



OFFICE OF THE DEVELOPMENT COMMISSIONER

Andhra Pradesh Special Economic Zone:: Atchutapuram, Visakhapatnam
Administrative Office:: 9th Floor, UDYOG BHAWAN, Siripuram, Visakhapatnam - 530 003
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F.NO. 3(2)/APSEZ/Vehicle/2010/

date 22.03.2024

TENDER NOTIFICATION FOR HIRING OF VEHICLE

The Development Commissioner, A.P. Special Economic Zone (hereinafter in this document mentioned as Department) intends to hire one vehicle as per the details given below for office use for a period of one year from the date of issuance of work order and would be extendable by one more year subject to satisfactory performance.

Sl. No.	Particular	Quantity Required	Type	Place of deployment of vehicles	Amount per vehicle should not exceed
1	Toyota Innova Crysta/Tata Safari/Mahindra XUV700/any other vehicle which is more than Rs.15 lakhs	01 (One)	Taxi/Commercial	Office of the Development Commissioner, APSEZ	Rs.60,000/- per month for 2500 KM

The Agencies/Service providers (hereinafter referred to as the ;Vendor;) if interested, may submit their quotations to the **Office of the Development Commissioner 9th floor, VMRDA Complex, Siripuram, Visakhapatnam – 530003** with the terms and conditions annexed:

TIME SCHEDULE OF TENDER:

1. Bid submission start date - 22.03.2024 11.00 AM
2. Bid submission last date - 15.04.2024 11.00 AM
3. Tender opening date - 15.04.2024 12.00 Noon

1. Quotations should be in the prescribed format along with required documents as prescribed should be placed and sealed and superscribed as "QUOTATION FOR HIRING OF VEHICLE" should be sent by registered post or handed over to the Office of the Development Commissioner, A.P. Special Economic Zone, 9th floor, VMRDA Complex, Siripuram, Visakhapatnam as per the time schedule given above. However, the Development Commissioner, APSEZ reserve the right to postpone the opening of bids and the same shall be intimated to all the bidders.

2. Bidders or their authorized representatives may remain present at the time of opening of tenders. Bid documents incomplete or deficient in any respect will be rejected at the discretion of the Development Commissioner, A.P.S.E.Z. Visakhapatnam.
3. The bidders should be agreeable to other terms and conditions as at Annexure-II.
4. The Development Commissioner, APSEZ reserves the right to reject any or all bids at any stage of bid process without assigning any reason.
5. Quotation should accompany the **Earnest Money Deposit of Rs.5,000/- (Rupees five thousand only)** per vehicle in the form of Demand Draft of any scheduled bank payable at Visakhapatnam drawn in favour of the 'Development Commissioner, APSEZ. The EMD of successful bidder will be returned on completion of bid process. **The contract be awarded to the vendor/service provider with the lowest bid for the above vehicle as per the terms and conditions mentioned in the tender documents.**

Asst. Development Commissioner
A.P. Special Economic Zone
Visakhapatnam

DETAILS OF THE BIDDER

1.	Name of the Proprietor/ Registered Firm/ Company	
2.	(a) Address of concern	
	(b) Telephone Numbers	
	(c) E. Mail ID	
	(d) Mobile Number(s)	
3.	Name, address and contact No.s of the partners/ Directors (in case of firm / company).	
4.	Details of experience in providing services to Govt. Organization, Work Order details	
5.	Enclose attested copies of Bank statement bank account No., Bank and Branch name, Branch code, IFSC code	

6. Details of Vehicle (Not older than three years)

Sl.No.	Make & Model of Vehicle	Year of Mfg. (month & year)	Registration No. of vehicle	Copy of RC to be submitted

7.	Permanent Account Number (Please attach Photocopy of PAN card and latest I.T. return)	
8.	GST Registration No.	Within threshold limit. GST not Applicable

9. Details of EMD in the e following format:

DD/ Bankers Cheque No.	Date	Name of the Bank	Amount

10. Rate for various operational vehicles & their models (Exclusive of GST)

S. No.	Vehicle made	Vehicle Month and Year of manufacture	Amount in Rs. Per month

11. Rate per KM over and above 2500 KMs in a month_____

DECLARATION

I/ We hereby certify that the information furnished above is full, true and correct to the best of my/our knowledge. I/We understand that in case and deviation is found in the above statement at any stage, the bidder / company will be blacklisted and will not have any dealing with the Office of the Development Commissioner, A.P. Special Economic Zone, Visakhapatnam in future

Visakhapatnam
Date

(Name and Signature of Applicant)

TERMS AND CONDITIONS OF THE CONTRACT

1. The contract for hiring of the vehicle is for a period of twelve (12) months from the date of issuance of work order and extendable thereafter for one more year subject to satisfactory performance
2. The vehicle shall be provided for a maximum of 12 (twelve) hours in a day and 26 days for the contract period.
3. The vehicle shall be made available to the owner for four days in a month for general upkeep and maintenance purpose.
4. No advance payment will be made.
5. The mileage travelled for bringing the vehicle to the users place and taking back the vehicle to the owners place will not be counted. Bill should be furnished on printed letterhead only on the first week working day of each month giving meter reading, mileage details etc.
6. The Department prohibits using of selected vehicle by the vendor for any other purposes. The vehicle is expected to ply within 2500 Km per month. The mileage of vehicle would be counted from Department to Department and based on log book entries. During the office hours, the vehicle shall be parked either in the office premises or at a place as decided by the Department.
7. The quotes should be inclusive of all expenses such as monthly salary/ charges of driver, repairs & maintenance of vehicle, insurance, RTO related levies/ duties/ taxes etc. petrol / diesel, oil and also any other incidental expenses relating to vehicle including penalty, fine, recoveries etc., shall be borne by the bidder.
8. The vehicle should be latest model and must have a valid taxi permit to run in the State of Andhra Pradesh / Telangana. The vehicle should be registered with the concerned authority of Central/ State Government. A certificate to this effect should be provided with the technical bid document. Also the conditions prescribed in section 66 of Motor Vehicles Act, 1988 for hiring of vehicle should be fulfilled.
9. The Vendor shall ensure the road worthiness of the vehicle, ensure neat and clean condition of the vehicle with good upholstery, interiors, deodorants and regularly polished exterior at all times during the period of the contract. The

vendor shall also ensure that the vehicle is in perfect running condition at all the times during the contract period. The papers related to the vehicle including proper Insurance coverage, pollution check of the vehicle should be available / kept in the vehicle.

10. However, in case the successful bidder expresses his inability or fails to supply the vehicle, **the EMD will be forfeited and can be blacklisted from this Department for four years.** The option shall be given to the next higher bidder to supply the vehicles
11. Department reserves the right of selection of any particular type of vehicle over the other.
12. Preference will be given to the bidder who is ready to provide good option of vehicle.
13. In the event of the award of the contract to the bidder & prior to the execution of the contract, the Vendor shall produce the vehicle in the office of the Department for physical verification / inspection before signing of the contract along with certified copies of RC book, Comprehensive insurance policy of the vehicle and receipt of road tax payment, photograph of the driver with their present and permanent address, mobile no. and copy of driving license of the driver. The vehicle should comply with all legal obligations prescribed under various statutory laws in force and should not have been involved in any illegal obligations and should not violate the regulations of Motor Vehicles Act and other applicable laws of Government of Andhra Pradesh / Government of India.
14. The driver of the vehicle must possess valid driving license and should be qualified and experienced. He must follow all traffic rules and attend the duties as and when such duties are assigned by this office. The driver shall possess at all times a mobile phone with two way communication in working condition. The charges for the mobile connection or mobile set shall not be met by this office. This office shall in no way be responsible, directly or indirectly for any failure on the part of the driver to observe the traffic rules or otherwise. In case of any mishap / accident, all claims and responsibilities shall be met by the Vendor. The Department will not entertain any claim whatsoever in this regard. The vendor will provide certificate of satisfaction regarding identity, character and antecedents of the driver as per desired format of Department. The driver shall wear white & white uniform. The expenses of the uniform shall be borne by the vendor.
15. During the currency of the contract, the Vendor shall not change the dedicated vehicle or the driver as initially provided unless asked by this office. If due to any unavoidable circumstance either the vehicle or the driver or both are to be replaced, the same is to be done after consent of Department. In case of break down etc. of vehicle, the same should be replaced with the similar class/type of vehicle immediately. If the Vendor withdraws the vehicle at any time for repairs or for meeting any other stipulations or otherwise without making proper alternative provision, this office shall be at liberty to hire a vehicle from market and in such a

situation the charges for such hiring shall be deducted from the dues of the Vendor In addition to the levy of penalty of Rs.1000/- (Rupees one thousand only) per day per vehicle.

16. Department shall pay only fixed agreed monthly charges and its liability shall be limited to this value alone. No separate payment will be made for driver's salary, overtime or any other incidental expenditure such as fuel, repair, maintenance, taxes, registration charges, insurance charges, periodic servicing toll tax, parking charges etc., and these expenditures shall be met by the vendor.
17. The vendor shall raise the bill on a monthly basis and submit this office, in duplicate, latest by 5th day of the month following the month in which such vehicle is used. In case of broken period of a month, pro-rata charges will be payable. The vendor shall maintain log book and periodically get it signed by the user/representative of Department. Deduction of Tax at Source (TDS) as per applicable rates prescribed under the Income Tax Act, 1961 shall be made by this office from every payment/credit made to the vendor.
18. During the period of the contract no request for escalation of monthly charges will be entertained by Department for whatsoever reasons.
19. Department has an option to terminate the contract without assigning any reason whatsoever by giving a notice in writing of 30 days for failure on the part of the vendor to honor the terms and conditions of the contract, without any compensation to the Vendor. The Vendor can also terminate the contract by giving a proper application in writing and a notice of 30 days in advance.
20. The vendor has to ensure that the driver observe proper etiquette and protocol while performing their duty. He shall be neatly dressed, should wear uniform as prescribed by the Transport Authorities and be well spoken. Without proper authorization from controlling officer, the driver should not take away the vehicle.
21. Department shall not be responsible for any damages whatsoever to public /private property and/or to any third person due to any accident arising out of and in the course of deployment of the vehicle.
22. The bidder/vendor and driver shall be bound to carry out the instructions of the Department as well as of the Officers to whom the vehicle is assigned.
23. This contract shall be effective for a duration of one year from the date of signing the contract as per the terms and conditions of this tender document unless terminated earlier for violation of any of the terms and conditions mentioned here in the tender documents. The contract/ agreement is renewable subject to satisfactory performance of the Service Provider and with such amendments/modified of term and conditions as may be mutually agreed to.
24. The bidder should not have been blacklisted or debarred by the Department or any other Government Department and signing/subscribing to these terms and conditions is an undertaking to that effect.
25. The bidder shall abide by all the extant laws related to taxes and levies as applicable to it. It will also comply with all existing Government regulations in

respect of engaging of services of driver, all legal obligation, in respect of the

vehicle i.e. Road Tax, RTO Registration and permissions etc. and In respect of the driver i.e. minimum wages as per Government Regulation, Social Security etc. shall be the responsibility of the Contractor. Any penalty levied by any authority during the contract period shall be borne by the contractor.

26. In case of any failure or omission due to natural calamities, hurricanes or due to any statute or regulations of the government or because of any lock outs, strikes, riots, embargos for any political reasons or otherwise beyond the control of any party including war (whether declared or not) civil war or state of insurrection, the Department or contractor will give notice to other party at the earliest of the occurrence of such incidents that on account of the above event the notifying party has delayed the performance as it was beyond its reasonable control and it was not due to negligence or default on its part. The parties will be relieved of their respective obligations to perform, hereunder, for so long as the event of force majeure continues and to the extent their performance is affected by such an event of force majeure provided notices as above are given and the force majeure is established as provided herein above.
27. In the event of any question, disputes or differences arising between the parties, relating to the interpretation and application of the provision of this agreement, such disputes or differences shall be resolved amicably by mutual consultations and on failure to do so shall be referred for arbitration to the nominee of Department. The decision of arbitrator to the agreement in this regard shall be final and binding upon both the parties. It is clarified that the sole arbitrator to adjudicate any disputes arising out of the proposed contract shall be nominated/appointed by the Department and the person shall not be below the rank of Joint Development Commissioner with the jurisdiction of the Development Commissioner, A.P. Special Economic Zone, Visakhapatnam. The parties shall continue to perform their obligation under this agreement during arbitration proceedings.
28. The prospective bidders shall furnish the following documents along with their financial bid:
 - a) **Self-attested copy of the PAN card under Income Tax Act.**
 - b) **Copy of vehicle documents along with photocopy of their RC/Fitness and permit owned by the contractor.**
 - c) **An undertaking to the effect that the Agency/Individual has not been blacklisted by any of the Department/Organization of the Government of India/Government of Andhra Pradesh and no criminal case is pending against the Firm/Agency/Individual, as per Annexure-IV.**
 - d) Terms and conditions duly accepted/signed with the stamp of the prospective bidder.
29. A penalty of Rs.500/- per day per vehicle will be levied in case of unapproved change of vehicle/driver non-satisfactory performance or lack of proper upkeep of the vehicle or non-observance of terms and conditions prescribed above. The number of days will be calculated on the basis of period during which the default continues or on the occasions of occurrence of the concerned events as applicable. However, in case of frequent violations of the terms and

conditions, the contract can be cancelled forthwith without any notice.

DECLARATION

I/we hereby certify that I/we have gone through the above terms and conditions and in case of acceptance of our bid in full or part, I/we agree to accept such terms and conditions.

Place: (Name and Signature of Applicant)

Date:

ANNEXURE-II

UNDERTAKING

I/We hereby certify that our firm/agency has not been blacklisted by any of the Department/Organisation of the Government of India/Government of Andhra Pradesh and no criminal case is pending against our firm/agency

Signature of the applicant
With date and stamp