



TENDER DOCUMENT FOR

HIRING OF VEHICLES FOR OFFICE OF

STATE PROGRAM MANAGEMENT GROUP

NAMAMI GANGE, UTTARAKHAND

THROUGH e-PROCUREMENT

Office of the Program Director,
State Program Management Group (SPMG),
Namami Gange, Government of Uttarakhand,
105 (545/941) Rajpur Road, Near RTO office,
Dehradun – 248001, Uttarakhand, India

Tel: 0135-2769932/2769998

Bid Ref. No.: 649/SPMG/Namami Gange/Vehicle/2023

Issued On: 03/11/2023

DISCLAIMER

The information contained in this Tender Document or subsequently provided to Bidders, whether verbally or in documentary form by or on behalf of State Program Management Group (SPMG) or any of its employees or Transaction advisors, is provided to Bidders on the terms and conditions set out in this Tender document and any other terms and conditions subject to which such information is provided.

This Tender document is not an Agreement and is not an offer or invitation to any other party. The purpose of this Tender document is to provide the Bidders with information to assist the formulation of their Bid submission. This Tender document does not purport to contain all the information each Bidder may require. This Tender document may not be appropriate for all persons and it is not possible for SPMG and their employees or Transaction advisors to consider the investment objectives, financial situation and particular needs of each Bidder. Certain Bidders may have a better knowledge of the proposed Project than others. Each recipient must conduct its own analysis of the information contained in this Tender document or to correct any inaccuracies there in that may appear in this Tender document and is advised to carry out its own investigation into the proposed Project, the legislative and regulatory regimes which applies thereto and by and all matters pertinent to the proposed Project and to seek its own professional advice on the legal, financial, regulatory and taxation consequences of entering into any agreement or arrangement relating to the proposed Project.

SPMG and their employees and Transaction advisors make no representation or warranty and shall incur no liability under the Law of Contract, Tort, the Principles of Restitution or unjust enrichment or otherwise for any loss, expense or damage, accuracy, reliability or completeness of the Tender document, which may arise from or be incurred or suffered in connection with anything contained in this RFP, any matter deemed to form part of this Tender document, the award of the Project, the information and any other information supplied by or on behalf SPMG or their employees, any consultants or otherwise arising in any way from the selection process for the Project.

SPMG may in its absolute discretion, but without being under any obligation to do so, can amend or supplement the information/clauses/articles in this Tender document. The information that SPMG is in a position to furnish is limited to this Tender only. The information contained in the Tender must be kept confidential. Mere submission of a responsive Bid does not ensure selection of the bidder as Successful Bidder.

TENDER DOCUMENT - IMPORTANT DATES & DATA

| Sl. No. | Activity | Duration |
|---------|---|---|
| 1. | Bid Reference No. | 649/SPMG/Namami Gange/Vehicle/2023 |
| 2. | Tender Details | Tender document for Hiring of vehicles for office of State Program Management Group, Namami Gange, Uttarakhand through e-procurement |
| 3. | Availability of Tender Documents | The Tender document for this work shall be available from website http://uktenders.gov.in from 04/11/2023 at 13:00 hrs. onwards |
| 4. | Last date & time for down loading of bid document from the E- procurement platform | 20/11/2023 up to 13:00 hrs. |
| 5. | Last date and time for bid submission/uploading of bid in E-procurement platform | 20/11/2023 up to 15:00 hrs. The scan copy of the affidavit and bid security shall be uploaded on the e-procurement website. |
| 6. | Bid validity period | 90 days from the last date of bid submission |
| 7. | Duration of the deployment of Vehicle | 01 (One) year which can be further extended if the performance found satisfactory. |
| 8. | Tender Document Fee (Non-refundable) | INR 2,000/- (Indian Rupees Two Thousand Only) in the form of Demand Draft payable at DEHRADUN issued in favour of “Program Director, State Program Management Group” . |
| 9. | EMD/ Bid Security | INR 75,000/- (Indian Rupees Seventy-Five Thousand Only) in the form of FDR payable at DEHRADUN issued in favour of “Program Director, State Program Management Group” . |
| 10. | Last date, time and address for submission of original documents i.e. Tender Fees (Non-refundable), Bid Security/ EMD and Affidavit if any. | 20/11/2023 up to 17:00 hrs. Address for submission of original documents: Office of the Program Director, State Program Management Group Namami Gange, 105 (545/941) Rajpur Road, Near RTO office, Dehradun – 248001, Uttarakhand Tel: 0135-2769932/2769998 |
| 11. | Time and date of opening of Technical Bids | The Bids will be opened online by the Authorized Officers on 21/11/2023 at 11:00 hrs. |
| 12. | Date and time of opening of Financial Bids | Shall be informed later to technically qualified Bidders |
| 13. | Place of opening of Bids and address for communication | Office of the Program Director, State Program Management Group Namami Gange, 105 (545/941) Rajpur Road, Near RTO office, Dehradun – 248001, Uttarakhand Tel: 0135-2769932/2769998 |
| 14. | Addendum/Corrigendum | Any Addendum/Corrigendum will be published on website https://uktenders.gov.in and/or https://spmgttarakhand.uk.gov.in |
| 15. | Other Information | For any query/clarification, may contract in SPMG office in between 10 AM to 05 PM in any working day OR write an email to procurement.spmguk@gmail.com . |

**INVITATION OF BIDS/QUOTATIONS FOR HIRING OF VEHICLES FOR OFFICE OF
STATE PROGRAM MANAGEMENT GROUP, NAMAMI GANGE,
DEHRADUN UTTARAKHAND THROUGH E-PROCUREMENT
INSTRUCTIONS TO BIDDERS**

1. INVITATION FOR BID

1.1 Introduction:

State Program Management Group (SPMG) is the nodal agency on behalf of National Mission of Clean Ganga (NMCG) New Delhi, in the state Uttarakhand. SPMG is a Registered Society under the Societies Registration Act, 1860, and its office located at 105 (545/941) Rajpur Road, Near RTO office, Dehradun – 248001, Uttarakhand. The area of operation of the society is the Ganga River Basin, within the State of Uttarakhand. The SPMG established by the Department of Drinking Water and Sanitation (DWS), Govt. of Uttarakhand in the Department's capacity as the Nodal Department for implementing the program of the NMCG within Uttarakhand, shall act as an autonomous body for achieving the objectives defined. For achieving these objectives, SPMG required the above vehicles for smooth functioning and travelling of its officials for which this invitation for bid/quote is issued.

SPMG invites sealed bid/quotation from reputed and registered Travel Agency/Firm/Owner for **"Hiring of Vehicles"** through e-procurement for SPMG Dehradun, Uttarakhand.

1.2 A "Single Stage, Two Envelope" bidding process has been planned for determining the Successful Bidder. The Financial Bids of only those Bidders that possess the minimum Technical Qualification Conditions and other relevant documents would be opened and evaluated.

1.3 Tender document contains information about the Project, bidding process, Bid submission, qualification and Financial Bid requirement.

2. General Instructions for Online Bid Submission

2.1 The online procurement portal is <https://uktenders.gov.in>.

2.2 Possession of valid Digital Signature Certificate (DSC) and enrolment/registration of the contractors/bidders on the e-Procurement/e-tender portal are prerequisite for e- tendering.

2.3 Bidder should read each and every rules/regulation for uploading the bid on the e-procurement portal.

2.4 Any clarifications may be sought online through the tender site, through the contact details or during pre-bid meeting, if any. Bidder should take into account the corrigendum, if any published before submitting the bids online.

2.5 The details of the DD/FDR/any other accepted instrument, physically delivered, should tally with the details available in the scanned copy and the data entered during bid submission time, otherwise submitted bid shall not be acceptable or liable for rejection.

2.6 The price bid format is provided in a spread sheet file like BoQ_XXXX.xls, the rates offered should be entered in the allotted space only and uploaded after filling the relevant columns. The Priced-bid/BOQ template shall not be modified /replaced by the bidder; else the bid submitted is liable to be rejected for the tender.

3. Details of Vehicles:

A. Vehicles on Monthly Basis: Bidders are invited to submit their most competitive quote for hiring the following vehicles on monthly basis (without fuel):

| Vehicle Category | Model of Vehicles | Mileage (kms/ liters) | Quantity (Tentative) | Other detail |
|------------------|--|-----------------------|----------------------|--|
| A | Toyota Innova Crysta (With AC, Power window, Power Steering) (Diesel/Petrol) | 10 | 02 Nos. | Vehicle model should not be older than Jan 2021. |
| B | Honda City OR Maruti Ciaz OR Hyundai Verna (With AC, Power window, Power Steering) (Diesel/Petrol) | 12 | 01 No. | |
| C | Swift Dzire OR Honda Amaze OR Hyundai Xcent OR Tata Zest/Tigor (With AC, Power window, Power Steering) (Diesel/Petrol) | 15 | 03 Nos. | |
| D | Mahindra Bolero (With AC, Power window, Power Steering) (Diesel) | 12 | 01 No. | |

B. Vehicles on Daily Basis: Bidders are invited to submit their most competitive quote for hiring the following vehicles on Daily basis (with fuel) in different category:

| Vehicle Category | Model of Vehicles | Quote Category | | |
|------------------|--|---|--|--|
| A | Toyota Innova Crysta (With AC, Power window, Power Steering) (Diesel/Petrol) | Rates provided on per day basis (upto 200 Km with fuel) | Rates provided on per day basis (for 200-300 Km with fuel) | Rates provided per extra km (after 300 km with fuel) |
| B | Honda City OR Maruti Ciaz OR Hyundai Verna (With AC, Power window, Power Steering) (Diesel/Petrol) | | | |
| C | Swift Dzire OR Honda Amaze OR Hyundai Xcent OR Tata Zest/Tigor (With AC, Power window, Power Steering) (Diesel/Petrol) | | | |
| D | Mahindra Bolero (With AC, Power window, Power Steering) (Diesel) | | | |

4. Bid Price

- The above number of vehicles to be hired is tentative. No claim will be made for exact number.
- GST in connection with the service shall be extra as per applicable rates.
- The rates quoted by the bidder shall be fixed for the entire duration of the contract and shall not be subject to adjustment on any account.
- The Prices shall be quoted in Indian Rupees only.

5. Each bidder shall submit only one quote for above quotation notice.
6. **Validity of Quote**
Quote shall remain valid for a period mention in the IMPORTANT DATES & DATA sheet of tender document after the deadline date specified for submission.
7. **The evaluation of the Bids will be completed in 3 Steps**
Step 1 – Opening & Evaluation of Original Documents i.e. Tender Document Fees, EMD/Bid Security and Affidavits if any.
Step 2 – Opening of Technical Bids and Technical Evaluation.
Step 3 – Opening of Financial Bids of technically qualified bidders
8. **Award of contract:**
 - 8.1 The Successful Bidder (substantially responsive L1 Bidder) shall be issued Letter of Award (LoA) by SPMG and successful bidder submit their acceptance of the same to SPMG.
 - 8.2 The successful bidder shall submit the required Performance Security 3% of Contract Value in the shape of Fixed Deposit Receipt (FDR). The EMD can be adjusted on above performance security.
 - 8.3 The successful bidder shall enter into a Contract Agreement with SPMG within 15 (Fifteen) days from the issuance of the LoA.
9. **Period of Service:**
The period of services initially for one year with provision for further extension of one year subject to satisfactory services after approval of competent authority.
10. **Bidding Schedule:**
Bidding Schedule defined in brief in “Tender Document - Important Dates & Data” sheet of this tender document.

By:

Program Director,
State Program Management Group
Namami Gange, Uttarakhand
105 (545/941) Rajpur Road, Near RTO office,
Dehradun - 248001, India
Telephone: 0135-2769932
E-mail: spmgngrba.utk01@gmail.com

TERMS & CONDITIONS FOR HIRING OF VEHICLES

Following terms and conditions are applicable for providing vehicles (with commercial registration No.) to the SPMG, Uttarakhand on hiring (monthly/daily) basis:

- 1- Only registered Travel Agency/Firm/Owner are eligible for e-tender. Travel Agency/Firm/Owner have to submit the proof of registration along with copy of their PAN card issued by Income Tax Department and copy of GST registration details have also to be submitted in the offer.
- 2- The Travel Agency/Firm/Owner should have at least 03 vehicles out of the proposed 07 Nos., registered in their Travel Agency/Firm/Owner name and should submit an undertaking for at least 04 vehicles with the owner of the vehicle stating the availability of the vehicle for the entire duration of the contract with copy of RC. For successful bidder, at the time of signing of the contract, the bidder may associate with other vehicle owner for the remaining no. of vehicles. However, in such cases Travel Agency/Firm/Owner has to undergo an "Agreement" with the Owner of the vehicle, and submit a copy of the same with the proposal. SPMG will not be responsible for any dispute arising between the Travel Agency/Firm/Owner and the said Owners
- 3- The offered Vehicles should have taxi registration No. and permit to ply in Uttarakhand on commercial basis. Travel Agency/Firm/Owner have to give undertaking to get all the clearance, from time-to-time, from Transport/Tax Department on its own.
- 4- The Travel Agency/Firm/Owner must have minimum 02 years experience for providing vehicles to Govt./Semi Govt./PSU departments.
- 5- The evidence of confined record of poor performance by a firm in SPMG or any other organization will be criteria for disqualification of the Travel Agency/Firm/Owner. Bidder must submit an affidavit on Rs. 100 Stamp paper regarding non-blacklisting/ debarment in there technical bid.
- 6- All the concerned tax liabilities within the state are to be borne by the Travel Agency/Firm/Owner.
- 7- Taxes, Octroi, Parking etc. during the outstation journey will be borne by the owner and the same will be reimburse along with the bills of journey.
- 8- TDS shall be deducted as per the prevalent rates from all the payments made as per applicable rules.
- 9- Insurance, salary with the expenses of driver and total maintenance (including Mobil Oil) of vehicles shall be borne by the Travel Agency/Firm/Owner. All the required insurances including accidental insurance of driver is mandatory condition for operating the vehicles.
- 10- The contract period will be one year with provision for further extension of one year subject to satisfactory services. However, the contract can be terminated at any time in case of unsatisfactory services.
- 11- Earnest Money Deposit (EMD) as defined in "Tender Document - Important Dates & Data" sheet for placing their quote need to be annex with the quote which shall be returned after

the quote is fully evaluated & contract is awarded. However, the successful bidder may adjust this against his performance security. If successful bidder fails to sign the contract or don't comply the terms and conditions of the contract, the EMD may be forfeited.

- 12- Successful bidder has to submit a Performance Security of 3% of total contract value in the shape of Fixed Deposit Receipt (FDR) for 15 months period in favor of **Program Director, State Program Management Group, Dehradun** payable at Dehradun within 07 working days after issuance of Letter of Acceptance. In case of unsatisfactory services of the Travel Agency/Firm/Owner, the performance security may be forfeited without assigning any reason thereof.
- 13- The fuel (Diesel/Petrol) will be reimbursed by SPMG as per the vehicle average Km/Lit, mentioned in the quotation document. For deciding the rate of fuel, one actual receipt of petrol pump needs to be annexed with the bill of each month.
- 14- Normally vehicle will be required for all days of a month for 10 hrs. duration per day from 9:00 AM to 7:00 PM. However, the timing may change as per duty hours as required by the official requirement of SPMG, Uttarakhand.
- 15- One day off is allowed for servicing the vehicle every month with prior intimation.
- 16- Extra-duty Charges paid by SPMG office as below:
 - a. Upto 10 hrs duty – No extra charges.
 - b. Beyond 10-hours of duty - Rs. 50/- per Hrs. upto maximum Rs. 200/- for a day.
- 17- In case of break-down of vehicle, if Travel Agency/Firm/Owner fails to supply the alternate vehicle of the same make/model failing which an amount of Rs. 2000/- per day for category A & B vehicle and Rs. 1500/- per day for category C & D vehicle shall be imposed as penalty and deducted from the monthly bill submitted by the Travel Agency/Firm/Owner. Repeated failure may cause a valid reason for termination of the contract.
- 18- Models older than Jan 2021 shall not be accepted. The vehicle will have to be provided for inspection of the concerned official before it is deployed under the contract. Penalty may be imposed if breakdowns such as failure of AC of other mechanical/electrical defects during the term of engagement are not attended/ rectified within a reasonable time.
- 19- The drivers are compulsorily required to carry Android Mobile Phones and should be in proper uniform applicable to commercial vehicles drivers. The drivers should maintain proper personal hygiene, etiquettes and manners and be presentable enough.
- 20- The Drivers must have the valid commercial driving license during the contract/duty period. Their police verification is the sole responsibility of the service provider which details also provide to SPMG office.
- 21- The daily starting mileage of vehicles shall be counted from the office of SPMG.
- 22- If the vehicle has to go outside the state on official duty, the service provider will make all the arrangement for the journey and vehicle will be made available in good condition.

- 23- Stepony and tools in good condition as provided by the vehicle manufacturer with the vehicle must be available 24x7 days in the vehicle. A battery-operated pressure pump to inflate the tyre in emergency must be provided by the bidder in the vehicle.
- 24- Travel Agency/Firm/Owner will have to fix proper boards/beacon lights/siren as may be required on the vehicles of senior officials if required at no extra charge. Similarly curtains if required will be fixed on the vehicles by the Travel Agency/Firm/Owner. The seats of the Vehicles should be covered with neat and clean white seat covers/towels and one extra set of towels will be kept by the driver.
- 25- Travel Agency/Firm/Owner should keep logbook with each vehicle and should be maintain on daily basis. Each day journey should be entered on logbook by the driver on daily basis and should be verified by the concern officials. The monthly bill of vehicle should be prepared on the basis of journey entered on logbook.
- 26- Program Director, SPMG Uttarakhand, Dehradun reserves all rights to reject the offer/proposals without assigning any reason thereof OR terminate the contract at any time, if services are not satisfactory.
- 27- Complete bid/quotation document duly signed/stamped on each pages should be submitted with the under mentioned documents.
- 28- The actual quantities of the required vehicles may be increased or decreased as per the requirement but payment shall be made for actual vehicles hired. The indicative no. of vehicles required is mentioned.
- 29- SPMG may be require any additional vehicle for single or more days. The per day rate for additional vehicle shall also be quoted as per given format. These rates shall be valid for entire tenure of contract.

Signature of the Authorized Signatory/Bidder

Name of Signatory/Bidder:

Address:

Contact No.

Checklist: All documents to be submitted along with technical bid must be clear, readable and duly signed by the bidder. Unreadable and unsigned documents should not be considered and bid can be rejected.

1. Tender fee in the form of Demand Draft.
2. Earnest Money Deposit in the form of Fixed Deposit Receipt (FDR).
3. Technical bid form duly filled and signed
4. Copy of Travel Agency/Firm/Owner incorporation/registration certificate.
5. Copy of GST Registration Certificate of Travel Agency/Firm/Owner.
6. Copy of PAN Card of Travel Agency/Firm/Owner.
7. Copy of RC/Insurance/Taxi permit/Fitness/Pollution certificate of the required vehicles owned by the Travel Agency/Firm/Owner.
8. Copy of RC/Insurance/Taxi permit/Fitness/Pollution certificate of the required vehicles owned by others with whom the Travel Agency/Firm/Owner along with undergone agreement.
9. Copy of Experience Certificate of Govt./Semi Govt./ PSU departments.
10. Copy of ITR for last 3 FY years of the Travel Agency/Firm/Owner.
11. Affidavit on Rs. 100 Stamp paper regarding non-blacklisting/ debarment.
12. Duly signed copy of the complete tender/quotation document.
13. Other relevant documents if any.

FORMAT OF TECHNICAL BID

Information on Bidder's Organisation

| S. No. | Particulars | Details |
|---------------|--|--|
| A- | Tender Fees & Bid Security | |
| | Details of Tender Fees in DD DD No. Issued Date Amount (INR) Name of Issued Bank | |
| | Details of EMD in FDR FDR No. Issued Date Amount (INR) Name of issued Bank | |
| B - | Bidder's Details | |
| 1. | Name of the Travel Agency/Firm/Owner | |
| 2. | Address of the Travel Agency/Firm/Owner | |
| 3. | Incorporation details of the Travel Agency /Firm /Owner (Relevant Certificate to be submitted) | |
| 4. | Valid GST registration No. (Copy of certificate to be submitted) | |
| 5. | Permanent Account No. (Copy of PAN Card to be submitted) | |
| 6. | Name and Designation of the authorized person to whom all references shall be made regarding this Bid with Contact numbers & Email IDs | |
| 7. | Details of Vehicles (Clear and readable copy of vehicle registration certificate, Insurance, Taxi Permit, Fitness Certificate, Pollution Certificate must be submitted) | 1. 2. 3. 4. 5. 6. 7. |

| | | |
|-----|---|--|
| 8. | Details of Experience (Copy of Experience to be submitted) | |
| 9. | ITR of Bidder for last 3 years (Copy of ITR to be submitted) | |
| 10. | Affidavit on Rs. 100 Stamp paper regarding non-blacklisting/ debarment | |
| 11. | Any other details (if any) | |

Signature of the Authorized Signatory/Bidder

Name of Signatory/Bidder:

Address:

Contact No.

Format of Financial Bid

Price Schedule Forms (To be submitted in Commercial Bid)

The price schedule forms in the financial bid are for Monthly and daily basis rates. Bidder must quote separate rates for each part in BOQ.

The Price Schedule Form (in Excel Format) can be downloaded from e-procurement portal <http://uktenders.gov.in> along with the bid document.

Format for Affidavit

(on non-judicial stamp paper of Rs. 100/-)

I _____ Proprietor/Owner of the firm M/s. _____ do hereby solemnly affirm that our firm M/s. _____ has never been blacklisted/debarred by any organization/office and there has not been any work cancelled against them for poor performance in the last three years reckoned from the date of invitation of Bid.

.....
Name of the Bidder

.....
Signature of the Authorized Signatory

.....
Name of the Authorized Signatory

Place: _____

Date: _____

OFFICE OF

.....

Letter of Acceptance

To:

M/s

.....

.....

.....

.....

Dear Sirs,

Sub:

.....

Ref Your quotation no..... dated

1. Your quotation no.....of (Date) for hiring of vehicles for SPMG Dehradun offices has been accepted for the..... following has been approved. You are requested to submit the performance guarantee (in the form of FDR pledged in the name of "Program Director, State Program Management Group, Dehradun payable at Dehradun) for an amount of _____ (3% of Contract Value) within 07 working days of the receipt of this letter of acceptance valid up to 15 months from the date of issuance of the purchase order i.e up to and sign the contract.

| Sl. No | Brief description Vehicles | Quantity | Monthly Unit Rate (Rs.) |
|--------|----------------------------|----------|-------------------------|
| 1 | | | |

*GST shall be paid extra

2. Other terms and conditions are as attached with this letter:

(SPMG)

Date:

Place:

Name:

Designation:.....

Modified as appropriate for individual cases