

**93<sup>rd</sup> ANNUAL CONFERENCE OF THE INDIAN ECONOMIC ASSOCIATION  
PANJAB UNIVERSITY CHANDIGARH  
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**TENDER DOCUMENTS FOR WORK OF PROVIDING TRANSPORTION  
SERVICES FOR THE PARTICIPANTS OF 93<sup>rd</sup> ANNUAL CONFERENCE OF THE  
INDIAN ECONOMIC ASSOCIATION, DECEMBER, 27-29, 2010.**

No. 3144/IEA/Chandigarh

Dated 03.11.2010

**LAST DATE FOR SUBMISSION OF SEALED OFFERS: 10.11.2010 AT 4.00 PM**

Panjab University, Chandigarh is going to organize 93<sup>rd</sup> Annual Conference of the Indian Economic Association to be held from 27.12.2010 to 29.12.2010 at Chandigarh. Bids are invited from the reputed travel agencies for providing transport services to delegates in the tender for hiring 50-100 vehicles of different passenger capacity. The number of vehicles may increase/decrease at any point of time as per the requirement of Panjab University, Chandigarh. Interested agencies may quote their rates according to required specifications as well as after careful study of the following terms and conditions.

The tender form can be obtained from the office of the Local Organising Secretary, 93<sup>rd</sup> Annual Conference of the Indian Economic Association, Department of Economics, Panjab University on payment of Rs.200/- (as tender fee-non refundable) between 10.00 AM to 05.00 PM on any working day up to **09.11.2010**. Alternatively, the tender document can also be downloaded from the PU website i.e. **[www.pu.ac.in](http://www.pu.ac.in)**. The tenderer (s) who will download the tender form from the website has to deposit the tender fee for Rs.200/- (non refundable) in the form of Demand Draft/Pay order drawn in favour of the Local Organising Secretary, 93<sup>rd</sup> Annual Conference of the Indian Economic Association, Department of Economics, Panjab University, Chandigarh.

**General conditions /instructions for submission of bids/tenders**

1. Sealed quotations are invited under two bids system directly from the established, reputed and approved travel agencies for providing travel related services to the delegates of the Conference.
2. The bid should be in sealed envelope and it should be superscribed as **“Tender For Transport Services for 93<sup>rd</sup> Annual Conference of the Indian Economic Association”**.
3. The last date of receipt of sealed offer in a sealed envelope as mentioned above and addressed to Local Organising Secretary, 93<sup>rd</sup> Annual Conference of the Indian Economic Association, Department of Economics, Panjab University, Chandigarh is on or before **10.11.2010 at 4.00 pm**.
4. The Earnest Money Deposit (EMD) of Rs.25,000/- (Rupees Twenty Five Thousand only) in the form of Demand Draft/pay order drawn in favour of **“Local Organising Secretary, 93<sup>rd</sup> IEA Conference”**, payable at Chandigarh only is to be submitted along with the technical bid.

5. The bid will be opened for evaluation on **16.11.2010** at **4.00 pm**. The representatives of the tenderers, if they wish, may remain present while opening of the technical bids.
6. The EMDs of the unsuccessful bidders will be refunded without any interest.
7. All the pages/documents of the Tender should bear the dated signature of the tenderer. All the entries by the tenderer should be in one ink & legibly written. Any over-writing corrections & cuttings should bear dated initials of the tenderer. Corrections should be made by writing-again instead of shaping or over-writing.
8. Rates should be quoted both in figures as well as in words. In case the rates quoted in words & figures are at variance, the rates written in words will be taken as final.
9. Panjab University reserves the right to reject or accept any or all application(s) without assigning any reasons and to restrict the list of pre-qualified agencies to any number deemed suitable by it, if too many tenderers/bidders are received satisfying the basic pre-requisite criteria.

### **Specific Terms & Conditions**

1. The agency should be having experience at least 5 years in relevant field and must doing such services for various reputed organizations /Department of Government of India/ Public Sector Undertakings /statutory bodies/MNCs.
2. The details of inputs/information required to be submitted by the agency are as per the **Annexure 1 and II**.
3. The details of current/previous clients are to be submitted as per the following format:
  - (a) Details of Major Current clients
    - (i) Name of the company /organization /office
    - (ii) Contact person with telephone number and Email IDs
    - (iii) Contract Period
    - (iv) Copy of contract/agreement/experience certificate to be enclosed
  - (b) Details of Major Previous clients
    - (i) Name of the company /organization /office
    - (ii) Contact person with telephone number and Email IDs
    - (iii) Contract Period
    - (iv) Copy of contract/agreement/experience certificate to be enclosed
4. The travel agency will be responsible for compliance with all central and state laws as per rules/regulations/byelaws and order of the local authorities and statutory bodies as may be in force from time to time during the contract period.
5. The travel agency shall also not sublet the work or part of the work except with the written consent of the Competent Authority and such consent even if provided shall not relieve the travel agent from any liability or any obligation under the contract.

6. (i) The EMD of the successful tenderer will be converted into performance guarantee and shall be retained for the entire period of contract. The agency shall not be entitled to any claim or receive any interest on the amount of performance guarantee.
- (ii) The EMD shall be forfeited to Panjab University in case:
- (a) if the tenderer withdraw their offer during the period of tender validity.
  - (b) if after submission of quotation the tenderer fails to own the contract or refuses to comply with any or all terms and conditions of the tender.
7. The offer should be valid from 25<sup>th</sup> to 31<sup>st</sup> December, 2010.
8. The quoted rates should be inclusive of all taxes (including service tax) related to the above mentioned scope of work.
9. (i) The Panjab University reserves the right to cancel the agreement without notice in writing without assigning any reason whatsoever.
- (ii) The contract shall be terminated if the service of the agency is not found satisfactory.
10. The bills complete in all respect should be presented to Local Organising Secretary, Department of Economics, Panjab University, Chandigarh at the end of the Conference and payment of the bills will be made after scrutinizing and verifying the bills within a period of twenty one days from the date of receipt of the bill. TDS will be deducted as per the prevailing rate.
11. The travel agent will have to provide the travel related services in time.
12. In case of any dispute or difference arising in relation to meaning or interpretation of this order, the same shall be referred to a sole arbitrator to be appointed by the Panjab University.
13. Running cost of the vehicles, taxes, parking charges, and drivers salary is to be borne by the travel agency.
14. The vehicles hired for 3 or 4 days will be paid for additional mileage covered over the total admissible minimum kilometers per day. For example, if a vehicle has minimum per day mileage of 80 kms and hired for 3 days, the additional chargeable mileage would be over and above of 240 Kms (80x3).
15. Vehicles only in decent, physically sound and perfect working conditions will be hired. The transportation committee will inspect the vehicles offered and has the right to reject if found not up to mark.

## Annexure-I

### Details of Information to be provided by the tenderer

S. No.	Items	Information /inputs to be filled by the tenderer
1	<b>Name and address of the agency</b> telephone number, fax, mobile number, email address	
2	<b>Type of organization</b> (Whether proprietorship, partnership, private limited, limited company)	
3	<b>Name and address</b> of the directors/ proprietor /partners	
4	<b>Year of formation</b> of the company/ experience as a travel agency	
5	<b>Nature of business</b> carried by the company	
6	<b>Branches</b> in other cities in India and abroad	
7	Any <b>sister concerns</b> and their address	
8	<b>Banker's name and address</b> (Bank solvency certificate to be attached)	
9	Total number of <b>employees</b> of the firm	
10	24 hour <b>helpline numbers</b>	
11	<b>Income tax return</b> for the last three financial years	
12	Total turnover of the travel agency during last three financial years	
13	<b>Service tax number/certificate and PAN number</b>	
14	Total number of <b>vehicles owned</b> by the company <b>by make and model of vehicles</b>	

## ANNEXURE – II

### 1. Hiring of Vehicle : Innova (AC with heating provision)

Sr.No	Description	Rupees
<b>1</b>	<b>Rates for Chandigarh, Panchkula, Mohali</b>	
1.a	8 hours and up to 100 Kms ( Full day) in Chandigarh, Panchkula, Mohali	
1.b	Rate for additional time i.e. per hour	
1.c	Rate per additional Km.	
1.d	Rate for 24 hours	
1.e	Night charges for the vehicles to be hired on per day basis	
<b>2</b>	<b>Rates for Outstation</b>	
2.a	8 hours and up to 200 Kms (Full day)	
2.b	Rate per additional Km.	

### 2. Hiring of Vehicle: Honda City (AC with heating provision)

Sr.No	Description	Rupees
<b>1</b>	<b>Rates for Chandigarh, Panchkula, Mohali</b>	
1.a	8 hours and up to 100 Kms ( Full day) in Chandigarh, Panchkula, Mohali	
1.b	Rate for additional time i.e. per hour	
1.c	Rate per additional Km.	
1.d	Rate for 24 hours	
1.e	Night charges for the vehicles to be hired on per day basis	
<b>2</b>	<b>Rates for Outstation</b>	
2.a	8 hours and up to 200 Kms (Full day)	
2.b	Rate per additional Km.	

### 3. Hiring of Vehicle: Toyota Corolla (AC with heating provision)

Sr.No	Description	Rupees
<b>1</b>	<b>Rates for Chandigarh, Panchkula, Mohali</b>	
1.a	8 hours and up to 100 Kms ( Full day) in Chandigarh, Panchkula, Mohali	
1.b	Rate for additional time i.e. per hour	
1.c	Rate per additional Km.	
1.d	Rate for 24 hours	
1.e	Night charges for the vehicles to be hired on per day basis	
<b>2</b>	<b>Rates for Outstation</b>	
2.a	8 hours and up to 200 Kms (Full day)	
2.b	Rate per additional Km.	

#### 4. Hiring of Vehicle: Indigo (AC with heating provision)

Sr.No	Description	Rupees
<b>1</b>	<b>Rates for Chandigarh, Panchkula, Mohali</b>	
1.a	8 hours and up to 100 Kms ( Full day) in Chandigarh, Panchkula, Mohali	
1.b	Rate for additional time i.e. per hour	
1.c	Rate per additional Km.	
1.d	Rate for 24 hours	
1.e	Night charges for the vehicles to be hired on per day basis	
<b>2</b>	<b>Rates for Outstation</b>	
2.a	8 hours and up to 200 Kms (Full day)	
2.b	Rate per additional Km.	

#### 5. Hiring of Vehicle: Indica Vista (AC with heating provision)

Sr.No	Description	Rupees
<b>1</b>	<b>Rates for Chandigarh, Panchkula, Mohali</b>	
1.a	8 hours and up to 100 Kms ( Full day) in Chandigarh, Panchkula, Mohali	
1.b	Rate for additional time i.e. per hour	
1.c	Rate per additional Km.	
1.d	Rate for 24 hours	
1.e	Night charges for the vehicles to be hired on per day basis	
<b>2</b>	<b>Rates for Outstation</b>	
2.a	8 hours and up to 200 Kms (Full day)	
2.b	Rate per additional Km.	

#### 6. Hiring of Vehicle : Indica (AC with heating provision)

Sr.No	Description	Rupees
<b>1</b>	<b>Rates for Chandigarh, Panchkula, Mohali</b>	
1.a	8 hours and up to 100 Kms ( Full day) in Chandigarh, Panchkula, Mohali	
1.b	Rate for additional time i.e. per hour	
1.c	Rate per additional Km.	
1.d	Rate for 24 hours	
1.e	Night charges for the vehicles to be hired on per day basis	
<b>2</b>	<b>Rates for Outstation</b>	
2.a	8 hours and up to 200 Kms (Full day)	
2.b	Rate per additional Km.	

**Undertaking:**

I hereby certify that all the information furnished above is true to my knowledge. I have no objection to Panjab University, Chandigarh verifying any or all the information furnished in this document with the concerned authorities, if necessary.

I also certify that, I have understood all the terms and conditions indicated in the tender document and hereby accept the same completely.

Date:

Place:

Signature of the authorized signatory of the agency with Official seal/stamp.