



**SARDAR VALLABHBHAI PATEL NATIONAL POLICE ACADEMY**  
**(Government of India : Ministry of Home Affairs)**  
**Hyderabad – 500 052**

**TENDER NO : 12011/3/2019-2020/HS-MOTORS**

**SHORT OPEN TENDER ENQUIRY FOR PROVIDING VEHICLES ON HIRE**  
**BASIS [27-SEATER MINI BUSES, TRAVELLER (AC) & 3 NOs. SUV**  
**(AC)] AT DEHRADUN, RISHIKESH, HARIDWAR & MUSSOORIE**

Date of Tender Enquiry : 21 February 2019

Closing date & time of submitting bids : 04 March 2019 at 0900h

Website: <http://www.eprocure.gov.in>

**SARDAR VALLABHBHAI PATEL NATIONAL POLICE ACADEMY**  
(Government of India : Ministry of Home Affairs)  
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**e-OPEN TENDER**

1). **Short Open e-Tenders** are invited from interested vehicle hiring agencies for hiring of vehicles by S.V.P. National Police Academy from prospective vendors under Single-bid system (Techno-Commercial) towards hiring of **27-Seater AC Mini Buses, Traveller (AC) & 3 SUVs** for the training activities of IPS Probationers.

2). Salient features of the tender enquiry are as follows:-

a)	Tender No.	12011/3/2018-2019/HS-Motors, dated 21.02.2019
b)	Description of Contract	Supply of <b>27-Seater AC Mini Buses, Traveller (AC) &amp; 3 SUV (AC)</b> to S.V.P. National Police Academy for the training activities of IPS Probationers.
c)	Type of Tender	Short Open Tender
d)	Bid System	Single Bid System (Techno-Commercial)
e)	Earnest Money Deposit.	Demand draft for Rs 30,000/- (Rupees Thirty thousand only) drawn from any Commercial Banks in favour of the 'The Director, S.V.P National Police Academy, Hyderabad.
f)	Payment terms	Hire charges will be paid after completion of the entire training programme. No advance payment will be made.
g)	Tenure of Contract	31.03.19 to 07.04.19.
h)	Bid validity	Bid should be valid for <b>180 days</b> from the date of opening of bid.
j)	Place of submission of EMD & address for correspondence	The Administrative Officer (Admn), S.V.P. National Police Academy, Shivarampally, Hyderabad-500 052.

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

S/No	Particulars	Date	Time
a)	Date of online publication of tender	21.02.2019	1500 hrs
b)	Starting date for downloading tender document	21.02.2019	1500 hrs
c)	Bid submission starting date	21.02.2019	1500 hrs
d)	Bid submission closing date	04.03.2019	0900 hrs
e)	Closing date & time for submission of original copies of EMD	04 03.201	0900 hrs
f)	Opening of bid	05.03.2019	1000 hrs

4) Interested AND EXPERIENCED Vehicle Hires can download the tender document from Central Public Procurement Portal ([www.eprocure.gov.in](http://www.eprocure.gov.in)) and bid can only be submitted through the same website. Bid submitted other than on CPP Portal will not be accepted. The Eligible bidders should have the digital signature certificate (DSC) issued from any agency authorised by controller of certifying authority (CCA), Govt. of India.

(Contd/.2)

- 5) 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.
- 6) 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 <http://www.eprocure.gov.in>. The portal enrolment is free of cost.
- 7) 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 SVP National Police Academy before the due date of opening. 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.
- 8) The details of the Tender document, Tender fee and EMD should be filled and uploaded online. Earnest Money Deposit for Rs 30,000/- ( Rupees Thirty thousand only) drawn should be deposited in form of Demand draft Drawn on any nationalized bank in favour of Director, SVP National Police Academy, payable at SBI, Shivarampally, Hyderabad. **Bids without EMD will not be considered.** Tender Reference Number or details should be mentioned on the backside of the original FDR/Bank Guarantee and the same should be sent to SVP National Policy Academy, Hyderabad before due date of opening of the tender.
- 9) The TIA ( Tender inviting authority ) will not be held responsible for any sort of delay or the difficulties faced during the submission of bids online by the bidders at the eleventh hour. For any quires regarding e-tendering process, the bidders are requested to contact over phone : 04024014667 or send a mail over to [cphp-nic@nic.in](mailto:cphp-nic@nic.in).
- 10) Following scanned documents in pdf / Excel file format must be enclosed in single cover duly signed and stamped.

**First cover ( In pdf ):-**

- (a) Signed and stamped of NIT documents.
- (b) Firm Registration Certificate as per the Companies Act of India.
- (c) Banker details.
- (d) Pan Card of the Contractor
- (e) Income tax returns and details of last year turnover.
- (f) Average turnover of last three years should be 30,00,000/- (Thirty Lakhs) duly supported by the audited financials.
- (g) Copies of earlier contract/work order executed in the past.

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(h) Scanned copy of Earnest Money Deposit for 30,000/- ( Rupees fifty thousand only) drawn in favour of 'The Director, S.V.P. National Police Academy, Hyderabad' submitted in portal followed by original copy before closing of tender date at the address of The Administrative Officer ( Admn), SVP National Police Academy, Shivarampally, Hyderabad. **Offers received without the prescribed EMD, will be rejected summarily.**

(j) List indicating the vehicle details with make, model, type of vehicle, year of manufacture and registration number of vehicle along with details of insurance carried by them. The vehicles provided should be in good condition and well furnished, preferably of new/latest model.

(k) LOB ( Letter of bid ) duly signed.

(l) Proforma for Technical Bid duly signed.

(m) Financial bid ( In excel file like BoQ ):- The rates/ amount of contract inclusive of all taxes. The Price Bid/ BOQ template must not be modified or replaced by the bidder; else the bid submitted is liable to be rejected for this tender.

(n) Prices shall be quoted in Indian rupees only.

#### **OTHER TERMS & CONDITIONS**

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

a) The bidder should be a registered and a well established agency with vehicles in perfectly good condition covered under valid third-party insurance.

b) The rates should be quoted inclusive of all taxes and other levies, if any. 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.

c) The vehicles should have ACs in perfect working condition.

d) The vehicles should be provided with fuel and drivers.

e) The driver should have valid license and the vehicle should be registered with the Competent Authority of Central Govt./State Govt.

f) Traffic Rules and other statutory regulations as prescribed by the Govt. Authorities concerned should be strictly followed by the Drivers.

g) The Academy is not responsible for any repair and maintenance of the vehicles or any other charge, other than the quoted amount.

h) The driver must observe discipline, etiquette and protocol while performing the duty.

j) The driver should always remain with the vehicle during the entire period of duty. In case of emergency, the driver may seek permission of the concerned officer/authorized official of the Academy.

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- k) The Bidder and the driver of the vehicle should carry out the instructions of the Academy as well as the Officers assigned to the vehicles.
- l) All tax liabilities i.e. Road tax, Service tax, etc. will be borne by the Bidder.
- m) In case of any accident, the service provider shall meet all the claims and damages arising out of such situation.
- n) Suitable alternative vehicles should be provided in case of breakdown of the vehicles.
- o) The Tenderer who fails to provide the vehicle/perform the task assigned to him, the Director SVPNPA shall be entitled at his discretion to deduct the LD (Liquidated Damages) to the maximum of 5%.
- p) The Academy reserves the right :-
- (i) To accept or reject whole or any part of an offer/tender;
  - (ii) To cancel or withdraw the tender notice;
  - (iii) Accept or reject any deviations from these conditions.
  - (iv) To increase or decrease the requirement of number of vehicles.
- q) A daily record indicating the time and mileage of each vehicle shall be maintained in a log book vehicle-wise and the said log book shall be submitted to the Officer concerned regularly for scrutiny.

**12 REQUIREMENT OF VEHICLES:**

**Group A :**

Date	Timings	From - To	Requirement	Remarks
31.03.19 (Sunday)	0400 Hrs	Dehradun Railway Station to LBSNAA, Mussoorie	4 Nos. ( 27 Seater ) AC MINI BUSES	For transport of 78 Personnel with luggage
01.04.19 (Monday)	0530-1700 Hrs	LBSNAA, Mussoorie to ITBP Academy Mussoorie & back	4 Nos.( 27 Seater ) AC MINI BUSES	
02.04.19 (Tuesday)	0530-1700 Hrs	LBSNAA, Mussoorie to ITBP Academy Mussoorie & back	4 Nos.( 27 Seater ) AC MINI BUSES	
03.04.19 (Wednesday)	0530-1400 Hrs	LBSNAA, Mussoorie to ITBP Academy Mussoorie & back	4 Nos.( 27 Seater ) AC MINI BUSES	
	1500 Hrs onwards	LBSNAA, Mussoorie to Hotel Grand Shiva, Shivpuri Rishikesh	4 Nos.( 27 Seater ) AC MINI BUSES	

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Date	Timings	From - To	Requirement	Remarks
04.04.19 (Thursday)	0700-1500 Hrs	Hotel Grand Shiva, Shivpuri Rishikesh to River Rafting Site/ Bungee Jumping Site & back	4 Nos. ( 27 Seater) AC MINI BUSES	For transport of 78 Personnel with luggage
05.04.19 (Friday)	0700-1500 Hrs	Hotel Grand Shiva, Shivpuri , Rishikesh to River Rafting Site/ Bungee Jumping Site & back	4 Nos. ( 27 Seater) AC MINI BUSES	
06.04.19 (Saturday)	0900 - 2300 Hrs	Hotel Grand Shiva, Shivpuri, Rishikesh to IGNFA, Dehradun to Dehradun Rly. Station	4 Nos. ( 27 Seater) AC MINI BUSES	
31.03.19 to 07.04.19	-	<b>During complete attachment, Initially at Dehradun Railway Station at 0400 hrs</b>	1 SUV (AC)	For conducting officer
		<b>During complete attachment, Initially at Dehradun Railway Station at 0400 hrs</b>	1 SUV (AC)	For Supervising officer

**Group B:**

Date	Timings	From - To	Requirement	Remarks
31.03.19 (Sunday)	0300 Hrs	Haridwar Railway Station to Hotel Grand Shiva, Shivpuri, Rishikesh	4 Nos.( 27 Seater ) AC MINI BUSES	For transport of 78 Personnel with luggage
01.04.19 (Monday)	0700-1500 Hrs	Hotel Grand Shiva, Shivpuri Rishikesh to River Rafting Site/ Bungee Jumping Site & back	4 Nos.( 27 Seater ) AC MINI BUSES	
02.04.19 (Tuesday)	0700-1500 Hrs	Hotel Grand Shiva, Shivpuri, Rishikesh to River Rafting Site/ Bungee Jumping Site & back	4 Nos.( 27 Seater ) AC MINI BUSES	
03.04.19 (Wednesday)	0700-1800 Hrs	Hotel Grand Shiva, Shivpuri, Rishikesh to IGNFA Dehradun to LBSNAA, Mussoorie	4 Nos.( 27 Seater ) AC MINI BUSES	

04.04.19 (Thursday)	0530- 1700 Hrs	LBSNAA, Mussoorie to ITBP Academy Mussoorie & back	4 Nos.( 27 Seater ) AC MINI BUSES	For transport of 78 Personnel with luggage
05.04.19 (Friday)	0530- 1700 Hrs	LBSNAA, Mussoorie to ITBP Academy Mussoorie & back	4 Nos.( 27 Seater ) AC MINI BUSES	
06.04.19 (Saturday)	0530- 1400 Hrs	LBSNAA, Mussoorie to ITBP Academy Mussoorie & back	4 Nos.( 27 Seater ) AC MINI BUSES	
	1500 Hrs onwards	LBSNAA, Mussoorie to Dehradun to Dehradun Rly. Station	4 Nos.( 27 Seater ) AC MINI BUSES	
31.03.19 to 07.04.19	-	During complete attachment, Initially at Haridwar Railway Station at 0300 hrs	1 SUV (AC)	For conducting officer

**NOTE:** a) The buses will be with IPS Probationers from 31.03.2019 to 06.04.2019 for the entire training period.

b) Additional SUV vehicles may be required for senior officers on a daily basis during this period which will be intimated one day in advance.

c) In case of any doubt or need for any enquiry, the tenderer may contact the Chief Drill Instructor of the Academy (Phone:040-24234434) on any of the working days

*P. Jayanthi*  
21/2/19

(R. Jayanthi)  
Administrative 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	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	Whether the vehicle(s) are offered on <b>12 Hrs. (+/- 2 Hrs.) every day</b> basis.	Yes / No
13	Have you submitted a copy of the R.C. Book/Blue Book/Smart Card herewith?	Enclosed / Not Enclosed
14	Are all the offered vehicles covered under valid 3 <sup>rd</sup> party insurance	Yes / No
15	Have you submitted a copy of the Insurance Policy herewith?	Enclosed / Not Enclosed
16	Have you submitted a copy of the work order/contract executed in the past, in support of your experience herewith?	Enclosed / Not Enclosed
17	Whether any court case/ litigation pending against the vehicle (s) offered.	Yes / No
18	Have you submitted a copy of the latest Income Tax return filed by you?	Enclosed / Not Enclosed
19	Have you submitted a copy of the average turnover of last three years	Enclosed / Not Enclosed
20	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).