

NIT NO. JAP-IT/Vehicle/03/2017**SECTION-1**

Jharkhand Agency for Promotion of Information Technology intends to invites sealed tender from reputed companies/firms/agencies authorized to provide commercial vehicle on hiring basis initially for a period of two years. The details is as below:-

Name of Vehicle	Earnest money to be deposited	Cost of Tender (Non Refundable)	Number of vehicles
a) Toyota Innova b) Honda City c) Hundai Verna d) Maruti Ciaz e) Tata safari f) Maruti SX4 g) Indigo h) Swift Desire i) Hundai Accent j) Toyota Etios k) Bolero l) Sumo m) Scorpio n) Tata Indica o) Vista p) Maruti Swift q) Maruti Van r) Maruti Ecco	Rs. 50,000/- (Fifty Thousand Only)	Rs. 1,000/- (One Thousand Only)	As per requirement from time to time

The rates should be quoted and to be submitted in the format given in ANNEXURE-I of the terms and conditions.

General Terms and Conditions

Tender Part-1 (Technical) and Tender Part-II (Commercial) is invited from the registered Supplier/companies /agencies for supply of approx. 5 nos. of commercial vehicles ($\pm 10\%$ variation Tentative) on hire basis from reputed companies/agencies./firms.

- 1) The bidder should be financially sound. The bidder should have at least five vehicle in his own ownership.
- 2) Fuel (Petrol/Diesel) will have to be provided by the bidder. The cost of Fuel (at prevailing price) will be reimbursed to the bidders by JAP-IT on actual consumption basis along with the monthly vehicle rent bill.
- 3) The bidder will have to submit the duly attested photocopies of the following documents of the vehicles and drivers at the time of providing vehicles:-
 - a) Owner Book (Certificate of Registration)
 - b) Documents of registration as TAXI/Commercial Vehicle

- c) Quarterly Tax Token - receipt of the vehicle in form no 51/46 as per section (1, 2) and 06 of Motor Vehicle Act having it's validity as on the date of submission of the Part I of the tender document.
 - d) Insurance of the vehicle done under Comprehensive Insurance Policy.
 - e) Fitness certificate issued by Motor Vehicle Inspector in form no 38 as per the rule 62 (iii) of Central Motor Vehicle Rule 1989 having it's validity as on the date of submission of part-1 of the bid.
 - f) Road permit for plying (each vehicle) in the State of Jharkhand issued by the competent authority.
 - g) Driver's driving license number including the batch number for driving commercial vehicle.
 - h) Police verification report of the Drivers.
 - g) If the vehicle are not owned by the bidder, a consent letter from the registered owner in original shall be attached.
- 4) All papers of the vehicle engaged shall be up to date during the tenure of the work order. Dully attested copies shall have to be submitted at the time of providing the vehicle.
 - 5) The Maintenance (including supply of lubricant like fuel, Mobil, Break Oil, Coolant, and Distilled water, stepney, tool kit, firstaid box, fire extinguisher etc.) is to be carried out by the supplier and if any complain is received the vehicle shall be disengaged immediately. No charges will be paid for the day of disengagement and supplier will have no claim arising out of such discontinuation of the vehicle.
 - 6) The vehicle to be supplied should be in good condition and not more than three years old during the contract period . However latest models will be preferred.
 - 7) The Drivers including vehicle will be provided by the supplier for at least 10 Hrs. (9:00 Am to 7:00 Pm) a day including Sundays & other holidays and in event of holidays/Weekly off days of any driver he should be substituted by the supplier at their own cost. The supplier will have no supplementary claim thereof. 5 Km up and down i.e 10 KM per day will be allowed from the fixed place of pick up.
 - 8) The JAP-IT will not be liable for any compensation arising out of any accident caused either for the driver/vehicle/ to third party/ third party vehicles. Supplier will be solely responsible for all legal matter arising out of the vehicles with driver.
 - 9) The payment of the driver will be made by the supplier. It shall be the responsibility of the Supplier to indemnity any outstanding dues on account of engaged Vehicles. The supplier must avail driver with sufficient cash for any emergency during travelling.
 - 10) The bidder shall not engage any Sub-Contractor or transfer the contract to any other person in any manner. The bidder shall not be permitted to transfer their right and obligations under contract to any other organizations or otherwise.
 - 11) The rate in price part should be clearly indicated in words as well as in Figures.

- 12) The rate quoted/ Awarded will be valid for two year from the date of award of the work which may be further extended for one year on sole discretion of the JAP-IT based on the performance of the supplier and mutual agreement.
- 13) The vehicles are hired on monthly basis for the month & the payment will be made on monthly basis. The deduction out of the bill shall be made for ½ days for any absence exceeding 4 (four) hours but less than 08 hours and for a full day for any absence exceeding 8 (Eight) hours.
- 14) The supplier will be responsible for any act or characters of the driver supplied by them and in the event of any adverse remark against him, will be liable to replace him immediately by another driver having valid driving license as per the terms and conditions of the NIT. Supplier at all-time shall indemnify JAP-IT against any loss caused by driver and vehicle supplied by them and make good to the losses as decided by the JAP-IT.
- 15) The bidder will have to submit up to date Income Tax Return for last three Financial years.
- 16) The bidder will have to submit the Service Tax Registration Certificate. He will be paid service tax on production of paid up receipt against the JAP-IT's work order.
- 17) The payment will be made by JAP-IT on the basis of monthly bill raised by the supplier.
- 19) The engagement of drivers will be ensured by the supplier for the complete period of work contract.
- 20) All taxes and duties will be in bidder's account. The bidder will have to submit an affidavit executed before the Executive Magistrate to the effect compliance of the various labour laws (EPF/ ESIC etc.) regarding payment of drivers and the duty hours of an individual driver/ supplied by them.
- 21) The JAP-IT reserves the right to issue/reject the tender document, extend the date of submission of Tender/ opening of Tender, cancellation of tender and to distribute the work among more than one bidder without assigning any reason thereto.
- 22) The rates must be quoted on monthly basis. Rate quoted for each type of vehicle should be inclusive all cost i.e fuel/drivers/ taxes and duties/maintenance etc.. The bidders will have to ensure compliance for deposit of statutory charges against various motor/labour laws.
- 23) No. of vehicles to be engaged may vary as per actual requirement of JAP-IT.
- 24) Vehicles will be provided by the supplier within 03 days of award of order.
- 25) In case of additional requirement vehicle will be provided by the supplier within 02 Hrs.
- 26) JAP-IT may ask the supplier/agency to provide the vehicle to the other associated departments also.

Agreed and accepted the above Terms and
Condition Authorized Signature & Seal of
the Firm/ Agency/ Supplier

Sd/-
Officer on Special Duty,
JAP-IT

3.0 ACCEPTANCE/REJECTION OF BID DOCUMENT

3.1 The bidder is expected to examine all instructions, forms, terms & conditions, annexures and specifications in the Tender Document, before submitting it. Failure to sign and stamp all pages, to furnish all information required as per tender document or submission of bids not substantially responsive to the tender document in every respect may result in rejection of the bid.

3.2 “Techno-commercial Bid”, should contain:

1. Tender Part-1 (Technical) –

- (a) Demand Draft for the prescribed amount of Earnest Money Deposit,
- (b) Demand Draft for the prescribed amount of tender cost.
- (c) Authorization letter for signing the bid document in the form of Board Resolution/Power of Attorney duly attested by the Company Secretary. In Case of Partnership/Proprietary Firm authorization letter should be signed by all partners/proprietor.
- (d) List of Partners/Directors along with copy of Partnership Deed or proprietorship deed/ Memorandum of Association/ Articles of Association as applicable.
- (e) Self attested copy of PAN No. card and income tax return of last three Financial Year under Income Tax Act
- (f) Self attested copy of Service Tax Registration Number;
- (g) Self attested copy of Valid Registration No. of the Agency/Firm;
- (h) Self attested copy of valid Employee Provident Fund Registration Number;
- (i) Self attested copy of valid ESI Registration Number;
- (j) Proof of minimum Annual turnover as stated in Clause 2.4
- (k)
- (l) Proof of experience certificate of satisfactory performance in similar services as per clause 2.5.
- (m) Experience of similar works as per clause 2.6
- (n) List of vehicles along with photocopy of their RC/fitness and permit owned by the contractor;
- (o) An undertaking to the effect that the Agency has not been blacklisted by any of the Departments/Organizations of the Government of India/ and no criminal case is pending against the said firm/agency;
- (p) No near relative Certificate/Declaration as per clause 2.10

(q) Duly accepted and signed/stamped tender document (except Price Schedule) along with attached documents.

(r) Other relevant documents as mentioned in tender document.

2. Tender Part-II (Commercial bid)

3.4 The last date of submission of hard copy of tender document is 20-11-2017 at 1330 Hrs.

3.5 No condition or deviation from the conditions of the tender will be accepted. Any bid with such conditions is liable to be rejected.

3.6 Any bid without EMD, Tender Cost, and in variance with the aforesaid instructions will be rejected summarily.

4.0 OPENING OF TENDER

4.1 The tender will be opened on 20-11-2017 at 1530 Hrs.

4.2 In case the date fixed for the opening of the bids is declared as holiday by the Government of Jharkhand, then bids will be opened on the next working day with time and venue remaining unchanged unless revised schedule is notified in this regard.

5.0 VALIDITY OF BIDS

5.1 The prices quoted in the bid shall remain valid for acceptance for 180 days from the date of opening.

6.0 EARNEST MONEY DEPOSIT (EMD)

6.1 FURNISHING OF EMD

Earnest Money Deposit (refundable) may be furnished Rs. 50,000/- (Rupees Fifty thousand) with the bid by way of demand draft, drawn in favour of CEO, **JAP-IT, payable at Ranchi**. Any other money lying with the ordering authority cannot be adjusted against this head. Failure to furnish Earnest Money Deposit shall result in rejection of the bid summarily.

6.2 FORFEITURE OF EMD

The EMD shall stand forfeited if:

- a. The bidder withdraws his/her offer before expiry of validity period of bid i.e. 180 days from date of opening of bid.
- b. The successful bidder, whose tender is accepted, fails or refuses to furnish the security deposit amount within a fortnight from the date of acceptance of his offer, or fails or refuses to execute the contract.
- c. It is established that near-relatives of bidder is working in the JAP-IT

6.3 REFUND OF EMD

6.3.1 No interest would be payable, for any period, on EMD or on any other money.

6.3.2 The amount of EMD will be refunded only after finalization of tenders.

6.3.3 The EMD of the successful bidder will be refunded only after the receipt of the prescribed Security Deposit.

7.0 PRICES

7.1 Price should be quoted in Indian rupees in the Tender Part –II (Commercial) . Any other price/discount/levy indicated anywhere else shall not be considered.

7.2 The quoted price should be inclusive of all taxes and levies including Service Tax. No increase in rates during the currency of contract will be permitted on account of any reason.

7.3 Inadequacy made corrections/overwriting should be attested by the person signing the documents, failing which the tender will be rejected without any notice. Use of correcting fluid in the price schedule is shall lead to bids being rejected.

8.0 EVALUATION OF BIDS

8.1 The bids will be evaluated to determine whether they are complete, whether any computational errors have been made, whether documents have been properly submitted and whether bids are generally in order.

8.2 A bid shall be considered substantially responsive if it conforms to all the terms and conditions of the tender document without any material deviation.

8.3 To assist in the examination, evaluation, and comparison of bids, the Ordering authority may, at its discretion, ask the bidder for the clarification of his/her bid. The request for clarification and the response shall be in writing. However, no post-bid clarification at the initiative of the bidder shall be entertained.

8.4 The ordering authority or his/her bona fide representatives shall have the right to inspect the works, offices, showrooms, service centers of the bidder, for verification of facts furnished by the bidder in support of his/her bid documents, and the bidder is bound to answer any query made by the ordering authority.

8.5 The ordering authority may waive any minor infirmity or non-conformity or irregularity in a bid which does not constitute a material deviation, provided such waiver does not prejudice or affect the relative ranking of any bidder.

8.6 The ordering authority shall shortlist only those bidders who are eligible and have submitted substantially techno-commercially responsive bid for opening of financial bid. Successful Bidders would be called to attend opening of financial bids. The Financial Bids of techno-commercially unsuccessful bidders would not be opened.

8.7 Prices quoted in the Tender Part-II (commercial) for work type A.

8.8 The lowest bidder for different types of works shall be arrived as per following:

8.8.1 Work Type A: Lowest bidder i.e. L-1 shall be decided on the basis of the lowest value quoted for monthly rate **for a vehicle** in Price Schedule in consideration for 1100 km running in a month among substantially responsive bids for each category of the vehicle.

8.9 In case of discrepancies in the prices, following procedure shall be adopted:

- a. If there is a discrepancy between words and figures in the amount of the unit price, the amount in words shall prevail and bidder has to rectify the error accordingly
- b. If the bidder does not accept the correction of the errors, his/her bid shall be rejected.

9.0 ORDERING AUTHORITY'S RIGHT TO ACCEPT ANY BID AND TO REJECT ANY OR ALL BIDS:

The Ordering authority reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids, at any time prior to award of contract without assigning any reason whatsoever and without thereby incurring any liability to the affected bidder or bidders on the grounds for the Ordering authority's action.

10.0 SIGNING OF CONTRACT

10.1 Bidder shall submit Performance Security valid for 02 months beyond the contract period of 02 years amounting to Rupees 10% of contract value in conformity with the proforma enclosed and sign the agreement.

10.2 PBG is to be submitted for work type A (monthly basis) only

SECTION-3

PROFILE OF THE BIDDER

1. Full Name of Bidder :
2. Registered Address :
3. Address of Office :

4. Details of Contact/Authorized Person

Name & Designation :

Address :

Tel No. (Landline) : Mobile

Email ID : FAX:

5. Type of Firm: Private Ltd./Public Ltd./Cooperative/NGO/PSU/Proprietary/Partnership etc.

.....

(Please mention and enclose copy of *Memorandum*/Articles of Association/Certificate of Incorporation)

6. Name(s) of Directors/ partners/ proprietor:
7. PAN/GIR No. (Please enclose photocopy):
8. Service Tax Registration No. (Please enclose photocopy) :
9. Experience Certificate(s)

(Please enclose copies of documentary evidence i.e. experience certificate(s) specifying satisfactory work completion, value of the work carried out and period of work order from the clients.)

10. Earnest money details: DD. No. dated
..... for ` drawn on

11. Bank Account details

- a. Name and address of Bank
- b. Account no.
- c. MICR no.
- d. IFSC code of Branch

12. Any other relevant information

(Signatures of authorized signatory)

Name :

Designation :

Seal:

SECTION-4

BID FORM

To,

OSD
JAP-IT,
Ranchi.

Dear Sir,

1. Having examined the terms & conditions of the tender including all the annexures, the receipt of which is hereby duly acknowledged, I/we undersigned, offer to provide vehicles on hiring basis at **JAP-IT, RANCHI** in conformity with the said terms & conditions of tender (Tender Ref. No. _____) , for the sum or such other sums as may be ascertained in accordance with the schedule of prices attached and made part of this bid.
2. We undertake, if our bid is accepted, to commence services and to deliver all items specified in the contract, as per the delivery schedule.
3. Bid submitted by us prepared so as to prevent any subsequent alteration and replacement. All the tender documents, duly signed, are enclosed .
4. We agree to abide by this bid till its validity period as specified in clause 6.0. It shall remain binding upon us and may be accepted at any time on or before expiry of validity period.
5. Until a formal agreement or contract is prepared and executed, this bid together with your written acceptance thereof, in your notification of award, shall constitute a binding contract between us.
6. If our bid is accepted we shall furnish a bank guarantee of a nationalized/scheduled bank or demand draft for a sum amounting to 10% of the contract value for the due performance of the contract.
7. We understand that you are not bound to accept the lowest or any bid, you may receive.

Dated this day of 2017.

Signature

In capacity of

Duly authorised to sign the bid for and on behalf of

Witness

Signature

Address

Tender Part-1 (Technical)

Tender Notice no:-/2017-2018

Due date of opening:-

Name of work:- Supply of Commercial vehicles on hire with drivers for a period of two years for the services of the JAP-IT.

- 1) Name and full address for communication of the bidder:-
- 2) Permanent address:-
- 3) Character certificate of self-issued by
Dy. Commissioner/Superintendent of
Police after creation of Jharkhand State.
(Enclose attested photocopy)
- 4) Valid Contract Labour License Number
(Enclose attested photocopy)
- 5) Valid Service Tax Registration Number
(Enclose attested photocopy)
- 6) Details of Provident Fund Number
If applied for proof like Challan thereof
- 7) Numbers of vehicles and type of vehicle
owned
- 8) Accepted all terms and conditions
of the Tender (write Yes or No)
- 9) Experience certificate with numbers of vehicles and period thereof.
(Enclose performance certificate as stated in NIT)
- 10) Particulars of the Earnest Money Deposited (EMD)

OR

Bank Draft Number

Name of the Bank (Nationalized/Scheduled Bank).....

Date

Amount

Attached photocopy of Money Receipt

Money Receipt number

11)Remarks if any

12)Details of the enclosures

i)

ii)

iii)

iv)

v)

vi)

vii)

Place:-

Date:-

Signature of the Bidder with Official Seal

Note:- Desired information without supporting evidence may lead to disqualification of opening of Tender Part-II (commercial)

Performa of Price Part (Commercial Bid)

Format in which the price is to be submitted

1. Rate of the vehicles:-

Sl. No.	Type of vehicle	Monthly rate for 1100 K.M per month for 10 hrs per day	Extra charges per KM for above 1100 KM
1	Toyota Innova		
2	Honda City		
3	Hundai Verna		
4	Maruti Ciaz		
5	Tata safari		
6	Maruti SX4		
7	Indigo		
8	Swift Desire		
9	Hundai Accent		
10	Toyota Etios		
11	Bolero		
12	Sumo		
13	Scorpio		
14	Tata Indica		
15	Vista		
16	Maruti Swift		
17	Maruti Van		
18	Maruti Ecco		

**Authorised Signature & Seal
of the Firm/ Agency/ Supplier**

Note :-Rate quoted for each type of vehicle should be inclusive all cost i.e fuel/drivers/ taxes and duties/maintenance etc.. The bidders will have to ensure compliance for deposit of statutory charges against various motor/labour laws.

SECTION-7

Checklist for Submission of Bid

Sl. No.	Document (As per clause-4 of Section I)	Attached/Not attached	Page No.	Remarks
1.	Demand Draft for the prescribed amount of tender cost, if downloaded is attached.			
2.	Demand Draft for the prescribed amount of Earnest Money Deposit is attached.			
3.	Authorization letter for signing the bid document.			
4.	List of Partners/Directors along with copy of Partnership Deed or proprietorship deed/ Memorandum of Association/ Articles of Association as applicable.			
5.	Self attested copy of PAN No. card and income tax return of last three Financial Year under Income Tax Act			
6.	Self attested copy of Service Tax Registration Number			
7.	Self attested copy of Valid Registration No. of the Agency/Firm			
8.	Self attested copy of valid Employee Provident Fund Registration Number			
9.	Self attested copy of valid ESI Registration Number			
10.	Self attested copy of valid License and Number under Contract Labor Act and under any other Acts/Rules			
11.	Proof of minimum turnover as per clause 2.4			
12.	experience certificate of satisfactory performance in similar services as per clause 2.5			
13.	Experience of similar works as per clause 2.6			
14.	List of vehicles along with photocopy of their RC/fitness and permit owned by the contractor			
15.	An undertaking to the effect that the Agency has not been blacklisted by any of the Departments/Organizations of the			

	Government of India and no criminal case is pending against the said firm/agency in 50 Rs non judicial stamp paper			
16.	An undertaking to the effect that the Agency will be able to supply commercial vehicles of model not older than three years during the contract period.			
17.	No near relative Certificate/Declaration as per clause 2.10			
18.	Duly accepted and signed tender document along with all sections, annexures (except Price Schedule), and attached documents,			
19.	Price folder to be duly filled			