



Survey of India
MINISTRY OF SCIENCE AND TECHNOLOGY
GOVERNMENT OF INDIA

LIMITED TENDER DOCUMENT
FOR
HIRING OF VEHICLES FOR FIELD DUTIES
ACROSS TAMILNADU
(2019-20)

Tender No. : TNPDC/04/2019

To be Submitted by : 30-12-2019 (09:30 Hrs.)

Date of Opening of Bid : 30-12-2019 (10:30 Hrs.)

TOTAL PAGES : 13

O/o The Director,
TAMIL NADU, PUDUCHERRY AND ANDAMAN & NICOBAR ISLANDS
GEO-SPATIAL DATA CENTRE,
SURVEY OF INDIA
BLOCK III, ELECTRONICS COMPLEX,
THIRU.VI.KA. INDUSTRIAL ESTATE,
GUINDY, CHENNAI – 600032.

LIMITED TENDER FOR HIRING OF VEHICLES WITH DRIVER
ON CONTRACT BASIS

On behalf of the President of India, the Director, TNP & ANI GDC, Survey of India, Block –III, Electronics complex, Thiru vi ka Industrial Estate, Guindy, Chennai - 600020, invites Sealed tenders, on the prescribed Proforma for hiring of vehicles with driver for field duties across Tamil Nadu as per the details furnished below: -

1.0 PARTICULARS OF THE TENDER

(a)	Designation and address of the authority inviting tender	:	Director, TNP & ANI GDC, Survey of India, Block –III, Electronics complex, Thiru vi ka Industrial Estate, Guindy, Chennai - 600032.
(b)	Type and number of vehicles required	:	Vehicles with Driver: Bolero Camper/Tata Sumo / Qualis/ Trax with carrier. (Diesel Vehicles only) for field operations to be carried out across TAMILNADU- (Total Nos. of Vehicles: 2) Number of vehicles may be increased or decreased depending upon the actual requirement of field work.
(c)	Year of Manufacture	:	Not earlier than eight years from the date of tender.
(d)	Min. km run per litre of fuel	:	Not less than 10 kms per litre in plain areas & 08 kms per litre in hilly areas
(e)	Condition of the vehicle	:	Vehicles offered should be in roadworthy and good working condition particularly in respect of (a) Engine (b) Body (c) Paint d) Upholstery (e) Tyres etc.
(f)	Office in respect of which the vehicles hired	:	Director, TNP & ANI GDC , Survey of India, Block -3 Electronics complex, Tiru vi ka Industrial Estate, Guindy, Chennai - 600032.
(g)	Approximate period of hiring of vehicles	:	Up to 5 months Starting from 1 st week of January, 2020, which may be further extended for a period of 4-5 months, depending upon the work load.
(h)	Providing of Diesel, oil & lubricant	:	Director, TNP & ANI GDC, Survey of India, will provide only Diesel for the hired vehicles.
(i)	Availability of vehicle	:	Vehicles will be deployed in the field irrespective of day / night / weather conditions. Drivers along with Vehicle will have to stay in the field mandatorily till the completion of field work making their own arrangements (Lodging & Fooding). Many of the field areas are remote, hilly and forest covered.
(j)	Area of field duty	:	Working areas would be across TAMILNADU
(k)	Last date and time of downloading of tender document	:	30/12/ 2019 (0900 Hrs).
(l)	Last Date and Time of receiving tenders	:	30/12/ 2019 (0930 Hrs).
(m)	Date and Time of opening the tenders	:	30/12/ 2019 (1030 Hrs).
(n)	Total No. of pages of tender document	:	13

2.0 SCOPE OF THE WORK & ELIGIBILITY CRITERIA FOR DRIVERS:

- 2.1 Vehicle will be required for carriage of Survey of India officials with stores, instruments, luggage etc. required to carry out field survey work in the areas across **TAMILNADU**
- 2.2 All the vehicles are to be provided with qualified Drivers. The Drivers should be of Indian nationality, male with more than 18 years of age and minimum 8th Pass with sound health and vision.
- 2.3 The drivers of the vehicle must have valid commercial driving license for both plain and hilly areas as the case may be (photocopies must be submitted at the time of inspection).
- 2.4 The drivers should be ready to drive the vehicle in the areas across **Tamil Nadu** as per the requirement of officials of TNP &ANI GDC, Survey of India.

3.0 TERMS AND CONDITIONS :

- 1) **The sealed quotation with requisite documents and Financial Bid should be submitted** by each bidder.
- 2) Both the sealed covers should be placed in **the main sealed envelope superscribed ‘Tender for Hiring of Vehicles’**. This should be addressed to THE CHAIRMAN, PROCUREMENT BOARD (PB), TNP & ANI GDC, Survey of India, Block III, Electronics Complex, Thiru.Vi.Ka. Industrial Estate, Guindy, Chennai – 600032 and sent by post or hand delivered in the Tender **box latest by 09:30 hrs. 30/12/2019 and shall be opened on 30/12/2019 at 10:30 hrs.** in presence of the tenderers or their authorized representatives. In the event of office, being closed on the last date of receipt or opening of bid as specified, the bid will be received/ opened on the next working day at the same time and venue.
- 3) Bidder must note that the bid once submitted will not allow any alteration after last date of bid submission.
- 4) The tender document can be downloaded from Survey of India website www.surveyofindia.gov.in
- 5) Rates quoted shall be mentioned by the agency both in figures and words. There should not be any erasing or overwriting whatsoever to avoid rejection of bid. The rates quoted shall remain valid for a period of 120 days after the date of opening of the bids.
- 6) The rates quoted should be firm & final till completion of the contract period. **Hiring charges should include cost of repairs of the vehicles (supplied), all taxes leviable by the Central/ State Government(s)/Toll taxes/Check post fee, Inter State move expenditure and driver’s pay and allowances including his lodging, food, boarding etc. and also including overall GST.**
- 7) The firm should be registered with an appropriate Govt. Agency and must possess valid Registration certificate.
- 8) The tenderer should have valid **GST Registration &PAN/ TAN Number**.
- 9) Bidder having good track record, manpower capacity and relevant experience as said above are only eligible to apply and preference would be given accordingly under the extant rules.

- 10) Bids with over writing, corrections without authentication initials, will be summarily rejected.
- 11) Rates must be quoted only for - Bolero Camper (Utility vehicle) / Tata Sumo with carrier/ Trax with Carrier/ Qualis with carrier.
- 12) Successful tenderer shall ensure that sufficient cash is available with the drivers all the times to meet essential contingent expenditure and urgent repairs.
- 13) Vehicles should be **Diesel version** only.
- 14) It will be the responsibility of the tenderer to place the vehicle(s) for inspection if called for at his cost.
- 15) The vehicles offered for hiring should have necessary RTO clearance and should be registered as Commercial Vehicle. The Director, TNP & ANI GDC, Survey of India will not be responsible for any RTO regulatory matters relating to the registration of vehicles.
- 16) Survey of India shall not be responsible for any claim that arises due to damages /injuries, pilferage to the tenderer's vehicle(s)/property under any circumstances while the vehicle(s) is/are engaged on Survey of India duty.
- 17) Vehicles must have valid registration certificate at least for One year from the date of commencement of Contract. **(Photocopy must be submitted while supplying the Vehicle).**
- 18) Vehicles must have valid comprehensive insurance policy at least for One year from the date of commencement of Contract. **(Photocopy must be submitted while supplying the Vehicle). If expired, it is to be renewed, well before by the Tenderer.**
- 19) Vehicles must have necessary permit for running in the areas of field duty (across Tamil Nadu state) at least for One year from the date of commencement of Contract. **(Photocopy must be submitted while supplying the Vehicle).**
- 20) The tenderer must submit a declaration/ undertaking to the effect that the vehicles being offered for hire are not involved in any accident/dispute/court case etc.
- 21) Vehicles must have valid fitness throughout the field work for at least One year from the date of commencement of Contract. **(Photocopy must be submitted while supplying the Vehicle).**
- 22) Repairs of the vehicle(s) to be carried out by the contractor immediately during the period of hire, **or** replacement is to be provided within 24 hours. **Otherwise the proportional cost would be deducted from the hiring charges/claims.**
- 23) Due to illness of driver or not performing the duty as per orders of SOI officials, the tenderer himself shall provide suitable replacement of driver within in 24 hours. **Otherwise the proportional cost would be deducted from the hiring charges/claims.**
- 24) In the event of any accident or damages while the hired vehicle is on Survey of India duty, Survey of India shall be completely free from any liability of any nature connected with the accident/damages. The tenderer himself will be fully and exclusively responsible for any damage to the vehicle(s) or any injury to driver or any other person in his employment

including any third party claims. However, if damage or loss is incurred to Survey of India Instruments/Equipments/Stores and/or its employees as a result of any accident or any other reason involving failure of vehicle(s)/driver, the tenderer shall reimburse the same on demand and without any demur, the compensation/damages.

- 25) In case of major breakdown/accident of any vehicle the replacement of the same must be provided by the contractor within 24 hours of such breakdown/accident, failing which the Director, TNP & ANI GDC, Survey of India shall have the right to hire any other vehicle(s) against breakdown vehicle(s) at the expense of the tenderer and the tenderer will be liable to pay further such sum as will be sufficient to meet the difference of cost between the rate tendered and that at which the hiring is actually made if it is higher.
- 26) Successful tenderer will have to submit the Security deposit/ Performance Security @ 5% of the Tender value in the shape of an A/c payee Demand Draft/Fixed Deposit Receipt from a Commercial Bank in favour of **“E. & A.O., TN & Py GDC, Survey of India” payable at Chennai.** within period of **7 days** after awarding of contract as mentioned as **Annexure-‘F’**.
- 27) The tenderer should furnish a certificate to the effect that **“All the Terms and Conditions of the tender document have been understood by him and he is ready to abide by the same without any variation”**.
- 28) The Director, TNP & ANI GDC, Survey of India reserves the right to reject any or all tenders without assigning any reason.
- 29) In case of payment of hiring charges is to be made for a period less than one month, the payment will be made on pro-rata basis for number of days the vehicle is used. The same is to apply with respect to deductions (if any), in cases of absent of driver, breakdown of vehicles, as per the conditions mentioned in the preceding paras.
- 30) **Payment will be made to the successful tenderer by the Director, TNP & ANI GDC, Survey of India, on monthly basis only after successful completion of field duties for that period. The claim along with the requisite documents including (Tax payments) are to be submitted promptly within the First week of the next month, succeeding the month for which claim is being made.**
- 31) **Income tax as applicable will be deducted by the office from each bill as applicable for which necessary PAN is required to be provided. Self Attested photocopy needs to be submitted.**
- 32) **The tenderer must produce GST paid certificate along with the monthly submission bill otherwise necessary action will be initiated by this office.**
- 33) In case of minimum average run per litre of fuel as specified under Para 1(d) of particulars of the tender is not achieved by any vehicle, the extra cost of fuel consumed by the vehicle on the basis of actual km run per litre of fuel will be deducted from the bill/claim of the successful tenderer.

- 34) Non-pollution certificate from concerned authority is to be submitted along with tender and it will be the responsibility of the tenderer for obtaining subsequent pollution certificates from time to time during the period of hiring.
- 35) All vehicles offered for hire shall be placed at the disposal of the Director, TNP & ANI GDC, Survey of India.
- 36) The Car diaries of the vehicles will have to be maintained by the driver. It shall be his sole responsibility to get the Car diaries signed by the Survey of India officer using the vehicle. Monthly statement is to be prepared for payment at the end of the month. After the expiry of hired period the Car diaries duly signed shall be deposited with the Director, TNP & ANI GDC, Survey of India.
- 37) The number of vehicles demanded by the Survey of India should be supplied at once on the specified date, at the Office of the Director, TNP & ANI GDC, Survey of India, Chennai, from where they will have to move to the areas of field duty.
- 38) An agreement will have to be executed on 100 rupees Non-Judicial Stamp Paper by successful tenderer at his own expenses as mentioned in **Annexure-‘E’**.
- 39) The contractor shall not sublet, transfer or assign the contract or any part thereof to any other party.
- 40) The contractor will provide the required vehicles for a shorter period also, in case of requirements of field duties as per the requirement of this office and payment will be made for this shorter period on pro-rate/proportionate basis only.**
- 41) The contractor shall be contactable at all times and messages sent by phone/e-mail/fax/special messenger from this office shall be acknowledged immediately on receipt, on the same day. The service provider shall strictly observe the instructions issued by the Department in fulfillment of the contract from time to time.
- 42) Driver provided by the tenderer will have no claim for Govt. job under any circumstances, as it is purely on Contractual/hiring basis.
- 43) In case of any dispute arising out of non-observance of any Terms & Conditions, as stipulated in this tender document, the Surveyor General of India will be Arbitration Authority and his decision will be final and binding on both the parties.
- 44) The following documents or photocopies thereof will have to be invariably submitted by the successful contractor at the time of signing the agreement with the Director, TNP & ANI GDC, Survey of India.
- a) Registration Certificates of Vehicles.
 - b) Valid Comprehensive Insurance cover policy in r/o each vehicle.
 - c) Road Permit for the vehicles in the Area of field duty and other states which are required to be crossed to reach the area of duty.
 - d) Valid Commercial Driving License of the drivers of the vehicles.
 - e) Non-pollution certificates for the vehicles from the Govt. Approved Agency.
 - f) Purchase details of the vehicles.

- g) Valid fitness certificate of the vehicle.
- h) In addition to the above, other Certificates /undertakings as mentioned in the above paras of this tender document, as applicable.

4.0 DOCUMENTS TO BE SUBMITTED ALONG THE QUOTATION AS UNDER:

- a) Registration of Firm/ Agency & GST registration certificate
- b) PAN/TAN number
- c) Tender Acceptance Letter a per Annexure 'B'
- d) The FINANCIAL bid shall be filled as per Annexure 'A': **Price** for each type of vehicle and inclusive of all charges to be quoted.
- e) Details of Firm as **Annexure-'D'**
- f) Undertaking for non-blacklisting firm and non-registration of criminal case.
- g) Affidavit regarding correctness of information furnished with bid document.

DIRECTOR,
CHAIRMAN, PROCUREMENT BOARD
TAMIL NADU, PUDUCHERRY AND ANDAMAN & NICOBAR ISLANDS
GEO-SPATIAL DATA CENTRE
SURVEY OF INDIA
CHENNAI

ANNEXURE 'A'**PERFORMA FOR FINANCIAL BID**

Sl.No	Particulars	Quantity (No. of Vehicles)	Rate per month per Vehicle*	Total amount without Taxes	GST	TOTAL amount with Taxes
1.	Hiring of Vehicle with Driver on monthly basis for Field Duties across Tamil Nadu	02				
	(Total Amount in words to be mentioned here)					

* Hiring charges should include Driver's pay and allowances including his lodging, food, boarding etc. and cost of repairs of the vehicles (supplied), all taxes leviable by the Central/ State Government(s)/Toll taxes/Check post fee, expenditure related Inter State movement of the vehicle (permit, tax etc..)

Signature of Bidder & Seal of Establishment

Full Name of Bidder with address and date

TENDER ACCEPTANCE LETTER
(To be given on Company Letter Head)

Date.....

To,
 The Director,
 TNP & ANI Geo- Spatial Data Centre
 Survey of India, Guindy
 Chennai-600032

Sub:HIRING OF VEHICLES FOR FIELD DUTIES OF SURVEY OF INDIA -
ACCEPTANCE OF TERMS & CONDITIONS OF TENDER.

(Tender Reference No: TNP&ANI GDC/04/2019)

Dear Sir,

I/We hereby certify that I/we have read the entire terms and conditions of the tender documents all pages i.e. from Page No.1 to 13 (including all documents like annexure(s), etc), which form part of the contract agreement and I/we shall abide hereby by the terms/conditions/clauses contained therein.

I/We do hereby undertake that in the event of acceptance of our bid, we will provide the services as stipulated in the tender document on rates quoted in Annexure 'A': Price Schedule enclosed with bid and that we shall perform all the incidental services.

If our tender offer is accepted, I/we will submit a Bank Guarantee/Security deposit for a sum of 10% of the Contract Value as performance security for due performance of the Contract within 7 days of award of contract.

I/We hereby agree to abide by this Tender offer for 1(One) year and the same shall remain binding upon us and may be accepted at any time before the expiry of that period.

I am /We are aware that you are not bound to accept the lowest or any offer you may receive and also aware that, you (i.e. The Director, TNP & ANI GDC, Survey of India) reserves the right to reject any or all tenders without assigning any reason.

Name of Firm _____

Address _____

Phone No. _____ Fax No. _____

Mobile No. _____

Name of Bank _____

Bank's Account No. _____

IFSC Code _____

MICR No. _____

Income Tax Registration No. _____

GST Registration No. _____

Signature of Authorized Signatory
 Stamp of Firms

Annexure 'D'

PROFORMA : Details of Firm		
SL. No.	PARTICULARS	To be filled by the Bidder
1	Name of the Agency	
2	Date of Establishment of the Agency	
3	Name of the contact person , Mobile no. and detailed office address of the agency with office telephone No., Fax No	
4	Bank account detail for e-payment	Account No. Account type Name of Account holder Name of Branch Address of the Branch IFSC Code
5	GST/PAN/TAN No. (Copy to be enclosed/uploaded	

**Signature and Seal
of the bidding firm/agency**

Annexure 'E'**CONTRACT AGREEMENT**

(Agreement to be executed on a Non-Judicial Court Stamp of Rs.100/- value)

Agreement made on this ----- day of ----- Two Thousand Ninteen between _____ (hereinafter called the Service Provider or Contractor”) on one part and the Director, TNP & ANI Geo-Spatial Data Centre, Chennai (hereinafter referred to as the Government) on the other part.

WHEREAS the Service Provider has tendered to the Government for providing vehicles for field duties of Survey of India as per the instructions given at the prices or rates mentioned in the Annexure-A, whereas such tender has been accepted and the contractor has deposited with the Government the sum of Rs. _____ (in words _____) as performance security/Security deposit for the fulfillment of this agreement.

Now, it is hereby agreed between the two parties as follows:-

- 1) The contractor has accepted the contract on all the terms and conditions listed in the Tender Document No. TNP&ANIGDC/04/2019 (all pages enclosed with is agreement as Annexure-I) which will hold good during the period of this agreement.
- 2) Upon breach by the contractor of any of the conditions mentioned anywhere in the Tender Document, the Government may issue a notice in writing, and put an end to this agreement without prejudice to the right of the Government to claim damages for antecedent breaches thereof on the part of the Service Provider/Successful bidder/Contractor and also to reasonable compensation for the loss caused by the failure of the contractor to fulfill the agreement as certified in writing by the Government whose certificate shall be the conclusive evidence of the amount of such compensation payable by the contractor to the Government.
- 3) The Service Provider has deposited with the Government a performance Security Deposit of Rs. _____ as security for compliance and performance in accordance with the contract. Upon the completion of the contract, the Performance Security Deposit shall after the expiry of 3(Three) months from the date of signing this agreement will be returned to the Service Provider, without interest, and after deducting any sum due by the Service Provider to the Government under the terms and conditions of this agreement.
- 4) This agreement shall remain in force until 3(Three) months after the expiry of the contract period.

5) Not-with-standing anything contained herein the tender and acceptance forms contained, the Government may cancel the contract at any time upon giving one month's notice in writing without compensating the Service Provider in anyway whatsoever.

6) In consideration of the payments to be made by the Government to the Service Provider as mentioned in the Tender Document, the Service Provider hereby agree to provide to the Government the vehicle for field duty and to remedy shortcomings / deficiencies therein, if any, in conformity with the terms and conditions of the contract.

7) If any dispute or difference shall arise including this contract, the settlement of which is not herein before provided for the same shall be referred to the arbitration of the Surveyor General of India. Surveyor General of India may nominate, in writing, any officer to act as arbitrator and the decision of Surveyor General of India or officer nominated by him shall be final and binding on both the parties of this contract.

8) In witness thereof the service provider _____ has set his hereto and Director, TNP & ANI, Geo- Spatial Data Centre, Chennai or his authorized representative has on behalf of the Government of India affixed his signature and seal thereto on the day and the year noted.

Contractor :

Survey of India

1. Witness :

1. Witness :

2. Witness :

2. Witness :

Place : Chennai

Date :

ANNEXURE –‘F’

PERFORMANCE SECURITY FORM

To

**The Director,
TNP & ANI Geo-Spatial Data Centre,
Survey of India, Chennai**

WHEREAS.....(Name of Service Provider hereinafter called “the Service Provider” has undertaken Contract No. Dated 2019 to Supply..... Description of Services) hereinafter called the Contract. ANDWHEREAS it has been stipulated by the Government in the said Contract that the Service Provider shall furnish to you a bank Guarantee by a recognized bank for the sum specified therein as security for compliance with the Service Provider’s performance obligations in accordance with the Contract.

AND WHEREAS we have agreed to give the Service Provider a guarantee:

THEREFORE WE hereby affirm that we are Guarantors and responsible to you, on behalf of the Service Provider, up to a total Amount of (Amount of the Guarantee in words of Figures) and we undertake to pay you, upon the Government’s written demand declaring the Service Provider to be in default under the contract and without cavil or argument, any sum or sums within the limit of..... as aforesaid, without your requiring to prove or to show reasons for your demand or the sum specified therein. This guarantee is valid until theday of..... 2020.

Signature and Seal of Guarantors

Date:

Address: