



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.: 12011/8/2017-2018/HS-Motors
DATED 17 Jan, 2018

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

Date of Tender Enquiry : Jan, 17, 2018.

Closing date & time for submitting bids : Feb 09, 2018 at 1600 hrs



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.12011/8/2017-18/HS-Motors.

Dated the 17 Jan, 2018.

e-NOTICE INVITING TENDER (Open Tender)

SVP National Police Academy, Shivrampally, Hyderabad, invites **e-bids** under Two- bid system (Technical Bid & Financial Bid) in **e-Open Tender** enquiry from prospective vendors/agencies, having experience in supplying commercial vehicles to Central/State Govt. Organizations, for providing the following cars to the S.V.P. National Police Academy, Shivarampally, Hyderabad on lease basis for a period of one year w.e.f. 01.04.2018.

S.No	Type of Vehicle	Qty. required	Period of Lease
01.	Toyota Innova Crysta VX (P White) (Diesel)	01 No	One Year
02.	Toyota Innova Car VX 7S(Diesel) (White)	02 Nos	One Year
03	Toyota Etios Car GD SP (Diesel) (White)	04 Nos	One Year

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

a)	Tender Enquiry No.	12011/8/2017-2018/HS-Motors, dated 17.01.2018
b)	Description of service	Supply of Light Vehicles on lease 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 Feb 09, 2018 at 1600 hrs
f)	Date of opening of bids received.	On Feb 12, 2018 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'.
k)	Payment terms	Lease charges will be paid on monthly basis.
l)	Tenure of Contract	The tenure of contract will be for a period of one year from 01.04.2018 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 or termination of contract by 02 months notice.
m)	Bid validity	Bid should be valid for 180 days from the date of opening of bid.
n)	Place of submission of EMD & address for correspondence	The Administrative Officer (Admn), S.V.P. National Police Academy, Shivarampally, Hyderabad-500 052.

(contd.2)

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

	Particulars	Date	Time
1	Date of Online Publication of Tender	17.01.2018	1200 Hrs.
2	Starting date for downloading tender document	17.01.2018	1230 Hrs.
3	Bid Submission starting date	17.01.2018	1300 Hrs.
4	Bid Submission closing date	09.02.2018	1600 Hrs.
5	Closing date & time for submission of hard copy of EMD	09.02.2018	1600 Hrs.
6	Date of opening technical bids	12.02.2018	1000 Hrs.

- 4) 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.
- 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 <https://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 towards 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.
- 8) 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.

- 9) No interest will be paid on Earnest Money Deposit. EMD of unsuccessful tenderers will be returned in due course of time. If the quotation is accepted and the contracted firm fails to undertake the supply contract, their EMD will be forfeited without any further notice.
- 10) The Bid / Tender submitted shall necessarily remain valid for 180 days after the date of commercial bid opening. If any bidder withdraws his tender before the said period, SVP NPA shall-without prejudice to any other right or remedy, be at liberty to forfeit the Bid Security submitted along with the bid.
- 11) The firm must enclose the attested copy of their **Supplier/firm's Registration, GST/TIN of the Firm, Pan Card of the firm, Income Tax Returns – Last 3 years, VAT/Sale Tax Certificate, list of valued customers** and copies of earlier supply orders should accompany along with the quotation. All these documents are to be attached only with Technical Bid.
- 12) Penalty Clause : Firm is to be supplied the ordered vehicles within time failing which, penalty @ 0.5% of the contract Order value will be recovered for per day subject to a maximum of 5% (five percent) from the final payment unless extension is obtained in writing from this office on valid ground before expiry of delivery period. Further in case of inordinate delay of 04 weeks from the stipulated date of supply, this Lease contract order may be cancelled without any further notice and your firm may also be blacklisted.
- 13) As such, Parties interested in the proposal, may submit their bids in encrypted format, subject to acceptance of the following terms and conditions:

CONTRACTOR

- a) This invitation for tenders is open to all Indian registered firms engaged in providing vehicles on lease basis and having adequate experience except to those, which are blacklisted, banned or debarred by any Government Ministry/Department/PSU, etc.
- b) The bidder should have business experience of minimum 3 years in the business of Operating leasing of vehicles.
- c) The bidder should have at least 30 active vehicles in their fleet under lease agreement. List of such vehicles in possession is to be provided along with bid.
- d) The vehicles will be hired on lease basis for a period of one year from 01.04.2018.
- e) The vehicles offered under Lease Agreement should be of latest model (**2016 or 2017**) and they should be in showroom condition. The colour of the vehicle should be preferably white.
- f) Vehicles are to be kept at the disposal of the Academy for a period of one year on 24x7 basis.

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- g) While the Drivers and fuel required for the vehicles will be provided by the Academy, the repairs and maintenance will have to be carried out by the Agency concerned providing the vehicles.
- h) The Academy reserves the right to increase/decrease the quantity of vehicles, in case any demand arises subsequently and to increase the period of contract, if situation demands.
- i) 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.
- j) The contractor should ensure that vehicle is fitted with appropriate seat belts. The vehicle should fulfil all the obligations prescribed by the State Transport Authority and all requirements under various statutory laws must be complied with. Any default will be liability of the contractor and the Academy shall not be liable in any matter whatsoever.
- k) 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
- l) In the event of acceptance of offer and on placing lease contract, the successful bidder will have to submit performance guarantee which will be about 5% of the supply contract value, 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.
- m) In case the department 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.
- n) Offer of lowest bidder would be accepted. In case of tie in lower bid, latest version and vehicle with lower mileage will be accepted.
- o) No request for escalation of rates will be entertained for whatsoever reason during the currency of contract.
- p) 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.
- q) The Academy reserves the sole right to cancel the contract at any time without assigning any reasons thereof.
- r) The bidder is allowed to quote for any one/both the types of vehicles. However, the bidder is required to quote for full quantity of respective type of vehicle. The evaluation of different type of vehicles shall be done separately for each category of vehicle.

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- s) The contractor will indemnify for loss/damage of property or life because of negligence of poor maintenance of vehicle or due to an accident.
- t) The vehicles should have registration with the Telangana Road Transport Authorities concerned.
- u) Bills should be submitted on monthly basis with all supporting documents and payment will be made after deducting TDS as applicable.

OTHER CONDITIONS

- 1) The duty point for reporting of the vehicle is Site-B, SVPNPA Campus, Shivarampally, Hyderabad.
- 2) The Academy reserves the right to accept/reject any tender or all tenders without assigning any reason thereof.
- 3) The bidder should not have been blacklisted/debarred/suspended from business by any Government organisation/undertaking and should be an entity registered in India.
- 4) 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.


(Preetha Menon)
I/c Admn. Officer (Admn.)

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PROFORMA FOR TECHNICAL BID

Sl.No.	Particulars	Description
1	Name of the Vendor and Address (Block Letters)	
2	Permanent Account Number (PAN)	
3	GST Number	
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 :

Contd.... P/7

PROFORMA FOR FINANCAL BID

Sl.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	Rate per month as per Financial Bid	
	Toyota Innova Crysta VX(P White) (Diesel) - 01	
	Toyota Innova Car VX 7S (Diesel) – 02 Nos	
	Toyota Etios Car GD SP (Diesel) – 04 Nos	
9	Bank A/C No., Bank and Branch, Branch Code, MICR Code, IFSC Code	
10	Have you submitted a cancelled blank cheque?	Yes / No

Signature of Vendor :
 Name :
 Stamp :
 Seal :

Date :
 Place :