

**U.T. ADMINISTRATION OF DAMAN & DIU
TRANSPORT DEPARTMENT, COLLECTORATE, DIU.**

No.86-47-13/MV/2019-20/ 50

Dated 13/04/2020

TENDER NOTICE

The Mamlatdar & Head of Office, Transport Department, Collectorate, Diu hereby invites Tender on behalf of the President of India from the Transports/Travel agents dealing in the business of providing vehicles on hire, for the period and terms and conditions as detailed below:-

Sr. No.	Description of Items	Rate offered for 1 No. of Vehicle Within Diu District			Rate offered for 1 No. of Vehicle Outside Diu District	
		Per day Time: 10 a.m. to 10 p.m. (min. 300 km per day)	Rate for km beyond the 300 km limit	Per hours Night charges after 10 p.m.	Rate per km	Per hours Night charges after 10 p.m.
1.	2.	3.	4.	5.	6.	7.
1.	7 seaters car i.e. Innova/Tavera/Qualisetc with A.C.					
2.	7 seaters car i.e. Fortuner/ BMW/XUV etc. with A.C.					
3.	4 seaters car i.e. Indica/Maruti Swift etc. with A.C.					
4.	Autorickshaw					
5.	Bike (under Rent A Motor Cycle Scheme)					
6.	Bus 10 seaters					
7.	Bus 15 seaters					
8.	Bus 25 seaters					
9.	Bus 40 or 54 seaters					
10.	Bus 10 seaters with A.C.					
11.	Bus 15 seaters with A.C.					
12.	Bus 25 seaters with A.C.					
13.	Bus 40 or 54 seaters with A.C. i.e. Volvo etc					
14.	Light Goods Pick up					
15.	Medium Goods Truck					
16.	Heavy Goods Truck					
17.	Crane					

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TERMS AND CONDITIONS FOR PROVIDING VEHICLE ON HIRE

Instructions to Bidders :

1. The tenders are invited for providing vehicles on hire, for the period, terms and conditions as detailed below.
2. Tenders received after due date and time mentioned in the tender notice will not be accepted.
3. The tenderer has to furnish hard copy of tender fee of **Rs.1000/-** (non-refundable) in the form of Demand Draft from any Nationalized /Schedule Bank in favour of **"Mamlatdar & H.O., Transport Department, Diu"** and should be kept in a sealed separate cover super-scribing "Tender Fee". Tender bid received without tender fee will directly disqualify for the said bidding / tender.
4. The Bid Security (EMD.) of Rs. **25,000/-** in form of Fixed Deposit Receipt (FDR) drawn in favour of the Mamlatdar & H. O., Transport Department, Diu payable at Diu from any Nationalized /Schedule Bank and should be kept in a sealed separate cover subscribing "Bid Security (EMD)". Tender bid received without Bid Security (EMD) will directly disqualify for the said bidding / tender.
5. The tendering firms/agencies are required to submit the following documents compulsory with tender, failing which their bids will be summarily rejected and will not be considered without assigning any reason thereof.
 - a. Copy of PAN Card.
 - b. The Bid Security (EMD) of Rs. **25,000/-** in form of Fixed Deposit Receipt (FDR) drawn in favour of the Mamlatdar & H. O., Transport Department, Diu payable at Diu from any Nationalized /Scheduled Bank.
 - c. Tender fee of Rs.**1000/-** (non-refundable) in the form of Demand Draft from any Nationalized /Schedule Bank in favour of "Mamlatdar & H.O., Transport Department, Diu".
 - d. Copy of Terms & Conditions duly signed by the firms/agencies with seal.
 - e. The tenderer shall have to produce all required evidence in respect of individual proprietor, partnership deed in case of partnership firm a copy of the Memorandum and Article of Association in case of registered company.
 - f. Experience Certificate in business of Tours & Travels.
 - g. Copy of GST Registration Certificate issued by Competent Authority if not available tenderer must take GST No. and submit after in this office.
 - h. Copy of Last Three year IT Returns.
 - i. blacklisted by any Central/State Government/Public Undertaking/Institution on any account.
6. The hard copy of the Tender should be submitted to the Mamlatdar & H.O., Transport Department, Diu in a sealed envelope super scribed as "Tender for Hiring of Vehicle" alongwith tender fee & bid security (EMD) **upto 16.00 hrs. on 01/05/2020 and the same will be opened on 04/05/2020 at 15.00 hrs.** in presence of available tenderer in the Chamber of the Mamlatdar & H.O, Transport Department, Diu.
7. The rate should be quoted in the prescribed form given by the department and the rate should be valid for the period of one year from the date of opening of tender. The tenderer should quote the rates without GST as the GST is varied. **The applicable G.S.T. during the period of claim may be included by the Tenderer.**
8. Contract can be extended for another period of One year subject to satisfactorily providing of vehicle to the administration during the operative contract



9. The successful tenderer shall have to provide A.C. Car and other Vehicle along with well-dressed driver who can speak and understand Hindi and as per our requirement.
10. All Road Taxes/Toll Tax/etc. including Charges payable on the transport etc. within and/or outside the state shall be payable by the service provider.
11. The Travel Agent/Transporter should be dealing in the business of providing vehicles on hire.
12. The Tenderer should quote the rate in neat and clean manner and not with absurd rates or make corrections/over writings in the tender.
13. Any Tender found containing any corrections/over writings in excess of permissible corrections/overwriting shall be liable to be rejected summarily.
14. The Right to accept or reject all or any Tender without assigning any reasons thereof is reserved by the undersigned.
15. The decision of the Tender Inviting Officer for acceptance/rejection shall be final.
16. No applications/clarifications shall be accepted from the tenderers once tenders are received by the Department.
17. The rate shall be valid and operative for one year and no enhancement shall be granted at the rate once approved during this period. Conditional tenders shall be rejected summarily.

Conditions of Contract :


- 1) The tenderer shall have to submit supporting documents of Trade license, GST, Pan card etc.
- 2) In case of any accident with vehicle or Drivers during the Course of execution of the agreement/work, and/or the damage done by the Vehicle or his Driver to the property of the Government, the responsibilities lies with the service provider. The department shall not be responsible for any kind of accident claim etc.. The cost of damage of property will be recovered from the service provider.
- 3) The Collector, Diu including the higher authority of the Administration shall oversee the operation of works carried out by the contractors and contractors shall be bound to obey all the instructions issued by the authority with whom the vehicle has been placed.
- 4) In case of breach of any of the conditions of the contract by the contractor or if the work of the contractor is found unsatisfactory by the Department, such contract shall be terminated by the Departmental authority. The Collector, Diu shall be the authority for arbitration and the decision of the Collector, Diu will be final and binding to all.
- 5) In case the successful tenderer stop the work/operation either partly or fully during the agreement period, the Department authority reserves the right to get such works/operation executed through any other sources at the risk and cost of the defaulted contractor. The SD of the defaulted contractor shall be forfeited. Any additional payment which has to be paid to execute the work under such circumstance for such works/operation the said amount shall be recovered from the pending bills/deposit/any other works of the default contractors and/or shall be as on arrears on behalf of him.



- 6) If the contractor is found to execute any offensive work/activities not covered in the contract agreement/conditions, instructions, the proportionate amount of such works shall be recovered as penalty from the running bill payable to the contractor.
- 7) The successful tenderer has to start the works/operation as per the tender terms & conditions and specification whenever required on receipt of the work order. Or by executing an agreement.
- 8) Any dispute of civil or criminal nature shall be within the jurisdiction of the local Court of Diu District (U.T.)
 - (a) The contractor shall have to offer unconditional bid/tender in the tender form itself. Any bid/tender with condition/s shall be summarily rejected.
 - (b) If any change in the administrative procedure/rules by Department Authority time to time which is suitable to the Department for smooth operation of works shall have be binding on the contractor/s and for that the contractor shall have to give his willingness in writing.
- 9) In case of any dispute in terms of interpretations of agreement/contractor, the decision of the Collector, Diu in such cases shall be final and binding to all.
- 10) The successful tenderer shall have to take all care to avoid any accident during the course of work/operation for which all required precautions/steps are to be taken upon works site at the cost of the service provider himself. It shall be the duty of the contractor to handle such cases at his/their own cost and pay the damages/compensation payable if the Court or any other competent authorities may decide/order. The Department authority shall not be responsible for such cases/incidents or for payment of any damages/compensation which may occur on such incidents.
- 11) The contractors shall have to produce all required evidence in respect of individual proprietor, partnership deed in case of partnership/firm and copy of the Memorandum and Article of Association in case of registered company.
- 12) The works/operation assigned is a part of essential service of General/Public Health, hence the contractor shall not postpone or close/stop such works in any circumstances/on any pretext. If such day to day works is not found satisfactory, then the penalty at the following rate shall be charged from the running bill or as per the condition of the contract.
- 13) If the contractor fails to execute the works, the Collector, Diu authority will impose penalty appropriately. The contractor shall have the opportunity to place his grievances if any regarding the penalty imposed within seven days to the Collector, Diu. Who will hear both the parties and his decision will be final and binding to both the parties.
- 14) The contractor shall have to undertake all works during all VVIPs visit, securities purpose, urgent needed during emergency even in disaster period also invariably failing which double penalty shall be charged from the contractors for not undertaking the work on such days. However the Contractor will be given an opportunity to be heard as per the procedure mentioned in above.
- 15) The penalty shall not be charged in case the work is closed due to curfew, flood and flood like situation, cyclone, strike, riots and during any natural calamities, but the Contractor shall carry out all the work with extra time and staff if needed, during post- calamity.
- 16) The timing for the contractors for all the work/operation/service shall be as follows: they will have to perform shift duties. However in case of securities, emergency and/or any sort of urgency this period can be extendable with the prior permission of the Department authority.



- 17) The contractor shall have to obey strictly the provision of Minimum Wage Act Child Labour Act any other relevant Act/Rules. The responsibilities on violation of these acts shall be of the contractors. The Administration shall not be responsible for any litigation in this regard.
- 18) The contractor shall provide at his own risk and cost all required uniforms, Boots, gumboots hand gloves, raincoat etc. to the Drivers. The contractor shall have to get such uniforms approved in advance from the competent authority.
- 19) The agreement for providing services shall be valid for one year at the prevailing rates.
- 20) The Driver deployed by the agency found not obeying, dishonest, unhealthy, non-co-operative in such cases the instructions of the Mamlatdar & H.O., Transport Department, Collectorate, Diu immediate replacement or transferred shall be binding to the agency and will do so without any pretext.
- 21) If any Driver are found in drinking position or other unsocial activities like gambling, transporting liquor or arms and ammunition etc. Driver shall have to be relieved from the duties immediately and criminal procedure will be initiated against the Driver and service provider in such matter, decision taken by the competent authority shall be final and binding on service provider.
- 22) The Mamlatdar & H.O., Transport Department, Collectorate, Diu shall release bill of the agency on successful and satisfied performance of the duties by the service provider.
- 23) The right to accept or reject whole are in part the tender without assigning any reason thereof is reserved with the undersigned.
- 24) No residential facilities will be provided by the Administration to the agency. The charges for accommodation food needs to be arranged/ managed by the Agency itself at their own risk and cost for all the Drivers deployed for the purpose for the above said work.
- 25) The agency and staff deployed on duty should have to be given full Co-operation to Police in case of inquiry regarding damage caused to the property of the institute.


(C. D. VAJA)
Mamlatdar & H.O.,
Transport Department,
o/c Collectorate, Diu.
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The above terms, conditions and specification are accepted by me.

Sign: -

Name : -

Date: -

ANNEXURE – I

(To be submitted on the letter head of the company/firm)

I hereby certify that the above firm has not been ever blacklisted by any Central/State Government/Public Undertaking/Institution on any account.

I also certify that the above information is true and correct in any every respect and in any case at a letter date it is found that any details provided above are incorrect, any contract given to the above firm may be summarily terminated and the firm blacklisted.

I also certify that firm will supply the item as per the specifications given by institution and also abide all the terms and conditions stipulated in tender.

Date:

Name:

Place:

Business Address:

Signature Bidder:

Seal of Bidder: