



**SARDAR VALLABHBHAI PATEL  
UNIVERSITY OF AGRICULTURE & TECHNOLOGY  
MEERUT-250110**

**E-Bid Document**

*For*

विश्वविद्यालय में दैनिक किराये के आधार पर टैक्सी  
(कार/जीप/बस आदि) की व्यवस्था हेतु दर अनुबंध।

**Tender No : 05/SVP/2021-22**

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Note: The tenderer **should sign at each page of the tender and all its Annexure**. NO PAGE SHOULD BE REMOVED /DETACHED FROM THE TENDER DOCUMENT and all the TENDER DOCUMENT should be uploaded.



## **For the Visiting Contractor's of this e-Bid Document**

The Contractors/Firm/Bidders who are interested to participate in e-Bid are requested to get them registered at <https://etender.up.nic.in>.

The other important information is being mentioned below at a glance for the ease of e-Bid:-

Date of Inviting bid	:	14-09-2021
Bid closing date & Time	:	08-10-2021 at 10.00 AM
Date & time of opening bid	:	08-10-2021 at 12.00 PM
Cost of bid document/ e-Bid processing fee	:	<b>Rs. 1500/=</b>
Earnest money	:	Rs 16,100/=
Validity period	:	90 Days
Estimated cost of the work	:	Rs. 15.60 lakh
Pre Bid	:	28-09-2021 at 11.00 AM

Earnest Money and tender processing fee paid only online by the way of RTGS/NEFT

Name of Bank	:	State Bank of India
Account Name	:	e- Tender
Name of Branch	:	SVBP University of Agriculture & Technology, Modipuram Meerut
Account No	:	39740364864
IFSC Code No	:	SBIN0010653

The Bidder will ensure to deposit e-bid processing fee and earnest money amount separately in the above mentioned account. The details of transaction must be provided in technical bid uploaded. Technical & Financial bid must be filled (**with page number on each page of uploaded file**) and uploaded by tenderers on <http://etender.up.nic.in> before the closing date and time, the failure of following instructions may cause the rejection of the e-Bid.

# **INSTRUCTIONS TO BIDDERS (ITB)**

## **(A) THE BID DOCUMENT**

### **1) Cost of Bid Document/ e-Bid Processing Fee**

- i) The bidder shall bear all costs associated with the preparation and submission of its e-Bid. Sardar Vallabhbhai Patel University of Agriculture & Technology Meerut hereinafter referred to as "SVPUA&T MEERUT", will in no case be responsible or liable for these costs, regardless of the conduct or outcome of the e-Bid process.
- ii) This bid document is available on the web site <http://etender.up.nic.in> to enable the bidders to view, download the e-Bid document and submit e-Bids online up to the last date and time mentioned in e-Bid notice / e-bid document against this e-Bid. The bidders shall have to pay cost of bid document / e-Bid processing fee as per eTender Invitation Notice through NEFT/ RTGS only This cost of bid document/ e-Bid processing fee will be non-refundable. Bid without cost of bid document/ e-Bid processing fee will not be accepted.

### **2) Contents of e-Bid Document**

- i) The scope of work, e-Bid procedure and contract terms and conditions are prescribed in the e-Bid document. The e-Bid document includes:
  - (1) Invitation for e-Bid
  - (2) Section I : Instructions to Bidders;
  - (3) Section II : Conditions of Contract;
  - (4) Section III : Technical e-Bid (Applicable only for Works as mentioned in e-Bid Notice);
  - (5) Section IV : Financial e-Bid;
- ii) The bidder is expected to examine all instructions, forms, terms and specifications in the e-Bid document. Failure to furnish all information required as per the e-Bid document or submission of e-Bid not responsive to the e-Bid document in every respect will be at the bidder's risk and may result in rejection of the said e-Bid.

### **3) Amendment of e-Bid Document**

- i) At any time prior to the deadline for submission of e-Bid, SVPUA&T, MEERUT may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the e-Bid document by amendments. Such amendments shall be uploaded on the e-Procurement website <http://etender.up.nic.in> through corrigendum and shall form an integral part of e-Bid document. The relevant clauses of the e-Bid document shall be treated as amended accordingly.
- ii) It shall be the sole responsibility of the prospective bidders to check the website <http://etender.up.nic.in> from time to time for any amendment in the e-bid document. In case of failure to get the amendments, if any, SVPUA&T shall not be responsible for it.
- iii) In order to allow prospective e-Bidders a reasonable time to take the amendment into account in preparing their e-Bids, SVPUA&T, at his discretion, may extend the deadline for the submission of e-Bids. Such extensions shall be uploaded on the e-Procurement website <http://etender.up.nic.in>.

### **4) Language of e-Bid**

The e-Bid prepared by the bidder, as well as all correspondence and documents relating to the e-Bid exchanged by the bidder and SVPUA&T shall be written either in English or Hindi language. The correspondence and documents in Hindi must be accompanied by embedded/separate Hindi font files. Only English numerals shall be used in the e-Bid.

5) **Documents Constituting the e-Bid**

The eBid prepared by the bidder shall comprise the following components:

(a) **Prequalification :-**

- (i) **Fee Details** - It will consist of the cost of bid document/ e-Bid processing fee document and prescribed earnest money in prescribed form.
- (ii) **Eligibility Criteria** – It will consist of the details as per the Tender Document.

(b) **Financial e-Bid** - Financial e-Bid will comprise of:

- **Price Schedule/BOQ** - includes Price Schedule/BOQ in XLS/PDF format to be filled in after downloading from the e-Procurement website for this e-bid.

6) **e-Bid Form**

The bidder shall complete the e-Bid Form and the appropriate Price Schedule/BOQ furnished in the e-Bid document.

7) **e-Bid Currencies**

Prices shall be quoted / calculated in Indian Rupees only.

8) **Documents Establishing bidder's Qualification**

- i) The bidder shall furnish, as part of its Technical e-Bid, documents establishing the bidder's qualification to perform the Contract if its e-Bid is accepted. The documentary evidence should be submitted by the bidder electronically in the PDF format. . One copy of the technical bid alongwith all documents proof, shall be submitted by the successful bidder in the office of the Finance Officer, the failure of that may cause the rejection of the e-Bid.
- ii) The documentary evidence of bidder's qualification to perform the Contract if its e-Bid is accepted shall be as per Qualification Requirements specified in e-bid document.

9) **e-Bid Security/Earnest Money Deposit (EMD)**

- i) The bidder shall deposit e-Bid security/ EMD as per the e-Tender notice through NEFT/ RTGS only. The transaction detail must be provided along with the e-Bid.
- ii) Any e-Bid not secured in accordance with above shall be treated as non-responsive and rejected by SVPUA&T.
- iii) Unsuccessful bidder's e-Bid security will be returned promptly as possible after the acceptance of e-Bid.
- iv) The successful bidder's e-Bid EMD will be converted into security upon the bidder signing the Contract.
- v) The e-Bid security may be forfeited:

- (a) if a bidder (i) withdraws its e-Bid during the period of e-Bid validity specified by the bidder on the e-Bid Form; or (ii) does not accept the correction of errors or (iii) modifies its e-Bid price during the period of e-Bid validity specified by the bidder on the e-Bid form or
- (b) in case of a successful bidder, if the bidder fails:
  - (i) To sign the Contract with SVPUA&T.

**10) Period of Validity of e-Bid**

- i) e-Bid shall remain valid for 90 days after the date of e-Bid opening prescribed by SVPUA&T. An e-Bid valid for a shorter period shall be rejected by SVPUA&T as non-responsive.
- ii) In exceptional circumstances, SVPUA&T may solicit the bidder's consent to an extension of the period of e-Bid validity. The request and the response thereto shall be made in writing. A bidder may refuse the request without forfeiting its e-Bid security. A bidder granting the request will not be required nor permitted to modify its e-Bid.

**11) Format and Signing of e-Bid**

- i) The bidder shall prepare one electronic copy each of the Technical e-Bid and Financial e- Bid separately.
- ii) The e-Bid document shall be digitally signed, at the time of uploading, by the bidder or a person or persons duly authorized to bind the bidder to the Contract. The later authorization shall be indicated by a scanned copy of written power-of-attorney accompanying the e-Bid. All the pages/ documents of the e-Bid that are to be uploaded shall be digitally signed by the person authorized to sign the e-Bid.

**(B) SUBMISSION of e-Bid**

**1) Submission of e-Bid**

The Bid Submission module of e-Procurement website <http://etender.up.nic.in> enables the bidders to submit the e-Bid online in response to this e-bid published by SVPUA&T. Bid Submission can be done only from the Bid Submission start date and time till the Bid Submission end date and time given in the e-bid. Bidders should start the Bid Submission process well in advance so that they can submit their e-Bid in time. The bidders should submit their e-Bid considering the server time displayed in the e-Procurement website. This server time is the time by which the e-Bid submission activity will be allowed till the permissible time on the last/end date of submission indicated in the e-bid schedule. Once the e-Bid submission date and time is over, the bidders cannot submit their e-Bid. For delay in submission of e-Bid due to any reasons, the bidders shall only be held responsible.

The bidders have to follow the following instructions for submission of their e-Bid:

- i) For participating in e-Bid through the e-bidding system, it is necessary for the bidders, already registered with SVPUA&T, also to be the registered users of the e-Procurement website [http:// etender.up.nic.in](http://etender.up.nic.in). The bidders must obtain a User Login Id and Password by registering themselves if they have not done so previously for registration.
- ii) In addition to the normal registration, the bidder has to register with his/her **Digital Signature Certificate (DSC)** in the e-bidding system and subsequently he/she will be

allowed to carry out his/her e-Bid submission activities. Registering the Digital Signature Certificate (DSC) is a onetime activity. Before proceeding to register his/her DSC, the bidder should first log on to the e-bidding system using the User Login option on the home page with the Login Id and Password with which he/ she has registered.

For successful registration of DSC on e-Procurement website <http://etender.up.nic.in> the bidder must ensure that he/she should possess Class-2/ Class-3 DSC issued by any certifying authorities approved by Controller of Certifying Authorities, Government of India, as the e-Procurement website <http://etender.up.nic.in> is presently accepting DSCs issued by these authorities only. The bidder can obtain User Login Id and perform DSC registration exercise above even before e-Bid submission date starts. SVPUA&T shall not be held responsible if the bidder tries to submit his/her e-Bid at the last moment before end date of submission but could not submit due to DSC registration problem.

- iii) The bidder can search for active bids through "Search Active bids" link, select a bid in which he/she is interested in and then move it to 'My Bids' folder using the options available in the e-Bid Submission menu. After selecting and viewing the bid, for which the bidder intends to e-Bid, from "My Bids" folder, the bidder can place his/her e-Bid by clicking "Pay Offline" option available at the end of the view bid details form. Before this, the bidder should download the e-bid document and Price Schedule/Bill of Quantity (BOQ) and study them carefully. The bidder should keep all the documents ready as per the requirements of e-bid document in the PDF format except the Price Schedule/Bill of Quantity (BOQ) which should be in the XLS format (Excel sheet).
- iv) The bidder should read the Terms & Conditions carefully before proceeding to fill in the cost of bid document/ e-Bid processing fee and EMD payment details. After entering and saving the cost of bid document/ e-Bid processing fee and EMD details, the bidder should click "Encrypt & Upload" option given in the payment details form so that "Bid Document Preparation and Submission" window appears to upload the documents as per Technical (Fee details, Qualification details, e-Bid Form and Technical Specification details) and financial (e-Bid Form and Price Schedule/BOQ) schedules/packets given in the bid details. The details available in the scanned copy of bid form cost and of EMD shall be verified by SVPUA&T and in case of any discrepancy the e-bid shall be rejected.
- v) Next the bidder should upload the Technical e-Bid documents for Fee details (Cost of bid document/ e-Bid processing fee and EMD), Qualification details. Before uploading, the bidder has to select the relevant Digital Signature Certificate. He may be prompted to enter the Digital Signature Certificate password, if necessary. For uploading, the bidder should click "Browse" button against each document label in Technical and Financial schedules/packets and then upload the relevant PDF/XLS files already prepared and stored in the bidder's computer. The required documents for each document label of Technical (Fee details, Qualification details, e-Bid Form and Technical Specification details) and financial (e-Bid Form and Price Schedule/BOQ) schedules/packets can be clubbed together to make single different files for each label.
- vi) The bidder should click "Encrypt" next for successfully encrypting and uploading of required documents. During the above process, the e-Bid documents are digitally signed using the DSC of the bidder and then the documents are encrypted/locked electronically with the DSC's of the bid openers to ensure that the e-Bid documents are protected, stored and opened by concerned bid openers only.
- vii) After successful submission of e-Bid document, a page giving the summary of e-Bid submission will be displayed confirming end of e-Bid submission process. The bidder can take a printout of the bid summary using the "Print" option available in the window as an acknowledgement for future reference.
- viii) Department reserves the right to cancel any or all e-Bids without assigning any reason.

2) **Deadline for Submission of e-Bid**

- i) e-Bid (Technical and Financial) must be submitted by the bidders at e-Procurement website <http://etender.up.nic.in> not later than the prescribed date and time (as the server time displayed in the e-Procurement website).
- ii) SVPUA&T may, at its discretion, extend this deadline for submission of e-Bid by amending the e-Bid document, in which case all rights and obligations of SVPUA&T and bidders previously subject to the deadline will thereafter be subject to the deadline as extended.

3) **Late e-Bid**

The server time indicated in the Bid Management window on the e-Procurement website <http://etender.up.nic.in> will be the time by which the e-Bid submission activity will be allowed till the permissible date and time scheduled in the e-bid. Once the e-Bid submission date and time is over, the bidder cannot submit his/her e-Bid. Bidder has to start the Bid Submission well in advance so that the submission process passes off smoothly. The bidder will only be held responsible if his/her e-Bid is not submitted in time due to any of his/her problems/faults, for whatsoever reason, during e-Bid submission process.

4) **Withdrawal and Resubmission of e-Bid**

- i) At any point of time, a bidder can withdraw his/her e-Bid submitted online before the bid submission end date and time. For withdrawing, the bidder should first log in using his/ her Login Id and Password and subsequently by his/her Digital Signature Certificate on the e-Procurement website <http://etender.up.nic.in>. The bidder should then select "My Bids" option in the Bid Submission menu. The page listing all the bids submitted by the bidder will be displayed. Click "View" to see the details of the e-Bid to be withdrawn. After selecting the "Bid Withdrawal" option, the bidder has to click "Yes" to the message "Do you want to withdraw this bid?" displayed in the Bid Information window for the selected bid. The bidder also has to enter the bid Withdrawing reasons and upload the letter giving the reasons for withdrawing before clicking the "Submit" button. The bidder has to confirm again by pressing "Ok" button before finally withdrawing his/her selected e-Bid.
- ii) No e-Bid may be withdrawn in the interval between the deadline for submission of e-Bids and the expiration of period of e-Bid validity. Withdrawal of an e-Bid during this interval shall result in the bidder's forfeiture of his/her e-Bid security.
- iii) The bidder can re-submit his/her e-Bid as and when required till the e-Bid submission end date and time. The e-Bid submitted earlier will be replaced by the new one. The payment made by the bidder earlier will be used for revised e-Bid and the new e-Bid submission summary generated after the successful submission of the revised e-Bid will be considered for evaluation purposes. For resubmission, the bidder should first log in using his/her Login Id and Password and subsequently by his/her Digital Signature Certificate on the e-Procurement website <http://etender.up.nic.in>. The bidder should then select "My Bids" option in the Bid Submission menu. The page listing all the bids submitted by the bidder will be displayed. Click "View" to see the details of the e-Bid to be resubmitted. After selecting the "Bid Resubmission" option, click "Encrypt & Upload" to upload the revised e- Bid documents.
- iv) The bidders can submit their revised e-Bids as many times as possible by uploading their e-Bid documents within the scheduled date & time for submission of e-Bids.
- v) No e-Bid can be resubmitted subsequently after the deadline for submission of e-Bids.

## **(C) OPENING AND EVALUATION OF e-Bid**

### **1) Opening of e-Bid by SVPUA&T**

- i) SVPUA&T will open all e-Bids, in the presence of bidders' representatives who choose to attend at prescribed time on the prescribed date of opening at SVPUA&T office. The bidder's representatives who are present shall sign evidencing their attendance. In the event of the specified date of e-Bid opening being declared a holiday for SVPUA&T, the e-Bids shall be opened at the appointed time and place on the next working day.
- ii) The bidder's names and the presence or absence of repulsion e-Bid security and such other details as SVPUA&T at its discretion may consider appropriate, will be announced at the opening. The name of such bidders not meeting the requirement shall be notified.

### **2) Opening of Financial e-Bid**

- i) The financial e-Bids of qualified bidders shall be opened on the same day in the presence of bidders. The name of bidders, Price quoted for various items etc will be announced in the process.
- ii) SVPUA&T will prepare the minutes of the e-Bid opening.

### **3) Clarification of e-Bid**

- i) During evaluation of e-Bid, SVPUA&T may, at its discretion, ask the bidder for a clarification of his/her e-Bid. The request for clarification and the response shall be in writing.

### **4) Evaluation of e-Bid and Evaluation Criteria**

SVPUA&T will examine the e-Bid to determine whether they are complete, whether they meet all the conditions of the Contract, whether required cost of bid document/ e-Bid processing fee, e-Bid security and other required documents have been furnished, whether the documents have been properly digitally signed, and whether the e-Bids are generally in order. Any e-Bid or e-Bids not fulfilling these requirements shall be rejected.

### **5) Contacting SVPUA&T**

- i) No bidder shall contact SVPUA&T on any matter relating to his/her e-Bid, from the time of the e-Bid opening to the time the Contract is awarded. Any effort by a bidder to influence SVPUA&T in its decisions on e-Bid evaluation, e-Bid comparison or contract award may result in rejection of the bidder's e-Bid.
- ii) In the event of any information furnished by the agency is found false or fabricated the minimum punishment shall be debarred / blacklisting from SVPUA&T works and the legal proceeding can also be initiated.

## **(D) AWARD OF CONTRACT**

### **1) Award Criteria**



SVPUA&T will award the contract to the lowest evaluated successful Bidder whose bid has been determined to be responsive to all the conditions of the contract of the Bidding Document.

2) **Department's right to accept any e-Bid and to reject any or all e-Bids**

SVPUA&T reserves the right to accept or reject any e-Bid, and to annul the e-Bid process and reject all e-Bids at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders.

3) **Notification of Award**

- i) Prior to the expiration of the period of e-Bid validity, SVPUA&T will notify the successful bidder in writing by letter/e-mail/fax, that its e-Bid has been accepted.
- ii) The notification of award will constitute the formation of the Contract.

4) **Signing of Contract**

On completion of eTendering process a contract Agreement/Bond shall be drawn between the Finance Officer and the Contractor.



सरदार वल्लभभाई पटेल कृषि एवं प्रौद्योगिक विश्वविद्यालय,

मेरठ-250110

विश्वविद्यालय में दैनिक किराये के आधार पर टैक्सी  
(कार / जीप / बस आदि) की व्यवस्था हेतु दर अनुबंध।

## **TECHNICAL BID**

Tender No: 05/SVP/2021-22

01	फर्म का नाम एवं पंजीकरण संख्या			Page No
02	Goods & Service Tax (GST) पंजीकरण संख्या			
03	पैन संख्या			
04	वार्षिक टर्न ओवर रु 15.00 लाख प्रतिवर्ष .(Last Two Financial years / वित्तीय वर्ष 2017-18 एवं 2018-19) सी0ए0 द्वारा प्रमाणित	2017-18 (Financial Year)		
		2018-19 (Financial Year)		
05	गत 02 वर्षों का आई.टी.आर .(Last Two Financial years / वित्तीय वर्ष 2017-18 एवं 2018-19)	2018-19 (Assessment Year)		
		2019-20 (Assessment Year)		
06	सम्बन्धित कार्य में 02 वर्ष का अनुभव (Certificate/Documentary evidence of Government Organization/Public or Private Company/ recognized academic Institution and University)			
07	Duly attested self declaration/घोषणा पत्र on stamp paper of Rs. 10/-			
08	EMD(धरोहर धनराशि) UTR/Transaction No .....Amount..... Date.....Time.....Name of Bank.....			
	e-Bid Processing fee UTR/Transaction No .....Amount -1500/- Date.....Time.....Name of Bank.....			

1. तकनीकी बिड एवं निविदा के दस्तावेज को पूर्ण रूप से भरकर अपलोड किया जाना अनिवार्य है।
2. उपरोक्त के सम्बंध में **Fee-EMD** के लिये किये गये **RTGS/NEFT** का **UTR/Transaction No**, घोषणापत्र, साक्ष्य, स्वप्रमाणित प्रमाण-पत्र आदि अनिवार्य रूप से आनलाईन पोर्टल पर अपलोड किये जायें।
3. निविदा का परीक्षण उपरोक्त बिन्दुओं पर केवल अपलोड किये गये अभिलेखों से ही किया जायेगा।

Signature .....  
Name of Firm.....  
Address in Full.....  
Tel.No. (O) (Res).....

## विश्वविद्यालय में दैनिक किराये के आधार पर टैक्सी (कार / जीप / बस आदि) का विवरण

<b>Part "A" हायर करने हेतु टैक्सी:-</b>					
क्र.सं.	टैक्सी का नाम	नोन ए०सी०		ए०सी०	
(a)	इण्डिका / स्विफ्ट / वेगेनार आदि	200 km प्रतिदिन दूरी हेतु	200 km से अधिक दूरी हेतु प्रति किमी	200 km प्रतिदिन दूरी हेतु	200 km से अधिक दूरी हेतु प्रति किमी दर
(b)	इण्डिगो सी०एस० / स्विफ्ट डिजायर / टाटा जिस्ट आदि				
(c)	इनोवा / स्कोर्पियो / बोलेरो / मराजो आदि				
<b>Part "B" हायर करने हेतु बस:-</b>					
	वाहन (बस)	नोन ए०सी०		ए०सी०	
		300 km प्रतिदिन दूरी हेतु	300 km से अधिक दूरी हेतु प्रति किमी	300 km प्रतिदिन दूरी हेतु दर	300 km से अधिक दूरी हेतु प्रति किमी
(d)	DELUXE-50 Seater				
(e)	DELUXE-25-27 Seater (Mini Bus)				
<b>Part "C" For hiring taxi on monthly basis</b>					
	टैक्सी का नाम	नोन ए०सी०		ए०सी०	
(f)	स्विफ्ट डिजायर / टाटा जिस्ट / होन्डा अमेज आदि	2500 km प्रतिमाह अधिकतम दूरी हेतु		2500 km प्रतिमाह अधिकतम दूरी हेतु	
(g)	इनोवा / स्कोर्पियो / बोलेरो / मराजो आदि				

## नियम एवं शर्तें

1. पी0ओ0एल0 की दरों में परिवर्तन होने पर कोई अतिरिक्त भुगतान नहीं किया जायेगा।
2. प्रत्येक निविदा फार्म के साथ सेवा प्रदाता को धरोहर धनराशि रू0 16100.00 (रू0 सोलह हजार एक सौ मात्र) की ई0एम0डी0 (Earnest Money Deposit) के रूप में निविदा फार्म के साथ अनिवार्य रूप से संलग्न करनी होगी। असफल सेवा प्रदाताओं को निविदा प्रक्रिया पूर्ण हो जाने के बाद ई0एम0डी0 वापस कर दी जायेगी। सफल सेवा प्रदाताओं की यह धनराशि विश्वविद्यालय में जमा रहेगी जिसे टेण्डर अवधि पूर्ण होने के उपरान्त फर्म की लिखित मांग एवं संतोषजनक सेवाओं के होने पर वापिस किया जायेगा तथा सफल सेवाप्रदाताओं द्वारा टेण्डर अवधि से पूर्व गाड़िया हटाने पर यह धनराशि जब्त कर ली जायेगी।
3. सेवा प्रदाता को अपने PAN (परमानेंट एकाउन्ट नम्बर) का साक्ष्य निविदा के साथ संलग्न करना होगा
4. टेण्डर स्वीकृति उपरान्त जारी कार्यालय आदेश से एक वर्ष के लिये मान्य होगा। जिसे टेकेदार की सेवायें संतोषजनक होने पर आगामी वर्ष के लिये भी बढ़ाया जा सकता है। जिसमें पी0ओ0एल0 की दरों में परिवर्तन होने पर दर अनुबन्ध की दरों में अनुपातिक वृद्धि/कटौती की जा सकती है।
5. सेवाप्रदाता द्वारा टेण्डर में अंकित दरें सभी प्रकार के कर/जी.एस.टी. को सम्मिलित करते हुए अंकित की जाये। मासिक आधार पर हायर किये गये वाहनों द्वारा एक माह में 2500 किमी से अधिक दूरी तय करने पर 2500 किमी के अतिरिक्त दूरी का भुगतान किये जाने की दरें भी उल्लेखित करना अनिवार्य होगा।
6. सेवाप्रदाता को दूर एवं ट्रेवल्स का न्यूनतम तीन वर्ष का अनुभव होना चाहिए एवं वह किसी भी सरकारी विभाग से प्रतिबन्धित न हुआ हो।
7. सेवा प्रदाता द्वारा मासिक आधार पर उपलब्ध करायी गाडी टेण्डर अवधि में पूर्णतया विश्वविद्यालय के लिये ही उपलब्ध होगी।
8. वाहन की log book बनाना एवं पूर्ण कराना सेवा प्रदाता की जिम्मेदारी होगी।
9. मासिक भुगतान log book एवं duty slip प्रस्तुत करने पर मासिक आधार पर किया जायेगा।
10. दैनिक एवं मासिक भुगतान पर Tax at source की नियमानुसार विश्वविद्यालय द्वारा कटौती की जायेगी।
11. सेवा प्रदाता निविदा के साथ अपने उपयोग लाये जाने वाले सभी वाहनों की RC/Insurance/ Last service detail एवं अनुभवी चालकों का DL एवं कार्य अनुभव प्रमाण-पत्र का विवरण भी संलग्न करना होगा।
12. यदि सम्बन्धित निविदा फर्म का सवप कृषि वि0वि0, मेरठ के साथ किसी भी प्रकार का विवाद न्यायालय में लम्बित है तो उक्त फर्म को ठेका/ दर अनुबन्ध नहीं किया जायेगा।
13. किसी भी परिस्थिति में प्रथम सफल सेवा प्रदाता का अनुबन्ध निरस्त होने पर द्वितीय सफल सेवा प्रदाता को प्रथम सफल सेवा प्रदाता की स्वीकृत दरों पर अनुबन्ध करने का अधिकार विश्वविद्यालय को होगा।
14. आवश्यक Temporary Permit सेवा प्रदाताओं को आवश्यकता पड़ने पर आर0टी0ओ0 कार्यालय से अपने व्यय पर लेना होगा।
15. टैक्सी का रंग प्राथमिकता के आधार पर सफेद होना चाहिए तथा टैक्सी से आने जाने की दूरी (किमी) व समय विश्वविद्यालय के परिवहन पूल से मान्य होगी।
16. यदि अतिरिक्त गाड़ियों की आवश्यकता पड़ी, तो सेवाप्रदाता को गाड़ियां तुरन्त उपलब्ध करानी होगी जिस सेवा प्रदाता को ठेका मिलेगा यदि वह समय पर टैक्सी उपलब्ध (मौखिक/लिखित रूप

में विश्वविद्यालय की मांग पर) कराने में असमर्थ रहेगा तो उसी दर पर अन्य सेवा प्रदाता से टैक्सी ली जा सकती है।

17. वाहन, टैक्सी में रजिस्टर्ड होना चाहिये एवं वाहन एवं ड्राइवर का Insurance होना आवश्यक है। अनुभवी चालक को वरियता दी जायेगी। वाहन की साफ-सफाई की जिम्मेदारी भी चालक की होगी।
18. गाड़ी का मॉडल वर्ष 2016 या इसके बाद का होगा। वरियता नवीन वाहन को दी जायेगी।
19. ड्राइवर का वेतन, मरम्मत, सर्विसिंग, पीओएल0, Pollution Certificate, सर्विस टैक्स, इन्श्योरेंस आदि सेवाप्रदाता को ही वहन करने होंगे। दैनिक आधार पर वाहन हायर करने हेतु टोल टैक्स, स्टेट बार्डर टैक्स, वाहन पार्किंग चार्ज, ड्राइवर का नाइट चार्ज (रू0 200/- प्रति रात्रि 09:00 बजे पी0एम0 के बाद से लागू) विश्वविद्यालय द्वारा वहन किया जायेगा, जिसकी सत्यापित रसीद सेवा प्रदाता को बिल के साथ लगानी होगी। मासिक आधार पर हायर वाहन में ड्राइवर का नाइट चार्ज सेवा प्रदाता द्वारा वहन किया जायेगा।
20. चालक नशामुक्त होना चाहिए। चालक के नशे में होने की स्थिति में नियमानुसार कार्रवाई की जायेगी।
21. प्रत्येक मासिक वाहन के लिये नामित ड्राइवर अनुभवी, व्यवहार कुशल एवं साफ सुथरी यूनीफार्म में आने वाला होगा।
22. यदि यात्रा के दौरान रास्ते में टैक्सी (कार/जीप/बस) आदि खराब हो जाती है तो सेवाप्रदाता को सूचना (मौखिक/लिखित) मिलने पर तुरन्त बदलकर दूसरी टैक्सी (कार/जीप/बस) आदि की व्यवस्था करनी होगी जिसके लिए उसे कोई अतिरिक्त भुगतान नहीं किया जायेगा। मासिक अनुबन्ध के अर्न्तगत सेवा प्रदाता द्वारा वैकल्पिक वाहन उपलब्ध न कराये जाने की स्थिति में मासिक भुगतान का 10: हायरिंग चार्ज काट लिया जायेगा। माह में एक से अधिक बार इसकी पुनरावृत्ति होने पर क्रमशः 20:, 30: कटौती कर ली जायेगी। साथ ही अनुबन्ध की अवधि में 5 या उससे अधिक बार ऐसा होने पर विश्वविद्यालय को धरोहर राशि जब्त करके अनुबन्ध निरस्त करने का अधिकार होगा।
23. सेवा प्रदाता द्वारा प्रस्तुत सशर्त निविदाएँ स्वीकार नहीं होगी।
24. विश्वविद्यालय एवं सेवा प्रदाता के बीच हुए अनुबन्ध को स्वीकृत/अस्वीकृत/निरस्त करने का पूर्ण अधिकार (बिना किसी कारण बताएँ) मात्र विश्वविद्यालय के माननीय कुलपति जी को होगा।
25. विश्वविद्यालय को बिना कारण बताये 15 दिवस की नोटिस अवधि पर अनुबन्ध निरस्त करने का अधिकार होगा।
26. कोई भी वाद-विवाद होने पर उसका निस्तारण मेरठ कोर्ट के माध्यम से किया जायेगा।

Signature .....  
Name of Firm.....  
Address in Full.....  
Tel.No. (O) (Res).....

**फर्म द्वारा रूपये 10/- के स्टाप पेपर पर नोटरी सहित दिया जाना वाला  
घोषणापत्र का प्रारूप**

(नोट :- घोषणा पत्र स्टाम्प पेपर पर ही उपलब्ध कराना अनिवार्य है। स्टाम्प पेपर के साथ सादे कागज पर नोटरी कराकर संलग्न करना सही नहीं माना जायेगा।)

**(घोषणा –पत्र)**

मैंने (श्री..... पता.....  
.....) निविदा-प्रपत्र में दरों को अपलोड करने से पूर्व सभी कार्यों के सम्बन्ध में सभी दिशा निर्देश एवं शर्तों की भली-भांति अध्ययन करके अपने पूर्ण ज्ञान एवं विश्वास से किया है। साथ ही यह भी घोषणा करता हूँ कि मुझे कृषि सम्बन्धित कार्य कराने का अनुभव है तथा मैं धान रोपाई सम्बन्धित कार्य कराने में सक्षम हूँ। मैं यह भी घोषणा करता हूँ कि मेरा सरदार वल्लभभाई पटेल कृषि एवं प्रौद्योगिक विश्वविद्यालय, मेरठ के साथ किसी भी प्रकार का विवाद नहीं है और न ही किसी न्यायालय में विश्वविद्यालय से सम्बन्धित कोई विवाद लम्बित है।

अपलोड किये गये सभी प्रमाण-पत्रों की सत्यापित छाया प्रतियां संलग्न कर दी हैं। यदि मेरे द्वारा कोई तथ्य छिपाया गया हो अथवा झूठा/गलत तथ्य प्रेषित किया गया हो अथवा आवंटन उपरान्त कोई तथ्य गलत पाया जाता है तो कृषि विश्वविद्यालय किसी भी प्रकार का निर्णय लेने के लिये स्वतंत्र है। जिसे मैं पूर्ण रूप से मानने के लिये अपनी स्वीकृति प्रदान करता हूँ। इस निविदा में दी गई दरें आगामी 06 माह की अवधि तक प्रभावी होगी।

**(हस्ताक्षर)**

ठेकेदार का नाम एवं पूर्ण पता

## GENERAL INSTRUCTIONS

1. The work Contract concluded as a result of this Tender Inquiry shall be governed by the "Terms & Conditions" and other relevant instructions as contained in this Tender Document.
2. The prices/rates quoted should be indicated in words as well as in figures and in INR only.
3. Tenderers are requested to quote their prices on a firm & fixed basis only for the entire period of the Rate Contract. Tenders of the firms received with prices quoted on variable basis shall be rejected straightaway.
4. Quotations qualified by such vague and indefinite expressions such as "*subject to prior Confirmation*", "*subject to immediate acceptance*" etc. will be treated as vague offers and rejected accordingly.
5. Tenderers are requested to enclose a copy of their valid certificate of PAN No./GST with their tender.
6. Tenders received without depositing e-Bid processing fee/ EMD amount will not be considered at all.
7. Ensure that all documents duly completed and signed are returned with their offer, failing which, the tender is liable to be treated as incomplete and ignored.
8. Tenderers may note that if the date of tender opening given in this Tender Document is declared a closed holiday by the State Government, the tender shall be opened on the next working day at the same timing. In such an event the closing hours for receipt of tenders in SVP/UA&T, Meerut will stand automatically extended up to 1500 hours of the next working day.
9. Acceptance of Late/delayed hard copy of tenders received in University due to any reason will be at sole discretion of tender Technical Committee.
10. Tendering firms are at liberty to be present or authorize a representative to be present at the opening of the tender at the time and date as specified in the Schedule. The name and address of the representative authorized to attend the opening of the tender on behalf of a tendering firm should be indicated in the tender. The representative so deputed should also bring with him a letter of authority from the firm for having been authorized to be present at the time of opening of tender. The name and address of permanent representative of the firm, if any, should also be indicated in the tender. Representatives of firms who have not submitted the tender or representatives not possessing authority letter from the tenderer or outsiders shall not be allowed to attend the tender opening.
11. Rates should be quoted on a firm & fixed price basis. Request for enhancement of contracted rates shall not be considered under any circumstances. Rates should be quoted for the goods of specific brand where the brand name is specified and the rates should not be above MRP. It may be noted that no compromise on quality would be made and no firm will be permitted to change the specifications mentioned in the tender notice and if any firm submits the quotations with changed specification, their quotations will be rejected.
12. The Firms should give a declaration along with their Technical Bids that rates quoted in their Financial Bids are firm / valid for a minimum of 06 months from the date of opening of the Tender.
13. This tender is non-transferable.

14. Terms & Conditions as set out in this Tender Document shall have to be complied with by the tendering firm. Offers not complying with such terms & conditions shall be ignored / rejected at the discretion of this University.
15. Only Tenders received in the format prescribed in this tender document shall be considered. Tenders not received in the prescribed format shall be ignored and no correspondence in this regard will be entertained. Telegraphic/Telex/Fax/E-mail/Letterhead / Quotations will not be accepted and ignored straightaway.
16. Tenders received after closing date and time prescribed in this tenders enquiry shall **NOT** be accepted under any circumstances.
17. This University reserves the right to reject any tender/all tenders in full or part thereof without assigning any reasons.
18. Not with standing the above, the University reserves the right to Seek previous work orders, references etc. and to accept or reject any quotations and to cancel he process and reject all tenders at any time prior to award of contract.
19. **The tenderer(s) whose rate is accepted will be notified for the award of contract by the University prior to expiration of the tender validity period. The terms and conditions stipulated in the tender document shall be fully applicable to the resultant contract and taken as an integral part of the contract concluded on the basis of this Tender Enquiry.**
20. While submitting the tender for this work, the tenderers will be **deemed to have read, understood and accepted** all the items and conditions stated in the tender document. Any doubts or clarifications with regard to the interpretation of the Terms & Conditions stipulated in this Tender Enquiry, may be got clarified from SVP/UA&T, Meerut at least 03 days before tender closing date. Requests for postponing the tender opening date for the same shall not be accepted.
21. The Annual Rate Contracts shall be valid for the period of one year from the date of awarding the Contracts. The Annual Rate Contract awarded as a result of this Tender Enquiry will be in the nature of a Standing offer. Actual Supply Order may be placed from time to time against the RCs concluded on the basis of such rate contract(s). No guarantee can be given as to the minimum or actual services usage.
22. Return of EMD to the unsuccessful bidders will be initiated immediately after award of the Rate Contract to successful bidders.
23. University reserves the right to conclude parallel Rate Contracts with a number of suppliers and place Orders on any of such firm that may be the most economical to it or suitable to its requirements.
24. If the successful Bidder fails to fulfill his obligations under this Tender i.e., Non-adherence to terms and conditions contained in this Tender, the University after due notice to the Supplier may blacklist the firm. In such events, the Contract will stand terminated and the EMD/Performance Securities of such Firm shall be forfeited.
25. In the event of any disputes arising out of the execution of Rate Contracts/Supply Orders, the matter will be referred to Vice Chancellor.
26. For judicial adjudication, the disputes, if any, arising out of the Contract/Service Orders against the Rate Contract will be subject to the jurisdiction of the Courts in Meerut only.
27. Authorized Signatory/ Signing of Tender: Individual signing the tender or other documents connected with contract must specify the capacity in which the tender documents are signed



as:

- a) a sole proprietor of the concern or constituted attorney of such sole proprietor;
- b) a partner of the firm, if it be a partnership firm, in which case he must have authority to execute contracts on behalf of the firm and to refer to arbitration disputes concerning the business of the partnership either by virtue of the partnership agreement or by a power of attorney duly executed by the partners of the firm.
- c) Director or a principal officer duly authorized by the board of Directors of the Company, if it is a company.

**NOTES:**

- a) In case of partnership firms, a copy of the partnership agreement, or general power of attorney duly attested by a Notary Public, should be furnished on stamped paper duly sworn or affirmed by all the partners admitting execution of the partnership agreement or the general power of attorney. The attested copy of the certificate of registration of firm should also be enclosed along with the tender.
- b) In case of partnership firms, where no authority to refer disputes concerning the business of partnership firm has been conferred on any partner, the tender and all other related documents must be signed by all partners of the firm.
- c) A person signing the tender form or any documents forming part of the tender on behalf of another person should have an authority to bind such other person and if, on enquiry it appears that the persons so signing had no authority to do so, S.V.P.U.A.T. Meerut may, without prejudice, cancel the contract and hold the signatory liable for all costs, consequences and damages under the civil and criminal remedies available.

**28. The tenderer should sign at each page of the tender and all its Annexure. NO PAGE SHOULD BE REMOVED /DETACHED FROM THE TENDER DOCUMENT.**



**SARDAR VALLABHBHAI PATEL UNIVERSITY OF AGRICULTURE &  
TECHNOLOGY MEERUT-250110**

**Mandate form for e-Payment**

1	Name of the Firm, Company/Institute/Person	
2	Address	
3	Email ID	
4	Contact Number	
5	PAN Number	
6	GST Number	
7	Account Number	
8	Account Type	Saving/ Current
9	IFSC Code (11 Digit)	
10	Name of the Bank	
11	Branch Address and City	
12	Branch Code	

**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 Comptroller, SVP University of Agriculture & Technology, Meerut 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 of the Firm/Company/Institute/Person

**Signatures of the bidders**