

Short Term E-Tender Notice for hiring of Vehicle

E-tenders are invited from Registered Service/Vehicle Providers for providing services of light motor vehicle on a) monthly basis (without diesel) and b) on call basis (with diesel). Details are available at <http://jicauttarakhand.org>.

Chief Project Director, Uttarakhand Forest Resource Management Project, 24, IT Park, Sahasradhara Road, Dehradun. 248001.

**Office of the Chief Project Director, Uttarakhand Forest Resource
Management Project (JICA), Uttarakhand, Dehradun.
Address: 24, IT Park, Sahasradhara Road, Dehradun (Uttarakhand) 248 001**

Letter No. 514 / 17-15 Dated, Dehradun 17 October, 2018

E-tender

Nature of the Project	E-tender Documents for hiring of vehicle on a) monthly basis (without diesel) and b) on-call basis (with diesel) from Registered Service/Vehicle Providers from October 2018 for Uttarakhand Forest Resource Management (JICA) Project, Dehradun.UK
Tendering Authority	Chief Project Director Uttarakhand Forest Resource Management (JICA) Project, Dehradun. UK
Date of Bid Publishing	18 October, 2018
Start Date of Bid Downloading	18 October, 2018
Start Date of Bid submission	18 October, 2018
Last Date & Time of Submission of Bid	12 November, 2018 at 3.00 PM
Technical Opening Date & Time	12 November, 2018 at 4.00 PM
Financial Bid Opening Date & Time	15 November, 2018 at 2.00 PM
Websites for downloading Bid Document	https://uktenders.gov.in
Non refundable Cost of the Tender	Rs. 2,000/- (Rupees Two Thousand Only) payable only through Demand Draft/Banker's Pay Order from a Nationalized Bank drawn in favor of "Uttarakhand Forest Resource Management Society" payable at Dehradun.
Earnest Money Deposit	Rs. 1,00,000/- (Rupees One Lakhs only) in the form of FDR/CDR from a Nationalized bank in favor of "Uttarakhand Forest Resource Management Society" payable at Dehradun.
Address for Submission of Bid in Hard Copy	Chief Project Director, Uttarakhand Forest Resource Management Project, 24, IT Park, Sahasradhara Road, Dehradun. 248001.
Address for all communication & Bid Opening Venue	Office of the Chief Project Director, Uttarakhand Forest Resource Management Project, 24, IT Park, Sahasradhara Road, Dehradun. 248001. Phone: 0135-2608576 E-mail: cpdufrmp@gmail.com

Note : If hard copy submission date / bid opening date is declared as Holiday, that date will be shifted to next working day without any change in other parameters such as venue, etc.

**Office of the Chief Project Director, Uttarakhand Forest Resource
Management Project (JICA), Uttarakhand, Dehradun.
Address: 24, IT Park, Sahasradhara Road, Dehradun (Uttarakhand) 248 001**

Letter No. 514 / 17-15

Dated, Dehradun 17

October, 2018

Short Term Tender Notice

E-tenders are invited from Registered Service/Vehicle Providers for providing services of diesel operated AC/non-AC light motor vehicles along with drivers for this office on a) monthly basis (without diesel) and b) on-call basis (with diesel) initially for a period of about 1 (one) year with the option of extending it further (on the basis of performance of the service/vehicle provider) from 1st December 2018. The average run of motor vehicle over the contract period will be approximately 3000 km. per month i.e. 36000 km. per year. The bidder must have valid GST registration and PAN number. The vehicles should be new (preferably latest model, but not earlier than 2017 model).

The e-tenders are invited under two bid system. Technical bid as per eligibility criteria specified under Point 7 clause IV & the Financial bid containing rates and commercial terms to be submitted online on <http://uktender.gov.in> only. Financial bid of only those bidders will be opened who will be declared successful in technical bid.

1. UFRMP (JICA) invites e-tenders from the Registered Service Providers with tender specific authorization directly addressed to **Chief Project Director, Uttarakhand Forest Resource Management Project**, 24, IT Park, Sahasradhara Road, Dehradun. Pin: 248001 Uttarakhand to participate in this tender.
2. **THE QUOTE FROM A SERVICE PROVIDER OTHER THAN AS MENTIONED ABOVE WILL NOT BE ACCEPTED.**
3. The necessary Tender Documents are attached in the form of Annexures as detailed below:

ANNEXURE – ‘I contains instructions to the bidder for the tender. The Terms & Conditions (Annexure I) is to be signed on each page by the authorized signatory of the firm under the seal of the firm and submitted (with enclosures, if any).

ANNEXURE - ‘II’ is Technical bid document which will contain the eligibility criteria for participation in the Tender which needs to be duly filled and submitted.

ANNEXURE - ‘III’ is financial bid document. The Financial bid containing above mentioned item-wise rates for a) and b) is to be submitted online on <http://uktender.gov.in> only.

ANNEXURE – ‘IV’ is a type/model of vehicle to be provided to this office on a) monthly basis and b) on-call basis.

4. All the Annexures should be properly filled-in wherever necessary and to be submitted duly signed by the Authorized Signatory (ies) of the Bidder along with the Firm’s Seal in all the pages.

5. The Technical bids will be examined by technical evaluation committee which, if required, may call for clarifications/additional information from the bidders which must be furnished to the committee within the stipulated time.

6. To ensure uniformity at the time of evaluation and finalization of offers you should ***strictly follow the format & procedure*** indicated in the Annexures and also adhere strictly to the indicated configuration while submitting the offer.

All technical bids should be accompanied by:

- I. A Pay order/demand Draft of a nationalized bank for Rs. 2,000.00 (Two Thousand only) favoring “**Uttarakhand Forest Resource Management Society**” payable at Dehradun” towards non-refundable cost of the tender documents.
- II. F.D.R. / CDR of a Nationalized Bank (valid for a period not less than one year from the date of opening the Technical bid) of Rs.1,00,000/- (Rupees One Lakh only) favoring “**Uttarakhand Forest Resource Management Society**” payable at Dehradun towards EMD.
- III. Technical bids not accompanied with the above Pay order/Demand Drafts & FDR/CDR shall be rejected.
- IV. **Eligibility Criteria:**

The eligibility criteria for the Firm/Service Provider are as under:

- a) Bidders must have valid registration as Travel Agency with Government of India/Govt. Of Uttarakhand under prevailing Motor Vehicle Act.
- b) The bidder should be stationed locally with a dedicated branch or registered office in Dehradun affect for as last **three** years. All drivers must be stationed at Dehradun itself.
- c) Bidder should possess a minimum of continuous **two (2)** years of experience for similar kind of services of providing light motor vehicles on hire in Dehradun. Out of these two (2) years, minimum one year experience is required in which Bidder must have provided more than **Seven (07)** vehicles to one organization, preferably a government organization/PSU. The similarity and suitability of the experience shall be assessed by UFRMP on the basis of documentary proof furnished by the Bidders. UFRMP may make cross-reference to confirm the documentary evidences. Bid/s without the documentary proof shall be liable to rejection summarily.
- d) The bidder must own **minimum 10 vehicles**, commercially registered in the name of Agency/proprietor under prevailing Motor Vehicle Act with comprehensive insurance cover for each vehicle. RC book and copy of insurance of each vehicle is to be submitted as documentary proof. Bid/s without the documentary proof shall be liable for summary rejection.
- e) The bidder’s average annual turnover from supply of vehicles on hire basis for last three financial years should be over Rs. **20 lakh** (relevant document to be attached)
- f) The Firm/Service Provider should have Uttarakhand VAT/GST Registration for last 3 years or more (relevant document to be submitted as proof).
- g) The Firm/Service provider should submit notarized affidavit of not having blacklisted by any State or Central Government Organization (all relevant documents to be submitted).
- h) The bidder should have **fitness certificate** for each vehicle. Bid/s without the documentary

proof of fitness certificates shall be liable for summary rejection.

- i) In case of insufficient bidders and or of the said qualifications, UFRMP reserves the right to dilute the criteria at its discretion for selection of a suitable Agency for the work.

7. The bidder/Service Provider has to submit original hard copies of EMD, Tender document fees, technical bid form & affidavit of no black-listing till 3:30 PM of the submission date, at Uttarakhand Forest Resource Management Project (JICA), 24, IT Park, Sahasradhara Road, Dehradun Uttarakhand, through speed post, courier or by registered post, otherwise their bid will not be considered.

8. **Exclusive Clauses for E-Tendering**

9. **GUIDE LINES REGARDING PARTICIPATION IN E-Tendering:**

- **PORTAL REGISTRATION:** The bidder intending to participate in the bid is required to register in the portal using his/ her active personal/ official email id as his/ her Login id and attach his/ her valid digital signature certificate(DSC) to his/ her unique Login id. He/ She will enter relevant information as asked for about the bidder/ firms. This is a onetime activity for registering in the portal.
- **LOGIN TO THE PORTAL:** The bidder is required to type his/ her Log-In id and password. The system will again ask to select DSC and confirm it with the password of DSC as a second stage authentication. For each Login, a user's DSC will be validated against its date of validity and also against the Certification Revocation List (CRL) of respective CA stored in system database. The system checks the unique Login ID, password & DSC combination and authentication the login process for use of the portal.
- **DOWNLOADING OF BID:** The bidder can download the tender of his choice and save it in his system to undertake necessary preparatory work off-line and upload the complete tender at his convenience before the closing date and time of submission.
- **PAYMENT OF EMD/ BID SECURITY AND COST OF BID DOCUMENTS:** The bidder shall furnish, as part of his Bid, a Bid Security (Earnest Money Deposit) for the amount mentioned under NIT. The Firm/Service Provider shall scan all the written/printed pages of the Bid Security (EMD) and upload the same in portable document format (PDF) to the system in designated place of the technical bid. Furnishing scanned copy of such documents is mandatory otherwise his/ her bid shall be declared as non-responsive and will be rejected.
- The FDR/CDR in respect of EMD/Bid Security and the Bank Draft in respect of Cost of Tender are to be scanned and uploaded in PDF format along with the bid.
- The bidder shall provide the cost of bid and the Bid security in sealed cover superscripting the name of the work/ Supply for which the instruments are intended and the Officer Inviting the Bid.
- The original FD's & BD's towards EMD & Tender cost respectively shall be physically produced before the Officer Inviting the Bid or the concerned authorized officer of the department by Registered Post/ Speed Post or any other delivery system up to 3.30 pm on the day of bid closing.
- Officer Inviting the Tender or other concerned officer authorized to receive

the original Bid Security/ EMD and Bid Cost shall not be responsible for any postal delay and/ or non receipt of the original copy of the Bid Security on or before specified date and time. Non submission of Bid Security and Bid Cost within the designated period will sufficient to declare the bid as nonresponsive and liable to rejection.

11. SUBMISSION OF BID:

- The bidder shall carefully go through the tender condition and prepare the required documents accordingly.
- The Protected Bill of Quantities (BOQ) uploaded by Officer Inviting the Tender is the authentic BOQ. Any alteration/deletion/ manipulation in BOQ shall lead to rejection of the Bid.
- The bidder shall upload the scanned copy/copies of document in support of eligibility criteria and qualification information in prescribed format in PDF to the portal of Technical Bid.
- The bidder shall write his name in the space provided in the specified location in the Protected Bill of Quantities (BOQ) published by the Officer Inviting Tender. The Bidder shall type rates in figure only in rate column of respective items without leaving any blank cell in the rate column.
- The bidder shall log on to the portal with his/ her DSC and move to the desired tender for uploading the documents in appropriate place one by one simultaneously checking the documents.
- Bids cannot be submitted after due date and time. The Bids once submitted cannot be viewed, retrieved or corrected. The bidder should ensure the correctness of the bid prior to uploading and take printout of the system generated summary of submission to confirm successful uploading of bid. The bids cannot be opened even by the OIT/ Opener before the due date & time of opening.
- Each process in the e-Procurement is time stamped and the system detect the time of login of each user including the Bidder.
- The bidder should ensure clarity/ legibility of the document updated by him to the portal.
- The system shall require all the mandatory forms and fields filled up by the bidder/ firms during the process of submission of the bid/ tender.
- The bidder should check the system generated confirmation statement on the status of the submission.
- The bidder should upload sufficiently ahead of the bid closure time to avoid traffic rush and failure in the network.
- The Tender Inviting Officer is not responsible for any failure malfunction, or breakdown of the electronic system used during the e-procurement process.
- The bidder is required to upload documents and Bill of Quantities duly filled in. It is assumed that the bidder has referred all the documents uploaded by the Officer Inviting the Bid.
- Seeking any revision of rates or backing out of the bid claiming for not having referred to any or all the documents provided in the Bid by the Officer Inviting the Bid will be constructed as an effort to disrupt the bidding process and in such cases the Bid Security shall be forfeited.
- The bidder will not be able to submit his bid after expiry of the date & time of submission of Bid (server time). The date & time of Bid Submission

shall remain unaltered even if the specified date of submission of bids declared as a holiday for the Officer Inviting the Bid.

12. SECURITY OF BID SUBMISSION:

- All bid uploaded by the Firm/Service Provider to the portal will be encrypted.
- The encrypted bid can only be decrypted/opened by the authorized openers after the due date & time.

13. RESUBMISSION AND WITHDRAWAL OF BIDS:

- Resubmission of bid the bidder for any number of times before the final date and time of submission are allowed.
- Resubmission of bid shall require uploading of all documents including price bid afresh as permitted by the site.
- Bid submitted after the predefined times of receipt will not be considered, which is inbuilt in the system.
- The bidder should avoid submission of bid at the last moment to avoid system failure or malfunction of internet or traffic or power failure etc.
- The bidder can withdraw his bid before the closure date & time of receipt of the bid by uploading scanned copy of a letter addressing to the Officer Inviting Tender citing reasons for withdrawal. Bids once submitted not be allowed to withdraw after the closing date & time.

14. OPENING OF THE BID:

- Bid opening date & time is specified during tender creation or can be extended through corrigendum. Bids cannot be opened before the specified date & time.
- All bid openers have to log on to the portal to decrypt the bid submitted by the Firm/Service Provider.
- In the event of the specified date of bid opening being declared a holiday for the Officer Inviting the Bid, the bids will be opened at the appointed time on the next working day.
- In case bids are invited for more than one package the order for opening of the “Bid” shall be that in which they appear in the “Invitation for Bid”.
- During bid opening the covers containing original financial instruments towards Cost of Bid Security in the form specified in the NIT/ ITT valid for the period stated in the bid, received within the specified date and time shall be opened and declared. The OIT/Opener shall continue opening of other documents if he is satisfied about the appropriateness of the Cost of Bid and Bid Security.

15. EVALUATION OF BIDS:

- All the opened bids shall be downloaded and printed for taking up evaluation. The OIT/Openers shall on each page of the documents downloaded and furnish a certificate that the documents as available in the portal for the tender have been downloaded.
- The OIT/Evaluators shall take up evaluation of bids with respect to the qualification information and other information furnished subject to confirmation of the Bid Security, the issuing institutions.
- After receipt of confirmation of the Bid Security, the bidder may be asked in writing to clarify on the document provided in the Technical Bid, if necessary, with respect to any doubts or illegible documents. The Officer Inviting Tender may ask for any other document of historical nature during Technical evaluation of the tender. Provided in all such cases, furnishing of any documents in no way alters the Bidder's price Bid. Non-submission of legible documents may render the bid nonresponsive.
- The bidder will respond in not more than two days of issue of the clarification letter, failing which the bid of the bidder will be evaluated on its own merit.
- Technical evaluation of all bids shall be carried out as per information furnished by Firm/Service Providers. But evaluation of Bids does not exonerate Firm/Service Provider from checking their original documents at later date. If the Firm/Service Provider is found to have misled the evaluation through wrong information, action as per relevant clause of NIT/ITT shall be taken against the Bidder/firms.
- The OIT/Evaluators will evaluate bids and finalize list of responsive bidders.
- The Financial bids of the technically qualified Firm/Service Provider shall be opened on the due date of opening. The OIT/Openers shall log on to the system in sequence and open the financial bids.
- The Financial Bid will be opened on the notified date & time in the presence of Firm/Service Provider or their authorized representative who wish to be present.
- At the time of opening of "Financial Bid", bidders whose technical bids were found responsive will be opened.
- The qualified bidder's name, bid prices, item wise rates, total amount of each item in case of item rate and percentage above or less in case of percentage rate tenders will be announced.
- Procurement Officer-Openers shall sign on each page of the downloaded BOQ and the Comparative Statement and furnish a certificate to that respect.

**Chief Project Director
Uttarakhand Forest Resource Management (JICA) Project,
Dehradun.**

Tender Document for Supply of Vehicle on a) monthly basis (without diesel) and b) on-call basis (with diesel).

TERMS & CONDITIONS OF THE TENDER

1. GENERAL

- I. The response to the present tender will be submitted by way of two stage bidding process. The technical details with the relevant information/ documents/ acceptance of all terms and conditions strictly as described in this tender document should be submitted online.
- II. Tender should strictly conform to the specifications. Tenders not conforming to the specifications will be rejected summarily.
- III. Any incomplete or ambiguous terms/conditions/quotes will disqualify the offer.
- IV. The Department reserves the right to accept/reject any or all tenders without assigning any reasons therefore.
- V. Any set of terms and conditions from the Firm/Service Provider are not acceptable to the Department.
- VI. The Department reserves the right to stop the tender process at any stage and go in for fresh tendering without assigning any reasons.
- VII. **The L1 rates finalized in the tender will be valid for 1 Year and L1 vendor is bound to execute the orders placed at L1 rates during the currency of the tender.**
- VIII. **The Department reserves the right to impose and recover penalty from the Firm/Service Provider who violate the terms & conditions of the tender including refusal to execute the order placed on them for any reasons.**
- IX. **The Firm/Service Provider (s) who do not qualify in the technical bid will not be considered for financial bid opening.**

Should you require any further clarification, please get in touch through e-mail only with the following officer of this Department within seven days of tender notification date, after which no such communication will be entertained:

Sh. S.M. Joshi
Project Director,
Office of the Chief Project Director,
Uttarakhand Forest Resource Management Project (JICA).
Phone: 2608576
E-mail: cpdufrmp@gmail.com

2. INSTRUCTIONS TO THE Firm/Service Provider:

NAME OF WORK: Hiring of vehicle on a) monthly basis (without diesel) and b) on-call basis (with diesel) from Registered Service Providers from December 2018 to Uttarakhand Forest Resource Management Project (JICA Funded), Uttarakhand.

- II) Please read the terms & conditions governing the tender carefully.
- III) Please fill in the relevant information in the blanks provided.
- IV) Please sign in full by the Authorized Signatory (ies) with Company Seal in all the relevant Annexures and return the complete set in a sealed cover.
- V) Please also note that:
 - a) The Department reserves the right to cancel the tender without quoting any reason.
 - b) No consideration will be given to tenders received after the time stipulated above and no extension of time will be permitted for submission of tender.
 - c) The vendor will submit his tender after carefully examining the document/ conditions and the items covered under the tender.
 - d) Tenders not fulfilling any or all of the conditions prescribed or which are incomplete are liable to be rejected.
 - e) No amount should be quoted as charges during warranty period except for consumables if any. Violation of these instructions would entail disqualification.
 - f) **All prices should be quoted F.O.R. including all operating costs such as wages/salary of the driver, motor oil, coolant, lubrication, periodic maintenance, battery, repairs, spare parts, tyres/tubes, depreciation, servicing, premium of insurance, taxes (including GST) etc and without diesel for monthly basis and with diesel for on-call basis.** Tenders offering any discounts will be disqualified.
 - g) During the validity period of tender quotes, any upward change in the exchange rate/any other duties are to be borne by the vendor. In the event of any downward revision of levies/duties etc., the same should be passed on to the Department, notwithstanding what has been stated in the tender or in the Letter of Intent/Purchase Order.
 - h) No price escalation adjustment or any other escalation will be payable.
 - j) Canvassing in connection with tenders is strictly prohibited and tenders submitted by Firm/Service Provider who resort to canvassing are liable to be rejected.
 - k) Tenders received through e-tendering process will only be accepted. Tenders delivered manually/By post will be rejected at once.
 - l) Unconditional confirmation if required from the lowest tender that they agree to supply the items covered under the tender at the finalized rate must be furnished by 4.00 P.M. of the succeeding day on which commercial quotes are finalized.

3. CONDITIONS GOVERNING THE TENDER:

- I. **Signature:** The authorized person(s) should sign the Tender Document and related Annexures only. A copy of the letter issued by competent authority authorizing the person(s) to sign on behalf of the company should be enclosed.
- II. During the entire period of contract, the hired vehicles shall have all essential valid MV documents such as valid Registration Certificate, Insurance Certificate, Fitness Certificate, valid contract carriage permit, proof of up-to-date tax payment etc. Similarly, valid D.L. of the driver engaged for driving the vehicle shall remain available all the time. The Department/ office hiring the vehicle shall not be responsible for any challan, damage/ loss caused to hired vehicles or loss of life/ injury made to any person or damage to any property on account of use of hired vehicle, any manner whatsoever. The bidder shall be responsible for all such incidents and shall also be responsible for any litigation.
- III. The rate should be specified inclusive of GST and diesel on monthly basis.
- IV. The rates quoted in tender will be treated as final.
- V. Quotations with incomplete information will not be considered.
- VI. The vehicles are proposed to be hired initially for a period of about 01 year with the option of extending it further.
- VII. The rates per month quoted for the rented vehicle are to be all inclusive. All the expenditure to be incurred on the vehicle towards repairs, replacement of spare parts, lubricating oil of engine, gear box & differential, coolant, tyres & tubes, battery etc. will be borne by the bidder.
- VIII. The applicant should have the experience of running a fleet of vehicles on rental basis for at least 3 years with annual turnover not less than Rs. 20 lakhs during last 3 financial years; i.e. 2014-15, 2015-16 and 2016-17. The bidder should submit the copies of returns of income tax filed with the Income Tax Department in support.
- IX. It shall be the responsibility of the bidder to provide a good, experienced and disciplined driver in uniform. The salary/wages of the driver shall be borne by the bidder.
- X. In case of out of station tour or night halt, the driver on the duty will be facilitated of his/her expenses by the bidder as per decided by both parties.
- XI. In case of repair/service/breakdown of the vehicle for reasons whatsoever, a vehicle of the same or better model along with driver shall be provided by the owner of the vehicle/bidder as replacement on the same day.
- XII. Payment of Toll Tax/Parking charges (both) will have to be paid on demand by the driver. Such payments will be reimbursed at the end of the month (along with the monthly rental of the vehicle) on furnishing of all such bills/receipts. Vehicle should be registered for Uttarakhand, Uttar Pradesh and Delhi.
- XIII. In case the vehicle does not report regularly, the competent authority will be at liberty to annul/ terminate the agreement and engage any vehicle from any other source.
- XIV. In case of urgency, the driver will have to report for duty as per the requirement of hirer. No extra payment shall be demanded for this.

- XV. The vehicles shall preferably be of the latest model, but not earlier than 2017 model and must be maintained in good running condition during the entire period of contract. Preference would be given to the owner who could provide new vehicles.
- XVI. If the services are found to be unsatisfactory, the client shall be at liberty to terminate the agreement on one-month notice.
- XVII. In case the service provider intends to withdraw the services of his vehicle and terminate the agreement, it shall be mandatory upon him to give one-month notice before such withdrawal of service and termination of agreement.
- XVIII. The payment will be made on monthly basis on submission of pre-receipted bill(s) duly supported by duty slip(s)/log sheet(s) duly signed by the concerned officer(s).
- XIX. The telephone/mobile facility (24 hours) must be available with the transporter/agency and the driver of the vehicle(s).
- XX. GST as applicable will be paid on billing.
- XXI. Log book has to be maintained for each vehicle.
- XXII. The successful bidder(s) shall have to deposit Rs 1,00,000/- (Rupees One Lakh) only in the form of Demand Draft/Bankers Cheque pledged in favour of Uttarakhand Forest Resource Management Society (UFRMS), payable at Dehradun as security deposit which will be refunded at the time of termination of the contract.
- XXIII. An Agreement will be signed by the successful bidder(s) with the competent authority stipulating the terms and conditions of the contract.
- XXIV. If the bidder violates any of the terms of contract, Government shall forfeit the entire amount of security deposit.
- XXV. In case of any dispute, the Judicial jurisdiction shall be Dehradun (Uttarakhand).

4. **Bidder not to make any alteration in document:** No alterations, which are made, by the bidder in the specifications or probable quantities accompanying this notice shall be recognized, and if any such alterations are made, the tender shall be invalid. Any tender, who purports to alter, vary or omit any of the conditions herein, is liable to be rejected.

5. **Bidder to gather all information for/bear cost for submitting tenders:**

- I. The bidder must obtain for himself on his own responsibility and at his own expenses all the information necessary including risks, contingencies and other circumstances to enable him to prepare a proper tender and to enter into a contract with the Department.
- II. The bidder should also bear all the expenses in connection with the preparation and submission of his tender.
- III. The bidder whose tender is accepted shall not be entitled to make any claim for increase in the rates quoted and accepted.

6. **Tender to be complete, adequate and cover all taxes, contingent costs including insurance:** - The tender must be complete in itself, properly worked out to cover all the bidder obligations under the contract and all matters and things necessary for the proper completion of the work, and the rates quoted therein must be correct and sufficient to cover the bidder costs, overheads and profits etc.

7. **Quoted rates not subject to escalation:** The rates should not be subject to any escalation in prices of components, basic material, exchange rate, taxes, duties, railway/freight and the like, labor rates, octroi (where applicable) etc.
8. The rates should be firm for a period of one year from the date of opening of tender.
9. **Rights of Department:**
 - i) The Department does not bind itself to accept the lowest quote and reserves the right to reject any or all the quotes received, without assigning any reason therefor.
 - ii) While placing the Work Order, the Department further reserves the right to delete or reduce any item without assigning any reason therefor.
10. **Assigning Work:** The work or any part of it should not be transferred, assigned or sub-let without the written consent of the Department.
11. **Other agencies at work:** The vendor shall be required to co-operate and work in co-ordination with and afford reasonable facilities for such other agencies/specialists as are/may be employed by the Department on other works/sub-works in connection with the project/scheme of which this work forms part and in this connection it shall be deemed that the Firm/Service Provider has prior to submitting the tender inspected the premises and taken all circumstances into consideration.
12. **PAYMENT TERMS:** The bidder should submit the bills to the Chief Project Director, Uttarakhand Forest Resource Management (JICA) Government of Uttarakhand, Dehradun in duplicate. The payment will be made on monthly basis on submission of pre-receipted bill(s) duly supported by duty slip(s)/log sheet(s) duly signed by the concerned officer(s).
13. **Earnest Money Deposit:** The vendor shall have to deposit with the Department an amount Rs. 1,00,000.00 (One lakh only) as Earnest Money Deposit along with the Technical Bid. The deposit so collected will be refunded to all the bidders except the bidder with whom agreement is signed upon finalization of the Tender.

**ACCEPTED THE ABOVE CONDITIONS
SIGNATURE OF THE VENDOR/BIDDER**

Technical Bid Form

- I. Name of bidder:
- II. Registered Address:
- III. Phone No:
- IV. E-mail id:
- V. GSTIN No:
- VI. PAN No:
- VII. Turnover for last 3 years:
- VIII. Details of Tender Document cost:
 - a) Draft/ Pay order No :.....Date :
 - b) Amount Rs:
 - c) Name of Bank & Branch:
- IX. Details of Earnest Money Deposit:
 - a) FDR/ CDR No: Date:
 - b) Amount Rs:
 - c) Name of Bank & Branch:
- X. Notary Affidavit of the fact that firm is not blacklisted by any State or Central Government Organization
- XI. Previous experience of supplying Vehicles to Government consecutively for last 03 years:
- XII. Other documents as per tender if any:

Signature of Bidder with Seal

ANNEXURE – III

Financial Bid**Format of Bill of Quantities (BOQ)**

Sl. No.	Description of Work/Item	No. of Qty	Unit Rate	GST	Total Estimated Rate
A	For Supply of vehicle on monthly hiring basis (without diesel) from Registered Service/Vehicle Providers				
1	Middle/upper models of Toyota Innova or equivalent. (Rate for 12 hrs duty daily and 3000 kilometers per month)	01			
2	Middle/upper models of Mahindra Xylo or equivalent. (Rate for 12 hrs duty daily and 3000 kilometers per month)	01			
3	Middle/upper models of Maruti Suzuki Ciaz or equivalent. (Rate for 12 hrs duty daily and 3000 kilometers per month)	01			
4	Middle/upper models of Mahendra Bolero or equivalent. (Rate for 12 hrs duty daily and 3000 kilometers per month)	01			
B	For Supply of vehicle on-call basis (with diesel) from Registered Service/Vehicle Providers				
1	Middle/upper models of Toyota Innova or equivalent. (Rate per Km for one day for minimum 250 km)	01			
2	Middle/upper models of Mahindra Xylo or equivalent. (Rate per Km for one day for minimum 250 km)	01			
3	Middle/upper models of Maruti Suzuki Ciaz or equivalent. (Rate per Km for one day for minimum 250 km)	01			
4	Middle/upper models of Mahendra Bolero or equivalent. (Rate per Km for one day for minimum 250 km)	01			

ANNEXURE – IV

Type/model of vehicle to be provided on monthly basis (without diesel) and on-call basis (with diesel).

Sl. No.	Type of Vehicle	Approximate no. of vehicle required **	Remarks
1	Middle/upper models of Toyota Innova or equivalent.	01	preferably latest model, but not earlier than 2017 model
2	Middle/upper models of Mahindra Xylo or equivalent.	01	
3	Middle/upper models of Maruti Suzuki Ciaz or equivalent.	01	
4	Middle/upper models of Mahindra Bolero or equivalent.	01	

Bidders are advised to take note of followings

**** Above tabulated requirement is purely projected with an intention to facilitate bidder to submit rates. The actual requirement shall be varying from time to time and may increase or decrease up to any extent which shall be abiding to bidder.**