



**PRASAR BHARATI
(India's Public Service Broadcaster)
DOORDARSHAN KENDRA::
Guwahati-781024**

Tender Documents

Tender for hiring of Commercial vehicle(s) on Annual Contract and as & when required basis at the Doordarshan Kendra, Guwahati-781024 for the year 2018-19.



PRASAR BHARATI
(INDIA'S PUBLIC SERVICE BROADCASTER)
DOORDARSHAN KENDRA, GUWAHATI
R. G. Barua Road, Guwahati - 781024
Tele-Fax: 0361-2203407
Website:www.ddkguwahati.govt.in



NO. DDK/GUW/48(2)-H/2014-15

Dated: 09.05.2018

Tender Enquiry

The Head of Office, Doordarshan Kendra,Guwahti is inviting 2(two) Bid system sealed Tenders from Registered Transport Contractors/Firms/Bidders for providing of hired vehicles on contract and as & when required basis as per following details.

Sl. No	Tender Ref No	Description of Stores/Works	Quantity	Tender Fee (inRs.)	EMD	Bid Security/ Security Deposited (in Rs)
1.	NO. DDK/GUW/48(2)-H/2014-15	Tender for hiring of Vehicle(s) on contract and as & when required basis for Doordarshan Kendra, Guwahati	As per requirement	Rs.500/- (Non-refundable)	Rs.10,000	Rs.1,00,000

IMPORTANT EVENTS OF THIS TENDER

(a)	Availability of tender document on website	From 09.05.2018 to 31.05.2018 to 14.00 hours. on web site www.ddkguwahati.govt.in
(b)	Last date Bid submission date & Time	31.05.2018 upto 1400 hrs
(c)	Technical Bid opening date & time	31`05.2018 at 1430 hrs
(d)	Financial Bid opening date & time (Only of technically qualified bidders)	Will be intimated separately
(e)	Venue of opening of technical & financial Bids	Doordarshan Kendra, R.G.Baruah Road, Guwahati-781024.

NOTE:-

For details, interested bidders may pl. login (i)www.ddkguwahati.gov.in or (ii) www.ppcne.in which can also be viewed in local News papers.

The last date of sale of tender is 31.05.2018 and The Tender bids may be dropped in the office Tender box at the Reception upto 14.00 Hrs on 31.05.2018 .The Technical bid will be opened in this office at 14.30 Hrs. on the same day. The commercial bid opening will be notified after recommendation of technical committee.

Head of Office,
Doordarshan Kendra,Guwahti

TENDER SPECIFICATIONS

1. Tenders are hereby invited for and on behalf of President of India for Hiring of Vehicle(s) on contract and as & when required basis to the Doordarshan Kendra, Guwahati:

Consignee: Doordarshan kendra, Guwahati.

2. PREPARATION OF TENDER:

A. GENERAL INSTRUCTIONS TO BIDDERS:

- a) The scope of works to be tendered are in the complete bid documents which will be available in Administrative Section of DDK, Guwahati by payment of Fee Rs.500/-.
- b) Both Technical Bid and Financial Bid will be submitted concurrently duly signed by the authorized person of the firm.
- c) All Corrigendum/Amendment/Corrections, if any, will be published in the Local News Papers and also in the web site of DDK Guwahati
- d) All documents/papers submitted by the bidder must be legible. Page No. shall be given on each and every paper/documents serially in the technical bid.
- e) Bidders shall ensure to quote rate of each item both in figures as well as in words. If any cell is left blank and no rate is quoted by the bidders, the rate of such item shall be treated as "0" (Zero).

B. LIST OF MANDATORY DOCUMENTS:

- a) Copy of PAN Card, GST Registration certificates as applicable
- b) Copy of Firm Registration Certificate/ commercial Certificate/ Trade License etc.
- c) ESI & EPF Registration Number.
- d) Complete tender document along with all Annexures and Specifications duly signed in all pages by the authorized person of the firm. **The bids not complied with the above shall be summarily rejected.**

3. The tender shall consist of two bids namely:

- (a) TECHNICAL BID:** Technical bid should contain the confirmation to the enclosed technical Specifications.
- (b) COMMERCIAL BID;** The commercial bid should contain the price bid and acceptance of the commercial terms and conditions of this tender document.

Both Technical Bid and Financial Bid will be submitted concurrently duly signed by authorized person of the Firm.

- 5. SECURITY DEPOSIT:** The successful Tenderer shall furnish the Security Deposit/ Bid Security (@2% of estimated cost) **Rs 1,00,000/- (Rupees One Lakh) only within 3 weeks**, failing which the contract will be forfeited automatically, without any notice. The security deposit shall be furnished in the form of Demand Draft / Fixed Deposit drawn in favour of **"DDO, DDK, Guwahati"**. The Security Deposit will be returned after the termination of the contract after deducting damages dues etc. to meet obligation under the agreement.

4. TERMS OF PAYMENT: -

100% Payment will be released on satisfactory of Jobs subject to availability of fund through ECS/NEFT/RTGS against pre- receipt bills.

5. The last date of sale of tender is **31.05.2018** and The Tender bids may be dropped in the office Tender box upto 14.00 Hrs on **31.05.2018**. The Technical bid will be opened in this office at 14.30 Hrs. on the same day. The commercial bid opening will be notified after recommendation of technical committee.

6. Bill Submission:-

- a. Clear indication on the top of the bills. "Payment by direct credit to bank account through ECS, NEFT, RTGS etc.
- b. The details of beneficiary's name, name of the bank and branch, address, bank account no, IFSC Code, MICR Code, along with the full address, Phone No and e-mail ID of the beneficiary.
- c. PAN NO, , GST number should also be clearly indicated in the bill. **Payment shall not be made without the above details.**

10. RIGHT OF ACCEPTANCE: The HOO, DDK, Guwahati reserves the right to reject the lowest tender or all the tenders without assigning any reasons whatsoever. Further, the HOO, DDK, Guwahati reserves herself/himself the right to increase or decrease up to 50% of the services specified in the schedule of the requirement without any change in the unit price of the order quantities or other term conditions at the time of award of contract. All Quotations/Tenders in which any of the prescribed conditions are not fulfilled or are incomplete in any respect are liable to be rejected. The competent authority reserves the right of accepting the whole or any part of the Tender.

11. Canvassing whether directly or indirectly, in connection with Tender/quotation is strictly prohibited and the Tender/quotation submitted by the Contractors / suppliers who resort to canvassing will be liable to rejection.

12. GENERAL

All the pages of the tender document should be read thoroughly and the bids be submitted in drop box of Office Building.

End:

Annexure "A" :Terms & Condition

Annexure "B" :Financial Bid for Local and Outstation.

Annexure "C" :Technical Eligibility Bid.

Terms and Conditions of NIT for the contract to provide Private vehicle on hiring basis

1. The tender should be submitted legibly in English/Hindi.
2. Over-writing or erasing of figures is not allowed.
3. The tenders should be valid for at least one year from the prescribed Date 31.5.18 of submission thereof and rates quoted should be valid/ in force for a period of 1(One) year or may extend with consent of the tenderer after issue of work order.
4. The price offered should show the rate/amount of all applicable Taxes extra. **Tenders quoting price inclusive of taxes, without giving rates/amount of taxes and other statutory levies separately will not be considered.**
5. The HOO, DDK, Guwahati reserves the right to depute a team of officers to visit the premises of the tenderer to verify their credentials.
6. The incomplete, vague, unresponsive and late/delayed tenders will not be considered. A tender will be considered unresponsive, where
 - i) It is unsigned or signed without the rubber stamp of authorized signatory of the firm
 - ii) It is illegible.
 - iii) The tender is conditional.
 - iv) The tenderer does not agree to any of the term and condition specified herein.
7. The commercial bid of only those bidders who qualify/are successful in the technical/eligibility bid will be opened considered on the Date 31.05.2018 and time to be intimated separately to the concerned bidders in due course.
8. The evaluation of the bids shall be at the complete discretion of HOO, DDK Guwahati and all its decisions in this respect shall be binding on the bidders. In particular, HOO, DDK, Guwahati does not bind itself to accept the lowest priced bid and reserves the right to accept a particular bid in whole or in part on merits.
9. Terms and conditions imposed by bidders will not be considered.
10. In case, any of the terms and conditions is not acceptable to a particular bidder, he should clearly specify the deviations in its bid. The HOO, DDK, Guwahati reserves the right to accept or reject the same.
11. The HOO, DDK, Guwahati reserves the right to issue supply order amongst two or more Agencies taking into account the rate quote by the bidder and accepted by DDK, and as such the bidders may quote the rate keeping in view splitting referred to above. In other words the HOO, DDK, Guwahati can split the service/work and obtain the services of more than one agencies, on the quoted and accepted rate.
12. Any dispute emanating from the resultant contract, it may amicably be settled failing which it may be preferred to an arbitrator nominated by the HOO, DDK, Guwahati for arbitration as per provision of Indian Arbitration and Conciliation Act, 1996.
13. If need be, the HOO, DDK, Guwahati may ask any bidder to give presentation/practical demonstration to prove its competence in the field.
14. The contract awarded will be initially **for a period of one year** and shall be extendable by another year and by mutual consent.
15. The firm should be able to provide vehicle immediately on demand from office during anytime of the day. Duration & timing for the deployment of vehicle will be mentioned in the work/ supply order.
16. The Vehicle(s) should be supplied immediately as soon as the order of supply is issued by this office.
17. In the event of any unbecoming accident or any sorts of damage caused to the vehicle, the office will not be held responsible; as such any claim of compensation will summarily be rejected forthwith.

18. The Driver provided for the hired vehicle should maintain good conduct and competent to write & maintain "**CarLog Book**" wherein the name of the officer, destination, Time, Opening & Closing Meter etc. Should properly be maintained. He should remain on duty at all times and shall not leave the office without any prior permission of the Transport In charge. If complaint is given by the transport incharge the days hiring charges will not be given.
19. The Driver provided for the hired vehicle should carry valid driving license along with all the valid & authentic papers & documents relating to the hired vehicle.
20. Vehicle provided should be newly registered (commercial), good condition and pollution free too.
21. Mileage meter will start from the place of calling (DDK Guwahati or as the case may be)
22. Driver tour expenses will be borne by service provider/ Driver.
23. The Registered Transport owners having GST Registration number along with copy of Registration, Blue Book, Tax Token, Insurance, fitness & pollution free Certificate of running Vehicle are to be enclosed with the quotation. The vehicle registered older than **Model – 2015** will not be accepted and a proof thereof is required to be submitted along with the tender.
24. Any dispute or damage arising out of violation of traffic rules, Motor vehicles Act etc. are to be settled by the Service provider and the HOO, DDK, Guwahati in no way will be held responsible for it.
25. In case of partnership firm, the partnership deed must be produced along with the quotation.
26. The quotationer has to make alternative arrangement within shortest possible period in case the working Vehicle becomes out of order. In case the quotationer fails to provide the regular vehicles as per requirement and also fails to make alternative arrangement to maintain the service, this office will arrange vehicles from outside agencies and the cost of the same will be realized from the quotationer, even if the amount has already been sanctioned to the firm.
27. All vehicles should be duly insured 1st party to cover payment of any compensation will have to be borne by the quotationer.
 - a) The Competent Authority reserves the absolute right either to accept or reject any tender without assigning any reason, whatsoever.
 - b) **Business Profile** of past three years should also be provided.
 - c) All tenderer(s) should provide the proof of having at least **one registered Taxi** of each category of **Vehicle(s)** i.e, Maruti Van, Tata Sumo etc in his/her Name/Firm. In event of Partnership, they will be required to submit **partnership deed** together with proof of having Vehicle(s) in the name of Partner also.
 - d) The successful bidder/Contractor will be required to provide any kinds of vehicles **as and when required**.
 - e) **Payment** of hired vehicle(s) bill would be made subject to **availability of fund** under relevant Sub-Heads.
 - f) **Addition of any other Extra/Misc. Payment** (if any) would summarily be rejected and the bidder/Contractor(S) would be barred to claim the same either now or in future.
 - g) The successful bidder/Contractor will be required to execute an **agreement with the Competent Authority**.
28. During the period of contract the rate will not be revised due to revision or hike in any fuel imposed by State Government/Central authorities.

TERMS OF PAYMENT: -

- a. Clear indication on the top of the bills. "Payment by direct credit to bank account through ECS, NEFT, RTGS etc.
- b. The details of beneficiary's name, name of the bank and branch, address, bank account no, 1FSC Code, MICR Code, along with the full address, Phone No any e-mail ID of the beneficiary.
- c. PAN NO, GST number should also be clearly indicated in the Payment shall not be made without the above details

TECHNICAL/ELIGIBILITY BID

Tender for hiring of Commercial vehicle on Annual Contract basis at Doordarshan Kendra, Guwahati-781024 for the year 2018-19.

Sl.No	Particulars	Yes/ No	Details of certified copies of documents	Page No. of which documents available
(1)	(2)	(3)	(4)	(5)
1.	The bidder is either a registered firm or a company incorporated under the Company Act, 1956, complete profile of the firm/company along with details of the available infrastructure to be annexed and a copy of partnership deed/memorandum of Association /Article/Constitution of establishment to be annexed.			
2	Past experience and SATISFACTORY performance of similar work done for the Departments of the Government of India/Statutory Bodies/PSUs/Autonomous Bodies for last five years.(Satisfactory Work Completion Certificates for last 3 years to be attached)			
3	Bidder must have a experience of similar works for at least preceding 05 years, out of which Bidder must have executed at least one similar work/service. Documentary proof duly notarized by Notary Public, must be submitted against the experience. Proof of having executed at least one similar works/service should be supported with Client Certificate duly notarized by Notary Public.			
4	The bidder should have a valid license from the competent licensing .			
5	The company/firm/Agency should have its own Bank Account.			
6	The company/firm/agency should have one office in North East Region.			

Note: - This technical Bid should be accompanied by an Index showing page numbering of the documents and page number should be clearly shown in the Col. No.05 above.

Signature of authorized person

Full Name-----

Seal: -----

Date:

Place:

FINANCIAL BID (FOR LOCAL)

The Rate quoted should include the fuel for the vehicle

Charges should be mentioned in Rupees							
Sl.No	Particulars of vehicles	Hiring Charges up to 50Kms in 8 hrs	Rate per kms above 50Kms in 8 hrs slot	Hiring Charges for 100 Kms in 8 Hrs	Rate per Kms above 8 Hrs slot	Hiring Charges for 100 Kms in 12 Hrs	Rate per Kms above 12 hrs slot
1	Maruti Van Non AC						
2	Maruty Alto Non AC						
3	Maruty Waganor Non AC						
4	Tata Indigo Non AC						
5	Tata Sumo Non AC						
6	Tata Sumo AC						
7	Winger Non AC						
8	Swift Dezire Non AC						
9	Swift Dezire AC						
10	Honda City AC						
11	Tata Safari AC						
12	Innova Non A C						
13	Innova AC						
14	Scorpio AC						
15	Bolero AC						
16	Daster AC						
17	Hyundai I 10 AC						
18	Hundai I 20 AC						
19	Hyundai Eon AC						
20	DI Truck 407 Non AC						
21	Tata Bus 1612 Non AC						
22	Tata Truck 709 Non AC						
23	Huyundai Xent Non AC						
24	Jeep (Olex)						
25	Bike						

Signature of authorized person

Full Name-----

Seal: -----

Date:

Place:

FINANCIAL BID (FOR OUT STATION)
The Rate quoted should include the fuel for the vehicle

Charges should be mentioned

Sl.No	Particulars of vehicles	Hiring Charges for	Rate per Kms Exceeding the 200Kms	Rate for night Halt for for 200Kms slot	Hiring Charges for	Rate per Kms Exceeding the 500 Kms	Rate for night Haltfor 500kms slot	Hiring Charges for (3)	Rate per Kms Exceeding the 1000 Kms	Rate for night Halt for 1000kms slot
		200 Kms	in Rs	in Rs	500 Kms	in Rs	in Rs	1000 Kms	in Rs	in Rs
1	Maruti Van Non AC									
2	Maruty Alto Non AC									
3	Maruty Waganor Non AC									
4	Tata Indigo Non AC									
5	Tata Sumo Non AC									
6	Tata Sumo AC									
7	Winger Non AC									
8	Swift Dezire Non AC									
9	Swift Dezire AC									
10	Honda City AC									
11	Tata Safari AC									
12	Innova Non A C									
13	Innova AC									
14	Scorpio AC									
15	Bolero AC									
16	Daster AC									
17	Hyundai I 10 AC									
18	Hundai I 20 AC									
19	Hyundai Eon AC									
20	DI Truck 407 Non AC									
21	Tata Bus 1612 Non AC									
22	Tata Truck 709 Non AC									
23	Huyundai Xent Non AC									

Signature of authorized person

Full Name-----

Seal: -----

Date:

Place: