

**DEPARTMENT OF EDUCATION OFFICE  
OF THE ASSTT. DIRECTOR OF EDUCATION, NANI DAMAN  
UT ADMINISTRATION OF DAMAN & DIU  
TENDER NOTICE No.DE/ADM/Vehicle/2016-17/-  
1530/AEDDMN/2016**

Bids are invited from the interested parties (bidders) for Procurement of hiring of vehicle for Department of Education, Office of the Asstt. Director of Education, Nani Daman, UT Administration of Daman & Diu in accordance with the Terms & Conditions and manner prescribed in this Request for Proposal (RFP)/Tender document.

The detail of tendering process is as mentioned below:

<b>TENDER SUBJECT</b>	<b>Request for Proposal for Procurement of hiring of Vehicle for Education Department of UT of Daman &amp; Diu.</b>
Bid Reference No.	DE/ADM/Vehicle/2016-17/1530 date: 04/10/2016
Non-refundable Tender document cost	Rs.1500/-
Tender document can be downloaded up to	12/10/2016 14:00 Hrs.
EMD amount	Rs. 50,000/-
Last date for submission of Pre-bid queries	-----
Date & time of Pre-bid conference	-----
Venue of Pre Bid conference	Office of the Asstt. Director of Education, Near Jetty, Nani Daman, Daman – 396210
Date of release of responses to Pre-bid queries	-----
Last Date & time for Bid Submission by the bidders	13/10/2016 12:00Hrs(Online) 13/10/2016 13:00Hrs(Physical submission of only technical bid)
Venue for Submission of proposals by the bidders	Office of the Asstt. Director of Education, Near Jetty, Nani Daman, Daman – 396210
Place, Date & Time of opening of Technical proposals	13/10/2016 15:00 Hrs Office of the Asstt. Director of Education, Near Jetty, Nani Daman, Daman – 396210
Place, Date & Time of opening of Commercial bids	Office of the Asstt. Director of Education, Near Jetty, Nani Daman, Daman - 396210  Date and time will be intimated to qualified bidders.
Contact address for queries	<a href="mailto:daman.education@gmail.com">daman.education@gmail.com</a>

The Bids which do not conform to the requirement of the Bid shall be rejected summarily and no reasons whatsoever shall be given to that effect. The Department reserves the rights to reject the whole or part of any Bid without assigning any reasons.

**Asstt. Dir. Of Education, Nani Daman**

**UT Administration of Daman & Diu.**

**U.T. ADMINISTRATION OF DAMAN & DIU OFFICE OF  
THE ASSISTANT DIRECTORATE OF EDUCATION, NANI  
DAMAN-396 210.**

**Terms & Conditions for hiring of vehicle for Department of Education,  
Office of the Asstt. Director of Education, Nani Daman, UT Administration  
of Daman & Diu” during the year 2016-17.**

**Tender Notice No. DE/ADM/Vehicle/2016-17/1530**

**Dated: 04/10/2016.**

Tenders are invited by e-Tendering system so that the `Technical Bid` will be submitted in the Tender box with Envelope written as `Technical Bid` in the Office of the Asstt. Director of Education, Nani Daman. It should contain full information as required in Annexure – I (Technical Bid) provided herewith.

(a) The `Financial Bid` will have to be applied only through e-procurement (online only).

(b) The “Financial Bid” will be opened after qualified of technical bid and verification of all documents by tenderer.

**1. Eligibility (Mandatory submission/uploading of scanned documents online only)**

- (i) The bidder should be registered under Service Tax/VAT.
- (ii) The bidder should be Travel/Transport co./agency/authorized dealer/supplier of the items tender for, for last three years.
- (iii) Copies of tender fee and EMD.

2. The tender form along with terms and conditions can be downloaded from web site <https://daman.nprocure.com>. The tender fees of Rs.1500/- (Rupees One Thousand Five Hundred only) in form of Demand Draft of any Nationalized bank (non-refundable) to be submitted with technical bid.

**3. Completed tender form should also contain the following scanned documents/certificates.**

- (1) Income Tax Clearance Certificate along with copies of returns of last three years.
- (2) Service Tax/VAT Registration Certificate.

4. (1) The Earnest Money Deposit (EMD) of Rs.50,000/- (Rupees Fifty Thousand Only) is payable in form of Demand Draft issued by any Scheduled Bank which should remain valid for a period of 3 (Three) months in favour of “**Asstt. Director of Education, Nani Daman**”. Tender received without Earnest Money Deposit will be treated as invalid.

- (2) The bidder should ensure that they must submit Hard copy of Tender documents (Technical Bid) duly sealed in the “Office of the Asstt. Director of Education, Nani Daman. The `Financial Bid` will have to be applied online only through e-procurement.

## **Scope of Work and Tender and Condition**

### **1.0 SCOPE OF WORK**

- 1.1 The scope of the contract is to deploy One No. Swift Dezire Vehicle or its equivalent and Maruti Van/ Eeco or its equivalent Vehicle for Assistant Director of Education, Daman (along with drivers & fuel) on hire for 01 (One) year. The Department shall on an average run the vehicle for approx. 2500 km. Per month.
- 1.2 The Contractor shall press into service only good quality new vehicle or at least not more 02 (Two) year old with, noiseless driving in perfect running condition as per Education Department, Daman requirement. The vehicle shall always be provided with decent upholstery, comfortable seat cushions, and other such fitting/ accessories equipment's for maximum comfort of passengers. All items should invariably be in working conditions. The noise level outside & inside the vehicle shall always be maintained at desirable low level befitting a well-maintained vehicle. The doors of the vehicle shall be maintained in best conditions without allowing the room for noise etc. Vibration in the vehicle shall always be within desirable tolerance limits.
- 1.3 The vehicle must possess R.T.O.'s tourist permit. The tenderer should enclose the Xerox copies of all documents such as R.C. /T. C. Books, Insurance Policy and tourist permits, fitness certificates and relevant R.T.O. documents alongwith the tender.
- 1.4 The tenderer should give the details of vehicle in Schedule "A" of the tender

### **2.0 DURATION OF CONTRACT:**

- 2.1 The contact will be only for a period of One year from the date of issue of order. However, the contract can be curtailed or extended as per the requirement on the same rates terms, & conditions and only after certification of satisfaction of the Education Department.
- 2.2 Assistant Director of Education, Daman reserves the right to cancel the order at any time without assigning any reason or any notice before expiry of contract period.

### **3.0 GENERAL CONDITIONS:**

- 3.1 The vehicle is to be made available for **24 Hrs.** services per day as directed by the Officer-in-charge.
- 3.2 The vehicle must be maintained absolutely in good running condition and 100% availability is to be ensured by the contractor. The vehicle will be spared one day in a month for attending regular servicing and maintenance etc. for which no deductions will be made towards absence from duty. At least one such prior intimation shall be conveyed to officer-in-charge for such maintenance work.
- 3.3 The driver on duty shall be provided a mobile handset with suitable mobile service connection without any extra payment. It shall be the obligation of the owner of the vehicle to upkeep the mobile connection live for the whole contract period. The mobile service shall be chosen so that the mobile is accessible for all the times even in remote

places. Failing to fulfil the condition a deduction of Rs. 100/- per warning shall be effected with liquidated damage from the monthly bill of the contractor.

- 3.4 In case of breakdown or non-availability of the vehicle on contract, for any reason other than regular servicing / maintenance, the contractor has to make arrangements for an alternative vehicle immediately. Failing in which, Assistant Director of Education, Daman shall hire a suitable vehicle from any other agency and recovery shall be made from bills for the entire period of **absence @ 1.5 time of per day rate** worked out on the basis of monthly quoted rate or the actual hiring amount for alternate vehicle from your monthly bill.
- 3.5 If the contractor removes the vehicle before completion of the contract period, the Assistant Director of Education, Daman shall deploy the vehicle at the risk and cost of the contractor. The recovery shall be made from the contractor for unexpected period of contractor.
- 3.6 It will be the responsibility of the contractor to ensure that the vehicle is registered as per the latest Motor Vehicle Act and the Driver's license, RC Book and other documents also always available with the driver. The contractor is required to submit a copy of Police Verification Report of the drivers engaged for the vehicle immediately after issue and acceptance of this Letter of Acceptance. The vehicle should also generally carry accessories like tool kit consumable spares, raincoat, umbrella, torchlight, first aid box, portable fire extinguisher portable water bottle etc., which are to be arranged by the contractor.
- 3.7 In case of requisition/seizure of the vehicle by the State/Central administration of any other agency, it will be the responsibility of the contractor/ owner of the vehicle to get the vehicle released. For such period of requisition/ seizure, proportionate deduction will be made from the monthly bill as per Para 3.5, unless alternative vehicle, acceptable to the Assistant Director of Education, Daman, is arranged.
- 3.8 It shall be the responsibility of the owner of the Vehicle(s) and Driver to get tested the vehicle(s) emissions from authorized centres from time to time as per norms. The driver shall always keep the Pollution Under Control (PUC) certificate with the vehicle. Any penalty paid because of violation of prescribed pollution norms shall be born only by the owner of the vehicle.
- 3.9 The vehicle must be registered in the name of the Contractor. A documentary proof of the same is to be submitted by the contractor before deployment of vehicle.
- 3.10 The contractor will have to take comprehensive insurance of the vehicle.
- 3.11 Fuel, Engine Oil, break Oil and other lubricants shall be arranged by Tenderer at his cost.
- 3.12 In case the halt in other than the place of Head Quarter, the driver should make his own arrangement.
- 3.13 The bidder will have to display the Board on the vehicle stating the words exclusively for bonafide use of Education Department , U.T. Administration of Daman & Diu.
- 4.0 **OFFICER-IN-CHARGE:**
- 4.1 Officer-in-charge shall mean the Officer appointment by Assistant Director of Education, Daman to act on its behalf for any and all matters pertaining to the work to be carried out by you under the scope of this contract.

- 4.2 It shall be the responsibility of the drivers of the vehicle to maintain Log Books with record distances covered/places visited every day during use by Education Department, Daman at the end of each day and be got signed by the Officer-in-Charge and submitted with the monthly bill. The calculation of mileage shall be from the reporting point to the relieving point and will not be calculated on garage to garage basis.
- 4.3 The vehicle should be parked in Education Department premises as per instructions of the Officer-in-charge of the vehicles on all working days.
- 4.4 If the vehicle fails during journey, non use hours will be counted for proportionate deductions in the daily bill as per the direction of the vehicle in charge Officer.

5.0 **SPECIAL CONDITIONS:**

- 5.1 All taxes, such as R.T.O. Taxes, Town duties Service tax, Insurance and other statutory charges, will be paid by the contractor at his cost. The contractor is also responsible for taking all insurance covers for the vehicle driver and passengers and shall indemnify Assistant Director of Education, Daman of any liability toward accident and any claim, for any person/authority on any account of the vehicle deployed.
- 5.2 In case of anticipated strikes etc., the contractor should arrange adequate amount of fuel/diesel. Non-availability of the vehicle for duty on account of non-availability of fuel/diesel under any circumstances will be treated, as absence from duty and recovery for such period shall be made as per provisions of **Clause 3.5**.

6.0 **PAYMENT, TERMS & CONDTIONS:**

- 6.1 We shall pay you the accepted rates towards hiring charges of the vehicle for round the clock per day including of all taxes and fuel. If the vehicle is not made available at any working day/days without any intimation and without convincing reason by the tenderer, penalty @ 10% of the daily charges will be levied for every such day.
- 6.2 Deduction of statutory taxes at source will be made from the bill as per prevailing law of the land and TDS certificate will be issued to the contractor.
- 6.3 Expenditure towards consumables like Mobile Oil and /or any other lubricants shall be deemed to be included in the monthly hiring charges and shall therefore be borne by the contractor himself.
- 6.4 Payments will be released to the contractor on monthly basis of submission of the bill in triplicate alongwith copy of Log Book to the Officer-in-change and on due certification by him. The bill is to be submitted in triplicate in first week of every month for timely release of payments.
- 6.5 The vehicle is to be driven by the driver who must have valid license from RTO authorised. The driver should have uniform while on duty as per RTO pattern. The driver has to ply the vehicle as per the instructions of the field officer or in-charge of vehicle.

7.0 **DEDUCTIONS:**

- 7.1 Security deposit @ 10% of the total annual amount arrived will have to be deposited in the form of Fixed Deposit Receipt within a period of 10 days of issue of letter of acceptance. The same will be released/refunded in the normal course after expiry of the contract period, subject to deduction, if any / forfeiture as per terms and conditions. No interest will be allowed on this deposit. The security deposit stands forfeited if the contract is terminated at any time for non-performance on the part of the contract. The amount of Earnest Money Deposit paid by the Tenderer(s) whose tenders are not accepted, will be refunded to them.
- 7.2 Income Tax at source as per prevailing rates will be deducted from the monthly bill as per rules. The Income Tax Registration number, if allotted to you, the same should be given to this office.
- 7.3 In the event of any question, dispute or difference, whatsoever arising out of this contract the same shall be referred to the or his authorized representative whose decision should be final & binding on all the parties.
- 7.4 Rates tendered/offered in response to the concerned Tender Notice by the successful bidder shall be considered as acceptance of all above terms and conditions for hire of vehicle for all legal purpose.
- 7.5 The quoted amount shall be inclusive of all costs (including all taxes, fuel, salary to driver, maintenance etc.)

( M.D. Patel)  
Asstt. Director of Education  
Daman.

**THE ABOVE CONDITIONS ARE ACCEPTED AND ARE BINDING TO ME/US**

(Signature of Tenderer)

Date & Rubber Stamp.

**SCDHEDULE–“A”**

**PROFORMA TO BE FILLED IN BY EACH TENDERER**

Sr. No.	Make	Registration No.	Year of Manufacture	Type of vehicle	Insurance & Tax paid
1.					
2.					

1. The above mentioned vehicles are owned by me and I am ready to hand over the same to Education Department, Daman & Diu on hire basis as per rates, terms and conditions of the Department as included in the tender.
2. I have uploaded Xerox copies of all the R.T.O. documents i.e. R.C/T.C. book, insurance policy and relevant permit etc. of above mentioned vehicle.

SEAL

Signature of Tenderer

**FINANCIAL BID**

Sr. No.	Description	Rate per month per Vehicle	Rate per km. (Exceeding the prescribe limit)
01	Maruti Swift (VDI) (A/C) or its equivalent		
02	Maruti Van / Eeco (A/C) or its equivalent		

The quoted amount shall be inclusive of all costs (including all taxes, fuel, salary to driver, maintenance etc.)

( M.D. Patel)  
Asstt. Director of Education  
Daman.



Hiring of Vehicle for Department of Education, Office of the Asstt. Director of Education, Nani Daman during the year 2016-17.

OFFICE OF THE ASSTT. DIRECTOR OF EDUCATION, NANI DAMAN.

Tender Notice:-No. DE/ADM/Vehicle/2016-17/1530

Dated :04/10/2016.

**TECHNICAL BID**

1. Name of the Tenderer	
2. Address of the Tenderer	
3. e-mail	
4. Tel. Nos. / Mob. Nos.	
5. Name of the Proprietor	
6. Year of establishment	
7. FDR No. & Date (EMD)	
8. Name of the Bank, City.	
9. Tender Fee Receipt No. & Date/ (Demand Draft)	
10. Service Tax <u>OR</u> VAT No. Reg. Certificate	
11. PAN No. & TAN No.	
12. Copy of last three years I.T. return.	
13. Copy of License / Travel agency License of the particular items issued by competent authority <b>valid upto 31/03/2017.</b>	

I / We certify that I / We read understood and accept the contents of the broad terms and conditions incorporated in the Tender Form and ‘Note’ below and submit this Tender for consideration. I / We certify that the above statements are true.

(Signature of the Owner / Proprietor)

DATE: \_\_\_\_\_  
\_\_\_\_\_

Full Name of the Firm

(SEAL) Address  
\_\_\_\_\_  
\_\_\_\_\_