

PFC CONSULTING LIMITED

(A Wholly Owned Subsidiary of Power Finance Corporation Ltd.)
(A Government of India Undertaking)

Tender Document for hiring taxi Bolero vehicle with driver on monthly basis at Sundargarh project office

Visit us at <https://www.pfcclindia.com>

Total no. of the Pages 17

Last Date & Time of submission of Bids: 10:30 Hrs of 25.10.2017

Opening of the Technical Bid: 11:00 Hrs of 25.10.2017

Opening of Financial Bid: 11:00 Hrs of 27.10.2017

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1.0 NOTICE INVITING TENDER (NIT):

PFC Consulting Limited (A Wholly Owned Subsidiary of Power Finance Corporation Limited, A Govt. of India Undertaking) invites Tenders from reputed transport agencies for supply of One AC Bolero (Commercial Vehicle) of and date of registration not earlier than 01.04.2016) with driver on monthly basis at Sundargarh project office of PFCCL for a period of one year from the date of award of the work on rate contract basis. The prospective bidder may quote the rates in the prescribed format enclosed as Annexure II. Bidders shall quote the rates in Indian Rupee for the entire contract on a 'single responsibility' basis so that the Tender price covers contractor's all obligations mentioned in or to be reasonably inferred from the Tender document. Incomplete or conditional tender will be summarily rejected. Late bids will also not be entertained.

The vehicle should not be registered earlier than 01.04.2016 and should be in good running condition. The requirements are as follows:

S	Name of Work	Quantity	Estimated Cost
1	Hiring of commercial AC Bolero vehicle for 12 hrs / Day	1	5,00,000

Note: Tender Notice and Tender Document are available on PFC Consulting Ltd. (PFCCL) website and can be downloaded from <https://www.pfcclindia.com>. For bid submission, the tenderer will have to download the forms and tender documents from website of PFCCL. Printed copy of Tender document will not be available / sold from PFC Consulting Ltd office.

1.1 Schedule:

1.1.1 Deadline for receipt of bids as specified at para 2.3: 25/10/2017 at 10.30 hrs

1.1.2 Date of opening of the Technical Proposal: 25/10/2017 at 11.00 hrs

1.1.3 Date of opening of the Financial Proposal: 27/10/2017 at 11:00 hrs

2.0 INSTRUCTIONS TO BIDDERS

2.1 Receipt of Tenders:

- 2.1.1** Tenders duly filled in must be submitted and opened on the date and time indicated in the Notice inviting tenders.
- 2.1.2** PFCCL reserves the right to postpone and/or extend the date of receipt/opening of tenders or to withdraw the tender notice without assigning any reason thereof. In such a case the bidders shall not be entitled to any form of compensation from PFCCL.

2.2 Preparation of Bid

The bidders are required to submit the tender documents completed in all respects after satisfying each and every condition laid down in the tender document.

Failure to furnish all or any of the information required as per Bid document or submission of the bids not substantively responsive may result in rejection of the bid.

2.3 Submission of Bids:

2.3.1 Following documents should be enclosed and sent with the Bids:-

- (i) **Technical Bid-** All documents from **Sl. No. (1) to (7)** as mentioned at table No 2.4 forms part of technical Bid and could be serially downloaded from <https://www.pfcclindia.com>
- (ii) **Financial Bid** -FINANCIAL BID FORM could be downloaded separately from <https://www.pfcclindia.com>

2.3.2 After filling in the relevant data and with signature / signing on all required forms / sheets, the two parts of Tender i.e. (i) Qualifying bid and (ii) Financial bid of the bid document should be enclosed in two separate sealed envelopes and the two envelopes to be enclosed inside another envelope super scribed with “Offer for providing vehicle on monthly basis”. The sealed envelope super scribed with “*Offer for providing a vehicle on monthly basis*” should be addressed to:

**Dy Manager,
PFC Consulting Limited,
2nd Floor, AMBA Tower
Hospital Road, Sundargarh - 770001
Phone: (06622) 274700, Mob: 9437499113**

Bids sent by the bidder must be received by PFCCL at the above address on or before the **10:30 Hrs of 25.10.2017**

2.4 The Technical Bid shall contain

1	Covering Letter at <i>page 7</i> , Terms and Condition of Tender Document from <i>page 8 to page 11</i> duly signed on each page
2	Duly filled & signed Technical Bid Form as listed at <i>page-12</i>
3	Copy of PAN card of the person / firm (<i>Mandatory</i>)
4	Copy of GST Registration certificate, <i>if applicable</i>
5	Certificate of Registration/ any other relevant document for the Proprietor / Partnership / Company <i>if applicable</i>
6	Documents showing valid Registration certificate, taxi permit, fitness certificate, insurance for the vehicle with model not older than 01.04.2016
7	Duly filled & signed Annexure I to Annexure IV

2.5 The Financial Bid shall contain

1	Duly filled & signed Financial Bid Form as listed at page-13
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2.6 Bid Opening and Evaluation of Proposals

2.6.1 Opening of the Qualifying bids

- The Technical Proposal will be opened on 25.10.2017 at 11:00 hrs (IST).

2.6.2 Opening of Financial Bids

- The “Financial Proposal” would be opened only for the technically qualified bidders.
- The “Financial Proposal” of the qualified bidders will be opened on 27.10.2017 at 11:00 hrs (IST).

2.6.3 Bid Evaluation

- Total monthly bill for a monthly run of 4000 kms would be the basis for finalizing the L1 bidder. In calculating the above, 15 hours of overtime and nil night halt would be considered.

2.7 Contact Details

Contact Person	Bibhuti Giri / Vishvesh Dasondi Email Id- bibhuti_giri@pfcindia.com
Telephone	Ph. No- 06622-274700 +91-9437499113 [10.30 Hrs to 17:30 Hrs]

3.0 COVERING LETTER:

From:

Name:

Designation:

Address:

To:

Dy Manager

PFC Consulting Limited,

2nd Floor, AMBA Tower

Hospital Road, Sundargarh - 770001

Sub : Submission of Offer against Tender for hiring taxi Bolero vehicle with driver on monthly basis at Sundargarh project office

Sir

I/We have carefully perused the following listed documents connected with the above work and agree to abide by the same.

1. Tender documents by PFCCL
2. Notice Inviting Tender (NIT)
3. Technical Bid Format
4. Financial Bid Format
4. Terms and conditions of Contract
5. Annexure I to IV

Should our Offer be accepted by PFCCL for Award, I/we further agree to carry out the work detailed in the Tender Specification issued by PFCCL in accordance with the terms and conditions thereof.

Signature of the Tenderer_____

Name of Signatory_____

Name of the Firm/Agency_____

Seal of the Firm/Agency_____

Place: _____

Date: _____

4.0 TERMS AND CONDITIONS:

4.1 General Terms:

a. Type of vehicle: A/c Mahindra Bolero .

The vehicle should be A/c Mahindra Bolero Vehicle of SLE / SLX / ZLX Model. The model should not be older than 01.04.2016 and should have commercial taxi number.

b. Sub Contract:

The contractor shall not sublet any portion of the contract without written permission of PFCCL's representative.

c. Arbitration:

Except if otherwise provided for in the contract all questions and disputes relating to the specification, instructions, orders of the execution or failure to execute the same whether arising during the tenure of contract or on completion shall be referred to the sole arbitration of EVP, Unit-IV & V, PFC Consulting Limited, address New Delhi.

d. Validity:

The offer submitted by the contractor shall remain valid for acceptance by PFCL for a period of 90 days from the date of opening of Financial Bid.

e. Scope of work and acceptance of Terms and conditions:

The contractor shall himself obtain all necessary information on local conditions and factors, which may influence or affect his offer. It must be understood and agreed that such factors have been investigated and considered while submitting the offer. Neither any change in the time schedule of the contract nor any financial adjustment arising thereof shall be permitted by PFCCL, which are based on the lack of such dear information or its effect of the cost of the works to the contractor.

f. Signature of the Firm/Individual

Submission of offer by the contractor implies that he has read all the tender conditions and has made himself aware of the scope of work.

g. Firm price :

The rate quoted shall be firm throughout the tenure of the contract and shall be inclusive of all applicable taxes as may be applicable and PFCCL, New Delhi shall entertain no claim, whatsoever, on this account. However, GST will be borne by PFCCL. Payment of GST may be given only after submission of GST complied invoice.

h. Validity and termination of the contract:

The contract shall be valid initially for a period of **TWELVE months** from the date of award which can be extended further on same terms and conditions based on site requirement for further one year. The contract may be terminated by PFCCL by giving a notice of 15 (fifteen) days' notice and no compensation shall be paid for remaining period of the contract period.

i. Maintenance of vehicle:

Three days per month shall be allowed for maintenance purpose with prior intimation to PFCCL Executives. In such cases, the contractor shall arrange an alternate vehicle if asked by PFCCL Executives.

4.2 Commercial Terms & conditions

- a. The vehicle will ply in the vicinity of Sundargarh including Jharsuguda, Rourkela and Sambalpur and no outstation charges will be paid for these places. However the vehicle may be taken to anywhere within Odisha for which night halt charges as applicable will be paid.
- b. The vehicle will normally be deployed for 12 hrs a day from 8-10 AM in the morning to 8-10 PM in the evening as per the requirement.
- c. The vehicle will be use for transporting men and material both.
- d. The vehicle deployed should have standard tools, first aid kit and stepny in healthy condition. The vehicle will be maintained clean both inside & outside on a daily basis.
- e. Odometer / speedometer of the vehicle shall be in healthy condition. Defective meter shall be set right within 24 hours failing which a deduction of Rs.100.00 per day shall be effected.
- f. Toll / Border Tax / Parking charges will be reimbursed along with the monthly bill by PFCCL upon production of documentary evidence.

- g. In case of non-availability of vehicle for maintenance / breakdown, an alternative vehicle shall be arranged for maximum of seven days for minor breakdown and about fifteen days for major breakdown. If the alternative arrangement is continued beyond fifteen days, PFCCL reserves the right to terminate the contract and impose penalty of one month rental charges from the contractor. The alternate vehicle provided in these conditions shall be of model not earlier than to existing one.
- h. The contractor has to pay minimum wages to the driver/s as per the Government notification considering driver as a skilled labor and this will be responsibility of the contractor. The contractor has to obey all the guidelines of Labour law.
- i. The contractor shall submit the insurance, registration and fitness certificate of the car after the receipt of work order.
- j. All expenses towards salary of driver's, repair & maintenance, engine oil damages due to accident, comprehensive insurance, road tax, or any other renewals, etc. shall have to be met by the owner of vehicle.
- k. The driver deputed with the vehicle should maintain a logbook & duty slip whichever is applicable for the vehicle and get the journey verified by the using officer. The driver shall observe all the etiquette protocol while performing the duties i.e. shall be neatly dressed, should wear proper uniform & must carry mobile phone in working condition no separate payment shall be made by PFCCL. In case of misbehavior by the driver/s. the contractor has to take immediate action and the decision of PFCCL's representative in this regard will be final and binding.
- l. The contractor shall not employ any person who has not completed eighteen years of age. The driver/s so deployed must have the valid commercial driving license. Driver/s so employed should not be under the influence of liquor or intoxicated during the duty hours.
- m. Refusal to perform duty by the driver/s will be treated as non-deployment of the vehicle for that particular day and deduction at the rate of three times per day rental charges will be recovered. The decision of PFCCL's representative will be final for effecting such penalty after evaluating the merit of such incidence.
- n. The tenderer shall immediately provide replacement of the vehicle under repair/detained due to accident or vehicle not reporting for duty or in breakdown conditions. In case of breakdown of any vehicle the tenderer shall replace the breakdown vehicle within one hour failing which PFCCL has the right to hire vehicle from any other source at the expense of the Tenderer.
- o. Should the vehicle deployed meet with an accident, no claim on account of damage to the vehicle or the persons traveling in such vehicle including the employees of the contractor,

driver/s cleaner of the vehicle shall be entertained by the company.

- p. Should the vehicle deployed by the contractor meet with an accident due to reasons attributable to the contractor or his employees and cause damage to the persons/property of the company, the contractor shall be liable to make good such losses in the manner as prescribed by the company.
- q. The company shall further be entitled to recover the amount so paid by way of compensation under the aforesaid act or under any other law by deducting the sum from bill or from any other sum due to him.
- r. The GST complied bill (if GST No is available) along with log book/trip sheet and any other document/s as required by PFCCL's representative will be submitted to PFCCL on completion of a month.

4.3 Payment Terms:

- a. The payment shall be made on submission of the bills (In triplicate) with log book and duty slips after completion of the month, at approved rates after deducting penalties if any. No advance payment will be made. The Tenderer while raising the bill should clearly mention full vehicle number.
- b. Payment for Taxes: TDS will be deductible from my monthly bills at the rate of 2% from firms and 1% from individual (this may be increase or decrease as per Income Tax rule at the time of payment of monthly bills. TDS certificate for the year will be issued as per Income Tax rule. For this purpose contractor/individual shall furnish photo copy of PAN card issued by Income Tax Department, otherwise TDS@20% will be deducted as per Income Tax rule. GST as applicable would be borne by PFCCL. But payment for GST would be made only on submission of GST complied Bill.
- c. The decision of PFCCL in all cases shall be final & binding upon all.
- d. PFCCL reserves the right to terminate the contract without assigning any reason by giving a notice of 15 days to the Tender at any point of time during the contract.
- e. The term of the contract may be extended beyond one year with mutual understanding on the same rates and terms & conditions of the NIT.
- f. All the disputes shall be subject to Delhi Jurisdiction only.

5.0 TECHNICAL BID FORM

1. Name of the Firm/Agency_____
2. Address and Telephone no of the Tender_____
3. Name/Designation/Address & Telephone no. of the Authorized person to deal with_____
4. Constitution of the Firm (Individual / Partnership / Limited Company etc)

5. Permanent Account No._____
6. GST No. (if available otherwise a declaration to this effect) _____
7. Vehicle Registration No. & Date _____
8. A/c Mahindra Bolero Model: SLE / SLX / ZLX (tick one)
9. Whether the firm has been awarded tender for supply of vehicles in the past by PFCCCL or any State / Central Government department/ PSU, if yes give details thereof (Name & Address of the firm, period) _____
10. Whether the agency has been blacklisted by any of the Departments / Organization of the Government of India/Government of Odisha and any criminal case is pending against the said firm/agency_____
11. Proof of experience as per Annexure –I supported by relevant documents.

This is to certify that I / we have carefully read the contents of the tender document and fully understood all the terms and conditions therein and undertake myself/ourselves to abide by the same.

Signature of the Tenderer_____

Name of signatory_____

Name of the Firm/Agency_____

Seal of the Firm/Agency_____

Place: _____

Date: _____

6.0 FINANCIAL BID FORM

Sl.	Description	Unit	Quoted Rate
1	Hiring charge for supply of one A/c Mahindra Bolero on monthly basis for 12 hours running per day, total run limited to 4000 Kms/month.	Rupees Per Month	
2	Reimbursement for diesel	Km / litre	
3	Reimbursement for Mobil Oil	Km / litre	
4	Overtime charge beyond 12hrs of duty	Per hour	
5	Night halt charge for outstation Duty	Per night	

Signature of the Tender_____

Name of signatory_____

Name of the Firm/Agency_____

Seal of the Firm/Agency_____

Place: _____

Date: _____

7.0 EXPERIENCE

Past experience:

Sl . no	Name of the Organization	Details of Vehicle deployed	Period of deployment
1			
2			
3			
4			

It is hereby certified that the above mentioned details are true and correct.

It is hereby certified that our company has actually carried out and completed the above mentioned work/assignments

Signature of the Tender_____

Name of signatory_____

Name of the Firm/Agency_____

Seal of the Firm/Agency_____

Place: _____

Date: _____

8.0 DECLARATION ON ACCEPTANCE TO TERMS & CONDITIONS OF THE TENDER

1. The undersigned is competent to sign this declaration and execute this tender document.
2. Having read the conditions of contract and services to be provided, undersigned, offer to provide commercial vehicle in conformity with the conditions of contract and specifications for the sum shown in the schedule of prices attached herewith and made part of this Bid.
3. We undertake to enter into agreement within one week of being called upon to do so and bear all expenses including charges for stamps etc and agreement will be binding on us.
4. If our Bid is accepted, we will obtain the guarantees of a Scheduled Bank for a sum as mentioned in tender document for due performance of the Contract.
5. We agree to abide by this Bid for a period of 90 days from the date fixed for Bid opening and it shall remain binding upon us and may be accepted at any time before the expiry of that period.
6. Until an agreement is signed and executed, this Bid together with your written acceptance thereof, in your notification of award shall constitute a binding contract between us.
7. Bid submitted by us are properly sealed and prepared so as to prevent any subsequent alteration and/or replacement.
8. We understand that you are not bound to accept the lowest or any bid, you may receive.
9. The information / documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I / we, am / are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.
10. I have carefully read, understood and accept all the terms and conditions of the tender and undertake to abide by them.

Signature of the Tender_____

Name of signatory_____

Name of the Firm/Agency_____

Seal of the Firm/Agency_____

Place: _____

Date: _____

9.0 CERTIFICATE FOR THE DOCUMENTS DOWNLOADED FROM THE WEBSITE

"I/We hereby declare that the tender document submitted has been downloaded from the website <https://www.pfcclindia.com> with no additional/deletion/correction has been made in the document downloaded. I also declare that I have enclosed documents along with qualifying and financial bids as mentioned in this document".

I/We hereby declare that I/We has/have not tampered the tender document while submitting the Bids.

In case at any stage, if it is found that the information given above is false or incorrect, PFCCL shall have the absolute right to take any action as deemed fit without any prior intimation.

Signature of the Tender_____

Name of signatory_____

Name of the Firm/Agency_____

Seal of the Firm/Agency_____

Place: _____

Date: _____

10.0 DECLARATION FOR PROVIDING LICENSE OF THE DRIVER

I / We declare that:- _____ Proprietor/Partner(s)/Director(s) of M/s _____ hereby declare that if the contract is awarded, then I/We will provide the valid commercial driving license (for Light Motor Vehicle) of driver who would be engaged in driving the vehicle provided by me/us.

Signature of the Tender _____

Name of signatory _____

Name of the Firm/Agency _____

Seal of the Firm/Agency _____

Place: _____

Date: _____