



G.B. Pant National Institute of Himalayan Environment (NIHE)
Kosi-Katarmal, Almora - 263 643, Uttarakhand

E-tender notice

No.-GBPNIHE/Vehicle Hiring/ LRC /2020-21/11

E- tenders are invited on behalf of the Director, GBPNIHE, Kosi-Katarmal, Almora from eligible reputed and registered agencies/firms for hiring of a vehicle GBPNIHE, Ladakh regional Center, at Wildlife Warden Building, Near Council Secretariat, Leh, Ladakh UT as per following details:

S. No.	Category	No. of Vehicles required	Cost Ceiling (excluding GST)
1.	All weather commercial passenger vehicle (six-seater) to be used generally for 25 days in month, however the vehicle shall be made available on all days including Saturday, Sunday and Holidays or as and where required by the office. Approximate running in a month is about 2000 km.	1	

The tenderer will have to deposit an earnest money of amounting to Rs. 2.5% of the quoted price in the firm of Account payee Demand Draft Fixed Deposit Receipt, Banker's Cheque or Guarantee from any of the Commercial Banks or **payments online in Account name- Ladakh Regional Centre, GBPNIHE - 39128027055, Bank & Branch- State Bank of India Leh, Branch Code- 01365, IFSC-SBIN0001365 in favour of Ladakh regional Center, G.B. Pant National Institute of Himalayan Environment" Payable at Leh.** The offers, in the prescribed format, shall be submitted online at <https://moefcc.euniwizarde.com/> as per the tender document. No tender will be accepted in hard copy, fax, e-mail or any other such means. The intending bidders must be registered with Public Procurement <https://moefcc.euniwizarde.com/> the tender document is also available on website: <https://moefcc.euniwizarde.com/> and CPP Portal <https://eprocure.gov.in/epublish/app>.

a.	Availability of tender document on CPP portal/ website : https://moefcc.euniwizarde.com/	XXXXXXXXXXXX
b.	Request Tender Document from date and time	04.09.2020 at 11.00 P.M
c.	Request Tender documents till date and time	24.09.2020 at 3.00 P.M
d.	Technical Bid online submission end date	24.09.2020 at 3.00 P.M
e.	Financial bid online submission end date.	24.09.2020 at 3.00 P.M
f.	Date and time for opening online technical bids	24.09.2020 at 3.30 P.M
g.	Date and time for opening online financial bids	24.09.2020 at 4.00 P.M
h.	Validity of tenders.	90 days
i.	Estimated Value of the Contract	XXXXXXXXXX
j.	Tender Fee	500.00 + 18%GST

Administrative Officer
Email: ao@gbpihed.nic.in



G.B. Pant National Institute of Himalayan Environment (NIHE)
Kosi-Katarmal, Almora - 263 643, Uttarakhand

E-tender notice

No.-GBPNIHE/Vehicle Hiring/ LRC /2020-21/11

Attachments-

a.	Annexure-A. Terms and Conditions
b.	Annexure-B. Technical bid for hiring of vehicle
c.	Annexure-C. Financial bid for hiring of vehicle
d.	Certificate
e.	Check list for bidder



G.B. Pant National Institute of Himalayan Environment (NIHE)
Kosi-Katarmal, Almora - 263 643, Uttarakhand

ANNEXURE-A

TERMS AND CONDITIONS

1. The Contractor should provided vehicle services at GBPNiHE, **Ladakh Regional Centre, G.B Pant Institute of Himalayan Environment at Wildlife Warden office Building near council Secretariat Leh, Ladakh UT.**

2. Details of the Vehicle to be hired are as follows :-

S. No.	Category	No. of vehicles required	Cost Ceiling (excluding GST)
1.	All weather commercial passenger vehicle (six-seater) to be used generally for 25 days, (however the vehicle shall be made available on all days including Saturday, Sunday and holidays or as and where required by the office) for maximum of 2000 km in a month.	1	

The contract can be extended with approval of the Director, G.B. Pant National Institute of Himalayan Kosi-Katarmal, Almora, Uttarakhand and the guidelines issued by the institute.

1. The tenderer should be duly registered with concerned Central/State Govt. authorities and should be a well-established agency/firm (hereinafter referred to as the agency/firm). Such vehicle providers should also submit details of other such Govt. organizations to which they have extended similar service in the recent past as well as the present. The bidder shall sign and stamp each page of the tender document and all other enclosures appended to it as a token of having read and understood the terms and conditions contained therein and submit the same along with the technical bid.
2. The agency/firm should have sufficient numbers of the vehicles and drivers with them. In case of breakdown of vehicle or non-availability of driver at any time, the firm shall provide substitute vehicle / driver as the case may be.
3. The validity of the quotations shall be for 3 months from the date of receipt in the office of the **Ladakh Regional Centre, G.B Pant Institute of Himalayan Environment Himalayan Kosi-Katarmal, Almora, Uttarakhand.**
4. The vehicles to be provided should not be older than 1 years 0 months and should be in excellent working condition. **It should have the safety features viz. Air Bags, ABS to ensure safety of driver and co-passengers** and should not have run more than **25,000 Kms** as on date of submission of tender. Applicant Contractor should mention the



G.B. Pant National Institute of Himalayan Environment (NIHE)
Kosi-Katarmal, Almora - 263 643, Uttarakhand

year of manufacture of the vehicles. Newer models will be given preference. The vehicles should be kept neat and clean and in perfect running condition with clean interiors and proper upholstery. The petrol Engine vehicles shall be given preference considering the problems in fuel ignition at low temperature during the winters in Ladakh.

5. Road worthiness of the vehicles shall be ensured at all times by the service provider. The service provider will conduct fortnightly cleaning and washing as well as servicing (as and when due) of the vehicles.
6. The vehicle should be registered with the Transport Authority having valid PUC, Insurance, Road Tax payment etc. The Contractor shall comply with Motor Vehicle Act/Rules/other statutory requirements. **The Vehicles provided should have Commercial Registration as per Motor Vehicles Act.**
7. The vehicle shall be provided for the exclusive use of this office and shall not be used by the contracted agency for any other purpose. The Kilometer counting of the vehicle shall start from the designated office and shall end at designated office. Only the mileage verified by the **Head, Ladakh Regional Centre, G.B. Pant National Institute of Himalayan Environment, Wildlife Warden Office Building near Council Secretariat Leh** shall be taken into consideration by this office for making payment.
8. Vehicle to be provided for use of generally 25 days in a month (however the Vehicle shall be made available on all days including Saturday, Sunday and Holidays as and when required by the Office) and the maximum running of vehicles in a month shall be 3000 Kms for car. **The shortfall/excess of 200 kms as the case may be in the month can be carried over/adjusted in the successive months in the same financial year.**
9. The service provider shall ensure that the speedometer of the vehicle provided is properly sealed so that no tampering is done with unnecessarily to inflate the distance travelled.
10. LPG/CNG Cylinders must not be used as fuel for running the vehicle in any case.
11. The Contractor shall provide dedicated drivers with the vehicles and any change in vehicle and/or driver should be made only in very exceptional circumstances. Replacement of the vehicle/driver should be provided in the event of a breakdown of vehicle/non-availability of driver.
12. In case the condition of the vehicles is not found to be satisfactory, they shall be returned for immediate replacement. In case no replacement is provided on time, **Head, Ladakh Regional Centre, G.B. Pant National Institute of Himalayan Environment, Wildlife Warden Office Building near Council Secretariat Leh** would have a right to hire a vehicle from the market and the additional cost incurred by this office, will be borne by the agency/firm.
13. The drivers employed along with the vehicle should satisfy the following conditions:



G.B. Pant National Institute of Himalayan Environment (NIHE)
Kosi-Katarmal, Almora - 263 643, Uttarakhand

- (i) Drivers should have minimum 5 years of experience of driving in Ladakh with valid driving license issued by competent authority.
 - (ii) Drivers should be well aware with the roads of Changthang, Nubra, Shayok, Sham, Zaskar and Kargil of Ladakh region and well driving experience in Hilly areas.
 - (iii) Once the driver has been allotted to a particular vehicle, he should remain with the same vehicle for a period of at least one year. Any change in the designated driver should be intimated to the concerned officer 24 hours before such change is affected.
 - (iv) Driver should be provided with a mobile phone. No expense related to mobile phone and mobile connection shall be borne by the Ladakh Regional Centre.
 - (v) Driver should not be addicted to alcohol and smoking and not have any criminal cases against him and also should not have any accidents case in the past history.
 - (vi) Car should be kept clean and odour free, suitable for official use.
 - (vii) The driver should always remain with the vehicle for entire period of duty. In case of any need, he should seek permission of the concerned officer.
 - (viii) The driver of the vehicle provided must follow traffic rules and all other regulations prescribed by the Govt. from time to time. The driver shall observe all the etiquette and protocol while performing duty & shall be neatly dressed in proper uniform.
14. In case of vehicle breakdown, a substitute vehicle shall be provided by the Contractor immediately. In case, the vehicle does not report within the reasonable time or does not report at all, the institute would have the right to hire a vehicle from the market and the additional cost incurred will be borne by the Contractor. In case, neither a substitute vehicle is provided, nor a vehicle is hired by the institute, proportionate contract charges are liable to be deducted from the contract charges payable.
15. The rates quoted should be exclusive of the Goods and Service Tax component. No Goods and Service Tax will be paid if the operator fails to provide proof of valid GST registration. All taxes, fee, levy, insurance charges etc. other than GST, Toll Tax and State Tax would be borne by the Agency/Firm.
16. This office shall not be responsible for challan, loss, damage or any accident of the vehicle or to any other vehicles or for the injury to the driver or any third party. However, toll taxes will be reimbursed on actual basis on production of proof of payment of such taxes by the contractor/service provider.



G.B. Pant National Institute of Himalayan Environment (NIHE)
Kosi-Katarmal, Almora - 263 643, Uttarakhand

17. In the event of any unsatisfactory performance, either of the vehicle(s) or of the driver and /or noncompliance with the terms & conditions of the contract, the contract shall be terminated without assigning any reasons whatsoever.
18. The contractor shall be solely responsible for correct payment of wages/salary and other benefits and allowances to his driver that might become applicable under any Act or Order of Government. The Contractee / Department shall have no liability whatsoever in this regard and the contractor shall indemnify the Contractee / Department against all claims which may arise under the provision of various Act or Order of Government etc.
19. The service provider/ bidder will comply with the labour laws in force and all liabilities in this connection will be theirs.
20. It is made clear that the Department will not be under any obligation, legal or otherwise, to provide any employment to any of the personnel of the service provider during or after the expiry of the hire period. The Contractee (Department) recognizes no employer-employee relationship between the Department and the personnel deployed by the service provider. The Department shall not be responsible financially or otherwise for any injury to the vehicle or driver or person deployed by the service provider during the course of hire.
21. The billing will be done on monthly basis. Bills in connection with the service shall be submitted to the **Head, Ladakh Regional Centre, G.B. Pant National Institute of Himalayan Environment, Wildlife Warden Office Building near Council Secretariat Leh** within the first week of each successive month with concerned document.
22. TDS and other taxes as applicable will be deducted from each bill.
23. Financial bids of only those agencies /firms/bidders would be opened, who have qualified in respect of the technical requirements.
24. Once the hiring of vehicles commences from a particular agency/firm, the vehicles and the drivers should not be changed unless so requested by the **Head, Ladakh Regional Centre, G.B. Pant National Institute of Himalayan Environment, Wildlife Warden Office Building near Council Secretariat Leh**. The vehicle must be available at any time of day as desired by the **Head, Ladakh Regional Centre, G.B. Pant National Institute of Himalayan Environment, Wildlife Warden Office Building near Council Secretariat Leh**.
25. Within 7 days of awarding of the contract, the agency/firm has to furnish to the **Head, Ladakh Regional Centre, G.B. Pant National Institute of Himalayan Environment, Wildlife Warden Office Building near Council Secretariat Leh**, the certified copies of Permanent RC as applicable.
26. The **Head, Ladakh Regional Centre, G.B. Pant National Institute of Himalayan Environment**, shall be liable to pay the hiring charges only. **Any other charges, including monthly charges of driver, repair and maintenance of vehicle, insurance, oil and any other incidental expenses**



G.B. Pant National Institute of Himalayan Environment (NIHE)
Kosi-Katarmal, Almora - 263 643, Uttarakhand

shall be borne by agency/firm.

27. In case of breakdown of any vehicle during official duty, it shall be the responsibility of the firm to provide a substitute vehicle which is of similar make as replacement immediately.
28. A penalty of Rs. 1000/- per day may be levied if any vehicle or driver or agency / firm fails to meet above terms & conditions on any day.
29. **In case of any accident, all the claims arising out of it shall be met by the agency/firm.**
30. The contract between the **Head, Ladakh Regional Centre, G.B. Pant National Institute of Himalayan Environment** and the service provider can be cancelled after a prior notice of one month from either side, in the event of poor service or violation of any of the conditions stipulated.
31. Any matter during the period of this agreement, which has not been specifically covered by this agreement, shall be decided by the **Head, Ladakh Regional Centre, G.B. Pant National Institute of Himalayan Environment, Wildlife Warden Office Building near Council Secretariat Leh** whose decision shall be final and conclusive.
32. The tenderer is required to enter into an agreement on non-judicial stamp paper of Rs.100/- and the cost of stamp paper is to be borne by the tenderer.
33. No additional terms and conditions over and above the conditions stipulated above shall be entertained by the **Head, Ladakh Regional Centre, G.B. Pant National Institute of Himalayan Environment, Wildlife Warden Office Building near Council Secretariat Leh.**
34. A logbook specifying daily reporting and relieving time as well as daily opening & closing meter reading shall be maintained for the vehicle.
35. The office shall not be responsible for any fine charged by Police or other agencies, losses, damages, any accident of the vehicle or to any other vehicles or for the injury to the driver or any other third party. All such expenses on this account shall be borne by the vendor/supplier of vehicle and there will be no reimbursement from the Department in this regard.
36. In case of any dispute of any kind and in any respect whatsoever, the decision of the **Director, G.B. Pant National Institute of Himalayan Environment, Kosi-Katarmal, Almora, Uttarakhand**, shall be final and binding.



G.B. Pant National Institute of Himalayan Environment (NIHE)
Kosi-Katarmal, Almora - 263 643, Uttarakhand

UNDERTAKING

1. I/We undertake that, I/We have carefully studied all the terms and conditions of the contract as indicated in the Tender Enquiry for providing vehicle on hire basis and understood the parameters of the proposed work and shall abide by them.
2. I/We further undertake that the information given in this tender are true and correct in all respects.

Signature of Authorized Person with Date: _____

Name & Full Address: _____



G.B. Pant National Institute of Himalayan Environment (NIHE)
Kosi-Katarmal, Almora - 263 643, Uttarakhand

Certificate

1. I, _____ Son/Daughter/Wife of _____,
Proprietor/Director/Authorized Signatory of the (Agency/Firm) _____

am competent to sign this declaration and execute this tender document;

2. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them;

3. The information/documents furnished along with the application are true and authentic to the best of my knowledge and belief. I/We am/are well aware of the fact that furnishing of any false/misleading information/fabricated document would lead to rejection of my tender at any stage.

Date:

Place:

Signature of authorized person

Full Name (with seal) _____

CHECK LIST FOR THE BIDDER

- 1) Technical Bid for hiring of vehicle on original tender form only. (Y/N)
- 2) Financial Bid for hiring of vehicle on original tender form only. (Y/N)
- 2) Earnest money or necessary documentary proof for exemption of earnest money. (Y/N)