

HP Forest Department
District Project Office, Integrated Development Project,
Shimla at Shoghi 171219, Phone no. 0177-2860411
Email-idpdposhimla@gmail.com

Tender Notice for hiring Utility vehicle Mahindra Bolero Camper(4+1 Seater)

District Project Officer(IDP), District Shimla at Shoghi invites Bids/ Quotations from the eligible service providers, taxi unions/individuals, who own a taxi of above said specifications with PAN / TAN / GST for hiring of minimum 4+1 seater, (Utility Vehicle Bolero Camper) vehicle with taxi number and valid taxi permit, for use in the office of District Project Officer, Integrated Development Project District Shimla at Shoghi, for Project duty for a period of one year, which can be extendable by another six months on mutual agreement/consent of both parties(i.e. vehicle provider and the Project i.e.DPO Shimla).

1 Tender Forms: Tender form can be obtained from the office of DPO Shimla at Shoghi on the payment of Rs. 500 in cash/DD drawn in the favour of DPO Shimla.

Or

Tender form can be downloaded from the project website <http://hpdp.org.in> also. **In this case Demand Draft of Rs. 500 must be enclosed with the bid. Otherwise bid will not be accepted.**

2. EMD: The bidders shall have to deposit the **Earnest money of Rs. 10,000/- (Ten Thousand)** in the shape of TDR/FDR pledged in favour of DPO Shimla along with Bid Form.

3. Last date of Submission : The bids must reach at the following address on or before 23-03-2020 (1.00 PM):

Office of District Project Officer,

Integrated Development Project


Old Flying Squad Building

Shoghi-171219

4. Opening of Quotations: Quotations will be opened on the presence of bidders or their representatives who choose to attend on **Date 23-03-2020 Time (02.00 PM)** In the office of District Project Officer, Integrated Development Project, Old Flying Squad building, Shimla at Shoghi PIN-171219

5. Document to be enclosed with the bid: Self attested copies of the following documents must be attached with the bid

1. Copy of PAN Card
2. Copy of GST
3. Copy of Bank Account of the bidder
4. Copy of Registration Certificate (RC) of the Utility Bolero Camper. If the vehicle is not in the name of the bidder then agreement of the bidder with the owner of vehicle must be attached.
5. Copy of valid Driving license of the driver of vehicle
6. Copy of Insurance of the vehicle
7. Copy of pollution under control certificate of the vehicle.
8. Signed copy of term and conditions of tender.
9. EMD of Rs. 10000/- in shape TDR/FDR in favour of DPO, Shimla.
10. In case of tender form downloaded from the project website-DD of Rs. 500/- in the name of DPO Shimla.


**District Project Officer
Integrated Development Project
Shimla (H.P.)**

6. Condition of the Vehicle: The vehicle should be in overall good condition and must fulfill the following criteria.

1. The model of the vehicle should not be more than six months old on the day of opening of Quotation/bid.
2. The vehicle should not have covered more than 20000 kms on the day of opening of quotation.

7. Bid Price:

1. The rates shall be quoted in Indian Rupees only.
2. The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
3. The vehicle is liable to be plied both on metalled and unmetalled roads, with in the State of H.P. and adjoining States. All kinds of taxes and fees, shall have to be paid by the vehicle provider.
4. All the due taxes such as Income Tax, GST etc. levied by the Government will be deducted from the bill of the Vehicle provider.
5. No extra charges will be paid for late journeys and night halts within and outside the headquarters.

8. Validity of Quotation : Quotation shall remain valid for 3 month from the last date of the submission of the tender.

9. Submission of the Quotation :

1. Each bidder shall submit only one bid/ quotation on the prescribed tender form enclosed herewith.
2. The bidder shall furnish complete address and all other information in the relevant space provided in prescribed tender form and shall strike off whichever is not relevant.
3. Quotations not received on given Tender Form or/and incomplete quotations shall not be considered.
4. **Conditional quotations and quotations received through Fax or E-mail shall not be considered.**
5. **Those bidder(s) who submit their quotations by post or do not participate in the quotation opening process shall have to submit signed copy of quotation notice, appending his/her signature, in the given box in Quotation notice, in token of accepting / agreeing to the terms and conditions of the quotation notice and shall submit/attach the same with standard Tender Form quotation Format.** Whereas, other bidders present in the quotation opening process shall sign the office copy of the quotation notice at the time of opening process.

6. The bidder shall seal the quotation in an envelope addressed to the **DPO(IDP)Shimla and the** outside of the envelope will also bear the following identification on the top of the envelop :-

Quotation for Hiring Utility vehicle Mahindra Bolero Camper(4+1 Seater)

Do not open before 23-03-2020

7. Any quotation received after the deadline for submission of quotations will not be considered.

10. Evaluation of Quotations

1. In case, the day of opening of quotation happens to be a holiday, the whole process will commence on the next working day with same time & schedule for which no separate notice or order shall be issued.


2. Quotations will be opened in the presence of bidders or their representatives who choose to attend on the date and time and at the place specified in of this notice.

3. Quotations with cutting/overwriting in quoted rates shall not be accepted.

4. *Submission of false information(s) and/or document(s) shall automatically lead to cancellation of Quotation/contract without prejudice to criminal proceedings against the bidder.*

5. The Quotations would be evaluated for **all the items together i.e. monthly charges of the vehicle and average mileage per ltr. of the fuel for kachha and pucca road of the vehicle will be considered for evaluation.**


6. Information relating to evaluation of quotations and recommendations for the award of contract shall not be disclosed to the bidder(s) or any other persons not officially concerned with the process until the award to the successful bidder is announced.


**District Project Officer
Integrated Development Project
Shimla (H.P.)**

11. **Monthly Charges of the vehicle:** Only fuel will be supplied by the project and all other expenses Viz wages of driver, regular service of the vehicle, repair and maintenance, cost of vehicle, taxes and levies etc. will be borne by the vehicle provider. Hence, the monthly charges of the vehicle should be quoted accordingly.

12. Other conditions :

1. The above contract shall be for one year extendable by six months on mutual consent/agreement of both parties vehicle provider and project (DPO Shimla).
2. The vehicle may be used on all days in a month.
3. The successful bidder(s) will have to arrange to provide vehicle within 15* days after issuing of supply order.
4. The payment of the monthly bills claim will be made on monthly basis, before 10th of the following month, subject to the submission of monthly claim by the contractor on 1st working day of following month and no advance or running payment will be made to the contractor/ taxi owner.
5. The driver deputed with the vehicle shall maintain a Logbook on the same lines as required in the case of Govt. vehicle and should be up dated every day on culmination of each journey undertaken by the project official and/or the authorized representative/ officer using the vehicle and APO concerned or other official In-charge, vehicle occupying shall authenticate the journey in the logbook for the journey under taken by him or his staff and shall get the proforma (supplied by the U/S) filled in and authenticated/verified from the APOs or such other official Incharge, vehicle and shall be submitted with the monthly bill along with the copy of the logbook for the month.
6. The logbook shall be the property of the Project and shall have to be deposited in the O/o DPO Shimla on completion or termination/cancellation of contract.
7. In case of breakdown of the vehicle or incapability of plying the hired vehicle for journey to the desired place due to some unforeseen reasons, the owner of the vehicle shall have to make the alternative arrangements by providing another vehicle and the cost of such arrangement will be borne by the owner.
8. In case of failure of the contractor in providing vehicle to the Project during the period of the contract for the proposed/intended journey, for any reason, the undersigned shall have the authority to hire any available vehicle for the journey and the complete charges for hiring of such vehicle by the undersigned or the authorized official of this project for the purpose of project works, shall be borne by the Contractor and shall be deducted from his monthly claims/bill of his vehicle charges.
9. In case of breakdown of the vehicle under contract, continuously for 3 days or more and contractor fails to provide alternative arrangements to the Project during this period, the condition such aroused due to non performance of the contractor, shall be treated as violation of the terms & conditions of the contract and the performance security of the contractor is liable to be forfeited to the Govt. and the alternative arrangements provided by the contractor shall only be reckoned/considered from day of receipt of such intimation from contractor in black & white in this office and he shall not have any claim on the remaining period of absence/ non- performance. Also, during the period of breakdown of vehicle, U/S shall have the right to higher another pvt. Vehicle at the risk and cost of the contractor and expenditure incurred on hiring of such another vehicle shall be borne by the service provider/ contractor/ owner of the vehicle. This arrangement shall continue until alternative arrangement is provided by the owner of vehicle or the cancellation of the contract, at the risk and cost of the contractor.
10. The vehicle provider shall get the vehicle insured comprehensively at his own cost for covering all the risks. He will be responsible for compensation payable, if any, arising out of any accident, including any payment to the third party and any compensation on account of the accident or damage to the vehicle or death of the passengers or injury or other loss to third party/ employee, shall be the responsibility of the contractor with no liability, whatsoever, towards Project.
11. Watch and ward of the vehicle shall be the responsibility of the vehicle provider. Claim of any kind in this respect will not be entertained /accepted by the Project.
12. The vehicle provider will have to comply all the provisions under the Motor Vehicle Act as applicable. Any liability on account of non-compliance of the relevant provisions by the taxi owner shall be the responsibility of the taxi owner and Project shall not be responsible for it in any kind or manner during the period of contract.
13. The driver deputed for the vehicle should be courteous, well mannered and holding a valid driving license of an appropriate category/class, issued by the competent licensing authority to drive such vehicle and should


District Project Officer
Integrated Development Project
Shimla (H.P.)

- bear proper uniform during the duty. In case of reported misbehavior/ unsatisfactory performance, the contractor shall have to replace the driver within 7 days after the communication of such misbehavior/unsatisfactory performance by this office, or undersigned shall have the right to cancel the agreement at the risk and cost of the contractor and to forfeit the performance security to the Govt.
14. The vehicle after the completion of journey shall have to be parked in the office premises of this office or as per the instructions of the officer using the vehicle, when on tour to field.
 15. The vehicle will not be used by the driver either for his own purpose or for any other purpose on any day whether a holiday, during the period of contract. The vehicle should not be allowed to be utilized by the Taxi owner for other than the mentioned purposes of the project during the non-utilization period with the project.
 16. Driver shall have to reside within 5Kms of the limits of Shimla Municipal Committee & will provide proof of residence and mobile phone no(s) of the driver for proper communication.
 17. No pay and allowances and other facilities etc. will be provided by Project to the driver of the vehicle under any circumstances and it shall be the responsibility of the owner to bear all expenses on this account.
 18. Sufficient number of the drivers shall have to be deputed as per labour laws to cater duties for 24 hours a day
 19. The vehicle meters (mileage) should always remain in working condition to enable the officials/officer(s) to verify the mileage/ distance covered in journey.
 20. Any loss, **discrepancy noticed/pointed out later on at any stage**, will be the liability/responsibility of the company/supplier/bidder and if already paid for it, shall have to refund the entire payment to this project in one go with interest @ 9.5% per annum from the date of supply, without prejudice to the administrative or legal action, which can be initiated against the supplier for breach of contract.
 21. The successful/lowest bidder (owners/authorized representative of the vehicle) shall have to present the vehicle for inspection in this office for the verification of the Model of the vehicle and the mileage it has covered uptill the date of such

inspection, within a period of 10 days* of award of work alongwith, all relevant documents such as R.C., valid 'passing certificate' of the vehicle, insurance, driving license of the driver who will drive the vehicle, etc. and a set of self attested photo copies of all such documents shall have to be deposited in this office through inspecting officer.

13. Performance Security:

1. After the evaluation of bids/quotation is over, the successful bidder(s) shall be intimated regarding acceptance of his/her bid by the Project (DPO(IDP) Shimla) and the bidder(s) shall have to deposit required performance Security (Rs. 40,000/-) in the shape of TDR/FDR pledged in favour of DPO, Shimla within 7 days.
2. **Performance Security deposited by the lowest bidder(s) will be released after successful completion of the contract.**

14. Miscellaneous :

1. It shall be binding on the owner of the vehicle/service provider/bidder to complete the contract and in case of violation of the terms and conditions of the tender notice or agreement deed by the bidder/owner/vehicle provider, Project shall be authorized to forfeit, the performance security and other dues of the vehicle provider/owner/bidder. Also required other action shall not prejudice other legal action against the service provider/owner/bidder
2. Notwithstanding the above, at any stage of the bidding process, the project reserves the right to cancel the bidding process and reject all quotations, prior to award of contract.
3. **In case of any dispute, the Chief Project Director, IDP, Solan will be the final authority to decide the matter and the decision will be binding on both the parties.**
4. All legal disputes if any, will be settled within the jurisdiction of Court(s) at Shimla.

It is certified that I/we agree to the terms and conditions of the quotation and I/we fully understand that any violation of the terms and conditions by me/us shall render me/us liable for suitable action, against me/us as deemed fit by the project.

Name of the bidder(s):-

Signature of the bidder(s)


District Project Officer
Integrated Development Project

Tender Form

1.	Name of Bidder	
2.	Father's Name	
3.	Permanent Address	
4.	Correspondence Address	
5.	Contact No.	
6.	PAN No.	
7.	GST No.	
8.	Bank Account and IFSC Code	
9.	Email- ID	
10.	Vehicle No.	

Sl. No	MAKE OF VEHICLE WITH SEATING CAPACITY	MODEL & R.C.NO.	KMS COVERED UPTO DATE	Monthly charges including all the expenses (Except cost of fuel) and maintenance and excluding cost of fuel.		Average mileage of the vehicle per ltr. Of fuel for Katcha and Pucca Road separately.
				In figures	In words	
						1. Katcha Road-
						2. Pucca Road-


(Name & Signature of the bidder)

Declaration :-

Certified that I have gone through all the terms and conditions of the bid document carefully. I fully agree to all the terms and condition.

Date:-

(Name & Signature of the bidder)


 District Project Officer
 Integrated Development Project
 Shimla (H.P.)