



J&K ENTREPRENEURSHIP DEVELOPMENT INSTITUTE (JKEDI)

Pampore, Kashmir -01933-224362/ Industrial Estate Bari Brahma, Jammu 01923-222412
(An Organization of J&K Government)

N.I.T. No. JKEDI/U&S/2019/66-67

Dated: 11-02-2019

Re-TENDER NOTICE

Jammu and Kashmir Entrepreneurship Development Institute, Sempora, Pampore invites sealed tenders affixed with revenue stamp of Rs 5/- from reputed transporters/fleet owners for providing of vehicles on as and when required basis both for Kashmir & Jammu divisions. The requirement of vehicles alongwith other terms and conditions is given in the tender document. Tender document can be obtained from the office of Estates Department at JKEDI Pampore/Bari-brahman, Jammu from **12-02-2019** against a cash payment of Rs. 500/- or can be downloaded from Institute's website www.jkedi.org under "Tenders" option. The document thus downloaded shall be accompanied with the DD of Rs.500/- favouring Director, JKEDI. Tender document complete in all respects should reach the office of **Incharge Estates, JKEDI, Pampore, J&K** by or before **25th February 2019 (3:00 PM)**. The rates shall be quoted as per the format of the tender document.

Last date & time of Submission of tender	25th Feb, 2019 (3:00 PM)
Cost of tender document (DD)	Rs. 500/- (non-refundable in the shape of DD)
Earnest Money Deposit (CDR)	Rs. 20,000/-

Sd/-
Director

A. Eligibility Criteria:

The bidder should fulfill following criteria:

1. The bidder should have Permanent Account Number (PAN) of the firm and authorized signatory (in case registered as Partnership Firm/ HUF/ Company/ Society, etc.) issued by the Income Tax Department, Govt. of India.
2. The bidder should have GST Registration Certificate.
3. The bidder should be registered with Department of Tourism, Govt. of J&K.
4. The bidder should have Contract Carriage Permit (State) issued by the Motor Vehicles Department, Govt. of J&K.
5. The bidder should not have been blacklisted / banned by any Government organization / University / educational institute.
6. The bidder should provide detail of all the vehicles associated with them, either personally in his/ its own name or in consortium/ any other arrangement, alongwith documents, including Registration Certificate, Insurance, copies of agreement, etc.
7. The bidder should provide Details of previous work experience, alongwith documentary evidence in the form of performance certificate.
8. The bidder should provide PAN Based copies of ITR for the preceding two financial year(s)- 2015-16 and 2016-17; and
9. The tender document should be accompanied with the cost of tender document Rs. 500/- (*non-refundable*) and EMD in the form of Demand Draft favoring Director, JKEDI Sempora, Pampore.

All documents enlisted above should be sealed in an envelope super scribed "TENDER FOR Providing of Vehicles" as Cover "A"

B. Submission of Tender documents and Tender opening.

1. Tender complete in all respects should be submitted in the office of Incharge Estates, JKEDI Sempora Pampore in person by or before **25th Feb, 2019 at 3:00 PM. No Tender shall be accepted by any other medium like Speed/Registered post or courier.**
2. The tender should be sealed in an envelope in two parts viz Technical (Cover A) and Financial (Cover B). Cover A should have all the documents as listed in Eligibility criteria.
3. Tenders received after closing date and time, for any reasons whatsoever, shall not be considered.
4. Tender Bids will be opened at JKEDI Baribrahmana Jammu in the Office of Director JKEDI on the **28th Feb 2019 at 11:00 AM** in presence of the bidders who wish to be present. If tenders cannot be opened on the due date due to any unavoidable circumstances, the same shall be opened on next working date at the same time and venue.

C. General Terms and Conditions: -

1. Each page of tender document should be signed by the bidder.
2. The Institute reserves the right to change, modify, amend or substitute any clause in the Terms and Conditions.
3. The successful bidder shall have to provide different types of commercial vehicles, alongwith Driver and PoL, as per requirement throughout Kashmir Division.
4. The Vehicles provided by the successful bidder should run on Diesel/ Petrol and be fitted with AC/ Heater to cater to the need of summer/ winter seasons.
5. Price Escalation or Price Variation shall not be applicable or considered under any circumstances for the Rate Contract coming into force as a result of this tender.
6. Parking and Toll Charges, if any, has to be borne by the successful bidder. No amount on this head shall be paid by the Institute.
7. The Contract shall be initially valid for a period of one year (unless otherwise specified) which may further be extended by the Institute (based on the satisfactory performance of services) on the same terms and conditions, upon mutual consent for a period not exceeding one (01) year from the date of completion of contract.
8. The contract can be terminated by giving one month's written notice by Institute. However, the said Contract shall not be terminable at the option of the Service Provider.
9. The rates must be quoted both in figures and words and over-writing should be avoided.
10. The Institute reserves the right to accept or reject the lowest or any offer or all offers without assigning any reason thereof.
11. Incomplete or unsigned bids or conditional bids or bids without required documents are liable to be rejected.
12. The rates quoted should be inclusive of all taxes.
13. The tender document should be accompanied by EMD of Rs.20,000/- in shape of CDR pledged to Director JKEDI, Sempora Pampore. The EMD of unsuccessful bidders will be returned after the selection of successful bidder and that of the successful bidder after one month from the date of completion of contract period.
14. In case of any dispute, the decision of the Director, JKEDI shall be final and binding on the parties

D. Responsibilities of Successful Bidder (hereinafter referred to as 'Service Provider'):

- a) Service Provider has to execute an agreement with JKEDI, which will abide by the terms and conditions of the Tender. Service provider shall have to execute an agreement in this behalf, on NON JUDICIAL Stamp Paper of Rs.100/-, with the Estates Department before allotment of contract. Cost of stamp duty shall be borne by Service Provider.

- b) Service Provider shall ensure that most of his vehicles will remain at the exclusive disposal of the Institute and cannot be used by them for any other purpose during the period of Rate Contract, except with the prior permission in writing from JKEDI, failing which the Institute reserves the right to terminate the contract of Service Provider and forfeiture of Security Deposit/ any other payment due to Service Provider.
- c) Service Provider has to ensure that the vehicles deployed should not be involved in any unlawful activities, prior to and during the course of the Rate Contract, which could malign the image of the Institute. In case, at any point of time, it comes to the notice that the vehicles associated with the Institute are involved in any unlawful activities, JKEDI reserves the right to terminate the contract of Service Provider with immediate effect alongwith forfeiture of Security Deposit/ any other payment due and also recommend/ initiate necessary action against the defaulting Service Provider including blacklisting/ debarring of such Service Provider and other legal actions as per the law in force.
- d) Service Provider shall have to ensure that vehicles provided should not be older than three years i.e not beyond 2016 model, failing which the Institute reserves the right to reject the bid/contract of the Service Provider.
- e) Service Provider has to provide alternative vehicle in case of breakdown of existing vehicle. Replaced vehicle should be made available within two hours failing which the official using the vehicle has the right to hire the vehicle from other sources, at the expense of the Service Provider.
- f) Service Provider has to submit copies of necessary documents of vehicles like Registration Certificate, Insurance, Pollution Certificate of the vehicles, and Driving License of the persons engaged alongwith renewals of these documents as and when asked.
- g) Service Provider shall be responsible for any direct or indirect liability arising on account of any negligent, rash and impetuous driving by the Driver(s) of the vehicles engaged by it and any loss caused to the Institute shall have to compensate by the Service Provider.
- h) Service Provider must ensure that the drivers of the vehicle allotted do not indulge in any anti-social /illegal activities. The drivers should be well literate, mannered, groomed and should behave courteously with the officials/official guests of the Institute.
- i) The service provider shall be personally responsible for any theft, dishonesty and disobedience by the drivers.
- j) If the vehicle is seized or detained by Police/Motor Vehicle Authority or any other authorities for any reason whatsoever; it will be at the Service Providers risk and the Institute shall not be made party to any litigation arising.
- k) Service Provider shall have to pick up and drop officials/guests of the Institute from Head Office or any other place as required by the Institute on round the clock per km basis round the week including Sundays/Holidays.

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- l) Service Provider shall ensure for regular maintenance of log books and duty requisitions by the Driver(s) of the vehicles engaged by it and same shall have to be submitted to the Institute alongwith the bills. (or any other document as per requirement of Institute)

E. Penalties:

- i. In case of hiring of vehicle, the same should be made available on call any day in the week at any hour. In case of failure to provide the vehicle, a penalty of Rs.1,000/- will be imposed on each occasion;
- ii. Vehicles should report at the specified reporting time. In case of any delay in reporting, acceptance of vehicle will be at the discretion of the concerned officer/ Official.
- iii. In case of breakdown, if the vehicle is not replaced within two hours, penalty of Rs.500/- per occasion will be imposed, in addition to the right to hire the vehicle from other sources, at the expense of the Service Provider.
- iv. In case of exigency, JKEDI reserves the right to call the vehicle before stipulated duty hour and beyond duty hour. Vehicles should be made available on call basis beyond the office hours in the week days as well as holidays, failing which the penalty of Rs.1,000/- will be imposed on each occasion.

F. Responsibilities of JKEDI Officials/Officers:

- a) To communicate the Tour Plan to Service Provider well in advance so as to avoid any unnecessary delay. Any change in the tour plan shall also be communicated well in advance.
- b) To make optimum use of vehicles for Conduct of Pre and Post Surveys under various schemes or any other related activity and not to use these vehicles for any other purpose.
- c) To certify the bills as per actual usage of the vehicle. There should not be any unnecessary delay in certifying the bills so as to help Service Provider to claim the payments on timely basis.

G. Billing procedure:

- a) Payments shall be made on monthly basis on production of the bills in duplicate on GST format alongwith log-book/ duty slips duly signed and verified by the official who used the vehicle.
- b) Necessary deductions towards Income tax and any other tax shall be deducted at source at the time of settlement of monthly bills or as may be decided by finance section of the Institute from time to time.
- c) Price Escalation or Price Variation shall not be applicable or considered under any circumstances for the Rate Contract coming into force.

Date:

Signature of Partners/ Proprietors with Seal of the Firm

Check-list for the Tenderers

S.no	Particulars	Annexed at Page No. (in manual envelop)
1	Tender Fee (in the form of DD drawn with any of the scheduled/ nationalized Bank in favour of Director, JKEDI payable at Pampore)	
2	EMD (in the form of CDR/ FDR pledged to the Director JKEDI)	
3	Registration Certificate issued by the Department of Tourism, Govt. of J&K	
4	Contract Carriage Permit (State) issued by the Motor Vehicles Department, Govt. of J&K	
5	PAN card of the firm and authorized signatory (in case registered as Partnership Firm/ HUF/ Company/ Society, etc.)	
6	GST Registration certificate	
7	Details of at least 10 vehicles associated with bidder, either personally in his/ its own name or in consortium/ any other arrangement, alongwith documents, including Registration Certificate, Insurance, copies of agreement, etc	
8	Details of previous work experience, alongwith documentary evidence in the form of performance certificate	
9	PAN Based copies of ITR for the preceding two financial year(s)	

Sig. & Seal of the Tenderer
alongwith Full address

TENDER FORM
(Bio data of bidder)

1. Name of the Firm: _____

2. Name of the Proprietor: _____

4. Name of Partner (if any): _____

5. Date of Establishment of Firm: _____

6. PAN of the Firm: _____

7. GST No. _____

7. Address: _____

8. Phone no.: _____ Fax.: _____

Website (if any) _____

Cell No. of contact person/s: _____

E-mail address: _____

9. Demand Draft (tender document fee) details:

DD No. _____ Date _____ Amount _____

Issuing Bank: _____

10. CDR (Earnest Money Deposit) details:

CDR No. _____ Date _____ Amount _____

Issuing Bank: _____

Declaration:

I/ We do hereby declare that entries made in this form are true to the best of my/ our knowledge and belief.

Date: _____

Signature of Partners/ Proprietors with Seal of the Firm

Performa for Financial Bid

Schedule of Rates (including all Taxes) For Kashmir Division

A. Tata Safaria/Toyota Innova

S. No.	Particulars	Rate in Figure	Rate in Words
1.	a. Basic rate per Km including cost of Driver&POL (With AC)	a. Rs.	
	b. Basic rate per Km including cost of Driver&POL (Without AC)	b. Rs.	
	c. Rate in Rs. per hour as overtime for duty performed beyond 10 hours per day	c. Rs.	
	d. Rate in Rs. Night Halt Charges, per Night	d. Rs.	

B. Tavera/Scorpio

S. No.	Particulars	Rate in Figure	Rate in Words
1.	a. Basic rate per Km including cost of Driver&POL (With AC)	a. Rs.	
	b. Basic rate per Km including cost of Driver&POL (Without AC)	b. Rs.	
	c. Rate in Rs. per hour as overtime for duty performed beyond 10 hours per day	c. Rs.	
	d. Rate in Rs. Night Halt Charges, per Night	d. Rs.	

I hereby accept the terms and conditions given in the tender notice no: - _____
dated: _____

Seal & Signature

Name of the firm:

Address:

Cell/Tel. No: -

Performa for Financial Bid

Schedule of Rates (including all Taxes) For Jammu Division

A. Tata Safaria/Toyota Innova

S. No.	Particulars	Rate in Figure	Rate in Words
1.	a. Basic rate per Km including cost of Driver&POL (With AC)	a. Rs.	
	b. Basic rate per Km including cost of Driver&POL (Without AC)	b. Rs.	
	c. Rate in Rs. per hour as overtime for duty performed beyond 10 hours per day	c. Rs.	
	d. Rate in Rs. Night Halt Charges, per Night	d. Rs.	

B. Tavera/Scorpio

S. No.	Particulars	Rate in Figure	Rate in Words
1.	a. Basic rate per Km including cost of Driver&POL (With AC)	a. Rs.	
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	c. Rate in Rs. per hour as overtime for duty performed beyond 10 hours per day	c. Rs.	
	d. Rate in Rs. Night Halt Charges, per Night	d. Rs.	

I hereby accept the terms and conditions given in the tender notice no: - _____
dated: _____

Seal & Signature

Name of the firm:

Address:

Cell/Tel. No: -