



भारत सरकार

GOVERNMENT OF INDIA

गृह मंत्रालय

MINISTRY OF HOME AFFAIRS

जनगणना कार्य निदेशालय, झारखण्ड

DIRECTORATE OF CENSUS OPERATIONS, JHARKHAND

जियाडा केन्द्रीय कार्यालय भवन, द्वितीय तल, औद्योगिक क्षेत्र नामकुम, राँची-834010

JIADA Central Office Building, 2nd Floor, Industrial Area, Namkum, Ranchi-834010

Phone No.- 0651- 2460340/2460170 (FAX), 2460410/ 2460383

E-mail:- dco-jha.rgi@censusindia.gov.in

File No.: D 26017/1/2017 (Jhar) Part III - 187

Date - 06/09/2021

Notice Inviting Tender for Hiring of Vehicles

Schedule of Events

Nature of the Work	Hiring of Vehicles for Official use
Details of Contact Persons for Clarification/queries	Dr. Satyendra Kumar Gupta, Dy. Director(HO) DCO Jharkhand, JIADA Central Office Building, Industrial Area, Namkum, Ranchi-834010 Phone No.- 0651- 2460340/9430342034 Mobile No. 9431530742 E-mail:- dco-jha.rgi@censusindia.gov.in
No. of covers	02 a) Technical Bid b) Financial Bid
Earnest Money Deposit(EMD)	45000/-
Date and time of Publishing of e-Tender	06.09.2021 03 PM
Website for downloading Tender Document	www.censusindia.gov.in https://eprocure.gov.in/eprocure/app
Bid submission Start Date & Time	09.09.2021 03 PM
Bid submission Closing Date & Time	30.09.2021 06 PM
Technical Bid Opening Date & Time	01.10.2021 11 AM
Financial Bid Opening Date & Time	
Venue for Bid Opening (Technical/Financial)	DCO Jharkhand, 2 nd Floor, JIADA Central Office Building, Industrial Building, Namkum, Ranchi-834010.

06/09/2021

IMPORTANT NOTE

Tender documents may be downloaded from Central Public Procurement Portal <https://eprocure.gov.in/eprocure/app>. Intending Bidders/service providers who have not enrolled/registered in e-procurement should enrol/register before participating through the website <https://eprocure.gov.in/eprocure/app>. The portal enrolment is free of cost. Bidders are advised to go through instructions provided at Appendix-I "instructions for online Bid Submission".

Bidders can access tender documents on the website, fill them with all relevant information and submit the completed tender document into electronic tender on the website <https://eprocure.gov.in/eprocure/app>.

Tenders and supporting documents should be uploaded through e-procurement. Hard copy of the tender documents will not be accepted.


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Notice Inviting Tender for Hiring of Vehicles

Closing Date: **30.09.2021**

Opening Date (Technical Bid): **01.10.2021**

1. BACKGROUND:

1.1 Directorate of Census Operations, Jharkhand is a Subordinate Office of Registrar General of India under Ministry of Home Affairs, Government of India. This office carries out the decadal Population Census.

1.2 On behalf of the President of India, Directorate of Census Operations, Jharkhand invites online Tenders from reputed vendors/authorized Taxi/Tour Operators to hire the Operational Vehicles in Petrol or Diesel for official use on monthly basis (operational purpose) for **Two Years**(initially work order will be given for a period upto 31.01.2022, which may be extended after getting necessary approval from ORGI, New Delhi, for further remaining period upto 2 years from the date of hiring of vehicles).

1.3 Specification of the vehicles to be hired-

Category	Name of Vehicle	Number of vehicles to be hired	Monthly usage per month (in KMS.)	Period for hiring vehicles
I	Maruti Suzuki Ciaz(except sigma)/Honda City(except i-vtec sv)	02	1500	24 months
II	Maruti Suzuki Swift DZire/Honda Amaze/ Hyundai Xcent/Tata Zest/ Toyota Etios	01	1500	24 months

2. ELIGIBILITY CRITERIA:

2.1 Bidders should be in existence for over 3 years in the business of providing vehicles on hire basis.

2.2. The bidder should have a previous contract for providing vehicles on hire basis at least one year with a Central/State Government Department/Public Sector Undertaking/Autonomous Bodies.

2.3 The bidder should submit an undertaking that he or his firm has not been black listed by any of the Departments/Organisations of the Government of

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India/State/UT and no criminal case is pending against the said firm on the date of submission of this bid.

2.4 The bidder must furnish details of GST No./PAN No. and also upload the scanned copy of these documents in e-procurement portal as specified in **Annexure-I**.

2.5 The Financial bid would be opened only after the technical bid is found satisfactory.

2.6 Conditional bids shall not be considered and will be rejected out rightly at the first instance.

3. PROCEDURE FOR SUBMISSION OF THE BID:

3.1 The bidders desirous of participating in the tender process shall have to submit their bid online in two parts, viz., Technical Bid as per proforma at **Annexure-I** and Financial Bid as per proforma at **Annexure-II**. **A bidder may bid for more than one vehicle.**

3.2 Any overwriting/cutting/applying of fluid should be authenticated by the signatures of the individual, who has signed the Bid. Non Adherence will lead to rejection of the Bid.

3.3 Technical Bid-All the columns, in the proforma of Technical Bid(**Annexure-I**) should be duly filled and supporting documents must be uploaded in CPP Portal with this bid.

3.4 Incomplete Bid shall not be considered and will be summarily rejected.

3.5 Financial Bid to be uploaded in the form of **BoQ hiring of vehicles.xls** only.

3.6 Bidders are advised to download this as it is and quote their rate in the permitted columns and upload the same in the bid. Bidder shall not tamper/modify downloaded price bid template in any manner. In case if the same is found to be tampered/modified in any manner, tender is liable to be completely rejected.

3.7 The Bids must be uploaded online only at CPPP website <https://eprocure.gov.in/eprocure/app> on or before the due date. Bids, uploaded after the due date & time are liable to be rejected.


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3.8 The quote should be exclusive of services Charges/statutory taxes.

4. ARBITRATION:

4.1 In the event of any dispute or disagreement under or in relation to this Agreement or over the interpretation of any of the terms herein above contained or any claim or liability of the party, the same shall be referred to the Sole Arbitrator to be nominated by mutual consent of both parties to the agreement. The intending party will serve notice in writing on the other party notifying its intention for appointment of Arbitrator should both parties fail to agree on by mutual consent, and then DCO Jharkhand will appoint the Sole Arbitrator. The provisions of Arbitration and Conciliation Act 1996 as amended from time to time shall apply. The Arbitration proceedings shall be held in Ranchi. The Arbitrator will give reason for his award and the award passed by the Arbitrator shall be final and binding upon both the parties herein.

4.2 Any dispute arising out of this document will be subject to jurisdiction of Jharkhand Court.

5. Bid Evaluation Criteria:

5.1 In the first instance the Technical Bids shall be opened by the authorized representatives of DCO Jharkhand in the presence of representatives of bidders, if available.

5.2 The date and time for opening of the Technical Bid is given on the first page of this document.

5.3 The Bidders may depute their representatives for the Technical opening event.

5.4 The Technical Bids will then be evaluated by DCO Jharkhand internally.

5.5 The Financial bid would be opened only after the technical bid is found satisfactory.

5.6 Once the Technical Bids are accepted, the Financial Bids of the bidders (whose Technical Bids have been accepted) shall be opened at the date as specified in the schedule of events.


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5.7 If any bidder so desires, it may depute its representative for Financial Bid opening event also.

5.8 The decision of the DCO Jharkhand shall be final and binding.

TERMS AND CONDITIONS

1. Tenders should be uploaded on or before the last date and time specified in the tender document. Tender received after the prescribed cut-off date and time will be rejected forthwith.

2. Contracted hire charges include monthly charges of drivers, repairs and parking, maintenance of vehicle, insurance, petrol/diesel, Oil and also any other incidental expenses in running and maintenance of vehicle.

3. The vehicles must be as specified above or alike of recent make. The vehicles must be in excellent condition, clean, mechanically fit and must be a brand new vehicles and in any case must not be more **than 18 months old**.

4. Hire charges will be paid for use of the vehicle for the whole month subject to maximum usage of 1500 K.M. per month. The distance is to be calculated from the place of reporting to the place of release. Any unutilized kms. is to be carried forward and set off in the succeeding months.

5. Dedicated vehicles and drivers having valid Driving License and sufficient experience, exposure and familiarity with city roads must be provided. Dedicated vehicles and drivers are not to be changed without prior approval of the User/Hiring Authority. **The vehicle is to be parked at the option of the User/Hiring Authority.**

6. The vehicles should be provided along with the drivers in appropriate uniform and fuel. **The vehicle supplier shall ensure that drivers are made available along with vehicles for all days of the month and carry a mobile phone in working condition, for which, no separate payment shall be made by the Department.** The mobile numbers of the drivers should be given to the respective controlling officer.

7. The vehicle should fulfil the legal obligations prescribed by the State Transport Authority like payment of road taxes, GST etc. All requirements under various statutory laws must be complied with. Any default will be liability of the

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contractor and this department shall not be liable in any matter whatsoever. In case of any accident or and other contingency and claim arising out of its shall be borne by the contractors only and no claim whatsoever shall be borne by the Directorate of Census Operations, Jharkhand.

8. The duty point for Ranchi is JIADA Central office Building, Namkum or any other place intimated from time to time and the mileage would be reckoned to the duty point only. The vehicles shall normally be used within the jurisdiction of the Directorate of Census Operations, Jharkhand, Ranchi.

9. The contractor should ensure that the operational vehicles are fitted with appropriate seat belts.

10. The responsibility for the safety and security of the operational vehicle provided solely lies with the contractor. The vendor is liable for payment of all claims/expenses in case of any accident. He will also indemnify the office of the concerned Officer against any loss/damage of property or life attributable to negligence on the part of the driver or poor maintenance of the vehicle.

11. Any authorized user of the Department has the right of returning the vehicle if he is not satisfied as to the plying condition of the vehicle on any one of the grounds as mentioned above.

12. In such cases a penalty of Rs. 500/- or the actual cost of hiring a similar vehicle will be deducted from the contractor's pending bills payments.

13. The contractor shall also be responsible for providing a suitable replacement immediately if the car breaks down. In the event of failure to provide such replacement as stated above, the Directorate of Census Operations, Jharkhand will claim Rs. 500/- towards penalty or the actual cost for making alternate arrangement whichever is more.

14. Operational vehicles should be arranged even at short notice. The vehicle shall be deemed to be at the disposal of the Directorate of Census Operations, Jharkhand for all the days of the month, seven days a week. A log shall be maintained for the vehicle. In case of any accident, all claims arising out of, shall be met by the contractor. If the vehicle does not report on time/does not report for duty at all, the user will have a right to hire a vehicle from the market. In case


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of failure to provided alternative suitable vehicle, Rs. 2,000/- per day shall be deducted from monthly hire charges.

15. To facilitate easier scrutiny of bills, the following details are required in the trip sheet/log book-

- a. Reporting time and place
- b. Opening Kilometre
- c. Closing Kilometre
- d. Time of closing
- e. Place of Closing
- f. Signature of the user.

16. **The unused kilometres (out of 1500 Kms/month) of a month can be carried forward to the subsequent months till the contract ends.**

17. Bills should be submitted on monthly basis with all supporting and payment will be made within reasonable time from the date of submission of bills after deducting TDS as per Income Tax Act, 1961. No interest is payable on the bill amount in any circumstances. The log book maintained will be the basis for making payments. **The log book should be maintained perfectly well and should be endorsed by the officer using the vehicle for each and every entry without fail.**

18. Failure by the contractor to comply with any statutory requirements and/or the terms of the agreement during the period of contract shall result in termination of the contract and subsequent disqualification from participation in any further tender of the department.

19. No negotiation will be undertaken with any bidder except the lowest qualified bidder.

20. The successful bidders shall provide details of the vehicle within 7 days of bid opening date and also present himself for signing the agreement and as and when called for. The successful bidders shall enter into a written agreement with this office on a hundred rupee stamp paper.

21. In the event of the award of the tender prior to execution of the contract, the contractor shall be required to submit copies of the Registration Certificate and comprehensive Insurance Policies of the vehicles being offered for hire and particulars with photograph of the drivers dedicated to each vehicle. He shall also


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be required to produce the vehicle in Directorate of Census Operations, Jharkhand, Ranchi for physical verification/inspection.

22. Insurance of the vehicles 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 & Rule made there under or any other law in force.

23. **The operational vehicles deputed for must have the tanks filled with fuel to cover the entire officer(s) in-charge concerned from time to time.**

24. Blacklisted/debarred firm will be debarred from participating in the tender.

25. The second party will be allowed to enhance the rate of hiring of vehicle by 5% after completion of one year of service provided the service is found satisfactory.

26. The Headquarter office of the companies/firm must be in Jharkhand only. Moreover, Companies/Firms must have a running office in Ranchi for minimum of last 3 years along with a valid address proof.

27. Either party is free to discontinue the service giving prior notice of one month for the same without assigning any reason.

28. **Liability of the Department is limited to the contract value only.**

29. In case of any dispute, the jurisdiction of courts of Jharkhand shall apply.

30. The contractors/providers will be required to pay salary/wages to the driver of the hired vehicle at the specified rate fixed on monthly basis (i.e. not less than the minimum payment per day either of salary/wages, which are fixed by the Government Authority for a skilled person) as per rules provided by the Govt. of India/Govt. of Jharkhand.

31. EMD in form of DD should be payable in favour of DDO, DCO Jharkhand, Ranchi.

Note: Manual Bids shall not be accepted.


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(Dr. Satyendra Kumar Gupta)
Deputy Director (HO)

Directorate of Census Operations, Jharkhand

TECHNICAL BID DOCUMENT

1. Name of the Proprietor/Registered Firm/Company :
2. Address of the Concern
(with Tel. no. Fax & E-mail) :
3. Name & Address of the
(Partners/director(s) (with Mob. No.)
(In case of Firm/Company) :
4. Contact person(s) (with Mob. No.) :
5. No of year of experience* in providing Vehicles :
6. List of Client :
 - (a) Name and addresses of the parties
With contact no. to whom vehicles
were given on hire.
 - (b) Period for which the vehicles were hired out
 - (c) Number of vehicles given on hire
7. PAN :
8. Service Tax Registration No. :
9. Details of EMD :

DECLARATION

I hereby certify that the information furnished above is full and correct to the best of my knowledge. I understand that in case any deviation is found in the above statement at any stage, the concern will be blacklisted and will not have any dealing with the Department in future.

[Signature of Authorised Signatory with date]

ANNEXURE-II

FINANCIAL BID DOCUMENT
(Hiring of vehicles by Directorate of Census Operations, Jharkhand)
RATE QUOTATION FOR Year 2021

1. Name of the Proprietor/Registered Firm/Company :
2. Address of the Concern
(with Tel. no., Fax & E-mail) :
3. Contact person(s) (with Mob. No.) :
4. Rates for operational vehicles
(Exclusive of Service Tax) :

Sl. No.	Description	Rate for vehicle (Name of vehicle to be mentioned)
1.	For 1500 kms. Per month for Ranchi	
2.	For every extra kilometre beyond 1500 kms.	Flat Rate Rs. 10/- per extra km.
3.	Extra charges per kms. If the vehicle goes out of DCO Jharkhand, Ranchi Jurisdiction.	Flat Rate Rs. 10/- per extra km. Rs.400/- per night halt charges

[Signature of Authorised Signatory with date]

CRITICAL DATE SHEET

1	Date of Issue of Tender	06.09.2021 at 15:00 PM
2	Bid Document Download/Sale Start Date	06.09.2021 at 15:30 PM
3	Date of Pre Bid Conference for Clarify Issue and doubts. If any about specification of material and services projected in Bid document at 15:00 PM
4	Start date for Submission of filled in tender document.	09.09.2021 at 15:00 PM
5	Last date of Bid Submission	30.09.2021 at 18:00 PM
6	Date of opening of Technical Bid	02.10.2021 at 11:00 PM
7	Date of meeting with bidders post Technical bid opening for presentation and Document Verification. at 16:00 PM
8	Date of opening of Financial Bidat 16:00 PM
9	Validity of Bid	90 Days

Note: Manual Bids shall not be accepted.

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Item Rate BoQ

Tender Inviting Authority: DIRECTORATE OF CENSUS OPERATIONS, JHARKHAND

Name of Work: Hiring of Vehicles for Official use

Contract No: D 26017/1/2017 (Jhar) Part-III-187, Dated 06.09.2021

Name of the Bidder/ Bidding Firm / Company :						
PRICE SCHEDULE						
(This BOQ template must not be modified/replaced by the bidder and the same should be uploaded after filling the relevant columns, else the bidder is liable to be rejected for this tender. Bidders are allowed to enter the Bidder Name and Values only)						
NUMBER #	TEXT #	NUMBER #	TEXT #	NUMBER #	NUMBER #	TEXT #
Sl. No.	Item Description	Quantity	Units	BASIC RATE (Per Vehicle) in Figures To be entered by the Bidder Rs. P	TOTAL AMOUNT Without Taxes in Rs. P	TOTAL AMOUNT In Words
1	2	4	5	13	53	55
1	Hiring of vehicles for 1500 KM Per month for DCO Jharkhand, ranchi					
2	Maruti Suzuki Ciaz (except sigma)/Honda City (except i-vtec sv)	2.000	Nos		0.00	INR Zero Only
4	Maruti Suzuki Swift Dzire/Honda Amaze/Hundai Xcent/Tata Zest/Toyota Etios	1.000	No		0.00	INR Zero Only
5	For every extra kilometer beyond 1500 kms.(Flat Rate Rs. 10/- per extra km.)					
6	Extra charges per night halt. If the vehicle goes out of DCO Jharkhand, Ranchi Jurisdiction (Flat Rate Rs. 10/- per extra km.Rs.400/- per night halt charges)					
Total in Figures					0.00	INR Zero Only
Quoted Rate in Words			INR Zero Only			