



# उत्तराखण्ड विद्युत नियामक आयोग

'विद्युत नियामक भवन' निकट आई.एस.बी.टी., पो0ऑ0-माजरा, देहरादून-248171

PH. 0135-2641115 FAX- 2641314 Website www.uerc.gov.in E-mail- secy.uerc@gov.in

## वाहन हेतु निविदा सूचना

आयोग कार्यालय के उपयोगार्थ डीजल चालित वाहन मय चालक सहित की एक वर्ष के लिए किराये पर लिए जाने हेतु अधिकृत एवं अनुभवी फर्मों से मोहरबन्द निविदाएं आमंत्रित की जाती है। निविदाएं निर्धारित प्रपत्र में मय दस्तावेजों सहित दिनांक **19.06.2019** को अपरान्ह **02.00 बजे** तक आयोग कार्यालय में जमा की जा सकती है, जो कि तद्दिनांक को साय: **04.00 बजे** उपस्थित निविदादाताओं अथवा उनके प्रतिनिधियों के सम्मुख समिति द्वारा खोली जायेंगी। निविदा की विस्तृत शर्तें एवं प्रपत्र आयोग की वैबसाईट [www.uerc.gov.in](http://www.uerc.gov.in) से देखी एवं डाउनलोड की जा सकती है। अधोहस्ताक्षरी के पास निविदा को निरस्त करने का अधिकार सुरक्षित होगा।



# Uttarakhand Electricity Regulatory Commission

'Vidyut Niyamak Bhawan',

Near ISBT, PO- Majra, Dehradun-248171

PH. 0135-2641115 FAX- 2641314 Website www.uerc.gov.in E-mail- secy.uerc@gov.in

## Quotation for Hiring of Vehicles

Tender Date.	28.05.2019
Last date of deposit of tender	19.06.2019 at 14.00 Hrs.
Tender to be opened on	19.06.2019 at 16.00 Hrs.

1. Sealed tenders are invited for Hiring of 01 or more Vehicles for UERC's office for a period of one year from the date of award of contract. Contract period can be extended further as per UERC's requirement on the same rate and Terms & Conditions, if the services of the contractor are found satisfactory.
2. The quotations in sealed cover should be deposited in this office **upto 14:00 hrs. on 19.06.2019**, which shall be **opened on same date at 16.00 hrs.** by the Committee in presence of the bidders or their representatives.
3. Tenders are invited in two parts namely : 1) Technical Bid (Annexure-II) and 2) Financial Bid (Annexure-III). Both the bids should be separately placed under single envelop. The cover/envelope containing the bids should be super scribed with: "Quotation for Hiring of vehicles." The Financial bids of only those tenderers shall be opened who qualify in technical evaluations.
  - a) The Technical bids (Annexure-II) consist of following documents:-
    1. Bid Security Amount.
    2. Copy of GST registration.
    3. Copy of PAN & firm registration.
    4. Proof of Annual turnover for Past 02 financial Years.
    5. Proof of documents having supplied at least 05 nos. of four wheeler in Govt./ Semi. Govt./PSU Department.
  - b) The Financial bids (Annexure-III) consist of rates should be in prescribed format at Annexure-II.
4. The interested Firms/Agencies may submit the tender document complete in all respect along with bid security of Rs 30,000/- alongwith other requisite documents to Secretary, Uttarakhand Electricity Regulatory Commission, 'Vidyut Niyamak Bhawan' Near ISBT, P.O Majra, Dehradun-248171 or submitted to the Commission's office upto 14.00 hours on 19.06.2019. The tenders shall not be entertained after this deadline under any circumstances whatsoever.
5. The bidder must deposit Rs. 30,000/- (Rupees Thirty thousand only) as Bid Security (Non- Interest Bearing). The Bid Security shall be in the form of CDR/FDR from any nationalized bank payable at Dehradun in favour of Secretary, UERC, valid for 90 days from the date of tender opening. The successful bidder's bid security will be discharged upon the bidder's acceptance of the award of contract and bid security of the unsuccessful bidder(s) will be discharged/returned after finalization of the tender.
6. A list of office where such jobs have been undertaken with documentary proof of having performed them satisfactorily may be furnished with the tender.
7. Any Cutting/Overwriting/Erasing in the rates will render the entire tender invalid.

8. Submission of tender will signify the acceptance of all terms and conditions of the contract as above. It will not be obligatory for this office to accept the lowest quotation & no explanation shall be given for the cause of rejection of quotation to any tender.
9. This office reserves the right to reject/any/all tender (s) without assigning any reasons whatsoever. Canvassing in any form will be considered as disqualification from award of contract.
10. Please also see Annexure-I for terms and conditions of the contract and Annexure- II & Annexure-III to be filled by the tender (s) giving their details & rates of Hiring of Vehicles.

Secretary  
Uttarakhand Electricity Regulatory Commission

**The Contract shall be governed by the following terms and conditions:**

**Legal:**

- i) The contractor/firm must have PAN & GST nos.
- ii) The minimum average annual turnover of the contractor shall not be less than **Rs. 01 Crore** during past two financial years. Proof of documents must be attached by the contractor.
- iii) The contractor/firm will have to get the police verification of all the drivers at their own cost.
- iv) The Contractor should have supplied at least 05 nos. of four wheeler light motor vehicles, singly to Government/Semi Govt./PSU in any one span of preceding three years of continuous. Proof of documents must be attached by the contractor.
- v) The driver of the car should be holding a valid driving license, well experienced and should have knowledge of transport rules. He would be expected to be properly dressed and well behaved.
- vi) Driver will always keep his registration certificate, pollution certificate complete comprehensive insurance certificate etc. and other such documents ready as required by the Govt. Authority for checking.
- vii) UERC shall not be responsible for damage of any kind of any mishap/accident caused to the car(s), driver (s) or any other party while performing duty for this office. All liabilities legal or monetary shall be borne by the firm.
- viii) UERC reserves to cancel the contract, at any stage without assigning any reason. The service provider will not be entitled to claim any compensation against such termination. However, while terminating the contract, if any payment is due to the contractor for services already performed in terms of the contract, the same would be paid as per the contract terms. In case of any dispute, the decision of Secretary, UERC shall be final.
- ix) In the event of backing out of the contract midstream, without any explicit consent of this Department, the firm will be liable for recovery of higher rates, vis-à-vis those contracted, which may have to be incurred by this Department on transportation of officers for balance period of contract through alternative means.
- x) Above act of backing out may debar the contract or from any future dealing with the Department. UERC reserves the right to obtain the services from other sources.
- xi) Contract may be assigned to one or more contractors depends upon lowest rate of vehicle.
- xii) All the contractor shall have to comply with relevant laws and rules issued from time to time relating to business and pay due taxes to concerned Govt. agencies. UERC will not be responsible for any lapse on the part of the contractor during or after the expiry of the contract.
- xiii) Successful tender will have to deposit Performance Security guarantee @ 10% of the contract value in the shape of FDR for the period of contract within a month of the issue of contract letter. Performance Security Guarantee shall be forfeited, if the firm is found violating any of terms and conditions or the contractor's service is found unsatisfactory.
- xiv) The Secretary, UERC, shall have the right to reject any or all offers/bids without assigning any reason thereof.
- xv) The quotation shall be valid for next **06 months**.
- xvi) All disputes arising out of or touching or relating to the subject matter shall be subject to the jurisdiction of District Court, Dehradun.

**Commercial:**

- i) The number of cars to be engaged is not fixed and will vary as per requirement of the UERC. Initially UERC will hire one or more vehicle on regular basis. Whenever, UERC would require more cars, the same will be provided by the firm at the same rate. The firm should make additional taxies available on written/request.
- ii) Actual parking charges/toll taxies/entry/state taxes in connection with official duty will be reimbursed along with the monthly bills.
- iii) The vehicles to be provided by the contractor should be well maintained & should not be more than 01 year older Model.
- iv) The log book will be maintained by the authorized person and filled and signed by the user of the vehicle and will be kept with vehicle.

**Rates:**

- i) The mileage for use of the vehicles will start from assigned place where the driver is scheduled to report for duty. i.e. UERC office or at any of assigned officer's residence (to be indicated to driver by the concerned officer. No night charges separately (apart from as paid for extra hour of duty) will be paid.
- ii) The vehicle will have to be replaced/arranged in case of break down/accident. The charges quoted include the repairs & maintenance costs to that extent, nothing additional is payable.
- iii) The taxi shall be provided along-with Driver. The taxi and driver must be available for 24 hours duty and vehicle shall remain parked in premises of concerned Officer of UERC during night at owner's risk. Otherwise mileage to and fro from Contractor's garage to UERC office/officer's residence shall be deducted by the Contractor on his bill.
- iv) Cars are normally expected to remain with this office on 06 days in week, but may also be required for longer hours and weekend/holidays.
- v) UERC will pay to the Contractor only the monthly hiring charges on pro-rata basis along with running charges as the case may be. Nothing beyond this shall be paid to the Contractor. The payment of salary/claims of the driver of the taxi shall be entirely the responsibility of the Contractor.
- vi) All the charges towards repairs/servicing, salary of driver, diesel or any incidental expenses on operation and maintenance etc. will be borne by the firm.
- vii) The approved rates will not be changed during the period of the contract.
- viii) The Contractor shall produce the pre-receipted bill every month to the Secretary, UERC, Dehradun in duplicate along with the copy of log book for payment. The payment of the same shall be made to the Contractor within fifteen days. Necessary Income Tax and other levies if due shall be deducted from the bill as per rule.
- ix) GST shall be paid extra as per Government rules.
- x) Taxes levied for visit outside Dehradun will be paid additionally.

**Convenience:**

- i) The driver will have to be provided with mobile phones at the cost of the contractor.
- ii) The car and the driver deployed with an officer will not be changed without prior notice.
- iii) The agency must have a 24x7 working.
- iv) In case of any break-down, the firm will have to provide another vehicle immediately.

**Penalty:**

- i) In case the car is not made available on any particular day, a penalty @ per day charges on pro-rata basis will be levied per day and will be recovered from monthly bill.
- ii) In case the driver reports for duty for more than 15 minutes beyond the schedule time, a penalty of Rs. 100/- (Rupees One Hundred Only) would be levied, which will be deducted from the bill.
- iii) Additional penalty as the department feels appropriate can also be imposed if the contractor violates terms and conditions of contract.

\*\*\*

Technical bids

Particulars to be furnished by the Agency

1. Name of the Agency :
2. Address of the Agency :
3. Name of the proprietor of the Agency :
4. Mobile No. of Agency and Proprietor :

<u>Sl.</u>	<u>Particulars</u>	<u>Attached (Yes/no)</u>	<u>Remarks</u>
1.	Bid Security Amount		SDR/FDR no.....dated .....Rs..... <i>(original copy must be attached)</i>
2.	GST registration		
3.	PAN registration.		
4.	Firm registration.		
5.	Annual term over of Past 02 Years		
6.	List of works performing in other offices.		

**(copy of all documents shall required to be attached with Annexure-I)**

Any Other conditions, mentioned clearly. : .....

This is certified that the above facts are true, complete and correct to the best of my knowledge and belief. **This is also certified that this Agency is not black listed by any Government Department nor any criminal case is registered/pending against the Agency/Firm or its owner/partner anywhere in India.** It is certified that I/We have read and understood the terms and conditions of the Tender will abide by them till the completion of the contract period.

Dated:

Place:

Signature of authorized signatory with stamp

\*\*\*

Financial Bids

(should be placed in separate envelop)

Particulars to be furnished by the Agency

1. Name of the Agency :
2. Address of the Agency :
3. Name of the proprietor of the Agency :
4. Mobile No. of Agency and Proprietor :

Rates on Monthly Basis

Sl.	Category of Vehicle	Type	Rates of car on monthly basis	Night Charges of Driver (in case out of station per night)	Mileage (Per Liter)	GST
1.	Diesel fuelled Toyota Etios Car <i>(model should not more than 1 year)</i>	A.C				Included/ Excluded
2.	Diesel fuelled Hyundai Accent Car <i>(model should not more than 1 year)</i>	A.C				Included/ Excluded

Any Other conditions, mentioned clearly. : .....

Dated:

Place:

Signature of authorized signatory with stamp

\*\*\*