

**E-Tender No. 2020\_DAMAN\_932\_1 for Hiring 04 Nos. Pick up/Camper light motor vehicle  
along with fuel and driver for NVBDCP under Directorate of Medical & Health Services Daman  
UT of Daman & Diu for the Year 2020-21.**

Administration of  
UT of Daman & Diu.,  
Office of the Director,  
Medical & Health Services Daman,  
“Tel.No. 0260-2230470”

No.125/NVBDCP/DMN/FM/2020-21/6420

Daman

Date: 07 /07/2020

**Short E-Tender Notice**

The Director Medical & Health, Daman & Diu on behalf of the President of India, invites on line tender on <https://www.ddtenders.gov.in> from the reputed Agencies for Hiring of **04 Nos. Pick up/Camper (light motor vehicle)** for 01 year and on renewable on yearly basis not exceeding the three years.

Sr. No	Particulars	Estimated Cost (Per Month)	(E.M.D.) Earnest Money Deposit	Tender Fees (Non-Refundable)	e-Tender ID No.
1	Hiring 04 Nos Pick up Camper light motor vehicle along with fuel and driver for NVBDCP under Directorate of Medical and Health Servises Daman	Rs. 24,19000/-	Rs. 75,000/-	Rs. 2,000/-	2020_DAMA N_932_1

**Bid document downloading Start Date: 08.07.2020**  
**Bid document downloading End Date : 15.07.2020, 12:00 Hrs.**  
**Last Date & Time for receipt of Bid : 15.07.2020, 14.00 Hrs.**  
**Preliminary Stage Bid Opening Date : 15.07.2020, 15.00 Hrs.**  
**Technical Stage Bid Opening Date : 15.07.2020, 15.30 Hrs.**

Bidders have to submit Technical Bid and Price Bid in Electronic format only on <https://www.ddtenders.gov.in> website till the last date and time for submission. Technical Bid and Price Bid in Physical format shall not be accepted in any case.

Bid submission should be done along with tender Fees and EMD in original by R.P.A.D./Speed Post or to be deposited in the tender box kept in the office of the undersigned. However, Tender Inviting Authority shall not be responsible for any postal delay. Tenders can be downloaded from <https://www.ddtenders.gov.in> & [www.daman.nic.in](http://www.daman.nic.in)

1. The EMD and Tender Fees should not be forwarded by cash.
2. The Tender Fees will be accepted only in form of A/c payee Demand Draft of any Nationalized or Scheduled Bank of India payable in Daman.
3. The EMD will be accepted in form of FDR /A/c Payee Demand Draft / Bankers Cheque or Bank Guarantee from any Commercial Banks in an acceptable form payable at Daman in favor of under signed.

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The tender inviting authority reserves the right to accept or reject any or all the tender to be received without assigning any reasons thereof. Bidders shall have to post their queries on E-Mail address: [ptdmhsdaman@gmail.com](mailto:ptdmhsdaman@gmail.com).

Note- Bidders are requested to kindly mention the URL of the Portal and Tender Id in the subject while emailing any issue along with the Contact details. For any issues/ clarifications relating to the tender(s) published kindly contact the respective Tender Inviting Authority.

Tel : 0120-4200462, 0120-4001002, 0120-4001005, 0120-6277787.

E-Mail : support-eproc[at]nic[dot]in

*Sd/-*

**Director**

Medical & Health Services,

UT of Daman & Diu,

“Tel.No 0260-2230470”

email ID : [dmhs-daman-dd@nic.in](mailto:dmhs-daman-dd@nic.in)

Copy to :-

- 1) Field Publicity Officer, Daman for wide publicity in Newspaper.
- 2) NIC, Daman & Diu with a request to publish in Website.
- 3) Accounts Section, DMHS, Daman for information.

U.T. ADMINISTRATION OF DAMAN & DIU,  
OFFICE OF THE DIRECTORATE MEDICAL & HEALTH SERVICES DAMAN

Terms and Conditions for the “Hiring 04 Nos. Pick up/Camper light motor vehicle along with fuel and driver for NVBDCP under Directorate of Medical & Health Services Daman, UT of Daman & Diu.”

❖ **Instructions to Bidders :**

- 1) All Tender Documents can be downloaded free from the website <https://www.ddtenders.gov.in>
- 2) All bids should be submitted online on the website <https://www.ddtenders.gov.in>
- 3) The user can get a copy of instructions to online participation from the website <https://www.ddtenders.gov.in>
- 4) The suppliers should register on the website through the “New Supplier” link provided at the home page, the registration on the site should not be taken as registration or empanelment or any other form of registration with the tendering authority.
- 5) The application for training and issue of digital signature certificates should be made at least 72 hours in advance to the due date and time of tender submission.
- 6) For all queries regarding tender specifications and any other clauses included in the tender document should be addressed to personnel in tendering office address provided below:  
  
**The Director  
Medical and Health Services Daman,  
Community Health Centre/Primary Health Centre Moti Daman,  
Daman 396220  
Tel 02602230470**
- 7) All documents scanned/attached should be legible / readable. A hard copy of the same may be send which the department will be use if required. Uploading the required documents in <https://www.ddtenders.gov.in> is essential.
- 8) The Bidder has to give compliance for each quoted product for any false /misleading statement in compliance found any time during the procurement process, the bid shall be outrightly rejected & EMD shall be forfeited.

**Keydates:**

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The Tenders shall be submitted in two-bid system, wherein the Technical bid and Commercial Bid is to be filled online on <https://www.ddtenders.gov.in> and the EMD and Tender Fee has to be submitted in Tender Box along with a covering letter. The envelope should be super scribing as “e-Tender - Sealed Cover of Bid for “Hiring 04 Nos. Pick up/Camper light motor vehicle along with fuel and driver for NVBDCP under Directorate of Medical and Health Services Daman.”

The EMD and Tender Fees should be enclosed with BID only.

**Tender Fees (Non Refundable) Rs. 2,000/- :**

- a. The Tender Fees should not be forwarded by cash.
- b. The Tender Fees (Non Refundable) will be accepted only in form of DD/A/c payee in favor of **The Director Medical Health Services, Daman** from any Nationalized or Scheduled Bank of India payable in Daman.
- c. All tenders must be accompanied by Tender fees as specified in schedule otherwise tender will be rejected.

**Earnest Money Deposit Rs. 75,000/- :**

- a. All tenders must be accompanied by EMD as specified in schedule otherwise tender will be rejected.
- b. The manufacturing units who are placed in Daman are exempted for Earnest Money Deposit. For getting exemption, tenderers have to furnish valid and certified documents along with the tender, otherwise tender will be rejected.
- c. Any firm desires to consider exemption from payment of Earnest Money Deposit, valid and certified copies of its Registration with D.G.S. & D. should be attached to their tenders.
- d. EMD can be paid in either of the form of following:
  - i. A/c Payee Demand Draft
  - ii. Fixed Deposit Receipts
  - iii. Bank Guarantee

In favor of **The Director Medical Health Services, Daman** from any Nationalized or Scheduled Bank authorized by RBI to undertake Government Business.

- e. EMD should be valid up to **36 (Thirty Six Months)** from the date of its issuance.
- f. EMD in any other forms will not be accepted.
- g. EMD/Security Deposit shall be liable to be forfeited in following circumstances:
  - i. Tender is rejected due to failure of supply the requisite documents in proper format or giving any misleading statement or submission of false affidavit or fabricated documents.
  - ii. In case, the contractor does not execute the supply order placed with him within stipulated time, the EMD of the contractor will be forfeited to the Government and the contract for the supply shall terminated with no further liabilities on either party to the contract.
  - iii. Tenderer fails to replace the goods declared to be not of standard quality or not conforming to acceptable standards or found to be decayed/spoilt.
- h. The amount of Earnest Money paid by the tenderer(s) whose tenders are not accepted will be refunded to them by Demand Draft (as may be convenient to the Tender Inviting Officer if the amount is above Rs. 200/-) drawn on any Nationalized or Scheduled Bank payable at Daman. Where this mode of payment is not possible the amount will be refunded at the cost of the tenderer.
- i. Only on satisfactory completion of the supply order for and on payment of all bills of the contractor, as to be admitted for payment, the amount of Security Deposit/Earnest Money

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will be refunded after expiry of guarantee/warranty period, if any, or any such date/period as may be mutually agreed upon.

- j. In case of failure to supply the store, materials etc. ordered for, as per conditions and within the stipulated time, the name articles will be obtained from the tenderer who offered next higher rates or from any other sources, as may be decided by the tender inviting Officer and the loss to the Government on account of such purchases(s) shall be recovered from the former contractor Security Deposit/Earnest Money or bills payable. The contractor shall have no right to dispute with such procedure.
- k. The Earnest Money(s) paid by the tender(s) earlier against any tender(s) or supply order(s) is not adjustable with Earnest Money required by these conditions.

**Security Deposit: (SD)**

- a. The successful tenderer will have to pay within 10 days from the date of demand, an amount equal to 10% of the total value of articles, which may be ordered, as the amount of security deposit.
- b. Non receipt of Security Deposit within stipulated time will result in automatic cancellation of the order for supply without any intimation.
- c. However in case if any articles are received for which the Security Deposit may not have been deposited, the full Security Deposit as may be due from the contractor will be recovered from the bill(s) for such articles.
- d. The Security Deposit(s) paid by the tender(s) earlier against any tender(s) or supply order(s) is not adjustable with Security Deposit required by these conditions.
- e. In case of failure to replace the accepted and rejected articles from the supplies made, as mentioned in the conditions the loss undergone by the Government will be recovered from the contractor Security Deposit or payment due of any bill(s) to the extend required.
- f. The tender inviting officer will consider extension of time for remitting the Security Deposit as demanded. However, in case of denial to consider such extension the contractor is bound to abide by the limit given and liable to make good for the loss made to the Government on account of his failure to abide by the time limit.

**❖ Conditions of Contract :**

**1. ACCEPTANCE OF TENDER:**

- a. The tender is liable for rejection due to any of the reasons mentioned below:
  - i. Non-Submission of tender within stipulated time online.
  - ii. Submission of tender physically in the Office but not submitted online on <https://www.ddtenders.gov.in>
  - iii. Tender is unsigned or not initialed on each page or with unauthenticated corrections.
  - iv. Non-payment of Earnest Money Deposit (if not exempted).
  - v. Non-Submission of required documents as mentioned in schedule.
  - vi. Conditional/vague offers.
  - vii. Unsatisfactory past performance of the tenderer.
  - viii. Items with major changes/deviations in specifications/ standard/ grade/packing/ quality offered.
  - ix. Offering an accessory optional even though required to operate the instrument.

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- x. Submission of misleading/contradictory/false statement or information and fabricated/invalid documents.
- xi. Tenders not filled up properly.
  
- b. Any discount which the bidder wants to give has to be considered and total final bid amount has to be mentioned clearly in the price bid form on <https://www.ddtenders.gov.in>
- c. Discount offered after price bid opening will not be considered.
- d. The consolidated rates entered in the online website will be taken in to account for preparing price statements. However, the tender which is found technically acceptable as well as lowest in terms of evaluated rates only be considered for placing the order.
- e. The Director Medical Health Services Daman may seek any clarifications / explanation / documentary evidence related to offer at any stage from tenderers if required.
- f. The rate quoted should be inclusive of all taxes etc. no extra charges will be paid and the rate should be valid upto one year from the date of tender Award and from the 2nd year onwards a 5% hike in the rates would be applicable each year.
- g. Vehicle should be registered in Daman & Diu. It should not be more than 3 yrs old, having valid design, PUC certificate etc, in good condition, registered in the name of firm / persons making the bid.
- h. The rates quoted must be inclusive of all taxes, fuel charges, oil, any toll fees and other maintenance charges.
- i. The rates may be quoted on monthly basis up to 2000 km and beyond 2000 km on Km/basis.
- j. The vehicle has to be provided with driver with valid license.
- k. The vehicle will be used on full time basis for 365 days and will be in possession of vehicle in charge at the Program Officer Communicable Diseases NVBDCP under DMHS Daman.
- l. On acceptance of rate in all respect, the vehicle should be handed over to the department within 07 days from the date of receipt of the work order.
- m. No advance payment will be made in any circumstances.
- n. In case failure to provide vehicle during tenure or on withdrawal of the vehicle by owner, the loss suffered by the Government will be recovered from the vehicle owner or travel agency security deposit / earnest money or payment due or any bills to the extend required.
- o. In case the vehicle owner does not implement the work order placed with him the contract for the hiring of vehicle shall terminated with no further liabilities on either parties to the contract.
- p. No separate agreement will be required to be signed by successful tenderer for hiring of vehicle contract rates tenders/offer in response to the considered e-Tender Notice shall be considered as acceptance of all the terms and condition for hiring of vehicle for all legal purpose
- q. The right to accept or reject the tender without assigning any reasons or all tenders in part or whole is reserved with the undersigned and his decisions on all matters relating acceptance or rejection of the tenders as a whole or in part will be final and binding to all.
- r. All disputes subject to Daman & Diu jurisdiction only.

s. The vehicle will be used under Directorate of Medical & Health Services Daman only.

t. **The tenderer should attached scanned copies of :**

1. Registration Certificate of the Vehicle.
2. Driver License.
3. PAN Card No. and GST No.
4. Bidder should have outside jurisdiction permit.
5. Scan copy of Schedule of Documents correctly filled with stamped and signed on each page. (Scope of Work).
6. Scan copy of Schedule Requirement, Specification and Allied Technical Details duly stamped and signed.
7. Bidder should have experience of at least 3 years in any government department. (copy of the work order should be attached)
8. License copy of the firm.

## 2. **TERMS OF WORK EXECUTION :**

- a. Extension of time limit of work order shall be considered by the Tender Inviting Officer. The extension so granted may be without levy of compensation for delay in execution of work the cost of work order for at the discretion of the authority competent to grant extension of time limit provided such request is made well in time, depending upon the circumstances and such decision in the matter will be final.
- b. Inspection will be carried out in the premises of DMHS Daman. If vehicle to be inspected in the parties premises all expenditure to be borne by the Tenderer.

## 3. **Bid Evaluation Methodology :**

A. **Preliminary Evaluation:** Tender Fee and EMD Submission.

B. **Technical Evaluation:**

- Scrutiny of technical specifications and other relevant documents as asked by the department with the quoted specification.
- Scrutiny of Compliance Statement given by the bidder.
- Technical Demonstration if required.

C. **Financial Evaluation:** Lowest quoted offered by Technically Qualified Bidders

## 4. **PAYMENT TERMS :**

- a. 100% of the invoice amount will be paid only after competition of work successfully and submission of Security deposit i.e. 10% of the tender value.
- b. Price escalation clause will not be entertained under any circumstances.
- c. All bills should be in **TRIPLICATE** and should invariably mention the number and date of work order.
- d. All bills for amount above Rs.5,000/- should be pre-receipted on a Revenue Stamp of proper value. Bills for amount exceeding Rs.5,000/- not pre-receipted on Revenue Stamp of proper value will not be accepted for payment.
- e. Each bill in which Service Tax is charged must contain the following certificates on the body of the bill: **“CERTIFIED”** that the service on which GST has been charged have not been exempted under the Central GST Act or the Rules made there under and the

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amount charged on account of GST on these service is not more than what is payable under the provisions of relevant Act or Rules made there under”.

- f. No extra charge for transportation, forwarding and insurance etc. will be paid on the rates quoted.
- g. The rates should be quoted only for the work specified in the list of requirements.

Signature of Agency  
With Rubber Stamp

Sd/-  
**Director**  
Medical & Health Services,  
UT of Daman & Diu,  
“Tel.No.0260-2230470”  
email ID : [dmhs-daman-dd@nic.in](mailto:dmhs-daman-dd@nic.in)



**ANNEXURE- B**  
**SCHEDULE OF DOCUMENTS ATTACHED**

<b>Sr. No.</b>	<b>Document / Certificate</b>	<b>Uploaded &amp; Enclosed</b>	<b>At Pg No.</b>
<b>A.</b>	<b>General Documents :</b>		
01.	Registration certificate of the Vehicle	Yes / No	
02.	Driver License.	Yes / No	
03	PAN No. & GST No.	Yes / No	
04.	Copy of permit of outside jurisdiction	Yes / No	
05.	Scan copy of Schedule of Documents correctly filled with Stamped and Signed on each page. (Scope of Work)	Yes / No	
06.	Scan copy of Schedule Requirement, Specification and Allied Technical Details duly stamped and signed.	Yes / No	
07.	Copy of work order for experience in Government Sector.	Yes / No	

It is verified that all the certificates / permissions / documents are valid and current as on date and have not been withdrawn/cancelled by the issuing authority. It is further verified that the representants at above, declaration part are as per the format prescribed by the Administration and it is clearly and distinctly understood by me/us that the tender is liable to be rejected if on scrutiny and of these certificates is found to be not as per the prescribed format of Administration.

I/We further undertake to produce on demand the original certificate / permission / document for verification at any stage during the processing of the tender.

Date:

Place:

Sign & Stamp of tenderer.

**Scope of work: -**

**❖ Schedule of Requirements, Specifications and Allied Technical Details:**

**“Hiring 04 Nos. Pick up/mini truck/Camper vehicle (Light Motor Vehicle) along with fuel and driver for NVBDCP under Directorate of Medical & Health Services Daman, UT of Daman & Diu.”**

**Please mentioned Type and Model No. of the Vehicle to be provided as mentioned below and attach the Scan Copy of the same in the Technical Bid:**

Sr. No.	Particulars	No. of Vehicle Required	Type/Model No. of Vehicle to be provided
01.	Hiring 04 Nos. Pick up/Camper (light motor vehicle) along with fuel and driver for NVBDCP under Directorate of Medical & Health Services Daman, UT of Daman & Diu.	04	1.Pick up/mini truck/Camper vehicle (LMV) 2. Seating capacity: 4 + 1 (Driver) with AC 3. Payload : 1000 kg 4 Outer Cargo box dimensions (mm): 1481 X 1532 X 750 (minimum) 5 Overall L x W x H (mm): 4859 x 1670 x 1855(minimum) 6 Capacity : min. 2500cc and above

Signature & Designation of Tender Inviting Officer...

Sd/-  
**Director**  
Medical & Health Services,  
UT of Daman & Diu,  
“Tel.No.0260-2230470”  
email ID : [dmhs-daman-dd@nic.in](mailto:dmhs-daman-dd@nic.in)

The above terms and conditions are accepted and are binding to me/us.

Place:

Signature of tenderer

Dated:

Name of tenderer with seal of the firm

❖ **Price Schedules : (Rate per Km extra beyond 2000km)**

**Hiring 04 Nos. Pick up/Camper light motor vehicle along with fuel and driver for NVBDCP under Directorate of Medical and Health Servises Daman**

**Kindly fill Rate/Km extra beyond 2000km and upload the Scan Copy of the same online in the Financial Bid (Separately)**

Sr. No.	Particulars	Rate/Km
01.	Hiring of 04 Nos. Pick up/Camper light motor vehicle along with fuel and driver for NVBDCP under Directorate of Medical & Health Servises Daman, UT of Daman & Diu.	

(Total Amount Rupees in Words) \_\_\_\_\_

Signature of Agency  
With Rubber Stamp

Sd/-  
**Director**  
Medical & Health Services,  
UT of Daman & Diu,  
“Tel.No.0260-2230470”  
email ID : [dmhs-daman-dd@nic.in](mailto:dmhs-daman-dd@nic.in)