



**GOVERNMENT OF SIKKIM
WATER RESOURCES & RIVER DEVELOPMENT DEPARTMENT,
STATE PROJECT MANAGEMENT UNIT,
NATIONAL HYDROLOGY PROJECT,
SOKEYTHANG, EAST SIKKIM-737102.**

RFQ No 005 /SPMU-NHP-Sikkim

Date: 14th July, 2017.

**PRESS NOTICE(ABRIDGED)
REQUEST FOR QUOTATIONS FOR PROVIDING VEHICLE ON HIRE BASIS**

On behalf of the Governor, the Superintending Engineer, National Hydrology Project (NHP), State Project Management Unit (S.P.M.U.), Water Resources and River Development Department, Government of Sikkim (GoS), invites Requests for Quotations (RFQ) from eligible and interested, experienced individuals/firms/agencies/service providers for providing of SUV type seven seater light motor vehicle(LMV) with AC, like Bolero/Xylo/Innova/Scorpio or similar, on hire, on daily and monthly hire basis to the S.P.M.U.

The interested individuals/firms/agencies/service providers may submit their application for sale of Request for Quotation (RFQ) document, on production of Bank Receipt of Rs. 500.00 (Rupees Five Hundred only) non-refundable fee, duly deposited into the State Bank of Sikkim under the Head **0702-80-800-other receipts (Cost of tender Form)**. The important dates are:

Sale of RFQD: During Office Hours upto	: 16 th August 2017.
Last Date for submission of Bids	: 19 th August 2017 upto 1300 hours IST.
Opening of Bids	: 19 th August 2017 at 1330 hours IST

The complete RFQ document, eligibility criteria and Contract Agreement Form may be seen at sikkim.gov.in, it is permissible to submit the downloaded document along with the non refundable fee and other documents as specified therein within stipulated date and time. The undersigned reserves the right to accept or reject any one or all quotations without assigning any reasons whatsoever.

Superintending Engineer NHP.



**GOVERNMENT OF SIKKIM
WATER RESOURCES & RIVER DEVELOPMENT DEPARTMENT,
STATE PROJECT MANAGEMENT UNIT,
NATIONAL HYDROLOGY PROJECT,
SOKEYTHANG, EAST SIKKIM-737102.**

RFQ No **005 /SPMU-NHP-Sikkim**

Date: 14th July, 2017.

**PRESS NOTICE (FULL)
REQUEST FOR QUOTATIONS “FOR PROVIDING VEHICLE ON HIRE BASIS”**

On behalf of the Governor, the Superintending Engineer, National Hydrology Project (NHP), State Project Management Unit (S.P.M.U.), Water Resources and River Development Department, Government of Sikkim (GoS), invites Requests for Quotations (RFQ) from eligible and interested, experienced individuals/firms/agencies/service providers for providing of SUV type seven seater light motor vehicle(LMV) with AC, like Bolero/Xylo/Innova/Scorpio or similar, on hire, on daily and monthly hire basis to the S.P.M.U.

The interested individuals/firms/agencies/service providers may submit their application for sale of Request for Quotation (RFQ) document, on production of Bank Receipt of Rs. 500.00 (Rupees Five Hundred only) non-refundable fee, duly deposited into the State Bank of Sikkim under the Head **0702-80-800-other receipts (Cost of tender Form)**. The important dates are:

- | | |
|--|---|
| Sale of RFQD: During Office Hours upto | : 16 th August 2017. |
| Last Date for submission of Bids | : 19 th August 2017 upto 1300 hours IST. |
| Opening of Bids | : 19 th August 2017 at 1330 hours IST |

The Offer shall be submitted at the Office of the undersigned and the Bids shall be opened at the same office.

The complete RFQ document, eligibility criteria and Contract Agreement Form may be seen at sikkim.gov.in, it is permissible to submit the downloaded document along with the non refundable fee and other documents as specified therein within stipulated date and time. The undersigned reserves the right to accept or reject any one or all quotations without assigning any reasons whatsoever.

A. ELIGIBILITY CRITERIA

1. The Vehicle offered on hire basis should be registered in the State of Sikkim.
2. The Vehicle that is proposed to be provided on monthly hire basis must not be older than 3 years as on 30th June 2017.
3. The bidder should submit Copy of valid Registration Certificate with the quotation.
4. The bidder should submit copy PAN Card.
5. The bidder should submit valid and up to date Trade Licence or RTO clearance.
6. The vehicle offered must have comprehensive and valid insurance certificate fulfilling provisions of Motor Vehicles Act etc.
7. The bidder should submit copy of Service Tax /GST Registration Certificate.

B. SPECIAL TERMS AND CONDITIONS

1. The Bidder shall submit a Performance Bank Guarantee (PBG) of Rs 50,000.00 (Rupees Fifty Thousand only) in the prescribed format along with the with his offer. The PBG of the unsuccessful bidders shall be returned within three days of bid opening.
2. The contract will be valid for a period of one year from the date of awarding of the contract which may be extended for a further period of two years on year to year basis on the same rates or revised rate and the same terms and conditions depending upon the requirement and administrative convenience of SPMU. The SPMU, however, reserves the right to terminate/curtail the contract at any time after giving one month notice without assigning any reason.

3. The contract can be short closed on account of unsatisfactory services upon performance review by the Superintending Engineer, SPMU. The unsatisfactory service shall mean and include noncompliance and non-fulfilment of any of the contractual obligations by the service Provider and/or poor performance and violation of any of the terms and conditions of the RFQD and Contract and failure on its part to correct the discrepancies/shortcoming brought to its notice in writing by the competent authority of the Superintending Engineer, SPMU, NHP, GoS
4. The hired vehicle shall be used in any location within Sikkim as well as in neighbouring states as and when required. The service provider shall pay the toll tax or parking fees during duty use and the same will be reimbursed upon submission of claim along with valid proof of payment.
5. The Driver of vehicle must have at least three years driving experience holding commercial (transport) driving licence, for ensuring safe driving and assuming full responsibility for the safety of the officials/staff while on the vehicle and other conditions as under:
 - a. The firm/agency should ensure that the drivers are well trained, well behaved, reasonably educated, conversant with traffic rules/regulations and city roads/routes as well as security instructions.
 - b. Each driver employed by the firm must have a cell-phone duly activated and in working condition during duty hours.
 - c. The driver should wear uniform while on duty.
 - d. No mileage will be allowed for lunch/tea of the driver. Driver should carry his lunch.
 - e. The firm should inform the SPMU, NHP, Government of Sikkim in advance, the valid driving license numbers and Aadhar Card of all drivers who would be deployed on duty.
 - f. Declaration from the bidder on their letter-head stating that the driver bear good moral character, is well behaved and experienced in the driving conditions of the roads of Sikkim shall be submitted to the SPMU, NHP, GoS.
 - g. Police verification of the driver shall be submitted to the SPMU.
6. The Agency/Firm should have adequate number of telephones for contact round the clock and these may be conveyed to this office and also provide the complete details of the relationship manager who would be responsible to take care of SPMU, NHP, GoS requirement/account.
7. For rent of the vehicles, the rate should be quoted including cost of fuel up to distance specified.
8. Rates should be quoted inclusive of all taxes.
9. All taxes and duties pertaining to the vehicle including comprehensive insurance, road tax etc are to be borne by the bidder.
10. Periodic servicing of the vehicle and all repair / maintenance charge including cost of lubricants, tyres etc shall be the responsibility of the bidder.
11. For monthly rent of the vehicles, if the vehicle is sent for repairs/ maintenance, then alternate replacement vehicle should be provided for the particular period. The service provider must inform the Superintending Engineer, NHP, SPMU, well in advance in case of periodic maintenance.
12. The engagement and employment of drivers and payment of remuneration to them including daily allowances, if any, is the sole responsibility of the selected bidder.
13. The selected bidder shall have the responsibility for arrangement of food and accommodation of the driver for any outstation halt. The S.P.M.U. will only reimburse the claim towards the cost as per the rates indicated in Schedule I and II as the case may be and on submission of claim.
14. The Vehicles provided on monthly hire basis should be stationed in the specified premises of the service provider after duty hours at his own risk and cost.
15. The drivers of monthly hired vehicles shall be allowed 1 (one) day leave in a week.
16. The Price quoted by the bidder shall remain fixed during the entire period of contract as per agreement.
17. The safety and security of the vehicle is the sole responsibility of the bidder. The S.P.M.U. shall not be responsible for any accident, theft, loss or damage etc to the vehicle or driver provided during the course of deployment of vehicles. In no circumstance the bidder may claim for compensation due to accident, theft, any untoward incident like riots etc. or any other eventuality. The vehicle must be covered by First Class comprehensive insurance. The liability of the Superintending Engineer, NHP, SPMU, GoS will be limited to the hiring charges agreed in the contract
18. The vehicles will have to be fitted /provided with the following additional accessories/utilities:
 - a. Spare Tyre, Tool box & Stepney
 - b. First aid box, torch & Umbrella.
 - c. Good and clean seat covers, floor mats, etc.
 - d. Good Quality music system with AM/FM radio
 - e. Reading lamp
 - f. Tissue paper box
 - g. Car perfume

- h. Mobile charging facility
 - i. Seat Belts (Front and Rear seats)
19. "Full Day" would imply a run of the vehicle for 8 hours (9am to 5 pm) duration for daily (Schedule I) and 12 hours for outstation (Schedule II)
 20. Full month would imply 1500 Kms and calendar month with one day rest in a week.
 21. The vehicle hired on contract on monthly hire basis shall not be used by the service provider for hiring out to any other person/agency nor shall it be used for personal use of the service provider during the period of contract. The odometer reading shall be monitored in this regard.
 22. A daily record indicating time and mileage for each vehicle shall be maintained by the driver in a log book in a format as per SPMU instructions and the log book shall be submitted to the concerned users/officers in SPMU, NHP, GoS daily for scrutiny and signature.
 23. A vehicle will be allowed for booking only in condition when the odometer is sealed. If during the running of the vehicle it is found that the odometer is unsealed then forfeiture of hiring charges and a penalty as fixed by SPMU will be imposed
 24. In case of breakdown of any vehicle during official duty, it shall be the responsibility of the firm to provide a substitute vehicle which is of similar make as replacement immediately
 25. In case of breach of any of terms and conditions mentioned above, the Competent Authority will have the right to terminate the contract without assigning any reason thereof, and nothing will be payable by the Employer in that event, and the Security Deposit in the form of Performance Bank Guarantee shall stand forfeited.
 26. The detailed Request for Quotation Document (RFQD), Format of Quotation, format of Performance Security, Checklist of Documents, Certificate of downloaded document, Declaration for providing license of the Driver and Sample Contract Agreement form, is attached.

The Superintending Engineer, NHP, S.P.M.U., reserves the right to accept or reject any one or all quotations without assigning any reasons whatsoever.

Superintending Engineer NHP.



**GOVERNMENT OF SIKKIM
WATER RESOURCES & RIVER DEVELOPMENT DEPARTMENT,
STATE PROJECT MANAGEMENT UNIT,
NATIONAL HYDROLOGY PROJECT,
SOKEYTHANG, EAST SIKKIM-737102.**

RFQD No 005 /SPMU-NHP-Sikkim

Date: 14th July, 2017.

REQUEST FOR QUOTATIONS DOCUMENT(RFQD).

To

_____ [insert your own (Bidders) Name and Address if downloaded from website]

Dear Sirs,

Ref Press Notice vide RFQ No 005 /SPMU-NHP-Sikkim, Dated: 14th July, 2017.

Sub : **REQUEST FOR QUOTATION FOR PROVIDING VEHICLE ON HIRE BASIS**

1. On receiving your response to the above indicated Press Notice for Request for Quotations, it is deemed that you have legal validity to provide and deal in the required services.
2. You are requested to submit your most competitive quotation in the prescribed format along with all up to date and signed documents as indicated in the Document Checklist given for “**Hiring of Vehicle on daily and monthly rental basis**” to be deployed by for the implementation of the National Hydrology Project in the State of Sikkim **on annual rate contract for a period of one year**, extendable with 10% enhancement of contract price but with same other terms and conditions with mutual consent.
3. Government of India has received a Loan from the International Bank for Reconstruction and Development (IBRD) in US\$ 175 million towards the cost of the National Hydrology Project (NHP) and intends to apply part of the proceeds of this credit to eligible payments under the contract for which this invitation for quotations is issued.
4. **Bid Price**
 - a) The contract shall be for the full quantity as indicated in the Special Terms and Conditions and Schedule I and II at Para 10. Corrections, if any, shall be made by crossing out, initialling, dating and re writing.
 - b) All duties, taxes and other levies payable on providing the services shall be included in the total price.
 - c) TDS as applicable shall be deducted by the employer on every payment.
 - d) The rates quoted by the bidder shall be fixed for the duration of the contract and shall not be subject to adjustment on any account.
 - e) The Prices shall be quoted in Indian Rupees only.
5. Each bidder shall submit only one quotation.
6. **Validity of Quotation**

Quotation shall remain valid for a period not less than 60 days after the deadline date specified for submission. Performance Bank Guarantee shall stand forfeited in the event of withdrawal of offer after submission of bid during the bid validity period.

7. Evaluation of Quotations

The Purchaser will evaluate and compare the quotations determined to be substantially responsive i.e. which

- (a) are properly signed ; and
- (b) conform to the terms and conditions, specifications and eligibility criteria.

The Quotations ~~would be evaluated for all the Schedule together~~/would be evaluated separately for each Schedule. *[Select one of the options].*

8. Award of contract

The Purchaser will award the contract to the bidder whose quotation has been determined to be substantially responsive and who has offered the lowest evaluated quotation price.

- 8.1 Notwithstanding the above, the Superintending Engineer, NHP, S.P.M.U., reserves the right to accept or reject any quotations and to cancel the bidding process and reject all quotations at any time prior to the award of contract.
 - 8.2 The bidder whose bid is accepted will be notified of the award of contract by the Purchaser prior to expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the purchase order.
9. Claims for payment by way of Bill/Tax Invoice shall be submitted every month for monthly hire contract. When vehicle is requisitioned on daily rental basis, the Bill/Tax Invoice may be submitted promptly. Payment shall be made after certification within 10 days of submission of the claim.
10. The other Eligibility Criteria and Special Terms and Conditions and Schedule I and II are as indicated below:

A. ELIGIBILITY CRITERIA

- i. The Vehicle offered on hire basis should be registered in the State of Sikkim.
- ii. The Vehicle that is proposed to be provided on monthly hire basis must not be older than 3 years as on 30th June 2017.
- iii. The bidder should submit Copy of valid Registration Certificate with the quotation.
- iv. The bidder should submit copy PAN Card.
- v. The bidder should submit valid and up to date Trade Licence or RTO clearance.
- vi. The vehicle offered must have comprehensive and valid insurance certificate fulfilling provisions of Motor Vehicles Act etc.
- vii. The bidder should submit copy of Service Tax /GST Registration Certificate.

B. SPECIAL TERMS AND CONDITIONS

- i. The Bidder shall submit a Performance Bank Guarantee (PBG) of Rs 50,000.00 (Rupees Fifty Thousand only) in the prescribed format along with the with his offer. The PBG of the unsuccessful bidders shall be returned within three days of bid opening.
- ii. The contract will be valid for a period of one year from the date of awarding of the contract which may be extended for a further period of two years on year to year basis on the same rates or revised rate and the same terms and conditions depending upon the requirement and administrative convenience of SPMU. The SPMU, however, reserves the right to terminate/curtail the contract at any time after giving one month notice without assigning any reason.

- iii. The contract can be short closed on account of unsatisfactory services upon performance review by the Superintending Engineer, NHP, SPMU. The unsatisfactory service shall mean and include noncompliance and non-fulfilment of any of the contractual obligations by the service Provider and/or poor performance and violation of any of the terms and conditions of the RFQD and Contract and failure on its part to correct the discrepancies/shortcoming brought to its notice in writing by the competent authority of the Superintending Engineer NHP, SPMU, GoS.
- iv. The hired vehicle shall be used in any location within Sikkim as well as in neighbouring states as and when required. The service provider shall pay the toll tax or parking fees during duty use and the same will be reimbursed upon submission of claim along with valid proof of payment.
- v. The Driver of vehicle must have at least three years driving experience holding commercial (transport) driving licence, for ensuring safe driving and assuming full responsibility for the safety of the officials/staff while on the vehicle and other conditions as under:
 - a. The firm/agency should ensure that the drivers are well trained, well behaved, reasonably educated, conversant with traffic rules/regulations and city roads/routes as well as security instructions.
 - b. Each driver employed by the firm must have a cell-phone duly activated and in working condition during duty hours.
 - c. The driver should wear uniform while on duty.
 - d. No mileage will be allowed for lunch/tea of the driver. Driver should carry his lunch.
 - e. The firm should inform the SPMU, NHP, Government of Sikkim in advance, the valid driving license numbers and Aadhar Card of all drivers who would be deployed on duty.
 - f. Declaration from the bidder on their letter-head stating that the driver bear good moral character, is well behaved and experienced in the driving conditions of the roads of Sikkim shall be submitted to the SPMU, NHP, GoS.
 - g. Police verification of the driver shall be submitted to the SPMU.
- vi. The Agency/Firm should have adequate number of telephones for contact round the clock and these may be conveyed to this office and also provide the complete details of the relationship manager who would be responsible to take care of SPMU, NHP, GoS requirement/account.
- vii. For rent of the vehicles, the rate should be quoted including cost of fuel up to distance specified.
- viii. Rates should be quoted inclusive of all taxes.
- ix. All taxes and duties pertaining to the vehicle including comprehensive insurance, road tax etc are to be borne by the bidder.
- x. Periodic servicing of the vehicle and all repair / maintenance charge including cost of lubricants, tyres etc shall be the responsibility of the bidder.
- xi. For monthly rent of the vehicles, if the vehicle is sent for repairs/ maintenance, then alternate replacement vehicle should be provided for the particular period. The service provider must inform the Superintending Engineer, NHP, SPMU, well in advance in case of periodic maintenance.
- xii. The engagement and employment of drivers and payment of remuneration to them including daily allowances, if any, is the sole responsibility of the selected bidder.

- xiii. The selected bidder shall have the responsibility for arrangement of food and accommodation of the driver for any outstation halt. The S.P.M.U. will only reimburse the claim towards the cost as per the rates indicated in Schedule I and II as the case may be and on submission of claim.
- xiv. The Vehicles provided on monthly hire basis should be stationed in the specified premises of the service provider after duty hours at his own risk and cost.
- xv. The drivers of monthly hired vehicles shall be allowed 1 (one) day leave in a week.
- xvi. The Price quoted by the bidder shall remain fixed during the entire period of contract as per agreement.
- xvii. The safety and security of the vehicle is the sole responsibility of the bidder. The S.P.M.U. shall not be responsible for any accident, theft, loss or damage etc to the vehicle or driver provided during the course of deployment of vehicles. In no circumstance the bidder may claim for compensation due to accident, theft, any untoward incident like riots etc. or any other eventuality. The vehicle must be covered by First Class comprehensive insurance. The liability of the Superintending Engineer, NHP, SPMU GoS will be limited to the hiring charges agreed in the contract.
- xviii. The vehicles will have to be fitted /provided with the following additional accessories/utilities:
- a. Spare Tyre, Tool box & Stepney
 - b. First aid box, torch & Umbrella.
 - c. Good and clean seat covers, floor mats, etc.
 - d. Good Quality music system with AM/FM radio
 - e. Reading lamp
 - f. Tissue paper box
 - g. Car perfume
 - h. Mobile charging facility
 - i. Seat Belts (Front and Rear seats).
- xix. "Full Day" would imply a run of the vehicle for 8 hours (9am to 5 pm) duration for daily (Schedule I) and 12 hours for outstation (Schedule II).
- xx. Full month would imply 1500 Kms and calendar month with one day rest in a week.
- xxi. The vehicle hired on contract on monthly hire basis shall not be used by the service provider for hiring out to any other person/agency nor shall it be used for personal use of the service provider during the period of contract. The odometer reading shall be monitored in this regard.
- xxii. A daily record indicating time and mileage for each vehicle shall be maintained by the driver in a log book in a format as per SPMU instructions and the log book shall be submitted to the concerned users/officers in SPMU, NHP, GoS daily for scrutiny and signature. A mileage allowance of (5km + 5km) shall be allowed for to and fro journey from the night parking premises to the place of reporting/dropping off.
- xxiii. A vehicle will be allowed for booking only in condition when the odometer is sealed. If during the running of the vehicle it is found that the odometer is unsealed then forfeiture of hiring charges and a penalty as fixed by SPMU will be imposed.
- xxiv. In case of breakdown of any vehicle during official duty, it shall be the responsibility of the firm to provide a substitute vehicle which is of similar make as replacement immediately.
- xxv. In case of breach of any of terms and conditions mentioned above, the Competent Authority will have the right to terminate the contract without assigning any reason thereof, and nothing will be payable by the Employer in that event, and the Security Deposit in the form of Performance Bank Guarantee shall stand forfeited.
- xxvi. The Rates for the bid shall be submitted in the following formats vide Schedule I and II:

SCHEDULE – I

Monthly Rate of Vehicle (seven seater Air Conditioned SUV type like Bolero/Xylo/Innova/Scorpio or similar), including remuneration of Driver and other taxes including POL etc all inclusive. The vehicle must not be more than 3 years old as on 30th June 2017.

Sl. No	Vehicle Type/ Brand / Model	For 8 hours in a day with maximum 1500 km per month Rate in Rs per month	Additional rate per km beyond 1500 km Rate in Rs per Km	Additional rate per extra hour. Rate in Rs per hour	Driver Halting Charges outside Gangtok only. Rate in Rs per night
1					
2					
3					

Note the Bidder may quote different rates for different types of vehicles.

SCHEDULE – II

Call on Basis Rate of Hiring Air Conditioned Vehicle all inclusive.

Sl. No	Vehicle Type/ Brand / Model	For 12 hours in a day with maximum 120 km per day Rate in Rs per day	Additional rate per km beyond 120 km Rate in Rs per Km	Additional rate per extra hour. Rate in Rs per hour	Driver Halting Charges outside Gangtok only. Rate in Rs per night
1	Sedan type viz., Swift Dzire/ Tata Manza or equivalent				
2	Volkswagen Vento / Honda City Maruti Ignis/Brezza or-equivalent				
3	Bolero / Equivalent				
4	Innova / Equivalent				

11. The Superintending Engineer, NHP, S.P.M.U., reserves the right to accept or reject any one or all quotations without assigning any reasons whatsoever.
12. You are requested to submit your offer, latest by 19th August 2017 upto 1300 hours IST at the Address indicated below. The Bids shall be opened on the same day at the same office at 1330 hours. We look forward to receiving your quotations and thank you for your interest in this project.

For Employer:

Superintending Engineer NHP
 Name: Sailendra Sharma
 Address: SPMU Office, National Hydrology Project,
 Water Resources and River Development Department,
 Government of Sikkim, Sokeythang, East Sikkim-737102
 Mob 9593376547, E mail: sikkimwrdd@gmail.com

FORMAT OF QUOTATION

SCHEDULE – I

Monthly Rate of Vehicle (seven seater Air Conditioned SUV type like Bolero/Xylo/Innova/Scorpio or similar) including remuneration of Driver and other taxes including POL etc all inclusive. The vehicle must not be more than 3 years old as on 30th June 2017.

Sl. No	Vehicle Type/ Brand / Model	For 8 hours in a day with maximum 1500 km per month Rate in Rs per month	Additional rate per km beyond 1500 km Rate in Rs per Km	Additional rate per extra hour. Rate in Rs per hour	Driver Halting Charges outside Gangtok only. Rate in Rs per night
1					
2					
3					

Note the Bidder may quote different rates for different types of vehicles.

SCHEDULE – II

Call on Basis Rate of Hiring Air Conditioned Vehicle all inclusive.

Sl. No	Vehicle Type/ Brand / Model	For 12 hours in a day with maximum 120 km per day Rate in Rs per day	Additional rate per km beyond 120 km Rate in Rs per Km	Additional rate per extra hour. Rate in Rs per hour	Driver Halting Charges outside Gangtok only. Rate in Rs per night
1	Sedan type viz., Swift Dzire/ Tata Manza or equivalent				
2	Volkswagen Vento / Honda City Maruti Ignis/Brezza or-equivalent				
3	Bolero / Equivalent				
4	Innova / Equivalent				

- a) We understand and agree that TDS as applicable shall be deducted by the employer on the above rates at the time of payment.
- b) We agree to provide the above service in accordance with the technical specifications for a contract price / rates as indicated in the Schedule I and II.
- c) We also confirm to abide by all the terms and conditions and have submitted all the up to date and signed documents laid down in the Press Notice and Request for Quotation Document (RFQD) No RFQ No **005 /SPMU-NHP-Sikkim**, Dated: 14th July, 2017.
- d) We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in bribery.
- e) We hereby certify that we have legal validity to provide the services as quoted for.

Name:

Address:.....

.....

Mob. No

Fax No.

Email

Signature of Bidder

Check List of Documents to be submitted

1. Filled up and Signed **Format of Quotation**.
2. Performance Bank Guarantee (The Performance Bank Guarantee of the unsuccessful bidders shall be returned within 3 days.)
3. Certificate for the Documents **if** downloaded from the Website.
4. Declarations with respect to the Drivers and Parking premises.
5. List of contact numbers of the Agency/Firm for contact round the clock and the name of the relationship manager who would be responsible to take care of SPMU, NHP, GoS requirement/account.
6. Copy of Registration Certificate of Vehicle; registered in the State of Sikkim. The Vehicle that are proposed to be provided on monthly hire basis must not be older than 3 years as on 30th June 2017.
7. Copy of Trade Licence or RTO clearance.
8. Copy of comprehensive and valid insurance certificate.
9. Copy of Service Tax / GST Registration Certificate.
10. Copy PAN Card.
11. Copy of valid Transport (commercial) driving licence of Driver.

Performance Bank Guarantee (Unconditional)

To:

Superintending Engineer,
National Hydrology Project,
State Project Management Unit,
Water Resources and River Development Department,
Government of Sikkim,
Sokeythang, East Sikkim-737102.

Ref: Press Notice and Request for Quotation Document (RFQD) No RFQ No 005 /SPMU-NHP-Sikkim, Dated: 14th July, 2017.

Whereas _____ (hereinafter called “the Service Provider”) has shown interest to “provide vehicle on hire basis” (hereinafter called “the RFQD”);

And whereas it has been stipulated by you in the said RFQD that the Service Provider shall furnish you with a Bank Guarantee by a recognized bank for the sum specified therein as security for compliance with his obligations in accordance with the RFQD;

And whereas we have agreed to give the Service Provider such a Bank Guarantee;

Now therefore we hereby affirm that we are the Guarantor and responsible to you, on behalf of the Service Provider, up to a total of Rs 50,000.00 Rupees Fifty Thousand only), such sum being payable in the types and proportions of currencies in which the Contract Price is payable, and we undertake to pay you, upon your first written demand and without cavil or argument, any sum or sums within the limits of Gangtok, Sikkim, as aforesaid without your needing to prove or to show grounds or reasons for your demand for the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the Service Provider before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the Contract or of the Services to be performed there under or of any of the Contract documents which may be made between you and the Service Provider shall in any way release us from any liability under this Guarantee, and we hereby waive notice of any such change, addition, or modification.

This Guarantee shall be valid for 400 days from the date of signing by the Bank viz., till.....

Signature and seal of the Guarantor _____

Name of Bank _____

Address _____

Date _____

Certificate for the Documents downloaded from the Website

Ref: Press Notice and Request for Quotation Document (RFQD) No RFQ No **005 /SPMU-NHP-Sikkim**, Dated: 14th July, 2017.

“I/We hereby declare that the RFQ document submitted has been downloaded from the website **http://www.sikkim.gov.in** and no additional/deletion/correction, other than filling up the format as required, has been made in the document downloaded. I also declare that I have enclosed Bank Receipt as non refundable fee towards the cost of tender document mentioned in the Press Notice”.

In case at any stage, if it is found that the information given above is false or incorrect, the S.P.M.U., shall have the absolute right to take any action as deemed fit without any prior intimation.

SIGNATURE OF BIDDER WITH STAMP

Declarations with respect to the Driver and Parking Premises

Ref: Press Notice and Request for Quotation Document (RFQD) No RFQ No **005 /SPMU-NHP-Sikkim**, Dated: 14th July, 2017.

I/ We declare that:-

Proprietor/Partner(s)/Director(s) of M/s.....hereby declare that if the contract is awarded then I/We will provide:

- a. The valid commercial/transport driving license (for Light Motor Vehicle) of drivers who are engaged in the driving of the vehicles provided by me;
- b. The Aadhar Card of the drivers;
- c. The Police verification report of the drivers;
- d. The certificate stating that the driver bear good moral character, is well behaved and experienced in the driving conditions of the roads of Sikkim, signed by the bidder;
- e. The drivers with active working condition mobile phone and shall submit the mobile number of driver to the SPMU.
- f. Specific place for parking of the vehicle (*to be provided on monthly hire basis*), after duty hours, at our own risk and cost.

SIGNATURE OF THE BIDDER WITH STAMP

CONTACT DETAILS

Ref: Press Notice and Request for Quotation Document (RFQD) No RFQ No 005 /SPMU-NHP-Sikkim, Dated: 14th July, 2017.

List of contact numbers of the Agency/Firm for contact round the clock and the name of the relationship manager who would be responsible to take care of SPMU, NHP, GoS requirement/account are as follows:

Sl No	Name	Designation	Contact number

I/We hereby declare that any changes on the above information shall be informed to the S.P.M.U. promptly and immediately.

SIGNATURE OF BIDDER WITH STAMP

LOG BOOK FORMAT

For the month/year of

Date	JOURNEY	Halt / Back	Odometer Reading	Odometer reading	Mileage	Add 10 km for parking to & fro	Total admissible mileage	Signature of Official (SPMU)
			at reporting	at drop off				
<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6 (5-4)</u>	<u>7</u>	<u>8 (6+7)</u>	<u>9</u>
1								
2								
3								
4								
...								
...								
...								

*Note in Column 2: For ordinary Office duty indicate “local”; for Tour indicate the name of the destination, for day off indicate “day off”

In column 3: for out station Tours indicate “halt” if halted at the destination or “back” if returned to Gangtok.

In column 9: The signature of the Official to whom the vehicle is attached shall be obtained.

(stamp paper)

SAMPLE CONTRACT AGREEMENT

This CONTRACT (hereinafter called the “Contract”) is made the [day] day of the month of [month], [year], between, on the one hand, *the Superintending Engineer, National Hydrology Project, Water Resources and River Development Department, Government of Sikkim* (hereinafter called the “Employer”) and, on the other hand, [name of Service Provider] (hereinafter called the “Service Provider”).

WHEREAS

- (a) the Employer has requested the Service Provider to provide certain Services as defined in the Request for Quotations Document, attached to this Contract (hereinafter called the “Services”);
- (b) the Service Provider, having represented to the Employer that they have the required professional skills, and personnel and technical resources, have agreed to provide the Services on the terms and conditions set forth in this Contract at a contract price indicated in Schedule I and II;
- (c) the Employer has received a loan from the International Bank for Reconstruction and Development (hereinafter called the “Bank”) towards the cost of the Services and intends to apply a portion of the proceeds of this loan to eligible payments under this Contract, it being understood (i) that payments by the Bank will be made only at the request of the Employer and upon approval by the Bank, (ii) that such payments will be subject, in all respects, to the terms and conditions of the agreement providing for the loan, and (iii) that no party other than the Employer shall derive any rights from the agreement providing for the loan or have any claim to the loan proceeds;

NOW THEREFORE the parties hereto hereby agree as follows:

1. The following documents shall be deemed to form and be read and construed as part of this Agreement:
 - (a) the Press Notice(Full) and Request for Quotation Document (RFQD) No RFQ No 005 /SPMU-NHP-Sikkim, Dated: 14th July, 2017.
 - (b) the Service Provider’s Bid (Format of Quotation and all other Documents),
 - (c) the Notification of Award /Letter of Acceptance;
2. The mutual rights and obligations of the Employer and the Service Provider shall be as set forth in the Contract, in particular:
 - (a) the Service Provider shall carry out the Services in accordance with the provisions of the Contract; and
 - (b) the Employer shall make payments to the Service Provider in accordance with the provisions of the Contract.
3. **Payment Terms** – Payment for providing vehicle Service will be made on satisfactory performance upon completion of a calendar month on discovered price basis of the accepted package wise bid price on submission of Bill/Invoice by successful bidder. It will be mandatory for the Successful Bidder to indicate their bank account numbers and other relevant e-payment details so that payments could be made through ECS/EFT mechanism instead of payment through cheque, wherever feasible. The payment will be made as per the following terms, on production of the requisite documents:
 - (a) The payment to the service provider shall be made as per actual and not exceeding quoted price (supported by ECS statement duly verified by bank official).
 - (b) The Firm/Agency (successful bidder) shall raise bill for the services provided for a calendar month within seven working days of succeeding month of such services. Disputed amount or amount on which clarification is required may be held up till the time matter is sorted out. However, balance amount shall be released by due date
 - (c) Penalty would be in terms of part of the payment, which would be deducted and reflected in the respective month’s payment
4. **Advance Payments:** No advance payment(s) will be made in any case whatsoever

5. **PENALTY CLAUSE**

Penalty will be levied or recovered, for the violation of terms & condition of the contract in the following manner:

Sr No	Problem	Penalty
A	MONTHLY HIRE BASIS VEHICLE	
I	Late arrival	
a	By 30 Minutes	INR 500.00
b	30 Minutes up to 1 hour	INR 1000.00
c	Vehicle does not turn up	INR One fifteenth of the rate quoted in Rupees per month in Schedule I.
II	Not providing replacement within 2 hours of reporting	INR 500
B	DAILY HIRE BASIS VEHICLE	
I	Late arrival	
a	By 30 Minutes	INR 200.00
b	30 Minutes up to 1 hour	INR500.00
c	Vehicle does not turn up	INR Two times the rate quoted in Rupees per day in Schedule II
II	Not providing replacement within 2 hours of reporting	INR 500

The Performance Bank Guarantee will be invoked/encashed on the occurrence of three penalty events and the contract will be terminated. The Performance Bank Guarantee shall also be liable for encashment in terms of Para 10 B. Special terms and Condition sub para xxv of the RFQD.

6. Terms and meanings: In the Documents listed at Para 1 of this Contract Agreement,

- a. the acronyms "SPMU" shall have the same meaning as "S.P.M.U." and "NHP" shall have the same meaning as "N.H.P".
- b. "SPMU" or "S.P.M.U." wherever indicated, shall also include the "Employer" or his "Assignees".
- c. "State Project Management Unit" and "State Project Monitoring Unit" shall have the same meaning.

IN WITNESS WHEREOF, the Parties hereto have caused this Contract to be signed in their respective names as of the day and year first above written.

For and on behalf of *[name of Service Provider]*
[Authorized Representative]

For and on behalf of *the Employer*

Sailendra Sharma
Superintending Engineer NHP
SPMU Office, National Hydrology Project,
Water Resources and River Development Department,
Government of Sikkim,
Sokeythang, East Sikkim-737102
Mob 9593376547
E mail: sikkimwrd@gmail.com

Witness 1

Witness 1

Witness 2

Witness 2