

Forest Survey of India, Regional Office (Northern) Shimla

OPEN E-TENDER FOR Hiring of Vehicles



**GOVERNMENT OF INDIA
MINISTRY OF ENVIRONMENT, FORESTS AND CLIMATE CHANGE
Forest Survey of India, Regional Office (Northern)
Shimla**

PREPARATION OF BIDS

- 1) Bidder should take into account any corrigendum published on the tender document before submitting their bids on GeM Portal. Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted.
- 2) Bidder, in advance, should get ready the bid documents to be submitted on GeM Portal as indicated in the tender document / schedule and generally, they can be in PDF / XLS /JPEG formats.
- 3) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such documents (e.g. GST registration copy, annual reports, auditor certificates etc.) has been provided by the bidders.
- 4) Bidders should be registered as a “Seller” on GeM Portal with all required codal formalities.

Forest Survey of India, Regional Office (Northern) Shimla

Open e-Tender for hiring of vehicles on GeM Portal

e-Tenders for hiring of different kinds of vehicles as per the requirement are invited from the registered firms for the following types of Journeys:-

1. **Short period Journey:** FSI requires vehicles for outstation journeys Dehradun, Chandigarh, Delhi and other cities. Firms may quote their hiring charges per day excluding GST, all state entry taxes, toll taxes, parking charges and including fuel (diesel/petrol), food, night halt charges & wages etc. of driver for different type of vehicles for outstation journeys listed in **Annexure-I-A.**
2. **Long Field Journey:** Officials of the FSI have to visit forest areas for field inventory and ground truthing work for which sturdy vehicles which can negotiate rough hilly terrain including Kacha and pukka road are required. The vehicles so hired can be deployed anywhere in Uttar Pradesh, Uttarakhand Punjab, Haryana, Rajasthan, Himachal Pradesh, Jammu & Kashmir, Ladakh, Chandigarh & Delhi etc. Firms may quote hiring charges on monthly basis excluding GST, all state entry taxes, toll taxes, parking charges and including fuel (diesel/petrol), food, night halt charges and wages etc. of driver for different type of vehicles as per the list in **Annexure-I-A.**

The tendering firms must comply with the following conditions:

Specifications of the vehicles for hiring are enclosed in **Annexure-I-A.**

Terms and conditions governing the tender for vehicles for hiring are given in **Annexure-II.**

Tenders have to be submitted '**Online**' on a prescribed tender form as per the tender document. No Quotations will be accepted in hard copy, fax, e-mail or any other such means. The intending bidders must be registered as seller with GeM Portal .

The complete details, terms and conditions are available on on Ministry of Environment, Forest and Climate Change website: <http://envfor.nic.in/>; CPP Portal

<https://eprocure.gov.in/epublish/app> and website of Forest Survey of India i.e.: www.fsi.nic.in for reference only but online submission of tender shall be at <https://moefcc.euniwizarde.com> .

1. **Service requirements:** The Forest Survey of India, under Ministry of Environment, Forests and Climate Change, Govt. of India with headquarter at Dehradun is a premier Government organization engaged in survey and enumeration of forest resources in remote forest areas of the entire country. The FSI Regional Office (Northern), Shimla is a zonal office under FSI headquarters and undertakes survey work of the entire forests in the states and UT e.g. :- Himachal Pradesh, Uttarakhand, Punjab, Haryana, Uttar Pradesh, Rajasthan, Delhi (UT), Jammu & Kashmir(UT), Ladakh (UT)and Chandigarh(UT).

2. The hired vehicles will be required to carry survey personnel and camp equipments to the survey sites in the forest areas of the above mentioned states which vary from one month to many months and such journey will include negotiating rough hilly and kacha terrain. The vehicle along with the driver will have to stay with the survey party in field camp.
3. The Rate quoted by tenderer will be valid for a period of one year from the date of agreement of contract.
4. **Specification of Vehicles:** Suitable field vehicles not more than 3 (Three) years old and having sound condition and registered in Himachal Pradesh will only be considered for hiring. The vehicle should be so designed to carry both personnel and equipments. The vehicles to be deployed to field work may have to ply on both Kacha & Pucka road.
5. The vehicles will be hired on day basis or monthly basis as per the requirement. Fuel (diesel/petrol) , lubricants, oil etc. has to be provided by the successful Tenderer.
6. The hired vehicles should be a yellow board vehicle with valid permit, valid insurance and road tax clearance and should also be free from all encumbrances etc. to ply in the states where they are deployed. It should be in conformity with the requirement of the local rules & regulations. Procurement of such permits and clearances shall be the responsibility of the Agency and FSI will not be concerned for the same.
7. During the tour, expenditure on account of the daily expenses of driver (food & night halt), fuel, maintenance of vehicle and other repairing works shall be borne by the Travel Agency. Total maintenance of the vehicles including routine check up and servicing washing replacing the tyres and tubes and other spare parts will be the responsibility of the agency excluding repairing of puncture. FSI will undertake only fixing of punctures. Any inevitable major repairs during tour undertaken by FSI will have to be borne by the concerned Agency.
8. Any traffic rules violation on the part of the driver of the vehicles or any penalty the vehicles, the entire liability including financial and legal arising out of that would be the responsibility of the Travel Agency.
9. Driver of the vehicles should follow the Crew Leader/Members instructions strictly in the camp/field etc.
10. Drivers of the hired vehicles should not refuse to drive their vehicles in remote motorable areas of the forests.
11. Driver of the vehicles should have at last 3 years of driving experience and a valid license to drive yellow board Light Passenger vehicles.
12. The Agency should quote their rates for renting of vehicles **with drivers along with night halt and food charges**, including fuel(diesel/petrol) excluding GST, all state entry taxes, toll taxes and parking charges duly signed by the authorized signatory of the agency with stamp strictly as per **Annexure-I** .The concerned state entry taxes, toll taxes and parking charges of deputed vehicles will be borne by travel agency during tour. The travel agency will claim these charges in the monthly bill along with the original receipts duly signed by the official in-charge of FSI.

13. The following documents should be enclosed by the Agencies with the quotation to be submitted by them.

✓ Xerox copies of:

- Valid certificate of registration of travel agency
- Valid PAN/TAN No. of the travel agency
- Valid insurance document
- Valid road tax clearance
- Valid service tax registration
- Valid certificate of experience for renting out vehicle to different Govt./Pvt. Offices , if any.
- Valid Bank Detail like (Account no., name of firm, IFSC code of Bank and name of Bank)
- Valid GST No. of Firm

14. All interested registered agencies submitting tender should deposit earnest money of Rs. 10,000/- (Rs. Ten thousand only) in the shape of draft in favour of Regional Director, Forest Survey of India, Regional Office, (Northern) Shimla prior to submission of **‘Online’** tender in original at Forest Survey of India, Regional Office, (Northern), Shimla and the Xerox copy of the draft of the Earnest Money should be uploaded while submitting the tender online. The earnest money deposit (EMD) will be refunded to the unsuccessful Tenderer and same will be adjusted towards security deposit in case of successful Tenderer. In case of termination of contract before the prescribed period due to deficiency in service by the contractor, the deposit money will be forfeited. The Tender document can be downloaded from website free of cost.

15. An agreement has to be executed by the successful Tenderer. Draft of the same may be seen from this office record.

16. An agreement can be terminated from both sides by giving a 30 days’ notice. However, the Regional Director, Forest Survey of India, Regional Office (Northern), Shimla reserves the right to terminate the agreement by giving a notice of 7 days in case of violation by the Agency of any clause of the terms and conditions of the tender or agreement.

17. The Regional Director, Forest Survey of India, Regional Office (Northern), Shimla is not bound to accept the lowest rates offered and reject any or all the rates obtained in the tender and may go for fresh tender without assigning any reason thereof.

18. The successful agency/agencies will have to sign an agreement within 7 days from issue of acceptance letter.

19. The terms and conditions of the tender will also form the part of the agreement.

20. In case of any complaints from Crew Leaders/Member regarding Drivers/Vehicles, Regional Director, FSI, Regional Office (Northern), Shimla reserves all rights to withdraw the vehicles from the field immediately.

21. The validity of the Tender will be for one year from the date of finalization of Tender, however if the services provided by travel agency found satisfactory, Regional Director, FSI, Regional Office (Northern), Shimla may extend the contract for further one year by increasing rate up to five percent.

22. Bank Guarantee for Rs. 50,000/- (Rs. Fifty Thousand only) shall be submitted by the travel agency on awarding the tender. In case of termination of contract before the prescribed period due to deficiency in service by the Agency, the bank guarantee will be forfeited.

23. The concerned official of FSI will keep daily record of the distance covered of the vehicle.

24. The driver must be sincere and punctual. His conduct and behaviour must be good. Any misbehavior including willful delay in reporting for duty by the driver will lead to re-call/withdrawal of the vehicle and the firm shall have no claim of charges after the re-call of the vehicle.

25. Payment of monthly bills will be made after completion of the journey upon satisfaction report from the official using the vehicle.
26. Any kind of advances shall not be given by this office.
27. During the field tour, if hired vehicle driver refuses to drive/ if vehicle is not available due to break down/ repair work or any other reason, the amount for relevant days will be deducted from the bill successful bidder. In such conditions, temporary vehicle may be arranged locally by successful bidder till the availability of hired vehicle so that field work could not suffer.
28. Under any circumstances if the hired vehicle deputed by the successful bidder for field work withdraws from the field then another vehicle will be deployed in field and to and fro expenditure of withdrawn/newly deputed vehicle up to destination will be borne by the successful bidder.
29. The time period of deputed vehicle may vary depending upon the field work.
30. If the vehicle is deputed for more than 15 days then the amount will be payable on the basis of proportionate monthly quoted rates for total nos. of days, the vehicle is deputed.
31. That in case of any dispute or disagreement between the two parties the Civil courts Shimla shall have the jurisdiction to entertain and decide the same.
32. The vendor will be responsible for and ensure compliance of all statutory provisions related to minimum wages and all applicable labour and related laws in respect of the drivers deployed by it.
33. In case of violation of any of the terms and conditions of this tender document during the period of agreement by the vendor, including but not limited to make condition and availability of vehicle/s deployed and behavior and driving of the driver/s deployed, the Regional Director, FSI, Regional Office (Northern), Shimla can impose a suitable and concomitant penalty, the final decision of which would be taken by the RD, FSI, Shimla.
34. In case of significant breach of any of the terms and conditions mentioned above, the competent authority will have the right to cancel the work order without assigning any reason thereof, and nothing will be payable by this department in that event and the security deposit in the form of performance Bank Guarantee may also be encashed.

In case the above conditions are fully acceptable to you, you may quote your rates against this tender enquiry.

Tenders have to be submitted on a prescribed tender form in GeM Portal, issued from the office of the Regional Director, Forest Survey of India, Regional Office (Northern), CGO Complex, Longwood, Shimla.

**Regional Director
Forest Survey of India, Regional
Office (Northern), CGO Complex,
Longwood, Shimla**

Annexure-I-A

Sl. No	Type of Vehicle		Non-AC per day Rates including fuel and driver & excluding GST, charges, State entry Tax, Toll Tax, Parking Charges (Rs.)		AC per day Rates including fuel and driver & excluding GST, fuel charges State entry Tax, Toll Tax, Parking Charges (Rs.)		Non-AC monthly Rates including fuel and driver & excluding GST, fuels charges State entry Tax, Toll Tax, Parking Charges (Rs.)		AC monthly Rates including fuel and driver & excluding GST, fuels charges State entry Tax, Toll Tax, Parking Charge (Rs.)		Rates per km of vehicles covered beyond the limit	
			Up to 150 km	Up to 200 km	Up to 150 km	Up to 200 km	Up to 2500 km	Up to 3000 km	Up to 2500 km	Up to 3000 km	Per day	Per month
1.	Mahindra Bolero Jeep/Tata Sumo	In figure										
		In words										
2.	Toyota Etios/ Desire/ Maruti Ertiga	In figure										
		In words										
3.	Toyota Innova/ Marazzo	In figure										
		In words										

Remarks

* Quoted Rates should be including food, night halt charges, wages, boarding and lodgings charges etc. of driver.

Annexure-I-B

Checklist for Technical Bid

The Technical bid should include the following documents:

Sr. No.	Particular	Enclose
1.	Copy of Registration of the vendor and proof of current address	
2.	PAN and GST registration number & certified photocopy	
3.	Bank Detail I. Name of Firm II. Bank Name III. IFSC Code IV. Account No.	

Signatures of Authorized representative of travel agency

Date:

Full Name:

Seal:

ANNEXURE-II

Forest Survey of India, Regional Office (Northern), Shimla

GENERAL TERMS & CONDITIONS GOVERNING THE TENDER FOR HIRING OF VEHICLES

Note: Please read these terms & conditions carefully as mistakes in filling the tender form may lead to disqualification of the tender partly or entirely.

1. In case any information furnished in the contract is found to be false, the EMD deposited is liable to be forfeited.
2. The EMD of the party getting the contract will be treated as Security Deposit, which will be refunded after the supply has been completed. The EMD of the remaining parties will be returned once the supply order is finalized.
3. Income tax PAN is required.
4. Tax shall be deducted at source as per prevailing laws / acts / rules.
5. Rates must be quoted in figures and words. In case of any disputes in rates, the rates quoted in words will be considered and decision of tender opening authority will be final in this regard.
6. Conditional tender will not be accepted.

QUALIFICATION FOR TENDER

1. Earnest Money Deposit (EMD):

The tenders have to be accompanied by an **Earnest Money Deposit** of Rs. 10,000/- (Rupees Ten Thousand only) in the form of a Demand draft in the name of "**(Regional Director, Forest Survey of India, Regional Office (Northern), Shimla)**" at any scheduled issued by Bank located in Shimla.

EMD in any other form shall not be acceptable. It may be noted that no tendering party is exempted from payment of this Earnest Money Deposit. Tenders submitted without EMD shall be summarily rejected.

2. Submission of tenders:

i. Complete tenders containing

- Earnest Money Deposit equal Rs. 10,000/- (Rupees Ten Thousands only) in form of Demand Draft in the favour of "Regional Director, Forest Survey of India, Regional Office (Northern), Shimla" at any scheduled Bank located at Shimla and the documents as listed in the forwarding letter of the uploaded Tender Document Booklet.
- Upload required Complete tender document.

- i. The EMD and Challan in original should be secured fully and put into a sufficiently large envelope. The envelope should be sealed and super scribed with "**EMD and Challan for Tender for hiring of vehicles**" and should be addressed to the Regional Director, Forest Survey of India, Regional Office (Northern), CGO Complex, Longwood, Shimla – 171001 and should reach within the due time & date prescribed. FSI shall not be responsible for any postal or courier delays.
- ii. The tenders are being invited for one year from the date of approval of tender which may be extended further on mutual agreement between Forest Survey of India & the firm.

Tender submitted offline and on plain paper or unauthorized copies of the Tender Document Booklet shall be treated as invalid and shall be summarily rejected.

2. Validity of offers:-

- a) Any unsolicited correspondence after the last date and time for opening of tenders is liable to render the tender/ offer as invalid. Tendering parties are, therefore, advised in their own interest, to desist from filling any uninvited correspondence after the notified time.
- b) All offers have to be made clearly in English or Hindi. There should be no cuttings. If a striking out is resorted to, it should be signed.
- c) No alteration or amendments shall be allowed after opening of the tenders.
- d) Offers submitted by telex, telegram or fax shall not be considered.

3. Opening of tenders:-

Tenders shall be opened by a committee of Officers/Officials Forest Survey of India, Regional Office, (Northern), CGO Complex, Longwood, Shimla-171001, constituted for the purpose, as per the schedule;

4. The short list:-

- i. A short list of tenders is expected to be ready within seven working days after the tenders are opened. EMD of other tenderers shall be returned once the approval is given.
- ii. The tenderers whose tender is finally accepted will be informed in due course and in writing.
- iii. Short listing of a tenderer does not confer any rights on any tenderer: it only means that the offer made is under consideration.

5. General Conditions:-

- i. The Regional Director, Forest Survey of India, Regional Office (Northern), CGO Complex, Longwood, Shimla reserves the right without assigning any reason, therefore to
 - Accept or reject, a whole or any part of an offer,
 - Reject any or all offer partly or wholly
 - Cancel or withdraw the tender notice
 - Accept or reject any deviations from these condition

N.B. The Regional Director, Forest Survey of India, Regional Office (Northern), CGO Complex, Longwood, Shimla is not bound to accept the lowest tender or lowest part of any tender.

1. Disputes:-

In case of any dispute arising with regards to this tender or its conclusion, the issue shall be referred to an Arbitrator appointed by the Ministry of Environment, Forests & Climate Change, New Delhi. His decision in the matter shall be final. The arbitration charges shall be paid by the tender.

2. Acceptance:-

Signing of the tender form and the Detailed Terms & Conditions shall be deemed as the final acceptance of these terms and conditions.

**Regional Director
Forest Survey of India,
Regional Office (Northern),
Longood, Shimla**

CERTIFICATE OF ACCEPTANCE OF TERMS & CONDITIONS

I/ we have read and fully understood the Terms & Conditions as laid down above in respect of tender for hiring of vehicle.

I/ we agree to abide by the same without any conditions.

I/ we have signed all the pages of the Open Tender Document Booklet as laid down.

Signatures of the Authorized Signatory

Name.....

Complete Address.....

.....

Phone.....

Mobile.....

Landline.....

FORWARDING LETTER
(To be filled in by tendering party)

To,

The Regional Director,
Forest Survey of India, Regional Office (Northern)
CGO Complex, Longwood,
Shimla- 171001

Sub:- Hiring of vehicles.

Ref:- Your Tender Notice dated.....

Sir,

We are submitting herewith our tender for hiring of vehicles for Forest Survey of India as laid down in tender documents.

We have read and understood all the terms and conditions governing the tender. We agree to abide by these terms and conditions.

We are enclosing herewith your receipt No..... dated..... as a proof of having purchase the non transferable tender document.

Accordingly we are enclosing herewith our Earnest Money Deposit in the form of Bank Draft/ Demand draft.....Dated.....of Rs..... (in words) Rupees drawn in favour of Regional Director, Forest Survey of India, Regional Office (Northern), Shimla for supply of items mentioned above.

All pages of the tender document along with the copy of "Terms & Conditions" contained herewith have been duly signed.

Yours Faithfully,

Stamp & Signature of the Authorized Signatory
Name.....
Complete Address.....
.....
Phone.....
Mobile.....
Landline.....

Details of Enclosures

I am/We are also enclosing as Annexure the following documents (Up-to-date) in fulfillment of the conditions laid down in the tender document. (Please tick mark your option).

Annexure:-

1. Annexure-I-A (Checklist for Technical Bid)
2. Annexure-I-B (Financial Bid) having following documents:-
 - (i) Appropriate Registration Certificate
 - (ii) Certified photocopy of PAN , GST No., MSME & MII
 - (iii) Bank detail :-
 - a. Name of firm
 - b. Bank Name
 - c. IFSC Code
 - d. Account No.
 - (iv) Experience certificate
3. Certificate of acceptance of terms & conditions
4. Forwarding letter

Stamp & Signature of the Authorized Signatory

Dated.....	Name.....
	Complete Address.....

