

**TAMILNADU INDUSTRIAL DEVELOPMENT
CORPORATION LTD
(TIDCO)**

**19-A, Rukmini Lakshmi pathy Road, Egmore,
Chennai – 600 008, Tamilnadu, India**

Email: lan.tidco@nic.in Phone: 044 – 2855 4479/80; Fax: 044 – 2855 3729

Tender Document

Hiring of cars by TIDCO on Monthly

Contract Basis

February, 2018

TAMILNADU INDUSTRIAL DEVELOPMENT CORPORATION LTD(TIDCO)

19A, Rukmini Lakshmi pathy Road, Egmore, Chennai – 600 008, Tamilnadu, India

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NOTICE INVITING TENDER FOR HIRING OF AIRCONDITIONED(A/C) CARS

TENDER NO. 42(Taxi)/PR/2018

Tamilnadu Industrial Development Corporation Limited (hereinafter referred to as TIDCO) invites Quotations in sealed covers from reputed service providers for hiring six (6) sedan cars (equivalent of Tata Indigo, Ford Ikon, Suzuki Dezire, Mahindra Logan etc,) for its use on monthly contract basis for a period of two (2) years.

1. The Tender Document for Hiring of cars by TIDCO can be procured from the Senior General Manager (P&A) at the above address or downloaded from the following web sites www.tidco.com & www.tenders.tn.gov.in
2. The bids shall consist of two parts –Technical Bid and Price Bid.
3. The Technical and the Price Bid should be placed in separate sealed envelopes (clearly super scribing them as ‘Technical Bid’ and ‘Price Bid’ respectively) which in turn are to be placed in one sealed cover (clearly super scribing the cover as “ Bid for Hiring cars by TIDCO”). The Bids of all parties whose Price Bid is not in a separate sealed cover or the rates quoted by them finds mention in their Technical Bid shall be rejected. All the information sought for eligibility criteria and Other Information sought except Price bid is to be given in the “Technical Bid” while the price quoted by them should be mentioned only in the Price Bid. The Price Bids of only those service providers whose Technical Bids are found to be eligible shall be opened.
4. Bidders shall sign on each page of the Tender Document and any addendum thereto in token of the acceptance of the terms and Conditions of the Tender.

Earnest Money Deposit	Rs.50,000/- (Rupees fifty thousand only) by way of Demand Draft drawn on a scheduled bank, payable at Chennai in favour of Tamilnadu Industrial Development Corporation Limited (TIDCO).
Last date for submission of quotations	<u>16/03/2018</u> at 3.00 PM
Address for submission of bids	Chairman and Managing Director Tamilnadu Industrial Development Corporation Ltd, 19-A, Rukmini Lakshmi pathy Road, Egmore, Chennai – 600 008, Tamilnadu, India Email: lan.tidco@nic.in Phone: 044 – 2855 4479/80; Fax: 044 – 2855 3729
Date and Time of Opening Technical Bid	<u>16/03/2018</u> at 4.00 PM (Opening of Price Bid will be intimated to the qualified bidders separately)

TENDER NO. 42(Taxi)/PR/2018
OBJECTIVE OF THE TENDER

Tamilnadu Industrial Development Corporation Limited (hereinafter referred to as TIDCO) invites Quotations in sealed covers from reputed service providers for hiring five (5) sedan cars (equivalent of Tata Indigo, Ford Ikon, Suzuki Dezire, Mahindra Logan etc,) for its use on monthly contract basis for a period of two (2) years.

The vehicles should be provided with the drivers for twelve hours a day for six days a week (Monday to Saturday) throughout the period of contract. No holidays are permitted except on Independence day, Republic day, Gandhi Jayanthi and Sundays.

Eligibility / qualification criteria

To be eligible to participate in this Tender, the Bidder:

- i. should be an authorised Taxi / Tourist Taxi operator for a minimum period of two years as of 1st January, 2018 **and**
- ii. should own a minimum of 10 vehicles including a minimum of six sedans with valid tourist permits in his/her name OR the Partnership's / company's name / in the names of the partners (or)
- iii. valid agreements between the actual owner and the bidder to operate and maintain the vehicles during the period of this contract.

Documentary proof for meeting the eligibility criteria should be provided by the bidder in the form of registration certificates, Vehicle Registration Certificates, vehicle insurance certificates.

Reference of other agencies to whom similar services were provided should also be furnished with Documentary proof.

INSTRUCTIONS TO BIDDERS

- 1 The Tender Document for Hiring of cars by TIDCO can be procured at free of cost from the Senior General Manager (P&A) at the above address or downloaded from the following web sites www.tidco.com & www.tenders.tn.gov.in.
2. **Earnest Money Deposit (EMD):** The Bidders should submit an Earnest Money Deposit for Rs.50,000 (Rupees fifty thousand only) in the form of a demand draft drawn on a scheduled bank, in favour of **Tamilnadu Industrial Development Corporation Limited, payable at Chennai**, along with their bids. The EMD will be forfeited for any lapse of the terms and conditions of the tender and in particular in the event of a bidder refusing to accept the contract on being awarded. The EMD of unsuccessful bidder will be returned within fifteen days of award of the contract to the successful bidder. No interest will be paid on the EMD. Bids submitted without Earnest money deposit shall be rejected.

3. **Performance Security:** The successful Bidder shall submit a Performance Security of Rs.50,000/- (Rupees fifty thousand only) towards the due performance of its obligations under the contract. The EMD submitted by the successful bidder will be retained as the Performance Security. The Performance security will be forfeited for any breach of the conditions of contract / obligations of the Bidder or deficiency in service.
4. The rate quoted should be a lumpsum amount per vehicle inclusive of monthly rent, fuel, lubricants and other consumables, driver salary / batta, any other charges excluding GST, if any, which shall be paid at actuals by TIDCO.
5. The bids shall consist of two parts –**Technical Bid and Price Bid.**
6. The Technical and the Price Bid should be placed in **separate sealed envelopes** (clearly super scribing them as ‘Technical Bid’ and ‘Price Bid’ respectively), which in turn are **to be placed in one sealed cover** (clearly super scribing the cover as “Bid for Hiring Cars by TIDCO”). The Bids of all parties whose Price Bid is not in a separate sealed cover or the rates quoted by them finds mention in their Technical Bid shall be rejected. All the information sought for eligibility criteria and other information sought except Price bid is to be given in the “Technical Bid” while the price quoted by them should be mentioned only in the Price Bid. The Price Bids of only those service providers whose Technical Bids are found to be eligible shall be opened.
7. The Bidders shall be responsible for properly superscribing and sealing the cover in which the tender is submitted and TIDCO shall not be responsible for the accidental opening of the covers that are not properly superscribed and sealed as required.
8. Bidders shall sign on each page of the Tender Document and any addendum thereto in token of the acceptance of the terms and Conditions of the Tender and submit the same to TIDCO.
9. The Bidder can submit the Bid by registered post/ courier or in person, so as to reach the under mentioned address by the time and date stipulated. TIDCO shall not be responsible for any delay in submission of the Bid documents. Bids received after the due date and time shall be non-responsive and rejected.

Last date for submission of quotations	<u>16/03/2018 at 3.00 P.M</u>
Address for submission of bids	Chairman and Managing Director Tamilnadu Industrial Development Corporation Ltd 19-A, Rukmini Lakshmi pathy Road, Egmore, Chennai – 600 008, Tamilnadu, India Email: lan.tidco@nic.in Phone: 044 – 2855 4479/80; Fax: 044 – 2855 3729
Date and Time of Opening of Price Bid	Will be intimated to the qualified bidders separately

Checklist for submission of Bids

The Bidders shall arrange their documents forming part of their Bid in the following order:

Cover 1 (SEALED)	<ol style="list-style-type: none">1. Covering Letter in the format prescribed in Annex -I.2. Earnest Money Deposit for Rs.50,000/- (Rupees fifty thousand only) <u>in the form of a demand draft drawn on a scheduled bank in favour of Tamilnadu Industrial Development Corporation Ltd, payable at Chennai.</u>3. The original Tender document and addendum / clarifications issued subsequently, initialed on each page by the authorized signatory in token of the acceptance of the terms and conditions of the TENDER.4. Information and documentation required for establishing the qualification criteria prescribed for the bidders in the Tender Document.
Cover 2 (SEALED)	Price Bid to be submitted in the format prescribed in Annex - II and the cover is to be sealed properly.

The Bid organized as above (Cover 1 and Cover 2), shall be placed in a sealed envelope with the following superscription: **“Bid for Hiring cars by TIDCO”**

10. **OPENING AND EVALUATION OF BIDS:**

- (a) The bids received within the due date and time will be opened at the office of TAMILNADU INDUSTRIAL DEVELOPMENT CORPORATION LIMITED, 19-A, Rukmini Lakhshmi pathy Road, Egmore, Chennai – 600 008 in the presence of the bidder or bidder’s representative who choose to attend.
- (b) The technical bids will be opened first and the details of EMD etc., will be read. The price bids of the short listed bidders after evaluation as per the terms of the tender will also be called for attending the price bid opening under prior intimation. The price of the L1 bidder among the technically qualified bidders will be selected for acceptance.
- (c) The notification of award will be given to the successful bidder after acceptance by the Tender Accepting Authority of TIDCO

- (d) TIDCO reserves its right to reject any or all tenders or cancel the tenders without assigning any reasons therefor at its own discretion. Bidder shall not have any claim due to such cancellation/rejection.

11. In the case of a dispute or difference arising out of or connected with this agreement, such dispute or difference shall be settled by mutual discussions and in case of non-settlement, the Chairman and Managing Director of TIDCO will be the sole Arbitrator for resolving the dispute as per the provision of the Arbitration and Conciliation Act, 1996.

12. The venue of arbitration and court of jurisdiction shall be the place from where the Contract is issued (i.e.) Chennai.

TERMS & CONDITIONS

1. The type of passenger cars that should be provided are air conditioned sedans (equivalent of Tata Indigo, Ford Ikon, Suzuki Dezire, Mahindra Logan etc.). The cars provided should be 2015 or later models..
2. The number of sedans that should be provided is five (5). TIDCO reserves the right to increase or decrease the vehicle requirement based on the need at the same contractual rate provided by the bidders.
3. The period of contract is two years. TIDCO reserves the right to curtail or to extend the validity of the contract on the same rates with the notice period of one month and at the terms and conditions at the sole discretion of TIDCO.
4. The rate quoted should be the monthly rent for providing the vehicles with the driver for 2000 km per calendar month, twelve hours a day for six days a week (Monday to Saturday). No holidays are permitted except on Independence day, Republic day, Gandhi Jayanthi and Sundays.
5. The time and distance shall be calculated from the time and place of reporting to the time and place of releasing the vehicles.
6. Rates for extra kilometer of usage and extra time of usage beyond 2000 km per month and 12 hours per day respectively, shall be quoted separately in the format prescribed under Commercial offer at Annex – II.
7. The rate quoted shall be valid for the entire contract period of two years and requests for escalation will not be entertained and withdrawal from the contract on this ground even by issue of due notice will not be accepted and in case of such withdrawal the performance security amount will be forfeited.
8. Tender offers shall remain valid for a period of 90 (ninety) days from the date of opening of the bid.
9. The vehicles should be provided with the drivers for twelve hours a day for six days a week (Monday to Saturday) throughout the period of contract. No holidays are permitted except on Independence day, Republic day, Gandhi Jayanthi and Sundays. In case of withdrawal of any particular vehicle assigned to TIDCO or non availability of the vehicles for any reason including break downs, servicing etc., the same shall be replaced with an equivalent vehicle and in the case of break downs during duty hours within one hour, another vehicle has to be provided.
10. Non provision of vehicles as per contract conditions will result in deduction of charges for the days / periods the vehicles were not provided as well as forfeiture of the performance security amount in full or in part based on the nature of the deficiency and period of non availability of service. This will be done at the sole discretion of TIDCO.

11. Performance Security of Rs.50,000/- (Rupees fifty thousand only) should be provided by the successful bidder towards the due performance of its obligations under the contract. The Performance Security will be forfeited for any breach of the conditions of contract / obligations of the Bidder or deficiency in service.
12. The Bidders should submit an Earnest Money Deposit for Rs.50,000 (Rupees fifty thousand only) in the form of a demand draft drawn on a scheduled bank, in favour of Tamilnadu Industrial Development Corporation Limited, payable at Chennai, along with their bids. The EMD will be forfeited for any lapse of the terms and conditions of the tender and in particular in the event of a bidder refusing to accept the contract on being awarded. The EMD of unsuccessful bidder will be returned within fifteen days of award of the contract to the successful bidder. No interest will be paid on the EMD.
13. All vehicles provided should be compliant with all statutory requirements throughout the contract period and copies of the following should be submitted for the vehicles offered under the contract (Whenever replace the vehicle)
 - i. RTO Registration Certificate
 - ii. Valid Tourist Permit
 - iii. Valid Fitness Certificate
 - iv. Valid Comprehensive Insurance Policy
 - v. Valid Chennai City Pollution Control Certificate
14. Any increase or decrease in cost of fuel announced by the Govt. applicable for Chennai shall be borne by tenderer and no additional / extra amount will be paid by TIDCO at any time.
15. Admission / security passes may be issued to the cars hired by TIDCO. These Passes should not be used by service provider when the vehicle is not used by officials of TIDCO. These passes should be returned to TIDCO whenever the assigned vehicles is replaced with another vehicle or is withdrawn by the service provider.
16. The Covering letter and the Commercial offer (Price Bid) should be in the format prescribed in Annex – I and Annex – II respectively.
17. Drivers with minimum 3 years experience in driving Light Motor vehicles and also possessing an unblemished record shall be employed. This should be certified by the service provider with due backup documents.
18. The service provider shall furnish the Driver's medical Fitness Certificate for driving light motor vehicles issued by the Govt. Medical Officer.
19. Drivers with a minimum age of 21 years should alone be provided and maximum age of the drivers should not exceed 58 years. Proof of the age of the drivers shall also be furnished.

20. Driving license should be available always with the Driver and photo copy of the same should be handed over to TIDCO.
21. Drivers should be provided with a mobile phone and the mobile numbers should be provided to TIDCO. Drivers without mobile phones will be rejected.
22. The original Driving Licenses should be produced for verification by TIDCO.
23. In case any driver provided is found to be incompatible for any reasons including rash driving, behavioral matters, the driver shall be replaced by the service provider within a maximum of three days of notice from TIDCO.
24. The service provider shall be fully responsible for discipline and good conduct of the Drivers provided by them.
25. Consequences of traffic violations and incidents caused by the drivers provided by the service provider shall be met and dealt with by the service providers and shall be solely to the account of the service provider. Utmost care should be taken to avoid accidents. The Service provider shall be fully and solely responsible for all liabilities due to accidents or damages, including loss of life of any public or employee of TIDCO or Contractor's employee. TIDCO shall not be liable in any manner for such matters and no compensation or indemnity can be claimed from TIDCO for such matters. In case any liability including third party liabilities are to be borne by TIDCO, the Service provider shall indemnify TIDCO for such claims including costs related to the defending of such claims.
26. The vehicle provided should be in good condition and maintained properly including their cleanliness.
27. The vehicle should carry a spare tyre, tools, First Aid Box, tissue paper and one umbrella.
28. The dedicated vehicles and drivers shall not be changed without the prior approval of TIDCO at least one week in advance.
29. The services can be withdrawn by the service provider after issuing three months advance notice to TIDCO. Similarly TIDCO reserves the right to terminate the contract without assigning any reasons by giving three months advance notice to the Service Provider.
30. The 12 hours duty per day shall be as per the timings specified by TIDCO.

31. The monthly bills in duplicate along with statement containing the details viz. Vehicle No., date of travel, name of the officer, total km. used and total hours used duly signed by the officer who used the vehicle should be submitted at the end of each month along with advance stamped receipt to the Senior General Manager (P&A) TIDCO. In the trip sheets, there should not be any over writing/corrections, if so they should be attested by the Officer, who used the vehicle.
32. The payment will generally be made within 15 days from the date of submission of the bills. No interest will be paid in case of delay beyond the said 15 days.
33. In case the vehicle does not report on time or does not report at all, TIDCO will hire alternate vehicles and the cost and related charges will be deducted from the amounts payable to the service provider and a penalty of Rs.2000/- per day per vehicle will be levied.
34. Mere submission of information does not entitle the Bidders to meet the eligibility criteria. TIDCO reserves the right to verify any or all information submitted by the Bidder.
35. If any claim made or information provided by the Bidder in the Bid or any information provided by the Bidder in response to any subsequent query or clarification by TIDCO, is found to be incorrect or is a material misrepresentation of the facts, the Bid will be liable for rejection. Mere clerical error or bonafide mistake may be treated as an exception at the sole discretion of TIDCO, provided TIDCO is adequately satisfied about the nature of the error or mistake.
36. TIDCO reserves the right to cancel the contract if the contractor violates any of the terms and conditions.
37. Any conditional offers by the service provider will not be accepted.
38. Any solicitation by any bidder is likely to render its bids ineligible.
39. The Drivers should wear white uniforms while on duty.
40. The drivers should be well conversant with the roads and routes within Chennai City. Drivers who are not so conversant will be rejected and such events will be treated as a serious deficiency in service.
41. An Undertaking to the effect that the Service Provider has not been blacklisted by any of the department/organizations of the Government and no criminal case is pending against the said Service Provider.
42. The Service Provider must execute an undertaking that it is the responsibility of the Service Provider to make sure that drivers do not indulge in any anti-social/illegal activities.

DISCLAIMER

1. Neither TIDCO nor their Employees make any representation or warranty express or implied, as to the accuracy, reliability or completeness of the information in this TENDER Document.
2. Neither TIDCO nor their employees or Consultants will have any liability to any prospective Bidder or any other person under the Law of Contract, tort, the principles of restitution or unjust enrichment or otherwise for any loss, expense or damage which may arise from or be incurred or suffered in connection with anything contained in this TENDER Document, any matter deemed to form part of this TENDER Document, and any other information supplied by or on behalf of TIDCO or their employees or otherwise.
3. This TENDER does not address concerns relating to diverse investment objectives, financial situation and particular needs of each party. The TENDER is not intended to provide the basis of any investment decision and each prospective Bidder must make its own independent assessment in respect of the provision of the service. No person has been authorised by TIDCO to give any information or to make any representation not contained in the TENDER.
4. Nothing in the TENDER is, or should be relied on, as a promise or representation as to the future. In furnishing the TENDER, neither TIDCO, nor its employees, undertake to provide the recipient with access to any additional information or to update the TENDER or to correct any inaccuracies therein which may become apparent.
5. TIDCO reserves the right to change any or all of the provisions of this TENDER Document. Such change would be displayed in the web site of TIDCO.
6. TIDCO reserves the right to reject any or all of the Bids submitted in response to the TENDER at any stage without assigning any reasons whatsoever.
7. Bidder shall be responsible for all costs associated with the preparation and submission of the Bid. TIDCO shall not be responsible in any way for such costs regardless of the conduct or outcome of this Bidding process.
8. Any Bid pursuant to this TENDER or any act or omission by any person concerning or relating or incidental to this TENDER is purely voluntary and TIDCO or its employees shall not be deemed or considered to have compelled or induced any Bidder or other person to submit any proposal or to do an act or omit to do an act concerning or relating or incidental to the TENDER.

Covering Letter

Date :

(This tender to be delivered on or before 3.00 P.M. on 16/03/2018)

To
The Chairman & Managing Director
Tamilnadu Industrial Development Corporation Limited (TIDCO)
19-A, Rukmini Lakshmi pathy Road
Egmore
Chennai – 600 008.

Sir / Madam,

In response to your Tender No. 42(Taxi)/PR/2018 for hiring of 5 Nos. of Sedan Cars by TIDCO, we submit our bid as follows:

- Sealed Cover – I : Technical Bid containing the following:
 - a) Earnest money deposit of Rs.50,000/- (Rupees fifty thousands only) in the form of a Demand Draft bearing No ____, dated ____ drawn on a ____ bank in favour of Tamilnadu Industrial Development Corporation Limited (TIDCO), payable at Chennai.
 - b) The original tender document and addendum / clarification issued subsequently, initialed on each page by the authorized signatory in token of the acceptance of the terms and conditions of the tender.
 - c) The information and the documents required for establishing the qualification criteria prescribed for the bidders in the tender document.

- Sealed Cover – II : Price Bid containing the following :
 - a) Commercial offer in the format prescribed in Annex II.

I / We do hereby agree and declare that we have read and understood all the terms and conditions of the Tender and hereby agree and undertake to abide by all the terms and conditions stipulated in the Tender Document No. 42(Taxi)/PR/2018 without exemption.

Thanking you,

Yours faithfully,

Authorised Signatory
(Name & Designation)

COMMERCIAL OFFER FOR HIRING OF 5 CARS ON MONTHLY CONTRACT BASIS

Car Model: Air Conditioned Sedan cars 2015 or later models.

Number of vehicles required by TIDCO : 5 (FIVE) Nos.

Required for the usage : Within Chennai City & Suburbs

Rate quote for Two Years

Sl. No	Description	Rate in figures per vehicle per month in Rupees (excluding Service Tax)	Rate in words
1.	The rate quoted for monthly rent for providing the vehicles with the driver for 2000 km per calendar month, twelve hours a day for six days a week (Monday to Saturday). No other holidays except Sunday, Independence day, Republic day and Gandhi Jayanthi.		Rupees

Sl. No.	Description	Rate in figures (in Rupees)	Rate in words
2.	Rate for extra km beyond 2000 kms. (Per Km.)		Rupees
3.	Rate for extra hours beyond 12 Hrs./ day (Per Hour)		Rupees

Authorised Signatory
(Name & Designation)