

**BUREAU OF INDIAN STANDARDS
WESTERN REGIONAL OFFICE
“MANAKALAYA”, E-9, ROAD NO.8, MIDC,
ANDHERI(EAST), MUMBAI-40093**

TELEPHONE NOS : 28320552, 28329295

Our Ref: WRO/Admn/2:1

Date 7 July 2006

Subject: Tender for Annual Contract for hiring one
Non-AC vehicle on regular basis and others on
requirement (AC or Non-AC)

Dear Sirs,

Sealed quotations are invited in two bid system for the subject work, from eligible bidders, by Bureau of Indian Standards, Western Regional Office, E-9, Road No.8, MIDC, Andheri(East), Mumbai-400093 on or before **21 July at 1400h..** The tender document is to be submitted in two separate envelopes each sealed and clearly identified, one as “Technical Bid” and another as “Financial Bid”. Both the envelopes, shall be contained in a large envelope super scribed “**Tender for annual contract for hiring Vehicle**” and addressed to “**Section Officer (Admn)**” on the address given above.

The tender document may be either downloaded from BIS website < www.bis.org.in > or may be obtained from our office at the above mentioned address on any working days i.e. Monday to Friday during 1100h to 1500h.

The Technical Bids shall be opened on the closing/last day for submission of tenders at 1500h or the next working day, in the presence of bidders who may be present.

Thanking you,

Yours faithfully,

Section Officer(Admn)

**BUREAU OF INDIAN STANDARDS
WESTERN REGIONAL OFFICE
“MANAKALAYA”, E-9, ROAD NO.8, MIDC,
ANDHERI(EAST), MUMBAI-40093**

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TENDER DOCUMENT FOR ANNUAL CONTRACT FOR HIRING VEHICLE

1. INVITATION TO BID

1.1 Sealed quotations are invited for annual contract for hiring one vehicle on regular basis and others on requirement at our office in the above address.

1.2 Type of vehicles to be hired are given in **Annexure 2 (a) & 2 (b)**.

2. PROCEDURE OF SUBMITTING AND OPENING THE TENDER

2.1 Two bid system i.e. **Technical Bid** and **Financial Bid** would be adopted.

2.2 Technical bid would be opened initially. Financial Bid shall be opened of only those bidders who are qualifying in the technical bid.

2.3 The bidder is required to submit the technical and financial bids in two separate sealed envelopes super scribed “**Technical Bid**” and “**Financial Bid**” respectively. Both the envelopes shall be contained in a large envelope which may also be sealed and superscribed “**Tender for annual contract for hiring vehicle**”, and should reach Section Officer(Admn), Bureau of Indian Standards, Western Regional Office, E-9, Road No.8, MIDC, Andheri(East), Mumbai-400093, latest by **21 July 2006 at 1400h**.

2.4 The Technical Bid shall be opened on the closing/last day for submission of tenders at 1500h or on the next working day and shall be opened in the presence of such bidders or their duly authorized representatives as may be present.

2.5 The bidder is required to sign all pages of this tender document and return it along with their bids as a token of acceptance of all the terms and conditions mentioned herein.

3. DOCUMENTS TO BE SUBMITTED WITH TECHNICAL BID

- 3.1 The Bidder must submit self attested copies of the following documents..
- a) Registration with RTO for Tourist Licence
 - b) Service Tax Registration
 - c) TDS Registration (Pan & TAN No.)
 - d) Details of other organizations where similar contracts are undertaken (client list) along with supporting documents
 - e) Copies of balance sheet of previous three financial years ending 31.3.2006.
 - f) List of arbitration cases, if any
 - g) Proforma list as per Annexure-1 with yes/no for the required information.
 - h) Demand Draft for Rs 5000.00 in favour of Bureau of Indian Standards, drawn at Mumbai towards Earnest Money Deposit.

4. DOCUMENTS TO BE SUBMITTED WITH FINANCIAL BID

- 4.1 Proforma at **Annexure 2 (a) and 2 (b)** may be completed and submitted.

5. TERMS AND CONDITIONS

- 5.1 The bidder shall have at least three years experience in this field.
- 5.2 The bidder shall have minimum of three vehicles.
- 5.3 The vehicles to be provided to BIS shall be of model of 2000 or afterwards.
- 5.4 The vehicles shall be kept in perfect running condition with covers and curtains neat and clean.
- 5.5 One vehicle is required in our office on regular basis and others on request, when necessity arises which will be intimated to the agency in advance..
- 5.6 The agency shall provide fully trained and disciplined personnel for driving the vehicles, with minimum 3 years experience and with valid driving licence..
- 5.7 An agreement shall be entered into for a period of one year initially from the date of award of the contract, which may be extended upto 2 years, if services are found satisfactory.

- 5.8 The rates quoted by the agency is valid for one year from the date of award of the contract and there should not be any increase in the rates quoted during the above period.
- 5.9 TDS as per rules shall be deducted from the bill of the agency.
- 5.10 BIS reserves the right to cancel the contract if the instructions are not properly followed.
- 5.11 The drivers of the vehicles shall follow the dress code according to the job.
- 5.12 Tenders not properly sealed and incomplete are liable to be rejected.
- 5.13 In case of break-down of the vehicle suitable arrangements for replacement are to be made by the agency. In case vehicle does not report in time or does not report at all, BIS shall have the right to hire a vehicle from the market and the cost incurred by BIS shall be borne by the successful tenderer.
- 5.14 The driver of the vehicle shall maintain the daily duty sheet indicating time and mileage of each vehicle and shall get it signed by the BIS authorities who is using the vehicle, on completion of the journey.
- 5.15 BIS reserve the right to award the contract to any bidder not necessarily to the lowest bidder.
- 5.16 BIS reserve the right to accept or reject any/all quotation(s) in whole or in part without assigning any reason.
- 5.17 The rates shall be quoted for all vehicles from garage to garage.
- 5.18 Distance from garage to BIS office at Andheri shall be indicated.
- 5.19 Dedicated vehicles and drivers must be provided and changes shall only be allowed in exceptional circumstances. The vehicles shall be available at any time on any day as desired by BIS.
- 5.20 The rates shall be inclusive of the charges of driver, repairs and maintenance of vehicle, petro/diesel and also any other incidental expenses.
- 5.21 Service tax, as applicable will be paid by BIS.
- 5.22 Parking charges and toll charges during duty, on actual basis, will be reimbursed by BIS.
- 5.23 If the services rendered by the successful bidder or performance of the persons deployed by them are not found to be satisfactory, BIS reserve the right to terminate the contract by giving 15 days notice without assigning any reason.
- 5.24 Successful tenderer shall be required to sign the contract within 15 days of receipt of notification of award of work to him.

- 5.25 If the successful tenderer fails to maintain required number of qualified vehicles, he shall be liable to pay penalty to BIS at double the notified rates in force for the category of vehicles concerned.
- 5.26 In case of any accident, all the claims arising out of it shall be met by the successful bidder.
- 5.27 Any claim arising on account of damage, compensation or expenses payable in consequences of any accident or injury sustained by workman of successful tenderer or any other person, whether in the employment of the successful tenderer or not; while in or upon the said works or site of the same, the BIS shall not be bound to entertain any claim or such claim brought under the Workman's Compensation Act
- 5.28 The drivers shall not misbehave with any of BIS staff members and shall not enter into any unlawful activities in the premises.
- 5.29 The successful tenderer shall be responsible for all other Labour Laws as applicable and also shall be responsible for their compliance
- 5.30 Required documents shall be submitted strictly as prescribed.
- 5.31 The bidder and drivers provided shall be bound to carry out the instructions of BIS.
- 5.32 Any communication/representation unless called for and canvassing in any form shall entail disqualification/rejection of tender.
- 5.33 In the event of dispute, the decision of Deputy Director General, Bureau of Indian Standards, Mumbai shall be final and binding.
- 5.34 In the event of dispute, if any, the courts of Mumbai will have the jurisdiction.

6. NATURE AND SCOPE OF WORK

- 6.1 BIS intend to hire one Non-AC vehicle on regular basis and others on requirement for day to day office work.

7. EARNEST MONEY

- 7.1 Earnest Money deposit of Rs 5000.00 (Rupees Five thousand only) in the form of Demand Draft in favour of "Bureau of Indian Standards, Mumbai" must be submitted along with the Technical Bid, otherwise, the tender would be liable to be rejected. The Earnest Money will remain with BIS up to the final award of contract. No interest shall be payable on Earnest Money. The Earnest Money of the successful bidder shall be adjusted against the Security Deposit. The Earnest Money of the unsuccessful bidders shall be refunded to them after the finalization and award of contract.

7. SECURITY DEPOSIT

7.1 The successful bidder is required to pay a sum of Rs 15000.00 (Rupees Fifteen thousand only) towards Security Deposit by Demand Draft in favour of “Bureau of Indian Standards, Mumbai” at the time of signing the contract. No interest shall be payable on the Security Deposit. This would remain with the BIS for the period of completion of the contract.

8. MODE OF PAYMENTS

8.1 The agency shall submit the bill at the end of each month for the work done during the month along with the daily duty sheet duly signed by BIS personnel and the payment shall be made within 15 days.

9. The bid shall remain valid for 90 days from the date of opening of Technical Bid.

10. For clarifications, if any, please contact Section Officer(Admn), Bureau of Indian Standards, Mumbai on any normal working day between 1100 hrs to 1600 hrs.

ANNEXURE –1**PROFORMA OF COMPLIANCE FOR REQUIREMENT OF TENDER**

Sl.No.	Description of Requirement	Yes	No
1.	The firm is registered with RTO for Tourist Licence – proof enclosed		
2	Registration Certificate of Service Tax – enclosed		
3.	Registration with Income Tax for TDS – enclosed (PAN & TAN NO.)		
4	Details of other organizations where similar contracts are undertaken (client list to be enclosed)		
5.	Copies of balance sheet of previous three financial year ending 31 March 2006 – enclosed		
6	List of arbitration cases, if any		
7	Demand Draft for Rs 5000.00 in favour of “Bureau of Indian Standards, Mumbai” as Earnest Money – enclosed		
8.	Whether Annexure- 2 (a) & 2 (b) completed and enclosed separately with Financial bid		

Signature with
Stamp and seal:

FINANCIAL BID**ANNEXURE 2(a)****SCHEDULE OF RATES ON REGULAR BASIS**

Sl.No.	Type of Vehicle	Registration No./Year	Rate for 80 km and 8 hours		Rate for 40 km and 4 hours		Rates for additional distance beyond 80 km		Rates for additional hours beyond 8 hours	
			AC	Non-AC	AC	Non-AC	AC	Non-AC	AC	Non-AC
1.	INDICA									
2.	ESTEEM									
3.	INDIGO									
4.	IKON									
5	ACCENT									
6.	HONDA CITY									

PS: Indicate separately Night duty and outstation and any other charges:

Signature with
Stamp and seal:

FINANCIAL BID**ANNEXURE 2(b)****SCHEDULE OF RATES ON REQUIREMENT**

Sl.No.	Type of Vehicle	Registration No./Year	Rate for 80 km and 8 hours		Rate for 40 km and 4 hours		Rates for additional distance beyond 80 km		Rates for additional hours beyond 8 hours	
			AC	Non-AC	AC	Non-AC	AC	Non-AC	AC	Non-AC
1.	INDICA									
2.	ESTEEM									
3.	INDIGO									
4.	IKON									
5	ACCENT									
6.	HONDA CITY									

PS: Indicate separately Night duty and outstation and any other charges:

Signature with
Stamp and seal:

