

# ANNEXURE-I

## Technical Bid for Hiring of Vehicle for

(To be enclosed in a separate sealed envelope)

**The details in respect of the company are as given under :**

S.No.	Details Of Document To Be Submitted	Submitted(Tick Yes)/ Not Submitted(Tick No)			
1	Name of the Firm / company				
2	Address of the Firm / company				
3	Mobile No, if any				
4	Telephone with STD code				
5	E-mail of the contract person, if any				
6	PAN No/ TAN No (proof to be attached)	<input type="checkbox"/> YES <input type="checkbox"/> NO			
		PAN No:	TAN No:		
7	year of firm registration/Incorporation (proof to be attached)	<input type="checkbox"/> YES <input type="checkbox"/> NO			
8	Annual Turnover (along with proof) for the last 3 financial years	Year: <b>2016-17</b>	Year: <b>2017-18</b>	Year: <b>2018-19</b>	
9	Service Tax/GST registration No.(proof to be attached)	<input type="checkbox"/> YES <input type="checkbox"/> NO			
10	Number of driver as on date				
11	Whether EMD enclosed	Rs. 25000/- <input type="checkbox"/> YES <input type="checkbox"/> NO			
12	Name of the Govt. Departments/Ministries along with address and details of contact person to whom vehicle were provide	S.No.	Govt. Organization Name	Since When	Details of Vehicles
		1.			

	(with detail of various vehicle)	2.					
		3.					
13	Detail of vehicle to be provided (vehicle more than 2 year old will not be accepted)	S.No.	Type of Vehicle			Year of Manufacture	
		1.					
		2.					
14	Attach Registration/Road tax/Insurance/Permit/Fitness related Document of providing vehicle as mentioned in serial no.13	S.No.	Vehicle Registration No.	Road Tax (yes/no)	Insurance (yes/no)	Period Of Permit	Period Of Fitness
15	Name, Designation and address of the person to whom all references shall be made regarding this tender	S.No.	Name		Designation	Address & Mobile	

**(Signature of the Authorized Signatory)**

Name \_\_\_\_\_

Designation \_\_\_\_\_

Company Name \_\_\_\_\_

Company Seal \_\_\_\_\_

Date : .....

Place : .....

## ANNEXURE-II

### FINANCIAL BID

**Rates quoted for hiring of vehicles & Drivers (4 Wheeler passenger vehicles) on a  
Monthly basis for .....**

#### **FORMAT-1 (MONTHLY BASIS)**

<b>S. No</b>	<b>DETAILS OF VEHICLES</b>	<b>CHARGES/RATES ON MONTHLY BASIS 1500 KM (Inclusive All taxes)</b>	<b>CHARGES/RATES ON MONTHLY BASIS 2000 KM (Inclusive All taxes)</b>	<b>CHARGES/RATES ON MONTHLY BASIS 2500 KM (Inclusive All taxes)</b>	<b>ADDITIONAL RATES/CHARGES ON PER KM BASIS (Inclusive All taxes)</b>
1	Mahindra Xylo, Scorpio etc.				

**Signature**

#### **FORMAT-2 (ADDITIONAL DRIVER FACILITY, IF REQUIRED BY THE OFFICE)**

<b>S.No</b>	<b>CHARGES/RATES FOR HALF DAY (Inclusive All taxes)</b>	<b>CHARGES/RATES ON DAILY BASIS (One Day) (Inclusive All taxes)</b>	<b>CHARGES/RATES FOR MONTHLY BASIS (Inclusive All taxes)</b>

#### **DECLARATION:**

1. We are not involved in any major litigation that may have an impact of affecting or compromising the delivery of services as required under this tender.
2. We are not black-listed by any Central / State Government / public Sector Undertaking in India.

**Yours Faithfully,  
Signature**

Name \_\_\_\_\_

Designation \_\_\_\_\_

Company Name \_\_\_\_\_

Company Seal \_\_\_\_\_

Date : -----

Place : -----

# **Tender For Hiring of Four Wheel Passenger Vehicle For District Office Mining Branch Kabirdham, Chhattisgarh**

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Sealed bids are invited from registered tours and travel agencies situated within district having vehicles, for hiring for Director, Geology and Mining for a period of March 2021 on the following terms and conditions.

## **PURPOSE :-**

To provide transport facility for department at *Raipur or District offices.*

## **SCOPE OF CONTRACT :-**

The bid is for awarding the contract for hiring of vehicles *on Monthly as per requirement.*

## **QUALIFYING CRITERIA :-**

- The bidder should have a registered transport unit/tours and travel agency having sufficient number of latest models of vehicles for hiring. Proof of this effect is to be enclosed along with the bid.
- All bids without proof of registration of transport agency / firm from R.T.O (from CGMVR62) and without attested list of vehicles, including copies of registration certificate, will be rejected.
- The bidder should have *at least 3 years experience* in the transportation business in providing vehicles to the reputed Company/Organization.

## **OUTSOURCING MODEL:-**

Vehicle will be hired locally or at district level on contractual basis for a period of monthly on the basis of out sourced criteria. A contract/ Agreement will be signed with the successful bidder. The agency will ensure the 24 hour driver services and vehicle under the control of District Mining Officer/Mining Inspector.

## **TECHNICAL SPECIFICATION/FEATURES:**

Bidders are invited from different agencies indicating the technical features of the vehicle in one envelope and financial offer in second envelope. The technical offer envelope will be opened in a fixed date to observe following conditions/ specifications.

- Vehicle should not be *older than two year* (from the date of advertisement).
- Comprehensive insurance valid policy is available with the vehicle.
- The vehicles have all legal papers like registration, permit, Fitness, insurance, Road tax payment paper etc.
- Valid driving license with the drivers.
- EMD of 25000 /- drafts in favour of "Collector (Mining) Kabirdham, Chhattisgarh payable at Kabirdham should be deposited.
- The agency interested to establish partnership with ..... under the programme will quote the financial offer keeping in account the road tax, insurance premium fuel, maintenance Accidental claim etc. for which state government .....,Chhattisgarh will not pay.
- The servicing and maintenance of vehicle from time to time is the responsibility of the private agency.

- In case, the vehicle has to be sent for repair etc, the agency has to arrange an alternative vehicle for the period. In case of accident, the vehicle should be repaired/remitted within 48 hours.

### **PERIOD OF CONTRACT:**

The contract is awarded for a period of March 2021 from the date of issue of contract awarded. The rates at which the contract is awarded will be valid throughout the contract and no claims whatsoever on account of increase in the rate of fuel and other factor such as statutory payments, minimum wages etc., shall be entertained and it will be the responsibility of the owner to bear such additional expenses.

### **LOCATION OF THE VEHICLE:**

It will be located as per the requirement of District Mining Office Kabirdham.

### **VEHICLE MOVEMENT:**

The vehicle will be used exclusively for office, field work and District office of Mining Kabirdham. The driver will maintain a log book of vehicle movement. The log book/movement will be verified and checked by the in-charge or any other authorized officer.

### **SETTELMENT OF PAYEMENTS:**

- No advance payment is payable by the "office" to vehicle firms.
- The billing will be done on a Monthly basis and it should be submitted by the firms by end of the following month.
- The payment will be made only for those log book and duty slips which have been signed by the OIC or any authorized officers.
- It will be the responsibility of the driver to get the log book entries indicating start kilometre, end kilometre, distance covered, time, places/villages visited etc. for each occasion of journey signed by the OIC staff and duty slips signed by the officer/staff on a day to day basis.
- The District Mining office Kabirdham will not pay the fuel, maintenance, and servicing charges.
- All other liability being the owner of the vehicle shall be borne by the contractor.
- **Driver:** The firm would ensure that the drivers employed have valid driving license and carry the necessary registration papers, security check verified and should be educated and properly behaved, properly uniformed with govt. logo and well conversant with the traffic rules/regulations and city roads/routes. The firm should have adequate number of telephones for contact round the clock. The firm will provide a mobile phone to driver exclusively for the purpose. The Driver Should wear seat belt wherever necessary and if he fails and find by RTO then the fined will be paid by tendrer.
- **Insurance paper:** It will be the responsibility of the bidder to carry the proper valid insurance at the times in respect of the vehicle and also providing insurance cover to passengers. Proof of valid insurance of the entire vehicle quoted by the firm should be enclosed. He shall agree to indemnify the losses and claims arising out of any negligence of misconduct on the part of the operator or agent. Bids without such documents will be rejected.
- **Accident Handling:** If during the course of engagement of the vehicles to the services of the "District Mining office Kabirdham", and accidents etc occurred either to the vehicle or to the third party, District Mining office Kabirdham CG will not be responsible and any liability arising out of such accident will be the responsibility of the firm only.

- The journey to the destination and back shall be undertaken by the shortest route possible. In case of breakdown of any vehicle during official duty, it shall be the responsibility of the firm to provide a replacement on time, alternative arrangement will be made the cost thereof will be deducted from the payment to be made to the firm.
- **Toll tax, Entry tax, and permit fee for crossing border if any, parking charges will be borne by the implementing agency for which the original receipts should be submitted.**
- The Vehicle deputed should carry all relevant papers duly updated always.
- All incidental expenditure toward repair will be borne by the vehicle owner.
- No compromise will be made by the District Mining office Kabirdham towards punctuality, cleanliness, obedience, promptness, behavior etc. If the tender, at any point of time during official duty, fails to perform duties, The EMD will be forfeited and contract will be cancelled forthwith any notice.
- **Service Tax :** The rates should be including the service tax . The service tax will be paid only after receiving the photocopy of the service tax registration certificate. No service tax will be paid if the operator fails to provide proof of valid service tax registration.
- **Earnest Money Deposit (EMD):**
  - ✓ Bidder shall have to deposited EMD of Rs.25,000/- (Rupees Twenty Five Thousand only) in the form of crossed Demand Draft/Bankers Cheque in Favor "Collector District Mining office Kabirdham, Chhattisgarh payable at Kabirdham along with their tenders. **Tender received without EMD will not be entertained /considered at all and will be rejected summarily. Tender received along with EMD in the form of cheque /cash will not be accepted/considered and rejected. No interest would be paid on the EMD.**
  - ✓ **Forfeiture:** The EMD will be forfeited if the Bidder withdraws or amends impairs and derogated from the tender or fails to execute duties on time as per directions of Implementing Agency in any respect within the period of validity of tender.
  - ✓ **Refund:** (i) EMD will be refunded to the unsuccessful tender within thirty days from the date of issue of work order to the successful tender and no interest would be paid thereon; and (ii) EMD of the successful tender will be converted into **security deposit**. No interest will be paid on the EMD/ Security deposit.
  - ✓ **Extension of security Deposit:** In case the contract signed with service provider (successful bidder) is extended beyond one year on mutual consent, the security deposit shall be retained for the extended period.

#### **PENALTY:**

- In case of break down, before/ after the reporting for duty, the vehicles will have to be replaced by same type immediately or not within more than one hour.
- **The rented vehicle with driver should be provided on Govt. Holidays also on demand (2nd, 3rd Saturday and declared Govt. Holidays) if not provided then Rs. 1500/- per day as penalty per vehicle will be deducted from the bill submitted for the particular month. If the bidder does not provide driver, and provide driverless vehicle then per day Rs. 500/- as penalty will be deducted from total bill.**

### **RENEWAL OF CONTRACT:**

The contract could be considered for extension based on satisfactory service performed by the firm and by mutual agreement for such further period as may be agreed upon, but not exceeding one year at a time.

### **DISPUTED RESOLUTION:**

The disputes, if any arising out of this contract will be subjected to the jurisdiction of the courts in the Kabirdham district only.

### **BID DOCUMENTS:**

Sealed tenders in the prescribed form in two envelop - one for technical bid and second financial bid duly super scribing "Bids for Hiring of Vehicles by Mining Office, District Kabirdham. CG addressed can be dropped only in the sealed Tender box kept in Mining Office, District Kabirdham. CG. The technical bids will be opened before the respective bidders and the shortlisted firms will be called for opening of financial bid. The tender should be submitted in the Performa given in Annexure-I and Annexure-II. It should be duly signed by authorized signatory and should bear the stamp of the firm/company on each page. Late/delayed tenders to any reason whatsoever will not be accepted / considered at all under any circumstances.

### **TERMS AND CONDITION**

1. The performance of the agency will be reviewed on a monthly basis . Where the performance is below the standard expected and where requisite vehicles was not engaged during any month as evident from the log book or where vehicles agreed to brought/maintained by the Contractor as per requirement are not provided, then appropriate deductions will made as per the assessment made by the decision of the Committee will be final and no communication in this regard will be entertained by Mining Office, District Kabirdham. CG.
2. **If any vehicle does not complete the required kilometer as per contract in particular month then the total Km run by all rented vehicle will be added for particular month and amount will be paid for only extra Km at the rate of per K.m. as mentioned in the contract.**
3. **During the contract period if there is any increase in Petrol/ diesel and any Tax, GST increased than it is responsibility of vehicles owner to bear the same.**
4. **The bidder should submit Xerox copy of registration & Insurance of Taxi Kota and should also show original documents to department.**
5. **The bidder should bear one side charge for distance travelled from office to garage to office.**
6. In case, the agency's staff suffer any injuries/damages or meet with an accident during discharge of duties, the entire cost of compensation should be borne by the Agency.
7. Committee reserves the right to reject/accept or withdraw any part or full tender(s) without assigning any reason whatsoever. The decision of Committee is final and unquestionable.
8. Bidders are advised to quote their best price.
9. If it is found that the driver is involve in chewing tobacco, smoking, pan, under the influence of alcohol and any misconduct during working will not be tolerated and cause to withdraw the tender without any notice.
10. The cost of fuel for the vehicle will be borne by the agency.
11. The proper vehicle maintenance and time to time servicing will be borne by the agency.