



NATIONAL LAW INSTITUTE UNIVERSITY

Kerwa Dam Road, Bhopal-462044

EXPRESSION OF INTEREST FOR HIRING OF BUS ON MONTHLY BASIS

EOI No.: NLIU/Miscell./Transportation/2024

Date: 03/07/2024

Sealed Expression of Interest (EOI) is hereby invited from the interested bidders for "Hiring of Bus on monthly basis" at NLIU, Bhopal- 462-044, Madhya Pradesh. Bidders can download this document from University Website (www.nliu.ac.in/tenders) and submit their EOI in the given format duly filled, signed with company seal with required enclosures and documents.

The EOI is to be submitted in a sealed envelope super scribed "Hiring of Bus on monthly basis" at NLIU, Bhopal" addressed to the Registrar, NLIU, Bhopal or may be placed in the tender box provided at the Reception of the University at NLIU, Bhopal Campus.

LAST DATE FOR SUBMISSION OF EOI 08/07/2024 up to 02:00 PM

The bidders are expected to examine all instructions, form, terms & conditions and specifications in the bidding document. The bid should be precise, complete and in the prescribed format as per requirement of the EOI document. The bid should be unconditional. Failure to furnish all information required by the bidding document or submission of a bid not responsive to the bidding document in every respect will be at the bidder's risk and may result in rejection of the EOI.

The firms are advised to visit the site of the University at NLIU, Bhopal Campus, to acquaint themselves regarding the nature and extent of work for Empanelment for Taxi Services at NLIU, Bhopal in an effective and efficient manner.

[Note: All subsequent corrigendum / amendment, if any, shall be published only on www.nliu.ac.in/tenders]

Registrar
National Law Institute University





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Empanelment No.: NLIU/Miscell./Transportation/2024

Date:

General Instructions and Terms & Conditions

1. Any EOI received after the scheduled time or incomplete in any manner will not be accepted.
2. The bidder (Individual/firm) is expected to examine all instructions, terms & Conditions, specifications in the EOI form. Failure to furnish information required in every respect will be the Bidders risk and may result into rejection of the bid.
3. Amendment of Bidding Documents: At any time prior to the submission of the bids, the University may, for any reason, whether at their own initiate or in response to the clarification requested by the prospective Bidder, may modify the Bidding Documents by amendments. The amendment will be notified in writing or by telephone to all prospective Bidders who have received the EOI documents.
4. Signing of Bid The bid shall be typed or written in indelible ink and shall be signed by the Bidder or a person or persons duly authorized to bind the Bidder to Contract.
5. Submission of Bid
 - (a) The EOI will be required to submit the EOI in two bid system in two separate envelopes as mentioned below:

Envelope No. I super-scribed as “Technical Bid” should contain an introductory letter of contractor along with copies of documents as evidences. The Individuals/firms/Supplier has to fill up **Annexure “A”** with his signature along with all supporting documents and samples.
 - (b) **Envelop No. II** super/scribed as EOI for Financial Bid and should contain the EOI form duly signed in each page by contractor/authorized signatory along with price bid. The Individual/firm has to fill up Price Bid.
6. Both Envelope I & II should be placed in large envelope which should be super-scribed As “Hiring of Bus on monthly basis at NLIU, Bhopal” and addressed to Registrar, NLIU, Bhopal, Madhya Pradesh 462-044.
7. If the envelope is not sealed and marked, the university will assume no responsibility for the bid’s misplacement or premature opening.
8. Deadline for submission of Bids must be received by the university at the address specified under commercial bid not later than 02.00 PM on 08/07/2024
9. The services for one year from the date of executing the agreement in a Rs.100/- non-judicial stamp paper.

10. Contacting the Purchaser

No bidder shall contact the university officials on any matter relating to its bids, from the time of bid opening to the time the contract is awarded.





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11. Evaluation of Bid

- i. The large envelope (containing separate envelope I & II) will be opened first. Thereafter the envelope I i.e. Technical Bid will be opened.
- ii. Those bidders who have not enclosed Technical Bid documents & not submitted. In such cases their Envelope II which contains the financial bid will not be considered.
- iii. The bidders has to attach following with technical bid:
 - Valid GSTIN no.
 - Valid PAN no.
 - Valid Bank Account No.
 - IFSC Code
- iv. The envelope II i.e. Financial Bid will be opened for those parties who are qualified technically.

vii. Eligibility Criteria:-

- A. The tenderer (travel agents/contractor) should have minimum 3 years' experience in the field of providing bus services on regular basis to government/autonomous bodies/PSUs/reputed private sector organizations. They should submit the details of their experience in government/autonomous/private organizations where they have been engaged for hiring vehicles since last three years or more along with documents supporting their claim.
- B. The travel agent/contractor should be registered under Madhya Pradesh Shop & Establishment Act, 1958 (No. 25 of 1958). They should have a office in Bhopal; proof of which should be submitted.
- C. Agency/Firm/Company should not have been blacklisted by any institute/department/organization (format given as Annexure-B).
- D. The travel agency/contractor shall be providing good condition and road worthy without accident bus with not more than three years old that those with good condition.
- E. The bidder must have prior experience in providing buses on monthly basis, financial stability & must have relevant qualification criteria.
- F. The firm must have at least 03 buses in its own name.

12. Special Instruction and terms and conditions:

- i. The mechanical condition and look of the bus vehicle should be very good. The vehicles should have necessary quota permit as per the prevailing guidelines of the Government of Madhya Pradesh. Copies of the registration papers of the vehicles should be submitted along with the tender document, as proof of ownership.
- ii. The University shall not be responsible for any accident, loss or damages etc. to the bus on any account during the course of deployment of the bus from the Contractor. Similarly, the University will also not be responsible for any loss of life or any injury to the driver, or to any third party during the deployment of the vehicles by the contractor. The travel agent/contractor will also be



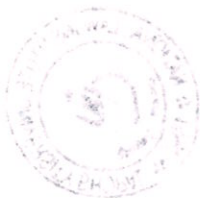


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responsible for loss, or damage, or injury to any person or property causes due to negligence of his drivers, or ill maintenance of the vehicles hired by NLIU, to material, equipment's or any other articles or to any member of the staff.

- iii. The contractor will be responsible for providing services of medically fit, polite and punctual drivers, non-alcoholic, non-narcotics. The travel agents/contractor will be responsible for the conduct of the drivers. The University shall have the right to discontinue hire of vehicles if the behavior of the driver is found objectionable and its decision shall be final and binding on the contractor.
- iv. It will be the responsibility of the contractor to ensure that his driver possess valid driving license and University will not be responsible in case of a challan of the driver due to violation of traffic rules, or for any other penalty imposed on the driver, or the vehicles.
- v. The drivers should wear neat and tidy uniform while on duty hours. If the drivers are not in the prescribed uniform, a penalty of Rs. 200 per incident will be imposed on the contractor.
- vi. The university will inspect the bus to be deployed and only after approval the same may be deployed.
- vii. The university will hire the services of 01 nos bus but in near future if more bus is required then it will be hired on same rates as quoted in the Financial Bid.
- viii. The travel agency/contractor will be bound by the rates quoted and shall not ask for enhancement of the rates for the vehicles deployed/used during the period of this tender or its extended period, whichever is applicable. **No diesel escalation will be provided to the contractor for the period of agreement.**
- ix. Disputes/differences/doubt or question with regard to the interpretation or meaning of any of the terms and conditions of this tender or in respect of the rights, duties and liabilities of the parties hereto or in any way shall be referred to sole arbitration of the person appointed by the Vice Chancellor, NLIU. The decision of the arbitrator shall be final and binding on both the parties to this tender.
- x. The designated committee of NLIU may call the bidders for rate negotiation.
- xi. The Vice Chancellor , NLIU is the final authority and his decision will be final and binding on the supplier for any disputes.
- xii. All legal disputes will have the jurisdiction of Bhopal City only.





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**EMPANELMENT FORM FOR TRANSPORT SERVICES (HIRING OF BUS
VEHICLE)**

Empanelment No. NLIU/Miscell/Transportation/2024
TECHNICAL BID FORMAT

1. Name of the Travel agent/Contractor : _____

2. Address of Office : _____

Tele Nos./Mobile No. _____

Email: _____

Sl. No	Particulars	Yes	No	Number of Enclosure
1	Permanent office address of the firm in Bhopal. (submit copy of registration under MP shop & Establishment Act from Bhopal Municipal Corporation)			
2	GST Registration Certificate			
3	Copy of PAN			
4	Copies of Income Tax return of last three years			
5	Undertaking that the bidder has not been blacklisted			
6	Self-attested copy of Bus Registration			
7	Self-attested copy of Pollution Control Certificate			
8	Self-attested copy of Vehicle Insurance			
9	Minimum 03 buses in the name of the firm(enclose documents)			
10	Bus to be provided must be less than 03 years old and in excellent condition (enclose RC papers)			

Place:

Date:

(Signature, Name
and Office Seal Of the travel agent/
Contractor)





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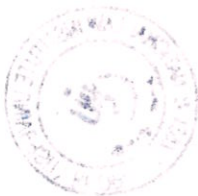
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ANNEXURE-A

TECHNICAL BID

Details For Hiring of Bus services on monthly basis

		Brief profile of the agency to be enclosed.
1.	Type of Organization	
2.	Name of Tendering Company with Registration No. & Date issued by appropriate authorities (Please enclose copy of certificate of registration)	
3.	Do you possess trade / business license issued by Competent authority? Authorities in India? If so, please enclose a copy.	
4.	Name of Proprietor / Director and other officers with designation who will be directly concerned with this work.	Name: _____ Phone/Mobile: _____ Email: _____
5.	Furnish following particulars of the Registered Office:	
	a. Complete Postal Address	
	b. Telephone No./ Mobile No.	
6.	Furnish following particulars of the Local Branch Office, if any.	
	a. Contact Person	
	b. Complete Postal Address	
	c. Telephone No. / Mobile No.	
	d. E-mail Address	
7.	PAN No. (Attach Attested Copy)	
8.	GSTIN No. (Attach Attested Copy)	
9.	Year of establishment and length of experience	(Copy of registration of the firm to be enclosed)





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10.	Legal status (attach copy of original document defining the legal status): a) Limited company or corporation firm b) Pvt. Ltd. Firm c) Proprietary firm d) Partnership firm e) An individual	(Copy of registration of the firm to be enclosed)
11.	Information on any litigation in which the applicant was involved during the last 05 (five) years including any current litigation.	

12. Give details of the major clients – NLUs/IITs/ IIMs/ NITs / IISERs, all Central University, NITTR, NCERT and similar level educational Institutions/Universities, Government / Semi Govt. Departments, Research Organisations and Pvt. Companies to whom services of housekeeping / services provided in the **last five years** in the following format.

Sl. No.	Name and address of the client with details- Name of the contract person, phone no. email-ID	Particular of work	Work order No. and date	Value of work order or work done amount
i)				
ii)				
iii)	The agency should not have been blacklisted or banned by any Govt. Department, Government Organization, PSU, University, Autonomous Institute etc			
iv)	Additional information, if any (Attach separate sheet, if required)			

Note:- Bidders are requested to completely fill all the space provided. If it leaves blank, it will be read as N.A.





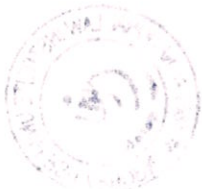
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ANNEXURE-B

DECLARATION

We hereby declare that our firm named _____ is not under liquidation, arbitration, court receivership or any other similar proceedings. We further declare that our firm is not blacklisted by any central/state/local government organization/academic institute/PSU.

Stamp & Seal of the Tenderer



FINANCIAL/PRICE BID

[To be Submitted in a separate sealed Cover on Letter Head]

EOI No.: NLIU/Miscell./Transportation/2024

Date:

To,

The Registrar,
National Law Institute University, Bhopal

Sir,

Subject: Financial Bid for EOI of Hiring of Bus Vehicle on monthly rent basis at NLIU, Bhopal.

Sl. No	Vehicle Description	Rate to be Quoted by the bidder on monthly basis for a minimum of 1000 KM (In Rupees)	Rate to be quoted by bidder for per km after 1000 KM
1	Bus (52-Seater) Non-AC		

Note: The followings things are confirmed and undertake by us that:

1. Taxes are subject to change/ revision.
2. The Bus will have a minimum run of 1000 Km per month.
3. The Rates quoted by the bidder should be inclusive of diesel, driver, R.T.O charges, consumable oil, repair and maintenance etc. Nothing extra shall be payable to the contractor.
4. Presently, the university will deploy 01 nos. bus but in near future if additional number of bus is required then it will be deployed at same rate as quoted in the bid.

GST:



Sign. of Bidder with Stamp

