



**STATE PROJECT DIRECTORATE, SAMAGRA SHIKSHA,  
DPI CAMPUS, COLLEGE ROAD, CHENNAI : 600 006.**

Tender No. 571/A2/Vehicle/2019

Dated .12.02.2020

**HIRING OF VEHICLES FOR THE USE OF OFFICIALS OF STATE PROJECT  
DIRECTORATE,  
SAMAGRA SHIKSHA FOR ONE YEAR ON CONTRACT BASIS**

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**Tender due on 16.03.2020**

Tender should be accompanied with the tender document duly signed with address and seal in the letter of tender (Page No. 3), Price Schedule (Page No. 10-13)

**INTERESTED TENDERERS ARE REQUESTED TO DOWNLOAD ALL PAGES  
AND SUBMIT ALL PAGES DULY SIGNED ALONG WITH THE REQUIREMENT  
AS SPECIFIED IN THE TENDER SCHEDULE ON OR BEFORE THE DUE DATE.**

State Project Director,  
Samagra Shiksha,  
Chennai.

Signature of the tenderer with seal

Cost of tender form : Rs. 500.00

**STATE PROJECT DIRECTORATE, SAMAGRA SHIKSHA ,**  
DPI CAMPUS, COLLEGE ROAD, CHENNAI : 600 006.

**TENDER NOTICE**

1. Nature : Sealed tenders are invited in two cover system in the prescribed form for fixing the Rate Contract for the period upto 31.03.2021

2. Address : State Project Directorate,  
Samagra Shiksha , DPI Campus,  
College Road, Chennai : 600 006.

3. Details of tender:

Sl. No.	Tender No. and date	Description	EMD amount Rs.	Last date and time for issue of tender form	Due date and time for receipt of tender
1	No. 571 /A2/ Vehicle/ 2019, Dated 12-02-2020.	Hiring of AC / Non AC cars for the use of officials of State Project Directorate, SSA on contract basis for one year.	10,000.00 (per vehicle)	13.03.2020 Upto 3.00 pm	16.03.2020 Upto 2.00 pm

4. Details of documents to be enclosed in Technical Bid. : Details specified in Part-A along with all relevant enclosures including EMD amount by way of Demand Draft in favour of State Project Director, Samagra Shiksha, payable at Chennai.

5. Details documents to be enclosed in Price Bid. : Part-B – Price schedule I and Price schedule II

6. Technical bid and Price bid to be put in separate covers and both to be put in an outer cover in which it can be subscribed as “Tender for supply of vehicles” for SSA and can be addressed to:

State Project Director,  
Samagra Shiksha ,  
DPI Campus, College Road,  
Chennai : 600 006.

7. Interested bidders can procure the bid documents on payment of non refundable fee of Rs. 500.00 in the form of Demand Draft drawn in any *Nationalised / Scheduled Bank* in favour of the State Project Director, Samagra Shiksha , payable at Chennai, from the Tender Sales counter of State Project Directorate, DPI Campus, College Road, Chennai – 6, on all working days upto 3.00 pm on 11.03.2020. Bid documents can also be downloaded from the web site [www.ssa.tnschools.gov.in](http://www.ssa.tnschools.gov.in) free of cost. The downloaded bid documents shall be submitted without modification or insertion in the bid documents or otherwise the bid will be liable for rejection.

8. Last date for submission of tender document in all respect: 16.03.2020 at 2.00 PM.

State Project Director,  
Samagra Shiksha ,  
Chennai.

**Tender No. 571 /A2/Vehicle/2019**

**Due on 16.03.2020**

**LETTER OF TENDER**

(This tender should be delivered on or before 2.00 pm on **16.03.2020**)

To

The State Project Director,  
Samagra Shiksha ,  
Chennai : 600 006.

Sir,

I / We do hereby tender to supply to the State Project Directorate, Samagra Shiksha , Chennai for the HIRING OF AC / Non AC VEHICLES FOR THE USE OF OFFICIALS OF STATE PROJECT DIRECTORATE FOR ONE YEAR ON CONTRACT BASIS in accordance with the conditions stated in the annexed agreement and specification attached hereto at the respective rates specified.

I / We have examined the details of the vehicles to be supplied and have carefully noted the conditions of contract and the specification with all the stipulations of which I / We agree to apply.

I / We hereby undertake to complete delivery at the places mentioned in the specification, of all the vehicles at once as per Clause 4 of the agreement from the date of the communication of acceptance of my / our tender.

I / We further agree that I / We will not withdraw this tender either in full or in part during the time that will be required for information of the acceptance or non acceptance of the tender being given to me / us or until expiry of a period of three months from the date of receipt of hereof, as stipulated in Clause 18 of the notice to tenders whichever is earlier and if I / We do so withdraw the tender then I am / We are liable to forfeit the tender deposit.

I / We hereby undertake and agree to forward within fourteen days after the notification of the acceptance by State Project Directorate of this tender securities to the value equivalent to 2% (two per cent) of the contract amount or such other amount as may be demanded as a guarantee for the due fulfillment of my / our cost as per the agreement attached within fourteen days after notification of acceptance of this tender.

I / We further agree that the acceptance of this tender shall result in the constitute, a valid and concluded contract binding on me / us the terms whereof shall be taken to be those mentioned in the form of agreement hereto annexed notwithstanding the non execution of the said agreement.

SIGNATURE OF THE TENDERER  
WITH SEAL

I / We further agree that in the event of my/our failure to deposit securities mentioned above or to produce the latest income tax and sales tax clearance certificate or to execute the agreement within the period of fourteen days, the EMD amount of Rs.10,000.00 per vehicle deposited along with the tender shall be forfeited to the State Project Directorate and the State Project Director shall be entitled to cancel the contract which shall have to be concluded by virtue of the said acceptance and there upon arrange for any other person or persons to supply the vehicles herein mentioned before and I / we agree to be liable irrespective of the forfeiture aforesaid for all damages, losses, charges and expenses arising from or by reason of such failure and arrangement.

I / We hereby declare that I / we agree to do the various acts, deeds and things referred to herein including the condition relating to non withdrawal of this tender as set out above in consideration of the State Project Director.

As witness my / our and this . . . . . day of . . . . .

SIGNATURE OF THE TENDERER  
WITH SEAL

**STATE PROJECT DIRECTORATE, SAMAGRA SHIKSHA ,  
DPI CAMPUS, COLLEGE ROAD, CHENNAI : 600 006.**

**TENDER SCHEDULE AND CONDITIONS**

Nature of work	:	Hiring of AC vehicles for the use of officials of State Project Directorate on contract basis for one year.
Tender No.	:	571/A2/Vehicle/2019
Due date and time	:	<b>16.03.2020 at 2.00 pm</b>
EMD	:	Rs. 10,000.00 per vehicle
Tender validity	:	90 days

1) The tender is requested in two cover system from the existing transport contractors for supply of cars for the use of officials of Samagra Shiksha , as per Part A and Part B schedules enclosed herewith for providing, Tata Indica, Innova AC / Non AC vehicles as per the schedule on contract basis for the use of officials of State Project Directorate for a period of one year as per the terms and conditions given below. The tenderer should sign all the pages of tender schedule to confirm that the rates are based on the terms and conditions stipulated herein.

**2) TERMS AND CONDITIONS:**

1. The tenderer should have been registered under GST.
2. The number of vehicles for which tender called is FIVE for regular official use of officers. However the State Project Directorate reserves the right to increase or decrease the number as per requirement. Further, one/two vehicle may additionally, occasionally be required for the use of guests, on daily basis.
3. The period of contract is one year from the date of issue of work order. Contract may be extended for further period of one year on same rate, terms and conditions, based on satisfactory performance of successful bidders.
4. Payment will be made for the vehicles only for the days of usage. Generally vehicles will be engaged on all working days. If officers attending office on official duties during holiday due to exigency of work, those days will also be calculated for payment.
5. The vehicle shall be of type of Tata Indica, Innova AC / Non AC car Model 2013 or later and it should have valid tourist permit or obtain the same on confirmation of tender.
6. The offered vehicle should satisfy Chennai City Pollution Control norms.
7. The offered vehicle should own minimum of THREE vehicles with tourist permit in his/her OR the firm's name / proprietor name.
8. The tenderer should have minimum experience of three years in tourist vehicle operation. Experience certificate should be submitted.
9. Number of vehicles owned and leased by the tenderer which the tenderer can offer to State Project Directorate on hire shall be indicated in the column mentioned in Part-A.
10. The EMD amount of Rs. 10,000.00 per vehicle for total number of vehicles offered for hire should be enclosed.

11. The copies of the following should be enclosed for the vehicles owned by the tenderer.
  - i. Registration Certificate from the RTO
  - ii. Valid tourist permit
  - iii. Live fitness certificate
  - iv. Live Comprehensive Insurance Policy
  - v. Valid Chennai City Pollution Control Certificate.

Tender should be in two cover system.

- (1) Technical bid (Part A) should be kept in separate cover and subscribed as **“Technical bid for supply of vehicles for SS”**
- (2) Price Bid (Part B) should be kept in separate cover subscribed as **“Price list for supply of vehicle for SS”** and
- (3) both the covers to be put in an outer cover and subscribed as **“Tender for supply of vehicles for SS”**.

12. In absence of any one of the certificates mentioned above vide Clause 3 to 6 of the tender will be liable for rejection and however in case of new vehicle Clause 3 to 5 should be furnished before issuing the work order.
13. The rate quoted should be firm for the entire contract period and shall be inclusive of rent, cost of fuel, lubricants and other consumables, driver salary / bata, maintenance, tax, insurance, fitness certificate and other charges levied on out station trips and no other charges will be allowed by the State Project Directorate other than the hire charges quoted. The service tax, if any should be mentioned separately.
14. Tenderer should quote the total number of vehicles they can provide on one day and the number of cars available with the tenderer in the column mentioned in Part A.
15. PERMIT: The model of vehicle quoted by the tenderer should have tourist permit valid for the entire contract period. If the tenderers offer new vehicle, they should get the permit before issuing the work order.
16. OWNERSHIP: The tenderer should own at least three vehicles and others should have valid agreement entitling him to use the vehicles or an arrangement with supplier of the vehicle and enclose copies of documentary evidence along with the other documents and produce the original documents. However the tenderer alone is responsible for the fulfillment of the contractual obligations / conditions.
17. REPLACEMENT OF VEHICLE: Each tenderer shall give a replacement vehicle which will satisfy the tender conditions and to the satisfaction of the competent authority at the time of stopping the vehicle on a particular day due to repair or any other reasons, without any undue delay.
18. LICENCES:
  - a) Drivers with minimum 5 years experience in driving Light Motor Vehicles and also possessing an unblemished record, shall be employed.
  - b) The owner shall furnish the driver's Fitness Certificate for driving light motor vehicles issued by the Government Medical Officer.
  - c) The owner shall produce the credentials towards driver's experience in driving four wheeler vehicles.

- d) Drivers with minimum age of 25 years would alone be engaged and maximum age should not cross 55 years. Credentials for the age shall be furnished.
- e) Driving license should be available always with the Driver and Xerox copy of the same should be handed over to the officers' concerned.
- f) The original driving license should be produced to the officers' concerned of the State Project Directorate, for verification.
- g) It is the duty of the tenderer to arrange for a standby Driver, with valid license, in case of the original driver is not turning up for duty, without any stoppage of vehicles.
- h) The driver should wear white uniforms while on duty, otherwise a fine of minimum Rs.100.00 will be imposed on each occasion and deducted from the rent.
- i) The contractor should issue photo identity card to the driver and they should always carry it with them, while on duty.

#### 18. CHANGE OF DRIVER:

The change of driver would be permitted only when the substitute driver satisfies the above conditions of driver's appointment and the owner shall produce all credentials and get approval for permitting him to drive the vehicle. However except for short absence of 3 to 7 days of leave or owing to sickness, the tenderer, without the specific approval in writing of the competent authority, shall not change the driver of a vehicle. Alternatively the tenderer may get approval from State Project Directorate for a panel of drivers to be appointed by him so that the drivers may be substituted immediately.

#### 19. DISTRIBUTION OF VEHICLES:

a) The State Project Directorate reserves the right to allot any vehicle to any Officer of the State Project Directorate. The State Project Directorate also reserves the right to re-allot the vehicle as per the need at any point of time. In case if the contractor refuses to take up the work given, the State Project Directorate reserves the right to remove the vehicle from the contract and EMD/SD paid will be forfeited. Demand for plying for a particular Officer, will result in cancellation of the work order.

b) The tenderer should have the capacity of providing any number of vehicles as and when required by State Project Directorate and he should specify the availability of the vehicles in the tender itself.

c) The State Project Directorate reserves the right to accept or reject any tender partly or wholly without assigning any reason and also reserves the right to place orders with any tenderer for all vehicles offered by him or for any lesser number.



## 20. DISCIPLINE:

The tenderer is fully responsible for perfect discipline and good conduct of the driver of the vehicle without giving room for any complaint from Officer in charge or from general public. The contractor shall change the Driver if ordered to do so by competent authority and the competent authority's decision in this regard shall be final and shall not be questioned by the tenderer.

- i. The vehicle should run within the speed limit as prescribed in traffic rules.
- ii. No employee shall directly or indirectly engage himself or permit any member of his/her family to engage in any contract or trade, business or other transaction with State Project Directorate. If it is noticed, the contract would be liable for termination immediately without any notice and disciplinary action will be taken against the employee.
- iii. The contractor shall ensure that the drivers adhere to all traffic regulations etc. In case of any violations thereby inviting any legal action by police or others, the contractor shall be wholly responsible for damages and department will have no binding on that.
- iv. The vehicle sent to the officers should be in good condition and cleaned every day before it arrives to perform duty. There should not be any dust/dirt on the car or on the seats.
- v. The driver should be instructed to come in clean uniform cleanly shaven with name badge and not to sleep or chitchat inside the vehicle when the vehicle is not in use.
- vi. The behavior of the driver should be polite and should have good manners.
- vii. The contractor or driver engaged by the contractor should not initiate or indulge in agitation, non plying of services or taking part in strike for any reasons. Such act will liable for cancellation of work order, forfeiture of EMD/SD and forfeiture of payment due to the contractor if any without any notice.

## 21. DAMAGE:

i) Utmost care should be taken to avoid accidents. The contractor will be responsible for all liabilities due to accidents or damages, caused to properties including loss of life of any public or employee of State Project Directorate or Contractor's employee.

ii) In case of fatal accidents, the vehicle will be stopped from operation and the work order of the vehicle concerned will be cancelled immediately without any prejudice. For all other minor accidents, the vehicle will be stopped from operation for minimum of 2 days. The contractor should immediately substitute the vehicle to avoid dislocation. Replacement for the cancelled vehicles should be provided immediately as per terms and conditions of State Project Directorate.

## 22. PERIOD OF CONTRACT:

The period of contract is for one year from the date of issue of work order. Contract may be extended for further period of one year on same rate, terms and conditions, based on satisfactory performance of successful bidders.

### 23. COVERAGE OF MOTOR VEHICLES ACT:

a) The vehicle lent on hire should be covered under Section-66 of M.V. Act 1988 and no payment will be made for the vehicles not covered under the said act.

b) The vehicle should also satisfy the norms prescribed by Pollution Control Authorities.

### 24. WORKING HOURS:

i) The vehicle should be sent in time as per the instructions of the vehicle using officer.

ii) If any complaint is received from the vehicle using officer regarding delay in getting vehicle a fine of Rs.100/- will be imposed on each occasion. Suitably action to terminate the contract of the vehicle will be taken if such complaints are received more than 3 times in a month.

### 25. PAYMENT:

The payment will generally be settled within 15 days from the date of receipt of bills.

1. The bills in duplicate with statement containing the details viz. date of travel, vehicle No., Name of the Officer, Name of the Department, places where performed (detailed total km., total hours and the amount with trip sheets duly signed by the vehicle using officer and advance stamped receipt should be furnished to the respective user department. In the trip sheets, there should not be any over writing / corrections, if so they should be attested by the vehicles using officer. The trip sheet should be closed daily by the Vehicle using Officer with the seal of the Officer and Employee Code. The same should be mentioned in the Certificate also.  
(Distance covered for each Officer may be restricted to a maximum of 2000 Kilometre per month per vehicle)
2. Each bill shall have a certificate from the official stating that Drivers permitted to run the vehicle are as per the terms and conditions.

### 26. INCOME TAX:

As per the Income Tax Act and Rules, Income Tax, Surcharge, Educational Cess etc. and any other appropriate levy to Government as may be notified from time to time will be deducted from each bill towards Income Tax and source.

### 27. SECURITY DEPOSIT & EXECUTION OF AGREEMENT:

The successful tenderer should execute the agreement in the prescribed form in a non-judicial stamp paper to a value of Rs.20/- after remitting a security deposit at 2% of order value by cash/fixed deposit receipt from a Nationalized bank / Small savings scripts in favour of Member Secretary, Tamil Nadu State Mission of Education for all valid for a period not less than 30 months.

**28. VIOLATION OF CONDITIONS:**

The State Project Directorate deserves the right to cancel the agreement if the contractor violates any of the above conditions.

**29. TENDER EVALUATION:****a. Arriving at Lowest rate:****For Price Schedule - I**

The lowest rate shall be arrived at by calculating rate quoted by each Tenderer for 12 hours and 80 Kms. and adding rate for 2 extra hours and 20 extra Kms. As quoted under PART B Price Schedule – I

**For Price Schedule - II**

Lowest rate shall be arrived at by calculating rate quoted –

- for 10 hours and 100 Kms. for local work and adding rate for 2 extra hours and 20 extra Kms.
- for outstation usage, rate for 5 extra hours, 100 extra Kms and driver batta shall be added to the rate for one day upto 250 Kms.

**b. Allotment of vehicles:**

1. The lowest tenderer shall be allotted the number of vehicles quoted by him at the final L1 rate agreed upon subject to the condition that the State Project Director reserves the right to restrict allotment of number of vehicles to 60% to the lowest tenderer.

2. The balance vehicles may be distributed between other tenderers on the condition that they agree to L1 rate again restricted to total number of vehicles offered by the each Tenderer.

**INSTRUCTIONS TO TENDERERS:**

1. Validity of tender is 90 days
2. Tenderers shall abide by all the subsequent instructions issued by State Project Directorate after the award of contract.
3. Copy of R.C. Book, Permit, Insurance, Road Tax and Lease agreement, if any, of the vehicle is to be enclosed with the tender.
4. Letter of Tender, Tender schedule, Terms and conditions and Price schedule should be signed and submitted. Any bid received without signature in the above documents and requisite EMD amount per vehicle will be summarily rejected.
5. Conditional Tender will not be considered.

**Note:** The State Project Directorate reserves the right to accept or reject any tender without assigning any reason thereof. It is open to the State Project Directorate to alter the conditions of the tender schedule in appropriate cases in the interest of the State Project Directorate.

**The above conditions are gone through and accepted by:**

**Part – A**

Details for the vehicles for which EMD amount deposited

Tender No. 571/A2/Vehicle/2019

Due on 16.03.2020

**1) CAR MODEL: AC Innova**

Number of vehicles offered for hire by Tenderer

Sl. No.	Description	No. of Cars which can be offered by Tenderer		
		No. of Vehicles Offered (in figures)	No. of Vehicles Offered (in words)	EMD Amount
1	Owner vehicles offered			
2	Leased vehicles offered			
<b>Total</b>				

Note: The EMD amount should be @ Rs.10,000/- per vehicle.

[Total EMD Amount = Rs.10,000/- X No. of vehicles offered for hire]

**2) CAR MODEL: AC Dzire / Etios / Fiesta / Vento**

Number of vehicles offered for hire by Tenderer

Sl. No.	Description	No. of Cars which can be offered by Tenderer		
		No. of Vehicles Offered (in figures)	No. of Vehicles Offered (in words)	EMD Amount
1	Owner vehicles offered			
2	Leased vehicles offered			
<b>Total</b>				

Note: The EMD amount should be @ Rs.10,000/- per vehicle.

[Total EMD Amount = Rs.10,000/- X No. of vehicles offered for hire]

**3) CAR MODEL: AC Indica / Indigo / Ikon**

Number of vehicles offered for hire by Tenderer

Sl. No.	Description	No. of Cars which can be offered by Tenderer		
		No. of Vehicles Offered (in figures)	No. of Vehicles Offered (in words)	EMD Amount
1	Owner vehicles offered			
2	Leased vehicles offered			
<b>Total</b>				

Note: The EMD amount should be @ Rs.10,000/- per vehicle.

[Total EMD Amount = Rs.10,000/- X No. of vehicles offered for hire]

## 4) CAR MODEL: Non AC Indica / Indigo / Ikon

Number of vehicles offered for hire by Tenderer

Sl. No.	Description	No. of Cars which can be offered by Tenderer		
		No. of Vehicles Offered (in figures)	No. of Vehicles Offered (in words)	EMD Amount
1	Owner vehicles offered			
2	Leased vehicles offered			
<b>Total</b>				

Note: The EMD amount should be @ Rs.10,000/- per vehicle.

[Total EMD Amount = Rs.10,000/- X No. of vehicles offered for hire]

SIGNATURE OF THE TENDERER  
WITH SEAL

# Technical details of the Tenderer

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Sl. No.	Details	Furnished
1	a) Name and address of the Travel Agency	
	b) Name of proprietor	
	c) Contact No. of the proprietor	
2	PAN number (Copy to be enclosed)	
3	GST No. (Copy to be enclosed)	
4	No. of vehicles owned by the Agency (Should own minimum three vehicles)	
5	No. of vehicles presently leased. (Copies of lease agreement to be enclosed)	
6	Having experience in the tourist vehicle (Minimum three years experience is required)	
7	Details of EMD enclosed	Rs. .... Drawn on ..... Bank ..... Branch
8	<b>Documents required</b>	
a)	Registration certificate from RTO (Copy to be enclosed)	
b)	Valid tourist permit (Copy to be enclosed)	
c)	Live fitness certificate for the owned vehicles. (Copy to be enclosed)	
d)	Live Comprehensive Insurance Policy (Copy to be enclosed)	
e)	Valid Chennai City Pollution Control Certificate. (Copy to be enclosed)	

**Signature of the Tenderer  
with seal**

Place:  
Date: