



*Office of Chief Electoral Officer,
UT of Jammu & Kashmir,*

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Nirvachan Bhawan, Rail Head Complex, Jammu – 180 001

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“Greater Participation for a Stronger Democracy”

सत्यमेव जयते

REQUEST FOR PROPOSAL
FOR
SHORTLISTING OF AGENCY FOR HIRING OF
VEHICLES

E-Tender Document

E-Tender No:- CEO/Acctts/2024/32 Dated: 31/01/2024

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	Schedule for RFP	
S. No.	Activity	Date
1.	Date of issue of the RFP	31/01/2024
2.	Pre-Bid meeting	05/02/2024
3.	Date of issue of clarifications	01/02/2024
5.	Bid submission Start Date	01/02/2024
6.	Last Date of submission of Bids	12/02/2024
7.	Opening of Technical Bid Venue: Nirvachan Bhawan Rail Head Complex, Jammu	12/02/2024

INSTRUCTIONS TO BIDDERS

1. Definition of Terms:

- (a) CEO shall mean “Chief Electoral Officer”, having its office at:-
 - (i) Nirvachan Bhawan Rail Head Complex, Jammu
 - (ii) Darul Intikhab M A Road, Srinagar
- (b) EMD shall mean Earnest Money Deposit
- (c) Security Deposit shall mean Security Deposit against Contract Awarded.
- (d) Bidder shall mean any applicant who is submitting the bid in reference to this document.
- (e) Agency shall mean the “Bidder” whose bid will be accepted by the CEO as per this tender and shall include such successful Bidder, its legal representatives, successors and permitted assigns.
- (f) Performance guarantee security shall mean and include the Bank Guarantee in form of the Performance Bond.
- (g) If eligible, bidders are required to possess a valid Transport Commissioner License (T.C. License) or Tourism Certificate as per rule.

2. Eligibility Criteria: The Bidder should meet the following criteria for evaluation of bids:-

S.No.	Basic Requirement	Specific Requirements
1.	Legal Entity	The bidder should be either: A Company registered under Indian Companies Act, 1956/2013 OR A partnership firm registered under Indian Partnership Act, 1932. (LLP Limited Liability Partnership) OR A proprietorship firm duly registered either under the suitable act or any other Act of State/UT, as applicable for dealing in the subject matter of procurement. Note: A self certified declaration regarding the non applicability of registration to any Act should be submitted by the Bidder.
2.	Experience	Should have experience of 3 years for providing vehicle hiring services to Govt./Autonomous bodies/PSU
3.	No. of vehicles owned/ on lease	Should have more than 23 commercial passenger vehicles (LMV) owned (a minimum of 8 owned by the bidder)/on lease.
4.	Annual Turnover	Should have annual average turnover of at least Rs. 70 Lakh during the last 3 financial years
5.	Tax Registration	The Bidder should be registered for GST and Income Tax, where his business is located: 1. GST Registration 2. Income Tax/PAN number

(a) **Other Mandatory Requirements to meet the Eligibility Criteria:**

The Bidder should also provide an undertaking (as per the format enclosed at Annexure-V) that it will comply with all the applicable/prevaling statutory provisions, laws, acts and Government orders amended/notified during the period of agreement.

3. **Receipt and Opening of Tenders:**

- (a) Bids duly filled in will be received up to the time and date fixed for submission of tender and will be opened on the date and time indicated in the letter inviting Bids. Bidders or the authorized representative may, if they so desire be present at the time of opening of Bids.
- (b) **Timeline for submission of Bids:** If due date of receipt of Bids and / or that of opening of Bid happens to be a holiday(s), the Bids would be received and opened on the same date and time as specified in the Schedule.
- (c) CEO reserves the right to postpone and/or extend the date of receipt/opening of Bids or to withdraw the tender notice, without assigning any reason thereof. In such a case the Bidders shall not be entitled to any form of compensation from the CEO.

4. **Bidding Process:**

a. **Bid Form:**

The bid form can be downloaded from the registered website *jktenders.gov.in* and departmental website *ceojk.nic.in*. The bidder has to provide an undertaking that non content of the Form has been altered/modified and the same has been downloaded from registered website *jktenders.gov.in*. The undertaking should be submitted as Annexure-VI.

b. **Amendments to Bidding Documents**

At any time prior to the last date and time of submission of bids, CEO may, for any reason modify the Bidding Document by amendments at the sole discretion of CEO. All such amendments shall be conveyed by publishing the same on *jktenders.gov.in* and CEO website only. In order to provide, prospective tenderer, reasonable time to take the amendment if any, into account in preparing their bid, CEO may, at its discretion, extend the deadline for submission of bids.

c. **Preparation of Tender:-**

- (i) The Bidders are required to submit the completed Bid documents only after satisfying each and every condition laid down in the Bid documents.
- (ii) All rates shall be written both in figures and in words. In case of discrepancy between the words and the figures, the rates indicated in words shall prevail.
- (iii) No bidder should have been blacklisted/debarred from participating or executing contract with any of Government Department/Ministry/PSU or Public Agency or Institution, as the case may be during the last 3 years for the reason whatsoever.
- (iv) All the terms and conditions for “Tender for hiring of vehicles” will

be as those mentioned in this document, and no change in the terms and conditions will be acceptable.

- (v) Conditional bids or the bids not accepting the terms and conditions will be rejected.
- (vi) In the event of the Bidder's Company or the concerned division of the Company is taken over/bought over by another company, all the obligations under the agreement with CEO should be passed on for compliance by the new company/division in the negotiation for their transfer.
- (vii) The Bidder shall honour all aspects of fair trade practices in all their dealings with CEO.
- (viii) The Bidder will indemnify CEO of all legal obligations to its employees deputed to work on CEO duty.
- (ix) Ambiguities in specifications and in price quotes should be strictly avoided.
- (x) Subletting: Selected Bidder shall not assign or sublet this contract or any part of it to any other agency in any form. In the event of doing so, it shall result in termination of contract and forfeiture of Security Deposit.
- (xi) Miscellaneous: Any other terms and condition, mutually agreed to, prior to finalization of the contract shall be binding on the Agency and CEO, during the period of the contract. Default of any terms and conditions will result in rejection of the bid and forfeiture of Security deposit, accordingly.

d. Bid Security Declaration Form:-

Bidders shall submit along with the tenders the **Bid Security Declaration Form enclosed herewith as Annexure II together with Technical Bid.** Technical Bid not accompanied with the requisite Bid Security Declaration Form shall be rejected.

e. Exemption from submission of Bid Security Declaration Form:

Bidders registered under Micro and Small Enterprises (MSEs) as defined in MSME Department of Micro, Small and Medium Enterprises (MSME) are exempt from submission of Bid Security Declaration Form upon submission of valid registration certificates along with the Technical bid.

f. Cost of Bidding:

The Bidder shall bear all the costs associated with the preparation and submission of bid and CEO will in no case be responsible or liable for these costs regardless of the conduct or outcome of the bidding process.

5. Submission of the e-tender:

- a) This tender is an e-tender, physical tender will not be accepted in hard copy.
- b) Tender submitted without tender fee will be treated as rejected or non-responsive.
- c) Tenders submitted without Earnest Money Deposit (EMD) are liable to be rejected.
- d) In case of MSME, valid certificate shall be attached.

6.

ADDRESS FOR DOWNLOADING TENDER DOCUMENT:-

<http://jktenders.gov.in> (for e-tendering)

<http://ceojk.nic.in> (for reference only)

QUERIES RELATED TO TENDER:-

Tender related clarification may sent by email at: ceo-jk@nic.in and aoceo2023@gmail.com.

7. **Brief Details of the e-Tender:**

S.No.	Name of the work and location	Details
1.	Tender reference No./Title	No: dated 16/01/2024
2.	Tender Fee	INR 1000/- (RUPEES ONE THOUSAND ONLY) The Bidder shall have to pay the e-Bid Document Fee in the shape of Treasury receipt (TR)/ Treasury Challan/ DD (Non-refundable) from any Nationalized / Scheduled Bank. Scanned Copy of the same shall be up-loaded with the Technical Bid Documents. Original Copy of the Tender Fee, in case of DD only, shall be submitted in separate envelope in the office of Chief Electoral Officer, J&K Nirvachan Bhawan Jammu on or before opening of Techno-Commercial bids. Not required – in case of MSME
3.	Earnest Money Deposit (EMD)/ Bid Security	The bidders should, furnish as Earnest Money Deposit (EMD) in the form of a Demand Draft from any Scheduled Bank of Rs. 200000 (Rupees Two Lakh Only) in favour of Accounts Officer O/O Chief Electoral Officer, J&K &payable at Jammu. The proposals received without the EMD will be summarily rejected. The EMD in case of MSME shall be exempted as per rule. a. In the case of unsuccessful bidders, the EMD will be refunded at the earliest. b. The EMD is liable to be forfeited in case the bidder backs out from the offer, after submission of the bid or after the acceptance of the offer or fails to sign the contract. No interest shall be payable by the O/O CEO, J&K UT on the Earnest Money Deposited. Not required – in case of MSME

8. Submission Guidelines:

- a) Any offer beyond the stipulated date and time for submission of bid or received through fax and email will not be accepted.
- b) No further discussion / interface will be granted to Bidder whose bids have been disqualified. CEO reserves the right to accept or reject in part or full, any or all the Bids without assigning any reason whatsoever.
- c) CEO will not entertain claim of any nature, whatsoever, including without limitations, any claim seeking expenses in relation to the preparation of Bids or any other expense till aware of contract.
- d) The specification and scope of work and special terms and conditions of the Contract as mentioned in this document should be read carefully and followed by the Vendor.
- e) CEO reserves the right to postpone and / or extend the date of receipt / opening of Bids or to withdraw the tender notice, without assigning any reason thereof. In such a case the Bidder shall not be entitled to any form of compensation from the CEO.

9. Period of Validity:

Bids shall remain valid for 120 days from the date of bid opening as prescribed in the tender document. CEO shall reject a bid as non-responsive if the bid is found to be valid for a shorter period.

10. Rejection of Tenders:

The tender is liable to be rejected due to any one of the following reasons:-

- If it is received after the expiry of due date and time.
- If it is not accompanied by the Bid Security Declaration form or copy of valid registration certificate as Micro and Small Enterprises (MSEs) from Department of Micro Small and Medium Enterprises (MSMEs).
- If the bid is conditional.
- If it is not in conformity with the instructions mentioned herein.
- If it is incomplete including non furnishing of the requisite documents.

CEO reserves the right to postpone and / or extend the date of receipt / opening of Bids or to withdraw the tender notice, without assigning any reason thereof. In such a case the Bidder shall not be entitled to any form of compensation from the CEO.

11. Evaluation Criteria:

- (i) Technical and financial Bid will be opened online by Designated Evaluation Committee in presence of bidders.
- (ii) Technical Bid will be opened first. Only Bidders who qualify Technical Bid will be considered for Financial Bid and only their financial bid will be opened. Financial Bid of the unqualified bidders in Technical Bid will not be opened.
- (iii) Price quoted in financial bid will be announced to bidders.
- (iv) Central Purchase Committee of the department will evaluate the Technical and Financial Bid.
- (v) On the approval of Central Purchase Committee, technically and financially qualified bidder/bidders name will be declared as Lowest One (L-1).

12. Bid Opening Procedure:

- (a) The Technical Bids shall be opened by Central Purchase Committee on after last date of submission of the bids by the bidders.
- (b) The Financial Bids of only those bodies, who qualify at Technical Bid stage, shall be opened by the Central Purchase Committee.
- (c) After opening of the Technical Bids and verifying the EMD amount, the technical bids shall be evaluated to ensure that the bidder meets the minimum eligibility criteria as specified in the Tender Document.
- (d) Bids shall be declared as valid or invalid based on the preliminary scrutiny, i.e., verification of EMD, fulfilling the criteria set as per tender document by the Central Purchase Committee. However, subsequent detail technical evaluation shall be done only in respect of valid Bid.

INSTRUCTIONS TO BIDDERS

1. Application:

The general condition shall apply in contracts made by the purchaser for the procurement of goods and services.

2. Standards:

The goods/service supplied under this contract shall conform to the standards prescribed in the Specification and Scope of work mentioned in this document.

3. Performance Security/Security Deposit:

- a. The empanelled bidders would be required to submit a Performance Security of 5% of the estimated cost of the Bid. In case of distribution of work among three bidders the value of Performance Security shall be decided proportionately.
- b. CEO reserves the right to postpone and / or extend the date of receipt / opening of Bids or to withdraw the tender notice, without assigning any reason thereof. In such a case the Bidder shall not be entitled to any form of compensation from the CEO.

4. Legal:

- (a) The law which is to apply to the Contract and under which the Contract is to be constructed shall be Indian Law. The Courts of Delhi shall have exclusive jurisdiction in all the matters arising in the Contract including the Arbitration process.
- (b) The bidder shall also be liable for depositing of all taxes, levies, cess etc. on account of service rendered by it to CEO to concerned tax collection authorities from time to time as per the extant rules and regulations on the matter.
- (c) The Bidder shall maintain all statutory registers under the applicable law. The bidder shall produce the same on demand to the concerned authority of CEO or any other authority under law.
- (d) The Tax Deduction at Source (TDS) shall be deducted as per the provisions of Income Tax Department, as amended from time to time and a certificate to this effect shall be provided to the CEO by the bidder.
- (e) In case, the Bidder fails to comply with any statutory/taxation liability under appropriate law and as a result thereof. The CEO is put to any loss/obligation, monetary or otherwise, CEO will be entitled to get itself reimbursed out of the outstanding bills or the Performance Security Deposit of the tender to the extent of the loss or obligation in monetary terms.

5. Disputes & Differences:

Decision of Chief Electoral Officer, J&K UT regarding performance of contract, levy of compensation for delay and payments for work done shall be final and binding on the firm/agency. However, any dispute arising out of this contract is subject to jurisdiction of Jammu & Kashmir UT.

SPECIAL TERMS AND CONDITIONS:

1. The Bidder should submit Technical Bid and Financial Bid separately, as per format along with all the Annexures. All entries in the tender form should be legible and filled clearly. If the space for furnishing information is insufficient, a separate sheet may be

attached.

2. The period of contract of Vehicle Hiring Services would initially be for one year from the date of signing of contract which can be renewed for further two year or lesser period depending on the satisfactory service delivery on same terms and conditions. The bidders shall quote the price and other components of price as per the format for financial offer attached.
3. The rates quoted with respect to vehicle hiring services shall be most competitive in terms of rates and prices prevalent in the market.
4. The prospective bidders should have the compliance of all the relevant laws, acts and regulations as applicable from time to time.
5. The contracting Company/firm/agency shall not be allowed to transfer, assign, pledge or sub-contract its rights and liabilities under this contract to any other Company/Firm/Agency without the prior written consent of CEO.
6. CEO reserves the right to verify the credentials of the Bidder from the third party.
7. Bidders submitting a bid would be presumed to have considered and accepted all the terms and conditions. No inquiry, verbal or written, shall be entertained in respect of acceptance/rejection of the Bid. Bidder shall have to furnish an undertaking as per the format prescribed in Annexure-V. Bids received on condition basis (conditional bid) shall be summarily rejected.
8. Since the tender document itself gets converted into contract, it is necessary for the Authorized Signatory to sign in each and every page of the tender document with seal and return the same as a part of Technical Bid.
9. The successful bidders, to whom the work have been awarded, is required to execute the agreement with CEO to its satisfaction. Further, the bidders are required to furnish a Bank Guarantee as Security Deposit @ 5% of the estimated cost of the tender. In case of distribution of work among three bidders the value of Performance Security shall be decided proportionately.
10. CEO shall not be responsible for any damages, losses, claims, financial or other injury to any person deployed by the selected Company/firm/Agency in the course of their performing the functions/duties or for payment towards any compensation.
11. Bid must be unconditional. Each Bidder should submit only one bid. No alternate bids from the same Bidder will be considered. In such a case all the bids of the Bidder will be rejected out rightly.
12. **Refund/Forfeiture of Security Deposit:**
 - a. **Forfeiture of Security Deposit:**

The Security Deposit made by the Bidders will be forfeited if the Bidders:

 - Withdraws the tender bid after acceptance; or
 - Withdraws the tender bid before the expiry of the validity period of the tender; or
 - Violates any of the provisions of the terms and conditions of the tender.
 - b. **Refund of Security Deposit:**
 - Performance security should remain valid for a period of sixty days beyond the date of completion of all contractual obligations.
13. **Scope of Work:** Scope of work will be as specified in this document. The required as indicated in the document is tentative and shall be liable for change as per requirement.

14. Termination of Services:

- (a) The contractual appointment shall cease to exist automatically at the end of the date mentioned in the contract agreement without any separate notice.
- (b) Contract can be terminated by either party by giving one month notice in advance. In case the notice is not given by the Agency/Company, Performance Security shall be forfeited.
- (c) The tendered will be bound by the details furnished by him/her to CEO while submitting the tender document or at subsequent stages. In case of any such documents furnished by him/her is found to be false at any stage, it would be deemed to be a breach of terms of contract making him/her liable for legal action besides termination of contract.
- (d) Any act or the part of the Bidder to influence anybody in CEO at any stage is liable to rejection of the Bid or termination of Contract.
- (e) In case of dispute, interpretation/decision of CEO will be treated as final. CEO reserves the right to accept or reject in part or full any or all the Bids without assigning any reason whatsoever.
- (f) No vehicles should be supplied having registration in the name of employee of CEO or their close relatives.
- (g) The near relative of all CEO employees either on regular, deputation and outsourced basis are prohibited from participation in the tender.
- (h) The tampering of meter reading, vehicle usage timings, overwriting of log book/daily record and misbehavior of driver while on duty shall be viewed seriously, leading to even cancellation of the contract.
- (i) The service provider shall not engage any person below 21 years of age.

15. CEO will have no obligation for the following:

- (a) CEO will have no obligation whatsoever for payment of wages/salaries and other benefits and allowances to drivers engaged by service provider for vehicles provided to CEO, which might become applicable under any Act or Order of the Government in this regard. The service provider shall indemnify CEO against any/all claims which may arise under the provisions of various Acts, Government Offices etc. and any breach of such laws or regulations shall be deemed to be breach of this contract.
- (b) CEO will have no direct or indirect liability arising out of such negligent, rash and impetuous driving or any other unlawful activities by the staff of the service provider, which are an offence under relevant sections of Motor Vehicle Act, 1968 and IPC and any loss caused to CEO have to be suitably compensated by the service provider.
- (c) The service provider shall be the employer for his workers and CEO will not be responsible fully or partially for any dispute that may arise between the service provider and his workers.

16. Charges and Payments: Bills chargeable to the CEO shall be paid on monthly basis for the services utilized in a month. Income tax or any other applicable taxes shall be deducted at source at the time of payment to the agency in accordance with the provisions of the relevant Acts as applicable.

REQUIREMENTS AND SCOPE OF WORK

The requirement of the vehicles is as under:-

1. Category A (Premium Class) : (Innova crista, Fortuner or equivalent)
2. Category B (Medium Segment): (Tata Safari, Mahindra Scorpio or equivalent)
3. Category C (Base Model): (Mahindra Bolaro, Maruti Ertiga, Kia Carens, Swift Dezire or equivalent)

The above requirement is subject to change from time to time. Bidder shall be intimated about the same in due course.

Scope of work:

1. The department anticipates the need for approximately 7 vehicles in each of Category A (Premium Class), Category B (Medium Segment) and Category C (Base Model) on a monthly basis. Additionally, the department may require 5 to 6 vehicles on a daily basis for various events. Vehicles may also be needed for outstation travel.
2. The vehicles to be provided to CEO should be 2019 or latest model. The vehicles to be preferably white in colour.
3. CEO requires vehicle on:
 - a) Monthly hiring – 2400 kms, 300 hours per month
 - b) Daily hiring – 80 kms, 10 hrs per day (Full day)
 - c) Daily hiring (Outstation) – 200 kms, 12 hrs per day
4. The successful empanelled bidders if required will also provide vehicles to the Deputy District Election Officer of all districts of J&K UT in all three categories i.e Category A (Premium Class), Category B (Medium Segment) and Category C (Base Model) on monthly basis/ Daily Basis/ Daily Basis for Outstation purpose.
5. Bids for vehicles other than specified models shall be treated as non-responsive and shall be rejected.
6. Number of vehicles hired may increase or decrease based on actual requirement.
7. The work shall be awarded to the technically eligible bidders which quotes minimum rates (L1) in respective categories. No request for revision of rates shall be entertained under any circumstances.
8. Upto three taxi operators (L-1, L-2 & L-3) will be empanelled to provide the taxi services in the above Three categories.
9. Prior to execution of contract, the selected bidders (service providers) shall be required to submit copies of registration certificate and insurance policies of the vehicles being offered for hire. CEO may also ask the service provider to produce the vehicles in the office of CEO for the physical verification/inspection.
10. All vehicles must have valid taxi permits to operate in J&K. The bidder should submit proof of having necessary permits.
11. The vehicles hired on monthly basis shall be at the disposal of CEO. The user officers may require the vehicles on Sundays also and the contractor should be able to provide the earmarked vehicles on Sundays also.
12. The vehicle shall be kept neat and clean and in perfect running condition. The vehicle should be provided with clean seat covers, perfume and tissue papers. All vehicles should have good upholstery.
13. The driver must observe proper etiquette and behavior while on duty. Consumption of

alcoholic drinks/ drugs/ paan / gutkha / smoking is prohibited during duty. Drivers should be familiar with the roads in J&K and must follow all traffic rules and regulations.

14. The driver must be neatly dressed in proper uniform. He must carry a mobile phone in working condition for which no separate payment shall be made.
15. The drivers should have valid driving license. The vehicles should be registered with the concerned central/state government and also should have valid motor insurance at all time.
16. In case any vehicle meets with an accident during duty hours, service provider shall bear all claims (financial and legal) arising due to such an event.
17. If any vehicle goes out of order, the service provider shall provide replacement commercial vehicle immediately. In case of failure to provide the replacement commercial vehicle in time, CEO/User officer would have the right to hire a vehicle from the market. Any additional cost incurred by CEO/User officer in such cases shall be borne by the service provider.
18. **For vehicles hired on monthly basis – Counting of hours of duty (time in hours) and vehicle run (km) shall be done from the starting point of the user officer and closing time shall be counted at the point where user officer completes his/her journey.** No mileage shall be allowed to drivers for lunch/breakfast and petrol/CNG filling etc. Duty hours and total km run shall be counted on monthly accumulation basis.
19. **For Vehicles hired on daily Basis – Counting of hours of duty (time in hours) and vehicle run (km) shall be made from the starting point of the user officer and closing shall be made at the point where user officer completes his/her journey. No dead mileage shall be paid to the service provider.**
20. Record keeping for vehicles:-
 - a. Monthly hiring – A daily record of hours of duty and vehicle run in km, for each vehicle shall be maintained in log book. The log book should be signed by the user officer or his/her personal staff (PA/PS/PPS).
 - b. Daily Hiring – A daily record of hours of duty and vehicle run in km, for each vehicle shall be signed by the user officer or his/her personal staff (PA/PS/PPS).
21. The service provider shall bear all Govt. Taxes/duties/levies applicable for plying the vehicles in J&K.
22. The service provider should abide by and comply all statutory requirements and provisions as laid down under various Labour Laws/Act/Rules like minimum wages, provident fund, ESI, bonus, gratuity etc., and any other provisions of the contract Labour act and other Labour Laws/Acts/Rules as applicable from time to time at their own cost.
23. The contractor shall also ensure that an Undertaking submitted by their agency along with the Monthly Bill to the effect that they have paid salary to the Drivers engaged by their agency in the provision of providing hired vehicles in accordance with the prevailing minimum wages.
24. The vehicles shall normally be run in J&K, however, vehicles may be sent for outstation duty as per requirement. No separate charges in terms of daily run or additional hours shall be provided. Service provider may charge daily allowance for the driver as per the approved rates of the tender. All other charges such as entry tax, toll tax, parking charges etc. on outstation visits shall be payable by CEO.
25. The service provider shall submit monthly bills in accordance with the log book/daily record (duly signed by the user officer or his/her personal staff). Bills should be submitted alongwith certified log book/daily record and original bills/receipts in respect of other charges such as parking charges, entry tax, toll tax etc.
26. **Penalty for breach of terms and conditions:- User officers shall make entries for penalty to be imposed in the log book/daily record.**
 - a. **An amount @ Rs.100/- per driver per day shall be deducted from the monthly bill if any driver(s) is/are found not wearing the approved uniform while on duty or not obeying traffic rules or is found undisciplined/discourteous.**

- b. An amount of Rs.500/- per vehicle per occasion would be deducted from the monthly bill for absence of driver during duty hours and extra hours.
- c. In case the service provider is unable to provide vehicle(s) on any particular day(s), an amount of Rs.1000/- per vehicle per day shall be deducted from the monthly bill in addition to deduction of hiring charges on pro rata basis.

ANNEXURE – I – PRE-QUALIFICATION BID FORMAT

Please provide following information about the Company (Attach separate sheet if required)

S.No.	Information Particulars	Response
1.	Company Name	
2.	Copy of valid Registration Certificates (as applicable) - Copy of certificates of incorporation - Copy of Registered Partnership deed - Copy of LLP agreement (Pre-qualification criteria 1)	
3	Experience (Pre-qualification criteria 2)	Copies of signed contracts/ work orders
4	No. of vehicles owned (a minimum of 15 owned by the bidder)/ on lease (Pre-qualification criteria 3)	Registration Certificate, Insurance policies of vehicles
5	Annual turnover for last three years Audited and Certified Balance Sheet of last 3 Financial years to be attached (Pre-qualification criteria 4)	Year turnover 2020-2021 2021-2022 2022-2023 Copies of audited result/ balance sheets and other relevant records
6	Tax registration (Pre-qualification criteria 5)	Copy of 1. GST Registration 2. Income Tax/PAN number

We confirm that, all the details mentioned above are true and correct and if CEO observes any misrepresentation of facts on any matter at any stage of evaluation, CEO has the right to reject the proposal and disqualify us from the process.

We hereby acknowledge and unconditionally accept that CEO can at its absolute discretion apply whatever criteria it deems appropriate, not just limiting to those criteria set out in the tender document, in short listing of vendors for providing vehicles.

We also acknowledge the information that this bid is valid for a period of 120 days, for the short listing purpose, from the date of expiry of the last date for submission of bid.

Signature of Vendor with Seal
Name of Authorised signatory

ANNEXURE – II – BID SECURING DECLARATION FORMAT

No.....

Dated:.....

<Letter head of the bidder>

<Date>

To <insert complete name and address of the purchaser>

I/We understand that bids must be supported by a Bid Securing Declaration.

I/We accept that

I/We may be disqualified from bidding for any contract with you/CEO for a period of two years from the date of notification if I am/we are in a breach of any obligation under the bid conditions, because I/We:

- a) Have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity or its extended period, if any; or
- b) Having been notified of the acceptance of our Bid by the purchaser during the period of bid validity
 - i. Fail or reuse to execute the contract, if required, or
 - ii. Fail or refuse to furnish the Performance Bank Guarantee, in accordance with the Instructions to Bidders.
- c) If the bidder is found indulging in any corrupt, fraudulent or other malpractice in respect of the bid; or
- d) If there is a discrepancy between words and figures quoted by the bidder and the bidder does not accept that the amount in words prevails over amount in figures.

I/We understand this Bid Securing Declaration shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days after the expiration of the validity of my/our Bid.

Signed: (Insert signature of person whose name and capacity are shown)

In the capacity of (insert legal capacity of person signing the Bid Securing Declaration)

Name: (Insert complete name of person signing the Bid Securing Declaration)

Duly authorized to sign the bid for and on behalf of (insert complete name of Bidder)

Dated on day of (insert date of signing)

Corporate Seal

(Note: In case of consortium, the Bid Securing Declaration must be in the name of all partners to the consortium that submits the bid)

ANNEXURE – III – FINANCIAL BID FORMAT

Bidders are requested to quote for monthly hiring in the format as given below. Quantities of vehicles given in the format is for evaluation purpose only, actual quantities of vehicles required may vary as per actual requirement:

1. Format A – Monthly Hiring

Sl. No.	Item Description	Quantity	Total Amount with Taxes
1	Category A (Premium Class) (Innova crista, Fortuner or equivalent)		
1.01	Monthly Hiring (2400 km and 300 hrs per month)	1.000	
1.02	Charges for extra hours (Rs./hour)	1.000	
1.03	Charges for extra km (Rs./km)	1.000	
1.04	Daily allowance for outstation duty	1.000	
2	Category B (Medium Segment) (Tata Safari, Mahindra Scorpio or equivalent)		
2.01	Monthly Hiring (2400 km and 300 hrs per month)	1.000	
2.02	Charges for extra hours (Rs./hour)	1.000	
2.03	Charges for extra km (Rs./km)	1.000	
2.04	Daily allowance for outstation duty	1.000	
3	Category C (Base Model) (Mahindra Bolaro, Maruti Ertiga, Kia Carens, Swift Dzire or equivalent)		
3.01	Monthly Hiring (2400 km and 300 hrs per month)	1.000	
3.02	Charges for extra hours (Rs./hour)	1.000	
3.03	Charges for extra km (Rs./km)	1.000	
3.04	Daily allowance for outstation duty	1.000	

Note: Toll tax/parking fee etc. should not be included in the rate as it will be paid separately on production of bill/receipt on actual basis.

2. Format B– Daily Hiring (Full day)

Bidders are requested to quote for daily hiring in the format as given below. Quantities of vehicle given in the format is for evaluation purpose only, actual quantities of vehicles required may vary as per actual requirement.

Sl. No.	Item Description	Quantity	Total Amount with Taxes
1	Category A (Premium Class) (Innova crista, Fortuner or equivalent)		
1.01	Daily Hiring (80 km and 10 hrs per Day)	1.000	
1.02	Charges for extra hours (Rs./hour)	1.000	
1.03	Charges for extra km (Rs./km)	1.000	
2	Category B (Medium Segment) (Tata Safari, Mahindra Scorpio or equivalent)		
2.01	Daily Hiring (80 km and 10 hrs per Day)	1.000	
2.02	Charges for extra hours (Rs./hour)	1.000	
2.03	Charges for extra km (Rs./km)	1.000	
3	Category C (Base Model) (Mahindra Bolaro, Maruti Ertiga, Kia Carens, Swift Dzire or equivalent)		
3.01	Daily Hiring (80 km and 10 hrs per Day)	1.000	
3.02	Charges for extra hours (Rs./hour)	1.000	
3.03	Charges for extra km (Rs./km)	1.000	

Note: Toll tax/parking fee etc. should not be included in the rate as it will be paid separately on production of bill/receipt on actual basis.

3. Format C – Daily Hiring (Outstation)

Bidders are requested to quote for daily hiring in the format as given below. Quantities of vehicle given in the format is for evaluation purpose only, actual quantities of vehicles required may vary as per actual requirement.

Sl. No.	Item Description	Quantity	Total Amount with Taxes
1	Category A (Premium Class) (Innova crysta, Fortuner or equivalent)		
1.01	Daily Hiring (80 km and 10 hrs per Day)	1.000	
1.02	Charges for extra hours (Rs./hour)	1.000	
1.03	Charges for extra km (Rs./km)	1.000	
2	Category B (Medium Segment) (Tata Safari, Mahindra Scorpio or equivalent)		
2.01	Daily Hiring (80 km and 10 hrs per Day)	1.000	
2.02	Charges for extra hours (Rs./hour)	1.000	
2.03	Charges for extra km (Rs./km)	1.000	
3	Category C (Base Model) (Mahindra Bolaro, Maruti Ertiga, Kia Carens, Swift Dzire or equivalent)		
3.01	Daily Hiring (80 km and 10 hrs per Day)	1.000	
3.02	Charges for extra hours (Rs./hour)	1.000	
3.03	Charges for extra km (Rs./km)	1.000	

Note: Toll tax/parking fee etc. should not be included in the rate as it will be paid separately on production of bill/receipt on actual basis.

ANNEXURE – IV – AUTHORIZATION LETTER

It is certified that Mr./Ms..... is the authorized signatory who will sign and take part in the tendering process on behalf of our organization confirming with its bye-laws.

(Specimen signature of authorized signatory)

Name of the Head (not below the rank of Proprietor/ Director etc. of the organization.....

Name

Designation.....

Dated.....

ANNEXURE – V – UNDERTAKING BY THE BIDDER

I,, on behalf of
..... (Name of the Tender) hereby declare that:

- (a) I hereby accept all the terms and conditions mentioned in the tender document including all annexures unconditionally. We are aware that conditional bids if quoted shall be summarily rejected. (Acceptance of all the terms and conditions as mentioned in the tender to be duly signed and enclosed with undertaking).
- (b) Our organization or the staffs to be provided has no business or direct family relationship with member (s) of CEO's employees or persons positioned in or on the Board of these two organizations by whatever process.
- (c) We will comply with all the applicable/prevaling statutory provisions, laws, acts and Government orders amended/notified during the period of agreement.
- (d) There is no legal suit/criminal case pending or contemplated or legal notice having been served to this effect against the Proprietor of the Tender (in case of Proprietorship), Partner of the tender (in case of Partnership), any of its Directors (in case of Pvt. Ltd. Company) or against the Tender on grounds of moral turpitude or for violation of any of the laws in force.
- (e) If the above declaration is found incorrect, the present engagement would be terminated and (Name of the Bidder) would be debarred from any further engagement by CEO ever.
- (f) We have disclosed all the information and the information so provided is true, correct complete and nothing has been concealed thereof.
- (g) No action of debarring/blacklisting of our company has been done by any of Government Organization, PSU or Public Authority/Institutions during the last three years.

Authorized Signatory:

Designation:

For and on behalf of the firm:

(Name of the firm)

Address:

Place:

Date:

Enclosed: Signed copy of the tender document and all Annexures

ANNEXURE – VI – UNDERTAKING FOR DOWNLOADED BID FORM

It is hereby certified that the Bid form has been downloaded from <https://jktenders.gov.in>. It is further certified that no content thereof has been altered/modified by us. In case of any change is found in the content of the Bid Form, at any stage, the bid will be liable to be summarily rejected and we shall have no claim for the bidding and the EMD will be forfeited.

Authorized Signatory:

Designation:

For and on behalf of the firm:

(Name of the firm)

Address:

Place:

Date: