

भारत सरकार/GOVT OF INDIA

गृह मंत्रालय/Ministry of Home Affairs

जनगणना कार्य निदेशालय, सिक्किम/Directorate of Census Operations, Sikkim

सं./No. D-26017/1/2018-Admn./ 233

दिनांक/Date: 25/9/18

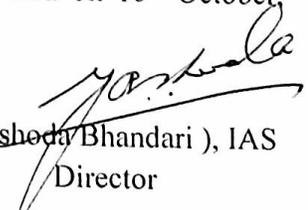
Limited Tender Notice

Sub: The Directorate of Census Operations, Sikkim, Ministry of Home Affairs, Govt of India, Gangtok invites tenders for providing one SUV Vehicle on monthly hire basis for official use.

Reference to above subject: The Directorate of Census Operations, Sikkim (DCO Sikkim) is interested in hiring one SUV vehicle (Mahindra XUV 500/Toyota Innova/Scorpio) for official use on contractual agreement. Therefore, sealed tenders are invited in two bid system i.e. Technical Bid and Financial Bid from reputed vehicle owners/service providers. The bidders are required to fill up the technical information in annexure II and financial information in annexure III (consisting of rates inclusive of all charges/ Service Tax etc). Both the Annexures should be put in different sealed covers while submitting the bid to "The Director, Directorate of Census Operations, Sikkim, Ministry of Home Affairs, Govt of India, 5th Mile Tadong, Gangtok-737102". The sealed envelope containing Technical Bid should be superscripted as "Technical Bid Quotation for providing services of SUV Vehicle". The sealed envelope containing Financial Bid should be superscripted as "Financial Bid Quotation for providing services of SUV Vehicle". Both the sealed envelopes containing Technical Bid and Financial Bid should be placed in a third envelope cover superscripted as "Quotation for providing services of SUV Vehicle". The details of the terms and conditions for the service are stated in Annexure-I.

The undersigned reserves the right to accept or reject any or all the quotations without assigning any reasons thereof. Amendments, if any, which the undersigned feels necessary, will be made in the tender document before the last date of receipt of tender. Quotation received after the closing date and time will not be accepted.

Interested parties may quote their lowest rate through Central Public Procurement Portal (e Procurement)/Registered Post to the undersigned on or before 09th October, 2018 upto 5.00P.M.. The Technical Bid will be opened at 10.00 A.M. on 10th October, 2018. The Financial Bid of only those parties who qualify the Technical Bid as per tender terms and conditions will be opened at 11.30 A.M. on 10th October, 2018.


(Yashoda Bhandari), IAS
Director

पर्यटन एवं नागरिक विमानन सचिवालय के नजदीक, फिफ्थ माइल, तादोंग, गान्तोक -737102 Near Tourism
& Civil Aviation Secretariat, 5th Mile, Tadong, Gangtok-737102
दूरभाष/Telephone/फैक्स सं० FAX No. 03592-231109, ई-मेल/E-mail: dco-sik.rgi@censusindia.gov.in

Terms and Conditions

The terms and conditions for the work are specified as below.

1. Rate quoted should be both in words and figures. The rate shall be inclusive all taxes and Cess as applicable under the Indian law like Income Tax, Education Cess etc.
2. Rate quoted should be inclusive of fuel and driver's salary.
3. The vehicle to be provided should not be more than five years old and should not have run more than 50,000 kms.
4. The supplier shall to ensure that all the necessary documents (Registration certificate, Insurance paper, PUC etc.) are available with driver, and that the driver has a valid license and is well-mannered and cleanly dressed.
5. The supplier shall have enough resources to repair his/her vehicle in a minimum possible time and he/she should also be in position to arrange extra vehicle immediately.
6. The contract will be in force for a period of one year from the date of placement of work order.
7. The vehicle would be on duty for 12 hrs duty per day.
8. Repairing of vehicle is to be borne by the supplier.
9. Ceiling of kilometres per month will be maximum 2500 Kms.
10. There will be no admissible of overtime and increase in kilometres.
11. A log book for the movement of the vehicle will be maintained by the driver of the vehicle and to be checked by the office of Directorate of Census Operations, Sikkim (DCO, Sikkim).
12. The supplier shall have enough resources to arrange extra driver immediately in absence of the regular driver of the vehicle.
13. The transportation, food, medical, uniform and any other requirements in respect of the driver of the vehicle will be responsibility of the service provider.
14. All payments made by the DCO, Sikkim shall be after deduction of tax at source wherever applicable as per the provisions of the Income Tax Act, 1961, other taxes duties, if any as applicable by law.
15. DCO, Sikkim shall not be liable for any obligation and/ or responsibilities, contractual, legal or otherwise, towards the service provider's employees or the said employees directly and/or indirectly, in any manner whatsoever.
16. Escalation of cost shall not be accepted on any grounds during the period of the contract in force, except in case of increase in service tax.
17. The work order can be terminated by the undersigned at any time without giving any notice in advance.
18. The supply of vehicle to be made within 2 days from the date of receive of supply order at the address of the office of the Directorate of Census

Operations, Sikkim, Ministry of Home Affairs, Govt of India, Near Tourism and Civil Aviation Secretariat, 5th Mile, Tadong, Gangtok.

19. The successful bidder will have to make an Earnest Money Deposit as security money of Rs. 5000/- (Rupees five thousand) only in favour of the Drawing and Disbursement Officer, Directorate of Census Operations, Sikkim.
20. Any dispute arising out of the contract will be settled within the jurisdiction of Gangtok.
21. The service provider has to execute an agreement on a stamp paper worth Rs. 100/- within 15 days of awarding the contract.

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TECHNICAL BID

(In separate sealed cover superscripted as “Technical Bid Quotation for providing services of one SUV Vehicle on hired basis for official use”).

To,

The Director,
Directorate of Census Operations, Sikkim,
Near Tourism and Civil Aviation Secretariat,
5th Mile, Tadong,
Gangtok-737102.

Sub: The Directorate of Census Operations, Sikkim, Near Tourism & Civil Aviation Secretariat, 5th Mile, Tadong, Gangtok invites tenders for providing one SUV Vehicle on hiring basis for official use to this Directorate.

Sir,

With reference to your tender Notice No.Datedon the subject mentioned above, the Technical bid indicating the following information along with the self attested photocopies of the documents are stated as below :-

1. Name and Designation of the authorised person (Vehicle Owner):
2. PAN Number:
3. Vehicle Mark/Model year:
4. Registration No.:
5. Pollution control clearance (Enclose copy of the same):
6. Valid Insurance document for the vehicle (Enclose copy of the same):

I/We accept all the terms and conditions as given under items 1 to 21 at Annexure-I under reference to above.

Dated.....

Yours faithfully,

(Authorised signatory)

FINANCIAL BID

(In separate sealed cover superscripted as “Financial Bid Quotation for providing services of one SUV Vehicle on hired basis for official use”).

To,

The Director,
Directorate of Census Operations, Sikkim,
Near Tourism and Civil Aviation Secretariat,
5th Mile, Tadong,
Gangtok-737102.

Sub: The Directorate of Census Operations, Sikkim, Near Tourism & Civil Aviation Secretariat, 5th Mile, Tadong, Gangtok invites tenders for providing one SUV Vehicle on hiring basis for official use to this Directorate.

Sir,

With reference to your tender Notice No.Datedon the subject mentioned above, I/ We quote the following rate for the above mentioned work, per month, as under:

Rs./- (Rupees,.....) only Per month (inclusive of Driver's salary, fuel and all Taxes).

Breakup of the Rate Quoted:

- | | |
|--|---------|
| 1. Hiring charge of Vehicle (including fuel) | Rs..... |
| 2. Driver's Salary | Rs..... |
| 3. Any Taxes (.....%) | Rs..... |
| 4. Grand Total | Rs..... |

I/We accept all the terms and conditions as given under items 1 to 21 at Annexure-I under reference to above.

Dated.....

Yours faithfully,

(Authorised signatory)