



मदन मोहन मालवीय प्रौद्योगिकी विश्वविद्यालय गोरखपुर – 273010 (उ०प्र०) भारत

(पूर्ववर्ती मदन मोहन मालवीय इंजीनियरिंग कालेज, गोरखपुर)
उ०प्र० सरकार के अधिनियम संख्या 22/2013 द्वारा स्थापित

Madan Mohan Malaviya University of Technology
Gorakhpur – 273010 (U.P.) India

(Formerly Madan Mohan Malaviya Engineering College, Gorakhpur)
Established by Act no. 22 of 2013 of U.P. Govt.

Tel : 0551 – 2273958 (O) Fax : 0551-2270011 (O)
Website : www.mmmut.ac.in

सूचना

विश्वविद्यालय कार्य हेतु विभिन्न वाहन प्रदाता फर्मों से किराये पर वाहन लेने हेतु सूचीबद्ध किये जाने के सम्बन्ध में।

एतद्वारा उपरोक्त विषयक विश्वविद्यालय कार्य प्रयोजन हेतु विभिन्न सेवा प्रदाताओं से विभिन्न श्रेणी के वाहन आवश्यकतानुसार निर्धारित दर पर/ किराये पर सेवा लेने हेतु न्यूनतम दरें/वाहन का माडल मेक / सिटींग कैपीसीटी/ श्रेणी दिनांक 25/04/2018 के अपराह्न 3:00 बजे तक निम्न पते पर आमंत्रित किये जाते हैं-

कुलसचिव, म०मो०मा० प्रौद्योगिकी विश्वविद्यालय,
गोरखपुर।

उपरोक्त से सम्बन्धित एक्सप्रेसन आफ इन्टरेस्ट एवं विस्तृत नियम एवं शर्तें विश्वविद्यालय की वेबसाइट www.mmmut.ac.in पर उपलब्ध है, अथवा रू० 1000/- (एक हजार मात्र) के नगद मूल्य पर वित्त नियंत्रक कार्यालय से अंतिम तिथि दिनांक 25/04/2018 के अपराह्न 1:00 बजे के पूर्व क्रय किये जा सकते हैं। आन लाइन डाउनलोड किये गये फार्म रू० 1000/- (एक हजार मात्र) के डिमाण्ड ड्राफ्ट के साथ स्वीकार्य होंगे। डिमाण्ड ड्राफ्ट वित्त नियंत्रक, म०मो०मा० प्रौद्योगिकी विश्वविद्यालय के पक्ष होने चाहिये तथा गोरखपुर में भुगतान हेतु जारी किये जाने चाहिये।

(Signature)
13/4/18
कुलसचिव

पत्रांक/मा०प्रौ०वि०/वाहन/ 07 /2018
प्रतिलिपि :

दिनांक: 13, अप्रैल 2018

1. वै०स० कुलपति मा० कुलपति महोदय के अवलोकनार्थ।
2. वित्त नियंत्रक को इस आशय से कि संलग्न फार्म अपने स्तर से विक्रय कराने का कष्ट करें।
3. प्रभारी वेबसाइट को वेबसाइट पर अपलोड किये जाने हेतु।

कुलसचिव

**EXPRESSION OF INTEREST (EOI)
FOR
EMPANELMENT OF TRAVEL AGENCIES/REGISTERED
FIRMS FOR PROVIDING VEHICLES ON HIRE**

TO

**M M M UNIVERSITY OF TECHNOLOGY
GORAKHPUR (UP)
273010**

**TEL: +91-551-2273958, +91-8765783730
FAX: 0551-2270011**

WEBSITE: www.mmmut.ac.in

EMAIL: registrar@mmm.ac.in



ADVT. NO. :

LAST DATE OF SUBMISSION:

EMPANELMENT FEE: RS. 1000.00 (NON REFUNDABLE)

**EXPRESSION OF INTEREST (EOI) FOR EMPANELMENT OF TRAVEL
AGENCIES/REGISTERED FIRMS FOR PROVIDING VEHICLES ON HIRE**

**Expression of Interest (EOI) invited from Travel Agencies/Registered Firm for providing
vehicles on hire:**

1. **Name of Work** : Providing Vehicles on daily basis to be used for the official purpose of M M M University of Technology on need basis
2. **Contract Period** : Two (2) years from the date of signing of the agreement.
3. **Date of Announcement** : 13th April 2018.
4. **Date/Time for Submission of EOI** : 25th April, 2018, 3.00 PM
5. **Date/Time for Opening of EOI** : 25th April, 2018, 4.00 PM
6. **Letter of Award** : Will be informed subsequently

Scope of Work

1. The scope of empanelment includes providing vehicle service including driver on daily basis to be used for the official purpose of M M M University of Technology on need basis.
2. The vehicle to be provided for hiring should not be older than five (5) years.
3. Travel Agencies/ Registered Firms should press into service, only good quality diesel/petrol driven vehicles and in perfect running condition.
4. The vehicle should have valid commercial/private registration with up to date insurance, fitness, permit as the case may be.
5. The driver will be provided by the Travel Agencies/ Registered Firms and driving license of the driver must be up to date.
6. In case of any accident, Service Provider / Owner of the vehicle shall be liable to pay off the penalty/ legal claims etc and responsible to settle the case, by their own.

Eligibility Criteria

The Applicant must fulfill the following criteria:

1. The Applicant should have at least three years of experience in providing vehicle services to the Government/Semi Government/Autonomous Body. .
2. The Agency/firm's Annual Turnover derived from hiring of vehicles should not have incurred any loss in the last three financial years.
3. The Applicant should be registered with the authority concerned of the State or Central Government,
4. The applicant should submit the copy of income tax, PAN, GST certificate with valid registration Number.
5. The Applicant should have their office set up in the state of Uttar Pradesh preferably in Gorakhpur.
6. The Applicant should not have been blacklisted by any Central/State Government/PSU, earlier.

Submission Guidelines:

1. Applications in prescribed format along with supporting documents are required to be submitted in sealed envelope within scheduled time as mentioned in the advertisement. Conditional applications are not allowed and would be summarily rejected, strictly.
2. Application for empanelment shall be submitted as per proforma attached with this document and must to be sent to the office of the Registrar, M M M University of Technology, Gorakhpur by 25th April, 2018, 3.00 PM. The following lines must be written on the outer sealed envelope:

“EXPRESSION OF INTEREST (EOI) FOR EMPANELMENT OF TRAVEL AGENCIES/REGISTERED FIRM FOR PROVIDING VEHICLES”

REF.:

To

**The Registrar / Controller of Finance,
M M M University of Technology
Gorakhpur (U.P)
273010**

From:

M/s

Contact No.:

Email ID:

GENERAL INSTRUCTIONS STANDARD INFORMATION

All communications including the submission of one original and a copy of the EOI in sealed envelopes should be addressed to The Registrar, M M M University of Technology Gorakhpur 273010.

EOIs. The EOI document must contain the following:

1. Covering Letter (**Annexure I**)
2. Empanelment Proforma (**Annexure II**)
3. Format for Essential Eligibility and Technical Capacity (**Annexure III**)
4. Types of Vehicles and schedule of daily rates (**Annexure IV**) **to be submitted in a separate sealed envelope superscripted as “Schedule of rates”**
5. Qualifying details (**Annexure V**)
6. Other supporting documents to substantiate the statements wherever necessary.

PERIOD OF EMPANELMENT;

- The shortlisted Travel Agencies/Registered Firms shall be empanelled initially for two (2) years from the date of signing over the MOU and is extendable for further period (maximum three years) on the basis of performance and mutually agreed terms and conditions.
- Within the period of empanelment, the Agencies/ Firms may update (except the scheduled rates duly approved by the university) any sensitive data supplied at the time of application.
- In case of unsatisfactory services, the Registrar, MMMUT reserves the right to cancel / modify the empanelment contract with short notice without assigning any reason whatsoever.
- Performance of the agency will be reviewed periodically and those agencies whose performance is not satisfactory may be taken off from the empanelled list.

Covering Letter Format (on the letter head of the applicant)

Reference:

Date:

To

**The Registrar
M M M University of technology
Gorakhpur (UP)
273010**

Subject: EOI for empanelment of travel agencies/registered firms for providing vehicles

Sir,

With reference to the subject cited above and your Advertisement No. _____ dated _____, I/we, having understood its contents, obligations and requirements, hereby submit my/our application for empanelment in the vendor list of M M M University of Techonoly, Gorakhpur. All documents as required in your instructions are provided and enclosed herewith for your kind perusal.

I/we have carefully perused the instructions to the applicants and understand that GBP reserves the right to with hold my application for empanelment, issue enquiry or ask quotations from empanelled vendors and annul the empanelment process without assigning any reason whatsoever.

I /we shall submit additional documents wherever necessary for by MMMUT. I also declare hereby that all documents and information furnished hereby are true to the best of my knowledge.

Signature of Authorized Signatory (with Seal)

Name:

Designation:

Agency/Firm's Name:

Date and Place:

EMPANELMENT PROFORMA

1. Name of the Travel Agency/Registered Firm:
2. Address for Correspondence:

3. Contact Person :
4. Contact Details:
Telephone No. & Fax No.
Email Address:
Website:
5. Firm Registration No. :
6. Permanent Account No. (PAN)

7. GST Registration Number
 - A) Central GST
 - B) UP State GST
8. Experience In Govt./Semi Govt./PSU
9. Annual Turnover for the last three financial years
10. Bank Details
11. Empanelment Fee Details
12. Self-certification that the Agency/Firm has never been blacklisted by any Govt. organization
13. Any other details

Note: Documents in support of all the points must be submitted as enclosures.

Penalty to be imposed by the University

In case of non-compliance of the terms and conditions of the empanelment document, a penalty shall be levied by the University. The penalty for some of the defaults is as under:

S.N o.	Nature of Default	Penalty in Rupees
1.	Non-deployment of vehicle by the Firm after acceptance of booking	Rs. 1,000/- per incident.
2.	Non-reporting by the Driver	Rs. 500/- per incident.
3.	Refusal of Duties by the Driver	Rs. 200/- per incident.
4.	Late Reporting beyond 15 minutes of scheduled time)by the Driver	Rs. 200/- per incident.
5.	Poor maintenance of Vehicles	Rs. 500/- per incident.
6.	Consumption of alcohol / smoking or misconduct by the Driver	Rs. 500/- per incident.
8.	Change of Driver without permission	Rs. 250/- per instance.

Declaration:

1. I/We hereby declare that the particulars given above are true and correct to the best of my/our knowledge and belief. I/we agree that in case any of the particulars given above are found incorrect, my/our empanelment shall be liable to be rejected.
2. I / We also hereby declare that all matters related to Guwahati Biotech Park shall be treated as confidential and no information shall be passed on to any unauthorized person without written permission of the Competent Authority.
3. I/We affirm that we have read and fully understood the abovementioned penalty clauses and on account of committing any of the abovementioned defaults, our Firm shall be liable to pay the penalty to the University as enumerated above.
4. Mr. whose signatures are appearing below, is / are the authorized representative(s) of the firm.

Signature of Authorized Signatory (with Seal)

Name:

Designation:

Agency/Firm's Name:

Date and Place:

Format for Essential Eligibility and Technical Capacity

Eligibility Criteria					
Sl. No.	Particulars	Status		Supporting Document	
		Yes	No	Yes	No
1.	The Applicant should be a legal entity registered in India				
2.	GST Registered A) Central GST B) UP State GST				
3.	The Agency should have their office in UP preferably Gorakhpur				
4.	Having Experience in providing vehicle service to Government/Semi Government/PSU				
5.	The Agency/Firm has never been blacklisted by any Govt. organization				
Technical Capacity Criteria					
1.	Three years experience in providing vehicle services to Government/Semi Government/Autonomous Body				
2.	Financial Strength				
3.	Make and Model of Vehicles available with the applicant				

Note: EOI not submitted in this format will be summarily rejected.

Signature of Authorized Signatory (with Seal)

Name:

Designation:

Agency/Firm's Name:

Date and Place:

Annexure IV

Types of Vehicles and schedule of rates

TABLE-1

Particulars of Journey	Small		Medium		Large	
	Non AC	AC	Non AC	AC	Non AC	AC
Gorakhpur Rly Stn (10 km)						
G.G.N. Airport Gorakhpur (5km)						
C.C.S. Airport Lucknow (300km)						
Other Journeys/booking (Per KM)						

C1) Light vehicles (Maruti Ritz, Nissan Micra, Tata Indica, Maruti WagonR, Hyundai Eon etc) (below 6.0 Lac)

C2) Medium/ Light vehicles (Toyota Etios, Tata Indigo, Maruti Dzire etc) (between 6.0 to 10.0 Lac)

C3) Large/SUV (Toyota Innova, Scorpio, Ertiga, Honda Cr-V, Duster, Fortuner, Endeavour etc) (Above 10.0 Lac)

Notes:

- For two way trip to Amausi (Lucknow) Airport –Rs. Extra.
- The prices listed in Table-1 are Maximum prices chargeable. The operator may give discounts on these

Other charges	Rates
Standing/waiting charges	Rs...../- per 60 minutes (for trip to Gorakhpur Airport/Gorakhpur Rly. St. free standing/waiting time for 1hr. beyond which, normal charges shall be applicable) Travel time not to be counted for waiting calculations.
City Trips (<10km)	Rs...../- (waiting time free for 1hr. for each trip, beyond which, Rs...../- per 60 minutes shall be applicable).
City Trips (>10km) Rate per km as per table-1	Rs...../- minimum (waiting time free for 1hr. for each trip, beyond which, Rs.-/-per 60 minutes shall be applicable)
Night charges	Rs...../- per night (when min. journey time exceeds 4 hrs during 10 p.m. to 5 a.m. excluding rly. Stn/airport trips)
Toll tax/parking charges	As per actual (to be paid by the licensee and shown in a separate bill)
Cancellation Charges	Before 24 hrs-No charges, before 12 to 24 hrs-Rs.---/-, before 6 to 12 hrs-Rs.---/-, before 1 to 6 hrs. Rs. ----/-, after stipulated time-Rs.-----/-

Cantonment entry charges	As per Actual (see * below)
For Long Journeys(outstation journeys involving stay in the destination place(s)):	
Min Rate Charged	Rs.....km/day (above which normal rates shall be charged as per table)
Remarks	It is expected that the customer arranges for the food of the driver (wherever possible).

*The rates in the table 1 are exclusive of additional charges like for parking, toll, and cantonment entry charges, etc. the taxi operator shall pay these amounts to the personnel/parties and shall include the same in the bill. The customer shall pay only once the net amount (including charges for parking, toll, etc.) on the receipt of the bill. The bill shall include for the journey to start from MMMUT/Prescribed destination only and shall terminate at prescribed destination/MMMUT Gorakhpur.

Any other Rates:

Signature of Authorized Signatory (with Seal)

Name:

Designation:

Agency/Firm's Name:

Date and Place:

Qualifying Details

The applicant shall furnish the following information along with documentary proof in support of it. This data shall be submitted without fail in the Technical Bid only and not otherwise. If needed, use separate sheets to furnish the following information.

Name of the Firm: M/s _____

Address of the Firm: _____

Contact Details: (i) Phone Nos.

(ii) E-mail address: _____

S.No.	Particulars
1.	Self attested copy of the Registration Certificate of the firm to provide the services of vehicles (Cars & Buses) on hiring basis.
2.	Self attested copy of PAN Card in respect of individual/firm as the case may be.
3	Self attested copy of GST in respect of individual/firm as the case may be.
3.	Proof of Annual Turnover for the last three (03) years
5.	List of vehicles, their Registration No. along with photocopy of their RC/fitness, Insurance Certificate and permit owned by the applicant.

Signature of Authorized Signatory (with Seal)

Name:

Designation:

Agency/Firm's Name:

Date and Place: