

**PR.NO :- 376264 / RFQ.NO:-52107**

**Tender Notice No BPL-DO-16-2018-19**

Hiring close body jeep bolero or other similar non A/C vehicle for Dy. Engineer Shilaj S Dn with head quarter at Shilaj, 12 hrs

To  
Issued (Name & Address of Tenderer)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Contact No:- \_\_\_\_\_ / \_\_\_\_\_.

To be filled by the tenderer.

Tender SR.No:- \_\_\_\_\_.

Tender Value: - **476609.60/-**

E.M.D paid vide M.R.No/D.D.No. \_\_\_\_\_ Dt. \_\_\_\_\_.

Tender fee paid vide M.R.No/D.D.No. \_\_\_\_\_ Dt. \_\_\_\_\_.

Signature of Tenderer

Company's Round Seal

Date:-

Place:-

**Ref:- BPL-DO-16-2018-19**

Executive Engineer, UGVCL, Bopal DO invites Tender for Hiring close body jeep bolero or other similar (2017 or there after )non A/C vehicle for **Dy. Engineer Shilaj S Dn.**with head quarter at Shilaj 12 hrs .Tender Papers & Specifications may be **down loaded** from Web site UGVCL web site [www.ugvcl.com](http://www.ugvcl.com) (To view & download only)Tender fees may be paid along with submission of tender and its receipt to be kept in the cover containing **EMD**, for respective tender. “All the relevant documents of tenders to be submitted physically” will be received only by Registered Post A.D. or Speed Post addressed to **Executive Engineer, UTTAR GUJARAT VIJ COMPANY LTD., DIVISION OFFICE, Bopal** “NO COURIER SERVICE OR HAND DELIVERY” will be allowed.

Schedule -A
Commercial Bid

Sr.No	Particulars	Description
1	Tender for	Hiring close body jeep bolero or other similar non A/C vehicle for Dy. Engineer <u>Shilaj S Dn</u> with head quarter at Shilaj .12 hrs
2	Estimated cost	<b>476609.60/-</b>
3	Earnest Money Deposit	5000/-
4	Security Deposit	5% of order value
5	Last date time issuing of tender	2.2.2019 up to 14. hours
6	Last Date and Time up to which EMD amount will be accepted	8.2.2019 up to 15 hours
7	Last Date and time of receiving tender	8.2.2019 up to 15. Hours ( <b>Only By RPAD</b> )
8	Date and time opening of tender	8.2.2019 up to 16 hours
9	Tender fee (Non refundable)	590 (Tender fees 500+ 90 “18% GST”)
10	Time Limit	14 month
11	Page	1 to 13

Signature of Tenderer

Company's Round Seal

Date:-

Place:-

### Particular for vehicles to be offer for Hiring purpose

Sr. No.	Details	Specification.
1	No. of Vehicle to be hired (For Dy Engineer Shilaj S Dn)	01 No.
2	Period of contract	14 months
3	Year of manufacture for offer vehicle	The vehicle to be offered must be of two year before from date of issue tender (i.e model will be after Jan-17 )
4	Body style	SUV (Closed Body )
5	Numbers of Doors	5 Nos. of doors
6	Fuel type	Diesel
7	Sitting Capacity	09 Nos. (including Driver)
8	Transmission	Manual
9	Vehicle Model	Mahindra Bolero or equivalent model

Signature of Tenderer

Company's Round Seal

Date:-

Place:-

**ANNEXURE - 1**
**DETAILS OF THE FIRM**

Tenderer may MANDATORILY fill all the details in this form and should be placed as a forth page of offer.  
(These details are necessary to create the database of Tenderer)

Name of firm / Contact Person Name		
Registered office Full address		
Pvt. Firm / Public Ltd. / State Govt. Under taking / Central Govt. undertaking		(Indicate the relevant status)
Supplier Category		Manufacturer/Trader /Service Provider/NA
GST No. and GST Date		
PAN Card No		
Authorized Representative	Person 1	Person 2
Contact Person name		
Designation		
Address		
City & Pin code		
State		
Phone no (Office)		
Mobile no	1. 2.	1. 2.
Web site address		
Email-ID		

Signature of Tenderer	Company's Round Seal	Date:-	Place:-
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**TERMS AND CONDITIONS REGARDING TENDER**

1	<b>TENDER FEE</b>
A	Tender Fee is <b>COMPULSORY</b> . No exemption from payment of tender fees and no price preference to the small, cottage & tiny industrial units registered under small scale industries of Gujarat state and holding subsequent registration with CSPO/NSIC/DGS&D registration certificates for the item under tender
B	Tender Fee will be accepted by D.D. in favour of Uttar Gujarat Vij Company Ltd., payable at Ahmedabad. Cheque are not accepted & Tenders submitted without tender fee will not be accepted.
2	<b>EARNEST MONEY DEPOSIT</b>
A	EMD at 1 % of the estimated cost is to be paid by D.D. in favour of Uttar Gujarat Vij Company Ltd. payable at Ahmedabad Tenders without EMD are liable for rejection.
B	The exemption in payment of EMD shall be given to the small, cottage & Tiny Industrial Units registered under small scale industries of Gujarat State and holding subsequent registration with CSPO/NSIC/DGS&D registration Certificates for the item under tender. Otherwise tender / offer will be ignored. The Xerox copy submitted for SSI / NSIC must be duly notarized on notarial stamp (ticket) & signature. Registration certificates submitted other than indented material will not be accepted for waiver of EMD / SD and without payment of EMD, tender will be rejected outrightly without intimation to the party. No correspondence will be entertained further in the matter.
3	<b>Technical Bid</b> The technical bid shall comprise of all the technical details of the stores / materials offered in accordance with the Corporation guaranteed technical particulars and conditions, etc. The Technical Bid shall be opened on Due Date as mentioned in tender Notice (If Possible), in the presence of those tenderers who wish to be present. If the Authorized Representative is likely to be present then he must submit the authorization letter of the representing company at the time of opening of Bids and this is compulsory Only One authorized Representative shall be allowed. Please note that the required documents should be invariably submitted with tender copy. And tender without documents is liable to be ignored.
4	<b>Price Bid</b> The Price Bid should be submitted as per Schedule-B. with sealed separate cover The time and date for opening of the Price Bid shall be determined by the Company and shall be communicated to the tendering firms after technical bids are analyzed and the intimation will be sent only to the technically qualified tenderers. The "Technical & Price Bids" shall contain adequate cross reference wherever necessary to ensure clear and proper co-relation of the two bids without ambiguities whatsoever. Any technical questions information and clarifications that may be required pertaining to this Tender should be referred to The Ex. Engineer Bopal U&I Division, who also reserves the right to reject any OR all tenders without assigning

Signature of Tenderer

Company's Round Seal

Date:-

Place:-

	any reasons thereof.
5	SECURITY DEPOSIT
A	Lowest party shall have to pay Security Deposit as, 5 % in case of Works & 10 % in case of Supply of order value before placement of order. If party fails to submit SD in prescribed time limit as mentioned in LOI, UGVCL will take stern action against firm as per rules.
B	SD will also be payable through Bank Guarantee (All Nationalized bank)
6	The tender must be submitted in 04 (four ) Cover system . Cover 01: The technical bid and supporting documents. Cover 02: EMD and Tender Fee Cover 03: Price Bid Cover 04: All above three covers should be kept in 4th cover duly super scribe the reference of payment of EMD & Tender Fee i.e. DD No. & Date for EMD - DD No. & Date for Tender Fee otherwise Bid will not be considered for opening. Tenderer should also certify as “unconditional tender” on tender cover itself. Conditional tenders are liable for rejection Bidder has to send tender by RPAD/Speed Post to The office of <b><u>The Ex.Engineer Bopal U&amp;I Division office, 3<sup>rd</sup> floor Arohi Arcade,Nr Govt Tube well, Bopal Ahmedabad, 300058 Gujarat</u></b> , on or before due date. Company does not take any responsibility for postal delay on both ways and tenders received after due date and time will not be accepted by this office. 07 Tender fee & EMD should have to be submitted along with technical bid, if not found offer will out rightly rejected
7	Uttar Gujarat Vij Company Ltd. reserves the right to accept / reject /Cancel any or all the offers / tenders, extend dates and / or re-advertise tender, and /or modify the process at any stage of the process without assigning any reason thereof

**GENERAL TERMS AND CONDITIONS OF THE TENDER.**

**1. DEFENITIONS :**

- a) “ The company” means the UGVCL and/or its representatives.
- b) “Contractor” means the tenderer whose tender is expressly accepted by the company shall include his successors & permitted assignees.
- c) “Engineer” means such officer as may be duly appointed by the company from time to time to act as an engineer & includes his duly authorize representative.
- d) “Month” means the calendar month(26 Days )
- e) 8 am to 8 pm without break should be consider as day, 8pm to 10 pm the rates are to be paid 50% of night charge and after 10 pm should be consider as night. However this office has right to utilized to vehicle for any time as per instruction of competent authority.

Signature of Tenderer	Company’s Round Seal	Date:-	Place:-
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**2. EXTENT OF WORK :**

This tender is for hiring of vehicle on annual rate contract basis for **the SHILAJ S DN** under Bopal DIVISION. of the company in accordance with the terms & conditions mentioned here under & schedule 'B' indicating the rates appended hereto.

**3. VALIDITY OF TENDER :**

All the tenders shall be opened for acceptance by the undersigned for the period of 90 days from the date of opening the tenders & the tenderer shall be bound to supply the vehicle on such acceptance at their quoted rates.

**4. PERIOD OF CONTRACT :**

The period of the contract shall be for 14 month from the date of commencement order being issued by the company after completion of all the formalities of the contract as well as execution of agreement by the contractor. The company reserves the right to terminate the contract at any time without assigning any reasons whatsoever by giving ten days notice in writing to the contractor. In such case, the contractor shall not be entitled to any compensation by reasons of such termination of contract.

**5. AREA OF WORK**

Normally the vehicle shall be required to run within Ahmedabad & Gandhinagar District. However if felt necessary, it shall also be required to run/more any where in Gujarat State as per the directions from the engineer-in-charge.

**6. EARNEST MONEY DEPOSIT**

- a) Earnest money Deposit as indicated on the face sheet of the tender (i.e.1% of the estimated cost) be paid by the tenderer along with the tender in cash or by demand draft on any schedule bank at Ahmedabad favour of "UGVCL"
- b) Tender without EMD will not be considered for acceptance.
- c) Earnest money deposit will be forfeited in case, the successful tenderer, after his tender has been accepted, fails to pay prescribed security deposit within the stipulated period

**7. ACCEPTANCE OF TENDER**

The Ex.Engineer does not bind himself to accept the lowest or any tender neither any reason will be assigned for the rejection of any or part of the tender. It is also not binding upon him to disclose any analysis report. The undersigned reserved the right to award the work either to a single tenderer or split up the same among the tenderers.

**8. SECURITY DEPOSIT**

The tenderer whose tender has been accepted either in whole or in part shall have to pay 5% (Five) of the ordered value as security deposit in cash within the stipulated period for the satisfactory performance of the contract. The security deposit is refundable only after satisfactorily completion of the "No objection certificate " from the engineer-in-charge. The company reserves the right to recover any dues outstanding against the contractor and/or towards any loss caused to the company owing to neglect or default of either of the contractor or his staff from the security deposit. No interest will be paid by the company on security deposit.

Signature of Tenderer

Company's Round Seal

Date:-

Place:-

**9. EXPLANATION:-**

Full day absence means absence of a vehicle in all the 3 (Three) shifts starting in order of morning, evening and night shifts. In case of any vehicle remains off the road due to major break-down/accident/mishap or any other reasons beyond human control, penalty shall be condoned up to a maximum of 48-hours at the discretion of the Engineer. The contractor may, however, in the meantime make his best efforts to provide a substitute so as not to allow the work to suffer.

The contractor must ensure that the vehicle is kept /maintained in best and clean condition. The contractor shall ensure observance of power discipline by his drivers/agents or servants engaged in performance of the contract in question. They must not be indulge in the use of Drink or Drug. They must behave in a polite and courteous manner with the Company's employees. In case of any complaint against any drivers etc., the contractor must change him/them and in case he fails to do so such of the Driver shall not be accepted on duty and vehicle on which deputed shall not be accepted on duty and marked absent.

As far as possible, the contractor shall ensure that the Drivers are in proper neat and clean uniform while on duty.

The contractor shall furnish a list of Driver with their names/designation/Address and License particulars for record of the Engineer. Driver shall preferably below the age of 40 years and never above 55 years. The lodging and boarding of driver shall be born by owner. The Driver should be provided with enough money to cover the cost of Diesel, repairs and incidental expenditure while in journey. The contractor, his drivers, agents, servants or any other workman engaged in performance of the contractor must observe safety rules and regulations while going to work sites/installation should any mischief, take place due to neglect of safety on paid of any of his workers, the contractor shall be solely liable for all the consequences.

The vehicle-wise and month-wise log books (in triplicate) in the put on the Company shall be maintained by the contractor in respect of his vehicles playing on hire under the contract. All the entries columns must be properly filled in/completed as soon as any journey is completed and got signed from the user as well as by the Driver. It shall be the sole responsibility of the contractor to ensure that log-books are properly completed and signed. Any entry not properly or legibility recorded or left unsigned or having cuttings/interpolations/over-writing shall not be taken into consideration and no payments shall be made in respect of such journeys, unless the certified by the user officer(s). Toll Tax bill must be paid by Contractor on spot and will be recovering in monthly bill.

On close of the month, the contractor shall prefer bills of hire (in triplicate) to the engineer along with two copies of the log sheets of all hired vehicle (original and second copies).The checking and verification to each log sheet in following certificate be enclosed dully signed by the concerned user officer of the vehicle certified that all the verified and checked and found to have been made in the interest of the Company's bonafide work".

The bill for travelling of the vehicle shall be paid on monthly basis. All efforts shall be made to pay the bill within 30 days time to time of submission. The contractor shall indemnity the Company against all suits, actions proceedings etc., arising out of any claims or demand for breach of any rules, regulations, defaults etc, on part of the contractor, his agents or servants in the course of performance of this contract.

The Company shall not be responsible for any loss or damage to the property of the contractor or any injury or death to him any of his agents or servants during the course of performance of the contract. The contractor shall incur his vehicle properly to safeguard against any risk arising out of accident, fire, theft riots etc. It shall be the sole responsibility of the contractor to

Signature of Tenderer	Company's Round Seal	Date:-	Place:-
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maintain all relevant forms, registers or record in accordance with the various statures, labour laws, enactments etc. The vehicles are to ply in country areas slushy and notorious areas as per the requirement of activities. The contractor must, therefore, exercise a strict supervision in keeping his vehicles road-worthy.

10. The contractor shall be required to supply the vehicle strictly in accordance with the specification laid down in the tender papers. Any vehicle not confirming to said specification shall not be accepted
11. The vehicle intended to be placed for hiring must be of two year before from date of issue tender (after Jan-2017 ) and registration number & must have following documents completed in all respects.
  - I. Registration certificate Book.
  - II. Road permit./vehicle of RTO & Contract carriage permit
  - III. Insurance Certificate covering period of hire.
  - IV. Tax paid receipt up to the date.
  - V. Fitness certificate. & Taxi or Maxi passing certificate.
  - VI. PUC certificate in force.
  - VII. Driver's fitness certificate as well as eyes certificate should be provide.
  - VIII. Any other relevant documents relating to hiring of vehicle required under Road Transport rules in force from time to time. The certified Xerox copies of the said documents are invariably attached with the tender for verification.
12. The quoted rates should be the not rate inclusive of the cost of all types of fuel, taxes, levies, maintenance & repairs of the vehicle, driver and/of servant's wages etc
13. The contractor shall make his own arrangement at his cost for the boarding & lodging of his driver & staff if any as well as for refuelling.
14. The contractor shall be solely responsible for any fine or penalty if imposed by any authority for any breach, violation of any of the statures rules, regulations etc.
15. The contractor shall have to insure the vehicle solely so as to fully safeguard against any risk arising out of accident, theft, fire, riots etc. as well as for any injury, damage, death including company's employees travelling in the vehicle. The contractor must follow all the rules, regulations, & enactments under the labour laws relating to engagements of persons by him
16. The vehicle once inspected & approved by the undersigned for hire, shall not be changed or substituted by the contractor without permission except on becoming defective, off road, break down, due to accident etc. In such an event, the contractor shall give immediate intimation to the engineer-in-charge.
17. The kilometre chain of the vehicle must have to be maintained within full occurrence & in absolutely working order at all the times. Any defect noticed therein must be rectified at the earliest in period not exceeding two days. Till the time of non working of the kilometre chain, the kilometre of the journeys made will be decided by the engineer-in-charges & that will be binding upon the contractor. The company will allow billing of kilometres on the basis of opening reading as soon as arrival of vehicle at the company's head quarter & on closing reading after completion of daily journey.
18. The vehicle provided on hire by the contractor shall remain at the disposal of the engineer & shall not ply for any purpose other than the bonafide purpose of the company
19. The vehicle shall commence duty at the head quarter of engineer.
20. The contractor shall provide stand by vehicle to ensure prompt substitute arrangement should any hired vehicle go off road due to major break-down , mishap etc. or any other reasons so as not to allow the company's work to suffer. The substituted vehicle shall also be in acceptable condition as compared with the hired vehicle.

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21. In case hired vehicle remains absent or fails to report duty, the company shall recover the full amount paid as hiring charges for the alternate vehicle engaged for the company work as penalty, subject to minimum Rs.1000/- per day whichever is more.
22. The contractor shall ensure observance of proper discipline by him and/or his driver staff if any engaged in performance of the contract. They must not indulge in the use of drink or drug. They must behave in a polite & courteous manner with the company's employees. In case of any complaint against any driver etc. The contractor must change him & in case he fails to do so, such driver shall not be accepted on duty & vehicle on which such staff is deputed shall be marked as "Absent". As far as possible, the contractor shall ensure that the driver is in proper neat & clean uniform with shoes while on duty.
23. The driver & any other staff if any engaged by you for the performance of the contract shall observe safety rules & regulations while going to work- site/ installations. If any mischief takes place due to neglect of safely precautions on part of any of your staff, you will be solely liable for all the consequences
24. The contractor shall indemnify the company against all suits actions, proceedings etc. arising out of any claim or demand for breach of any rules regulations, default etc. On the part of the contractor during the performance of this contract. Further the company does not assume any responsibility, liability for the accident to the vehicle & your engaged staff & shall not give any compensation for the same. The contractor shall have to execute the indemnity bond in the prescribed format on a stamp paper of appropriate value at his cost for the same. The contractor shall have to enter into an agreement on the non judicial stamp paper of the appropriate value at his own cost with the company.
25. Vehicle wise & month-wise log-sheet in triplicate in the pattern of the company shall be maintained by the contractor & completed in all respect & get signed by the engineer-in charge & driver daily. Any entry or properly recorded or left unsigned or having interpolations, overwriting etc shall not be taken into consideration & no payment will be made in respect of such journey unless the same are certified by the engineer-in charge. On closed of the calendar month, the contractor shall prefer the bill of hire vehicle to the engineer-in-charge enclosing there with two copies of the log-sheet for checking & verification & for the purpose of passing the bill. The contractor shall also furnish the slip in the prescribed format giving details of daily journey duly signed by the engineer-in-charge & driver. The cost of slip shall be borne by the contractor. The engineer-in charge shall also be required to give a certificate, along with the bill, to the effect that all the entries recorded in the log-sheet of the vehicle for the month have been duly verified & checked & found correct as well as found to have been made in the interest of Board's bonafied work only also recommended for payment.
26. The contractor shall be bound to provide the vehicle to the company for twenty four hours without break.
27. The payment of each calendar month at the quoted rates shall be made in the succeeding month within 30 days from the date of receipt of bill by RTGS.
28. The company also reserves the light to enter into a parallel contract with any agency at any rate & on any terms & conditions as deemed fit even during the currency of this contract.
29. Should there be any statutory increase/decrease as the case may be in the cost of diesel by an order of central or state government marginal increase/ decrease in rate of hiring will be given by the company as per the formula given below. No price variation will be payable on the cost of oil, tyre, tubes etc. only charge in the rate of diesel will be adjustable. Basic rate of diesel will be considered as prevailing on the date of issue of commencement order. The increase/decrease in rate of diesel should invariably supported by the documentary Evidence. Formula: Rate per kilometer will be increased/decreased, as

Signature of Tenderer

Company's Round Seal

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the case may be by one paisa per kilometre for every increase/decrease in the rate of diesel by 10 Ten paisa) per litter. This will be applicable to the actual Km. travelled during the month.

**30.** Income tax and/or any other service tax levy etc. Whatsoever if any if required to be deducted as per the rules in force from time to time will also be deducted by the company while making the payment & a certificate to that effect will be given by the company to the contractor wherever necessary. The General terms & condition relating to works, as standardized by the UGVCL Established while GEB but not specifically brought cut in this tender shall also be applicable to the contract & binding to the contractor & shall form part of the contract. The copy of the said booklet containing such terms & conditions will be available for perusal of the contractor at the office of the undersigned.

**31.** In case of successful tend per being partnership firm, the certified copy of the “Partnership Deed” will have to be produced with original “Partnership Deed” for verification.

**32. Addressing of Tenders :**

Tender must be submitted in properly sealed envelope with official seal if any & must be super scribed with “Tender for hiring of vehicle for Shilaj S Dn under Bopal Division”. To the office of the undersigned. It is the responsibility of the tenderer to see that the tender is received in company’s office. (only by RPAD /Speed post)

**33.** Any dispute or difference arising under, out of or in connection with the contract shall be subject to the exclusive jurisdiction of Bopal. Executive Engineer Bopal

**34. THE TENDRER WILL HAVE TO GIVE FOLLOWING UNDERTAKING**

(1) Should this tender be accepted I/We hereby agree to abide by to fulfil all the terms & provisions of the tender & contract for work as applicable & in default thereof to for feet & pay the company the sum of money due.

(2) The full amount of earnest money deposit paid herewith should in absolutely forfeited to the company, should I/We do not deposit the full amount or specified security deposit within specified time.

(3) I/We hereby confess that I/We have made myself /our selves fully aware of all the terms & conditions of the tender & General standard conditions of the contract for execution of work of the company & any ignorance of any of the conditions will not absolve me/us from the liability to abide by the same.

Signature of Tenderer	Company’s Round Seal	Date:-	Place:-
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## ➤ Documents for Qualified Technical Bid

SR no	Details of Documents must be submit with physical tender	Yes/ Submitted No/not Submitted
1	Registration certificate Book	Yes/ No
2	Road permit./vehicle of RTO & Contract carriage permit	Yes/ No
3	Insurance Certificate covering period of hire.	Yes/ No
4	Tax paid receipt up to the date.	Yes/ No
5	Fitness certificate.	Yes/ No
6	PUC certificate in force.	Yes/ No
7	Driver's fitness certificate as well as eyes certificate	Yes/ No
8	Taxi /Maxi passing permit Certificate	Yes/ No

Signature of Tenderer

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**Name of Work :**

Hiring close body jeep bolero or other similar (2017 or there after) non A/C vehicle for Dy. Engineer Shilaj S Dn under Bopal Division with head quarter at Shilaj,12 hrs

**PR No :-376264 / RFQ No:-52107**
**Tender Notice No BPL-DO-16-2018-19**
**SCHEDULE - B (Price Bid)**

Sr No	Type of Vehicle with Details	Description of works	Rate Offered	Remarks if any
1	1) offer Vehicle Model :-	Minimum fix charges for the daily journey normally per vehicle per calendar month up to a total run of 3000 (Three thousand only) Kilometers.(12 Hours)	Rs..... Per Month In words :-	
2	2) Vehicle Registration No:-	Extra charges per kilometer per vehicle per calendar month beyond the minimum run of 3000 kilometer.	Rs..... Per Km In words :-	
3		Night charge for night stay at out station OR local stay.	Rs..... Per Night In words:-	

 Supdt of Accounts.(Exp)  
Bopal Division

 Executive Engineer  
Bopal Division

Signature of Tenderer

Company's Round Seal

Date:-

Place:-