

**SARDAR VALLABHBHAI NATIONAL  
INSTITUTE OF TECHNOLOGY,  
SURAT – 395 007**



**TENDER DOCUMENT**

**FOR**

**SUPPLY OF BUS AT SVNIT, SURAT**



**TENDER DOCUMENT FOR SUPPLY OF BUS AT SVNIT, SURAT**

Tender reference no: SVNIT/CCMT/BUS/48/2017-18

Date : 25-01-2018

**SECTION I : PREAMBLE**

- The Sardar Vallabhbhai National Institute of Technology, Ichchhanath, Surat (SVNIT, Surat) invites sealed bids from the Authorized supplier for Supply of Bus at SVNIT, Surat.
- Eligible bidders should provide Bus as per technical specification and services expectations and restore functionality as defined in “**Schedule of Technical Requirements**” in this tender; at the terms and conditions specified in the section “**General Terms & Conditions**”; provided the bidder satisfies the pre-qualification requirements as listed out in “**Prequalification Requirements of the Bidder**” in the tender.
- The entire tender document comprises of various sections as listed below:
  1. Preamble (this page)
  2. Schedule of Tender
  3. Tender Form
  4. Prequalification Requirements of the Bidder
  5. Technical Requirements
  6. General Terms & Conditions
  7. Declaration
  8. Summary Sheet
- A complete set of bidding documents must be downloaded from the institute web-site <http://www.svnit.ac.in> .or. <http://www.svnit.edu.in>. Non-refundable tender fee as specified in the bid document by way of demand draft has to be remitted with the bid in favour of **Director, SVNIT-MHRD Fund**, payable at Surat with tender documents. Without the tender fees being remitted, the tender will not be considered.
- All bids must be accompanied by a **bid security (EMD)** as specified in the bid document and must be delivered to the above office latest by the date and time indicated.
- Bids will be opened in the presence of Bidders' representatives who may choose to attend on the specified date and time.
- In the event of the date specified for the bid receipt and opening, being declared as a closed holiday for SVNIT, the due date for submission of bids and opening of bids will be the following working day at the appointed times.
- **The bid from the bidder who was found in fraud activity with SVNIT or on the name of SVNIT will not be allowed for bidding. The bid from such bidder will not be accepted and will be straight away rejected. Also the bid submitted in consortium with such bidder will be rejected and if such information is found later then the order issued will be terminated immediately without any notice.**



**SECTION II : SCHEDULE OF TENDER**

1.	Last date for submission of Tender at SVNIT	<b>16<sup>th</sup> Feb 2018 (before 5:00 pm)</b>
2.	Date of Opening of Tender of Pre-qualification requirements:	<b>11.30 a.m. on 19<sup>th</sup> Feb, 2018</b>
3.	Date of opening of Techno-commercial offer	<b>11.30 a.m. on 20<sup>th</sup> Feb 2018</b>
4.	Place of opening of bids:	Conference Room of Administrative Building , SVNIT, Surat.
5.	Address for communication:	Director, S V National Institute of Technology, Ichchhanath, Surat – 395007
6.	Tender fee to be remitted with tender by only Demand Draft drawn in favour of “ <b>Director, SVNIT-MHRD Fund, Surat</b> ”.	<b>Rs. 2,000/-</b> (Rupees Two Thousand only) DD No.: _____ & Date: _____ Name Of Bank: _____ Branch : _____
7.	EMD to be remitted with tender by only Demand Draft drawn in favour of “ <b>Director, SVNIT, -MHRD Fund, Surat</b> ”.	<b>Rs. 50,000/-</b> (Rupees Fifty Thousand only) D.D. No. _____ & Date : _____ Name of Bank: _____ Branch: _____

**Note :**

- **Demand Draft of EMD and Tender Fee must be separate otherwise tender will be rejected.**
- Tender offer must be sent by **Registered Post A.D./Speed Post/Hand delivery** only during office hours.
- **Price in Indian Rupees** at F.O.R SVNIT, Surat should be quoted for cases where the equipments are to be imported by the party on behalf of the institute.



**SECTION III : TENDER FORM**

FROM : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

To,  
The Director,  
SVNIT,  
Surat

**Sub.: Tender for Supply of Bus at SVNIT, SURAT.**

Sir,

With reference to above, we submit the following particulars of our Firm/Agency.

1. Name of the firm & address with direct :  
phone numbers
  
2. Name of the proprietor/chief of the firm :
3. Registration number & date :
4. Date of Establishment :
5. Present strength of the firm
  - Any Certification Standards : \_\_\_\_\_
  - No. of Major Clients with execution of : \_\_\_\_\_  
work orders involving similar scope and : \_\_\_\_\_  
magnitude of work : \_\_\_\_\_
  - No. of sites handled : \_\_\_\_\_
6. Annual turnover in Rs. Lacs :  
(only in providing similar services)

**AUTHORISED SIGNATURE WITH STAMP**

**SECTION IV : PRE-QUALIFICATION REQUIREMENTS OF THE BIDDER**

Following are the specific pre-qualification requirements which should be satisfied by the bidder (henceforth referred to as the "bidder") for being primarily considered for bidding for supply of Bus at SVNIT, Surat, at the terms & conditions, mentioned in the appropriate section in this document:

Sr. No.	Details	Documentary Evidence Required to be attached	Compliance Yes/No	Corresponding Document as Proof in our Prequalification Requirements Document Set on PAGE NO
1.	The bidder must be Manufacturer or Authorized Dealer	For Authorized Dealer, copy of authorization certificate from Manufacturer should be attached		
2.	The Manufacturer or Authorized Dealer must have annual turnover should 100 Crore and above and net worth of the bidder must be positive	Copy of audited profit and loss account/balance sheet/annual report of the last three financial years along with CA Certificate		
3.	The bidder as Authorized Partner should have supplied satisfactorily minimum 100 Buses in last Financial Year.	Self Certification on company Letter Pad		
4.	Quality Control Certificate of Manufacturer	Copy of Certificate		
5.	<b>Solvency Certificate with current validity should be at least of Rs. 50 lakh from any Nationalized/Public Sector/Private Sector/Scheduled Bank</b>	Certification from the bank		
6.	Bidder must have service workshop in South Gujarat for prompt service & support.	Self certification with complete list of Service Workshop		
7.	The Bidder shall not be under a Declaration of Ineligibility for corrupt or fraudulent practices or blacklisted with any of the Central / State Government agencies / Public Sector	Declaration in this regard by the authorized signatory of the Bidder		

If complying all of the above conditions and appearing to be qualifying to bid, the prospective bidder shall provide appropriate documents stating compliance of the above, **put them in a separate envelope along with a compliance statement** stating compliance to all the above requirements, superscribe it with **"Prequalification Requirements of the Bidder"** and enclose it in the main envelope along with the commercial bid (**which should be supplied in other separate envelope**).

Place:  
Date:

Signature of the Bidder:  
Name & Address of the Bidder with office Stamp

**SECTION V : TECHNICAL REQUIREMENTS**

Sr. No.	Feature	Specification	Compliance (Y/N)	Page No. of Support Data
1.	<b>Wheel base (mm)</b>	3400 to 3550 mm		
2.	<b>Overall Length (mm)</b>	6600 mm to 6900 mm		
3.	<b>Steering</b>	Power Steering		
4.	<b>Brakes</b>	Air Brake / Hydraulic Brakes with abs		
5.	<b>No. of Seats (Including Driver)</b>	24 to 26		
6.	<b>Colour</b>	Yellow		
7.	<b>Engine Type</b>	BS IV		
8.	<b>Engine</b>	Min Power : 84 and above Min Torque : 250 Nm and above		
9.	<b>Seat</b>	Poly-urethane		
10.	<b>Luggage Selves</b>	Full Length Hatrack on both Side		
11.	<b>Window</b>	Glass Window with Guard Rails		
12.	<b>AC/Non AC</b>	Non-Air Conditioned		
13.	<b>Spare Wheel</b>	1 Spare Wheel Should be provided		
14.	<b>Fire Extinguisher</b>	Fire Extinguisher Should be Provided		
15.	<b>First Aid</b>	First Aid Kit should be Provided		
16.	<b>Seat Belt</b>	Driver Seat Belt Should be provided		
17.	<b>Emergency Exit</b>	Emergency Exit Door Should be Provided		
18.	<b>Peep Window</b>	Peep window should be provided		



**SECTION VI : GENERAL TERMS & CONDITIONS**

1. A complete set of bidding documents must be downloaded from the institute web-site **http://www.svnit.ac.in** . Non-refundable tender fee as specified in the bid document by way of demand draft have to be remitted with the bid in favour of **Director, SVNIT-MHRD Fund, payable at Surat** with tender document. Without the tender fees being remitted, the tender will not be considered.
2. The bidder must comply all the pre-qualification conditions mentioned in the head **“PREQUALIFICATION REQUIREMENTS OF THE BIDDER”**.
3. Tenders should be enclosed in a **sealed covers**, superscribed **“Tender For Supply of BUS at SVNIT, Surat”** addressed to the **“Director, Sardar Vallabhbhai National Institute of Technology, Ichchhanath, Surat – 395 007.”**
4. The main sealed cover should contain following within it, apart from the other required documents/items, the following at least **Three** envelopes viz.
  - a. A sealed Envelope superscribed as **“Prequalification Requirements of the Bidder”** containing compliance statement for all the pre-qualification requirements.
  - b. **A sealed envelope to contain the Demand Draft for EMD and Demand Draft for tender fees.**
  - c. A sealed Envelope superscribed as **“Techno-Commercial Statement” – Summary Sheet of Priceof tender.**

It should very clearly be noted that **any bid without these three envelopes, enclosed in the main envelope, will be treated as an incomplete bid and is liable to be rejected.**
5. Bids will be opened in the presence of Bidders' representatives who may choose to attend on the specified date and time.
6. In the event of the date specified for the bid receipt and opening, being declared as a holiday for SVNIT, the due date for submission of bids and opening of bids will be the following working day at the appointed times.
7. All bids must be accompanied by a **bid security (Earnest Money Deposit - EMD)** as specified in the bid document by way of demand draft, have to be remitted with the bid in favour of **Director, SVNIT-MHRD Fund**, payable at Surat with tender documents.
8. EMD shall not bear any interest and no claim shall be entertained against the institute in respect of the same. EMD will be refunded on receipt of written request from the bidder by A/C Payee cheque only to the Bidder who does not qualify or receive the work order.
9. Tenders not accompanied by earnest money will not be considered and will be summarily rejected. As the institute is managed by an autonomous body and hence registration with the **State Government Store Purchase Department and Small Scale Industry shall not be the reason for exemption from EMD.**
10. The tender documents with earnest money deposited previously for any other tender will not be considered and in such case tender will be rejected.
11. The tenders received after due date will be rejected.
12. In case of Two Bid Tender the envelope containing the commercial/Price bid shall be opened only after the appropriate satisfaction and verification of the Technical Bid, by the SVNIT tender committee.
13. The bidder shall explicitly express the compliance to all the terms and conditions with the signature, along with official stamp on each page of the tender document.



14. The Bidder is expected to examine all instructions, forms, terms, and specifications in the bidding documents. Failure to furnish all information required by the bidding documents or submission of a bid not substantially responsive to the bidding documents in every respect will be at the Bidder's risk and may result in rejection of its bid.
15. In case of the authorized dealers quoting on behalf of manufacturers, a copy of certificate stating that the equipment being quoted by the bidder is on behalf of the concerned manufacturer and the manufacturer undertakes the responsibility to provide the after sales maintenance of the equipment must be enclosed without which bid will be rejected.
16. Consortium in any manner is not allowed in this Tender participation.
17. The bidder should clearly mention the after sales service facility/capability and provide the same during guarantee/warranty period.
18. The bidder shall arrange for repair/replace of the defective/worn out components of the equipment at this Institute premises during the guarantee period at purchaser's first instructions within stipulated Time. This will be carried out at the cost of prospective Supplier and no charges whatsoever will be paid including Transportation, Courier Charges or T.A. and D.A. of the Service Engineer for the same.
19. Supplier is not able to rectify the defect or make the alternate arrangement within stipulated time limit. Institute can get it rectified and the amount so spent will be deducted from security deposit plus 10 % of the expense made.
20. The rates shall be quoted separately for each item, stating the specific model & part-code no etc, including the standard items to be supplied with the unit. The detailed specifications, physical dimensions, guarantee period, after sale services, etc should be clearly stated.
21. The rate for individual equipment should be quoted in Indian rupees for all Indigenous goods. In case of imported equipments/instrument the institute is exempted from the payment of Excise and Customs duty only against the DSIR certification No. **TU/V/RG-CDE(403)/2016** dated 21-02-2017 vide Government Notification No. 51/96. In case of foreign instruments, prospective Supplier should handle the custom clearance and transportation up to the destination i.e. SVNIT Surat, bearing all the cost for the same.
22. SVNIT being an Educational Technical Institute, the concession applicable in rates/Taxes under state/central govt. notification should be considered while quoting.
23. The institute CANNOT issue 'C' or 'D' forms. However, a certificate regarding the exclusive use of equipment/Instrument/services to be procured, for the purpose of teaching /research, can be issued if any concession in this regard be made available to the purchaser.
24. The bid shall be finalized on the basis of the **Net Amount in rupees** (including cost of the Installation, Packing, Forwarding, Transportation, ad valorem duty, Trainings, **all other Taxes, etc.**) F.O.R. on SVNIT, Surat.
25. The bidder must deposit a **Security Deposit** at a rate of **10%** of work order at the time of accepting the work order within 15 days of receipt of work order otherwise penalty of 2% of the work order will be charged for every week delay and delay of maximum 15 days will be allowed else order will be treated as cancelled without any notice and vender will be **blacklisted**. **The contract will commence only after Security Deposit and penalty if applicable is deposited.**
26. The Security Deposit shall be in the form of Bank guarantee and will remain **valid for the entire warranty period plus one month**. Failure on the part of the prospective Supplier to provide the services as per the terms and conditions in this document, shall constitute a breach of the terms and





- conditions of the contract and will entail forfeiture of the security deposit solely to the discretion of the Director, SVNIT.
27. Security deposit shall be released only after the satisfactory completion of work, due if any and faithful performance of the work and after receipt of application from bidder for the same. No interest will be paid on security deposit, in case of any default on the part of the bidder, the security deposit will be forfeited and the decision of SVNIT authorities in this regard will be treated as final and abiding to the contractor.
  28. Failure of the successful bidder to comply with the above requirement shall constitute sufficient grounds for the annulment of the award and forfeiture of the bid security (EMD), in which event SVNIT may make the award to the next lowest evaluated bidder or call for new bids at the discretion of Director, SVNIT.
  29. The prospective Supplier should clearly state the delivery period and time period required for installation and commissioning of the equipment/services, from the date of receipt of firm order. In case, if prospective Supplier anticipates delivery of any or all items being delayed due to the reasons beyond his control, the prospective Supplier shall apply for suitable extension, stating the reason for the same and state his firm date of delivery. The Director, if feels suitable may extend the delivery date.
  30. In case of delay of delivery of the unit beyond the stipulated / stated period, **a penalty of 1% (One percent) of total value of the ordered equipment** will be levied for each week of delay of part thereof.
  31. The bidder may offer the Tender on their letter heads giving full specifications and references to the serial number of the item and schedule. **Bid must be written in ink, or typewritten, and correction, if any, should be attested. Pencilled quotations will not be accepted.**
  32. Individuals signing the offers or documents connected with the contract must specifically state whether (s)he (they) is(are):
    - a. Signing as sole proprietor
    - b. Whether signing for the firm, and
    - c. In the case of companies or firms registered under the India partnership Act, the capacity in which (s)he(they) is (are) signing i.e. Secretary , manager , partner etc. or their attorney by production of document empowering him to do so.
  33. Tender forms and schedules are not transferable.
  34. Acceptance to abide by the conditions stipulated by the Director, should be duly signed along with the offer. The absence of the acceptance of the conditions may result in the rejection of the offer.
  35. The acceptance or rejection of the tender is left entirely to the discretion of the Director. The Director does not bind himself to accept the lowest or any tender and Director, reserves the right to split the tenders and place orders for the equipment covered by the lists on one or more tenders.
  36. The Institute does not make payment in an advance against delivery/documents through Bank and hence, the prospective Supplier should specifically note that no advance payment will be made.
  37. The Prospective Supplier warrants that the Goods supplied under this Contract are new, unused, of the **most recent or current models** and they incorporate all recent improvements in design and materials unless provided otherwise in the Contract. The Prospective Supplier further warrants that all Goods supplied under this Contract shall have no defect arising from design, materials or workmanship (except when the design and/or material is required by the SVNIT's Specifications) or



- from any act or omission of the Prospective Supplier, that may develop under normal use of the supplied Goods in the conditions prevailing in the country of final destination.
38. The Prospective supplier shall provide such packing of the Goods as is required to prevent their damage or deterioration during transit to final destination as indicated in the Contract (In case of material damage, supplier have to bare all expenses/responsibility before material reaches to the final destination). The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit and open storage. Packing case size and weights shall take into consideration, where appropriate, the remoteness of the Goods' final destination and the absence of heavy handling facilities at all points in transit.
  39. The tender should reach the SVNIT office on or before the last date and time specified earlier. Tenders received thereafter will not be considered, in any case.
  40. The packing, marking and documentation within and outside the packages shall comply strictly with such special requirements as shall be provided for in the Contract including additional requirements, if any, specified and in any subsequent instructions ordered by the SVNIT.
  41. The Goods supplied under the Contract shall be fully insured by the bidder in Indian Rupees against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery.
  42. The Prospective Supplier's request(s) for payment shall be made to SVNIT in writing, accompanied by an invoice describing, as appropriate, the Goods delivered and the Services performed, and by documents, submitted. Also along with these documents, the **prospective Supplier shall have to obtain a satisfactory installation certificate from the Concern Department of SVNIT –only after which the bill may be processed.**
  43. Payment shall be made in Indian Rupees only.
  44. Deviation from any requirements, specification, terms and condition mentioned in the tender document will not be entertained and tender will be rejected.
  45. **The Director reserves the right to reject any or all the tenders without assigning any reasons thereof.**
  46. **The bid from the vendor who has received the work order for providing such service to SVNIT and was unable to provide the service, will be rejected.**
  47. **The bid from the bidder who was found in fraud activity with SVNIT or on the name of SVNIT will not be allowed for bidding. The bid from such bidder will not be accepted and will be straight away rejected. Also the bid submitted in consortium with such bidder will be rejected and if such information is found later then the work order issued will be terminated immediately without any notice.**
  48. **All prospective bidders should keep looking at the institute website for information concerning the changes/amendments on the website.** No claim of any nature on any ground on inadequate information or knowledge or misunderstanding or otherwise in such respects will be admissible, later on.
  49. Arithmetical errors will be rectified on the following basis: If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If there is a discrepancy between words and figures, the amount in words will prevail. If the prospective Supplier does not accept the correction of errors, its bid will be rejected and its bid security (EMD) may be forfeited.



- 50. No Bidder shall contact the SVNIT authorities on any matter relating to its bid, from the time of the bid opening to the time the Contract is awarded. If the bidder wishes to bring additional information to the notice of the SVNIT, should be done in writing.**
51. Any effort by a Bidder to influence the SVNIT and its decisions on bid evaluation, bid comparison or contract award may result in rejection of the Bidder's bid.
52. Bidders shall not be under a declaration of ineligibility for any corrupt and fraudulent practices prosecuted by the court of law.
53. The tender, as quoted once shall be considered final. No change, alterations and modifications shall be permitted at a later stage. Incomplete tenders will be rejected without assigning any reason.
54. It is compulsory to attach all the mentioned and required documents at time of submission of tender. No additional attachment is permitted later on.
55. All documents along with tender form must be numbered.(1...n) and corresponding page number must be entered in the pre-qualify sheet, no further clarification will be entertained.
56. The bid from the vendor or its sister concern or group of company who has been black listed at any Government organization / Semi-Government Organization / public sector etc. will be rejected.
57. The bid for OEM who has been black listed at any Government organization / Semi-Government Organization / public sector etc. will be rejected.
58. Defective equipment should be replaced by next business day.
- 59. The minimum validity period for the offer should be for 120 days.**
- 60. Institute LOGO, Name, etc. is to be printed on Front, Back and both side of BUS as per design given by institute at no extra cost.**
61. Successful bidder should raise the bill of the items actually installed, quantity shown in the tender document are for mere guideline and show approximate quantity.
62. In case of any dispute, the matter will be subjected to SURAT jurisdiction only.

**DIRECTOR, SVNIT**



**SECTION VII : DECLARATION**

**Tender reference no: SVNIT/CCMT/BUS/48/2017-18**

**Date:25-01-2018**

I/We hereby declare I/We have read all the terms and conditions of the Tender stated in all the sections in this tender document and as may be modified/mutually agreed upon, are acceptable and binding to me/us.

I/We have also verified that the bidding document contains at least the following

- A sealed Envelope superscribed as **“Prequalification Requirements of the Bidder”** containing compliance statement for all the prequalification requirements.
- **A sealed envelope to contain the Demand Draft for EMD and the Demand Draft for tender fees.**
- A sealed Envelope superscribed as **“Techno-Commercial Statement”** to contain atleast the following:
  - The Tender document appropriately signed and stamped at all pages
  - General Terms &Conditions of Contract
  - Acceptance to all the Requirements;
  - **Summary Sheet in the format laid in this document**

I also understand that **my bid without these three envelopes, enclosed in the main envelope, super scribed as “Tender For Supply of Bus at SVNIT, Surat” will be treated as an incomplete bid and is liable to be rejected.**

Place:

Signature:

Date:

Name & Address of the Bidder with office Stamp with all contact details

