

Forest Survey of India (NZ) Shimla

OPEN E-TENDER FOR Hiring of Vehicles

Date of Closing of Tender : 21-01-2019 Up to 5:30 PM

Date of Opening of Tender : 22-01-2011 at 11:00 AM



GOVERNMENT OF INDIA
MINISTRY OF ENVIRONMENT, FORESTS AND CLIMATE CHANGE
Forest Survey of India (NZ)
Shimla

File No. 8-16/2017-18/Tender/3059
TENDER DOCUMENT
FOR HIRING OF VEHICLES
FOREST SURVEY OF INDIA



The offers, in the prescribed format, shall be submitted online at <https://moefcc.euniwizard.com> as per the tender document. No Quotations will be accepted in hard copy, fax, e-mail or any other such means. The intending bidders must be registered with e-tender website <https://moefcc.euniwizard.com>. The tender document is also available on Ministry of Environment, Forest and Climate Change website: <http://envfor.nic.in/> for reference only but not for submission. However, for the purpose of submission, the website <https://moefcc.euniwizard.com> should be referred to. NIT can also be seen on CPP Portal <https://eprocure.gove.in/epublish/app>.

Closing Date & Time of receipt of Open e-Tender

21-01-2019 Up to 5:30 PM

Opening of Open e-Tender

22-01-2019 at 11:00 AM

FOREST SURVEY OF INDIA (NZ)
Ministry of Environment, Forests & Climate Change
CGO Complex, Longwood
Shimla

SPECIAL INSTRUCTIONS TO THE CONTRACTORS/BIDDERS FOR THE E-SUBMISSION OF THE BIDS ONLINE THROUGH TENDER SITE <https://moefcc.euniwizard.com/>

This tender document has been published on the E-wizard portal <https://moefcc.euniwizard.com>. The bidders are required to submit soft copies of their bids electronically on the E-wizard Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the E-wizard Portal, prepare their bids in accordance with the requirements and submitting their bids online on the E-wizard Portal. More information useful for submitting online bids on the E-wizard Portal may be downloading from “Download” section available on home page on <https://moefcc.euniwizard.com/> .

REGISTRATION

- 1) Bidders are required to enroll on the e-Procurement Portal (URL:<https://moefcc.euniwizard.com>) with clicking on the link “Online bidder Registration” on the e-tender Portal by paying the Registration fee of Rs. 2360/- per year through online banking.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the MOEFCC e-tendering portal (<https://moefcc.euniwizard.com/>).
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class III Certificates with Signing +Encryption key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sify / TCS / nCode / eMudhra etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC’s to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

SEARCHING FOR TENDER DOCUMENTS

- 1) Bidder can search any tender by clicking on “Live Tender” under search option on Home Page. Once the bidders have selected the tenders they are interested in, they may download the required documents after clicking on “Tender Document”.
- 2) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

PREPARATION OF BIDS

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids. Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted.
- 2) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS /JPEG formats.
- 3) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such documents (e.g. GST registration copy, annual reports, auditor certificates etc.) has been provided to the bidders. Bidders can use “My Document” available to them to upload such documents. These documents may be directly attached from the “My Document” library while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

ASSISTANCE TO BIDDERS

- 1) Any queries relating to the tender document and the terms and conditions contained therein should be addressed to inviting authority of the tender.
- 2) Any queries relating to the process of online bid submission or queries relating to e-tendering Portal in general may be directed to the e-Wizard Helpdesk. The contact number for the helpdesk is Email:ewizardhelpdesk@gmail.com, Ph: 011-49606060, 9205898229

Forest Survey of India (NZ)

Shimla

Open e-Tender for hiring of vehicles

e-Tenders for hiring of different kinds of vehicles are invited from the registered firms for the following types of Journeys:-

1. **Short period Journey:** FSI requires vehicles for outstation journeys Dehradun, Chandigarh, Delhi and other cities. Firms may quote their hiring charges per day excluding fuel(diesel/petrol) and including food, night and other charges of driver for different type of vehicles for outstation journeys listed in **Annexure-I**.
2. **Field Journey:** Officials of the FSI have to visit forest areas for field inventory and ground truthing work for which sturdy vehicles which can negotiate rough hilly terrain including Kacha and pukka road are required. The vehicles so hired can be deployed anywhere in Uttar Pradesh, Uttarakhand, Jammu & Kashmir, Punjab, Haryana, Chandigarh, Rajasthan, Himachal Pradesh & Delhi. Firms may quote hiring charges on monthly basis excluding fuel(diesel/petrol) and including food, night halt charges and wages of driver for different type of vehicles as per the list in **Annexure-I**.

The tendering firms must comply with the following conditions:

Specifications of the vehicles for hiring are enclosed in **Annexure-I**.

Terms and conditions governing the tender for vehicles for hiring are given in **Annexure-II**.

Tenders have to be submitted on a prescribed tender form in original, issued from the office of the Regional Director, Forest Survey of India, Northern Zone, CGO Complex, Longwood, Shimla.

1. **Service requirements:** The Forest Survey of India, under Ministry of Environment, Forests and Climate Change, Govt. of India with headquarter at Dehradun is a premier Government organization engaged in survey and enumeration of forest resources in remote forest areas of the entire country. The FSI NZ Shimla is a zonal office under FSI headquarters and undertakes survey work of the entire forests in Eight states and one UTs of the Northern region of India and includes the following states and UTs :- Himachal Pradesh, Jammu & Kashmir, Uttarakhand, Punjab, Haryana, Uttar Pradesh, Rajasthan, Delhi and Chandigarh(UT)
2. 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 which vary from one month to many months and such journey will include negotiating rough hilly and kacha terrain. The vehicle along with the driver will have to stay with the survey party in field camp.
3. The Rate quoted by tenderer will be valid for a period of one year from the date of agreement of contract.
4. **Specification of Vehicles:** Suitable field vehicles not more **than 3 (Three) years old** and having sound condition will only be considered for hiring. The vehicle should be so designed to carry both personnel and equipments. The vehicles to be deployed to field work may have to ply on both Kacha & Pukka road.

5. The vehicles will be hired on day basis or monthly basis. Only fuel (diesel/petrol) will be provided by FSI NZ office. All other lubricants, oil etc. has to be provided by the successful Tenderer. The average mileage for the hired vehicles should not be less than 10 km per litre. However, if the average of the vehicle is more than 10 km per litre, fuel consumption shall be on actual basis. In case, any vehicles fails to deliver this(10 km per litre) mileage it has to be replaced by the successful Tenderer at his own cost or the excess amount required for supply of fuel would be deducted from the monthly bill of the successful Tenderer.

6. The hired vehicles should be a yellow board vehicle with valid permit, valid insurance and road tax clearance and should also be free from all encumbrances etc. to ply in the states where they are deployed. It should be in conformity with the requirement of the local rules & regulations. Procurement of such permits and clearances shall be the responsibility of the Agency and FSI will not be concerned for the same.

7. During the tour, expenditure on account of the daily expenses of driver (food & night halt), maintenance of vehicle and other repairing works shall be borne by the Travel Agency. Total maintenance of the vehicles including routine check up and servicing washing replacing the tyres and tubes and other spare parts will be the responsibility of the agency excluding repairing of puncture. FSI will undertake only fixing of punctures. Any inevitable major repairs during tour undertaken by FSI will have to be borne by the concerned Agency.

8. Any traffic rules violation on the part of the driver of the vehicles or any penalty the vehicles, the entire liability including financial and legal arising out of that would be the responsibility of the Travel Agency.

9. Driver of the vehicles should follow the Crew Leader/Members instructions strictly in the camp/field etc.

10. Drivers of the hired vehicles should not refuse to drive their vehicles in remote motorable areas of the forests.

11. Driver of the vehicles should have at last 3 years of driving experience and a valid license to drive yellow board Light Passenger vehicles.

12. The Agency should quote their rates for renting of vehicles on hire separately for Himachal Pradesh, Jammu & Kashmir, Uttarakhand, Punjab, Haryana, Uttar Pradesh, Rajasthan, Delhi and Chandigarh (UT) **including all applicable taxes. The rates should be quoted for vehicles with drivers along with night halt and food charges** duly signed by the authorised signatory of the agency with stamp strictly as per **Annexure-I**

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

✓ Xerox copies of:

- Valid certificate of registration of travel agency
- Valid PAN/TAN No. of the travel agency
- Valid insurance document
- Valid road tax clearance
- Valid service tax registration
- Valid certificate of experience for renting out vehicle to different Govt./Pvt. Offices , if any.
- Valid Bank Detail like (Account no., name of firm, IFSC code of Bank and name of Bank)
- Valid GST No. of Firm

14. All interested registered agencies submitting tender should deposit earnest money of Rs. 5000/- (Rs. Five thousand only) in the shape of draft in favour of Regional Director, Forest Survey of India, Northern Zone, Shimla prior to submission of tender and the Xerox copy of the money receipt to the Earnest Money. should be attached with the tender paper along with the other documents. The earnest money deposit (EMD) will be refunded to the unsuccessful Tenderer and 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, the deposit money will be forfeited. The Tender document fees for downloading the document is Rs. 1000 (including of GST@18%) only on NTR Portal (<https://bharatkosh.gov.in>) and challan will be submitted in FSI Shimla.
15. An agreement has to be executed by the successful Tenderer. Draft of the same may be seen from this office record.
16. An agreement can be terminated from both sides by giving a 30 days' notice. However, the Regional Director, Forest Survey of India, Northern Zone, Shimla 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.
17. The Regional Director, Forest Survey of India, Northern Zone,, Shimla is not bound to accept the lowest rates offered and reject any or all the rates obtained in the tender and may go for fresh tender without assigning any reason thereof.
18. The successful agency/agencies will have to sign an agreement within 7 days from issue of acceptance letter.
19. The terms and conditions of the tender will also form the part of the agreement.
20. In case of any complaints from Crew Leaders/Member regarding Drivers/Vehicles, Regional Director, FSI, NZ, Shimla reserves all rights to withdraw the vehicles from the field immediately.
21. The validity of the Tender will be for one year from the date of finalization of Tender, however if the services provided by travel agency found satisfactory, Regional Director, FSI, NZ, Shimla may extend the contract for further one year by increasing rate up to five percent.
22. Bank Guarantee for Rs. 50,000/- (Rs. Fifty Thousand only) 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.
23. The concerned official of FSI will keep daily record of the distance covered, fuel consumed and monthly average of the vehicle.
24. The driver must be sincere and punctual. His conduct and behaviour must be good. Any misbehavior including willful delay in reporting for duty by the driver will lead to re-call/withdrawal of the vehicle and the firm shall have no claim of charges after the re-call of the vehicle.
25. Payment of monthly bills will be made after completion of the journey upon satisfaction report from the official using the vehicle.
26. Any kind of advances shall not be given by this office.
27. During the field tour, if hired vehicle driver refuses to drive/ if vehicle in not available due to break down/ repair work or any other reason, the amount for relevant days will be deducted from the bill successful bidder. In such conditions, temporary vehicle may be arranged locally by successful bidder till the availability of hired vehicle so that field work could not suffer.

28. Under any circumstances if the hired vehicle deputed by the successful bidder for field work withdraws from the field then another vehicle will be deployed in field and to and fro expenditure of withdrawn/newly deputed vehicle up to destination will be borne by the successful bidder.
29. The time period of deputed vehicle may vary depending upon the field work.
30. If the vehicle is deputed for more than 15 days then the amount will be payable on the basis of proportionate monthly quoted rates for total nos. of days, the vehicle is deputed.
31. That in case of any dispute or disagreement between the two parties the Civil courts Shimla shall have the jurisdiction to entertain and decide the same.

In case the above conditions are fully acceptable to you, you may quote your rates against this tender enquiry.

Tenders have to be submitted on a prescribed tender form in original, issued from the office of the Regional Director, Forest Survey of India, Northern Zone, CGO Complex, Longwood, Shimla.

**Regional Director
Forest Survey of India, Northern
Zone, CGO Complex, Longwood,
Shimla**

Details of Enclosures

I am/We are also enclosing as Annexure the following documents (Up-to-date) in fulfillment of the conditions laid down in the tender document. (Please tick mark your option).

Annexure:-

- 1. Appropriate Registration Certificate
- 2. Service Tax Registration Certificate
- 3. PAN & GST No.
- 4. Bank detail
 - i. Name of firm
 - ii. Bank Name
 - iii. IFSC Code
 - iv. Account No.

Stamp & Signature of the Authorized Signatory

Name.....

Dated.....

Complete Address.....

.....

.....

ANNEXURE-II
Forest Survey of India (NZ), Shimla

GENERAL TERMS & CONDITIONS GOVERNING THE TENDER FOR HIRING OF VEHICLES

Note: Please read these terms & conditions carefully as mistakes in filling the tender form may lead to disqualification of the tender partly or entirely.

1. Please do not tear off any leaf of this tender booklet. A spare copy of "Detailed Terms& conditions" governing this tender can be kept for record.
2. **Please sign all pages of these terms & conditions, so also all other pages of the Tender document booklet.**
3. In case any information furnished in the contract is found to be false, the EMD deposited is liable to be forfeited.
4. The EMD of the party getting the contract will be treated as Security Deposit, which will be refunded after the supply has been completed. The EMD of the remaining parties will be returned once the supply order is finalized.
5. Income tax PAN is required.
6. Tax shall be deducted at source as per prevailing laws / acts / rules.
7. Rates must be quoted in figures and words. In case of any disputes in rates, the rates quoted in words will be considered and decision of tender opening authority will be final in this regard.
8. Conditional tender will not be accepted.

QUALIFICATION FOR TENDER

1. Earnest Money Deposit (EMD):

The tenders have to be accompanied by an **Earnest Money Deposit** of Rs. 5000/- in the form of a Demand draft/FDR/Bank Guarantee in the name of "**(Regional Director, Forest Survey of India, Northern Zone, Shimla)**" at any scheduled issued by Bank located in Shimla.

EMD in any other form shall not be acceptable. It may be noted that no tendering party is exempted from payment of this Earnest Money Deposit. Tenders submitted without EMD shall be summarily rejected.

2. Submission of tenders:

- i. Complete tenders containing
 - Duly filled in Tender Booklet
 - Earnest Money Deposit equal Rs. 5000/- in form of Demand Draft/ FDR/Bank Guarantee in the favour of "Regional Director, Forest Survey of India, Northern Zone, Shimla" at any scheduled Bank located at Shimla and the documents as listed in the forwarding letter of the Tender Document Booklet.
 - Brochure/Booklet giving details of the item.
- ii. All these should be secured fully and put into a sufficiently large envelope. The envelope should be sealed and super scribed with "**Tender for hiring of vehicles**"
- iii. The envelope containing the completed tender should be addressed to the Regional Director, Forest Survey of India, Northern Zone, CGO Complex, Longwood, Shimla – 171001.
- iv. The completed tenders should reach the office of Regional Director, Forest Survey of India, Northern Zone, CGO Complex, Longwood, Shimla – 171001. within the due time & date prescribed. FSI shall not be responsible for any postal or courier delays.
- v. The tenders are being invited for one year from the date of approval of tender which may be extended further on mutual agreement between Forest Survey of India & the firm.

Tenders received after the due time & dated shall not be entertained because the tender box shall be closed & sealed immediately after due time on the due date.

Tender submitted on plain paper or unauthorized copies of the Tender Document Booklet shall be treated as invalid and shall be summarily rejected.

3. Tender Schedule:-

Date of Receipt of Tender :

Date of Opening of Tender :

4. Validity of offers:-

- a) Any unsolicited correspondence after the last date and time for receipt of tenders is liable to render the tender/ offer as invalid. Tendering parties are, therefore, advised in their own interest, to desist from filling any uninvited correspondence after the notified time.
- b) It may be noted that the Tender Document Booklet is non-transferable.
- c) All offers have to be made clearly in English or Hindi. There should be no cuttings. If a striking out is resorted to, it should be signed.
- d) No alteration or amendments shall be allowed after opening of the tenders.
- e) Offers submitted by telex, telegram or fax shall not be considered.

5. Opening of tenders:-

- i. Tenders shall be opened by a committee of Officers/Officials Forest Survey of India, Northern Zone, CGO Complex, Longwood, Shimla-171001, constituted for the purpose, as per the schedule;
- ii. Tenders shall be opened in presence of representatives of the tendering parties; who wish to remain present.
- iii. Tenders shall be read out one by one. Polite queries about rates etc. can be reread on request. Parties are however requested to desist from making comments.

6. The short list:-

- i. A short list of tenders is expected to be ready within three days after the tenders are opened. EMD of other tenderers shall be returned once the approval is given.
- ii. The tenderers whose tender is finally accepted will be informed in due course and in writing.
- iii. Short listing of a tenderer does not confer any rights on any tenderer: it only means that the offer made is under consideration.

7. General Conditions:-

- i. The Regional Director, Forest Survey of India, Northern Zone, CGO Complex, Longwood, Shimla reserves the right without assigning any reason, therefore to
 - Accept or reject, a whole or any part of an offer,
 - Reject any or all offer partly or wholly
 - Cancel or withdraw the tender notice
 - Accept or reject any deviations from these condition

N.B. The Regional Director, Forest Survey of India, Northern Zone, CGO Complex, Longwood, Shimla is not bound to accept the lowest tender or lowest part of any tender.

8. Disputes:-

In case of any dispute arising with regards to this tender or its conclusion, the issue shall be referred to an Arbitrator appointed by the Ministry of Environment, Forests & Climate Change, New Delhi. His decision in the matter shall be final. The arbitration charges shall be paid by the tender.

9. Acceptance:-

Signing of the tender form and the Detailed Terms & Conditions shall be deemed as the final acceptance of these terms and conditions.

**Regional Director
Forest Survey of India, NZ,
Longood, Shimla**

CERTIFICATE OF ACCEPTANCE OF TERMS & CONDITIONS

I/ we have read and fully understood the Terms & Conditions as laid down above in respect of tender for hiring of vehicle.

I/ we agree to abide by the same without any conditions.

I/ we have signed all the pages of the Open Tender Document Booklet as laid down.

Signatures of the Authorized Signatory

Name.....

Complete Address.....

.....

Phone.....

Mobile.....

Landline.....

FORWARDING LETTER
(To be filled in by tendering party)

To,

The Regional Director,
Forest Survey of India, NZ,
CGO Complex, Longwood,
Shimla- 171001

Sub:- Hiring of vehicles.

Ref:- Your Tender Notice dated.....

Sir,

We are submitting herewith our tender for hiring of vehicles for Forest Survey of India as laid down in tender documents.

We have read and understood all the terms and conditions governing the tender. We agree to abide by these terms and conditions.

We are enclosing herewith your receipt No..... dated..... as a proof of having purchase the non transferable tender document.

Accordingly we are enclosing herewith our Earnest Money Deposit in the form of Bank Draft/ Demand draft/FDR/Bank Guarantee.....Dated.....of Rs..... (in words) Rupees drawn in favour of Regional Director, Forest Survey of India, Northern Zone, Shimla for supply of items mentioned above.

All pages of the tender document along with the copy of "Terms & Conditions" contained herewith have been duly signed.

Yours Faithfully,

Stamp & Signature of the Authorized Signatory
Name.....
Complete Address.....
.....
Phone.....
Mobile.....
Landline.....

Annexure-I

Sl. No	Type of Vehicle	State	Non-AC per day Rates excluding fuel charges (Rs.)	AC per day Rates excluding fuel charges (Rs.)	Non AC monthly Rates excluding fuels charges (Rs.)	AC monthly Rates excluding fuels charges (Rs.)	Remarks (Quoted Rates should be including wages, boarding and lodgings charges of driver)
1.	Mahindra Bolero Jeep	Jammu & Kashmir					
		Himachal Pradesh					
		Punjab					
		Haryana					
		Chandigarh					
		Uttrakhand					
		Utter Pradesh					
		Rajasthan					
		Delhi					
2.	Tata Sumo	Jammu & Kashmir					
		Himachal Pradesh					
		Punjab					
		Haryana					
		Chandigarh					
		Uttrakhand					
		Utter Pradesh					
		Rajasthan					
		Delhi					
3.	Chevrolet Tavera	Jammu & Kashmir					
		Himachal Pradesh					
		Punjab					
		Haryana					
		Chandigarh					
		Uttrakhand					
		Utter Pradesh					
		Rajasthan					
		Delhi					
4.	Toyota Etios	Jammu & Kashmir					
		Himachal Pradesh					
		Punjab					
		Haryana					
		Chandigarh					
		Uttrakhand					
		Utter Pradesh					
		Rajasthan					
		Delhi					
5.	Maruti Ertiga	Jammu & Kashmir					
		Himachal Pradesh					
		Punjab					
		Haryana					
		Chandigarh					

		Uttrakhand					
		Utter Pradesh					
		Rajasthan					
		Delhi					
6.	Toyota Innova	Jammu & Kashmir					
		Himachal Pradesh					
		Punjab					
		Haryana					
		Chandigarh					
		Uttrakhand					
		Utter Pradesh					
		Rajasthan					
		Delhi					

*** Night halt charges shall be applicable if vehicle engaged for more than 1 day.**