

BID DOCUMENT

HIRING OF ONE STAFF CAR (A/c) BY AICTE, SCRO, HYDERABAD BY CALL OF TENDER

TENDER NO. AICTE/SCRO/01/2019-20
DATED: 23-08-2019

ALL INDIA COUNCIL FOR TECHNICAL EDUCATION,
SOUTH CENTRAL REGIONAL OFFICE,
HYDERABAD.

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SECTION -I
DOMESTIC COMPETITIVE BIDDING
(Through Limited Tender)

TENDER NO. AICTE/SCRO01/2019-20

Date: 23-08-2019

Name of Work	Contract for hiring of one STAFF CAR (A/C) by AICTE, SCRO, Hyderabad. (Etios/Swift Desire)
Last Date & Time for receipt of Bid	13.09.2019, 03.00PM
Time and Date of Opening of Bid	13.09.2019, 04.30PM
Place of Opening of Bid	Block no. 201 to 204 & 221 to 224, 2nd floor, Swarna Jayanthi Commercial Complex, Ameerpet, Hyderabad – 500 038.
Office from whom the tender documents can be obtained and submitted.	Block no. 201 to 204 & 221 to 224, 2nd floor, Swarna Jayanthi Commercial Complex, Ameerpet, Hyderabad – 500 038

ALL INDIA COUNCIL FOR TECHNICAL EDUCATION

SECTION-II

TENDER NO. AICTE/SCRO/01/2019-20

DATE : 23.08.2019

TENDER FOR HIRING OF STAFF CAR

One Staff Car (A/c) (Etios/S.Desire) is required on hire basis to be used by the AICTE, SCRO, Hyderabad. The Vehicle will run approximately 2000 kms per month. The hiring shall be initially for the period of one year from the date of commencement and would be extendable for one more year at the discretion of AICTE, SCRO, Hyderabad.

2. Tender forms along with terms and conditions can be obtained from the O/o the AICTE, SCRO, Hyderabad on payment of Rs.500 (Nonrefundable) by Demand Drawn of SBI, drawn in favor of AICTE, SCRO, Hyderabad. The sealed tender form duly filed in with DD must reach the Office of the AICTE, SCRO, Hyderabad Office either by post or personally, latest by 13.09.2019, 03.00 PM. The bids for tender shall be opened in the Chamber of Regional Officer of AICTE, SCRO, Hyderabad.

3. The Tender Document can also be downloaded from www.aicte-india.org.

(Dr. Amit Vishwasrao Salunkhe)
Regional Officer
AICTE, SCRO,
Hyderabad.

SECTION – III

INSTRUCTION TO BIDDERS

1. No alteration should be made in any of the terms and conditions of the bid document by scoring out any part thereof.
2. In the submitted bid, no violation, or deviations in any manner whatsoever, to the terms and conditions will be admissible. Bids not accepting or modifying any of the terms and conditions, in whole or in part as listed in Section-IV, will be summarily rejected.
3. **A sum of Rs. 12,000/- for vehicle bid must be furnished as Earnest Money Deposit (EMD) through a bank draft favoring 'AICTE, SCRO, Hyderabad'. The EMD must accompany the bid without which the bid will be rejected. The said amount will be forfeited, if the successful bidder fails within the time fixed by the AICTE, to sign the contract on terms contained in the bid document, or fails to execute the order within the stipulated time. The earnest money of the successful bidder will be refunded after the signing the contract and submission of a performance guarantee at 10% of the contract value in the form of bank guarantee from a Nationalize Bank / Fixed deposit Receipt, Commercial bank. For other bidders, the Earnest Money instrument will be returned within 10 days of the completion of bid evaluation. No interest will be payable on this deposit.**
4. The Vehicle of the prescribed make and model should not be older than 2 years.
5. **No bid will be considered unless and until all the pages/documents comprising the bid are properly signed and stamped by the persons authorized to do so on behalf of the bidder.**
6. The bid shall remain valid for 60 days from the date of opening of the bids.
7. The bidder whose bid is accepted by the AICTE shall be the successful bidder. In the event of bid being accepted, the quotations (Annexure-2) and the Terms and Conditions (Section - IV) will be converted into a contract, which will be governed by the terms and conditions given in the bid document.

8. The bid document of every bidder shall consist of the following documents:

- (i) Information as per Annexure-1
- (ii) The quotations strictly as per the proforma given in Annexure -2
- (iii) Copy of terms and conditions (Section IV) duly signed on every page
- (iv) EMD as mentioned at Para 3 above.

SECTION- IV

TERMS AND CONDITIONS OF THE CONTRACT

1. The vehicles should be in excellent condition clean, mechanically fit and must be a brand new vehicle and in any case must not be more than 2-years-old.

2. It shall be the responsibility of the successful bidder to ensure that only vehicles registered as a commercial vehicle with the competent authority are sent for duty at all times.

3. The road worthiness of the vehicle provided is to be ensured at all times by the successful bidder, including the timely payment of applicable taxes and compliance to all regulations prescribed from time to time by the competent authority.

4. The vehicle provided should be kept in neat and clean condition with good upholstery and regularly polished exterior. They should also be in perfect running condition. The successful bidder shall be required to produce the vehicle and the driver in the premises of the AICTE for physical inspection before the signing of contract.

5. The successful bidder will be required to furnish to the AICTE certified copies of RC Books, Insurance Policy of the vehicle being supplied, latest road tax challan paid, Permanent Account Number (PAN) of the concern, photograph of the driver along with his permanent and present address, copy of the driving license of the driver on or before the date of formal signing of the contract.

6. It shall be the responsibility of the successful bidder to ensure that the driver is qualified and experienced, possessing valid driving license. The driver of the vehicle provided must follow all traffic rules/regulations and any consequences of the failure to do so shall be of the successful bidder alone. The AICTE shall have no direct or indirect liability arising out of negligent/rash driving and any loss caused to the AICTE will have to be suitably compensated for by the successful bidder.

7. The rate should be quoted (exclusive of GST) for 2000 kms on a monthly basis. The billing for kms shall be made from the reporting place to the relieving place. The vehicle must be available at any time of any day as directed by the AICTE.

7.(a). The Vehicles should be available on all days for 10 hours from reporting time.

8. Charges for additional km beyond 2000kms as the case may be, per month, should be quoted separately as provided in Annexure-2.

9. A daily record indicating mileage for vehicle on duty shall be maintained in a log book as per the proforma approved by the AICTE with the successful bidder. It shall be the duty of the driver to obtain on each duty day, the signature of the officer to whom the vehicle has been assigned. Failure to do so would result in non-payment of the hire charges for that day. The log book shall be made available for periodic inspection of the AICTE from time to time. Erasures and over writings in the log book, will not be taken into account unless countersigned by the officer nominated by the AICTE.

10. The AICTE will pay only fixed monthly hire charges as per contract and its liability shall be limited to this value alone, subject to provision of Clause (16) below. No Separate payment will be made for driver's salary or any other incidental expenditure such as fuel, repair, maintenance, taxes, registration charges, periodic servicing, etc. All such payments/expenditure will be borne entirely by the successful bidder.

11. The billing will be on a monthly basis and the bills typed in triplicate shall be submitted on a working day to the AICTE latest by the 10th of succeeding month. The billing shall be based on the log-book entries. Deduction of tax at source (TDS) as per applicable rates prescribed under the Income Tax Act, 1961, shall be made by the AICTE from every payment made under this contract.

12. The AICTE will reimburse GST, if applicable, on hiring charges on actual basis. The successful bidder will be required to provide proof of valid GST registration on or before the date of signing of the contract, if applicable. In addition to the above, parking charges and toll shall also be borne by the successful bidder.

13. Unutilized mileage below the contracted limit of 2000kms per month in respect of the vehicle will be carried forward for utilization in the subsequent month and so on. The bills will be prepared accordingly by the successful bidder.

14. The vehicle shall bear the mark ON DUTY WITH AICTE. The same should not be misused when the vehicle is not being used by the Department.

15. The Contractor should be registered with the authority concerned of a State or Central Government and should fulfill the conditions prescribed in section 66 of Motor Vehicle Act, 1988.

16. If the condition of the vehicle is not found satisfactory, or in case of a breakdown, or in case vehicles not reporting for duty for whatever reason, the successful bidder shall be obliged to send a replacement of equivalent or better make immediately. If no replacement is provided in time, the AICTE shall have the right to hire a vehicle from elsewhere and whatever be the cost that is incurred towards such hire charges will be deducted from the bill of the successful bidder in the succeeding month. In the circumstances mentioned above, even if no vehicle is hired by the AICTE from the market, the AICTE shall deduct proportionate hire charges from the bill of the successful bidder for the succeeding month. Even a part of the day will be reckoned as one full day for the purpose of this deduction.

17. In case of any mishap/accident, all claims and liabilities arising out of it shall be met by the successful bidder, including any damage to the vehicle. The AICTE will not entertain any claim in this regard including any liability under the Motor Vehicles Act or the Indian Penal Code or under any other applicable law for the time being in force.

18. The engagement/employment of drivers and payment of remuneration to them as per the existing provisions of various applicable labour laws/regulations will be the sole responsibility of the successful bidder.

19. The driver employed along with the vehicle by the Contractor should satisfy the following conditions:

- a) Driver should have minimum 5 years of experience of driving. He should have Vehicle Transport License for driving passenger vehicles on hire.
- b) Driver should wear the prescribed uniform i.e. light blue shirt with navy blue trousers and black shoes.
- c) Driver should be well versed with the roads and places in Andhra Pradesh & Telangana and should have experience in city driving.
- d) Once the driver has been allotted to a particular vehicle, he should remain with the same vehicle for the entire period. Any change in the designated driver should be intimated to the officer concerned within 24 hours before such change is affected.
- e) Driver should be provided with a mobile phone.

- f) Driver should speak decent language, well behaved and should not have any criminal cases against him and should not have any past history of accident. The antecedents should be duly verified by police authorities at the instance of contractors.
- g) Car should be kept clean and odour free and suitable for official use.

20. In case of non-compliance of the above terms and conditions of contract, a penalty may be levied. The penalty for some of the defaults is as under:

Sl. No	Nature of Default	Penalty
1.	Late Reporting	Rs.100/- per day
2.	Non – Reporting	Rs.500/- per day
3.	Refusal of duties	Rs.1000/- per day
4.	Non observation of dress code	Rs.100/- per day
5.	Change of driver without permission	Rs.200/- per day

21. In exceptional circumstances, with the approval of the AICTE or unless specifically requested by the AICTE, once the hiring of vehicle commences, the successful bidder shall not change the dedicated vehicles or the drivers.

22. The driver shall be duty bound to carry out the instructions of the AICTE or officers to whom the vehicles are assigned by the AICTE.

23. The hiring shall be initially for the period of one year from the date of commencement, and would be extendable for one more year at the discretion of Regional Officer, SCRO, AICTE, Hyderabad.

24. The AICTE has an option to cancel the contract by giving notice of 30 days in writing without any compensation to the successful bidder. The successful bidder can also opt out of the contract premature by giving notice of 30 days in writing.

25. The AICTE shall not be responsible for the theft of vehicle/parts/accessories while the vehicle is on duty or even when it is parked within the campus of the AICTE. The safe custody of the vehicle and accessories shall be the sole responsibility of the successful bidder.

26. Any sum of money due to or payable to the successful bidder under this contract may be appropriated by the AICTE and set off against any claim of the AICTE for payment of any sum of money arising out of this contract or under any other contract of the successful bidder with the AICTE.

27. The successful bidder shall be required to sign the contract with the AICTE within Seven working days from the receipt of the letter of the AICTE intimating the successful bidder of the acceptance of his bid. The supply of the vehicles shall commence from the day following the date on which the contract is signed. The aforesaid dates may be extended at the sole discretion the AICTE.

28. Any change in the ownership of the vehicles or change in the constitution of the concern shall be notified in writing to the AICTE immediately. It will be open for the AICTE to either continue/renegotiate the contract with new owners or cancel the contract.

29. All the above conditions will be enforced, unless written order of the AICTE is obtained relaxing any specific condition.

30. AICTE reserves rights of the accepting in full or part/not accepting the tenders without any reason.

31. In the event of two or more BIDs being tied, the decision of the Regional Officer and Assistant Director shall be final and binding on all Parties.

32. A Performance Certificate from the previous employer certifying that the services rendered were satisfactory is to be enclosed.

33. Submission of sealed Quotes:

1. The duly filled in application form Annexure – 1 with relevant documents to be submitted along with **rate quotation in a separate sealed cover** super scribe tender for hiring of staff car, address to the **Regional Officer, AICTE, Block no. 201 to 204 & 221 to 224, 2nd floor, Swarna Jayanthi Commercial Complex, Ameerpet, Hyderabad – 500 038.**
2. The duly filled in tenders must reach this Office up to 03.00 PM on 13.09.2019
3. Application received late would be rejected.

IN WITNESS THEREOF the parties have here-into set their hands on the dates indicated below:

Signed by the successful bidder _____

Signature (Name & Address)

In the presence of

1. Signature: _____

Address: _____

Description: _____

2. Signature: _____

Address: _____

Description: _____

ANNEXURE – 1

DETAILS OF THE BIDDER

(To be submitted by the bidder submitting quotations for hire of vehicle)

- 1 Name of the Bidder : _____
- 2 Address of the Bidder : _____
- 3 Telephone Landline : _____
- Mobile : _____
- 4 Details of EMD : Amount Rs. _____
- DD No. _____
- Date _____
- Bank _____
- 5 PAN (Enclose Copy) : _____
- 6 GST Registration, if applicable : _____
- 7 Details of Cliental in support of Experience: _____
(Enclosed Certificates)
- 8 No. of cars owned and details of the cars: _____

This is to certify that the information furnished is true and correct. I/We also certify that I/We have carefully read and understood the terms and conditions of the tender document and undertake to abide by them in the event of being given the contract.

Date:
Place:

Signature of the Bidder

ANNEXURE -2

To,

The Regional Officer,
SCRO, AICTE,
Block no. 201 to 204 & 221 to 224, 2nd floor
Swarna Jayanthi Commercial Complex,
Ameertpet,
Hyderabad – 500 038.

Sir,

Sub: Submission of quotations for hiring of Staff Car by the
AICTE, SCRO, Hyderabad– Reg.

Ref: Tender notice No. _____ dated 23-08-2019

With reference to the above, I /We hereby submit the quotation for hire of staff car by the AICTE, SCRO, Hyderabad.

Number of vehicle bid for: One
Vehicles (Etios/ Swift Desire)

Sl. No.	Particulars	Amount (Rs.) (per vehicle)
1.	Total Monthly hire charges for 2000Kms	
2.	Charges for extra hour beyond 10 hours in a day	
3.	Charges for additional Km beyond 2000kms	
4.	Extra Charges for Outstation Journeys	

Date:

Place:

Signature of the Bidder

