JHARKHAND RENEWABLE ENERGY DEVELOPMENT AGENCY (JREDA)
3rd Floor, SLDC Building, Kusai, Doranda, Ranchi- 834002.
Ph.No: 2491161,Fax No: 0651-2491165
Web site: www.jreda.com, E-mail: info@jreda.com

Notice Inviting Bid

NIB No. 43/JREDA/Vehicles/2016-17

Sealed bids are invited from financially sound supplier/firm/agencies having experience of similar nature of work for the following:

Name of the work	Estimated Annual Cost of Hiring Vehicle	Earnest Money Deposit (Refundable) (In Rs.)	Cost of Tender Document Non-refundable (In Rs.)	Last date and time for submission of tender	Date and time for opening the tender
Supply of light motor vehicles on hire basis for office work under JREDA.	Approx. Rs. 8.00 lacs	Rs. 16000.00	Rs. 1250.00	12.01.2017 up to 3.00 PM	12.01.2017 at 4.00 PM

Terms & conditions:

1. Tender documents can be purchased from the office of the undersigned during office hours on any working day till the day before submission of the tender after depositing the cost of Tender document (Non-refundable) in the shape of Bank Draft in favour of Director, JREDA payable at Ranchi. Tender document can also be downloaded from JREDA Website (www.jreda.com). In that case the cost of the document in the form of DD is to be enclosed with the technical part of the bid.
2. No postal request for issue of Tender document will be entertained.
3. The tender must be accompanied with the Earnest Money Deposit (refundable) in shape of Bank Guarantee or Demand Draft issued from any Indian nationalized/scheduled bank in favour of Director, JREDA payable at Ranchi. Proof of EMD must be attached with tender documents otherwise the tender will be rejected without assigning any reason thereof.
4. The undersigned reserves the right to issue the tender document /extend the date of sale/submission of tender/opening of tender and cancellation of tender without assigning any reason thereof.

Sd/-
Director,
JREDA, Ranchi.

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NIB No. 43/JREDA/Vehicles/2016-17

GENERAL TERMS AND CONDITIONS

Sealed tender is invited from supplier/firm/agencies for supply of following vehicles on hire having prerequisite condition as detailed below:

(A) ELIGIBILITY CRITERIA:

1. The bidders should be having adequate experience preferably of 03 (three) years for similar works. Bidders should provide copy of experience certificate or contract letters of the Corporate & Government/Semi Govt./PSU of at least 03 years.
2. Bidders should also have a minimum average annual turnover of Rs. 5.00 Lakhs in the past three years as per **Annexue-1**
2. Bidders should submit copy of Service Tax Registration & PAN with ITR of last financial year.
3. The tender shall be enclosed by EMD of Rs.16,000/- only & Bid fee of Rs. 1250/- (Non-refundable) in shape of Demand Draft issued by any nationalized bank in favour of Director, JREDA payable at Ranchi. Tender without EMD will not be processed further. EMD of unsuccessful bidders will be returned as early as possible. On acceptance of bid, the service provider has to submit performance guarantee of an Amount equivalent to 5% of the value of the entire period of the contract in the form of Bank Guarantee from a nationalized Bank drawn in favour "Director, JREDA payable at Ranchi". EMD will be returned to successful bidder after submitting the Performance Bank Guarantee.
4. The vehicles should be in very good condition and should preferably not more than two years old during the entire period of the contract. However, preference will be accorded to the bidders deploying new/latest vehicle.
5. Bidders should submit undertaking indicating the availability of the vehicles as per the requirement of NIT.
6. Bidders have to quote the rate for all types of vehicles mentioned in the NIT. Bidders quoting for single type of vehicle will be rejected.

(B) TERMS AND CONDITIONS:

1. The contract for providing vehicles on monthly basis will be given to the lowest bidder while meeting all the terms and conditions given in the tender document.

2. Type of the vehicles required to be supplied:

Sl. No.	Type of vehicles	No. of vehicles	Category/Terms of use
1	Maruti Van/Maruti Ecco (Petrol/Diesel)	01	30-31 days a month @ 12 hrs. per day (including Sundays and other Holidays)
2	Tata Indigo /Swift Dzire or equivalent (Diesel) (AC)	01	30-31 days a month @ 12 hrs. per day (including Sundays and other Holidays)
3	Maruti Ciaz/ Hyundai Verna and equivalent segment vehicle with AC (Petrol/Diesel)	01	30-31 days a month @ 12 hrs. per day (including Sundays and other Holidays)
4	Innova AC (Diesel)	01	30-31 days a month @ 12 hrs. per day (including Sundays and other Holidays)

3. The contract for the above vehicles shall be valid for one year from the commencement of the contract up to from date of signing of the contract, subject to clause at Sr. No. (25) of these terms & conditions. If the performance of service provider is found to be satisfactory then further extension of one year period may be given as per the requirement of JREDA.
4. The service provider should be duly registered with concerned Central/State Govt. authorities and should be a well-established Taxi agency/firm (hereinafter referred to as the “agency/firm”). Such vehicle providers should also submit details of other such Govt. Organizations/semi Govt. Organization to which they have extended similar service in the recent past as well as the present.
5. The vehicles shall be for exclusive use of this office and should not be used by the service provider for any other purpose.
6. The vehicle shall be made available on all days including Saturday, Sunday & Holidays, if required.
7. The service provider should have sufficient numbers of the vehicles and drivers with them. In case of break-down of vehicle or non-availability of driver at any time, the firm shall provide substitute vehicle/ driver or the case may be. Substitute Vehicles to be provided should be registered in the name of service Provider.
8. The rate quoted should be for a commercially registered vehicle and the vehicles to be hired should not be older than 2 years during the entire period of the contract and shall be in proper running condition. The vehicles should be kept in neat, clean and in perfect running condition with clean interiors and proper upholstery.
9. The service provider shall provide dedicated vehicles and drivers and any change in vehicle and/or driver should be made only in very exceptional circumstances. Replacement of the vehicle/driver should be provided in the event of break-down of vehicle/non-availability of driver. The driver should be having Transport License and their antecedents should be duly verified by Police authorities, at the instance of the service provider.
10. In case the condition of the vehicles is not found to be satisfactory, they shall be returned for immediate replacement. In case no replacement is provided on time, office of the Director, JREDA

to whom the vehicle has been provided, would have a right to hire a vehicle from the market and the additional cost incurred by the office will be borne by the service provider.

11. The service provider would ensure that the drivers employed have valid driving license and clean driving record. The driver of the vehicle provided must follow traffic rules and all other regulations prescribed by the Govt. from time-to-time. The driver shall observe all the etiquettes and protocol while performing his duty & shall be neatly dressed in proper uniform.
12. The drivers employed along with the vehicle should satisfy the following conditions:
    i) The service provider shall provide name and addresses of the drivers.
    ii) Drivers should have minimum 3 years of experience of driving. They should have vehicle Transport Licenses for driving passenger vehicles on hire. They should also not be involved in more than two punch or challan for negligent driving.
    iii) The driver(s) shall observe all the etiquette and protocol while performing duty.
    iv) Once a driver has been allotted to a particular vehicle, he should remain with the same vehicle for a period of at least one year. Any change in the designated driver should be intimated to the concerned officer 24 hours before such change is affected.
    v) Driver should be provided with a mobile phone. They should carry a mobile phone in working conditions for which no separate payment shall be made by this office.
    vi) Driver should be decent and well behaved and should not have any criminal Cases against him and should not have any past history of accidents.
    vii) Car should be kept clean and odor free, and suitable for official use.
13. In case of vehicle breakdown, a substitute vehicle shall be provided by the service provider immediately. In case vehicle does not report within a reasonable time or does not report at all, the Department would have the right to hire a vehicle from the market and the additional cost incurred by the Department will be borne by the Contractor. In case, neither a substitute vehicle is provided nor a vehicle is hired by the Department, proportionate contract charges are liable to be deducted from the contract charges payable.
14. The vehicle should be registered with the concerned department of Central/State Govt. The agency/firm should have adequate contact number of telephones/mobiles round the clock.
15. JREDA reserves the right to reject all or any of the offers without assigning any reason thereof and the decision of this office shall be final and binding.
16. The billing will be done on monthly basis to Director, JREDA to whom the vehicle has been hired and the bills will be submitted in triplicate by first week of the succeeding month.
17. A daily record indicating time and mileage for each vehicle shall be maintained by the driver in a log book in format as per JREDA instructions. The log book shall be submitted to the office of JREDA, regularly for scrutiny in respect of the vehicles. The time and mileage shall be taken into account from the reporting point.
18. Financial bids of only those service providers would be opened, who have qualified in respect of the technical bids.
19. Once the hiring of vehicles commences from a particular service provider, the vehicles and the drivers should not be changed unless so requested by JREDA to whom the vehicle has been hired. The vehicle must be available at any time of the day as desired by JREDA.
20. On awarding of the contract, the service provider has to furnish certified copies of RC books in respect of all hired vehicles to JREDA.

21. JREDA shall be liable to pay the hiring charges only in respect of the Vehicles hired. Any other charges, including monthly charges of driver, repair and maintenance of vehicle, insurance, oil and any other incidental expenses shall be borne by service provider.
22. They should provide their Service Tax Registration Certificate number & PAN card with Income Tax Return of last financial year.
23. A penalty of Rs.500/- per day per vehicle may be levied if any vehicle or driver or service provider fails to meet above terms & conditions on any day.
24. In case of an accident, any and all the claims and damages arising there from shall be met by the service provider. The service provider shall undertake to indemnify the Department against all damages/charges arising on account of or connected with the negligence of the service provider or his staff or any person under his control whether in respect of accident/injury to the person or damages to the property of any member of the public or any person or in executing the work or otherwise and against all claims and demand thereof. This office shall not be responsible for any challan, loss, damage or any accident of the vehicle or to any other vehicles or for the injury to the driver or to any other third party. The loss or damage or legal expenses on this account shall be borne by the service provider.
25. The service provider will comply with the Labour Laws in force and all liabilities in this connection will be theirs.
26. The Department will not be under any obligation, legal or otherwise, to provide any employment to any of the personnel of the service provider during or after the expiry of the hire period. The Department recognizes no employer-employee relationship between the Department and the personnel deployed by the service provider. The Department shall not be responsible financially or otherwise for any injury to the vehicle or driver or person deployed by the service provider during the course of hire.
27. The contract between JREDA and the service provider can be cancelled after a prior notice of one month from either side, in the event of poor service or violation of any of the conditions stipulated.
28. Any matter during the period of this agreement, which has not been specifically covered by this agreement, shall be decided by Director, JREDA, whose decision shall be final and conclusive.
29. No additional terms & conditions over and above the conditions stipulated above shall be entertained by JREDA.
30. In case of any dispute of any kind and in any respect whatsoever, the decision of Director, JREDA shall be final and binding.
31. On acceptance of bid, the service provider has to submit performance guarantee of an Amount equivalent to 5% of the value of the entire period of the contract in the form of Bank Guarantee from a nationalized Bank drawn in favour “Director, JREDA payable at Ranchi”. EMD will be returned to successful bidder after submitting Performance Bank Guarantee.
32. Technical bid shall not mention any financial matters such as amount quoted per month etc. upon observance of any such mention in the Technical Bid, the tender will be summarily rejected.
33. The Service Provider shall undertake to indemnify the department against all damages/charges arising on account of or connected with the negligence of the service provider or his staff or any person under his control whether in respect of accident injury to the person or damages to the property of any member of the public or any person.

34. All expenses relating to salary and allowances of the driver shall be borne by the Service Provider. Like wise all expenditure related to the vehicle including insurance, maintenance & fuel etc. will also be borne by the Service Provider.

35. The rate should be clearly indicated in words as well as in figures on **Monthly** and **Daily** basis. Quoted rate should be separately for all the vehicles. No any further enhancement will be considered arising out of any taxes or duties during the tenure of the work order. The successful bidder will be paid service tax extra on production of paid up receipt against the order. The financial rate should be submitted as per Proforma given at **Annexure-3.**

Note: Technical & Financial Bid should be submitted in separate envelope with sealed & super scribed as **"Technical Bid for supply of Vehicle**" and **"Financial Bid for supply of Vehicle** "respectively and both the Bid parts should be sealed in third envelope duly superscribed NIB no./Subject/Bidder's name & address.

Agreed and accepted the above terms and conditions

(Signature & Seal of the Firm/ Agency/ Supplier)

Annexure-1

Format For Financial Requirement – Annual Turnover

NIB No. 43/JREDA/Vehicles/2016-17

[On the letterhead of Bidding Company]

To,

The Director,
Jharkhand Renewable Energy Development Agency
3rd Floor, S.L.D.C. Building,
Kusai Colony, Doranda,
Ranchi - 834002

Dear Sir,

Sub: Supply of light motor vehicles on hire basis for office work under JREDA.

We certify that the Bidding Company had an average Annual Turnover of Rs. ---------- based on audited annual accounts of the last three years ending 31.03.2016.

Authorised Signatory
(Power of Attorney holder)

Statutory Auditor
(Stamp & Signature)
Member no……..

Date:

Annexure-2

NIB No. 43/JREDA/Vehicles/2016-17

Check list

Sl. No.	Particulars	Yes/No
1	Bid fee (Rs. 1250/-)	
2	Earnest Money Deposit (EMD) (Rs. 16,000/-)	
3	Copy of self attested PAN Card with Income Tax Return (ITR) of last financial year.	
4	Copy of self attested Service Tax Registration Certificate	
5	Copy of Experience Certificate of last three years of similar work as per **Annexure-1**	
6	Copy of average annual turnover dully certified by CA.	
7	Undertaking by the bidder indicating the availability of the vehicles as per the requirement of NIT.	

(Signature & Seal of the Firm/ Agency/ Supplier)

Annexure-3

Financial Bid

NIB No. 43/JREDA/Vehicles/2016-17

Sl.	Name of vehicle	Qty.	Rate of vehicle per day without fuel (Rs.)		Rate of vehicle per month without fuel (Rs.)	
			In Figures	**In Words**	**In Figures**	**In Words**
1.	Maruti Van/Maruti Ecco (Petrol/Diesel)	01				
2	Tata Indigo /Swift Dzire or equivalent (Diesel) (AC)	01				
3	Maruti Ciaz/ Hyundai Verna and equivalent segment vehicle with AC (Petrol/Diesel)	01				
4	Innova AC (Diesel)	01				

Note : The above quoted rate is inclusive of all taxes & duties, but exclusive of service tax as applicable.

Agreed and accepted the above terms and condition

(Signature & Seal of the Firm/ Agency/ Supplier)