

3. Bid Price

- a) The contract shall be for the full quantity as described above.
- b) All duties, taxes and other levies payable on the raw materials and components shall be included in the total price.
- c) The rates quoted shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
- d) The Prices shall be excluding GST.
- e) Bidder should quote rate for all the items
- f) Rates should be quoted for
 1. On monthly Basis
Minimum running 2500KM
Rate/KM over and above 2500KM
 2. On Call Basis for local use:
 - a. Minimum Running 80KM & 12Hrs Duty/Day
(24 Hrs will be calculated from the starting time of journey to end time of journey) .
 - b. Rate/KM Over and above 80KM/Day.
 - c. Extra hours over and above 24 Hrs/Day.
 3. On Call basis for out station use:
 - a. Minimum Running 300KM/Day (24Hrs)
(24 Hrs will be calculated from the starting time of journey to end time of journey)
 - b. Rate/ KM over and above 300Km.
 - c. No halt & Extra hour charges will be paid.
 - d. No lodging & boarding arrangement will be made for driver.

4. Validity of Quotation

Quotation shall remain valid for a period not less than 60 days after the deadline date specified for submission.

5. Eligibility Criteria:

- a) The bidder must have successfully executed at least one Contract for providing tourist vehicles for the period of one years.
- b) Bidder should be registered under Goods and Services tax Act, 2017
- c) Bidder should have at least one tourist vehicles registered on his/her name & the model should not be earlier than January 2019.
- d) Bidder should have achieved in at least one year an annual financial turnover not less than (Rs 12 Lakhs in the last three financial years i.e. 2019-20, 2020-21, & 2021-22)
- e) The bidder should not be blacklisted /banned by any Government organization/PSUs during last 3 years.

6. Documents to be submitted along with the quotation:

The bidder should submit following documents along with the quotation

- a) GST registration certificate
- b) Bid security declaration (in attached format)
- c) Registration Certificates of at least 1 Tourist vehicles (5 Seater, 7 Seater,9 Seater 1 out of 3)
- d) Turn over certificate issued by the chartered Accountant/ITR Copy/Balance sheet
- e) Supply orders and /invoice copies (with respect to clause 5a)
- f) Agency Should submit compliance sheet along with the quotation on agencies letter head.(in attached format)
- g) The declaration that the bidder is not black listed/banned by any government organization/PSUs. (in attached format)

7. Other Terms & Conditions :

- a. The agency should have minimum 1 Tourist vehicle registered in its registered in its name and model should not be earlier than year 2019.
- b. The agency should have at least 2 years of experience in the tour and travels business in providing vehicles in the Government Sector/semi government/corporation/commercial establishment/ large private sector companies
- c. The agency shall bear all expenses required for keeping the vehicles in smooth running condition such as fuel, lubrication oil, consumables, necessary spares, maintenance, driver's salary etc.
- d. All applicable taxes, permits, license, comprehensive insurance and any other documents for operating the vehicle commercially should be fully paid and should be available in the vehicles.
- e. The vehicle is required on all working days normally for 12 hours. Vehicle may be required on Sundays & other holidays on demand as per the requirement. Sunday and other Gazette holidays will be covered in the definition of monthly basis.
- f. Any change in vehicle or drivers will be allowed only in exceptional circumstances and that to with the prior information/approval of Administrative officer of PIU- MCDC, SMART.
- g. Driver to be provided must possess valid driving license having minimum three years' experience. The agency must submit the photocopies of licenses at the time of contract. Drivers should be familiar with all important places in Pune. The Drivers of the vehicle must follow traffic rules and other regulations prescribed by the Govt. from time to time.
- h. The drivers must always be in a common uniform and must be well mannered and courteous and should always carry a mobile phone with them as it will enable the officer to contact them at any time.
- i. The vehicle must be made available at any given time and day as informed. The vehicle should report to the place of requirement as per directions of the office. The mileage will be counted from PIU- MCDC office to PIU- MCDC office.
- j. The PIU- MCDC, SMART will not be responsible for any loss, injury, damage or accident to the vehicle or to any other vehicle.
- k. The agency should have the arrangements for repairing their vehicle in a short time and during the repair time the agency should provide a substitute vehicle and driver immediately.
- l. The telephone/Mobile facility (24 hours) must be available with the agency. The agency shall pay the Parking charges/ Toll charges during the travel and the same shall be reimbursed by PIU- MCDC, SMART to the agency on raising of the monthly bill.
- m. Client will pay applicable GST to the Agency.
- n. Applicable tax would be deducted at source.
- o. A penalty of Rs. 2000/- per day may be levied if any vehicle fails to meet above terms and conditions on any day.
- p. Rates quoted should be valid for a period of one year from the date of award of contract. No revision in quoted rates on account of increase in fuel charges, spares, taxes etc. will be entertained.
- q. The successful bidder will have to enter into an Agreement for one year on Rs. 500/- Non- judicial paper. However, PIU- MCDC, SMART reserves the right to cancel the Agreement at any time without assigning any reasons whatsoever.
- r. The contract will initially be for a period of One year which may be extendable further on rendering satisfactory services without changing existing agreed norms.
- s. Agency should take signature on duty slip of concern officer. Any advance will not be paid. Agency will be responsible for drivers lodging, boarding and any other expenses, vehicle expenses during travel.
- t. Minimum charges will be paid if running of the vehicle is less than the agreed norms.

- u. The agency will abide by all statutory requirements as per Minimum Wage Act, Employee's Provident Fund Act, Workmen Compensation act, Payment of Wages Act, Contract Labour (Regulation and Abolition) Act and motor vehicle Acts. etc.
- v. PIU- MCDC, SMART will not be responsible or liable in case of any dispute arising between the agency and the drivers employed by the agency and no relationship of Employer and Employee shall come into existence between the PIU- MCDC, SMART and the agency or drivers for which all responsibilities shall vest with the agency alone
- w. PIU- MCDC, SMART reserves the right to terminate this arrangement without assigning any reasons thereof, by serving on the agency a notice of one month to this effect, and on the refusal of the agency to accept the notice of termination of the arrangement or passive avoidance to do so, the said notice shall be sent by registered post on the address of the agency recorded with the Nodal Officer PIU- MCDC, SMART, where after it shall be deemed to have been served to the agency. PIU- MCDC, SMART shall also be entitled to appoint any other person, firm or company at its discretion to perform the job entrusted to the agency after termination of the arrangement. Provided that the termination of the arrangement, as aforesaid, shall not absolve the agency of its liability regarding vehicle hiring arrangements already entrusted to it in accordance with the direction of the PIU- MCDC, SMART.
- x. In case of any dispute arising out / relating to interpretation of terms of conditions or functioning of the agency vis-a-vis the PIU- MCDC, SMART, the Nodal Officer, PIU- MCDC, SMART shall be the sole authority to decide the arbitrator in accordance with the Indian Arbitration Act 1940. The agency agrees to execute all documents, which may be required by the PIU- MCDC, SMART in this regard.
- y. All legal disputes relating to the supply and installation etc. are subject to the jurisdiction of court of law at Pune.

8. Bid Security :

- 1) Bidder should submit bid security declaration in the attached format. If bidder not submitted bid security declaration, in such case the bid submitted by such bidder shall be rejected.
- 2) The Bid Security declaration shall be executed
 - a) if a bidder withdraws its bid prior to the expiry date of bid validity specified by the bidder on the letter of bid or any extended date provided by the bidder; or
 - b) During the bid process, if any information submitted found manipulated / hidden / false / mala fide in the bid
 - c) if the successful Bidder fails to
 - (i) sign the Contract or
 - (ii) Furnish a Performance Security

9. General Conditions:

- a) Bidder should submit only one quotation
- b) All legal disputes relating to the supply and installation etc. are subject to the jurisdiction of court of law at (PUNE).

10. Evaluation of Quotations

The SMART Project will evaluate and compare the quotations determined to be substantially responsive i.e. which

- (a) are properly signed ; and
- (b) conform to the terms and conditions, and specifications.
- (c) Quoted rate for all vehicles/Items.
- (d) Submitted all required documents as per clause 5 above.

The Quotations would be evaluated for all items together GST cost shall not be considered in evaluation.

11. Award of contract



The SMART Project will award the contract to the bidder who has been determined to be substantially responsive and who has offered the lowest evaluated quotation price.

- a) Notwithstanding the above, the SMART Project reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to the award of contract.
- b) The bidder whose bid is accepted will be notified of the award of contract by the Purchaser prior to expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the supply/ work order.

12. Payment:

The payment will be made on monthly basis within two weeks from the date of submission of bills duly supported by duty slip(s)/log sheet(s) duly signed by the concerned officers. Applicable GST will be paid on submission of invoice/bill.

13. Quotation Submission:

- a. Interested bidder should submit only one quotation in a sealed envelope boldly superscript as **(Invitation for Quotations for hiring of vehicles on Call Basis/Monthly Basis)** latest by **05.00 PM on 09/03/ 2023** to *(1st floor, Sakhar Sankool, Shivaji Nagar Tanajiwadi, Pune, Maharashtra, 411005)*
- b. Quotations received after due date and time for whatever reason shall not be considered and shall be rejected.
- c. Please quote the lowest possible rate. No negotiations will be entertained

14. Opening of Quotation: -

Quotations will be opened in the presence of bidders representatives who choose to attend at above mentioned address on **09 /03/2023 @05.30/PM.** *(same day after 30 minutes of end time)*

15. In the event of the date being declared as a holiday for the purchaser's office, the due date submission and opening of quotations will be the following working date & time.

Signature
Name

Designation of authority
SMART Project

Authorized Signature

Head

SMART PU MCDC, PUNE

FORMAT OF QUOTATION
(On bidder's Letter head)

To
Designation of authority
Office address

Date:-

Subject:- Submission of quotation for Supply (*mention the name of item*)

Ref :- Your Request for Quotation (*mention the reference no*) dated ***/**/*****.

Dear Sir,

As per your requirement, we are glad to submit you our most reasonable and competitive rates as under

Sr. No.	*Items Description	Qty Per Month	Units	Basic Rate for per Unit per Month in Figures To be Entered by the bidder Rs. Without GST	Total Amount Rs. Without GST
1	On Monthly Basis				
1.2	Innova Crysta or equivalent (Minimum running 2500 Km Per month)	1	Vehicle		
1.3	Innova Crysta or equivalent (Rate / KM over and above 2500 KM)	50	KM		
1.4	Maruti Suzuki Swift Desire/Tata Zest/ Toyota Etios (All AC) or equivalent (Minimum running 2500 Km Per month)	1	Vehicle		
1.5	Maruti Suzuki Swift Desire/Tata Zest/ Toyota Etios (All AC) or equivalent (Rate / KM over and above 2500KM)	50	KM		
1.6	Mahindra Xylo/ Mahindra Bolero/Mahindra TUV300 / Maruti Suzuki Ertiga /Mahindra Scorpio/ (A`ll AC) or equivalent (Minimum running 2500 Km Per month)	1	Vehicle		
1.7	Mahindra Xylo/ Mahindra Bolero/Mahindra TUV300 / Maruti Suzuki Ertiga/ Mahindra Scorpio (All AC) or	50	KM		

	equivalent (Rate / KM over and above 2500 KM)				
2	On Call Basis for Local Use				
2.01	Innova Crysta or equivalent (Minimum running 80 KM &12Hrs duty / Day)	1.000	Vehicle		
2.02	Innova Crysta or equivalent (Rate / KM over and above 80 KM/ Day)	50.000	KM		
2.03	Innova Crysta or equivalent (Extra hours over and above 12 Hrs/ Day.)	4.000	Hrs		
2.04	Maruti Suzuki Swift Desire/Tata Zest/ Toyota Etios (All AC) or equivalent (Minimum running 80 KM &12Hrs duty / Day)	1.000	Vehicle		
2.05	Maruti Suzuki Swift Desire/Tata Zest/ Toyota Etios (All AC) or equivalent(Rate / KM over and above 80 KM/ Day)	50.000	KM		
2.06	Maruti Suzuki Swift Desire/Tata Zest/Toyota Etios (All AC) or equivalent(Extra hours over and above 12 Hrs/ Day.)	4.000	Hrs		
2.07	Mahindra Xylo/ Mahindra Bolero/Mahindra TUV300 / Maruti Suzuki / Ertiga/ Mahindra Scorpio (All AC) or equivalent (Minimum running 80 KM &12Hrs duty / Day)	1.000	Vehicle		
2.08	Mahindra Xylo/ Mahindra Bolero/Mahindra TUV300 / Maruti Suzuki Ertiga/ Mahindra Scorpio (All AC) or equivalent (Rate / KM over and above 80 KM/ Day)	50.000	KM		
2.09	Mahindra Xylo/ Mahindra Bolero/Mahindra TUV300 / Maruti Suzuki Ertiga/ Mahindra Scorpio (All AC) or equivalent (Extra hours over and above 12 Hrs/ Day.)	4.000	Hrs		
2.10	Traveller 16 Seater (All AC) or equivalent (Minimum running 80 KM &12Hrs duty / Day)	1.000	Vehicle		
2.11	Traveller 16 Seater (All AC) or equivalent (Rate / KM over and above 80 KM/Day)	50.000	KM		
2.12	Traveller 16 Seater(All AC) or equivalent	2.000	Hrs		

	(Extra hours over and above 12 Hrs/ Day.)				
2.13	Bus 35 Seater (All AC) or equivalent (Minimum running 80 KM & 12 Hrs duty / Day)	1.000	Vehicle		
2.14	Bus 35 Seater (All AC) or equivalent (Rate / KM over and above 80 KM/ Day)	50.000	KM		
2.15	Bus 35 Seater (All AC) or equivalent (Extra hours over and above 12 Hrs/ Day.)	2.000	Hrs		
3	On call basis for Out Station				
3.01	Innova Crysta or equivalent (Minimum running 300 KM / Day (24 Hrs))	1.000	Vehicle		
3.02	Innova Crysta or equivalent (Rate / KM over and above 300 KM/ Day)	50.000	KM		
3.03	Maruti Suzuki Swift Desire/Tata Zest/ Toyota Etios (All AC) or equivalent (Minimum running 300 KM / Day (24 Hrs))	1.000	Vehicle		
3.04	Maruti Suzuki Swift Desire/Tata Zest/ Toyota Etios (All AC) or equivalent (Rate / KM over and above 300 KM)	50.000	KM		
3.05	Mahindra Xylo/ Mahindra Bolero/Mahindra TUV300 / Maruti Suzuki Ertiga/ Mahindra Scorpio (All AC) or equivalent (Minimum running 300 KM / Day (24 Hrs))	1.000	Vehicle		
3.06	Mahindra Xylo/ Mahindra Bolero/Mahindra TUV300 / Maruti Suzuki Ertiga/ Mahindra Scorpio (All AC) or equivalent (Rate / KM over and above 300 KM/ Day)	50.000	KM		
3.07	Traveller 16 Seater (All AC) or equivalent (Minimum running 300 KM / Day (24 Hrs))	1.000	Vehicle		
3.08	Traveller 16 Seater (All AC) or equivalent (Rate / KM over and above 300 KM/ Day)	50.000	KM		
3.09	Bus 35 Seater (All AC) or equivalent (Minimum running 300 KM / Day (24 Hrs))	1.000	Vehicle		
3.1	Bus 35 Seater (All AC) or equivalent (Rate / KM over and above 300 KM/ Day)	50.000	KM		
	Total Amount of (Excluding GST)				
	Add GST @ %				
	Total Amount With GST				

***We confirm that the specifications are equal / better than as mentioned in the RFQ**

We agree to supply above mentioned Vehicles in accordance with the terms and conditions mentioned in the invitation for quotations.

We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in bribery or collusive agreements with competitors.

Signature of Authorised Person

Name: _____

Office Stamp/Seal

FORMAT OF DECLARATION IN LIEU OF EMD/BID SECURITY
(To be submitted on the Bidder's Letter Head)

Date: *[insert date]*

RFQ/ Tender Ref No.: *[insert number]*

To: *[insert complete name of Purchaser]*

I/We(Insert Name and Address of Bidder) am/are submitting this declaration in lieu of Bid Security/Earnest Money Deposit for(Insert Title of the RFQ), thereby fully accepting that I/We will be suspended and shall not be eligible to participate in the Tenders invited by any World Bank funded Projects , any government tenders , PSUs for a period of Three years from the date of such Suspension Orders, under the following circumstances:-

- a) If after the opening of quotation/ tender, I/We withdraw or modify my/our tender during the period of validity specified in the Request for Quotation / Bid Documents (including extended validity, if any) or do not accept the correction of the quotation/ tender Price pursuant to any arithmetical errors.
- b) If after the issue of supply order, I/We fail to furnish the required Performance Security, sign the Contract within the time limits specified in Request for Quotation/ Tender Document.

Signature and Seal of Authorised Signatory of bidder
Name of Authorized Signatory

**FORMAT OF UNDERTAKING, TO BE FURNISHED ON BIDDER'S LETTER HEAD
WITH REGARD TO BLACKLISTING/ NON- DEBARMENT, BY ORGANISATION OF**

UNDERTAKING REGARDING BLACKLISTING / NON - DEBARMENT

Date: *[insert date]*

RFQ/ Tender Ref No.: *[insert number]*

To: *[insert complete name of Purchaser]*

We hereby confirm and declare that we, M/s -----,
is not blacklisted/ De-registered/ debarred by any World Bank funded Project/ Government
department/ Public Sector Undertaking/ Private Sector/ or any other agency for which we
have Executed/ Undertaken the works/ Services during the last 5 years.

Signature and Seal of Authorized Signatory of bidder
Name of Authorized Signatory.....



Agency should submit compliance Report along with the bid on agencies letter head.

Sl.No.	Particulars	Details to be filled in by the Agency
1	Name of the Agency / Contact Person	
2	Regd. office/Business address of the Agency/ Tel. No. (Attach copy of registration under shop & establishment Act)	
3	Date of Incorporation / Constitution	
4	PAN No. of the Agency [Attach a copy of the PAN Card]	
5	TAN No. of the Agency [Attach a copy of the TAN]	
6	GST No. of the Agency [Attach a copy of the GST]	
7	Whether the agency has experience in providing Vehicle services to the Government Sector/ semi government/corporation/commercial establishment/large private sector companies (Attach copy of Work Orders)	
8	Whether the agency has minimum 1 tourist vehicle registered on his name & model should not be earlier than year 2019(Attach Proof of ownership of Minimum 1 vehicle)	