

**PONDICHERRY UNIVERSITY
TRANSPORT SECTION**

**NOTICE CALLING FOR RATES FOR HIRING VANS
FOR KARAIKAL CENTRE**

Pondicherry University invites quotations from reputed van operators in the prescribed format for hiring passenger Van (20 seat capacity vans) on rate contract basis for the transport of Students, Teachers, and Staff of the Karaikal campus, Pondicherry University, within Karaikal region, initially for a period of one year and extendable on yearly basis, based on performance.

The prescribed format and the terms and conditions are available in the University website: **www.Pondiuni.edu.in**.

Interested cab / van operators may send their rates and particulars in the prescribed format, along with an EMD for Rs. 5,000/- in the form of Demand draft drawn in favour of “The Finance Officer, Pondicherry University” payable at Puducherry and other documents in a **sealed cover** to the “Assistant Registrar, Transport Section, Pondicherry University, Kalapet, Pondicherry - 605 014.”

LAST DATE AND TIME : 19.04.2017 at 03.00 p.m.

DATE AND TIME OF OPENING BIDS : 19.04.2017 at 03.30 p.m.

Date: 29.03.2017

REGISTRAR

PONDICHERRY UNIVERSITY
TRANSPORT SECTION

APPLICATION FOR RUNNING CHARTERED VANS FOR STAFF AND STUDENTS OF KARAIKAL CAMPUS:

1. Name of the firm / Operator :
2. Postal address with Telephone numbers :
3. Name of the Proprietor with Mobile phone number :
4. Number of years of experience in Van Operation (proof to be enclosed) :
5. Details of vans readily available for service to the University (Use additional sheets if required) If the vans are not in the name of the applicant, authorisation letter obtained from the owner of the vehicles for operating the vehicles for the University should be enclosed.

Registration Number	Year of Manufacture	Make	Seating capacity	Names of Drivers & Conductors

(Attach photo copies of R.C book, Driving license, etc...)

6. Details of Demand Draft

a. Amount (Rs.) :

b. Demand draft No :

c. Name of the bank :

d. Date of Demand Draft :

(use additional sheets if necessary to provide details)

DECLARATION

I have read the terms and conditions and I abide by the rules of the University.

Date:

Signature of the applicant:

Seal:

Rates quoted

Sl. No.	Vehicle	Route	Kms. per Trip (approximately)	No. of Trips (per day)	Rate quoted for one Trip (per day)
1	Van 1	Thennagudi - Thirunallar-Karaikal Bus stand-Campus	14	2	
2	Van 2	TR Pattinam - Madhagadi-Karaikal Bus stand-Campus	12	2	
3	Van 3	Girls Hostel - Mess – Campus	5	5	
4	Van 4	Varichikudi – Kotucherry – Campus	7	2	
5	Van 5	Nedungadu – Karaikal Bus stand - Campus	12	2	

PONDICHERRY UNIVERSITY
TRANSPORT SECTION

TERMS AND CONDITIONS TO PLY CHARTERED VANS FOR
KARAIKAL CAMPUS PONDICHERRY UNIVERSITY

1. Sealed Tenders are invited for plying passenger vans on rate contract basis for transport of students, teachers and staff of the Karaikal campus within Karaikal
2. Sealed Tenders should be submitted to the University on or before **19.04.2017 3 p.m.**
3. An Earnest Money Deposit of Rs. 5,000/- should be submitted along with the tender in the form of Demand draft drawn in favour of “The Finance Officer, Pondicherry University” Payable at Puducherry on any nationalized bank and should be enclosed with the application.
4. The rate should be quoted in terms of full rounded of Rupees value on per trip / per day basis.
5. The vehicles should transport only the staff and students of the University working / studying at Karaikal campus.
6. Seating capacity of the vans should be – 20 or more.
7. The vehicles should be operated on all days in a week except Saturdays and Sundays and Public holidays generally. If required, during holidays or in case of emergency, the vehicle should be made available for operation.
8. The vans offered for the University service should not be older than 10 year on the date of opening the tender. The vehicles preferably should be in the name of the applicant. If the vehicles are not in the name of the applicant, due authorisation letter obtained from the owner of the vehicles for operating the vehicles for the University should be enclosed. Copies of R.C books of vans with seating capacity of 20 should be attached with the application. Photo copies of Insurance cover and Permit / Licence should also be enclosed.
9. All the vehicles should conform to rules/operating conditions prescribed under the Motor Vehicle Acts/Rules/ norms of the Government of Puducherry and they should be in proper order.
10. The applicant should appoint a Co-ordinator or contact person who will be Coordinating with the Karaikal Centre of the University in the smooth operation of all the trips.
11. In the event of breakdown of any van, the applicant has to arrange for spare van. Photo copies of R.C book of this spare van should also be attached with the application.
12. The payment will be made on bills submitted in triplicate with PAN Number by the firm/proprietor after completion of service every month.

13. The present requirement of vans is based on the prevailing staff/students strength. The University may request, the contractor whenever necessary to increase or decrease the number of vans and the applicant should comply with such requests. The applicant should be able to supply additional vans requisitioned on any day including holidays.

14. The Contract period may be initially for a period of one year which is extendable for a further period of two years based on the performance of the operator. The contract is terminable on two months notice on either side.

15. All the expenses on vans like fuel cost, salaries of staff, maintenance cost, taxes, fees, Insurance premium etc., should be borne by the tenderer.

16. If the tenderer fails to make available of any van on any day, the University shall deduct the rate per day/ per van of the month for each day of default from the amount payable to the applicant, alongwith a suitable penalty to be decided by the University according to gravity of the lapses.

17. The University reserves the right to inspect the vehicles by the competent authorities periodically.

18. The University shall not be liable to the applicant to pay taxes, Insurance, fees and other levies under the Motor Vehicle Act & Rules or any Statutory or Non-Statutory commitments.

19. The drivers of the chartered vans should behave well with staff and students of the University.

20. The tenderer is responsible to make good any damage or loss caused to the commuters subject to insurance regulations.

21. The applicant should assume all liabilities and keep the University wholly indemnified against any action, accident, suit, cost, damages, charges and expenses arising how-so-ever out of the operation of the vehicles, to the third parties, govt, companies etc.

22. The University has the right to enter into contract for operation of chartered vans with one or more operators.

23. The applicant should not assign this contract or any part thereof to any third party.

24. The vans should not be put into private use after completion of the trips.

25. The vans belong with drivers should be available in the University campus during working hours.

26. Vans should be painted in lemon yellow (Educational Institution vehicle). Daily, the vans would be required to transport students and staff and run a distance of 50 Kms within Karaikal as mentioned in the tender.

27. Full time drivers should be employed for the work. In extraordinary circumstances, if any changes are effected in this regard, it should be informed to the Centre Head, Karaikal Centre/Transport Coordinator/Pondicherry University.

28. The University reserves the right to impose a penalty for deficiency in service of the Contractor,. The quantum of the penalty shall depend upon the gravity of the lapse and shall be dealt on case to case basis. The decision of the Registrar, Pondicherry University will be final and binding on the operator.

29. Selection of the operator shall not be only on the lowest rate quoted. The University will take into account the number of vehicles available with the operator, no of years of experiences etc., for selection.

30. The University reserves the right not to accept the lowest rate quoted if the conditions of the contract are not fully complied with the University and also reserves the right to negotiable the rate with other applicants subject to fulfilling the terms and conditions of the contract.

31._The Registrar, Pondicherry University reserves the right to accept or reject any application or bid without stating any reason. The decision of the Registrar, Pondicherry University will be final on all matters relating to this tender process.

32. Tenders not conforming to the above conditions are liable to be rejected.

Registrar (i/c)
Pondicherry University