

LIMITED TENDER FOR HIRING OF VEHICLES CAR/Tempo Traveler/A.C Mini BUS



Tender No	: 10-12/2021(P&A)-1271
Sale of Tender Document	: 31.08.2021 to 21.09.2021
Closing Date & Time of Tender	: 21.09.2021 (15:00 Hrs)
Time for opening	: 21.09.2021 (16:00 Hrs)

Bid Format
(On the letter head of the firm submitting the bid document)

To

The Director General
Forest Survey of India
Government of India Kaulagarh Road,
P.O IPE
Dehradun – 248195

Sub: Submission of Tender for hiring of vehicle services.

Sir,

With reference to your tender enquiry, No. _____ dated _____, our registered office is located at _____ . Detailed address and contact details are as under:

I submit herewith my tender for your kind consideration please. I have read the terms and conditions and enclosed documents and instructions given in the tender document.

Yours faithfully,

Date:

()
Company seal full address and
Telephone No.....
Mobile No.....
& Fax No.....

Enclosures –

1. Copy of Firm Registration No.
2. Copy of GST Registration.
3. Copy of PAN No.
4. Copy of ITR of last three financial year.
5. Copy of Partnership Deed (If any).
6. EMD of Rs. 5000/- (Rupees Five thousand_only).
7. Copy of Registration Certificate of 06 Vehicles.
8. Copy of Earlier Contacts.

**OFFICE OF THE DIRECTOR GENERAL
FOREST SURVEY OF INDIA
MINISTRY OF ENVIRONMENT, FOREST AND CLIMATE CHANGE
P.O. IPE KAULAGRH ROAD, DEHRADUN**

**NON TRANSFERABLE BID DOCUMENT FOR INVITING TENDERS FOR HIRING OF
VEHICLES**

Sealed tenders are invited for hiring of vehicles as per the 'Terms & Conditions' given in Annexure-I of this document on purely need and occasional basis. Tenderer may be a sole proprietor/partnership firm/company. In case of firm/company, tenderer must provide names and residential address, both existing and permanent in the format given below:

S. N.	Names of the proprietor/ Partner(s)	Current residential address	Permanent residential address
A			
B			

The period of contract will be for an initial period of one year from the day when the letter of commencement is issued in this regard, which shall be treated for all practical purposes as the date of the commencement of the contract. The contract shall be further extendable as the Director General, FSI deems fit. The criteria for extension shall be purely the performance of the contractor during the initial contractual period of one year. The said extendable period shall purely be at the discretion of Director General FSI and at the same terms and conditions.

2. Key events and dates

S.no	Key Event	Date
1.	Last Date for Submission of Bids	21.09.2021 (15:00 Hrs)
2.	Date of opening of Technical Bid	21.09.2021 (16:00 Hrs)
3.	Earnest Money	Rs.5000/- (Rs. Five thousand only) in form of Demand Draft/ FDR not before the date of issue of tender.
4.	Venue for opening of bid	FSI Dehradun
5.	Tender Fee	Rs.100/- Should be submitted in BharatKosh.gov.in only and Receipt against the said Tender attached with the Tender document.

3. Tender is to be sent at the following address:

To

**The Director General
Forest Survey of India
Government of India Kaulagarh Road
P.O IPE, Kaulagarh Road,
Dehradun – 248195**

**Joint Director (P&A)
Forest Survey of India
Tele No. 0135-2754507**

TERMS & CONDITIONS OF THE CONTRACT

1. Earnest Money Deposit (EMD):

The tender must be enclosed with an Earnest Money Deposit (EMD) of Rs. 5000/- (Rupees Five thousand only) through Demand Draft /FDR in favor of the Asst. Director (Accounts), FSI at Dehradun payable at any nationalized Bank located in Dehradun. The EMD issued only after the date of publication of this tender shall be valid. EMD in any other form shall not be acceptable. Tenders submitted without EMD shall be summarily rejected.

2. Eligibility Criteria:

Firms must provide information/meet following criteria and provide documents as evidence:-

- (i) Bidder must be in business of providing services for hiring of vehicles for last 5 years. This should be supported by documentary proof.
- (ii) Must have travel and transport as its nature of business (Enclose certificate to this effect if available).
- (iii) EMD of Rs. 5000/- (Rupees Five thousand only) enclosed as Para 1 above
- (iv) Firm must have GST Registration No.
- (v) Following are to be submitted in original or attested copies.
 - a) Registration certificate and Service Tax Registration of the firm with complete address of the authority to which registered.
 - b) The proof of the establishment of firm
 - c) Full particulars of the organization/ institutions with the address/es of the institution to whom similar services have been provided by the firm in the past with the certificates, if any, received from these institutions /organizations after satisfactory completion of the contract.
- (vi) Firm must provide details of registered office (Address) with Telephone No./Fax/Mobile Number. The firm should also have registered office/partnership with Transport Company operating at Dehradun. Documentary Proof to that effect submitted by the Partnership firm and undertaking by the Partnership firm that it would provide Driver/vehicle for local movement/outside Dehradun, Delhi, other field places in India should be submitted by the tenderer.
- (vii) Firm must provide details of Address for communication along with Phone No./Fax./Mobile No.
- (viii) Affidavit to the effect that FSI is absolved of any liability which accrues during the contract period, excluding tender conditions agreed upon should be submitted by the tenderer as per the proforma given in tender document.
- (ix) The Firm having minimum 05 vehicles (not earlier than January 2017 or not run more than 1 lakh kms. which even is less) in the name of firm/proprietor/spouse, vehicles of the partner will be counted additional. Only yellow board vehicles will be considered. In support of this fact, the attested copies of registration certificates of the vehicles need to be submitted and the original, if required, may be asked to be produced.
- (x) The vehicles should be owned by it or through its partnership to meet the requirement of FSI for which it quotes the rate. Documentary proof to that effect should be submitted with the tender document.
- (xi) On the day of tender opening/ technical bid evaluation minimum five vehicles satisfying conditions (ix) & (x) should be displayed at the FSI premises for inspection.
- (xii) The firm should have a turnover of Rs. 25.00 lac per annum for last 3 consecutive years.

While evaluating bids, the documents required against above eligibility criteria shall be provided as per this tender as Annexures. Firm shall self-certify each page of the tender document in token of its understanding / acceptance by signing it.

3. SUBMISSION OF TENDERS:

- (i) In case of the application being made by a partnership firm, a copy of Partnership Deed is required to be submitted along with the tender.
- (ii) In case of the application being made by a Private Limited Company, a copy of the Certificate of incorporation from the Registrar of Companies, Memorandum and Articles of Association of the company is required to be submitted.
- (iii) It is the responsibility of the tenderers to see that the completed bidding documents are submitted by the specified date and time.
- (iv) All these documents should be filled properly and sealed into a sufficiently large envelop super scribed as **“Tender for hiring of vehicles.”** The envelope containing the completed tender should be addressed to the Director General, Forest Survey of India, Kaulagrh Road Dehradun (Uttarakhand) - 248195.
- (v) The Completed tenders should reach by registered post or by hand in the office of the Director General Forest Survey of India , Kaulagarh, Dehradun (Uttarakhand).-248195 within the due date & time prescribed as given in the Para 3 of the offer letter. FSI shall not be responsible for any postal or other delays.
- (vi) Tenders on plain paper or unauthorized copies of the tender document booklet shall be treated as invalid and shall be summarily rejected.
- (vii) Tenders received after the due date & time shall not be entertained because the tender box shall be closed & sealed immediately after due time on the due date. All pages of the tender documents must be signed by the firm, in token of its understanding & acceptance.
- (viii) Work will be awarded to the firm found to be eligible and which quoted lowest rate. Firm quoting lowest rate as per the bid would be empanelled for occasional requirements of vehicles.
- (ix) The tender will be rejected outright if any of the requisite documents is not attached with the tender form submitted by the tender. The tender is also liable to be rejected if any of the terms and conditions as mentioned in the tender form is not fulfilled by the tenderer.

4. OPENING OF TENDERS:

- (i) Tender shall be opened in the office of the Director General, Forest Survey of India, Kaulagarh Road, Dehradun at 16:00 hrs. on **21.09.2021** in presence of firm owner/representatives of the tendering parties who wish to remain present. Only one representative if any with the certificate of the firm shall be allowed in the room for opening the tenders.
- (ii) In case FSI office is closed on **21.09.2021** due to some reason, the last date and time will automatically be shifted to the next working day.
- (iii) For any enquires the representatives can contact the authorized person in the office of the Director General, FSI at 9:00-5:00 P.M. on any working day.

5. THE SHORT LISTING:

A short list of tenders is expected to be ready within one week after opening of the tenders. EMD of other tenderers shall be returned when the offer for the services are finalized by FSI.

6. DISPUTES:

In case of any dispute arising with regards to this tender or its conclusion, the decision of the Director General shall be final.

7. AWARD OF CONTRACT

7.1 Award Criteria

FSI will award the Contract to the successful Bidder whose bid has been determined to be substantially responsive and has been determined as the best evaluated bid provided further that the Bidder is determined to be qualified to perform the Contract satisfactorily. The evaluation will be for the individual items in the list annexed as Annexure III to Notice Inviting Tender.

7.2 FSI Right to accept any Bid and to reject any or all Bids

Director General, FSI reserves the right to accept or reject any bid in part or full, and to annul the bidding process and reject all bids at any time prior to award of Contract, without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the grounds for FSI action.

7.3 Signing of Contract

FSI notifies the successful Bidder that its bid has been accepted, FSI will send the Bidder the contract agreement incorporating all agreements between the parties. Within one week of receipt of the Contract Form, the successful Bidder shall sign and date the two copies of Contract and return it to FSI.

7.4 Performance Security

The Successful Vendor will furnish performance security in favour of the Astt. Director (Accounts), FSI Dehradun for an amount of Rs. 50,000/- (fifty thousand only) for a period of sixty days beyond the date of completion of all contractual in shape of an Account Payee Demand Draft/ Fixed Deposit Receipt from a Commercial bank/ Bank Guarantee from a Commercial bank in the Security Deposit Form.

7.5 Corrupt or Fraudulent Practices

- i) Vendors shall observe the highest standard of ethics during the procurement process and execution of the contract.
- ii) FSI will reject a proposal for award if it determines that the Bidder recommended for award has attended or engaged in corrupt or fraudulent practices in competing for the contract in question.

8. OTHER CONDITIONS APPLICABLE TO CONTRACT

8.1 ADDRESS OF THE CONTRACTOR AND NOTICES AND COMMUNICATIONS ON BEHALF OF THE PURCHASER

- (i) For all purposes of the contract, including arbitration there under, the address of the Contractor mentioned in the tender shall be the address to which all communications addressed to the Contractor shall be sent, unless the Contractor has notified a change by a separate letter containing no other communication and sent by registered post, acknowledgement due. The Contractor shall be solely responsible for the consequences of any omission to notify a change of address in the manner aforesaid.
- (ii) Any communication or notice on behalf of the Purchaser in relation to the contract may be issued to the contractor by the Director General, FSI or any other officer authorized by him

on his behalf and all such communications and notices may be served on the Contractor either by Registered Post or speed post or by ordinary post or by hand delivery at the option of such officer.

8.2 RESPONSIBILITY OF THE CONTRACTOR FOR EXECUTING THE CONTRACT

- (i) The Contractor shall perform the contract in all respects in accordance with the terms and conditions thereof. The Goods and every constituent part thereof, whether in the possession or control of the Contractor, his agents or servants or a carrier or in the joint possession of the Contractor and the Purchaser, his agent or servants, shall remain in every respect at the risk of the Contractor until their actual delivery to the Purchaser at the stipulated place or destination or where so provided in acceptance of tender until their delivery to FSI. The Contractor shall be responsible for all loss, destruction, damage or deterioration of or to the Goods from any cause whatsoever while the Goods after their approval are awaiting dispatch of delivery or are in the course of transit from the contractor to the Purchaser, or as the case may be to any of its subordinate offices.
- (ii) **Consequence of Breach**
 - a) **Should the Contractor** or Partner in the Contractor firm commit breach of either of the conditions, it shall be lawful for the Director General, FSI, to cancel the contract and purchase or authorize the purchase of the Goods at the risk and cost of the Contractor.
 - b) The decision of the Director General, FSI as to any matter of thing concerning or arising out of this sub-clause or on any question whether the Contractor or any partner of the Contractor firm has committed shall be final and binding on the Contractor.

8.3 LAW COVERING THE CONTRACT

- a) The contract shall be governed by the Law of Contract for the time being in force.
- b) Irrespective of the place of delivery, the place of performance or place of payment under the contract, the contract shall be deemed to have been made at the place from which the acceptance of tender has been issued.
- c) Jurisdiction of Courts: The courts of the place from where the acceptance of tender has been issued shall alone have jurisdiction to decide any dispute arising out of or in respect of this contract.

ARBITRATION

Except where otherwise provided in the Contract, all questions and disputes relating to the meaning of the specifications, and instructions herein before mentioned and as to the quality of the materials, as to any question, claim, right, matter or thing whatsoever, in any way arising out of or relating to the Contract, specifications, estimates, instructions, orders or these conditions or otherwise concerning the works, or the execution of the same whether arising during the process of the work or after the completion or abandonment thereof shall be referred to the sole arbitration of a person nominated by the Director General, FSI and if he is unable or unwilling to act to the sole arbitration of some other person appointed by him willing to act as such arbitrator. The submission shall be deemed to be submission to Arbitration under the meaning of the Arbitration Act, 1940 or any satisfactory modification of reenactment thereof for the time being in force, conclusive and binding on all parties of the Contract. The venue of the arbitration shall be FSI, Dehradun.

8.5 PAYMENT UNDER THE CONTRACT

- (i) No payment in advance shall be considered.

- (ii) Payment for delivery of the services will be made on submission of bills on weekly basis within 30 days subject to finding the service acceptable and in accordance with the instructions given in the Acceptance of Tender.
- (iii) Counter conditions by the tenderers for matters concerning payment of bills shall not be acceptable.

Joint Director (P&A)
Forest Survey of India

GENERAL TERMS AND CONDITIONS

1. There should be a first aid box, dustbin, GPS navigation system and air freshener spray in all vehicles.
2. CNG Gas kits are allowed as a fuel in any vehicles as per govt. norms.
3. The driver should be well conversant about the Delhi/NCR/and other routes and must carry the mobile phone with him for which, no separate payment shall be made by the FSI. The driver(s) should come on duty in uniform. In case of provision of driver who do not meet these requirement; a fine of Rs. 1000/- shall be imposed on the contractor by the FSI and same shall be deducted from the payment.
4. The agency should abide by all statutory requirements for running the vehicle on contract and FSI will in no way be liable towards taxes, fee, penalties, cost of fuel, and salary to drivers, maintenance or any other charges payable except the contract price, parking charges and toll tax, if any.
5. The vehicle should have necessary permits from the transport Dept. /Authority. FSI will not be responsible for any challan, loss, damage and accident to the vehicle or any other vehicle or injury to anybody.
6. The vehicle on hire shall be available at all time including Saturdays, Sundays and public holidays. The contractor is bound to provide the vehicle on requisition by the officer In-charge vehicle of FSI within 4 hours failing that a fine of Rs. 2000/- shall be imposed on the service provider by the FSI.
7. The contractor should have enough resources to repair their cars in minimum possible time. When required, they should be in a position to substitute/replace or arrange extra vehicle at very short notices. In case the vehicle is found not to be in working condition, it shall be returned for immediate replacement. In case no replacement is provided on time, this office would have a right to hire a vehicle from the market and the additional cost incurred by this office will be borne by the contractor.
8. The AC vehicles should have functional AC as well as heating system and in case the same is not in working condition, the rates shall be reduced by 25 % for the trip.
9. Contractor shall comply with all statutory Acts, labour laws/regulations/motor vehicle Act etc.
10. All legal obligations which include insurance, pollution control, road tax & other compliances shall be compiled by the contractor & FSI will not take any responsibility in this regard.
11. Vehicles may be deputed for out station duty also as per requirement. For sending the vehicle to states other than Uttarakhand state, any other taxes other than road tax will be reimbursed on production of original receipt.
12. The vehicle should have the comprehensive insurance of vehicle, driver and passengers etc. to cover the risk during the contract period. In case of any accident, all the claims arising out of it shall be met by the contractor and no claim whatsoever shall be borne by FSI.
13. In case of any dispute of any kind and in any respect whatsoever, the decision of Director General, FSI shall be final and binding.
14. The contractor shall not engage any sub-contractor or transfer the contract to any other person.
15. The contract vehicle will bear proper monograms "On Govt. of India Duty" in Hindi and English at front and rear of the vehicle or any other monogram as approved by FSI.
16. Local Journey indicated in Category of Journey in Annexure-IV (rate for hiring vehicles etc. in FSI) includes all towns in and around Dehradun such as Haridwar, Rishikesh, Sharanpur, Roorkee, Mussoorie, Ponta Sahib, Nahan etc.

17. A certificate should be produced by the transporter from the competent authority to certify the proper status/functioning of the “odometer”. Kilometer reading meter should be completely sealed and should not be tampered. A thorough checking will be conducted from time to time and if found guilty, the FSI shall have the right to impose penalty of Rs. 1000/- as per day for the no. of days vehicle has been used and / or cancel the contract.

18. PENALTIES:-

S.N.	Causes of Penalties	Amount (₹)
1.	Older model (other than prescribed model)	10% reduction in quoted rate for each day of default.
2.	For late reporting per occasion	Rs. 200/- per hour or part thereof
3.	Unclean or non-road worthiness of vehicle deployed	Rs. 500/- per incident
4.	Misbehavior of driver/not followed instruction of FSI	Rs. 250/- per incident
5.	Any lapse noticed during operation of contract other than listed in clause of penalties including supply of vehicle without navigation system in Delhi trips	Rs. 500/- per incident
6.	The Driver should be well known of Delhi Roads failing which	Rs. 500/- per incident
7.	Non functional of A/C or heating system	10 % per trip
8.	Not providing vehicle after intimation within 4 hours	Rs. 500/- per incident (the fine will be deducted for the Security deposit)

The decision of FSI, on all types of penalties, shall be final and binding on the firm.

19. In case for any reason, the commercial vehicle is not provided, the liability of not providing such vehicle and running any other vehicle vests with the service provider only.
20. It is obligatory for the contractor that drivers are paid at least minimum wages according to minimum wages fixed by the govt. of India from time to time.
21. The FSI shall not be responsible for any accidents or other legal issues associated with the hired vehicle and the service provider should furnish an affidavit to the effect prior to signing of the agreement.
22. The Service Provider should furnish the odometer reading to the office In-charge (Vehicle) or his authorized person prior to commencement of the trip by SMS as well as at end of the trip with vehicle number and time. Any deviation to this condition shall attract penalty under Sl. No. 5 of penalties.
23. The Service Provider must abide by all rules, regulation, guidelines in force in the operating States/UTs with respect to running a transport agency.

ANNEXURE-II

CERTIFICATE OF ACCEPTANCE OF TERMS & CONDITONS

I/We have read and fully understood the Terms & Conditions as laid down in Qualification for Tender and Annexure- I, in respect of tender for hiring of vehicles.

I/We agree to abide by the same.

I/We have read, understood and signed all the pages of the Tender Document Booklet which I/We are submitting.

Stamp & Signature of the Authorized Signatory

Name _____

Address _____

Phone No. _____

PERFORMA FOR TECHNICAL INFORMATION

(Please go through the terms and conditions stipulated in tender document before filling up this Performa)

1	Name and complete address of the firm/organization	
	Tele. No	
	Fax No.	
	Email ID	
2	Status of the organization (i.e. Whether proprietorship, partnership, Pvt. Ltd./ Public ltd. company, Regd. Under societies Regn. Act etc.	
3	Registration No. of organization (Please attach certificate of Regn/Incorporation)	
4	Name and authorized person of the firm/organization	
	Tele. No	
	Fax No.	
	Mobile	
	Email	
5	Business of the organization	
6	GST No.	
	PAN of the organization	
7	Details of EMD (Enclosed DD)	DD No.....date.....for '.....drawn on Bank in favour of Astt. Director (Accounts), FSI Dehradun.
8	Do you agree with the terms and conditions stipulated in Tender Document	
9	Name and address of three prominent organizations provided with similar services by you in the recent past (please also furnish copies of the supply orders)	
10	Name and address of the partnership firm based at Delhi (Applicable in case the service provider quote for local service at Delhi)	

Declaration

- a) It is certified that the information furnished above is correct.
- b) I/We have gone through the terms and conditions stipulated in Tender Document and confirm to abide by the same. Disagreement and solution proposed has been listed in a separate sheet and being attached with this Bid. A copy of the Terms and Conditions with its each page signed, in token of acceptance of the same is enclosed.
- c) We understand that the decision of the Office of the FSI to accept/reject 'the points of disagreement and proposal solution provided by us'; would be final and binding.
- d) The signatory to this bid is authorized to sign such bids on behalf of the organization.

Signature:-.....

Name:-.....

Designation:-.....

Contact no.....

Date:-.....

Place:-.....

CHECK LIST FOR THE TENDERER

Have you read the tender document in full and understand?

Whether you have signed in all the pages of the tender?

Whether you have written the rates in figures and words in pen?

Whether the original full tender document is being submitted as offer?

Whether the EMD is enclosed as per the requirement?

Whether the essential documents have been attached?

(Signature of the tenderer with seal)

Undertaking format for affidavit

I _____ S/o _____ hereby absolve the FSI of any liability/Legal Complications which accure by utilising the vehicle supplied by me/us including accidents; except those which are part of the condition of the tender documents and agreed upon by both the parties.

Signature with Stamp

Verification

Verified at _____ on _____ that the contents are true to my knowledge.

Signature with Stamp

Rate for Hiring of Vehicles

Category of Journey		Tempo Traveller	AC Mini Bus	AC Deluxe Bus	Vehicle Class				
		12 Seater	27 Seater	35 Seater	Compact Sadan type Car	Forest Jeep	Maxi cab	Multipurpose Car	Luxury Sadan type Car
					(Zest/Tata Indigo/Swift Dzire or equivalent vehicle)	Mahindra Jeep Thar/ Bolero or equivalent	Sumo/Scorpio or equivalent vehicle)	(Innova/Xylo or equivalent vehicle)	(Honda City or equivalent vehicle)
(A)	Vehicle hire charges per day basis (8 hrs. with 80 km) for local journey								
	(i) Detention Charges beyond 8 hrs on hours basis								
	(ii) Per km. charge beyond 80 km								
(B)	Vehicle hire charges per day basis (8 hrs with 200 km) for outstation journey including night halt charges								
	(i) Detention Charges beyond 8 hrs on hours basis								
	(ii) Per km. charge beyond 200 km								
(C)	Pickup/Drop from Dehradun Airport to FSI and vice versa								
(D)	Pickup/Drop from Dehradun Railway Station/Dehradun Bus Station to FSI and vice versa								
(E)	Pickup/Drop from Saharanpur/Haridwar Railway Station to FSI & vice versa								
(F)	Pickup/Drop from Dehradun to Delhi Airport/Delhi Railway Station and vice versa								
(G)	Local movement of Vehicle in Delhi & near by areas on per day basis (8 hrs with 80 km)								
	(i) Detention Charges beyond 8 hrs on hourly basis								
	(ii) Per km. charge beyond 80 km.								
(H)	Hire purchase for one month with Diesel.								
(I)	Hire purchase for one month without Diesel.								

Note: Vehicle should be equipped with AC and Heating facility.

