

**Hiring of Vehicles on “As and when required basis”
Under Ecosystem Services Improvement Project**

Client: Indian Council of Forestry Research and Education

Issued on: 28 January 2022



**Ecosystem Services Improvement Project – Project Implementation Unit
Indian Council of Forestry Research and Education
(An Autonomous Body of Ministry of Environment, Forest and Climate Change, Government of India)
(P.O. New Forest, Dehradun – 248006 (INDIA))**



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(An Autonomous body of the Ministry of Environment, Forest and Climate Change, Government of India)
P.O. New Forest, Dehradun – 248 006 (Uttarakhand), INDIA

**Hiring of Vehicles on “As and when required basis”
Under Ecosystem Services Improvement Project**

Country: India

Name of Project: Ecosystem Services Improvement Project

Grant No.: TF0A3990

**Request for Quotation (RFQ) Document for Rate contract for hiring of vehicles
on “As and when required basis”.**

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NOTICE INVITING RFQ

RFQ No.26/2018/ESIP/BCC/ICFRE/56.Dated 28/01/2022

Project Director, Ecosystem Services Improvement Project- Project Implementation Unit, Indian Council for Forestry Research and Education, (ICFRE), P.O. New Forest, Dehradun, Uttarakhand-248006 (India), invites sealed RFQ from reputed and experienced / registered contractors engaged in transport business for hiring of vehicles (Air conditioned), on 'as and when required basis' initially for a period of one year which is further extendable on mutually agreed terms and conditions, based on performance etc. Hiring of vehicles is required to carry out the field works and other activities of the ESIP-PIU, ICFRE, Dehradun. Kindly visit ICFRE web site <http://www.icfre.gov.in> for detailed RFQ document.

Project Director, ESIP
Indian Council of Forestry Research and Education

Eligibility and Terms & Conditions

1. RFQ Closing & Opening time:

Those bidders/ contractors who are interested may obtain RFQ documents from office of ESIP-PIU, Room No. 126, ICFRE, Dehradun or may download them from ICFRE web site <http://www.icfre.gov.in>.

- Last date of submission of RFQ document: 10 February 2022 by 15.00 hrs.
- Date & time of Opening of RFQ at ICFRE, P.O. New Forest, Dehradun: 10 February 2022 by 15.30 hrs. RFQ will be opened at ICFRE, P.O. New Forest, Dehradun.

RFQ duly completed in all respects should be submitted in the office of ESIP-PIU, ICFRE, Room No. 126, ICFRE, Dehradun on or before the due date.

2. Late RFQ:

Late RFQ shall not be accepted. ESIP-PIU, ICFRE, Dehradun will not be responsible for any postal delay.

3. Validity of Offer:

The RFQ must be valid for a minimum period of 90 days from the date of opening of RFQ.

4. "As and when required basis" means:

- i. The Bidder/Contractor shall arrange the vehicles (Bolero, Dzire, Innova Crysta, Indigo, Tempo Traveller) as per ESIP-PIU, ICFRE, Dehradun requirement within 02 hours from receiving the instruction over phone by the authorized person, as and when and where required.
- ii. The driver should report to ESIP-PIU, ICFRE office on his arrival for duty.
- iii. More than one vehicle on any particular day or days can be hired as per the requirement of ESIP-PIU, ICFRE, Dehradun, Accordingly, the bidder/contractor shall arrange the vehicles as per the requirement.

5. Eligibility Criteria:

Bidders shall meet the following eligibility criteria to qualify:

- i. The bidder shall have at least five years of experience in travel/transport business and shall have experience of plying vehicles throughout the country. The bidder must also have a minimum five years' experience in supplying vehicles on rent basis.
- ii. The bidder shall have at least ten vehicles (Bolero, Dzire, Innova Crysta, Indigo, Tempo Traveller etc.), registered as taxi in his name or bidder name. Copy of valid registration documents as above shall be provided be along with the RFQ.
- iii. The bidder shall have valid Tourist Permit issued by the Transport Authority.
- iv. The bidder shall provide a copy of GST Registration certificate copy along with the RFQ.
- v. The bidder shall provide a copy of PAN Card along with the RFQ.
- vi. The annual turnover of the bidder shall not be less than Rs. 50,00,000/- during last 05 Financial Years. Proof for the same shall be provided along with the RFQ.

6. Evaluation of RFQ:

RFQ shall be evaluated combinedly for rate quoted by the firms for all types of vehicles

7. Rates / Prices:

The rates/prices quoted and as accepted by ESIP-PIU, ICFRE, Dehradun, shall remain fixed during the period of the contract.

8. Period of Contract:

The hiring of vehicles will be on 'as and when required basis' for a period of ONE YEAR, extendable on mutually agreed terms and conditions, based on performance etc. Further extension will be considered depending upon the performance of the bidder and requirement of ESIP-PIU, ICFRE, if any, on the same terms and conditions.

9. Scope of RFQ:

Rate contract for hiring of vehicles on "as and when required basis" at ESIP-PIU, ICFRE, Dehradun for the Bolero, Dzire, Innova Crysta, Indigo, Tempo Traveller: Vehicles are required by ESIP-PIU, ICFRE team to undertake ESIP related field tours in the states of Madhya Pradesh and Chhattisgarh and also to other parts of the country and for local transportation at Dehradun.

a) Terms & Conditions for operating vehicles:

- i. Manufacturing / model of vehicle should not be earlier than 2018.
- ii. The vehicle must be well maintained and in good condition.
- iii. The driver should take the signature invariably from the authorized person after completion of journey on the prescribed log sheet. On the basis of entries on the log sheet/trip slip along with bill, ESIP-PIU, ICFRE, will release the payment accordingly.
- iv. Responsibility to get the log sheet signed by the authorized person of ESIP-PIU, ICFRE, solely rests with the driver/party. If the vehicle is being used by any outsider with ESIP, ICFRE, permission, it will be the responsibility of the driver/party to obtain the endorsement of the concerned officer from ESIP-PIU, ICFRE, Dehradun.
- v. In case of a vehicle break down, an alternative arrangement shall be made by the bidder immediately and the vehicle shall report for duty at the given time and place. The revised approval from Competent Authority, ESIP-PIU, ICFRE, Dehradun office to be obtained to deploy alternate vehicle meeting the conditions of the RFQ.
- vi. State tax, toll, parking and Ferry charges will be paid extra at actual, by ESIP-PIU, ICFRE against documentary proof/bills only.
- vii. The vehicles should have a valid permit for plying from Dehradun to Madhya Pradesh, Chhattisgarh and other parts of the country.
- viii. The driver should be available in his vehicle all the time and should leave his vehicle only after obtaining specific permission from the user, if required.
- ix. Compensation & connected expenses, whatsoever, in case of any casualty (unforeseen) shall be borne / paid by the bidder.

b) The bidder should ensure that the drivers with the vehicles shall report for duty:

- i. With valid driving license/tourist vehicle license issued by Transport Authorities, vehicle insurance certificate, etc.

- ii. Tank full with fuel.
- iii. Driver in decent dress.
- iv. Driver with proper shave and haircut.
- v. The driver of the vehicle must have all the valid documents in his possession all the times, while plying the vehicle.
- vi. The vehicle should be defect free.
- vii. Drivers must always be available at the place where the car is parked. Violation of these instructions will be liable for action against the bidder.
- viii. Driver shall also ensure that he conducts himself in a proper and orderly manner at all times while on assignments under the contract resulting from this RFQ. Any misbehavior with officers / staff will be viewed seriously and may lead to cancellation of the contract with warning in advance.
- ix. The driver engaged should be broadly aware of the major routes of Dehradun to Madhya Pradesh and Chhattisgarh.
- x. Drivers should not have any criminal case (records) against him.
- xi. The firm should ensure compliance to the Government norms for prevention of COVID-19 regarding travels.
- xii. The firm shall provide only those drivers for duty who do not show COVID-19 related symptoms.

10. Earnest Money Deposit (EMD):

- i. The RFQ document should be accompanied by Rs. 20,000/- in the form of a bank Demand Draft in favour of "ICFRE Security Money / EMD Account", payable at Dehradun as Earnest Money Deposit (EMD) for bidders. The RFQ without EMD in the prescribed form shall be rejected.
- ii. The EMD of unsuccessful bidders will be refunded within 15 days of award of contract to successful bidder.
- iii. At the time of Award of contract, the successful bidder shall furnish a Performance Security for Rs. 50,000/- from a Nationalized/ Scheduled Bank in the form of a Bank Guarantee. Performance Security will be retained by ESIP-PIU, ICFRE until the completion of the contract period and be released 60 (Sixty) days after the completion of the contract period. ESIP-PIU, ICFRE will not be liable to pay any interest on Performance Security amount.
- iv. The EMD of the bidder shall be forfeited to ESIP-PIU, ICFRE, without prejudice to any other rights or remedies under the following circumstances: -
 - a. If, a bidder withdraws his RFQ during the RFQ validity period as specified in the RFQ document.
 - b. If, after acceptance of the RFQ, the bidder fails to take up the job.
 - c. If, the successful bidder fails to sign the contract in accordance with terms and conditions of the contract.
 - d. If, after acceptance the successful bidder fails to commence the work within the specified time period.

11. Taxes & Duties:

All taxes (state tax, toll tax and GST as applicable) shall be paid extra as per actual.

12. Right to Acceptance:

Project Director, ESIP-PIU, ICFRE, Dehradun reserves the right to accept or reject any or all RFQ, either in part or full or the right to not to accept the lowest offer, without assigning any reason, whatsoever. In case of any dispute on this matter or during contract period, Project Director, ESIP-PIU, ICFRE, Dehradun decision in all matters shall be final and legally binding on the bidder/contractor.

13. Methodology for Comparison of the Quotations: For comparison of financial proposal of the quotations for vehicle charges for local duty shall be assessed for a journey presuming 100 km of travel per day. Whereas, comparison of financial proposal of the quotations for vehicle charges for outstation duty shall be assessed for a journey presuming 300 km of travel per day. The bidder quoting the lowest price arrived at by this methodology shall be shortlisted for further action.

14. Reckoning of distance run & duty timing:

Kilometer reading and duty timing of the vehicle will be counted from ESIP-PIU, ICFRE, Dehradun Office. However, if vehicle is required at any place other than ESIP-PIU, ICFRE, Dehradun office, kilometers reading and duty timing of the vehicle will be counted from the place of start and closing kilometers and duty timing will be counted at the close of journey by user at the place of drop or ESIP-PIU, ICFRE, Dehradun office as the case may be. Payment will be released only as per entry made by user and certified by the ESIP-PIU, ICFRE, Dehradun Officer in prescribed duty log sheet.

15. Cleanliness:

The vehicle provided by the bidder, shall always be neat and clean, properly sanitized and in hygienic condition. The vehicle shall be properly serviced at regular intervals. Seat cover upholstery and the vehicles shall be maintained in a proper condition.

16. Compliance with Acts/Rules:

The bidder shall ensure all the time proper safety of the persons carried by him in his vehicle. He shall also comply with all the Rules, Regulations, Notifications and Provisions of all the Acts pertaining to the operations of the Motor Vehicles.

17. Speed Limits:

The drivers of the vehicles shall strictly observe the safe speed limits in the town, on the highways and shall not resort to any negligent/reckless driving.

18. Tea/ Lunch Break:

The drivers of the vehicles shall be available in or around the vehicle at all times, and shall report for the assignments at a short notice. However, a tea/ lunch break will only be allowed with prior permission of the concerned officer/ user of the vehicle. Tea/ lunch shall not be allowed to driver's residence during the duty period, and the vehicle should not be used for this purpose by the driver.

19. Consumption of Liquor:

The bidder shall ensure that the driver of his vehicle doesn't report for duty under the influence of liquor. He shall also ensure that he conducts himself in a proper and orderly manner at all times, while on assignments under the contract resulting from this RFQ, and any lapse in this regard will lead to termination of contract without any notice in this regard and decision will be final and binding on the bidder/ contractor.

20. COVID-19 Norms:

The bidder/contractor shall ensure that the norms related to COVID-19 are followed such as sanitization of vehicles, driver wears mask at all times when on duty and sanitizes hands regularly.

21. Payment:

- i. 100% payment will be made within 30 days on submission of month wise pre-receipted bill in duplicate along with duty trip slip duly filled and signed by the respective officer/user. On the basis of entries on the duty trip slip, ESIP-PIU, ICFRE, Dehradun shall release the payment accordingly. State tax, toll, parking and ferry charges will be paid extra at actuals, by ESIP-PIU, ICFRE, Dehradun against documentary proofs/bills only.
- ii. TDS as applicable will be effective. No advance payment will be made.
- iii. Delay in submission of the bills may result in delay of payment, for which the ESIP-PIU, ICFRE, Dehradun will not be responsible.
- iv. Responsibility to get the trip slip signed by the Authorized Officer of ESIP/user solely rests with the driver/bidder. If the vehicle is being used by any outsider with ESIP-PIU, ICFRE, permission, it will be the responsibility of the driver/bidder to obtain the endorsement of the concerned person from ESIP-PIU, ICFRE, Dehradun.

22. Penalty:

- i. If the bidder fails to provide the agreed vehicle make, model, year of manufacturing and registration as per scope of work more than two days in a calendar month, 10% of the bill amount of a particular month will be deducted as penalty.
- ii. The vehicle shall report for duty as and when required including Sundays/Holidays also if required, without any additional charges. If the vehicle does not report for duty on Holidays/Sundays or any working day as per ESIP-PIU, ICFRE, requirement, ESIP-PIU, ICFRE, shall hire vehicle from other sources and payment of hiring of vehicle shall be deducted from bidder.
- iii. In case, the vehicle does not report for duty, and ESIP-PIU, ICFRE, Dehradun hires a vehicle in lieu thereof, the actual hired amount shall be recovered from the bidder.

23. Security:

The bidder shall make his own arrangement for the safety of his vehicles and drivers. ESIP-PIU, ICFRE, shall not be responsible for loss due to any reasons (accidents, theft of vehicle, fire etc.).

24. Cancellation of Contract:

The Contract resulting from this RFQ may be terminated by ESIP-PIU, ICFRE, at any time during contract period without any notice or without assigning any reason thereof or compensation in

lieu, thereof. However, in case, if the bidder, wants to cease the contract, he shall have to give two months' notice to ESIP-PIU, ICFRE.

25. Nature of Contract:

The order resulting from the RFQ shall be treated as an individual contract, and it shall not create any general lien on the bidder and shall not get prejudiced in execution due to any situation arising out of some other contract that the bidder may have with ESIP-PIU, ICFRE.

26. Rejection of RFQ:

RFQ duly completed in all respect along with necessary documents shall be submitted at ESIP-PIU, ICFRE, Dehradun Office, on due date and time. RFQ received without signature, seal or incomplete RFQ will be summarily rejected.

27. Commencement of work:

The contractor shall commence the work within ten days from the date of receipt of the notice, failing which the contract shall be terminated. The decision of the Project Director, ESIP-PIU, ICFRE, Dehradun, will be final in this regard without prejudice to any other rights or remedies whatsoever. In such case the EMD will be forfeited.

28. Any representation/ complaints pertaining to this RFQ shall be addressed to the Grievance Redressal Committee, ESIP-PIU, ICFRE, at projectdirectoresip@gmail.com.

29. Dispute:

Decision of Director General, ICFRE will be final for dispute (if any).

30. The price shall be quoted as per the format given in Annexure V

- i. RFQ with conditional prices will be rejected.
- ii. Prices shall be quoted strictly as per price bid format given in Annexure V without any modification.
- iii. **Quoted price shall be all inclusive of all fuel charges, over time charges, night halt charges, driver charges, etc.**

Particulars of Bidder

(Bidder should fill this form and enclose along with original copy of the RFQ duly signed)

Name of the Bidder :

Firm of Bidder :

Telephone No. (Office) :

Mobile :

Telephone No. (Residence) :

Office Address :

.....

PAN of the bidder company
(enclose copy) :

Certificate of Registration
(GST, income tax etc.) :

I/We hereby agree to all the terms and conditions given in Annexure II of RFQ.

(.....)

Signature and seal of the bidder

Date:

Seal:

Full Address:

Details of vehicles

Bidder shall provide following details of vehicles registered in its name as taxi (Bolero, Dzire, Innova Crysta, Indigo, Tempo Traveller) along with documentary evidence:

S.No.	Make of Vehicle	Model of Vehicle	Year of manufacture	Registration Number	Registration Year	Owner's Name
1						
2						
3						
4						
...						
...						
...						
...						
...						
...						

Bidder shall also provide following details of the vehicles with documentary evidence:

S.No.	Description	Vehicle (1)		Vehicle (2)		Vehicle (3)	
		Document of vehicle	Valid up to	Document of vehicle	Valid up to	Document 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 ownership certificate								

(.....)
Signature and seal of the bidder

Date:

Seal:

PRICE BID FORMAT

(To be filled by the bidder & submit along with the RFQ on letter head)

To

The Project Director
Ecosystem Services Improvement Project, Room No: 143
Indian Council for Forestry Research and Education
P. O. New Forest, Dehradun, Uttarakhand-248006 (INDIA)

**Sub.: Submission of Request for Quotation for Hiring of Vehicles on “As and when required basis”
Under Ecosystem Services Improvement Project**

Madam/ Sir,

We offer to provide vehicles on “As and when required basis” to ESIP-PIU, ICFRE in accordance with the conditions of contract, as per following quoted price:

a) Vehicles for local travel (within Dehradun Distt.) with a minimum distance of 80 Km per day:

S. No.	Type of vehicle	Rate (up to 80 km) per day inclusive of all fuel charges, over time charges, night halt charges and driver charges (in Rs.)	GST (in Rs.)	Total (in Rs.)	Extra charges per km (beyond 80 km) (in Rs.)	GST (in Rs.)	Total (in Rs.)
		1	2	(1+2)	3	4	(3+4)
1	Bolero						
2	Dzire						
3	Innova Crysta						
4	Indigo						
5	Tempo Traveller (12-seater)						

b) Vehicles for outstation travel with minimum distance of 200 Km per day:

S. No.	Type of vehicle	Rate (up to 200 km) per day inclusive of all fuel charges, over time charges, night halt charges and driver charges (in Rs.)	GST (in Rs.)	Total (in Rs.)	Extra charges per km (beyond 200 km) (in Rs.)	GST (in Rs.)	Total (in Rs.)
		1	2	(1+2)	3	4	(3+4)
1	Bolero						
2	Dzire						
3	Innova Crysta						
4	Indigo						
5.	Tempo Traveller						

We agree to provide vehicles as per the rate quoted above and as per the terms and conditions specified in the invitation for request for quotation.

We hereby certify that we have taken steps to ensure that no person acting for us on our behalf will engage in bribery.

(.....)

Signature and seal of the bidder

Date:

Seal: