

Tender Fee: Rs.590/- including 18% GST



**Society for Applied Microwave Electronics Engineering
and Research (SAMEER)**
Centre for Electromagnetic Environmental Effects (E3), Visakhapatnam
(An autonomous R&D Laboratory under Ministry of Electronics and IT,
(MeitY), Government of India)

Plot No.40, APIIC Industrial Park, NH-16, Gambheeram Village,
Anandapuram Mandal,
Visakhapatnam, Andhra Pradesh – 531163
Tel: 0891-2867612/602, Fax: 0891-2867601
Email: purchasevizag.sameer@nic.in, Website: ce3.sameer.gov.in

**Tender Document for Hiring Vehicles on need basis for
SAMEER, Visakhapatnam**
{For a period of two years}

Tender No. SMR/CE3/VIZ/GN016/2022-23
Date: 29.07.2022
Due Date: 09.09.2022

SAMEER - Centre for Electromagnetic Environmental Effects (E3),
Plot No.40, APIIC Industrial Park, NH-16, Gambheeram Village, Anandapuram Mandal,
Visakhapatnam, Andhra Pradesh – 531163

TENDER NOTICE**Tender Notice No. SMR/CE3/VIZ/GN016/2022-23**

Sealed tenders are invited for hiring vehicles on need basis at SAMEER, Visakhapatnam.

I	Authority, Designation and Address	The Programme Director, SAMEER - Centre for Electromagnetic Environmental Effects (E3), located at Plot No.40, APIIC Industrial Park, NH-16, Gambheeram Village, Anandapuram Mandal, Visakhapatnam, Andhra Pradesh-531163. Website: ce3.sameer.gov.in
II	A. Name of the work/Purchase: B. Place of execution	Hiring Vehicles on need basis for SAMEER, Visakhapatnam Gambheeram, Visakhapatnam
III	Tender documents - Place and due date for obtaining tender	Tender documents can be downloaded from CPPP website/or obtained from SAMEER, Vizag office at the address mentioned above.
IV	Due Date, time and place of submission of Tender	Due Date: 09.09.2022 Time: 04.30 P.M. Place: At the address mentioned above.
V	Date, time and place of Tender Opening	Opening: 12.09.2022 Time: 10.30 A.M. Place: At the address mentioned above.
VI	Any other important criteria specified by the tender inviting authority	Tender received after due date and time will be summarily rejected.

The bid should be sealed by the bidder and duly superscribed as Tender No: **SMR/CE3/VIZ/GN016/2022-23** and name of the tender with due date for submission. They must ensure that requisite tender document fee of **Rs.590/- (Rupees five hundred and ninety only)** is enclosed in the form of Account Payee Demand Draft from any commercial bank in favour of SAMEER – Centre for Electromagnetic Environmental Effects (CE3), Visakhapatnam, with their tender, failing which the tender will be treated as incomplete and will be ignored.

The intending eligible bidders may download the tender document from the official website, ce3.sameer.gov.in.

**PROGRAMME DIRECTOR
SAMEER, Visakhapatnam**

Detailed Notice Inviting Tender

Sealed tenders are invited by Programme Director on behalf of SAMEER, Visakhapatnam, from local reputed travel agencies for supply of Four-wheeler cars in good running condition with valid travel registration along with licensed driver on need basis. The quotation should be inclusive of fuel/lubrication/repair and maintenance of vehicle, wages of drivers, overtime, uniform, State Transport Taxes/permit fees, insurance of vehicle, any new tax imposed by Govt. which was not prevalent at the time of award of contract.

Bidders' Eligibility:

Documentary evidence for the under mentioned items should be submitted along with the bid:

- i. The bidder should own or have on lease minimum of 3 vehicles of similar model not older than **2018** registered as commercial vehicles in their names or firm's name for use as commercial vehicles. The proof of ownership or lease holding should be produced along with the qualifying bid documents.
- ii. The vehicle should be registered as a commercial vehicle and the **year of registration of the vehicle should be 2018 or later**. The lowest bidder shall make available the vehicle at the place, to be decided by SAMEER, **for inspection**. If SAMEER is satisfied with the condition of the vehicles, only then, work order shall be awarded to the lowest bidder. If the lowest bidder is not able to provide vehicle(s) in good condition resulting in non-issue of work order.
- iii. The bidder shall submit the proof of ownership in case of own vehicle or in case of leased/ hold vehicles a power of attorney/affidavit, authorizing the bidder to use the vehicle for hiring, on stamp paper from Notary.
- iv. The bidder shall have experience of supplying vehicles to Central/State Govt. organization / PSU for minimum one year.
- v. The bidder must submit at least 2 certificates of Registration of Commercial Vehicles.
- vi. The bidder must have registration for Goods Service Tax (GST).
- vii. The bid should be accompanied by two separate Demand drafts for Tender Fee for **Rs.590/- (non-refundable)**. The bid received without Tender Fee will not be considered.
- viii. Copies of documentary evidence of similar work carried out in Govt. agencies

Mandatory Documents to be submitted along with Bid:

The bidder shall furnish the following documents along with the bid:

- a) GST Registration Certificate (if applicable)
- b) EPF/ESI Registration Certificate (if applicable)
- c) Copy of PAN card. If PAN card applied, then receipt of application should be attached.

Note: Bidder has to produce original certificate / documents for inspection whenever required by SAMEER-CE3.

Incomplete, ambiguous, conditional, unsealed tender bid are liable to be rejected.

SAMEER reserves the right to accept or reject any tender bids without assigning any reason thereof. In case any correction / addition / alteration / omission in the tender document, the tender bid shall be treated as non-responsive and shall be rejected summarily.

Validity of the contract: Under normal circumstances, the contract shall be valid for a period of **two years** from the date of issue of work order. However, contract may be extended by SAMEER-CE3, for a further period up to one year on the same rate, terms and conditions. After expiry of the extended period, the contract will automatically come to an end and no separate notice will be given.

PERIOD OF VALIDITY OF BIDS:

Bid shall remain valid for 90 days after the date of bid opening prescribed by SAMEER.

Scope of Work

The Bidder is required to provide Light Commercial Vehicles (year-2018 Model or later) in his own name / on leased fully conforming to RTA/RTO regulation along with fuel, driver, etc. and carry out periodical maintenance of the vehicle. The quotation is requested in the following format:

Occasional Requirement

SI. No.	AC Vehicle Type (Good condition)	Indica / Wagon R / Santro	Indigo / Esteem	Innova SU / Tata Sumo
1.	Rate for 100 kms & 10 hrs. (for full day)			
	a) Extra km charges			
	b) Extra hour charges			
2.	Rate for 50 kms & 5 hrs.			
	a) Extra km charges			
	b) Extra hour charges			
3.	Rates for outstation trips			
	a) km charges			
	b) Night Halt Charges in Rs. Per night			
	c) Driver Bata and any others; please specify			

Terms and Conditions

1. The driver engaged for driving the vehicle shall always possess valid driving license issued by the R.T.A authorities. He shall also possess C-Book of the vehicle, Insurance papers, pollution certificate etc. always with him
2. Counting of kilometer will be starting from SAMEER.
3. The driver shall read and write Telugu/English and his conduct and character shall be good.
4. The driver shall maintain the dress code as specified by the RTA authorities for hired vehicles
5. All major/minor repairs for the vehicle shall be borne by the contractor/vendor
6. The vehicle has to be kept in good running condition with valid insurance coverage, Pollution clearance etc.
7. In case of any breakdown of the vehicle the contractor has to arrange an alternate vehicle within one hour of breakdown of the vehicle
8. Necessary taxes, Insurance etc. either to state/central Government shall be borne by the contractor/Vendor
9. The vehicle shall be maintained neat and clean in a good condition by changing oils, distilled waters etc. The charges for regular servicing shall be borne by the contractor/Vendor.
10. The contractor shall supply the vehicles properly cleaned from outside and **properly cleaned and totally dust-free inside. Seats of the vehicles should have covered with seat cover.** Also, the Driver has to be well dressed and well behaved. The vehicles to be provided by the Contractor should be perfectly sound working condition and suitable for use by senior officers of the Centre. Engine of the supplied vehicle should be noise-free.
11. The contractor/Vendor shall arrange the vehicle even on Sundays/Holidays on demand if the services of the vehicle are required by Programme Director, SAMEER, Visakhapatnam / the officer-in-charge.
12. Trip sheet should be maintained on daily basis in the format approved by Programme Director, SAMEER, Visakhapatnam/ the officer-in-charge indicating meter reading, closing meter reading together with timings with timings, duly signed by the driver of the vehicle as well as the officer utilizing the services of vehicle.
13. In case of any accident during running of the vehicle leading to injury or loss of life and damage to vehicle etc., the contractor/ Vendor shall bear all responsibility. The contractor/Vendor shall settle all the claims arising out of the accident and nothing shall be paid extra on this account.
14. The tampering of meter reading, vehicle usage timings, overwriting of Summary / log sheet and misbehavior of driver while on duty shall be viewed seriously, leading to even cancellation of contract.
15. Any changes in the vehicle / driver should be informed at least one day before the day of such changes.

16. In case of change of vehicle by the contractor during the contract period, the proof of ownership in case of own vehicle or in case of lease/hold vehicles, a copy of power of attorney/affidavit should be submitted within 7 (seven) days for the changed vehicles.
17. All the drivers should have valid driving licenses, uniforms & mobile phones. They should be courteous, well conversant with roads/routes around the city.
18. All the papers viz insurance, registration, road tax, pollution related to the vehicle must remain with the drivers.
19. Vendors should convey, without fail, at least 3 hours before reporting time, the car no. Driver's name and mob no to officials of car desk and to the guest by SMSes.
20. In case the Vendor fails to provide cab/vehicle on our request, the Office shall be free to cancel the contract of the vendor and de-list him from the panel without any notice.
21. Bills may be submitted to the Office, along with duty slips, monthly for payment. While making payment, office will deduct applicable taxes at source and issue certificate in this regard.

Payments Terms:

1. The Contractor / Vendor shall submit the bills in the 1st week of the following month for the services provided in the preceding month with necessary documents log book / trip sheet duly signed by officer in-charge.
2. Actual parking charges / toll taxes / entry taxes / interstate taxes for journey(s) will be reimbursed on production of original vouchers / receipts duly signed by officer in-charge, along with monthly hiring charges bill.
3. Necessary Income tax (TDS) as applicable will be recovered from the bill. The firm should have a valid PAN Number. In case of Partnership firm, the PAN of the proprietor is acceptable. A copy of PAN card should be submitted with the quotation.

Submission of Tender: Sealed signed quotes should be addressed "Programme Director, SAMEER Centre for E3, Visakhapatnam" and sent through post/by hand to following address:

SAMEER Centre for Electromagnetic Environmental Effects
Plot No.40, APIIC Industrial Park, NH-16,
Gambheeram Village, Anandapuram Mandal,
Visakhapatnam, Andhra Pradesh – 531163

Award of contract:

SAMEER shall consider award of contract only to those eligible bidders whose offers have been found technically, commercially and financially acceptable. The L-1 bidder is one who quotes the lowest rate.

The contract work against the tender is for two year's requirement and the terms and conditions of this tender shall be operative for a period of two year from the date of award of contract. The validity of contract can be extended for further period on the same rates, terms and condition.

Tenderer's Profile

To be filled in by the Bidder (enclose copy of doc. to support your statement)

1. Name and address of the Bidder:
2. Phone Number / Mobile Number:
3. Email id of the bidder:
4. Is your concern/firm recognized / Registered
(Attach photocopy as proof) Tick as applicable:
 - a. Recognized by Govt. of India as Tourist Transport Operator
 - b. Registered under Company's Act
 - c. Registered under Shops and Establishment Act
 - d. Registered as Firm
 - e. Proprietorship / Any other category / Individual:
(please specify)
5. Please fill and also attach copy of the proof for the following:
 - a. Permanent Account Number (PAN):
 - b. GST Registration Number :
 - c. Registration/Allotment Number of EPF/ESI:
 - d. Any other social security scheme for workers:
6. Bank Details:
 - a. Name of the Account Holder
 - b. Name of the Bank (Branch & City)
 - c. Bank A/c Number
 - d. IFSC Code of the Branch

7. Vehicle owned:

Type of the vehicle	Model (Year)	Registration Number

Place:

Date:

Signature of Bidder / Authorized Signatory
Seal

Financial Bid**Occasional requirement (on NEED basis):**

Sl. No.	AC Vehicle Type (Good condition) (<u>Year 2018 Model or later</u>)	Indica/ WagonR/ Santro or equivalent	Indigo/ Esteem/ Etios or equivalent	Innova SU / Tata Sumo or equivalent
1.	Rate for 100 kms & 10 hrs. (for full day)			
	a) Extra km charges			
	b) Extra hour charges			
2.	Rate for 50 kms & 5 hrs.			
	a) Extra km charges			
	b) Extra hour charges			
3.	Rates for outstation trips			
	a) km charges			
	b) Night Halt Charges in Rs. Per night			
	c) Driver Bata and any others; please specify			

Place:

Signature of Bidder / Authorized Signatory

Date:

Seal