



TRI/873/1/2017

27/04/2017

INVITATION FOR TENDER FOR STAFF CAR

Sealed tenders are invited from the vehicle providers for hiring of vehicles on monthly basis as per requirements mentioned below in the schedule for the Passport office.

Sl.No.	Category of Vehicle	No.of vehicles required
1.	Etios/SwiftDzire/Indigo (Non AC) on monthly basis for 1760 kms.	One vehicle required for the use in the Passport office, Trichy

The interested parties who are willing to comply with the terms and conditions may submit their bids in sealed covers to Passport office, Municipal Water Tank Building on or before 22.05.2017.

The terms and conditions of the bid are as follows:-

1. The contract is for a period of two year from the date of signing the contract.
2. The bidder should have a registered and well established Agency/Firm.
3. The vehicle must be registered as taxi or public transport vehicle.
4. The rates should be furnished as per the format attached.
5. The vehicle should be in good condition. If contract is awarded, the tenderer should submit the details with make, model, type of vehicle, year of manufacture, insurance of the vehicle and registration number of the vehicle to be supplied to this office.
6. The vehicle should be in proper running conditions and well furnished.
7. The vehicle should be provided with fuel and drivers.
8. The driver should have valid license and the vehicle should be registered with the Competent Authorities of Central Govt. and State Govt.
9. Traffic Rules and other regulations as prescribed by the Govt. Authorities should be strictly followed by the driver.
10. The Department is not responsible for any repair and maintenance of the vehicle. No other charge will be borne by the Department.
11. The vehicle should be maintained properly and cleaning should be done every day.

12. The driver must observe discipline, etiquette and protocol while performing the duty. The driver while on duty should be in white uniform.
13. The driver should always remain with the vehicle during the entire period of duty. In case of urgency, the driver may seek permission of the concerned officer/authorized officer.
14. The vendors and driver should carry out the instructions of the Department as well, as the officers assigned to the vehicles.
15. All tax liabilities i.e. Road Tax, Service Tax etc. will be borne by the Firm.
16. In case of any accident the service provider shall meet all the claims and damages arising out of such situation.
17. Alternative suitable vehicle should be provided in case of breakdown of the car so provided.
18. The Department reserves the right to accept/reject any tender or all tenders without giving any reason.
19. The Department reserves the right to increase or decrease the requirements.
20. In case of any doubt or need of any enquiry the tenderer may contact the undersigned on any of the working days.
21. A daily record indicating time and mileage of the vehicle shall be maintained in a log book and log book shall be submitted to the concerned officer regularly for scrutiny.
22. The calculation of mileage shall be from the reporting point to the relieving point and will not be calculated on garage to garage basis.
23. Certificate to the effect that the tenderer would absolve the Passport office of any liability which accrues due to accidents etc., during the contract period should be furnished.
24. Tender along with terms and conditions of the tender can be obtained on request from the Administration Section with a fee of Rs.100/- either in the form of cash or demand draft drawn in favour of the Passport Officer, payable at Trichy. The same can also be downloaded from www.eprocure.gov.in/epublish. However, in this case the Bidder is required to enclose an A/c Payee Demand Draft of Rs.100/- (non-refundable) drawn in any nationalized bank in favour of the Passport Officer, payable at Trichy failing which the bid shall not be entertained.
25. Intending firms should submit their Technical Bid and Financial Bid in prescribed proforma at Annexure – I and Annexure – II respectively in separate sealed covers duly superscribed as Technical Bid for hiring of car and Financial bid for hiring of car. These two sealed covers then be put together in a bigger sealed cover and superscribed as “Technical and Financial Bids for hiring of car”. It should be addressed to The Passport Officer, Water Tank Building, W.B.Road, Trichy – 620008. Tenders can be submitted either by hand or by post. Tender offer without two covers system will not be entertained.

26. Due date for submission of offer is on or before 2.00 P.M. on 22/05/2017 at The Passport Office, Water Tank Building, W.B.Road, Trichy – 620008. Offers received after due date and time of submission shall not be considered. Received sealed tenders will be opened on 22/05/2017 at 3.00 P.M. in the presence of the Proprietor or authorized representative of the Agencies. Financial bids of disqualified technical bids will not be opened.
27. Earnest Money Deposit (EMD) of Rs.5,000/-in the form of Account Payee Demand Draft/Bank Guarantee from any nationalized bank drawn in favour of The Passport Officer, payable at Trichy should be enclosed with the Technical Bid. Other conditions for EMD are as given below:
- (a) Any bid without EMD will be rejected.
 - (b) Unsuccessful Bidder's Earnest Money will be discharged/returned as promptly as possible after finalization of the tender by Ministry.
 - (c) The successful bidder's Earnest Money will be returned after receipt of "Performance Security" from the bidder or be adjusted towards the "Performance Security".
 - (d) Bank charges towards preparation of EMD are to be borne by the Bidder. No interest will be payable on the amount of the EMD.
 - (e) Failure of the successful Bidder to comply with the requirement shall constitute grounds for the annulment of the award and forfeiture of the EMD, in which event we may make the award to the next lowest evaluated Bidder at the risk and cost of the successful bidder.
28. Performance Security: The successful bidder awarded with the job shall be required to deposit Performance Security equivalent to 5% of the total value of the annual contract amount rounded up to next thousand within seven days from the date of award of tendering in the form of Account Payee Demand Draft/Bank Guarantee from a nationalized bank in favour of The Passport Officer, payable at Trichy. On request of the successful bidder the EMD will be adjusted against the Security deposit payable by the bidder and the successful bidder shall deposit the balance amount in the prescribed mode and specified time limit. If the security deposit is not paid within time specified, the EMD of the bidder shall be forfeited. In such cases, we are entitled to get the work executed from elsewhere and recover the consequential loss sustained from the bidder due to getting the work executed either through some other bidder or through the bidder selected through the process of re-tendering. The Performance Security shall be released after the successful completion of the period of contract. No interest will be payable for "Performance Security". In the event of non-providing services, failed to provide the services in time, etc., the Performance Security shall be forfeited and the contract may also be terminated.
29. Only one representative of each tenderer, who wishes to attend to the tender opening shall be allowed to attend Tender Opening subject to presentation of authorization letter from the tenderer.

30. The successful bidder (L1) shall be decided only after following due procedure by the Tender Evaluation Committee and Ministry. The L1 bidder will be awarded the contract.
31. The successful bidder has to submit the monthly bills before 5th day of the following month as per agreement contract. Payments will be made by cheque/RTGS.
32. All the wages shall be paid to the driver and other statutory obligation should also be met by the contractor/no extra wages will be paid by the Regional Passport Office, Trichy.

Passport Officer,
Tiruchirappalli.

Technical bid Documents

Name of Proprietor/Registered Firm/Company	
Address with contact details (Tel.No/Fax/Email)	

In case of firm/company, tenderer must provide names and residential address (both existing and permanent in the format given below:

Sl. No	Names of the Proprietor(s)/Director(s)	Current residential address	Permanent residential address

Other details:

Contact person:	Name Mobile Number
Details of experience in providing vehicles No. of years of experience Details of clients etc.	

The following documents should be attached along with the technical bid.

- 1. Documents relating to registration with service tax authority.**
- 2. Copy of the permanent account number.**
- 3. A certificate to the effect that it would absolve the Passport Authority of any liability that in future accrues with respect to any incident/accident/act/omission on its part or on the part of its driver(s) working.**

To
The Passport Officer,
Municipal Water Tank Building,
West Boulevard Road,
Trichy 620 008.

Sub: Submission of Technical Bid / Financial Bid for hiring of vehicle services.

Sir/Madam,

With reference to your tender enquiry no. _____ dated _____
our office is submitting the Technical and Financial bid for hiring of vehicle
services.

Detailed address and contact details are as under:

Tel No.

Fax No.

Declaration

I hereby certify that the information furnished above is full and correct to the best of my/our knowledge. I understand that in case any deviation is found in the above statement at any stage, the company will be black listed and will not have any dealing with the Department in future.

(Signature of the Authorized person with seal and date)

**TENDER FORM FOR HIRING OF VEHICLE ON PURELY
CONTRACTUAL TERM FOR A PERIOD OF ONE YEAR FOR THE
PURPOSE OF USE IN THE PASSPORT OFFICE**
Financial bid document

A- PRICE SCHEDULE FOR MONTHLY RATE CONTRACT VEHICLE

Details of rate quoted for requirement of vehicle on monthly basis for 1760 kms per month (exclusive of service tax).

S. No.	Particulars of Vehicle provided (make/model No. alongwith supporting documents viz Registration, Insurance, etc.)	Rates per month including fuel charges (in Rs.) For 1760 kms	Rate Extra per km. (in Rs.)	Remarks, if any.

[Signature of tenderer]

Note:

1. The parking charges / toll tax wherever applicable shall be paid at actual on submission of receipts.
2. Vehicle tax, road tax etc shall be paid by the successful bidder.

AGREEMENT

This agreement is made on this ____ Day of _____ at Tiruchirappalli between **The Regional Passport Office**, represented by **The Regional Passport Officer** having the office at West Boulevard Road, Tiruchirapalli 620 008. (herein after called “The First party”) and _____ whose registered office at _____ represented by its Proprietor_____. (herein after called “The Second party”)

Herein _____ will provide a commercial vehicle on monthly hire basis for Regional Passport Office, Tiruchirappalli for its official use under the terms and conditions herein and rates mentioned.

Now these present witnesses and it is hereby agreed and declared by and between the parties to these present as followings.

1. The car should be White color in perfect running condition, neatly maintained. The vehicle should have a valid permit running as Taxi/public transport vehicle within Tamilnadu.
2. Maintenance cost of vehicle such as servicing, repairs, cost of fuel, lubricant, road tax, vehicle insurance, driver salary including Bata and other payments and observance of statutory obligations and labour law etc. shall be the responsibility of the contractor.
3. The vehicle will be provided for full month. In case vehicle is required to be sent for servicing, periodical check up, maintenance etc., for one or two days the contractor will provide another vehicle of similar standard/capacity.
4. In case of breakdown/servicing of vehicle, the contractor shall provide a replacement, failing which the Regional Passport Officer shall arrange one car from the open market and the contractor shall pay the per day cost of the car placed under this contract for failure on his part to provide replacement.
5. The car placed at the disposal of the Regional Passport Officer should not be changed. If changed, The Regional Passport Office shall have the option to accept or reject the car.
6. The contractor will submit photo copy of RC Book, Insurance, Driver’s Commercial License and taxi permit at the time of deployment of vehicle.

7. The contractor shall submit their bill in triplicate before 5th of every succeeding month and the payments shall be made on or before 10th of the same.
8. The Regional Passport Office is not responsible for any damage to the car or driver if caused to it/ to him while on duty of The Regional Passport Office. Even though the vehicle is hired for specified period by The Regional Passport Office, the vehicle would be treated as TAXI HIRED and the risk and responsibility in case of any sort of claim including claim of third party, shall lie wholly on the Vehicle Provider.
9. Income Tax or any other statutory levies chargeable from the contractor shall be recovered from the monthly running bills of the contractor.
10. The duration of the contract shall be for a period as approved from the date of agreement and extendable if necessary for further period agreed by both parties under the same terms and conditions.
11. The monthly hire charges covering 1760 Kms per calendar month will be Rs._____. Extra Kilometer will be charged Rs._____.
12. Parking, Toll, Entrance etc., if any, may be claimed by the contractor by producing the Parking, Toll, Entrance slips.

We agree to the above conditions.