

**Coastal Aquaculture Authority
Government of India
Ministry of Agriculture
Shastri Bhavan Annexe, Chennai**

No.1-6/2013-Admn

Date: 10.06.2013

NOTICE INVITING TENDER

1. Sealed quotations are invited from Registered Travel Agencies in Chennai for providing light commercial vehicles for local journeys/outstation journeys (as and when required) to this Authority. Tender Details/Documents may be purchased by cash/demand draft from Coastal Aquaculture Authority, 2nd Floor, Shastri Bhavan Annexe, Chennai – 06 for Rs. 500/- (Rupees five hundred only) (non- refundable) or downloaded from the website www.caa.gov.in. Those bidders downloading Tender Document from website should deposit tender document fees of Rs.500/- (non-refundable) in the form of demand draft in favour of Coastal Aquaculture Authority payable at Chennai.
2. Selection will be on basis of fulfilment of the eligibility criteria.
3. The Sealed quotations duly filled in the prescribed proforma may be addressed to the Member Secretary, Coastal Aquaculture Authority, 2nd Floor, Shastri Bhavan Annexe, Chennai 600 006, so as to reach him latest by 1700 Hrs. of 08.07.2013. The quotations may be sent by post to the above mentioned addressor dropped in the tender Box placed at CAA office by the stipulated date and time.
4. Quotations received after the closing date and time shall not be considered.

MEMBER SECRETARY

**Coastal Aquaculture Authority
Government of India
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TENDER DOCUMENT

**NOTICE INVITING TENDER
{TWO COVERS BID SYSTEM}**

Sealed Tenders are invited up to 1700 hrs of **08.07.2013** for Hiring Commercial Vehicles under the following terms and conditions.

1. Cars are required normally for 5 days in a week i.e., from Monday to Fridays between 7.30 hrs to 19.30 hrs. In case of emergency, the car may be retained beyond 19.30 hrs also and used on holidays also.
2. In the event of any urgent official business, the car will have to be provided on holidays for which advance information shall be given.
3. The car and driver shall be at the disposal of the Authority during the period of engagement.
4. The cars to be provided should not be more than two year old or should not have run more than 50,000/- kms as on the date of hiring by this Authority. The cars shall be maintained good and clean upholstery.
5. The firm should have at least 2 years of experience in the tour and travels business in providing taxies in the Government Sector/Semi Govt./Public Sector and should have adequate numbers of vehicles of its own with them.
6. The firm should ensure that the driver to be provided must possess valid driving licence with 5 years' experience and carry all the necessary documents (Registration Certificate, Insurance Papers, etc.) with him. The driver should wear uniform and behave well with pleasing manners and should have fair knowledge of Tamil/English and knowledge of Hindi will be an advantage. He should be able to attend to any minor technical problems that may arise while using the car. He should always carry a mobile phone with him, as it will enable the Officer to contact him at any

time. The names and full address of the drivers, who will attend the duty on monthly basis, have to be furnished along with the quotation.

7. In the case of contracted vehicles, same car and driver should be sent daily. Any change in vehicle or drivers will be allowed only in exceptional circumstances and that too with the prior information/approval of the Authority.
8. The drivers of the vehicle provided must follow traffic rules and other regulations prescribed by the Govt. From time to time. Drivers should be familiar with all important places in Chennai and outstations.
9. During the period of contract, no request for increase in the tariff will be entertained on any account.
10. The vehicle must be made available at any given time and day as informed by this Authority.
11. The vehicle should report to the place of requirement as per directions of this Authority.
12. This Authority will not be responsible for any challan, loss damage or accident to the vehicle or to driver.
13. The firms should have arrangements for repairing their vehicle at short time notice and during the repair time the firm should provide a substitute vehicle and driver immediately so that there is no inconvenience/disruption in the work of the Authority.
14. The firm must have all requisite clearance certificates etc., from the concerned Govt., agencies as per rules.
15. The daily record indicating time and mileage for each vehicle shall be maintained.
16. Telephone facility (24 hours) must be available with the Travel Agency and drivers.
17. The rates should be quoted inclusive of all expenses such as POL, Taxes, fuel, maintenance, repair and servicing, driver batta etc.
18. The rates will be valid for a period of 12 months. Service Tax as applicable will be paid on billing.
19. The arrangement may be initially for a period one year and may be extended at the discretion of the Competent Authority under the same rate, terms and conditions.
20. The payment will be made on monthly basis on submission of pre-receipted bill(s) duly supported by duty slip(s)/log sheet(s) duly signed by the concerned officers.
21. TDS will be deducted as per Income Tax Rules.

22. The Authority conducts its regular meetings once in every two months and Sub-Committee meetings are also taken place regularly. Additional cars (both AC and Non AC) are, therefore, required during such meetings.
23. CAA reserves the right to hire the additional vehicles other than contracted vehicles at the rates prescribed in schedule 2 of the tender document for its usage in Chennai district and its neighboring districts. CAA reserves the right to hire the additional vehicles other than contracted vehicles at the rates prescribed in schedule 3 of the tender document for its usage for outstation duty.
24. Documents required to be submitted for establishing bidders eligibility and Qualifications

- a. Partnership Deed or proprietorship deed or articles/Memorandum of Association as the case may be, latest Annual Account.
- b.
 - a) Current Valid copy of RC Book for each vehicle.
 - b) Current Valid copy of current Taxi permit certificate.
 - c) Current Valid copy of current Insurance Certificate
 - d) No relation Certificate /EMD not forfeited certificate
 - e) Model Number & Year.
 - f) Original R/C Book & Documents & Vehicle to be produced at the time of agreement and must be made it available in vehicles.
 - g) Income Tax return filed for the last 3 years
 - h) Service Tax Registration Certificate
 - i) Copy of PAN

25. Bid Security :

- i. The bidder must deposit **Rs.50,000/- (Rupees fifty thousand only)** as Bid Security. The bid security shall be in the form of Bank guaranty/ Demand draft drawn in favour of Coastal Aquaculture Authority, Chennai.
- ii. The Bid Security may be forfeited:
 1. If bidder withdraws his bid during the period of bid validity specified by the bidder in the bid form
 2. If the successful bidder fails
 - a. To sign contract
 - b. To furnish performance security

26. Performance Security

1. For successful bidders the Bid security will be converted into performance security.
2. The successful bidder is required to pay balance Total Performance Security amount equal to 10% of the approved Negotiated Rates per month for vehicles hired under schedule 1 x 12 months.
3. Performance Security shall be submitted in the form of Demand draft drawn in favour of Coastal Aquaculture Authority, Chennai issued by a Nationalised Bank or by bank guaranty.
4. Performance Security will be discharged after completion of Travel Agency's performance obligations under the contract (without interest for the period retained by CAA). Therefore, validity should be 2 months more in addition to the contract tenure of 1 year.
5. If the Travel Agency fails or neglects any of his obligations under the contract it shall be lawful for Coastal Aquaculture Authority to forfeit either whole or any part of performance security furnished by the bidder as compensation for any loss resulting from such failure.

27. Termination of Contract:

1. CAA may without prejudice to any other remedy for breach of contract, may terminate the contract in whole or in parts.
 - (a) If the Travel Agency fails to arrange the supply of any or all of the vehicles within the period (s) specified in the contract or any extension thereof granted by CAA.
 - (b) If the Travel Agency fails to perform any other obligation(s) under the terms & conditions of the contract.
2. "The Coastal Aquaculture Authority Reserves the right to stop the usage of any Vehicle & Terminate the Tender at any time during the validity/Extended period of Tender without assigning any reason what so ever & CAA shall not be responsible for any loss to Travel Agency on this Account".

3. **Determination of L-1**

- a) In case the numbers of qualified bidders are less/more than the requirement then the first option of providing the vehicles will be given to L-1 of Schedule 1.
- b) However, CAA is not bound to accept the lowest or any bid if it deems necessary.

28.Evaluation:

- i. If there is a discrepancy between words and figures, the amount in words shall prevail and be valid. Prior to detailed evaluation, CAA will determine the substantial responsiveness of each bid to the bid document. A substantially responsive bid is one, which confirms to all the terms and conditions of bid documents without material deviation. A bid determined as substantially non-responsive will be rejected by CAA.
- ii. CAA shall evaluate in detail and compare the substantially responsive bids and comparison of bids shall be on the price of the service offered inclusive of all levies and charges as indicted in the price schedule.

29. The engagement and employment of drivers and payment of wages to them as per existing provisions of various labour laws and regulation is the sole responsibility of the Travel Agency and any breach of such laws or regulations shall be deemed to be breach of this contract.

30. The Travel Agency shall assign the job of driving of hired vehicles only to qualified experienced licensed drivers and also assume full responsibility for the safety and security of the officers/officials as well as essential store items while running the vehicle by ensuring safe driving. The attested copy of driving license of all such drivers should be submitted during the contractual period. CAA shall have no direct or indirect liability arising out of such negligent, rash and impetuous driving which is an offence under

Section 29 of IPC and any loss caused to CAA have to be suitably compensated by Travel Agency

31. In no case a vehicle which is not registered for the commercial purpose shall be supplied to CAA and taxes, insurance's, Road tax etc. due on such vehicles shall be liability of the Travel Agency. The attested copy of R/C. Book and the insurance policy of vehicles supplied under this contract should be submitted to the authorized person of the CAA and will be subject to scrutiny.
32. The Travel Agency shall send the vehicle for periodical servicing at the cost of the Travel Agency, CAA will not pay any mileage run for such servicing nor any deduction be made for the duration involved in such servicing. The cost of lubricants, repairs, maintenance, taxes insurance, etc. will be the Travel Agency's liability.
33. Regular checking of meter by the designated transport authority may be done by the Travel Agency, and requisite certificate may be shown to CAA as and when demanded.
34. The Travel Agency should ensure that at the end of duty, the duty slips are completed and signed by the users. Original duty slip should have been submitted by the Travel Agency along with its bills for its payment.
35. The Member Secretary, Coastal Aquaculture Authority reserves the right to terminate the contract without assigning any reasons.
36. As these vehicles are to be used by the Senior Officers, the Drivers must observe all the etiquette and protocol while performing the duty. He must be neatly dressed, should wear proper uniform & must carry a mobile phone in working condition, for which, no separate payment shall be made by the Department. Driver of each vehicle should have credit card

which is issued by Bank/ Petroleum companies for filling up the diesel/ petrol for vehicle. Proof of credit cards should have been submitted along with technical bid.

37. Quotation containing competitive monthly rates (in the enclosed proforma) for providing taxi service to this Authority may please be sent to the undersigned in a sealed cover superscribing "Quotation for Taxi". The received quotations will be opened on the next day at 12.00 hours. The Authority reserves the right to reject any or all the quotations without assigning any reason thereof.

38. Period of Contract: Under normal circumstances the contract shall be valid for contracted period of one year from date of issue of work order. However contract may be extended for further period of one year, if agreed by the Travel Agency and CAA on the same rate, terms and conditions.

39. Quantity : Estimated number of vehicles to be hired is **2** however it should be clearly noted that CAA shall place the order only as per the actual requirement from time to time.

40. Accuracy of meter : The meter reading should tally the actual distance of run at any Meters instant and authorised officer shall have full power to check up the meter for its correctness and to take action accordingly.

41. Penalties :

i) The selected bidder on receipt of telephonic information or letter from CAA, repairs of vehicle should rectify them immediately. In case during repairs of the vehicle, change of vehicle is permitted initially for a period of 5 days. If *

Tendered vehicle is not provided beyond 7 days , then Penalty of as decided by CAA will be imposed for every day till the tendered vehicle is provided, in addition to deduction on pro-rata basis for the period. If change of vehicle is to be provided by the Travel Agency for a long period, the change of vehicle approval has to be taken from CAA.

* **Note:-** Tendered vehicle means any vehicle as per tender specification.

ii) In case of break down, vehicles have to be replaced by other immediately or not more than one hour. In case of non-availability of suitable vehicle a penalty as decided by CAA may be imposed in addition to deduction on pro-rata basis for the period.

iii) In case of non-availability of vehicles, penalty as decided by CAA shall be imposed in addition to deduction at pro-rata basis for that day.

iv) In case of non-availability of vehicles during extra hours, penalty as decided by CAA shall be imposed.

v) In case there is no fuel in the vehicle and driver is unable to arrange the fuel immediately within 45 minutes, penalty as decided by CAA shall be imposed. In addition to above, performance security may also be forfeited for the above said reasons.

The meaning of working hours is 12 hours in a day and in a month as follows:

For 28 days in a month = 336 hours

For 29 days in a month = 348 hours

For 30 days in a month = 360 hours

For 31 days in a month = 372 hours

Model not older than-2012 and vehicles should not have plied more than 50,000 Kms.

Contracted vehicles should be white in colour.

Unit price means inclusive of all charges and taxes but excluding service tax, Toll gate/ Parking charges.

Reporting Place is any place within the jurisdiction of concerned Officer. Actual place of reporting shall be specified by users of vehicles.

Contracted vehicle should not be used by the contractor, beyond the working hours of a day including holidays.

Contracted vehicle should be used only for the purpose of CAA and not for any others during the contract period.

The supplier has to quote the rates separately for petrol and diesel vehicles in the above **prescribed format**.

Service tax as applicable will be paid by CAA, Chennai

Place_____

Signature of tenderer_____

Date_____

Name of the tenderer_____

Phone no. _____

Mobile no. _____

When a vehicle is hired under particular package but used beyond the ceiling kilometers or ceiling hours of the said package, charges would be as follows:

1. Contractor can charge the rates of next higher slab package amount only in the case where at least 60% of either kilometer or hours exceeds previous slab.
2. Contractor can charge the rates of a particular slab package (for which, vehicle was called for) and using rates mentioned at serial number 4 and 5 of the above table, in the case where at least 60% of either kilometer or hours does not exceed.

Model not older than-2012

Unit price means inclusive of all charges and taxes but excluding service tax, Toll gate/ Parking charges.

Reporting Place is any place within the jurisdiction of concerned Officer. Actual place of reporting shall be specified by users of vehicles.

The supplier has to quote the rates separately for petrol and diesel vehicles in the above **prescribed format**.

Service tax as applicable will be paid by CAA, Chennai

Place_____

Signature of tenderer_____

Date_____

Name of the tenderer_____

Phone no. _____

Mobile no. _____

SCHEDULE - 3 OF REQUIREMENTS AND HIRE CHARGES FOR OTHER THAN THE CONTRACTED VEHICLES FOR OUTSTATION USAGE

S. No.	Description	Rate for									
		Indica Vista		Ford Fiesta AT/Diesel				Innova 2.5E.V./2.0.0GX			
		Non - Air conditioned	Air conditioned	Non - Air conditioned		Air conditioned		Non - Air conditioned		Air conditioned	
1	Rate per km										
2	Permit charges	Actual paid	Actual paid	Actual paid	Actual paid	Actual paid	Actual paid	Actual paid	Actual paid	Actual paid	Actual paid
3	Road tax	Actual paid	Actual paid	Actual paid	Actual paid	Actual paid	Actual paid	Actual paid	Actual paid	Actual paid	Actual paid
4	Toll gate & Parking	Actual paid	Actual paid	Actual paid	Actual paid	Actual paid	Actual paid	Actual paid	Actual paid	Actual paid	Actual paid
5	Driver's Batta										
6	Entry tax	Actual paid	Actual paid	Actual paid	Actual paid	Actual paid	Actual paid	Actual paid	Actual paid	Actual paid	Actual paid
7	Others if any, Please specify the name of charges										

Actuals paid means an amount paid by the contractor for plying his vehicle exclusively for CAA, Chennai.

The supplier has to quote the rates separately for petrol and diesel vehicles in the above prescribed format.

