

प्राचार्य का कार्यालय
राजकीय पोलिटेकनिक, गया



निविदा संख्या :- 01 / 2020 - 21

संस्थान अन्तर्गत भाड़े पर वाहन
की सेवा उपलब्ध कराने हेतु निविदा प्रपत्र / दस्तावेज



NOTICE INVITING TENDER FOR HIRING CAR

Govt. Polytechnic, Gaya invites sealed tender form Agencies/Firms/ including partnership firms/Parties for supplying four wheeler Car (01). One A/C Car (including Driver & Diesel) on contract basis for official use at Govt. Polytechnic, Gaya.

1. Scope of Tender Work- To Supply one Car with Driver and Diesel at monthly rate of Rs. 34000/- on contract basis for official use.
2. Eligibility for Participation- Agencies/ Firms/ Parties who has Diesel Driver A/C Cars for Regular official use on fixed rate contract basis, are eligible for Participating in the tender. They should have alternative arrangement during breakdown.
3. Collection of Tender Documents- The tender document can be downloaded from Govt. Polytechnic, Gaya website (www.gpgaya.org). The interested bidders can download the tender documents from website and shall submit along with tender a DD/ Pay order for Rs. 1000.00 (One thousand Only) non refundable, drawn in favour of Principal, Govt. Polytechnic, Gaya, Payable at Gaya.
4. Period of Validity of Proposals- The offer submitted by bidder shall be valid for a Period of financial year 2020-21 from the Date of engagements.
5. Security Deposit- The Bidder Should deposit a DD/Pay order for Rs. 10000.00 (Ten Thousand Only) towards the earnest money (EMD) drawn in favour of Principal, Govt. Polytechnic, Gaya Payable at Gaya. EMD of successful bidder will converted to security deposit which will be returned after successful completion contract Period. In case of Unsatisfactory Performance by the contractor, Security deposit will be forfeited.

EMD of all unsuccessful Bidders will be returned after finalization of tender. No interest will be payable on the Earnest Money Deposit (EMD). Security deposit will be released without interest after 90 days (3 months) from the date of expiry of the contract.
6. Submission of tender- The submission of tender may be done by registered post/courier/speed post on or before..... to the address as given as Principal, Govt. Polytechnic, Gaya, At- Ghugharitand, Post-Chand Chaura (Bodhgaya –Bypass Road), Pin- 823001. The address of the Bidder should be also clearly written on the cover of the Bid.
7. Execution of Formal Agreement after acceptance of Tender- The Bidder who's tender is approved for acceptance, shall within 07 days of the receipt of the letter of offer of acceptance of work, Execute Formal Agreement with the tender accepting Authority. Work order will be issued to the successful Bidder, After the execution of the formal agreement.
8. Execution of The Work- The execution of the work should be strictly in accordance with the terms and conditions of the contract. The technical Specifications given in

Annexure I which is important Part of the terms & conditions of the work should be addressed to.

9. (a) Payment to the executing Firm/Agency/Party shall be made on monthly basis on availability of allotment of fund.
(b) Separate monthly Bill should be drawn against each Car stating its Registration no., Make and Mode, etc. The Tax as applicable should be shown separately.
(c) All Bills must be backed up by the copy of the daily Log Book.
(d) Payment will be released to the Agency/Firm/Party through comprehensive financial management system (CFMS) after scrutiny of Bills. Principal G.P. Gaya shall have right to with held Payment in full or in part subject to recovery if any.
10. Non- Transferable Tenders- The Agency/Firm/Party who secure the contract shall not assign or subset the work or any part of it to any other party or person. The tender is not transferable.
11. Tender document/Agreement or any direction issued is not Complied with or the Agency/Firm/Party is found to have Committee any breach thereof, the contract may be terminated in addition to the for feature to security deposit. The decision of the competent authority of the G.P. Gaya will be final in this regard. Any dispute or legal issue will be in Local Police Station in Gaya.

Schedule of Tendering Process:-

Issue of Tender Form	From 03.09.2020 to 18.09.2020	
Last Date of Tender Submission	Date- 18.09.2020/ 05.00P.M.	
Opening of Bid	Date- 23.09.2020/ 11.00 A.M.	

Technical Specification for Hiring Car

1. Only such bidder may apply whose car/ vehicle has been duly authorized by the concerned regional Transport Office (R.T.O.) for use as commercial Transport.
2. The contractor shall put into service only registered car with driver and diesel (Fuel).
3. The Car provided by the contractor should be in perfectly sound, Road worthy and in working condition.
4. The vehicle/Car should maintain regularly and properly by the contractor and should have clean interior and exterior.
5. As far as Possible the contractor should have alternative arrangement. There should be adequate back up of car to cope with Break down or maintenance, replacement of car shall be made by the Agency/Firm/Party with AC Class of Car.
6. The driver assigned duly with car should be changed under it is very urgent.
7. The car to be hired by Govt. Polytechnic, Gaya shall be on monthly hiring basis and therefore for executive use by office of Principal, G. P. Gaya. The car placed into service for G.P. Gaya cannot be hired out to any other organization and should be available when ever called for.
8. The car put into service should carry following documents and articles:-
 - (i) Valid registration Certificate issued by concerned R.T.O. or D.T.O.
 - (ii) Valid Pollution under Control (PUC) certificate.
 - (iii) Valid Road Tax Certificate (update)
 - (iv) Valid Insurance Policy documents (update).
 - (v) Tool Box, Small Spares, Jack and Tyres (stopping) in useable conditions.
9. The Contractor should insure that:-
 - (i) The driver employed hold valid driving licence (Min. 02 years Exp.) are well behaved, having communication skills at least in Hindi/English, conversant with the rules and regulations of driving and the knowledge of routes in Gaya and other parts of local Bihar.
 - (ii) The driver employed should wear neat dress while on duty. Rule/Regulation of the central govt. /State govt. must be followed during Covid-19.
 - (iii) The driver report to the user on time and maintain punctuality during duty hours.
 - (iv) The driver does not consume alcoholic drink while on duty.
 - (v) The driver always remains with the vehicle which on duty and in case of any urgency he shall seek permission of the user before leaving the vehicle (car).
10. In Case of any breakdown of car at the time of duty hour, the contractor shall make arrangement promptly for another car and no. mileage from the garage up to the

- breakdown point shall be paid. In case the user of the broken down car hires another car/Vehicle, the amount of hiring the car shall be paid by the contractor/Party.
11. Penalty levied by Police department for violation of any norms or regulation shall be sole responsibility of the contractor. Govt. Polytechnic shall in no way be responsible for such payments.
 12. The drivers on duty should ensure that the car is accompanied with a logbook issued for it. The log Book should be prescribed to the user of the car noting daily opening and closing meter (Kilometre) regarding at the point of reporting and released respectively. No extra mileage shall be allowed for a car to report from or to go back to garage of the user where ever feasible.
 13. Maximum distance covered in a month is 1500 K.M. maximum.
 14. Car Drivers will be for duty hours i.e. (24X 07) hours. The time of reporting may be vary as per requirement.
 15. If services are found not satisfactory, contract may be terminated without any explanation.
 16. The tender may be cancelled without any explanation or any reason.
 17. G.P.Gaya reserves the right to accept or reject any or all the offers either fully or partly without assigning any reason.
 18. The contract will be operative for financial year 2020-21, extendable by G.P.Gaya for another period of two years subject to satisfactory working, on the same term and conditions.
 19. Income Tax at source under section 194 C of the Income Tax act 1961 from the contractor Bills (Tax will be deducted by G.P.Gaya.).
 20. Tenders shall be submitted in official tender form only. If submitted in any other form the same shall be rejected, no tender shall be issued more than one tender form.
 21. Tenders received without prescribed Earnest Money Deposit (EMD) shall not be considered.
 22. The tender is liable to be ignored if complete information is not given there in or if the particulars and data (if any) asked for the schedule to the tender are not filled in.
 23. Agency/Firms/Party submitting tenders should be considered to have read & accepted all terms and Conditions. No enquiries verbal or written shall be entertained in respect of acceptance and rejection of the tender.
 24. All legal disputed shall be subjected to jurisdiction of Gaya (Bihar) court
 25. The contractor shall submit duly signed undertaking.

Signature of authorised Person of the Firm/Agency/Party
(Proprietorship/ Partnership) Pvt. Ltd. Etc

Technical Bid- Technical Information

Notice Inviting Tender No.-

S.N.	Items	Particulars
1	Name of The Firm/Agency (Proprietorship/ Partnership) Pvt. Ltd. Etc	
2	Office Address with Tel. No. Mobile No.	
3	Status of the Firm/ Agency(Proprietorship/ Partnership) Pvt. Ltd. Etc	
4	Whether Registered (Attach Copy of Registration documents)	
5	Income Tax PAN No. (Attach Copy of PAN Card)	
6	Registered Vehicle owned by Proprietorship/Firm Agency give details of the Vehicles in the Performa below	

Note- (In S.N. -06 clearly mention the make & Model of the Car, its Registration No/Year of Registration & Name of Owner (as Per Registration Certificate)). Attach documents which ever necessary.

Signature of authorised Person of the Firm/Agency/Party
(Proprietorship/ Partnership) Pvt. Ltd. Etc

Financial Bid

1. Clearly Mention Vehicle Model, Make, Year of Registration and Registration No.
(For A/C Car).
2. Monthly Hiring charged of Car (A/C) in Rupees (Including Driver & Diesel)- Rs. 34000/-. To full fill the term & condition mentioned in above Annexure-I in tender form.
3. Clearly mention following rates:-

S.N.	Type of Vehicle	A/C Vehicle Only	For Running 1500 K.M./ month with fuel	For Running 1500 K.M./ month without fuel	For Running 60K.M./ Day with fuel	For Running 60K.M./ Day without fuel

Signature of authorised Person of the Firm/Agency/Party
(Proprietorship/ Partnership) Pvt. Ltd. Etc