

**TENDER DOCUMENT**

**FOR**

**PROVIDING VEHICLE SERVICES**

**FOR**

**RAMETI, PUNE**

**REGIONAL AGRICULTURE EXTENSION MANAGEMENT**  
**TRAINING INSTITUTE, PUNE**

(An Organization of the Govt. of Maharashtra)

Sr.No. 1/1, Tapkir Chowk, Wadmukhwadi(Charholi), Tal. Haveli,  
Pune Alandi Road, Pune 412 105

[www.vanamati.gov.in](http://www.vanamati.gov.in)

E- mail ID- [rametipune5@gmail.com](mailto:rametipune5@gmail.com)

(Tele: 020 – 25535771)

**Contractor**

## Section –I

### **REGIONAL AGRICULTURE EXTENSION MANAGEMENT** **TRAINING INSTITUTE, PUNE**

(An Organisation of the Govt. of Maharashtra)

Sr.No. 1/1, Tapkir Chowk, Wadmukhwadi(Charholi), Pune Alandi Road, Pune 412 105

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### **E-TENDER DOCUMENT FOR PROVIDING VEHICLE SERVICES FOR RAMETI, PUNE**

#### **GENERAL GUIDELINES FOR SUBMITTING TENDER DOCUMENTS**

1. E-tenders are invited in two bid system i.e.is Technical Bid and Financial Bid.
2. **Pre Qualification Tender Documents ( Technical Bid ) should contain:-**
  - Name of firm/ Organisation,Address,Tele.no/Mobile,E-mail,Month and year of Establishment.Testimonials (also include Certificate regarding registration of Firm with transport authority/Agency under prevailing act if applicable, Certificate regarding Work experience of providing VEHICLE Services to Govt. Organisation, Institutions or other reputed Firms/ Companies which are duly recognised by the Govt. etc.)
  - Name of the Proprietor/Partners/ Directors /Authorised representative with details of Partnership deed or relevant documents.
  - Attested Xerox copies of :-
    - (i) The Registration Certificate of the Firm/ Agency.
    - (ii) Income tax return/ assessment order of last 3 Financial years
    - (iii) Experience certificate.
    - (iv) PAN card of the firm.
    - (v) Certificate regarding Registration of Goods and Service Tax.
    - (vi) Audited balance sheets showing turnover of last 3 Financial years.
    - (vii) Annual turnover statement duly certified by Chartered Accountant of last 3 Financial years.
    - (viii) Registration documents of any 3 vehicles mentioned in tender document in the name of contractor or consent agreement for 3 vehicles with vehicle provider.
    - (ix) Testimonial- Affidavit of Firm is not blacklisted by any Govt organization /semi Govt. organization..
3. **The above attested Xerox copies are to be uploaded as technical bid of tender.**
4. **The tender is likely to be rejected in the absence of these documents and the Principal, RAMETI, Pune reserves rights to accept or reject the requirement of any one of these documents for evaluation of the Pre- qualification of the Bidder. Part II (Financial Bid) of the tender document duly filled and sign with seal Should be uploaded as financial bid of tender. The tendering Contractor should quote rates in **Financial Bid.****
5. Tender is not transferable.
6. **Eligibility criteria:-**
  - a) Should be a reputed Vehicle Service Provider Firm/Organisation having proven track record and registered /licensed for providing for Vehicle Service.

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- b) Should have minimum two year's experience in providing vehicle services Government/ semi Govt. / Firms/ Company.
  - c) Should have an annual billing of not less than Rs. 10 Lakhs (Rupees Ten Lakhs only) for rendering such Vehicle services for last three years.
  - d) No multiple bids are allowed by single proprietor or different firms owned or run by single entity.
7. Bidders must submit all relevant documentary evidence required to demonstrate his eligibility for the proposed tender.
  8. Earnest Money Deposit Rs. 75000/- (seventy five thousand only) and Tender form fee Rs. 4500/- (Four thousand five hundred only ) has to be paid by e-payment. EMD will be returned to the unsuccessful tenders by e-payment gateway only. Tenders not accompanied by Earnest Money Deposit, shall be summarily rejected. Cost of Rs. 4500/- (Four thousand five hundred only ) towards downloaded tender documents is non refundable.

The final contract will be awarded on following conditions :-

- (a) Furnishing of security deposit of Rs. 78000/- (Rupees seventy eight thousand only ) by means of a Demand Draft in favour of " Principal , Regional Agriculture Extension Management Training Institute, Pune" and payable at Pune, within 15 days of the receipt of the letter awarding the.
  - (b) Execution of the agreement within 5 days of the receipt of the letter of award of contract.
  - (c) Commencement of the contract within 5 days of the signing of the agreement or as decided by Institute.
  - (d) To comply with all the terms and conditions of the letter of award of contract and agreement of contract.
9. Principal, RAMETI, Pune reserves the rights to accept or reject the tender without assigning any reasons what so ever.

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(Tele: 020 – 25535771)

**TENDER DOCUMENT FOR PROVIDING VEHICLE SERVICE To RAMETI, PUNE.**

Last date and Time for receipt of Bids	:	Upto 17.00 hours on 31/01 /2022	
Opening	Technical	:	at 11.00 hours on 01 /02 /2022
	Financial	:	at 11.00 hours on 04 /02 /2022
Place of Opening of Bids	:	Office of "Principal, Regional Agriculture Extension Management Training Institute. Sr.No. 1/1, Tapkir Chowk, Wadmukhwadi(Charholi), Tal. Haveli, Pune Alandi Road, Pune 412 105	
Address for communication	:	Office of "Principal, Regional Agriculture Extension Management Training Institute. Sr.No. 1/1, Tapkir Chowk, Wadmukhwadi(Charholi), Tal. Haveli, Pune Alandi Road, Pune 412 105	
Earnest Money Deposit	:	Rs.75000 /- (Rupees Seventy five thousand only)	
Security Deposit (for successful tenderer)	:	Rs. 78000/- (Rupees (Rupees seventy eight thousand only)	
Period of Contract	:	Two years .	

### **CHECK LIST FOR BIDDERS**

1. Bids are invited in accordance with local competitive bidding procedures.
2. Bids containing deviations from bidding document terms and other requirements may be rejected.
3. Bidders should furnish their complete address for the purpose of further correspondence pertaining to bidding document.
4. Correction in bid document should be noted over and initiated at the places of corrections.
5. Bid should be kept valid for acceptance for a period of 60 days from the day bids are opened otherwise bid may be rejected.
6. Negligence of the bidder in preparing bid confers no right to withdraw the bid after it was opened before expiry of stipulated validity period.
7. The bidding document shall be governed and interpreted according to the laws of the Govt. of Maharashtra.
8. Bid should be responsive to the instructions to bidders and the conditions of contract in the bid document. For this purpose, bidders should complete the check list in Section- V.
9. Principal, RAMETI, Pune reserves the rights to accept or reject any or all bids without any explanation to bidders.
10. Every page of the tender document should be signed and sealed by bidder.

### **E-Tender (Vehicle Service) Time Schedule**

Sr. No	Details	Date & Time
1	Notice date	Date 17.01.2022
2	Tender uploaded on dated	Date 17.01. 2022 Time 11.30
3	Last date of submission	Date 31.01. 2022 Time 17.00
4	Pre bid meeting	Date 24.01. 2022 Time 11.00
5	Tender opening (Technical)	Date 01 .02. 2022 Time 11.00
6	Tender opening (Financial)	Date 04.02. 2022 Time 11.00

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**Section –I**

**SCHEDULE OF IMPORTANT INFORMATION**

1.	Schedule of Quantities/ Work :	The residential training courses are conducted by RAMETI, Pune through out the year. On an average 40 trainees remain present during the duration of the training course. If necessary, transportation of trainees from Campus to place of lodging of the trainees and Back is required. For the trainees, field visits are organized in or outside Pune. Guest Faculties are transported from their place of stay to Campus and back. Officers have to attend meetings in Mumbai and other places outside Pune. However, the actual requirement depends on the timely need and the requirement may vary from time-to-time.
2	Fuels, oils, tyre-tubes and other materials along with timely maintenance are to be arranged by the contractor.	
3	<b>Reference to General Conditions of Contract :</b> Vehicle provided must always be equipped with all the legal requirements / records and documents related to the vehicle, the driver and the transportation. Vehicle along with expert and experience Driver will have to be provided. It is necessary to ensure the behavior of the driver. Major and Minor repair and maintenance will be the sole responsibility of the contractor.	
	Name of Work	PROVIDING VEHICLE SERVICES FOR RAMETI, PUNE – located at Sr.No. 1/1, Tapkir Chowk, Wadmukhwadi, (Charholi), Tal. Haveli, Pune Alandi Road, Pune 412 105
	Estimated cost of work (2022-24)	Rs. 26,00,000./- (Rupees Twenty six lakh.) Approximately
	Estimated Money Deposit	Rs 75000/- (Rupees seventy five thousand only )
	Security Deposit: (performance security )	Rs.78000/- (Rupees seventy eight thousand only )
	General Rules & Directions	Officer Inviting Tender – Principal, RAMETI, Pune.
4	DEFINITIONS :	
	a. Officer –in-Charge	Principal
	b. Accepting Authority	Principal, RAMETI, Pune .
	c. Department	Principal, Regional Agriculture Extension Management Training Institute, RAMETI, PUNE Sr.No. 1/1, Tapkir Chowk, Wadmukhwadi (Charholi), , Pune Alandi Road, Pune 412 105
	d. Contract Form	RAMETI, Pune Contract Form
5	Contract Period	Two years.

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**Section –I**  
**INVITATION FOR BIDS**

1. E-Tender bids are invited on behalf of Principal, RAMETI, Pune for providing VEHICLE services for RAMETI, Pune, having its office at Sr.No. 1/1, Tapkir Chowk, Wadmukhwadi(Charholi), Pune Alandi Road, Pune 412 105

Sr No	Name of work	EMD (in Rs.)	Period of Services	Cost of Bid Document	Last date of receipt of Bids	Date of opening of Bids
1	PROVIDING VEHICLE SERVICES To RAMETI Pune, Sr.No. 1/1, Tapkir Chowk, Wadmukhwadi (Charholi), Pune Alandi Road, Pune 412 105	Rs...75000/- (Rupees seventy five thousand only )	Two Years	Rs.4500/- (Rupees -Four thousand five hundred only)	Up to 31/01/2022 upto 17.00 hrs	01/02/2022 at 11.00 hrs

2. Bidders should be reputed registered Contractors having adequate experience in the relevant field of providing VEHICLE services for Central / State Government, Government undertakings and Private Corporate Sectors.
3. They should have executed the contract services to a value of not less than Rs. 10.00 (Rupees Ten lakhs only) per annum, In last three years.
4. The Tender Document should be downloaded from the website “<https://mahatenders.gov.in>, [www.vanamati.gov.in](http://www.vanamati.gov.in)”
5. The Bid shall remain valid for a period of Sixty (60) days from the date of Bid opening. All Bids must be accompanied by a Earnest Money Deposit (EMD) ( Bid Security) of Rs 75000/- (Rupees seventy five thousand only) for the work shown,

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Pune 412 10

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**PART –I (Technical Bid)**

**PROVIDING VEHICLE SERVICES To RAMETI, PUNE.**

**Pre- qualification Bio- Data to be enclosed along with the Tender**

1. Name of the Firm/Organization :  
and Address
2. Telephone No./ Mobile :
3. E-mail :
4. Month and year of establishment :
5. Registration No. :
6. Name of the Proprietor/Partners/  
Directors /Authorized representative  
with details of Partnership deed and  
Address, Phone number. :
7. PAN No. :
8. GST Registration Number :  
:
9. Income Tax Return of last 3 Financial years :
  - a) 2018-2019
  - b) 2019-2020
  - c) 2020-2021
10. Annual Turn Over during the last Three  
Financial years (Enclose the audited balance sheets) :
  - a) 2018-2019
  - b) 2019-2020
  - c) 2020-2021

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11. Work Experience in providing VEHICLE services to major institutions/ Organisation of Govt. /Semi Government or reputed Private companies/Firms whom the services were provided for year.

Period of Contract		Name, Address and Phone No.of the Organisation	Type of Contract undertaken	Value of Contract and other details	Remarks
From	To				

12. Annual turnover statement duly certified by Chartered Accountant of last 3 Financial years.

13. Testimonial- Affidavit of Firm is not blacklisted by any Govt organization /semi Govt. Organization.

Place :

Signature of the Tenderer with Seal

Date :

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**PART-II**

**Financial Bid:-**

**PROVIDING VEHICLE SERVICES AT RAMETI,PUNE ( Format A)**

**I) Vehicle services required on monthly basis (Rate-Rs/Km)**

Sr. No	Vehicle type (AC)	Monthly K.M	Monthly Hours	Monthly Rate	Extra Rate per K.M	Extra Rate per hours
1	Maruti Swift Dezire, Indigo, Etios, etc.	3000	300			
2	Tempo Traveller 18 Seater (Mini Bus) (Non A.C)	1500	240			

\* Monthly type vehicles can be used for outstation purposes (outside PMC / PCMC limits) as per requirement of Rameti Office.

\* Extra rate for per Km and Extra rate for per hour applies only after the monthly Km and monthly hour limit is exceeded.

**II) Vehicle services required as and when required basis.**

**Air-conditioned Vehicles. (A.C.)**

Sr.No	Vehicle specification	Capacity	Minimum distance 80 km/ 10 Hrs.	Extra Km Rate beyond 80 km	Extra Hrs. rate Beyond 10 Hrs	Minimum distance 300 km/ 24 Hrs.	Extra Km Rate beyond 300 km
A	Swift Dezire, Indigo, Etios etc.	4+1					
B	Innova , Tavera, Scorpio	6+1					

**Without Air-conditioned vehicles. (Non A.C.)**

Sr. No.	Vehicle specification	Capacity	Minimum distance 80 km/ 10 Hrs	Extra Km Rate beyond 80 k.m	Extra Hrs. rate Beyond 10 Hrs	Minimum distance 300 km/ 24 Hrs	Extra Km Rate beyond 300 km
A	Mini Bus	18+1					
B	Luxury Bus	35+1					
C	Luxury Bus	55+1					

**Note:-1.** Toll tax, Parking charges and GST as applicable will be paid by RAMETI to contractor in addition to above rates mentioned in I and II. The original Toll and parking charges receipts should be submitted to Rameti.

**2.** In financial bid, the bidder whose **Monthly rate** and **Minium distance rate** is minimum that bidder will be considered as L1 bidder. This L1 bidder need to accept minimum rate quoted by other bidders for other rates. (Extra Km and Extra Hrs etc.)

Signature of the Tenderer-----

Seal of the Firm/Tenderer  
Date:

Name-----  
Address with Phone -----  
E-mail Id:-----

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## TERMS AND CONDITIONS

### **I General**

1. Digital signed tenders are in two parts consisting of Part -I Pre qualification (Technical Bid) Details and Part – II (Financial Bid)).
2. It may be noted that after opening the Part-I (Technical Bid) i.e. as per qualification details and analyzing the experience of the tenderer, if considered suitable, the price bid of such bidders will be opened on the dates decided by the Principal, RAMETI Pune.
3. The tenders, Part-I and II are to be submitted online only (i.e Technical and Financial)
4. The tenders will be opened by PRINCIPAL, RAMETI, PUNE at RAMETI, Pune premises Technical on 01 /02/2022 at 11.00 a.m. in the presence of Rameti officials and the tenderers or their authorized representatives and financial on 04.02.2022 at 11.00 a.m.
5. The successful tenderer will be required to pay security deposit of Rs.78000/- (Rupees seventy eight thousand only) which will not carry any interest, whatsoever.
6. The contract will be valid for a period of two years with effect from the date of award of contract. The contract period may be extended for a further period of one year on mutual agreement of the both the Parties without any price hike.
7. Bidder must own at least any three vehicles mentioned in tender document and their registration documents or If the vehicles are not owned by Bidder and Bidder is providing vehicles owned by other vehicle provider then, It is essential to have the consent agreement entered with the concern vehicle provider.
8. The tenderer should note that all the vehicles leased to this office should be as per Government Guidelines.
9. In the event of any question, dispute or difference arising under these conditions or any conditions contained in the order or in connection with this contract, the same shall be referred to the sole arbitration of the Principal, RAMETI, Pune or some other person appointed by him. The award of the arbitrator shall be final and binding on the parties to this contract.
10. The amount quoted in words & Figure lowest will be considered.
11. Principal, RAMETI, Pune reserves the right to reject any or all the quotations received without assigning any reasons whatsoever.
12. The contractor shall enter into an agreement with Principal, RAMETI, Pune on the terms and conditions of the contract.
13. Vehicle contractor is required to follow all enforceable legal laws.If contractor fails to follow any laws ,then this contract will be terminated after due notice of 15 days and Principal, RAMETI, Pune's decision shall be the final and binding.
14. If the services provided by the contractor are found to be unsatisfactory ,then the contract will be terminated after due notice of 30 days and Principal, RAMETI, Pune's decision shall be the final and binding
15. The contractor shall not transfer his/her rights under the contract to any one else.
16. attending all the major and minor repairs and maintenance work and discharge his obligations under the contract most diligently and honestly.
17. The contractor shall at all times during the existence of contract abide by all directions and instructions which may be given by the Institute concerning all the aspect of the VEHICLE Service and its keeping and maintenance aspects.
18. The contractor is responsible for ensuring required type of insurance related to such kind of vehicle service. It shall be the responsibility of the Contactor to make available only fully insured vehicle (s) for RAMETI, Pune.

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19. The vehicle as and When required by the officers and representatives of Principal, RAMETI, Pune shall be made available in RAMETI, Campus wherever located and required.
20. The remuneration payable to the drivers and associated workers engaged in the VEHICLE Service and its related maintenance services, during the use of vehicle shall be borne by the Contractor.
21. The contractor will register with Registrar of concerned state body and furnish the details of registration number. He shall abide by the state labour and Govt. of India (Ministry of Labour) rules and regulations and all other statutory acts and regulations and rules relevant to this Contract including works contract act, minimum wage act, employees provident Fund act, ESI, Prohibition of child labour etc.
22. The contractor shall indemnify the Principal, RAMETI, Pune against any risks and damages arising out of the default on the part of contractor due to negligence or non-compliance of any of the aforesaid rules, regulations etc. laid down by the Government and other statutory authorities, from time-to-time.
23. The contractor should obtain the requisite license for running the establishment of VEHICLE services. The Principal, RAMETI, Pune shall not be responsible in any way for any breach by the Agency (i.e Contractor) of the rules and regulations governing the running of such establishment.
24. The contractor should take all precautionary measures to ensure the safety of the workers employed by him and Principal, RAMETI; Pune shall not be held responsible in case of any eventuality.
25. In case of any disputes between contractor and workers (drivers and associated workers) it is the responsibility of the contractor to settle them amicably and the Principal, RAMETI, Pune will not be a party to them and will not be responsible for any lapses, etc, on the part of the contractor vis-a-vis his workers. The workers engaged by the contractor will not have any type of claim against Principal, RAMETI, Pune and the contractor shall be liable and responsible for compliance of all statutes under the relevant Acts.
26. All workers engaged by the VEHICLE contractor for providing vehicle services for RAMETI, Pune must be medically fit and must bear personal hygiene. The contractor must ensure that a periodical medical check ups in respect of all his workers engaged in RAMETI, are carried out at his own cost and interest.
27. The Contractor has to ensure that workers engaged by him shall bear high standard of personal hygiene, good conduct, character and integrity with politeness. The contract should also thoroughly check up the antecedents of his workers before engaging them for work.
28. The Principal, RAMETI, Pune will carry out the surprise/snap checks with regard to providing services and aspects of repair and maintenance. At any stage if any violations of the contract are observed and the measures adopted are not found up to desirable standard, the VEHICLE contractor shall have to withdraw such vehicle (s) immediately and provide suitable replacements.
29. It is the responsibility of the Contractor to issue necessary Identity Cards to the driver/workers on VEHICLE and only those drivers /workers for whom identity cards are issued will be allowed to enter in the premises of RAMETI, Pune
30. In the event of any absenteeism of the drivers /workers engaged by the contractor, it is the responsibility of the Contractor to provide alternate arrangement of driver/ worker immediately.
31. In the event of any accident, the payment of claim or charges incurred on account of hospitalization of driver/ worker shall be born by the VEHICLE Contractor. Also in case of injury / death of any person, the payment of claim or charges incurred on account of hospitalization of such other person shall be born by the VEHICLE

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- Contractor. Principal, RAMETI, Pune shall not pay any claim or charges mentioned above.
32. The Institute shall take the feedback through a register kept for the purpose, from the participants/ guests/dignitaries regarding VEHICLE services with a view to offer prompt and efficient services. The Institute will conduct periodical reviews of the complaints/ suggestions given by the participants/ dignitaries both in the registers kept in the office of Principal, RAMETI, Pune and Evaluation Reports and the contractor will be informed about the shortcomings, if any, for remedial action.
  33. The contractor will be intimated or provided with instruction note of the requirement at least one day in advance, by the staff so designated for the purpose by Principal, RAMETI, Pune. The requirement of vehicle will be only as per the instructions of Principal, RAMETI, Pune and the contractor will be liable for penalty if he decides to provide the vehicle at his own and supply the vehicle to participants/ guests/ dignitaries. Contractor will have to submit requisition slip duly signed by authorized RAMETI authorities alongwith usage slip and invoice for payment.
  34. Principal, RAMETI, Pune would pay the charges for the VEHICLE services provided by the contractor on submission of the bill, made on the basis of the entries in the register, duly signed by the contractor or his authorized signatory and countersigned by the competent authority dated.
  35. The contractor has to pay the Demand Draft of (Nationalised Bank) an amount of Rs.- 78000/- (Rupees seventy eight thousand only) towards security deposit at the time of entering into agreement with Principal, RAMETI, Pune, no interest will be payable on the deposit.
  36. Any other aspect/ point/arising out of the VEHICLE and its related repair and maintenance service to be provided by the contractor.
  37. Where a doubt arises as regards to the applicability of the contractual terms and conditions of as to the interpretation or application of any of the provisions of this agreement during the validity of the contract period, the decision of the Principal, RAMETI, Pune thereon shall be final and binding on the contractor.
  38. Only those contractors whose technical bid is found to be in order, will entitle to opening of their financial bid.
  39. The Principal RAMETI requires that the Tenderers under this tender observe the highest standards of ethics during the procurement and execution of such contracts. In pursuance of this policy, the Principal Rameti defines the terms set forth as following :- **“corrupt practice”** means the offering , giving, receiving or soliciting of any thing of value to influence the action of the public official in the procurement process or in contract execution; and **“fraudulent practice”** means a misrepresentation of facts in order to influence a procurement process or a execution of a contract to the detriment of the Principal Rameti, Pune an includes collusive practice among Tenders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the Principal Rameti, Pune of the benefits of the free and open competition;  
The Principal Rameti, Pune will reject a proposal for award if it determiners that the Tenderer recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question  
The Principal Rameti will declare a Tendere ineligible, either indefinitely or for a stated period of time, to be awarded a contract if it at any time determiners that the Tenderer has engaged in corrupt and fraudulent practices in competing for, or in executing, a contract.
  40. TDS for Income tax and GST will be deducted from the bill as per Government rule.
  41. No multiple bids are allowed by single proprietor or different firms owned or run by single entity.

42. For RTGS Payment, Bank details such as Bank Account Name, No, IFSC code etc should be provided to Institute.
43. Firm should provide affidavit that concerned firm has not been black listed by any Govt organization /semi Govt. organization..
44. kilometers will be counted from the office of the organization in which the vehicle is ordered.

: INSTRUCTIONS TO BIDDERS

**1. Scope of job:**

The exact scope of job is to provide VEHICLE services on daily and monthly basis to visiting guests, training participants and office staff of RAMETI, Pune with prompt services of high standard and as per the terms stipulated in this contract.

**2. Cost of Bidding**

The Bidder shall bear all costs associated with the preparation and submission of the bid, and Principal, RAMETI, Pune will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

**3. Content of Bidding Documents**

3.1 The services to be offered, bidding procedures and contract terms are prescribed in the bidding documents.

3.2 The bidder is expected to examine all instruction, forms, terms and specifications in the Bidding documents. Failure to furnish all information required by the Bidding documents or submission of a bid not substantial responsive to the Bidding documents in every respect will be at the Bidder's risk and may result in the rejection of his bid.

**4. Amendment of Bidding Documents.**

4.1 A prebid meet shall be organized at Rameti, Pune office on 24/01/2022 at 11.00 am to clarify doubts regarding the tender document and bidding procedure. All prospective bidders may attend the prebid meeting.

4.2 At any time prior to the deadline for submission of bids, Principal, RAMETI, Pune may for any reason, whether at this own initiation or in response to a clarification requested by a prospective Bidder, modify the Bidding documents by Amendment.

4.3 The amendment will be notified all prospective Bidders who have received the Bidding Documents from web site “<http://mahatenders.gov.in>, [www.vanamati.gov.in](http://www.vanamati.gov.in)” and government tender website will be binding on them.

4.4 In order to afford prospective Bidders reasonable time in which to take amendment into account in preparing their bids, Principal, RAMETI, Pune may at this discretion, extend the deadline for the submission of the bids.

**5. Language of Bid:**

The Bid prepared by the Bidder and all correspondence and documents relating to the Bid exchanged by the Bidder and Principal, RAMETI, Pune, shall be written in the English language, Provided that any printed literature furnished by the Bidder may be written in another language so long as accompanied by an English translation of its pertinent passages in which case, for purpose of interpretation of the bid, the English translation shall govern.

**6. Bid currencies**

For all goods and services in this Bidding Document, prices shall be quoted in Indian Rupees only.

**7. Documents Establishing bidders' Eligibility and Qualifications**

7.1 Bidder shall furnish, as part of his bid, documents establishing the Bidder's eligibility to bid and his qualifications to perform the contract if his bid is accepted.

**Contractor**

- 7.2 These documents shall establish to Principal, RAMETI, Pune's satisfaction that the Bidder has the financial and VEHICLE services capability necessary to perform the contractor. To this end, all; bids submitted shall include the following information:
- i. Copies of documents defining the constitution of legal status, places of registration and principal of business of the company or firm or partnership etc.
  - ii. Copies of the Vehicle Registration Certificate.
  - iii. Documentary evidence of experience and past performance of the Bidder on similar type of job showing turnover of Rs. 10.00 lakhs ( Rupees Ten lakhs only ) per year during the past the 3 years and or current contracts in hand. Necessary certificate duly signed by the clients should be enclosed.
  - iv. Information regarding any current litigation in which the Bidder is involved.
  - v. GST Registration.
  - vi. Testimonial- Affidavit of Firm is not blacklisted by any Govt organization /semi Govt. organization.

**8. Period of Validity of Bids**

- 8.1 Bids shall remain valid for 60 days after the date of bid opening. a bid valid for a shorter period may be rejected by Principal, RAMETI, Pune as non – responsive.
- 8.2 In exceptional Circumstance, Principal, RAMETI, Pune may solicit the Bidder's consent to an extension of the period of validity. The request and the response there to shall be made in writing (by Mail)

**9. Opening of Bids by Principal, RAMETI, Pune**

- 9.1 Principal, RAMETI, Pune will open bids, at the time and date specified in the Invitation for Bids, at the OFFICE OF THE PRINCIPAL, REGIONAL AGRICULTURE EXTENSION MANAGEMENT TRAINING INSTITUTE (RAMETI), Pune, Sr.No. 1/1, Tapkir Chowk, Wadmukhwadi(Charholi), Pune Alandi Road, Pune 412 105

**10. Preliminary Examination**

- 10.1 Principal, RAMETI, Pune will examine the bids to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed, and whether the bids are generally in order.
- 10.2 Principal, RAMETI, Pune will determine the substantial responsiveness of each bid to the bidding documents. For purposes of these clauses, a substantially responsive bid is one which conforms to all the terms and conditions of the Bidding Documents without material deviations. Principal, RAMETI, Pune's determination of a bid's responsiveness is to be based on the contents of the bid itself without recourse to extrinsic evidence.
- 10.3 A bid determined as not substantially responsive will be rejected by Principal, RAMETI, Pune and may not subsequently be made responsive by the bidder by correction of the non- conformity.
- 10.4 Principal, RAMETI, Pune will evaluate and compare only bids determined to be substantially responsive to the requirements of the bidder.

**11. Evaluation and Comparison of Bids**

Principal, RAMETI, Pune will evaluate and compare only bids determined to be substantially responsive to the requirements of the bidding

**12. Award Criteria**

Principal, RAMETI, Pune will consider award of contract to the successful Bidder whose bid has been determined to be substantially responsive and has

**Contractor**



**been determined as the lowest evaluated bid, provided further that the Bidder is determined to be qualified to perform the contract satisfactory.**

**12.1 Right of Principal, RAMETI, Pune to accept any bid and to reject any or all bids.**

Principal, RAMETI, Pune reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to award of contract, without there by incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders of the grounds for Principal, RAMETI, Punes action.

**13. Signing of Contract**

13.1 At the same time as Principal, RAMETI, Pune notifies the successful bidder that his/ their bid has been accepted, Principal, RAMETI, Pune will send the bidder the contract form provided in the Bidding documents, incorporating all agreements between the parties.

13.2 Within 5 days of receipt of the Contract form, the successful bidder shall sign and date the contract and return it to Principal, RAMETI, Pune.

13.3 The contract document shall be executed on stamp paper of requisite value.

**14. Start of Job**

Within 5 days of the date of issue of letter of award of contractor shall start the job and submit the program for the job to Principal, RAMETI, Pune.

**15. Annulment of award**

Failure of the successful bidder to comply with the requirement of above 13 &14 clauses shall constitute sufficient grounds for the annulment of the award, in which event Principal, RAMETI, Pune may make the award to the next lowest evaluated bidder or call for new bids.

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**Contractor**

## **Section III : General Conditions of the Contract**

### **Definitions:**

- 1.1 In this Contract, the following shall be interpreted as indicated.
- (a) "The Contract" means the agreement entered into between Principal, RAMETI, Pune and the Contractor, as recorded in the contract form signed by the parties, including all attachments and appendices there to and all documents incorporate by reference therein;
  - (b) "The contractor" means the individual or firm providing VEHICLE services under this contract.
  - (c) "The Contract price" means the price payable to be contractor under the contract for the full and proper performance of its contractual obligations;
  - (d) "RAMETI" means Regional Agriculture Extension Management Training Institute Pune.

### **2. Application**

These General Conditions shall apply to the extent that they are not superseded by provision on other parts of the Contract.

### **3. Sufficiency of Tender**

The contractor by bidding shall be deemed to have satisfied himself as to all the and circumstances affecting the contract price, as to the possibility of providing VEHICLE services as shown and described in the contract, as to the general circumstances and to the general labour position and to have determined the prices accordingly.

### **4. Use of Contract Documents and Information**

- 4.1 The contractor shall not, without prior written consent of Principal, RAMETI, Pune, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample or information furnished by or on behalf of the Principal, RAMETI, Pune, to the employed person by the contractor, in the performance of the contract. Such Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance.
- 4.2 The Contractor shall not without Principal, RAMETI, Punes prior written consent, make use of any document, information enumerated in para 4.1 except for purposes of performing the contract.
- 4.3 Any document, other than the contract itself, enumerated in para 4.1 shall remain the property of Principal, RAMETI, Pune and shall be returned (in all copies) to Principal, RAMETI, Pune on completion of the Contractor's performance under the contract if so required by Principal, RAMETI, Pune.

### **5. Payments**

- 5.1 For payment of bills of each of the course, the contractor shall submit his bills for the services provided during the duration of the specific training course as soon as the course is complete. The bills so submitted shall be verified and certified by the in charge official (preferably course director) of RAMETI to the Principal, RAMETI, Pune, who shall thereafter verify the claims in the bill for payments.

### **6. Termination for convenience.**

Principal, RAMETI, Pune, may by written notice sent to the contractor, terminate the contract in whole or in part, at any time for his convenience. The notice of termination shall specify that termination is for Principal, RAMETI, Pune's convenience, the

**Contractor**

extent to which performance under the contract is terminated, and the date upon which such termination becomes effective.

**7. Resolution of Disputes.**

7.1 Principal, RAMETI, Pune and the Contractor shall make every effort to resolve amicably by direct information negotiation any dispute or disagreement arising between them under or in connection with the contract.

7.2 It, after thirty (30) days from the commencement of the such informal negotiations, Principal, RAMETI, Pune and the contractor have been unable to resolve amicably a contract dispute, either party may require that the dispute be referred to the Principal RAMETI , whose decision is final and binding on both the parties.

**8. Applicable Law**

The contract shall be interpreted in accordance with the laws of the Union of India.

**9. Taxes and Duties**

9.1 A Contractor shall be entirely responsible for all taxes (Excluding toll tax and parking charges), duties, license fees etc. incurred in arranging the VEHICLE services.

9.2 Income/ Corporate /GST taxes

The contractor shall be liable to pay all corporate taxes, GST taxes and income tax that shall be levied according to the laws and regulations applicable from time to time in India and **the price bid by the Contractor shall exclude GST, Toll tax, and Parking charges in the contract price. The GST tax as applicable will be paid by Rameti pune to the contractor. However it is responsibility of contractor to pay the service tax to concerned authority.**

9.3 Wherever the laws and regulations require deduction of such taxes at the source of payment, the employer shall affect such deductions from the payment due to the contractor. The remittance of amounts so deducted and issuance of certificate for such deductions shall be made by Principal, RAMETI, Pune as per the laws and regulations in force. Nothing in the contract shall relieve the contractor from his responsibility to pay any tax that may be levied in India on income and profits may be made by the contractors in respect of this contract.

**10. Right of Principal, RAMETI, Pune**

10.1 Right to direct the driver and inspect the vehicle for suitability.

10.1.1 Principal, RAMETI, Pune shall have the right to direct the manner in which all services under the contract shall be conducted, in so far as it may be necessary to secure the safe and proper progress and specified quality of the jobs. All services shall be done to the satisfaction and approval of Principal, RAMETI, Pune.

10.1.2 Whenever in the opinion of Principal, RAMETI, Pune, the contractor has made marked departures from the quality of service of Principal, RAMETI, Pune, in order to ensure compliance with the schedule, shall directly the order, to amend/ improve the service, which shall be adhered to by the contractor.

**11. Contractor's Functions**

The Contractor shall provide everything necessary for proper execution of VEHICLE service operations.

**12. Jurisdiction**

For the settlement of any dispute arising out of the contract against this bid, only the courts at Pune shall have jurisdiction.

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**Contractor**

**SPECIAL CONDITIONS OF CONTRACT**

1. **VEHICLE Schedule**

The tenderer shall arrange for Vehicle (s) on daily and monthly basis all the days in a week for the projected number of participants, guests, staff of the Institute. There may be variation in the number depending upon the Courses and Programmes, conducted by the Institute. The charges for the VEHICLE services by the Tender shall be as per the terms and conditions.
2. **Providing Service of the Vehicle**

The service of the Vehicle is normally required during day time however, depending upon the timely requirement, the vehicle should be provided as and when required and the vehicle may be made available at any place including the RAMETI, Pune Campus. The Vehicle should be clean, neat and in good condition and well-maintained.
3. **Behavior of Driver / Worker**

The driver / worker deputed for providing the service should be having high moral character. He should not drink alcoholic drinks. He should be dressed in the right cloth. He should follow the instructions given by the authority using the vehicle. He should be obedient and honest.
4. **Vehicle service requirements**
  - 4.1 Special services such as providing vehicle for senior / visiting officer s on any special occasion shall be supplied at short notice.
  - 4.2 The remuneration payable to the driver/ workers engaged in the VEHICLE services shall be borne by the contractor and Principal, RAMETI, Pune will not in any way be responsible or held responsible in all such and statutory payments, if any.
  - 4.3 Necessary statutory licenses like Transport License, EPF, ESI etc are to be obtained by the contractor.
5. **Other Conditions**
  - 5.1 The REGIONAL AGRICULTURE EXTENSION MANAGEMENT TRAINING INSTITUTE is known as RAMETI Pune. Approximately 30- 40 trainees are attending in a training course. Approximately 30 – 50 Training Courses are conducted by the Institute in a year. However the number of training courses and the member of training courses may increase or decrease.
  - 5.2 The Premises of RAMETI, Pune at present are having enough space for parking of the vehicle (s). There are facilities drinking water and bathroom etc. available with the Institutes at the place of the premises.
  - 5.3 No rent will be charged for parking vehicle in the premises of the RAMETI. The VEHICLE Contractor is to make ensure the appropriate use of the space thus provided for parking. However, the Principal, RAMETI, Pune. will not be responsible for any loss, damage or theft of the vehicle or part thereof.
  - 5.4 During night halt, the meals and residential arrangements for driver and associated worker (if any) shall not be made by Principal, RAMETI, Pune.
  - 5.5 Charges against Toll tax and vehicle parking shall be borne by Principal, RAMETI, Pune.
  - 5.6 The period of contract is for two years from the date of issue of letter of award. It is however extendable, if both side are agreeable to further the contract at the same rates and Terms and conditions.
  - 5.7 The names and addresses along with contact numbers of the driver/ worker who are assigned the vehicle duties should be brought to the notice of the Principal, RAMETI, Pune from time to time.

- 5.8 The Contractor will be liable for 10% penalty of the Billing amount, for any lapse on his part in providing prompt and proper service and the loss if any cause on account of it.
- 5.9 The contractor shall always be prepared to meet any eventuality.
- 5.10 Principal, RAMETI, Pune reserves the right to accept or reject any or all bids without assigning any reasons.
- 5.11 In case of dispute arising in the course of the contract period in all aspects the Principal, RAMETI Pune is the final authority.
- 6. Standards**
- 6.1 The bid is called for providing VEHICLE services to trainees, guest faculties, Officers and RAMETI Employees, on daily basis with good and standard quality of vehicle service.
- 6.2 All staff employed by the VEHICLE contractor should be above the age of 18 years and be free from communicable diseases. The driver/ worker shall be of good character, hard working, courteous and obedient with the staff, officers, trainees and guests whom they served.
- 6.3 The VEHICLE Staff shall wear appropriate uniforms, as prescribed and it shall be responsibility of the Contractor to ensure that they are to be maintained clean and neat at all the time.
- 6.4 The Principal RAMETI, Pune reserves the right to oversee the quality of hospitality and treatment to the guests. If in his opinion, any driver or worker of the contractor is either not fully qualified or skillful enough or his behavior is not up to the mark, the contractor shall be bound to replace the said driver/ worker with experienced and better behaved driver / worker with immediate effect.

## Check list Section V

### CHECK LIST

1. Have you filled Technical Bid Part-I : Yes /no.
2. Have you attached the following documents along with Technical bid : Yes /no.
3. Have you enclosed the following documents ? : Yes /no.
  - (i) The Registration Certificate of the Firm/ Agency.
  - (ii) Income tax return/ assessment order of last 3 Financial years..
  - (iii) Experience certificate.
  - (iv) PAN card of the firm
  - (v) GST Registration certificate.
  - (vi) Audited balance sheets showing turnover of last 3 Financial years.
  - (vii) Annual turnover statement duly certified by Chartered Accountant of last 3 Financial years.
  - (viii) Affidavit of Firm is not blacklisted by any Govt/Semi Govt organization
  - (ix) Registration documents of any 3 vehicles mentioned in tender document in the name of contractor or consent agreement for 3 vehicles with vehicle provider.
  - (x) Document of firm or Organization.
4. Have you filled Part-II Financial bid : Yes /no.
5. Have you signed every pages of bid documents? : Yes /no.
6. Have you signed wherever Corrections /additions are made? : Yes /no.

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