and the colour of the vehicle should be preferable white.
4.	The applicant shall have an experience of minimum period of 03 years for similar type of contract of supplying vehicles/cars to Govt. organization/ Private organization on monthly basis and daily basis.	Detail of experience shall attached separately Copies of certification from earlier Department/Departments.
5.	The bidder should not have ever been blacklisted by any State/Central Government Department/PSU/Agency in the past for breach of general or specific conditions of contract, fraudulent, unethical or corrupt business practices.	Declaration of same on the Letter Head of Firm/Agency.
6.	ITR	Applicant shall submit copies of ITR for last 3 years
7.	GST Registration Certification	Applicant shall submit copy of GST Registration Certification
8.	Pending Litigation	Applicant shall submit details of pending Litigation, if any.
9.	Signing of proposal	The proposal shall be signed by the Authorized signatory in all pages with official seal. Any other information, which may be useful in the process of evaluation.



**TECHNICAL BID****[To be submitted in a separate sealed cover on Letter Head]**

EOI No: CTUAP/Vehicle-EOI/2022-23/.....

DESCRIPTION: Expression of Interest for Vehicle Hiring Services at CTUAP, Vizianagaram

Sl.	PARTICULARS	
1	Name of Agency	
2	Name of the Proprietor	
3	Postal address	
4	Name of Contact person	
5	Mobile No	
6	E-Mail ID	
7	Registration Certificate (copy enclosed)	
8	PAN (Permanent Account Number) (copy enclosed)	
9	GST Registration No. (copy enclosed)	
10	Work Experience Certificate (If any)	
11	Any Other Details (MSME/NSIC/SHG)	
12	List of Vehicles not older than 2020 model registered in the name of the firm along with copies of RC, Insurance, and any other relevant document, if any (copy enclosed)	

I/We undertake that, I/We have carefully studied all the terms and conditions of the contract as indicated in tender document and understood the parameters of the proposed work and shall abide by them.

I/We further undertake that the information given in this tender are true and correct in all respect. If any information found false/mislead, our enplanement can be cancelled at any point of time.

Date:

Place:

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 Signature of bidder with date and seal

**FINANCIAL / PRICE BID****[To be submitted in a separate sealed cover on Letter Head]**

To,

The Officer Administration, Central Tribal University of Andhra Pradesh, Vizianagaram (AP)

Sir,

**Subject:** Financial Bid for EOI of Vehicle Hiring Services on “**MONTHLY AND AS & WHEN REQUIRED BASIS**” at CTUAP, Vizianagaram.

In response to EOI No.CTUAP/Vehicle-EOI/2022-23/..... cited above, we are pleased to enclose the following as our financial bid for your kind consideration:

Sl.	Vehicle Type	Monthly rate (Per month 2000 KMs LIMIT)		Per Day Rate (for 100 KMs 10 Hours)			Per Day Rate (Out Station 300 KMs LIMIT)		
		Monthly Charges	Extra KM Charges	Per Day Charges	Extra KM charges	Extra Hours charges	Per Day Charges	Extra KM charges	Driver Allowance / Halting Charges
1	Innova Crysta								
2	Swift Desire (AC)/or equal vehicle								
3	Honda city/or equal vehicle								
4	Verna/Etios/Amaze or equal vehicle								
5	Breeza/Creta/or equal vehicle								
6	Mahindra TUV/Bolero								

GST:

Other Terms:

Date:

Place:

Sign. Of Bidder with Stamp