

**Tender Reference No.: SPIC/2017/35188/A**

**Dated: 29/03/2017**

## **TENDER FOR HIRING OF CAR FOR SPIC**

**Society for Promotion of IT in Chandigarh (SPIC)** invites e-Tender (**Physical Copy of the same tender should also be deposited along with online submission of the e-Tender document**) in two bid system from registered/ reputed agencies/firms for Annual Rate contract for **HIRING OF CAR MARUTI DEZIRE (DIESEL) for SEZ Office at RGCTP on REGULAR (Monthly) BASIS or as and WHEN REQUIRED basis FOR A PERIOD OF ONE YEAR** from the date of Agreement of the contract. Submission of e-Tender as well as submission of Physical Copy is mandatory and in absence of any of the tender (e-Tender & Physical Copy) will leads to disqualification of the tender.

Physical Copy of the e-Tender - **Technical bid and Commercial bid** - filled in the specified proforma along with envelope of Earnest Money Deposit (EMD) shall be sealed in two separate envelopes and these two envelopes shall be contained in a large envelope Super scribed Tender for Annual Contract for Hiring of Car addressed to **Chief Executive Officer, SPIC Office, EDC Building, Plot No: 20, Rajiv Gandhi Chandigarh Technology Park (RGCTP), Chandigarh – 160101** shall reach latest **7<sup>th</sup> April at 12:00 Hrs.** Specified proforma along with all terms and conditions may be downloaded from e-tendering website of Chandigarh Administration <https://etenders.chd.nic.in> and from the website of SPIC <http://www.spicindia.com>.

The Tender shall be in Two Bid Systems i.e. 1) Technical Bid and 2) Commercial Bid. The **amount of EMD (Bid Security) is ₹10000.00 (Ten Thousands only) towards in the form of Demand Draft or Bank Guarantee** drawn in favour of **Society for Promotion of IT in Chandigarh (SPIC) payable at Chandigarh** shall be put in a separate envelope. The Demand Draft/Bank Guarantee shall be valid for at least 3 months. The Technical Bids shall be opened on **7<sup>th</sup> April at 12:30 Hrs.** at the above address by the Tendering Committee authorized by this office and in the presence of such tenderers or their authorized representative who may wish to be present. The Competent Authority reserves the rights to cancel any or all the tenders without assigning any reason.

## Annexure I

### **Subject: Notice Inviting Tender for Hiring of Cars**

1. **Parties:** The parties to the Contract will be **contractor** who will be providing the car services and the **Society for Promotion of IT in Chandigarh (SPIC)** who would be availing the services.
2. **Addresses:** For all purposes of the contract including arbitration there under, the address of the contractor mentioned in the tender shall be final unless the contractor notifies a change of address and contact number(s) by a separate letter sent by Speed post/registered post with acknowledgement due to the Society for Promotion of IT in Chandigarh (SPIC), The contractor shall be solely responsible for the consequences of any omission or error to notify change of address and/or contact number(s) in the aforesaid manner.
3. **Earnest Money:** Earnest Money of ₹10,000/- (Rupees Ten Thousand only) in the name of Society for Promotion of IT in Chandigarh (SPIC) payable at Chandigarh, in the form of Demand Draft/Bank Guarantee of any Nationalized Bank must be deposited by bidders along with duly filled up tender document. The Earnest Money Deposit of the successful bidder shall be refunded after receipt of Security Deposit and the Earnest Money of the unsuccessful bidders will returned within 30 days after award of the contract. No interest will be paid on Earnest Money by SPIC till the entire process of award of contract is completed.
  - 3.1 Tenderer shall not be permitted to withdraw his offer or modify the terms and conditions thereof. In case the bidder fails to observe and comply with the stipulations made herein or backs out after quoting the rates, the Earnest Money will be forfeited.
  - 3.2 No request for transfer of any previous deposit of Earnest Money or Security Deposit or adjustment against any pending bill(s) will be entertained.
  - 3.3 The tender without Earnest Money will be summarily rejected.
4. **Performance Security Deposit:** Security Deposit of ₹ 40000/- (Rupees Forty Thousand only) in the name of Society for Promotion of IT in Chandigarh (SPIC) payable at Chandigarh, in the form of Demand Draft/bank Guarantee of any nationalized bank must be deposited by the successful bidder.

5. Preparation and submission of Tender: The tender must be submitted online in the form of e-Tender through e-tendering website of Chandigarh Administration (<https://etenders.chd.nic.in>) and physical copy of the same tender should be submitted in two parts namely, Technical Bid (in form given in Annexure-III) along with Earnest Money Deposit and Commercial Bid (in form given in Annexure-IV) and each should be kept in a separate adequately sealed cover. Both the bids should be kept in another sealed cover addressed to **Chief Executive Officer, SPIC Office, EDC Building, Plot No: 20, Rajiv Gandhi Chandigarh Technology Park (RGCTP), Chandigarh – 160101**. The sealed envelope containing both i.e. Technical & Commercial bids should bear the address, Tender Number and date, subject of the tender. The inner envelopes should superscripted with - **Technical Bid for hiring Cars for SEZ office** and **Commercial Bid for hiring Cars for SEZ office**.
6. Signing of Tender: The individual signing the tender or other documents connected with contract must specify whether he signs as:-
- (a) A sole proprietor of the concern or constituted attorney of such sole proprietor.
  - (b) A partner of the firm, if it is a partnership firm, in which case he must have authority to execute the document.
  - (c) Director(s) or Principal Officer of the Company duly authorized by the Board of Directors of the Company, if it is a Company.
7. **Technical Bid:** The Technical bid should be submitted in form given in Annexure-III along with the EMD of ₹ 10,000/- (Rupees Ten Thousand only) along with registration particulars (registration and recognition of firm as a Car or local transport service) provider, copy of PAN Number issued in favour of the firm, full details of the numbers of cars (or similar type of vehicles registered as Car) registered in the name of the bidder or his firm with photocopies of RCs, insurance details, Service Tax Registration number, Experience Certificate. IT Clearance Certificate, certificate of turnover of Rs.5.00 Lakhs and other information sought in Annexure-II.
8. **Commercial Bid:** The Commercial Bid should be submitted in the form given in Annexure-IV in a separate sealed cover kept inside the main cover. The Commercial Bids of those tenderers, who are found technically competent/eligible, will be opened on a specified date and time.
- 8.1 Terms of payment as stated in the Tender Documents shall be final. The taxes liable would be deducted at source as per Government rules and guidelines, if any, will be prevailing at the time of payment.

**9. Validity of the Bids: The bids shall be valid for a period of one year from the date of opening of the tender.**

**10. The physical copy of e-Tender received through post**

In case any tender is received after the stipulated date and time, the same will not be accepted and rejected the same without any further intimation to the bidder. The responsibility for timely submission of the tender by the stipulated date and time shall lie on the bidder.

**11. Opening of Tender:** The technical and commercial bids will be opened by the Tender opening & evaluation Committee of SPIC Office at **7<sup>th</sup> April at 12:30 Hrs.** at this office. The e-tender will be opened first along with sealed envelope containing both technical and financial bids will be opened in the presence of tenderers who may wish to be present at the time of receiving and opening of the technical bids. The unsealed envelope containing the bids will not be opened and rejected. The bidder is at liberty either himself or authorizes, not more than one representative to be present at the time of opening of the tender. The representative attending during opening of the tender on behalf of the bidder should bring with him a Letter of Authority from the tenderer and proof of identification.

**12. Criterion for Evaluation of Tender:** After the opening of the technical bid, the same will be evaluated by a committee. In case the committee decided for seeking further information/clarification, the same shall be provided by the bidder. Those bids which meet the technical requirements, the financial bid of such qualified bidders will be opened on a specified date and time by the committee. The bidder is at liberty to be either present himself or authorize, not more than one representative to be present at the time of opening of the financial bid. The Bids will be opened by a committee in the presence of the representative of the bidders who may wish to be present on that day.

**12.1** The contract will be awarded to the lowest eligible tenderer (L1) and will commence from the date of signing of the Agreement indicated in the terms and conditions. The contract will be for a period of 12 months which may be further extendable up to one year (or maximum of three years from award of contract/signing of agreement), if the performance/service is found satisfactory.

**13. Right of Acceptance:** The SPIC reserve all rights to reject any tender including of those tenderers who fail to comply with the instructions without assigning any reason whatsoever and does not bind it to accept the lowest or any specific tender. The decision of the Competent Authority of SPIC in this regard shall be final and binding.

Any failure on the part of the bidders to observe the prescribed procedure and any attempt to canvas for the work will prejudice the tender submitted by the tenderer.

13.1 Tenders not in conformity with the prescribed terms and conditions will stand disqualified.

14. Communication of Acceptance: Successful bidders will be informed of the acceptance of his bid. EMD of the successful bidder will be refunded after deposition of security deposit as mentioned in Clause 4 above and the same will be returned after successful expiry of the contract.

15. **Signing of the Agreement by the successful bidder who have been awarded the Contract for providing cars by the Competent Authority of SPIC:**

He/She shall have to sign the contract agreement on a non-judicial stamped paper of Rs.100.00. Any failure on the part of the bidder for not signing the contract agreement or fulfilling the conditions as provided in the tender contract will be dealt as per Clause 16 of the Tender Agreement. After signing of the Agreement the bidder will be addressed as Contractor.

In case the bidder after awarding of the contract fail to sign the contract agreement within a period of 30 days, the offer of the award of contract will be cancelled without any extension.

16. Penalty: In case of breach of any conditions of the contract as losses caused including excess cost due to hiring of Car from the market in the event of Contractor failing to provide requisitioned Cars or not providing Cars, the SPIC shall make deductions at double the rate of hiring rate on pro rata from the pending/up coming bills of the contractor.

17. Breach of Terms and Conditions: In case of breach of any of the terms and conditions mentioned above, the SPIC will have the right to cancel the work order without assigning any reason thereof, and nothing will be payable by this SPIC in that event and the security deposit will be forfeited.

18. Sub-letting of Work: The firm shall not assign or sublet the work or any part of it to any other person or party.

19. The tender will not be transferable.

**20. Termination of the Contract:**

Either the party can terminate the contract by giving 30 days' notice.

21. Terms of Payment: No payment shall be made in advance.

## **Annexure-II**

### **PARAMETER AND TECHNICAL SPECIFICATION**

**Subject : Notice Inviting Tender for Hiring of Cars**

#### **PART-I**

#### **ELIGIBILITY CRITERIA/PARAMETERS AND TECHNICAL SPECIFICATIONS FOR HIRING OF CAR**

1. The Agency/Firm etc. should be serving/served at least one Govt. organization/PSU/Public Limited Company on regular basis at present and should own at least 10 Cars and the list of Cars along with photocopies of Registration Certificate (for confirmation that Cars are in the name of the Firm/agency) should be attached with the tender.
2. Car to be provided by the Contractor should not be more than 3 years old and in perfectly sound running condition i.e. suitable for use by the Officers/Officials of SEZ Office.
3. Only such Agency/Firm may apply whose Cars have been duly authorized by the concerned RTO (i.e. the vehicles should be registered as Car) for use as public transport and who have telephone and mobile connections available at their Premises/Garage/Stands/ Office/in-person from where such Cars are to be operated and can be requisitioned by the SPIC.
4. The firm should abide by all labour laws as applicable from time to time.
5.
  - (i) The firm should ensure that the drivers employed hold valid driving license, are in uniform, well behaved, reasonably educated, conversant with traffic rules/regulations and city roads/routes as well as with the security instructions.
  - (ii) The firm should ensure that none of the driver has any criminal/legal case pending against him in any police station or court of law.
  - (iii) Each driver employed by the firm must have a cell-phone duly activated and shall wear uniform while on duty.
  - (iv) No mileage will be allowed for lunch/tea etc. to the driver. The drivers are not allowed to take hired vehicles for their personal lunch and/or tea during duty hours.

(v) The service provider and the drivers should ensure that each vehicle is neat and clean, as well as operationally fit (i.e. with no known DEFECT) and sufficient fuel when on duty.

(vi) Each driver should preferably be able to understand English /Hindi and/or the local language.

(vii) The time and distance in respect of hired cars will commence and terminate either from/to the Office or at the site of residence of the officer(s)/official(s) located in Chandigarh.



**ANNEXURE- III**

**TECHNICAL INFORMATION**

**Subject : Notice Inviting Tender for Hiring of Cars**

1. Name of the Tenderer/Concern: \_\_\_\_\_

2. Address (with Tel & Mob No) : \_\_\_\_\_

\_\_\_\_\_

3. Address of the Proprietor/ Partner with telephone number: \_\_\_\_\_

\_\_\_\_\_

4. Nature of the concern \_\_\_\_\_

*Sole proprietor or Partnership firm or a Company or a Government Department or a Public Sector Organization) (Attach proof).*

5. Registration Number of the Firm \_\_\_\_\_ (attested photocopy of registration should be attached)

(i) PAN Number of Tenderer/Concern: \_\_\_\_\_ (attested copy should be attached)

(ii) Service Tax Registration No. \_\_\_\_\_

Earnest money/demand draft No. \_\_\_\_\_ dated \_\_\_\_\_ from

Bank. Name \_\_\_\_\_ Amounting to ₹ \_\_\_\_\_ as earnest Money deposit.

6. Annual turnover of firm \_\_\_\_\_ (attach proof)

7. Income Tax Clearance Certificate (attach certified copy)

8. Service Tax Registration Number (attach certified copy)

Whether each page of Tender and Annexures have been signed and stamped. Yes/No.

List of Important Organizations with address and Telephone number to whom services have been provided during the last three years with period of contract to be enclosed.

Registration Nos of Cars together with make, year of purchase and kms run along with photocopies of registration certificate & valid insurance should be attached in a separate sheet.

Any other information important in the opinion of the tenderer.

Dated: \_\_\_\_\_

(Authorised Signature)

Seal of the firm

**ANNEXURE IV**

**COMMERCIAL INFORMATION (FININCIAL BID)**

**Subject : Notice Inviting Tender for Hiring of Cars**

1. Rate (all inclusive including all taxes, parking charges and levies except service tax and) for Hire Cars as indicated below:
2. The Cars proposed to be hired should be convenient to carry miscellaneous products during their visits.

Particulars of vehicle along with +Registration No. / Year ( <b>Only TRICITY Number allowed and not more than 3 Years old</b> )	<b>MONTHLY RATE (9 AM to 6 PM -1800 kms.)</b>	<b>Rate for Additional Kms beyond 1800 kms (per KM basis)</b>
<b>MARUTI DEZIRE (DIESEL)</b>		.. .. ..

3. Any other information.

Date: .....

Signature of Tenderer/Bidder

Place: .....

Name -----

Stamp -----