

**REQUEST FOR QUOTATION DOCUMENT**

**INVITATION OF QUOTATION FOR HIRING  
OF VEHICLES FOR PMU,  
UTTARAKHAND PUBLIC FINANCIAL MANAGEMENT  
STRENGTHENING PROJECT- (UkPFMS)**

*(Quote No.- UkPFMS/PMU/VH/01)*

**INVITATION FOR QUOTATION FOR HIRING OF VEHICLES FOR UKPFMS OFFICE UNDER  
NATIONAL SHOPPING PROCEDURES**

To

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Dear Sirs,

Sub: INVITATION OF QUOTATION FOR HIRING OF VEHICLES

- You are invited to submit your most competitive quotation (in attached format as Part I & Part II) for hiring the following vehicles as per the terms and conditions enumerated in **"annexure - 1"**.
- Please submit sign copy of page no. 1/12 to 9/12 with all enclosure in one envelope marked as "Technical" and sign copy of page no. 10/12 to 11/12 in separate envelope marked as "Financial". Both envelope should be placed in one big envelope. Marked as **"Quotation for Hiring of Vehicle"**.

**Part I**

**On monthly basis**

S. No.	Model of Vehicles	Quantity (Tentative)	Initial Period of Service
1	Swift/Zest/Amage/ Equivalent	03	12 Months
2	Innova Crysta/ Equivalent	1	
	Total	04	

**Part II**

**On daily basis**

S. No.	Model of Vehicles	Quantity (Tentative) As & When require	Initial Period of service
1	Swift/Zest/Amage/ Equivalent		
2	Scorpio/TUV/ Equivalent		
3	Innova/ Equivalent		
4	Innova Crysta/ Equivalent		
	Total		

- Government of India has sanctioned a credit from the International Bank for Reconstruction and Development (IBRD) in various currencies towards the cost of the **Uttarakhand Public Financial Management Strengthening Project (UkPFMS)** and intends to apply part of the proceeds of this credit to eligible payments under the contract for which this invitation for quote is issued.
- Bid Price**
  - The above No of vehicle to be hired is tentative and vehicles shall be provided as per the requirement of employer after the prior approval.
  - GST in connection with the service shall be shown separately.
  - The rates quoted by the bidder shall be fixed for the entire duration of the contract and shall not be subject to adjustment on any account.
  - The Prices shall be quoted in Indian Rupees only.
- Each bidder shall submit only one quote for above.
- Validity of Quote**  
Quote shall remain valid for a period not less than 60 days after the deadline date specified for submission.

Signature & Seal of bidder

6. **Evaluation of Quotations**

- (i) The PMU, UkPFMS will evaluate and compare the quote determined to be substantially responsive i.e. which
- (a) Are properly signed; and
- (b) Conform to the terms and conditions, and specifications.
- (c) Should be accompanied by bid security declaration in lieu of bid security/ EMD.
- (ii) For evaluation purpose only, the quantity of vehicles is taken as 01 in format part I & part II. However the payment shall be made as per actual quantities of vehicles deployed. The evaluation of Part-I and Part-II above shall be done separately and the contracts shall be awarded to L1 bidders for Part-I and Part-II separately subject to fulfillment of all terms and conditions by the firm mentioned in *Annexure 1*.

7. **Award of contract**

- The PMU, UkPFMS 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. The process of evaluation and award shall be as per Point No. 6 above.
- 7.1 Notwithstanding the above, the PMU, UkPFMS 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.
- 7.2 The bidder whose bid is accepted will be notified of the award of contract by the PMU, UkPFMS prior to expiration of the quotation validity period. The terms of the accepted offer shall be incorporated in the Letter of award (sample form attached).
- 7.3 The successful bidder has to sign a contract on Rs. 100 stamp paper together with performance security of Rs. 20,000/- in the shape of FDR/BG.
- 8.0 You are requested to provide your offer latest by 11.00 AM on 21.08.2021. The Quotations will be opened on 21.08.2021 at 11.30 AM.
- 9.0 We look forward to receiving your quotations and thank you for your interest in this project.

**Enclosed :- Annexure -1**

(On Behalf of the Purchaser)

*Rajat Mehra*

**Project Coordinator,**  
Project Management Unit

Uttarakhand Public Financial Management Strengthening Project (UkPFMS)  
91, Race Course, Near Police Line, Dehradun, Uttarakhand-248001  
Electronic mail address: [ukpfmswb@gmail.com](mailto:ukpfmswb@gmail.com), [pmu.ukpfms@gmail.com](mailto:pmu.ukpfms@gmail.com)

Signature & Seal of bidder

**Annexure-01**  
**TERMS & CONDITIONS FOR HIRING OF VEHICLES**

Following terms and conditions are applicable for providing vehicles (with commercial registration No.) to the PMU, UkPFMS on hiring (monthly & daily) basis:-

- 1- Only Registered bidder/Travel Agency/Firms registered with UTDB need to apply. They have to submit proof of registration along with the copy of their PAN card issued by Income Tax Department in the offer and copy of GST registration details have also to be submitted in the offer.
- 2- The bidders should have minimum 15 Lakh turnover in each year of the past three years. For this certificate from Chartered Accountant need to be annexed.
- 3- The bidder/travel agency/firms should have at least 03 vehicles registered in their agency/firm name and should submit a simple undertaking for at least 03 vehicles with the owner of the vehicle stating the availability of the vehicle for the entire duration of the contract with copy of RC. For successful bidder, at the time of signing of the contract, the bidder may associate with other vehicle owner for the remaining no. of vehicles. However, in such cases Agency/Firm has to undergo an "Agreement" with the Owner of the vehicle, and submit a copy of the same with the proposal. PMU, UkPFMS will not be responsible for any dispute arising between the Travel Agency/Firm and the said Owners.
- 4- The successful bidder has to sign a contract on Rs. 100 stamp paper together with performance security of Rs. 20,000/- in the shape of FDR/BG for not less than 18 months in favor of "The Project Director, Project Management Unit, Uttarakhand Public Financial Management Strengthening Project (UkPFMS)" within 7 days after LOA.
- 5- The bidder/travel agency/firms should have minimum 03 years of experience in providing vehicles services in any government department/semi government department/PSU/ authority for atleast 03 vehicles.
- 6- The offered Vehicles should not be older than 2019 model & have proper taxi registration No. and permit to ply in Uttarakhand on commercial basis. Bidder/Travel Agency/ Firm have to give undertaking to get all the clearance, from time-to-time, from Transport/Tax Department on its own.
- 7- The evidence of confined record of poor performance by a firm in UKPFMS or any other organization will be criteria for disqualification of the bidder/firm.
- 8- All the concerned tax liabilities within the state are to be borne by the Travel Agency Firm.
- 9- TDS shall be deducted as per the prevalent rates from all the payments made as per applicable rules.
- 10- Insurance, salary and the expenses of driver and total maintenance (including Mobil Oil) of vehicles shall be borne by the Travel Agency/Firm/Owner. All the required insurances including accidental insurance of driver is mandatory condition for operating the vehicles by the owner.
- 11- Travel Agency/ Firm have to submit No-Objection/ Deceleration to travel outside the State. Tax, parking etc. for such journey shall be borne by the owner which will be reimbursed by PMU, UkPFMS.
- 12- Minimum contract period will be one year with provision for further extension however the contract can be terminated at any time in case of un-satisfactory services or without any reason by giving 7 days notice.
- 13- The fuel (Diesel) will be reimbursed by PMU as per the vehicle average Km/Liter, mentioned in the quotation document. For deciding the rate of fuel, one actual receipt of petrol pump needs to be annexed with the bill every month.
- 14- Journey in a month shall be as per requirement of PMU.
- 15- Normally vehicle will be required for all days of a month for 12 hrs. duration per day from 8:30 AM to 8:30 PM. However the timing may change as per duty hours as required by the official requirement of PMU.

**Signature & Seal of bidder**

- 16- One day off is allowed for servicing the vehicle every month with prior intimation.
- 17- Night/Extra-duty Charges For Monthly basis engage vehicle (Before 8:30 AM and after 8:30 PM i.e. beyond 12 hour duty period) shall be ₹ 150/- per day payable on its verification by the official using the vehicle, subject to the maximum for 10 working days in a month.
- 18- In case bidder/ Travel Agency/Firm fails to supply the demanded Vehicle for which it has given quotations or does not supply it as and when required, a penalty of ₹ 1000/- per day for such unfulfilled or late responded demand shall be made from the monthly bill submitted by the Travel Agency/Firm. Repeated failure may cause a valid reason for termination of the contract.
- 19- Models older than year 2019 shall not be accepted, however for payment of monthly/daily bills, photocopy of RC need to be put-up for the verification of the same. The vehicle will have to be provided for inspection of the concerned official before it is deployed under the contract. Penalty of Rs.500/day may be imposed if breakdowns such as failure of AC or other mechanical/electrical defects during the term of engagement are not attended/ rectified within a reasonable time.
- 20- Rates for all the categories of the vehicles mentioned below as per the format of price bid are to be quoted otherwise bidder /Travel Agency's/Firm's proposal may be rejected.
- 21- The drivers are compulsorily required to carry Mobile Phones and should be in proper uniform applicable to commercial vehicles drivers.
- 22- The starting mileage shall be counted from the office of PMU, UKPFMS Office as applicable in the vehicle requisition order.
- 23- Journey will start from office/residence of driver with a provision of maximum 10 Km extra journey to reach that place for vehicle.
- 24- Bidder/Travel Agency/Firm should keep a logbook with each vehicle and should be maintain on daily basis. Each journey should be enter on logbook by the driver on daily basis and should be verified by concerned officer.
- 25- The monthly bill of vehicle should be prepared on the basis of journey entered on logbook.
- 26- Drivers must have the valid commercial driving license during the contract/duty period. Their police verification is the sole responsibility of the service provider.
- 27- If the vehicle has to go outside the state on official duty, the bidder will make all the arrangement for the journey including proper fuel and vehicle will be made available in good condition.
- 28- Stepney & required Tools in good condition as provided by the vehicle manufacturer with the vehicle must be available 24x7 days in the vehicle.
- 29- The drivers should maintain proper personal hygiene, etiquettes and manners and be presentable enough.
- 30- Travel Agency/Firm will have to fix proper boards/beacon lights/siren as may be required on the vehicles of senior officials if required at no extra charge. Similarly curtains if required will be fixed on the vehicles by the Travel Agency/Firm. The seats of the Vehicles should be covered with neat and clean white towels and one extra set of towels will be kept by the driver.
- 31- Project Director, PMU, UKPFMS Dehradun reserves all rights to reject the offer/proposals without assigning any reason thereof.
- 32- Quotation documents submitted with any cutting or overwriting in the bid form will be rejected.

Signature & Seal of bidder

- 33- A battery-operated pressure pump to inflate the tyre in emergency must be provided by the bidder in the vehicle.
- 34- Complete quotation format filled, signed/stamped on each pages should be submitted with the under mentioned documents
- 35- The actual quantities of the required vehicles may be increased or decreased as per the requirement but payment shall be made for actual vehicles hired. The indicative no. of vehicles required mentioned in the quotation document is only for calculation of lowest quote.
- 36- The Vehicles may also be used for hilly areas as per requirements.
- 37- Declaration from should be duly signed as per draft annexed.

**Signature & Seal of bidder**

**Checklist: Documents to be submitted along with the quotation.**

<b>S.N</b>	<b>Detail of Documents</b>	<b>Annexure No.</b>
1.	Registration certificate of bidders form UTDB	A-1
2.	PAN Card Copy	A-2
3.	RC Copy of the 03 vehicles in the name of the firm.	A-3
4.	RC Copy of the 03 vehicles & simple undertaking of owner of the vehicle in favor of the firm/agency.	A-4,A-5,A-6,A-7,A-8 & A-9
5.	Experience Certificate of providing atleast 03 vehicles in past 03 years in any government department/ semi government department /PSU/Authority	A-10
6.	Signed copy of the quotation document.	A-11
7.	GST registration	A-12
8.	Experience Certificate as per term & condition point no-05	A-13
9.	No objection certificate as per term & condition point no-11	A-14
10.	Declaration Form	A-15
11.	Bid Security declaration form	A-16
12.	Statement of turnover by Chartered Accountant	A-17
13.	Other relevant documents if any.	A-18

Signature &amp; Seal of bidder .

## Deceleration

I Firm/Agency ..... will make available to vehicle as demanded by UkPFMS as per terms and conditions of the shopping document. I proprietor of the firm has read and understood all the terms and conditions of the shopping document and agree to abide them.

I further declare that my firm has not been black listed in any of the department of state govt., Govt. of India, any organization financed by state/Centre Govt.

Signature

Name.....

Designation & Address/Firm Stamp.....



### Form of Bid-Securing Declaration

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

BID No.: \_\_\_\_\_

To:

We, the undersigned, declare that:

We understand that, according to your conditions, Bids must be supported by a Bid-Securing Declaration.

We accept that we will automatically be suspended from being eligible for Bidding, or submitting Proposals in any contract with the Employer for the period of 03 years, if we are in breach of our obligation(s) under the Bid conditions, because we:

- (a) have withdrawn our Bid prior to the expiry date of the Bid validity specified in the Letter of Bid or any extended date provided by us; or
- (b) having been notified of the acceptance of our Bid by the Employer prior to the expiry date of the Bid validity in the Letter of Bid or any extended date provided by us, (i) fail or refuse to execute the Contract, if required, or (ii) fail or refuse to furnish the Performance Security.

We understand this Bid-Securing Declaration shall expire if we are not the successful Bidder, upon the earlier of (i) our receipt of your notification to us of the name of the successful Bidder; or (ii) twenty-eight days after the expiry date of the Bid validity.

Name of the Bidder\* \_\_\_\_\_

Name of the person duly authorized to sign the Bid on behalf of the Bidder\*\* \_\_\_\_\_

Title of the person signing the Bid \_\_\_\_\_

Signature of the person named above \_\_\_\_\_

Date signed \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

\*: In the case of the Bid submitted by joint venture specify the name of the Joint Venture as Bidder

\*\* : Person signing the Bid shall have the power of attorney given by the Bidder attached to the Bid

*[Note: In case of a Joint Venture, the Bid-Securing Declaration must be in the name of all members to the Joint Venture that submits the Bid.]*

**FORMAT OF FINANCIAL QUOTATION****Part -I**

The format of quotation given below is only to calculate the bid price for all the vehicles per month & per day and is only for the financial evaluation purpose to determine the L1 bidder. The actual no. of vehicles to be hired may vary. The actual payment for the total contract duration will be made as per the rates of the vehicles quoted by the qualified bidder & vehicle engaged.

**Part I: Vehicle hiring charges for single vehicle for monthly engagement.**

S. No	Particular of Vehicles	Place	Mileage (kms/ltrs) For Reimbursement purpose only	Unit cost of a vehicle for hiring on monthly basis excluding fuel & GST (In INR)
1	Swift Dzire / Zest / Honda Amaze/ Equivalent- With AC	Hill	13	
		Plain	14	
	Swift Dzire / Zest / Honda Amaze/ Equivalent- Non AC	Hill	14	
		Plain	15	
		Plain	10	
2	Innova /Equivalent With AC	Hill	9	
		Plain	10	
	Innova /Equivalent Non AC	Hill	9	
		Plain	10	
3	Innova Crysta / Equivalent With AC	Hill	9	
		Plain	10	
	Innova Crysta / Equivalent Non AC	Hill	9	
		Plain	10	
	Total			

Note : GST & Fuel expenses will be reimburse as per actual.

Total Quote Price in words:

Rs

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**Signature & Seal of bidder**

**FORMAT OF FINANCIAL QUOTATION****Part - II****Part II: Vehicle hiring charges for daily basis for Single vehicle**

S. No	Particular of Vehicles	Place	Rates (Per Extra Km)	Unit cost of a vehicle for hiring on daily basis (8 hours with 80 KM journey) including fuel charges	Extra Hour Charge (for daily basis)
1	Swift Dzire / Zest / Honda Amaze/ Equivalent With AC	Hill	10/-		100
		Plain	10/-		100
	Swift Dzire / Zest / Honda Amaze/ Equivalent -Non AC	Hill	10/-		100
		Plain	10/-		100
2	Bolero/ Equivalent - With AC	Hill	10/-		100
		Plain	10/-		100
	Bolero/ Equivalent - Non AC	Hill	10/-		100
		Plain	10/-		100
3	Scorpio/TUV/Equivalent With AC	Hill	12/-		100
		Plain	12/-		100
	Scorpio/TUV/Equivalent- Non AC	Hill	12/-		100
		Plain	12/-		100
4	Innova /Equivalent With AC	Hill	12/-		100
		Plain	12/-		100
	Innova /Equivalent Non AC	Hill	12/-		100
		Plain	12/-		100
5	Innova Crysta / Equivalent With AC	Hill	12/-		100
		Plain	12/-		100
	Innova Crysta / Equivalent Non AC	Hill	12/-		100
		Plain	12/-		100
	<b>Total</b>				

Total Quote Price in words:

Rs

Note:

- 1- The bidder has to quote their prices considering the mentioned averages. Both Part-I & Part II will be evaluated separately to get the lowest quote for monthly & daily engagement of vehicle.
- 2- GST will be reimburse as per actual.

We agree to provide the above services in accordance with the Terms & conditions and as per the rates quoted by me in the Invitation for Quotations.

We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in bribery.

**Signature & Seal of bidder**

ATTACHMENT

OFFICE OF.....

.....

Letter of Acceptance

To:

M/s

.....  
 .....  
 .....  
 .....

Dear Sir,

Sub:

.....

Ref Your quotation no..... dated.....

- Your quotation no.....of ..... (Date) for hiring of vehicles for Dehradun Office has been accepted for the following has been approved. You are requested to submit the performance guarantee (in the form of FDR pledged in the name of "Project Director, PMU, UKPFMS, Dehradun payable at Dehradun) for an amount of \_\_\_\_\_ within 10 days of the receipt of this letter of acceptance valid up to 15 months from the date of issuance of the purchase order i.e. up to ..... and sign the contract.

SI. No.	Brief description Vehicles	Quantity	Monthly Unit Rate (Rs.)
1			

\*GST shall be paid extra

- Other terms and conditions are as attached with this letter:

**Service Receiver**

Date:

Place:

Name: .....

Designation:.....