



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.: 12011/3/2018-2019/HS-Motors
DATED 01 May, 2018

OPEN TENDER ENQUIRY FOR PROVIDING LIGHT VEHICLES
ON HIRE BASIS TO S.V.P. NATIONAL POLICE ACADEMY
FOR A PERIOD OF ONE YEAR

Date of Tender Enquiry : May 01, 2018.

Closing date & time for submitting bids : May 22, 2018 at 1700 hrs

R. B.



सरदार बल्लभभाई 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.

No.12011/3/2018-19/HS-Motors.

Dated the 01st May, 2018.

NOTICE INVITING e-TENDERS

Sub: Open Tender Enquiry for hiring of **Light Vehicles** viz. **Toyota Innova (AC), Chevrolet Tavera (AC), Mahindra Xylo(AC), Toyota Etios(AC) & Swift D'Zire (AC) (VDI/ZDI)** for a period of one year by S.V.P. National Police Academy– Reg.

e-Tenders are invited by the S.V.P. National Police Academy from prospective vendors under Two-bid system (i.e.separate Technical Bid & Financial Bid) towards hiring of Vehicles viz. **Toyota Innova (AC), Chevrolet Tavera (AC), Mahindra Xylo(AC), Toyota Etios (AC) & Swift D'Zire (AC) (VDI/ZDI)** (not older than 2016 year model) as per requirement basis for a period of one year.

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

a)	Tender Enquiry No.	12011/3/2018-2019/HS-Motors, dated 01.05.2018
b)	Description of service	Supply of Light Vehicles on hire basis 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 22, 2018 at 1700 hrs
f)	Date of opening of bids received.	On May 23, 2018 at 1700 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	01.05.2018	1200 Hrs.
2	Starting date for downloading tender document	01.05.2018	1230 Hrs.
3	Bid Submission starting date	01.05.2018	1300 Hrs.
4	Bid Submission closing date	22.05.2018	1700 Hrs.
5	Closing date & time for submission of hard copy of EMD	22.05.2018	1700 Hrs.
6	Date of opening technical bids	23.05.2018	1700 Hrs.

- D) Interested and experienced Vehicle Hirers can download the tender document from Central Public Procurement Portal ([HTTPS://EPROCURE.gov.in](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](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](http://www.eprocure.gov.in). Aspiring Bidders/ Suppliers who have not enrolled/ registered in e-procurement should enrol/register before participating through the website [HTTPS://EPROCURE.gov.in](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)

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

CONTRACTOR

- 1) The vehicle provided by the contractor on hire will be with a driver who must be in proper uniform and should have a driving license and be competent to drive. The contractor should provide a mobile phone to the driver.
- 2) The vehicles must be in excellent condition, clean, mechanically fit and must be a brand new vehicle not older than 2016 manufacturing and should not have run for more than 30,000 Kms. The colour of the vehicle should be preferably white.
- 3) The contractor should ensure that vehicle is fitted with appropriate seat belts.
- 4) The vehicle should fulfil the obligations prescribed by the State Transport Authority like payment of road taxes and valid Taxi Permit etc. All requirements under various statutory laws must be complied with. Any default will be liability of the contractor and this Academy shall not be liable in any matter whatsoever.
- 5) Quoted charges shall be inclusive of monthly charges of driver, repairs and maintenance of vehicle, insurance, petrol/diesel, oil and also any other incidental expenses including penalty, fine etc. Vehicle should be petrol/diesel operated.
- 6) In the case of any accident, all the claims arising out of it shall be met by the Contractor.
- 7) All Legal/Law Court Suit/Cases arising out of the plying of vehicle will be the sole responsibility of the Contractor.
- 8) Insurance of the vehicle, 3rd person 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.
- 9) 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.
- 10) 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.
- 11) 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.

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- 12) Bills should be submitted on monthly basis with all supporting documents and payment will be made 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.
- 13) 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.
- 14) Academy reserves the rights to increase/ decrease the quantity of hired vehicles as per demand.
- 15) 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.
- 16) 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.
- 17) The vehicle should have registration with the Road Transport Authorities concerned.
- 18) 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.

DRIVERS

- 1) The Drivers shall observe all the etiquette and protocol while performing the duty. He shall be neatly dressed, should wear proper uniform and shall carry a mobile phone in working condition, for which no separate payment shall be made by the Academy.
- 1) The Drivers must be literate and well behaved. He must follow traffic rules & regulations prescribed by the Government from time to time.
- 2) The Drivers should have perfect eye vision and should possess valid driving license issued by the concerned authorities of Central/State Govt.
- 3) Drivers should not be an accused in any criminal case/accident case/of clear criminal records

OTHER CONDITIONS

- 1) The vehicle shall be provided as requisitioned by the Motor Vehicle Section of the Academy throughout the contract period at all times.
- 2) The duty point for reporting of the vehicle is Site-B, SVPNPA Campus, Shivarampally, Hyderabad (or) any other place as intimated from time to time.

(Contd.5)



- 3) The lowest bidder would be accepted.
 - 4) In case of tie in lower bid, latest version and vehicle with lower mileage will be accepted.
 - 5) The Academy reserves the right to indent the required number of vehicles, as per situation/requirement prevailing and also to extend the period of contract, if situation demands.
 - 6) No request for escalation of rates will be entertained for whatsoever reason during the currency of contract.
 - 7) 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 completion of all contractual obligations of the supplier.
 - 8) The Academy reserves the right to accept/reject any tender or all tenders without assigning any reason thereof.
 - 9) The bidder is allowed to quote for any one/all the types of vehicles. They should offer to supply at least a minimum of five vehicles of each type. The evaluation of different type of vehicles shall be done separately for each category of vehicle.
- J) The bidder is allowed to quote for any one/all the types of vehicles. They should offer to supply at least a minimum of five 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)
Admn. Officer (Admn.)

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

PROFORMA FOR TECHNICAL BID

Sl.No.	Particulars	Description
1	Registration of the firm with name of the Vendor and Address (Block Letters)	
2	GST Number	
3	Permanent Account Number (PAN)	
4	Contact No. (Landline and Mobile)	
5	Which vehicle(s) are you offering?	
6	Registration No. of the vehicle(s) offered	
7	Date(s) of Registration	
8	Make	
9	Model	
10	Manufacturing	
11	Registration Authority and Year	
12	Are you the owner of the Vehicle	Yes / No
13	Is the Vehicle offered by you is a Commercial vehicle?	Yes / No
14	Have you submitted a copy of the R.C. Book/Blue Book/Smart Card herewith?	Yes / No
15	Have you submitted a copy of the Insurance Policy herewith?	Yes / No
16	Have you submitted a copy of the work order/contract issued by Government Authorities or Organisations, in support of your experience herewith?	Yes / No
17	Have you submitted a copy of brochure giving technical specifications?	Yes / No
18	Have you submitted copies of profit and loss account and balance sheet for the past three financial years?	Yes / No
19	Have you submitted a copy of the latest Income Tax return filed by you?	Yes / No

Signature of Vendor :
Name :
Stamp :
Seal :

Date :
Place :

PROFORMA FOR FINANCAL BID

SI.No.	Particulars	Description
1	Name of the Vendor and Address (Block Letters)	
2	Permanent Account Number (PAN)	
3	GST Number	
	VEHICLE DETAILS	
4	Registration No. of the Vehicle	
5	Make	
6	Model	
7	Manufacturing Year	
8	Bank A/C No., Bank and Branch, Branch Code, MICR Code, IFSC Code	
9	Have you submitted a cancelled blank cheque?	Yes / No

SCHEDULE OF RATES QUOTED (inclusive of all taxes and all other charges):

Sl. No.	Type of Vehicle	8 Hrs-80 Kms	4 Hrs-40 Kms	Extra per KM	Extra per Hour	Driver Bhatta
1	Toyota Innova AC					
2	Chevrolet Tavera (AC)					
3	Mahindra Xylo (AC)					
4	Toyota Etios (AC)					
5	Swift D'Zire (AC) (VDI/ZDI)					

Signature of Vendor :
Name :
Stamp :
Seal :

Date :
Place :