

TRIPURA, MANIPUR & MIZORAM GEO-SPATIAL DATA CENTRE
SURVEY OF INDIA, SILCHAR



LIMITED TENDER ENQUIRY FOR HIRING OF VEHICLES FOR FIELD
DUTIES ACROSS TRIPURA, MANIPUR, MIZORAM
& BARAK VALLEY OF ASSAM STATE

Tender No. : 576/ 16-H dated 01/09/2020 :
To be Submitted by :21/09/2020(17:30 hrs) :
Date of Opening of Bids :22/09/2020(11:00hrs)
TOTAL PAGES :12

DIRECTOR,
TMMz GDC, SILCHAR

LIMITED TENDER ENQUIRY FOR HIRING OF VEHICLES

On behalf of the President of India, the Director, TMMz GDC, Survey of India, 5th Floor, Kendriya Sadan, Chirukandi Road, Survey of India, Silchar-788003 (Assam), invites Sealed tenders in the prescribed Proforma for hiring of vehicles for field duties of Survey of India as per the details furnished below:

1.0) PARTICULARS OF THE TENDER

(a)	Designation and address of inviting authority	:	Director, TMMz GDC, 5 th Floor, Kendriya Sadan, Chirukandi Road, Survey of India, Silchar-788003 (Assam)
(b)	Type and number of vehicles required	:	Total Nos. of Vehicles: 6 <u>TYPE OF VEHICLE :</u> i) Mahindra Scorpio/Tata Safari/Mahindra Bolero : 1 no. ii) Bolero Camper/Tata Xenon/Tata Trax/Mahindra Bolero Pick-Up with carrier : 5 nos. Number of vehicles may be increased or decreased depending up on the actual requirement of field work.
(c)	Usage	:	Monthly Mileage 2500 kms & 24x7 hrs.
(d)	Year of Manufacture	:	Not earlier than five years from the date of tender.
(e)	Condition of the vehicle	:	Vehicles offered should be is roadworthy and in good working condition particularly in respect of (a) Engine (b) Body (c) Paint (d) Upholstery (e) Tyres etc.
(f)	Office in respect of which the vehicles hired	:	Director, TMMz GDC, 5 th Floor, Kendriya Sadan, Chirukandi Road, Survey of India, Silchar-788003 (Assam)
(g)	Approximate period of hiring of vehicles	:	Up to 5 months Starting from September 2020, which may be further extended for a period of 7- 8 months, depending upon the work load.
(h)	Providing of Diesel, oil & lubricant	:	Diesel, Oil & lubricants will be borne by the Contractor.
(i)	Availability of vehicle	:	Vehicles will be deployed in the field irrespective of day / night / weather conditions. Drivers along with Vehicle will have to stay in the field mandatorily till the completion of field work making their own arrangements (Lodging & Fooding). Many of the field areas are remote, hilly and forest covered.
(j)	Area of field duty	:	Working areas would be across Tripura, Manipur, Mizoram & Barak Valley of Assam state
(k)	Bid submission date	:	21/09/2020 (17:30 hrs)
(l)	Bid opening date	:	22/09/2020 (11:00 hrs)

2.0) SCOPE OF THE WORK & ELIGIBILITY CRITERIA FOR DRIVERS:

Vehicle will be required for carriage of Survey of India officials with stores, instruments, luggage etc. for carrying out field survey work in the areas across Tripura, Manipur, Mizoram & Barak Valley of Assam state.

All the vehicles are to be provided with qualified Drivers. The Drivers should be of Indian nationality, male with more than 18 years of age and minimum VIII Pass with sound health and good vision.

The drivers of the vehicle must have valid commercial driving license for both plain and hilly areas as the case may be (photocopies must be submitted at the time of bid submission).

The drivers should be ready to drive the vehicle in the areas across Tripura, Manipur, Mizoram & Barak Valley of Assam state as per the requirement of officials of TMMz GDC, Survey of India, Silchar.

TERMS AND CONDITIONS :

- 1) The tender should be submitted directly to the O/o The Director, TMMz GDC, Survey of India, Silchar-03.
- 2) Rates quoted shall be mentioned by the agency both in figures and words. There should not be any erasing or overwriting whatsoever to avoid rejection of bid. The rates quoted shall remain valid for a period of 120 days after the date of opening of the bids.
- 3) The rates quoted should be firm & final till completion of the contract period. Hiring charges should include cost of repairs of the vehicles (supplied), all taxes liable by the Central/ State Government(s)/Toll taxes/Check post fee, Inter-State movement expenditure and driver's pay and allowances including his lodging, food, boarding etc. and also including overall GST.
- 4) The firm must possess valid Registration certificate.
- 5) The tenderer should have valid GST Registration & PAN Number.
- 6) Bidder having good track record, manpower capacity and relevant experience as said above are only eligible to apply and preference should be given accordingly under the extant rules.
- 7) Bids with over writing, corrections without authentication initials, will be summarily rejected.
- 8) Rates must be quoted only for the vehicles mentioned in para 1.0 (b)
- 9) Successful tenderer shall ensure that sufficient cash is available with the drivers all the times to meet essential contingent expenditure for Diesel/Oil/Lubricants and urgent repairs & parking.
- 10) It will be the responsibility of the tenderer to place the vehicle(s) for inspection if called for at his own cost.
- 11) The vehicles offered for hiring should have necessary RTO clearance and should be registered as Commercial Vehicle. The Director, TMMz GDC, Survey of India, Silchar will not be responsible for any RTO regulatory matters relating to the registration of vehicles.
- 12) Survey of India shall not be responsible for any claim that arises due to damages /injuries, pilferage to the tenderer's vehicle(s)/property under any circumstances while the vehicle(s) is/are engaged on Survey of India duty.
- 13) Vehicles must have valid registration certificate at least for One year from the date of commencement of Contract. (Photocopy must be submitted while supplying the Vehicle).
- 14) The carrier portion of the vehicles mentioned in para 1.0 (b) (i) should be properly covered to safeguard instruments from rain.

- 15) Vehicles must have valid comprehensive insurance policy at least for One year from the date of commencement of Contract. (Photocopy must be submitted while supplying the Vehicle). If expired, it is to be renewed, well before by the Tenderer.
- 16) Vehicles must have necessary permit for running in the areas of field duty at least for One year from the date of commencement of Contract. (Photocopy must be submitted while supplying the Vehicle). Apart from the states mentioned in Para 1.0 (j), the vehicle must have permits for other states also which have to be crossed to reach the area of work.
- 17) The tenderer must submit a declaration/ undertaking to the effect that the vehicles being offered for hiring are not involved in any accident/dispute/court case etc.
- 18) Vehicles must have valid fitness throughout the field work for at least One year from the date of commencement of Contract. (Photocopy of fitness certificate must be submitted while supplying the Vehicle).
- 19) Repairs of the vehicle(s) to be carried out by the contractor immediately during the period of hire, or replacement is to be provided within 24 hours. Otherwise the proportional cost would be deducted from the hiring charges/claims.
- 20) Vehicle should be parked at place as advised by the officer in charge and should be available when not booked. If the vehicle needs to be away for some reasons like re fuelling, petty repairing etc, it should be with the knowledge of the controlling officer. Moving away without the knowledge of the controlling officer will be considered as non-available and will be liable for penalty.
- 21) The drivers/ staff of the vehicles deployed for user department duties should maintain polite & courteous behavior towards department users as well as to other departmental staff. Otherwise, it may be granted as "Misbehaviour" and shall attract penalties as per provisions of the contract. Repeated instances may result in termination of services.
- 22) Driver must be provided a working mobile phone and contact number be provided to user department.
- 23) In an event that for any reasons the driver changes his contact number during the tenure of the contract then service provider will immediately notify the user department of the above change.
- 24) Vehicle and driver should not be changed frequently. Any such changes should be informed by the contractor to the authority well in advance for permission.
- 25) The user department will in no way be responsible for violation of traffic rules and/ or infringement of any other law for the time being in force, either by the driver of the vehicle or by the service provider. The driver as well as service provider shall comply with relevant rules and regulations of Motor vehicles Act and rules applicable at present or in future during the tenure of the contract and as may be enforced from time to time for which user department would not be held liable/ responsible in any manner what so ever. Onus of compliance of all the applicable laws/ Acts/Rules including those under Motor vehicle Acts/ Rules shall rest with the service provider only and user/ user departments will not be liable in any manner.
- 26) During the contract period, if the vehicle is seized or detained or requisitioned by Police/Motor vehicle Authority or any other authorities for whatsoever reasons that will be at the service provider risk. Also, alternate vehicle of similar or higher category must be provided by Service provider without any extra charges.
- 27) The vehicles deployed for duty for the user department shall at no point of time carry any person other than personnel authorized by user department. The service provider has to ensure the safety of passengers by avoiding negligent driving by their drivers such as over speeding, rash driving or driving vehicle without brakes/ defective brakes.
- 28) Due to illness of driver or not performing the duty as per orders of SOI officials, the tenderer himself must provide suitable replacement of driver within 24 hours. Otherwise the proportional cost would be deducted from the hiring charges/claims.
- 29) In the event of any accident or damages while the hired vehicle is on Survey of India duty, Survey of India shall be completely free from any liability of any nature connected with the accident/damages. The tenderer himself will be fully and exclusively responsible for any damage to the vehicle(s) or any injury to driver or any other person in his employment including any third party claims. However, if damage or loss

is incurred to Survey of India Instruments/Equipments/Stores and/or its employees as a result of any accident or any other reason involving failure of vehicle(s)/driver, the tenderer shall reimburse the same on demand and without any demur, the compensation/damages.

- 30) In case of major breakdown/accident of any vehicle the replacement of the same must be provided by the contractor within 24 hours of such breakdown/accident, failing which the Director, TMMz GDC, Survey of India, Silchar shall have the right to hire any other vehicle(s) against breakdown vehicle(s) at the expense of the tenderer and the tenderer will be liable to pay further such sum as will be sufficient to meet the difference of cost between the rate tendered and that at which the hiring is actually made if it is higher.
- 31) **Earnest money amounting to Rs.10,000/- (Rupees Ten Thousand only) in the shape of A/c payee Demand Draft from a Nationalized Bank in favour of the "D.D.O, TMMz GDC, Survey of India, Silchar" payable at Silchar** should be furnished along with the tender. Tenders received without the Earnest Money Deposit will be summarily rejected.
- 32) Successful tenderer will have to submit the Security deposit/ Performance Security @ 5% of the Tender value in the shape of an A/c payee Demand Draft/Fixed Deposit Receipt from a Commercial Bank in favour of "D.D.O, TMMz GDC, Survey of India, Silchar" payable at Silchar within period of 7 days after awarding of contract as mentioned in Annexure-'F'.
- 33) If the successful tenderer fails to furnish the Security deposit, the whole earnest money shall be forfeited without any reference to the tenderer.
- 34) Earnest money of all unsuccessful tenderers will be returned within 60 days of the award of Contract and supply of the vehicles for Hiring.
- 35) The tenderer should furnish a certificate to the effect that "All the Terms and Conditions of the tender document have been understood by him and he is ready to abide by the same without any variation".
- 36) The Director, TMMz GDC, Survey of India, Silchar reserves the right to reject any or all tenders without assigning any reason.
- 37) In case of payment of hiring charges is to be made for a period less than one month, the payment will be made on pro-rata basis for number of days the vehicle is used. The same is to apply with respect to deductions (if any), in cases of absent of driver, breakdown of vehicles, as per the conditions mentioned in the preceding paras
- 38) Payments of Extra Kms/ Hours
 - a) All distances shall be calculated from the reporting point. No payment shall be made for journey from garage to reporting point.
 - b) A variation up to 20% of in distance and hours shall be permitted for each package. Service provider shall provide services at same quoted rate for additional 20%. This refers to variation in operation of service vehicle/ vehicles or addition of vehicles (per day basis (10 hrs & 100 kms) upto this range service level agreements.
 - c) Payment will be made on pro rata basis for run of vehicles beyond specified run (2500 km).
- 39) Payment will be made to the successful tenderer by the Director, TMMz GDC, Survey of India, Silchar on monthly basis only after successful completion of field duties for that period. The claim along with the requisite documents including (Tax payments) are to be submitted promptly within the First week of the next month, succeeding the month for which claim is being made.
- 40) Income tax as applicable will be deducted by the office from each bill as applicable for which necessary. PAN of agency is required to be provided. Self Attested photocopy needs to be submitted.
- 41) The tenderer must produce GST paid certificate along with the monthly submission bill, failing which necessary action will be initiated by this office.
- 42) Pollution certificate from concerned authority is to be submitted along with tender and it will be the responsibility of the tenderer for obtaining subsequent pollution certificates from time to time during the period of hiring.
- 43) All vehicles offered for hiring shall be placed at the disposal of the Director, TMMz GDC, Survey of India, Silchar.
- 44) The Car diaries of the vehicles will have to be maintained by the driver. It shall be his sole responsibility to

get the Car diaries signed by the Survey of India officer using the vehicle. Monthly statement is to be prepared for payment at the end of the month. After the expiry of hired period the Car diaries duly signed shall be deposited with the Director, TMMz GDC, Survey of India, Silchar.

- 45) The number of vehicles demanded by the Survey of India should be supplied at once on the specified date, at the Office of the Director, TMMz GDC, Survey of India, Silchar from where they will have to move to the areas of field duty, as mentioned in Para 1(j) above.
- 46) An agreement will have to be executed on 100 rupees Non-Judicial Stamp Paper by successful tenderer at his own expenses as mentioned in Annexure-'E'.
- 47) The contractor should not sublet, transfer or assign the contract or any part thereof to any other party.
- 48) The contractor will provide the required vehicles for a shorter period also, in case of requirements of field duties as per the requirement of this office and payment will be made for this shorter period on pro-rata/ proportionate basis only.
- 49) The contractor should be contactable at all times and messages sent by phone/e- mail/fax/special messenger from this office shall be acknowledged immediately on receipt, on the same day. The service provider shall strictly observe the instructions issued by the Department in fulfillment of the contract from time to time.
- 50) Driver provided by the tenderer will have no claim for Govt. job under any circumstances, as it is purely on Contractual/hiring basis.
- 51) In case of any dispute arising out of non-observance of any Terms & Conditions, as stipulated in this tender document, the Surveyor General of India will be Arbitration Authority and his decision will be final and binding on both the parties.
- 52) The following documents or photocopies thereof will have to be invariably submitted by the successful contractor at the time of signing the agreement with the Director, TMMz GDC, Survey of India, Silchar.
 - a) Registration Certificates of Vehicles.
 - b) Valid Comprehensive Insurance cover policy in respect of each vehicle.
 - c) Road Permit for the vehicles in the Area of field duty and other states which are required to be crossed to reach the area of duty.
 - d) Valid Commercial Driving License of the drivers of the vehicles.
 - e) Pollution certificates for the vehicles from the Govt. Approved Agency.
 - f) Purchase details of the vehicles.
 - g) Valid fitness certificate of the vehicle.
 - h) In addition to the above, other Certificates /undertakings as mentioned in the above paras of this tender document, as applicable.

Director
TMMZ GDC,
Survey of India, Silchar

TENDER ACCEPTANCE LETTER
(To be given on Company Letter Head)

Date.....

To,
The Director,
TMMz GDC,
5th Floor, Kendriya Sadan
Chirukandi Road, Survey of India,
Silchar-788003 (Assam)

Sub: HIRING OF VEHICLES FOR FIELD DUTIES OF SURVEY OF INDIA - ACCEPTANCE OF TERMS
& CONDITIONS OF TENDER.

(Tender No. 576 / 16-H dated 01/09/2020)

Dear Sir,

I/We hereby certify that I/we have read the entire terms and conditions of the tender documents all pages i.e. from Page No.1 to 11 (including all documents like annexure(s), etc), which form part of the contract agreement and I/we shall abide hereby by the terms/conditions/clauses contained therein.

I/We do hereby undertake that in the event of acceptance of our bid, we will provide the services as stipulated in the tender document on rates quoted in Annexure 'A' enclosed with bid and that we shall perform all the incidental services.

If our tender offer is accepted, I/we will submit a Bank Guarantee/Security deposit for a sum of 10% of the Contract Value as performance security for due performance of the Contract within 7 days of award of contract.

I/We hereby agree to abide by this Tender offer for 1(One) year and the same shall remain binding upon us and may be accepted at any time before the expiry of that period.

I am /We are aware that you are not bound to accept the lowest or any offer you may receive and also aware that, you (i.e. The Director, TMMz GDC, Survey of India, Silchar) reserves the right to reject any or all tenders without assigning any reason.

Name of Firm & Address_____

Phone No._____ Fax No._____

Mobile No._____ Name of Bank_____ Branch _____

Bank Account No._____

IFSC Code_____

MICR No._____

Income Tax Registration No._____

GST Registration No._____

Signature of Authorized Signatory
Stamp of Firms

PROFORMA : Details of Firm		
Sl. No.	PARTICULARS	To be filled by the Bidder
1	Name of the Agency	
2	Date of Establishment of the Agency	
3	Name of the contact person , Mobile no. and detailed office address of the agency with office telephone No., Fax No	
4	Bank account detail for e-payment	Account No. & Account type
		Name of Account holder Name of Branch
		Address of the Branch IFSC Code
		PFMS Vendor code (if any)
5	GST/PAN No. (Copy to be enclosed /uploaded)	

Signature and Seal of the bidding firm /agency

CONTRACT AGREEMENT

(Agreement to be executed on a Non-Judicial Court Stamp of Rs. 100/- value)

Agreement made on this _____ day of _____ Two Thousand Ninteen between (hereinafter called the Service Provider or Contractor") on one part and the Director, TMMz Geo- Spatial Data Centre, Silchar (hereinafter referred to as the Government) on the other part.

WHEREAS the Service Provider has tendered to the Government for providing vehicles for field duties of Survey of India as per the instructions given at the prices or rates mentioned in the Annexure-A: BOQ and whereas such tender has been accepted and the contractor has deposited with the Government the sum of Rs. _____ (in words) as performance security/Security deposit for the fulfillment of this agreement.

Now, it is hereby agreed between the two parties as follows:-

- 1) The contractor has accepted the contract on all the terms and conditions listed in the Tender Document No. /16-H dated 01/09/2020 (all pages enclosed with is agreement as Annexure-I) which will hold good during the period of this agreement.
- 2) Upon breach by the contractor of any of the conditions mentioned anywhere in the Tender Document, the Government may issue a notice in writing, and put an end to this agreement without prejudice to the right of the Government to claim damages for antecedent breaches thereof on the part of the Service Provider/Successful bidder/Contractor and also to reasonable compensation for the loss caused by the failure of the contractor to fulfill the agreement as certified in writing by the Government whose certificate shall be the conclusive evidence of the amount of such compensation payable by the contractor to the Government.
- 3) The Service Provider has deposited with the Government a performance Security Deposit of Rs. _____ as security for compliance and performance in accordance with the contract. Upon the completion of the contract, the Performance Security Deposit shall after the expiry of 3 (Three) months from the date of signing this agreement will be returned to the Service Provider, without interest, and after deducting any sum due by the Service Provider to the Government under the terms and conditions of this agreement.
- 4) This agreement shall remain in force until 3 (Three) months after the expiry of the contract period.
- 5) Not-with-standing anything contained herein the tender and acceptance forms contained, the Government may cancel the contract at any time upon giving one month's notice in writing without compensating the Service Provider in anyway whatsoever.
- 6) In consideration of the payments to be made by the Government to the Service Provider as mentioned in the Tender Document, the Service Provider hereby agree to provide to the Government the vehicle for field duty and to remedy shortcomings / deficiencies therein, if any, in conformity with the terms and conditions of the contract.
- 7) If any dispute or difference shall arise including this contract, the settlement of which is not herein before provided for the same shall be referred to the arbitration of the Surveyor General of India.

Surveyor General of India may nominate, in writing, any officer to act as arbitrator and the decision of Surveyor General of India or officer nominated by him shall be final and binding on both the parties of this contract.

8) In witness thereof the service provider has set his hereto and Director, Tripura, Manipur & Mizoram, Geo- Spatial Data Centre, Silchar or his authorized representative has on behalf of the Government of India affixed his signature and seal thereto on the day and the year noted.

Contractor :

Survey of India

1. Witness : _____

1. Witness : _____

2. Witness : _____

2. Witness : _____

Place : Silchar
Date : / /2020

PERFORMANCE SECURITY FORM

To

The Director,
TMMz GDC,
5th Floor, Kendriya Sadan,
Chirukandi Road, Survey of India,
Silchar-788003 (Assam)

WHEREAS.....(Name of Service Provider hereinafter called “the Service Provider” has undertaken Contract No. Dated 2020 to Supply..... Description of Services) hereinafter called the Contract. ANDWHEREAS it has been stipulated by the Government in the said Contract that the Service Provider shall furnish to you a bank Guarantee by a recognized bank for the sum specified therein as security for compliance with the Service Provider’s performance obligations in accordance with the Contract.

AND WHEREAS we have agreed to give the Service Provider a guarantee:

THEREFORE WE hereby affirm that we are Guarantors and responsible to you, on behalf of the Service Provider, up to a total Amount of (Amount of the Guarantee in words of Figures) and we undertake to pay you, upon the Government’s written demand declaring the Service Provider to be in default under the contract and without cavil or argument, any sum or sums within the limit of..... as aforesaid, without your requiring to prove or to show reasons for your demand or the sum specified therein. This guarantee is valid until theday of..... 2020.

Signature and Seal of Guarantors

Date: / /2020

Address: _____

Name of the Bidder/ Bidding Firm / Company						
<u>PRICE SCHEDULE</u> (This BOQ template must be attached after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only)						
Sl. No.	Item Description	Item Code / Make	Quantity	Units	RATE In Figures To be entered by the Bidder in Rs.	TOTAL AMOUNT in Rs.
1	2	3	4	5	6	7
1	Bolero Camper/Tata Xenon/Tata Trax/ Mahindra Bolero Pick-up with carrier	Item1	5	Nos		
2	Mahindra Scorpio/ Tata Safari/ Mahindra Bolero	Item 2	1	Nos		
Total Amount in Figures						
Total Amount in Words						