ENQUIRY LETTER

Enq. No. HD/30/HT/2019-20/1164 Date: 13.02.2020

Subject: Tender for Hiring of Vehicles on Monthly basis – regarding.

<p>| | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-bid Meeting</td>
<td>20</td>
<td>02</td>
<td>2020</td>
</tr>
<tr>
<td>Due date for receipt of quotations</td>
<td>12</td>
<td>03</td>
<td>2020</td>
</tr>
<tr>
<td>Opening of Tenders</td>
<td>13</td>
<td>03</td>
<td>2020</td>
</tr>
</tbody>
</table>

Sir,

Centre for Materials for Electronics Technology (C-MET) is a Scientific Society under the Ministry of Electronics & Information Technology (MeitY), Government of India is a premier R & D Organization located at Cherlapally, Hyderabad would like to hire vehicles for its official purpose on monthly basis. You are requested to fill the Tender Form as per the Tender Notice enclosed and submit it before the due date.

2. The details of works to be done and terms & conditions are given at Annexure – I. C-MET reserves the right to reject any tender in full or part thereof without assigning any reason.

3. The sealed tenders complete in all respect shall be submitted to the Administrative Officer, C-MET, IDA Phase – III, Cherlapally, Hyderabad – 500051 on or before the above cited due date & time superscribing as under:

   Quotation No.
   Due Date
   Quotation for Providing Taxi on Monthly Contract

Thanking you,

Yours faithfully,

(G.K. VENKATESAN)
Administrative Officer
venkatesan@cmet.gov.in

Encl: As above

To
ANNEXURE-I

TERMS AND CONDITIONS FOR CONTRACT FOR PROVIDING TAXI ON MONTHLY RATE BASIS

I. GENERAL TERMS AND CONDITIONS

1. The Agency/Contractor shall have at least one tourist Taxi car (A/C Indica or equivalent car manufactured by reputed manufacturers) with a valid permit either All India or atleast Zonal permit (Andhra Pradesh and Telangana).

2. The Agency/Contractor shall have its liaison office in Hyderabad.

3. The contractor shall provide ONE Taxi Plate Car with A/C (Indica or equivalent) in excellent condition on a full time basis to C-MET, It shall be kept at the disposal of C-MET, and C-MET shall use the vehicle for all its official travels. Contractor should be able to provide replacement Car in case of breakdown or servicing.

4. The Contractor shall always ensure the availability of the car at any time during normal working hours, and also whenever C-MET requires. The normal working hours of the office is from 9.00 hrs to 17.30 hrs.

5. The average monthly usage is 2000 km with total 250 working hours.

II. SPECIFIC TERMS AND CONDITIONS FOR TENDERERS REGARDING SUBMISSION OF QUOTATION

1. The car to be provided shall be those Registered not earlier than 2016.

2. Period of the contract will be for one year from the date as mentioned in the Contract award order. The same may be renewed further one or more years subject to maximum three years on the same terms and conditions at the discretion of C-MET in consultation with the Contractor

3. Tenderers may quote their contract amount, in the prescribed format (Annexure-II) for monthly usage of 2000 Km with total 250 working hours, which shall be inclusive of all charges such as Drivers' wage, insurance, road tax, fuel charges, other maintenance charges and statutory levies' if any. The additional Km charges beyond 2000 Km and the additional duty hours charges beyond 250 hours shall also be mentioned in the quotation.

4. They should also clearly indicate in the quotation about the Wages payable to the Driver, and other statutory payments. The wages payable shall not be less than the minimum wages applicable. The compliance of labour laws (Central/State)/EPF/ESI and additional insurance of the driver shall be the sole responsibility of the travel agency.

5. The Service Charges of the Contractor shall be indicated. The Tender without service charge will not be considered.
6. GST and other statutory levies, if any, shall be clearly and separately mentioned in the Tender.

7. All rates shall be indicated both in words as well as in figures. Where there is a difference between rates quoted in words and figures, rate quoted in words will prevail.

8. Only one quotation should be submitted by each party.

9. Unsigned quotations will be rejected.

10. C-MET reserves the right to cancel any of the quotation which are incomplete or for any other reasons and it reserves the right to cancel the entire process at any point of time before finalization.

11. C-MET takes no responsibility for delay, loss or non-receipt of quotations/documents sent by post and reserve the right to accept or reject any party of the tender without assigning any reasons.

12. Corrections if any, must be attested.

13. The authority of the person signing the tender, if called for, should be produced.

III. METHOD OF TENDER EVALUATION

1. All the tenders received on or before the last date of submission will be opened by a Committee of officials before the representatives of the tenders whoever present on the date and time specified;

2. The tenders opened will be then verified by the Committee, whether or not it is signed and all the documents required for verification of eligibility are enclosed or not. If it is not, the tender will be treated as "non responsive" and will be rejected.

3. Those satisfying the General Terms and Conditions will only be considered for further evaluation.

4. Those tenders which satisfies the General Terms and Conditions will be further examined whether:
   (i) The rates quoted for the workers are not less than the minimum wages prescribed by the Govt. authorities;
   (ii) The Service charge is quoted or not

5. Only those tenders which satisfies the terms and conditions will be further considered for financial evaluation. Financial evaluation will be based on total monthly amount for the work including GST. If any of the Tenderer has not registered under GST, his quotation also evaluated after adding GST, which otherwise payable by C-MET as reverse charge.

6. Final selection of the Contract is on Lowest Quote basis on monthly fixed contract amount. However, in the case where the additional rate quoted by the Lowest bidder is much higher than others, it will be further
evaluated based on average running KM – 3000 Km with 300 hrs. C-MET will have the right to negotiate the additional charges quoted by the Lowest bidder in all such situations

IV. OTHER TERMS AND CONDITIONS OF THE CONTRACT

1. On selection, the Contractor shall furnish Security deposit for an amount equivalent to one month’s Contract amount, in the form of Demand Draft, or FD receipt endorsed in favour of C-MET. The Security deposit will be returned only after 60 days from the date of completion of contract.

2. Certified copies of RC book, Insurance Certificate and Driver License are to be given at the time of signing the contract. Whenever a driver is changed, copy of the driving license of new driver is to be furnished.

3. The Contractor will be solely responsible for the fulfillment of all the conditions under various Acts/Circular/Notifications etc. issued by Central/State Government in respect to the vehicle supplied to C-MET.

4. The Contractor shall observe and abide by the provisions of all laws, rules and regulations and shall also obtain at his own cost all necessary licenses and permit that may be necessary for the purpose of carrying out the provision of the agreement. It shall also be the responsibility of the contractor to ensure compliance with all labour laws provision including all such liabilities due and payable under any other laws.

5. The Contractor shall provide replacement of vehicle within one hour in case of break down or servicing. In case replacement is not provided C-MET will book similar vehicle from alternative sources and the expenses so incurred will be recovered from the monthly bill of the contractor.

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. C-MET shall not be responsible for any such loss/damage.

7. The driver should have a valid driving license with Badge to drive the transport vehicles.

8. A daily log book issued by C-MET will be maintained by the Driver and it will be the responsibility of the Driver provided to get the details filled in and signed by the user with name.

9. If the vehicle is not parked in C-MET campus during nights the opening and closing K.M will be got entered and initialed by the nominated staff daily.

10. C-MET name board will be fixed on the vehicle while under C-MET’s use. Contractor shall not use the vehicle for purposes other than C-MET’s use, displaying the board.
11. The persons engaged by the contractor shall not be / deemed to be employees of C-MET and hence has no right for regular employment

12. It shall be the responsibility of the Contractor to ensure compliance with all Labour law provisions, including the payment of minimum wages as declared by Central Government or state government whichever is higher.

13. The contractor shall also be liable to pay the differential of proportionate increase due to revision in the minimum wages as notified by the Govt. Authorities from time to time during the period of contract.

14. The revision of rate during the period of contract will be considered only on account of revision in minimum wages as notified by the Govt. Authorities.

15. The revision of charges on account of changes in rates of fuel may be considered only at the time of extension/renewal of contract provided any increase/decrease in petroleum products; taking average annual price of Petrol/Diesel previous year, considering average mileage as 16 km/litre based on price prevailing as on date of Agreement for the contract.

16. The payment of Contractor bill will be made within seven working days on its submission, after effecting the statutory deductions; such as TDS under Income Tax Rules and also under GST Act, if applicable.

17. The payment of wages to the employee employed by the contractor is to be disbursed by the contractor himself or by his nominee by a/c payee cheque/RTGS only.

18. 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 to drive commercial vehicles 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 Telugu.
(vi) All statutory compliance related to employment of the driver need to be adhered by the contractor.

19. 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.

20. The contract can be terminated at any time, without assigning any reasons, by the C-MET or the Contractor by giving 30 days notice.

21. The vehicle provided by the contractor shall have permit to carry passengers. The contractor should comply with the RTO and other Government Rules, regulations, etc. Any breach in these 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.

22. The vehicle shall have comprehensive insurance and fitness as per RTO Rules.

23. 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.

24. The contractor to whom 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.

25. Any violation of the aforementioned terms and conditions may lead to termination of contract without any notice.

26. 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.

27. All disputes arising out of or in any way connected with the agreement shall be deemed to have arisen at Hyderabad and only courts in Hyderabad shall have jurisdiction to determine the same.

28. 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.

(G.K.VENKATESAN)
Administrative Officer
ANNEXURE -II

Quotation for Taxi Hiring Contract on Monthly Basis

1. Name of the Agency :

2. Permanent Address :

3. Address for Communication (with Pin code) :
   (Liaison office in Hyderabad ) :

4. Phone No. (Land Phone & Mobile Phone) :

5. PAN No. (Copy enclosed) :

6. (a) Type/Make/ Model and details of car to be provided :
   (b) Year of Registration :
   (c) Details of other cars of the Contractor ( proof shall be enclosed):

7 Details of existing contracts with other establishments, if any :

I am ready to provide taxies on monthly basis at the following rates as per your terms and conditions.

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Indicate vehicle to provide upon award of contract</th>
<th>Monthly charges Upto 2000 Kms with 250 duty Hours (Rs.)</th>
<th>Additional charges per Km beyond 2000 Kms</th>
<th>Extra charge per Hour beyond 250 Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Signature of the Owner/

Authorized Signatory _____________________

Full Name _______________________________

Name of Contractor _______________________

Phone/Mobile ____________________________

Place:

Date: