



Kandla SEZ Authority (KASEZA)

(Government of India)

Ministry of Commerce & Industry,

Kandla Special Economic Zone,

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No.KASEZ/

Dated:- 06/07/2018

INVITING QUOTATION FOR HIRING OF VEHICLE

Subject:- Quotations for hiring of private vehicles –Innova (2018 model) on a monthly basis for use by Kandla SEZ Authority.

Sir,

Sealed quotations for hiring of private vehicle with driver i.e. **one Innova**, on monthly basis as given in the enclosed sheet at Annexure are invited. The quotations in sealed covers should be submitted to the undersigned along-with earnest money deposit of Rs.20,000/- (Rupees twenty thousand only) by demand draft drawn in favour of “Kandla SEZ Authority”, on or before **31st July, 2018**. The tenders would be opened on the same day at 4.00 p.m. Tenderers who wish to attend may remain present at their discretion. The terms and conditions are as under:-

1. The Contract will be initially for a period of two years and extendable by further two years, if both Contractor and Authority agree.
2. *The tenderer should have registered with GST Authorities and a self attested copy of service tax registration/GST Registration should be attached with the tender.*
3. *The tenderer should have provided vehicle to any Govt. Department/PSUs for a period not less than two years. Please provide experience certificate for the work satisfactory performance.*
4. *Tenderer's annual turnover shall not be less than Rs.2.50 lakhs each from the business for the last three years. A copy of audited balance sheet for the FY 2015-16 and 2016-17 and 2017-18 should be provided with the tender.*
5. Vehicle should not be older than 01.01.2018. Contractor shall provide copies of the Registration Certificate and Insurance Policy within a week of awarding the Contract.
6. The tender form should be filled in ink clearly or typed. The tenderer should quote the number, rate and amount tendered by him in figures and as well as words. Alterations

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unless legibly attested by the tenderer shall disqualify the tender. The tender form and its enclosures should be signed by the tenderer himself.

7. The price quoted should be exclusive of fuel, which will be provided by the Authority. Toll charges, if any, will be re-imbursed by the Authority. All other consumables like oil, air, battery, tyres, etc. and periodical maintenance have to be borne by Contractor.
8. **The prices quoted should be inclusive of all taxes.**
9. The vehicle shall be provided at the office of the Authority and the mileage will be counted from the office of the Authority. **Vehicle will remain parked at the office of the Authority during off duty hours.**
10. The tenderer should take care that the number, rate and amount should be written in such a way that the interpolation is not possible. No blanks should be left which would be otherwise made the tender liable for rejection.
11. The service of vehicle is to be provided on all week days Monday to Saturday from 8.00 AM to 8.00 PM and also as per requirement.
12. Normal usage of vehicle is Monday to Saturday with one weekly off. However, the vehicle if required on Sundays and Holidays shall also be provided.
13. Since the Diesel is borne by the Authority, no charges will be paid on per km. basis. Quotation should be for rate per month.
14. The approved rates will not be changed during the currency of the contract.
15. The Chairman, Kandla SEZ Authority reserves the right to accept/reject any or all the tender/s in part or full without assigning any reason.
16. The Chairman, Kandla SEZ Authority reserves the right to cancel the contract, at any time, without assigning any reasons. The Contractor shall not be entitled to claim any compensation against such termination. However, while terminating the contract, if any, payment is due to the contractor for services already performed in terms of the contract, the same would be paid to it as per the contract terms. In case of any dispute, the decision of the Chairman, Kandla SEZ Authority shall be final.
17. In case of any injury/loss/damages, etc. caused to the vehicle/Driver/Passengers or to any person (s)/assets, etc. due to mishap/accident while performing the duty for the Authority, the Authority shall not be responsible for any such loss/damages and all liabilities legal or monetary shall be borne by the Contractor.



18. The Contractor shall have to comply with the relevant laws and rules issued from time to time relating to the business and pay due taxes to the concerned government agencies. The Authority shall not be responsible for any lapse on the part of service provider during or after the expiry of the contract.
19. The Contractor shall not replace the vehicle and the drivers deployed without approval of Authority.
20. Any act on the part of the tenderer to influence anybody in the Authority is liable for rejection of the tender.
21. The successful tenderer/contractor shall have to deposit a performance guarantee by way of a Bank Guarantee of Rs.25,000/- (Fifty thousand only) to the Authority.
22. The successful tenderer/contractor shall not engage 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 persons/organization or otherwise.
23. The vehicle and drivers provided by the contractor shall work under the overall supervision of the Authority.
24. Vehicles provided by the Contractor should have Comprehensive Insurance and Drivers so provided with the vehicle shall have valid driving licence. Contractor has to provide uniform to the drivers.
25. The contractor shall provide vehicles as per requirement of the Authority and as and when required at a short notice.
26. The driver deputed with the vehicle should maintain the logbook of the vehicle and get the journey verified by the using officer.
27. No charges for local night detentions/journey shall be paid.
- 28. The vehicle and driver shall remain available all the time as per duty roster and shall not leave place of duty without prior permission.**
29. The contractor shall immediately provide replacement of the vehicle under repair/detained due to accident or vehicle not reporting for duty.
30. The Authority has the right to ask the contractor for removal of driver, who is not found competent, orderly or disciplined.
31. No allowance shall be payable for driver for outstation trip & night stay.

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32. All the disputes shall be subject to Gandhidham jurisdiction.

33. Vehicle provided on contract basis should be run by the driver provided by the contractor and no Govt. driver will run the vehicle without permission of the competent authority.

PENALTIES:

- a. For not providing vehicle in time: Rs.200/- per hour.
- b. For misbehaving by the driver :Rs.1,000/- per default.
- c. For not providing substitute vehicle: Rs.2,000/- per day & for not providing driver Rs.2000/- per day also.
- d. For causing damage to the public property: Three times of the market value of the damaged property or Rs.5,000/- whichever is higher per default.
- e. For breach of any conditions of the contract: Termination of contract and forfeiture of EMD or Rs.5,000/- per default as the case may be depending upon the grounds of violation as decided by Chairman, Kandla SEZ Authority.



(Satyadeep Mahapatra)
Jt. Development Commissioner,
Kandla Special Economic Zone &
Member, Kandla SEZ Authority.

06/07/18.

Proforma for quoting rates for hiring private vehicle Innova (2018 model) on a monthly basis by Kandla SEZ Authority.

1	Name of the Agency	
2	Address	
3	Name of the contact person	
4	Contat Nos.	
5	E-mail ID	
7	Permanent Account No. (please attach a self certified copy of PAN)	
8	GST Registration Number (please attach a self attested copy of Service Tax Regn. Certificate)	
9	Annual turnover shall not be less than Rs.2.50 lakhs each, for the last 3 years. Please provide copy of audited balance sheet for 2015-16 and 2016-17 and 2017-18.	
10	Banker's name with Account No. & RTGS/NEFT details (please attach a copy of crossed cheque)	
11	Work experience certificate	

RATES QUOTED

Sr.No.	Particulars	Innova (AC) Diesel
1	Monthly rate including all taxes but excluding fuel	

EMD amounting to Rs.20,000/- (Rupees twenty thousand only) has been submitted/enclosed vide D.D. No. _____ dated _____ drawn on _____.

Signature with Stamp