



COEP Technological University Pune

INVITATION OF Re-TENDER

For

**Empanelment of Transport Agencies to fulfil the Official Travel/
Transport Services requirement to COEP Technological
University Pune**

No. COEP/FM/Re-Tender/Transport Services/2025/ 1952

Date: 26/06/2025

Cost of document Rs. 1,000/- (Non-refundable)

Website: <https://www.coeptech.ac.in>

Registrar

Land Line: 020 2550 7002

E-mail: registrar@coeptech.ac.in



COEP TECHNOLOGICAL UNIVERSITY (COEP TECH)

SHIVAJINAGAR, PUNE- 411005 (MAHARASHTRA) INDIA

(Unitary Public University of Government of Maharashtra)

w.e.f 21st June 2022(Formerly College of Engineering Pune)

Off:+020-25507000/7191 Web: www.coep.org.in Email-fm@coeptech.ac.in

No. COEP/FM/Re-Tender/Transport Services/2025/ 1952

Date: 26/06/2025

INVITATION OF Re-TENDER

Name of the Work: COEP Technological University Pune (COEP Tech) invites digitally sealed quotations for empanelment of Transport Agencies to fulfil the official travel/transport requirements and allied services through e-Procurement system of COEP tech University Pune (<https://www.coeptech.ac.in>) as per the

Part 1: Technical Bid (Appendix-A) and Part 2: Commercial Bid (Appendix-B) in the prescribed Bid forms. Digitally sealed bids are invited for empanelment of Transport Agencies to fulfil the official travel/transport requirement from reputed and experienced firms/agencies/companies established and functioning and having registered **Office in Pune city or nearby Pune** and having valid licenses and sanctions and experience.

Part 1: Technical Bid

The tender Document can be downloaded from the website <https://www.coeptech.ac.in>

Sr. No	Tender No & Date	Reference No: COEP_Tech/FM/Re-Tender/Transport Services/2025/ 1952 , Date:- 26/06/2025
1.	Issue of online Tender Forms	Tender is uploaded on Procurement system of COEP Tech University Pune (https://www.coeptech.ac.in) from 01/07/2025 to 15/07/2025.
2.	Last Date of online submission of Tenders	15/07/2025 before 15:00 Hours.
3.	Pre bid	10/07/2025 before 15:00 Hours.
4.	Online Opening of Tenders	17/07/2025 at 16:30 Hours
5.	Bid Validity	120 Days
6.	Contract Period	Three Years from the date of Award of Contract
7.	Tender Fees	Rs. 1,000/- (Non-Refundable) The tender fees and EMD of Rs. 50,000/-
8.	Correspondence Address	COEP Technological University, Shivaji Nagar, Pune 411005


Registrar,

COEP Technological University Pune

1. Eligibility Criteria:

- a) The agency/firm/company service provider should have its office in Pune (PMC/ PCMC) area and nearby Pune only.
- b) The agency/firm/company should have the minimum experience of ten years as on date of tender in the field of providing such services to any Public Sector Undertaking (PSU), Govt. Organization, educational institution, or any other reputed private organization, etc. The bidding firm should submit supporting documents online Registrar COEP Tech in this regard.
- c) The agency should have PAN India and global presence.
- d) The contracting agency/firm/company should have minimum average turnover of Rs.10,00,000/- and above in any of the last five financial years in providing such services.
- e) The contracting agency/firm/company should have minimum 10 passenger vehicles registered as tourist vehicles on its own name having valid tourist permit (Copies of the tourist vehicle registration certificates & Insurance policies to be attached).
- f) Payment to the agency will be cleared within 1 month after the receipt of the invoices with GST bill.

Pre-Qualification / Eligibility Criteria details:

Sr. No.	Pre-Qualification Criteria	Supporting Documents to be enclosed with the Bid
1.	Bidder should be registered in India under Companies Act 1956.	Certificate of Incorporation
2.	The bidder must be a renowned agency/firm/company.	Goods and Service Tax (GST) certificate
3.	Bidder must have experience of at least 10 years in the relevant field to provide such services to any Public Sector Undertaking (PSU), Govt. Organization, educational institutions, or any other reputed private organization, etc.	Copies of relevant work-order(s)
4.	Bidder should have duly filed Income Tax Returns, Service Tax and other applicable Govt./Statutory body Taxes for the five years .	Relevant Documents
5.	Prime bidder including the consortium members shall not be under a declaration of ineligibility for corrupt or fraudulent practices or blacklisted with any of the Government agencies or any reputed private organization etc.	Self-Certification

Seal and signature of Manager /
Representative of the firm on behalf of the
firm submitting Tender

Telephone No:.....

Mobile No:.....

Fax No:.....

Email ID:.....

Name of person:.....

Designation :.....

2. Online Bidding Process through eProcurement system of COEP Tech University Pune (<https://www.coeptech.ac.in>):

The Bid / Tender document will be in two-cover system - Technical Bid (Part 1) and Commercial Bid (Part 2).

Part 1: Technical Bid - Detailed profile of the agency/organization/firm/company, eligibility for selection, tender terms & conditions, etc. to be uploaded. This should include documents in support of turnover, experience, list of similar work carried out, client list, Pre-Qualification / Eligibility Criteria, Appendix-A etc.

Part 2: Commercial Bid - As per the tender, commercial bid should be indicated in Indian rupees in figures as well as words. The final offer given by the bidder shall be with respect to the complete cost of the project (Appendix-B)

3. Submission of tender documents to Registrar COEP Tech by post/hand.

3.1 Format & signing of Bid Document:

The Bid / Tender document will be submitted in the prescribed format.

Bids must be accompanied with:

The guidelines to download the tender document, online submission of bids and procedure of tender opening can be downloaded from website <https://www.coeptech.ac.in>.

The date & time of online submission shall strictly apply in all cases. The Bidders should ensure that their tender is prepared and submitted online before the expiry of the scheduled date & time. If tender document not submitted online within time will not be entertained.

If for any reason, any interested bidders fail to complete any of online stages during the complete tender process, COEP Technological University shall not be responsible and any grievance regarding that shall not be entertained.

Instructions for submitting bids are given below:

- 3.1.1 Part 1: Technical Bid** – in prescribed format sealed and duly signed
Part 1 : Shall contain the following:

1. A covering letter in the format enclosed and participation cost of the bid document of Rs. 1,000/- (Receipt of RTGS be attached, Bank details are given bellow)
 2. **EMD of Rs.2,00,000/- (Rs. Two Lakh Only)** to be submitted through Registrar COEP Tech University Pune.
 3. Details of bidder's experience and capabilities in the format (Appendix –A) Balance sheets / audited accounts for the last five years.
- 3.1.2 Part 2: Commercial Bid** - in prescribed format sealed and duly signed (Appendix-B)
The bidder shall submit their offline offer only in the format. Price quoted elsewhere shall be liable to rejection.
- 4. Acceptance of Tender conditions:**
- 4.1 The last date for online submission of tender document is 15/07/2025 before 15.00 hrs. Bids received online beyond the closing date / time will not be accepted and will be rejected, unopened.
 - 4.2 **The Part 1 (Technical Bid)** will be opened on 17/07/2025 at 16.30 hrs. At the same venue in presence of the bidders' representatives who wish to attend. In the event of any change in the date of opening, the same will be intimated to all.
 - 4.3 **Part 2 (Commercial Bid)** will be opened only after the technical evaluation of tenders and only eligible and technically qualified bidders will be invited for commercial bid opening at the same venue in presence of the bidders' representatives who wish to attend. The date of opening of commercial bid will be intimated to only eligible and technically qualified bidders. In the event of any change in the date of opening, the same will be intimated to eligible & technically qualified bidders only.
 5. Incomplete tenders will be rejected without consideration.
 6. The contracting agency/firm/company should be based at Pune or having its office in Pune and round the clock contact telephone number for keeping easy contact. The day will be reckoned from mid-night to mid-night (01.00 Hr to 24.00 Hr).
 7. The tender shall be signed by the authorized person and his / her full name and status be indicated below the signature along with official stamp of the contracting agency/firm/company.
 8. Team of COEP Technological University shall visit the existing clients of the eligible bidders to receive on the spot information regarding the quality of services provided, etc.
 9. The contract shall be from xx-xx-2025 initially until xx/xx/2026 and may be extended for a further period of xx more years i. e. up to xx/xx/202x one year at a time subject to satisfactory performance at the discretion of competent authority of COEP Technological University Pune on the same terms and conditions or with some addition/ deletion/ modification for a further period of maximum up to xxxx years.

10. The contracting agency/firm/company shall provide the services continuously as per the award of contract. In case of discontinuation of services by the contractor in the middle of the period or non-satisfactory services, breach of any terms and conditions of the contract, noncompliance of the orders of competent authority, etc. the contractor shall be liable for necessary legal action and the contracting agency/firm/company shall forfeit their performance security deposit.
11. The Registrar, COEP Technological University Pune reserves the right to terminate the contract at any time without assigning any reasons by giving a one month notice to the contracting agency/firm/company.
12. The contracting agency/firm/company shall get suitable instructions from the designated official of COEP Technological University Pune and must provide the services promptly as per requirement. The contracting agency/firm/company should be able to provide services as per requirement of the COEP Tech University Pune.
13. The contracting agency/firm/company shall abide by the rules and regulations of RTO, Government of Maharashtra.
14. The contracting agency/firm/company shall also abide by the relevant Rules and Regulations to engage drivers on the vehicles must obtain requisite licenses, sanctions & permits which should valid during the tenure of contract.
15. **There will be no dead mileage for vehicles deployed on call basis. The kilometer for the purpose of "vehicle run" and "hours of duty" shall be reckoned from the time vehicle reaches COEP Technological University Pune to vehicle leaves COEP Technological University Pune. No mileage will be allowed to drivers for lunch / breakfast or for filling fuel etc. kilometer reading a must be start from the COEP Tech and final reading when vehicles reach to COEP Tech Campus.**
16. The vehicles to be supplied should be **registered with valid tourist permit** and in excellent condition mechanically as well as getup wise i.e. outer look / upholstery etc. should be decent looking and are well maintained during the contract period. The vehicle used on COEP Technological University Pune site should not be older than five years at any point of contract.
17. The contracting agency/firm/company shall provide immediate replacement for the breakdown vehicle with same level of vehicle at the cost of service provider.
18. In case a vehicle is requisitioned and the same does not reach at the designated time and place, COEP Technical University will be free to call required vehicle from any other supplier from open market and the expenses on this account will be debited to the Contracting Agency or will be recovered from the dues / pending bills etc.
19. The drivers of the vehicles deployed on the **COEP Technological University Pune** site should be fully conversant with the routes of Pune City and the suburbs and should possess valid driving license in his name. The drivers must wear uniform while on duty, proficient in speaking local languages, well mannered, courteous with proven integrity, healthy personal habits and should always carry a mobile phone with him. In the event of misbehavior on the part of drivers,

- COEP Tech University may impose penalty as deemed fit on the contracting agency/firm/company including replacement of Driver.
20. The Empanelment contracting agency/firm/company shall deploy drivers on COEP Technological University Pune site only after police verification and must carry Identity Card issued by the contracting agency.
 21. In case, the drivers employed by the empanelled agency / firm / company commits any act of omission / commission that amounts to misconduct /indiscipline / incompetence, the agency/firm/company shall be liable to take appropriate disciplinary action against such drivers, including their removal from COEP Technological University Pune site, if required.
 22. Upon receiving necessary orders from the competent official of COEP Technological University Pune the empanelled agency / firm / company shall immediately replace any of its drivers who are found unacceptable to the COEP Technological University Pune.
 23. The empanelled agency / firm / company shall assign a supervisor who shall be responsible for immediate interaction with the COEP Technological University Pune so that optimal services can be availed without any disruption. The supervisor should be available round the clock on his own direct telephone (office as well as residence) to respond to the call for services in emergency cases. The supervisor should be accessible on holidays / Sundays also for satisfying COEP Technological University Pune vehicle requirements.
 24. All the charges towards repair / servicing, salary of the driver, petrol expenses, any other incidental expenses on operations & maintenance of the vehicles deployed on COEP Technological University Pune site shall be borne by the empaneled agency / firm / company.
 25. The vehicles deployed on COEP Technological University Pune site should be insured in all respects by the empaneled agency / firm / company. In case of any accident or theft etc. all the claims arising out of it will be met by the agency / firm / company, COEP Technological University Pune shall not be liable in any matter whatsoever.
 26. The vehicles deployed on COEP Technological University Pune with the driver shall be at the disposal of COEP Technological University Pune as and when required. University shall be free to use the hired vehicles in any manner for carrying officials, material etc. as per its requirements and the contracting agency / firm / company shall not have any objection to it.
 27. Hired vehicles will report at COEP Technological University Pune or at the said location, I.e. Local/Domestic at designated timings for the designated hours. In exceptional cases, COEP Technological University Pune may call vehicles before designated time or retain vehicles after designated time to cater to sudden urgent need.
 28. In case of delay in reporting the vehicle, a penalty of Rs.50/- per 15 minutes delay shall be imposed.
 29. In case of break down, vehicles must be replaced by other vehicle in good condition immediately or not more than one hour late. In case of non-availability of suitable vehicle, a penalty up to Rs 1500/- per day may be imposed in addition

to deduction on pro-rata basis for the period. If the number of break down exceeds three times in a month, a penalty of Rs. 1000/- per break down shall be imposed.

30. In case of non-availability of vehicles during extra hrs penalty of Rs. 1000/- per occasion shall be imposed.
31. Vehicles supplied by the firm/agency will be regularly inspected by nominated officers for the purpose and in case of non-compliance of any of the conditions, if brought to the notice of the Facility Manager Office, COEP Technological University Pune by the users, a penalty of Rs.1500/- on each fault will be imposed.
32. COEP Technological University Pune also reserves the right to impose penalties for unsatisfactory services which may include:
 - a) Poor quality of service such as delayed arrival / departure at the designated stop/place.
 - b) Misbehaviors by staff with the users.
 - c) Disruption in the schedule / non-availability of the cars on any day.
 - d) Working in violation of instructions given by National Institute of Disaster Management (NIDM)
 - e) Poor quality of cars (both interior & exterior)
 - f) Air Conditioning of the Vehicle not working or defective or ineffective.The final decision of the extent of penalty livable on the contractor will rest with the COEP Technological University Pune authority.
33. The drivers also shall be asked to carry files/ papers/letters to be handed over to the internal staff/distribution within local areas.
34. COEP Technological University Pune will not be responsible for any kind of fine / challan on account of violation of traffic rules, damage or accident to the vehicle or to any other vehicle or injury/loss to any driver and contracting agency will settle such issues on their own at their own cost. Damage / Loss to the official will be recovered from the contracting agency / firm / company.
35. In case contracting agency / firm / company provides vehicle, which is of higher class than the demanded type, payment will be regulated as per the demanded type of vehicle. Vehicle of lower class than the demanded type of vehicle shall not be accepted, except with prior permission /intimation.
36. It shall be the responsibility of the service providing agency / firm /company to meet transportation, food, medical and any other requirements in respect of the drivers engaged by it at COEP Technological University Pune site and COEP Technological University Pune shall have no liabilities in this regard.
37. For all intents and purposes, agency / firm / company shall be the "Employer" within the meaning of different Labour Legislations in respect of drivers so employed and engaged at COEP Technological University Pune. The Drivers deployed by the agency / firm / company at COEP Technological University Pune shall not have claims of any Master and Servant relationship nor have any principal and agent relationship with or against COEP Technological University Pune.

38. The agency / firm / company shall be solely responsible for the redressed of grievances /resolution of disputes relating to drivers engaged by them at COEP Technological University Pune site. The University shall, in no way be responsible for settlement of such issues.
39. COEP Technological University Pune shall not be responsible for any damages, losses, theft, claims, financial or other, injury to any drivers deployed by agency / firm / company in the course of their performing the functions/ duties, or for any payment as compensation.
40. The drivers employed by the empanelled agency / firm / company shall be medically fit. If and when required, COEP Technological University Pune also reserves the right to get the drivers of the agency / firm / company working on COEP Technological University Pune site medically examined medical fit & medical certificate to be submitted.
41. The Company / Firm / Agency will be responsible for compliance of all statutory provisions relating to Minimum Wages, working hours etc. in respect of the drivers deployed by it at COEP Technological University Pune.
42. The Company / Firm / Agency shall submit the GST bills as per the agreed rates immediately after completion of the calendar month to University in the Facility Manager office COEP Tech along with duly signed duty slips, photocopy of the indent.
43. The payment of hiring car service will be made on call basis. The rates given in the Schedule of Rates at Annexure-I will be binding on contracting Empanelment Travelling agency and no change in the rates will be permissible during the contract period. Subject to any deductions which COEP Technological University Pune will be authorized to make under the terms of contract that may be applicable while accepting the tender, the contractor shall be entitled for payment as under: "The contractor shall prepare and submit the bills in proper forms along with copy of logbook. Payment of amount claimed will be arranged after necessary checks of the correctness of claim, deducting all charges due including income-tax, at the prescribed rate and a certificate to this effect shall be issued by COEP Technological University Pune to the agency.
44. The aforesaid payment of the bill will ordinarily be made within 15 to 20 days of submission. The delay, however, shall neither be entitling the contractor to claim interest nor terminate contract." Payment against Bill shall be made only after satisfactory services to be certified by the Administration. No interest will be payable on the nonpayment due to delayed submission of bill and non-satisfactory services. No advance payment will be made.
45. COEP Technological University Pune will have the right to recover any over payment which might have been made to the contracting agency by the University through inadvertence, error, etc or any cause whatsoever from their bills and from the security deposit or any other amounts due to him. In the event of any such recoveries/adjustments being made from the security deposit, the contractor shall at once make up the deficiency in the amount of the security deposit within 15 days of payment to this effect, failing which COEP

Technological University Pune will be at liberty to deduct the said amount from the future bills.

46. The Company / Firm / Agency shall also be liable for depositing all taxes, levies, other applicable taxes etc. on account of services rendered by it to COEP Technological University Pune to concerned tax collection authorities from time to time as per extant rules and regulations on the matter.
47. The duty hours and kilometers will be calculated from the reporting time to releasing time of the vehicle on each day. Extra run of ½ hour for reporting and ½ hour for garaging will be entertained. The bill to be prepared on the basis of Day & Time/KM figures in the report release column of the duty slip.
48. The Vehicle Indent or duty slip is to be maintained by the contractor as per proforma to be specified by the Facility Manager Office, COEP Technological University, which is to be acknowledged by the controlling officers. In case of loss of the said Indent or Duty slip, the controlling officer's decision regarding payment will be final.
49. The controlling officer of this University will operate the contract, and his decision and instructions will be binding on the contractor.
50. The empaneled agencies/ firms / companies/contractors shall provide, at their own cost, all employees with necessary identity cards/license, uniforms, which they shall display on their person to distinguish them from unauthorized persons.
51. The contractor shall provide, at his own cost, trained Drivers having valid license and other employees with necessary tools, instruments, equipment etc., for the safe, effective and efficient discharge of the work contemplated in the contract.
52. While on duty the driver should keep with him the proper & up-to-date records of the vehicle, valid driving license. The courtesy and good behavior on the part of the driver is important. Discourteous or careless driver shall be replaced on demand. The official in charge of Cars shall be at liberty to object to and require the contractor to remove forthwith from the Cars any person employed by the contractor if, in the opinion of official in charge of car, such person is disobedient/insubordinate or mis-conducts himself, is incompetent or negligent in the proper performance of his duties or whose employment is otherwise considered undesirable and such person shall not be again deployed by Contractor without the written permission of official-in-charge. Any person so removed shall be replaced by a competent substitute.
53. The Decision of Registrar, COEP Technological University Pune shall be final and shall not be questioned on any ground whatsoever.
54. Insurance of all the employees and the Cars will be responsibility of contractor/empaneled company. It will be the responsibility of the transporter to carry the proper valid insurance at the times in respect of the vehicle and also providing insurance cover to passengers. Proof of valid insurance of the entire vehicle quoted by the firm should be enclosed. He shall agree to indemnify the losses and claims arising out of any negligence of misconduct on the part of the operator or agent. Bids without such documents will be rejected.
55. The contractor is solely responsible for all actions including payment of any type of claims arising out of infringement of rules, regulations, accident or any other

- unforeseen happening. In case the vehicle is withdrawn for maintenance /repair/ breakdown, a substitute vehicle should be provided forthwith.
56. The controlling officer of this University to whom the vehicle shall essentially report is empowered to return the vehicle if he feels that it is not worth traveling and no payment will be made for the said day.
 57. Moreover, no payment will be made on the day, if the transport contractor fails to render service in time for the day. If the services of the contractor at any stage are found unsatisfactory, the University is likely to cancel the tender without assigning any reason/notice and his security deposit will be forfeited without any litigation.
 58. Intending bidder must have at least one active fixed/ mobile where requisition of vehicles can be conveyed all the 24 hrs. Telephone Number must be specified in the Bid.
 59. The liability arising out of accident of the hired vehicle under relevant sections of relevant motor vehicle act and IPC shall solely be on the contractor/empaneled company. The hiring authority has no responsibility whatsoever and will not entertain any claim in this regard under the provision of the law.
 60. The contractor shall assign the job of driving of hired vehicles only to qualified, experienced, licensed drivers and also assume full responsibility for the safety and security of the riders. The essential spares are to be stored in the vehicle for trouble free driving. COEP Technological University Pune shall have no direct or indirect liability arising out of negligent, rash and impetuous driving which is an offence under relevant section of IPC and any loss caused to COEP Technological University Pune will have to be suitably compensated by the contractor.
 61. The contractor shall when called upon to do so, place at the disposal of COEP Technological University Pune such number of vehicles as any be required although the number of vehicles so demanded may be more than the number of vehicles he is required to supply for the purpose of execution of the contract at same rate and terms and conditions.
 62. COEP Technological University Pune will reimburse toll tax, parking charge and state passenger tax wherever incurred on submission of original receipt. The driver to be provided with petty cash from the contractor for the purpose.
 63. Regular checking of meter by the designated transport authority may be done by the contractor, and requisite certificate may be shown to COEP Technological University Pune as and when demanded.
 64. The vehicles deployed during the contractual period at any point of time should be well maintained and in perfect running condition as per Institute's requirement with proper pollution check and valid pollution certificate.
 65. Journey within Pune district area will be treated as local journey.
 66. Drivers of vehicles should maintain own mobile phone/ provided by the contractor. No extra charges would be paid by **COEP Technological University Pune** for the same.
 67. The vehicle(s) are required as per necessity from the date of issue of the work order. The contract vehicle shall be used for official work of the University only.

68. Registrar, COEP Technological University Pune reserves the right to award contracts for all required services either to one party or more than one party.
69. Registrar, COEP Technological University Pune reserves the right to amend or withdraw any of the terms and conditions mentioned in the tender document or to reject any or all the tenders without giving any notice or assigning any reason and not bound to accept the lowest tender. The decision of the Registrar, COEP Technological University Pune in this regard shall be final and binding on all.
70. The vendors shall have to quote for all the items of the Tender. Part Tenders/incomplete Tenders shall be summarily rejected.
71. **Performance Security Deposit / Bank Guarantee:**
A Performance Security Deposit / Bank Guarantee (Nationalized Bank only) for an amount @ 5% value of the contract (if order is placed) is to be submitted immediately after accepting the work order. The performance security must be valid for a period of contract. The same will be returned without any interest after completion of contract period.
72. **Verification of Bank Guarantees:**
The Bank Guarantee submitted by the bidder as Performance Security is subject to verification from the issuing bank by purchaser before its acceptance.
73. Offers in bid should be written in English and price should be written in both figures and words.
74. The relevant supporting document(s) should be enclosed along with the offer.
75. The University reserves the rights to split the work order.
76. The University reserves the right to accept or reject any bids and to annul the bidding process and reject all bids at any time prior to award of contract, without thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder.

Appendix –A
(To be filled up by the bidder)
Following details required for all bidders

Sr. No.	Name & Full Address of the firm:	Necessary Documents Submitted (Yes/No)
1.	Registered Office with Address (Copy of registration certificate of firm may be enclosed)	
2.	Pan no./TAN no.	
3.	GST – Registration number	
4.	Previous Work order details (sample case)	
5.	Legal status (individual, proprietary, partnership firm, limited company, corporation, etc.)	
6.	Name & Addresses of the person who will represent the firm while dealing with the COEP Tech.	
7.	Turnover for the last three financial years.	
8.	List Existing total passenger vehicles owned in the name of agency / firm / company (attach registration certificates & Insurance Policies)	
9.	Month and Year of commencement of business	
10.	Do you have experience for at least 10 years in the relevant field of providing passenger vehicles on hire basis to any Public Sector Undertaking (PSU), Govt. Organization, educational institution, or any other reputed private organization, etc.?	
11.	Have you duly filed Income Tax Returns, Service Tax and other applicable taxes for the past three years?	
12.	Have you been blacklisted by any government authority in India? If so, then you will not be eligible. Submit Self-Certification stating you are not blacklisted in the past.	

Seal and signature of Manager

/Representative of the firm On behalf of the
firm submitting Tender

Telephone:.....Mobile:.....

Fax:.....Mail:.....

Contact Person

Name:.....

Designation:.....

Appendix-A

Part 1: Technical Bid:

Appointing a Travel Agency for the official travel/ transport requirements.

FORMAT & REQUIREMENTS

1. Tender Ref. No:
2. Name of Bidder:
3. Complete office address of Bidder.....
4. Contact details of authorized person of Bidder who have signed the tender.
 - a. Name.....
 - b. Designation.....
 - c. Phone (Office).....
 - d. Phone (Mobile).....
 - e. E mail.....
5. Due date & Time of submission of bid:
Tender fee with details of DD number & bank details.....
6. Submission of technical confirmation to the requirement.
7. Higher technical specification may be considered subject to competitive price offer.
8. Documents to be enclosed with the technical bid are as under:
 - a. Duly signed & stamped Tender documents (All pages) as a mark of your acceptance.
 - b. Details of latest Three clients to whom similar services provided (providing passenger vehicles on hire basis to any Public Sector Undertaking (PSU), Govt. Organization, educational institution, or any other reputed private organization, etc.) should be submitted in the following format: -

Sr. No.	Name of Client along with contact number and email details
1.	
2.	
3.	

- c. Supporting information with respect to the similar service provided
- d. Copies of PAN, GST/ TIN duly Signed & Stamped. Copy of relevant registration documents certifying its entity as a proprietorship/ partnership/ company.
- e. Audited Balance Sheets for the last 5 years. The contracting agency/firm/company should have minimum average turnover of Rs.10,00,000/- and above in any of the

last three/five financial years in providing such services.

- f. Work Order for similar kind of work during any of the last three years.
- g. The type of passenger vehicles owned in the below mentioned format.

The type of passenger vehicles owned in the following format:

Sr. No.	Type of the vehicle	Specify the Vehicle	Total No of Seat	Year of Manufacturing
1	Hatchback Cars/ Small cars*			
2	Multi-Purpose Vehicle (MPV)**			
3	Compact Sedans***			
4	Sedan Cars****			
5	20-Seater Minibus			
6	32-Seater Bus			
7	50-Seater Bus			

Note:

* **Hatchback Cars/ Small cars***, Like, for example, Maruti Suzuki Alto 800, Hyundai Grand i10 Nios, Tata Tiago, Maruti Suzuki Swift , Hyundai i20, Renault Kwid, Maruti Suzuki Celerio, Maruti Alto K10, Maruti S-Presso, Maruti Suzuki Wagon R, Tata Tiago, Nissan Magnite, Citroen C3, Tata Altroz, Maruti Baleno, Toyota Liva, Tata Punch etc.

** **Multi-Purpose Vehicle (MPV)**, Like, for example, Toyota Innova, Mahindra Xylo, Maruti Suzuki Ertiga/XL6, Mahindra Bolero, Toyota Rumion etc.

*** **Compact Sedans, Like, for example,** Maruti Swift Dzire, Tata Tigor, Hyundai Aura, Honda Amaze etc.

**** **Sedan Cars, Like, for example,** Maruti Suzuki Ciaz, Toyota Etios, Honda City, Hyundai Verna etc.

Place:

Date:

Name & Signature of the Bidder with stamp

Appendix-B

Part 2: Commercial Bid

Empanelment of Transport Agencies to fulfill the official travel/ transport requirements.

1) Part 2: Commercial Bid

FORMAT & REQUIREMENTS

Tender Ref. No.:

Name of the Bidder/Bidder:

The offer with rates for the following Vehicles to be submitted in the format given below is a pre-requisite for considering your quotations. Basic rates (excluding applicable taxes) in rupees for hiring following vehicles:

Call basis Transport Services:

Sr. No	Vehicle type (AC Cars, AC & Non-AC Buses)	4 hrs & 40km (Rs.)	8 hrs & 80km (Rs)	Charg es for Extra per hr (Rs.)	Charges for Extra per km (Rs.)	Outstation Minimum 300 Km (Rs.)	Outstation Charges for Extra per km (Rs.)	Outstation Driver Allowance per day (Rs.)	Outstation Extra Per Night Charges (Rs.)
1	Small Cars								
2	SUV Cars								
3	Sedan Cars								
4	Hatchback Cars								
5	20-Seater Bus AC								
6	20-Seater Bus Non-AC								
7	32-Seater Bus AC								
8	32-Seater Bus Non-AC								
9	50-Seater Bus AC								
10	50-Seater Bus Non AC								
11	Actual bills of the tolls & parking must be submitted								

Registrar,
COEP Technological University Pune

[Covering letter to submitted by the bidder]

To,

Registrar,
COEP Technological University,
Shivajinagar, Pune -411005,

Sub: Tender for Empanelment of Transport Agencies to fulfill the official travel/ transport requirements.

Sir,

I have carefully gone through the tender document regarding the prequalification of agencies/ vendors for appointing a Travel Agency for the official travel/ transport requirements.

I shall be bidding in this tender as the sole representative of my company. I hereby declare that

1. All the information related to my company, customer base, projects, financial details, etc., provided in my offer is true and without any alteration /modification.
2. All the provisions of this tender document are acceptable to my company. No violation of the terms and conditions as mentioned in the tender document has been made.
3. I declare that my company or any member of the company has not been debarred / blacklisted by any Government / Semi –Government Organizations Company and any other organizer in India.
4. I certify that the period of validity of bid is 120 (one hundred and twenty) days from the last date of submission of proposal. I further certify that I am authorized signatory of my company, and I am, therefore competent to make this declaration.

Yours faithfully,

(Signature of the bidder with seal)

Name of firm submitting tender.....

Designation:

Telephone No:

Mobile No:

Fax No:

Email ID:

