



**College of Community and Applied Sciences**  
Maharana Pratap University of Agriculture and Technology, Udaipur  
☎: Office: +91-0294-2471914, 2470679(O), 9414169257(M) Email: deanchsc@yahoo.co.in

No. CCAS/Accts/Tender/2023/ 1400

Dated: 16.01.2023

**REQUEST FOR QUOTATIONS**

Sealed Quotations, in prescribed format (Annexure-1), are invited on behalf of the **College of Community and Applied Sciences**, Maharana Pratap University of Agriculture and Technology, Udaipur (Rajasthan) for the procurement of **“Service of Drivers”** as detailed below in the Schedule of Supply, from manufacturers/ distributors/ authorised dealers/stockiest/registered Bidders/bona-fide dealers up to the Date and Time Specified below.

**IMPORTANT BID DATA**

1.	Procuring Entity's address for Bid Submission, clarification, and Opening of Bids	Dean, College of Community and Applied Sciences Administrative Block Udaipur - 313 001 Office: +91-0294-2471914, 2946679(O), 9414169257(M) Email: deanchsc@yahoo.co.in	
2.	Deadline for Bid submission	Date : [24-01-2023]	Time: [11.00 PM]
3.	Bid opening	Date : [25-01-2023]	Time: [12.30 PM]
4.	Bid No.	CCAS /Main/2022/RFQ No./	

**SCHEDULE OF SUPPLY**

S.N.	Name of the Goods/ Services/Works with Specifications	Quantity approx.	Estimated Cost
1.	<b>“Service of Drivers”</b> Driver of vehicle having experience to drive heavy vehicle & light vehicle and Driving License of Rajasthan.	01 One	9800/-

**SPECIAL CONDITIONS (IF ANY)**

**GENERAL TERMS & CONDITIONS:**

1. The bid/quotation must be submitted on official letterhead of the bidder in the enclosed format (Annexure-1) and signed by the Bidder and must be properly sealed in an envelope. On the envelope “Quotation for the Supply of [Name of Item/Services.]”, “Due date of Opening” and Bid Ref. No. must be clearly marked. If the bid is not sealed and marked as required, the Procuring Entity shall assume no responsibility about its consequences including misplacement and premature opening of the Bid.
2. Quotation shall remain valid for acceptance for a period not less than 30 days after the deadline date specified for submission
3. The rates quoted by the bidder shall be in Indian Rupees only, shall remain fixed for the duration of the contract, and shall not be subject to adjustment on any account.
4. All taxes like Central/ Rajasthan Sales Tax/ VAT, Service Tax, etc. to be charged extra should be shown separately (along with their rate) failing which the rates quoted by the bidder shall be assumed to be inclusive of all taxes and levies.

5. All rates quoted must be FOR destination and should include all incidental charges.
6. The goods quoted should be as per the required specifications. Any deviations should be mentioned in the quotations.
7. **Wherever applicable, the Make and Model No. of goods offered and their technical leaflet/brochure must invariably be enclosed, failing which the bid may be rejected.**
8. The Procurement Entity will award the contract/Supply Order to the bidder whose quotation has been determined to be substantially responsive, conform to the terms & conditions, and specifications and who has offered the lowest evaluated quotation price.
9. Notwithstanding the above, the Procurement Entity reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time without assigning any reason.
10. Quantities given are approximate and the final order may be placed for more or less quantities.
11. The bids for the items, wherever indicated, will not be accepted without samples.
12. In all future references, the Bid No. must be invariably mentioned.
13. Normal commercial warranty/guarantee shall be applicable to the supplied goods.
14. The bidder has to mention their RST/CST/VAT/TIN No. in their quotations otherwise; their bids are liable to be rejected.
15. Payment shall be made against printed, pre-receipted, and pre-stamped invoice/bill mentioning RST/CST/VAT/TIN No., as applicable.
16. In case of non lifting of mess waste as per the schedule the penalty of Rs. 500/- per day will be imposed.

  
**DEAN**

Copy sent to the following bidders:

1. M/s .....)
2. M/s .....)
3. M/s .....)
4. M/S .....)

  
**DEAN**

**FORMAT OF QUOTATION**

S.N.	Name of the Goods/ Services/Works with Specifications (including installation requirements, if any)	Unit	Quoted Unit Rate in Rs. (In Figures and Words)	Taxes and their rate (if not included)
1	2	3	4	5
1.	<b>“Service of Drivers”</b> Driver of vehicle having experience to drive heavy vehicle & light vehicle and Driving License of Rajasthan.	01 One		

**DECLARATION**

- (a) I/We declare that I am/ we are Manufacturers/ Whole sellers/ Sole distributor/ Authorized dealer/ bonafide dealers in the Goods and Related Services or Services/Works for which I/We have Bid.
- (b) I/We agree to supply the above goods/Services in accordance with the technical specifications within the period specified in the Bidding Documents. I/We further agree that our rates, if approved, shall remain valid for further 3 months from the Last Date of Submission of Quotations.
- (c) We also confirm that the normal commercial Warrantee/Guarantee of.....months shall apply to the offered goods.
- (d) I/We have not been debarred by the State Government or the Procuring Entity.
- (e) If this declaration is found to be incorrect or I/We fail to supply the goods/services, then without prejudice to any other action that may be taken, the Supply Order/Bid, if any to the extent accepted, may be cancelled and I/We may be debarred from participating in future bids as per rules.

**Signature of Bidder**

Name &amp; Address with rubber Seal: \_\_\_\_\_

Contact No. \_\_\_\_\_

GST/Tin No. \_\_\_\_\_