

**PONDICHERRY UNIVERSITY
TRANSPORT SECTION**

**NOTICE CALLING FOR RATES FOR HIRING BUS & VANS
FOR KARAİKAL CAMPUS**

Pondicherry University invites rates from reputed bus / van operators in the prescribed format for hiring one (1) bus and three (3) Mazda vans on yearly rate contract basis for the transport of Students, Teachers, and Staff of the Karaikal campus, Pondicherry University, within Karaikal.

Bus / Vans which are in good roadworthy condition, not more than ten years old and also complying with the conditions as laid down by the Government for an Educational Institution vehicle only would be considered.

The bus / vans should be painted in lemon yellow (Educational Institution vehicle). Daily, the bus / vans would be required to transport students and staff and run a distance of 50 Kms within Karaikal (approximately).

Interested bus/van operators may send their rates for operating bus or vans or for both.

The proposed transport arrangement is given in the **ANNEXURE**.

Successful bidders would be required to sign an agreement and also submit a performance guarantee equal to one month hire charges for a period of one year.

The prescribed format and the terms and conditions are available in the University website:

www.Pondiuni.edu.in.

Interested bus / van operators may send their rates and particulars in the prescribed format, along with an EMD for Rs.50,000/- in the form of Demand draft drawn in favour of "The Finance Officer, Pondicherry University" and other documents in a **sealed cover** to the "Deputy Registrar, Transport Section, Pondicherry University, Kalapet, Pondicherry 605 014."

Last date and time: - 28.11.2012 Time 3pm.

Date and time of opening bids: - 28.11.2012 Time 3.30pm.

Date:

REGISTRAR

PONDICHERRY UNIVERSITY
TRANSPORT SECTION

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

1. Name of the firm :

2. Postal address with Telephone numbers :

3. Name of the Proprietor with Mobile phone number :

4. Number of years of experience in bus Operation (proof to be enclosed) :

5. Details of bus/vans readily available for service to the University (Use additional sheets if required) If the bus/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 spare buses :
7. Details of workshop facilities
(Photograph must be enclosed) :
8. Details of stage carriage (Route bus) operation :
9. Details of chartered buses currently plying to
any other educational Institution/Organization
(Enclose necessary proof also) :
10. Details of E. M.D.
 - a. Amount :
 - b. Demand draft No :
 - c. Name of the bank :
 - d. Date :

(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

1. For operating one bus **Rs.** pm.

In words (Rupees:)

2. For operating one van **Rs.** pm.

In words (Rupees:)

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

1. Rates are invited for plying 1 bus and 3 Mazda vans 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 28.11.2012 3pm.
3. An Earnest Money Deposit of Rs. 50,000/- should be deposited with the University in the form of Demand draft drawn in favour of "The Finance Officer, Pondicherry University" on any nationalized bank and should be enclosed with the application.
4. The rate should be quoted in thousands for one bus and one van per month.
5. The vehicles should transport only the staff and students of the University studying / working at Karaikal campus.
6. Seating capacity of the bus should be 53+2 or above and vans should be 32+2 or above.
7. The vehicles should be operated on all days in a week except Sundays generally and also on Sundays during examinations and functions.
8. The bus / vans should make trips after regular trips during emergency.
9. The year of manufacture of the bus/vans should be on or after 2002. 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 bus and vans with seating capacity of 53+2 and 32+2 should be attached with the application. Photo copies of Insurance cover and Permit should also be enclosed.

10. 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.
11. The applicant should be a bus operator in union territory of Puducherry or Tamil Nadu for a minimum of 10 years.
12. The applicant should appoint a Coordinator or contact person who will be Coordinating with the Karaikal Centre of the University in the smooth operation of all the trips.
13. In the event of break down of any bus / van, the applicant has to arrange for spare bus / van. Photo copies of R.C book of this bus/van should also be attached with the application.
14. Documents relating to workshop facilities should be enclosed with photographs.
15. The payment will be made on bills submitted in triplicate with PAN number by the firm after completion of service every month.
16. Requirement of bus/vans will be based on the staff / students' strength and the University may request whenever necessary to increase or decrease the number of buses/vans and the applicant should comply with such requests. The applicant should be able to supply additional buses/vans requisitioned on any day including holidays.
17. The contract period may be initially for a period of one year which is extendable for a period of five years based on the performance of the operator. The contract is terminable on two months notice on either side.
18. All the expenses on bus/vans like fuel cost, salaries of staff, maintenance cost of buses, Taxes, fees, Insurance premium, etc., should be borne by the applicant.
19. If the applicant fails to make available any bus/van on any day, the University shall debit the rate per day per bus/van of the month for each day of default to the account of the applicant.
20. The deduction in monthly charges towards non-utilization of bus/vans shall be made only for the summer vacation and not for any other intermediary vacations or holidays of the University.

21. The University reserves the right to have the vehicles inspected by the competent authorities.
22. The applicant should furnish details of chartered buses / vans run to other educational institutions or organizations. Please provide contact phone number of those institutions/ organizations.
23. The applicant, if so required and necessary transfer the documents relating to Bus/vans in the name of the University but that shall not absolve the liability of the applicant to pay taxes, Insurance, fees and other levies under the Motor Vehicle Act & Rules. The University may provide PSV permits for the hired Bus/vans.
24. The drivers and conductors of the chartered bus/vans should behave well with staff and students of the University. Any matters in this regard should be brought to the notice of the Centre Head / Transport Coordinator, Karaikal Campus immediately without dealing it directly.
25. The applicant is responsible to make good any damage or loss caused to the commuters subject to insurance regulations.
26. The applicant should assume all liabilities and keep the University wholly indemnified against any action, suit, cost, damages, charges and expenses arising how-so-ever out of the operation of the vehicles.
27. The University has the right to enter into contract for operation of chartered Bus/vans with one or more operators.
28. The applicant should not assign this contract or any part thereof to any third party.
29. After the termination of this operation in full or in respect of any particular Bus/van on request the University will retransfer the bus/vans documents.
30. The bus/vans should not be put into private use after completion of the trips.
31. The bus/vans along with Drivers and Conductors should be available in the University during working hours.

32. The vehicles should be parked after completion of daily trips in the University premises.
 33. Whole time Drivers and Conductors should be employed for the work. In extraordinary circumstances if any changes are effected it should be informed to the University.
 34. 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.
 35. Selection of operator shall not be only on the lowest rate quoted. The University will take into account the number of buses available with the operator, workshop facilities, No of years of experience, etc., for selection.
 36. The University reserves the right not to accept the lowest rate quoted if the conditions of the contract are not fully complied. The University also reserves the right to negotiate the rate with other applicants subject to fulfilling the terms and conditions of the contract.
 37. 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.
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PONDICHERRY UNIVERSITY
TRANSPORT SECTION

ANNEXURE

Bus trips average 40 Kms. per day – One bus

Morning : Varichikudi – Mess – Campus

After Noon : Campus - Mess – campus

Evening : Campus – Mess - Varichikudi

Mazda average 50 Kms. per day – 3 vans

Morning : Thenangudi – Tirunallar – Bus stand – campus
T.R. Pattinam – Girls Hostel – Mess
Boys Hostel 3 – Mess.

Evening : Campus – Thenangudi
Campus – Girls Hostel – T.R. Pattinam
Campus – Boys Hostel 3

Night : Campus – Boys Hostel 3 – Mess – Bus stand – Girls Hostel