



RAJASTHAN RENEWABLE ENERGY CORPORATION LIMITED

(Government of Rajasthan Undertaking)

E-166, Yudhisthir Marg, C-Scheme, Jaipur

CIN No. U40101RJ1995SGC009847

Tel: 2225859 / 2228198 / 2221650 Fax: 0141-2226028

Email: rrec2016@gmail.com, Web site: www.energy.rajasthan.gov.in/rrecl

Tender No: RREC/Pool/Vehicle hiring/2019-20/10

Dated: 21.01.2020

Bid Document
for
Annual Rate Contract for Hiring of Vehicles



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Brief of Schedule of the Tender

Details of work:	The annual rate contract for hiring of vehicles
NIT No:	RREC/ Pool/Vehicle hiring/ 2019-20/10 Dated: 21.01.2020
Estimated Work Cost:	Rs. 5 Lakh
Earnest Money Deposit:	Rs. 10,000/-
Date of issue of tender Document	21.01.2020
Last Date of submission of Bid document	03.02.2020 at 2.00 pm.
Date of Opening of bid	03.02.2020 at 3.00 pm.
Period of rate contract	One year from the date of issue of award of the rate contract
Cost of Tender:	Rs. 500/- payable in form of DD/ Banker's Cheque in favour of MD, RRECL, Jaipur.

Notes:-

1. RRECL invites sealed bids for Hiring of Vehicles from reputed Firms/ Fleet Owners having experience in this field for at least one year for the supply of taxi vehicles.
2. Tenders/ Bidders are advised to study the tender document carefully before submitting the Tender Form. It will be presumed that the tenderer/bidder have considered and accepted all the terms and conditions of this tender.
3. Conditional bids shall liable to be rejected.
4. The tender cost and Earnest Money deposit, is to be deposited in RREC office as per above time schedule otherwise the bid will not be considered.
5. The bid will be opened on 03.02.2020 at 3.00 pm., in the presence of bidders who wish to be present.

6. Cutting / overwriting if any in the figures of the tender document is required to be clarified / indicated in words, duly signed, failing which the tender may be rejected.
7. All pages of the tender documents should essentially be signed by the bidder.
8. Correspond at : -

The Managing Director,
Rajasthan Renewable Energy Corporation Ltd.,
E- 166, Yudhisthir Marg, C – Scheme,
Jaipur (Raj.), 302005
Tel: 0141-2225859/2221650 / 2229341 / 2229055
Email: rrec2016@gmail.com

ELIGIBILITY CRITERIA:-

1. The tenderer should have the experience of providing vehicles on hire for at least one year in any of the Departments/ Autonomous Institutions/ Universities/ Public Sector Undertakings of The Government of India or Government of Rajasthan or any other State Government or Public Sector Banks or Local Bodies/ Municipalities. Proof to this effect to be attached with Bid.
2. The tenderer should have valid Permanent Account Number (PAN) of the Income Tax Deptt. and G.S.T. Registration No.
3. The tenderer should submit an undertaking with the Technical Bid to the effect that it has never been black listed by any of the Departments/ Organizations of the Government of India/ Government of Rajasthan and no criminal case is pending against the said firm on the date of submission of this bid (Prescribe Performa as per Annexure-II).
4. The tenderer should submit an undertaking with the Bid to the effect that he or his firm have capacity of providing 4 to 10 Commercial Vehicles of make after the year 2015.
5. The bidder shall quote Rates inclusive of all taxes and all other expenses. GST shall be paid extra, as applicable. Parking, toll tax and road tax (inter-state) will be paid extra on actual basis on submission of the payment slips.
6. The tenderer should submit duly signed copy of the bid document in acceptance of the terms and conditions.

PROCEDURE TO SUBMISSION OF THE BIDS:-

1. The bids shall be submitted in sealed envelope within the time limits prescribed.
2. The bidder shall quote its rates for both categories. The rates quoted shall be in terms of fixed amount for minimum km per day and per km rate for additional running of the vehicle.
3. L-1 bidder shall be decided on the basis of quoted *Grand Total Amount* in column-K of the Financial Bid format (Annexure-III).
4. The copy of following documents should be enclosed/ attached with the Bids:-
 - i. The complete Bid Document signed and sealed on each page by authorised signatory of the bidder firm/ agency.
 - ii. Copies of experience certificates.
 - iii. Self attested copy of PAN card
 - iv. Self attested copy of GST Registration.
 - v. Self attested copy of Valid Registration No. of the Agency/Firm.
 - vi. Cost of the Bid Document Rs. 500/- in form of DD/ Banker's cheque.
 - vii. Bid Security (EMD) of Rs. 10,000/- in form of DD/ Banker's cheque.
 - viii. Bid descriptions (Details of the Firm/ Agency) form (Annexure-I)
 - ix. Undertaking on the letter Head of the firm duly signed and stamped (Annexure- II)
 - x. Financial Bid form (as per Annexure-III).

TERMS & CONDITIONS :-

1. The bidder, who fulfils all requirements as per the terms and conditions of the tender/ bid and whose total quoted price is found minimum, shall be adjudged as the successful bidder.
2. The rates quoted shall be inclusive of all expenses other than GST only. Toll Tax, parking shall be paid extra on actual basis on submission of the deposit slips in original.
3. The successful bidder shall deposit Security Deposit by way of a Demand Draft/ Banker's Cheque of Rs. 25,000/- payable to MD, RRECL along with contract agreement in prescribed format on non-judicial stamp of Rs. 500/- within 7 days of award of tender.
4. No interest will be paid on the Security Deposit amount.

5. The cost of the stamp paper shall be borne by the successful bidder. After successful submission of Security Deposit and contract agreement, the successful bidder shall be termed as the Contractor.
6. The Contractor shall not sublet the services to any Sub-Contractor or transfer the contract to any other person/ firm/ agency in any manner. The Contractor shall not be permitted to transfer their rights and obligations under the contract to any other person/ organization or otherwise.
7. The Contractor shall indemnify RRECL against all damages/ charges and expenses for which this RRECL may be held liable or pay on account of the negligence of the Contractor or his staff or any person under his control whether in respect of accident, injury to the person or damage to the property of any member of the public or any person or in executing the work or otherwise and against all claims and demand there of the RRECL shall not be responsible financially or otherwise for any injury to the driver or person deployed by the Contractor during the course of performing duties.
8. The rate contract for hiring of vehicles shall be valid initially for one year from the date of issue of the rate contract order. RRECL reserve the right to extend the validity of contract on mutual consent on the same rates and terms & conditions for a maximum of one year upon the satisfactory functioning of the Contractor.
9. During the period of contract the rates will not be revised with the revision of any tax or petrol/ diesel prices.
10. Vehicles provided by the Contractor should bear Commercial Registration (Taxi) Numbers and should have Comprehensive Insurance and Drivers so provided with the vehicle shall have valid commercial driving license. The vehicles should conform to the Pollution and all other legal norms prescribed, if any, by the Transport Department of Government of Rajasthan. The Contractor shall be liable for the same.
11. The Contractor shall comply with all the statutory provisions as laid down under various Labour Laws/ Acts/ Rules like Minimum Wages, Provident Funds, ESI, BONUS, Gratuity, Contract Labour Act and other Laws/ Acts/ Rules in force from time to time at his own cost. In case of violation of any such statutory/ legal provisions under Labour Laws or any other law applicable, there will not be any liability on the RRECL.
12. All the vehicles provided to RRECL should be in good running condition and having valid documents/ licenses from transport department and

Insurance policy of the Driver & Vehicles. The Contractor shall be responsible for total maintenance of the vehicles provided by him. Operation and function of the vehicles and Drivers shall be governed by motor Vehicles Act/ Motor Vehicles Rules and Rajasthan Motor Vehicles Rules and these shall be the responsibility of the Contractor.

13. The Contractor shall provide vehicles as per requirement of the RRECL and as and when required at a short notice (including early in the morning and late in the evening). The Department reserves the right to vary the numbers of vehicle hired.
14. The driver deputed with the vehicle should maintain the logbook / duty slip in the prescribed format by RRECL for each vehicle and get the journey verified by the using officer.
15. Night halt Charges for outside Jaipur municipal area shall be paid @ Rs. 300/- per night. No Charges for local night detentions/ journey shall be paid.
16. The Contractor 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 Contractor shall replace the breakdown vehicle within 30 Minutes failing which RRECL has the right to hire vehicle from any other sources at the expense of the Contractor.
17. The RRECL has the right to ask the Contractor for removal of the driver, who is not found competent orderly or disciplined.
18. The vehicles shall be provided at the office of the RRECL/ Reporting Place and the mileage will be counted from the office of the RRECL/ Reporting Place till the end/ drop point.
19. Work order of successful bidder may be further extended for further one year at the same rates and terms & condition with mutual consent.
20. Although the rate contract shall be executed for one year but corporation free to terminate/ cancel the rate contract earlier by giving 15 days notice, but Contractor has no right to do so.

PENALTIES:

1. The Contractor shall bind to provide vehicles as per the requirement of the Corporation. In case of the failure of the same, the Corporation may hire vehicles from any other agency, and if the rates charged are higher than the approved rates, the same (difference) shall be recovered from the

contractor from the bills payable to the contractor or from its security deposit with the corporation.

2. For breach of any of the conditions of the contract: Termination of contract and forfeiture of Security Deposit.
3. For persistent breach or unsatisfactory services- termination of contract along with forfeiture of security deposit and blacklisting.

PAYMENT TERMS:

1. The bill shall be submitted by the Contractor on monthly basis after closing of the calendar month, but not later than two months, along with payment slips of toll tax/ parking (if any) and the duty slips duly verified by the user officer.
2. The bill shall be prepared on the basis of approved per day fixed charges for minimum 250 km in case of journey outside municipal area of Jaipur and 80 km in case of journey within municipal area of Jaipur. For additional km plying of the vehicle in a day, if any, approved additional rates per km shall be added.
3. GST shall be charged extra, as applicable rates.
4. The payment shall be made after the satisfactorily completion of the work assigned, at approved rates after deducting penalties, if any.
5. No advance payment shall be made.
6. Income Tax (TDS) shall be deducted as per rules.
7. Firm have to furnish compulsory the copy of receipt of GST deposit along with the bill after completion of every three month. In absence of receipt of GST counter foil, Corporation will not release the payment.
8. Parking, toll tax and road tax (inter-state) will be paid extra on actual basis on submission of the payment slips.

GENERAL TERMS:

1. All Provisions of RTPP Act, 2012 and RTPP Rules, 2013 shall be applicable.
2. All the disputes shall be subject to Jaipur Jurisdiction.
3. All rights about the tender/ bids are reserved with MD, RRECL and his decision shall be final.

BID DESCRIPTIONS: DETAILS OF THE FIRM/ AGENCY

S. No	PARTICULARS	
01	Name of the bidder Firm/Agency	
02	Address of the Firm/Agency	
03	Phone/ Mobile No.	
06	Registration No. of the firm/Agency	
08	Registration Certificate of the bidder firm/ agency (Attach Proof)	
09	Permanent Account Number under Income Tax Act (Attached Proof)	
10	G.S.T. Number (Attach Proof)	
11	Experience of the work as required in the Tender Document (Attach Proof)	
12	Whether Agency has been blacklisted by any of the Department/ Organizations (Attach Undertaking on the letter head of the firm duly signed and stamped)	
13	Duly signed & Stamped original bid document	
14	The firm/ Agency have capacity to provide 2 to 5 commercial vehicles (make/model after 2015) (Attach Undertaking on the letter Head of the firm duly signed and stamped)	

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 undertakes myself/ ourselves to abide by the same.

Place:
Date

Signature of the Tenderer
Name of the Tenderer
Name of the Firm/agency
Seal of the Firm/Agency

UNDERTAKING

(On the letter Head of the firm duly signed and stamped)

It is certified that our firm/ agency/ company has never been **black listed** by any of the Departments/ Autonomous Institutions/ Universities/ Public Sector Undertakings of the Government of Rajasthan or any other State Government or Public Sector Banks or Local Bodies/ Municipalities and no criminal case is pending against the said firm/agency as on the last date of submission of the Bids.

It is further certified that our firm/ agency/ company have capacity to provide 2 to 5 commercial vehicles (make/model after 2015).

It is further certified that our firm/ agency/ company have capacity to provide the vehicles as mentioned in the Tender Document.

Place:

Date

Signature of the Tenderer

Name of the Tenderer

Name of the Firm/agency

Seal of the Firm/Agency

Financial Bid

S. No.	Category of Vehicle (A.C.)	Rates for outside of municipal area of Jaipur (in Rs.)				Rates for within municipal area of Jaipur (in Rs.)				Grand Total Amount (in Rs.) (F+J)
		Fixed amount for min. 250 Km per day	Rate per Km for additional	Amount for 50 km additional (DX50)	Total amount (C+E)	Fixed amount for min. 80 Km per day	Rate per Km for additional	Amount for 20 km additional (Hx20)	Total amount (G+I)	
A	B	C	D	E	F	G	H	I	J	K
1	Swift Dzire, Etios, Indigo or equivalent									
2	Innova, Xylo or equivalent									
Grand Total Amount (in Rs.)									(K1+K2)	
In Words: Rs.										

Notes:-

1. The rates quoted shall be inclusive of all expenses other than GST only.
2. Toll Tax, parking shall be paid extra on actual basis on submission of the deposit slips in original.
3. Road Tax (Inter State) will be paid on submission of receipt with bill.
4. Night halt Charges for outside Jaipur municipal area shall be paid @ Rs. 300/- per night. No Night halt Charges for local journey shall be paid.
5. For only financial evaluation purpose, 50 km additional for outside and 20 km additional for within municipal area of Jaipur, have been taken in calculations.
6. L-1 bidder shall be decided on the basis of quoted Grand Total Amount in column-K.

Place:

Date

Signature of the Tenderer

Name of the Tenderer

Name of the Firm/agency

Seal of the Firm/Agency