



रूरल इलेक्ट्रीफिकेशन कारपोरेशन लिमिटेड
Rural Electrification Corporation Limited.

भारत सरकार का उधम/ A Govt. of India Enterprise
A 'NAVRATNA' Company Under Ministry of Power

परियोजन कार्यालय Project Office:

NPA Post, Shivarampally, Hyderabad-500 052.

Phone: 040 29805034, 29804520/ 64583563

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Corporate Identity Number : L4010DL1969GOI005095

Notice Inviting Tender (NIT)

Sealed tenders are invited for empanelment of vehicle service providers in Hyderabad for hiring of vehicles on daily requirement basis and on monthly basis for PROJECT OFFICE of REC Ltd.

TITLE	HIRING OF COMERCIAL PERMIT VEHICLES ON MONTHLY BASIS AND DAILY REQUIREMENT BASIS ON FOR RURAL ELECTRIFICATION, Project Office, HYDERABAD
NIT NO. / DATE	02/07-12-2015
EMD	Rs.5000.00
LAST DATE FOR SUBMISSION OF TENDER AND VENUE	22-12-2015 by 15:00 hrs Venue for Tender submission: Project Office, , Shivarampally, NPA Post, Hyderabad - 500 052
DATE OF OPENING OF TENDER AND VENUE	22-12-2015 at 16:00 hrs Venue for opening of Tender: Project Office, , Shivarampally, NPA Post, Hyderabad - 500 052

Note: All bidders may please note that the bids completed in all aspects should be submitted at PROJECT OFFICE, Hyderabad at the address mentioned above.

Tender for Hiring of Commercial Permit vehicles on monthly basis for Rural Electrification, Project Office, Hyderabad

Rural Electrification Corporation Ltd. (REC) is a Navaratna Central Public Sector Enterprise under Ministry of Power. The Corporation having registered office in New Delhi has its presence all over the country through a network of 21 offices (5 - Zonal Offices, 13 - Project Offices, 02-Sub-Offices, one **training institute**). The full details about REC can be seen from the Corporation's web-site <http://www.recindia.nic.in>.

PROJECT OFFICE is which is located at Shivrampally, Hyderabad intends to hire commercial permit vehicles on monthly requirement for its office use in Hyderabad from reputed vehicle service providers/ firms etc. **for a period of one year extendable on mutually agreed terms for another year.**

The interested parties are required to submit strictly as per Annexure A (containing details of both technical and financial bid with agreement to terms and conditions) duly signed by authorized official of your firm.

I.REQUIREMENT OF VEHICLES

Category I-Regular use vehicle:

PROJECT OFFICE requires one vehicle on regular basis for official use of Chief Project Manager, , Hyderabad for 6 days a week in Hyderabad. On an average, the vehicle will be used for **12 hours and 100 kms** per day depending on work related exigency.

In this connection, sealed quotations are invited for the category of vehicles given in the **Annexure-A** on monthly package basis as per format provided as per the following terms and conditions I. Special Terms & II General Terms

I.TERMS & CONDITIONS

1. SPECIAL TERMS AND CONDITIONS FOR REGULAR USE VEHICLE

- a. PROJECT OFFICE reserves the right to choose any of the vehicle as mentioned in **Annexure- A** on monthly basis. In case, PROJECT OFFICE intends to change the type of vehicle from among the vehicles as mentioned in Annexure A, PROJECT OFFICE shall provide two (2) days prior intimation to the successful bidder and the successful bidder shall provide the desired vehicle without fail.
- b. The age of the vehicle to be provided by the service provider on monthly basis **should be less than 2 years from the registration of the vehicle. However, preference will be given to new vehicles.** The dead mileage (i.e. the distance from garage to pick up point and from dropping point to garage) payable shall not exceed max 10 kms and 1 hour per day. For this purpose, *the bidders shall at the time of submission of the bids declare the location of their garages/unit etc. from which the vehicles would be sent/ provided to PROJECT OFFICE or their acceptance of dead mileage as maximum 10 Kms.*
- c. The rates for the vehicle on monthly basis, would be regulated on **22 days/ 2200 kms** basis per month as per the format at **Annexure-A**. Payment for

additional usage shall be made only on actual usage basis as per the rates approved by **PROJECT OFFICE**. On exigencies of work, the vehicle will be called on Sundays and Closed Holidays also.

- d. There should not be frequent change of vehicle and driver every now and then as this kind of change may lead to inconvenience to **PROJECT OFFICE**. Any change of driver/car shall be made by the successful bidder only after 2 days prior intimation except in cases of emergency.
- e. The successful bidder shall ensure that the seat cover shall be neat and clean and shall preferably (Not mandatorily) be in white colour.
- f. The other general terms & Condition is mentioned in as details

2. GENERAL TERMS AND CONDITIONS:-

1. The successful bidder has to provide the vehicle/(s) as specified in the date, time and place as required by **PROJECT OFFICE** from time to time. In case of emergencies, additional vehicles, if required, shall be arranged by bidder as per the rates approved by **PROJECT OFFICE**
2. The bidders shall quote the rates only in the format as mentioned in **Annexure A**. No deviation in the format would be permitted. In case of any deviation, **PROJECT OFFICE** may at its discretion summarily reject the bid. **The Bids submitted by the bidders shall be valid for a period of 30 days from the date of opening of bids by PROJECT OFFICE.** In case the date fixed for opening of the bids happens to be a holiday, the bids shall be opened by **PROJECT OFFICE** in the next working day. Bidders may please note that the rates quoted for the present tender document shall be as per the rates of fuel as on the date of issue of the Tender Document. Bidders may if they choose can nominate one of their authorised representative to attend the bid opening in which case the authorised representative shall mandatorily carry an authorization letter for attending the bid opening.
3. The rates quoted by the bidders should include all consumables i.e., fuel, lubricating oil, driver's salary, daily allowance, and other incidental expenditures etc. All the expenditure involved in repairs & maintenance will be borne by the successful bidder. **PROJECT OFFICE** shall not be responsible or liable to make any payment to the drivers.
4. All the payments will be made by **PROJECT OFFICE** only by way of e-payment against invoice raised as per the rates approved by **PROJECT OFFICE**. Payment will be made within 7 working days on submission of proper invoice and receipts, if any. Payment will be subject to TDS.
5. The bidders shall also submit the list of all vehicles specifying the quantity of each Model/Make available with them along with their quotations.
6. The successful bidder shall ensure that the vehicles provided to **PROJECT OFFICE** shall be in good mechanical condition and the interior and exterior of the car should be well maintained. The successful bidder shall ensure that there should not be any dent or rust on the car and there should not be any unwarranted noise etc. in the car while driving.
7. The bidders shall at the time of submission of the bids declare the number of works on hand with him / his firm in the various organisations along with previous experience of providing vehicles to any organisation/enterprises, etc.

8. The successful bidder shall along with the invoice submit the duty slip of each duty performed for **PROJECT OFFICE**. The duty slip should be jointly signed by the driver as well as the **PROJECT OFFICE** official using the vehicle.
9. *Payment for all vehicles other than the regularly used vehicle shall be made on garage to garage basis. For the regularly used vehicle on daily basis, payment would be regulated as per the rates approved by PROJECT OFFICE as per dead mileage approved by PROJECT OFFICE.*
10. Apart from the rates as quoted in **Annexure-A**, the successful bidders shall be entitled to all taxes at applicable rates and charges for parking / toll taxes, etc. as per actual on production of receipts.
11. In case of any breakdown of any vehicle while on duty during use in the Hyderabad City limits, successful bidder shall replace the same with similar vehicle within three hours including the travel time to the spot of break down or lesser, unless reasonable justification is provided to **PROJECT OFFICE** that the vehicle could not be provided due to traffic related issue. In case the vehicle is not supplied in time, the **PROJECT OFFICE** shall at its discretion hire the vehicle from any other agency in which case, the expenditure incurred for such hiring shall be borne by the successful bidder. **PROJECT OFFICE** may at its discretion also deduct the said amount from any other subsequent bill of the successful bidder.
12. The successful bidders shall ensure that all documents pertaining to the vehicle provided to **PROJECT OFFICE** is kept under the custody of the driver in the vehicle without fail while on duty and **PROJECT OFFICE** shall not be put to any inconvenience for any such failure of the bidder. Further, the vehicle should be free from all encumbrances and all taxes and statutory requirements should be fulfilled and related documents to be kept update.
13. The successful bidders shall ensure that the drivers driving the vehicles shall at all times carry a mobile phone. However, Mobile charges will **not** be reimbursed by **PROJECT OFFICE**. The drivers should have valid Driving License and also be well-behaved, well-dressed and maintain proper decorum and discipline while on duty. **PROJECT OFFICE** does not take any responsibility for any unwarranted actions of the driver.
14. **PROJECT OFFICE** does not take any responsibility in respect of any compensation/claim or any claims on account of any accident involving hired vehicles. Further, **PROJECT OFFICE** will not take any liability on account of any penalties imposed by Traffic Police/RTA/Statutory Agencies and the supplier shall own total responsibility.
15. If the performance of the vehicle and driver is not up to the satisfaction of **PROJECT OFFICE** or the driver fails to carry out the instructions of **PROJECT OFFICE** official using the vehicle, **PROJECT OFFICE** reserves full right to terminate the contract at short notice. However, the contract shall be terminable by giving one month advance notice by either party.
16. Notwithstanding anything contained in this tender document, **PROJECT OFFICE** reserves right to accept or reject any offer without assigning any reasons.
17. All the bids would be opened and evaluated by a designated Committee of Officers of **PROJECT OFFICE**, Hyderabad.

18. All bidders may please note that during the finalization of the empanelment, if the rates quoted by some/any bidder are/is found to be the lowest in respect of any/some vehicle, **the lowest rates in respect of the said vehicle would be considered as the final rate for empanelment.**
19. **Earnest Money Deposit:** All the bidders shall along with the bid document submit Earnest Money Deposit (EMD) amounting to Rs. 5000/- (Rs. Five Thousand Only) by way of demand draft in favour of **Rural Electrification Corporation, PROJECT OFFICE, Payable at Hyderabad** from a schedule bank. In case EMD is not received, the tender submitted by the bidder shall be liable to be summarily rejected by **PROJECT OFFICE**. No interest shall be paid by **PROJECT OFFICE** for EMD. The EMD of the successful bidders will be converted as security deposit by **PROJECT OFFICE** for a mandatory period of one year or till such extended period of contract whichever is later from the date of issue of order for which no interest shall be paid by **PROJECT OFFICE**. EMD of the unsuccessful bidders will be returned by **PROJECT OFFICE**
20. The quotations completed in all the aspects along with the Earnest Money Deposit should be submitted in **one single envelop super-scribing 'QUOTATION FOR HIRING OF VEHICLES on Monthly basis'** addressed to Chief Project Manager Project Office, NPA Post, Shivarampally, Hyderabad 500 052 at the date, time and place as mentioned in this tender document. If any type of vehicle is not available with any bidder, it should be categorically mentioned as not available, to avoid inconvenience to **PROJECT OFFICE** in future. Also any cutting, overwriting etc. should be countersigned by the authorized signatory of the bidder.
21. **PROJECT OFFICE** reserves the right to reject any or all proposals submitted in response to this Tender Document at any stage without assigning any reasons whatsoever.
22. This Tender Document shall form part of the contract / order issued by **PROJECT OFFICE** after short listing the successful bidders and approving the rates for hiring of vehicles. Hence, the bidders are requested to submit a copy of the Tender Document duly signed in each page by the authorised signatory of the bidder as a mark of acceptance all the terms and conditions of this tender document along with the rates as per the format enclosed in the tender document.
23. In case of discrepancy, the amount mentioned in works would prevail.
24. The evaluation will be based on monthly base rate and extra charges/Km and charges/hrs. without considering the taxes and other charges.

Details of the Firm/Bidder
Technical Information:

Name of the Firm & Address	
Telephone number a) Land Line b) Mobile c) E-Mail Id	
PAN Number	
Service Tax Number	
VAT Number	
Name of the Owner/Contact Person	
No. of Vehicles Available with details (may attach separate slip)	
List of Existing Clients	

Financial Bid

Commercial Information					
	Tata Indigo Ecs	Swift D'zire	Skoda Fabia	Hindai i20	Toyoto Etios
Minimum Run					
Vehicle Model Year					
Base rate per month					
Charges for extra Km (Rs.)					
Charges for extra Hrs(Rs.)					
Service Tax					
Vat					
Total::					

Note: 1. All the applicable taxes may please be indicated separately.

3. Any Others Charges, if any to be indicated.

The dead mileage (i.e. the distance from garage to pick up point and from dropping point to garage) payable shall not exceed max 10 kms and 1 hour per day. For this purpose, *the bidders shall at the time of submission of the bids declare the location of their garages/unit etc. from which the vehicles would be sent/ provided to PROJECT OFFICE or their acceptance of dead mileage as maximum 10 Kms.*

ALL THE TERMS AND CONDITIONS (SPECIFIC AS WELL AS GENERAL) GIVEN IN THE TENDER DOCUMENT ARE ACCEPTABLE TO US.

Stamp and Seal of Authorized Signatory

Date: