

# TENDER FOR PROVIDING OF BUS SERVICES IN THE CENTRAL UNIVERSITY OF HIMACHAL PRADESH

हिमाचल प्रदेश केन्द्रीय विश्वविद्यालय

Central University of Himachal Pradesh

(Accredited by NAAC with 'A+' Grade with CGPA of 3.42)

Vice-Chancellor Secretariat, Near HPCA Cricket Stadium, Dharamshala, District Kangra (HP)-  
176215

Phone No. 01892 - 229574, Fax No. 01892 – 229330, E-mail ID: registrar@hpcu.ac.in

## **TENDER DOCUMENT FOR PROVIDING OF BUS SERVICES AT CENTRAL UNIVERSITY OF HIMACHAL PRADESH, DISTT. KANGRA H.P.**



REFERENCE NO.	_____/2025/CUHP/GeM/NIT (Buses)/
DATE OF ISSUE OF TENDER	23.05.2025
LAST DATE FOR RECEIPT OF TENDER DOCUMENT	03 .06.2025(03:00 PM)
TIME AND DATE FOR OPENING OF THE TENDER (Technical bid)	03. 06.2025(03:30 PM)
ESTIMATED CONTRACT VALUE	Rs. 90 Lakhs
PLACE OF OPENING OF THE TENDER	Central University of Himachal Pradesh, Vice-Chancellor's Secretariat near HPCA Cricket Stadium, Dharamshala, District Kangra H.P.
ADDRESS FOR COMMUNICATION	The Registrar, Central University of Himachal Pradesh, Vice-Chancellor's Secretariat near HPCA Cricket Stadium, Dharamshala, District Kangra H.P.-176215.

## TENDER FOR PROVIDING OF BUS SERVICES IN THE CENTRAL UNIVERSITY OF HIMACHAL PRADESH

The bidders are required to read the eligibility criteria, instructions contained herein, and terms and conditions and ensure compliance before submitting their bid. In case of non-compliance and deficit information, the bid shall be rejected outrightly and no communication shall be entertained thereafter or otherwise.

### ELIGIBILITY CRITERIA CUM TERMS AND CONDITIONS FOR ENGAGEMENT OF AN AGENCY FOR PROVIDING BUSES ON HIRING BASIS:

1. The participating bidder should be a Sole Proprietor/ Partnership firm/ Company/ Corporation. The bidder should submit an **affidavit duly notarised**, in case of proprietor firm/ duly self-attested copy of partnership deed and registration certificate (for partnership firm)/ duly self-attested copy of MoA and registration certificate of the firm (for Pvt. Ltd/Pub. Ltd. Company/Corporation).
2. The bidders should have vehicles of model not older than **1<sup>st</sup> January 2023**, vehicle should be in the name of proprietor/partners of the firm. Details of the vehicles should be indicated.
3. The bidder must enclose Copy of Vehicle Registration Certificate, Insurance Certificate in favour of proprietor/partners/firm as documentary evidence in support of each vehicle.
4. The bidder should not have been debarred or blacklisted by any Central/State Governments Departments/Autonomous University/Educational Institution in India. An affidavit to that effect on letter head should be submitted in original with the EMD. The format of the affidavit is attached with the tender as **Annexure C**.
5. The bidders should have average annual turnover of **36 Lakhs** in transport services for the last three financial years, i.e. 2022-23, 2023-24 & 2024-25 duly audited by the CA and **should not be less than Rs. 36 Lakhs**. Further, the firm/company should not be a loss-making company in the last three years.
6. The bidder should have experience of at least **05 years** for providing buses on rental basis to central/state government/Public sector/Banks/Autonomous bodies etc. Copies of the contract awarded to them / satisfactory performance certificate from the organisation must be submitted as a proof in support of the experience regarding providing of transportation service. In absence of the same, experience will be considered as NIL and the bid may also be rejected.
7. The Central University of Himachal Pradesh, Dharamshala reserves the right to reject in full or part, any or all bids without assigning any reason thereof at any stage.
8. The bidder should have a solvency of **Rs. 36 Lakh**. A certificate to this effect is to be provided duly issued by their banker.
9. PAN Card and GST registration certificate should be provided.

**Note: Annexure B** to be provided in respect of the above eligibility. If any bidder/contractor(s) fails to meet any of the above eligibility criteria, his/her proposal will not be considered for further evaluation.

#### 10. Vehicle requirements

S.No	Vehicle Type	Qty.	Uses
<b>A</b>	<b>Buses on monthly basis</b>		
1	Bus up-to 37seater	4 Nos.	2,500 KM Per Bus in a month

- If needed, the vendor should be able to provide more vehicles at the same rates and terms and conditions;
  - Also, this office may surrender one or all of the vehicles, if not needed by this office.
11. Bidder should submit their bid well within the stipulated time and avoid last hour rush. No request for extension of bid submission time shall be entertained individually. However, in case of lack of competition, the University authorities may decide to extend the bid submission time. Bidders are required to visit the GeM portal and the University website i.e. [www.cuhimachal.ac.in](http://www.cuhimachal.ac.in) for such updates.
12. The Processing fees amounting to **Rs. 1000/- (+ 18% GST)** should be in the shape of Bank Demand Draft in favour of the Finance Officer, Central University of Himachal Pradesh, Dharamshala.
13. **Earnest Money Deposit (EMD):** Bidder should furnish an EMD of a refundable amount of Rs. 1,80,000/- (Rupees One lakh Eighty Thousand Only) in the shape of DD/FDR from a scheduled / nationalised bank drawn in favour of "The Finance Officer, Central University of Himachal Pradesh" payable at Dharamshala. Copy of the EMD should be uploaded in the Technical Bid and original to be submitted in sealed envelope super-scribed as EMD for GeM Bid No. ----- dated 20.05.2025" to the Central University of Himachal Pradesh. Failing to deposit Earnest Money Deposit will lead to rejection of tender.
- **Note:** Processing fees and EMD as stated at Sr. No. 12 & 13 above should be placed in sealed envelope and address to:
- The Registrar,**  
Central University of Himachal Pradesh, Dharamshala, District Kangra H.P.-176215.
14. While submitting the bid, the bidder are required to submit an undertaking on their firm letterhead as under:  
"The terms & conditions mentioned in the tender document against which the rate is being offered are accepted to the firm".

15. In case bidder do not give this undertaking, their offer will not be accepted and bid may also be rejected.
16. The requirement of vehicles mentioned in the tender is approximate and may vary as per requirement of the University at the time of placing order.
17. **Arbitration Clause:** In case of any dispute or difference arising out of or in connection with the tender conditions, job order and contract, the University and the contractor will address the dispute/difference for a mutual resolution and failing which, the matter shall be referred for arbitration to a sole arbitrator to be appointed by the University. The Arbitration shall be held in accordance with the provisions of the Arbitration and Conciliation Act, 1996 and the venue of arbitration shall be at Dharamshala. The decision of the Arbitrator shall be final and binding by both the parties.
18. **Jurisdiction:** Courts at Dharamshala will only have the jurisdiction for the dispute between parties arising out of this tender/contract/agreement.
19. **Clarification:** The prospective Transporters requiring any clarification regarding the tender document are requested to contact the Registrar, Central University of Himachal Pradesh, Dharamshala at telephone 01892-229574 and email [registrar@hpcu.ac.in](mailto:registrar@hpcu.ac.in) within 3 days from the date of the publishing of the bid. Clarification beyond this time shall not be entertained. Response will be given by email for its clarification.
20. All vehicles provided to Central University of Himachal Pradesh should be in excellent roadworthy and running condition and should be of model not older than 1<sup>st</sup> **January 2023**, as given in the technical and financial bids of the tender document with good interiors, free from any past history of accidents and fully insured, including third party.
21. Only inspected and approved vehicles will be sent for service on regular basis. Vehicles sent as replacement/standby will also be subjected to inspection and approval. University reserves the right to inspect all / any vehicle at any time during the trip.
22. The vehicles shall run as per the schedule decided by the University. The vehicles will be deployed even on Sundays/ Holidays as per the University requirements including special duties over and above scheduled requirements as and when needed. The schedule might have timings late in the evening or early in the morning. Hence, the Contractor should have sufficient number of drivers during these hours. The Contractor should strictly follow the schedule. Exact Kms. covered will be entered in the log book(s) on daily basis. The vehicles sent for services should have neat and hygienic seat covers, fire extinguisher units, first aid box, CCTV camera etc. A banner plate denoting that the vehicles are on Central University of Himachal Pradesh duty should be placed as per govt. rules/instructions.
23. All vehicles deployed for transportation must have a **pollution-free certificate**.

24. The Contractor is required to submit the copies of road tax to be deposited in the office of RTO Office, Dharamshala on regular basis.
25. Drivers deployed by the agency on the buses should have a valid commercial HMV driving license and they must be regular employees of the agency. All drivers must be physically and mentally fit for rendering services. **Medical fitness certificate issued by Chief Medical Officer/Medical Superintendent** for each of the Drivers to be provided. If any driver is found not fit or their behaviour is not satisfactory the replacement of the driver to be provided. **Driver must be in proper uniform (dress).**
26. In case of any delays/breakdown/non-reporting of the vehicle, the information should immediately be passed on to the "Authorized Person" appointed by Central University of Himachal Pradesh and suitable replacement has to be arranged as early as possible by the Transporter.
27. The University will have summer and winter vacations of 6 weeks and 2 weeks in months of June-July and December-January respectively. During the vacations the requirement of buses & Buses will be reduced. Payments for the vacations, therefore, will be for the actual number of Kms. per vehicle.
28. The Contractor must ensure that driver(s) is/are not under the influence of alcohol or other intoxicants while performing their duties for the University. University reserves the right to check randomly the drivers for the alcohol contents through breath analyser. **Consumption of alcohol/smoking and other prohibited items are strictly prohibited inside vehicle.** The Contractor should ensure that the drivers should not play cards, gambling, or any antisocial activities during duty hours and such activities are prohibited even after duty hours. They shall **not use unprofessional/ casual/ abusive language inside the vehicles during the services rendered at the University.**
29. The Contractor shall solely be responsible for accidents, if anything happens. University will not be responsible for any litigation whatsoever under any circumstances.
30. The Contractor must not deploy any driver:
  - (i) who has not completed eighteen years of age, or
  - ii) who does not possess a valid driving license, or
  - (iii) has experience of less than three years.
31. The Contractor shall comply with all the statutory regulations related to the business. University shall not be responsible for any liability in this regard for any fault of the transporter. Any Contractor proposing to provide three or more vehicles shall depute a transport supervisor with adequate experience for single point interaction and coordination with the University. The transport supervisor will also handle queries from Central University of Himachal Pradesh community regarding schedule and other transport related issues.

32. The operation and function of vehicles and drivers shall be governed by Motor Vehicles Act and rules /guidelines/directions issued by the State/Central Govt. in this regard. It shall be the sole responsibility of the contractor to abide with these rules/guidelines/directions issued by the State/Central Govt. from time to time. Any violation of traffic rules can invite penalty that would be solely borne by the Contractor. The Central University of Himachal Pradesh shall not have any obligation in this regard.
33. The bus provided to the University shall not be utilized by the Contractor for any other purpose than the requirement of the University during the contract duration and shall always remains at the disposal of the University.
34. Contractor will have to park the buses at the Central University of Himachal Pradesh campus except when sent for maintenance, off-campus night halt or other purpose of the University. Parking outside the Central University of Himachal Pradesh shall be arranged by the contractor at his own cost and risk, when send for off-campus night halt and other purposes. Buses should be made available at starting point in the Central University of Himachal Pradesh at least 10 minutes before time of start.
35. **Penalty:**
- (i) Penalty of Rs. 500/- per day for a bus will be imposed on service provider where the bus is found running late for more than half hour except due to the reasons of force majeure event. In case, no bus is provided due to fault of Service Provider/Bidder, no payment will be made for that particular day and penalty as per above will be imposed on service provider.
  - (ii) In case of part journey already covered before down & service provider fails to provide the substitute bus then the payment for the kms covered by the bus from the point or origin to the point where the breakdown occurred will not be made.
  - (iii) If service provider fails to ply the buses/ bus due to natural calamity, no penalty will be imposed.
  - (iv) In case where the bus/buses are not plied due to strike/go/slow/lock out or any reasons on the part of service provider, no payment shall be made for the same and penalty shall be levied.
  - (v) Any penalty on account of operation of buses whatsoever shall be imposed by the officer of level not below the rank of DSW of CUHP and intimation regarding such penalty shall be given to service provider well in time.
36. **Award of Contract:**
- a) The terms of the contract shall be for the period of one year from the date of award of contract, extendable for a further period of one year on the same terms and conditions on satisfactory performance as per mutual consent of the Central University of Himachal Pradesh and the owner.
  - b) In case the period of contract is extended further by the University in

consultation with the Contractor; the validity of performance guarantee shall also be extended by the contractor accordingly, so that such performance security shall remain valid for a period of sixty days after the expiry of the obligations of the contractor for the extended period.

c) Tax payment is sole responsibility of Contractor. Any changes in tax should not be claimed from Central University of Himachal Pradesh.

**37. Performance Guarantee:**

a) The Contractor shall provide Performance Guarantee (PBG) @3% of the estimated Annual Contract Value in terms of Fixed Deposit Receipt made in any of the Nationalized bank, pledged in favour of "Finance Officer, Central University of Himachal Pradesh" within 20 days of award of the contract.

b) The performance security, as furnished by the Contractor, shall remain valid for a period of **sixty days beyond the date of completion of all contractual obligations** of the Contractor under the agreement to be executed by and between the University and the Contractor.

**38. Refund of EMD:** The earnest money deposit of the unsuccessful bidder will be refunded without any interest within 30 days of award of the contract. The earnest money deposit of the bidder, whose tender has been accepted, will be returned on the submission of performance security. Earnest money deposit of the successful Contractor will be forfeited, in case of default as defined in point 28 below.

**39. Default:** The Contractor will have to forfeit to the University, the Earnest Money Deposit (EMD) for an amount of **Rs. 1,80,000/- (Rupees One Lakh Eighty Thousand only)** in case of default which is considered for the purpose of this tender/contract in case of, any or all of the following events:-

- a) Failing to provide transportation service as per the contract within three days of award of the contract.
- b) Failure to provide Performance Guarantee as given in Point 36 above within stipulated time frame.
- c) Furnishing false information to secure this contract, which may be found during the tendering process or at a later stage during the operation of the contract.

**40.** In case of change in requirements/for any other reason, the University reserves the right to either increase/decrease the number of vehicles or terminate the contract by giving 30 days' notice and without assigning any reason whatsoever.

**41. Payment Schedule:** Payment requests for monthly bills are to be submitted by the Contractor by 5<sup>th</sup> of the following month. Payment shall be released within fifteen – twenty days from the date of verification of bill(s) and subject to satisfactory performance of duties as per the contract. Amount on account of penalty as listed above will be deducted from the payable amount.

**42.** The Central University of Himachal Pradesh reserves the right to cancel the tender at any stage (point of time) without assigning any reason thereof.

43. Bidders should go through the tender terms, conditions and specifications carefully and fill in the attached compliance statement accurately and unambiguously. They should ensure that all the required documents are furnished along with the bid.
44. If any condition stipulated above is found violated, the bid shall be straightway rejected.

**Registrar**  
**Central University of Himachal Pradesh**



**Technical Bid**

**(Please refer page 1 and provide all document as asked for therein)**

1. Name of the Transporter:\_\_\_\_\_
2. Address of the Contractor(with proof):
3. Contact details of the Transporter:  
Tel. No. with STD  
(O) \_\_\_\_\_ (Fax) \_\_\_\_\_ (R) \_\_\_\_\_  
Mobile No. \_\_\_\_\_ E-mail Id \_\_\_\_\_ Website \_\_\_\_\_
4. Name of Proprietor/Partner/directors of the firm/agency:  
\_\_\_\_\_  
\_\_\_\_\_
5. Transporter's bank details with branch and his current account number: (A cancelled cheque must be supplied in support of details)  
\_\_\_\_\_  
\_\_\_\_\_
6. Registration and incorporation particulars of the Contractor indicating legal status such as company, partnership/proprietorship concern etc. (Please attach copies of the relevant documents/certificates).
7. EMD / Bid Security Submitted – Yes / No (Please mention if exemption sought from EMD).
8. CST/GST/Excise Duty/TIN etc. registration details for providing transportation services (please attach copies of all relevant documents/certificates).
9. Copies of PAN/Income Tax Circle of the Transporter.
10. Copies of Income tax Returns filed for the last three years should be attached.
11. Bank Solvency Certificate from the banker of which the account details are given by the Transporter.

12. **CHECK LIST FOR TECHNICAL EVALUATION OF MARKS (DULY SUPPORTED BY THE DOCUMENTARY PROOF FOR EACH CRITERION)**

Sl.	CRITERION (Marks Range)	Document Provided / Not Provided
a)	Annual Turnover certified by authorised C.A.	
b)	Experience in operating buses (In Number of years), proof thereof.	
c)	List of total Number of Buses proposed to be provided by the Transporter	
d)	Non-Blacklist Certificate on e-Stamp Paper <b>duly notarized</b> valid within three months from issuance of this tender.	
e)	The bidder(s) are required to provide Registration Certificate of the firm issued by the Competent Authority.	
f)	The bidder(s) are required to provide the separate list of name of Owner, Regn. No. & date of the Vehicles on <b>urgently basis</b>	A separate list may be provided as per <b>Annexure-D</b> below)
g)	Name of Owner/Prop. Of the Bus	
h)	Model No. of vehicle to be provided in the University (Model should not below the year of Jan, 2024)	

***The details of vehicles and image of its RC must be provided or uploaded on the website in crystal clear to verify the eligibility of the vendor. Kindly provide the GPA/SPA in case of Proprietor/firm. Further, any type of conditional clause shall not be entertained at any stage.***

13. Providing of Declaration Certificate on urgently basis regarding blacklisting or otherwise by any Central/State Governments Departments/Autonomous University/Educational Universities in India as given in **Annexure C**.

14. The tender document (all pages) **duly signed and stamped** as proof of having read the contents therein and in acceptance thereof should be enclosed.

15. Details of Award / Certificates of merit etc, if any, received from any organization (Please attach copy of the certificates, if any).

Date: 20.05.2025  
Place: Dharamshala

-Sd/-  
Signature of authorised signatory  
Name and address of the bidding firm

## **Annexure-B**

The following evaluation formula shall be used to determine the lowest bid:

### **1. Hiring of Vehicles on monthly Basis (Bus up to 37 seater);**

	<b>Particulars(A)</b>	<b>Approx. Quantity (B) (per month)</b>	<b>Total (AxB) (Rs./month)</b>
1	Rate for one vehicle for first 2,500 Kms per month, say Rs."P".	4	4xP
2	Rate beyond first 2,500 Kms, say Rs.Q per Kms.	1Km	1xQ
<b>Total Evaluated Cost(A2)=</b>			<b>4xP+1xQ</b>

#### **Note:**

- 1. Rates quoted by the vendor should be inclusive of all kind of taxes and statutory liabilities. The quoted price should be final amount to be paid.**
- 2. The Contractor should quote the rate on monthly basis.**
- 3. Any deviation like per hrs rates etc. shall not be considered at any stage. The rate for first 2500 kms per month per bus shall be calculated only.**

**Declaration Regarding Blacklisting / Debarring For Taking Part in Tender.**

**(On e-Stamp Paper duly notarized)**

I/We \_\_\_\_\_ (Transporter) hereby declare that my/our firm/agency namely M/s \_\_\_\_\_ has not been blacklisted or debarred in the past by Union / State Government or organization from taking part in Government tenders in India.

**(Or)**

I / We \_\_\_\_\_ (Transporter) hereby declare that my/our firm/agency namely M/s. \_\_\_\_\_ was blacklisted or debarred by Union / State Government or any Organization from taking part in Government tenders for a period of \_\_\_\_\_ years w.e.f. from \_\_\_\_\_ to \_\_\_\_\_. The period is over on \_\_\_\_\_ and now the firm/agency is entitled to take part in Government tenders.

In case the above information found false I/We are fully aware that the tender/contract will be rejected / cancelled by Registrar, Central University of Himachal Pradesh and EMD / performance security shall be forfeited.

CENTRAL UNIVERSITY OF HIMACHAL PRADESH, DHARAMSHALA reserves the right to reject in full or part, any or all bids without assigning any reason thereof at any stage. CENTRAL UNIVERSITY OF HIMACHAL PRADESH, DHARAMSHALA reserves the right to assess the Bidder's capabilities and capacity. The decision of CENTRAL UNIVERSITY OF HIMACHAL PRADESH, DHARAMSHALA shall be final and binding and the University also reserves the right to reject the Bid and forfeit the EMD.

In addition to the above, Registrar, Central University of Himachal Pradesh, will not be responsible to pay the bills for any completed / partially completed work.

Name \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

**Annexure-D**

To be provided by the Authorised Owner of the vehicle:

<b>Sr. No.</b>	<b>Name of Owner of Vehicle</b>	<b>Vehicle No. and its Model</b>	<b>Dated of Registration</b>
1.			
2.			
3.			