

**Rajasthan Skill and Livelihoods Development Corporation**

Kaushal Bhawan, J-8-B, Jhalana Institutional Area, Jaipur-302004 (Rajasthan)

Tender Document

FOR

Rate Contract for

The Work of Hiring of Vehicles

On

As And When Required Basis In RSLDC, Jaipur

2018-19

Note : Tender document cost : Rs. 200/-

Tender No : RSLDC/Pool/Vehicle hiring./2018-19/ 1732

Dated: 11/05/2018

This Tender is for The work of hiring of vehicles as and when required in RSLDC.

This Tender Document along with Formats, Annexure etc. is issued to –

M/s. -----

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**NOTE:**

(i) This document is not transferable.

(ii) Though adequate care has been taken while preparing the tender Documents, the Bidder shall satisfy himself that the document is complete in all respects. Intimation of any discrepancy shall be given to this office immediately. If no intimation is received from any Bidder within three days from the date of issue of the bid documents, it shall be considered that the bid document is complete in all respects and has been received by the Bidder.

(iii) The Rajasthan Skill & Livelihoods development corporation (RSLDC) may modify, amend or supplement this tender Document.

(iv) Please see regularly our website [www.livelihoods.rajasthan.gov.in](http://www.livelihoods.rajasthan.gov.in) for latest up-date after issue of this tender All modification/amendment/clarification/information etc shall be available on the website of [www.livelihoods.rajasthan.gov.in](http://www.livelihoods.rajasthan.gov.in) only.

(v) RSLDC may at its discretion, extend the deadline for submission of the Proposals.

(vi) Correspond at: -

The Managing Director,

Rajasthan Skill and Livelihoods Development Corporation.

EMI Campus, J-8-B, Jhalana Institutional Area, Jaipur-302004 (Rajasthan)

## **Rajasthan Skill and Livelihoods Development Corporation**

Kaushal Bhawan, J-8-B, Jhalana Institutional Area, Jaipur-302004 (Rajasthan)

### **Brief of Schedule of Dates of Tender**

Detail of work	The work of hiring of vehicles on as and when required basis in RSLDC, Jaipur and Outside
NIT No:	Tender No: RSLDC/Pool/Vehicle hiring/2018-19/1732 Dated: 11/05/2018
Estimated Work Cost:	Rs, 04 Lacs.
Earnest Money Deposit:	Rs, 8,000/-
Date of issue of tender Document (The tender can be downloaded from web site <a href="http://www.livelihoods.rajasthan.gov.in">www.livelihoods.rajasthan.gov.in</a> )	28/05/2018
Last Date of submission of Tender document /bid	28/05/2018 at 2.00 pm.
Date of Opening of bid	28/05/2018 at 3.00 pm.
Date of Completion of work.	One year from the date of issue of work order
Cost of Tender:	Rs. 200/- in favour of MD, RSLDC payable at Jaipur.

1. Unconditional bids are invited for Hiring of Vehicles from reputed Firms/Fleets Owners having capacity to supply small Vehicles On Day to Day Basis, HAVING BUSINESS IN JAIPUR and having Capacity and experience in this field for at least One year for the supply of vehicles bearing Taxi Numbers AIR- Conditioned. i.e. Swift Dzire, Etios, Indigo, Inova or likewise from fleet Owners/ Firms Of reputed firms on hire basis along with drivers. Vehicles provided by the tenderer should be make after the year 2014.
2. Tenderer/Bidders are advised to study the tender document carefully before submitting the Tender Form. It will be presumed that the tenderer/bidder have considered and accepted all the terms and conditions of this tender. No enquiry, what so ever verbal or written shall be entertained in respect of acceptance/rejection of the tender. BIDS MUST BE UNCONDITIONAL.
3. NO EXEMPTION OF EMD SHALL BE ALLOWED TO ANY ONE INCLUDING PSUs/CO- OPERATIVE SOCIETIES/ORGANISATIONS.
4. The tender cost and Earnest Money fees, is to be deposited in RSLDC office as per above time schedule. This is essential otherwise the bid will not be opened of that bidder.
5. The bid will be opened on 28/05/2018 at 3.00 pm., In the presence of bidders who wish to be present.
6. Cutting / overwriting if any in the figures of the tender document is required to be clarified / indicated in words, duly signed, failing which the tender may be rejected.
7. Deviation of any kind is "not" to be quoted in the bid. Such deviations shall not prevail.
8. All tender documents should essentially by signed and furnish.

## ELIGIBILITY:

1. The tenderer should have the experience of providing similar works for at least Two Year in any of the Departments/Autonomous Institutions/Universities/Public Sector Undertakings of The Government of India or Government of Rajasthan or any other State Government or Public Sector Banks or Local Bodies/Municipalities. Proof to this effect to be attached with Bid.
2. The tenderer firm/agency/company should have a valid registrations such as Permanent Account Number (PAN) of the Income Tax Deptt. G.S.T. Registration Number; Registration No. of the Agency/Firm.
3. The tenderer should submit an undertaking with the Technical Bid to the effect that he or his firm has not been black listed by any of the Departments/Organizations of the Government of India/Government of Rajasthan and no criminal case is pending against the said firm on the date of submission of this bid (Prescribe Performa as per Annexure-III).
4. The tenderer should submit an undertaking with the Bid to the effect that he or his firm have capacity of providing 04 to 10 Light Commercial Vehicles of make after the year 2014.
5. The tenderer should submit duly signed copy of original bid Terms and conditions of the Tender are duly accepted.

## PROCEDURE OF SUBMISSION OF BIDS :-

The copy of following documents should be Placed/enclosed/attached with the Technical Bids :-

1. Self attested copy of PAN No. card under GST.
2. Self attested copy of GST Registration Number.
3. Self attested copy of Valid Registration No. of the Agency/Firm.
4. Bid Security os Rs. 8,000/- in form of DD/Bankers cheque.
5. Prescribed Technical Bid tender form (as per Annexure-I)
6. Under Taking (Annexure- II & III)
7. Prescribed Financial Bid form (as per Annexure-IV).
8. The bid will be submitted in the Two Envelopments.

Envelop no. 1. **Technical bid:-** including Annexure- I, II & III and all other document except annexure-IV will be produced in Envelopment No. 1

Envelop no. 2. **Financial Bid:-** Price Bid (Annexure-IV) will be produced in envelopment No. 2.

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## **Cancellation of Tender or Contract**

The Bids will be rejected in the event of information being found false or detected incorrect or incomplete at any stage prescribed in the tender or any ineligibility being detected and no correspondence there of shall be entertained whatsoever.

**Forfeiture Of Bid Security:-** The Bid Security will be forfeited in the following conditions:-

1. If at any stage, any of the information/declaration given by the bidder is found false.
2. If a bidder withdraws his bid during the period of bid validity specified in the terms and conditions of tender.
3. In case of any lapse/default in honouring of the terms and conditions at any stage after submitting the tender.

**Terms & Conditions:** - Terms and Conditions of the tender are as under: -

1. The successful tenderer shall have to deposit a Security Deposit by way of a Demand Draft of Rs. 20,000/- to the Corporation with agreement within 15 days of award of tender.
2. The successful tenderer shall not engage any Sub-Contractor or transfer the contract to any other person/firm/agency in any manner. The tenderer shall not be permitted to transfer their rights and obligations under the contract to any other person/organization or otherwise.
3. Tenders not conforming to the requirement of the RSLDC will be rejected and no correspondence there of shall be entertained, whatsoever.
4. The Tenderer shall indemnify the RSLDC against all other damages/charges and expenses for which this RSLDC may be held liable or pay on account of the negligence of the Tenderer or his staff or any person under his control whether in respect of accident, injury to the person or damage to the property of any member of the public or any person or in executing the work or otherwise and against all claims and demand there of the RSLDC shall not be responsible financially or otherwise for any injury to the driver or person deployed by the Tenderer during the course of performing duties.
5. The rate contract for hiring of vehicles shall be valid initially for one year from the date of issue of work order and the RSLDC reserve the right to extend the validity of contract on mutual consent on the same rates and terms & conditions for a maximum of one more year upon the satisfactory functioning of the Tender.
6. During the period of contract the rates will not be revised with the revision of any Taxes or petrol/diesel rates by the Government of Rajasthan or by the Government of India.
7. Vehicles provided by the Tenderer should bear Commercial Registration Numbers with all india permit and should have Comprehensive Insurance and Drivers so provided with the vehicle shall have valid commercial driving license, the vehicles should conform to

the Pollution norms prescribed, if any, by the Transport Department of Government of Rajasthan.

8. The Tenderer shall not employ any person who has not completed 20 years of age. The Tenderer shall comply with all the statutory provisions as laid down under various Labour Laws/Acts/Rules like Minimum Wages, Provident Funds, ESI, BONUS, Gratuity, Contract Labour Act and other Labour Laws/Acts/Rules in force from time to time at his own cost. In case of violation of any such statutory provisions under Labour Laws or any other law applicable by the Tenderer, there will not be any liability on the RSLDC.
9. All the vehicles provided to RSLDC should be in good running condition and having valid documents / licenses from transport department and Insurance policy of the Driver & Vehicles. The Tenderer shall be responsible for total maintenance of the vehicles provided by him. Operation and function of the vehicles and Drivers shall be governed by motor Vehicles Act/Motor Vehicles Rules and Rajasthan Motor Vehicles Rules and these shall be the responsibility of the Tenderer.
10. The Tenderer shall provide vehicles as per requirement of the RSLDC and as and when required at a short notice (including early in the morning and late in the evening). The Department reserves the right to vary the numbers of vehicle hired.
11. The driver deputed with the vehicle should maintain the logbook / duty slip whichever is applicable for each vehicle and get the journey verified by the using officer.
12. No Charges for local night detentions/journey shall be paid.
13. The tenderer shall immediately provide replacement of the vehicle under repair/detained due to accident or vehicle not reporting for duty or in breakdown conditions. In case of breakdown of any vehicle, the Tenderer shall replace the breakdown vehicle within 30 Minutes failing which RSLDC has the right to hire vehicle from any other sources at the expense of the Tenderer.
14. The RSLDC has the right to ask the tenderer for removal of driver, who is not found competent orderly or disciplined.
15. The prices quoted should be inclusive of all charges and excluding taxes.
16. The vehicles shall be provided at the office of the RSLDC/Reporting Place and the mileage will be counted from the office of the RSLDC/Reporting Place.
17. The MD, RSLDC reserves the right to terminate the contract without assigning any reason by giving notice of 15 days to the Tenderer at any point of time during any of the years of the contract.
18. All the disputes shall be subject to Jaipur Jurisdiction.
19. All General terms and conditions applicable as per RTPP Ruls 2013



**Penalties:-**

1. The agency shall provide vehicles as per the requirement of the Corporation, In case of the failure of the successful tenderer to provide the same the Corporation shall be free to take action as under:-
  - (i) To hire vehicles from any other agency, and if the rate charged are higher than the approved rates, the same (difference) shall be recovered from the contractor out of pending bills of the contractor or from the security money deposited with the corporation.
2. For breach of any of the conditions of the contract: Termination of contract and forfeiture of Security Deposit.
3. For persistent breach or unsatisfactory services- termination of contract along with forfeiture of security deposit and blacklisting.

**Payment Terms :-**

1. The payment shall be made on submission of the duly verified bills (In Duplicate) after the satisfactory completion and verification of the work assigned, at approved rates after deducting penalties if any No advance payment will be made.
  2. The RSLDC will deduct Income Tax at source under Section 194-C of Income Tax Act from the Tenderer at the prevailing rates of such sum as income tax on the income comprised therein.
  3. The parking charges/toll tax and state tax, wherever applicable shall be paid at actual on submission of receipts.
- I. Agreement and security deposit**
- (i) Successful bidder shall furnish agreement on non-judicial stamp of denomination Rs 500/- borne by bidder, in a prescribed format within 7 days from the date of issuance of work order. Format of Agreement will provide from RSLDC office.
  - (ii) Successful bidder shall have to deposit security deposit amount of 5% of yearly amount (at the rate of approval monthly amount) not less than EMD amount Security Deposit shall be deposit in from of DD/Bankers Cheque in favour of M.D. RSLDC, Jaipur payable at Jaipur.
  - (iii) Successful bidder will convert/merge the EMD in to Security Deposit.
  - (iv) No interest will paid on the Security Deposit amount.
- The expenditure incurred to complete agreement and stamp paper will be borne by bidder and the copy of counter foil will be furnish free of cost to Corporation.
2. Bidder shall quote Rates inclusive of all taxes, road tax etc will not be borne by corporation. Toll tax and road tax (interstate) will be paid by corporation separately.
  3. **EMD forfeiture:- EMD will be forfeited on following reason.**
    - (i) If bidder wants to revert the proposal after opening the bids and before accepting the bid or made any modification.
    - (ii) If successful bidder will not furnish agreement within the prescribed period.

- (iii) If successful bidder will not deposit the Security Deposit with the prescribed period.
  - (iv) If successful bidder fails to commence the work/services within the stipulated period or not compliance the tender ToR.
4. Firm have to furnish compulsory the copy of receipt of service tax/GST deposit along with the bill after completion of every three month. In absence of receipt of service tax/GST counter foil Corporation will not release the payment.
  5. Work order of successful bidder may be further extended at the same rates and terms & condition with mutual consent.
  6. Although the tender is for one year but corporation free to breach the tender by giving 15 days notice in case no need of vehicle in corporation or unsatisfactory services provide by the firm, but bidder has no right to do so.
  7. Bid shall be evaluated by lowest rate but corporation will free to execute the work at higher rates depend on the basis of quality assessment.



**General Manager-I**  
**RSLDC**



**Technical Bid Format**

1.	Name and address of registered agency				
2.	Name and address of the owner /Proprietor				
3.	PAN & GST Registration No.				
4.	Details of Vehicles owned by the Bidder. (Copy of RC book of the vehicles to be enclosed to substantiate ownership)	S.No.	Vehicle make and year of manufacture	Reg. No.	
		1.			
		2.			
		3.			
		4.			
5.	Details of clients to whom vehicles provided on hire basis during 2015-16 & 2016-17 (Work order for all the hired vehicle should be enclosed)	2015-16			
		S.No.	Name of client	Whether Govt./semi-Govt./PSU	No. of Vehicle deployed
		1			
		2			
		3			
		4			
		2016-17			
		S.No.	Name of client	Whether Govt./semi-Govt./PSU	No. of Vehicle deployed
		1			
		2			
		3			
		4			

Note: If required separate sheet has to be enclosed for concerned columns.

**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 state, agency will be blacklisted and will not have any dealing with the Department in future.

Place:

Date:

**Name & Signature of**  
**Authorized Signatory with seal**

### UNDERTAKING

It is certified that my firm/agency/company has never been **black listed** by any of the Departments/Autonomous Institutions/Universities/Public Sector Undertakings of the Government of Rajasthan or any other State Government or Public Sector Banks or Local Bodies/ Municipalities and no criminal case is pending against the said firm/agency as on-----

Place:

Date\_ / \_ /

Signature of the Tenderer \_\_\_\_\_

Name of the Signatory \_\_\_\_\_

Name of the Firm/agency \_\_\_\_\_

Seal of the Firm/Agency \_\_\_\_\_

### UNDERTAKING

It is certified that my firm/agency/company having capacity to provide the vehicles as mentioned in the Tender Document.

Place:

Date\_ / \_ /

Signature of the Tenderer \_\_\_\_\_

Name of the Signatory \_\_\_\_\_

Name of the Firm/agency \_\_\_\_\_

Seal of the Firm/Agency \_\_\_\_\_

(In Separate Envelope)

**Financial Bid**

Financial offer are invited from travel agency for Rate Contract of hiring of A.C. vehicles as and when required in RSLDC, Jaipur as per details given below.

AC Vehicles – Daily basis (Local Journey)

(A)

Sl. No.	Type of vehicle	For 4 hrs & 40 kms	For extra per km	For extra per hour	For 8 hrs & 80 kms	For extra per km	For extra per hour	For 12hrs & 100 kms	For extra per km	For extra per hour
1	Swift Dzire, Etios, Indigo or equivalent Taxi's									
2	Innova, Honda City or equivalent Taxi's									

(B) AC Vehicles – Daily basis (Outside Jaipur with in Rajasthan)

Sl. No.	Type of vehicle	Rates Per kms	Night Halt Charges
1.	Swift Dzire, Etios, Indigo or equivalent Taxi's		
2.	Innova, Honda City or equivalent Taxi's		

## (C) AC Vehicles – Daily basis (Outside Rajasthan)

Sl. No.	Type of vehicle	Rates Per kms	Extra Charges Per Day
1.	Swift Dzire, Etios, Indigo or equivalent Taxi's		
2.	Innova, Honda City or equivalent Taxi's		

## Note:-

1. The above quoted rates should be inclusive of all taxes (Including GST) toll taxes paid extra on actual basis.
2. Road Tax (Inter State) will be paid on submission of receipt with bill.
3. Rates should be quoted in both figures and words for the above mentioned vehicles.

Signature of Bidder  
With Seal

Date:

Place: