

SURVEY OF INDIA



TENDER DOCUMENT
FOR
HIRING OF VEHICLES FOR FIELD DUTIES FOR THE YEAR 2015-16
(CMPDI PROJECT) OF
SURVEY OF INDIA

TENDER NO. : 1955 /15-D-3(GDC) dated 10.11.2015
13

LAST DATE OF SUBMISSION: - 27th November, 2015 at 15:00 hrs.



**SURVEY OF INDIA
WEST BENGAL & SIKKIM GEO-SPATIAL DATA CENTRE
13, WOOD STREET
KOLKATA-700016, WEST BENGAL**

Tender Inviting Notice

The Director, WB&S GDC, 13 wood street, Survey of India, Kolkata(West Bengal) -700016, invites sealed tenders for hiring of 3-4 (three to four) utility vehicles with Drivers for field duties of Survey of India for CMPDI project work within West Bengal including coal mining areas, Ranigunj & Bajora. The vehicles should be diesel run and should not be older than 4 years (2011 model and above). The preferred make shall be Mahindra Bolero Utility Vehicle or other similar vehicles with trailer which can be used for carrying camp equipments/instruments, please refer Annexure-C. Interested parties may collect Tender Document from ASO, WB&S GDC, Survey of India, 13 Wood Street, Kolkata-16 on any working day or may download from department's web site www.surveyofindia.gov.in. The tenders will be accepted up to 27.11.2015 (15:0 hrs.) which will be opened on 27.11.2015 (16:00 hrs)

The tender with all documents can be send by registered/speed post or by courier or by personally to drop in the tender box kept on 1st floor of the office.

**(Sanjay Kumar)
Director
WB & S GDC, Kolkata**



**SURVEY OF INDIA
WEST BENGAL & SIKKIM GEO-SPATIAL DATA CENTRE
DEPARTMENT OF SCIENCE AND TECHNOLOGY
GOVT. OF INDIA**

**TENDER DOCUMENT FOR HIRING OF VEHICLES FOR FIELD DUTY OF SURVEY OF INDIA
(FOR CMPDI PROJECT)**

The Director, West Bengal & Sikkim Geo-Spatial Data Centre (WB&S GDC), Kolkata, invites Sealed Tender on prescribed proforma (Annexure 'A' & 'B') for hiring of vehicles with driver for field duties of Survey of India as per details furnished below :-

1.0 PARTICULARS OF THE TENDER

- (a) Designation and address of the authority Inviting tender : **The Director, WB&S GDC**
13, Wood Street
Survey of India,
Kolkata-700016
- (b) Tender No. : **1955/15-D-3(GDC) dated 10.11.2015**
13
- (c) Number of vehicles required with Driver : **3 to 4**
The number may be increased or decreased as per requirement of job.
- (d) Type and number of vehicles required with Driver (Diesel Vehicles only) : **Utility Vehicle only like Bolero Mahendra utility vehicle (please refer Annexure-C)**
- (e) Year of Manufacture : **Not earlier than 2011**
- (f) Minimum Km run per litre of fuel : **Not less than 12KM/Ltrs**
- (g) Condition of the vehicle : **Vehicles offered for hire should be of good condition particularly in respect of :-**
- (a) Engine, Clutch, Brakes and Gear box
 - (b) Body
 - (c) Tyers
 - (d) Paint
 - (e) Upholstery

- (h) Providing of Diesel, oil & lubricant : (f) Carriers
By Director, WB&S GDC, Kolkata.
- (i) Approximate period of hiring of vehicles: 5 Months initially and may continue beyond also. However the vehicles may be discharged earlier as per requirement of job.
- (j) Availability of vehicle : Vehicles will be required at the time of actual field duty to field hands irrespective of day or night on all days. Vehicles will remain at camping site at disposal of field hands, even beyond working hours.
- (k) Area of field duty : With in West Bengal including Coal mining field areas i.e. Ranigunj & Bajora.
- (l) Last date and time to get tender document : 26.11.2015(17:00hrs)
- (m) Last date and time of receiving tenders : 27.11.2015 (15:00hrs)
- (n) Date and time for opening tenders : 27.11.2015(16:00hrs)
- (o) Total Number of pages of tender document : 11 (Eleven)

2.0 OTHER TERMS AND CONDITIONS

- (i) The tender should be submitted as per enclosed Annexure 'A' in Sealed envelope duly marked as "Tender for hiring of Vehicles 2015-16".
- (ii) Tender duly signed by tenderer must be addressed to The Director, WB&S GDC, 13 wood street, Survey of India, Kolkata-700016 and not to any individual by name should be dropped in the tender box kept in first floor latest by 27.11.2015 (15:00hrs). It can be send by registered/speed post or by courier or can be submitted personally. Each page of the tender must be signed by the tenderer.
- (iii) The Director, WB&S GDC, 13 wood street, Survey of India, Kolkata-700016 shall not be responsible for any postal delay for non-receipt of tender by due date and time for whatsoever the reason.
- (iv) It will be the responsibility of the tenderer to place the vehicle(s) for inspection at his cost if called for.
- (v) Details of vehicle(s) e.g. Registration No., Year of Manufacturer etc. along with vehicle wise charge per month to be mentioned in the tender. Collective charge for different vehicles together will not be considered and lead to rejection of tender.
- (vi) Vehicles should be Diesel driven only.
- (vii) The vehicles offered for hiring should have necessary R.T.O. clearance and should be registered as Taxies and the Director, WB&S GDC, 13 Wood Street, Survey of India, Kolkata-700016 will not be responsible for any R.T.O. regulatory matters relating to registration of vehicles.
- (viii) a) Hiring charges should include cost of repairs, check-post fees, Inter-State move expenditure, drivers pay and allowances, fooding and lodging and daily maintenance etc,

but exclude the cost of Diesel, oil & lubricants. The lubricant will be provided @ 1 ltr. Per 1000 km run of vehicle.

b) In case of minimum average run per liter of fuel as specified under 1(f) of particulars of the tender is not achieved by any vehicle, then the extra cost of fuel consumed by the vehicle on the basis of actual km run per liter of fuel will be deducted from the payment due for that vehicle.

c) Toll charges paid during duty shall be paid by the department.

- (ix) Successful tenderer shall ensure that sufficient cash is available with driver all the times to cover essential contingent expenditure, urgent repairs and other essential expenditures and tenderer shall also ensure that the amount must be sent to the driver immediately if he has no cash with him including cost of urgent nature of repair.
- (x) In the event of any accident or damages while vehicle is on Survey of India duty, Survey of India shall be completely free from any liability of the nature connected with the accident/damages. The tenderer himself will be fully and exclusively responsible for any damage of vehicle(s) or any injury to driver or any other person in employment of tenderer including any third party claims. In no case the department will be liable for any type of compensation/ medication to the person in employment of tenderer or to the damaged vehicle including any third party claim. However, if damage or loss is incurred to Survey of India and/or its employees, as a result of any accident or any other reason involving failure of vehicle(s)/driver sustain any damage tenderer shall reimburse on demand and without any demur the compensation/damages.
- (xi) Survey of India shall not be responsible for any claim that arises due to damages/injuries pilferage to the tenderer vehicle(s) property under any circumstances while the vehicle(s) is engaged on Survey of India duty.
- (xii) Vehicles must have valid registration certificate .(photocopy to be attached with the tender)
- (xiii) Vehicles must have necessary permit for driving the vehicles in area of field duty. (Photocopy to be attached with the tender).
- (xiv) The drivers of the vehicle must have valid commercial driving license for both plain and hill areas. (Photocopy to be attached with the tender).
- (xv) Vehicles must have valid comprehensive insurance cover policy. (Photocopy to be attached with the tender).
- (xvi) The tenderer must submit a declaration regarding non-involvement of vehicles being offered for hire in any accident/court case etc.
- (xvii) Repairs of the vehicle(s) to be carried out by the tenderer immediately during the period of hire as and when required.
- (xviii) a) In case of major break down of any vehicle the replacement of the same must be provided by the contractor within 24 hours of breakdown (no payment will be admissible for breakdown period). In case the period of breakdown exceeds 24 hours without suitable replacement, The Director, WB&S GDC, 13 wood street, Survey of India, Kolkata-700016, shall have the right to hire any other vehicle(s) against break down vehicle(s) at the expense of the tenderer and the tenderer will be liable to pay such further sum as will be sufficient to meet the difference of cost between the rate tendered and those at which the hiring is actually made if it is higher.
b) In case the contractor wishes to withdraw any of the contracted vehicles then he should inform or give three month prior notice to the department regarding the same.
- (xix) The successful tenderer should ensure that the driver is present and available for duty during the entire period of hire. In case the driver is absent /unavailable for duty suitable replacement should be provided within 24 hours. No payment will be made for absence period of the driver. In case suitable replacement is not made even after 24 hours. No payment will be made for absence period of the Drive. In case suitable replace of driver is not made even after 24 hours,

The Director, WB&S GDC, Kolkata reserves the right to hire any other vehicle at the expense of tenderer and the tenderer will be liable to pay such further sum as will be sufficient to meet the difference of cost between the rate tendered and those at which the hiring is actually made if it is higher.

- (xx) Duty Certificate indicating the presence of the vehicle as well as the driver furnished by the Detachment Officer, on the basis of Car Diary maintained for the vehicle by the officer using the vehicle shall be treated final and will be accepted for admissibility of amount payable to the contractor.
- (xxi) In case the vehicle is used for repair involving long distance run or such other private purposes by driver/contractor the situation of which neither should normally nor arise, the cost of diesel will not be borne by Survey of India.
- (xxii) Earnest money Rs 10,000 in shape of Demand Draft/pay order drawn on any Nationalized Bank in favour of RP & AO, Kolkata, payable at Kolkata should be furnished along with the tender. The EMD of the successful tenderer would be returned only after receipt of the security deposit.
- (xxiii) Security deposit Rs. 25,000 in the shape of Demand Draft /Pay Order drawn on any Nationalized Bank in favour of RP & AO, Kolkata, payable at Kolkata is to be submitted by the successful tenderer.
- (xxiv) If the successful tenderer fails to furnish the security deposit then the whole earnest money shall be forfeited without any reference to the tenderer.
- (xxv) Earnest money of all unsuccessful tenderers will be returned within 30 days of the award of Contract of hiring of Vehicle.
- (xxvi) **The tenderer should furnish a certificate that all the terms and conditions of the tender document are understood by the tenderer and ready to abide by the same without any variation.**
- (xxvii) An agreement (Annexure 'B') which is enclosed with the tender document is to be executed by the successful tenderer at his cost.
- (xxviii) The Director, WB&S GDC, 13 wood street, Survey of India, Kolkata-700016, reserves the right to reject any or all tenders without assigning any reasons.
- (xxix) The tender may be obtained from ASO, 13, Wood Street, Kolkata-16 on any working day between 10:00 am to 17:00 pm or may be downloaded from Survey of India Web Site www.surveyofindia.gov.in.
- (xxx) a) Latest income tax clearance (Photocopy) is to be submitted along with tender.
b) Tenderer should be registered with the service tax department. Documentary proof should be submitted along with.
- (xxxi) In case of payment of hiring charges to be made for a period of less than one month, in that case payment will be made on pro-rata basis.
- (xxxii) Payment will be made to the successful tenderer on monthly basis only after successful completion of field duties for that period.
- (xxxiii) Preferably the age of the Driver should be less than 55 years.
- (xxxiv) Non-pollution certificate from concerned authority to be submitted along with tender and it will be the responsibility of the tenderer for obtaining subsequent pollution certificate during contractual period of hiring.
- (xxxv) In case of any dispute or difference arises due to breach of contract, the settlement of which is not herein provided for, the same shall be referred to the arbitration of the Surveyor General of India, or if he is unable or unwilling to act as arbitrator, to the arbitration of any person nominated by him in writing and the decision of such arbitrator shall be final and binding on the parties to this contract.

PROFORMA FOR VEHICLES HIRED ON REGULAR MONTHLY-BASIS FOR FIELD DUTIES

Rates exclusive of Diesel, Oil & Lubricants but with salary of Driver, Permit, Insurance and all other incidental expenses for vehicles (Taxies) hired on monthly basis for field duties in areas as per Tender Document No date.....

TYPE OF VEHICLES	VEHICLES REGISTRATION NO.	YEAR OF MANU-FACTURE	FIXED MONTHLY CHARGES *	AVERAGE KM RUN PER LITRE #	REMARKS IF ANY

Note:-

- (i) * In case of monthly run of vehicle is less than 2000 Km/month, minimum charges will be equivalent to the approved rate for 2000 Km. However deduction will be made, if vehicle mileage is less than 12 Km/ liter of diesel consumed to be calculated on day to day basis.
- (ii) # Initial and final metre reading for each day in respect to each vehicle run must be conveyed to office HQ through SMS by driver to the designated mobile number.

It is certified that all the terms and conditions of tender document No dt 2015 have been understood by me/us and ready to accept the same without any variation.

(Signature of Tenderer with Seal)

Name: -

Address: -

AGREEMENT

(Agreement to be executed on Rs.100/- Non-judicial Court Stamp)

An agreement made this day of BETWEEN (hereinafter called the contractor which expression shall include his legal representatives) of the one part and the President of India (hereinafter called the Government) of the other part and WHEREBY the contractor agrees to supply the Vehicles on hire to The Director, WB&S GDC, Kolkata (hereinafter called) as per details given below : -

Type of Vehicle	Hiring Charges per Month with Driver	Maintenance during the period of hire to be borne by	Fuel , Oil & Lubricants to be provide by

and on the terms and conditions hereinafter mentioned viz. : -

- (a) that this Contract shall remain valid for a period ofw.e.f. initially and if the services are found satisfactory the same may be extended for another months.
- (b) that the vehicle(s) with driver(s) are to be placed under disposal of theonfree of any Diesel cost from the Contractors' site to Director, OGDC, SOI, Bhubaneswar site.
- (c) that the vehicles which will be given on hire should be of good running condition.
- (d) That the minimum average run per litre of fuel should be as mentioned below against type of vehicle e.g.:-

Sl. No.	Type of Vehicle	K.P.L.

- (e) That the date fixed for placing the vehicle(s) on hire as mentioned above

- (f) That in case of any major break down of any vehicle the replacement of the same must be provided by the Contractor within 24 hours of break down. No payment will be admissible for period of breakdown. In case period of breakdown exceeds 24hours Director, OGDC, Survey of India, Bhubaneswar shall have the right to hire any other vehicle(s) against break down vehicle(s) at the expense of the Contractor and the Contractor will be liable to pay such further sum as will be sufficient to meet the difference of cost between the rate tendered and those at which the hiring is actually made, should the same be higher.
- (g) The successful tenderer should ensure that the driver is present and available for duty during the entire period of hire. In case the driver is absent /unavailable for duty suitable replacement should be provided within 24 hours. No payment will be made for absence period of the driver. In case suitable replacement is not made even after 24 hours. No payment will be made for absence period of the Drive. In case suitable replace of Driver is not made even after 24 hours, Director, OGDC. Bhubaneshwar reserves the right to hire any other vehicle at the expense of tenderer and the tenderer will be liable to pay such further sum as will be sufficient to meet the difference of cost between the rate tendered and those at which the hiring is actually made if it is higher.
- (h) Duty certificate indicating the presence of vehicle as well as driver, furnished by the Detachment Officer, on the basis of Car Diary maintained for the vehicle by the officer using the vehicle, shall be treated final and will be accepted for admissibility of amount payable to the Contractor.
- (i) In case the vehicle is used for repair involving long distance run or such other private purposes by driver/contractor the situation of which should normally nor arise, the cost of diesel will not be borne by Survey of India.
- (j) In the event of any accident or damages while vehicle is on Survey of India duty, Survey of India shall be completely free from any liability of the nature connected with the accident/damages. The tenderer himself will be fully and exclusively responsible for any damage of vehicle(s) or any injury to driver or any other person in employment of tenderer including any third party claims. However, if damage or loss is incurred to Survey of India and/or its employees, as a result of any accident or any other reason involving failure of vehicle(s)/driver sustain any damage tenderer shall reimburse on demand and without any demur the compensation/damages.
- (k) That Survey of India shall not be responsible for any claim that arises due to damages/injuries pilferage to the contractor vehicle(s) property under any circumstances while the vehicle(s) is engaged on Survey of India duty.
- (l) That The Director, WB&S GDC, 13 wood street, Survey of India, Kolkata-700016, shall have full power to reject the vehicle(s) which to the true intent and meaning is not in accordance with the requirement as per tender document No - -----related to hiring of vehicle(s) in question.
- (m) that the contractor will deposit a sum of Rs..... as security for compliance with the terms and conditions of this contract.
- (n) The Director, WB&S GDC, 13 wood street, Survey of India, Kolkata-700016, reserves the right to
- (i) terminate this contract by giving notice of one week in advance if the services of the Contractor are found not satisfactory, during the currency of the contract.
 - (ii) to enter in to parallel contract for similar services with other agencies/person whenever it is found necessary.
 - (iii) to extend the contract up tomonths, if required from the date of expiry of the initial period at the same terms and conditions.
- (o) that the contractor will be entirely responsible for the execution of this contract in all respect in accordance with the conditions of this contract and shall not assign or sub-let the same.

- (p) if the contractor becomes insolvent or he or his Agent offers any bribe in connection with the contract or the contractor fails to observe or perform any condition of this contract then notwithstanding any previous waiver of such default or action being taken under any other clause hereof The Director, WB&S GDC, Kolkata, may on behalf of the Government terminate the contract and forfeit the said deposit and recover from the contractor any loss suffered by the Government on account of the contract being terminated.
- (q) In case of any dispute or difference arises due to breach of contract the settlement of which is not herein provided for the same shall be referred to the arbitration of the Surveyor General of India or if he is unable or unwilling to act as arbitrator to the arbitration of any person nominated by him in writing and the decision of such arbitrator shall be final and binding on the parties to this contract.

Signed by the said contractor

In the presence of :-

1st Witness

Address

2nd Witness

Address

Signed by the said for and on behalf of the
President of India

In the presence of :-

1st Witness

Address

2nd Witness

Address

ANNEXURE 'C'

