

**INDIRA GANDHI INSTITUTE OF DEVELOPMENT  
RESEARCH  
GOREGAON (EAST), MUMBAI**

TENDER DOCUMENT

FOR

**Supply of AC Commercial Vehicle (Force Traveller) for official use on Hire  
Basis at IGIDR**

INDIRA GANDHI INSTITUTE OF DEVELOPMENT RESEARCH

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Gen. A.K. Vaidya Marg, Film city Road, Santosh Nagar, Goregaon (EAST), MUMBAI-400065.

TELEPHONE: 022 2841 6200/562/507. FAX: 022 28416399.

## INDIRA GANDHI INSTITUTE OF DEVELOPMENT RESEARCH, MUMBAI

### Notice Inviting Quotation

“NAME OF THE WORK: “**Supply of AC Commercial Vehicle (Force-Traveller) for official use on Hire Basis**” at INDIRA GANDHI INSTITUTE OF DEVELOPMENT RESEARCH, GOREGAON, MUMBAI – 400 065.”

1. REGISTRAR, IGIDR MUMBAI invites bids from firms/contractors of repute for the following work:

Name of work	EMD	Period of Contract
(1)	(3)	(2)
<b>Supply of 1 no. Force Traveller 13 Seater capacity, AC Diesel driven vehicle for Official use at IGIDR</b>	<b>Rs. 20,000.00</b>	<b>1<sup>st</sup> January 2019 till 31<sup>st</sup> March 2020</b>

The sealed tenders are being invited for the above mentioned work. IGIDR MUMBAI reserves its right to award the work to the successful bidder.

2. Applicant has to deposit Earnest Money of Rs. 20, 000/- (Rupees Twenty Thousand only) in the form of Demand Draft/ Pay order drawn in favour of Registrar, INDIRA GANDHI INSTITUTE OF DEVELOPMENT RESEARCH, MUMBAI. Bank guarantee is also accepted.

3. The Tender documents in sealed envelope, supported by prescribed annexure; Pre-qualification bid & financial bid shall be placed in separate sealed envelopes each marked as “**Envelope-1: EMD**”, “**Envelope-2:Pre-qualification Bid**” & “**Envelope-3: Financial bid**” respectively. All envelopes shall be submitted together in another sealed envelope superscripted as “**Tender for Supply of 1 no. Force Traveller, 13 Seater capacity, Air conditioned, Diesel driven Vehicle for Official use at IGIDR**”. The bids will be received up to **2:00 PM on 11<sup>th</sup> December, 2018**. Each copy of the tender document under their full signature whether it is original or duplicate copy. A duplicate copy of tender has to be submitted too along with the main tender. No tender will be accepted after 2:00 PM on 11<sup>th</sup> December, 2018 under any circumstances whatsoever.

4. The envelopes Marked “EMD & Pre-qualification Bid” shall be opened by REGISTRAR or his authorized representative in his office on the same day at 3:00 PM. Financial bid will be opened for the Pre-qualified bidders only. The date of opening of price bid shall be informed by institute later on.

5. The department reserves the right to reject any prospective application without assigning any reason and to restrict the list of qualified contractors to any number deemed suitable by it, if too many bids are received satisfying the laid down criterion.

6. Before quoting the rates contractor should inspect the site and understand themselves about the nature and scope of the work.

REGISTRAR

**SECTION 'C'**  
**GENERAL INSTRUCTIONS TO BIDDERS**

Sealed Tender in duplicate should be addressed to The Registrar, Indira Gandhi Institute of Development Research, Goregaon (East), Mumbai-400065 (By name) and superscripted ~ **“Supply of AC Commercial Vehicle (Force-Traveller) for official use on Hire Basis at IGIDR”, Goregaon (E), Mumbai-400065.**

1. Applicant has to deposit Earnest Money of Rs. 20, 000/- (Rupees Twenty Thousand only) in the form of Demand Draft/ Pay order drawn in favour of Registrar, INDIRA GANDHI INSTITUTE OF DEVELOPMENT RESEARCH, MUMBAI. Bank guarantee is also accepted.
2. The Tender documents in sealed envelope, supported by prescribed annexure; Pre-qualification bid & financial bid shall be placed in separate sealed envelopes each marked as **“Envelope-1: EMD”, “Envelope-2:Pre-qualification Bid” & “Envelope-3: Financial bid”** respectively. All envelopes shall be submitted together in another sealed envelope superscripted as **“Tender for Supply of 1 no. Force Traveller, 13 Seater capacity, Air conditioned, Diesel driven Vehicle for Official use at IGIDR”**. The bids will be received up to **2:00 PM on 11<sup>th</sup> December, 2018**. Each copy of the tender document under their full signature whether it is original or duplicate copy. A duplicate copy of tender has to be submitted too along with the main tender. No tender will be accepted after 2:00 PM on 11<sup>th</sup> December, **2018** under any circumstances whatsoever.
3. The tender shall be submitted in a sealed envelope duly filled signed and stamped on each page. The tender shall be submitted in the office of the Registrar Indira Gandhi Institute of Development Research on or before 2:00 pm on the stipulated date and will be opened on the day at the office of Registrar Indira Gandhi Institute of Development Research, Goregaon, Mumbai. The vendor/contractor or their representatives shall choose to remain present at the time if they so desire.
4. The envelopes Marked **“EMD & Pre-qualification Bid”** shall be opened by REGISTRAR or his authorized representative in his office on the same day at 3:00 PM. Financial bid will be opened for the Pre-qualified bidders only. The date of opening of price bid shall be informed by institute later on.
5. Tender shall remain valid for acceptance by the Institute for a period of Three months from the date of opening of the bid which period may be extended by mutual agreement and the bidder shall not cancel or withdraw the tender during this period.
6. The bidder must use only the tender forms issued by the Institute to fill in the rates. Any addition/alteration in the text of the tender form made by the bidder shall not be valid and shall be treated as null and void.

7. The tender form must be filled in English and all entries must be made by hand and written in ink. If any of the documents is missing or unsigned, the tender may be considered invalid by the Institute in its discretion.
8. Rates should be quoted both in figures and in words in columns specified. All erasures and alterations made while filling the Quotation must be attested by initials of the vendor/contractor. Overwriting of figures is not permitted. Failure to comply with either of these conditions will render the tender void at the Institute's option. No advice whatsoever especially on any change in rate specifications after the opening of the tender will be entertained.
9. Each Page of the Tender document should be signed by the person or persons submitting the tender in token of his/their having acquainted himself/themselves with the General Conditions of contract. General specifications, Special Conditions, etc. as laid down. Any tender with any of the documents not so signed will be rejected.
10. The tender submitted on behalf of a firm shall be signed by all the partners of the firm or by a partner who has the necessary authority on behalf of the firm to enter into the proposed contract or by a person holding the power of attorney in the case of a company. Otherwise the tender may be rejected by the Institute.
11. Indira Gandhi Institute of Development Research does not bind itself to accept the lowest or any bid and reserves to itself the right to accept or reject any or all the tenders, either in whole or in part, without assigning any reasons for doing so. Indira Gandhi Institute of Development Research also reserves the right to divide the order between two or more tender and the contractor shall carry out even the part orders for various items.
12. Indira Gandhi Institute of Development Research reserves the right to sub-divide the work mentioned in the tender, amongst two or more contractors at its own discretion and the Contractor will have to execute orders for part of the items placed with them at the quoted rates. Indira Gandhi Institute of Development Research also reserves the right to increase or decrease the quantities and even omit any item of work after the order is placed and the Contractor shall execute the same without claiming anything extra for the same. In this context the rates quoted for each item must be self supporting and relevant.
13. On receipt of intimation from the IGIDR of the acceptance of his/their tender, the successful vendor/contractor shall be bound to sign the formal Contract and within seven days thereof, the successful vendor/contractor shall sign an **agreement** in accordance with the draft agreement and the Schedule of Conditions but the written acceptance by Indira Gandhi Institute of Development Research and the Contractor so, whether such formal agreement is or is not subsequently executed. The cost of necessary Stamp paper for execution of the agreement shall be borne by the successful bidder.
14. The rates quoted in the bid shall include all charges like PF, ESIC, Bonus, Leave Salary, Reliever charges, Management fees and Uniforms etc. The rates shall also be firm and shall not be subject to exchange variations, labour conditions or any conditions whatsoever. Tender must include in their rates,

applicable GST and any other tax and duty or other levy whether existing or future, levied by the Central Government or any State Government or Local Authority, if applicable. No claim in respect of GST or any other tax, duty or levy whether existing or future, shall be entertained by the Employer.

15. The intending bidder can obtain any clarifications regarding the tender document, scope of work etc. if any from the office of the **Office of Indira Gandhi Institute of Development Research, Goregaon, Mumbai-400 065** on any Institute`s working day.

I/We hereby declare that I/we have read and understood the above instructions and the same will remain binding upon me/us.

Place :

Signature of Bidder

With the seal of their company

Date :

**SECTION 'D'**  
**SPECIAL CONDITIONS**

1. The workmen will not be allowed to stay within the premises.
2. Bid submitted without EMD will summarily be rejected. The EMD of the successful bidder will be refunded after furnishing of the Security Deposit if any and the EMD of the other bidders will be refunded at the earliest after completing bidding process.
3. The successful bidder shall deposit Rs. 20,000/- per vehicle as Security Deposit (non-interest bearing) in the form of a crossed demand draft in favour of IGIDR, Mumbai, which is subject to forfeiture in case of termination of the contract due to failure to abide by terms and conditions of the contract by the vendor.
4. The vehicle should be in excellent condition and should be new not older than 01 year and not have run for more than 20,000 kilometers. The vehicle must have valid vehicle permit to run in the territory of Maharashtra. However, the decision of IGIDR will be final in this regard.
5. The vehicle should report on duty at 06:25 AM at IGIDR and run up to 06:30 PM. The Institute reserves the right to change the timings as per its need. In case the vehicle is required on the weekly off day, the contractor will be required to provide the vehicle.
6. All expenses relating to salary and allowances of the driver, over time payment, maintenance of vehicles, insurance, petrol/diesel charges, oil or and other expenditure related to the vehicle and the driver will be borne by the vendor.
7. The successful bidder will have to follow all the statutory rules and regulations in respect of its employees i.e. Labour Law, ESIC, Provident Fund, etc. The bidder should take all the necessary permissions required from the local bodies/authority.
8. All legal obligations in respect of the vehicles i.e. Road Tax, RTO registration and permissions etc. and in respect of the driver i.e. minimum wages as per Govt. Regulation, social security etc. will be the responsibility of the vendor.
9. The vehicle will be kept neat and clean and in perfect running condition. The seat covers shall also be provided by the vendor.
10. In the event of breakdown of vehicle or absence of driver, the vendor shall provide a substitute vehicle /driver immediately. In case vehicle does not report on time/does not report at all, the institute would have a right to hire a vehicle from the market & the additional cost incurred by the institute will be borne/ reimbursed from the vendor or deducted from his monthly bill.

11. The driver should have valid driving license with minimum experience of two (2) years. The vehicle should be registered with the concerned authorities of Central / State Govt. A certificate to this effect should be provided. The driver of the vehicle must follow traffic rules and other regulations prescribed by the Government from time to time.
12. The Driver must observe all the etiquette and protocol while performing the duty. He must be neatly dressed in the prescribed uniform and he should wear proper uniform & he must carry a mobile phone in working condition during the duty hours, for which no separate payment shall be made by the institute.
13. Vendor and the drivers shall be bound to carry out the instructions of the institute as well as the Officers to whom the vehicles are assigned.
14. In case of any accident, all the claims/damages arising out of it shall be met by the vendor. The vendor will be responsible for any loss/damage to property because of negligence of driver or poor maintenance of vehicle or due to an accident. The department will not be responsible for any such loss.
15. A daily record indicating time and mileage for each vehicle shall be maintained in a log book and shown to the officer every day and initial obtained.
16. The Kilometers entry in the Log Book maintained for vehicle should start from the place of pick-up and drop of the officer.
17. TDS will be deducted from the payment due to the vendor as per the Income-tax Act.
18. The rate should be specified (exclusive of Goods & Service Tax & other Govt. Levi's as applicable) for 1700 kms (reckoned from place of reporting to place of release) for vehicle. The charges for vehicle for additional hours after 12 hours duty and additional distance after 1700 km per month should also be specified in the quoted rate. In case any vehicle is required on Weekly off days, kilometer, and mileage/hours for those days will be included in the monthly limit of 1700 kms.
19. The vendor should have been registered with the authority concerned of State or Central Government. He is also required to fulfill the conditions prescribed in Section 66 of Motor Vehicle Act, 1988 for hiring vehicle.
20. No other person except the vendor's authorized representative/driver shall be allowed to enter the office premises.
21. Within the office premises, the vendor's personnel/driver shall not do any private work other than assigned duties.

22. The successful bidder shall ensure that peace and order is maintained in the office premises by his employee.
23. The successful bidder or his representative would ensure that all his personnel/driver would behave courteously and decently with the Officers/Officials of the institute and also ensure good manners.
24. The successful bidder shall submit copies of the Registration Certificate, Fitness certificate and comprehensive insurance policies of the vehicles being offered on hire and particulars with photograph & details of the drivers dedicated to vehicle.
25. The successful bidder shall be required to produce the vehicle in the office for the physical verification/inspection.

**26. Payment Terms:**

Payment shall be made to the contractor after successful completion of month within 7 days of submission of certified invoice along with supporting documents.

27. **Tenure of Contract:** Initially the contract period shall be from 1<sup>st</sup> January 2019 to 31<sup>st</sup> March 2020 however it can be extended for further 02 years based of review of performance of contractor on yearly basis on same rates (except revision of fuel charges), terms & conditions.

28. The contractor should submit the following documents within 7 days of issuance of work order.

- a. Workmen compensation Policy for all employees/workers to be deputed on the site as per the workmen compensation act which should also cover hospitalization. This policy will be additional to the ESIC and amount paid towards the Workmen Compensation Policy would be reimbursed by the Institute after submission of Policy document and payment receipt.
- b. Contract agreement of Rs.500/- stamp paper duly notarized (Draft enclosed along with Tender).
- c. Police verification and medical of the personnel/labours to be engaged and deployed on site.
- d. Documents of labour engaged mentioning their bio-data and Xerox of Aadhar & Pan Card along with One Photograph etc.

**29. Notice to Correct:**

If the Contractor fails to carry out any of his obligations, or if the Contractor is not executing the Works in accordance with the Contract terms, the Institute may give notice to the Contractor requiring him to make good such failure and remedy the same within a specified reasonable time.

**Termination Clause:**

If the Contractor:



- (a) Fails to comply with a notice issued by the institute within 28 days
- (b) Abandons or repudiates the Contract.
- (c) Without reasonable excuse fails:
  - To commence the Works in accordance with Letter of Acceptance, the Formal Contract and the terms and conditions as set out in this Tender
  - To proceed with the Works in accordance with the agreed terms, conditions and subsequent directions
- (d) Becomes bankrupt or insolvent, or goes into liquidation.
- (e) Fails to comply with a notice issued, within 28 days after having received it, or
- (f) Assigns the Contract or Subcontracts the Works without the required consent.

Then the Employer may, after having given **14 days' notice to the Contractor**, terminate the Contractor's employment under the Contract and expel him from the Site. The Contractor shall not be released from any of his obligations or liabilities under the Contract.

**Payment after Termination**

After termination, the Employer shall not be liable to make any further payments to the Contractor until the costs of execution, completion and damages (if any), and all other costs incurred by the Contractor, and the Institute have been established.

I/We hereby declare that I/we have read and understood the above terms and conditions that form part of the Formal Contract to be executed between I/us and the Institute. The same shall be binding upon me/us upon being declared as the Successful Bidder.

Place :

Signature of Contractor  
With the seal of their company

Date :

## **SCOPE OF WORK**

1. Supply of Force Traveller, 13 Seater capacity, Air conditioned, Diesel driven commercial Vehicle – 01 No. including driver.
2. Monthly committed vehicle running – 1700 Kilometers.
3. Daily duty time – 12 Hours from 06:25 AM to 06:30 PM.
4. Daily duty schedule shall be provided by the institute.
5. Vehicle shall be provided on weekly off day or holiday as per the requirement.
6. The provided vehicle should in excellent condition and not older than 01 year.
7. The provided vehicle should not have run more than 20,000 kilometers.

## **TECHNICAL BID**

- Eligible vendors, operators, agencies or parties are requested to provide the following information in the Performa enclosed with this tender document:-
1. Name & address of the bidder.
  2. Nature of business.
  3. Number of vehicles presently owned by the vendor along with proof of ownership of each vehicle.
  4. The Applicant Vendor should own sufficient number of vehicles at the time of making application for the contract and should produce evidences to that effect.
  5. The Bidder should have the experience of running a fleet of vehicles on hiring basis for at least 3 years.
  6. Kindly fill the details in enclosed sheet and submit along with duly attested supporting documents.

<b>TECHNICAL BID</b>				
(Information is required to be submitted in the following format with adequate supporting proof thereof)				
S. No.	Particulars			
1	Name, address & telephone No. of the Bidder			
2	Number of vehicles presently owned along with proof of ownership			
3	Turnover in the past three year along with Documentary evidence (F.Y.)			
4	Details of hiring of vehicles done in the past:-			
a.	Name & address of the parties to whom vehicles were given on hire;			
b.	Period for which the vehicles were hired out;			
c.	Number of vehicles given on hire.			
5	Whether the vendor has been black listed by Any Govt. office/department in last 5 years if yes, details thereof			
6	Number of Vehicles, the vendor is presently bidding for Model of the Vehicles			
7	Details of year of make and mileage done by the vehicle bided for in above point no. 6			
	Sr. No.	Model of Vehicle	Year of Registration	Mileage ( in Kms)

## **PRE-QUALIFICATION CRITERIA**

- **Pre-Qualification Documents to be submitted by Bidder along with Pre-qualification Bid:**
  - a) Copy of Registration of Firm in Shop & Establishment or Certificate of Incorporation.
  - b) Copy of Registration of Provident fund and ESIC,
  - c) Copy of Registration of Goods & Service Tax and PAN
  - d) Copy of Registration of Labour License if applicable
  - e) The Applicant's Annual Turnover should not be less than Rs. 10 lakh from the business of hiring of mid- size vehicles in the assessment Year.
  - f) Copy of Audited Financial statements with Balance sheet for last 03 years. The Company should be profit making in last 03 years. Copy of return of income tax return filed with the Income Tax Department.
  - g) Copy of Work orders at least 03 for same nature of works executed in last 05 years. Preferably provide for Educational Institutes. Applicant Vendor should have a reputed client base & should not have been black listed by any Govt. department in last five years.
  - h) List of clients and copy of certificate of appreciation if any.