

REGIONAL INSTITUTE OF EDUCATION MYSURU

MANASAGANGOTHRI, MYSURU-570 006

(A Constituent Unit of the National Council of Educational Research & Training)

Ph: 0821-2511411, E-mail reimysore@rediffmail.com , website: www.riemysore.ac.in

Dated:27-08-2018

TENDER NOTICE

The RIE (NCERT) Mysore invites sealed tenders under two/dual bid system (Technical bid and Financial bid) from the reputed Tours and Travel Agencies /Companies **for hiring of vehicles (cars only) for its Office use (New vehicles will be preferred).**

Interested parties may download the Tender Documents through Institute website :www.riem.ac.in

The tenders can be downloaded from **28-08-2018** and the last date to submit the completed/filled tender is **17-09-2018 till 2.30 p.m .**

The tenders received within the stipulated date and time shall be opened on **17.09.2018 at 3.30 p.m** in the presence of intended parties /their representatives who may like to be present at that time.

Sd/-

PRINCIPAL

REGIONAL INSTITUTE OF EDUCATION MYSURU
MANASAGANGOTHRI, MYSURU-570 006

(A Constituent Unit of the National Council of Educational Research & Training, New Delhi)
Ph: 0821-2511411, E-mail -reimysore@rediffmail.com ,website www.riemysore.ac.in

Subject: Tender for award of contract for hiring of cars only to the RIE,
Mysuru -reg

SEALED TENDERS are invited in a two bid/dual bid system (Technical Bid and Financial Bid separately) from reputed Tours and Travel Agencies /companies located in Mysuru city having an annual turn over of Rs- 5.00 lakhs or more in the business of tours and travels / vehicle operation, for hiring of car on monthly /daily basis for the official use of the RIE Mysuru, initially for a period of one year. The contract can be extended or terminated on account of unsatisfactory services rendered by the firm, at the discretion of the Principal, RIE, Mysuru

- (a) The Technical Bid should be given in Annexure-I containing the following details :-
- i. Name of the firm
 - ii. Business address of the firm
 - iii. Location of the Garage
 - iv. Registration No of Establishment of the firm
 - v. Telephone No.
 - vi. Mobile No.
 - vii. Annual turnover of the firm(For Proof of the same CA's certificate /last 2 years balance sheet/profit & loss A/c may be attached)
 - viii. Copy of the details of the past experience of providing services in the same field in Government Ministries/ Departments/ PSUs / Reputed Corporate sectors, and their telephone numbers.
 - ix. Copy of PAN No. (with proof)
 - x. The vehicle should be have valid Pollution Control Certificate-proof thereof.
 - xi. The vehicle/s should have Registration of RTO 2017 onwards
Copy of the RCs (Registration Certificates of vehicles may be

attached). Exemption will be granted only for new vehicles intend to purchase by the firm if it is clearly mentioned in the Technical Bid.

- xii. The Earnest Money Deposit of Rs-10,000-00 drawn (Rs- Ten thousand only)in the form of Demand Draft/Pay Order drawn in favour of the Principal RIE, Mysuru and payable at Mysuru.
- xiii. 15 digit Service Tax code Number/GST Account No.

(b) The Financial bids should be submitted strictly as per the format given in Annexure II. The rates quoted in the Financial Bid Should be both in words and figures. Any cutting or overwriting in figures will not be considered, unless the corrections are countersigned. The financial bid should be properly sealed and signed.

(c) Financial bids of only those firms will be opened, who are short listed on the basis of fulfilling of eligibility conditions prescribed in the Technical bid and after inspection of their vehicles by RIE, Mysore. The firm would be required to bring their vehicles for inspection as and when intimated by the RIE Mysuru, before the opening of the financial bids.

(d) Both the Technical bid and the Financial bid should be put in two separate envelopes superscribed as 'TECHNICAL BID & FINANCIAL BID' respectively and sealed separately. Both of these envelopes - should be put in a bigger envelope superscribed as " Tenders for hiring of vehicles' & sealed and addressed to " **The Principal, Regional Institute of Education, Mysuru-570 006.**"

Terms and conditions:

- i. The vehicles should be in very good working condition and well maintained during the contract period. The vehicle to be supplied should be in excellent condition mechanically as well as get-up wise, i.e. outer body /upholstery etc. should be decent looking
- ii. Payment of hiring charges will be made on monthly basis. The bills for the use of vehicles accompanied by the duty slip/log books will be preferred by the firm after the completion of each month

- iii. No dead mileage would be payable for the journeys from the contractor premises to the RIE, Mysuru and vice-versa. A log book for each car in the format prescribed by RIE, Mysuru for each of the journey performed, duly signed by Officer and countersigned by the Head of the Departments, is to be maintained and submitted by the Contractor along with the bills and duty slips.
- iv. Actual parking charges, Toll tax/Inter-state taxes for journeys will be reimbursed along with the hiring charges bills preferred for hire charges.
- v. In case of increase/decrease in the fuel price, hiring charges may be increased /decreased by "5 x25x increase/decrease in the fuel prices" per vehicle. Rates would be revised only if increase/decrease is above Rs-1.00 and would be effective from 1st of the following month. No revision would be allowed during the month.
- vi. The firms should have at least 2 years of experience in providing vehicles for tours and travels business in any of the offices of Government sector /PSUs /Corporate sector and should have a turnover of Rs - 05 lakhs or more for the last two years.
- vii. The vehicle should not be older than the manufacturing year 2017. The vehicles proposed to be supplied should either be registered in the name of the firm or in the name of proprietor or in the name of partner(s) of the firm.
- viii. All expenses will have to be borne by the firm in case of breakdown of the vehicle provided on hire basis. Immediate replacement for the breakdown vehicle should be provided by the firm.
- ix. The owner/senior representative of the firm should be available round the clock on his own direct telephone/ mobile number (office as well as residence) so as to respond to the call in emergent cases.
- x. All the charges towards repair/servicing, salary of the Driver, petrol expenses, any other incidental expenses on operations & maintenance of the hired vehicle should be borne by the firm.
- xi. The hired car should be insured in all respects by the firm. All liabilities, arising out of legal dispute, accidents, etc. shall be borne /paid by the firm. The RIE Mysuru shall not be hold responsible in any of the matters relating to hired vehicle.

- xii. Jurisdiction for legal disputes , if any, arising during the currency of the contract , will be Mysuru courts only.
- xiii. The car with the driver would be placed at the disposal of RIE Mysuru as and when required. RIE Mysuru would be free to use the hired car in any manner for carrying officials, materials etc. as per its requirements and the firm should not have any objection to it.
- xiv. Tenders may please quote their unconditional rates strictly in the attached proforma (Annexure-II). The price quoted in the Financial bid shall remain valid during the period contract.
- xv. No advance payment, in any case, would be made to the firm.
- xvi. The bills for hiring of car/s would be submitted after the completion of each month. Bills for supply of car/s for any month along with signed duty slips by the user(s) or concerned authorized officer of this office shall be preferred in the first week of the following month for payment.
- xvii. The antecedents of drivers to be deployed should be properly verified and their details (names addresses, telephone no's, photograph, copy of driving license, etc.) are to be provided to this office. Prior permission has to be obtained from this office before change of driver.
- xviii. The drivers of the vehicles should be fully conversant with the routes of Mysuru Region and should possess valid driving license in their name. The driver must be decently dressed, proficient in speaking local languages, well mannered, courteous with proven integrity, healthy personal habit and should always carry a mobile phone with him/her.
- xix. No compromise will be made by this Office towards punctuality, cleanliness, obedience , promptness, behavior etc. If the tenderers, at any point of time during official duty, fails to perform duties as directed by the RIE Mysore, the Security Deposit will be forfeited and contract will be cancelled forthwith without any notice by the Competent Authority.
- xx. The vehicle and driver provided to RIE Mysuru shall not be changed except under compelling circumstances and after prior consent of RIE Mysuru.

- xxi. RIE Mysuru will not be responsible for any challan, loss, damage or accident to the vehicle or to any other vehicle or injury.
- xxii. The firm may discontinue the Contract by giving a notice of 45 days in waiting.
- xxiii. Penalty clauses would be as under;

SL No.	Problem	Penalty
1	Late arrival a) By 10 minutes	Rs-50-00
	b) Between 10-30 min	Rs-100-00
	c) 30 minutes and beyond or does not turn up	Rs-200-00 In all above cases , the officer concerned depending upon the urgency, can hire a taxi for the day or take a taxi to reach the destination, payment of which shall be borne by the contractor.
2	Attire/turnout of the driver a) Inappropriate	a)Rs-50.00 to Rs-200-00 depending upon the on appropriateness
	b) Very inappropriate	b) The driver with the vehicle will be sent back and a penalty of Rs-300-00 will be imposed. A taxi will be hired for the day and payment for the same will be borne by the contractor.
3	Unclean vehicle or seat covers/smell in the vehicle	Rs-50-00 for the 1 st day Rs-200-00 per day for 2 nd consecutive day and beyond
4	AC not working /malfunctioning	The contractor shall provide another vehicle in an hour's time or else the office can hire a taxi for the day, Payment for which will be borne by the contractor.

5	Breakdown enroute	The Institute will hire a taxi to reach the destination for which payment is to be borne by the contractor.
6	Recurrent malfunctioning /dissatisfactory vehicle condition	The vehicle will be returned. A taxi will be hired by the Institute for which payment will be borne by the contractor along with a daily fine of Rs-500-00 till such time a proper vehicle is provided
7	Drivers having poor knowledge of route	Concerned driver is to be changed by the contractor. If the contract doesn't change the driver in 3 days time, the vehicle will be sent back and a taxi hired by the Institute for which payment will be borne by the contractor, along with a fine of Rs 200 -00 per day
8	Miss Behaviors of Driver	Rs- 50.00 To Rs -250-00 depending upon the gravity of misdemeanour if the misbehavior continues, then the driver is to be changed by the contractor.
		If the contract doesn't change the driver in 3 days time, the vehicle will be sent back and a taxi will be hired by the institute for which will be borne by the contractor along with a fine of Rs 200-00 per day

xxiv. The Tender should be accompanied by an Earnest Money Deposit of Rs-10,000-00 (Ten thousand only) in the form of a Demand Draft/ Pay Order drawn in favour of "THE PRINCIPAL, RIE, MYSURU". The successful bidder will have to deposit a Security Deposit of Rs-50,000-00 (Ten thousand only) with the RIE Office in the form of FDR / Bank guarantee in favour of THE PRINCIPAL, RIE, MYSURU for fulfillment of the contractual obligation which will be refundable without any interest on termination of the contract after deducting any penalty/liability of any kind imposed by this Institute on account of unsatisfactory service.

- xxv. The EMD will stand forfeited if the successful bidder withdraws after notifying the rates, refuses to accept the tender or violates any other terms and conditions of the tender.
- xxvi. The daily record for movement of the vehicle (indicating time and mileage) shall be maintained separately for each vehicle.
- xxvii. The extension of Contract will be considered on Satisfactory service provided by the firm and by mutual agreement for such further period(s) as may be agreed upon, but not exceeding one year at a time.
- xxviii. The successful bidder will be required to submit within five days copies of Registration Certificate, Insurance papers, permits etc for the cars proposed to provide to this Institute, failing which the earnest money deposit will be forfeited. However, if the successful bidder proposed to purchase new vehicles, he will be given adequate time but not exceeding 15 days to do so.
- xxix. The Principal, RIE Mysuru reserves the right to reject any or all quotations without assigning any reason thereof.
- xxx. Incomplete Bids submitted in any respect shall be liable to be rejected.
- xxxi. The rates may quoted for providing cars having registration with Karnataka State Road Transport Authorities only to RIE Mysuru for official use.
- xxxii. The agency must have a 24 hours working telephone system so that the agency can be telephonically contacted at short notice and at odd hours and on holidays in case of any urgency of requirement of cars.

2. The sealed envelopes containing the tenders marked 'TENDER FOR HIRING OF VEHICLES' should be submitted/put in the Tender box kept in the campus & Welfare (C&W) section of the Institute on or before **2.30pm** on **17.09.2018**. The tenders will be opened on the same day at **3.30pm** in the Conference Room of the RIE Mysuru in the presence of bidders their representatives who may like to be present. The quotations received without the earnest money deposit will not be entertained and will be summarily rejected.

3. The Principal RIE Mysuru reserves the right to cancel the contract at any time without assigning any reasons whatsoever.

4. The Tender document should be signed by the tenderers on each page in ink and mention at the last page of the tender document "The above terms and conditions laid down in the tender are acceptable to me and will be binding on us" and countersign the same.

ANNEXURE-1

TECHNICAL BID

Name of the firm/company/agency	
Complete Address & Telephone Number	
Location of the Garage with telephone No and address	
No. and date of the Bank Draft/ Pay order for Rs 10,000-00/- enclosed as EMD	
Annual turnover of the firm for the last two years (with proof)	
Name & Address of the Departments/Ministries and other Organizations where, at present , vehicles are engaged on regular/monthly basis (self-certified with duly stamped copies of contract letters be attached)	
PAN Number (with a copy of the PAN Card)	
Total number of vehicles registered as on 2017 onwards with the Agency for providing on hire basis(with copy of RCs) /Exemption will be granted only for new vehicles intends to purchase by the firm.(Details of such proposals are to be indicated here)	
15 Digital Service Tax Code No. and GST A/c number (with a copy of the proof)	

Name, Address & Telephone Number of the Proprietor	
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The above terms and conditions laid down in the tender are acceptable to me.

**Date and Signature
With seal of the Firm**

	Extra per Hour			
3	Monthly Charges (25 days, 2000 kms and 300 Hours)			
4	Any other Charges (Driver Night Charges after 10:00 pm)			

Current Rate of Taxes Applicable :

The above terms and conditions laid down in the tender are acceptable to me

**Date and Signature
with seal of the Firm**