



H.P. Forest Department
INTEGRATED DEVELOPMENT PROJECT (IDP)
For
Source Sustainability And Climate Resilient Rain-fed Agriculture
E-Mail: jdppomandi@gmail.com, Tel./Fax: 01905-235055

Invitation for Quotation

Government of India has received a credit from the International Development Association (IDA) towards the cost of the Integrated Development Project for Source Sustainability and Climate Resilient Rainfed Agriculture and intends to apply part of the proceeds of this credit to eligible payments under the contract for which this invitation for quotations is issued.

1. Quotations are invited from an individual, registered taxi union, registered firm, registered tour & travelling agency and registered company having PAN and GST registration for **“HIRING OF VEHICLE ON MONTHLY BASIS FOR DPO, IDP MANDI.** Vehicles shall be hired on monthly basis.
2. The quotation document can be obtained from the office of undersigned after depositing the tender fee amounting to Rs. 250/- against cash payment.
3. Vehicle to be provided by the successful Bidder should preferably be not older than Model/Make of 2019 and total mileage covered should not be exceed 20000 Kms.
4. Bidders are advised to read the Quotation Documents carefully before submitting the Quotations, in order to avoid any further disputes. It shall be presumed that the Bidders have considered and accepted all the terms and conditions of this Quotation.
5. For any clarifications in respect of the Quotation, District Project Officer, IDP-Mandi, office may be contacted on any working day during office hours or on Tel. No. 01905 — 235055.
6. The Quotation Document is nontransferable.
7. Interested Bidders may inspect the Quotation Document and obtain further information from office of the undersigned.
8. Quotation on standard E-5 proforma should reach in the office of undersigned on or before 30.6.2020 at 12 PM. Late Quotations shall be rejected. Quotations will be opened at 1230 PM on 30.6.2020 after the deadline for Quotation Submission in the presence of the interested Bidders' or their authorized representatives who wish to be present
9. The District Project Officer, IDP-Mandi will not be responsible for any costs or expenses incurred by Bidders in connection with the preparation or delivery of Bids. The District Project Officer, IDP-Mandi reserves the right to accept or reject any / all Bids, and to annul the bidding process at any time prior to Contract Award for any reason whatsoever, without thereby incurring any liability to Bidders.

For more details, please contact the office of the undersigned any working day from 10.00 A.M. to 5.00 P.M. or visit Project website <https://hpdp.org.in> or **Phone No. +91-1905-235055**

M. W.
15/06/2020
District Project Officer,
Integrated Development Project,
Mandi Distt. Mandi (HP)

GOVERNMENT OF HIMACHAL PRADESH
PROJECT OF FOREST
INTEGRATED DEVELOPMENT PROJECT
FOR
SOURCE SUSTAINABILITY AND CLIMATE RESILIENT RAIN FED AGRICULTURE,
Mandi.

Website: <https://hpidp.org.in>

Phone No. 01905 -235055

Email ID: idpdpomandi@gmail.com

QUOTATION DOCUMENT FOR

HIRING OF VEHICLE ON MONTHLY BASIS FOR District Project Officer,
Integrated Development Project for Source Sustainability and Rain Fed Agriculture
Mandi-175001 (H.P.)

(Ref. No. _____)

Table1: Tender Related Information

Period of Contract	One year (Extendable for another two years, one year at a time)
Issue/downloaded of Quotation Document	Date: 16 th June, 2020
Deadline for Obtaining of Quotation Document	Date: 29 th June, 2020; Time: 12.00 h (IST)
Deadline for Submission of Quotations	Date: 30 th June, 2020; Time: 12.00 h (IST) In case this date is declared holiday than this event shall take place on next working day.
Opening of Quotations	30 minutes after the deadline for Quotation Submission
Quotation Validity	60 days from the Quotation Submission date
Tender Cost	Rs. 250/- (Rupees: Two hundred & fifty) only
Earnest Money	Rs. 10,000/- (Rs. Ten thousand) only
Performance Security:	5 % of the Contract Price as per FIN 1

QUOTATION DOCUMENT FOR

**HIRING OF VEHICLE ON MONTHLY BASIS FOR District Project Officer,
Integrated Development Project for Source Sustainability and Rain Fed Agriculture
Mandi-175001 (H.P.)**

1. SCOPE OF QUOTATION

In connection with the Invitation for Quotations, the District Project Officer, Integrated Development Project for Source Sustainability and Rain Fed Agriculture Mandi-175001 (H.P.) issues this Quotation Document for Hiring of vehicle on Monthly Basis as specified below.

Sr. No.	Type of Vehicle	No. of Vehicle required	Place of reporting	Remarks
1	Utility Vehicle Bolero Camper 4+1	1No.	Mandi	Vehicle should not be older than Model/Make of 2019 and total mileage covered not exceeding 20000 Kms

2. Eligibility Criteria (Who is eligible to participate)

2.1 Any individual, registered taxi union, registered firm, registered tour & travelling agency and registered company having PAN and GST registration.

3. **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 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, IDP, Mandi.

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

1. Vehicle to be provided by the successful Bidder should preferably be not older than Model/Make of 2019.
2. The vehicle should not have covered more than 20000 kms on the day of opening of quotation.

5 COST OF QUOTATION

5.1 The Bidder shall bear all costs associated with the preparation and submission of Quotation, and the DPO IDP, MANDI shall in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

6. **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, within 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.

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

8. **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)Mandi 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 30-6-2020
7. any quotation received after the deadline for submission of quotations will not be considered..

9. **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. 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.

10 TERMS AND CONDITIONS

- 10.1 The bidder should quote monthly rates inclusive of all charges i.e. fuel, repair, driver charges etc. The bidder shall quote the fixed rates for 1500 kms. Per month, rate per km. beyond 1500 kms, extra charges per hour after 8.00PM and night halt charges per day for journey outside the district
- 10.2 The vehicle will be required from 9.00 AM to 8.00 PM on all working days and even in the late hours or as per requirement on tours. The vehicle should be fitted with basic accessories (including heater and A.C.).
- 10.3 All type of repair shall be carried out by the Contractor at his own cost.
- 10.4 The contractor shall keep and maintain a log book with the vehicle, which should be completed every day. The Project staff will verify the journey in the log book.
- 10.5 The vehicle shall be treated as an official vehicle of the Project. No private journey/use as taxi will be allowed during the contract period.
- 10.6 The vehicle is liable to be plied both on metalled and unmetalled roads, within the State of H.P. and adjoining State (Uttarakhand, Haryana, Punjab and U.T. Chandigarh) and bidder/service provider shall have to pay all kinds of taxes and fees, to ply vehicle in HP and other above mentioned states.
- 10.7 In case of any breakdown, the contractor will provide substitute vehicle immediately, otherwise a penalty of Rs. 1000/- per day will be imposed and the recovery of the same will be made from the monthly running bill of the vehicle.
- 10.8 Project will not pay for lubricants/ coolants/ grease/ POL etc.
- 10.9 All the journey performed, covered on account of filling of fuel/ repair and cost incurred by the driver during his halt at out station/ at headquarter from his residence/ place of parking to place of duty shall not be paid by Project.
- 10.10 Project shall have the right to deduct taxes/TDS/Bank charges etc. at source as applicable as per rules in force from time to time.
- 10.11 The contractor of the vehicle shall be responsible for compensation payable arising out of accident payment to third party, if warranted. No compensation in case of accident/ damage to vehicle or for death/ injury to the driver will be made by Project.
- 10.12 In case of loss of property of Project is caused due to the negligence on the part of the driver of the vehicle, such losses shall be borne by the contractor.
- 10.13 Beside normal working hours on all working day, the vehicle should be made available on all the remaining hours of the day within half an hour of call. Besides this, on non-working days too, the vehicle shall be made available within half hour of the call for all the 24 hours of the day.
- 10.14 Driver deployed on vehicle should have a mobile phone with a local number for better coordination. The cost/ expenditure on this account shall be borne by the contractor. Switching of mobile or non-response to phone call by driver (either on Mobile or on local

- number) would be treated as non-availability of vehicle and penalty of Rs. 1000/- per day would be imposed and recovery of the same will be made from the monthly running bill.
- 10.15 The driver with a valid driving license, for commercial vehicle, shall be provided by the owner of the vehicle and salary as well as other facilities to him shall be paid/ borne by the owner. In no case the driver will be allowed to be replaced without prior approval of the Project. As per office requirements the vehicle is required to ply within or outside the State. So all the paper formalities like tax deposit, insurance, pollution check, road permit, toll tax etc. should be cleared in all respects by the owner of the vehicle. The driver deployed should have appropriate character verification from the Police.
- 10.16 The vehicle shall have two sets of loose white seat covers for alternative use and shall be changed weekly. Cost of cleaning of the same will be borne by the contractor.
- 10.17 Photocopies of the documents i.e. Registration Certificate, valid insurance, tax clearance certificate and valid taxi number issued by the competent authority should be submitted along-with the Tenders and in case of award of contract the same may be got renewed from time to time.
- 10.18 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)Mandi**) 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, Mandi **within 7days**
- 10.19 In case of failure to perform the duty satisfactory, the security deposit shall be forfeited and credited into Government accounts. Besides this the contract shall also be terminated straightway.
- 10.20 The contract for hiring a vehicle can be terminated by serving one month notice from either side without assigning any reason.
- 10.21 If the mileage covered is less than 1500 Kms. (as the case may be) in a particular month, the saving will be carried over to the next month till the completion of one year after which the saving will lapse.
- 10.22 The Project reserves the right to reject any one of the Tenders or all without assigning any reasons.
- 10.23 **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.**
- 10.24 All legal disputes if any, will be settled within the jurisdiction of Court(s) at Mandi.
- 13.25 The Project reserves right to ask the driver to keep the keys and papers of the vehicle in the office at the end of the day.
- 10.25 The contract shall be for a period of one year initially from the date of award of the work. The contract with the firms can be extended for a further period of maximum of two years, one year at a time, upon satisfactory performance of the Agency and the requirement of the DPO IDP, MANDI at the discretion of the DPO IDP, MANDI on same terms and conditions;
- 10.26 the Bids shall be rejected in the event of information found false or incorrect or incomplete at any stage, as prescribed in the Quotation or any ineligibility being detected, and no correspondence

thereof shall be entertained, whatsoever; if

- 10.27 if the work of the agency is not found satisfactory or any breach is noticed or any manipulation is reported or noticed by the DPO IDP, MANDI reserves the right to cancel the contract /or forfeit performance security submitted by the agency/or to take legal action including black listing the agency at any point of time during the period of contract without prior notice.
- 10.28 in case the contract is terminated, the DPO IDP, MANDI would be entitled to get the work done from any other firm or person and the Bidder would be liable to pay the difference if any. However, if the DPO IDP, MANDI is not satisfied with the work of the agency so empanelled, the agreement will be liable to be terminated at any point of time at the sole discretion of the DPO IDP, MANDI.
- 10.29 during the period of contract, the rates will not be revised with the revision of any taxes by the Government of Himachal Pradesh or by the Government of India;
- 10.30 the Bidder shall not employ any person who has not completed eighteen years of age;
- 10.31 the Bidder shall comply with all the statutory provisions, if applicable, as laid down under various Labour Laws/Acts/Rules like Minimum Wages, EPF, ESI, Bonus, Gratuity, Contract Labour Act and other Labour Laws/Acts/Rules in force from time to time at his own cost. In case of violation of any such statutory provisions under Labour Laws or any other law applicable upon the Bidder, there will not be any liability upon the DPO IDP, MANDI the DPO IDP, MANDI will be under no legal obligation to provide employment to any of the personnel of the Bidder during / expiry of agreement period and the DPO IDP, MANDI
- 10.32 The Vehicle will be plied in various Gram Panchayats falling under APO, Thunag, Sundernagar & Padhar.**
- 10.33 the prices quoted should be inclusive of all charges and excluding GST. The tax components shall be shown separately in the Rate Schedule.
- 10.34 the successful Bidder shall invariably ensure the confidentiality of the movement of manpower & material while providing its services;
- 10.35 vehicle provided by the Bidder should preferably be not older than Model/Make of 2019 and not exceeding 20000 kms.
- 10.36 the vehicle and driver provided by the Bidder shall work under the overall supervision of the DPO IDP, MANDI. The vehicle and Driver shall remain available all the time as per Duty Roster and shall not leave place of duty without prior permission;
- 10.37 the vehicle should conform to the Pollution norms prescribed, if any, by the Transport Project of Government of Himachal Pradesh. The Bidder shall also provide names and addresses of the drivers along with their driving license number and copies within one day of placing the order for supply of requisite number of vehicle;
- 10.38 the vehicle provided to the DPO IDP, MANDI should be in good road worthy condition and having valid documents/licenses from Project and Insurance policy of the Driver & Vehicle with Pollution Certificate. The Bidder shall be responsible for total maintenance of the vehicle provided by him;
- 10.39 operation and function of the vehicle and Driver shall be governed by the Central Motor Vehicle Act/Motor Vehicle Rules and Himachal Pradesh Motor Vehicles Rules and these shall be the responsibility of the Bidder;
- 10.40 in case of breakdown of any vehicle or vehicle is sent for repair, the Bidder shall replace the vehicle under both situations within one hour failing which the DPO IDP, MANDI has the right to hire vehicle from any other sources at the expense of the Bidder and the recovery for the same would be recover from the monthly running bill of the contractor.
- 10.41 the DPO IDP, MANDI has the right to ask the Bidder for removal of driver, who is not

found to be competent, orderly or disciplined;

10.42 The liability under relevant sections of Motor Vehicle Act 1968 and IPC causing death or permanent liability developed in the vehicle supplied by the contractor, the hiring authority has no responsibility of whatsoever and will not entertain any claim in this regard under the provision of the law; all the disputes shall be subject to Mandi, Himachal Pradesh jurisdiction;

15 PAYMENT TERMS

16.1 The payment shall be made on submission of the bills (in triplicate) by the Bidder after the satisfactorily completion of the work assigned, at approved rates, after deducting penalties if any. No advance payment will be made. The Bidder while raising the bill should clearly mention full vehicle number.

16.2 The DPO IDP, MANDI will deduct Income Tax at source under Section 194-C of Income Tax Act and Section 51 of CGST Act, 2017 from the Bidder at the prevailing rates.

17 JURISDICTION OF COURT

The courts of Mandi, H.P shall have the exclusive jurisdiction to settle all disputes, if any, arising out of this agreement between the parties.

GENERAL INFORMATION

Nature of the Company/ Firm/ Organization (Govt./Public/Private/Partnership/ Proprietorship)	
Address	
Telephone No.	
Fax No.	
E-Mail ID	

CHECK LIST (ATTACHMENTS with TECHNICAL BID)

No.	ATTACHMENT	YES / NO	PAGE No.(s)
1	Demand draft of Rs. 10,000/- (Rs. Ten thousand) only towards Earnest Money.		
2	In case of bidder is not an individual, copy of registration certificate of bidding entity should be attached.		
3	Certificate of Authorized Signatory as per Performa "II".		
4	Undertaking as per Performa "III".		
6	The bidder shall submit documentary evidence to the effect that available vehicle is registered as commercial vehicle(s) with taxi permit		
7	The bidder shall submit copy of PAN.		
8	The bidder shall submit copy of GST registration.		

CHECK LIST (ATTACHMENTS with FINANICAL BID)

No.	ATTACHMENT	YES / NO
1	Net Price, as per PERFORMA "IV".	

Signature of Authorized Signatory
Stamp of the Firm / Bidder

PERFORMA – “II”

(To be typed on Letter Head)

TO WHOMSOEVER IT MAY CONCERN

I.....Proprietor/ Partner/ Managing Director/ Director of
M/s.....d
o hereby authorize Shri/ Smt.S/O, D/O,
W/O.....R/O.....

to sign the tender document for providing of vehicles on monthly rental basis on my/ our behalf.

It is further certified that the decision(s) taken by him/ her on the spot of the Tender and thereafter shall be final and binding upon us.

His/her three signatures are attested below:

Signature (1)

Signature (2)

Signature (3)

Attested by

Proprietor/Partner(s)/Managing Director/Director

UNDERTAKING

I/WE have gone through the Terms and conditions of the tender for providing Taxi Services to IDP Mandi 175001 (Tender Inviting Authority). I/We agree to abide by all the Terms and conditions of the tender mentioned above. I/We have acquainted myself/our self with the tasks required to be carried out, before making this offer. I/We hereby sign this undertaking in token of our acceptance of above mentioned Terms and conditions.

(Signature of the Tenderer)

Capacity in which signing the tender document i.e. Sole Proprietor/ Partner/ Director etc. (Please specify).

Name of the Tenderer.....

Aadhaar No.....

Date :

Place :

HIRING OF VEHICLE ON MONTHLY BASIS FOR DISTRICT PROJECT OFFICER MANDI-HIMACHAL PRADESH

TECH 2: PARTICULARS OF THE VEHICLES AVAILABLE WITH THE BIDDER

S. No.	Vehicle Type	Month and Year of Vehicle Make/Model	Vehicle Registration No. and Date	Vehicle Insurance No. and Date	Vehicle Insurance Period

FIN 1: RATE SCHEDULE

(ON MONTHLY BASIS—1,500 KILOMETRES A MONTH)

S. No.	Type of Vehicle	No. of Vehicle	Place of Reporting	Fixed Charge in INR Per Month for 1500 Kilometres (Km) a Month	Running Charge in INR per km beyond Initial 1500 Km.	Extra charges per hour after 8:00 PM	Night halt Charges out of Mandi District
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
1	Utility Vehicle Bolero Camper 4+1	1 No.	DPO IDP-MANDI				

Above rates are inclusive of all charges and excluding Goods and Services Tax Discounts.

Tax Component: GST@. %

Note:

1. The Quotation shall be submitted in hard copy only.
2. The Quotation will be awarded to the Bidder whose Quotation is the lowest in respect of amount furnished in column 5. Remaining rate shall be negotiated accordingly.
3. During the period of contract, the rates will not be revised with the revision of any taxes except GST by the Government of Himachal Pradesh or by the Government of India. The prospective Bidder may quote the rates accordingly taking into consideration of this aspect.
4. GST will be payable as applicable time to time.

Signature of the Bidder:

Date:

Name of the Signatory: Name of the Firm/agency:

Seal of the Firm/Agency: