



DIU SMART CITY LIMITED

CIN: U74999DD2018PLC009814

C/o Diu Municipal Council,

Fort Road, Diu 362520

Contact: +91 2875 252126

Email: diudscl@gmail.com

No. DMC/DIU/CONST/SMARTCITY/2022-23/94

Date: 31.05.2022

Tender No. 80/2022-23/DSCL-Diu

The Chief Executive Officer, DSCL invites bids, on behalf of the Diu Smart City Limited, on Management Contract basis from the experienced, eligible and reputed Operator's / Travel Agencies for the following work: -

Sr. No.	Particulars	No of Vehicle required	EMD	Tender Fee (Non-refundable)
1	Hiring of 07- 08-Seater Toyota Innova Crysta with A.C. facility for DSCL, Diu along with Driver (Without Diesel Charges) as per T&C.	01 (one)	₹50,000/-	₹500/- + 18% GST
2	Hiring of Mahindra Marazzo with A.C. Facility for DSCL, Diu along with Driver (Without Diesel Charges) as per T&C.	01 (one)		

Last date & time of Receipt of Bid	20/06/2022 5:30 PM
Opening of Technical Bid	21/06/2022 11:00 AM
Opening of Financial Bid	To be communicated later

Submission of tender fees, EMD and other documents as per the conditions mentioned in RFP in hard copy to above mention address by RPAD/Speed post/hand to hand, however, Tender Inviting Authority shall not be responsible for any postal delay. The said documents can also be deposited in Tender box kept at the office of the undersigned. On or before 20/06/2022 up to 5:30 PM at this office of Diu Smart City Limited, Diu Second Floor DMC Building Fort Road Diu - 362520. For the details of the tender kindly visit the site www.diu.gov.in.




Mridul Verma

Chief Technical Officer

Diu Smart City Limited - Diu

Email: - diudscl@gmail.com



Tender (Offline) is invited from reputed parties/agencies supplying vehicles with drivers on Monthly Hire-basis for official use of Diu Smart city Limited at Diu Interested parties / agencies who are willing to comply with the terms and conditions annexed with notice, may submit their bids offline as given in the instructions for submission offline bid at Diu.

There should be attachments for Technical Bid Financial Bid in BOQ Format and The Financial Bid/Bids will be taken up only if the technical specifications are found satisfactory; otherwise, the Tender will be straight way rejected.

Details of tender notice and terms & conditions with Technical Bid Financial Bid in BOQ Format are also available and download on the website: <https://diu.gov.in> & <https://daman.nic.in>

The details of the Vehicles to be hired are as under:

Sr. No.	Particulars	No of Vehicle required	EMD	Tender Fee (Non-refundable)
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2	Hiring of Mahindra Marazzo with A.C. Facility for DSCL, Diu along with Driver. (Without Diesel Charges) as per T&C.	01 (one)	₹50,000/-	₹500/- + 18% GST

Data Sheet

Item	Description
Name of the Hirer	Diu Smart City Limited, Diu.
Tender Inviting Authority	The Chief Executive Officer, Diu.
Tender Name	Hiring of Vehicles
Tender No/ID	80/2022-23/DSCL-Diu
Method of Selection	Open Tender
Availability of Tender Documents	https://diu.gov.in & https://daman.nic.in
Date and time of Tender notice issuance	31.05.2022
Last date and time for Bid/Proposal submission (On or before)	20.06.2022
Bid Opening Time, Date & Venue	Diu Smart City Limited Diu Municipal Council, Diu Fort Road, Diu-362520
Language of Bid Submission	ENGLISH
Currency	Indian Rupees (INR)
Period of Hiring	One year (12 Months) from date of Workorder

Offline-tender for hiring of Motor Vehicle for Diu Smart City Limited, Diu Document Download: Tender documents may be downloaded from at <https://diu.gov.in> & <https://daman.nic.in>

GENERAL TERMS AND CONDITIONS OF THE TENDER NOTICE:

- 1) The Vendor should have a vehicle with a valid and effective Commercial Taxi Permit to Operate and the vehicle should be registered in any state Govt/UT of India. In addition, the Vendor must be a registered owner of the vehicle.
- 2) The Driver must have a Valid and Effective driving license to drive the Hired Class of the vehicle.
- 3) The contract for providing vehicles will be given to the lowest bidder who fulfils all the terms and conditions given in the tender document.
- 4) The rates should be quoted in the prescribed form given by the Department; the rate should be inclusive of all taxes and should be valid up to One Year from the date of issue of the work order.
- 5) All Taxes/Duties/Royalties Charges, etc. payable in respect of the vehicle to be hired shall be paid by the vehicle supplier.
- 6) The Vendor should enclose along with tender an amount of Rs. 500/- (Five Hundred only) as Tender Fee in form of DD/A/c payee Cheque of any Nationalized or Schedule Bank payable at Diu and Rs. 50,000/- (Fifty Thousand Only) as Earnest Money Deposit Draft/Banker's Cheque from any of the Commercial Banks in an acceptable form payable at Diu in favour of **The CEO, Diu Smart City Limited, Diu**. The EMD should not be forwarded by Cash. Tender received without Earnest Money Deposit shall be summarily rejected.
- 7) The tender should be neatly typed or hand written only on a letter head that carries the name & the signature of the Vendor. No overwriting, correction or erasures will be considered.

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8) All bills should be in TRIPLICATE and should invariably mention the number and date of supply order. In addition, the invoice must be submitted on the letter head, which includes Name & Signature of the Vendor.

9) All bills for amount above Rs. 5000/-(five thousand only) should be pre-receipted on a Revenue Stamp of proper value. Bills for amount exceeding Rs 5000/-(five thousand only) not pre-receipted on a Revenue Stamp of proper value will not be accepted for payment.

10) The Tenders shall be submitted in two-bid system, each of which is to be submitted in separate envelope. The first envelope should contain Technical Bid and super scribing on the envelope as "Sealed Cover No.1 – hiring Vehicle for DSCL, Diu. The EMD and Tender fees should be enclosed with TECHNICAL BID only. The second envelope should contain Financial Bid and super scribing on the envelope as "Sealed Cover No.2 – financial Bid for "Hiring of vehicle for DSCL, Diu.

11) The rights to accept or reject any or all tenders without assigning any reason are reserved with the undersigned and his decision(s) on all matters relating to acceptance or rejection of the tenders as a whole or in part shall be final and binding to all.

12) The Vendor should submit copies of mandatory documents :-(Annexure 'A')

13) The rate quoted must be inclusive of all taxes as applicable from time to time and other maintenance charges and salary of the Driver. The rates and the contract shall be valid for the period of one year from the date of issue of workorder for the vehicles which can be extended for the further period of one year on the same rates terms and condition.

14) If any Government tax rates increase the same will be borne by the Vendor and TDS will be deducted as per the rules as and when applicable.

15) The vehicle must have all the legal documents like valid registration certificate, P.U.C. certificate, Insurance and must have paid all Government dues like road tax etc. The Vendor has to provide vehicle along with the Driver who holds a valid and effective driving license to drive the Hired class of vehicle.

16) The vehicle must have registered on or after 01st January, 2021.

17) All the documents like attested photocopies of R.C book, Insurance, driving license of Driver, P.U.C. certificate, agency Registration Certificate, GST Certificate etc. to be enclosed with technical bid.

18) The vehicle provided by the Vendor must have a fully functioning manual, electrical and electronics system (i.e. Doors, Wipers, Headlamps, and Horn etc.). In addition, the vehicle must be aesthetically in a good condition (i.e. without clearly visible accidental marks, Broken Bumper or Rear view Mirror, Fully or partially covered in Mud etc.).

19) Rate should be offered for vehicle per month. Maximum covering limit is 2500Kms. Over and above 2500 km, the additional amount will be paid by DSCL on the basis of rate per km for the additional Km(s) as quoted by the Vendor in the **Annexure B** of the Financial Bid of the Tender. In case any month the vehicles had travelled less than 2500km then the balance Km shall be carried forward to the next month and such carried forwarded Km shall lapse after 3 months if not used by Diu Smart City Limited.

20) In case of failure to provide vehicle during tenure or removal of the vehicle by Vendor, the loss suffered by DSCL will be recovered from their Security Deposit/E.M.D or payment due any bill(s) @ Rs 1500/Day.

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- 21) On acceptance of rate in all respect, the vehicle should be handed over to the department within 7 days from the date of receipt of the work order.
- 22) In case the Vendor does not implement work order placed with him, the contract for the hiring of vehicle shall be terminated and the E.M.D/Security Deposit will be forfeited by tender inviting authority.
- 23) The standby vehicle is to be provided by the successful Vendor in case of breakdown failure of vehicle immediately, so that the office work is not delayed or interrupted. In addition, failure to comply with the aforesaid statement, a recovery @ Rs 1500 per day shall be made from the submitted Performance Guarantee or from the payment due bills, if any. After the recovery of the amount from the Performance Guarantee the same is to be deposited within 7 days of time to make the Performance Guarantee to the value of Rs 50000.00/-.
- 24) No separate agreement will be required to be signed by successful tenderer for hiring of vehicle for legal purpose. Bill of Quantity (BOQ) and terms & conditions duly signed with stamp with stamp by the tenderer will be liable.
- 25) Any dispute subject to DNH & DD jurisdiction only.
- 26) Right to accept or reject any or all tenders is reserved with the tender inviting authority.
- 27) Vehicle provided should be with a fully functioning air-conditioning facility.
- 28) Only on satisfactory completion of the work order, bills shall be admitted for payments.
- 29) The vehicle will be utilized for office purpose and outside DNH & DD as well.
- 30) The tendering authority shall not hold any responsibility of any accident of the vehicle on Duty.
- 31) Vehicle will be at the disposal of Diu Smart City Limited, Diu 24x7. The vehicle will be in possession of the authorized officer of Diu smart city Limited, Diu.
- 32) The vehicle will be utilized on the Office Working days, during the office hours and it must be available with a designated office/officer. The concerned officer/in-charge of the vehicle under whom the vehicle is being utilized, is fully empowered to give holiday or not to give holiday on any day without assigning any reason for which no charge will be paid for the day/days. No extra charges will be paid for outstation trips over and above the prefixed quoted price in tender and for overtime beyond the office hours.
- 33) The bill in triplicate and pre-receipted should be submitted for payment on monthly basis.
- 34) All bills amounting above ₹5,000/-(five thousand only) - should be pre-receipted on a Revenue stamp of proper value. Bill amounting above ₹5,000/-(five thousand only) which are one pre-receipted on Revenue stamp of proper value will not be accepted for payment.
- 35) No advance payment will be made in any circumstances.
- 36) Offer received after due date and time will not be considered.
- 37) Successful bidder has to provide their Bank details for payment.

38) Vendor has to give 1-month prior notice before terminating the contract failing, which the Performance Guarantee will be forfeited. Further, if the Vendor commits default in execution of service of providing the said vehicle, the Authority shall, without prejudices to any other right or remedy available in law, be at liberty to fully forfeit the earnest money/security deposit/performance security absolutely.

39) The vehicles shall be for exclusive use of this Office and should not be used by the agency for any other purpose.

40) In case the vehicle is not supplied by Travel Agency or Vendor for more than 7 days continuously or more than 10 days in a month or in case the quality of the services by the Travel Agency or Vendor is found unsatisfactory the contract with the Travel Agency or vendor may be terminated and the Performance guarantee shall be forfeited in addition of Recovery@ Rs 1500 Per day from the Pending bills.

41) All expenses relating to salary and allowances of the driver shall be borne by the agency. Like-wise all expenditure related to the vehicle including insurance, Maintenance etc. will also be borne by the agency.

42) The tender accepting authority may terminate the contract for any reasons after giving 15 days of notice to the agency.

43) The complete EMD amount will be converted into a Performance Guarantee post acceptance of the Letter of Award (LOA).

Encls:

Annexure-A: Technical Bid.

Annexure-B: Financial/ Price Bid.

Annexure-C: Vehicle Details

Annexure-D: Experience details (if, any)

Submission of Tender: The tender shall be submitted offline in two parts, viz., Technical Bid and Financial/Price Bid.

The offers submitted by Telegram/Fax/email shall not be considered.

Signature

Name of Authorized Signatory with seal

Annexure 'A'

TECHNICAL BID

Technical Qualifying Mandatory documents
(Documents to be attached to substantiate every information)

Sr.No	Mandatory documents for Technical Bid	Whether the documents are submitted mention as "Yes or No"
1	Name, Address and Telephone no. of the Vendor	
2	Earnest Money Deposit (EMD).	
3	Tender fee.	
4	Copy of Pan Card	
5	ITR of Assessment Year 2019-20, 2020-21, 2021-22	
6	Copy of GST Registration	
7	Copy of Certificate of Registration of vehicle	
8	Copy valid insurance of the vehicle.	
9	Copy of PUC Certificate	
10	Copy of Registration Certificate of Agency.	
11	Copy of Terms & Condition and Schedule of Specification Duly Signed and Stamped by the bidder.	
12	Experience details as per Annexure D (if, any)	
13	Details of the vehicles as per Annexure -C	
14	Undertaking of Technical& Price Bid	

Signature
Name of Authorized Signatory with seal

Technical BID UNDERTAKING

From: (Full name and address of the) _____

To,

Dear Sir/Madam,

If the work of providing vehicles to your office on Monthly hiring basis is provided to me, then I undertake that:

1. The vehicles provided by me to your office would be of latest model and would not be older than 2 years from the last date of Tender submission.
2. I would ensure that the drivers provided by me to your office do not have any Police records/ Criminal cases (previous or pending) against them nor they have been involved in more than two punch or challan/s for negligent driving. I would make adequate enquiries about the antecedents of the drivers before deputing them for service to this Office.
3. Your office shall not be responsible for any challan, loss, damage or any accident of the vehicle or to any other vehicles or for the injury to the driver or to any other third party. The loss or damage or legal expenses on this account shall be borne by me.
4. The drivers deployed by me would have experience of minimum 3 years.
5. I undertake to indemnify the department against all damages/charges arising on account of or connected with the negligence on my part or my staff or any person under my control whether in respect of accident/injury to the person or damages to the property of any member of the public or any person or in executing the work or otherwise and against all claims and demand thereof.

Signature

Name of Authorized Signatory with seal

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ANNEXURE-B

FINANCIAL BID
Price bid (BOQ)

Sr. No.	Particulars	No. of Vehicle required	Rate per month	Period	Total Amount in RS and Words
01	Hiring of 07- 08-Seater Toyota Innova Crysta with A.C. facility for DSCL, Diu along with Driver. (Without Diesel Charges) as per T&C.	01(one)		12 Months	
02	Hiring of Mahindra Marazzo with A.C. Facility for DSCL, Diu along with Driver. (Without Diesel Charges) as per T&C.	01(one)		12 Months	
03	Rate per km beyond 2500 kms	01	Rs. _____ per km		

Note : The rates shall be of Diesel vehicles inclusive of all the charges except Diesel charges. The Cost for the diesel shall be borne by Diu Smart City Limited.

Signature
Name of Authorized Signatory with seal

PRICE BID UNDERTAKING

From: (Full name and address of the Bidder) _____

To,

Dear Sir/Madam,

1. I/We _____ (name) _____ submit the Price Bid for _____
(Tender name/no.) _____ and related activities envisaged in the Bid document.

2. I/We have thoroughly examined and understood all the terms and conditions as contained in the Bid document, and agree to abide by them.

3 I/We offer to work at the rates as indicated in the price Bid.

4 I/We undertake that I /We have carefully studied all terms and conditions of the tender and shall abide by them. Further, it is certified that I/We have never been blacklisted by any Govt./PSU Department.

Signature
Name of Authorized Signatory with seal

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Annexure-C

Details of the Vehicles

(Minimum 2 vehicles details are required. In addition, a valid and effective copy of RC, Insurance & PUC is to be attached)

Sr. No	Particulars	Registration Number	Manufacturing Year	Make and Model	Insurance Number & Validity date	Taxi Permit type (i.e. State or National)
1	Hiring of 07- 08-Seater Toyota Innova Crysta with A.C. facility for DSCL, Diu along with Driver. (Without Diesel Charges) as per T&C.					
2	Hiring of Mahindra Marazzo with A.C. Facility for DSCL, Diu along with Driver. (Without Diesel Charges) as per T&C.					

Signature
Name of Authorized Signatory with seal

Annexure-D
Experience Details (if any)
(Copy of completion certificates to be attached)

Sr. No	Name of hirer	Hiring Period	Particulars and Number of vehicles supplied	Completion certificate date
1				
2				
3				
4				
5				

Signature
Name of Authorized Signatory with seal