



**TAMIL NADU TEXTBOOK AND EDUCATIONAL SERVICES
CORPORATION**

**TENDER DOCUMENT FOR HIRING OF
VEHICLE FOR OFFICE PURPOSE
FOR THE YEAR 2021**

1.	ADVERTISED ON	:	19.01.2021
2.	PRE-BID MEETING	:	29.01.2021 at 2.00 p.m.
3.	LAST DATE & TIME FOR SUBMISSION OF TENDER	:	03.02.2021 upto 2.30 p.m.
4.	DATE & TIME OF OPENING OF TENDERS	:	03.02.2021 at 3.00 p.m.

**TAMIL NADU TEXTBOOK AND EDUCATIONAL SERVICES CORPORATION
EVK SAMPATH MAALIGAI, D.P.I. Campus
68, College Road,
Chennai - 600 006.
Tamil Nadu, India**

Phone: 28275851, 28278244

Fax : 28224493

**Email: generalsection@hotmail.com
website: <http://www.textbookcorp.tn.gov.in>**

TENDER DOCUMENT
FOR
HIRING OF VEHICLES FOR
OFFICE PURPOSE FOR THE YEAR 2021

Sl.No	Subject	Page No.
1.	Tender process	1
2.	Pre qualification conditions	4
3.	Standard Terms and Conditions	5
4.	Annexure -1 Technical bid document	10
5.	Annexure - 2 Format commercial bid	11
6.	Letter of the Tenderer - Application form	12



Office of the Tamil Nadu Textbook and Educational Services Corporation

68, E.V.K. Sampath Maaligai, D.P.I. Campus, College Road,

Chennai, Tamil Nadu – 600 006.

Phone No: 044-2827 5851, 044-2827 6397 ,044 2827 8244, FAX No:2822 4493

E.MAIL :- generalsection@hotmail.com

TENDER FOR HIRING OF VEHICLE FOR OFFICE PURPOSE

Tamil Nadu Textbook and Educational Services Corporation, Chennai invites Sealed Tenders under single cover system from reputed Firms / Companies engaged in rendering services for hiring of / AC **Honda City/ Honda Accord / Skoda Rapid / Hyundai Verna(fluidic) / Swift Dzire / Tata Manza (not older than 2017 model)** with R.T.O. registration as a "Tourist Vehicle" in excellent condition for use of its Officer(s) for a period of 11 months preferably having expertise and extensive experience in Tamil Nadu Government organizations and bodies herein after referred as 'The Vendor' and having a minimum of three year experience in this field.

The details are as under :-

I. TENDER PROCESS

1. The present Tender is for submission of Technical Bid and Commercial Bid along with copies of necessary documents for supply of vehicle in office of the Tamil Nadu Textbook and Educational Services Corporation, Chennai. The bids may be submitted in the pro-forma prescribed in **Annexure-1** and the Commercial Bid may be submitted as per proforma prescribed in **Annexure-2** complete in all respects. The last date for submission of bids is **03.02.2021 at 02.30 pm**. The tender form in the pro-forma prescribed in **Annexures-1 & 2** complete in all respects shall be submitted in sealed covers addressed to the Tamil Nadu Textbook and Educational Services Corporation, Chennai. The sealed covers should be superscribed with "**Supply of vehicle in office of the Tamil Nadu Textbook and Educational Services Corporation, Chennai**"

2. Earnest Money Deposit - As a part of the Tender process, EMD of Rs.25,000/- (Rupees Twenty Five Thousand only) in the form of Demand Draft obtained from a Nationalised Bank / Scheduled Bank drawn in favour of "Tamil Nadu Textbook and Educational Services Corporation, Chennai" should be submitted along with the Bid. Bids without Earnest Money Deposit will be rejected. The NSIC/SSI registered bidders are exempted from submission of EMD. Copies of the certificates shall be enclosed.

3. Submission Documents: The bidder shall submit bids as per formats and copies of documents prescribed in **Annexure-1 & 2** along with application form duly filled and signed as per **Annexure-3**. The bidder should submit bids along with copy of all the required documents including the DD/Banker's cheque of EMD. The Bids will be opened on **03.02.2021 at 03.00 pm** by the **Tender Scrutiny committee** in the presence of bidders in office of the Tamil Nadu Textbook and Educational Services Corporation, Chennai.

4. Any Tender not containing the required documents and not fulfilling the qualification criteria indicated in the Tender document shall be summarily rejected.

5. Prior to the detailed evaluation of bids, the Corporation will determine whether each Bid (a) meets the eligibility criteria (b) has been properly signed (c) is accompanied by the required EMD and (d) is substantially responsive to the requirement of the Bidding documents.

6. Incomplete bid documents shall be rejected. Late submission of bids shall not be accepted.

II. PRE-QUALIFICATION CONDITIONS

The bidders fulfilling the following criteria are eligible to bid for tender.

1. The Vendor should have (i) valid Permanent Account Number (PAN), (ii) GST registration No. and should be able to produce the copy / documentary evidence of the same.
2. The bidder shall have experience of minimum 3 years in the similar field. The documentary evidence for each of the above should be enclosed along with self attested performance letter.
3. The Bidder should have their registered office in Chennai.

Note: - The bid should include copy of all the necessary documentary evidence in support of all the conditions mentioned.

III. STANDARD TERMS AND CONDITIONS

- 1) Initially the contract will be valid for a period of eleven months with effect from March 2021
- 2) The rates are all inclusive and are including the cost of rental, fuel, maintenance, Drivers' salary and allowances, overtime allowance and all taxes, etc. **The rate should be quoted for 100 kms per day per vehicle. (25 days in a month)**
- 3) The Contractor shall have to comply with the relevant laws and rules issued from time to time relating to the business and pay due taxes to the concerned Government agencies. The user office will not be responsible for any lapse on the part of the contractor during or after the expiry of the contract.
- 4) The driver of the car should have a valid driving license, having an experience of at least three years and should be familiar with the city roads. The driver should be neatly dressed up and well mannered.
- 5) The Driver put on the job by the contractor must always possess valid driving licence, registration papers, road tax paid receipts, interstate permits etc.
- 6) The driver provided with the vehicle must be physically/medically fit, professionally and legally competent in all respects, holding valid licence prescribed under prevailing motor Vehicles Act and Rules. Driver shall wear clean uniform, also having ID Card with photo.
- 7) The rate quoted shall be inclusive of the following:
 - a. All maintenance expenditure of vehicle i.e. major and minor repairs required for good running of vehicles, all consumables like lubricants, break oil, mobile oil etc. and fuel i.e. diesel/petrol will be provided at the cost of the contractor;
 - b. The driver's salary, all types of taxes and fees payable to RTO;
 - c. Rate shall include hiring of vehicle on monthly basis;
 - d. Any other charges required for execution of this contract;
- 8) The Driver(s) will be required to work for **300 hours (12hrs from 9.00 a.m to 9.00 p.m / 25days)** in a month including working on holiday if any occurs.
- 9) The driver of the vehicle should have a mobile phone and shall be contactable by the officer 24x7.
- 10) Driver's Salary, Overtime, TA, DA, Allowances during the City Travel and outstation period will be entirely paid by the contractor.

- 11) The car and the driver deployed will not be changed except with the prior consent of the user office or if the office so desires.
- 12) The contractor shall supply the vehicle in perfect by good condition and vehicle shall be properly maintained throughout the period of validity of the contract so as to ensure satisfactory service under the contract. The user office shall have the right to reject the vehicle if not found satisfactory and a vehicle not lower in maintenance or make than the one provided will have to be satisfied for use.
- 13) Similarly, if a driver is not suitable, the user office shall have right to ask for another driver. Similarly, if the driver is absent, an alternative good driver will have to given or not found suitable will have to be substituted for use.
- 14) The vehicle shall not be older than 2017 model.
- 15) In case the car is not made available on any particular day, the user office will be at liberty to hire vehicle from any other source at the expenses of the Contractor.
- 16) In case the driver reports for duty after 20 minutes beyond the scheduled time, a penalty of Rs.300/- would be levied which will be deducted from the bill.
- 17) Additional penalty can also be imposed if the contractor violates any of the terms and conditions of the contract:

Driver deployed for the vehicle should be fixed. Frequent change of the driver, posting untrained /inexperienced or indiscipline driver, not providing mobile phone with the driver improper maintenance of the vehicle / inadequate fuel in the vehicle / unclean vehicle etc. will be considered as unsatisfactory service on the part of contractor for which penalty of Rs.250 will be levied per occasion. Frequent violation of this nature will render the contract liable for termination.

In case the driver with the vehicle fails to report at the required time/place and the officer has to make alternative arrangement of his/her own, deduction of the charges paid for the arranged vehicle will be made from the bills of the firm and a penalty of Rs.250/- will be imposed for the failure on the part of the contractor.

In case the vehicle is not made available by the contractor for full day, penalty of Rs.500/- will be levied and the expenditure incurred by the officer on making alternative arrangement will also be recovered from the contractor in addition to non-payment for the day on pro-rata basis.

If the vehicle fails during the trip due to technical failure, insufficient fuel or any other reason and the contractor does not provide an alternative arrangement immediately, a penalty of Rs.500/- will be imposed for the day in addition to deduction of a day's charge on pro-rata basis and also the actual charges incurred by the user for transportation of the officer for that day.

- 18) The mileage for use of the vehicle will start from the place where the driver is scheduled to report for duty and shall also end at the place where he drops the officer if the driver takes the vehicle with him for repairs etc. No night charges will be paid.
- 19) The agency should be in position to cater to alternative car to the user office at a short notice.
- 20) The vehicle should be registered as "Tourist vehicle" with RTO and a copy of RC book, valid insurance and PUC should be submitted to this office. The driver will always keep original registration certificate, pollution free certificate and other such documents ready as required by the Government Authorities for inspection.
- 21) In case of a breakdown of the vehicle en-route during the course of operation, contractor has to provide a substitute within half an hour. In the event of the breakdown of the vehicle en-route, responsibility of transporting the incumbent of the vehicle to his/her destination shall be borne by the contractor.
- 22) The agency must have a 24 hours working telephone system so that the requirement of cars can be met at short notice at odd hours / holidays.
- 23) The user office reserves the right to cancel the contract at any time by giving notice without assigning any reason. The service provider will not be entitled to claim any compensation against such termination. However, while terminating the contract, if any payment is due to the contractor for services already performed in terms of the contract, the same would be paid to him as per the contract terms. In case of any dispute, the decision of the Directorate shall be final.
- 24) The user office shall not be responsible for damages of any kind for any mishap /accident/ injury caused to the car(s) / driver(s) while performing duty for the user office. All liabilities legal or monetary shall be borne by the firm.
- 25) The security deposit will be refunded only after the satisfactory expiry of the contract. The payment of hiring charges will be made on monthly basis. The bills would be submitted in the following month.
- 26) If at any point of time, it is anticipated that there is no requirement of vehicle for use for a period of one month or more, the same will be conveyed to you 15 days in advance. During this entire period, vehicle as well as driver will be at your disposal.

However, when the vehicle is returned, it should be ensured that the vehicle is properly serviced and the mileage will be taken on record as per the meter reading when only the car reports to the officer. No payment will be released for the period of non-use of vehicle by this office.

- 27) The vehicle deployed on the job should be fit in all respects for operation in accordance with the prevailing Motor Vehicles Act and Rules, amended from time to time and their relevant valid RTO documents like RC book, insurance certificate, fitness certificate etc. must be available with taxes, levies fees etc. paid upto date. The contractor shall be exclusively and solely responsible for any lapse in this regard and the user office stands completely indemnified by the contractor against such defaults. Vehicle should display on red 'ON GOVT DUTY' both on front and rear number plate.
- 28) The contractor shall be liable to honour Central and State Govt. laws, statutory rules, regulations, notifications like legislation, local self govt/Municipal requirements, etc and shall be solely responsible for any breach thereof. The user office stands indemnified against and penalty/prosecutions consequent to the violations (deliberate or inadvertent) by the contractor or his employees, representatives etc. of such statutory provisions in force.
- 29) The contractor shall indemnify the user office against any or all claims, which may arise under the motor vehicles Act or Workman's compensation Act or any other act stature having bearing over the services and for engagement of workmen, directly or indirectly for performance of work under the contract.
- 30) The contractor shall indemnify the user office and its employees against any penalties as PRINCIPAL EMPLOYER, for any failure on his part to honour various Central/State Government laws/enactments.
- 31) The monthly average kms will not exceed 2500 kms per month (100 kms/day *25 days/pm avg.) during the currency of the contract. In case the agreed run is less than 2500 km, the balance kms of that vehicle shall be carried forward to the subsequent month.
- 32) The contractor shall be fully responsible for any accident and shall be liable to pay compensation etc. as per rules enforced by the Government from time to time.
- 33) The vehicle shall be parked in the custody of the office for as long as the office is using it.
- 34) **Inspection Registers and Records**

The contractor shall maintain accurate records, showing the dates and mileage covered

on daily basis in register/log book and will obtain signature on every day basis. Following registers will be maintained by the contractor.

i. Log Book Register:

The progress of daily work i.e. distance travelled by vehicle of the contractor shall be maintained by the office. In case of non-availability of the vehicle/driver on any day, the same will be recorded in the register. The register will be deposited with the user office at the end of every month and these entries in logbook will be the basis of calculation of number of days for which vehicle service is rendered by the contractor and payment will be made on the basis of same.

ii. Labour Register:

This register will be maintained by the user office to show daily presence of the vehicle driver employed by the contractor.

- 35) Any further amendment to the tender notice or corrigendum/extension will not be published in the newspaper and the bidders are requested to refer to the website <https://www.textbookcorp.in/>

Check List for Bidders:-

1. EMD Fee of Rs.25,000/-
2. Annexure — 1 (Technical Bid] with all documentary evidence
3. Annexure — 2 [Commercial Bid]
4. Annexure - 3 [Application Form]

Tamil Nadu Textbook and Educational Services Corporation, Chennai.

Annexure-1

TECHNICAL BID

For Hiring of vehicle in Office of the Tamil Nadu Textbook and Educational Services Corporation, Chennai.

Name of the Contractor :

Sl. No.	Particulars	Details
1	EMD of Rs.25,000/- OR copy of registration with NSIC / SSI for exemption, if any	
2	Self attested Copy of PAN	
3	Self attested Copy of GST Registration	
4	Work experience for such work (self attested copy to be enclosed)	
5	Address of registered office in Chennai	

Note:

1. Self attested Photo copies of above for proof should be attached.
2. Originals should be available for verification at the time of opening tender.

Tamil Nadu Textbook and Educational Services Corporation, Chennai.

Annexure-2

COMMERCIAL BID FOR HIRING OF SIX VEHICLES

NAME AND MODEL OF THE VEHILCE : _____

Details	RATES (2500 kms per month ie. 100 km per day per vehicle)		
	Rate per day per vehicle	Rate for extra kilometer per vehicle	Rate for extra hour (beyond 12 hours)
Basic Rate			
GST			
Total			

*Rate per day value will be taken in to account for arriving L1

Annexure-3
Letter of the Tenderer
(Application Form)

To

The Member Secretary,
Tamil Nadu Textbook and Educational Services Corporation,
68, E.V.K. Sampath Maaligai,
D.P.I. Campus, College Road,
Chennai, Tamil Nadu – 600006.

Madam/sir,

I / We hereby accept the terms and conditions mentioned in the Tender No.13412/A2/2020 for hiring of vehicle in office of Tamil Nadu Textbook and Educational Services Corporation, Chennai.

I / We agree that the offer shall remain open for acceptance for a minimum period of eleven months from the date fixed for opening the tender and thereafter till it is withdrawn by me/us by notice in writing duly addressed to the authority opening the tender and sent by registered post or delivered at the office of such authority.

Demand draft for Rs.25,000/- payable at Chennai in favour of "**Tamil Nadu Textbook and Educational Services Corporation, Chennai**" towards the earnest money is /are enclosed.

I / We understand that, the amount of earnest money will not bear interest and shall be liable to be forfeited to the Government if I/we fail (i) to keep the offer open for the period mentioned above and (ii) if this offer is accepted, fail to sign and complete the contract documents as required by the DGFT, Mumbai or furnish the security deposit as specified under terms and conditions of the contract. The amount of earnest money may be adjusted towards the security deposit or refunded to me/us unless the same or any part thereof has been forfeited as aforesaid.

Date:

Full Address: Name in block letters. _____

Telephone No/s

Fax No

Email address