

BID DOCUMENT

**HIRING OF VEHICLES BY
TATA INSTITUTE OF SOCIAL SCIENCES, MUMBAI**

**TENDER NO.TISS/Vehicle Hire/ 2018-19
DATED: 09-10-2018**

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SECTION – I
DOMESTIC COMPETITIVE BIDDING
(through Tender)

TENDER NO. TISS/Vehicle Hire/ 2017-18

DATED:

| | |
|--|--|
| Name of Work | Contract for hiring of vehicles like Maruti Sx4, Swift Desire, Etios, Innova, Tavera, Tempo Traveller, Bus (AC or non AC) for Tata Institute of Social Sciences, Sion-Trombay Road, Deonar, Mumbai – 400 088 |
| Tenders are only Invited from | Chembur Area |
| Last Date & Time for receipt of Bid | October 17, 2018 at 3.00 p.m. |
| Time and Date of Opening of Bid | October 17, 2018 at 4.00 p.m. |
| Place of Opening of Bid | Tata Institute of Social Sciences Sion-Trombay Road, Deonar Mumbai – 400 088 |
| Officer from whom the tender documents can be obtained and submitted | Section Officer (P&S) Tata Institute of Social Sciences Sion-Trombay Road, Deonar Mumbai – 400 088 |

TATA INSTITUTE OF SOCIAL SCIENCES, MUMBAI
SECTION – II
TENDER NO. TISS/Vehicle Hire/ 2018-19
Date:
TENDER FOR HIRING OF STAFF CAR VEHICLE

1. Operational Vehicles Maruti Sx4, Swift Desire, Etios, Innova, Tavera, Tempo Traveller, Bus (AC or non AC) are required on hire basis to be used for the TISS, Mumbai. The hiring shall be initially for the period of one year from the date of commencement and would be extendable for one more year at the discretion of Director TISS, Mumbai.

2. Tender forms along with terms and conditions can be downloaded from the website of TISS or obtained from the Office of the Transport Section, TISS, Mumbai on payment of Rs. 500/- (Non Refundable) by Demand Draft, drawn in favour of Registrar, Tata Institute of Social Sciences, payable at Mumbai or by submitting the money receipt after depositing the amount in the cash counter of TISS. The cash counter will be open between 10.00 AM and 3.00 PM on any working day i.e Monday to Friday. In case the tender form is downloaded from the website the demand draft / cash receipt shall be enclosed along with the technical bid. Earnest Money Deposit (EMD) of Rs.20,000/= shall be enclosed along with the technical bid. In case the tender fee and EMD are not enclosed with the technical bid, the offer will be rejected.

The sealed tender form duly filled in with DD must be dropped in the tender box at the Admin office of the Tata Institute of Social Sciences, Sion-Trombay Road, Deonar, Mumbai – 400 088 either by post or personally by 1500hrs on October 17, 2018. The bids for tender shall be opened at 1600hrs on October 17, 2018 in the Office of the Auditor, TISS, Mumbai – 400 088.

(DR. C.P.MOHAN KUMAR)
Registrar, Tata Institute of Social Sciences
Deonar, Mumbai

SECTION – III
INSTRUCTION TO BIDDERS

1. The bids will be submitted in two parts – “TECHNICAL” and “COMMERCIAL”. The bidders whose technical bid is accepted will only be considered for opening of the Commercial Bid.
2. No alteration should be made in any of the terms and conditions of the bid document by scoring out any part thereof.
3. In the submitted bid, no violation or deviations in any manner whatsoever, to the terms and conditions will be admissible. Bids not accepting or modifying any of the terms and conditions, in whole or in part as listed in Section-IV, will be summarily rejected.
4. An amount of Rs. 20,000/- must be furnished as Earnest Money Deposit (EMD) through a bank draft favouring 'Tata Institute of Social Sciences, Mumbai. The EMD must accompany the technical bid failing which the offer will be rejected. The EMD of the successful bidder will be forfeited, if they fail within the time fixed by the Purchaser, to sign the contract on terms contained in the bid document, or fails to execute the order within the stipulated time. The EMD of the successful bidder will be treated as security deposit. EMD in respect of unsuccessful bidders will be refunded to them. No interest will be payable on this deposit.
5. The prices shall remain firm for a period of one year failing which it will be rejected. Conditional offers will not be accepted. The commercial offer shall be strictly in the format enclosed failing which it will be rejected.
6. **No bid will be considered unless and until all the pages/documents comprising the bid are properly signed and stamped by the persons authorized to do so on behalf of the bidder.**
7. The bid shall remain valid for 30 days from the date of opening of the bids.
8. The bidder whose bid is accepted by the Purchaser shall be the successful bidder. A contract will be entered into with the successful bidder.
9. Completed tender documents along with EMD and supporting documents in SEALED cover superscribed “Tender for hiring of vehicle for The Tata Institute of Social Sciences, Mumbai” should reach the office of the Transport Section, Mumbai – 400 088 before the due date. The main envelope will have two sealed envelope (i) Technical Bid and (ii) Financial Bid. Late bids will be returned unopened. **The envelopes which contain the financial bid in the technical bid envelope will be summarily rejected.**
10. The technical bid shall consist of the following documents:
 - (i) Copy of terms and conditions Annexure – 1 duly signed on every page
 - (ii) Information as per Annexure – 2
 - (iii) Earnest Money Deposit
 - (v) Affidavit as per Annexure – 3
11. The financial bid shall contain only the financial bid in the enclosed format Annexure 4 failing which it will be rejected

ANNEXURE- I

TERMS AND CONDITIONS OF THE CONTRACT

1. The Vehicles Maruti Sx4, Swift Desire, Etios, Innova, Tavera, Tempo Traveller, Bus (AC or non AC) must be in excellent condition clean, mechanically fit and must be a brand new vehicle and in any case must not be more than One year old (Mar, 2017).
2. It shall be the responsibility of the successful bidder to ensure that only vehicles registered as a commercial vehicle with the competent authority are sent for duty at all times.
3. The road worthiness of the vehicle provided is to be ensured at all times by the successful bidder, including the timely payment of applicable taxes and compliance to all regulations prescribed from time to time by the competent authority.
4. The vehicle provided should be kept in neat and clean condition with good upholstery and regularly polished exterior. They should also be in perfect running condition.
6. It shall be the responsibility of the successful bidder to ensure that the driver is qualified and experienced, possessing valid driving license. The driver of the vehicle provided must follow all traffic rules/regulations and any consequences of the failure to do so shall be of the successful bidder alone. The Purchaser i.e. TISS, Mumbai shall have no direct or indirect liability arising out of negligent/rash driving and any loss caused to the Purchaser will have to be suitably compensated for by the successful bidder.
7. The vehicle will be hired as and when required. The rate should be quoted (exclusive of GST Tax)
8. Charges for additional hour beyond 8 hours and additional km beyond 80 kms as the case may be, should be quoted separately as provided in Annexure-2. Outstation D.A for the Driver has to be mentioned. Bus permit and D.A of the Driver and Cleaner should be mentioned separately. The billing for kms and hours shall be made from the reporting place to the relieving place i.e. TISS to TISS. The vehicle must be available at any time of any day as directed by the Purchaser.
9. A daily record indicating mileage for each vehicle on duty shall be maintained in the duty slip as per the proforma approved by the Purchaser with the successful bidder. It shall be the duty of the driver to obtain on each duty day, the signature of the officer to whom the vehicle has been assigned. Failure to do so would result in non-payment of the hire charges for that day. The duty slips shall be made available for periodic inspection of the Purchaser from time to time. Erasures and over writings in the duty slip, will not be taken into account unless countersigned by the officer nominated by the Purchaser.
10. The Purchaser will pay only the daily trip hire charges as per contract and its liability shall be limited to this value alone, subject to provision of Clause (16) below. No Separate payment will be made for driver's salary or any other incidental expenditure such as fuel, repair, maintenance, taxes, registration charges, periodic servicing etc. All such payments/ expenditure will be borne entirely by the successful bidder.
11. The billing will be on a monthly basis and bills typed in triplicate shall be submitted on a

working day to the Purchaser latest by the 10th of succeeding month. The billing shall be based on the duty slip entries. Deduction of tax at source (TDS) as per applicable rates prescribed under the Income Tax Act, 1961, shall be made by the Purchaser from every payment made under this contract.

12. The GST will be extra as applicable. In addition to the above, parking charges and toll shall also be reimbursable over and above the quoted charges provided the successful bidder attaches satisfactory proof of payment of such charges with the relevant monthly bill.

13. The vehicle shall bear the mark ON DUTY WITH T.I.S.S, the same should not be used for any other purpose when the vehicle is not being used by the Department.

14. The Contractor should be registered with the authority concerned of a State or Central Government and should fulfill the conditions prescribed in section 66 of Motor Vehicle Act, 1988. The annual turnover of the firm should be more than 25 lakhs per annum.

15. If the condition of the vehicle is not found satisfactory, or in case of breakdown, or in case vehicles not reporting for duty for whatever reason, the successful bidder shall be obliged to send a replacement of equivalent or better make immediately. If no replacement is provided in time, the Purchaser shall have the right to hire a vehicle from elsewhere and the cost that is incurred towards such hire charges as per actual will be deducted from the bill of the successful bidder in the succeeding month. In the circumstances mentioned above, even if no vehicle is hired by the Purchaser from the market, the Purchaser shall deduct proportionate hire charges from the bill of the successful bidder for the succeeding month. Even a part of the day will be reckoned as one full day for the purpose of this deduction.

16. In case of any mishap/accident, all claims and liabilities arising out of it shall be met by the successful bidder, including any damage to the vehicle. The Purchaser will not entertain any claim in this regard including any liability under the Motor vehicles Act or the Indian Penal Code or under any other applicable law for the time being in force.

17. The engagement/employment of driver and payment of remuneration to them as per the existing provisions of various applicable labour laws/ regulations will be the sole responsibility of the successful bidder.

18. The driver employed along with the vehicle by the Contractor should satisfy the following conditions:

- a) Driver should have minimum 5 years of experience of driving. He should have Vehicle Transport License for driving passenger vehicle on hire.
- b) Driver should wear clean uniform i.e white shirt with black trousers and black shoes.
- c) Driver should be well versed with the roads and place in Mumbai City and should have experience in city driving
- d) Once the driver has been allotted to a particular vehicle, he should remain with the same vehicle for the entire period. Any change in the designated driver should be intimated to the officer concerned within 24 hours before such change is effected.
- e) Driver should be provided with a mobile phone.
- f) Driver should speak decent language, well behaved and should not have any criminal cases against him and should not have any past history of accident. The antecedents should be duly verified by police authorities at the instance of contractors.

g) Car should be kept clean and odour free and suitable for official use.

19. In case of non-compliance of the above terms and conditions of contract, a penalty may be levied. The penalty for some of the defaults is as under:

| Sr. No. | Nature of Default | Penalty |
|---------|-------------------------------------|--------------------|
| 1. | Late Reporting | Rs. 100/- per day |
| 2. | Non-Reporting | Rs. 500/- per day |
| 3. | Refusal of duties | Rs. 1000/- per day |
| 4. | Non observation of dress code | Rs. 100/- per day |
| 5. | Change of driver without permission | Rs. 200/- per day |
| 6. | Breakdown of ACs | Rs. 500/- per day |

20. The driver shall be duty bound to carry out the instructions of the Purchaser or officers to whom the vehicles are assigned by the Purchaser.

21. The hiring shall be initially for the period of one year from the date of commencement, and would be extendable for one more year at the discretion of The Director , Tata Institute of Social Sciences, Mumbai.

22. The Purchaser has an option to cancel the contract by giving notice of 30 days in writing without any compensation to the successful bidder. The successful bidder can also opt out of the contract premature by giving notice of 60 days in writing.

23. The Institute shall not be responsible for the theft of vehicle /parts/accessories while the vehicle is on duty or even when it is parked within the campus of the Purchaser. The safe custody of the vehicle and accessories shall be the sole responsibility of the successful bidder.

24. The bidder shall ensure that speedometer of car supplied is properly sealed so that no tampering is done with a view to inflate distance traveled. LPG Cylinders should not be used for running the vehicles in any case.

25. Any sum of money due to or payable to the successful bidder under this contract may be appropriated by the Purchaser and set off against any claim of the Purchaser for payment of any sum of money arising out of this contract or under any other contract of the successful bidder with the Purchaser.

26. The successful bidder shall be required to sign the contract with the Purchaser within three working days from the receipt of the letter of the Purchaser intimating the successful bidder of the acceptance of his bid. The supply of the vehicles and shall commence from the day following the date on which the contract is signed. The aforesaid dates may be extended at the sole discretion the Purchaser.

27. All the above conditions will be enforced, unless written order of the Purchaser is obtained relaxing any specific condition.

28. Performance Security: The successful bidder will be wholly and solely responsible for any

damage/levy/claim and will be liable to pay the said damage/levy/claim. In this context, the successful bidder will deposit Rs.50,000/ (Rs. Fifty Thousand Only) as performance security in the form of Bank Guarantee issued by a Nationalized Bank only drawn in favour of the Tata Institute of Social Sciences.

29. Any matter during the period of the agreement, which has not been specifically covered shall be decided by the Director, Tata Institute of Social Sciences, whose decision shall be final and binding on the vehicle provider.

30. No additional terms and conditions over and above the conditions stipulated above shall be entertained by this office.

31. In case of any dispute of any kind and in any respect, whatsoever, the decision of the Director, Tata Institute of Social Sciences shall be final and binding.

I / we hereby agree to the above conditions:

Signature & seal of the authorised person
(Name & Address of the bidder)

ANNEXURE – 2

**DETAILS OF THE BIDDER TO BE SUBMITTED IN THE TECHNICAL BID
(To be submitted by the bidder submitting quotations for hire of vehicles)**

| | | |
|-----|--|-------------------------------|
| | Name of bidder: | |
| | Address: | |
| | Mobile no. of the authorized person, landline No. | |
| | PAN No. (enclose self attested copy of proof) | |
| | GST Registration no. (enclose self attested copy of proof): | |
| | Annual Turnover in last 03 years | 2015-16 2016-17 2017-18 |
| | Details of the Earnest Money: DD / Cash receipt | |
| | (i) Name of the Bank: | |
| | (ii) D.D./Receipt No. & Date | |
| | (iii) Amount | |
| | (iv) In case of Exemption (supporting documents enclosed): | |
| | Whether blacklisted by any Central / state Government or Central / State Government under takings? If blacklisted, indicate details.(submit the affidavit about non-blacklisting in prescribed format) | |
| | Whether convicted any court of law? If convicted, indicate details and enclosed a self attested copy of the court's order. | |
| 9. | No. of vehicles owned by the bidder with their makes and the year of purchase : | |
| 10. | No. of drivers employed : | |

This is to certify that information furnished is true and correct. I/we also certify that I/we have carefully read and understood the terms and conditions of the tender document and undertake to abide by them in the event of being given the contract.

Date: _____

Signature of the Bidder

Place: _____

ANNEXURE – 3 –

AFFIDAVIT BE SUBMITTED WITH TECHNICAL BID

The notary (public)
Civil Court,

I..... aged about , son of
resident of Moh/village..... P.S.
Distt do hereby solemnly affirm state as follows:

1. That I am the proprietor of M/s
2. That my Agency / firm / Central or State Government / Central or State government undertakings has been allowed to participate in the tender dated..... of Tata Institute of Social Sciences for hiring of vehicle.
3. That, I have neither been convicted nor any cognizance has been taken against by any Court of Law till date.
4. That my Agency / firm / Central or State Government / Central or State government undertakings has not been blacklisted from any Central / State Government Department and Central or State government undertakings.

The above statement is true to the best of knowledge and belief.

Witness
1.

Deponent

ANNEXURE – 4 – FINANCIAL BID

(To be submitted in this format only)

The Registrar
Tata Institute of Social Sciences
Sion-Trombay Road, Deonar
Mumbai – 400 088

Sir,

Sub: Submission of quotations for hiring of vehicles.

Ref: TENDER NO.TISS/Vehicle Hire/ 2017-18 - DATED: 18-12-2017.

With reference to the above, I / We hereby submit the quotation for hire of vehicles.

Name of the Party : _____

| Sr. No. | Vehicle (Type) | Rate (4hrs.- 40 km.) | Rate (8 hrs.- 80km.) | Extra km/hours | Airport Pickup / Drop | Out Station Duty | Driver Bata |
|---------|--------------------------|----------------------|----------------------|----------------|-----------------------|------------------|-------------|
| 1 | SX4 – AC | | | | | | |
| | SX4 - Non-AC | | | | | | |
| 2 | Honda City – AC | | | | | | |
| | Honda City – Non-AC | | | | | | |
| 3 | Innova - AC | | | | | | |
| | Innova – Non-AC | | | | | | |
| 4 | D'zire - AC | | | | | | |
| | D'zire – Non-AC | | | | | | |
| 5 | Xylo - AC | | | | | | |
| | Xylo - Non-AC | | | | | | |
| 6 | Tavera - AC | | | | | | |
| | Tavera - Non-AC | | | | | | |
| 7 | Innova - AC | | | | | | |
| | Innova - Non-AC | | | | | | |
| 8 | Tempo Traveller - AC | | | | | | |
| | Tempo Traveller–Non AC | | | | | | |
| 9 | Bus (25 Seater) - AC | | | | | | |
| | Bus (25 Seater) – Non-AC | | | | | | |
| 10 | Bus (55 Seater) - AC | | | | | | |
| | Bus (55 Seater) – Non-AC | | | | | | |

Authorized signatory of the Agency : _____

Name: _____

PAN No. : _____

Designation _____

GST No. _____

Seal of the firm:

Place: _____