

SHORT TERM TENDER ENQUIRY

(Bid No. 43/SE/M&P/NIT-55 dated 12/12/2017)

Sealed tenders are invited from the experienced and well reputed agencies/contractor for providing 12 Nos. Jeep/Bolero (Light vehicle), 3 Nos. Open Body Jeep (Mahindra Camper) & 1 No. Car on outsource basis to be attached with the Executive Engineer/M&P Divn., Gurugram, Hisar, Faridabad & Bhiwani under the jurisdiction of DHBVN as per below noted packages for a period of Two years renewable for such period or periods at least for one year with mutually agreed or availability of Nigam's vehicle whichever is earlier as per following conditions:

Pack ages	Description of vehicle	Qty. of vehicles	Place of working	Period for contract	EMD (In Rs.)
A	Jeep / Bolero (3 Nos.), Open Body Jeep (Mahindra Camper) (1 No.) & Car (1 No.) (should not be more than two years old from the date of issue of NIT)	5	Under the jurisdiction of M&P Divn., Gurugram	2 Years	30,000/-
B	Jeep / Bolero (3 Nos.) & Open Body Jeep (Mahindra Camper) (1 No.) (should not be more than two years old from the date of issue of NIT)	4	Under the jurisdiction of M&P Divn., Faridabad	-do-	24,000/-
C	-do-	4	Under the jurisdiction of M&P Divn., Hisar	-do-	24,000/-
D	Jeep / Bolero (3 Nos.) (should not be more than two years old from the date of issue of NIT)	3	Under the jurisdiction of M&P Divn., Bhiwani	-do-	18,000/-

Detail of Bid:

Period of sale of bidding documents	27.12.2017 to 10.01.2018 Upto 11:00 AM
Closing date for submission of bid	10.01.2018 Upto 1:00 PM
Opening date of bid	10.01.2018 at 3:00 PM
Place of submission of bid	Office of the SE/M&P Circle, DHBVN, Sector-18, Gurugram
Place of opening of bids	-do-
Office inviting bids	SE/M&P Circle, DHBVN, Sector-18, Gurugram Phone: 0124 - 2430010
Validity of Commercial bid	120 days from date of opening

The contractor / agency shall quote for suitable fees for the service payable as following:

- ✓ Contractor/agency may quote for individual package (M&P Divn. wise) as per above mentioned packages.
- ✓ Contractor/agency may quote for more than one package or all packages as per above mentioned packages.

1. The tender documents are available for sale in the office of SE/M&P Circle, DHBVN, Sector-18, Gurugram. Tel. No. 0124 -2430010.
2. The cost of the tender document is Rs. 500/- to be deposited in shape of Demand Draft in favour of the Executive Engineer, M&P Division, DHBVN, Sector-18, Gurugram. Tel. No. 0124 – 2340245 or in cash.
3. Tenders shall be submitted in one part as Technical & Commercial Qualification which shall consist of technical details and commercial terms and price bid in sealed separate envelopes. The envelopes shall be properly sealed in another envelope. Tender enquiry No. & date with opening date & detail of earnest money be mentioned on the envelope.
4. The tendering authority reserves the right to reject any or all tenders received without assigning any reason.
5. The telegraphic or fax tenders are not acceptable.
6. The tenders shall be valid for 120 days from the date of opening.
7. The tendering authority reserves the right to increase or decrease the quantity of vehicles.
8. In case the date of opening of tenders happens to be holiday, the tenders will be opened on next working day.
9. The tender without earnest money shall not be accepted.
10. The tender documents along with detailed terms & conditions can also be downloaded which are available on Nigam's website www.dhbvn.org.in.

**Superintending Engineer,
M&P Circle, DHBVN,
Gurugram.**

TERMS AND CONDITIONS FOR HIRING OF VEHICLES

1. **Cost of Bid Documents & EMD:** The cost of the Bid documents should be Rs. 500/- and the earnest money to be deposited shall be as per package mentioned against each.
2. **Type & Description of vehicle:** 12 Nos. Jeep/Bolero, 3 Nos. Open Body Jeep (Mahindra Camper) & 1 No. Car is required to be hired for M&P Divisions head quarters at Gurugram, Faridabad, Bhiwani & Hisar under DHBVN. The vehicles should not be more than 2 years old from the date of issue of NIT and should be in good working condition. 1 No. Car for SE shall be provided with the facility of Air Conditioning.
3. **Hourly/Mileage requirement:** The vehicles should be available at head quarter-12 hours period in every day and under exceptional requirement, the vehicles can be called any time shall also be required to undertake overnight journey/stay for official tours by the officers of Nigam. The vehicles shall be required to run at 3,700 K.M. maximum per month with availability for all the days in the month except for the pre-schedule servicing/repair.
4. **Scope of Work:** The vehicles along with drivers shall remain attached with the Officer-in-Charge during the period of contract.
 - 4.1 The vehicles shall be utilized at various sites and will remain in DHBVN premises & will always be kept clean and in smooth working condition.
 - 4.2 The vehicles shall be provided with stepney, tools, spares and consumables in order to attend minor repairs while travelling.
 - 4.3 Normally the vehicles shall be parked in the office premises at DHBVN or as per instructions of Officer-in-Charge.
5. **Officer-in-Charge:** The concerned Executive Engineer/M&P under DHBVN will be Officer-in-Charge of the vehicles as mentioned in the packages.
6. **Prices:** The bidder has to quote the prices for 3,700 K.M. per month with complete month availability as per Annexure-II along with the rates for additional mileage in excess of 3,700 KM. The following charges shall be borne by the Nigam.
 - (a) Toll Tax, Parking fee & applicable GST, which will be reimbursed on the production of the original vouchers.
 - (b) The contractor will be reimbursed Rs 200 per night for the driver, if the vehicle is arrived after outstation tour to the head quarter after 9:00 PM or on stay at outstation.
7. **General conditions of Hire:** Vehicles should not be older more than 2 years from the date of issue of NIT. The bidders who desire to supply the new vehicles have to provide the vehicles on hire within 15 days of the allotment of work order.
8. **Registration:** The offered vehicles must be registered as per Motor Vehicle Act and have relevant permit with Haryana State Govt. Transport Authority. All the expenses / taxes shall be borne by the contractor before and during the currency of the contract except those mentioned at Sr. No. 6 (a) & (b) above.

- (a) Photocopy of valid RC of vehicles.
- (b) Photocopy of valid comprehensive Insurance Policy of vehicles.
- (c) Photocopy of valid Pollution certificate of vehicles.
- (d) Coloured photograph of vehicles with front number plate.
- (e) Valid permit to ply vehicles in Haryana, Punjab, Delhi, NCR, Chandigarh (UT).
- (f) Valid driving license for the drivers.
- (g) Duly stamped & signed terms and conditions.
- (h) For the new vehicles, the documents are to be submitted subsequently before the first payment.

The original documents have to be presented by the contractor after the award of contract for verification and shall be returned to the owner after verification.

9. **Insurance Coverage:** Insurance policy (comprehensive) is a statutory requirement & shall be taken by the vehicle owner. The contractor shall provide other necessary insurance coverage as per the Motor Vehicle Act for which premium shall be borne by him.
10. **Other Expenses:** Expenses towards servicing charges, engine oil changing and other repairs and maintenance work, will be borne by vehicle owner. Vehicle owner will ensure periodic maintenance as per maintenance manual of vehicle / requirement and vehicle owner shall always keep the vehicle in perfect running condition. He shall carry out the servicing and repairing immediately on intimation of DHBVN representative.
11. **Performance Security:** In case of successful bidder, the Earnest Money Deposit [EMD] submitted by the bidders shall be converted into performance security. Whenever, the bidder defaults in executing the contract, the EMD shall be forfeited.
12. **Penalties:** The following penalties shall be levied on the bidder during the currency of the contract.
 - (a) For not providing vehicle in time, a minimum penalty of Rs. 1000/- will be imposed per default.
 - (b) For misbehavior of the Driver, Rs. 1000/- will be imposed per default.
 - (c) For not providing substitute vehicle, Rs. 2000/- will be imposed per default.
 - (d) For causing damage to the public property; three times the market value of the damaged property or Rs. 5000/-, whichever is higher per default.
 - (e) For breach of any of the conditions of the contract; minimum penalty of Rs. 5000/- per default or termination of contract and forfeiture of Performance Security as the case may be, depending upon the grounds of violation.
 - (f) For persistent breach or unsatisfactory services - termination of contract along with forfeiture of performance security and blacklisting.
13. **Work order/ Contract:** After finalization of rate contract, the work order will be placed by the concerned Executive Engineer/M&P under DHBVN.
14. **Contract Period:** Initially the vehicle shall be hired for a period of 2 years and may be extended for next 1 year on satisfactory performance & mutual agreement.

15. **Commencement of Contract:** The contract shall be started from the date as mentioned in the contract to be made.
16. **Termination of Contract:** DHBVN reserves the right to terminate the contract at any time at any stage during the period of contract by giving 7 days notice. If vehicle owner is interested to withdraw his vehicle, owner shall have to inform at least 2 months in advance in writing, otherwise prorated payment will be deducted in lieu of the short period of notice.
17. **Terms of Payment:** 100% payment shall be made by the concerned Executive Engineer/M&P within 15 days by cheque on submission of monthly bill after due verification after deducting the penalties, if any. Income tax / Sales tax shall be deducted at source as applicable as per rules and deposited with Income tax and HGST/VAT Act.
18. **Driver:** The Driver shall make his own arrangement for going and coming from his residence. In case the owner of the vehicle engages the services of hired driver then he shall ensure to the satisfaction of DHBVN that Driver will be paid the minimum wages as applicable to the skilled Drivers in the state of Haryana by the owner of the vehicle. The vehicle owner shall provide an efficient and loyal Driver for the vehicle at his own cost. The cost of Driver's salary and all other incidental charges shall be borne by the vehicle owner. The deployed Driver shall keep all valid license and up to date tax payment certificate/receipt, pollution control certificate, insurance and any other tax payment /clearance up to date in his custody. The vehicle shall be provided with stepney, tools spares and consumables items while travelling.
19. **Liquidated Damages:** The owner shall provide immediately with another suitable vehicle in running condition in case the regular vehicle deployed is under break down, otherwise the deduction shall be made towards the hire charges paid by DHBVN for arranging the suitable vehicle from the market as liquidated damages.
20. **Tampering** of the meter shall be viewed seriously. In case, it is noticed that the meter of the vehicle is mal-functioning and showing extra mileage, then actual difference shall be recovered on pro-rate basis for the entire period during which the vehicle has actually run. It will be obligatory on the part of vehicle owner to get the mileage checked by the Controlling Officer in the beginning of everyday and get it recorded in the log book.
21. The vehicle owner/contractor shall have the copy of registration certificate of vehicle i.e. taxi no., interstate permit (Punjab, Delhi, Haryana & Chandigarh) comprehensive insurance of vehicle and the same vehicle shall perform duty throughout the contract period of vehicle. If the contractor wants to change his vehicle in case of break down etc. he has to provide the vehicle of same status i.e. same model, type.
22. Any type of claim on account of negligence of Driver/accident will be the responsibility of contractor.

23. In the event of theft, loss or accident, any dispute with any local Govt. Authority, DHBVN will not be responsible and vehicle owner will settle the claims himself.
24. All the disputes shall be subject to Gurugram jurisdiction.
25. **Submission of bids:** The bidder has to submit the sealed bid as per the bidding schedule consisting of following documents.
 - (a) Separate envelope containing the cost of bid document.
 - (b) Separate envelope containing the EMD.
 - (c) Technical bid submission sheet in the format attached as Annexure-A
 - (d) Price-bid submission sheet in the format attached as Annexure-B
 - (e) Documents of each vehicle as given in detail in point 8 above.
 - (f) Signed copy of terms & conditions.

First the envelope containing the cost of bid document and EMD envelope will be opened and the bids which do not contain the cost of bid document and EMD of required value and in required form will be out rightly rejected. With respect to technical details, the Nigam reserves the right to call for any additional information / document that may require for evaluation of bids.

26. **Amendments to terms & conditions:** The Nigam reserves the right to amend the terms & conditions before the last date of submission of bids, which will be notified on website and as well as published the same in press.

Format for Technical Bid Submission

To

Sub: Hiring of vehicles for _____.

Dear Sir,

This is with reference to your office tender bearing No. _____
dated _____ for hiring of vehicles for _____.

In response to the above tender, the technical details are given as under:-

- (a) Name of the Bidder:-
- (b) Status of the Bidder:-
- (c) Address & contact of the Bidder:-
- (d) PAN number of the bidder:-
- (e) Details of the past experience of the bidder:-
- (f) Details of the vehicle offered by the bidder:-

Authorized Signatory

With Stamp & Signature

Format for Price Bid Submission

To

Subject: Hiring of vehicles for _____.

Dear Sir,

This is with reference to your office tender bearing No. _____ dated _____ for hiring of vehicles for _____. In response to the above tender, the financial offer of our firm is given as under:

Sr. No.	Type & Description of vehicles	No. of vehicles offered	Fix price per month (Rs.) of vehicles for mileage for/ up to 3,700 KM per month. [in figures as well as in words]	Rate per KM for additional KM [in figures as well as in words]

Notes:-

- (1) The above prices are inclusive of all taxes & duties, except the following, which are reimbursed / paid by the Nigam during the currency of contract.
 - (A) Toll Tax, parking fee, applicable service tax, which will be reimbursed on the production of the original vouchers.
 - (B) The contractor will be reimbursed Rs. 200 per night for stay of the driver on tour to the outstation in addition to the above rates.
- (2) During the period of contract, the rates will not be revised with the revision of any taxes by the Government of Haryana or by the Government of India. The prospective bidder may quote the rates accordingly taking into consideration of this aspect. The columns shall be clearly filled in ink legibly or typed. The tenderer should quote the number, rates and amount tendered by him / them in figures as well as in words. Alterations, if any, unless legibly attested by the tenderer shall disqualify the tender. The tenderer shall take care that the rate and amount may be written in such a way that interpolation is not possible. No blanks should be left which would be otherwise made the tender liable for rejection.

Authorized Signatory

With Stamp & Signature