

**Terms and conditions for hiring of vehicles for the office at Besides
BharatiyaVidyaBhavan, Opposite to Regional Science Centre, AlipiriBy Pass
Road, Tirupati - 517501**

SCHEDULE

1. Tender Notice No. :SVBC/Admin/TPT/2016
2. Name of the work : Hiring of Vehicles for SVBC, Tirupati
3. Location of work : Sri VenkateswaraBhakti Channel, Besides BharatiyaVidyaBhavan,
Opposite to Regional Science Centre, Alipiri By
Pass Road, Tirupati - 517501
4. Period of work :01.02.2021 to 31.01.2022 (One year)
5. Issue of Terms
and conditions / Tender : dt _____
6. Tender to be submitted : At 5.00PM hrs on or before 31.12.2020
7. Envelopes to be
Super scribed : Bid for Hiring of Vehicles for office of Sri
VenkateswaraBhakti Channel.
8. Opening of tender : At 11.00 am on 02.01.2021.
9. Cost of Tender Form :Nill

Note:

The tender must be submitted in physical form. Tenders received by email or in any other electronic form will be rejected.

The tenders completed in all respects must be received in the office of the Chief Executive Officer, Sri Venkateswara Bhakti Channel, Besides BharatiyaVidyaBhavan, Opposite to Regional Science Centre, AlipiriBy Pass Road, Tirupati - 517501, before due date and time indicated above. The tenders received after the scheduled date and time will be rejected outright. All outstation tenders should be sent addressed to the authority so as to reach by the stipulated date and time of the receipt of tenders.

PROFORMA FOR SUBMITTING THE BID/TENDER:

1. I/We..... have read the various conditions to the tender attached hereto and hereby agree to abide by the said conditions. I/We also agree to keep this tender open for acceptance for a period of 60 days from the date fixed for opening the same and in default thereof. I / we hereby bind myself/ our self to complete the Contract period of 12 months from the date of acceptance of the Tender. I/We also hereby agree to abide by the General and Special conditions of Contract and to carry out the Contract as laid down by the SVBC, Tirupati, for the present Contract.
2. This document shall be the contract document in the event of this bid being successful.

SIGNATURE OF CONTRACTOR (S)

Date.....

Contractor/Contractors/Address.....

Signature of Witnesses

1. _____

2. _____

General Instructions and Conditions of Tender to Parties Tendering of Hiring of Diesel/Petrol Driven Non AC/AC Vehicles and Cars on hire basis.

All tenders must be forwarded to the Chief Executive Officer, Sri Venkateswara Bhakti Channel, Besides BharatiyaVidyaBhavan, Opposite to Regional Science Centre, Alipiri By Pass Road, Tirupati - 517501 in a sealed cover super scribed: "Supply of Vehicles AC diesel/petrol driven Vehicles to SVBC, Tirupati" so as to reach not later than 5.00 PM hrs. on 31.12.2020.

Tenders received/deposited after the stipulated time and date will not be considered. The name and address of the tenderer should be clearly written on the envelope; sealed tender cover will not be received in person, it should be either dropped in the box specifically kept for the purpose in the Office of SVBC, Tirupati or dispatched by Speed Post/ Registered Post. The tender box will be closed and finally sealed exactly at 5.00 PM hrs. on 31.12.2020. Only those covers, which are correctly sealed, super scribed as Indicated above and Indicating the address of the tenderer on the envelope will be permitted to be dropped in the tender box / opened.

Preparation and submission of Tender:

The outer envelope should be super scribed and should bear the address, Tender Number and date, subject of tender, date and time of opening of the same.

Signing of Tender:

Individual signing the tender or other documents connected with contract must specify whether he signs as:

- (a) A "sole proprietor" of the concern or constituted attorney of such sole proprietor.
- (b) A partner of the firm, if it be a partnership firm, in which case he must have authority to execute contracts on behalf of the firm and to refer to arbitration disputes concerning the business of the partnership either by virtue of the partnership agreement or by a power of attorney duly executed by the partners of the firm.
- (c) Director or principal officer duly authorized by the Board of Directors of the Company, if it is a Company.

Tenderer's credentials

The Tenderer shall furnish the particulars regarding:

- i) His position as an independent contractor.
- ii) His capacity to undertake and carry out supply of Vehicles satisfactorily vouched for by a responsible officials of the firm
- iii) The tenderer should sign and affix his/her firm's stamp at each page of the tender and on all its Annexures as the acceptance of the offer by the tenderer will be deemed as a contract and no separate formal contract will be drawn.
- iv) Tender without authorized signatures/stamps shall be rejected.

REQUIREMENTS OF SVBC FOR HIRING OF VEHICLES WITH DRIVERS

MONTHLY TRIPS

S. No	Type of Vehicle	Operation upto 1800 Kms for 12 hrs of operation in a day	Operation upto 1800 Kms for 24 hrs of operation in a day	For Addl. Km over and above 1800 Kms
1	A/C Tata Indica/ Vista / Maruthi Swift or equivalent			
2	Tata Sumo/ Tavera / Qualis or equivalent			

OUTSTATION / OCCASSIONAL TRIPS

SI.No	Type of vehicle	12 Hrs	24 Hrs	KMPL
1	Indica A/c			
2	Tata Sumo Non A/c			
3	Tata Sumo A/c			
4	Bolero A/c			
5	Qualis /Tavera A/c			
6	Scorpio A/c			
7	Toyota Innova A/c			
8	Tempo Traveller (12 seater)			

9	Tempo Traveller A/c (12 seater)			
10	Swaraj Mazda (24 seater)			

Other particulars

- Name and address of the tenderer with phone Number / Mobile
- Whether owner cum driver or Travel Agency
- Vehicle No. and year of manufacturing 2015 or later. Please attach documents (colour of the vehicle should be supplied in white / silver grey only)
- Pan Number, copy of the Pan No. of the firm issued to be enclosed
- GSTIN Registration number
- The vehicles will have to be fitted / provided with additional accessories / utilities like clean seat covers, quality radio music system, tissue paper box, car perfume, seat belts and umbrella during monsoon.
- If any difference arises concerning this Agreement, its interpretation on the payment to be made there under, the same shall be settled by mutual consultations and negotiations. If attempts at conciliation do not yield any results within a period of 30 days, either party may request the other for submission of the dispute for decision by an arbitration tribunal containing a Sole Arbitrator to be appointed by SVBC, Tirupati.
- If the performance of the tenderer / owners of the vehicles is not satisfactory, SVBC have right to terminate the tender and black list the vehicles.
- The vehicles which are registered as taxies shall only be hired.
- Log sheets shall be properly maintained by the Driver and shall compulsorily get it attested by the officer to whom the vehicle is attached.
- Meter reading starts from SVBC office and ends at SVBCoffice only.

Rates:

- Quoted rates are for One year contract, extendable by one more year on mutual consent, with same terms & conditions the rates and duties and other extra elements that would contribute for it. The Tenderer/Tenderers shall quote

individual rate for each item Compensation/recovery clause on account of variation in fuel prices:

- No escalation is admissible on any account whatsoever during the first one year of the contract.
- The tender details should contain registration particulars, copy of PAN of the firm, full details of the number of Vehicles registered in the name of the tenderer or his firm with photocopies of RCs and other information sought for in the respective form.

Terms of Payment:

- No payment shall be made in advance or any loan from any bank or financial institution recommended on the basis of the order of award of work.
- The contractor shall submit the bill at each stage/in the first week of following month in respect of previous month (in case of monthly payments) for sanction of the amount of bill and passing the bill for payment.
- Office of the SVBC shall be at liberty to withhold any of the payments in full or in part subject to recovery of penalties mentioned in preceding para.
- The term “payment” mentioned in this para includes all types of payment due to the contractor arising on account of this contract.
- Wherever applicable all payments will be made as per schedule of payments to be decided in the agreement.
- TDS as applicable will be recovered from the bill.

Terms and Conditions:-

1. The Contract is valid for a period of one year from the date of finalization and is extendable on the satisfactory performance of the agency for one more year.
2. To pay an amount of Rs.50,000 /- towards the EMD amount by way of DD in favour of Chief Executive Officer, SVBC, Tirupati along with tender document. This is refundable only after satisfactory completion of the contract period and does not carry any interest.

3. The vehicle supplied shall be in good Mechanical condition and neat in the appearance. The speedometer of vehicle shall be in working condition. All relevant documents pertaining to driver and vehicle shall be available with the Driver.
4. The turnout of the Driver reporting for duty shall be neat.
5. The vehicles which are registered as taxis shall only be hired.
6. Log sheets shall be properly maintained by the Driver and shall get it attested by the officer to whom the vehicle is attached.
7. The payment shall be arranged once in a month based on the claims received along with log sheets from the travel agency, duly signed by the officer concerned.
8. The vehicle shall be of Diesel version and of model 2015 or latest and shall be in good condition.
9. The hirer of the vehicles shall be able to supply the following types of vehicles;
 - ❖ Tata Sumo / Toyota Qualis / Tavera Chevrolet or equivalent.
 - ❖ A/C Tata Indica / Vista / Maruthi Swift or equivalent

The present requirement and the future requirement, if any, may be hired from the same selected travel agencies, as decided by the Chief Executive Officer, SVBC from time to time.
10. The vehicles are hired on the basis of K.Ms of operation per month and the number of hrs, the vehicle is supplied every day on the following slab. The hired vehicles shall run within the radius of 800kms from Tirupati.
 - Upto 1,800 Kms & 12 hours duration in a day
 - Upto 1,800 Kms & 24 hours duration in a day as the case may be
11. All the expenses of fuel, lubricants, insurance, taxes and driver wages shall be borne by the hirer of the vehicles and the vehicle shall be operated as per the instructions of the officer concerned.
12. In case of vehicle break down, it shall be rectified / alternative vehicle shall be arranged immediately. If the vehicle breaks down, more than once in a span of 06 months, penalty is levied suitably.
13. The vehicle shall be made available on all days in a month and the hirer is allowed to withdraw his vehicle for not more than 02 days in a month for scheduled maintenance, with prior intimation to the concerned officer. If the

agency fails to do so, proportionate amount for number of days, the vehicle is not supplied is recovered from the payable hire charge.

- 14.** The hirer shall ensure that the driver shall have an experience of at least 05 years and behave courteously.
- 15.** The hirer must be an owner of minimum five vehicles and must have an experience of five years in the relevant field.
- 16.** The agency shall replace the driver of the vehicle immediately, on the complaint of the Officer on the driving skills / behavior of the driver.
- 17.** The hirer shall ensure the availability of vehicle as per the timings stipulated by the officer. If the contractor fails to do so, a penalty of Rs. 500 /- is levied for every hour of delayed supply or early leaving.
- 18.** The vehicle shall be kept at the disposal of the concerned officer for 12 hrs or 24 hrs. duration, as the case may be, in a day.
- 19.** The hirer shall indemnify SVBC for any loss / damage caused to SVBC due to unforeseen events.
- 20.** The vehicle shall be insured with comprehensive policy at the cost of the hirer of the vehicles and under no circumstances SVBC shall be responsible for any loss / damage caused due to the unforeseen events.
- 21.** The hirer shall produce all the documents required under the statute to operate the vehicle on the road viz. permit, R.C., I.C., F.C., PUCC, Tax token, driving license etc., at the commencement of the contract.
- 22.** The hirer shall not be permitted, to write anything on the vehicle, except super scribing "On SVBC Duty" with white letters on red band, on the number plates at the front and rear.
- 23.** The cost of repairs and breakdown if any during the period of hire shall be borne by the travel agency. Also the rate quoted below inclusive of all statutory taxes like GST, I. Tax etc., and inclusive of Driver batta.
- 24.** The rates quoted and agreed by the contractor shall be valid till the completion of agreement period and the approved rates are as detailed below.
- 25.** If the performance of the travel agency is not satisfactory, SVBC have right to terminate the tender and black list the agency.
- 26.** SVBC reserves the right to include or exclude and to reject / accept any or the entire tender conditions without assigning any reasons thereof.

27. The SVBC authority reserves the right to postpone (or) cancel the opening of tenders, the right to change the venue of opening of tenders and also the right to reject any tender (or) bid without assigning any reason.
28. The contract is liable to be cancelled at any time prior to the expiry of the stipulated contract period without assigning any reasons there for and without a notice.
29. If the performance of the travel agency is not satisfactory, SVBC has the right to terminate the contract and black list the agency duly forfeiting the EMD.
30. In case of vehicle breakdown, it shall be rectified / alternative vehicle shall be arranged within a period of 02 hrs. If the vehicle is not rectified / supplied in the stipulated time, a penalty of Rs.1,000 /- (Rupees One Thousand only) is imposed on the Travel agency.
31. The violation of terms & conditions of the agreement lead to termination of contract duly forfeiting EMD and security deposit and the contractor will be placed under BLACK LIST.
32. The vehicles TATA Indica / Vista / Maruthi Swift not plying with A/C will be treated as absent for that day.
33. For occasional hiring of vehicles, the vehicles are hired for less than 12 hours , the hire charges shall be paid for 12 hours slab. If the vehicles are hired for more than 12 hours and less than 24 hours, the hire charges shall be paid for 24 hours slab.
34. For occasional hiring of vehicles ,The Diesel cost shall be paid based on the KMs of operation and prescribed KMPL (which will be decided in the tender) duly taking the prevailing market rates.
35. The Toll fee, Parking charges, Inter state permit fee is reimbursed on production of valid receipts attested by the concerned officer.
36. **JURISDICTION & ARBITRATION CLAUSE:**

Both the parties to this Agreement mutually agreed to refer any dispute or all disputes, controversies and claims arising out of, or relating to this agreement to the Chief Executive Officer, SVBC, Tirupati to act as Sole Arbitrator and his decision will be final and binding on the parties. The proceedings shall be conducted as per the procedure prescribed under the Arbitration and Conciliation Act, 1996. All disputes are subject to Tirupati jurisdiction.

DECLARATION

I, _____ Son/Daughter/Wife of Shri
_____ Proprietor/Director/authorized signatory of the
Agency mentioned above, is competent to sign this declaration and execute this tender
document;

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

The information/documents furnished along with the above 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 information / fabricated document would lead to rejection of
my tender at any stage besides liabilities towards prosecution under appropriate law.

Signature and seal of the authorized person

Full Name:

Date:

Place: