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M.P BOARD OF REVENUE (GWALIOR)

TENDER No.:- 02(2)/hire of taxi /2016-17- BOREV

DATE: - 06-07-2016

NOTICE INVITING TENDER (3rd call)

M.P BOARD OF REVENUE (GWALIOR) invites sealed bids for Annual rate contract for hiring the taxi /vehicle on as and when required basis, mostly at Bhopal from reputed and financially sound firms those are in the business for the last five years.

Kindly visit the web site the BOARD OF REVENUE website [www. boardofrevenue.mp.gov.in/.com](http://www.boardofrevenue.mp.gov.in/.com) for detailed tender document.

  
SECRETARY

**M.P BOARD OF REVENUE (GWALIOR)**

**No.:- 02(2)/hire of taxi /2016-17- BOREV**

**DATE: -06 -07-2016**

To M/s.....  
.....

**SUBJECT: Tender enquiry ( 3rd Call)for contract for hiring the taxi /vehicle**

1. I am directed to invite you to submit sealed Tenders quoting your competitive rates for hiring the taxi /vehicle on as and when required basis, mostly at Bhopal. Contracts concluded on the basis of tender enquiry shall be governed by the terms and conditions set out in the tender enquiry.

2. Tenders received through e-mail or Fax shall not be accepted under any circumstances. Tenders Submitted in the prescribed format given in the Tender Enquiry shall only be considered. Tenders Submitted without accompanying the EMD shall be rejected summarily. Tender Document can be downloaded from the website [www. boardofrevenue.mp.gov.in/.com](http://www.boardofrevenue.mp.gov.in/.com) and cost of tender document Rs. 500/- is to be paid by means of cash/pay Order/Demand Draft in favour of SECERTARY BOARD OF REVENUE.MOTI MAHAL (GWALIOR)

3. Tender contained in a sealed envelope should be sent by speed post/registered post/reputed courier service latest by 3.00 PM 15 -07-2016 tender will be opened on the same date at 4.00 pm in the presence of such bidder who wish to be present to witness the tender opening.

4. The BOREV reserves the right to accept or reject any or all tender without assigning any reasons thereof.

  
SECRETARY

## IMPORTANT INFORMATION

1. **PURCHASER: BOREV.**
  2. **CONSIGNEE: SECRETARY**
  3. **PERIOD OF CONTRACT:** Till 31-03-2017 from the date of conclusion of Contract.
  4. **FIRM & FIXED RATES:** Prices should be quoted on a firm & fixed price basis.
  5. **NON TRANSFERABILITY:** This tender is non-transferable.
  6. **TERMS & CONDITIONS:** Tendering firm shall have to be complied with terms & conditions as set out in this Tender Document. Offers not complying with such terms & conditions shall be ignored /rejected and at the discretion of this Authority.
  7. **EARNEST MONEY:** An amount of Rupees Rs. 5000/- only has to be submitted DEPOSIT by way of Demand Draft in favor of **SECRETARY BOARD OF REVENUE. MOTI MAHAL, GWALIOR(M.P)** Payable at GWALIOR, Offers received without EMD Shall be rejected straightaway and will not be considered under any circumstances. EMD of tendering Firms who submit the sealed quotations but withdraw the same before expiry of the tender validity date May be forfeited .It's at the discretion of BOREV. EMD is refundable without any interest to the firm or Supplier on expiry/termination of empanelment and the EMD of the unsuccessful bidder will be returned within one month from the date of selection of final bidder.
  8. **PRESCRIBED FORMS:** Tenders of firms received in the format prescribed in this tender document shall only be considered. **Offers not received in prescribed format shall be ignored**  
.Fax/Email/Letterhead/Quotations will not be accepted and ignored straightaway.
  9. **TENDER FEE:** Tendering firms are required to furnish a non –refundable tender form fee of Rs. 500/ (Rupees five hundred only) in the form of cash /pay Order/Demand Draft . Tender Document can also be Downloaded from the website, [www. boardofrevenue.mp.gov.in/.com](http://www.boardofrevenue.mp.gov.in/.com) .Firms using Tender Document downloaded from website will have to submit DD Rs. 500 /(Nonrefundable)in favour of SECERTARY BOARD OF REVENUE.MOTI MAHAL (GWALIOR)
  10. **LATE/DELAYED TENDERS:** Tenders received after closing date and time prescribed in this enquiry shall not be accepted under any circumstances.
  11. **BOREV's RIGHTS:** BOREV reserves the right to reject any tender/all tenders in full or part thereof without assigning any reasons.
  12. **LEGAL CONTRACT:-** The supplier shall execute a legal contract agreement along with undertaking . All disputes are subject to the exclusive jurisdiction of competent Courts and Forums in GWALIOR only.
- Note: - Contract agreement is to be signed at BOREV, Gwalior. Contract agreement by post shall not be entertained.**

Signatures of the bidder

**M.P Board of revenue invites sealed bids from reputed and experienced /registered taxi contractors engaged in transport business for hiring of taxi / vehicle (Air conditioned ) on as and when required basis , mostly at Bhopal.**

### **TERMS AND CONDITIONS**

1. The Contracts concluded as a result of this Tender Inquiry shall be governed by the 'Terms & Conditions' and other relevant instructions as contained in this Tender Document.
2. The prices/rates quoted should be indicated in words as well as in figures.
3. Tenders received without Tender Fee , EMD will not be considered at all.
5. Late/delayed tenders received in BOREV, due to any reason whatsoever ,will not be accepted under any circumstances.
6. "As and when required basis "means:
  - (A). the contractor shall arrange the vehicle (Indica/Indigo/swift desire/Innova/Honda city) as per requirement within 1 hours from receiving the instruction over phone by the concerned officer ,as and when and where required .
  - (B) More than one vehicle on any particular day or days can be hired as per the requirement.
7. The bidder should be a taxi contractor /individual owner who should have at least two vehicles (indica/Indigo/swift desire/innova/Honda city) registered as taxi in his name or bidder's company. copy of valid registration document as above should be enclosed.
  - (B) Manufacturing /model of the vehicle should be in the year 2012 or later.
8. Term & conditions of operating vehicle:-
  - (I) Manufacturing/Model should not be earlier than 2012
  - (II) Vehicle must be maintain in good condition (Colour, Seat, Seat cover, Matting, Shock absorber, Head lights, AC etc.)
  - (III) Driver should take the signature from the user after completion of the journey on the log sheet on the basis of the log sheet the payment shall be released.
  - (IV) In case of break down an alternative arrangement shall be made by the contractor immediately.
  - (V) Toll, parking will be paid extra at actual, against documentary proof/bill.
  - (VI) Driver should be available in his vehicle all the time and should leave his vehicle only after Obtaining permission from the user, if required.
  - (VII) Compensation and connected expenses, whatsoever, in case of any casualty (unforeseen) shall be Borne / paid by the contractor.
  - (VIII) Driver of the vehicle must have all valid documents in his possession all the time, while plying Vehicle.
  - (IX) Km reading and duty timing of the vehicle will be counted from the place of start and closing Km and duty timing will be counted at close of journey by the user at the place of drop.
9. The tenderer shall ensure all the time proper safety of the person carried by him in his vehicle. He shall also comply with all the rules, regulation, notification and provisions of all the act pertaining to the operation of motor vehicles.
10. The tender shall make his own reasonable arrangements for safety of his vehicle. Board of Revenue will not be responsible for any loss due to any reason
11. Tendering firms are at liberty to be present or authorize a representative to be present at the opening of the tender .

**Signatures of the bidder**

12. The tenders should be submitted in double cover. The First cover should contain DD/ Banker's cheque ,Tender Fee Coupon/DD, Registration Certificate, copies of successful execution of the Contract for past, performance, Copy of PAN No, Income Tax return, service Tax registration or copy of Constitution of firm / company.  
The Second cover should contain the prescribed tender form duly filled in and signed along with the quoted prices.  
The covers, the 1st and the 2ndcover should be put in a bigger cover and this outer cover should be wax sealed. Both the covers shall be opened simultaneously on the original tender opening date itself.
13. The sealed tender envelope should be super scribed as under: "BOREV TENDER DOCUMENT For hire of taxi/ vehicle "
14. The sealed tender should be sent to SECRETARY BOARD OF REVENUE. MOTI MAHAL (GWALIOR) by speed post /Registered post
15. In the event of any disputes arising out of the execution of Rate Contracts/Supply Orders, the matter will be referred to President BOREV. and his decision shall be binding to both the parties.
16. For judicial adjudication, the disputes, if any, arising out of the Contract/Service Orders against the rate Contract will be subject to the jurisdiction of the Courts in GWALIOR only.
17. Authorized Signatory/ Signing of Tender:  
Individual signing the tender or other documents connected with contract must specify the capacity in which the tender documents are signed as: sole proprietor/ partner of the firm  
NOTES:(i) In case of partnership firms, a copy of the partnership agreement, or general power of attorney duly attested by a Notary Public, should be furnished on stamped paper duly sworn or affirmed by all the partner admitting execution of the partnership agreement or the general.
18. The tenderers should sign at each page of the tender and all its Annexure. NO PAGE SHOULD BE REMOVED /DETACHED FROM THE TENDER DOCUMENT.
19. The tendering firms will have to give a declaration to the effect that they have not been Black Listed or their business dealings with the Government bodies have not been banned. As per annexure 2.
20. All firms are required to submit the following along with their quotation failing which their offer will be ignored :
  - a) Name and full address of their Banker with their Account Number.
  - b) List of organization/offices to whom the bidding firm has provided services for the last 3 years.
  - c) Performance statement for the last 2 years in respect of work must be in the format enclosed at Annexure-"1" to this tender document.
  - d) Financial status of the firm- enclosed tax returns for last three years.
21. In the event of dispute arising out of this agreement, the President, BOARD OF REVENUE. Shall be the sole Arbitrator and his decision shall be final and binding on both the parties.
22. This agreement can be terminated by either side by giving one-month notice without assigning any reason whatsoever.

**Signatures of the bidder**

- 23. The secretary, BOARD OF REVENUE can extend the original contract of the successful tenderer, subject to original Terms and Conditions for a period deemed fit by him, but not exceeding six months, for which the tenderer will have to abide. However the extension beyond six months can be granted on mutual consent.
- 24. 100% payment will be released within the 30 days on submission of the month wise bill in duplicate along with the duty trip slip duly filled and signed by the representative of the user. TDS as applicable will be effected..No advance payment will be made.
- 25. the BOREV reserves the right to reject any or all the quotations without assigning any reason.

**Signatures of the bidder**

**ANNEXURE-1**

**PERFORMANCE STATEMENT FOR THE 13-14 to 15-16**

Name of the Firm.....

Contract no	Description of Work	Present position of the work

**Signature of Bidder**

**ANNEXURE-2  
DECLARATION**

From:-M/s .....

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To

SECRETARY  
BOARD OF REVENUE.  
MOTI MAHAL ,GWALIOR (M.P)

Dear Sir,

I/We have read and understood the contents of the Tender and agree to abide by the terms and conditions of this Tender. I/We further undertake that none of the Proprietor/Partners/Directors of the firm was or is Proprietor or Partner or Director of any firm with whom the Government have banned /suspended business dealings. I/We further undertake to report to the SECERTARY BOARD OF REVENUE.MOTI MAHAL (GWALIOR) after we are informed but in any case not later 7 days, if any firm in which Proprietor/Partners/Directors are Proprietor or Partner or Director of such a firm which is banned/suspended in future during the period of the Contract with you.

(Signature of the Tenderers)

Name:

Designation with Seal of the Firm

Dated.

**TENDER FEE**

**TENDER No.:- 02(2)/ vehicle hire /2016-17- BOREV**

**DATE:- -07-2016**

TENDER SET NO :

ISSUED TO M/s .....

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Against request letter No. \_\_\_\_\_ Dated \_\_\_\_\_ 2016 and  
 payment of an amount of Rs. 500/- (Rupees five hundred only) in -----, TENDER DOCUMENT ISSUED  
 ON \_\_\_\_\_

**M.P BOARD OF REVENUE ,GWALIOR(M.P.)**

**FINANCIAL BID**

**Rate (all inclusive including all taxes and levies except service tax and parking charges)  
 for Hire Cars**

Name of the Tenderer Firm:.....

Address :.....

I certify and agree with all the terms and condition of this tender. I further certify that I have read and

S. No.	Particular	Rate for (6 hrs. or 40 kms.)		Rate for (8 hrs. or 80 kms.)		Rate for 12 hrs. or 100kms.)		Rate for Additional kms		Rate for Additional hrs	
		Local	Out Station	Local	Out Station	Local	Out Station	Local	Out Station	Local	Out Station
(1)	(2)	(3)		(4)		(5)		(6)		(7)	
1	Maruti swift desire	AC									
		Non AC									
	Tata Indica	AC									
		Non AC									
	Indigo	AC									
		Non AC									
innova etc	AC										
	Non AC										
2	Outstation Duty (i) Driver's Allowance(ii) Night Detention Charges										
3	Other model(s) not mentioned above										

understood all the terms and conditions of the document and I have personally understood the quantum of security work expected from us .

Signature of Tenderer with Seal



**Annexure**

Details of the vehicle registered in the contractor name or bidders company name as taxi ( proof of the following is required to be submitted with tender)

**(A)**

Particulars	Name of the vehicle
<b>Vehicle/taxi Model</b>	
1.	
2.	
<b>Year of manufacture</b>	
1.	
2.	
<b>Registration No &amp; Year</b>	
1.	
2.	
<b>Owner Name</b>	
1.	
2.	

**(B)Details of the vehicle**

s.no	Discription	(1)		(2)	
		Documents of vehicle	Valid up to	Documents of vehicle	Valid up to
1	vehicle Registration certificate				
2	Fitness certificate				
3	Vehicle permit for commercial use				
4	Motor insurance certificate				
5	Pollution certificate				
6	Road tax certificate				
7	Vehicle owner ship certificate				

Signature of Bidder with Seal