



सरदार वल्लभभाई पटेल राष्ट्रीय पुलिस अकादमी
SARDAR VALLABHBHAI PATEL NATIONAL POLICE ACADEMY

(भारत सरकार :: गृह मंत्रालय)
(Government of India: Ministry of Home Affairs)
हैदराबाद – 500 052
Hyderabad – 500 052

TENDER ENQUIRY NO.: 12011/5/2018-2019/HS-Motors
Dated 24 April, 2018

OPEN TENDER ENQUIRY FOR ENTERING INTO RATE CONTRACT
TOWARDS HIRING OF AC TAXIS (CABS) ON MONTHLY PAYMENT BASIS BY
S.V.P. NATIONAL POLICE ACADEMY FOR A PERIOD OF ONE YEAR

Date of Tender Enquiry : April 24, 2018.
Closing date & time for submitting bids : May, 15, 2018 at 1500 hrs

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(भारत सरकार : गृह मंत्रालय)
(Government of India : : Ministry of Home Affairs)
हैदराबाद – 500 052 HYDERABAD – 500 052.

No.12011/5/2018-2019/HS-Motors

Dated the 24 April, 2018.

NOTICE INVITING e-TENDERS

Sub: Open Tender Enquiry for entering into Rate Contract towards supply of **AC Taxis** on hire basis for a period of one year to S.V.P. National Police Academy– Reg.

Sir,

e-Tenders are invited by the S.V.P. National Police Academy from interested Cab Service Providers for entering into Rate Contract for hiring AC Taxis (not older than 2016 year model) **on monthly basis** (Model: Toyota Innova (AC), Chevrolet Tavera(AC), Mahindra Xylo (AC), Toyota Etios (AC) & Swift D'Zire (AC) (VDI/ZDI). The Taxis are required to pick up and drop the Course Participants attending various training programmes, to and from the Airport/Railway Station/Bus Stand to the Academy.

B) The salient features of the tender enquiry are as follows:

a)	Tender Enquiry No.	12011/5/2018-2019/HS-Motors, dated 24.04.2018
b)	Description of service	Supply of AC Taxis to S.V.P. National Police Academy for a period of one year on monthly payment basis.
c)	Type of Tender Enquiry	Open Tender Enquiry
d)	Bid System	Two-Bid System (separate technical and financial offers)
e)	Closing date & time of submitting bids.	On May 15, 2018 at 1500 hrs
f)	Date of opening of bids received.	On May 16, 2018 at 1500 hrs in SVPNPA, Hyderabad
g)	Earnest Money Deposit.	Demand draft for Rs.50,000/- , drawn from any of the Commercial Banks in favour of 'The Director, S.V.P. National Police Academy, Hyderabad'.
h)	Payment terms	Hire charges will be paid on monthly basis.
i)	Tenure of Contract	The tenure of contract will be for a period of one year with the provision for extension by up to one more year at the same rates and other terms and conditions, in case the Academy so requires, subject to satisfactory performance of the contractor.
j)	Bid validity	Bid should be valid for 180 days from the date of opening of bid.
k)	Place of submission of EMD & address for correspondence	The Administrative Officer (Admn), S.V.P. National Police Academy, Shivarampally, Hyderabad-500 052.

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C) Important dates related to this tender are furnished below for information:

	Particulars	Date	Time
1	Date of Online Publication of Tender	24.04.2018	1100 Hrs.
2	Starting date for downloading tender document	24.04.2018	1200 Hrs.
3	Bid Submission starting date	24.04.2018	1300 Hrs.
4	Bid Submission closing date	15.05.2018	1500 Hrs.
5	Closing date & time for submission of hard copy of EMD	15.05.2018	1300 Hrs.
6	Date of opening technical bids	16.05.2018	1500 Hrs.

- D) Interested and experienced Vehicle Hirers can download the tender document from Central Public Procurement Portal (<https://eprocure.gov.in>) and bid should be submitted through the same website. Bids submitted other than on CPP Portal will not be accepted. The eligible bidders should have the digital signature (DSC) issued by any agency authorised by Controller of Certifying Authorities, Govt. of India.
- E) Bidders can access and download the tender documents from CPP Portal and can fill them with all relevant information and submit the completed tender document online on the website: <http://www.eprocure.gov.in>. The downloading of tender documents shall be carried out strictly as provided on the website. No editing, addition, deletion of matter shall be permitted. If such action is observed at any stage, such tenders are liable for outright rejection.
- F) Tender shall be submitted online only at CPPP website. Bidders are advised to refer the Bidders manual kit for e-submission of the bids online through the Central Public procurement portal available at the website: <http://www.eprocure.gov.in>. Aspiring Bidders/ Suppliers who have not enrolled/registered in e-procurement should enroll/register before participating through the website <https://eprocure.gov.in>. The portal enrolment is free of cost.
- G) All the documents as per tender requirement should be uploaded online and further, no documents will be accepted offline. However, Demand Draft (EMD – Earnest money deposit) hard copy should be sent to S.V.P. National Police Academy so as to reach before the due date as indicated herein. Offers of Bidders who are not submitting any of the required documents online will summarily be rejected. Firms registered with NSIC/DGS&D who are exempted from furnishing EMD shall attach attested copy of the requisite certificate along with their bid without fail.
- H) The details of the Tender document and EMD should be filled and uploaded online. Earnest Money Deposit (EMD) for Rs.50,000/- (Rupees Fifty Thousand only) should be deposited in form of Demand draft Drawn on any nationalized bank in favour of The Director, SVP National Police Academy, Hyderabad. **Bids without EMD will not be considered.** Tender Reference Number or details should be mentioned on the backside of the original Demand Draft and the same should be sent to SVP National Policy Academy, Hyderabad so as to reach before the due date as indicated above.

(contd.3)

I) As such, Parties interested in the proposal, may submit their bids in encrypted format, subject to acceptance of the following terms and conditions:

- (i) The AC cabs to be provided should be in good condition and preferably of 2016 year & above model and possessing all document(s) like Registration Certificate, upto date Pollution Under Control certificate, etc. in original.
- (ii) The cabs should be of models – Toyota Innova (AC), Chevrolet Tavera (AC), Mahindra Xylo (AC), Toyota Etios (AC) & Swift 'Zire (AC) (VDI/ZDI).
- (iii) The duty point would be SVPNPA, Shivarampally / Hyderabad Airport / Nampally Railway Station / Secunderabad Railway Station / Kachiguda Railway Station / Hyderabad Bus Station or any other place as intimated from time to time.
- (iv) The Contract will be initially for one year and it can be extended further if the services are found to be satisfactory. **The rates quoted would remain fixed during the period of contract.**
- (v) The Driver should have valid driving licence, sufficient experience and be fully conversant with the routes in Hyderabad. The driver of the vehicle provided must follow traffic rules and other regulations prescribed by the Government. The driver should wear proper uniform and be provided with Mobile Phone by the Service Provider firm. The Drivers shall observe all the etiquette and protocol while performing the duty.
- (vi) In the case of breakdown of the vehicle, the agency should be able to provide another vehicle immediately and no expenses towards breakdown shall be borne by the Academy.
- (vii) The owner/representative of the firm should be available on his own direct telephone (office as well as residence/Mobile). The agency should be able to provide Cabs even at **ODD Hours and Holidays also.**
- (viii) Tenderers shall also quote their 15 digit service tax code/PAN Number/GST/TIN.
- (ix) A daily record indicating the details of trips performed for the vehicle showing areas travelled shall be maintained separately in a Log Book sheet and duly signed by the User/authorised Officer.
- (x) In case, the vehicle is taken to a place other than destination on the request of Officer occupying the vehicle, than the charges towards extra KMs shall be collected by driver/agency from the Officer using the vehicle. The Academy will not be making any extra payment towards the extra KMs run.
- (xi) If any duty is not attended to, an amount of Rs.1,000/- per duty will be deducted from the Bill of the Agency as a penalty.
- (xii) No advance payment shall be made and payment will be made in the following month on receipt of pre-receipted bills.
- (xiii) In the case of any accident or any other contingency, any claim arising out of it shall be borne by the driver/agency only and no claim whatsoever shall be borne by this Office. Compensation and connected expenses, whatsoever, in case of any unforeseen casualty shall be borne by the agency.

- (xiv) The details of other Ministry/Department of Central/State Govt. for whom taxis are being/have been provided by the agency may also be furnished along with the quotation.
- (xv) The Academy reserves the right to accept or reject the tender in full or in part without assigning any reason.
- (xvi) Tender should be accompanied by Earnest Money Deposit of Rs.50,000/- in the form of Demand Draft drawn in favour of The Director, S.V.P. National Police Academy, Hyderabad. Tenders received without prescribed EMD shall be rejected forthwith.
- (xvii) The bidder is allowed to quote for any one/all the types of vehicles. The evaluation of different type of vehicles shall be done separately for each category of vehicle.
- (xviii) Insurance of the vehicle, 3rd party insurance and the risk of passenger travelling in the vehicle should be covered by the contractor to the extent of liability as specified in the Motor Vehicle Act & Rules made there under or any law in force.
- (xix) Any authorised user of the Academy has the right of returning the vehicle, if he is not satisfied as to the plying condition of the car on any one of the ground as mentioned above. In such case, a penalty of Rs.500/- or the actual cost of hiring a similar vehicle will be deducted from the contractor's pending bills payments.
- (xx) In case of vehicle breakdown, a substitute vehicle shall be provided by the contractor immediately. In case vehicle does not report within the reasonable time or does not report at all, the Academy would have right to hire a vehicle from the market and the additional cost incurred by the Academy will be borne by the contractor. In case, neither a substitute vehicle is provided nor a vehicle is hired by the Academy, the Academy will claim Rs.500/- per day as penalty.
- (xxi) The responsibility for the safety & security of the vehicle provided solely lies with the Contractor. It is also the Contractor's absolute responsibility to take care of any damage/repairs caused to and by his vehicle during the operation of the contractor.
- (xxii) Bills should be submitted on monthly basis with all supporting documents and payment will be made only after deducting TDS as applicable. The log book maintained will be the basis for making payments. The log book should be maintained perfectly well and should be endorsed by the Officer using the vehicle for each and every entry without fail.
- (xxiii) Failure by the contractor to comply with any statutory requirement and/or the terms of the agreement during the period of the contract shall result in termination of the contract and subsequent disqualification from participation in any future tender of the Academy. The Academy reserves the sole right to cancel the contract at any time without assigning any reasons thereof.
- (xxiv) In case the contract is withdrawn or the Academy terminates the contract for violation of terms and conditions and/or deficiency in services during the period of contract, the additional expenses in hiring a new contractor through a similar tender process, will be adjusted against the performance guarantee provided by the successful bidder.
- (xxv) The contractor will indemnify for loss/damage of property or life because of negligence of driver or poor maintenance of vehicle or due to an accident.



- (xxvi) The vehicle should have registration with the Road Transport Authorities concerned.
- (xxvii) The time & distance is to be calculated from the time and place of reporting to the time and place of release. It shall be the duty of the Transport Operator/Drivers to get the necessary mileage certified on daily basis.
- (xxviii) The lowest bidder would be accepted.
- (xxix) In case of tie in lower bid, latest version and vehicle with higher mileage will be preferred/accepted.
- (xxx) The Academy reserves the right to increase/decrease the number of vehicles, as per situation prevailing and also to extend the period of contract, if situation demands.
- (xxxi) No request for escalation of rates will be entertained for whatsoever reason during the currency of contract.
- (xxxii) Drivers should not be an accused in any criminal case/accident case/of clear criminal records.
- (xxxiii) In the event of acceptance of offer and on placing supply contract, the successful bidder will have to submit **performance guarantee** as indicated in the **supply contract**, in the form of a Bank Guarantee/FDR from a commercial bank, which should remain valid/fixed for a period of 60 days beyond the date of tenure of contract/completion of all contractual obligations of the supplier.
- J) The bidder is allowed to quote for any one/all the types of vehicles. The evaluation of offers shall be done separately for each type of vehicle.
- K) The bidder should not have been blacklisted/debarred/suspended from business by any Government organisation/undertaking and should be an entity registered in India.
- L) Notwithstanding any of the conditions and clauses indicated above, the Director, SVPNPA has the whole and sole right to waive off any of the above clauses, accept or reject either the lowest or any other valid bid and or **split up the order** to more than one bidder or to cancel the Tender without assigning any reasons thereto.



R. Jayanthi
(R. Jayanthi)
Admn. Officer (Admn.)

Copy to: Web Administrator for hosting advertisement on the Academy website.

PROFORMA FOR TECHNICAL BID

(Please upload **without fail** copies of the documents
in support of the following information)

Sl.No.	Particulars	Description
1	Firm Registration with Name of the Vendor and Address (Block Letters)	
2	Contact No. (Landline and Mobile)	
3	Permanent Account Number (PAN)	Enclosed / Not Enclosed
4	TIN Number	Enclosed / Not Enclosed
5	GST Number	Enclosed / Not Enclosed
6	Banker Details (Bank and Branch, Branch Code, MICR code, IFSC code)	Enclosed / Not Enclosed
7	Bank A/C No	
8	Which make/model of vehicle(s) are you offering?	
9	Registration No(s). of the vehicle(s) offered	
10	Year(s) of Registration	
11	Are you the owner of the Vehicle	Yes / No
12	Have you submitted a copy of the R.C. Book/Blue Book/Smart Card herewith?	Enclosed / Not Enclosed
13	Are all the offered vehicles covered under valid 3 rd party insurance	Yes / No
14	Have you submitted a copy of the Insurance Policy herewith?	Enclosed / Not Enclosed
15	Have you submitted a copy of the work order/contract executed in the past, in support of your experience herewith?	Enclosed / Not Enclosed
16	Whether any court case/ litigation pending against the vehicle (s) offered.	Yes / No
17	Have you submitted a copy of the latest Income Tax return filed by you?	Enclosed / Not Enclosed
18	Whether validity of the Tender is for 180 days.	Yes / No

Signature of Vendor :
Name :
Stamp :
Seal :

Date :
Place :

(Scanned copies of the relevant documents in support of the above information, are to be uploaded online, failing which the tender stands rejected forthwith).

PROFORMA FOR FINANCAL BID

SCHEDULE OF RATES QUOTED:

Type of Vehicle	RATE QUOTED PER TRIP – ONE WAY (inclusive of all taxes)				
	NPA to Airport =====	NPA to Nampally Raiway Station =====	NPA to Sec'bad Raiway Station =====	NPA to Kachiguda Raiway Station =====	NPA to M.G.Bus Station =====
	Airport to NPA	Nampally Raiway Station to NPA	Sec'bad Raiway Station to NPA	Kachiguda Raiway Station to NPA	M.G. Bus Station to NPA
TOYOTA INNOVA (AC)					
CHEVROLET TAVERA (AC)					
MAHINDRA XYLO (AC)					
TOYOTA ETIOS (AC)					
SWIFT D'ZIRE (AC) (VDI/ZDI)					

- (i) The rates quoted shall be **all-inclusive taxes**.
- (ii) The rates once quoted shall **remain valid/fixed** during the period of contract and no variation on account of escalation of POL charges/cost of spare parts, etc. (or) on account of any unforeseen event, shall be entertained.
- (iii) Vendor shall be entirely responsible for all taxes, duties, license, fees etc. incurred during the course of delivery of the contracted services to the Academy.

Signature of Vendor :
 Name :
 Stamp :
 Seal :

Date :
 Place :