

Tender No. MRB CO- 08 (2017-18)

**TENDER FOR HIRING OF**

**Car (Swift-Dzire-VDI) Latest model For  
S.E. under Morbi Circle- 24 Hrs with  
Driver & Diesel**

**PGVCL CIRCLE OFFICE MORBI.**

	 <b>PASCHIM GUJARAT VIJ COMPANY LIMITED</b> <b>CIRCLE OFFICE :: MORBI</b> <b>“Old Power House Compound”, Vegetable Road, Near Natraj</b> <b>Fatak, Morbi-2-363642.</b> <a href="mailto:semrb.pgvcl@gebmil.com">semrb.pgvcl@gebmil.com</a> <a href="http://www.pgvcl.com">www.pgvcl.com</a> CIN: U40102GJ2003SGC042908      Phone: 243401,242290 Fax: 243391	
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**TENDER NOTICE NO:- MRB CO - 08 (2017-18)**

Superintending Engineer (O&M) PGVCL, Morbi invites item rate “On line Tenders” (e-tendering) are invited from experienced contractor for the work of **“Hiring of Car (Swift-Dzire-VDI) Latest model For S.E. under Morbi Circle- 24 Hrs with Driver & Diesel”** Tender Papers & Specifications may be down loaded from Web site <https://pgvcl.nprocure.com> (For view, down load and on line submission) and PGVCL web site [www.pgvcl.com](http://www.pgvcl.com) (For view & down load only). Tender fee may be paid along with submission of tender in EMD cover, for respective tender. All the relevant documents of tenders to be submitted physically will be received only by RPAD OR Speed Post addressed to The Superintending Engineer PASCHIM GUJARAT VIJ COMPANY LTD., Circle Office, Old Power House Compound”, Vegetable Road, Near Natraj Fatak, Morbi-2-363642–“**NO COURIER SERVICE OR HAND DELIVERY**” will be allowed. **Price bids to be submitted ON LINE only.** All the bidders should have valid e-tender vender registration and further bidder should have experience of hiring vehicle work with Govt/ semi Govt or major firm as per tender conditions experience certificate of similar type of work, PAN No., separate P.F. code, solvency certificate of 20 % value of estimated cost, GST registration documents and details of vehicles to be used for hiring vehicle work otherwise their bids will not be considered and eligible for technical scrutiny, their technical bids will not be opened. & price bid will not be considered.

Sr. No	Description	
1	Tender No.:	<b>MRB CO -08 (2017-18)</b>
2	Name of Work	<b><u>Hiring of Car (Swift-Dzire-VDI) Latest model For S.E. under Morbi Circle- 24 Hrs with Driver &amp; Diesel.</u></b>
3	Estimated Quantity	1(One) Swift-Dzire
4	Tender Fee in Rs. (Non Refundable)	<b>1000 + 18% GST = 1180</b>
5	Earnest Money Deposit amount in Rs.	<b>8000</b>
6	Last date of submission of tender On line ( e-tendering )Document as well as Price bid offer.(This is mandatory )	<b>27/10/2017 upto 18:00 hrs</b>
7	Physical submission of all the relevant documents, last date. By RPAD or Speed Post (only Technical bid along with EMD, Tender fee & registration etc.)	<b>27/10/2017 upto 18:00 hrs</b>
8	Date of opening of Tender	<b>30/10/2017 on 15:00 hrs</b>
9	Date of on – line opening of Price bid, (if possible),	<b>On Or After 30/10/2017</b>
10	<b>Validity of tender</b>	<b>2 (TWO) Months.</b>

**SUPERINTENDING ENGINEER  
PGVCL, CIRCLE OFFICE, MORBI.**

**PARTICULARS OF CONTRACTOR**

**(1) Name & address of the contractor :**

**(2) Particulars of Registration & class :**

**In which registered**

**(a) in the company**

**(b) in the other Govt. Dept.**

**(3) Reference to be made to :**

**(4) Previous Experience :**

**(5) Vehicle Reg. No. & Date :**

<b><u>Sr. No.</u></b>	<b><u>Name of work executed</u></b>	<b><u>Department</u></b>	<b><u>Value of work</u></b>
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**(6) Additional Information if any :**

**Note: Certified Xerox copies of vehicles R.C. Book & Insurance policy may be enclosed with the tender.**

**PLACE:-**

**DATE :-**

**SIGNATURE OF TENDERER**

**TENDER FOR HIRING OF CAR (Swift-Dzire-VDI) 24 Hrs. with Diesel & Driver for S.E.**  
**Under Circle Office, Morbi.**

**DECLARATION FORM**

- (1) I have visited the site and fully acquainted myself with the local situation regarding work to be vehicle carried out and other factors pertaining to this work before submitting the tender.
- (2) Before filing the rates in the tenders. I have fully and fully studied the conditions of the contract, general and detailed specifications drawing and other tender documents of this work and agree to execute the same in accordance with drawings and specification making no extra claims without genuine reasons.
- (3) Should this tender accepted, I/We here by agree to abide and fulfill all the terms and provisions of the “Tender and contract for works” as applicable in default thereof to forfeit and pay to the company the sums of money due.
- (4) The full value of the “Earnest money Deposit” paid herewith should be absolutely forfeited to the company should I/we not deposit the full amount of specified security deposit.
- (5) I here by solemnly declare that I am not related to any of the **Company’s employee** nor I am having any financial linkages with Company’s employee, nor I taking this contract as a “Benami Contractor” for Company’s employee. In the event of anything to the contrary coming before the competent of the Company is Supt. Engineer of any violation of the aforesaid declaration by me the entire contract awarded to be shall be liable to be cancelled in to and I will have no right whatsoever the from.
- (6) All formalities regarding R.T.O. Insurance and local Statutory Body will be observed by me. Complied by me and it will be on my risk and company will not be liable in any way.

PLACE :

DATE :

**SIGNATURE OF THE TENDERER**

# **PASCHIM GUJARAT VIJ COMPANY LTD.**

## **CIRCLE OFFICE - MORBI**

Scope of work: Hiring of Car (Swift-Dzire-VDI) Latest model with Diesel & Driver for S.E. under Morbi Circle.

### **01. SCOPE OF WORK**

You will provide one vehicle on monthly rate contract basis for Annual Contract for S.E. under Morbi Circle. The cost of fuel and Driver's salary etc. will be paid by you and shall be your responsibility.

The vehicle on completion of normal journey shall be parked in office for at a place designated by Superintending Engineer and driver shall be provided immediately in case of emergency.

As per following Annexure-I & General Terms & Conditions laid down below:

1. The vehicle is to be hired for a maximum 3000 Kms.
2. Rates for Excess KM traveled by hiring beyond 3000 Kms.  
Any excess travel of vehicle beyond 3000 Kms by the office in-charge of the vehicle shall be under written / verbal of circle head and same shall be regularizes by an office note giving clear reasons for the traveling beyond stipulated Kms.
3. All roads tolls/bridges tolls shall be reimbursed on production of proof of payment along with monthly RA bills.
4. The vehicle to be offers for hiring shall be in up-to-date condition including its tubes, tyres, engine as well as conditions of its outside body. The vehicle to be offered new brand as on date of tender opening. However in case of a very poor response or to break off the likely cartel, a relaxation can be granted for one year with the permission of circle head. Superintending Engineer of respective circle will be empowered to relax the criteria for one more year with full justifications. However the officers placing as order should ensure that the condition of such vehicle is tiptop.
5. The period of initial contract shall be for two years. The period further can be extended on mutual agreed terms as per same rates, terms and condition for next two years and one year more on second extension, However in case of poor services provided by the contractor; circle head shall be empowered to terminate the contract after one year. In short if the vehicle offered is new one then:  
The initial order: For two Years.  
First repeat order: for two year  
Second repeat order: for one year.

6. The contractors shall immunize company's personal against any claim arising out of accidents or misbehavior of driver. The vehicle shall be kept properly insured all the time to cover the 3<sup>rd</sup> party risk and simultaneously immunized company on account of claims from public, police department etc.
7. The bills for traveling of the vehicle shall be paid on monthly basis.
8. Driver shall preferably be below the age of 40 years and never above 55 year. The lodging and boarding of the driver shall be born by the owner.
9. If the contractor fails to provide a vehicle the deduction from his R.A. bill should be made on prorate.
10. If the agency fails to execute the order successfully, the same should be completed through other agency at the risk & cost of the original contractor.
11. **Formula for considering price variation** - No price variation will be payable on cost of Oil / tyres, tubes etc. Only charges in price of Diesel will be adjustable. You must quote prices on the basis of prevailing 15 days before the due date of tender. This basic rate shall be indicated in the offer.
12. Average of the vehicles for the purpose of rate for usage of extra kms will be considered as under:
  - (a) For closed body jeep & equivalent vehicle : 15
  - (b) For Indica & equivalent vehicle : 18
  - (c) For Indigo Manza etc types of vehicles : 20

## 02. **GENERAL TERMS AND CONDITION**

### 2.1 **AREA OF TRAVELLING :**

Any where in Gujarat. The Company reserves the right to use the vehicle outside Gujarat State if required.

### 2.2 **PERIOD OF CONTRACT :**

The period of contract will be of 24 months w.e.f. the date of award of contract. However, PGVCL reserves the right to extend by further period of 24+12 MONTHS at the same price, terms and conditions as per condition 5 of scope of work.

(a) Rates for traveling minimum 3000Km Per month per vehicle.

(b) Charges for traveling in excess of minimum 3000Km thereafter.

The rates offered are subject to price variation as mentioned separately.

### 2.3 **SECURITY DEPOSITE**

You will be required to pay an amount of equivalent to 5% of THE VALUE OF THE ORDER AS A SECURITY DEPOSIT FOR SATISFACTORY PERFORMANCE OF THE CONTRACT, soon after the works orders is issued. Such amount will be payable either in demand draft or in the form of a BANK GUARANTEE from any schedule Bank. The Bank guarantee will be acceptable only when the amount of security deposit exceeds Rs.5000/-Such bank guarantee will have to be executed as per standard format prescribed by the PGVCL. Such bank guarantee will be required to

be valid for full period of contract and up to six months thereafter. If necessary, the contractor may have to renew bank guarantee when called upon.

### 3.0 **PAYMENT :**

Bill should be prepared in duplicate at the end of month and submitted to concern ENGINEER IN CHARGE for necessary processing. The bills should be accompanied with copy of abstract of LOG BOOK duly signed by the concerned Engineer in Charge. The bills will be paid subject to submission of advance receipt within a period of 30 days of receipt of the bills.

### 4.0 **TYPE/CONDITION OF VEHICLES :**

4.1 The vehicle proposed to be deployed for PGVCL use, condition of Vehicle 'Swift-Dzire-VDI, RTO, permit INSURANCE papers and other requisite document shall be periodically inspected/verified by user's department officer authorized by PGVCL. The vehicle which is proposed for the use must be purely registered in the RTO Office i.e.

- i. In taxi quota registration.
- ii. No private registration number vehicle will be allowed in PGVCL.
- iii. Vehicle which is provided by the owner MUST be insured, comprehensive risk policy, including all occupants risk by insurance policy.
- iv. Vehicle Owner must always provide.
  - (a) One certified Xerox copy of R.C. Book.
  - (b) Insurance policy which covers comprehensive risk and occupant risk and certified Xerox copy be kept in the custody of the vehicle driver.
- v. Before starting journey, driver must be in the position to have Log Book of journey of the registered taxi contractor and it must be filled up by the vehicle USER / OFFICER by mentioning opening and closing Kms. Of the journey.
- vi. Log book of the vehicle is also to be filled up day to day by the user / officers mentioning the place visited by him along with the duration of the journey Kms. traveled and get it dully signed.

4.2 The vehicle proposed to be deployed shall be inspected by PGVCL's authorized representative at any time during current of contract and any defect. If noticed shall be rectified by the contractor immediately. PGVCL shall have right to reject any vehicle if condition of vehicle is not satisfactory.

### 5.0 DRIVER:

The contractor should employ well behaved drivers having valid permanent license for driving vehicle. This shall be subject to scrutiny and checks by OFFICER IN CHARGE handling the execution of the contract from time to time. If

any legal liability occurs on account of any laps in this regards, the same will be to contractors account.

The driver should behave courteously and respectfully with traveling officers. They should be free from habits of drinking intoxicant liqueurs. No allowance shall be payable by the PGVCL to the driver.

#### 6.0 PENALTY:

6,1 If the vehicle does not reports for full day a penalty equivalent to proportionate hire charges will be levied on that day and no hire charges will be paid for the particular day . Normally vehicle must be report on fixed given time, but if get late than penalty would be done as per the officer in charge wish.

6,2 In case of break down of vehicle or incase of a vehicle is not acceptable to PGVCL under clause no.4,.2 , above the contractor will immediately replace same by good vehicle within shortest time ,say within two hours only, failure to replace the vehicle will be entitle PGVCL to impose penalty not exceeding the daily hiring charges and no payment will be made to the contractor for the vehicle which is under breakdown or vehicle which has not been accepted by PGVCL.

#### 7.0 **FUEL PRICE ESCALATION ;**

The contractor will be allowed to claim price variation corresponding to changes in price of diesel only. No price escalation will be allowed for minimum 3000 Kms. However for Kms. Running excess of 3000 Kms. Will be eligible for rises of Rs.1/- (Rupee one only) per liter of diesel, 10 paisa per Km. will be paid extra i.e. 10% of rise price of diesel. The contractor shall have to produce attested Photo state copy of bills of purchase of diesel at lower and higher price. The price hike/reduction both will be applicable.

#### 8.0 ACCIDENT LIABILITY;

8.1 The contractor shall at all time indemnity and keep indemnified PGVCL. And its officers, servants and agents against all third party claims, whatsoever (including but not limited to) property losses / damages, personal accident, injury or death of persons of any sub contractor, and/or servants or agents of the contractor and/or of PGVCL damage to property of PGVCL arising out of user of the hired vehicles. The contractor shall at his own cost and initiative at all times till the successful completion of the contract period, maintain comprehensive insurance policy in act, personal injuries Act, emergency risk insurance Act, approved by secretary PGVCL and such policies shall be of the amount and limits as may be specified by the Secretary PGVCL. Any damage to



the vehicle done by the people during the checking of Installation or other purposes PGVCL shall not be responsible.

8.2 It is to be clearly understood that the PGVCL shall have no privacy with the staff employed by the contractor for the operation of the contract viz. driver, cleaners, contractors etc. The contractor amount so paid shall be payable by the contractor to PGVCL and all such payment shall be recovered by PGVCL from the dues payable to the contractor and/or from the security deposit of the contractor. Balance amount if any is still payable by contractor it has to be paid immediately to PGVCL.

PGVCL will have no privacy in any manner with the driver any other member of the contractor. They will be contractor's employees.

8.3 You shall have to enter into an agreement with the company which should be executed on a non judicial stamp paper valued at prevailing rates at your own cost.

8.4 All the general terms and condition contained in the companies' booklet of contracts for works not specifically brought out herein above in this term and condition shall be applicable to the proposed contract.

#### 8.5 **JURIDICTION :**

All disputes will be subject to Morbi jurisdiction only.

#### 8.6 **PARKING CHARGE :**

The parking charges at the railway station and at the Air port for the taxi when utilized by an officer dept. For official purpose, would be admissible subject the production of such parking slips duly authenticated by the user officer/dept. These slip may be submitted along with the bills for reimbursement of these parking charges. Toll tax charges would be paid by the contractor and reimbursement will be admissible on produce of proof of payment.

#### 9.0 **DEFINITION OF HOURS, DAY AND MONTH :**

- i. 'Day' means a calendar day starting from 00.00 hours to 24.00 hours.
- ii. 'Months' means a calendar months with 30/31 working days as per the case may be. However, if contract start says from 5th of a calendar month, a month's period will be up to and inclusive of 4th of the next month.

## 10. COMPUTATION OF KILOMETERS.

The starting and closing Kilometers will be admissible from the point of starting and closing of journey. This can either be from Morbi to villages around the division and back or as may be directed by Engineer In-charge. No additional mileage will be allowed for to and/fro journey from the head quarters of the vehicle owner to and from any of the above mentioned place. No price variation will be admissible on any other account whatsoever, either the input of the vehicles or labour index.

## 11. MAINTAINANCE OF LOG BOOK:

The contractor will be required to maintain log book as per the standard format which will record the journeys performed by the PGVCL officers. The log book when closed should be handed over to the PGVCL for its record.

## 12. MAINTENANCE OF SPEEDOMETER:

The speedometer recording the Kilometers run by the vehicle should always be maintained in working condition. If at anytime the speedometer goes out of order then the kilometer traveled will be admissible according to PWD kilometers till the speedometer is brought back in to working condition. No average shall be admissible based on the earlier journeys to the same places.

## 13. TERMINATION OF CONTRACT;

In case of breach of any of these terms of the contract, PGVCL without prejudice to any other right in law of under the contract, may cancel the work order and terminate the contract. On such termination PGVCL shall be free, to hire taxi from any other sources and in such eventually if any extra expenditure is incurred, that amount shall be recovered from the contractor.

## 14. **GENERAL CONDITIONS:**

14.1 Drivers which are provided by taxi contractors MUST BE fully conversant with the route over Gujarat State and he must be having valid driving license with them.

14.2 When day to day, vehicle reports for its duty on specific time given by PGVCL at that time driver must be fully equipped i.e. including required money to keep the taxi running in full condition. He should not demand money from the officer, traveling for drawing diesel, repairing the taxi on road etc. If such case of demand of money will come to notice, a serious view will be taken.

14.3 As and when the driver reports with vehicles, it should be duly topped up with fuel, oil, lubricants etc. And no extra time will be allowed for such work after he reports on duty.

- (a) If the taxi sent by the contractor it is not as per the specification, charges will not be paid though the taxi is used because of emergency.
- (b) The taxi shall have to be properly insured so as to cover the risk of the LIVES OF OFFICERS AND STAFF OF THE PGVCL traveling by the same.

15. **GENERAL :**

15.1 Any excess travel of vehicle beyond 3000 Kms for the officers in charge of the vehicle shall be under written / verbal of circle head and same shall be regularized by an office note gating clear reason for the traveling beyond stipulated.

15.2 PGVCL reserves the right to retain any/all vehicles beyond scheduled time.

15.3 PGVCL also reserves to split up the work between two or more parties.

15.4 All vehicles hired will display boldly in paint the word ON PGVCL DUTY for vehicles hired on monthly basis, Stickers can be used for casual hired vehicle.

15.5 The vehicle will have to be supply by the contractor round the clock for all week days. There will be no holiday. However contractor can adjust with the Engineer in charge for any time off for maintenance of the vehicle.

SIGNATURE OF CONTRACTOR

Superintending Engineer,  
PGVCL Circle Office, Morbi.