

REQUEST FOR BID

(Open E - Tender)

Open Tender for providing Hiring of Vehicles on Monthly Rental Basis
for period of one year for Mumbai and Maharashtra State.

Tender Ref No.: SMURH/Rental Vehicles/ /01/ 2023-24

eTender No: **2023_IAYSU_914425**

Date: 06 th June 2023

Issued by:

Director

State Management Unit Rural Housing (SMURH)

Rural Development & Water Conservation Department

Government of Maharashtra

4th Floor, CIDCO Bhavan, CBD Belapur (South Wing)

Navi Mumbai – 400 614

Tel: 022 227560301

Disclaimer

- 1 Director State Management Unit (SMURH), on behalf of Rural Development Department Government of Maharashtra hereinafter referred to as “Tender Inviting Authority (TIA) has issued this Notice Inviting Tender (hereinafter referred to as the Tender Document) for **Hiring of Vehicles on Monthly Rental Basis, Navi Mumbai/ Maharashtra.**
- 2 This tender document has been prepared with an intent to invite prospective applicants/service providers and to assist them in making their decision of whether or not to submit a bid. It is hereby clarified that this tender is not an agreement and the purpose of this tender is to provide the service provider(s) with the information to assist them in the formulation of their bids. This tender document does not purport to contain all the information service providers may require. This tender may not be appropriate for all persons or entities and it is not possible for the TIA to consider the investment objectives, financial situation and particular needs of each service provider.
- 3 TIA has taken due care in preparation of information contained herein. However, this information is not intended to be exhaustive. The interested service providers are required to make their own inquiries so that they do not solely rely on the information contained in this tender document in submitting their bids. This tender document includes statements, which reflect various assumptions and assessments arrived at by the TIA in relation to the project. Such assumptions, assessments and statements do not purport to contain all the information that each service provider may require.
- 4 This tender is not an agreement by or between the TIA and the prospective service providers or any other person and the information contained in this document is provided on the basis that it is non-binding on the TIA, any of its authorities or agencies, or any of their respective officers, employees, agents, or advisors. The TIA makes no representation or warranty and shall incur no liability under any law as to the accuracy, reliability or completeness of the information contained in the tender document. Each service provider is advised to consider this document as per his understanding and capacity. The service providers are also advised to do appropriate examination, enquiry and scrutiny of all aspects mentioned in this document before bidding. The service providers are also requested to go through this tender document in detail and bring to notice of the TIA, any kind of error, misprint, inaccuracies, or omission in the document. The TIA reserves the right not to proceed with the project, to alter the timetable reflected in this document, or to change the process or procedure to be applied. It also reserves the right to decline to discuss the project further with any party submitting a bid.

- 5 No reimbursement of cost of any type will be paid to persons or entities submitting a bid. The service provider shall bear all costs arising from, associated with or relating to the preparation and submission of its bid including but not limited to preparation, copying, postage, delivery fees, expenses associated with any demonstrations or presentations which may be required by the TIA or any other costs incurred in connection with or relating to its bid.
- 6 This issue of tender does not imply that the TIA is bound to select and technically qualify bids or to appoint the selected service provider, as the case may be, for the project and it reserves the right to reject all or any of the bids without assigning any reasons whatsoever.
- 7 The TIA may, in its absolute discretion but without being under any obligation to do so, update or amend the information contained in this tender document before bid submission deadline.
- 8 The TIA, its employees and advisors make no representation or warranty and shall have no liability (for any cost, damage, loss or expense which may arise from or is incurred or suffered on account of anything contained in this tender document or otherwise, including but not limited to the accuracy, adequacy, correctness, completeness or reliability of the tender document and any assessment, assumption, statement or information contained therein or deemed to be part of this document or arising in any way with eligibility of service provider for participation in the bidding process) towards any Applicant or service provider or a third person, under any law, statute, rule, regulation or tort law, principles of restitution or unjust enrichment or otherwise.
- 9 The TIA also accepts no liability of any nature whether resulting from negligence or otherwise caused arising from reliance of any service provider upon the statement contained in this tender document.
- 10 Interested service providers, after careful review of all the clauses of this 'Notice Inviting Bid', are encouraged to send their suggestions in writing to the TIA. Such suggestions, after a review, may be incorporated into this tender document as a corrigendum, which shall be uploaded onto the e-tendering website <https://mahatenders.gov.in>.
- 11 All eligible service providers need to be registered on the following portal to generate login credentials and to download the bid documents for online bid preparation / decryption etc. <https://mahatenders.gov.in>.

1. Invitation of Bid

- a) Rural Development Department and Panchayat Raj Department, Government of Maharashtra has established State Management Unit Rural Housing for effective implementation & monitoring of Rural Housing Schemes.
- b) The Director State Management Unit – Rural Housing (SMURH) on behalf of Rural development department, Government of Maharashtra invites online bids through e-Tender portal (<https://mahatenders.gov.in>) from eligible service provider to provide Hiring of Vehicles.
- c) The service providers are advised to study this tender document carefully, before submitting their bids in response to this Notice Inviting Tender. The submission of a bid in response to this tender shall be deemed to have been done after careful study and examination of this document with full understanding of its terms, conditions and implications. The main objective is to obtain a competitive price.
- d) The complete tender document has been published on <https://mahatenders.gov.in>. The downloaded bid document shall be considered valid for participation in the electronic bidding process (e-Tendering) subject to the submission of required tender/ bidding document fee and EMD.
- e) The service providers who wish to participate in this bidding process must register on - <https://mahatenders.gov.in>
- f) A Two (2) envelope selection procedure shall be adopted.
- g) The service provider's (authorized signatory) shall submit their offer online in electronic formats for Technical and Financial bids. The tender document fees, and Earnest Money Deposit (EMD) should be submitted online as per the details provided in the bid document.
- h) The TIA will not be responsible for any delay or error in online submission due to any reason. For this, service providers are requested to upload the complete required bid documents well in advance so as to avoid issues like slow speed, or any other unforeseen problems. For queries related to bid submission, the service providers may contact the helpdesk given on <https://mahatenders.gov.in>
- i) The service providers are also advised to refer "Service providers Manual Kit" available on <https://mahatenders.gov.in> for further details regarding the e-tendering process.

2. Key Events and Dates

Sr. No.	Information	Details
1.	Date & Time for Commencement of Downloading Tender Document	Date: 09 June 2023 Time: 09:30 PM
2.	Tender Reference Number	SMURH/Rental vehicles/2023
3.	Pre-bid meeting date, time and Place	Date: 14 th June 2023, Time: 3.00 PM CIDCO Bhavan, 4 th Floor, South Wing, Above SBI, CBD Belapur, Navi Mumbai
4.	Last date & time for downloading the Tender document	Date: 16 th June 2023, Time: 11.00 AM
5.	Last Date (deadline) & Time for submission of bids	Date: 16 th June 2023, Time: 11.00 AM
6.	Date and Time for Opening of Technical Bids	Date: 19 th June 2023, Time: 2.00 PM
7.	Date and Time for Opening of Financial Bids	To be informed to the qualified service providers

3. Other Important Information related to Bid

Sr. No.	Information	Details
1.	Tender Fee	Rs. 4800/- (Four Thousand Eight Hundred Only) to be paid online on the e-tendering portal at the time of submission of the tender
2.	Earnest Money Deposit (EMD) (to be paid online)	Rs. 80,000/- (Rupees Eighty Thousand Only) to be paid online on the e-tendering portal at the time of submission of the tender.
3.	Bid Validity Period	90 days from the date of opening of the technical bid
4.	Performance Security	5% of the total value of the contract
5.	Last date for furnishing Performance Security in the form of Bank Guarantee or Demand Draft by the successful	Within one week from the date of supply order. The Performance Security shall be valid for 60 days after the completion of Contract.
6.	Last date for signing the contract	As intimated in Letter of Intent by the Tender Inviting Authority

4. Technical Eligibility

- The bidder must fulfill the following technical specifications in order to be eligible for opening of financial bids and award of the contract: -
- The Registered Office of the bidder should be located either in Mumbai /Navi Mumbai.
- 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 a stamped paper duly sworn or affirmed by all the partners admitting execution of the partnership agreement or the general power of attorney. The attested copy of the certificate of registration of firm should also be enclosed along with the quotation.
- The bidder should have a minimum annual turnover of minimum Rs 50 Lakhs each during the last three financial years i.e., 2019-20, 2020-21 and 2021-22. Copies of profit and loss account and balance sheets duly certified by the CA along with ITR for these three years must be enclosed with the quotations.
- A self-attested copy of PAN Card be attached with the quotation.
- A self-certified copy of the GST registration must be attached with the quotation. Without GST registration, the bid will be summarily rejected.
- The bidder must have at least two car not older than 31st December 2020 registered in its name in Mumbai A list of such vehicles with self-attested copies of RCs should be attached with the quotation.
- An undertaking from the bidder firm stating that the firm has not been blacklisted by any Central Government Department/Ministry/PSU/Bank, or State Government etc. must be attached with the bid documents.
- The firm should follow labor laws.
- The Agency registered under MSME / NSIC, will be exempted from the tender fees and the Earnest Money Deposit (EMD).

5. Financial Bid (Envelop - B)

1. Financial/price offer must be submitted online at <https://mahatenders.gov.in> as per the instructions on the portal.
2. The evaluation committee will be determined whether the financial proposal are complete. The financial selection of the bidder will be done by considering both price / rate using following criteria / weightage.

Sr. No.	Criteria	Maximum Marks Weightage	Method of allocating Marks for combined score
1.	A. Monthly rate for 3000 KM/300 Hrs. for Innova Crysta (AC). B. Monthly rate for 2000 KM/300 Hrs. for Ertiga (AC). C. Monthly rate for 2000 KM/300 Hrs. for Scorpio (AC).	90 Marks	Bidder with the lowest quote will be awarded 90 Marks & other bidder will be awarded proportionately less marks. e.g. If the lowest quote is Rs. 60000, will get 90 Marks & bidder quoting Rs. 80000, will get $(60000/80000)*90=67.75$ Marks.
2.	Rate for Extra Kms and Hours for all above vehicles mentioned in point 1.	10 Marks	Bidder with the lowest quote will be awarded 10 Marks & other bidder will be awarded proportionately less marks. e.g. If the lowest quote is Rs. 100, will get 10 Marks & bidder quoting Rs. 120, will get $(100/120)*10=8.33$ Marks.

The bidder will be selected on the basis of combined score out of 100 marks.

3. The bidder shall quote their rate Inclusive of GST, The toll and other expenses like parking will paid extra on actual basis.
4. Price shall be quoted for all the items in Indian Rupees.
5. The commercial bids of only those bidders who qualify the Technical conditions will be considered.
6. As per government resolution dated 1/12/2016 para 3.1.2.1 The rates quoted by bidder which is below 20 percent and above 10 percent of estimated value will only be considered by SMURH committee. Above that limit SMURH committee may reject.

6. Terms and Conditions-

1. The vehicle should be in good condition and clean upholstery.
2. The agency shall bear all expenses required for keeping the vehicles in smooth running condition such as fuel, lubrication oil, consumable, necessary spares, maintenance, driver's salary etc.
3. Driver to be provided must possess valid driving license having minimum three years of experience. The agency must submit the photocopies of licenses at the time of contract.
4. Drivers should be familiar with all important places and government offices in Mumbai.
6. The drivers must follow traffic rules and other regulations prescribed by the Government from time to time.
7. The drivers must always be in a common uniform and must be well mannered and courteous and should always carry a mobile phone with them as it will enable the officer to contact them at any time.
8. All applicable taxes, permits, license, comprehensive insurance and any other documents for operating the vehicle commercially should be fully paid and should be available in the vehicles.
9. Salary should provide to the driver as per minimum wages Act of state government, by the vehicle providing Agency.
10. The vehicle is required on all working days normally for 12 hours. Vehicle may require on Sunday and other Gazette holidays will be covered in the definition of monthly basis.
11. Any change in vehicle or drivers will be allowed only in exceptional circumstances and that to with the prior information / approval of Administrative officer of State Management Unit-Rural Housing.
12. The vehicle must be made available at any given time and day as informed.
13. The vehicle should report to the place of requirement as per directions of the office. The mileage will be counted from the place where the duty starts up to the place where the duty ends and the billing will be effected from the place of reporting and relieving.

14. State Management Unit-Rural Housing, Maharashtra State will not be responsible for any loss, damage or accident to the vehicle or to any other vehicle or injury.
15. The agency should have the arrangements for repairing their vehicle in a short time and during the repair time the agency should provide a substitute vehicle and driver immediately so that there is no inconvenience / disruption in the work of the office.
16. The daily record indicating time and mileage for each vehicle shall be maintained.
17. The telephone facility (24 hours) must be available with the transporter /agency.
18. The agency shall pay the parking charges / toll taxes during the official use and the same shall be reimbursed by State Management Unit-Rural Housing to the agency on raising of the monthly bill.
19. A penalty of Rs. 1000/- per day may be levied if agency fails to meet above terms and conditions on any day.
20. Rates quoted should be valid for a period of one year from the date of award of contract or next tender. No revision in quoted rates on account of increase in fuel charges, spare costs, taxes etc. will be entertained.
21. The successful agency will have to enter into an Agreement for one year on Rs. 500/- non-judicial paper within 15 days from work order.
22. The contract will initially be for a period of one year which may be extendable further for one year on rendering satisfactory services without changing existing agreed norms.
23. Log Book has to be maintained for each vehicle.
24. Agency should obey all statutory requirements applicable to run commercial vehicles and drivers prevailing in the state of Maharashtra.
25. Any advance will not be paid for whatever reason.

26. Agency will be responsible for drivers lodging, boarding and any other expenses during his duty.
27. Minimum charges will be paid if running of the vehicle is less than the agreed norms.
28. Applicable tax would be deducted at source.
29. State Management Unit-Rural Housing, Maharashtra State will not be responsible or liable in case of any dispute arising between the agency and the drivers employed by the agency and no relationship of Employer and Employee shall come into existence between the State Management Unit-Rural Housing, Maharashtra State and the agency or drivers for which all responsibilities shall vest with the agency alone.
30. State Management Unit-Rural Housing, Maharashtra State reserves the right to terminate the arrangement without assigning any reasons thereof, by serving on the agency a notice (by hand or through registered post) of one month to this effect.
31. Agency/ Contractor shall provide dedicated vehicles & drivers and any change in vehicle and / or driver should be made only in very exceptional circumstances. Replacement of the vehicle/driver should be provided in the event of a breakdown of vehicle/non availability of driver. The driver should be having Transport License, with a minimum experience of 5 years and their antecedents should be duly verified by police authorities, at the instance of the contractor.
32. Once the driver has been allotted to a particular vehicle, he should remain with the same vehicle for a period of at least 1 year. Any change in the designated driver should be intimated to the concerned officer 24 hours before such change is affected.
33. Driver should be decent and well behaved and should not have any criminal cases against him and should not have any past history of accidents.

7. PENALTIES

- (1) For non-providing of vehicle in time: Rs.100/- per hour of delay;
- (2) For not providing substitute vehicles: Rs.500/- per default or cost of hiring charges from other sources, whichever is higher;
- (3) On misbehavior by the Driver: Rs.500/- per default;
- (4) For violation/breach of any of the condition of the contract: Rs.1000/- per default and/or Termination of the contract/forfeiture of Performance Security.
- (5) In case of breach of contract by the contractor, the Performance Security shall be forfeited by the Government and the firm shall be blacklisted in addition to termination of the contract in question. The right of action will rest with the authority entering into the agreement.
- (6) In the case of dispute or difference arising out of or in a way concerning the agreement shall be referred to the sole arbitration of any person nominated by the Director SMURH, Mumbai . The award of the arbitrator so appointed shall be final and binding on the parties.
- (7) The entire dispute shall be subject to the Mumbai jurisdiction.
- (8) The tender process of the contract can be terminated at any time without any notice at the discretion of the SMURH.

7.1 Disqualification

The bid is liable to be disqualified in the following cases or in case the service provider fails to meet the requirements as indicated in this tender document:

1. The bid is not submitted in accordance with the procedure and formats prescribed in this document or treated as non-conforming bid.
2. During the validity of the bid, or its extended period, if any, the service provider increases the quoted prices.
3. The service provider qualifies the bid with own conditions.
4. The bid is submitted in an incomplete form and not quoted for all the items/services.
5. The information submitted in the technical bid is found to be misrepresented, incorrect or false, accidentally, unwittingly or otherwise, at any time during the processing of the Contract (no matter at what stage) or during the tenure of the Contract including the extension period, if any.
6. The Financial bid is enclosed with the technical bid.

7. The service provider tries to influence the bid evaluation process by unlawful/corrupt/fraudulent means at any point of time during the tender process.
8. In case anyone service provider submits multiple bids or if common interests are found in two or more service providers, the service providers are likely to be disqualified,
9. The service provider fails to deposit the Performance Security in the form of Bank Guarantee or Demand Draft or fails to enter into a Contract within specified period mentioned in the letter of Intent or within such extended period, as may be specified by the TIA.
10. Any form of canvassing / lobbying / influence / query regarding short listing etc. will be treated as disqualification. While evaluating the bids, if it comes to the TIA's knowledge expressly or implied, that some service providers may have colluded in any manner whatsoever or otherwise joined to form an alliance resulting in delaying the processing of bid, then the service providers so involved are liable to be disqualified for this Contract as well as for a further period of four years from participation in any of the tenders floated by the TIA.
11. If the Technical bids contains any information on price, pricing policy, pricing mechanism or any information indicative of the financial aspects of the bid.

7.2 Acknowledgement of Understanding

By submitting the bid, each service provider shall be deemed to acknowledge that service provider has carefully read all sections of this tender document, including all forms, schedules, annexure, corrigendum and addendums (if any) hereto, and has fully informed itself as to all existing conditions and limitations.

7.3 Payment Terms

1. The payments shall be made to vendor within 15 days of receipt.
2. The payments shall be made after deduction of relevant penalties, if any.
3. The service provider understands that the rate quoted by him/her are inclusive of
 - a) Fuel costs.
 - b) Night charges, in case of night services
 - c) GST
 - d) Service charges

7.4 Scope Service provider shall render the services on Monthly Basis

- A.** Monthly Mileage 3000 kms and Monthly duty Hours 300
- B.** Monthly Mileage 2000 kms and Monthly duty Hours 300.

8. Bid opening and Evaluation process

8.1 Bid Opening

On the date and time specified in the tender notice following procedure will be adopted for opening of tender for which tenderer is free to attend himself or depute an authorized officer as his representative.

8.2 Opening of Envelop – A (Technical Bid)

Envelope No. A (Technical bid) of the tender will be opened in the presence of tender opening authority and in the presence of tenderer / their representatives through the tendering procedure.

8.3 Evaluation of Technical Bid

The evaluation of the technical bids will be carried out in the following manner:

- 1 The service providers' technical bid will be evaluated as per the requirements and evaluation criteria as spelt out in **Section 4** of this tender document. The service providers are required to submit all required documentation in support of the criteria specified as per the formats specified in this tender document, along with sample of offered product, as required for technical evaluation.
- 2 In any case, in the event of any deviation from the factual information provided by the service provider in technical bid, the deviation can reject the bid and also ban the service provider from participation in any future tenders in the state of Maharashtra.
- 3 At any time during the bid evaluation process, the SMURH committee may seek verbal / written clarifications from the service providers. The committee may seek inputs from their professional experts in the evaluation process.
- 4 The committee reserves the right to do a reference check of the past experience stated by the service provider. Any feedback received during the reference check shall be taken into account during the technical evaluation process.
- 5 The technically shortlisted service providers will be informed date and venue of the opening of the financial bids by SMURH .

8.4 Opening of Envelop - B (Financial Bid)

This envelope of technically qualified service providers shall be opened as per e-tendering procedure after opening technical evaluation. The date and time of opening of financial bids will be informed published on <https://mahatenders.gov.in>

8.5 Award Criteria the TIA shall award the contract to the service provider whose offer/quote has been determined to be the lowest evaluated bid and is substantially responsive to the bidding documents. TIA may negotiate with the L1 bidder and finalize the rate.

Annexure 1

(On service providers letter head)

Form

To
The Director
State Management Unit Rural Housing
Rural Development & Water Conservation Department,
4th Floor, CIDCO Bhavan, South Wing CBD Belapur,
Navi Mumbai – 400614 Maharashtra

Tender Reference No. : _____

We agree to provide above mentioned vehicles in accordance with the terms and conditions mentioned in the invitation for quotation.

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

We also undertake to ensure compliance with all statutory requirement necessary in this regard, we agree that SMURH would neither involve itself in any matter nor be responsible for any shortcoming arising out of the non-compliance of the necessary regulations/laws.

* We Know that the qualities mentioned are for evaluation purpose only and are subject to change.

Date:

Seal:

Authorized Signature

Annexure 2

Service Providers Information & performance statement

Particulars	Details
Name of service provider	
Full Address with Telephone and email id	
Year of Registration/Incorporation	
Status of service provider (individual / proprietorship partnership /private limited /society etc.	
Permanent Account Number	
GST registration number	
Turnover from the business of providing Hiring of Vehicles for the FY 2017-18, 2018-19 & 2019-20	

Annexure –3:

DECLARATION FORM

I / Wehaving my our
.....office at..... do

declare that I / We have carefully read all the terms & conditions of tender of the State Management Unit Rural Housing, Belapur, Navi Mumbai for providing /Hiring of vehicles services. The approved rate will remain valid during the contract period. I will abide with all the terms & conditions set forth in the tender document.

I/We do hereby declare I/We have not been convicted by any court of Law nor I/We are derecognized /black listed by any State Government or Central Government Department/ Union Territory/ Local Authority/ Central and State Government Undertaking or Government Organizations for participating in the tender process as on date. I/We agree that the Tender Inviting Authority can forfeit the Earnest Money Deposit and or Performance Security Deposit and blacklist me/us for a period of three (3) years, if any information furnished by us proved to be false at the time of inspection/verification and not complying with the Tender terms & conditions.

Date:

Seal

Authorized Signature of the service provider