



**MIZORAM RURAL BANK
HEAD OFFICE , AIZAWL, MIZORAM**

e-mail : hr@mizobank.com

CM(Per)/GEN-40/NOTE/249(A)

TENDER

Date : 7/02/2023

FOR

HIRING OF VEHICLE FOR MIZORAM RURAL BANK HEAD OFFICE

Submission Start Date : 07-02-2023 11:00AM
Last date for Submission of Tender : 07-03-2023 3:00PM
Opening of Tender : 07-03-2023 3:30 PM

**The General Manager,
Mizoram Rural Bank,Head Office
MINECO,Khatla, Aizawl
Mizoram 796001**



NOTICE INVITING TENDER

Tenders are invited from reputed parties/agencies supplying vehicles with drivers on Monthly Hire-basis for official use of Mizoram Rural Bank, Head Office, Aizawl, Mizoram. Interested parties / agencies who are willing to comply with the terms and conditions annexed to this notice, may submit their bids as per detailed specifications and requirements as mentioned below:

The details of the Vehicle to be hired as under:

Sl.no	Category	No. of Vehicles required	Usage
1	Mid-sized vehicle: (Innova, XUV-500, Scorpio, Tata Hexa or its equivalent)	1	Subject to the need of Bank

TERMS AND CONDITIONS OF THE TENDER NOTICE:

- 1) The service provider should be a proprietorship/ partnership/ registered firm/ company and the vehicle(s) should be registered in Aizawl DTO ,Mizoram only.
- 2) The contract for providing vehicles will be given to the lowest bidder who fulfils all the terms and conditions given in the tender document. To safeguard against failure by the successful service provider in providing requisite number of vehicles, this office may empanel other service providers who are prepared to provide service as per the same terms and conditions as that of L-1 (Firm who has quoted lowest rates) tenderer.
- 3) This office reserves the right to revise the requirements of vehicles being hired. The number of 'staff car', 'Mid-sized & small sized' vehicles mentioned is not fixed. It is as per present requirement:
 - a) If needed, the vendor should be able to provide more vehicles at the same rates and terms and conditions.
 - b) Also, this office may surrender some or all of the vehicles, if not needed by this office.
- 4) The payment would be made on monthly hiring basis.
- 5) Rates to be quoted for Petrol and Diesel Vehicle separately as based on the fuel type separates rates are applicable.
- 6) The tenderer should ensure that the vehicle deployed by him/her are of latest model (not older than one year) and shall have clean seat covers/ towels, car perfume and should be in good running condition for which no extra payment would be made. Vehicles should be comprehensively insured and should carry necessary Regisgation certificate/permits/ any clearance from the Transport Authority or any other concerned authority. The vehicles should also carry necessary pollution certificates issued by the competent authority. Undertaking in this regard would be required to be submitted by the tenderer alogwith bid.

- 7) The vehicles shall be for exclusive use of this Office and should not be used by the Service Provider for any other purpose.
- 8) The vehicles shall be made available on all days including Saturday, Sunday & Holidays, if required.
- 9) The calculation of mileage shall be as per Bank vehicle hiring rates. For this purpose, the service provider shall ensure that the meter of the supplied vehicle is properly working and sealed. In case of any doubt the authorized officer of this Office may get meter of the vehicle checked from any authorized workshop at the cost of Service Provider.
- 10) LPG Cylinders should not be used for running the vehicle in any case.
- 11) In case of any breakdown of vehicle on duty, the service provider shall make arrangement for providing another vehicle. In such a case, mileage from garage to the point of breakdown would not be paid.
- 12) The tenderer should ensure that after getting the contract the drivers deputed for service to this Office do not have any Police records/ Criminal cases (previous or pending) against them. The service provider should make adequate enquiries about the antecedents of the drivers before deputing them for service to this Office. Undertaking in this regard would be required to be submitted by the tenderer alongwith technical bid.
- 13) The driver(s) shall observe all the etiquette and protocol while performing duty. They should wear a proper dress & must carry a mobile phone in working conditions, for which, no separate payment shall be made by this office.
- 14) The driver(s) deputed on duty should carry valid driving license. The Service Provider should also ensure that they have arrangement for establishing contact and round the clock service. For this purpose, they should have adequate numbers of telephones/mobiles. Undertaking in this regard would be required to be submitted by the tenderer alongwith the bid.
- 15) This Office shall not be responsible for any challan, loss, damage or any accident of the vehicle or to any other vehicles or for the injury to the driver or to any other third party. The loss or damage or legal expenses on this account shall be borne by the Service Provider. Undertaking in this regard would be required to be submitted by the tenderer alongwith the bid.
- 16) The drivers should be well conversant with the roads and routes of Mizoram. The operation and functions of the drivers shall be governed as per the Motor Vehicles Act and Rules.
- 17) The drivers should always remain with the vehicle during the entire period of duty. In case of any need, they should seek permission from the concerned officers.
- 18) The tenderer should ensure that after getting the contract the drivers deputed by him have a minimum experience of three years of driving, which should be verifiable from the date of issuance of his driving license.
- 19) The service provider should provide a single contact person/ supervisor for the fleet deployed to this office. It would be responsibility of the supervisor to keep track of the vehicles, also any instruction regarding vehicles would be communicated by this office to the supervisor through phone or whatsapp. It would be the responsibility of the supervisor to ensure that the vehicle reaches the desired location and report to the desired officer within time.
- 20) A daily record indicating time and mileage for each vehicle shall be maintained in a log - book which should be submitted to the concerned officer of this Office for scrutiny & payment of the bills.
- 21) All expenses relating to salary and allowances of the driver shall be borne by the Service Provider. Like-wise all expenditure related to the vehicle including insurance, maintenance & fuel etc. will also be borne by the Service Provider.
- 22) The Service Provider shall undertake to indemnify the department against all damages/charges arising on account of or connected with the negligence of the Service Provider or his staff or any person under his control whether in respect of accident/injury to the person or damages to the property of any member of the public or any person or in executing the work or otherwise and against all claims and demand thereof.
- 23) The service provider shall provide the vehicle of the make/model as per the terms of the contract/tender during the entire period of contract and should not change the vehicle without prior information and approval from this office. In emergency and rare circumstances, this condition can be waived off by this Office temporarily.
- 24) The contract will be initially for a period of twelve months which may be further extended on satisfactory services on the same terms and conditions.
- 25) In case quality of service by the Service Provider is found unsatisfactory, this Office may terminate the contract after giving 15 days notice.
- 26) In case of any dispute of any kind and in any respect whatsoever, the decision of this Office shall be final and binding.
- 27) This Office reserves the right to require fulfillment of other conditions, not expressly mentioned, which are consistent with the use of vehicles on hire by this office.
- 28) Contract can be terminated by either party prematurely by giving advance notice of one month.

Bid Submission Configuration

Mode of Bid submission	:	Offline	Bidding access	:	Open
Base currency	:	INR			
Consortium	:	N/A	Bid withdrawal	:	Allowed

Eligible Taxes

1. Rates quoted should be inclusive of all taxes & duties and levies, including Goods & Services Tax (GST)
2. In case of correction in the bills after scrutiny, Service provider should submit fresh bills for payment
3. Service Provider should timely file his GST return in accordance with GST provisions to enable the bank to claim the credit of GST paid to the Service Provider

Terms of Payment of Bills

1. No Advance will be paid

Annexure 'A'
TECHNICAL BID Qualifying criteria for Quotation
(Documents to be attached to substantiate every information)

SL.No.	TECHNICAL PARAMETER
1	Name, Address (in Mizoram) and Telephone no. of Service provider
2	Details of the drivers as per Annexure E & Undertaking
3	Details of the vehicles as per Annexure F & Undertaking
4	Undertaking to indemnify the department against all damages/charges
5	All pages of the tender document must be signed by the bidders, in token of his / their understanding / acceptance

I have read the terms & conditions of the Tender Notice and it is to certify that the information furnished above is true & correct.

Signature Name of Authorized Signatory

BID UNDERTAKING

From: (Full name and address of the Bidder) :

To,
Dear Sir/Madam,

If the work of providing vehicles to your office on Monthly hiring basis is provided to me, then I undertake that:

1. The vehicles provided by me to your office would be of latest model and would not be older than 1 year.
2. I would ensure that the drivers provided by me to your office do not have any Police records/ Criminal cases (previous or pending) against them nor they have been involved in more than two punch or challan/s for negligent driving. I would make adequate enquiries about the antecedents of the drivers before deputing them for service to this Office.
3. Your office shall not be responsible for any challan, loss, damage or any accident of the vehicle or to any other vehicles or for the injury to the driver or to any other third party. The loss or damage or legal expenses on this account shall be borne by me.
4. The drivers deployed by me would have experience of minimum 3 years.
5. I undertake to indemnify the department against all damages/charges arising on account of or connected with the negligence on my part or my staff or any person under my control whether in respect of accident/injury to the person or damages to the property of any member of the public or any person or in executing the work or otherwise and against all claims and demand thereof.

Signature Name of Authorized Signatory

FINANCIAL BID

Sl.No.	CATEGORY	Rates to be quoted for Petrol/Diesel vehicle (Rates in Rs per vehicle per month)	
			Petrol/ Diesel (Maximum ceiling price is Rs 65,000/- per month for staff vehicle or midsized vehicle)
1.	Mid-sized vehicle (Innova, XUV-500, Scorpio , Tata Hexa or its equivalent)	To be used upto 30/31 days subject to maximum of 1240 kms in a month	₹.
		Rate of excess of 1240 kms (40kms per day)	₹.

PRICE BID UNDERTAKING

From: (Full name and address of the Bidder) _____

To, Dear Sir/Madam,

1. I/We _____(name)_____submit the Price Bid for_____ (Tender name/no.) _____ and related activities envisaged in the Bid document.
2. I/We have thoroughly examined and understood all the terms and conditions as contained in the Bid document, and agree to abide by them.
3. I/We offer to work at the rates as indicated in the price Bid.
- 4.I/We undertake that I /We have carefully studied all terms and conditions of the tender and shall abide by them. Further, it is certified that I/We have never been blacklisted by any Govt./PSU Department.

Signature Name of Authorized Signatory

Annexure-C
TENDER ACCEPTANCE LETTER

Date:

To,

Sub: Acceptance of Terms & Conditions of Tender.

Tender Reference No: _____

Name of Tender / Work: -

Dear Sir,

1. I/ We have downloaded / obtained the tender document(s) for the above mentioned 'Tender/Work' from the web site(s) namely:

as per your advertisement, given in the above mentioned website(s).

2. I / We hereby certify that I / we have read the entire terms and conditions of the tender documents (including all documents like annexure(s), schedule(s), etc.), which form part of the contract agreement and I / We shall abide hereby by the terms / conditions / clauses contained therein.
3. The corrigendum(s) issued from time to time by your department/ organization too have also been taken into consideration, while submitting this acceptance letter.
4. I / We hereby unconditionally accept the tender conditions of above mentioned tender document(s) / corrigendum(s) in its totality / entirety.
5. In case any provisions of this tender are found violated, then your department/ organization shall without prejudice to any other right or remedy be at liberty to reject this tender/bid including the forfeiture of the full earnest money deposit(if any) absolutely.

Signature Name of Authorized Signatory

Details of Regular Drivers

S. No.	Driver Name	License Number	Issuing Authority	Issue Date	Valid Upto	Private/ commercial
1						
2						

Annexure-F
Details of Current fleet of vehicles

S. No.	Registration Number	Owned/Leased/Hired	Make and Model	Manufacturing date	Insurance Number & Validity date	PUC Number and validity date
1						
2						
3						

Signature Name of Authorized Signatory