

University of Allahabad
Prayagraj


NOTICE INVITING TENDER

University of Allahabad invites bids from duly registered Cycle Stand based in Prayagraj/UP/Delhi NCR for Cycle Stand at various work spots of the University" for a period initially for one year, extendable for further period of two years, in the yearly block of one year, on mutual agreement and subject to satisfactory performance of the firm during the contract period. Tender document can be downloaded through CPP Portal <http://eprocure.gov.in/eprocure/app>.

Schedule of Invitation of Tender

S. No.	Activity	Date / Remarks
1.	Total No. of pages of the e-tender documents	12
2.	Duration of Cycle Stand at various location of the University of Allahabad	Initially for one year, extendable for further period of two years, in the yearly block of one year, on mutual agreement
3.	Tender No.	Re-Tender NIT/Cyclestand/UoA/01/2021
4.	Name of Organization	University of Allahabad
5.	Published Date	17.09.2021
6.	Technical Bid Documents Download	17.09.2021
7.	Technical Bid submission Start Date	17.09.2021
8.	Technical Bid submission End Date on CPP portal	01.10.2021 at 05.00 P.M.
9.	Technical Bid submission of Hard Copy	01.10.2021 at 05.00 P.M.
10.	Technical Bid Opening Date & Time	04.10.2021 at 10.00 A.M
11.	Amount for submission of EMD in the form of DD, Banker Cheque or Bank Guarantee from any commercial bank in an acceptable form drawn in favour of "Finance Officer, University of Allahabad". <u>Agency/Firm/Company registered with NSIC/MSME will be given benefit as per rules.</u>	Rs. 37,500/- (Rupees Thirty Seven Thousand Five Hundred Only)
12.	Address for communication	Purchase & Store Department, University of Allahabad, Prayagraj, UP, INDIA-211002

Intending tenderers are advised to visit again CPPP website <http://eprocure.gov.in/eprocure/app> at least 3 days prior to closing date of submission of tender for any corrigendum / addendum / amendment. In case, any holiday is declared by the Government on the day of opening, the tenders will be opened on the next working day at the same time. The University reserves the right to accept or reject any of the tenders without assigning any reasons thereof.


Purchase Officer
Purchase and Store Department
इलाहाबाद विश्वविद्यालय
University of Allahabad

University of Allahabad
TENDER NOTICE

Notice No.- Re-Tender NIT/Cyclestand/UoA/01/2021

Dated. 17.09.2021

Sealed Tender in single packet is invited for issuing license for Cycle /Motor cycle stand at **different places in University of Allahabad** for 01 (One) year, which can be further be extended for another year with a maximum of three years to keep temporarily Cycle, Motor Cycle, Scooter deposited by students and employees at the allotted Premises of approximately **10701.00 Sq.m** area for this stand. Tenderers will have to quote the rate of license fee per annum including Land Rent, GST and Cess charges. The selected tenderer will have also to pay water charges, Electric charges, Govt. Taxes as per rule and other charges, if any, to the stand, in addition to the rate of License fee quoted in financial Bid.

As it is single packet sealed open tender system, tenderer should submit tender of both Technical Bid and Financial Bid in a single packet.

The technical Bid will consists of the following documents

1. Offer letter duly signed.
2. Terms and conditions duly signed on each page.
3. Trade license.
4. Financial capability of firm/person of sound value.
5. Xerox copy of the PAN-CARD, Adhhar Card and Voter ID Card.
6. Experience with past performance, if any.
7. Earnest money as stipulated in the form of D.D. drawn in Finance Officer University of Allahabad.
8. Xerox copy of GST registration No.
9. A Proof of Local office address
10. Eligibility criteria as specified in the tender notice.

The financial bid will contain Rate of license fee per month including GST and other charges and attached with the Technical bid.

Eligibility criteria as per tender document:-

- i. Tenderer should have completed in the last three financial years (i.e. current year and three previous financial years), at least one similar work in Central Government or State Government or PSU.
- ii. Net worth of the contractor should not be less than 150% of the advertised tender value of the tender. Certificate issued by CA should be submitted in support of the criteria. Tenderer Committee would satisfy themselves about the authenticity of the certificates produced by the tenderer(s) to this effect.
- iii. The tenderer should submit copy of previous three financial year's tax returns, copy of PAN card and copy of balance sheet audited by CA.
- iv. The Contractor should have a valid trade license of similar nature of works/contract issued by the State Government/Local authority. In case of State Government or Local Authority is not issuing a license for the subject trade and Affidavit to this effect to be produced.
- v. The contractor should have a valid PAN card in the name of the firm/individual who is the applicant of the case.

The tender form can be downloaded from the website CPP Portal [http:// eprocure](http://eprocure). Those tenderers who wish to down load the tender form from the Internet shall have to enclose a D.D of **Rs.37500.00/- (Non – Refundable)** towards the cost of tender form drawn in favour of Finance Office, University of Allahabad. The D.D in original has to be attached along with the tender documents contained in the packet. However the complete tender documents have to be dropped in tender box kept in the office of **the OC/RPF/ADRA**.

Each tender form shall be accompanied by money receipt/Fixed deposit/DD of of **Rs.37500.00** towards the earnest money of the tender. Money receipt in this regard should be issued from cash office of University of Allahabad and Fixed deposit is to be drawn in favour of F.O is refundable without interest to the unsuccessful bidders only after the final conclusion of this contract.

NOTE :-

- a) The documents containing financial bid should be kept in an envelope (Single Packet) attached with the technical bid and should be dropped in tender box on Date & Time mentioned above.
- b) Packet should be sealed cover and full name & address of the tenderer including tender No. & Name of tender. Incomplete tender shall be liable for rejection.
- c) The validity of tender should be **120** days from the date of opening of tender.
- d) Sealed tender received after the stipulated Date & Time will not be considered. Unsealed tenders shall also be liable for rejection
- e) The tender notice is also available on Website_____

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University of Allahabad
TERMS AND CONDITIONS

Terms and conditions of tender and specification of service are stated below for Cycle Stand at **University of Allahabad for one year which may be further extended for further two years is lock of one each year subject to satisfactory work done by Tenderer.**

All these conditions should be carefully studied by the tenderer/tenderers before submitting his/her tender. He/they should in his/their own interest be well acquainted with the nature of work.

1. The packet should be sealed covers, clearly, full name, signature, address of the tenderer and name of license/contract super scribed on single envelope should be send via registered post at Purchase office, University of Allahabad dropped in the as mentioned in the tender notice which includes the following documents: -

1. Offer letter duly signed.
2. Terms and conditions duly signed on each page.
3. Trade license.
4. Financial capability of firm/person of sound value.
5. Xerox copy of the PAN-CARD, Adhhar Card and Voter ID Card .
6. Experience with past performance, if any.
7. Earnest money as stipulated in the form of D.D. drawn in Finance Officer University of Allahabad.
8. Contact number if any.
9. Xerox copy of GST registration No.
10. Eligibility criteria as specified in the tender notice.

2. Incomplete tender will be liable for cancellation and rejection and **University of Allahabad** reserves the right to accept or reject any or all the tender applications without assigning any reason thereof and is not bound to accept the highest bidder .Unsealed tender shall also be liable for rejection.

3. Sealed tender received after the stipulated date and time will not be considered.

4. The validity of tender offer should be **120** days from the date of opening of tender.

5 .Tender containing erasures and alternations of the tender documents are liable to be rejected.

6. *License fee as accepted by the university will be increased by 10% every subsequent year.*

7. An amount equal to **10%** of the contract will have to be deposited by the Tenderer as Security deposit in the form of **Bank guarantee/ FDR / DD** after adjusting the EMD amount. In addition to that the successful tenderer will have to deposit performance guarantee amounting to **10%** of the total value of the contract in the form of Bank Guarantee.

8. Licensee shall make payment of license fee on or before 10th day of each month in quarterly (i.e. every three months) during the period of contract irrespective of the date of allotment of the contract. Besides this the contractor shall be liable to make payment of penalty if the due license fee has not been paid by the 10th day of the first month of each quarter. If the licensee/ licensees delay the payment of amount of license fee the administration after giving a grace period of 7 days will have the liberty to impose @2% of the amount due for delay of payment.

Signature of the tenderer

9. The tender must be accompanied by full earnest money deposited in cash or in any of the form mentioned in the tender notice failing which the tender will not be considered. The tenderer shall hold the offer open for **120** days from the date of opening of tender. The tenderer is being permitted to tender in consideration of the stipulation on his part that after submitting his tender, he will not desist from his offer or modify the terms and conditions thereof in a manner not acceptable to the University of Allahabad. If the tenderer fails to observe or comply with the forgoing stipulation and in case the tenderer withdraws his offer within the validity period of his offer or fails to undertake the contract after acceptance of his tender, the full earnest money shall be forfeited. If the tender is accepted, an amount 10% of the contract value will be deposited as security money by the successful tenderer after adjusting the earnest money deposited earlier, for the due fulfillment of the contract.

10. It shall not be obligatory on the **University of Allahabad** to accept the highest tender and no tenderer/tenderers shall demand any explanation for the cause of rejection of his/their tender. If the tenderer deliberately gives/tenders wrong information in his/their tender or creates/circumstance for the acceptance of his/their tender the **University of Allahabad** reserves the right to reject such tender at any stage.

11. If any tenderer expires after the submission of this tender or after acceptance of his tender, the **University of Allahabad** should deem such tender as cancelled. If a partner of a firm expires after the submission of their tender or after acceptance of their tender the **University of Allahabad** shall treat such tender as cancelled unless the firm retain his characters.

12. The earnest money deposited by the successful tenderer/tenderers will be retained towards security deposit for the due fulfillment of the contract but shall be forfeited if the contractors fail to execute the agreement or start the work within a reasonable time to be determined by the **University of Allahabad** administration after notification of the acceptance of his/their tender.

13. Non-compliance with any of the condition set forth therein above is liable to result in the tender being rejected.

14. The tenderer shall keep the offer open for a period of **120** days from the date of opening of the tender, within which period the tenderer cannot withdraw his offer subject to the period being extended if further required, by mutual agreement from time to time. Any contravention of the above conditions will make the tenderer liable for forfeiture of his earnest money for due performance of the forgoing stipulation.

15. In the event of any tenderer whose tender is accepted, refusing to execute the contract documents as herein before provided, the **University** may determine that such Tenderer has abandoned the contract and thereupon his tender and the acceptance thereof shall be treated as cancelled and the University of Allahabad shall be entitled to forfeit the full amount of earnest money and to recover the liquidated damages for such defaults.

16. Tenderer must specify the rate in figures as well as in words per annum in the appropriate column in Financial Bid.

Signature of tenderer

17. The Tenderer signature must be affixed at the bottom of each page of the tender document. No tender which is unattested and/or contains erasure or alteration of the tender document made by intending tenderer will be considered.

18. Tender must be submitted in the name of only such persons to whom such firm is registered their individual capacity or accredited representative of the firm.

19. The contract period of the Cycle/Motor Cycle stand at **University of Allahabad** will be for One (1) years.

20. Each tender form should be accompanied by **D.D of Rs. 37500.00/-** (Rs. Thirty Seven Thousand Five Hundred) towards the **earnest money** of the tender which should be deposited through Demand Draft drawn in favour of Finance Officer University of Allahabad. The said amount is refundable to the unsuccessful Tenderers without interest after finalization of the tender. No interest will be paid for the amount.

21. Before submitting tender, the tenderer/tenderers will be deemed to have satisfied himself regarding the nature of work/contract.

22. Any unsatisfactory performance in running of stand will be treated as breach of the contract and necessary action will be taken as per Term's & condition of contract. The University of Allahabad administration reserves the right to terminate the contract by issuing seven days' notice for unsatisfactory performance. The decision of unsatisfactory performance solely rests with the agreement executing authority. If the successful tenderer fails to deposit the amount of security deposit called for or to execute an agreement within 15 days of the intimation of the same, his earnest money will be forfeited by the University of Allahabad on behalf of Administration of University of Allahabad and the acceptance of his tender cancelled. The earnest money and the security deposit for the successful tenderer will be retained till completion of the work and settlement of claims after which it will be returned less any account recoverable under the terms of the contract agreement. No dues certificate issued by Administration of University of Allahabad concerned will be required for release of security money. University of Allahabad will not be responsible for any "act or omission or damaged" of the contractor/sub-contractor/employee of the contractor.

23. The tenderer/tenderers should have a valid license (trade license/contractor license from the concerned state Govt. authority with registration number to act as technical capability certificate), sound financial stability, experience, if any, with unblemished performance of similar nature of work and must submit the evidences duly attested by the responsible person.

24. The submission of a tender by contractor implies that he has read and will abide by the conditions under which work will be entrusted.

25. No tender which does not satisfy the above conditions and does not comply with the above instructions will be considered.

26. The contractor shall pay to the **University** through the Administration of **University of Allahabad** the accepted license fee including scheduled Land rent Quarterly in advance for the license of the said Cycle stand at **University of Allahabad**.

The accepted contractor shall be held responsible for the safe custody and correct return of the Vehicles to the rightful owners and **University of Allahabad** will not accept any liability in any manner whatsoever, in this respect.

*Signature of the
tenderer*

27. The area for the stand is approximately 10701.00 Sqm of University Land will be sited on the specified University premises.

28. In case of default of payment of any dues the University Administration reserves the right to terminate the agreement and adjust the dues from the security deposit, after giving due notice.

29. There shall be surprise checks on the service being provided by licensee. The licensee shall be liable to pay such penalty as administration may decide for complaints against the licensee for over charging etc. without prejudice to the other remedial measures which may be available under the agreement. The licensee shall be liable to pay at the sole discretion of the administration a penalty for any action in the contravention of the clause of the agreement of such amount as may be imposed by the administration.

30. The Tender Notice and Tender Form **University of Allahabad** The tenderers can also download the tender form from the site of University of Allahabad and after filling these forms, can drop in the Tender Box available at Office of University of Allahabad as mentioned in the Tender Notice

. Those tenderers who wish to submit Internet downloaded forms shall have to submit/deposit a DD of **Rs.37500.00/-**. (Not refundable) towards the cost of Tender Form which shall be payable in favour of Finance Officer University of Allahabad. This D.D.in original should be enclosed with the tender document.

31. The Tenderer should confine his work within the allotted space and any deviation or complaint of deviation will be treated as 'breach of contract'. He should avoid public complaint on any account and will be responsible to produce himself or his staff whenever necessary for enquiries.

32. In the event of any vehicle being lost or delivered to person other than the owner or any damage caused to any Vehicle while in the custody of the contractor or his agent, the contractor shall be required to settle the dispute by payment of compensation, if necessary. If the **University of Allahabad** is also made party to the claim and if the University of Allahabad is required to pay any compensation as per Court's order the University of Allahabad reserves the right to recover the amount from the contractors including legal expenses for the defence of the case, from his security deposit, if necessary.

33. The proposed rate of parking charge for Cycle/Motor Cycle stand at **University of Allahabad** shall be as under

Cycle	Rs.100 Annually	Rs. 5 per day
Motor Cycle/Scooter (2 Wheeler Vehicle with engine)	Rs.150 Annually	Rs.10 per day

Signature of the tenderer

34. The contractor will not sell or sublet the right granted by this contract to any other person or persons and any violation of these terms will render the contract liable to be terminated without giving any notice in addition to the liability forfeiting the security deposit.

35. If the work is cancelled before the commencement or terminated during the execution in accordance with the prescribed conditions, the University reserves to himself the right to cancel the tender/contract and invite fresh tenders for the works.

36. If the contractor becomes insolvent during the tenure of the contract, the contract will be terminated by the University & the Tenderer may be blacklisted.

The above conditions and particulars are understood by me and I agree to abide by them. My credentials and details and my License Fee bid is enclosed in Packet.

Date

Signature of the Tenderer

Place

Tender for operation of Cycle/Motor cycle Stand at University of Allahabad

(Technical Bid)

OFFER LETTER

To,

Sub:- Tender for Cycle/Motor Cycle Stand at **University of Allahabad**
under Tender Notice No. _____ / Cycle stand/University of Allahabad

Dear

Sir,

1. I /We _____ hereby tender to undertake to set up and operate Cycle/Motor Cycle Stand at **University of Allahabad** and agree to ensure complaint free service to the employees of University and to the students and others who deposit their Cycle, Motor Cycle, Scooter for temporary storage and safe custody in the allotted University Premises at Cycle Stand at **University of Allahabad**.

2. I/We have agreed to pay license fee as quoted in my financial bid. The financial bid as per the prescribed format given in the tender document has been submitted in one packet.

3. I/We agree to provide adequate manpower to operate and supervise the Cycle stand at **University of Allahabad** at my own cost and take the responsibility to ensure efficient working to the satisfaction of University of Allahabad Administration.

4. In the event of acceptance of the tender, I agree to observe and be bound by the terms and conditions enclosed to this tender form which have been duly signed by me, which is subject to such modifications as deemed necessary by the _____ and agreed by me. I will be prepared to enter into the agreement with the **University of Allahabad** within a period of 15(fifteen) days of acceptance of tender, if my bid is successful.

5. I/We have read the various terms and conditions to tender attached here to and hereby agree to abide by the said Notification and its terms and conditions. I/We also agree to keep this tender open for acceptance for a period of 120 days from the date fixed for opening the same and in default thereof, I/we shall be liable for forfeiture of my/our full earnest money. I/We offer to do the work, which is endorsed in the Tender Form at the rates quoted in the Financial Bid and hereby bind myself/ourselves to carry out the work in stipulated manner from the date of issue of letter of acceptance of the tender.

6. The earnest money is deposited by me for **Rs.** _____ /- (in fig.)
(Rs.)(in word) as specified in the tender notification

under Demand Draft No. _____ dt. _____
drawn in favour of F.O, UoA. The original D.D. is enclosed with Technical bid.

Signature of the Tenderer

7. I do also note that **University of Allahabad** reserves the right to reject my application without assigning any reason whatsoever and that this decision is final and binding upon me.

8. Until a formal agreement is prepared and executed, acceptance of the tender shall constitute a binding contract between us subject to modification as may be mutually agreed to between us and indicated in the letter of acceptance of my/our offer for this work.

Date:

Yours faithfully

Signature of the Tenderer

Details of Bidder

- 1) Name of the Tenderer (Block letter): _____
- 2) Father or Husband's name (Block letter): _____
- 3) Present address: _____
- 4) Permanent address: _____
(Proof to be attached)
- 5) Date of birth (Proof to be attested copy) : _____
- 6) Financial capability of the tenderer: _____
(Proper document to be attached)
- 7) Experience, if any (to be quoted): _____
(Proof to be attached)
- 8) Technical qualification, :(Valid trade license of similar nature of works/contract license issued by the state authority will be accepted as technical qualification certificate & should be attached with Technical bid)
- 9) Previously entering into a contract of smaller or large size with the University Administration, if any. (Reference for the performance of work should be quoted) :__.

I hereby declare that the information furnished above is true to the best of my knowledge.

Enclosure : 1. Documents as stated above.

2. Money Receipt or D.D.
amounting to Rs . _____ drawn
in favour of F.O., UoA

Signature of the Tenderer

Tender for operating Cycle/Motor Cycle Stand at University of Allahabad

(Financial Bid)

Sub: - Tender for operation/running of Cycle/Motor Cycle
Stand at **University of Allahabad** under Tender
Notice no. _____

Dear
Sir:

I/We _____ quote the following rate of license
fee payable by me for the tender for operation of Cycle/Motor cycle stand at **University of
Allahabad** based on the _____ **University of Allahabad, value** of Rs. _____/-
for 1st year including GST @18% and any other charges, fees, applicable if any..

I/We _____ hereby declare that I agree to pay the license
fee for the operation of Cycle/Motor Cycle stand at **University of Allahabad** premises@
Rs. _____/- (in fig.)(Rupees _____) for 1st year
license fee which is inclusive of GST@18% and abide to pay any other charges as levied on me in
addition to my quoted rate if any.

Yours faithfully

Date : _____.

Signature of the tenderer

Name:-

Address:-

Mob Number:-

MANDATORY FORMAT FOR EACH TENDER NOTICE/ TENDER DOCUMENT

1	Tender reference No.	NIT/Cyclestand/UoA/01/2021 dtd. __.__.2021
2	Tender Title:-	Contract for Cycle Stand/ University for 01 years.
3	Product category:-	Nil
4	Sub category:-	Nil
5	Tender value:-	Rs. _____
6	Earnest Money:-	Rs. _____
7	Tender document cost:-	Rs. _____
8	Tender type:-	Open tender in single packet system.
9	Location:-	Various locations at University of Allahabad, Prayagraj
10	Announcement date:-	__.__.2021
11	Last date of document collection:-	
12	Last date of submission:-	
13	Opening date:-	
14	Works description:-	Contract of Cycle /Motor Cycle Stand/ University of Allahabad for contract period.
15**	Pre-qualification criteria:-	i) Earnest Money of Rs. _____/- ,in the form of DD in favour of Finance Officer of University of Allahabad ii) PAN card. iii) Technical capability. iv) Financial capability. v) D.D of Rs. _____/-only in favour of Finance Officer of University of Allahabad if tender form is down loaded from website. vi) Credential documents. vii) GST number.

** Pre-qualification would obviously be given in detail in the notice of tender document.

Here, high lights of the pre-qualification criteria can be given if the details are too large.

Please do not use other then character, digit/ (the site is not accepting symbols like & ()@