

Uttarakhand Health Systems Development Project
1st Floor, Homeopathy Directorate, Danda Lakaond, P.O. Gujrara,
Sahastradhara Road, Dehradun -248001

To:

Procurement Reference: UKHSDP/ 208-19/Procurement/TS/163

Date 26/06/18

Dear Sirs,

REQUEST FOR QUOTATIONS FOR PROVISION OF TRANSPORT SERVICES FOR UKHSDP OFFICE

The Implementing Agency indicated above invites your quotation for the Services described above. For the purposes of any resulting Contract the Implementing Agency or their named representative shall be the Employer. The Services required are described in detail below.

Preparation of Quotations: You are requested to quote for the services by completing, signing and returning:

1. the Quotation as per the prescribed formats ;
2. the documents evidencing your eligibility, as listed below;

The standard forms in this RFQ may be retyped for completion but the Bidder is responsible for their accurate reproduction.

Validity of Quotations: The quotation validity required is 90 days.

Eligibility Documents

1. Copy of the Registration Certificate for GST with clearly legible GST number.
2. Notarized Affidavit on Rs. 100 Stamp Paper stating that the firm is not insolvent, in receivership, bankrupt or being wound up or subject to legal proceedings for any of these circumstances and not have had its business activities suspended ,blacklisted or debarred from public procurement by the any Government body.
3. A Demand Draft for INR 5,000/- in favour of – Project Director – Uttarakhand Health Systems Development Project, payable at Dehradun (Refundable)

Sealing and marking of Quotations: Quotations should be sealed in a single envelope, clearly marked with the Reference above, the name of the Bidder and Implementing Agency.

Submission of Quotations: Quotations should be submitted to the address below, no later than the date and time of the deadline below.

Date of deadline: 04/07/2018. Time of deadline: 1500 hours (IST).

Submission address: Uttarakhand Health Systems Development Project, 1st Floor,
Homeopathy Directorate, Danda Lakaond, P.O. Gujrara, Sahastradhara Road, Dehradun -
248001.

Any resulting contract shall be subject to the Special and General Conditions of Contract for Works attached.

Any queries should be addressed to the Project Management Team at the address given above. Please prepare and submit your quotation or inform the undersigned if you will not be submitting a quotation

Yours sincerely,

Addl. Project Director,
Uttarakhand Health Systems Development Project.

General Conditions of Contract

Any resulting contract shall be placed by means of a Letter of Acceptance or a Contract against the General Conditions of Contract (GCC) for the Procurement of Works below, except where modified by the provisions of this Request for Quotation. Reference to Contract Data in these General Conditions of Contract shall mean this Request for Quotations.

- | | | |
|---|------|---|
| 1. Language and Law | 1.1 | The law governing the Contract shall be the laws of India and the language of the Contract shall be English unless otherwise stated in the Contract. |
| 2. Communications | 2.1 | All communications between parties shall be in writing. |
| 3. Sub-contracting and other contractors | 3.1 | The Contractor may subcontract with the approval of the Employer. |
| 4. Personnel | 4.1 | If the asks the Contractor to remove a person who is a member of the Contractor's staff or work force, stating the reasons, the Contractor shall ensure that the person leaves the Site within 72 hours and has no further connection with the work in the Contract. |
| 5. Contractor's Risks | 5.1 | From the Starting Date until the contract has been completed, the risks of personal injury, death, and loss of or damage to property (including, without limitation, the Works, Plant, Materials, and Equipment) which are not Employer's risks are Contractor's risks. |
| 6. Safety | 6.1 | The Contractor shall be responsible for the safety of all activities on the workplace. |
| 7. Program | 7.1 | The Contractor shall submit to the Employer for approval a Program showing the general methods, arrangements, order, and timing for all the activities. The Contractor shall update the Program at intervals agreed with the Employer. |
| 8. Instructions of the Project Manager | 8.1 | The Contractor shall comply with the instructions given by the Employer or delegated assistant on any matter related to the Contract. |
| 9. Payment Invoices | 9.1 | The Contractor shall submit to the Project Manager monthly invoices at the quoted rates |
| 10. Payments | 10.1 | Payments shall be adjusted for deductions for liquidated damages and other deductibles , if any |
| 11. Tax | 11.1 | The Contractor is liable for all taxes in accordance with the laws of India |
| 12. Advance Payment | 12.1 | The Employer shall not make any advance payment to the Contractor |
| 13. Termination-action | 13.1 | The Employer or the Contractor may terminate the Contract if the other party causes a fundamental breach of the Contract. |

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- 13.2 Notwithstanding the above, the Employer may terminate the Contract for convenience by giving the Contractor a thirty-day notice in writing.
- 13.3 If the Contract is terminated, the Contractor shall stop services immediately.
- 14. Payment upon Termination** 14.1 If the Contract is terminated for whatever reason,, the Employer shall determine the amounts due or recoverable from the Contractor
- 15. Resolution of Disputes** 15.1 The Employer and the Contractor shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the Contract. If after thirty (30) days from the commencement of such informal negotiations, the Employer and the Contractor have been unable to resolve amicably a dispute arising out of this Contract, either party can take the matter to arbitration in accordance with the Law governing the Contract.

Special Conditions of the Contract

The following terms and conditions must be fulfilled by the successful applicants for providing a vehicle on hire on monthly rent basis and as and when required basis (for outstation travel)

1. Quotations are invited from local & experienced travel agencies having registered office in Dehradun, Uttarakhand for hiring of Taxis (A/C) as and when required basis (for outstation travel) and on full time monthly basis. Services are required initially for a period of One (01) year, though performance of the service provider will be reviewed and based on review, the contract will be renewed yearly. Although authority holds right to terminate the contract on unsatisfactory performance at any point of time. Following vehicles are required. These are minimum number of vehicles required, additional vehicles may be required for a short period which operator shall make available with prior request of one (1) day in writing.

SN	Vehicle Type	Number
1	Sedan Cars (Maruti Suzuki Dzire /TATA Zest/ Ford Figo Aspire/ Chevrolet Sail/ TATA Indigo)	3
2	MUV/SUVs (Toyota Innova/Mahindra Scorpio/Tata Safari)	2
New Car Category (This car will be purchased by the selected bidder)		
3	SUV/ MUV (Toyota Innova/ Mahindra XUV)	1

2. The hired vehicles during period of contract, shall have all necessary valid motor vehicle (MV) documents required by prevalent Motor Vehicles rules such as valid registration certificate, valid insurance certificate, Fitness certificate, valid contract carriage permit, proof of upto tax payment, pollution control certificate (PUC) for each vehicle etc. and commercial driving license (DL) of each driver available all the times. Purchaser shall not be responsible for any damage/loss caused to hired vehicle or loss of life/Injury made to any person or damage to any property on account of use

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of hired vehicles in any manner whatsoever. The applicant shall be responsible for all such litigation.

- All vehicles must have functional, effective Air Conditioning (A/C) and rates quoted must be inclusive of A/C travel. A/C shall work in all vehicles and nonfunctional A/C will invite penalty as mentioned below.

AC not functional for 1-7 days	Rs. 1000/- day per vehicle
AC not functional for >7 days	Rs. 5000/- day per vehicle
AC not functional for > 15 days in any car	1 week notice of termination of contract

Logbook should include status of A/C functionality

- Vehicle will be used for Hilly as well as plain areas as required
- It may be noted that all the Vehicles hired under this contract will have to undertake travel within Uttarakhand state as well as outside the state as per the requirement. Additional vehicles over and above the numbers specified above may be hired on a daily basis as and when required. However no minimum business is guaranteed for any vehicle/operator.
- The Monthly/ Daily quoted rates for all the vehicles shall be inclusive of specified number of kilometers as follows:-

S N	Vehicles	Minimum Inclusive Kilometers for each vehicle (Monthly Basis)	Minimum Inclusive Kilometers for each vehicle (Daily Basis)
1	Toyota Innova/ Mahindra Scorpio/ Tata Safari	500 km	80 Km
2	Maruti Suzuki Dzire/ TATA Zest/ Ford Figo Aspire/ Chevrolet Sail/ TATA Indigo	500 km	80 Km
3	Newly Purchased Toyota Innova/ Mahindra XUV/ Honda City	500 km	80 km

- Beyond these limits the operator will be reimbursed at the fuel rates (subject to an average of 10 km per liter for Toyota Innova/ Mahindra Scorpio/

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- Tata Safari and 12 km per liter for Maruti Suzuki Dzire/ TATA Zest/ Ford Figo Aspire/ Chevrolet Sail/ TATA Indigo)
8. Operator is required to submit above original receipts (toll tax and parking charges) for reimbursement. It is to be noted that operator will have to pay such taxes and will only be reimbursed as per actuals.
 9. Night halt charges for outstation travel will be reimbursed at the rate of Rs. 350/- (Rs. Three hundred and fifty only) per night during overnight outstation travels, accommodation and food and any other relevant arrangement of driver is sole responsibility of the service provider. Also the toll tax, parking charges and interstate tax (permit) as will be reimbursed as per actual.
 10. Normally transport services shall be available for all days in month for 12 hours a day.
 11. The vehicles must be in road worthy condition, shall have commercial permit and shall not be registered before March 2016.
 12. The Drivers of the vehicles must have valid commercial Driving Licenses for driving light transport passenger vehicles and should be sufficiently experienced in driving transport passenger vehicle documentary evidence for which shall be submitted at the time of signing the document. The driver shall have no criminal cases pending against them for which an affidavit to the effect as the time of signing the agreement.
 13. The driver should be well behaved, gentle and obedient in nature and which shall be verified and certified by the applicant at the time of signing the agreement. Drivers for all vehicles should have functional mobile phone for contacting and coordination purpose. Maintenance of mobile phone with sufficient balance for making call and functionality of mobile phone is sole responsibility of the operator.
 14. The driver should be medically fit and produce a certificate to this effect from the competent authority should be in uniform (White Shirt and Navy Blue Trousers) during the duty hours.
 15. Charges to be quoted for the vehicles should be mentioned in the given Performa and it shall be inclusive of fuel, maintenance costs, expenses, service charges, overheads and profits; only excluding GST Authority will not provide any payment separately apart from ones agreed in this contract.

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16. The details of make and year of manufacture of the vehicle, registration number, mileage and name of driver with driving licence number and period of validity should be specifically provided in the general information to be furnished with quotation
17. The service provider shall make vehicles available on demand even if it is a holiday of the office. In case of non- compliance, penalty of Rs. 1000/- per day per car will be imposed on the firm (with additional punitive action after 3 days/contract termination) in addition to deduction of proportionate fixed monthly rent.
18. All vehicles will be inspected before commercial operation date by authority and only approved vehicles will be provided by the service provider. Any other vehicle will be returned and penalty of Rs. 3000/- will be imposed for not making appropriate vehicle available.
19. All vehicles provided by the vendor should be in perfect running condition as mentioned above and the vehicles should not be changed without the prior consent of the concerned Officer. All safety measures and other paraphernalia should be provided in every vehicle as per Govt. rules/ statutory obligations.
20. In case of failure of the vehicle, it would be the responsibility of the service provider to arrange another vehicle at the same place.
21. During the journey, any damage/accident and the loss of life or property will be responsibility of the service provider.
22. If the service provider fails to provide a vehicle on demand and the vehicle is arranged from the other agency the expenses will be recovered from the bills of the service provider.
23. The contractor shall be informed about the departure time by the person designated by the UKHSDP office for travel outside station. UKHSDP reserves the right to substitute demanded vehicle with another model of vehicle. If for any reason the UKHSDP official is not satisfied with the condition of the vehicle provided, the contractor's nearest office will be informed immediately and they should accept any liability to replace it as per requirement. If for any reason the contractor does not provide even

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within an hour of departure time informed to contractor a substitute vehicle as demanded by UKHSDP then the UKHSDP will be free to engage a vehicle from the open market and debit the expenditure on account of it on the claims payable to the contractor.

24. If the persons travelling in the vehicle provided by the contractor are not satisfied by the condition of vehicle or services rendered by the driver they will give the complaint to the designated officer of the UKHSDP who will be authorized to impose a penalty on the contractor subject to a maximum of Rs 5000/- which will be deducted from the bill of journey or monthly payment of the contractor depending on the case
25. If the contractor fails to provide the vehicle to UKHSDP and if the service is not found satisfactory enough, the UKHSDP shall have right to terminate the contract in whole or part by giving one week's notice as per the discretion of the Project Director UKHSDP.
26. In case of any accident result in loss or damage to property of life, the sole responsibility for any legal or financial implication would vest with the service provider, UKHSDP shall have no liability whatsoever.
27. If for any reason the UKHSDP is dissatisfied in any way with the standard of the vehicle or felt deficiency in service during the hire period, it will be reported to the contractor orally or in writing. The contractor without raising any dispute on such assessment by the UKHSDP regarding the standard of provided or quality of service rendered by them may immediately replace it with another commercial vehicle on receipt of such complaint.
28. The contractor shall also be liable for all fines, penalties and the like of parking, traffic and other criminal offences arising out of or concerning the use of the vehicle during the hire period and the contractor accordingly indemnifies the UKHSDP against all such liability.
29. The Project Director-UKHSDP (Uttarakhand Health system Development Project) reserves the right to reject any or all the quotations without assigning any reason (s) whatsoever.

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30. The driver will maintain the logbook of the vehicle and get it verified from the concerned official on a daily basis including status of functionality of Air-conditioning.
31. All documentary proof in support of the application should bear the stamp & signature of the applicant.
32. Bidders quoted lowest price in each category will be selected for provision of services.
33. The contractor shall be responsible for compliance of all the labor laws and other relevant rules and regulations that will be applicable for persons engaged by the contractor working for service provision of this contract along with making payment of statutory dues/liabilities may arise during the contract.
34. In the event of any disputes or differences arising under the agreement or in connection therewith (except as to the matters, the decision to which is specifically provided under this agreement), the same shall be referred to sole arbitrator 'Project Director-UKHSDP' or any other person appointed by him/ her. The adjunction of the arbitrator shall be governed by provisions of the Arbitration and Conciliation Act 1996, or any statutory modification or re-enactment thereof or any rules made thereunder. The venue of Arbitration proceedings shall be Office of the Project Director-UKHSDP, Dehradun or such other place Arbitrator may decide. If the contractor institutes any legal proceedings against UKHSDP to enforce any of its rights under this agreement it shall be in Dehradun jurisdiction.

Quotation Submission Sheet

[Complete this form with all the requested details and submit it as the first page of your quotation, with the documents requested above attached. Ensure that your quotation is authorised in the signature block below. A signature and authorisation on this form will confirm that the terms and conditions of this RFQ prevail over any attachments. If your quotation is not authorised, it may be rejected.]

Quotation Addressed to	Project Director, Uttarakhand Health Systems Development Project
Date of Quotation:	
Procurement Reference Number:	
Subject of Procurement:	Quotation for

We offer to provide the services detailed in the Statement of Requirements, in accordance with the terms and conditions stated in your Request for Quotations referenced above.

We confirm that we are eligible to participate in public procurement and meet the eligibility criteria specified in this Request for Quotations.

The validity period of our quotation is: 90 days from the time and date of the submission deadline.

We confirm that the prices quoted are fixed and firm for the duration of the validity period and will not be subject to revision or variation.

We agree to abide by the general and special conditions of the contract,

We further state that we have not be blacklisted or debarred by Any Govt. Department /Undertaking

The services will commence within _____ days from date of Contract.

Quotation Authorised By:

Signature: _____ Name: _____

Position: _____ Date: _____

(DD/MM/YY)

Authorised for and on behalf of:

Company: _____

Address: _____

FORMAT FOR QUOTATION

From,

M/s

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.....

Dated:

To,

Project Director
Uttarakhand Health Systems Development Project
1st Floor, Homeopathy Directorate
Danda Lakhond, PO: Gujarada,
Sahastradhara Road, Near IT Park,
Dehradun, Uttarakhand

Sub: PRICE QUOTATION FOR PROVISION OF TRANSPORT SERVICES FOR UKHSDP OFFICE

Dear Sir,

1. With reference to your Request for Quotation document dated DD/MM/YYYY, I/We, having examined terms and conditions, service conditions and payment conditions and understood their contents, hereby submit my Quotation for the aforesaid Transport Services. The Quotation is unconditional and unqualified.

Full time monthly basis			
S N	Vehicles	Full time monthly rent (Inclusive of first 500 km running)	Full time daily rent (Inclusive of first 80 km running)
1	Toyota Innova/ Mahindra Scorpio/ Tata Safari		
2	Maruti Suzuki Dzire/ TATA Zest/ Ford Figo Aspire/ Chevrolet Sail/ TATA Indigo		
3	Newly Purchased Toyota Innova/ Mahindra XUV/ Honda City		

Quotation Procedures

2. I/We acknowledge, confirm and undertake that
 - a) the amount quoted by us, is inclusive of all costs, expenses, service charges, taxes, overheads and profits; but excluding GST
 - b) Price quoted by us for provision of transport services for UKHSDP office has been quoted after taking into consideration all the terms and conditions and service conditions stated in the RFQ and a careful assessment of all other relevant factors including but not limited to climate, weather conditions, applicable laws, applicable permits and regulations and our own estimate of cost.
 - c) The Purchaser is not bound to select the lowest ranked or any Bidder as the Selected Bidder and that the purchaser may decide to annul the Bidding Process
 - d) If we are declared as the Selected Bidder for the Project, we will be required to provide transport services as per terms and conditions and service conditions and we fully accept payment conditions. We shall not be entitled to seek or claim any change in the price quoted for the services except in accordance with the express terms of the contract.
 - e) If we are declared as the selected bidder, we will have to sign MoU with Purchaser with conditions mentioned in Annexures-1. MoU (along with providing performance security, if any, as decided by the authority) will be signed on INR 100/- stamp paper, cost of which will be borne by us.
 - f) Also attached is a demand draft for INR 5,000 .
3. I/We agree to keep this Financial Bid valid for 90 (Ninety) days after date of submission of quotations.
4. I/We hereby irrevocably waive any right or remedy which I/we may have at any stage at law or howsoever arising to challenge the criteria for evaluation of the quotations or question any decision taken by the Authority in connection with the evaluation of the Quotations, MoU the Selected Bidder, or in connection with the selection process itself, in respect of the Transport Services Contract and the terms and implementation thereof.
5. We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in bribery.

In witness thereof, we submit this Financial Bid under and in accordance with the terms of the RFQ.

Dated this [insert] day of [insert month] 2018

[signature]

In the capacity of
[position]

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[Seal of the Company]