

Tender No. S-CEM/GA/Vehicle/2019-20

Dated: 28.10.2019

Subject: Notice Inviting tender for hiring of vehicle -Reg. .

The Society for Microwave Electronics Engineering & Research (SAMEER), Chennai invites tenders from reputed, experienced and financially sound vehicle service providers to provide rental cars to the SAMEER-CEM, Chennai. The contract will be initially for a period of one year. The bid has to be submitted through post, courier or submitted to SAMEER-CEM, Taramani Campus.

Bid Submission.

The bid should be submitted by the bidders by 5.00 PM on 13.11.2019

Eligibility Criteria

The bidders **must fulfill the following eligibility criteria in order to eligible for evaluation of the bid described in section A to D.**

1. The registered office of the agency should be located in Chennai . An attested copy of the registration certificate of offices in Chennai should be enclosed.
2. The agency must have a minimum of two years experience in supplying vehicles on hire to reputed private companies/public sector companies/ and Central and State Government Departments. Proof of at least two contracts relating to supply of vehicle services to Central Government/ State Governments/PSUs/ Bank reputed private companies in the last two years along with attested copies of the supply order should be enclosed with the tender document.
3. The agency should have an average annual turnover of Rs.20 lakhs each year during last two financial years i.e. 2017-18 and 2018-19. A copy of turnover statement duly certified by the Authorized Chartered Accountant along with ITR must be enclosed with the tender document.

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4. The agency should have its own Bank Account. Certified copy of the account for the last three years issued by Bank should be enclosed .
5. Certified copy of the PAN card shall be attached with the Bid document.
6. The agency (not individual) should be registered with GST. Certified copy of the registration shall be attached with the Bid document.
7. The agency must have vehicle (self-owned) of make mentioned in the tender document and the vehicle should not be registered earlier than January, 2017. Details of such vehicle with registration details should be attached with the bid. The list should also indicate the date of registration of the car. SAMEER-CEM may ask the agency to produce the original RC at the time of examination of technical bid.
8. Self-Certificate that the bidder has not been blacklisted by any Central Government Department/Ministries/PSU' s/Banks, etc. should be enclosed. An affidavit to this effect must be furnished with the bid on stamp paper of Rs. 100/-

A. Terms and Conditions of the Contract

General

1. The contract will be initially for a period of one year and is likely to commence from the date of issuing work order which may be extended for a further period of one year on the same rates, terms and conditions depending upon the requirement of SAMEER-CEM. However, SAMEER-CEM reserves the right to terminate/curtail the contract at any time after giving one week' s notice without assigning any reason.
2. The date of purchase of vehicle provided should not be earlier than January, 2017.
3. Car to be provided by the successful bidder should be in perfectly good and sound condition mechanically and suitable for use by our dignified guest and officials of SAMEER-CEM.

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4. Vehicle supplied should be fitted with all modern features .
5. The vehicle should be comprehensively insured.
6. The vehicle will have to be fitted and provided with the following additional accessories & utilities:
 - a) Clean seat covers
 - b) Quality radio music system
 - c) Reading lamp
 - d) Tissue paper box
 - e) Car perfume
 - f) Seat Belts (front & Rear)
 - g) Umbrella during Monsoon
7. The bidder should have sufficient numbers of drivers having experience of driving in Chennai.
8. The bidder should ensure that the drivers employed should hold valid driving license, are well trained, well behaved, reasonably educated, and conversant with traffic rules and regulations and city roads and routes.
9. Each driver employed by the bidder must have a cell-phone duly activated.
10. Punctuality will have to be ensured and log book shall be maintained by the drivers for this purpose. The driver should not leave the office in the evening without prior permission of the concerned officer in any case.
- 11 . No mileage will be allowed for lunch / tea of the driver.
12. The bidder should inform in advance the bio-data of the driver who would be deployed on duty.

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13. Declaration from the bidder on their letter-head stating that the driver having Good Character, along with police verification, and valid driving license.
14. The bidder should have an adequate number of telephones for contact round the clock and these may be conveyed to SAMEER-CEM.
15. "Full Day" would imply a run of the car upto 100 kms and 10 hours duration.
16. Full month would be 2200 kms upto 220 hours.
17. Rates once finalized will be fixed at least for a period of one year. Any complaint from the officials regarding poor upkeep, maintenance, non-availability of above accessories or any of the conditions prescribed for drivers not being met would attract a cut from the bill for that day(s) on pro rata basis @ 10% in the first instance, 25% in the second instance and removal of driver and / or vehicle on the third instance either from per day rate on pro rata basis. The unsatisfactory services rendered may lead to cancellation/blacklisting of the vendor.
18. Any overtime arising due to breakdown of vehicle supplied by Agency shall be on his account and shall not be charged to SAMEER-CEM.
19. A daily record indicating time and mileage for the vehicle shall be maintained by the driver in a log book in a format as per instructions and the log book shall be submitted to concerned officer of SAMEER-CEM regularly for scrutiny.
20. The time and mileage shall be taken in to account from the reporting time at the appointed place (both at the time of reporting and closing).
21. Once the hiring of vehicle commences from a particular agency, the vehicle and **driver should not be changed** unless so requested for by SAMEER-CEM. The vehicle must be available at any time of day as desired by SAMEER-CEM.

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22. The driver provided by the agency should fulfill the following conditions :

- a) Should be in possession of valid driving license issued by RTO
- b) Should not **smoke; chew Pan / Pan Masala / Tobacco.**
- c) Should be conversant with the routes of all Government buildings and important roads within Chennai
- d) Should not indulge in any activity inimical to security of the officers travelling in his car.

23. The bidder must also ensure that all the necessary documents (Registration Certificate, Insurance papers, PUC certificate etc.) are available with the driver deployed for duty for SAMEER-CEM.

24. The bidder has to submit an acceptance letter indicating rate and acceptance of all terms and conditions provided therein. He is required to execute a contract before the service is started.

25. In case of breakdown of vehicle during duty, it shall be the responsibility of the operator to provide a substitute vehicle, which is of similar make as replacement immediately.

26. The liability of the SAMEER-CEM will be limited to the hiring charges agreed in the contract.

27. No additional terms & conditions over and above the conditions stipulated above shall be entertained by SAMEER-CEM

28. Actual parking charges / Toll charges will be payable along with the monthly bills, only upon submission of the parking bills & toll receipts etc.

29. The agency will be responsible for compliance of all statutory provisions related to minimum wages, etc, in respect of the drivers deployed by it. The agency will be fully responsible for payment of wages and other dues and compliance of all labour laws, welfare schemes applicable to the drivers deployed by them in SAMEER-CEM.

30. While the SAMEER-CEM has a requirement for hiring of vehicle, it shall have the right not to utilize the services at all at any time for any

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period without giving any notice. SAMEER-CEM will also reserve the right to hire taxis from any other provider of such services even during the period of contract.

31. In case of breach of any of terms and conditions mentioned above, the Competent Authority will have the right to cancel the work order without assigning any reason thereof, and nothing will be payable by SAMEER-CEM.

32. During the contract period or even after expiry of the contract to cover any incorrect or excess payments made on the bills to the bidder, shall be retained until the final audit report on the account of bidder's bill has been received and examined.

33. 1 % of the daily amount will be deducted in case of delayed reporting by the driver and Rs.1000/- per day will be deducted in case non availability of vehicle on any day in case of hiring on monthly basis.

34. For all disputes, differences and interpretation etc. whatsoever arising out of or relating to this contract, meaning and operation or effect of this contract of the breach thereof, decision of the SAMEER-CEM shall be final and binding on both parties.

35. Agency submitting a bid would be presumed to have read and fully understood all the terms and conditions and instructions contained in the tender documents and parts / annexure there of. No enquiry, verbal or written, shall be entertained in respect of acceptance/rejection of the bid.

36. In the case of any accident, all the claims arising out of it shall be met by the bidder.

37. The driver shall observe all the etiquette and protocol while performing the duty. He shall be neatly dressed and shall carry mobile phone in working condition, for which, no separate payment shall be made by the SAMEER-CEM.

38. The near relatives of the employees of SAMEER-CEM are prohibited from participation in this tender. The near relatives for this purpose are identified as:

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- a. Member of Hindu Undivided Family
- b. His/her husband or wife .
- c. The one who is related to the other in the manner as father, mother, sons(s), son's wife (daughter-in-law), daughter(s) & daughter' s husband (brother-in-law), brother(s) & brother's wife, sister(s) and sister's husband (brother-in-law)

B. Terms of Payment:

1.No payment shall be made in advance or any loan from any bank or financial institution recommended on the basis of the order of award of contract.

2.All payments shall be made on monthly basis as the case may be against the bill duly supported by duty slips to be signed by user(s) or concerned authorized officer of this office. Duly signed bills in triplicate shall be submitted along with the daily log book car's usage signed by the officer who used the vehicle. The car registration number should be mentioned on the bill.

3.SAMEER-CEM shall be at liberty to withhold any of the payments in full or in part subject to recovery of penalties mentioned in preceding para.

4. The term ' payment' mentioned in this para includes all types of payment due to the bidder arising on account of this contract.

5. Payments are subject to Tax Deduction at Source (TDS).

C. Penalty

(a) In case the vehicle provided by the concerned agency has not reported on time or not reported, it will attract penalty amounting to Rs. 1000/- @ per day per vehicle.

(b) If the above default continues on regular basis SAMEER-CEM reserves the right to cancel the contract without giving statutory one

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month' s notice and performance security of the concerned agency will be forfeited .

D. Condition in case of dispute

(a) Any dispute with regard to any point in connection with hiring of vehicles will be referred to the Programme Director who will discuss the problem mutually and the decision taken by SAMEER-CEM will be final and binding on bidders.

(b) For all disputes/differences/interpretation etc. whatsoever arising out of or relating to this contract, meaning and operation or effect of this contract or the breach thereof, decision of SAMEER-CEM shall be final and binding on both parties.

(c) Alternative vehicle will be provided immediately in case of breakdown or accident etc. failing which the taxi will be hired from the open market and the expenses incurred thereon shall be deducted from the monthly bill of the bidder.

(d) Inspection of vehicle/drivers shall be carried out from time to time by the SAMEER-CEM official.

(e) The tender process of contract can be terminated at any time without any notice at the discretion of SAMEER-CEM.

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E- Format of Bid

PRICE BID

To

The Programme Director
SAMEER-Centre for Electromagnetics
CIT Campus, 2nd Cross Road
Taramani, Chennai – 600 113

Subject: Providing hired vehicle service to SAMEER-CEM

Name of the Bidder: _____

Address for Correspondence: _____

I/we hereby submit the bid for Providing hired vehicle service to SAMEER-CEM Chennai – 113 as per the terms and condition given in this tender document.

| S.No | Type / Make / Model of Cars | 5 Hrs (up to 50 Kms (Rs.) (I) | 10 Hrs (up to 100 Kms) (Rs.) (II) | Rate Extra per hour (Rs.) (III) | Rate Extra per Km (Rs.) (IV) |
|------|-----------------------------|-------------------------------|-----------------------------------|---------------------------------|------------------------------|
| 1 | Tavera / Qualis A/C | | | | |
| 2 | Tavera / Qualis Non-A/C | | | | |
| 3 | Innova A/C | | | | |
| 4 | Indigo A/C | | | | |
| 5 | Etios A/C | | | | |
| 6 | Indica A/C | | | | |
| 7 | Indica Non-A/C | | | | |

* It is essential to quote in column No. I to IV by the bidders, otherwise the bid will be rejected.

* Rate should be exclusive of taxes.

Bid shall include the following documents.

- a. Copy of the registration certificate of offices in Chennai.
- b. Proof of at least two contracts relating to supply of vehicle services to Central Government/ State Governments/PSUs/ Bank reputed private companies in the last two years.
- c. Copy of turnover statement duly certified by the Authorized Chartered Accountant.
- d. Copy of the PAN card.
- e. Copy of the GST registration Certificate.
- a. Details of vehicle with registration details.
- b. Self-Certificate that the bidder has not been blacklisted by any Central Government Department/Ministries/PSU' s/Banks, etc. should be enclosed. An affidavit to this effect must be furnished with the technical bid on stamp paper of Rs. 100.

I/We certify that all the terms and conditions of the tender documents are acceptable to us.

Signature of the authorized person

Name:

Designation:

Company Seal:

Date :

Place :