

भारत सरकार  
केंद्रीय जल आयोग  
ऊपरी गोदावरी मंडल, हैदराबाद  
**GOVERNMENT OF INDIA**  
**CENTRAL WATER COMMISSION**  
**Upper Godavari Division, Hyderabad**



**TENDER DOCUMENT**

**TENDER FOR "HIRING OF PRIVATE VEHICLE ALONG WITH DRIVER FOR 12 MONTHS FROM 01/06/2019 TO 31/05/2020 ON MONTHLY HIRE BASIS".**

**EXECUTIVE ENGINEER  
UPPER GODAVARI DIVISION  
CENTRAL WATER COMMISSION  
HYDERABAD**

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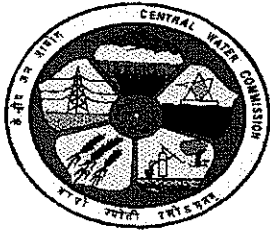
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भारत सरकार

Government of India

केन्द्रीय जल आयोग

Central Water Commission

अधिसूचि अभियंता कार्यालय

Office of the Executive Engineer

उपरी गोदावरी मंडल

Upper Godavari Division

कृष्णा -गोदावरी भवन, /Krishna Godavari Bhavan

म.सं. 11-4-648, तीसरी मंजिल, / 11-4-648, III Floor  
ए सी गार्ड्स, हैदराबाद-4/A.C. Guards, Hyderabad-4

No. UGD/DB/NIT/2019/ 1391-94

Dated: 04.05.2019

### **NOTICE INVITING TENDER**

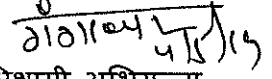
Sealed Item rate Tenders are hereby invited by the undersigned on behalf of President of India from the contractors for "Hiring private vehicle ( Mid Size vehicle, A 3 Segment as per classification of Society of Indian Automobile Manufacturers) along with driver for 12 months from 01/06/2019 to 31/05/2020 on monthly hire basis including POL, Driver allowance, Maintenance Charges and GST (except Toll and Parking Charges) with 2000 km running of vehicle per month " To the O/o Executive Engineer, Upper Godavari Division, CWC, Hyderabad, as per the terms and conditions enclosed.

| Sl.No | Name of work  | Estimated cost (Rs.) | EMD (Rs.) | Last date & Time for submission of Tender | Date of Opening         | Cost of the Tender Document (Rs.) |
|-------|---|----------------------|-----------|---|-------------------------|-----------------------------------|
| 1.    | " Hiring private vehicle (Mid-Size vehicle, A 3 Segment as per classification of Society of Indian Automobile Manufacturers) along with driver for 12 months from 01/06/2019 to 31/05/2020 on monthly hire basis including POL, Driver allowance, Maintenance Charges and GST (except Toll and Parking Charges) with 2000 km running of vehicle per month " | 4,80,000/-           | 10,000/-  | 20/05/2019 @ 15:00 Hrs.                   | 20/05/2019 @ 15:30 Hrs. | 500/- (By cash/DD)                |

The Sealed Tenders should be submitted in two sealed covers. The first sealed cover should be super

scribed as **"Technical Bid"** and the second sealed cover super scribed as **"Financial Bid"**. Both the sealed covers should be placed in the main sealed envelope super scribed for **"Hiring private vehicle (Mid-Size vehicle, A 3 Segment as per classification of Society of Indian Automobile Manufacturers) along with driver for 12 months from 01/06/2019 to 31/05/2020 on monthly hire basis including POL, Driver allowance, Maintenance Charge and GST (except Toll and Parking Charges) with 2000 km running of vehicle per month "**. Due for opening on **20/05/2019 at 15:30 Hrs.** This sealed Tender should be addressed to the Executive Engineer, Upper Godavari Division, Central Water Commission, H. No. 11-4-648, Krishna Godavari Bhavan, Hyderabad (TS) – 500 004 and reach this office on or before **20-05-2019** by 15:00 Hrs. tender documents available for sale @ Rs. 500/- each by cash/DD in the **O/o Executive Engineer, Upper Godavari Division, CWC, Hyderabad** from **06-05-2019 to 18-05-2020** during the working hours between 10:30 Hrs. to 16:30 Hrs.

The tender details are also available on the website <http://www.eprocure.gov.in> **or** [www.cwc.nic.in](http://www.cwc.nic.in). The Bidder down loading the tender document shall enclose the cost of tender document of Rs.500/- in the form of the payee demand draft drawn in favor of the **Executive Engineer, Upper Godavari Division, CWC, Hyderabad** payable at State Bank of India, Red hills Branch, Hyderabad. **The Executive Engineer reserves the right to accept or reject any or all the tenders without assigning any reason.**

  
अधिशसी अभियन्ता  
ऊपरी गोदावरी मंडल,  
के. ज. आ., हैदराबाद

Copy for information to:-

1. अधीक्षण अभियन्ता, गोदावरी परिमंडल, के. ज. आ., हैदराबाद CPP पोर्टल में समान प्रकाशित करने की व्यवस्था करने के अनुरोध के साथ।
2. उप निदेशक, O/o मुख्य अभियन्ता, कृष्णा एवं गोदावरी बेसिन संगठन, हैदराबाद
3. सहायक लेखा अधिकारी, लेखा शाखा, ऊपरी गोदावरी मंडल, के. ज. आ., हैदराबाद
4. सूचना पट्ट/CWC Website

## **GENERAL INFORMATIONS AND INSTRUCTIONS TO THE CONTRACTOR**

### **1.0 GENERAL:**

These special conditions supplement the General Conditions of Contract and shall be considered as part of the contract document. Where these special instructions are at variance with the corresponding conditions, stipulations, specification elsewhere in the tender document these special instructions shall prevail.

### **1.1 LOCATION:**

The proposed site of work is under O/o the Executive Engineer, Upper Godavari Division, CWC, Hyderabad.

### **1.2 SITE CONDITIONS:**

The Vehicle will be using to run all over Telangana & Andhra Pradesh including neighboring states of Karnataka, Maharashtra, Odisha and Chhattisgarh falling under the jurisdiction of KGBO, CWC, Hyderabad. Bidders are advised to visit the site to acquaint themselves with the site conditions, approaches, camping facilities for their work labour forces for the execution of the work. Non - familiarity with the site conditions will not be considered a reason either for extra claim or for not carrying out the work in strict conformity with instructions.

### **1.3 VEHICLE'S SECURITY:**

During the contract period security of vehicle provided is the responsibility of contractor. The contractor shall provide fire extinguishers for firefighting in the vehicle at his own cost.

### **1.4 SECURITY:**

The contractor shall follow all security rules as may be framed by Executive Engineer, Upper Godavari Division, CWC, Hyderabad from time to time regarding control of entry of persons and other similar matters. The contractor's personnel shall abide by all security measure imposed by the Engineer-in-charge or his duly authorized representative from time to time.

### **1.5 PAYMENT TO WORKMEN:**

(a) The contractor shall comply with all the provisions of the Minimum Wages Act, 1948, Contract Labour (Regulation and Abolition) Act, 1970 and rules framed there under and other labour laws that may be brought into force from time to time. Increase in the wages due to any statutory act or by rules framed there under by the Government or by local authorities during the currency of the contract or during any valid period of extension of contract shall not be considered for any reimbursement. The bidder is deemed to have taken this aspect in his unit rates for various items of work covered under this contract.

(b) The contractor shall record a certificate on every bill that minimum wages as applicable have been paid to the driver provided. All (Government/Departmental) notification procedure issued in this regard shall be applicable to this contract.

## **1.6 LIABILITY FOR LOSS, DAMAGE, ACCIDENT ETC.:**

During the execution of the contract, until completion certificate is issued, the contractor will be fully liable to compensate all concerned for any loss, damage or destruction of "works" structures, plant and machinery, persons, property etc. including third party risk arising due to causes attributable to the contracts as may be decided by the Engineer-in-charge whose decision in this regard will be final. On this account contractor shall not make any claim whatsoever against EE, UGD, CWC, Hyderabad.

## **1.7 SUB CONTRACTS:**

The contractor shall not sublet the whole or any part of the work.

## **2.0 SPECIFICATIONS**

### **2.1.1 INTRODUCTION:**

This section defines the scope of work and contractual obligations for Supply, Operation & Maintenance of the following vehicles, required for Station and outstation duties, for twelve months during on contract basis to O/o The Executive Engineer, Upper Godavari Division, CWC, Hyderabad. (Officer-In-charge)

**One Mid Size vehicle, A 3 Segment as per classification of Society of Indian Automobile Manufacturers along with driver for daily 10 hrs. per day**

**The make of the vehicle should be of the year 2017 or later.**

2.1.2 The contractor shall offer the vehicle for inspection and approval to the satisfaction of the Engineer-In-charge of the work or his authorized representative one week in advance and only those vehicle, accepted by the Engineer-In-Charge, will be deputed for the operation in the project. In case of a substitute vehicle, same also shall be offered for inspection and acceptance by the Engineer-In-Charge before put to operation.

2.1.3 The contractor shall ensure that the vehicle(s) are in accordance with the prevailing traffic regulations act including prescribed speed limit, excellent outlook and interior in all respect and cleanliness etc. at all times.

## **2.2 OPERATION OF VEHICLES:**

2.2.1 The vehicles shall be run as per the schedule of the trips/timings, route and as directed by the Engineer-in-charge of the work from time to time.

2.2.2 The vehicle(s) shall be in good running conditions through-out the contract period. The duration of local duties at sites and outside trips etc. shall be as per the instructions issued by the Engineer -In-charge of work.

- 2.2.3 Depending on the requirement, the vehicle(s) can be used for additional Kilometers and hours for which payment shall be made at the agreed rates.
- 2.2.4 The full responsibility of running the vehicle shall be upon the contractor who shall at all times keep the vehicle fit and in proper state of repairs as required by the Motor Vehicle Act, 1988 and the rules framed there under.
- 2.2.5 In addition to operation of the approved vehicle in of Andhra Pradesh, Telangana, Karnataka, Maharashtra, Chhattisgarh and Orissa as per time schedule, trips and routes and as directed by the Engineer-in-charge of the works, the vehicles may be sent to anywhere in India on requirement, for which, any tax payable shall be borne by the Department on production of proper and valid proof of payment of any such tax.
- 2.2.6 The vehicle engaged shall not be used for any other work even during off duty hours. Written permission shall be obtained from the Engineer-In-charge of the works before it is sent for repairs/ servicing etc.
- 2.2.7 Periodic maintenance/ servicing/ checks shall be carried out on each vehicle once in a month for which contractor shall submit a month-wise schedule for the approval of the Engineer-In- Charge and accordingly vehicle will be released for periodic maintenance, servicing etc. once in a month per vehicle.

#### **INDEMNIFICATION:**

- 2.3.1 The contractor shall indemnify the EE,UGD,CWC,HYDERABAD against any claims arising out of operation of this services for the EE,UGD,CWC,HYDERABAD . For this purpose the contractor shall comply with and ensure compliance of all the provisions of the Motor Vehicle Act, 1988 and Rules there under and the relevant labour and other laws applicable for such services.
- 2.3.2 The contractor shall compensate and make good all damages or loss of property or personnel injury to the passengers or to other as a result of road accidents or on account of whatsoever cause while operating these vehicles.
- 2.3.3 All expenses of running the vehicle(s) which inter-alia includes Road Tax, Insurance premium, repairing charges, cost of replacing spare parts, tubes, tyres, batteries, fuel and lubricants, salary to staff and other benefits payable to them and all other incidental charges including compensation and damages for any mishap of any kind whatsoever, shall be borne by the contractor. The contractor shall indemnify the EE, UGD, CWC, HYDERABAD for any liability which may arise on account of any accident or other reasons.
- 2.4 The contractor shall ensure that the drivers engaged by him to drive the vehicle fulfill and fully comply with the requirement of the Motor Vehicle Act, 1988 and other statutory provisions.
- 2.5 If the driver is found unfit to drive the vehicle(s) on account of drunkenness or for any other act of misconduct on his part, Engineer-in charge will have full power to refuse the driver permission to drive the vehicle and in that event, shall make alternative arrangement at the risk and expense of the contractor. Expenditure so incurred in employing other driver for the trip will be recovered and adjusted in the contractor's bill. When the driver of the vehicle is not available due to his being on leave, due to sickness or otherwise, contractor will arrange another driver immediately.
- 2.6 In the event of any dispute or differences arising out of this contract, the same shall be referred to the sole arbitration of the EE, UGD, CWC, HYDERABAD, whose decision shall be final and binding.

- 2.7 The contractor and his staff shall not allow any person other than employees authorized by the Engineer-in - charge to travel in the vehicle(s).
- 2.8 The contractor shall be required to obtain contract carriage permit and produce all original documents such as Registration, Road Tax and Insurance etc. to Engineer-in-charge of works for verifications.
- 2.9 Engineer-in-charge shall not provide any residential accommodation to the drivers/helpers engaged with the vehicle(s) hired and the contractor shall make their own arrangement for stay of the persons engaged by them for the work.
- 2.10 It must be ensured that the vehicles are not emitting excessive/ harmful pollutants into the atmosphere are within the permissible limits. Vehicle shall obtain "Pollution Under Control (PUC) certificate" from the authorized agencies.
- 2.11 EMD for Rs 10,000/- (Rupees Ten Thousand ) in the form of Demand Draft in favor of the Executive Engineer, Upper Godavari Division, CWC, Hyderabad payable at Hyderabad should be enclosed. The EMD will be released to the unsuccessful bidder after awarding work order to the successful bidder. The EMD of the successful bidder shall be taken into account as security deposit.

If any Tenders withdraws his tender before the expiry of the validity period, or before the issue of letter to acceptance, whichever is earlier, or makes any modification in the terms and conditions of the tender which are not acceptable to the department, then the Government shall, without prejudice to any other right or remedy, be at liberty to profit the earnest money absolutely.

If contractor fails to furnish the prescribed permanence guarantee within the prescribed period. The earnest money is absolutely forfeited to the President automatically without any information.

**2.12 One Bid per Bidder:**

Each bidder shall submit only one bid either by himself or as partner in a joint venture. Bidder who submits or participates in more than one bid will be disqualified.

**2.13 Contents of bidding documents:**

The set of bidding document comprises the following documents:

- a) Notice Inviting Tender.
- b) Terms and conditions of the contract
- c) Letter of Acceptance
- d) Issue of notice to proceed with work.
- e) Contract/Agreement form
- f) Bank Guarantee form for performance security.

**2.14 Amendment of Bidding Document:**

At any time prior to the deadline for submission of bids, the Employer may amend bidding documents by issuing suitable addenda. Any addendum thus issued, shall be part of the bidding document and shall be communicated in writing to all bidders of the bidding document. To give perspective bidders, reasonable time in which to take an addendum into account in preparing their bids, the Employer shall extend as necessary the deadline for submission of bids.

- 2.15 TDS on income tax (IT) @ 2% and cess 3% on IT will be deducted from the bill as applicable time to time and TDS on GST as applicable from time to time, at present @ 2 % is also deducted from the bill.



## 2.16 Security Deposit/ Performance Guarantee

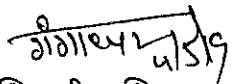
- The successful bidder shall have to deposit an amount equal to 5% of the tendered and accepted value of the work as "Performance Guarantee" in favour of Executive Engineer, Upper Godavari Division, CWC, Hyderabad on receipt of Letter of Acceptance in the form of cash or Government securities or FDRs etc., within 10 days
- The Performance Guarantee will be forfeited in case, termination of the contract by the Department due to lapses on the part of the Contractor/Successful Bidder.
- A sum of 5% of the gross amount of bill shall be deducted as Security Deposit from the first/final bill along with the sum already deposited as EMD, amounts to 5% of the tendered amount of the work. The 5% of performance guarantee will be released on completion of the Contract period and the remaining 5% of security deposit will be released after six months from completion of the work.

2.17 The Right to reject any tender or all the tenders, without assigning any reason thereof rests with the Undersigned.

## 2.18 Other terms and conditions:

1. The monthly rent quoted should include of GST for the **Mid-Size vehicle, A3 Segment as per classification of Society of Indian Automobile Manufacturers** including all the expenses like driver's salary, diesel, maintenance, repairs etc., and the minimum mileage is 2000 km per month. The vehicle should not be old and should be in proper running condition and must have a valid taxi permit to run in the States of Andhra Pradesh, Telangana, Karnataka, Maharashtra, Chhattisgarh and Orissa.
2. Initial Contract period is 12 months but it can be extended.
3. The vehicle shall be at the disposal of the Office of the Executive Engineer, Upper Godavari Division, CWC, Hyderabad for all the days for the month.
4. The color of the Vehicle must be white/silver.
5. The vehicle should be provided along with the driver and fuel.
6. The department is not responsible for any repairs and maintenance of vehicle.
7. No other charges except night halt charges will be borne by the department as applicable.
8. Any excess usages or lesser usage of the vehicle (in terms of km running) will be adjusted against the mileage in the future months, and no extra amount will be paid for mileage and time over and above monthly quoted amount.
9. Night halts charges for the vehicle with driver per day is paid @ Rs 200/-, whenever on tour.
10. The duty timings will be 10 hrs. per day.

11. The vehicle should be kept in a neat and clean and in a perfect running condition.
12. The vehicle should have unlimited passenger liability insurance. All the claims arising out of any accident shall met the vehicle provider.
13. The driver should have a valid license, wear proper and clean uniform as prescribed by the RTA and should follow rules and other regulations prescribed by the Government from time to time.
14. The driver must observe all the etiquette and protocol while performing the duty and should carry a mobile phone in working condition.
15. The travel agency should arrange alternative suitable vehicle, immediately in case of breakdown of the vehicle supplied.
16. In case of failure to provide alternative suitable vehicle, hire charges on pro-rate basis shall be deducted from the monthly hire charges.
17. Change of vehicle and the driver should be allowed only in exceptional circumstances.
- 18. Payment of bill will be made through e – payment on monthly basis, after submission of bill in triplicate for the preceding month.**
19. The monthly hire charges are subject to statutory deductions, like Income tax and GST etc.,
20. The department reserves the right to terminate the contract with one month notice.
21. In case the service provider wants to withdraw the contract, he has to give one month notice
22. The owner of the vehicle hired for Govt. duty should produce the valid documents like permit, fitness certificates, copy of PAN card etc.
23. The owner of the vehicle hired for Govt. duty should produce the pollution certificate for every six months.
24. The private vehicles, which are registered as a taxi can only be hired for Government duty.
25. In excess of 2000 km per month rate will be paid Rs 12 per km.

  
अधिशसी अभियन्ता  
ऊपरी गोदावरी मंडल,  
के. ज. आ., हैदराबाद

**TECHNICAL BID****(To be enclosed in a separate sealed envelope)**

|    |   |  |
|----|---|--|
| 1  | Name of the Contractor/firm (Self-attested copy)  |  |
| 2  | Name of Director of Firm/Agency   |  |
| 3  | Full Address of Registered Office   |  |
| 4  | Telephone Number / Mobile Number  |  |
| 5  | E Mail Address  |  |
| 6  | Nature of the Concern (Sole Proprietor or Partnership firm or Company)  |  |
| 7  | Registration No of Tenderer/Firm/company (Self-attested copy)   |  |
| 8  | Banker of contractor/ Firm/Agency with full address (attach certified copy of statement of Account for last six months) |  |
| 9  | Telephone No. of Banker   |  |
| 10 | PAN No. (Self-attested copy)  |  |
| 11 | GST Registration No. (Self-attested copy)   |  |
| 12 | Registration No of Vehicle  |  |
| 13 | Experience in similar works in Central/State Governments or in others (Self-attested copy) if any.                      |  |

14. Details of EMD Rs..... Demand Draft No. ....

Date of issue .....

Name of issuing bank and branch .....

15. Additional information if any:

Signature of authorized person with seal

## Financial Bid

(To be enclosed in a separate sealed envelope)

| Sl. No.                | Item Description   | Quantity |        | Rate (Rs.) | Per/Unit | Amount in Rs. |
|------------------------|--|----------|--------|------------|----------|---------------|
|                        |  | Nos      | Months |            |          |               |
| 1                      | " Hiring private vehicle ( <b>Mid Size vehicle, A 3 Segment as per classification of Society of Indian Automobile Manufacturers</b> ) along with driver for 12 months from <b>01/06/2019 to 31/05/2020</b> on monthly hire basis including POL, Driver allowance, Maintenance Charges and GST (except Toll and Parking Charges) with 2000 km per month " | 1        | 12     |            | Month    |               |
| <b>Total</b>           |  |          |        |            |          |               |
| <b>In Words Rupees</b> |  |          |        |            |          |               |

Signature of Contractor

**Certificate Regarding Near Relatives**

I.....S/o.....

Residence of..... here by certify that none of my near relatives as defined below is/are employed in Central Water Commission. In case at any stage it is found that the information given by me is false/incorrect, CWC shall have absolute right to take any action as demand fit without any prior information to me.

Signature of the Bidder with Name and Address

**Undertaking**

1. I, ..... Son/Daughter/ Wife of Shri  
..... Director/authorized signatory of the agency/Firm mentioned  
above is competent to sign this declaration and execute this tender document.
2. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them
3. The information/documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I/we/, am/are well aware of the fact that furnishing of any false information/ fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.
4. It is also certified that the Firm is neither blacklisted nor involved in any labour cases so far.

Signature of authorized person with seal

**DECLARATION CERTIFICATE**

I/We do hereby declare that there is no case with the Police /Court /Regulatory authorities against the proprietor /firm /partner. Also I/We have not been suspended /delisted /blacklisted by any other Govt. Ministry /Department /Public Sector Undertaking /Autonomous Body /Financial institution /Court. We also certify that either our firm or any of the partners are not involved in any scam or disciplinary proceedings settled or pending adjudication

Date: \_\_\_\_\_

SIGNATURE OF THE TENDERER  
WITH SEAL

