

F.No:- 48(8)2017- 18/A-I/DK-PAN/453

Date:- 29/08/2017

Tenders for Hiring of Vehicles

To,

Subject:- Hiring of Vehicles/Cars on Monthly and day to day basis for
official Use in the Doordarshan Kendra, Panaji, Goa

Sir,

1. Sealed quotations are invited from registered Transporters/Tours and Travel Agents situated within State of Goa having Cars/Vehicles manufactured after 01.01.2013, for hire on monthly as well as on Day to Day basis as and when required, for official use of the Doordarshan Kendra, Panaji for a period of One Year on the following terms and Conditions.

2. Scope of Contract

The Tender is for awarding the contract for hiring of vehicles on daily and monthly basis as per requirement, Doordarshan Kendra, Panaji may need following types of vehicles:

Tata Sumo/Qualis/Tavera/Maruti Van/Maruti Dzire/Ertiga/WagonR/

Icon/Accent/Lancer

Maruti SX4/ Innova

2.1 However, it may be noted that the vehicles to be hired and the number of days of hiring may vary depending upon the actual requirement.

2.2 Night Charges will be applicable between 9.00pm & before 6.00am.

2.3 Tender will be evaluated on the base charges for hiring of vehicles.

2.4 In case if applicable night charges, overstay charges will not be paid.

...2/-

3. Period of Contract

The contract is to be awarded for a period of one year from the date of issue of contract award and the rates at which the contract is awarded will be valid throughout the contract and no claims whatsoever on account of increase in the rate of fuel and other factors such as statutory payments, minimum wages etc. shall be entertained and it will be responsibility of the contractor to bear such additional expenses. However, if there is any downward revision of the rates due to revision of Government Levies etc. or any reason, the same shall be passed on to the DDK PANAJI through appropriate reduction of the contracted rates.

4. Qualifying requirements:

- 4.1 The tenderer should have a registered and well established Tourist/Transport Agency/Firm having sufficient number of latest models of vehicles for hiring proof to this effect to be enclosed along with the tender. In addition, attested list of vehicles owned by the tenderer must also be attached.
- 4.2 Size of Fleet: The Firm submitting the tender must have sufficient fleet of two vehicles out of which atleast one vehicle should be manufactured after year 2014, and proof to this effect should be enclosed.
- 4.3 Location of Firm: The Firm submitting the tender should be located within the state of Goa. The Vehicles as requisitioned by this Department should reach the stipulated destination located within Goa, within a maximum time of 60minutes+/- 10 minutes, irrespective of the location of the transport agency who has been awarded the contract.
- 4.4 Age of Vehicles: The Vehicle provided should be manufactured after 01.01.2013 and should be well furnished. The registration numbers of the vehicles provided, will have to be intimated to this department. In case condition of vehicle is not found to be satisfactory, they shall be returned for immediate replacement.
- 4.5 Driver: The firm would ensure that the drivers employed have valid driving license and carry the necessary registration papers, security check verified and well conversant with the traffic rules/ regulations and city roads/ routes. It will be the responsibility of the driver to get the duty slips and log book entries indicating start kilometer, end kilometer, distance covered and time from DDK PANAJI to places visited etc. for each occasion of journey, signed by the officer/ staff travelling on a day to day basis.


- 4.6 Service support: The firm should have adequate number of telephones for contact. DDK PANAJI may request for the vehicle at short notice and then the firm shall provide the vehicle within such time on receipt of the request in writing/ over phone failing which DDK PANAJI is at Liberty to make alternative arrangements.
- 4.7 Insurance papers: It will be the responsibility of the transporter to carry the proper valid insurance at all times in respect of the vehicle. Proof of valid insurance of all the vehicles quoted by the firms should be enclosed. He shall also agree to indemnify the DDK PANAJI against all losses and claims arising out of any negligence or misconduct on the part of the operator or agent. Necessary proof to this effect should be enclosed along with the tender. Tenders without such documents will be rejected.
- 4.8 Accident Handling: If during the course of engagement of the vehicles to the service of the DDK PANAJI, any accidents etc. occurs either to the vehicle or to the third party, Deptt. Will not be responsible and any liability arising out of such accident will be the responsibility of the firm only.
- 4.9 Adherence to all statutory requirements: The firm shall comply with all statutory enactments, provisions relating to services offered by them.
- 4.10 For the purpose of calculation of time & Distance (KM) beginning and ending at the DDK PANAJI headquarter located at Altinho, Panaji, Goa will be the point for calculation of Kms/hours. Kilometer considered and time of duty for payment will be to and from DDK PANAJI premises.
- 4.11 The journey to the destination and back shall be undertaken by the shortest route possible. In case of breakdown of any vehicle during duty, it shall be the responsibility of the firm to provide a replacement immediately. If no replacement is provided in time, alternative arrangement will be made and the cost thereof will be deducted from the payment to be made to the firm.
- 4.12 Toll tax, entry tax, and permit fee for crossing border if any, parking charges will be borne by the DDK PANAJI for which the original receipts should be submitted.
- 4.13 The vehicles deputed should carry all relevant papers duly updated.
- 4.14. All incidental expenditure towards repair will be borne by the vehicle owner.
The Firms should have the capacity of repairing their vehicles in repair a short time and during repair time the firm would place a substitute vehicle along with driver immediately.
- 4.15. The vehicle provided to the DDK PANAJI should fulfill the norms prescribed by the government of Goa, Department of Transport for Hired Vehicles.

- 4.16 No advance payment is payable by the DDK PANAJI to vehicle firms. The billing will be done on a monthly basis and it should be submitted by the firm by the first week of the following month. The payment will be made only for those log book and duty slips which have been signed by the I/C or any authorized officer of DDK PANAJI. It will be the responsibility of the driver to get the log book entries indicating start kilometer, end kilometer, distance covered, time from DDK PANAJI, places visited and back to DDK Panaji etc. Log Sheets are to be signed on each and every occasion the said hired vehicle leaves and returns to the premises, the officials using the vehicle need to verify the details in the log sheet attached to the said vehicle.
- 4.17 Goods & Service Tax: The rates should be excluding the goods & service tax. The amount towards the goods & service tax should be mention separately in the bills, in case of exemption, firm should produce the necessary undertaking as per the guidelines.
- 4.18. While the DDK PANAJI has a regular requirement for hiring of vehicles it shall have the right not to utilize the services at all or any time or any period without giving any notice.
- 4.19 In case of dispute of any kind and in any respect whatsoever, the decision of Head Of Office, DDK PANAJI shall be final and binding.
- 4.20 The contract could be considered for extension based on satisfactory service performed by the firm and by mutual agreement for such further period as may be agreed upon, but not exceeding one year at a time.
- 4.21 The DDK PANAJI shall be liable to pay the hiring charges only. All other liability being the owner of vehicle shall be borne by the contractor.
- 4.22 The disputes, if any, arising out of this contract will be subjected to the jurisdiction of the courts in Goa only
- 4.23 The DDK PANAJI reserves the right to reject all or any of the offers or accept more than one offer.
- 4.24 The competent Authority reserves the right to reject any tender/quotation at any time without assigning any reason whatsoever.
- 4.25. Tender validity: quotation should be valid for 90 days from the date of opening.

5 Bid Documents:

- 5.1. Sealed tenders in the prescribed form in an envelope duly super scribing "Tender for Hiring of Vehicles for DDK PANAJI and addressed to Deputy Director (Engg), Doordarshan Kendra, Altinho, Panaji – 403001 should reach on or before 12.00hrs on **18-09-2017**. Request for extension of submission date of tenders will not be considered.
- 5.2. Tender will be opened in Chamber of Sr. Administrative Officer, Doordarshan Kendra Panaji, on **18-09-2017**. at 3.00pm in the presence of authorized representative of bidding firms.
- 5.3. The Tender should be submitted in the proforma given in Annexure-I and Annexure-II. It should be duly signed by authorized signatory and should bear the stamp of the firm company on each page. A Declaration should also be submitted as given under Annexure duly signed by the authorized person of the firm.
- 5.4. Late/Delayed tenders to any reason whatsoever will not be accepted/considered at all under any circumstances.
- 5.5. Bidder must accept all the conditions of tender and sign on every page of Tender Documents must be submitted along with financial bids in the prescribed format (Annexure-I and Annexure – II).

Yours faithfully


DRAWING AND DISBURSING OFFICER
DOORDARSHAN KENDRA PANAJI

1. Copy to Assistant Engineer (Shri. M.G.Tamse) DDK Panaji for uploading on the web page of DDK Panaji.