



राजीव गाँधी राष्ट्रीय विमानन विश्वविद्यालय
RAJIV GANDHI NATIONAL AVIATION
UNIVERSITY

(A Central University under Ministry of Civil Aviation, Govt of India.
Established by an Act of Parliament of India, 2013)

Near Fursatganj Airfield,
Fursatganj, Amethi,
Uttar Pradesh- 229302
Visit us at
<http://www.rgnau.ac.in>
Email : fo@rgnau.ac.in

Tender No.: RGNAU/5123/1/ADMIN/

Date: 10 July 2020

NOTICE INVITING TENDER (NIT)

Name of the Work/Services: “Tender for hiring of vehicle services (Bus) at Rajiv Gandhi National Aviation University, Fursatganj, Amethi”

Schedule of tender Process:

- | | |
|--|---------------------------|
| (i) Pre-Bid Meeting | : 15 July 2020 (1100 hrs) |
| (ii) Last date and time for Submission of tender documents | : 23 July 2020 (1700 hrs) |
| (iii) Date and time for technical bid opening | : 24 July 2020 (1100 hrs) |
| (iv) Date and time of Financial Bid Opening | : 27 July 2020 (1500 hrs) |

1. The tender documents may be downloaded from official website of Rajiv Gandhi National Aviation University, Amethi (www.rgnau.ac.in) as per the schedule given above. **Bidders are requested to follow the instructions carefully as per the tender document given in the website.**
2. The tenders shall be submitted in two parts viz. Technical Bid and Financial Bid, along with all the tender documents and the tender acceptance letter duly signed and numbered in all pages. Overwriting should not be made. If there is any overwriting, it must be initialed by the bidder before submitting. In case of non-submission of copies of documents specified, such bids shall be summarily rejected.
3. Interested firms/agencies/companies are advised to visit University website www.rgnau.ac.in regularly till closing date of submission of tender for any corrigendum/addendum/amendment. After closing date, any notice regarding tender will be notified in University website.
4. In the event of any of the above-mentioned date being subsequently declared as a holiday/closed day for the University, the bids will be opened on the next working day at the scheduled time without any further notice.

Clause-1
Tender Notice

- 1.1 The University is inviting tender for hiring of vehicles (40/46/50/52 seater Bus) on Monthly/occasional hiring basis for official needs. The total duration of the contract for this service will be maximum for a period of three years. However, initially the contract for hiring of the vehicle will be awarded for a period of one year which may be evaluated annually on the basis of performance and mutually agreed upon for further extension. The interested agencies /service providers may submit their bids in the prescribed application forms (i) Technical Bid as per **Annexure-I**, (ii) Financial Bid as per **Annexure-II**.
- 1.2 An Earnest Money deposit of **Rs. 25,000/-** and application fee for tender of **Rs. 2,000/-** in the form of Demand Draft in favour of the “**Rajiv Gandhi National Aviation University**” payable at Raebareli, must be deposited along with technical bid

Clause-2
General terms and conditions

- 2.1. All vehicles to be provided must be of year **2018 model** or later & not running **more than 40000 kms**.
- 2.2. Availability of the vehicle must be 24X7 basis along with medically fit drivers who hold valid Driving License and helper/conductor. Driver and helper will be in proper uniform.
- 2.3. Vehicles will be under the administrative control of Rajiv Gandhi National Aviation University Fursatganj, Amethi during the hiring period.
- 2.4. Initially, University requires 01 number of bus. This may increase/decrease depending on requirement of the University in future.
- 2.5. The maximum capping for usage of vehicles by the University will be 1000 kms and 300 hours in a month. In case of incurring any additional kilometer beyond 1000 kms in a month, the University will reimburse the cost of fuel considering the rate of fuel as on the 01st day of the respective month. An illustration on calculation of cost of fuel is indicated in Column 6 of Annexure-II (Part A).
- 2.6. Vehicles may be used for the Inter State travels, if required.
- 2.7. The Contractor has to be registered with GST registration and should submit a copy of GST Registration Number.
- 2.8. The contract for hiring of the vehicle will be awarded initially for a period of one year and can be extended for maximum period of three years depending on the performance of the selected agency, which will be evaluated annually. If the services of the contractor not found satisfactory, the contract shall be terminated by the University giving a notice of 30 days to this effect. However, the contract can also be terminated by the agency giving a written notice of 60 days.
- 2.9. **The rates to be quoted are to be filled in the proforma given at Annexure-II. The rates quoted shall be fixed for three years. After three years of the contract, any change in the quoted rates shall be intimated to the University for Mutual Agreement for which the University has its sole discretion.**
- 2.10. **Earnest Money:** The contractor has to deposit earnest money (EMD) of **Rs. 25,000/-** in the form of DD in favor of “**Rajiv Gandhi National Aviation University**” payable at Raebareli.
- 2.11. The firms/agencies duly registered with MSME shall be exempted from paying EMD and Tender document fee. A certificate must be submitted by the firm/agency along with Technical Bid to this effect.
- 2.12. The earnest money of all the unsuccessful bidders will be returned as early as possible after the expiry of the period of the bid validity and after issue of the work order. No interest will be payable by the University on the Earnest Money Deposit.
- Forfeiture of Earnest Money:** The Earnest Money will be forfeited in the following ground: -
- i. Earnest Money is liable to be forfeited and bid is liable to be rejected, if the tenderer withdraws the

tender in any respect within the period of validity and/or after opening the tender.

- ii. When the tenderer does not deposit the security money within 15 days after award of the work order.
 - iii. If the successful bidder fails to provide the vehicle within the prescribed time after the confirmed orders.
 - iv. When information/certificate/document furnished is found to be false at any stage.
 - v. When the bid documents have been manipulated or altered after they are downloaded from the website.
- 2.13. **Performance Security:** Performance Security for an amount of **Rs. 50,000/-** (Rs. Fifty Thousand only) may be furnished in the form of Account Payee Demand Draft or Bank guarantee from a nationalized/scheduled bank.
- 2.14. The PBG shall be valid for a period of 40 months from the date of agreement. In case of extension of contract, the performance security may be revalidated accordingly to cover the contractual obligation.
- 2.13 The contractor will have to give a written undertaking that he accepts all the terms and conditions of this tender. The contractor should also submit the tender document duly signed and stamped in all the pages.
- 2.14 Vehicles will be at the disposal of the University throughout the duration of the contract except for the duration it goes for regular maintenance (only one day per month). Vehicles will not be allowed for private/public transport.
- 2.15 Duty Slips in duplicate copy to be printed and serially numbered by the Service Provider as per prescribed format of RGNAU (**Annexure-IV**) and should ensure that at the end of duty; the duty slips are completed and signed by the users/transport in-charge of the University.
- 2.16 The tampering of meter reading, vehicle usage timings, overwriting of Summary / log sheet and misbehavior of driver while on duty shall be viewed seriously, leading to even cancellation of contract.
- 2.17 Service Provider shall not engage any person below 18 years of age. Child labour is prohibited.
- 2.18 University reserves the right to cancel the bids or for any particular vehicle without assigning any reason.
- 2.19 The application fee of tender of amount of Rs 2,000/- in the form of DD in favour of **Rajiv Gandhi National Aviation University** payable at Fursatganj should be submitted with the application form without which the offer would not be considered.
- 2.20 Notwithstanding any clause/conditions above, the bidder may note that the vehicles provided/drivers deployed shall adhere to flexible in timing/usage considering the academic nature and work of the RGNAU.
- 2.21 Vehicles attached with Vice Chancellor and Statutory officers will have flexible timings and will be stationed at the designated places of the authority (or) residences of the officers as the case may be.
- 2.22 During General Holidays i.e. Sundays/Saturdays/Government Holidays, if any of the vehicle under monthly basis category are utilized by the university, no extra charges / payments will be made by the university.
- 2.23 Bus will be painted preferably in white colour with RGNAU and its Logo or as per the choice of the University authority.
- 2.24 First Aid box, fire extinguisher etc. to be available in the buse.

Clause-3

Terms and conditions of Contract

- 3.1 All repairs and maintenance, running costs, fuel, lubricants, salaries of drivers, taxes, insurance, etc. necessary for the running & maintenance of vehicle will be borne by the contractor.
- 3.2 Contractor would be responsible for the good conduct of the drivers employed and if at any point of time any driver is found to be working against the interest of the university, the said driver shall be withdrawn forthwith and a fresh driver shall be provided to the university at no additional cost.
- 3.3 Contractor may deploy vehicle running on as per Govt. guidelines.
- 3.4 All hired vehicles shall be under University's control and shall be parked at designated locations of the Rajiv Gandhi National Aviation University when not in use during the period of hiring.
- 3.5 Vehicles should be fitted with required accessories to drive in State and National highways including during

the nights. Fog lights are to be fitted.

- 3.6 Vehicles should also be fitted with Towing hook.
- 3.7 Vehicle should be able to move freely to the neighboring States without any restrictions.
- 3.8 All vehicles shall be comprehensively insured against all risks (including the driver and occupants & third party). Insurance policy shall be renewed well before the due date. Otherwise fine may be imposed.
- 3.9 Buses which are in good road worthy condition and also complying with the conditions as laid down by the Government for an Educational Institution only would be considered. The buses should be painted in white color with Rajiv Gandhi National Aviation University Logo) with all necessary marking on the body as per Government orders.
- 3.10 The contractor should assume all liabilities and keep the University away against any action, suit, cost, damages, charges and expenses arising how and what-so-ever out of the operation of the vehicles.
- 3.11 The University has the right to enter into contract for hiring of vehicles/drivers with one or more service Providers/ bidders.
- 3.12 The contractor should not sublet or assign this contract or any part thereof to any third party.
- 3.13 The selection of the overall successful bidder will be based on L1 the University would decide upon the selection based on technical evaluation.
- 3.14. Driver should always carry all necessary documents like Registration papers, Insurance papers, Pollution Under Control (PUC) clearance, RTO tax payment papers, valid driving license and all other documents that should accompany vehicle as per rules & regulations of applicable laws.
- 3.15 Driver should always carry complaint book and should produce on demand by user. The copy of complaint book must be submitted with bill after duly certified by the Transport I/c while producing the bill for payment.
- 3.16 In case of breakdown of any vehicle, the Contractor shall, within two hours provide another vehicle at no extra cost. The University shall have absolute right to charge Rs. 2,000/- per day if contractor does not provide another vehicle within two hours.
- 3.17 In case of any accident to the vehicle, it will be the responsibility of the contractor or his representative (drivers) to lodge FIR etc. with police. All RTO issues and Traffic violations are to be taken care of by the contractor.
- 3.18 The contract will be for providing service (hiring of vehicle) and at no point of time any or all of the Staff of Transporter shall raise a claim for employment in the Rajiv Gandhi National Aviation University.
- 3.19 Drivers should carry sufficient cash for discharging obligation on account of parking charges & toll taxes. Parking charges & toll fee will be reimbursed to the contractor. Proper supporting documents would have to be submitted along with such claims.
- 3.20 Lodging, boarding, transportation of drivers and helpers shall be the contractor's responsibility.
- 3.21 The driver and helper provided by the contractor should fulfill the following conditions:
 - i. Should be in possession of valid commercial driving license issued by RTO for the class of vehicle he is driving.
 - ii. Should wear uniform which should be properly washed /ironed.
 - iii. Should be well qualified and should be able to read and write and have minimum three years of experience as driver.
 - iv. Should not smoke; chew Pan/Pan masala/Tobacco inside the vehicle both while driving or otherwise.
 - v. Should not get indulged in any activity to security of the officers traveling in his car.
 - vi. Should be in possession of Mobile phone with valid connection.
 - vii. Should not use mobile phone while driving.

In the event of driver not being in presentable dress, not behaving properly, engaging in rash and unsafe driving, the University shall have right to expel or refuse entry to such driver and vehicle to be treated as absent.

3.22 **Penalty: -** Following amount of penalties will be applicable: -

Sl. No.	Reason for Penalty	Penalty Amount (in INR)
i	If, Driver and/or helper found not in proper Uniform	500.00 per day
ii	If, Driver and/or helper found chew pan masala/tobacco inside the vehicle	500.00 on each occasion
iii	If, Driver and/or helper found intoxicated	2000.00 & discharge the driver and/or helper
iv	If, Vehicles are not carrying first aid kit, fire extinguishing, etc. as per terms and conditions	500.00 per day
v	Seat cover must be neat and clean to the entire satisfaction of the user. In case of non-compliance penalty will be imposed.	500.00 per day
vi	Delay in arrival of vehicle or driver beyond 30 minutes of reporting time or driver not contactable/not attending the duties	500.00 on each occasion
vii	In case, any defects has been pointed out by the University and not been rectified within 10 days	500.00 per day
vii	Non-production of complaint register / suggestion on demand by the user	500.00 on each occasion
viii	In case of any other major default like road accident	The appropriate amount will be decided by the Transport I/c or committee constituted for this purpose and duly approved by competent authority of the University

- 3.23 Driver should be alert/careful enough to take care of items/material kept in the vehicles.
- 3.24 Vehicle should carry portable fire extinguisher and first aid box & relevant consumables such as freshener etc. and necessary tools for emergency.
- 3.25 The selected agency has to meet out all the vehicle requirements of the University failing which the same requirement will be met by hiring the services of some other agency(ies) and all the extra cost incurred by the University on this account will have to be borne by the selected agency.

Clause-4 Terms of Payment

- 4.1 Monthly bills shall be submitted in duplicate to the authority specified in contract, along with photo copy of log book duly signed by the controlling officer/duty slip (in case of daily/hours basis vehicle) and payment will be processed on monthly basis. Contractor will have to submit the receipt of deposited GST challans, toll receipts, parking charges etc. along with the monthly bills. Any discrepancies will be settled against due payment and PBG.

Termination Clause-5

The University may, without prejudice to any other remedy for breach of contract may terminate the contract in whole or in parts in the event of the following:

- 5.1 If, the contractor fails to arrange the supply of any or all of the vehicles within the period(s) Specified in the contract or any extension thereof granted by University.

5.2 If, the contractor fails to perform any other obligation (s) under the contract.

5.3 In case the Contract is to be terminated, 30 days' notice in writing shall be given by the University and 60 days' notice in writing shall be given by the contractor.

Clause-6 Jurisdiction

6.1 All disputes arising out of this contract shall be subjected to the jurisdiction of Court in Raebareli or Amethi.

Clause-7 Eligibility Conditions for Bidders

- 7.1 The bidder should be registered with the GST. If not already registered, proof of application for registration for service tax must be submitted with the condition that registration certificate will be produced before signing the agreement/contract.
- 7.2 As on the last date of receipt of bids, the bidder should own at least 02 nos. vehicle and must have at least 03 years' experience in supplying buses to any Central / State Government organization or a Public Sector Undertaking / Educational Institution / University / School / autonomous body.
- 7.3 The Annual turnover of the Bidder should be at least Rs.20.00 lakhs in the last three financial years. Audited financial statements or financial statements of the turn over duly certified by a Chartered Accountant to be enclosed as proof of the same.

Clause-8 Relationship Certificate

8.1 The bidder should give a certificate that none of his/her near relative is working in the units as defined below where he is going to apply for the tender. In case of proprietorship firm certificate will be given by the proprietor. For partnership firm certificate will be given by all the partner and in case of limited company by all the Directors of the company excluding Government of India/Financial institution nominees and independent non-Official part time Directors appointed by Govt. of India or the Governor of the state. Due to any breach of these conditions by the company or firm or any other person the tender will be cancelled and Bid Security will be forfeited at any stage whenever it is noticed and RGNAU will not pay any damage to the company or firm or the concerned person.

The company or firm or the person will also be debarred for further participation in the concerned unit. The near relatives for this purpose are defined as: -

- (a) Members of a Hindu undivided family.
- (b) Spouse.
- (c) The one is related to the other in the manner as father, mother, son(s) & Son's wife (daughter in law), Daughter(s) and daughter's husband (son in law), brother(s)and brother's wife, sister(s)and sister's husband (brother in law).

The format of the certificate to be given is "I.....

S/o..... R/o.....here

by certify that none of my relative(s) as defined in the tender document is/are employed in RGNAU as per details given in tender document. In case at any stage, it is found that the information given by me is false / incorrect, RGNAU shall have the absolute right to take any action as deemed fit without any prior intimation to me." (as per

Annexure-V)

Clause-9

Submission of Tender

- 9.1 The tender shall be submitted in two part, viz., technical bid and financial bid in separate sealed envelope with super scribe the name of tender. All the pages of bid being submitted must be signed and sequentially numbered by the bidder irrespective of nature of content of the documents before submitting. The bid shall be submitted through Speed Post / Registered Post / Courier / By hand before last date and time to **The Registrar, Rajiv Gandhi National Aviation University, Fursatganj, Amethi – 229302**. After last date and time, no correspondence will be entertained in this matter.
- 9.2 The Demand Draft in respect of cost of tender document and earnest money deposit must be submitted to the RGNAU, Fursatganj, Amethi with tender document on or before last date. The bid without tender fee and EMD will be summarily rejected.
- 9.3 The following documents are to be submitted by the firm/agency along with Technical Bid as per the tender document: -
- a. Proof of ownership/hold on lease duly stamped and registered of minimum number of vehicles, as per clause 7.1. The RC book should be registered in the name of the company/proprietor.
 - b. Registration certificate for Goods & Service Tax, else, copy of application submitted for GST registration, as per clause 7.2.
 - c. Experience certificate from appropriate authority as per the clause no.7.3 of the Tender document.
 - d. Copy of Balance sheet and P/L Account of last three years ended 31.03.2019
 - e. Copy of PAN Card
 - f. ITR last three years ended 31.03.2019.
- 9.4 Financial Bid: The lowest bidder will be finalized on the basis of quoted rate on monthly basis of Annexure- II, Part A.**
- 9.5 In case of Tie, the committee members may resolve the tie situation under following parameters: -**
- i. Annual Turnover**
 - ii. No. of Vehicles owned.**
 - iii. Length of Experience.**

Clause-10

Amendment to bid document

- 10.1 At any time, prior to the date of submission of bid, the University, for any reason whether at its own initiative or in response to a clarification required by a prospective bidder, modify the bid document by amendments.
- 10.2 Such amendments shall be notified through press and shall be hosted on University website only and these amendments will be binding on all prospective bidders.

TECHNICAL BID
APPLICATION FORM FOR HIRING OF VEHICLES

1. Name of the Contractor/Agency :
2. Complete Address :
:
:
3. Telephone Number(s) :
4. Fax Number :
5. E-mail address :
6. Payment Details : **Earnest Money:** D.D. Amount: D.D. No.: Date:
Bank & Branch
: **Tender Fee:** D.D. Amount: D.D. No.: Date:
Bank & Branch
7. Goods & Service Tax Registration number issued by the Central Excise Deptt. in favor of the contractor/agency (Documents attached) :
8. PAN Number issued by the IT Deptt.
In favor of the contractor/agency (Documents attached) :
9. Last 3 years ITR ending 31.03.2019 (attached 2016-17, 2017-18, & 2018-19 ITR) :
10. Annual Turnover of the firm (Rs. In Lakhs) last three financial years (Copy of audited financial statement must be attached)

	Amount (Rs. In lakh)		
Financial Year	2016-17	2017-18	2018-19
(Turnover of transport service more than Rs. 20.00 lakh)			

11. Total no. of drivers employed by the agency :
12. No. of own vehicles : Buses
13. Previous experience of providing buses to any Central /State Govt. organization or a Public Sector Undertaking/Educational Trust/other autonomous bodies (Copy of proof must be attached)
.....
14. Any Other Details :
15. Fleet capacity [Commercial buses] :

Name / Model of Vehicle	No of Vehicles	Documentary Proof like RC, Insurance etc. in the name of agency

Financial Bid (Part-A)**Monthly Basis:**

Name of Vehicle	Minimum No. of Vehicles required*	Monthly rate including Driver + helper	Mileage per ltr.	Cost of Fuel per ltr.** (Rs. 73.74 is rate on 01.07.2020)	Cost per KM (Col. 5 / Col. 4)	Cost for capping of 1000 km (Col.6 x 1000 km)	Total (Col. 3 + Col. 7) x Col. 2
1	2	3	4	5	6	7	8
Category-1							
Tata star bus ultra Skool 40/46 seater Layout (2x2) or similar specifications (Non A/c)	01			Rs. 73.74			
Category- 2							
Bus 50/52 seater layout (3x2) or similar Specification (Non A/c)	01			Rs. 73.74			
Total							

* No. indicated in Column 2 may increase/ decrease as per requirement of the University.

** Rate of per KM running shall be decided as per mileage and rate of the fuel on the 01st day of every month.

Note: Rates quoted under Category-I above will be considered for financial bid.

Date:

Place:

Signature of Authorized Signatory:

Seal:

Financial Bid (Part-B)

Occasional hiring*

Name of Vehicle	Rent of the Vehicle for 08 Hrs. and 80 Km (Inclusive of Non A/c /A.C. Vehicle + Driver + Fuel)	Rent of the Vehicle for 12 Hrs. and 100 Km (Inclusive of Non A/c / A.C. Vehicle + Driver + Fuel)	Rent of the Vehicle for 24 Hrs. and 250 Km (Inclusive of Non A.c./A.C. Vehicle + Driver + Fuel)	#Mileage per ltr.	Remarks
Category-1					
Bus Skool 52 seater Layout (3x2) or similar specifications (Non A/c)					
Bus ultra Skool 46 seater Layout (3x2) or similar specifications (Non A/c)					
Bus ultra 42 seater Layout (3x2) or similar specifications (Non A/c)					

- *(i) Hours/distance calculation should commence from the time of reporting of vehicle at RGNAU at designated places.**
- (ii) If the travel exceeds the hour's slab, the rate will be decided whichever beneficial to the University, calculating the extra kilometer or fitting in the next slab.**
- (iii) The rates quoted under this part shall not be considered for evaluation of financial bid.**

Rate of per KM running shall be decided as per mileage and rate of the fuel on the 01st day of the month.

Date:

Place:

Signature of Authorized

Signatory:

LETTER OF AUTHORISATION FOR ATTENDING BID OPENING

To,
The Finance Officer,
Rajiv Gandhi National Aviation
University Road, Fursatganj,
Amethi-229302.

Subject: Authorization for attending bid opening on (date) in the tender of

Following persons are hereby authorized to attend the bid opening for the tender mentioned above on behalf of
.....(Bidder) in order of preference given below.

Order of Preference	Name	Specimen Signature
I
II
Alternate Representative

Signatures of bidder
or
Officer authorized to sign the bid
Documents on behalf of the bidder.

Notes:

1. Maximum of two representatives will be permitted to attend bid opening. In cases where it is restricted to one, first preference will be allowed. Alternate representative will be permitted when regular representatives are not able to attend.
2. Permission for entry to the hall where bids are opened maybe refused in case authorization as prescribed above is not recovered.

Signature of Bidder with seal

FORMAT OF DUTY SLIP

(Print Name of the company & address)

Sl. No.....

Date.....

(To be filled by contractor)

- 1. Reg. No of Vehicle :.....
- 2. A/C or Non-A/C....., Model &Year....., Petrol/Diesel.....
- 3. Name, Designation & address of user
-
-

(To be filled by user)

- 4. Purpose of Journey(detail)
- 5. Places visited
- 6. Meter Reading at Starting Point..... At closing Point
- 7. Total KMs Run
- 8. Time at Starting Point..... At closing Point
- 9. Extra Detention Hours (beyond duty Hrs.)
- 10. Charges for Parking/Toll Tax etc.....
- 11. Number of Night Halts (for outstation journey only)

Driver's Name & Signature

Signature of User

Signature of Bidder with seal

NEAR RELATIVE CERTIFICATE

(To be given by all Directors)

I S/o Shri.....r/o

..... hereby certify that none of my relative(s) as defined in the tender document is /are employed in RGNAU as per details given in tender document. In case, at any stage, it is found that the information given by me is false/incorrect, RGNAU shall have the absolute right to take any action as deemed fit/ without any prior intimation to me.

Dated:

Signature:

Name in block letters of the signatory:

In capacity of :

NOTE:

- In case of Company/Institution/Body corporate, a list of all Board of Directors may be submitted along with the bid.
- In case of Company/Institution/Body corporate, “Near Relative Certificate” is required by all the Directors of Company/Institution/Body Corporate excluding Government of India /Financial Institution nominees and Independent non-official part time Directors appointed by Government of India or the Governor of State.
- In case of Proprietorship firm, certificate will be given by the proprietor.
- For Partnership firm, certificate will be given by all the partners.
- The “Near Relative Certificate” should be submitted as per clause 8.

Signature of Bidder with seal

DECLARATION

I, hereby declare that I am authorized to sign this document and that:

- 1) All the statements made in this application are true, complete and correct to the best of my knowledge and belief. I understand that if at any stage, it is found that any information given in this application is false/ incorrect or that our agency does not satisfy the eligibility criteria, our candidature/empanelment is liable to be cancelled / terminated.
- 2) I understand that the decisions taken by the Rajiv Gandhi National Aviation University are final and binding in all matters.
- 3) I hereby agree to work as per the terms and conditions stipulated by Rajiv Gandhi National Aviation University.
- 4) I understand that the Rajiv Gandhi National Aviation University reserves the right to accept or reject and to cancel the empanelment process and reject all expression of interests at any time prior to the award of the contract, without detailing any specified reasons what so ever.

Place :

Date :

Signature :

Name :

Designation :

Signature of Bidder with seal

CHECK LIST

1. Application Form (Technical Bid) as per **Annexure I**.
2. Application Form (Financial Bid) as per **Annexure II**.
3. **Earnest Money Deposit for Rs 25,000/-** in the form of Demand Draft favouring **Rajiv Gandhi National Aviation University** payable at Raebareli.
4. **Application Fee for Rs 2000/- in the form of Demand Draft** favouring **Rajiv Gandhi National Aviation University** payable at Raebareli
5. Goods & Service Tax Registration Certificate. (Enclose copy of the Certificate)
6. Written undertaking regarding accepting all the terms and conditions of the tender document.
7. Tender document signed in all the pages with seal of the bidder.
8. PAN (Enclose copy of the Certificate).
9. Proof of ownership of 03 vehicles (Buses) with models not older than 2018 & not running more than 40,000 km.
10. Copy of Registered Partnership Deed or Articles/Memorandum of Association in the case of partnership firm or Private Limited Company.
11. Experience Certificate in the field in supplying buses for at least two years to any Central/State Govt. organization or a Public Sector Undertaking /Universities / Other autonomous bodies.
12. **Annual Turnover of Rs 20.00 lakhs** for the last three financial years. Audited financial statements/Profit loss accounts or financial statement showing turnover duly certified by a Chartered Accountant to be enclosed.
13. Near Relative Certificate as per **Annexure V**.