

CENTRAL INSTITUTE OF HIMALAYAN CULTURE STUDIES

Dahung:: West Kameng District:: Arunachal Pradesh-790 116

Website:: www.cihcs.edu.in, E mail:: cihcsoffice@gmail.com

(An Autonomous Body of the Ministry of Culture, Govt. of India)

TENDER DOCUMENT FOR PROVIDING VEHICLE HIRING SERVICE ON MONTHLY BASIS FOR DIRECTOR, CIHCS, DAHUNG

F.No.4-161/2023/CIHCS/7931-33

Dated Dahung, the 3rd Nov., 2023

Central Institute of Himalayan Culture Studies (CIHCS), Dahung, P.O. Tenga Valley, West Kameng District, Arunachal Pradesh invites Sealed tenders for quotations from experienced transport agencies/ service provider/commercial vehicle owners for providing vehicle hiring service on monthly/Kilometre basis for performing official duties in the office of the Director, CIHCS, Dahung.

1. TERMS & CONDITIONS:

- 1.1 Tender fee (Non-refundable): **1,000.00 (Rupees one thousand)** only to be deposited in favour of **CIHCS, Dahung** by means of Demand Draft/Banker's Cheque payable at SBI Tenga Valley (Bank code: 03594) branch. Non-submission of the Tender fee shall lead to non-consideration of the Tender.
- 1.2 Bid security/ Earnest Money Deposit (EMD): Renderers/ bidders shall have to deposit Bid Security/EMD of **20,000.00 (Rupees Twenty Thousand)** only in the shape of Accounts Payee Demand Draft, Fixed Deposit Receipt, Banker's cheque or Bank Guarantee valid for 6 (six) months drawn in favour of CIHCS, Dahung payable at SBI, Tenga Valley (Bank Code: 03594), along with the bid. Non submission of the bid Security/ EMD with bid shall make the tender/bid liable to be rejected. The Demand Draft/ Bankers Cheque for Tender cost/Fee and Bid Security/EMD should be prepared separately.
- 1.3 The Tender of vehicle should be submitted along with all the necessary documents in the format provided with this tender notice.

2. SPECIAL TERMS AND CONDITIONS:-

- 2.1 Rates quoted must be inclusive of all applicable taxes.
- 2.2 The tenderer must have the vehicle in the name of his/her firm/agency.
- 2.3 The vehicle should be commercial and 2022 or above models and shall have clean seat covers/upholstery, good look and should be in perfect condition fulfilling the latest emission norms of Government of India. The vehicle should not have run for more than 20,000 Kms.
- 2.4 The vehicle will be used to perform routine official duties from CIHCS, Dahung to Tenga/Singchung/Bomdila/Dirang/Tawang/Kalaktang/Tezpur/Itanagar/Gauhati etc. and back.
- 2.5 Monthly kilometre will be of minimum **2000 kilometres (approximately 280 hours)**.
- 2.6 The rates are to be quoted for hiring of vehicle on monthly basis for a specified kilometre of 2000 Kms. Beyond that the agency/contractor will be paid on per kilometre rate that needs to be quoted along with the monthly rate.
- 2.7 Vehicle suppliers should submit all valid documents such as vehicle registration, insurance with updated road tax payment, pollution control certificate etc. to the office after finalization of tender. The Driver should have valid driving license issued by the authority. He should be well mannered/disciplined and adequately educated so as to maintain Logbook. He should be well conversant with all traffic signals, roads and routes.
- 2.8 The driver should report every morning at **8.45 A.M.** to the institute on normal working days along with the vehicle, except in case additional instruction is given separately.
- 2.9 In case of non-availability of requisitioned vehicle, it will be the responsibility of the suppliers/transporter to make alternative arrangements for supplying similar type of vehicle.

- 2.10 Payment of monthly bill shall be made within one month of the presentation of the bill. The bill must be submitted in duplicate along with a photocopy of the logbook.
- 2.11 The successful bidder should maintain a logbook to record duties performed and should be duly signed by the user. Daily opening and closing kilometres reading of the odometer along with time and date at the point of starting/ending journey of vehicle must be recorded in the logbook. It should be ensured that there is no overwriting in logbook. Log book should be verified by the Competent Authority of this Institute.
- 2.12 No advance payment shall be made under any circumstances.
- 2.13 The service contract will be valid for one year from the date of execution of contract.
- 2.14 CIHCS, Dahung shall not be responsible for any damage to the vehicle in case of accident or otherwise, theft of vehicle/ parts and accessories therein. Similarly, CIHCS, Dahung shall not be responsible for any third party claims. The authority shall not be responsible for any challan and disobeying Traffic Rules caused by the Driver.
- 2.15 In case of breakdown/servicing/repair, the agency/service provider shall provide alternate vehicle of same model failing which vehicle shall be hired from any other source at the risk and cost of the successful bidder.
- 2.16 Suppliers will be solely responsible for any kind of repair and maintenance of the vehicle.
- 2.17 The maintenance cost, charge of POL (fuel & other consumable), road tax, permit fee, passenger tax, other charges, salary of the Driver, the over time duty performed by the Driver etc. are the responsibility of the service provider and should be paid by the transporter/agency/service provider.
- 2.18 The agency shall ensure that the odometer of the vehicle is properly sealed so that no tempering is done to inflate kilometre distance travelled.
- 2.19 CIHCS, Dahung reserves the right to get the odometer calibrated or checked at any time at its sole discretion and in the event of any error/fault in the meter being noticed, the bill for the journey undertaken (including those undertaken earlier) would be adjusted, besides any other penal action which may even lead to termination of the contract.
- 2.20 The provided vehicle must be fully and comprehensively insured covering the risk of the driver and all the passengers also.
- 2.21 The driver should always remain with the vehicle during the entire period of duty. In case of any urgency, the driver may seek permission from the Competent Authority of CIHCS, Dahung.
- 2.22 Once particular driver has been attached with a particular vehicle normally service provider should not change the driver in casual manner unless and until directed to do so by the office.
- 2.23 The agency/transporter/vehicle suppliers should always keep necessary tool kit with the vehicle and updated "Pollution' under Control Certificate " with the vehicle.
- 2.24 In case of non-reporting/refusing to provide the requisite vehicle, the same will be hired from any other sources at the risk and cost of the Transporter, besides any other penal action, which may even be termination of contract.
- 2.25 In case of quality of service provided by the contracted agency/suppliers is found unsatisfactory, the Competent Authority may terminate the contract/agreement without assigning any reason and performance Guarantee Deposit will be forfeited.
3. All Bidders should mandatorily give their Bank A/c. details to enable the office for releasing the dues (if any) via e-payment basis.
4. The successful bidder must supply the vehicle within the stipulated time limit mentioned in the supply order. In case, the firms fail to execute the supply within the time limit, the bid security would stand forfeited and supply order shall be cancelled.

5. **Performance Security:** The successful bidder must deposit Performance Security of **35,000.00 (Rupees Thirty Five Thousand)** only in the shape of Demand Draft/Bank Guarantee payable in favour of the CIHCS, Dahung, West Kameng District, Arunachal Pradesh, India for supply of transport service/vehicles as per instructions provided in the supply order. The bank guarantee should cover the entire contract period of one year duration from the date of supply of vehicle/transportation service.
6. Legal jurisdiction for all disputes shall be within the purview of the Bomdila Court, West Kameng District, Arunachal Pradesh, India.
7. All bidders shall give an undertaking that they fully and unconditionally agree to abide by all the terms and conditions which, if needed, may be modified at the discretion of the competent Authority of CIHCS, Dahung, for which confirmation from the supplier shall be taken. Non submission of the undertaking may lead to rejection/non-consideration of the tender.
8. **The bidders should mandatorily sign on every page of the Tender Document and submit the same along with the bid,** which would show their unconditional acceptance of all the terms and conditions of the Tender Notice/Document.
9. Other terms and conditions, as may be decided by the competent Authority of CIHCS, Dahung from time to time, depending upon the condition & requirement of the supply. The intimation in this regard, shall be provided well in advance & the bidder/supplier shall be bound by the bid terms & conditions.
10. The tender should be dropped in the Tender Box at CIHCS, Dahung, Arunachal Pradesh or sent by registered post only. The envelope must be superscribed as "**QUOTATION FOR VEHICLE HIRING SERVICE**" against Tender No. _____ due on _____.2023. The tender should be addressed to **the Director, CIHCS, Dahung, P.O. Tenga Valley, West Kameng District, Arunachal Pradesh - 790116** and should reach this office **on or before 23/11/2023 upto 12:00 Noon.** Tenders received or dropped in the Tender Box after the due date shall not be considered under the any circumstances.
11. **Tenders (bids) shall be opened on 24/11/2023 at 11:00 AM** in the Library, CIHCS, Dahung, West Kameng District, Arunachal Pradesh. **Interested bidders may like to attend the same as per schedule.**
12. The Director, CIHCS, Dahung reserves the right to reject any or all tenders in part or full, without assigning any reason thereof.
13. The Conditional tenders/quotations/bids will not be entertained and the same will be rejected automatically.
14. For any query/clarification, please write to Email: cihcsoffice@gmail.com

Encl: Tender documents

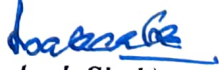
Sd/-
(Dr. Gurmet Dorjey)
Director,
CIHCS, Dahung

Dated Dahung, the 3rd Nov., 2023

Memo No: 4-161/2023/CIHCS/

Copy to:

1. The Chairman and all the members of the Tender opening committee for information and with a direction to open the tenders on 24/11/2023 at 11 AM in the Library.
2. Dr. B. Lahkar, Computer Instructor and Website in-charge for uploading the tender notice in the website of the institute at the earliest.
3. Office copy.


(Aakash Shah)
Administrative cum Accounts Officer
CIHCS, Dahung

TENDER/ BID FORM

(To be submitted on letterhead of the firm/agency)

Ref. No.-----

Date-----

To

The Director,
Central Institute of Himalayan Culture Studies (CIHCS), Dahung
West Kameng District,
Arunachal Pradesh - 790116

Sub:- Tender for vehicle hiring services on monthly basis for official use at CIHCS, Dahung

Ref:- Your Tender Notice No.....

Sir,

I/We intend to submit the quotation on the subject captioned above and hereby consent to agree/accept all the terms and conditions stipulated in Tender documents No. _____ dated ____, ____, 2023. I/We hereby quote our rates for providing vehicle hiring services on monthly basis for a minimum of 2000 Kms. per month and also rate per kilometre as offered hereunder:

Vehicle details		Charges for vehicle hiring services (inclusive of all applicable taxes) (Rupees in words and figures)	
		Rate for 2000 Kms. Per month	Rate per Kilometre Beyond 2000 Kms.
Types of vehicle:	SCORPIO CLASSIC	Rs. (Rupees)	Rs. (Rupees)
	SCORPIO N	Rs. (Rupees)	Rs. (Rupees)
	BOLERO B6	Rs. (Rupees)	Rs. (Rupees)
	BOLERO NEO (N8)	Rs. (Rupees)	Rs. (Rupees)
Vehicle No.:			
Model year:			

(Signature of the Authorized Signatory)
With seal/rubber stamp

(To be submitted on letterhead of the firm/agency)

Details of the Agency

01.	Name & registered address of the agency / firm / vehicle supplier <i>(enclose self attested photocopy of Trading Licence / Registration Certificate)</i>
02.	Name of the authorized signatory	
03.	Phone/Mobile No. of authorized signatory	Phone..... Mobile.....
04.	Bank account details of the firm <i>(attach self attested photo copy of the pass book)</i>	
05.	The details of PAN/TAN and other statutory Registration <i>(attach self attested photocopy of the document)</i>
06.	Details of vehicle hiring services provided to Govt./CAB/PSU or Private sector, if any <i>(enclose self attested photocopy of order)</i>
07.	Details of Tender cost & EMD	<u>Tender cost:</u> Amount: Rs. 1,000/- (Rupees one thousand) only Demand Draft No..... Date of issue..... Issuing bank..... <u>EMD:</u> Amount: Rs. 20,000/- (Rupees Twenty Thousand) only Demand Draft No..... Date of issue..... Issuing bank.....

I/We undertake that documents are genuine/ authentic and nothing materials have been concealed and that I/We are not debarred by any Government organization and is competent to undertake contract for providing vehicle hiring services. I/We understand that the contract is liable to be cancelled, if found to be having obtained through fraudulent means/concealment of information.

Date:

Place:

(Signature of the Authorized Signatory)
With seal/rubber stamp of bidder