

NOTICE INVITING TENDER FOR HIRING OF VEHICLES

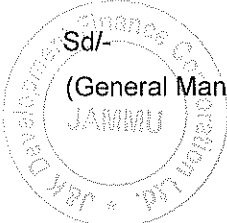
E-Tender/Bids are invited by JKDFC from the vehicle providers for hiring of vehicle as per requirements mentioned in the schedule below-

SCHEDULE

S. No.	Type of vehicle required	No. of vehicles required	Special Conditions, if any
01	SUV (Scorpio/ Creta /KIA Seltos/ or equivalent) (Diesel Driven)	01	Without driver and fuel

2. The Tender enquiry documents will be available on gem.gov.in.
3. Bid Submission: Bids shall be submitted online only at GeM portal only.
4. Service Providers have to follow the "Terms and Conditions" provided in Annexure-I, and "Requirements of Bidder for Online Bid Submission" i.e. Technical Bid provided in the Annexure-II for online submission of bids and submit an undertaking as prescribed under Annexure-III and Tender Acceptance Letter as prescribed under Annexure-IV. Bid documents may be scanned with 100 dpi with black and white option which helps in reducing size of the scanned document. The tender shall be submitted online in two parts viz technical bid and financial bid. All the pages of bid being submitted must be signed and sequentially numbered by the bidder irrespective of nature of content of the documents before uploading. The offers submitted by Telegram/Fax/email etc. shall not be considered. No correspondence will be entertained in this matter.
5. The bid forms and other details can be obtained from the website www.gem.gov.in (GeM Portal).
6. A Tenderer who has downloaded the tender from the GeM portal shall not tamper/modify the tender form including downloaded price bid template in any manner. In case if the same is found to be tampered / modified in any manner, bid will be completely rejected.
7. Interested service providers are advised to visit GeM portal gem.gov.in regularly till closing date of submission of tender for any corrigendum / addendum/ amendment.
8. Not more than one tender shall be submitted by one contractor or contractors having business relationship. Under no circumstance will father and his son(s) or other close relations who have business relationship with one another (i.e when one or more partner(s)/director(s) are common) be allowed to tender for the same contract as separate competitors. A breach of this condition will render the tenders of both parties liable for rejection.
9. In the event of any of the above-mentioned date being subsequently declared as a holiday /closed day for this office, the tenders will be opened on the next working day at the scheduled time.
10. The contract will commence from the date of award of contract or the date as mentioned in the Award of contract.
11. The documents once submitted by the bidder are final and no other document will be accepted by the department
12. The TIA (Tender Inviting Authority) reserves all the rights to cancel the tender at any stage without assigning any reasons.

Sd/-
(General Manager)
JANMU



ANNEXURE-I

TERMS AND CONDITIONS

I. Relating to the Service Provider:

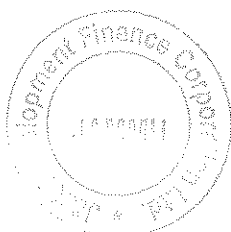
1. The Agency must have a minimum of three years' experience in supplying taxis to reputed private companies / Public Sector Companies / Banks/ Central and State Government Departments (copy of contracts to be attached).
2. The Agency should have a minimum average Annual turnover of Rs. 20.00 Lakh in last three years. A copy of turn over statement along with ITR must be enclosed with the tender document.

II. Relating to the vehicle and its use

1. The date of purchase of vehicle provided should not be earlier than January.2024.
2. Vehicle can be used all days of the week including holidays. The vehicle shall be at the disposal of the officer concerned all the days of the month.
3. There should be at least two sets of white seat covers, towels and napkins for each vehicle. It should be changed every week. There should be an air spray in every vehicle. The items mentioned shall be made available at the cost of the owner of the agency/ firm.
4. LPG cylinder shall not be used as fuel for running the vehicle in any case.
5. The vehicle will have Departmental logo/sign as provided by Department and in no case any religious/caste/political logo/sign etc.
6. Vehicle should carry necessary permits/ clearance from the Transport Authority or any other relevant Authority required as per law. The vehicle should also carry necessary pollution certificates issued by the relevant authority.
7. All the Insurance/maintenance/ services during the contract should be provided by the service provider.
8. The Vehicle will be used anywhere in UT of J&K as well as outside J&K for official Purpose.
9. The maximum bid value of tender is Rs.30000/- (Including Taxes) per vehicle per month.

III. Relating to Driver:

1. The vehicle provided by the service provider will be driven by the official driver of the Company i.e JKDFC.
2. The vehicle will be in the possession of the official driver of the company i.e JKDFC.



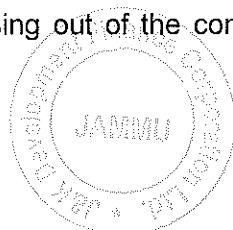
(Signature of Bidder with date and stamp)

IV. Technical / Financial Bid

1. The tenderer shall sign each page of the tender document as a token of having read and understood the terms and conditions contained therein.
2. The financial bids of only those bidders who have qualified in the technical bid shall be opened and taken for consideration.
3. Utmost care may kindly be taken to upload price schedule. Any changes in the format of Financial Bid/Price Bid format shall render it unfit for bidding.

V. General

1. It is also the service provider's absolute responsibility to take care of any damage/repairs caused to the vehicle during the period of the contract.
2. In case the condition of vehicle is not found to be satisfactory or in case of breakdown or in case the vehicle does not report on time/ does not report at all, this office would have the right to hire a vehicle from the market and the additional cost incurred by this office will be borne by the service provider.
3. The billing will be done on a monthly basis. The monthly bills in duplicate shall be submitted to the office of the JKDFC for vehicle supply. The department shall not make any advance payment and shall have no claim against the department for any delayed payment.
4. Once the hiring of vehicle commences, the vehicle should not be normally changed unless instructed by the hiring department. Change in the vehicle, if necessary, should be intimated in advance.
5. The hiring office shall be at liberty to withhold any of the payments in full or in part for default in service and / or for the loss incurred by the Department as a result of theft, burglary etc or any illegal act on part of the service provider or his employee causing any loss to the hiring office whether directly or indirectly.
6. The vehicle provided should be for exclusive use of the hiring office. The vehicle deployed will not be used for any commercial/ personal purpose during the contract period.
7. The department reserves the right to withhold the payment of the service provider for non-compliance of any terms-conditions of this tender.
8. **Agreement:** - The successful bidder will have to execute a contract agreement with the department after the tender process on the lines of terms and conditions and the validity of contract agreement will be for a period of one year from the date specified in the Award of Contract. The contract can be cancelled, in the event of poor service or violation of any of the conditions stipulated in the tender document or the contract.
9. Apart from the service provider having to bear the costs for hiring replacement vehicle, penalty of Rs.500/- per day per vehicle shall be levied if any vehicle fails to report for duty in accordance with above terms and conditions or to the satisfaction of the office.
10. The contract for the vehicle shall be valid for a period of 13 months with effect from the date mentioned in Award of Contract subject to clause/(s) of terms & conditions.
11. In case of any dispute issue relating to the tender or the contract agreement, it shall be referred to be the General Manager JKDFC whose decision shall be final, conclusive and binding.
12. Disputes arising out of the contract shall be subject to the jurisdiction of Courts of J&K.

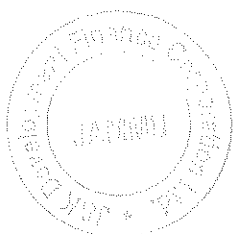


(Signature of Bidder with date and stamp)

TECHNICAL BID**TECHNICAL/QUALIFYING BID FORM FOR TENDER OF HIRING OF VEHICLE BY THE OFFICE OF JKDFC**

1.	Name of the Bidder:	
2.	Complete Address:	
3.	Mobile No. of the Bidder:	
4.	PAN No with proof	
5.	GST No with proof	
6.	Details of the vehicles offered (Name of the Vehicles provided) Annexure VI	
7.	Whether the vehicle offered are as per the specifications mentioned in the Schedule to the Notice Inviting Tender	Yes/No {Please Tick one}
8.	ITR for Assessment Year for last 3 years	
9	Average turnover for last three years (Rs 20.00 Lakh). Certified by CA	
10	Min 3 yrs of experience in supplying vehicles to reputed Pvt Companies/ Central & state Govt/ CPSE/ Banks (copy of contracts attached)	

- Copies of PAN and GST Registration must be mandatorily attached with the bid. In the event of failure to do so the bid would be rejected. Further it is clarified that no document will be accepted by the department once the bid is submitted by the bidder.



(Signature of Bidder with date and stamp)

ANNEXURE – III

AFFIDAVIT

That I, Shri _____ aged _____ years, son of Shri _____
Residing at _____ do hereby solemnly affirm and state as under: -

That I am the proprietor/partner/ Director of M/s _____

2. That, I have neither been convicted of any crime nor any cognizance has been taken against me by any Court of Law for any crime till date.

3. That my Agency /firm has not been blacklisted or debarred from participating in any tender by any Central/State Government Department or Central or State Government undertaking.

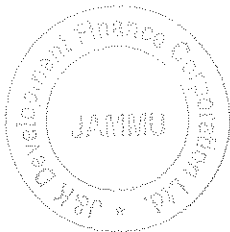
The above statement is true to the best of my knowledge and belief.

Deponent

Witness

- 1.
- 2.

(All details have to be filled and signed copy has to be scanned and uploaded online as part of Technical Bid)



ANNEXURE-IV

TENDER ACCEPTANCE LETTER

(To be given on Company Letter Head)

To

General Manager
JKDFC, J&K,

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No: _____

Name of Tender / Work: -

Dear Sir,

1. I / We have downloaded / obtained the tender document(s) for the above-mentioned 'Tender/Work' from the website(s) namely _____ as per your advertisement given in the above-mentioned website(s).
2. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents (including all documents like annexure(s), schedule(s), etc.), which form part of the contract agreement and I / we shall abide hereby by the terms / conditions / clauses contained therein.
3. The corrigendum(s) issued from time to time by your department/ organization to have also been taken into consideration, while submitting this acceptance letter.
4. I / We hereby unconditionally accept the tender conditions of above-mentioned tender document(s) / corrigendum(s) in its totality/entirety.
5. I / We do hereby declare that our Firm has not been blacklisted/ debarred by any Govt. Department/ Public sector undertaking.
6. I / We certify that all information furnished by our Firm is true & correct and in the event that the information is found to be incorrect/ untrue or found violated, then your department/ organization shall without giving any notice or reason therefore or summarily reject the bid or terminate the contract, without prejudice to any other rights or remedy.



Yours faithfully,
(Signature of Bidder with date and stamp)

Annexure 'VI'

Details of Current vehicle

(Details required. Also, legible copy of RC, Insurance & PUC to be attached)

Sr. No.	Registration Number	Owned/Leased/Hired	Make and Model	Manufacturing date	Insurance Number & Validity date	PUC Number and validity date
1						