

E-Tender Notice for Invitation for Quotation

The Government of Maharashtra has approved Project on Climate Resilient agriculture (PoCRA) (Nanaji Deshmukh Krushi Sanjivani Prakalp) for selected District in Maharashtra. The Project Management Unit is situated at Mumbai. The Office Invites Quotation from Qualified Vehicle Suppliers for supply of vehicle on Monthly Rental Basis & On call basis for travel around Mumbai and or in Maharashtra. The Bid Document is available online & bid are to be submitted online through the E tendering Portal www.mahatender.gov.in only.

The Tender Details and schedule are as follows:

Sr.No.	Perticular	Details
1	Name of Tender	Invitation for Quotation for Hiring of Vehicle on Monthly Rental Basis & On Call Basis for Travel around Mumbai &/Or In Maharashtra
२	Price of Bidding Document	Rs.500/- (Net Banking through www.mahatenders.gov.in)
३	Bid Security	Rs.50,000/- (Net Banking through www.mahatenders.gov.in)
४	Date of Commencement of Download of Bidding Document	17.12.2021 From 10:00 hrs
5	Last Date & Time for Submission for Bid	05.01.2022 Upto 17:00 hrs
6	Time & date of Opening of Bid	06.01.2021 @ 11:00 hrs

INVITATION FOR QUOTATIONS

FOR

**HIRING OF VEHICLES ON MONTHLY RENTAL
BASIS & ON CALL BASIS FOR TRAVEL AROUND
MUMBAI AND / OR IN MAHARSHTRA**

**NANAJI DESHMUKH KRISHI SANJIVANI PRAKALP
(PROJECT ON CLIMATE RESILIENT AGRICULTURE)
GOVERNMENT OF MAHARASHTRA, MUMBAI**

**INVITATION FOR QUOTATIONS FOR HIRING OF
VEHICLES ON MONTHLY RENTAL BASIS & ON CALL BASIS FOR TRAVEL
AROUND MUMBAI AND / OR IN MAHARASHTRA**

Enquiry No. : PoCRA/PMU/Hiring of Vehicles/1084/ 21-22

Dated:15.12.2021

1. Maharashtra is the second most populous State with a population of about 112 million. Agriculture is the primary source of livelihood in the State. The state has 22.6 million ha of land under cultivation (gross cropped area) and area under forest is 5.21 million ha. About 84% of the total area under agriculture is rainfed and dependent only on the monsoon. One of the biggest challenges for the state is to pull farmers out of the current crises of high production cost and low profitability due to price fluctuation and lack of agri-business opportunities. The issues related to growing water scarcity, degrading land resources, high cost of cultivation, stagnant farm productivity, and the impacts of climate change need to be systematically addressed in order to achieve food and nutritional security. It is under this backdrop that the Government of Maharashtra, in partnership with the World Bank, has conceptualized the Project on Climate Resilient Agriculture (PoCRA) for selected villages in 15 districts of Maharashtra.
2. The Government of Maharashtra has received financing from the World Bank towards the cost of the Project on Climate Resilience Agriculture in Maharashtra (PoCRA), and intends to apply part of the proceeds for the eligible payments under the contract for which this invitation for quotation is issued.
3. Project Director, PoCRA (Client) invites Quotations from eligible bidders for the hiring of vehicles for office as mentioned below:
 - a) **On Monthly Basis**
 1. Honda City – Air Conditioned
 2. Innova Crysta – Air Conditioned
 3. Swift Dezire- Air Conditioned
 - b) **On Call Basis for Local use**
 1. Honda City – Air Conditioned
 2. Innova Crysta – Air Conditioned
 3. Swift Dezire- Air Conditioned
 - c) **On Call Basis for Out Station Service**
 1. Honda City – Air Conditioned
 2. Innova Crysta – Air Conditioned
 3. Swift Dezire- Air Conditioned

4. Registered Travel Agencies / Tour operators having registered “T” mark vehicles are invited to submit quotations.
5. The duration of the contract is initially for **two years** from the date of award of contract. The contract can be extended as per the requirement of the project on same terms and conditions.
6. The bid document is available online and bids are to be submitted online through the e-tendering portal www.mahatenders.gov.in only. Bids submitted manually will not be accepted.
7. The bidders would be required to register in the web-site www.mahatenders.gov.in which is free of cost. For submission of the bids, the bidders are required to have Digital Signature Certificate (DSC) from one of the authorized Certifying Authorities. The bidders are requested to visit the “Bidders Manual Kit” and “Download” section of the portal for further assistance.
8. The bidders would be responsible for ensuring that any addendum available on the website is also downloaded and incorporated.
9. The tender details are:
 - (a) Price of bidding document (non-refundable) : Rs. 500/- (Net Banking through www.mahatenders.gov.in)
 - (b) Bid Security : Rs. 50000/- (Net Banking through www.mahatenders.gov.in)
 - (c) Date of Publish of Tender : 17-12-2021 from 10.00 hours
 - (d) Date of commencement of sale of bidding document: 17-12-2021 from 10.00 hours
 - (e) Last date and time for Submission of bids : 05-01-2022 up to 17.00 hours
 - (f) Time and date of opening of bids : 06-01-2022 at 11.00 hours

10. Submission of Bid:

10.1. Technical Bid

The bidder has to submit the following documents in the technical envelope through the online portal. Documents mentioned in the Sr. No 1 to 8 are mandatory. Failure to provide the above information will lead to bid being declared as non-responsiveness and will not be considered for evaluation.

Documents to be attached with the Tender:

1. Copy of the valid registration of the agency (company/partnership/shop act etc.)
2. Copy of valid registration Certificate of the vehicles.
3. Copy of up to date road tax payment receipts of the vehicles
4. Copy of valid Insurance Policy Certificate of the vehicles
5. Copy of the GST no. of the agency
6. Copy of the audited balance sheet for last three years along with ITRs
7. Declaration by the Bidder
8. Copies of Work Orders from Last three years in Government or Semi-government offices.

10.2. The qualification criteria for technical bid:

1. The agency should be in existence and in operation of business from last 5 years.
2. The average turnover of the agency should be more than Rs. 50 lakhs in previous 3 financial years i.e. 2018-19 to 2020-21.
3. The agency should have minimum 5 vehicles registered in agency's name.
4. The agency should have deployed at least one vehicle in the last three years with Government or semi government organizations.

10.2. Financial Bid:

1. The bidder shall quote for all the items as mentioned in the financial format (Annexure 1) of tender otherwise it will be rejected.
2. The quoted price should be exclusive of GST and other taxes. Those can be shown separately in price schedule.
3. Rates mentioned in the schedule of price are fixed for the period of the contract. No revision in quoted rates on account of increase in fuel charges, spare costs, taxes etc will be entertained.
4. Each Bidder shall submit only one quotation.

10.2.1 Evaluation criteria

The client will evaluate and compare the tender determined to be substantially responsive i.e. which

- a. Confirm to the terms and conditions, and specifications.
- b. The tender will be evaluated for all schedules together.

11. Validity of Quotation:

The Quotation shall remain valid for a period not less than 120 days from the last date specified for submission of the tender.

12. TERMS & CONDITIONS:

12.1. Award of contract:

- 1) The work Order will be placed on the selected bidder whose bid has been determined to be substantially responsive and who has offered the lowest evaluated bid price.
- 2) Any efforts by a bidder to influence the purchaser in its decision on bid evaluation or placement of work order shall result in rejection of the bidder's offer.
- 3) The bids are liable to be rejected if any of the tender conditions are not complied with.
- 4) The bidder whose bid is accepted will be notified of the award of contract by the purchaser prior to expiration of the validity period. The terms of the accepted offer shall be incorporated in the work order.
- 5) Notwithstanding the above, the purchaser reserve the right to accept or reject any tender and to cancel the bidding process and reject all tender at any time prior to award of work order without assigning any reason.
- 6) Any legal disputes arising out of this are subject to Mumbai jurisdiction.

12.2. Payment condition.

- 1) Payment will be made within 30 days after submission of bills on Monthly Basis.

12.3. Other Conditions of the tender:

- a) The services of the vehicle on monthly basis are required in Mumbai. No additional charges as outstation charges etc. will be payable towards travel within the limits of Greater Mumbai Municipal Corporation. However, the vehicles may be required to go to other places in Maharashtra which can't be refused and applicable charges will be paid for vehicle usage as certified by the assigning officer.
- b) The vehicles to be supplied should be purchased and registered after 1st January, 2020**
- c) The client does not provide parking facility for night in office premises/ residential colony area and the Supplier has to make own arrangement for parking.
- d) Applicable taxes would be deducted at source.
- e) The vehicle on monthly basis is required from Monday to Friday. The vehicles may be required on Saturday and Sundays on demand as per the requirement of the client.
- f) Fuel & oil charges, Repairs and Maintenance of the vehicles and driver's salary and parking charges, if any, at the residence of the officer concerned will be borne by the Supplier.

- g) For the vehicle for monthly basis, place of reporting shall be specified in the work order and day to day directions shall be given by the user as per the schedule of work. The Supplier should monitor & recheck with the users whether the vehicle has reported in time to the users or not. In case of call basis, the vehicles shall be provided within 2 hours from notice or as per the date and time given in notice, whichever is earlier. Telecommunication calls, SMS, WhatsApp messages shall be considered as notice.
- h) For calculation of chargeable mileage and hours, the starting and end points of the vehicles shall normally be the residence of the concerned officers or the project office. Travel time and distance from Supplier's office / garage to the designated place will not be considered in chargeable mileage and hours.
- i) The daily record indicating time and mileage for each vehicle usage shall be maintained. The Supplier shall maintain the log book/duty slip for every trip/requisition. The log book/sheet/duty slip should be got signed by the driver from the user along with the name of the user which would indicate the opening and the closing meter reading with point of starting /ending the journey, the reporting and releasing time. Proper maintenance of logbook is very essential and payment will be made on the basis of bills and other documents should be submitted in original.
- j) The client reserves the right to cancel the agreement at any time without assigning any reasons whatsoever, by serving seven days written notice. The client shall also be entitled to appoint any other person, firm or company at its discretion to perform the job entrusted to the Supplier after termination of the agreement.
- k) The Supplier shall pay parking and toll charges during the official use and the same shall be reimbursed by the client to the Supplier on submission of monthly bill.
- l) No advance will be provided.
- m) If the vehicle remains unavailable on any day or days and no alternative vehicle is made available by the Supplier, a penalty at the rate of Rs. 2500/- (Rupees Two Thousand five hundred) per day shall be levied which will be over and above the deduction for that day from the monthly charges.
- n) Supplier will be responsible for drivers lodging, boarding and any other expenses during the duty.
- o) The client will not be responsible or liable in case of any dispute arising between the Supplier and the driver(s) employed by the Supplier and no relationship of Employer and Employee shall come into existence between the Client and driver(s) for which all responsibilities shall vest with the Supplier alone.
- p) In case of any dispute arising out /relating to interpretation of terms and conditions or functioning of the Supplier vis-à-vis the client, the client shall be the sole authority to decide the arbitrator. The Supplier agrees to execute all documents, which may be required by the client in this regard.

12.4 Supplier should comply with the following:

1. 24 hours telephone / mobile facility must be available with Supplier.

2. Any change in vehicle or drivers will be allowed only in exceptional circumstances and that too with the prior information / approval of designated officer of the client.
3. The Supplier should have the arrangement for repairing their vehicle in a short time and during the repair time the Supplier should provide a substitute vehicle and driver immediately so that there is no inconvenience /disruption in the work of the office.
4. Driver to be provided must possess valid driving license having minimum three years' experience. The Supplier must submit photocopies of the licenses at the time of contract. Driving license of driver should always be available with driver.
5. Driver should be familiar with all important places in Mumbai and in Maharashtra.
6. The drivers of the vehicles must follow traffic rules and other regulations prescribed by Government from time to time.
7. The drivers must follow safety norms while driving the vehicle.
8. The drivers must always be in clean white uniform and must be well mannered and courteous and should always carry a mobile phone with them as it will enable officersto contact them at any time.
9. Drivers must not refuse to perform outstation journey and night halt.
10. No separate charges for lodging / boarding of drivers shall be payable for night halt (in Mumbai or outside Mumbai).
11. To ensure safety of passengers, suppler should ensure that drivers are not overworked and not assigned night duties in other organisations such as call centers.
12. Supplier shall be responsible for compliance to all statutory requirements as applicable such as Minimum Wage Act, Employers Provident Fund Act, Workmen Compensation Act, Payment of Wages Act, Contract labour (Regulation and Abolition) Act and other prevailing labour and motor vehicle laws of Government of Maharashtra and Government of India.
13. Government Tax/Levy/Duty for plying vehicles in Maharashtra State will be borne by the Supplier. All applicable taxes, permits, licenses, comprehensive insurance and any other document for operating the vehicle commercially should be fully paid and should be available in vehicle.
14. Parking /Toll charges if any may be claimed by producing valid parking /Toll Slipsduly signed by user and indicating details of journey.
15. The Supplier shall bear all expenses, required for keeping the vehicle in smooth running condition such as fuel, lubricants, consumables, necessary spares, tyres, battery, driver's salary, etc.
16. All the vehicles should have the required accessories such as jack, tool kit, spare wheel and first aid box. The drivers should know the changing procedure of wheelsand small maintenance of the vehicles.
17. Supplier should assign driving to only qualified experience licensed holder drivers and also assume full responsibility for the safety and security of the officers/ officials and their luggage/ items.
18. The vehicle should have good and clean upholstery. The interior of the vehicle along with seat and seat covers should be well maintained and washed. Vehicle should be cleaned daily from inside/ outside and should be kept at excellent running condition.

19. The speedometer and milometer of the vehicles must be working condition. Whenever it is not in working condition, the vehicle will be treated as out of service till it works properly.
20. The tampering of meter reading, vehicle usage timings, overwriting of summary / log sheets and misbehaviour of driver shall be viewed seriously, leading to termination of contract.
21. Private cars owned by the parties shall not be acceptable.
22. In case of any accident resulting in loss of damage of property or life, the sole responsibility for any legal or financial implication would vest with the Supplier. The client shall not be held responsible for whatsoever reason. The client shall not be held responsible for any loss or damage or accident to the vehicle or to any other vehicle or injury.
23. Client shall have no liability for payment of wages / salaries, other benefits and allowances to his personnel that might become applicable under any Act or order of the Government in this regard and Supplier shall indemnify the Client against any /all claims which may arise under the provisions of various Acts, Government Orders etc. and any breach of such laws or regulations shall be deemed to be breach of this contract.
24. No direct or indirect liability arising out of negligent, rash and impetuous driving which is an offence under section 29 of IPC will be borne by the client and any loss caused to the Client has to be suitably compensated by Supplier.
25. The Supplier is liable for any legal dispute / cases/ claims that have been arisen or may arise during the currency of the agreement in respect of vehicles provided by Supplier. The Client will not be liable for any loss, damage, etc. suffered by Supplier or third party as the case may be.
26. The driver should be non-smoking and must not consume alcohol, before and during the working hours.

13. Declaration by the Bidder:

It is hereby declared that I the undersigned, have read and examined all the terms and condition etc. of the tender document for which I have signed and submitted the bid under proper lawful Power of Attorney. It is also certified that all terms and conditions of the tender document are fully acceptable to me and I will abide by the conditions of the terms and conditions and I will be liable to driver's credibility.

Authorized Signature

Stamp and Seal

Name of the Travel Agency/ Tour
Operator: Address:
Tel No :
Designation:

Annexure -1 Format for Financial Quote

A. On Monthly Basis

Sl. No	Particular	Unit	Types of Vehicle		
			Honda City (AC)	Innova Cryst a(AC)	Swift Dezire (AC)
1	Minimum distance Kms. 1500 & 350 Hours	Rs. Per Vehicle per month			
2	Minimum distance Kms. 2200& 350 Hours	Rs. Per Vehicle per month			
3	Rate per km above 1500 km/2200km.	Rs/Km	16	15	10
4	Rate for extra hours above 350 hours	Rs./hours	100	100	100
5	Rate for night halts	Rs./nights	200	200	200

GST and other Taxes: **As applicable**

Note: The evaluation will be done based on basic price quoted in Sl. No 1/ Sl. No. 2 .Therates in serial no.3 to 5 are fixed.

B. On Call Basis for Local Use

Sl. No	Particular	Unit	Types of Vehicle		
			Honda City (AC)	Innova Cryst a (AC)	Swift Dezire (AC)
1	Minimum distance Kms. 90/ 8 hours	Rs. per Vehicle per day			
2	Minimum distance Kms. 120/ 12 hours	Rs. per Vehicle per day			
3	Airport pick up / drop (from/to any place in Mumbai)	Rs. per vehicle			
4	Rate per km above 90 km / 120 km	Rs/Km	20	18	14
5	Rate for extra hours beyond 8 hours / 12 Hours	Rs. /hours	100	100	100

GST and other Taxes: As applicable

Note: The evaluation will be done based on basic price quoted in Sl. No 1 to Sl. No.3. Therates at serial no. 4 to 5 are fixed.

C. On call basis for out station service

Sl. No	Particular	Unit	Types of Vehicle		
			Honda City (AC)	Innova Cryst a(AC)	Swift Dezire (AC)
1	Rate per km (minimum distance 250 kms/day)	Rs. /Km.			
2	Night halt charges	Rs./ nights	200	200	200

GST and other Taxes: as applicable

Note: The evaluation will be done based on basic price quoted in Sl. No 1. The rates at serial no.2 are fixed.

Authorized Signature

Stamp & Seal