

# Himachal Pradesh Forest Department

Government of Himachal Pradesh

through

Society for Improvement of Forest Ecosystems Management & Livelihoods in Himachal Pradesh  
(regd.) for implementation of the JICA assisted

Project for Improvement of Himachal Pradesh Forest Ecosystems Management & Livelihoods, (ID-P269)  
Potters Hill, Summer Hill, Shimla, Himachal Pradesh

Ref. No. E-Tender/JICA/Vol. 1/4800

Dated: 25-02-2021

## Notice Inviting E-tender (NIT)

### INVITATION FOR BIDS FOR HIRING VEHICLES ON RENT BASIS

Society for Improvement of Forest Ecosystems Management & Livelihoods in H.P., Potters' Hill, Summer Hill, Shimla-5, invites E- tenders from the eligible public vehicle providers for providing on **monthly rate basis** as per details given below:-

Category of Vehicle	Name of Forest Ranges to which vehicle to be provided	Division	Remarks
Bolero Camper/ equivalent utility vehicle (with the make of the equivalent vehicle)	BALSON	Theog	The monthly rates are to be quoted for 2500 km as per <u>Annexure-A</u> on BOQ only
	NERWA	Chopal	
	MANDI	Mandi	
	TARADEVI	Shimla	
	KULLU	Kullu	
	NACHAN	Nachan	
	BHUNTAR	Bhuntar	
	KULLU WL	WL Div. Kullu	
	SARASWATINAGAR	Rohru	
	NITHER	Anni	
	BHABA NÁGAR	Kinnaur	
	DHARMPUR	Jogindernagar	
	SUKET	Sundernagar	
	TIRTHAN	Banjar	
	SARAHAN	Rampur	
GHUMARWIN	Bilaspur		

The detailed tender document can be viewed and downloaded from website <https://www.hptender.gov.in> from March- 01, 2021 (10:00AM) to March 20, 2021 upto 5:00 PM. The last date for submission and uploading tender is March 22, 2021 up to 5:00 PM. The tenders will be opened on March 23, 2021 at 11:00AM. Duly completed tender form along with cost of tender document i.e. Rs. 1,000/- (Rs. Five Hundred only) in the shape of DD/Bankers/Cheque/Online payment and Earnest Money Deposit amounting to Rs. 2,50,000/- (Two Lac Fifty Thousand only) in the form of FDR pledged/online Payment in favour of Chief Project Director, PIHPFEM&L should be uploaded by


the stipulated date. The cost of tender document and EMD should be handed over/dropped in the tender box in the office of undersigned/the proof of transaction made online should be uploaded in the Technical Bid by due date. All subsequent corrigendum, modifications and clarifications in respect of this tender will be published only on aforesaid website. The bidders are advised to visit the aforesaid website regularly. The tenders uploaded without cost of tender and EMD will be rejected straightway without further communication.

The Bidder can also submit the Tender Cost & EMD in the following Bank Account through NEFT/RTGS:-

Account Number : 790210110007819  
Account Name : Society for Improvement of Forest Ecosystems  
Management & Livelihoods in Himachal Pradesh  
IFSC : BKID0007902

The proof of Transaction made online should be uploaded in the Technical Bid.


The undersigned reserves the right to accept or reject tenders at any stage or all the tenders without assigning any reason.

  
(Chief Project Director)  
(JICA-PIHPPEM&L)  
Phone: 0177-2830217 (O)  
dt: 25-02-2021

Encl No. E-Tender/JICA/Vol-I/4801-4802

Copy to:

1. Additional Chief Secretary (Forests) to the Government of Himachal Pradesh for information please.
2. Director Information and Public relation, Government of Himachal Pradesh, with the request to publish the corrigendum in leading newspapers at the earliest please.

  
(Chief Project Director)  
(JICA-PIHPPEM&L)  
Phone: 0177-2830217 (O)

### Critical Dates for Submission of E-tender

Publishing Date	:	26-02-2021
Document Download/Sale Start Date	:	01-03-2021 (10:00 AM )
Bid Submission Start Date	:	10-03- 2021 (10:00 onwards)
Bid Submission Closing Date	:	22-03-2021 (5:00 PM)
Bid Opening Date	:	23-03-2021 (11:00 AM)
Fee Details		
Fees of Tender Document*	:	Rs. 1000/- Bank Draft/DD/Online Payment (Non-Refundable)
Earnest Money Deposit (EMD)*	:	Rs. 2,50,000/ FDR/Online Payment

**Note:** The proof of EMD/Online Payment and Tender fees should be uploaded on the website & should reach in the O/o Chief Project Director, Potters Hill, Summer Hill, Shimla-5 on or before 1<sup>st</sup> March, 2021 till 2PM.

The Bidder can also submit the Tender Cost & EMD in the following Bank Account through NEFT/RTGS:-

Account Number	:	790210110007819
Account Name	:	Society for Improvement of Forest Ecosystems Management & Livelihoods in Himachal Pradesh
IFSC	:	BKID0007902

The proof of Transaction should be uploaded on website with the Technical Bid. Tenders are to be submitted only through e-procurement website <https://hptenders.gov.in> only. Tenders submitted physically will not be accepted.

### Eligibility Conditions:-

- 1) The vehicles provided should be duly registered/pledged on the name of bidder and should not be more than 1 year old. The total mileage covered should have not exceeded 20,000 Kms at the time of hiring of vehicle.
- 2) The tenderer should have minimum of two years experience in providing vehicles to Govt. departments/ Boards/ Corporations in Himachal Pradesh or to Central Govt./other state Govt.
- 3) The tenderer shall submit a declaration that his firm has not been black listed by any State/Central/ UT Govt. Department/undertaking or any other agency for fraudulent and unethical conduct in the similar type of contract (self declaration certificate is to be uploaded)
- 4) The tenderer should be financially sound and should have average turnover of Rs. 25,00,000/- (Rupees Twenty Five Lac) only or above during last three Financial years. Certificate issued by competent authority should be attached.

- 5) The tenderer should have valid PAN Number, GST registration Number, EPF Registration and registration with HP Labour department and ESI registration (copies of all certificates should be uploaded).
- 6) The tender document are non transferable and only those firms can submit the tenders who have downloaded the tender document and remitted the requisite tender fee on their name.

**The tender document shall be uploaded two parts:**

- a) **Technical Bid:** The technical bid shall contain the documents listed herein under. The bidder shall submit and upload the scanned copies of all the requisite documents on the website alongwith scanned copy of demand draft/Proof of online payment towards the cost of tender fee for Rs. 1000/- (Rupees One thousand). Bidder should also upload the scanned copy of earnest money deposit (EMD/Proof of online payment) for Rs. 2,50,000/- (Two Lac fifty thousand) in the shape of FDR duly pledged/online payment in favor of CPD (JICA-PIHPFEM&L), Potters Hill, Summer Hill, Shimla, HP- 171005. The earnest money deposit is non interest bearing and is refundable to the unsuccessful bidders. The earnest money deposit of successful tenderer shall be adjusted against the performance security due. The tenders not accompanied with proof of tender fee and EMD will be rejected straightway. Every document uploaded should be duly signed/attested by the bidders.

The document required to be uploaded in the technical bid:

The technical bid shall comprise the following documents to be uploaded by the bidders in the PDF format, in the same order as mentioned below:-

- i) Tender document
- ii) Scanned copy of tender fee and EMD
- iii) Copy of 2 years experience certificate and performance certificate.
- iv) Copy of PAN/GST/EPF/ESI registration certificate.
- v) Copy of the registration with the HP Labour Department.
- vi) Declaration of non black listing of firm.

**b) Financial bid (BOQ):**

The financial bid (BOQ) shall contain only the rates quoted/offered by the tenderer as per Annexure-A. The rates should be quoted on BOQ only and any deviation in quoting of rates may result in rejection of tender.

## TERMS AND CONDITIONS:


1. Tender Fee to be submitted in the shape of DD will be Rs. 1000/-, to be uploaded with technical bid and original copy to be submitted in the office before last date.
2. The bidder has to upload EMD amounting to Rs. 2,50,000 (Two lac and fifty thousand only) with technical bid in the shape of FDR duly pledged to Chief Project Director JICA, Shimla and original copy is to be submitted in the office by last date of uploading of tenders. The bids received without EMD and cost of tender will be rejected straightway.
3. The contract for vehicle will be for one year which can be further extended for three years including 1<sup>st</sup> year initial year on the satisfactory service of the contractor and requirement in the project.
4. The vehicle provided by the contractor should be new OR should be in excellent running condition, not more than 1 year old and total mileage covered should not have exceeded 20,000 Kms.
5. The rates should be quoted in lump-sum on monthly basis for vehicles on BOQ as per Annexure-A, keeping in view all applicable costs including all taxes TDS/GST. The over writing/cutting in the E-tender/bid will not be accepted and will be liable to be rejected straightway.
6. The contractor/owner will provide the vehicle on the date to be conveyed after acceptance of the lowest bid (*latest by 31.03.2021*). The lowest bidder will have to deposit Rs.5 Lacs as performance security deposit in a shape of FDR/CDR duly pledged in the name of Project Director (JICA-PIHPFEM&L) O/o of CPD (JICA-PIHPFEM&L), Potters' Hill, Summer Hill, Shimla-5.
7. The owner will have to sign contract agreement with the authorized officers of the Ranges to which the vehicles attached. The contract shall be valid for a period of one year from the date signing of contract. The Chief Project Director-JICA, H.P. Shimla reserves the right to further extend the contract for a further period of two years after completion of contract for first year, subject to the satisfactory performance and with the consent of both the parties & as per requirement of the vehicle in the project. The contract can be terminated at any time after giving short notice, on violation of any terms & condition of the contract agreement.
8. Monthly running of the vehicle would be as per actual distance covered. The speedometer of the vehicle will be jointly sealed by the contractor and the authorized officer. In case of mis-handling of speedometer a penalty of Rs. 5,000/- will be imposed without assigning any reason and the same will be deducted from the bill. No vehicle without working speedometer shall be acceptable.
9. The Public Carrier vehicle owner will quote the rate in lump sum per month for 2500 Kms during the month. In case the mileage covered is less than 2,500 kms in a particular month, the saving (kms) will be carried over to the next months and can be utilized anytime during the 12 months period of this agreement, after which the savings will lapse. The bidder will also

quote rates per km. beyond the limit of 2,500 kms. However, the same will be paid only after after exhausting the savings for 12 months fully and the overall mileage covered is more than 30,000 kms. The rate for night halt for journeys within state outside the Headquarters also has to be quoted.

10. The evaluation of the E-tender/bid will be carried out based on the rates quoted in lump sum per month for 2,500 Kms. if at this stage there is a tie, the rates per km for additional mileage after 2,500 kms (to be paid if total exceeds 30,000 kms per year) will be compared. If there is still a tie, the rates of night halt will be compared. The rates to be quoted on the BOQ only as per Format provided in Annexure-A.
11. The Society for Improvement of Forest Ecosystems Management & Livelihoods in H.P. have the right to deduct taxes/TDS(GST)/Bank charges etc. at source as applicable as per rules in force from time to time.
12. The vehicle owner shall get the vehicle insured comprehensively at his own cost for covering all the risks. He will be responsible for compensation payable arising out of any accident including any payment to the third party, if imposed.
13. All type of repairs and preventive maintenance of the vehicle shall be the responsibility of the Public Carrier vehicle contractor. Fuel, Oil and lubricants required for running of vehicle shall be provided by the public carrier vehicle contractor.
14. The contractor shall maintain vehicle in good condition and keep it neat and clean regularly.
15. The Vehicle shall be stationed at premises of the Range Office to which it has been provided during working hours. The vehicles will be parked by the contractor at his own risk and responsibility after working hours. The vehicle should be available from 8:00 A.M. to 8:00 P.M. on all working days. After working hours, the contractor will make his own arrangement to park the vehicle and the mileage for covered for taking the vehicle for parking will be chargeable to the official journey. Similarly, journeys performed for taking the vehicle for repairs/washing/passing and Fuel or for any other purpose not connected with the client will not be counted as official journey for the purpose of the calculation & payment on kms basis.
16. Besides normal working hours on all working days, the vehicle shall be made available 24 hours on all the days within half an hour of call.
17. Any loss of the property of the office due to the negligence of driver shall be borne by the contractor.
18. The vehicles provided by the contractor will bear the name of project with logo of the JICA Project duly printed on the body of the vehicle.
19. Any compensation on account of the accident or damage to the vehicle or death of any third party/employee or injury or loss, if any shall be borne by the Owner/contractor with no liability towards Society for Improvement of Forest Ecosystems Management & Livelihoods in H.P., at Potters' Hill, Summer Hill, Shimla-5.

20. The driver deputed for the vehicle should be well behaved, have proper license, experience of two(2)years and wear proper clean uniform. In case of reported misbehavior/unsatisfactory performance, the contractor shall replace the driver immediately.
21. Watch and ward of the vehicle shall be the responsibility of the Public carrier vehicle owner. No claim of any kind in this respect will be entertained/accepted by the Society for Improvement of Forest Ecosystems Management & Livelihoods in H.P. at Potters' Hill, Summer Hill, Shimla-5. No pay and allowances and other facilities etc. will be provided by the JICA-PIHPFEM&L to the driver of the vehicle in any circumstances.
22. The driver deputed with the vehicle shall keep and maintain the Log Book of the vehicle issued by the contractor which should be completed everyday for each journey undertaken. An authorized representative/officer using the vehicle shall authenticate the journey in the Log Book. The Owner of vehicle and Driver should have cell phone and shall keep it always switched on mode. Non- response on cell phone shall be taken seriously and can lead to be treated as absent from duty during that day.
23. The contractor will comply with all the provision under the Motor Vehicle Act as applicable. No liability of any account due to non-compliance by the contractor shall be borne by the Society.
24. The contractor/ Owner shall submit his bill in duplicate with photo copy of Log Book for payment duly verified & signed by the authorized officer with whom public carrier vehicle has been attached, immediately after completion of the month.
25. Income Tax applicable shall be deducted. The owner of vehicle should have PAN of Income Tax.
26. The registration fee, payment of route permit, renewal of route permit, payment of all taxes, levy of toll tax entry tax at barriers, timely passing of vehicle etc. which will be the sole responsibility of the contractor.
27. The vehicle may need to be plied on all kind of roads within and outside H.P. including rough and Kachha roads on all days or as per the requirement of the competent authority.
28. In case of breakdown and un-availability of the vehicle, the owner shall make the arrangement of alternate vehicle of the same specification during such period, failing which charges for hiring of vehicle by the Society in lieu of breakdown vehicle shall be deducted from the contractor's bill.
29. The contractor shall engage Driver(s) medically fit. The Contractor shall ensure that the antecedents of the driver are verified by the police and report if any submitted to the department.
30. The driver and vehicle shall not be changed without prior permission of authorized officer. If either the vehicle or the driver is not found suitable by the Society then the vehicle driver shall be changed immediately on receiving a request from the concerned officer with whom vehicle is attached.
31. The vehicles will remain attached with the Range Officer of the concerned range for use in connection with the activities under JICA assisted PIHPFEM&L project.

32. The undersigned reserves the right to accept or reject any E-tender or all tender/bid without giving any reason.
33. In case of any dispute the Chief Project Director (JICA-PIHPFEM&L) will be final authority to decide the matter and the decision will be binding on all the parties.
34. In case of any dispute arising, it will be resolved as per Indian Arbitration and Conciliation Act, 1996 within the jurisdiction of the Court of Law at Shimla.



Project Director (JICA-PIHPFEM&L)  
O/o CPD (JICA-PIHPFEM&L)  
Potters' Hill, Summer Hill, Shimla-5



ANNEXTURE-A

S.No.	Category of Vehicle	Forest Range where vehicle is to be provided	No. of Vehicles Required	Monthly Rates for 2,500 kms	Rates per km beyond 2,500 kms	Rates for Night Halt outside the Range/Hq.
1	Bolero Camper/equivalent utility vehicle with make of equivalent vehicle	As per list of forest ranges given in the tender document.				

Note: The rates should be quoted on BOQ only as per above Annexure.