

SOUTHERN POWER DISTRIBUTION COMPANY OF T.S. LIMITED



BID DOCUMENT

**Tender Notice No. 02/ 2018-19
Tender Specification No. 04/2018-19
Divisional Engineer/Operation/Miryalguda.**

Name of the work: Hiring of 1No. Utility Vehicle for the use of Asst. Divisional Engineer/Operation/
Miryalaguda Town Sub-division on monthly hire basis for the period from
01.05.2018 to 31.03.2019.

Issued to

.....

.....

(SEAL OF THE TENDERER)

VENDOR. No.....

Details of Specification cost, Rs 560/-: D.D. No.....Dt :.....18

Details of Bid Security @ 2%, Rs.7128/-: D.D. No.....Dt :.....18

Estimate total rate per year: **Rs.356400/-**

Instructions to Bidders

1. Name of the Work: Hiring of 1No. Utility Vehicle for the use of Asst. Divisional Engineer/Operation/ Miryalaguda Town Sub-division on monthly hire basis for the period from 01.05.2018 to 31.03.2019.

2. Place of Tender: O/o.Divisional Engineer/Operation/TSSPDCL/ Miryalaguda

3. Address: Divisional Engineer, Operation, TSSPDCL, beside Bus Stand Miryalaguda.

4. Due Date for receipt of Tenders: Dt: 03.05.2018 at 15:00

5. Date of opening of Tender: Dt: 03.05.2018 at 16:00

6. Superscription on the Tender:

- (i) Specification No.:
- (ii) Name of the Work:
- (iii) Details of Bid Security:
- (iv) Terms and Conditions: Enclosed / Not Enclosed
- (v) Validity of the Tender:
- (vi) Vehicle Fitness certificate

7. The Bidder shall submit the following documents along with the foot note.

- (i) Original DD towards Bid Security @ 2% i.e., **Rs.7128/-** of tender value drawn in favour of "Divisional Engineer/Op/TSSPDCL/Miryalguda" from any Nationalized Bank Payable at Miryalguda.
- (ii) The bidder should enclose the following.
 - a. Copy of vehicle R.C. book in the name of Bidder/firm of Bidder or lease document in the name of Bidder.
 - b. Photo of vehicle with visible taxi number plate.
 - c. Insurance copy with third party coverage.
 - d. Vehicle Fitness certificate

The bidder not enclosing above documents, bid will be rejected.

**SIGNATURE OF THE TENDERER
WITH SEAL**

**Sd/-
DIVISIONAL ENGINEER,
OPERATION, MIRYALGUDA.**

SPECIFICATION- 04/18-19

i) SCHEDULE OF REQUIREMENTS

1. Scope of Work:

The scope of work includes Hiring of 1No. Utility Vehicle for the use of Asst. Divisional Engineer/Operation/ Miryalaguda Town Sub-division on monthly hire basis for the period from 01.05.2018 to 31.03.2019.

2. Period of Contract:

From 01.05.2018 to 31.03.2019.

3. Insurance:

All vehicles proposed to be supplied to TSSPDCL should invariably have comprehensive General Insurance policies for the period of contract. TSSPDCL shall not be responsible for any kind of litigation, whatever, in case of breakdown, accidents etc. Only the vehicle supplier i.e., Travel Agency shall be responsible for settlement of any such claims arising out of accidents. A copy of the insurance policy for the period of contract shall be enclosed while submitting the tender.

4. M.V. Tax & Registration:

M.V. Tax in respect of all the Vehicles proposed to be supplied to TSSPDCL should invariably be paid for the contract period and they should be registered as Taxis with state wide permit. For any journeys outside A.P., required permission shall be obtained by the contractor and TSSPDCL will reimburse the same at actual on production of receipt from RTA. The relevant M.V. Tax copy shall be enclosed while submitting the tender.

5. Drivers:

All the drivers of the vehicles should possess valid L.V. Driver's (Professional) license and must follow traffic rules and other regulations prescribed by the govt. from time to time. It is preferred that the same driver and vehicle serve each officer continuously. Frequent changes causing inconvenience to the officers may entail cancellation of the hiring of the vehicle and the additional cost in hiring alternate vehicle shall be to the account of the contractor. The driver engaged shall be well dressed and well mannered and should conduct himself in a respectable manner and he shall be provided with Identity Card issued by the Traveling Agency Authorities.

The authorized agent is responsible for obtaining licenses under the Contract Labour (Regulation and Abolition) Act, 1970. In case the provisions of the Act have no application to the agency it is his responsibility to obtain 'Not Applicable' Certificate from the appropriate Authority.

6. Date of Manufacture of Vehicle:

Vehicles manufactured on or after 1st January 2005 with state-wide permit shall only be considered for hiring. The vehicles should be maintained in perfect condition and well upholstered. A copy of the R.C book shall be enclosed while submitting the tender.

7. Inspection:

All the vehicles should be put up for inspection along with the original documents like 'RC' Book (Registration Certificate), insurance policy, taxi permit etc. to the inspecting officer authorized by TSSPDCL and when requisitioned. The successful bidder shall make the vehicles available for inspection before actually providing the same to TSSPDCL officer. **Vehicles not conforming to this specification will be rejected.**

8. Breakdown of the Vehicle:

In case of vehicle breakdown, the bidder should arrange for replacement of vehicle in good running condition within One hour. The bidder should maintain at least two vehicles of the same standards to meet such emergencies. In the event of contractor's failure to do so, the officer of the TSSPDCL may hire an alternate vehicle, at the cost of the contractor besides imposing penalty at the rate of Rs. 500/- per day.

9. Reckoning of KMs and Time:

The reckoning of Kms will be counted from Head quarters of the officer or from garage of the travel agency whose distance is less to the designated place by the officer using the vehicle. The reckoning of hours will be from the time of reporting to the designated place and to the time of release by the officer.

10. Service Tax:

Service Tax will be paid extra as per actual payment basis if applicable.

11. The contractor should always note that time is the essence of contract since TSSPDCL is an organization entrusted with emergency works. The contractor should see that the Vehicle reaches the destination within a reasonable time. The driver of the Vehicle shall be co-operating and ungrudging with the TSSPDCL officers since the nature of the work may at times be at odd hours and at far off places. Utmost care shall be taken by the driver while handling the Material, T&P etc., since they include costly and sophisticated equipment. The TSSPDCL is hereby indemnified by the contractor for any loss or the damage caused by rash driving or any un towards events. The TSSPDCL will not be responsible for any taxes, loans on Vehicle taken by the contractor. The Vehicle shall be insured for third party risk.

12. The Vehicle should be kept by the contractor at the place specified along with the Driver with all arrangements like fuels, lubricants etc.. The Vehicle may be requisitioned by the TSSPDCL at any time depending upon the necessity and should be kept at the disposal of requisitioning officer within one hour of Telephone call.

13. The Vehicle shall be made available on holidays as well as festivals on being requisitioned by the Divisional Engineer/Op/Miryalguda.
14. A log book shall be maintained by driver for obtaining the signatures of the TSSPDCL officials for the trips they made. A consolidated bill towards hire charges of the Vehicle supported by the log sheet for each month is to be submitted in duplicate, to the nominated officer by 5th of every succeeding month for arranging payment. 100% payment as per schedule will be arranged for the value of work done within two months from the date of receipt of the bill in complete shape. However in case of delay no interest will be paid on the bills.
15. The vehicle supplier should maintain spare vehicle of the same standards to meet such emergencies. In the event of Contractor's failure to do so, the Officer of the TSSPDCL may hire an alternate vehicle, at the cost of Contractor besides imposing penalty at the rate of Rs.500/- per day.
16. The R.T.A. rules are to be complied by the contractor and the Driver should be in possession of necessary permission License etc., to ply the Vehicle for TSSPDCL also the contractor alone is responsible for following the statutory regulation of Central and State Governments towards the employee i.e., the Driver under E.S.I. and other schemes and the TSSPDCL is hereby indemnified against loss or damage due to non-fulfillment of the central state law.
17. The agreement will be automatically terminated after the expiry date of 31.03.2019 or on the date TSSPDCL provides its own Vehicle to the or on the date when the contractor fails to fulfill the contract obligations.
18. However, the company can terminate the agreement at any time giving one month notice in advance without assigning the reasons.
19. In case vehicle is not used by the formation of maximum limit of 3000 KM in a month the department will be at liberty to use the balance KM in the succeeding months and for this no additional charges will be payable to the vehicle provided.
20. This contract will remain valid for one year how ever terms conditions of the contract will be amended or modified or supplemented at any time with mutual agreement of contractor and TSSPDCL authority.

**SIGNATURE OF THE TENDERER
WITH SEAL**

**Sd/-
DIVISIONAL ENGINEER,
OPERATION, MIRYALGUDA**

II. OTHER TERMS & CONDITIONS

1. Prices:

The rates quoted shall be firm

- i) Lump sum hire charges per month for specified No. of KMs per month with an attendance of 12 hours duty basis/day during all days in a month inclusive of holidays and festivals and inclusive of the cost of H.S.D Oil, lubricants, repairs, driver's salary and all incidental charges like insurance, M.V. Tax etc.
- ii) The rate per extra Hour beyond 12 hours shall be quoted.
- iii) The rate per extra KM beyond the stipulated mileage shall be quoted.
- iv). Driver's batta per day for outside journeys shall be quoted. Driver's batta is payable only if the duty hours on the day exceed 12hours. No claim towards extra hours is admissible for night halts.
- v) In case of any increase / decrease in the rates as communicated by Corporate Office the same can be revised at the percentage quoted by the firm at the sole discretion of Divisional Engineer/Operation/TSSPDCL/ Miryalaguda only after receiving the written application from the Contractor.

2. Payment

100% payment will be arranged by cheque on or after 60 days from the date of receipts of the bills in duplicate towards monthly hire charges duly certified by the officer using the vehicle.

3. Deduction of Income tax at source :

As per section 194 of IT Act and rules an amount equal to 2% of such sum shall be deducted from the monthly hire bill.

4. Agreement to be concluded:

The vehicle shall always be kept in good road worthy condition. In the event of any dispute or unsatisfactory service of the vehicle or behavior of the driver, the contract shall be terminated without any notice. The monthly bills shall be presented to the controlling officer only, to process them for payment.

5. Validity:

The tenders shall have a validity of 120 days from the date of opening of tenders.

6. The SPDCL reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to contract award, without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders.

7. Time and Discipline:

The tendered after getting award for supply of vehicles shall maintain discipline and punctuality. The vehicle shall be supplied in time and as requested by the controlling officer. The vehicles shall be supplied on emergencies at any time and also on public holidays and festival days and shall be kept under the control of concerned officer. If time and discipline is not maintained the agreement entered will be terminated at any time without any correspondence.

8. For Special Attention of tenderers:

1. Superscription on the tender cover shall contain the following items invariably:
 - i) Specification No.
 - ii) Name of the Work.
 - iii) EMD DD No., date & Amount.
 - iv) Tender opening date and time.
 - v) **Tender is valid for 120 days from the date of opening.**
 - vi) TSSPDCL payment terms are accepted.
2. The EMD must be in the form of crossed demand draft in favour of "Divisional Engineer/Op/TSSPDCL/ Nalgonda" drawn on any scheduled bank payable at Miryalguda
3. **The less percentage rate on tender specification value from bidder is limited to (-) 15% only. The bid with less than (-) 15% rate on specification value (example -16%,-17%,-18%, . . . etc.) will be rejected.**
4. If more than one bidder have quoted same rate, tender will be finalized by lottery system.
9. In the event of having produced incorrect /false certificates or the information/ certificates found to be false or incorrect at a later date, the SPDCL is entitled to terminate the contract/ agreement entered into besides recovering damages as may be found necessary, with due notice.
10. The Divisional Engineer/Operation/ Miryalguda reserves the right to cancel this tender specification without assigning any reason there of.

**SIGNATURE OF THE TENDERER
WITH SEAL**

**Sd/-
DIVISIONAL ENGINEER,
OPERATION, MIRYALGUDA**

ANNEXURE-I

SELF DECLARATION

I/We have gone through all the terms & conditions mentioned in this tender specification bid document carefully and thoroughly.

I/We have enclosed the necessary self attested copies of documents as specified.

I/We also solemnly declare that I/We will abide by the conditions contained in the Tender Schedules for having not produced, or produced incorrect / false certificates and shall not claim for any relief/ relaxation there after.

**SIGNATURE OF THE TENDERER
WITH SEAL**

ANNEXURE – II

LIST OF RELATIVES::

- | | |
|---------------------------------------|--|
| 1. Father | 14. Daughter's Husband |
| 2. Mother (including Step mother) | 15. Daughter's Son |
| 3. Son (including Step Son) | 16. Daughter's Son's wife |
| 4. Son's Wife | 17. Daughter's Daughter |
| 5. Daughter (including Step daughter) | 18. Daughter's Daughter's Husband |
| 6. Father's Father | 19. Brother (including Step brother) |
| 7. Father's Mother | 20. Brother's wife |
| 8. Mother's Mother | 21. Sister (including Step sister) |
| 9. Mother's Father | 22. Sister's Husband |
| 10. Son's Son | 23. Son's Wife's Father(and their
siblings) |
| 11. Son's Son's Wife | 24. Son's Wife's Mother(and their
siblings) |
| 12. Son's Daughter | 25. Daughter's Husband's(and their
siblings) |
| 13. Son's Daughter's Husband | 26. Daughter's Husband's Mother(and
their siblings) |

Any relationship of the tenderer or the relatives with the SPDCL officials.

**SIGNATURE OF THE TENDERER
WITH SEAL**

SCHEDULE

Tender Specification No. 04/2018-19

Name of the Work : Hiring of 1No. Utility Vehicle for the use of Asst. Divisional Engineer/Operation/ Miryalaguda Town Sub-division on monthly hire basis for the period from 01.05.2018 to 31.03.2019.

Sl.No.	Description	Unit	S.S.R. Rates
1	2	3	4
1	Lump sum hire charges, per month per vehicle with an attendance of 24 hrs/day during all days in a month and inclusive of diesel, lubricants, repairs, salary of driver, all incidental charges and MV Tax etc. for(of make TATA or M&M)		
	a) 2000 Kms. Run/month	Per Month	32400/-

**SIGNATURE OF THE TENDERER
WITH SEAL**

(SCHEDULE ABSTRACT)

TENDER NOTICE NO. 02/2018-19.

Specification No. 04/2018-19 of DE/OP/Miryalguda.

Name of the work: Hiring of 1No. Utility Vehicle for the use of Asst. Divisional Engineer/Operation/ Miryalaguda Town Sub-division on monthly hire basis for the period from 01.05.2018 to 31.03.2019.

Estimate total rate per year : **Rs. 356400/-**

I/We do hereby express my/ our willingness to execute the aforesaid work as per the conditions, standards, specifications, rules & regulations etc., stipulated in the Tender Schedules at

- 1) The *estimated rate* of the contract(In words
.....)
(or)
- 2) An overall tender percentage of *excess over* (In words
.....) The estimated rate of the contract.
(or)
- 3) An overall tender percentage of *less than* (In words
.....) the estimated rate of the contract
(Clearly strike out whichever is not applicable)

Conditions:

- 1) The percentage quoted shall be up to a maximum of **two** decimals and shall be written clearly in figures and words. In case of discrepancy between the percentage quoted in figures and words the percentage quoted in words will prevail.
- 2) In case contractor quotes % only in words and does not quoted in figures or vice versa, such tenders shall be treated as incomplete and rejected.
- 3) The less percentage rate on tender specification value from bidder is limited to (-) 15% only. The bid with less than (-) 15%rate on specification value (example -16%,-17%,-18%, . . . etc.) will be rejected.

**SIGNATURE OF THE TENDERER
WITH SEAL**

**Sd/-
DIVISIONAL ENGINEER,
OPERATION, MIRYALGUDA**