



**Mukhyamantri Laghu Evam Kutir Udyam Vikas Board**  
**D.I.C. Campus, Ratu Road, Ranchi**



Ref: MMLKUVB/ 293

Date: 07/08/2018

**Short Tender for hiring of Vehicles on Rate Contract Basis**

**Subject- Notice for Inviting Tender for Hiring of Vehicles on Monthly rate contract basis in the Office of Mukhya Mantri Laghu Evam Kutir Udyam Vikas Board.**

Sealed tender are invited under two bid system (Technical Bid & Financial Bid) from reputed, experienced and financially sound parties for the following services:

<b>Name of the work</b>	Monthly rate contract for hiring of under mentioned vehicles with driver: Safari Storme/ Innova or equivalent vehicle, Scorpio or equivalent vehicle on monthly rate contract basis for Official use in the office of <b>Mukhya Mantri Laghu Evam Kutir Udyam Viash Board.</b>
<b>Tender No.</b>	MMLKUVB/293 DATE 07/08/2018
<b>Contract Period</b>	The period of contract shall initially be for a period of one year. It may further be renewed for another 1 year based on performance of service.
<b>Last date of submission of Bid</b>	17/08/2018 latest by 12:00 noon
<b>Date of opening of Tender</b>	21/08/2018 by 11:30 am
<b>Tender Fee</b>	1000/- (Non- Refundable)
<b>EMD</b>	Rs 20,000
<b>Official Address for Tender Submission</b>	Chief Executive Officer 4 <sup>th</sup> Floor,DIC Campus, Ratu Road, Ranchi-834001 Jharkhand Tele: 9262219999
<b>Details available at website</b>	<a href="http://www.jharkhandindustry.gov.in">www.jharkhandindustry.gov.in</a> .

EMD & Tender fee should be in form of Demand Draft in favor of “**Mukhya Mantri Laghu Avam Kutir Udyam Vikas Board**”. DD should be kept in a separate cover super scribing as “EMD” and “Tender fee” with tender Number. Any tender received without or partial EMD or Tender fee will be out rightly rejected.

## TENDER SPECIFICATIONS & TERMS AND CONDITIONS

### 1. SCOPE OF WORK:

- Tenders are invited for hiring of Diesel driven Safari Storme/ Innova or equivalent vehicle, Scorpio or equivalent vehicle on monthly rate contract for use in the office of **Mukhya Mantri Laghu Evam Kutir Udyam Viash Board** for 12 months. Vehicle shall not be more than one year old .However brand new vehicle is preferred. Any Vehicle not confirming the said specifications shall not be accepted.

### 2. TENURE:

The Contract shall be initially for a period of 12 months. This may further be extended to another 12 months based on the performance of the service and on approval from competent authority and on mutual agreement between both parties.

### 3. ELIGIBILITY CRETERIA:

- The bidder should have experience of running a fleet of vehicles on hiring basis for at least 3 years in Government & Semi Government undertakings/ Banks/ Institutions/ Universities/ Corporations etc. Submission of valid Service completion/Work Order certificate is mandatory.
- The Bidder should have all the necessary registration in name of his firm such as Goods & Services Tax (GST) Registration Number, Permanent Account Number (PAN).
- The Vehicle should be registered as commercial vehicle with the competent Registration Authority.
- The vehicles should be insured comprehensively and should have necessary permits from the Transport Department/ Authority.
- The Bidder should have a functional office in Ranchi and submit valid proof with Tender Document. Also the firm is required to submit its permanent residential address & Contact no.

### 4. Terms and Conditions

- I. The bidder has to submit following documents for verification along with technical bid. In case of the brand new vehicle the time limit for the submission of below documents may be extended with the approval of competent authority.
  - **Insurance:**
    - (a) Vehicle to be provided should be comprehensively insured (Full insurance). Attested copy of Insurance policy should be submitted to this office before placement of order.
    - (b) Renewal of Insurance policy etc will be done by the contractor at his cost during the contract period if required. Attested copies of renewed insurance should be submitted to this office without fail. Insurance certificate valid during the period of tender & must be up to date.
  - Registration certificate book with Tax paid up to date.
  - A certificate to the affect that the tender would absolve Chief Executive Officer of any liability which accrues during the contract period with respect to any incident/accident/ act on its part or due to working of the driver (s).
    - Road permit.

- Fitness certificate
  - Any other documents relevant relating to hiring of vehicle.
  - Registration as TAXI/MAXI
  - PUC certificate (regularly renewed)
  - Copy of permanent driving license, Aadhar card of driver.
- II. Driver should be provided with cell phone at least to receive the phone calls. This condition is mandatory and no compromise will be acceptable.
- III. Driver should have minimum educational qualification as per the Motor vehicles Act.
- IV. Driver shall maintain log book and shall take sign from concern authority on a day to day basis.
- V. During the period of maintenance /breakdown of the vehicle, the contractor will have to send another similar or upper class vehicle. Failing to do so may lead to termination of contract.
- VI. No advances shall be paid. The monthly bills/quarterly bills should be raised. Payment will be made by RTGS within 30 days of receipt of the bill. TDS and other necessary deductions shall be made at time of making payment as per prevailing government norms.
- VII. The Bidder should Self certify each page of tender documents, declaration and certificates.
- VIII. **Termination:**
- In case of violation of terms and condition as stated in Work Order without proper reason and communication to concern authority, the Contract may be terminated before the expiry of its tenure at the discretion of Competent Authority.
  - The Board reserves the rights for acceptance and rejection of any tender notice and selection of any firm on the basis of experience and expertise and shall not be answerable.
- IX. **Agreement:**  
After finalization of tender, successful bidder will have to sign an agreement with Board for execution of contract.

## 5. Method of Submission of Tender

The Tender should be submitted in two parts as under in separate sealed Envelops:

### **Part -1 Technical Bid**

- Technical Bid Annexure A
- EMD & Tender Fee
- An affidavit stating that the bidder is not connected with any other Bidder taking part in aforesaid Tender in any way.
- Documents as stated in Point 4(1) above.  
(Please note that Firms Qualifying Technical bids will only be eligible for Financial Bids)

### **Part-2 Financial Bid**

- Financial Bid- Annexure –B

Sd/-

(Chief Executive Officer)  
MMLKUVB

## TECHNICAL BID (Annexure A)

**(Self Attested photo copies of all supporting documents must be attached with tender document)**

<b>1</b>	Name of Organization with complete Address and phone no.	
<b>2</b>	Name of Proprietor /Director	
<b>3</b>	Type of Firm- Proprietary/partnership/Pvt Ltd /any other (Attach proof)	
<b>4</b>	Year of Incorporation (Attach Proof) (The bidder should have experience of running a fleet of vehicles on hiring basis for at least 3 years)	
<b>5</b>	PAN NO (Self certified)	
<b>6</b>	GST NO (Self Certified)	
<b>7</b>	All other documents and certificates as mentioned in Terms & Condition i.e. point 4 (I) above	
	<ul style="list-style-type: none"><li>• Insurance</li></ul>	
	<ul style="list-style-type: none"><li>• Registration certificate book with Tax paid up to date</li></ul>	
	<ul style="list-style-type: none"><li>• Road permit.</li></ul>	
	<ul style="list-style-type: none"><li>• Registration as TAXI/MAXI</li></ul>	
	<ul style="list-style-type: none"><li>• PUC certificate</li></ul>	
<b>9</b>	Financial Bid /quotation completed and sealed in a separate envelope.	

**FINANCIAL BID (ANNEXURE B)**

**TENDER FORM FOR HIRING OF VEHICLE ON PURELY CONTRACTUAL TERM FOR A PERIOD OF TWELVE MONTHS FOR THE PURPOSE OF USE IN THE OFFICE OF MUKHYA MANTRI LAGHU AWAM KUTIR UDYAM VIKAS BOARD**

Price Schedule for Monthly Rate Contract- Vehicle

<b>S.No</b>	<b>Specification</b>	<b>Vehicle name/ Model No./ year of registration</b>	<b>Rent of Monthly hiring with Driver (in Rs including taxes)</b>	<b>Mileage per liter</b>
1.	Safari Storme / Innova or equivalent –Diesel Version, A.C			
2.	Scorpio or equivalent - Diesel Version, A.C			

**Note-** The rate quoted should be in figures as well as in words.  
The rate quoted by the bidder will be fixed for the duration of contract period.

- Rates must be inclusive of all the applicable taxes such as fuel taxes, cost of fuel, oil and other consumables, wear and tear of tyres and tubes and maintenance charges including material cost to keep vehicle in full working and smooth running condition, salary and perks to the driver.
- All Road Tolls / Bridge Tolls, parking charge shall be reimbursed on production of proof of payment along with monthly Bills, for when the vehicle is on duty.

