

TENDER DOCUMENT
for
Hiring of Vehicles
(Monthly and Casual Basis)

e-TENDER NO. UPNEDA/ Vehicle-hiring /2019



Uttar Pradesh New and Renewable Energy Development Agency, U.P. (UPNEDA)
(Deptt. of Additional Sources of Energy, Govt. of U.P.)
Vibhuti Khand, Gomti Nagar, Lucknow-226010
Tel.No. 91-0522-2720652, TeleFax: 0522-2720779, 2720829
Website:<http://upneda.org.in> E-Mail: compneda@rediffmail.com

e-Tender Notice

Uttar Pradesh New and Renewable Energy Development Agency, (UPNEDA)

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UPNEDA invites online bids from Prospective Bidders through e-tendering for the hiring of Vehicles on monthly and casual basis in Uttar Pradesh as per the details given in e-tender document.

Sl. no	Item	Tender No.	Requirement	Fee of tender Document	Earnest Money
1	Hiring of Vehicles	UPNEDA/ Vehicle-hiring/2019	Monthly and Casual Basis	Rs. 1770.00 (1500+18% GST)	Rs. 5000.00

The tender document is available at e-Procurement website [http:// etender.up.nic.in](http://etender.up.nic.in) and UPNEDA website <http://upneda.org.in> from 07-06-2019 after 6.55 p.m. onwards. Interested bidders may view, download the e-Bid document and submit their e-bid online upto the date and time mentioned in the table below:

(a)	Availability of tender document on website	07.06.2019 after 6.55 p.m. onwards at e-Procurement website web site http:// etender.up.nic.in and UPNEDA website http://upneda.org.in
(b)	Last date & Time of e-Bid submission	27.06.2019 upto 6.55 PM
(c)	Online technical e-Bid opening date & time	28.06.2019 at 12.30 PM
(d)	Online financial e-Bid opening tentative date & time (Only of technically qualified bidders)	02.07.2019 at 3.30 PM
(e)	Venue of opening of technical & financial Bids	UPNEDA Head Office, Vibhuti Khand, Gomti Nagar, Lucknow-226010

The bidders need to submit the proof/cost of e-Bid document fees through demand draft and EMD as stated in the above table through Demand Draft of nationalized bank or scheduled bank of RBI in favour of Director, Uttar Pradesh New and Renewable Energy Development Agency (UPNEDA), payable at Lucknow. The scanned copy of the demand draft must be enclosed along with the e-Bids. The original demand draft along with the hard copy of the tender document with enclosers duly signed by bidders must reach the office of UPNEDA at Vibhuti Khand, Gomti nagar, Lucknow before opening date and time of technical e-Bid, failing which, tender shall not be considered. Director, Uttar Pradesh New and Renewable Energy Development Agency, (UPNEDA) reserves the right to reject any or all tenders without assigning any reason thereof. The decision of Director, UPNEDA will be final and binding.

Director, UPNEDA

1- Covering Letter:

FROM:-

(Full name and address of the Bidder)

.....
.....

To:

The Director ,
Uttar Pradesh New and Renewable Energy
Development Agency (UPNEDA)
Vibhuti Khand, Gomti Nagar, Lucknow- U. P.

Subject: -Offer in response to e-TENDER NO. UPNEDA/ Vehicle-hiring /2019

Sir,

We hereby submit our offer in full compliance with terms & conditions of the above e-tender. A copy of the e-tender, duly signed on each page is also submitted as a proof of our acceptance of all terms & Conditions.

We confirm that, we have the capability to fulfill the requirement of vehicles in time. (Supporting document in proof of capacity should be attached)

The e-tender is to be uploaded in two separate files named **Part-I for technical bid & Part-II for Financial Bid** only.

(Signature of Bidder)
With Seal

Uttar Pradesh New and Renewable Energy Development Agency, (UPNEDA)

(Deptt. of Additional Sources of Energy, Govt. of U.P.)
Vibhuti Khand, Gomti Nagar, Lucknow U P

2- Particulars of the Bidder

1. Name of the Travel/Tour Agency :
2. Name of the Bidder :
3. Address of the Bidder :
4. PAN Number of Bidder :
5. GST registration No. of Bidder :
6. RTO/Transport commissioner registration Letter No. & Date :
7. Contact No. :
8. e-mail Id :

Note: As above copy of the document must be submitted.

Signature of the Bidder

3 - Schedule to tender enquiry

Tender No. UPNEDA/ Vehicle-hiring/2019

**Last Date and Time for submission of e-bid
on 27.06.2019 upto 6.55 PM**

**Date and Time of opening of tenders
on 28.06.2019 at 12.30 PM.**

Invitation of e-tender from reputed and eligible travel/tourist agencies/ contractor agencies for hiring of vehicles on monthly and casual hiring basis.

The tendering travel/tourist agencies/ contractor agencies are requested to quote their best competitive prices confirming to the requirements stated below.

- 1 Contracts concluded on the basis of this tender enquiry shall be governed by the terms and conditions set out in the relevant documents attached herewith.
- 2 Bidder after downloading/getting the tender schedules should go through them carefully and then submit the documents.
- 3 Tenders received through e-mails/fax etc. shall not be considered/ accepted under any circumstances. Tender submitted on the prescribed format, given in this tender enquiry, will only be considered.
- 4 Bidder must submit the EMD as per details enclosed herewith. Tender submitted without accompanying the EMD/s shall be rejected summarily. Tender document can be downloaded from e-procurement website [http:// etender.up.nic.in](http://etender.up.nic.in) The cost of tender document is to be submitted along with tender document in form of **DD (Rs. 1770.00) drawn in favour of Director, UPNEDA** payable at Lucknow.
- 5 **Duly completed e-tender, technical bid (Part-I) and financial bid (Part-II) should be uploaded on e- procurement website [http:// e-tender.up.nic.in](http://e-tender.up.nic.in) upto 27-6-2019 at 6.55 p.m.**
- 6 **The e- tenders shall be opened on 28.06.2019 at 12.30 P.M. in the presence of such tenderers who wish to be present to witness the tender opening.**
- 7 **The hard copy of all documents, certificates and demand draft must be submitted at the time of opening of e-tender i.e. 28.06.2019 at 12.30 P.M.**
- 8 In the event of the last date specified for receipt and opening of the proposal being declared as a holiday for UPNEDA the due date for submission and opening of proposals will be the next working day.
- 9 Bidders are requested to visit UPNEDA website www.upneda.org.in regularly before due date of submission for any probable corrigendum which could be uploaded subsequently against the tender.
- 10 The competent authority of the UPNEDA does not bind itself to accept the lowest or any other tender and reserve to itself the authority to reject any or all of the tenders received without assigning any reason. UPNEDA reserve the right of negotiations to its sole discretion.
- 11 This tender is not transferable.

Director, UPNEDA

4 - Terms and condition:

1. Earnest money of Rs. 5000/- will have to be submitted along with tender form and document. Earnest money shall be accepted in the form of DD of nationalized bank or scheduled bank of RBI in favour of Director, UPNEDA payable at Lucknow. No interest will be given on Earnest money. Earnest money of unsuccessful bidders will be returned within one month after the finalization of Tender. Earnest money of successful bidder will be converted to Security Money for the period of Agreement and will be released after the completion of Agreement.
2. **Please follow the rules as under while quoting the rates:**
 - (a) Please quote the rates in figures including with all Taxes and duties except GST as applicable. No other tax/expenditure shall be allowed to be added for the payment. Only toll tax shall be paid on actual basis. No calculation, exception, option, condition etc is to be allowed to be shown anywhere.
 - (b) **Online rates are to be quoted as mentioned in the financial bid .**
 - (c) Any over writing/cutting etc in quoted rates will make the tender liable to be rejected.
 - (d) The tender must be valid for 03 months from the date of opening of tender.
 - (e) **contractor must issue a cenvatable invoice to the UPNEDA.**
 - (F) Rates will remain unchanged for the whole period of contract (i.e. One year).
 - (G) Each bidder shall submit only one bid.
- 3 **Documents required to be submitted in the bid.**
 - (a) An attested copy of necessary mandatory approvals / certificates/ registrations etc from RTO/Transport commissioner and duly certified by a competent authority as tour/taxi service operator.
 - (b) Experience Certificate supporting with work order of minimum **3 years of the firm as on 31st March,2019** for providing satisfactory taxi hire services to any government/ semi government department/ renowned organization in private sector. Please add documentary proof of each contract & telephone number of person who has awarded the work (for the purpose of verification if required.)
 - (c) Copy of latest income tax clearance certificate should be enclosed.
 - (d) **Affidavit from Notary that the bidding firm/ contractor agency has not been blacklisted/deregistered/debarred by any Government institution in the past.**
 - (e) Copy of any other statutory obligations as are required from time to time.
 - (f) **Copy of GST registration certificate** along with enclosed copy of latest payment should be enclosed.
 - (g) Turnover of minimum Rs. 10.00 Lakh in last 03 year (i.e. 2015-16, 2016-17 and 2017-18), certified by the registered CA.
 - (h) Photocopy of PAN Card.
 - (i) A photo copy of this tender document duly signed and stamped by authorized signatory of the bidding firm/ agency as a acceptance of all terms and conditions of this tender.
 - (j) **Earnest money of Rs. 5000/- only in the form of DD of nationalized bank or scheduled bank of RBI.**
 - (k) Except earnest money each page of all enclosures has to be signed by the authorized signatory of bidders and uploaded on the above e-tender website.

- (l) All documents uploaded should be self attested with seal of bidders.
- (m) **Contractor/agency should have minimum 05 vehicles registered in the name of firm / proprietor or in contract with agency. Proof of this should be submitted.**

5- Award of rate contract:

- [a] UPNEDA will download the tenders from e-procurement website and evaluate, compare the tenders which are considered to be substantially responsive i.e.
 - [i] Which are properly signed, and
 - [ii] Confirm to the terms & conditions and specifications.
- [b] UPNEDA will award the rate contract to the bidder whose tender has determined to be substantially responsive and who has offered the lowest evaluated tender price.
- [c] Notwithstanding the above, UPNEDA reserves the right to accept or reject any tender or all tenders at any time prior to the award of the rate contract without assigning any reason thereof, and in suppression of any of the conditions laid down before herein or hereafter.
- [d] The bidder whose bid is accepted will be notified of the award of the rate contract by UPNEDA prior to expiration of the tender in the validity period.
- [e] The competent authority reserves to itself the right of accepting the whole or any part of the tender and the tenderer is bound to perform the same at the rate quoted.
- [f] Technical bid will be evaluated on the basis of responsiveness, experience of similar nature quality work and turnover. **Financial bid of those tenderers who qualified in technical bid shall only be opened.**

5 Mode of submission of Security deposit.

- a The successful bidder will be required to furnish a security deposit of Rs. 10000/- by way of DD drawn on any nationalized bank or scheduled bank of RBI, in favour of Director, UPNEDA payable at Lucknow at the time of **agreement in addition to the Earnest money converted as Security Money.**
- b The security money of the successful bidder for due fulfillment of the rate contract will bear no interest and will be returned only after satisfactory completion of the rate contract, subject to such deductions that may be deemed fit at the sole discretion of UPNEDA. In case of non fulfillment of any term and conditions of the RFQ/ rate contract the security money shall be forfeited.
- c The successful bidder will have an agreement / bond with UPNEDA on Non-judicial stamp paper of Rs. 100/- and the same will have to be submitted before receipt of work order.
- 6 The vehicle should have up-to-date road tax registration certificate, comprehensive insurance covers and all matters related to insurance will be settled by the contractor agency concerned at their own cost and time. In case of any accident /traffic violation / police case/ court case etc the entire responsibility to settle the matter will be of contractor/ bidder agency concerned.
- 7 The vehicle must be registered under transport department. List of vehicles along with Copy of registration certificate (RC) must be enclosed along with the tender.
- 8 The driver of the vehicle should possess valid commercial all India driving license to drive the vehicle concerned. Driver should be well disciplined and they should maintain cleanliness and decency while on duty. In case of any indiscipline shown by the driver or the agent of the

contractor agency, the contract can be cancelled by the Director without assigning any reasons / explanations their off.

- 9 The character and antecedents of drivers employed by contractor/ agency for duty of UPNEDA should have been verified by police authority.
- 10 The Driver shall be well aware of all the local routes of Lucknow and of the major town of the state of UP. If the travel distance increases due to ignorance of driver above the proper routes UPNEDA will pay for the shortest routes available.
- 11 The driver should not be changed frequently; in case these have to be changed the same must be informed to UPNEDA in advance.
- 12 A list of your regular drivers assigned for duty at UPNEDA should be submitted to UPNEDA office. The driving licenses of such drivers should be submitted for perusal before the commencement of contract.
- 13 Mobile phones is to be provided by contractor agency to their drivers at their own cost. Mobile phones shall not be used while driving.
- 14 As a courtesy the drivers should come out and open the doors of car for entering and leaving the car for dignitaries.
- 15 The vehicle should not be older than 3 years as on tender date and should also not completed more than 2.00 lakh KM. Contractor agency has to provide the vehicles even at short notice to the UPNEDA, failing which UPNEDA will hire vehicle from other contractor agency which will be paid by the contracted contractor agency.
- 16 If the vehicle get breakdown on duty in city the contractor agency will arrange alternate vehicle at the earliest.
- 17 All expenses in connection with running of the vehicle including driver's salary and allowances cost of diesel and oil (as in contract), maintenance / repair charges, Govt. dues, Taxes, insurances etc will be borne by the contractor agency.
- 18 Any damage/repair (major/ minor) of the vehicle will be borne by the contractor agency.
- 19 Parking charges and toll fee if any will be paid by driver and later on can be claimed by the contractor agency from UPNEDA on actual basis along with the monthly bill supported by the proper receipts.
- 20 Payment in respect of the charges for hire of the vehicle will be made by the UPNEDA on monthly basis after submission of bill by the contractor agency. Tax deduction at source (TDS) will be made as per income tax act enforce at the time of payment.
- 21 GST will be liability of the contractor as per Govt. rules.
- 22 The meter reading of the vehicle will be measured from UPNEDA office Uttar Pradesh New and Renewable Energy Development Agency-office plus 5+5=10 k.m. will be deemed to be ex-garage distance. The time will start from the actual time of reporting at UPNEDA office.
- 23 If the contractor agency withdraws his tender before the expiry of the validity period, the earnest money will be forfeited and if after issuing work order or after signing of contract, contractor agency fails to provide services the earnest money/ security money will be forfeited.
- 24 There will be no advance payment or payment of interest for any delay in the payment.

- 25 The contractor agency shall make all necessary arrangements to ensure smooth and trouble free services to UPNEDA without any duty failure. Such arrangements include to regularly understanding duties allotted to contractor and make necessary provisions for the vehicle, drivers fuel etc.
- 26 The contractor agency's driver will maintain a logbook for the car in the form prescribed by UPNEDA and get the same counter signed by UPNEDA authorized personal at every morning and evening at the commencement and conclusion of duties. Copies of logbook will be attached with the copies of his monthly bills.
- 27 The contractor agency will keep the car covered under a comprehensive insurance policy against all risk in the event of the contractor agency's vehicle meeting with an accident while on duty the contractor agency will be fully responsible for all liabilities arising therefore. The contractor agency will discharge all such liabilities promptly and shall keep UPNEDA indemnify against all.
- 28 UPNEDA reserves the right to cancel the work order in whole or in part their off and shall be enable to revise the order whole or in part by written notice to the service provider, if;
- a the service provider fails to complete with the terms of the order including specifications and other requirements.
 - b The service provider becomes bankrupt or goes into liquidation.
 - c The service provider/contractor agency fails to deliver the service in time.
 - d If the service provider/ contractor agency fails to provide any registration or other certificate within the time specified in the special conditions.
 - e If the service provider/ contractor agency in the judgment of the hirer, has engaged in corrupt or fraudulent practices in competing for or in executing the contract for the purpose of this clause.
 - f "Corrupt practice" means the offering, giving, receiving or soliciting of anything of value to influence the action of public official in the procurement process or in contract execution.
 - g "fraudulent practice" means a miser presentation of facts in order to influence a procurement process of the execution of a contract and includes collusive practice any bidders (prior to or after bid submissions designed to established bid prices at artificial and non competitive levels and to deprive the purchaser of the benefits of free and open competition.)
- 29 The tender will form part of the contract document including additional terms and conditions and other related papers if any forming the tender as issued at the time of tender and acceptance their off together with any correspondence leading thereto of the contract document.
- 30 Preference will be given to the successful bidder for providing services of hiring vehicle to the UPNEDA. However in case of unsatisfactory service UPNEDA reserves the right to hire required vehicles from open market on the approved rates of successful bidder.
- 31 Monthly hired vehicle can be used for local as well as for out stations visit by the concerned officer/ dignetory in such case only nights halt charges will be admissible.
- 32 Multi district / city service provider will be given priority.

- 33 Delay or denial of the services will be taken as unsatisfactory services and penalty of Rupees 100/- per hour with maximum of Rs. 800/- per day will be impose.
- 34 The bidders shall be solely responsible for checking UPNEDA websites for any addendum/ amendment issued subsequently to the bid document and takes into consideration the same while preparing and submitting the bids.
- 35 In case of any dispute the decision of Director UPNEDA will be final and binding on both the parties.
- 36 The UPNEDA will not be being held responsible for any clerical mistakes if so happen. The corrections if any shall be made by crossing out, initialing dating and rewriting.
- 37 Any litigation in connection with this tender shall be subject to the jurisdiction of courts at Lucknow.
- 38 The contract will be made for 01 year. UPNEDA may consider the extension of the contract for further 01 year on the basis of satisfactory services and performance of the contractor agency at the same rates and terms and conditions. NEDA reserve the right to terminate the agreement or work order at any time, without assigning any reason.
- 39 The month will be count 30 days including off days i.e. Sundays or holidays etc.

Director UPNEDA

**Bid evaluation format for Travel/ Tourist agencies for Hiring of Vehicles
[Monthly and on casual hiring basis]**

S.N.	Particulars	Response		
		Yes	No	Page No.
1	An attested copy of necessary mandatory approvals/certificates/ registration etc. from RTO/Transport commissioner and duly certified by a Competent Authority as tour/taxi service operator.			
2	Experience certificate supporting with work order of minimum 03 years of the firm as on 31.03. 2019 for providing satisfactory taxi hiring services to any government / semi government departments/ renowned organization in private sector. Please add a documentary proof of each contact and telephone number who has awarded the work for the purpose of verification if required.			
3	Copy of latest income tax certificate			
4	Affidavit of notary that the bidding firm/ agency has not been blacklisted/ deregistered or barred by any Govt. department/ institution in the past.			
5	Copy of any other statutory obligations as are required from time to time.			
6	Copy of GST registration certificate along with enclosed copy of latest payment.			
7	Turnover of minimum Rs. 10.00 Lakh in last 3 years (i.e. 2015-16, 2016-17 and 2017-18) certified by registered CA.			
8	Photo copy of PAN card.			
9	A photocopy of tender document duly signed and stamped by authorized signatory of the bidding firm/agency as acceptance of all terms and conditions of this year.			
10	Tender fees of Rs. 1770/- and Earnest money of Rs. 5000.00 (Rs. Five thousand only) in the form of DD of nationalized bank, or scheduled bank of RBI, valid at least for 3 months.			
11	Except earnest money each page of all enclosures has to be signed by the authorized signatory of quoting firm, otherwise that page will not be taken into consideration.			
12	All documents uploaded on e-procurement website should be self attested with seal of the bidder and all the pages excluding DD should be page numbered.			

Note: **1- All documents should be uploaded on e-tender website [http:// etender.up.nic.in](http://etender.up.nic.in) mentioned as above.**

2-Technical bid (Part –I) and financial bid (part-II) should be uploaded separately as per formatting of e-procurement portal.

Date:

Signature and seal of the Bidder

Place:

Financial Bid (Part II)

to be uploaded in separate

Tender No. UPNEDA/ Vehicle-hiring/2019
For Hiring of Vehicles
(Monthly and on casual hiring basis)

1- **Name and Address of Quoting Firm:**

2- **Name of work: Hiring of vehicles monthly as well as casual basis for UPNEDA.**

Rates in Rs.

Sl. No.	Description	Swift /Dezire/ Indigo (ecs) / TATA Zest/Etios with AC (without GST)		Ciaz/ Honda city with AC (without GST)		Innova with AC (without GST)		Innova Crysta with AC (without GST)	
		With fuel	without fuel	With fuel	without fuel	with fuel	without fuel	with fuel	without fuel
1	On monthly disposal 12 hours per day local or out station (3000 km per month)								
2	Additional Km exceeding the maximum limit of (3000 km) per km								
3	Out Station Journey per Km.								
4	Full day disposal (8 hours/ 80 km per day)								
5	Additional Km exceeding the maximum limit (80 km) per km in local travel								
6	Additional hours exceeding the maximum limit (8 hours) per hours in local travel								
7	Night charges (after 10.00 Pm to 6 Am)								

Note: Above rates are without GST.

I/we have received all the details. The conditions of the Tender as enclosed are acceptable to me/us. If work order is awarded, our agency/ firm will abide to the existing rules regulations of the UPNEDA, Lucknow.

Date:

Signature and seal of the Bidder

