

## NOTICE INVITING TENDER

**Subject: - Notice for hiring of vehicle at Staff Selection Commission(MPR), Raipur.**

Offline bids are invited under two-bid system for award of Contract for providing vehicle to Staff Selection Commission (MPR), J-5, Anupam Nagar, Raipur(C.G.). as per details given in **Annexure-I** from vendors involved in the relevant field.

Tender documents may be downloaded from the website of SSC(MPR) i.e. <http://sscmpr.org>. The schedule of tender with **CRITICAL DATE SHEET** is as under:

### CRITICAL DATE SHEET

Date of Publishing on SSC Portal	12.01.2019
Document Download Start Date	13.01.2019
Document Download End Date	24.01.2019
Last Date & Time for Submission of Offline Tender	<b>25.01.2019</b>
Place of submission of bids	J-5, Anupam Nagar, Raipur(C.G.)- 492007. Tender may be dropped in Tender Box on or before <b>25.01.2019 upto 5:00 PM.</b>
Date & Time for Opening of Technical Bids	<b>28.01.2019 at 3:00 PM</b>
Earnest Money Deposit (EMD)	Rs. 5,000/-
Venue, Date and Time For Opening Of Financial Bid	J-5, Anupam Nagar, Raipur(C.G.)- 492007 on <b>28.01.2019 at 3:00 PM.</b>

### GENERAL CONDITIONS:

1. The last date for submission of bids is 25.01.2019 at 5:00 PM. The Technical bids would be opened on 28.01.2019 at 3:00 PM.
2. Bids shall be submitted offline only. Tender completed in all respect may be dropped in the Tender Box placed at J-5, Anupam Nagar, Raipur(C.G.)- 492007.
3. **Procedure of Submission of Bids:**

The tender shall be submitted offline in two separate envelopes, superscripted “, viz., **Technical Bid** and **Price Bid**.

All the pages of bid being submitted must be signed and sequentially numbered by the bidder irrespective of nature of content of the documents. The offers submitted by Fax / e-mail or any other mode shall not be considered. No correspondence will be entertained in this matter.

#### (i) TECHNICAL BID

The bidder should submit the following documents duly signed by the authorized signatory along with the Technical Bid in separate envelope viz. :-

- a) Signed & scanned copy of PAN/GIR card;
- b) Signed & scanned copy or Registration Number and Registration Certificate issued by Govt. Agency.
- c) Signed & scanned copy of GST number.
- d) Signed & scanned copy of Earnest Money Deposit (EMD) of Rs. 5,000/-
- e) The bidder should specifically certify on firm's letter head that firm is not black listed by any Govt. Department/PSU/Autonomous Body etc.

(ii) **PRICE BID**

Schedule of price bid must be submitted in **Prescribed format** only (Annexure-I). The bidder will strictly submit the rate in the proforma prescribed for Price Schedule. **Rates should be quoted inclusive of taxes.**

4. Terms & Conditions of the Tender enquiry:-

4.1 Earnest Money of Rs. 5,000/- in the form of DD in favour of "Dy. Director, Staff Selection Commission (MPR), Raipur should be submitted with the Bid documents at J-5, Anupam Nagar, Raipur(C.G.)- 492007. Offer without Earnest Money will be ignored. The earnest money/ bid bond deposited by the tenders shall be forfeited by this organization due to following reasons:

- (i) if tender is withdrawn during the validity period or any extension thereof.
- (ii) if tender is varied or modified in any manner during the validity period or any extension thereof.
- (iii) If a bidder, whose tender has been accepted, fails to furnish security deposit/performance bank guarantee within 10 (Ten) days of receipt of order the bid will be cancelled and earnest money will be forfeited. The earnest money / bid bond of unsuccessful bidders will be returned after completion of the process without interest.

4.2 The bidder must be in possession of valid license for running of commercial vehicle business in Raipur/ All India from Competent Authority and the vehicle provided may be authorized to run as taxi and should have proper permission for the areas to be visited.

4.3 The drivers engaged in the vehicles should possess a valid driving License, to operate the vehicle, issued by the Transport authority.


4.4 Firms have to deposit performance security / performance bank guarantee of Rs. **30,000/- (Rupees Thirty Thousand only)** which will be forfeited in case of violation of terms and conditions for the tender.

4.5 The driver on duty should be well dressed, polite in behaviour and well-versed with the Raipur areas. Any laxity in the behaviour of the driver shall be treated as breach of contract and cancellation of contract.

- 4.6 The vehicles on duty shall have be kept clean. The working condition of the vehicles provided should be good. The seats should be clean and comfortable. The seat shall always be covered with neat and good quality seat cover. No payment shall be made if the vehicles are found in dirty or shabby condition.
- 4.7 Failure to provide vehicle/driver will attract penal deduction from the initial monthly hiring amount @ Rs. 2000/- per day of default.
- 4.8 In case of any breakdown while on journey, alternative arrangement shall have to be made by the vendor failing which the vehicle will be hired form the open market and the expenses incurred thereon shall be deducted from the monthly bill of the vendor. This will be addition to a penalty of up to Rs. 500/- per such incident.
- 4.9 The vehicles provided should be well maintained and timely serviced to ensure good working condition failing which 50% of the bill for each incident if, reported by user will be deducted.
- 4.10 The Commission is entitled to terminate the contract without assigning any reason thereof by giving notice of its intention to do so.
- 4.11 In the event of Contractor failing to execute the work i.e. supply of vehicles on hire basis at any time to the full satisfaction of the Commission, the later reserves the right to cancel the contract.
- 4.12 Billing will start from Office premises of the Commission and not from the garage. Vehicle must first report to the Office of Staff Selection Commission(MPR), where Meter reading will be got noted and then proceed to the destination on all days including Saturday/Sundays or National holidays. In any case the vehicles are required on Saturday/Sundays or National holidays, driver of the vehicle may directly report to the designated person where meter reading should be got noted from the user.
- 4.13 The contractor shall indicate telephone/mobile numbers (at least two numbers.). The mobile Phones should NOT be in switched off mode. It should be kept in switch-on mode round the clock.
- 4.14 The successful bidder is required to maintain a daily record indicating time and mileage for the vehicle in a log book duly completed and signed by the concerned office. It should be maintained on daily basis and the same is required to submit along with monthly bills.
- 4.15 The period of contract will initially be for one year from date of award of the contract. The contract can further extended for another one year, if the services rendered by the firm will be satisfactory. However, it is at the discretion of the Commission to consider extension on the request of the firm or invite fresh quotations.

- 4.16 Copy of PAN Card and copy of Service Tax Registration Certificate are required. Without which tender will not be considered.
- 4.17 Rate quoted on monthly basis should be excluding GST.
- 4.18 Commission reserves the right to reject any or all the tenders without assigning any reason thereof and is under no obligation to inform the affected bidder or bidders of the grounds of Commission's action.
- 4.19 Any overwriting in the Tender/late submission of Tender will not be entertained.
- 4.20 All documents attached with the bid form should be self attested by the authorized signatory/bidder.
- 4.21 The award of the contract will be based upon full evaluation of the Technical and Commercial bid submitted in accordance with guidelines of Government of India. Decision of the Commission in this regard will be final.
- 4.22 The EMD should remain valid for 3 month beyond the final tender validity period. The EMD with lesser validity period will not be accepted and such bids i.e. EMD with lesser validity period will be summarily rejected.
- 4.23 EMD furnished by all unsuccessful bidders will be returned to them without any interest whatsoever, after finalization of the contract. EMD of the successful bidder will be returned without interest after receipt of the Performance Security.

Date:- 12.01.2019

  
(V. M. Patwa)  
Deputy Director  
SSC(MPR)

PROFORMA

1. Name, address and telephone numbers of the Tenderer:
2. Permanent Account Number (PAN)
3. Registration Certificate No of Firms.
4. Mention Distance between Office premises of the Commission and Taxi stand/garage.
5. Name and address of the Proprietor/Partners/Directors and their PAN No.
6. Hiring charges of vehicles (inclusive of all taxes, except Toll Tax, Parking Charges, if any)
  - a) For monthly basis

S. No.	Description	Charges for AC vehicles (inclusive of all taxes) per car (in Rs.)		
		Petrol	Diesel	CNG
1.	Vehicle details			
2.	For every extra kilometer beyond total 2000 Kms per month			
3.	For every extra hour beyond 12 hrs per day			

Date :

Place:

Name, designation and signature of the authorized person

