

उत्तर प्रदेश राज्य जैवविविधता बोर्ड,
पूर्वी विंग, तृतीय तल, ए-ब्लाक, पिकप भवन, गोमतीनगर, लखनऊ-226010
फोन नं० : 0522-4006746, 2306491

पत्र संख्या...470.../लेखा 2-3 टेन्डर/कोटेशन

दिनांक: 12-06-2019

निविदा सूचना

उत्तर प्रदेश राज्य जैवविविधता बोर्ड, लखनऊ के उपयोगार्थ किराये पर स्टाफ कार/वाहन (व्यवसायिक वाहन के रूप में पंजीकृत) सम्बन्धित सेवा प्रदान करने वाले संगठनों से दिनांक 14.06.2019 प्रातः 10.30 बजे से दिनांक 23.06.2019 सायं 04.00 बजे तक तकनीकी बिड एवं वित्तीय बिड की अलग-अलग ई-निविदायें आमन्त्रित की जाती हैं जो नियत तिथि व समय पर अधोहस्ताक्षरी अथवा उनके द्वारा नियुक्त प्रतिनिधि द्वारा खोली जायेंगी। निविदा से सम्बन्धित निविदा फार्म एवं निविदा की शर्तों की जानकारी बोर्ड की वेबसाईट <http://upsbdb.org/> तथा <http://etender.up.nic.in> पर अथवा दिनांक 22.06.2019 तक किसी भी कार्य दिवस के अन्तर्गत प्रातः 10.00 बजे से सायं 5.00 बजे तक इस कार्यालय से ज्ञात/प्राप्त की जा सकती है।

क्रम सं०	कार्य विवरण (वाहन का नाम व प्रकार)	बन्धक धनराशि	निविदा शुल्क	निविदा की अवधि	निविदा प्राप्ति व खुलने की तिथि तथा समय
1.	ए.सी. युक्त हान्डा अमेज / मारुति स्वीपट डिजायर	रु० 24000.00	रु० 300.00	एक वर्ष	ऑनलाईन निविदा भरने की प्रारम्भ तिथि- 14.06.2019 प्रातः- 10.30 बजे से ऑनलाईन निविदा भरने की अन्तिम तिथि- 23.06.2019 सायं- 04.00 बजे तक निविदा खुलने की तिथि तकनीकी बिड- 24.06.2019 प्रातः 10.30 बजे वित्तीय बिड- 25.06.2019 सायं 04.00 बजे

उपरोक्त निविदाओं में बन्धक धन की धनराशि का भुगतान केवल बैंक ड्राफ्ट या एफ०डी०आर०, जो सचिव, उ०प्र० राज्य जैवविविधता बोर्ड (Secretary, U.P.State Biodiversity Board) के पदनाम से निरूपित हो, संलग्न करना अनिवार्य है। बिना बन्धक धनराशि व विलम्ब से प्राप्त निविदायें स्वीकार नहीं की जायेंगी।

टैक्सी व्यवस्था हेतु निविदा देने वाली ट्रेवेल एजेन्सियों को अपना रजिस्ट्रेशन प्रमाण पत्र, पूर्व में सरकारी अथवा गैर सरकारी विभागों में टैक्सी की सुविधा दिये जाने का अनुभव का उल्लेख करना आवश्यक है। किसी भी एजेन्सी की निविदा को स्वीकार एवं निरस्त किये जाने का पूर्ण अधिकार सचिव, राज्य जैव विविधता बोर्ड का होगा। निविदा शुल्क हेतु सचिव, उ०प्र० राज्य जैवविविधता बोर्ड (Secretary, U.P.State Biodiversity Board) के पक्ष में लखनऊ पर देय रु० 300.00 मात्र का बैंक ड्राफ्ट संलग्न करना अनिवार्य है।

ऑनलाईन भरे गये निविदा प्रपत्रों की हार्ड कापी भी कार्यालय में जमा करना अनिवार्य है।


सचिव

उ०प्र० राज्य जैवविविधता बोर्ड,
लखनऊ

TENDER DOCUMENT
TERMS AND CONDITIONS
SECTION-I

UTTAR PRADESH STATE BIODIVERSITY BOARD
East Wing 'A' Block IIIrd Floor, PICUP Bhawan
Gomti Nagar, LUCKNOW-226010

Section-1

On behalf of Secretary, U.P. State Biodiversity Board, Lucknow sealed tenders are invited from prospective registered Service Providers.

Bidders shall have to **deposit Rs 24,000.00 (Twenty four thousand only) as Earnest money** in the form of Bank Draft/FDR drawn on any Scheduled Bank in India & Payable at Lucknow in favor of Secretary, U. P. State Biodiversity Board, Lucknow along with the bid.

Schedule of the Invitation of Tender:		
1	Tender No. 470/ लेखा-2-3 2032/कार्यालय 14.12.6.2019	
2	Tender Document Start Date and Time	10.30 hrs. of 14 June, 2019.
3	Tender Document Closing Date and Time	16:00 hrs. of 23 June, 2019.
4	Time and Date of Opening of Tender (Technical bid) (Financial bid)	10:30 hrs. of 24 June, 2019. 16 :00 hrs of 25 June, 2019.
5	Type & Number of vehicles required	Approx. (02) AC cars Honda Amaze / Maruti Swift Dzire not older than 2017 models.
6	Duration of Contract	One year with an option of extension for one more year at the same rate.



SECTION-2

SCOPE OF WORK

The Bidder is required to provide commercial vehicles fully conforming to RTA/RTO regulation along with fuel, driver etc and carryout periodical maintenance and execute the work through their Supervisor.

(Scheduled Works)

Monthly KM Hire Slab:

The Monthly KM hire slab on which cars are required and the estimated number of such **hirings per month** are approximately Two cars per month. The actual deployment of cars may vary from time to time depending on work schedule, intensity of maintenance and interruption duties and developmental activities and field work etc.

SECTION-3

SERVICE PROVIDER'S OBLIGATIONS

- 1. Service to be provided** is supply on demand vehicles with licensed drivers, registered as commercial vehicles on hiring basis for running the works of U.P. State Biodiversity Board, Lucknow. The essence of the contract is to provide Prompt, Punctual, Efficient, Safe, Courteous and Quality Service.
- 2. Duty Hours** of vehicles are normally for twelve hours per day for a minimum of 26 days in month for minimum distance of 2400 km. However, actual duty hours / days shall be specified by actual users of vehicle.
- 3. Notice period for supply of vehicles** shall be normally one day in advance for regular requirements. The service provider will provide vehicle if intimation is given. Telephonic intimation shall be considered as notice.
- 4 Reporting Place for vehicles** is within the city of, Lucknow. Actual place of reporting shall be specified by users of vehicles.
- 5. Counting of Distance** will be from the starting point of the user and closing at the point wherever user completes his / her travel.



6. **Accuracy of Meters** will be checked periodically by any authorized officer of U.P. State Biodiversity Board and reserves the right to get the meter calibrated or checked at any time at his sole discretion and in the event of any error/fault in the meter being noticed, the bill for the journey undertaken (including those undertaken earlier) would be adjusted, besides any other penal action as decided by U.P. State Biodiversity Board, which may even lead to termination of contract.

7. **Miscellaneous Conditions:-** Service Provider should comply with the following:

- I. **Requisition:** Requisition of vehicles can be conveyed at anytime by telephone/fax/letter.
- II. **Documents of vehicles-** The attested copy of R/C Book and the Insurance policy of vehicles supplied under this contract should be submitted to the authorized person of the U.P. State Biodiversity Board and will be Subject to scrutiny. The cars should be covered under Comprehensive Insurance Policy. The vehicle should have preferably the Registration of Uttar Pradesh.
- III. The cars to be supplied should be of 2017 or later model.
- IV. The cars shall carry all necessary documents at all the times.
- V. The drivers of the cars should have valid driving licenses and mobile phone.
- VI. **Uniforms-** Provide his employees uniforms as required under the rules which shall be worn by them all the time while on duty. The drivers should wear tidy uniform and polished shoes and should be smart.
- VII. **Statutory Requirements-** It is desirable to have the Registration with GST and income Tax (PAN) etc. However, if the Service Provider does not possess any or all the above, they should obtain the same if required by law to execute this service, with in one month of commencement of Contract.
- VIII. **Govt. Tax / Levy / Duty** other than Service Tax for plying the vehicles will be borne by the Service Provider. Service Provider has to mention service tax, if any, in the financial bid separately.
- IX. **Parking / Toll Charges**, if any, may be claimed by producing valid parking / Toll slips.
- X. **Drivers** attested copy of driving license should be submitted during the contractual period.



- XI. **Consumables** like lubricants, tyres, battery and repairs, maintenance, insurance, etc. will be to the Service Provider's liability.
- XII. **Assign** driving to only qualified experienced licensed drivers and also assume full responsibility for the safety and security of the officers/officials and store items.
- XIII. **Duty Slips** in duplicate copy to be printed and serially numbered by the Service Provider and should ensure that at the end of duty; the duty slips are completed and signed by the users.
- XIV. **Vehicles Up-keep** shall be in good condition along with good and clean seat covers and curtains. The car offered should be in good condition which includes Body Paint, Upholstery, Matts, Carpets, Air-fresheners, Central Locking and Power Windows.

9. Debarring Conditions:-

- (i) The tampering of meter reading, vehicle usage timings, overwriting of Summary /Log sheet and misbehavior of driver while on duty shall be viewed seriously, leading to even cancellation of contract.
- (ii) Service Provider shall not engage any person below 18 years of age.
- (iii) Service provider will not violate any law of the land.

10. U.P. State Biodiversity Board will not have any obligation towards:-

- (i) Any direct or indirect liability arising out of negligent, rash and impetuous driving.
- (ii) Violation of any law of the country.
- (ii) For theft, burglary, fire or any mischievous deeds by service provider's staff.
- (iii) Any dispute that may arise between the service provider and his workers. Please note that service provider is the employer for his drivers/workers.

11. Penalty for breach of terms & conditions:

- (i) In case of non-availability of vehicles for any particular day penalty of Rs. 500/- per day shall be imposed in addition to deduction of hire charges on pro-rata basis for the period.



- (ii) If the vehicle provided by the Service Provider is found to be not in good condition or without proper document; the vehicle may be rejected and sent back. No payment shall be made on account of such rejection. However in case of dispute the decision of Secretary, U.P. State Biodiversity Board, Lucknow would be final.
- (iii) Should not refuse to provide vehicles against UPSBB requirement and on each refusal a penalty as given at item (i) above will be deducted from the running bills besides any other action which may even lead to termination of contract.

SECTION-4

GENERAL (COMMERCIAL) CONDITIONS

12. Bidder Eligibility:

- 12.1 . The bidder should have at least one year experience certificate of satisfactory performance in similar services preferably with Government/Public Sector or reputed Private Ltd. Companies / Firms.
- 12.2 The bidder should own or have on company lease sufficient number of commercial vehicles registered as taxis not less than **FIVE** with permit from RTOs in the name of proprietor/ company / partners/firm/director. The full details of the vehicles and a clear declaration that the firm will be able to supply commercial vehicles of model of 2017 year or later.

13. Right to Accept or Reject:

UPSBB reserves to itself the right to accept or reject any bid or to accept whole or a portion of tender, as it may deem fit, without assigning any reason thereof.

14. Submission of Bids (Two Bid Formats).

- 14.1 The tender should be submitted in two covers; One super scribing **Technical Bid** and Second Financial Bid and both the envelopes in turn, be put in another envelope and this envelope should be superscripted "**Tender for Hiring Vehicles**". All the three envelopes are to be duly sealed. Technical Bid and Financial Bid shall be opened separately. No indication of the Prices will be made in the Technical Bid. All the eligibility documents including tender cost and bid security shall be put along with Technical Bid.



- 14.2 Technical bid format is given as Annexure I. Financial bid form is given as Annexure -2 (a) & (b). Bidder should give technical bid & financial bid in the given format.
- 14.3 Tender will be opened in the presence of Bidders present on the due date of opening. **The Technical bids will be opened first i.e. 10:30 hrs. of 24 June, 2019. Financial Bid** of the selected bidders only will be opened on **25 June, 2019 at 16:00 hrs.** Incomplete Tender or Tender in which both technical Bid and Financial Bid are found in the same envelope is liable to be rejected. All Columns should be furnished with relevant details and no column should be left blank.
- 14.4 Rates should be quoted as per the Schedule of Requirement and Hire Charges at Annexure 2(b) and should be enclosed to Financial Bid Form at Annexure-2(a). The format for Financial Bid should not be changed in any manner. Addition / deletion / alteration of the text will automatically render the tender invalid and therefore, will be summarily rejected.
- 14.5 The duly filled tenders must be accompanied with an **Earnest Money of Rs. 24, 000.00** (Rupees Twenty four thousand only) The EM will be in form of BD/FD in name of Secretary, U.P. State Biodiversity Board.
- 14.6 Tender should be submitted to U.P. State Biodiversity Board, East Wing 'A' Block IIIrd Floor, PICUP Bhawan, Gomti Nagar, Lucknow-226010 on or **before 16:00 Hrs. of 23 June, 2019.**
- 14.7 The bidder is requested to examine all instructions, forms, terms and specification in the Bid documents. Failure to furnish all the information required as per Bid Documents or submission of the bids not substantially responsive to the Bid Documents in every respect will be at the bidder's risk and may result in rejection of the Bid.
- 14.8 The supplier shall quote price as per schedule given in Annexure 2(b) for all types of Vehicles given in the schedule of requirement. **The composite price should include all the type of Taxes, excluding Service Tax etc,** as applicable from time to time. However, the basic unit price needs to be individually indicated against the supply under the contract. Service Provider has to mention service tax, if any, in the financial bid separately.
- 14.9 The price quoted by the bidder shall remain fixed during entire period of Contract and shall not be subject to variation on any account. A Bid submitted with an adjustable price quotation will be treated as non-responsive and rejected.



15. **Award of Contract:** The Secretary, Biodiversity Board shall award the tender to those bidders whose offers are found to be technically and financially sound.
16. **Bid security:** On final approval of tender, a **security deposit of Rs 1,20,000** (Rs One lakh twenty thousand only) will have to be made in the form of a Bank draft/ fixed deposit receipt in the name of secretary, UP state Biodiversity Board, within a period of 2 weeks.
17. **TDS:** Income tax and other applicable taxes, if any, will be deducted at source as per rules at prevailing rates.
18. **Insurance:** The insurance cover protecting the agency against all claims shall be taken by the service provider. The service provider shall arrange necessary insurance cover for any persons deployed by him even for a short duration. UP State Biodiversity board shall not be responsible for any claim arising out of mishap, if any, that may take place.
19. **Duration/ Period of Contract:**
Normally contract will be awarded for 1 (one) year. However, extension for the next year/part thereof may be considered keeping in view the various factors, such as prevailing market price, satisfactory performance of the firm etc. and willingness of the bidder to provide the services without change in rate.



ANNEXURE-1**SUB: HIRING OF VEHICLES FOR DUITES OF UPSBB**

Tender Ref:/लेखा 2-3 टेन्डर/कोटेशन

Date:

TECHNICAL BID

To be filled in by the Bidder (enclose copy of documents to support your statement)

1.	Name and Postal Address of the Bidder: ----- ----- -----	Phone: Mobile: Fax: E-Mail:
2.	Is your concern Recognized/Registered (Attach Photocopy as a proof)	Yes No
	Tick as applicable (Attach proof) a. Registered as a commercial vehicle with transport department b. Registered under Companies Act c. Registered as firm d. Proprietorship / Any other category, if any (please specify) e. Proof of owing 5vehicles	
3.	Income Tax Permanent Account Number (PAN) of registered firm: (attach Proof)	Yes No
4.	Proof of performance with another Government organization	Yes No
5.	Service Tax Registration Number of firm (attach Proof)	
6.	EMD a)Name of Bank b)Amount	
7.	Annual turnover of firm: (greater of 50 lakh with balance sheets attested by Chartered Accountant)	2016-17 (F.Y.) 2017-18 (F.Y.)
8.	Service Tax Return	

DATE

SEAL

SIGNATURE



ANNEXURE-2 (a)

FINANCIAL BID

Tender No.....

Date.....

A: (Name & Address of the Purchaser)

Dear Sir,

1. Having the conditions of contract and services to be provided Nos.....the receipt of which is hereby duly acknowledge, we undersigned, offer to provide commercial vehicles in conformity with the conditions of contract and specifications for the sum shown in the Schedule of Requirement & Hire Charges attached herewith and made part of this Bid.
2. We undertake, to enter into agreement within one week of being called upon to do so and bear all expenses and agreement will be binding on us.
3. Until an agreement is signed and executed, this Bid together with your written acceptance there of in your notification of award shall constitute a binding contract between us.
4. Bid submitted by us is properly sealed and prepared so as to prevent any subsequent replacement.
5. We understand that you are not bound to accept the lowest or any bid, you may receive.

Dated this.....Day of2019

Signature of

In capacity of

Duly authorized to sign the bid for and on behalf of.....

Witness.....

Address.....

Signature

Encls: Schedule of Requirement and Hire charges.



Annexure 2(b)

SCHEDULE OF REQUIREMENT AND HIRE CHARGES

S.NO	Description of Vehicle	Monthly hire rates with fuel for 2400 Kms		
		Per month hire rates	Extra Km	Night charges after 10 pm
1	Honda Amaze/ Maruti Swift Dzire/ (Minimum 2400 Kms) (As per requirement / demand by UPSBB)			

Address of firm:

Signature

Name:

Date:



उत्तर प्रदेश राज्य जैवविविधता बोर्ड

पूर्वी विंग तृतीय तल, ए-ब्लॉक, पिकप भवन, गोमतीनगर, लखनऊ-226010

फोन नं: 0522-4006746,2306491

निविदा दिनांक संशोधन

उत्तर प्रदेश राज्य जैवविविधता बोर्ड के पत्रांक 470/लेखा-2-3 टेन्डर/कोटेशन दिनांक 12.6.2019 द्वारा किराये के वाहनों हेतु ई-निविदना बन्द करने की तिथि 23.6.2019 रखी गयी थी। इस दिनांक को रविवार होने के कारण तकनीकी निविदा बन्द करने का नया दिनांक 22.6.2019 रहेगा। शेष दिनांक यथावत रहेंगे।

Ke. K. Tiwari
12/06/2019
(केकेके0 तिवारी)
महाप्रबन्धक (प्रशासन)