



Government of India
Forest Survey of India, Eastern Zone,
Ministry of Environment, Forest & Climate Change
IB-198, Sec-III, Salt Lake City, Kolkata – 700 106.
Phones : (033) 2335 5713/7938, Email : regdirez@hotmail.com

NOTICE INVITING E- TENDER

for hiring of vehicle

E- Tender Id: **N-15/2017(N-19)** Dated: **29/01/2020**



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SECTION 1 - NOTICE INVITING E-TENDER

E-TENDERS ARE HEREBY INVITED FROM REGISTERED AND ESTABLISHED AGENCIES / FIRMS ON GOVERNMENT E-PORTAL: <https://moefcc.euniwizarde.com> FOR HIRING OF VEHICLE FOR THE FOREST SURVEY OF INDIA, EASTERN ZONE, SALT LAKE CITY, SECTOR-III, IB-198, KOLKATA-700106.

| Name of Work | Earnest Money Deposited | Duration of work/ Contract |
|--|-------------------------|----------------------------|
| Hiring of vehicle including Driver expenses. | ₹1,00,000/- | One year only |

Note : -

1. Duration of Contract: **ONE YEAR subject to satisfactory performance.**
2. Tender Inviting Authority: Regional Director, Forest Survey of India Eastern Zone, IB-198, Sec-III, Salt Lake City, Kolkata- 700106.
3. Only one e-tender document shall be downloaded by a single party either a firm or an individual. The proprietor of more than one company or firm will be considered as single party and one legal entity.
4. Any party either a firm or an individual falling under the following categories are not eligible for participation in the tender.
 - a. De-barred / black listed by CBI or FSI or Undertakings / Departments like; Railways; defense, or any other Dept. of Govt. of India, State Govt. Department.
 - b. Parties either an individual or a business establishment, who has been ordered by a court of law to pay the outstanding dues of any Govt. organization.
5. The bids shall be submitted only on e-procurement portal.

E-Portal <https://moefcc.euniwizarde.com>

The bids shall not be accepted in any other form.

The e-tendering process is online at e-portal URL address:

E-Portal <https://moefcc.euniwizarde.com>

Bidders are requested / advised to get themselves acquainted for e-tendering participation requirement themselves at e-tendering portal mentioned above.

Clarification needed, if any may be sent through e-tendering portal only.

1. THE E-TENDER DOCCUMENT MAY BE DOWNLOADED FROM <https://moefcc.euniwizarde.com> W.E.F.29/01/2020 , 10 :00 Hrs
2. LAST DATE FOR SUBMISSION OF TENDER DOCUMENT: 19/02/2020 UP TO 23:59 Hrs

DATE OF OPENING OF TENDER DOCUMENT:

(a) Technical bid on **dated 20/02/2020, AT 14:30HOURS.**

(b) All the firms/agency, who successfully qualified the technical bids will be intimated the opening time of financial bids, after verifying all submitted technical bids.

Section.2 – Important Instructions for E-Procurement

Bidders are requested to read the terms and conditions of this tender before submitting their online tender.

Process of E-Tender:

3. Registration: The process involves vendor's registration with ITI on e-procurement. Only after registration, the vendor(s) can submit his/their bids electronically. Electronic Bidding for submission of Technical Bid as well as Financial (Price) Bid will be done over the internet. The Vendor should possess Class III signing type **digital certificate (Signing with Encryption)**. Vendors are to make their own arrangement for bidding from a P.C. connected with Internet. ITI is not responsible for making such arrangement. (Bids will not be recorded without Digital Signature).

SPECIAL NOTE: THE TECHNICAL BID AND THE FINANCIAL (PRICE) BID HAS TO BE SUBMITTED ON-LINE AT <https://moefcc.euniwizarde.com> and tender processing fee applicable is payable to ITI Ltd.

1. Vendors are required to register themselves online with <https://moefcc.euniwizarde.com>→e- Procurement Portal. Register as Vendor – Filling up details and creating own user id and password→ Submit. Registration charges (for 1 year) of Rs. 2000+ 18% GST is payable to ITI Ltd.

2. After successful registration send request mail with acknowledgement slip to ewizardhelpdesk@gmail.com for account activation.

3. Vendors will receive a system generated mail confirming their registration in their email which has been provided during filling the registration form. In case of any clarification, please contact ITI Ltd, (before the scheduled time of the e-tender). Contact Persons- ITI Ltd, Ahteshan Ali- ewizardahtesham@gmail.com (9163154213), Siddharth Ghosh – ewizardsiddharth@gmail.com (8800728814) Kumar Prakash- kkumarprakash@gmail.com (7278929467)

Dealing Officer, Sh. Bahir Marzooque STA, at Forest Survey of India, Eastern Zone, Kolkata can be contacted for any clarifications in this regard. Phone no.033-23357938/23355713. E-mail :- sta01-ez@fsi.nic.in

NOTE: Vendor should have class 3 digital signature (signing + Encryption) for online participation.

Vendors should upload the below mentioned supporting documents (based on their type of Organization) during registration process: 1. PAN Card (for Individuals, Indian and Foreign Bidders)/ TAN Card (for Foreign Bidders). 2. Certificate of Incorporation (for Indian organizations)/ Memorandum of Articles – MoA (for Foreign Organizations)/ Passport (for Individuals and Foreign Bidders) 3. GST (for Indian Organizations) / TAN Certificate (for Foreign Organizations). 4. An Address proof is also to be submitted in case of Individuals. 5. If the firm is registering in joint venture, they also need to upload deed agreement.

NOTE 1: Uploaded copy of all these supporting documents must be self-attested by authorized signatory. Attested signature shall also be verified by Tender Wizard Helpdesk for further authentication process.

**INVITED E-TENDER FOR HIRING OF VEHICLE FOR THE FOREST SURVEY OF INDIA, EASTERN ZONE, SALT LAKE CITY,
SECTOR-III, IB-198, KOLKATA-700106.**

REPUTED VEHICLE PROVIDERS/WELL ESTABLISHED TAXI AGENCIES/TRAVEL AGENCIES/REPUTED FIRMS ARE REQUESTED TO QUOTE COMPETITIVE RATES FOR PROVIDING VEHICLES ON HIRE FOR ITS OFFICIAL AND FIELD USE AS PER THE REQUIREMENT UNDER FOLLOWING TERMS AND CONDITIONS.

Section.3 - TERMS AND CONDITIONS FOR HIRING OF VEHICLES :

1. **Service requirements:** The Forest Survey of India, under Ministry of Environment, Forests and Climate Change, Govt. of India with Hdqrs. at Dehradun is a Premier organization engaged in Survey and enumeration of Forest Resources of remote forest areas of the entire country. The Forest Survey of India, Eastern Zone, Kolkata is a Zonal office under Forest Survey of India Headquarters, Dehradun and undertakes survey work in the entire Forests of 12 nos. of States / UTS in the NE and Eastern Region of India and includes the following states/UT.

| | | | | | | |
|---------------|----------------------|-------------|---------------|-------------|------------|------------|
| 1.Assam | 2. Arunachal Pradesh | 3.Meghalaya | 4. Manipur | 5. Nagaland | 6. Mizoram | 7. Tripura |
| 8.West Bengal | 9. Sikkim | 10. Bihar | 11. Jharkhand | 12. Odisha | | |

The hired vehicles will be required to carry survey, personnel and camp equipments to the survey sites in the forest areas of the above mentioned states and such journey will include negotiating rough and hilly terrain as well. The vehicle along with the driver will have to stay with the Survey party in the field camp.

2. **Specification of vehicles:**-Suitable field vehicles of diesel make not more than **3 (Three)** years old and having sound working condition will only be considered for hiring. The vehicle should be so designed to carry both personnel and survey equipments and should be fitted with hood carrier for carrying camp equipments. The FSI work areas include hilly, muddy and ravine terrains of North East (Arunachal, Mizoram, Sikkim, Nagaland etc.), Odisha, Jharkhand and West Bengal etc. and at times need to counter very steep slopes. So the travel agency will have to provide vehicle with adequate horse power to counter difficult terrains as the case may be. **The vehicles should be from reputed car makers like Tata, Mahindra etc. and the vehicles like Tata Sumo, Scorpio, Bolero, Mahindra Jeep etc. will be preferred.**

3. The agency should have valid trade license to carry on trade of renting vehicles to different organizations. It should be in conformity with the requirement of all rules regulations applicable.

The following documents should be enclosed by the Agencies with the quotation to be submitted by them:

Photo Copies of:

- (i) Valid trade license/ Valid certificate of registration of tendering Agency
- (ii) Valid PAN/TAN No. of the tendering Agency
- (iii) Valid service tax/ GST registration details of the firm.
- (iv) Valid certificate of experience of recent 3 years for renting out vehicle to different Govt./Pvt. Offices.
- (v) Copy of income Tax return.
- (vi) Details of registration under startup schemes, if any.
- (vii) Bank A/C details (Name of the firm, Bank Name, A/C No., IFSC Code etc.).

(viii) The original copies of all the above mentioned documents must be produced for verification at the time of opening of tenders.

4. All firms shall have prior experience of minimum 3 years in renting out of vehicles in PSU/State/Central Govt. Dept./bodies and details of major contracts handled in last three years should be given in **Annexure – 'II'**.
5. All firms registered under startup medium enterprises will be eligible for relaxation of prior experience and prior turn over as per Department of Expenditure vide letter No.F.20/2/2014-PPD(Pt.) dt. 25th July, 2016.
6. The agency should quote their rate for renting of vehicles on hire exclusive of taxes. The rate should be quoted for **vehicles with driver**. The rate should be submitted in **ANNEXURE 'III'** duly signed by the Authorized signatory of the Agency with stamp. The firms shall quote the basic rates included expenses of driver and vehicle maintenance and without charges of fuel (diesel). TDS as applicable will be recovered from the bill any other tax applicable on the firm will be deducted.
7. The rate quoted by tenderers will be valid for a period of one year from the date of agreement of contract and rates will not be changed under any circumstances for this one year contract.
8. The Regional Director FSI, E.Z. is not bound to accept the lowest rates offered and may reject any or all the rates obtained in the tender and may go for fresh tender without assigning any reason thereof.
9. For date of issue of E- Tender documents, Tender clarifications, Last date and time for submission of E-Tender document, date and time for opening of Technical and Financial bid please **refer ANNEXURE – I**
10. The bidders may be present personally or through their authorized representative in this office at the time of opening tender.
11. All interested registered agencies submitting tender should deposit earnest money of Rs.1,00,000/- (Rupees One Lakh only) by Bank Draft in favour of Regional Director, Forest Survey of India, Eastern Zone prior to submission of tender and the xerox copy of the money receipt of the E.M. should be attached with the tender paper along with the other documents. The earnest money deposit (EMD) will be refunded to the unsuccessful Tenderer without interest on written demand and the same will be adjusted towards security deposit in case of successful Tenderer. In case of termination of contract before the prescribed period due to deficiency in service by the contractor/ agency, the deposit money will be forfeited.
12. Bank guarantee for Rs.2,50,000/- (Rupees two lakh fifty thousand only) from a Nationalized Bank shall be submitted by the Travel Agency on awarding the tender. In case of termination of contract before the prescribed period due to deficiency in service by the Agency the Bank Guarantee will be forfeited.
13. The vehicle should mandatorily have commercial registration number (Yellow Number Plate. Non Commercial Vehicle will not be entitled.
14. The hired vehicles should have valid All India road permit, insurance, pollution under control certificate, road tax clearance and should also be free from all encumbrances. Procurement of such permits and clearances shall be the responsibility of the Agency and FSI will not be concerned for the same.
15. The vehicle will be hired on dry and day basis. Only fuel (diesel), POL charges and toll will be provided by FSI EZ office Kolkata. All other lubricants, oil, etc. has to be provided by the agency. The average mileage for the hired vehicle **should be minimum 10 km. per litre**. However, if the average of the vehicle is more than 10 km. per liter, diesel consumption shall be on actual basis. In case any vehicle fails to deliver this mileage it has to be replaced by another vehicle by the agency at his own cost or the excess amount required for supply of fuel would be deducted from the bill.
16. Driver of the vehicles should have at least 5 (three) years of driving experience on all types of Roads (kaccha and pakka) and should have valid license to drive commercial LMVs.
17. A daily record indicating time and mileage for each vehicle will be maintained in a log book and entries by the official using the vehicle / or by the authorized person.

18. During the tour, expenditure on account of daily expenses of driver including his stay and fooding, maintenance of vehicle and all type of repairing works including routine checkup and servicing / washing replacement of tyres and tubes and other spare parts shall be borne by the travel agency excluding repairing of puncture. Forest Survey of India, Eastern Zone, Kolkata will undertake only fixing of punctures. The drivers should carry sufficient money to pay for his food bill and hotel / stay charges and also for emergency repairs required in the field.
19. Drivers of the vehicles should follow the Crew leader/members instructions strictly in the camp / field etc. The driver of the vehicle provided shall observe proper etiquette, politeness and protocol while performing his duty and shall be neatly and properly dressed.
20. Drivers of the hired vehicles should not refuse to drive their vehicles in remote motorable areas of the forests.
21. Any traffic rules violation on the part of the driver of the vehicles or any penalty against the vehicles the entire liability including financial and legal arising out of that would be the responsibility of the Travel Agency.
22. An agreement has to be executed by the successful Tenderer. Draft of the same may be seen from the office record.
23. The terms and conditions of the tender will also form the part of the agreement, to be signed by the successful tenderer on awarding of contract.
24. The Successful Agency / Agencies will have to sign the agreement within 7 days from issue of acceptance letter.
25. The agreement between the FSI/EZ and the contractor for hiring of touring vehicles for Survey works shall come into force from the date of the issue of the work order and shall remain in force till the duration of the contracts express or of 12 months from the date of issue of work order or whichever is earlier.
26. During peak working season between Oct – May the department may require up to 12 (twelve) vehicles and the tendering firm should have capability of providing 12 (twelve) number of vehicles as per requirement, during peak working season.
27. In case of Emergency when requisitions are to be placed for 1 (one) or 2 (two) vehicles the firm should provide the required vehicles instantly or within two days. When requisition for more number of vehicles is to be placed the firm should provide the vehicles within 4 (four) to 5 (five) days without fail.
28. The agreement can be terminated from both sides by giving a 30 days' notice. However, the Regional Director, Forest Survey of India, Eastern Zone, reserves the right to terminate the agreement by giving a notice of 7 days in case of Violation by the Agency of any clause of the terms and conditions of the tender or agreement.
29. In case of any complaints from crew leader / members regarding drivers /vehicles, Regional Director, Forest Survey of India, Eastern Zone reserves all rights to withdraw the vehicles from the field immediately at the expense of the travel agency.
30. In case of any dispute the decision of the Regional Director, FSI/EZ will be final.
31. In case the vehicle supplied is off road due to fault of travel agency or the driver refuses to drive the vehicle as a result of which the crew leader is forced to hire vehicle from the market (as per prevailing rate of State or local Transport department or local Forest Department or through a procedure of following necessary codal formalities and hiring the vehicle with lowest rate, so as not to dislodge from work; the excess differential amount so incurred by the crew leader shall be recovered from the travel agency.
32. During field tour, if hired vehicle driver to refuse to drive or if the vehicle is / are not available due to break down / repair work or any other reason , the charges for the relevant days shall be deducted from the bill. In such cases temporary / alternative vehicle should be locally arranged by the firm only, till the availability of original hired vehicle, so that, the field works should not be suffered.
33. In case the travel agency fail to provide the vehicle as per condition mentioned at point No-26 and 1, within 3 (three) days of absence/no availability, FSI will be free to hire the vehicle from the market (as per prevailing rate of State or local Transport department or local Forest Department or through following codal procedures.

The excess differential cost and the loss borne by the Forest Survey of India will be charged from the travel agency.

34. Under any unfavorable circumstances if the agency withdraws the hired vehicles deployed for field works, then it is the responsibilities of the firm to substitute the vehicle/s in the field and to and fro expenditure made towards the withdrawal /newly deployed vehicle/s shall be borne by the firm / agency only.
35. The hire charges will be paid at the end of each month on furnishing monthly bill/s, detailed with actual number of days of each vehicles deployed along with the copy of log book for the period.
36. F.S.I. E.Z. will take utmost Precautions for the safety and security of the hired vehicles. However, FSI will not be responsible for any damage or loss to the hired vehicles due to any cause / reason beyond the control of F.S.I. Eastern Zone, Kolkata.
37. If the services provided by travel agency found satisfactory, Regional Director, Forest Survey of India, Eastern Zone, Kolkata may extend the contract for further period of one year by increasing the hire charges up to 5 (five) percent.
38. In case any dispute or disagreement between two parties the civil courts Kolkata shall have jurisdiction to entertain and decide the same.

The following documents are to be uploaded while:

TECHNICAL BID

- (i) Name, Address and Telephone number of Tenderer.
- (ii) Valid trade license/Valid certificate of registration of travel Agency.
- (iii) Details of registration under startup schemes, if applicable.
- (iv) Valid PAN/TAN No. of the Travel Agency.
- (v) Valid GST registration details of the firm
- (vi) Copy of Income Tax return.
- (vii) Bank draft of Rs. 1,00,000/- (Rupees One lakh only) being the earnest money deposit (EMD).
- (viii) Valid Certificate of experience for renting out vehicle to different Govt./Pvt. Offices for last 3 (three) years.
- (ix) **Duly filled Annexure –II**, With signature of proprietor/Authorized Signatory with office seal.
- (x) **Duly Signed Annexure – IV**.

FINANCIAL BID

- (i) **Duly filled up Annexure - III**

TENDER DOCUMENT

1. Date of issue of Tender Documents – From **29/01/2020** to **19/02/2020**.
2. **For Tender Clarification** this office can be contacted in any working days between **11:00 to 17:00 hours** from **29/01/2020** to **19/02/2020**.
3. Last Date for Submission of Tender document: **19/02/2020 UP TO 23:59 Hrs.**
4. **Date for opening of Tender Document :**
 - a) Technical bid on dated **20/02/2020 at 14:30Hrs.**
 - b) All the firms/agency, who successfully qualified the technical bids will be intimated the opening time of financial bids, after verification of technical bids.

ANNEXURE-II

Details of major contracts with Central Government/State Governments/PSUs/Reputed Private Agency handled by the tendering Agency for providing hiring of taxi services during the last three years should be given in the following format. (Self attested copies of the last three years work award may be enclosed) :

| S. No. | Details of client along with address, telephone and FAX numbers | Amount of Contract (Rs. Lakh per year) | Duration of contract | |
|--------|---|--|----------------------|----|
| | | | From | To |
| 1 | | | | |
| 2 | | | | |
| 3 | | | | |
| 4 | | | | |

(If the space provided is insufficient, a separate sheet may be attached)

ANNEXURE – IV


(ON LETTER HEAD OF THE COMPANY)

TO WHOMSOEVER IT MAY CONCERN

This is to certify that M/s (Name & Address of The Company) is neither blacklisted by any Government Department nor any Criminal Case is registered against the Company.

Name & Signature of Proprietor

Authorized Signatory

| | | | | | | | |
|--|-------------|---------------------|------------------------------|---------------------|---------------------|--------------------------|--------------------------------|
|  <p style="text-align: center;">Government of India Ministry of Environment, Forest and Climate Change Forest Survey of India Eastern Zone, Kolkata 700106</p> | | | | | | | |
| TENDER NO. N-15/2017(N-19) | | | | | | | |
| NAME OF WORK - INVITED E-TENDER FOR HIRING OF VEHICLE FOR THE FOREST SURVEY OF INDIA, EASTERN ZONE, KOLKATA-700106. FOR FIELD SURVEY WORK | | | | | | | |
| PRICE BID | | | | | | | |
| Name of the Firm | | | | | | | |
| Address of the Firm | | | | | | | |
| Phone/Mobile no. | | | | | | | |
| E-Mail ID | | | | | | | |
| Description of work | Unit | Vehicle Qty. | Rate Quoted By Bidder | | | | |
| | | | Rate/Unit | Amount (Rs.) | Applied GST% | Total Amount(Rs.) | Total Amount (in words) |
| E-TENDER FOR HIRING OF VEHICLE FOR THE FOREST SURVEY OF INDIA, EASTERN ZONE, KOLKATA-700106. FOR FIELD SURVEY WORK | Per Month | 1 | | 0.00 | | 0.00 | |
| GRAND TOTAL TENDER AMOUNT (RS.) (BOTH IN WORDS & IN FIGURE) | | | | | | 0.00 | 0.00 |



Ministry of Environment, Forest and Climate Change,
Forest Survey of India
Eastern Zone, Kolkata 700106

TENDER NO:-N-15/2017 (N-19)

INVITED E-TENDER FOR HIRING OF VEHICLE FOR THE FOREST SURVEY OF INDIA, EASTERN ZONE, KOLKATA-700106. FOR FIELD SURVEY WORK

| | |
|--|-------------------------|
| Name & Address of the Supplier: | |
| Telephone No. | |
| Fax No. | |
| E-mail Address | |
| Name of contact person | |
| Registration Number of the Firm/Agency : Date of Validity of Registration | |
| Status of the Agency (Proprietorship/Partnership/Limited Company) | |
| TAN/PAN No.: Date of Validity of Registration | |
| GST Registration No. | |
| Details of Earnest Money Deposit.DD NO/Date/Issue Bank etc | |
| CHECK LIST OF DOCUMENT TO BE SUBMITTED ALONGWITH TECHNICAL BID | Submitted YES/NO |
| Valid trade license/Valid certificate of registration of travel Agency. | |
| Details of registration under startup schemes, if applicable. | |
| Valid PAN/TAN No. of the Travel Agency. | |
| Valid GST registration details of the firm. | |
| Copy of Income Tax return. | |
| Bank draft of Rs. 1,00,000/- (Rupees One lakh only) being the earnest money deposit (EMD). | |
| Valid Certificate of experience for renting out vehicle to different Govt./Pvt. Offices for last 3 (three) years. | |
| Duly Signed Annexure-II with Signature of the proprietor /Authorised Signatory with office seal. | |
| Duly Signed Annexure-IV | |