



**CENTRE FOR MATERIALS FOR ELECTRONICS TECHNOLOGY (C-MET)**  
(Scientific Society, Ministry of Electronics & Information Technology, MeitY, Govt. of India)  
PANCHAWATI, OFF PASHAN ROAD, PUNE-411 008, INDIA  
TEL: 25898390, 25899273, 25898141

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## **TENDER DOCUMENT**

**FOR**

## **HIRING OF VEHICLES**

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## **TENDER NOTICE**

Advt. No.PN/ADM/CAR/001/2016

Sealed Tenders are invited (under **TWO BID SYSTEM, i.e., separate Technical Bid and Financial Bid**) from Registered and reputed experienced and financially sound Travel firms/Agencies for **HIRING OF VEHICLES ON CONTRACT BASIS** at the above address:

<b>Tender Reference No.</b>	<b>Brief Description</b>	<b>E.M.D. (in Rs.)</b>	<b>Cost of Tender Fee. (Rs.)</b>
PN/ADM/CAR/001/2016	<b>Tender for Hiring Of Vehicles:</b> i) Hiring of One Indigo (Type: Mid Sized Sedan) (AC/ Non -AC) Diesel driven on Monthly Basis.  ii) Extra Vehicles (Tavera, Innova, Etios) (AC/NON-AC) as and When Required on Daily Basis.	20,250.00	500.00

**Last Date of Issue of Tender Document : 20.07.2017**

**Last Date for Receipt of Tender Bid : 21.07.2017 to 14.00 Hrs.**

**Date of Opening of Technical Bids of Tender : 21.07.2017 at 15.00 Hrs.**

For details, please visit our website <http://www.cmet.gov.in>. Tender documents can be obtained from the Administrative Officer, C-MET, Pune or may be downloaded from our website. C-MET will not be responsible for postal or any other delay and reserves the right to reject any or all the tenders without assigning any reasons

(Sd/-) Administrative Officer

**GENERAL TERMS AND CONDITIONS FOR BIDDER:**

1. The bidder should have Service Tax Registration and at least two years experience of providing vehicle to Government establishments. The bidder should be preferably based at Aundh / Baner / Pashan or within 10 kms. Radius.
2. The bidder has to submit both Technical and Financial Bids in separate sealed covers marking 'Technical' or 'Financial' and it is to be addressed to the Administrative Officer, Centre for Materials for Electronics Technology (C-MET), Panchawati, Off. Pashan Road, Pune – 411 008. Bids will be accepted up to **14:00 hrs. on 21.07.2017** Bidders should submit technical bid as well as financial bid as per 'Annexure – III & IV' with prescribed self attested supporting documents. The bids will be opened at **15.00 hrs. on 21.07.2017**
3. The bidder may remain present at the time of opening of the tender by a Committee constituted by the C-MET for the purpose. The financial bids of only those bidders who technically qualify will be opened.
4. The vehicle will be taken by the C-MET on contract basis from the successful bidder as per General Terms and Conditions for Contractors specified in 'Annexure – II'.
5. Where the bid is received after the due date (including on account of reasons of postal delay), the same will not be considered.
6. The successful bidder has to enter into a formal contract with the C-MET.
7. The C-MET reserves the right to cancel/postpone the tender/contract procedure without assigning any reason thereof.

**GENERAL TERMS AND CONDITIONS:**

1. The vehicle shall be a INDIGO (Type: Mid Sized Sedan) (A/C / Non-AC) to be used for official purpose by C-MET, Pune on monthly basis. C-MET may also hire other vehicles on as and when required basis (**as per para 3 of Annexure-V**).
2. The vehicle shall be required to be produced in the office for physical Verification / /inspection before deployment. The vehicle provided by the contractor as per the agreement should be registered on or after 01.01.2013
3. The vehicle provided should be duly registered with the Motor Vehicle Department as a “Taxi/Commercial Vehicle” and the Contractor will be solely responsible for the fulfilment of all the conditions under various Acts/Circular/Notifications etc. regarding the vehicle supplied to the department.
4. **Tenders must be accompanied with Earnest Money Deposit (E.M.D.) of a sum of Rs. 20,250.00 (Rupees Twenty thousand tow hundred fifty only) in the form of Demand Draft / Pay Order from a Nationalized Bank/Scheduled Bank and drawn in favour of Director, C-MET, and payable at Pune.**
5. The drivers should be in uniform while on duty as per guidelines of RTO. Following conditions are also to be fulfilled by the **Contractor/Driver**
  - i) The driver should have a valid driving license and Batch No. issued by RTO with experience of more than three years of driving the class of vehicle offered for hire.
  - ii) The driver shall be provided with a mobile phone by the contractor. The bill of the mobile phone is to be borne by the Contractor. The driver should always be reachable on mobile phone during the period of his deployment.
  - iii) The driver should be decent and well behaved. He should not have any criminal background. It shall be the responsibility of the Contractor to verify the antecedents of the driver before deployment.
  - iv) The Contractor shall be responsible for verification of medical fitness and suitability of driver before deployment.
  - v) The driver should have knowledge of city routes and should be able to communicate and understand both in **Hindi, English and Marathi**

- vi) All statutory compliance related to employment of the driver need to be adhered by the contractor.
- vii) Penalty of Rs. 500/- will be levied on repeated defaults of late reporting, refusal of duties, use of vehicle for an activity not be covered by the contract, change of vehicle/driver without prior intimation, non-maintenance of cleanliness of vehicle/decorum by the driver and driver's mobile found to be switched off when the vehicle was required by the **C-MET** etc.
- viii) Dedicated vehicle and driver is to be provided to the Laboratory, Any change would be permitted only in exceptional circumstances, on prior permission.
  - a) The personnel deployed by the contractor shall maintain decency, peace and order during deployment with the C-MET. They shall behave courteously with all the Officer/employees of the C-MET, other personnel working for the C-MET and the visitors of the Office / residential premises. The driver would be required to be immediately replaced by the contractor on compliant of misbehaviour. Any damage to property by the deployed driver shall be recovered from the Contractor.
- ix) The vehicle requirement shall be
  - a) One commercial vehicle on monthly basis (bid as per Annexure – IV)
  - b) Commercial vehicle (s) required as and when basis (bid as per Annexure – V).
- 6. All the claims/damages arising out of accident, if any, shall be settled by the contractor. The responsibility for loss/damage of property/life due to accident of the vehicle /driver shall be of the contractor. The C-MET/Director of the Lab shall not be responsible for any such loss/damage.
- 7. The contract will be for ONE year or from the actual date of commencement and is renewable on mutual agreement (if found satisfactory ) by the C-MET, on the same terms and conditions or such modification as agreeable to both the parties.
- 8. The contract can be terminated at any time, without assigning any reasons, by the C-MET or the Contractor by giving 30 days notice.
- 9. During the period of contract, no request shall be entertained for any hike in the agreed rates due to any reason.

10. The vehicle provided by the contractor shall have permit to carry passengers. The Contractor should comply with the RTO and other government rules, regulations, if etc. Any breach in this rules shall be at the complete risk of the contractor. The C-MET will in no way be responsible for any damages/losses/action incurred to the Contractor arising out of this contract. Further, the C-MET may insist from time to time to produce the relevant documentary evidences pertaining to the vehicle, driver etc. failing which the C-MET will withhold the payments or terminate the contract.
11. The vehicle shall have comprehensive insurance and fitness as per RTO rules.
12. Certified copy of RC books, Insurance Certificates and drivers driving licenses are to be given to the Laboratory at the time of signing the contract. Whenever a driver is changed, copy of the driving license of new driver is to be furnished.
13. The contractor shall provide replacement of vehicle within one hour in case of break down or servicing. In case replacement is not provided the C-MET will book similar vehicle from alternative sources and the expenses so incurred will be recovered from the monthly bill of the contractor.
14. The basic fixed monthly hire charges shall cover the fuel charges for vehicle, repairs and maintenance, insurance, permit, driver's salary and allowances including night bhatta but excluding parking and toll charges etc. No request for any extra payment would be entertained.
15. Bills are to be submitted on monthly basis before 07<sup>th</sup> of every succeeding month to the Office of the C-EMT. Payment will be made by the Govt. Cheque or NEFT/RTGS, after statutory and other deductions. Penal deductions, if any, shall be made before making the monthly payments.
16. The vehicle taken on hire will have to be parked either in the office premises or at the premises of the officer to whom the vehicle is allotted/ or his discretion.
17. The rate quoted is for a minimum 2000 Kms. With 250 Hours duty (monthly rates) The unused/excess kilometres/hours of a month can be carried forward/adjusted to the subsequent months till the contract ends.
18. The contractor to whom the contract is awarded should furnish name, address, and contract number of a person with whom the controlling officer of C-MET should contact, in case of any problem faced with regard to service being provided by such contractor on day to day basis.

19. Any violation of the aforementioned terms and conditions may lead to termination of contract without any notice.
20. In case of dispute regarding interpretation of any term or condition of the tender/contract, the decision of the Director, C-MET shall be final.
21. Arbitration: In the event of any question, dispute or difference arising under this agreement or in connection therewith, except as to matter the decision of which is specifically provided under this agreement, the same shall be referred to sole arbitration of the Director, C-MET, Pune.
22. All disputes arising out of or in any way connected with the agreement shall be deemed to have arisen at Pune and only courts in Pune shall have jurisdiction to determine the same.
23. The financial bids of only those bidders who technically qualify will be opened. The lowest bidder on the basis of monthly hire charges quoted for 2000 Kms. With 250 Hours duly on Monthly basis would be categorized at L1, and subject to satisfaction of other terms and conditions in the tender, the successful bidder would be chosen for the award of the contract.
24. The KM reading and timing shall be Garage to Garage basis. However, C-MET prefers those operators (service provider) willing to provide KM and timings from C-MET, Pune/ from the residence of the officials if it is within 10 KMs radius (both opening and closing)
25. C-MET reserves full right to offer the contract for monthly rental car and as & when required additional cars from different travel agencies.
26. In case of as & when required additional cars like Tavera, Innova & Etios (AC, Non-AC) or equivalent models of different car manufacturers, lowest quote among the offerers, shall be taken as bench mark on base price/rate per KM & Hour. Bidders who are willing to accept the offer for the reworked out price shall be notified and vehicles will be hired from them as & when required by C-MET.
27. The successful bidder in respect of monthly hire vehicle shall be deposit a sum of 10% of the fixed monthly vehicle hire charges as security deposit before entering the contract and shall be returned after satisfactory completion of the contract.

28. **Disclaimer: C-MET employees and their near relatives are prohibited from participation in this tender. The near relatives for this purpose are defined as: a)Members of a Hindu Undivided Family. b) His /her husband or wife. c) The one is related to the other in the manner as father, mother, son(s), son's wife (daughter-in-law), daughter(s) & daughter's husband (son-in-law), brother(s) & brother's wife, sister(s) and sister's husband (brother-in-law).**
29. Please go through the tender document in all respects before submitting your offer. Please sign all pages of tender document with official seal as token of acceptance.

ACCEPTED THE TERMS AND CONDITIONS  
SIGNATURE OF THE AUTHORIZED SIGNATORY



**TECHNICAL BID**

(To be signed and submitted to the C-MET, Pune with self attested supporting documents)

1.	Name and address of Registered Agency	
2.	Name and address of the Owner	
3.	PAN and Service Tax Registration (copies to be annexed) also Shop act license	
4.	Details of previous experience in Govt. Department/Public Sector Units (copy enclosed)	
5.	Details of vehicle (Make, Petrol /Diesel year of purchase, number and date of registration) to be offered for monthly basis	
6.	Details of EMD of Rs. 20,250/- in the form of Demand Draft / Pay Order from a Nationalized Bank / Scheduled Bank	
7.	Any other information	

Signature of the Owner/  
Authorized Signatory\_\_\_\_\_

Full Name\_\_\_\_\_

Name of Contractor\_\_\_\_\_

Phone/Mobile NO.\_\_\_\_\_

Place:

Date:

**DECLARATION**

I hereby certify that the information furnished above is full and correct to the best of my/our knowledge. I understand that in case any deviation is found in the above statement at any stage, the company will be blacklisted and will not have any dealing with the C-MET in future.

I hereby certify that I have gone through the tender documents and I abide by it.

(Signature of authorized signatory with date)

**ANNEXURE-IV**

**FINANCIAL BID**

(To be signed and submitted to the C-MET, Pune in the Travel Firm/Agencies letter head)

Sl. No.	Type of Vehicle	Monthly Charges in Rs.	Additional Charges per Km. <b>Beyond 2000 Kms.</b>	Extra Charges per Hour <b>beyond 250 Hours</b>
1.	<b>Indigo (Type: Mid Sized Sedan) Diesel Driven</b>			
	A/C			
	Non-A/C			

Signature of the Owner/

Authorized Signatory\_\_\_\_\_

Full Name\_\_\_\_\_

Name of Contractor\_\_\_\_\_

Phone/Mobile No.\_\_\_\_\_

Place :

Date:

**FINANCIAL BID – VEHICLE AS AND WHEN REQUIRED ON DAILY BASIS**

Category	Name of the Vehicle					
	Tavera		Innova		Etios	
	A/C	Non A/C	A/C	Non A/C	A/C	Non A/C
Rate per day for 100 Kms & 10 Hours						
Rate per day for 80 Kms & 8 Hours						
Rate per day for 50 Kms & 5 Hours						
Rate per day for 40 Kms & 4 Hours						
Rate for extra hour beyond 10/8/5/4 hours						
Rate for extra Km beyond 100/80/50/40						
Remarks						

**Note : Rate quoted shall be exclusive of Service Tax.**

Place :

Date:

Authorized Signatory \_\_\_\_\_

Full Name\_\_\_\_\_

Name of Contractor\_\_\_\_\_

Phone/Mobile No.\_\_\_\_\_

Seal: \_\_\_\_\_