

**GOVERNMENT OF HIMACHAL PRADESH
PROJECT OF FOREST
INTEGRATED DEVELOPMENT PROJECT
FOR**

**SOURCE SUSTAINABILITY AND CLIMATE RESILIENT RAIN FED AGRICULTURE,
KULLU**

Forest Complex, Dhalpur Kullu Distt. Kullu H.P- 175101

Website: https://_/_/

Phone No. 01902 -226627

Email ID: dpoidpkullu@gmail.com

No. IDP/E-II-5-a/Vehicle/ 177

Date 06/06/2024

INVITATION FOR QUOTATIONS

Government of India has received a credit from the International Bank for Reconstruction and Development (IBRD) equivalent to USD 100 million towards the cost of the integrated Development project for source sustainability and climate resilient rain fed agriculture, solan. The Project Management Unit, IDP, Kullu (H.P.) intends to apply a part of the proceeds of this credit to eligible payments under the contract for which this Invitation for Bids is issued.

1. Quotations are invited from an individual, registered taxi union, registered firm, registered tour & travelling agency and registered company having vehicle to be provided registered in their own name ,PAN and GST registration for **“HIRING OF VEHICLE ON MONTHLY BASIS FOR OFFICE OF DISTRICT PROJECT OFFICER, IDP KULLU.** Vehicles shall be hired on monthly basis alongwith drivers and operation and maintenance of the vehicle to be placed under the Project Management Unit, IDP, Kullu.
2. The quotation document can be obtained on payment of Rs. 500/- in cash from the office of the undersigned on any working day from 10.00AM to 5.00PM
3. Vehicle to be provided by the successful Bidder should preferably be not older than Model/Make of 2021 and total mileage covered should not be exceed 50,000 Kms.

4. Bidders are advised to read the Quotation Documents carefully before submitting the Quotations, in order to avoid any further disputes. It shall be presumed that the Bidders have considered and accepted all the terms and conditions of this Quotation.
5. For any clarifications in respect of the Quotation, Office of District Project Office, IDP-Kullu, may be contacted on any working day during office hours or on Tel. No. 01902 — 226627.
6. The Quotation Document is nontransferable.
7. Interested Bidders may inspect the Quotation Document and obtain further information from office of the District Project Officer, IDP Kullu address given below:-
8. Quotations must be delivered to the address below. Late Quotations shall be rejected. Quotations will be opened on the same day at 11.30.AM- after the deadline for Quotation Submission in the presence of the Bidders' representatives who choose to attend at the address below.
9. The District Project Officer, IDP Kullu will not be responsible for any costs or expenses incurred by Bidders in connection with the preparation or delivery of Bids. The District Project Officer, IDP Kullu reserves the right to accept or reject any / all Bids, and to annul the bidding process at any time prior to Contract Award for any reason whatsoever, without thereby incurring any liability to Bidders.

**District Project Director,
Integrated Development Project for Source Sustainability and Rain Fed Agriculture
Forest Complex, Dhalpur Kullu Distt. Kullu H.P- 175101**

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FOR
SOURCE SUSTAINABILITY AND CLIMATE RESIELENT RAIN FED AGRICULTURE, KULLU.**
Forest Complex, Dhalpur Kullu Distt. Kullu H.P- 175101
Website: https://_____ Phone No. 01902 -226627 Email ID: dpoidpkullu@gmail.com

QUOTATION DOCUMENT FOR

HIRING OF VEHICLE ON MONTHLY BASIS FOR DISTRICT PROJECT OFFICER, IDP-KULLU,
FOREST COMPLEX, DHALPUR KULLU DISTT. KULLU H.P- 175101

(Ref. No. _____)

Table1: Tender Related Information

Period of Contract	One year (Extendable for another two years, one year at a time)
Issue of Quotation Document	Date: 7 th June, 2024
Deadline for Obtaining of Quotation Document	Date: 18 th June, 2024; Time: 11.00 AM (IST)
Deadline for Submission of Quotations	Date: 18 th June, 2024; Time: 11.00 AM (IST) In case this date is declared holiday than this event shall take place on next working day.
Opening of Quotations	11:30 AM after the deadline for Quotation Submission
Quotation Validity	60 days from the Quotation Submission date
Earnest Money Deposit	Rs. 10,000/- (Rs. Ten thousand) only
Performance Security:	5 % or 10,000 of the Contract Price as per FIN 1
QUOTATION DOCUMENT CAN BE SEEN IN THE OFFICE OF DISTRICT PROJECT OFFICER, IDP PROJECT KULLU.	

**QUOTATION DOCUMENT FOR
HIRING OF VEHICLE ON MONTHLY BASIS FOR DISTRICT PROJECT OFFICER, KULLU FOREST
COMPLEX, DHALPUR KULLU DISTT. KULLU H.P- 175101**

1. SCOPE OF QUOTATION

In connection with the Invitation for Quotations, the District Project Officer, IDP Kullu (HP) issues this Quotation Document for Hiring of vehicles on Monthly Basis as specified below.

Sr. No	Type of Vehicle	No. of Vehicle required	Place of reporting	Remarks
1	Mohindra Bolero 6+1 seated Non AC	1 No.	Kullu	Vehicle should not be older than Model/Make of 2021 and total mileage covered not exceeding 50,000 Kms

2. SOURCE OF FUNDS

- 2.1 Government of India has received a credit from the International Bank for Reconstruction and Development (IBRD) equivalent to USD 100 million towards the cost of the Integrated Development Project for Source Sustainability and Climate Resilient Rain Fed Agriculture, H.P. The DPO, IDP Kullu intends to apply a part of the proceeds of this credit to eligible payments under the contract for which this Invitation for Quotations is issued. Payments by the Bank will be made only at the request of the Borrower and upon approval by the Bank, and will be subject, in all respects, to the terms and conditions of the financing agreement. The financing agreement prohibits a withdrawal from the credit account for the purpose of any payment to persons or entities, or for any import of goods, if such payment or import, to the knowledge of the Bank, is prohibited by a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations. No party other than the Borrower shall derive any rights from the financing agreement or have any claims to the proceeds of the credit.

3. Eligibility Criteria (Who is eligible to participate)

- 3.1 Any individual, registered taxi union, registered firm, registered tour & travelling agency and registered company having PAN and GST registration and ownership of vehicle in their own name.
- 3.2 **Quotations/tender consist in two part i.e. (1) Technical Part and (2) Financial Part. The Financial Part of the Quotations of only those bidders will be open, who will be technically qualified.**

4. CLARIFICATION OF QUOTATION DOCUMENT

- 4.1 A prospective Bidder requiring any clarification of the Quotation Document shall contact the District Project Officer, IDP Kullu in writing at the address indicated below. The District Project Officer, IDP Kullu will respond in writing to any request for clarification, provided that such request is received two days prior to the deadline for submission of Quotations. The District Project Officer, IDP Kullu shall forward copies of its response to all Bidders. Should the District Project Officer, IDP Kullu deem it necessary to amend the Quotation Document as a result of a request for clarification, it shall do so following the procedure.

5. AMENDMENT OF QUOTATION DOCUMENT

- 5.1 At any time prior to the deadline for submission of Quotations, the District Project Officer, IDP Kullu may amend the Quotation Document by issuing addenda.

5.2 Any addendum issued shall be part of the Quotation Document and shall be communicated in writing to all who have obtained the Quotation Document from the District Project Officer, IDP Kullu .

5.3 To give prospective Bidders reasonable time in which to take an addendum into account in preparing their bids, the District Project Officer, IDP Kullu may, at its discretion, extend the deadline for the submission of Quotations.

6. **COST OF QUOTATION**

6.1 The Bidder shall bear all costs associated with the preparation and submission of Quotation, and the District Project Officer, IDP Kullu shall in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

7. **LANGUAGE OF QUOTATION**

7.1 The Quotation, as well as all correspondence and documents relating to the Quotation exchanged by the Bidder and the District Project Officer, IDP Kullu, shall be written in the English language. Supporting documents and printed literature that are part of the Quotation may be in another language provided they are accompanied by an accurate translation of the relevant passages in the English language, in which case, for purposes of interpretation of the Quotation, such translation shall govern.

8. **ALTERNATIVE QUOTATIONS**

8.1 Alternative Quotations shall not be considered.

9. **PERIOD OF VALIDITY OF QUOTATIONS**

9.1 Quotation valid for a shorter period shall be rejected by the District Project Officer, IDP Kullu as non responsive.

9.2 In exceptional circumstances, prior to the expiration of the Quotation validity period, the District Project Officer, IDP Kullu may request Bidders to extend the period of validity of their Quotations. The request and the responses shall be made in writing. A Bidder may refuse the request. A Bidder granting the request shall not be required or permitted to modify its Quotation.

10. **DEADLINE FOR SUBMISSION OF QUOTATIONS**

10.1 Quotations must be received by the District Project Officer, IDP Kullu at the address and no later than the date and time indicated

10.2 The District Project Officer, IDP Kullu may, at its discretion, extend the deadline for the submission of Quotations by amending the Quotation Document in accordance with para.4, in which case all rights and obligations of the District Project Officer, IDP Kullu and Bidders previously subject to the deadline shall thereafter be subject to the deadline as extended.

11. **LATE QUOTATIONS**

11.1 Any Quotation received by the District Project Officer, IDP Kullu after the deadline for submission of Quotations shall be declared late, rejected, and returned unopened to the Bidder.

12. AWARD OF CONTRACT

The District Project Officer, IDP Kullu shall award the Contract to the Bidder whose offer has been determined to be the lowest evaluated Quotation and is substantially responsive to the Quotation Document, provided further that the Bidder is determined to be qualified to perform the Contract satisfactorily.

Prior to the expiration of the period of Quotation validity, the District Project Officer, IDP Kullu shall notify the successful Bidder, in writing, that its Quotation has been accepted.

At the same time, the District Project Officer, IDP Kullu shall also notify all other Bidders of the results of the bidding. The District Project Officer, IDP Kullu will publish in its Notice Board the results identifying the Quotation and lot numbers and the following information: (i) name of each Bidder who submitted a Quotation; (ii) Quotation prices as read out at Quotation opening; (iii) name and evaluated prices of each Quotation that was evaluated; (iv) name of Bidders whose Quotations were rejected and the reasons for their rejection; and (v) name of the winning Bidder, and the price it offered, as well as the duration and summary scope of the contract awarded. After publication of the award, unsuccessful Bidders may request in writing to the District Project Officer, IDP Kullu for a debriefing seeking explanations on the grounds on which their Quotations were not selected. The District Project Officer, IDP Kullu shall promptly respond in writing to any unsuccessful Bidder who, after Publication of contract award, requests a debriefing.

Until a formal contract is prepared and executed, the notification of award shall constitute a binding Contract.

Promptly after notification, the District Project Officer, IDP Kullu shall send the successful Bidder the Contract Agreement.

Within twenty-eight (28) days of receipt of the Contract Agreement, the successful Bidder shall sign, date, and return it to the District Project Officer, IDP Kullu.

Within twenty-eight (28) days of the receipt of notification of award from the District Project Officer, IDP Kullu, the successful Bidder shall furnish the performance security of 5% or 10,000/- of the Contract Price corresponding to FIN 1A, in the form of Fixed Deposit, in original form, from any nationalized bank or scheduled bank in India but not debarred by Reserve Bank of India / Government of Himachal Pradesh and drawn in favour of District Project Officer, IDP Kullu.

13. TERMS AND CONDITIONS

- 13.1 The bidder should quote monthly rates inclusive of all charges i.e. fuel, repair, driver charges etc. The bidder shall quote the fixed rates for 1500 kms. Per month, rate per km. beyond 1500 kms, extra charges per hour after 7.00 PM and night halt charges per day, if any.
- 13.2 The vehicle will be required from 9.00 AM to 7.00 PM on all working days and even in the late hours or as per requirement on tours. The vehicle should be fitted with basic accessories (including heater and A.C.).
- 13.3 All type of repair shall be carried out by the Contractor at his own cost.
- 13.4 The contractor shall keep and maintain a log book with the vehicle, which should be completed every day. The Project staff will verify the journey in the log book.
- 13.5 The vehicle shall be treated as an official vehicle of the Project. No private journey/use as taxi will be allowed during the contract period.
- 13.6 In case of any breakdown, the contractor will provide substitute vehicle immediately, otherwise a penalty of Rs. 1000/- per day will be imposed and the recovery of the same will be made from the monthly running bill of the vehicle.

- 13.7 Project will not pay for lubricants/ coolants/ grease/ POL etc.
- 13.8 All the journey performed, covered on account of filling of fuel/ repair and cost incurred by the driver during his halt at out station/ at headquarter from his residence/ place of parking to place of duty shall not be paid by Project.
- 13.9 Project shall have the right to deduct taxes GST/TDS/Bank charges etc. at source as applicable as per rules in force from time to time.
- 13.10 The contractor of the vehicle shall be responsible for compensation payable arising out of accident payment to third party, if warranted. No compensation in case of accident/ damage to vehicle or for death/ injury to the driver will be made by Project.
- 13.11 In case of loss of property of Project is caused due to the negligence on the part of the driver of the vehicle, such losses shall be borne by the contractor.
- 13.12 Beside normal working hours on all working day, the vehicle should be made available on all the remaining hours of the day within half an hour of call. Besides this, on non-working days too, the vehicle shall be made available within half hour of the call for all the 24 hours of the day.
- 13.13 Driver deployed on vehicle should have a mobile phone with a local number for better coordination. The cost/ expenditure on this account shall be borne by the contractor. Switching of mobile or non-response to phone call by driver (either on Mobile or on local number) would be treated as non-availability of vehicle and penalty of Rs. 1000/- per day would be imposed and recovery of the same will be made from the monthly running bill.
- 13.14 Driver deployed on vehicle should have Formal dress & Formal hair cut.
- 13.15 The driver with a valid driving license, for commercial vehicle, shall be provided by the owner of the vehicle and salary as well as other facilities to him shall be paid/ borne by the owner. In no case the driver will be allowed to be replaced without prior approval of the Project. As per office requirements the vehicle is required to ply within or outside the State. So all the paper formalities like tax deposit, insurance, pollution check, road permit, toll tax etc. should be cleared in all respects by the owner of the vehicle. The driver deployed should have appropriate character verification from the Police.
- 13.16 The vehicle shall have two sets of loose white seat covers for alternative use and shall be changed weekly. Cost of cleaning of the same will be borne by the contractor.
- 13.17 Photocopies of the documents i.e. Registration Certificate, valid insurance, tax clearance certificate and valid taxi number issued by the competent authority should be submitted along-with the Tenders and in case of award of contract the same may be got renewed from time to time.
- 13.18 The lowest bidder/ owner of the vehicle will have to furnish the Performance Security @ of 5% or 10,000 of the contract value in the shape of FDR duly pledged in the name of undersigned, which shall be released after the expiry of contract period of the year or on the termination of agreement whichever is earlier.
- 13.19 In case of failure to perform the duty satisfactory, the security deposit shall be forfeited and credited into Government accounts. Besides this the contract shall also be terminated straightway.
- 13.20 The contract for hiring a vehicle can be terminated by serving one month notice from either side without assigning any reason.
- 13.21 **If the mileage covered is less than 1500 Kms. (as the case may be) in a particular month, the saving will be carried over to the next month till the completion of one year after which the saving will lapse.**

- 13.22 The Project reserves the right to reject any one of the Tenders or all without assigning any reasons.
- 13.23 Any dispute arising thereon shall be subject to the jurisdiction of Kullu only. In the event of dispute, the same shall be referred for arbitration to the Chief Project Director, IDP Solan. The award of the Arbitrator shall be final and binding on both the parties.
- 13.24 The Project reserves right to ask the driver to keep the keys and papers of the vehicle in the office at the end of the day.
- 13.25 The contract shall be for a period of one year initially from the date of award of the work. The contract with the firms can be extended for a further period of maximum of two years, one year at a time, upon satisfactory performance of the Agency and the requirement of the District Project Officer, IDP Kullu at the discretion of the District Project Officer, IDP Kullu on same terms and conditions;
- 13.26 The Bids shall be rejected in the event of information found false or incorrect or incomplete at any stage, as prescribed in the Quotation or any ineligibility being detected, and no correspondence thereof shall be entertained, whatsoever; if
- 13.27 if the work of the agency is not found satisfactory or any breach is noticed or any manipulation is reported or noticed by the District Project Officer, IDP Kullu, the District Project Officer, IDP Kullu reserves the right to cancel the contract /or forfeit performance security submitted by the agency/or to take legal action including black listing the agency at any point of time during the period of contract without prior notice.
- 13.28 in case the contract is terminated, the District Project Officer, IDP Kullu would be entitled to get the work done from any other firm or person and the Bidder would be liable to pay the difference if any. However, if the District Project Officer, IDP Kullu is not satisfied with the work of the agency so empanelled, the agreement will be liable to be terminated at any point of time at the sole discretion of the District Project Officer, IDP Kullu.
- 13.29 During the period of contract, the rates will not be revised with the revision of any taxes by the Government of Himachal Pradesh or by the Government of India;
- 13.30 the Bidder shall not employ any person who has not completed eighteen years of age;
- 13.31 the Bidder shall comply with all the statutory provisions, if applicable, as laid down under various Labour Laws/Acts/Rules like Minimum Wages, EPF, ESI, Bonus, Gratuity, Contract Labour Act and other Labour Laws/Acts/Rules in force from time to time at his own cost. In case of violation of any such statutory provisions under Labour Laws or any other law applicable upon the Bidder, there will not be any liability upon the District Project Officer, IDP Kullu;
- 13.32 the District Project Officer, IDP Kullu will be under no legal obligation to provide employment to any of the personnel of the Bidder during / expiry of agreement period and the District Project Officer, IDP Kullu.
- 13.33 The prices quoted should be inclusive of all charges and excluding GST. The tax components shall be shown se partly in the Rate Schedule.**
- 13.34 the successful Bidder shall invariably ensure the confidentiality of the movement of manpower & material while providing its services;
- 13.35 vehicle provided by the Bidder should preferably be not older than Model/Make of 2021 and not exceeding 50000 kms.
- 13.36 The vehicle and driver provided by the Bidder shall work under the overall supervision of the District Project Officer, IDP Kullu. The vehicle and Driver shall remain available all the time as per Duty Roster and shall not leave place of duty without prior permission;

- 13.37 The vehicle should conform to the Pollution norms prescribed, if any, by the Transport Project of Government of Himachal Pradesh. The Bidder shall also provide names and addresses of the drivers along with their driving license number and copies within one day of placing the order for supply of requisite number of vehicle;
- 13.38 All the vehicle provided to the District Project Officer, IDP Kullu should be in good road worthy condition and having valid documents/licenses from Project and Insurance policy of the Driver & Vehicle with Pollution Certificate. The Bidder shall be responsible for total maintenance of the vehicle provided by him;
- 13.39 operation and function of the vehicle and Driver shall be governed by the Central Motor Vehicle Act/Motor Vehicle Rules and Himachal Pradesh Motor Vehicles Rules and these shall be the responsibility of the Bidder;
- 13.40 in case of breakdown of any vehicle or vehicle is sent for repair, the Bidder shall replace the vehicle under both situations within one hour failing which the District Project Officer, IDP Kullu has the right to hire vehicle from any other sources at the expense of the Bidder and the recovery for the same would be recover from the monthly running bill of the contractor.
- 13.41 the District Project Officer, IDP Kullu has the right to ask the Bidder for removal of driver, who is not found to be competent, orderly or disciplined;
- 13.42 The liability under relevant sections of Motor Vehicle Act 1968 and IPC causing death or permanent liability developed in the vehicle supplied by the contractor, the hiring authority has no responsibility of whatsoever and will not entertain any claim in this regard under the provision of the law; all the disputes shall be subject to Solan, Himachal Pradesh jurisdiction;

14 **PAYMENT TERMS**

- 14.1 The payment shall be made on submission of the bills (in triplicate) by the Bidder after the satisfactorily completion of the work assigned, at approved rates, after deducting penalties if any. No advance payment will be made. The Bidder while raising the bill should clearly mention full vehicle number.
- 14.2 The District Project Officer, IDP Kullu will deduct Income Tax at source under Section 194-C of Income Tax Act and Section 51 of CGST Act, 2017 from the Bidder at the prevailing rates.

15 **JURISDICTION OF COURT**

The courts of Kullu, H.P shall have the exclusive jurisdiction to settle all disputes, if any, arising out of this agreement between the parties.