

Administration of
Dadra & Nagar Haveli
Disaster Management Cell
Collectorate, Dadra and Nagar Haveli, Silvassa
Tel No.(0260) 2642106
E-mail id:- dnh-dmc@nic.in

No.ADM/D.M/VP/250/2015/2914

Date: 29 /10/2015

Limited Tender Notice

Superintendent (Collectorate), Dadra & Nagar Haveli, Silvassa on behalf of Collector and Relief Commissioner, Dadra & Nagar Haveli invites sealed tender for Hiring of Vehicle Mahindra Scorpio/ XUV/ZIyo/Tata Safari/ Storme/Chevrolet Travera/Toyota Innova/Maruti Ertiga/Ford Eco Sport) for Disaster Management Cell from reputed agencies, so as to reach on or before **19/11/2015** upto 15.00 hours by Post/Courier or deposit into the tender box kept in the office of the undersigned

Sr. No	Particulars	No of Vehicle	Period of Vehicle required for	EMD (Amount in Rupees)	Tender Fee (Amount in Rupees)
1.	Hiring of Vehicle (Mahindra Scorpio/ XUV/ZIyo/Tata Safari/ Storme/Chevrolet Travera/Toyota Innova/Maruti Ertiga/Ford Eco Sport)	1 (One)	12 Months	‘10,000 /-	‘500/-

The blank forms with detailed schedule of specification and condition can be downloaded from the website www.dnh.nic.in or obtained from the office of the undersigned during all working days/hours from **29/10/2015** to **19/11/2015** on payment of Tender Fees (Non – Refundable).

The complete form for the items along with Earnest Money Deposit (EMD) in form of Fix Deposit Receipt/Account Payee Demand Draft/Banker’s Cheque or Bank Guarantee from any of the Commercial Banks in an acceptable form payable at Silvassa in favour of “Collector, Dadra & Nagar Haveli” should be attached with the Sealed Tender.

The EMD and tender fees should not be forwarded by cash. The offers received without obtaining tender documents or without EMD and tender fees shall not be accepted. The Tender Fee is to be enclosed with the tender document.

Tender document without Tender Fee will be rejected. Right to reject any or all Tenders without assigning any reason is reserved.

Sd/ -
Superintendent (Collectorate)
U.T.of Dadra & Nagar Haveli,
Silvassa – 396 230

Copy to:-

1. All Heads of Office, Dadra & Nagar Haveli, Silvassa for information
2. CPO, Dadra & Nagar Haveli, Silvassa for publicity in Newspaper as per publicity policy
3. I.T. Department, D&NH, Silvassa with a request to publish in Website
4. Travel Agencies in Silvassa

U.T. ADMINISTRATION OF DADRA & NAGAR HAVELI, DISASTER
MANAGEMENT CELL, SILVASSA

Terms and Conditions for the “**Hiring of Vehicle**” (Mahindra Scorpio/ XUV/Zlvo/Tata Safari/ Storme/Chevrolet Travera/Toyota Innova/Maruti Ertiga/Ford Eco Sport) for Disaster Management Cell, Union Territory Administration of Dadra & Nagar Haveli, Silvassa.

Instructions to Bidders:

- 1) The rate should be quoted in the prescribed form given in the tender; **the rate should be inclusive of all taxes and should be valid up to One Year from the date of tenderization.**
- 2) All/Taxes/Duties/Royalties Charges payable on the sales/transport etc. within and/or outside the state shall be payable by the bidder.
- 3) The Tenderer should enclose along with tender an amount of **Rs.'500/-** as Tender Fees in form of Demand Draft in favour of **Collector, Dadra & Nagar Haveli** from any Nationalized or Scheduled Bank of India payable at Silvassa.
- 4) **Rs.10,000/-**as Earnest Money Deposit in form of Fix Deposit Receipt/Account Payee Demand Draft/Banker's Cheque or Bank Guarantee from any of the Nationalized or Scheduled Bank of India in an acceptable form payable at Silvassa in favour of **Collector, Dadra & Nagar Haveli**. The EMD **should not** be forward by Cash. Tender received without Earnest Money Deposit will be summarily rejected.
 - (a) The successful tenderer will have to pay within 15 days from the date of demand, an amount equal to 10% of the total value of work order, as the amount of security deposit.
 - (b) Non receipt of Security Deposit within stipulated time will result in automatic cancellation of the order without any intimation.
- 5) The amount of Earnest Money paid by the successful Tenderer(s) will be adjusted against the amount of Security Deposit to be paid by the successful tenderer (s).
- 6) The tender should be neatly typed or hand written only on format given by the department or on letter head carries the name of bidder and the signature of the tenderer. No overwriting, correction or erasures will be considered.
- 7) All bills should be in **TRIPPLICATE** and should invariably mention the number and date of supply order.
- 8) All bills for amount above Rs.5000/- should be pre-receipted on a Revenue Stamp of proper value. Bills for amount exceeding Rs.5000/-not pre-receipted on Revenue Stamp of proper value will not be accepted for payment.
- 9) Each bill in which tax is charged must contain the following certificates on the body of the bill: “CERTIFIED” that the vehicle on which tax has been charged have not been exempted under the Central Tax Act or the Rules made there under and the amount charged on account of Tax on these goods is not more than what is payable under the provisions of relevant Act or Rules made there under”.
- 10) **The Tenders shall be submitted in two-bid system**, each of which is to be submitted in separate envelope. The first envelope should contain Technical Bid and super scribing on the envelope as “**Sealed Cover No.1 – Technical Bid for “Hiring of Vehicle for Disaster Management Cell”**”. The **EMD** and **Tender Fees** should be enclosed with **TECHNICAL BID** only. The second envelope should contain Financial Bid and super scribing on the envelope as

“Sealed Cover No.2 - Financial Bid for “Hiring of Vehicle for Disaster Management Cell”. The tender will be issued from **29/10/2015** to **19/11/2015** and the last date of submission of bid will be **19/11/2015** upto 15.00 hours.

- 11) The Tenders will be opened by the Tender Opening Committee in presence of Tenderers or their representatives, if any present in the Office of the Tender Inviting Officer. The Tender Opening Committee will first open the technical bid consisting of Terms & Conditions issued by the department duly stamped & signed, EMD, technical specification given by the department etc, the Committee will open the financial bid only of those firms who have qualified for technical bid as per specifications given by the department. The financial bid will be opened after the report received from the Technical Committee.
- 12) The right to accept or reject without assigning any reasons or all tenders in part or whole is reserved with the Tender Inviting Officer and his decision(s) on all matters relating to acceptance or rejection of the tenders as a whole or in part will be final and binding to all.
- 13) The tender will be accepted during working hours upto **19/11/2015** at 15.00 hours and will open on the same day if possible in the office of the **Superintendent (Collectorate)** in the presence of the Tender Opening Committee and tenderer(s) or their representative(s) if present.

Conditions of Contract:

1. **The rate quoted should be inclusive of all taxes etc. no extra charges will be paid and the rate should be valid for the period of one year from the date of tenderization.**
2. Vehicle should be registered in Dadra and Nagar Haveli. It should not be more than 1 yrs old, having valid design, insurance , PUC certificate etc, in good condition, registered in the name of firm / persons making the bid. The rates quoted must be inclusive of all taxes, fuel charges, oil and other maintenance charges.
3. The rates may be quoted on monthly basis upto 2000 km and beyond 2000 km on Km/basis.
4. The vehicle has to be provided with driver.
5. The vehicle will be used for 12 hours or more hours as required and will be in possession of Disaster Management Cell, Dadra & Nagar Haveli.
6. On acceptance of rate in all respect, the vehicle should be handed over to the department within 7 days from the date of receipt of the work order.
7. No advance payment will be made in any circumstances.
8. In case failure to provide vehicle during tenure or remove the vehicle by owner, the loss suffered by the Government will be recovered from the vehicle owner or travel agency security deposit / earnest money or payment due or any bills to the extent required.
9. In case the vehicle owner does not implement the work order placed with him the contract for the hiring of vehicle shall terminated with no further liabilities on either parties to the contract.
10. No separate agreement will be required to be signed by successful tenderer for hiring of vehicle contract rates tenders/offer in response to the

considered tender notice shall be considered as acceptance of all the terms and condition for hiring of vehicle for all legal purpose.

11. The driver will be generally granted Holiday on Sunday but if necessary than as per the demand the vehicle and the driver should be at the service of the tendering authority. No extra remuneration shall be paid for this service to the driver.
12. No extra charges will be paid for Outstation trips over and above the prefixed quoted Price in tender.
13. The tendering authority shall not hold any responsibility of any accident of the vehicle on Duty.
14. All disputes will be subject to Dadra & Nagar Haveli jurisdiction only.
15. The vehicle will be used by Disaster Management Cell, Collectorate, Dadra & Nagar Haveli and as and when required vehicle will be utilized for office purpose outside Dadra & Nagar Haveli.
16. The amount of Earnest Money paid by the tenderer(s) whose tenders are not accepted will be refunded to them by Cheque or Demand Draft (as may be convenient to the Tender Inviting Officer if the amount is above `200/-) drawn on any branch of State of India or its subsidiary Commercial Bank. Where this mode of payment is not possible the amount will be refunded at the cost of the tenderer.
17. Only on satisfactory completion of the work order for and on payment of all bills of the bidder, as to be admitted for payment, the amount of Security Deposit/Earnest Money will be refunded after expiry of date/period as may be mutually agreed upon.
18. The tender inviting officer may consider extension of time for remitting the Security Deposit as demanded. However, in case of denial to consider such extension the bidder is bound to abide by the limit given and liable to make good for the loss made to the Government on account of his failure to abide by the time limit.
19. Extension of time limit for supplies shall be considered by the Tender Inviting Officer. The extension so granted may be with levy of compensation for delay in execution of work order up to 5% of the cost of service at the discretion of the authority competent to grant extension of time limit provided such request is made well in time, depending upon the circumstances and such decision in the matter will be final.
20. Rates should be quoted in the forms issued from the department and as per the requirement asked for.
21. Rates quoted are for Disaster Management Cell, Dadra & Nagar Haveli.
22. Vehicle provided should be with air-conditioning facility.
23. The tenderer should attached copies of **Registration Certificate of the Vehicle, Driver License, PAN Card No., Bidder should have outside jurisdiction permit, Terms & Conditions documents and Schedule of Requirements, Specifications and Allied Technical Details duly stamped and signed, etc** in the Technical Bid. It may please

be noted that the tender received without document referred above shall not be considered.

Sd/ -
Superintendent (Collectorate)
U.T. of Dadra & Nagar Haveli,
Silvassa – 396 230

The above terms and conditions are accepted and are binding to me/us.

Place:
Dated:

Signature of tenderer
Name of tenderer with seal of the firm

From,

Address: _____

Pin:

_____ Dt. ___ / ___ /2015

To,

Superintendent (Collectorate)
U.T Administration of Dadra & Nagar Haveli
Silvassa

**Subject: Tender Submission for Hiring of Vehicle for Disaster Management
Cell, Dadra & Nagar Havel**

Dear Sir,

I / We undersigned _____ hereby offer my/our rates in enclosed Schedule of rates. I / We agree with terms and conditions attached with the tender and promise to provide vehicle on hire at the rates shown in enclosed schedule for the period stipulated in the order.

Signature of the Tenderer
With Rubber Stamp

Schedule of Specifications

Hiring of Vehicle for the Year 2015-2016
Disaster Management Cell, Dadra & Nagar Haveli, Silvassa

Sr. No.	Particulars	No of Vehicle	Period of Vehicle required for	EMD (Amount in Rupees)	Tender Fee (Amount in Rupees)
1.	Hiring of Vehicle (Mahindra Scorpio/ XUV/Zlyo/Tata Safari/ Storme/Chevrolet Travera/Toyota Innova/Maruti Ertiga/Ford Eco Sport)	1 (One)	12 Months	'10,000/-	'500/-

Signature of Bidders/Dealers
With Rubber Stamp

Sd/ -
Superintendent (Collectorate)
U.T.of Dadra & Nagar Haveli,
Silvassa – 396 230

Schedule of Price:

Hiring of Vehicle for the Year 2015-2016

for

Disaster Management Cell, Dadra & Nagar Haveli

Sr. No.	Particulars	No of Vehicle	Period of Vehicle required for	EMD (Amount in Rupees)	Tender Fee (Amount in Rupees)
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1. **Vehicle under Disaster Management Cell, Dadra & Nagar Haveli:**

(Total Amount Rupees in Words)

a. Rate per km extra beyond 2000 km `

(Total Amount Rupees in Words)

Signature of Bidders/Dealers
With Rubber Stamp

Sd/ -
Superintendent (Collectorate)
U.T. of Dadra & Nagar Haveli
Silvassa