

सॉफ्टवेयर टेक्नोलॉजी पार्क्स ऑफ इंडिया, हैदराबाद
Software Technology Parks of India, Hyderabad

6Q3, 6th floor, Cyber Towers, Hi-tec City, Madhapur, Hyderabad – 500081,
Tel: +91-40-66415600/11, Fax: +91-40-23100501, URL: www.hyd.stpi.in

TENDER DOCUMENT

Tender Title : Hiring of Vehicle on Annual Contract Basis at STPI Vizag
Tender Ref.No : STPH/NIT/19-20/04, Dated: 22/05/2019
Last date & Time : 12/06/2019 by 4.00PM

Software Technology Parks of India, Hyderabad invites sealed quotations for Hiring of Vehicle on Annual Contract basis at STPI Visakhapatnam in Single bid system as per the terms and conditions specified below:

Duly completed quotation with relevant enclosures in a sealed cover as detailed in the proceeding should be submitted on or before due date and time.

ITEM/SERVICES DESCRIPTION

S.No	Description of Vehicles	No. of vehicles required	Minimum Kms. (Monthly)	Minimum hours Per day
01	Non A/C Vehicle Indica or equivalent	1 No.	2500 Kms	12 hours

Place of Bid Submission:

Software Technology Parks of India
Unit No. 9, SDF-1 Building,
Visakhapatnam Special Economic Zone (VSEZ),
Near Duvvada Railway station,
Visakhapatnam - 530 049, Andhra Pradesh, India.

Mr. M.P.Dubey, Joint Director & Officer-in-Charge
Tel: +91-891-2587226/7416452474, Cell: 9000337719
Email: dubey@stpi.in

Critical Date Sheet:

Bid submission End Date & Time	12/06/2019, 4.00 PM
Bid opening date and time	12/06/2019, 4.30 PM

Note:

1. Copy of Tender document is available in CPP Portal (URL: <http://eprocure.gov.in>) and STPI, Hyderabad website (URL: www.hyd.stpi.in). Corrigendum/addendum, if any, will be published only in the website and separate communication will not be sent for the same.
2. All the vendors registered with MSME are requested to declare Udyog Aadhar Memorandum (UAM) Number in Central Public Procurement Portal (CPPP). Bidders who fails to submit UAM number shall not be able to avail the benefits available to MSEs as contained in Public Procurement Policy to MSEs Order, 2012 issued by MSME.

1. OTHER REQUIREMENTS:

You are requested to quote the rate taking into account the following conditions:

- 1) **Extra Charges:** a).Per kilometer beyond Minimum 2500 Kms, in a month.
b).Per hour beyond Minimum 12 hours in a day.
- 2) Office Timings: 9.00 am to 5:30pm
- 3) The vehicle should report on time at Kurmanna Palem, Visakhapatnam.
- 4) The reporting time will be counted from the actual time of reporting at duty place.
- 5) Vehicle should be available for all the days in a month and service should be 24/7
- 6) Mileage will be counted from the Reporting Point only.
- 7) Deployed vehicle for the contract should not be more than 4 years old.
- 8) The vehicle should be in good road worthy condition and possess valid taxi permit, Insured and must hold a valid 'Pollution under Control Certificate'.
- 9) The car to be hired to Software Technology Parks of India, Visakhapatnam will be approved by STPI- Vizag and the same should be provided to STPI- Visakhapatnam.
- 10) The vehicle driver should possess a valid driving license and well conversant with traffic rules etc., and should be of courteous behavior.
- 11) Driver once deployed for the vehicle should not change. If any change in driver prior approval should be obtained from concerned officer of STPI- Visakhapatnam
- 12) Log book is required to be maintained.
- 13) In case of breakdown similar vehicle should be provided within 1 hour of breakdown time.
- 14) The Director, STPI, Hyderabad reserves the right to reject any or all the quotations.
- 15) Vendors may visit our office at Software Technology Parks of India,Unit.No.9, SDF-1 Building, Visakhapatnam Special Economic Zone, Near Duvvada Railway station, Visakhapatnam - 530 049, to measure the actual distance.

PROCEDURE FOR SUBMISSION OF QUOTATION

The bid should be kept in one sealed cover and **super scribed as "Quotation for Hiring of Vehicle on Annual contract basis at STPI Vizag"** as per Annexure-I and Annexure -II enclosed and **submit to "Joint Director, Software Technology Parks of India, Unit No. 9, SDF-1 Building Visakhapatnam Special Economic Zone (VSEZ), Near Duvvada Railway station, Visakhapatnam - 530 049 within due date and time**

SD/-
(Aby John)
Sr. Admin Officer

Contractual Terms and conditions:

1. Kilometers for the day will be calculated as follows:
For Non A/C Vehicle (Tata Indica or equivalent), kilometers for the day will be calculated from the reporting point to reporting point. For this purpose, the reporting point will be taken as Kurmanna Palem, Visakhapatnam. The normal duty starts for this vehicle will be taken from 08.45 Hrs
2. The contractor shall comply with all the provisions as required under the appropriate acts of Government and also statutory requirements as applicable.
3. The contract for the vehicles will be awarded to the lowest bidder.
4. No request for enhancement of rates due to hike in fuel prices, insurance premium, etc. would be entertained during the tenure of the contract.
5. The contract will be initially for a period of one year commencing from the date of award of contract and it is extendable for further period of two years on yearly basis on same terms & conditions with satisfactory services/performance.
6. The contractor should provide dedicated vehicle and driver during the contract period. Change in vehicles and drivers should be made with prior notice to STPI, Viag.
7. A Vehicle Log Book supplied by STPI shall be maintained for vehicle for the duties performed and **signatures of users / officials traveled should be obtained.**
8. The total kilometers run by the vehicle will be calculated from the Log Book. STPI reserves the right to arrive at appropriate mileage, wherever they are found incorrect. Also no payment will be made for the trips not signed by STPI officials / authorized persons.
9. The rate quoted shall be inclusive of fuel, lubricants, repairs, taxes and insurance. Similarly, all payments to driver towards their salary, OT, Batta etc., are also to the contractor's responsibility.
10. The vehicle deployed should be in satisfactory working condition and should have valid comprehensive insurance and road tax coverage.
11. Mode of payment: Payment will be made monthly based on submission of Pre-receipted Bills. Income Tax/Surcharge and other Government Levies imposed will be recovered at source as per the Rules in force from time to time. The Contractor shall furnish their Permanent Account Number (PAN) of Income Tax to STPI. Bill should consist of following documentary evidence for processing further:-
 - a) Service Tax challan copy of previous month
 - b) Log sheets as per the format provided by STPI duly filled and signed.
12. In case of failure of the contracted vehicle, suitable substitute vehicle of same type and seating capacity should be deployed immediately. No payment will be made for the idle time when the vehicle is unfit to ply.
13. Failure to provide a substitute vehicle in case of missed trips or missing day a penalty of an amount of double the cost of the actual operating kilometers for such missed trips will be deducted from the

contractor's bill. Taking the advantage of urgency, the deployment of unconditioned vehicle will be viewed seriously and suitable recovery will be made from the vehicle bills.

14. The driver deployed must be in good health, well mannered, well behavior and should perform the duties entrusted to him properly. He must possess a valid driving license at all times.
15. In case of accidents etc., STPI has no responsibility whatsoever towards police/RTA authorities, Court of Law, injured parties, damages to the vehicle or property etc. All these are entirely the contractor's responsibility.
16. The vehicle should have taxi registration and permission of the RTA.
17. The contract can be terminated by giving 30 days notice in writing by either party. In case of breach of terms and conditions and indiscipline, STPI reserves the right to terminate the contract without giving any notice.
18. The contractor should verify the antecedents of the drivers deployed in STPI duty.
19. The contractor shall comply with all the provisions as per 'Motor Vehicle Act 1988' of Government and also statutory requirements as applicable.
20. The Contractor should provide us the list of clients to whom the services are provided with documentary proof.
21. The vehicles to be deployed under the contract will be inspected by STPI before placing the Contract Order.

TERMS & CONDITIONS

1. GENERAL TERMS

- a. The tender documents shall be treated as “confidential”
- b. Each page of the tender document should be signed and stamped by authorized signatory.
- c. Alterations, if any, in the quotation should be attested by the tenderer, failing which the tender is liable to be rejected.
- d. Rates of all items should be quoted; otherwise the bid shall be rejected. Rates should be quoted both in Figures & Words.
- e. STPI also reserves the right to modify/relax any of the terms & conditions of the tender.
- f. The contract will be initially for a period of one year commencing from the date of award of contract and it is extendable for further period of two years on yearly basis on same terms & conditions with satisfactory services/performance.
- g. STPI reserves the right to place order for additional vehicles based on the requirement on agreed terms and conditions.

2. ELIGIBILITY OF BIDDERS:

Agencies with annual turnover of **Rs. 2 Lakhs** or above per annum with all valid licenses and statutory registrations are eligible to participate in the tender. Proof of supporting documents should be submitted along with the bid.

3. TERMINATION CLAUSE

The contract can be terminated by giving 30 days notice in writing by either party. In case of breach of terms and conditions and indiscipline, STPI reserves the right to terminate the contract without giving any notice.

4. VALIDITY OF QUOTATION:

The bid should be valid for a minimum period of 120 (One Hundred and Twenty Days) after the due date.

5. AWARD OF CONTRACT:

The contract may not be awarded solely on the basis of lowest price quoted. It will be awarded on the basis of various factors viz; reputation of the contractor, annual turnover, capacity to carry out the work and adherence to delivery schedule and price quoted. In case more than one service providers emerged as L1 with same price, contract will be awarded to the vendor with highest annual turnover for last financial year.

6. PAYMENT TERMS

Payment will be released against the bill/invoice raised after the completion of the month.

7. BID SECURITY (EMD):

The contractor shall deposit Bid Security (Earnest Money Deposit) for an amount of Rs. 2,000/- Rupees Two Thousands Only) in the form of Demand Draft or Bankers Cheque from a commercial bank in an acceptable form in favour of Software Technology Parks of India, Hyderabad.

Bid securities of the unsuccessful bidders will be returned to them after finalization of contract

Bid security of the successful bidder shall be returned on receipt of Performance Security Deposit in the Department and after signing the contract agreement.

Bid Security shall be forfeited if the bidder withdraws his bid during the period of Tender validity.

Bid Security shall be forfeited if the successful bidder refuses or neglects to execute the Contract or fails to furnish the required Performance Security

8. SECURITY DEPOSIT:

An amount of Rs.15,000.00 should be paid to STPI-Hyderabad by the successful bidder as Performance Security Deposit by way of Demand Draft or through Bank Guarantee. The Security Deposit will be paid back without interest by STPI after the expiry of the contract. In case the performance of the firms is not found satisfactory during the period of contract or the contractor fails to abide by any clause of the contract then the Security Deposit can be partly or wholly forfeited.

9. SERVICE DELIVERY

Service Commencement shall be within 15 days from the date of PO/Contract. If the Service Conditions as per the Contract are not met, the vendor will be blacklisted and they will not be considered for any future proposals.

10. REJECTION OF BIDS

STPI-Hyderabad reserves the right to reject the bids in the following circumstances:

- ❖ Bid received after due date and time
- ❖ Any Bid not accompanied by Bid Security shall be rejected.
- ❖ Not complying to any of the clauses of Tender document.

11. RIGHT TO CANCEL THE PROCUREMENT/CONTRACT

Director, STPI-Hyderabad reserves the right to cancel the procurement/ Services at any stage without any prior notice without assigning any reason thereof.

12. CANCELLATION OF PURCHASE ORDER/CONTRACT

STPI, Hyderabad reserves the right for cancellation of purchase order/ Contract Order at any time if the products/ Services are found unsatisfactory. Also as warranted the purchases will be from the alternative supplier at the cost and risk of the tenderer whose tender is accepted and order placed

13. SETTLEMENT OF DISPUTES CLAUSE

Any dispute or difference whatsoever arising between the tenderer and STPI shall be settled by arbitration in accordance with the provisions of the Arbitration and Conciliation Act, 1996. In such case the same shall be referred to the sole arbitration of Director, STPI, Hyderabad. The award of the arbitrator shall be final and binding on both the parties. The venue of the arbitration shall be at Hyderabad. The language of arbitration shall be in English. Legal issues, if any, will strictly be under jurisdiction courts in Hyderabad only

SD/-
(Aby John)
Sr. Admin Officer

ANNEXURE-I

Company Details

(Following information/document to be submitted on letter head)

Name of the company	
Name of contact person	
Phone Number – Land line	
Phone Number – Mobile/Cell number	
Date of Birth of Person	
Email Address	
EMD Details (Rs.2,000.00)	EMD Amount: Rs.2,000.00 DD/Bankers Cheque No. _____ Dated: _____

List of enclosures:

Sno	Documents/Information	Enclosed/No Enclosed
1	Copies of statutory registrations/permits from State and Central Govt.	
2	Copy of PAN card	
3	Copy of GST registration	
4	Copies of Income Tax Returns for last year.	
5	List of major clients.	
6	Any other information/documents	

We hereby undertake to accept all the terms and conditions of the tender and confirm our validity, the quotation with the terms and conditions of the tender Ref. No. STPH/NIT/19-20/04, Dated. 22/05/2019.

(Signature of the Tenderer)
Name & Designation
Company Seal

ANNEXURE-II

Format Commercial Bid:

(Commercial bid to be submitted on letter head)

Tender Ref. No. : STPH/NIT/19-20/04, Dated. 22/05/2019.

Non AC Vehicle - Indica or equivalent (1 No.):

Sno	Vehicle Type	Charges per month - Minimum 2500 Kms per month with Min. 12 Hrs per day (Excluding GST & other charges)	Extra charge per Km-above 2500 Kms (Excluding GST & other charges)	Extra charge per Hr.-above 12 Hrs per day Kms (Excluding GST & other charges)
1	Non AC Vehicle -Indica or equivalent			

*** All the aplicable taxes should be metioned and calculated accordingly. However, L1 status of the bidder will be finalized as per the basic price quoted.**

Note: No request for enhancement of rates due to hike in fuel prices, insurance premium, etc. would be entertained during the tenure of the contract.

(Signature of the Tenderer)
Name & Designation