



South Central Zone Cultural Centre

(Ministry of Culture, Government of India)

56/1, Civil Lines, Opp. MLA Hostel, Nagpur-440001, Maharashtra

Tel: (0712) 2562974, 2565107 Fax: (0712) 2560966

Email: director@sczcc.gov.in Website: sczcc.gov.in

Tender document for Annual rate contract for hiring of taxi /vehicles
on “as and when required basis”.

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ANNEXURE-I

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NOTICE INVITING TENDER

Tender No. SCZCC/ADMN/15-16/02

South Central Zone Cultural Centre, Nagpur invites sealed tender for 'Annual rate contract for hiring of taxi/ vehicles on as required basis'. Kindly visit web site <http://www.sczcc.gov.in> and SCZCC, Nagpur in for detailed tender document.

sd/-for and on
behalf of
SCZCC, Nagpur

ANNEXURE-II

Director, SCZCC on behalf of 'South Central Zone Cultural Centre, Nagpur', 56/1, Civil Lines, Opp. MLA Hostel, Nagpur-440001, Maharashtra, invites sealed quotation from reputed and experienced / registered taxi contractors engaged in transport business for hiring of taxi/vehicles (Air conditioned), on as and when required basis' initially for a period of one year extendable on year to year basis, on mutually agreed terms and conditions, based on performance etc. Hiring of vehicles is required to carry out the field and other activities of the office.

Terms & Conditions

1. Tender Closing & Opening time:

Those firms / contractors who are interested may obtain tender documents from the SCZCC, Nagpur, office free of cost, on written request between 10.30 hrs to 18.00 hrs from 31 July to 18 August, 2017.

Last date of issue of tender document: 18 August, 2017 by 3:00 pm.

Last date of submission of tender document: 18 August, 2017 by 3:00 pm

Date & time of Opening of tech. bid. at SCZCC, Nagpur: 21 August, 2017 by 2:00 pm.

The date of opening of price bid. Will be intimated separately.

It can also be downloaded from SCZCC's web site <http://www.sczcc.gov.in> and SCZCC, Nagpur. Tenders duly completed in all respects should be dropped in the tender box at SCZCC, on or before the due date.

Tenders will be opened at SCZCC in the presence of tenderers or their authorized representative, if any.

2. Late Tenders :

Late tenders shall not be accepted. SCZCC will not be responsible for any postal delay.

3. Validity of Offer :

The tender must be valid for a minimum period of 90 days from the date of opening of bid.

4. "As and when requirement basis" means:

- i. The Contractor shall arrange the vehicles (Xylo/Scorpio/Bolero Plus /Sumo Gold) as per SCZCC requirement within 1 hours from receiving the instruction over phone by the concerned officer, as and when and where required.
- ii. The driver should report at SCZCC office on his arrival.
- iii. More than one vehicle on any particular day or days can be hired as per the requirement of SCZCC. Accordingly, the contractor should arrange the vehicles as per the requirement.
- iv. The Contractor shall arrange other class of vehicles (Buses, Tempo traveler etc.) as and when required basis on prevailing market rates.

5. Eligibility Criteria

Bidders should meet the following eligibility criteria to qualifying the tender:

- (i) The bidder should be taxi contractor / individual owner who should have at least two vehicles of Xylo/Scorpio/Bolero Plus / Sumo Gold, registered as taxi in his name or bidder's company name. Copy of valid registration document as above should be enclosed along with the tender.
- (ii) The bidder should have valid Tourist Permit issued by the Transport Authority.
- (iii) The bidder should have experience of driving on rugged / hilly terrain, at least for 3 years, should be local and should be well versed with local routes. Copy of experience certificate to be enclosed.
- (iv) Manufacturing / model of vehicle should be in the year 2011 or later.

6. Rates / Prices

The rates/prices quoted and as accepted by SCZCC, shall remain fixed during the period of the contract.

7. Period of Contract

The hiring of vehicles will be on 'as and when required basis' for a period of ONE YEAR, extendable on year to year basis, on mutually agreed terms and conditions, based on performance etc. Further extension will be considered depending upon the performance of the tenderer/party and requirement of SCZCC, if any, on the same terms and conditions.

8. Scope of Tender

Annual rate contract for hiring of taxi /vehicles on "as and when required basis" at SCZCC, Karad office for the Xylo/Scorpio/Bolero Plus/Sumo Gold:

- i. Vehicle is required in rugged hilly terrain areas, field survey, etc. and for field visits by SCZCC personnel along with scientific equipments as per requirements.

a) Terms & Conditions for operating vehicles

- i. Manufacturing / model of vehicle should not be earlier than 2011.
- ii. The vehicle must be maintained in good condition (colour, seat and seat cover, matting, shock absorbers, head lights, A/c, etc.)
- iii. The driver should take the signature invariably from the user after completion of journey on the prescribed log sheet. On the basis of entries on the log sheet/trip slip, SCZCC shall release the payment accordingly.
- iv. Responsibility to get the log sheet signed by the Authorized Officer of SCZCC /user solely rests with the driver/party. If the vehicle is being used by any outsider with SCZCC permission, it will be the responsibility of the driver/party to obtain the endorsement of the concerned officer from SCZCC.
- v. In case of a break down, an alternative arrangement shall be made by the tenderer immediately and the vehicle shall report for duty at the given time and place. The revised approval from Competent Authority, SCZCC, Nagpur office to be obtained to deploy alternate vehicle meeting with the conditions of the tender.
- vi. Toll, parking and Ferry charges will be paid extra at actual, by SCZCC against documentary proof/bills only

- vii. The tourist taxis should have a valid permit for plying in Goa, Karnataka, Maharashtra, Telangana & Andhra Pradesh, etc.
- viii. The driver should be available in his vehicle all the time and should leave his vehicle only after obtaining specific permission from the user, if required.
- ix. Compensation & connected expenses, whatsoever, in case of any casualty (unforeseen) shall be borne / paid by the contractor.

b) The tenderer should ensure that the drivers with the vehicle shall report for duty:

- i. With valid driving license/tourist vehicle license issued by Transport Authorities, vehicle insurance certificate, etc.
- ii. Tank full with fuel.
- iii. Driver in decent dress.
- iv. Driver with proper shave and haircut.
- v. The driver of the vehicle must have all the valid documents in his possession all the times, while plying the vehicle.
- vi. The vehicle should be defect free.
- vii. Drivers must always be available at the place where the car is parked. Violation of these instructions will be liable for action against tenderer.
- viii. Driver shall also ensure that he conducts himself in a proper and orderly manner at all times while on assignments under the contract resulting from this tender. Any misbehavior with officers/staff will be viewed seriously and may lead to cancellation of the contract with warning in advance.
- ix. The driver engaged should be broadly aware of the major routes of local / Maharashtra.
- x. Drivers should not have any criminal case (records) against him.

9. Earnest Money Deposit (EMD) / Security deposit

- i. The tender document should be accompanied by Rs.2,000/- in the form of a bank Demand Draft in favour of SCZCC, payable at Nagpur as Earnest Money Deposit (EMD) for bidders. The tender without EMD in the prescribed form shall be rejected.
- ii. The EMD of unsuccessful tenderers will be refunded within 15 days of award of contract to successful bidder.
- iii. The EMD of the tenderer shall be forfeited to SCZCC without prejudice to any other rights or remedies under the following circumstances :-
 - (a) If, a tenderer withdraws his tender during the tender validity period as specified in the tender document.
 - (b) If, after acceptance of the tender, the tenderer fails to take up the job.
 - (c) If, the successful tenderer fails to sign the contract in accordance with terms and conditions of the contract.
 - (d) If, after acceptance of this tender the successful tenderer fails to commence the work within the specified time period.
- iv. The successful tenderer shall have to deposit “Security deposit of 25,000/- in DD or fixed deposit (pledged in favor of Director, SCZCC, Nagpur) which shall only after completion of the contract. The security deposit shall be interest free.”

10. Taxes & Duties:

Any taxes should be quoted inclusive in price bid/ schedule column in Annexure-V.

11. Right to Acceptance:

Director, SCZCC reserves the right to accept or reject any or all tenders, either in part or full or the right to not to accept the lowest offer, without assigning any reason, whatsoever. In case of any dispute on this matter or during contract period, SCZCC decision in all matters shall be final and legally binding on the tenderer/ contractor/party.

12. Reckoning of distance run & duty timing:

Kilometer reading and duty timing of the vehicle will be counted from SCZCC, Nagpur to SCZCC, Nagpur. However, if vehicle required other than SCZCC premises and directed to report the vehicle other than SCZCC, Nagpur, kilometers reading and duty timing of the vehicle will be counted from the place of start and closing kilometers and duty timing will be counted at the close of journey by user at the place of drop or SCZCC as the case may be. Payment will be released only as per entry made by user and certified by the SCZCC Officer in prescribed duty log sheet.

13. Cleanliness:

The vehicle provided by the tenderer, shall be always in neat, clean and hygienic condition. The vehicle shall be properly serviced at regular intervals. Seat cover upholstery and the vehicles shall be maintained in a proper condition.

14. Compliance with Acts/Rules:

The tenderer shall ensure all the time proper safety of the persons carried by him in his vehicle. He shall also comply with all the Rules, Regulations, Notifications and Provisions of all the Acts pertaining to the operations of the Motor Vehicles.

15. Speed Limits:

The driver of the tenderer's vehicle shall strictly observe the safe speed limits in the town, on the highways and shall not resort to any negligent/reckless driving.

16. Tea/Lunch Break:

The driver of the vehicle shall be available in or around the vehicle at all times, and shall report for the assignments at a short notice. However, a tea/lunch break will only be allowed with prior permission of the concerned Officer/user of the vehicle. Tea/lunch shall not be allowed to driver's residence during the duty period, and the vehicle should not be used for this purpose by the Driver.

17. Parking Place:

During the hire period the contractor's vehicle shall always be parked at the place allocated by the SCZCC, Nagpur office for the purpose, inside SCZCC premises.

18. Consumption of Liquor:

The tenderer shall ensure that the driver of his vehicle doesn't report for duty under the influence of liquor. He shall also ensure that he conducts himself in a proper and orderly manner at all times, while on assignments under the contract resulting from this tender, and any lapse in this regard leads to termination of contract without any notice in this regard and decision will be final and binding on the contractor.

19. Playing Cards/Gambling:

Playing cards/gambling are totally forbidden inside SCZCC premises. Any driver found violating these rules will be liable for termination of his services forthwith and the party shall arrange the replacement with immediate effect.

20. Payment:

- i) 100% payment will be made within 30 days on submission of month wise bill in duplicate along with duty trip slip duly filled and signed by the respective officer/user. On the basis of entries on the trip slip, SCZCC shall release the payment accordingly. Toll, parking and Ferry charges will be paid extra at actual, by SCZCC against documentary proof/bills only
- ii) TDS as applicable will be effected. No advance payment will be made.
- iii) Delay in submission of the bills may result in delay of payment, for which the SCZCC will not be responsible.
- iv) Responsibility to get the trip slip signed by the Authorized Officer of SCZCC/user solely rests with the driver/party. If the vehicle is being used by any outsider with SCZCC permission, it will be the responsibility of the driver/party to obtain the endorsement of the concerned officer from SCZCC

21. Penalty:

- i) If the Contractor fails to provide the agreed taxi make model, year of manufacturing and registration as per scope of work more than two days in a calendar month, 10% of the monthly billed amount will be deducted as penalty.
- ii) The vehicle shall report for duty as and when required including Sundays/Holidays also if required, without any additional charges. If the vehicle does not report for duty on Holidays/Sundays or any working day as per SCZCC requirement, SCZCC shall hire the vehicle from other sources and payment of hiring of vehicle shall be deducted from party's bill.
- iii) In case, the tenderer's vehicle does not report for duty, and SCZCC hires a vehicle in lieu thereof, the actual hired amount shall be recovered from the party/tenderer from the monthly billed amount.

22. Security:

The tenderer shall make his own reasonable arrangement for the safety of his vehicle. SCZCC will not be responsible for loss due to any reasons.

23. Indemnity:

The tenderer shall indemnify SCZCC against any or all liabilities, legal, financial or otherwise, which may arise during the currency of the Contract as a result of non-compliance with the aforesaid Terms and Conditions or otherwise.

24. Cancellation of Contract:

The Contract resulting from this tender may be terminated by SCZCC at any time during its currency without any notice or without assigning any reason thereof or compensation in lieu, thereof. However, in case, if the tenderer, wants to cease the contract, he shall have to give two months notice to SCZCC.

25. Nature of Contract:

The order resulting from the tender shall be treated as an individual contract, and it shall not create any general lien on the tenderer and shall not get prejudiced in execution due to any situation arising out to some other contract that the tenderer may have with SCZCC.

26. Rejection of Tender/Quotation:

Tender/Quotation duly completed in all respect along with necessary document should be submitted at SCZCC, on due date and time. Quotation received without signature, seal document or incomplete quotation/tender will be summarily rejected.

27. Commencement of work :

The contractor should commence the work within ten days from the date of receipt of the notice, failing which the contract shall be terminated. The decision of the In-charge, SCZCC, Nagpur, will be final in this regard without prejudice to any other rights or remedies whatsoever. EMD will be forfeited.

28. Jurisdiction:

In the event of any dispute/difference remains unresolved through SCZCC, the same shall be subject to the jurisdiction of the Court in Goa”.

29. The Annexure I to V will form part of the Tender.

(I/We hereby agree to the above terms and conditions)

(.....)

Signature and seal of the tenderer

Date:

Seal:

Full Address:

PARTICULARS OF THE TENDERER

(Bidder should fill this form and enclose along with original copy of the tender duly signed)

Name of the Bidder (Party):

Firm of Bidder

Telephone No. (Office)

Mobile.....

Telephone No.

(Residence).....

Office Address.....

PAN of the bidder company :.....

(enclose copy)

(.....)

Signature and seal of the bidder

Date:

Seal:

ANNEXURE-IV

Details of Vehicle of Xylo/Scorpio/Bolero Plus/Sumo Gold registered in contractor's name or bidder's company name as taxi (proof of following is required to be submitted with tender)

(A)

Particulars	Name of vehicle
Vehicle / Taxi model : 1. 2.	
Year of manufacture : 1. 2.	
Registration No. & Year : 1. 2.	
Owner's Name :	

Provide following details of the vehicles

(B)

Sl. No.	Description	(1)		(2)	
		Document of vehicle	Valid upto	Document of vehicle	Valid upto
1	Vehicle Registration Certificate				
2	Fitness Certificate				
3	Vehicle permit for commercial use				
4	Motor Insurance Certificate				
5	Pollution certificate				
6	Road tax certificate				
7	Vehicle ownership certificate				

(.....)

Signature and seal of the bidder

Date:

Seal:

ANNEXURE-V

PRICE BID FORMAT

Price Schedule for 'As and When Required Basis' Vehicle

(To be filled by the bidder & submit alongwith the tender)

1. All the items of the price bid should be quoted, failing which the bid will not be considered.
2. Tender with conditional prices will be rejected and should be quoted strictly as per price bid format given below without any modification.
3. Quote should be all inclusive including all fuel, taxes, driver, etc.
4. The applicable price of fuel for a specific month will be the local price as on the first day of the month.
5. For bid evaluation, the applicable rate of fuel as on the bid opening date will be considered.
6. No separate discount to be indicated and any discount offered should be included in the below quoted rate.
7. The quoted vehicles model and its make year should not be earlier than 2011.

Innova/Xylo/ Scorpio / Bolero Plus / Sumo Gold (Air conditioned)

Sl. No.	Particulars	Quantity per annum *	Unit Rate (INR)	Total charges (INR)
A	B	C	D	E
1	Per day fixed rate 12 hours (from the reporting time)	50		
2	Fuel rate (mileage/ km per litre)	18000 km		
3	Over-time per hour (maximum upto 5 hours/day)	100 hrs		
4	Night halt charges from 10 pm to 6 am (if the over-time period exceeds 5 hours) (No OT charges payable)	30 days		
	Total (INR) Sl. No.1 to 4			

* The numbers are indicative under column "C" and SCZCC

shall not guarantee the hiring of taxi/vehicles for the indicated quantity.

(.....)

Signature and seal of the tenderer

Date:

Seal: