

Government of India
Ministry Of Home Affairs
Bureau of Police Research & Development
Central Academy for Police Training
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Request for Proposal (RFP)

VEHICLE HIRING

The CAPT Bhopal invites sealed offers from reputed/authorized Taxi/Travel operators to provide vehicle on hired basis to carry out the training/Courses conducted at CAPT Bhopal (MP). Details of required vehicle is mentioned below -

Sl No.	Type of Vehicle	Remarks
01	Sedan Cars	AC/NON AC
02	Hatchback Cars	AC/NON AC
03	MUV	AC/NON AC
04	SUV	AC/NON AC
05	Mini BUs	AC/NON AC
06	Bus	AC/NON AC

Operational vehicle for a period of as on requirement basis, which may be extended further if required so:-

TENDERING PROCESS:

Tender is invited in two parts:

- (1) Technical bid
- (2) Financial bid

The tender form for technical bid is prescribed in Annexure-I and the tender form for the financial bid is prescribed in Annexure-II.

The Technical bids and Financial bids filled in prescribed performs in all respects should be submitted at the CAPT BHOPAL,VILL-KANASAIYA,PO-KOKTA, BHOPAL in two separate sealed covers addressed to the Director/IG CAPT ,VILL-KANASAIYA, PO-KOKTA, BHOPAL. The sealed covers may be super scribe with 'Technical Bid-Contract for hiring of vehicles' and 'Financial Bid – Contract of vehicles' respectively. Both these sealed covers are to be put in a bigger cover which should also be sealed and duly super scribe "TENDER FOR HIRING OF VEHICLES-CAPT BHOPAL". The technical bids will be opened by the

DIRECTOR/IG CAPT, VILL-KANASAIYA, PO-KOKTA, and BHOPAL on 07/06/2019 at 1100 Hrs in the presence of bidders or their representatives. Incomplete bid documents will be rejected.

The valid technical bids will be scrutinized by the departments to short list eligible bidders. Thereafter the financial bids of the short listed technical qualified bidders will be opened by the office of the IG/Director, CAPT, Bhopal on 07/06/2019 At 1500 hrs. Late submission of tenders will not be accepted. Each technical bid should be accompanied by a crossed demand draft/bankers cheque of Rs. 1000/- as earnest money deposit (EMD) drawn favoring the **DDO, CAPT, BHOPAL**. The bids without earnest money deposited will be rejected.

The successful bidder of the contract has to submit a performance Guarantee either by way of fixed deposit or bank guarantee receipt of Rs. 25000/- (Rupees twenty five thousands only) per vehicle within three days from the obtaining the contract.

The bidder should sign and accept each page of the tender documents as a token of having read and accepted the terms and conditions contained therein and submit the same along with the bid. The tenderer would fill up the information in the Annexure-I & II enclosed at the end of this documents in clear and legible terms. Wherever the prices are to be quoted should be written in figures and words as well. Annexure will also have to be signed and stamped by the firm through its authorized signatory.

TERMS AND CONDITIONS:

A. CONTRACTOR:

1. The Vehicle provided by the contractor on hire will be with a driver who must be in proper white uniform and should have a driving license and be competent to drive, each driver should be provided with a mobile phone by the contractor.
2. The vehicle would be supplied at the quoted rate for the first 80 Kms or 8 hrs or 12 hrs/250 Kms on daily basis.
3. The vehicles must be in excellent condition, clean, mechanically fit and must be a brand new vehicle not older than 2017 manufacturing and should not have run for more than 10,000 kms the colour of the vehicle should be preferably white.
4. The contractor should ensure that the vehicles are fitted with appropriate seat belts.
5. The vehicle should fulfill the obligations prescribed by the state transport authority like payment of road taxes and valid taxi permit etc. All requirements under various statutory laws must be complied with. Any default will be liability of the contractor and this department shall not be liable in any matter whatsoever.
6. Contract charge should include monthly charges of driver, repairs and maintenance of vehicle, insurance, petrol/diesel, oil and also any other incidental expenses including penalty, fine etc. Vehicles should be petrol/diesel operated.

7. In the case of any accident, all the claims arising out of it shall be met by the contractor.
8. All legal/Law court suit/cases arising out the plying of vehicle will be the sole responsibility of the contractor.
9. Insurance of the vehicle, 3rd person insurance and the risk of passenger travelling in the vehicles should be covered by the contractor to the extent of liability as specified in the motor vehicles ACT & Rules made there under or any law in force.
10. Any authorized user of the department has the right of returning the vehicle if he is not satisfied as to the plying condition of the car on any one of the grounds as mentioned above. In such case a penalty of Rs.1000/- or the actual cost of hiring a similar vehicle will be deducted from the contractor's pending bills payments.
11. In case of vehicle breakdown, a substitute vehicle shall be provided by the contractor immediately. In case vehicle does not report within the reasonable time or does not report at all, the department would have right to hire a vehicle from the market and the additional cost incurred by the department will be borne by the contractor. In case, either a substitute vehicle is not provided a vehicle is hired by the department, CAPT, Bhopal will claim Rs.2000/- per day as penalty.
12. The responsibility for the safety & security of the vehicle provided solely lies with the contractor. It is also the contractor's absolute responsibility to take care of any damage repairs caused to and by his vehicle during the operations of the contract.
13. Bills should be submitted on after completion of the course or duty with all supporting documents and payment will be made within 30 days from date of submission of bills after deducting TDS as applicable .The log book maintained will be the basis for making payments. The log book/car dairy should be maintained as per rules and should be endorsed by the officer using the vehicle for each and every entry without fail.
14. Failure by the contractor to comply with any statutory requirement and or the terms of the agreement during the period of the contract shall result in termination of the contract and subsequent disqualification from participation in any future tender of the department. The contract between the department and the contractor can be cancelled with a notice period of 30 days time either side, without assigning any reason.
15. In case the contract is withdrawn or the department terminates the contract for violation of terms and condition and or deficiency in services during the period of contract, the additional expenses in hiring a new contractor of temporary arrangement till the time of appointing a regular contractor through a similar tender process, will be adjusted against performance guarantee of Rs.25000/- (rupees twenty five thousand only) per car provided by the successful bidder.
16. The contractor will indemnify for loss/damage of property or life because of negligence of driver or poor maintenance of vehicle or due to an accident.
17. The vehicle should have commercial registration number (Yellow number plate) duly registered with the RTO, Govt. of M.P.
18. The time & distance is to be calculated from the time and place of reporting to the time and place of release. It shall be the duty of the Transport Operator/Drives to get the necessary mileage certified on daily basis.

B. DRIVERS:

1. The Drivers shall observe all the etiquette and protocol while performing the duty. He shall be neatly dressed, should wear white uniform and shall carry a mobile phone in working condition, for which no separate payment shall be made by the department.
2. The drives must be literate and well behaved. He must follow Traffic rules & regulations prescribed by the Government from time to time.
3. Driver should have an eye-check up report at start of the contract and get eye check up done every 6 months.
4. The Driver should have valid driving license with the concerned authorities of central/State Govt.
5. Dedicated vehicle number and driver shall not be changed without prior approval of hiring authority.
6. The ultimate responsibility of the integrity and performance of the driver with lie on the contractor.

OTHER CONDITIONS:

1. The vehicle shall at the disposal of the officer of the DIG CAPT, Bhopal throughout the contract period at all times. It is further clarified that the vehicle shall be at the disposal of this office for all the 7 days of the week. During the contract period the contractor shall not allow the vehicle to be used other than for the service of the customer.
2. The duty point is CAPT Bhopal or any other place intimated from time to time.
3. The lowest bidder would be accepted.
4. In case of tie in lower bid, latest model vehicle with lower mileage will be accepted.
5. No request for escalation of rates will be entertained for whatsoever reason during the currency of contract.
6. Notwithstanding any of the conditions stated above, the departments reserves the right of altering any of the conditions mentioned above or impose new conditions at the time of finalization of contract.
7. The vehicle should be for the exclusive use of the department and may not be used by the vendor for any other purposes.
8. In case of non-compliance of the above terms and conditions of Contract, a penalty may be levied. The penalty for some of the defaults is as under:-

Sl. No.	Nature of default	Penalty Rs.
1.	Late Reporting	50% of proportionate contract charges per day.
2.	Poor maintenance of vehicles	Rs.2000/- per month
3.	Refusal of duties	100% proportionate contract charges per day.
4.	Non observation of dress code	Rs. 100/- for first instance and Rs.200/- for subsequent instances.

5.	Change of Driver without permission	Rs.1000/- per instance.
6.	Vehicle not kept clean	50% of proportionate contract charges per day.

Dated:

(PAWAN SRIVASTAVA), IPS
IG/Director,
CAPT, Bhopal

Annexure-I

PROFORMA FOR TECHNICAL BID

Sl. No.	Particulars	Description
1.	Name of the vendor and address.(block Letter)	
2.	Permanent Account Number.(PAN)	
3.	Contact No. (Land and Mobile)	
4.	How many vehicles are you offering	
	Vehicle	Vehicle-I
5.	Registration NO of the vehicle	
6.	Date of registration.	
7.	Make	
8.	Model	
9.	Manufacturing year	
10.	Registration Authority and year	
11.	Are you the owner of the vehicle.	Yes/No
12.	Is the vehicle offered by you is a commercial vehicle	Yes/No
13.	Have you submitted a copy of the R.C. Book/Blue Book/Smart Card herewith	Yes/No
14.	Have you submitted a copy of the Insurance policy herewith	Yes/No
15.	Have you submitted a copy of the work order/contract issued by the Government Authorities or large corporate showing two years of experience herewith	Yes/No
16.	Have you submitted a copy of brochure giving technical specifications	Yes/No
17.	Have you submitted a copy of profit and loss account and balance sheet for financial years 2018-2019	Yes/No
18.	Have you submitted a copy latest Income tax return filed by you	Yes/No

Date:

Place:

Signature of vendor

Name:

Stamp:

Seal:

Annexure-II

PROFORMA FOR FINANCIAL BID

SL. No.	particulars	Description
1.	Name of the vendor and address	
2.	Permanent Account Number(PAN)	
3.	Vehicle	
4.	Registration No. of the vehicle	
5.	Make	
6.	Model	
7.	Manufacturing year	
8.	Rate per month as per financial bid.	
9.	Bank a/c no, bank and branch, branch code, MICR code, IFSC code.	
10	Have you submitted a cancelled blank cheque?	Yes/No

Date:

Place:

:

Signature of Vendor

Name:

Stamp:

Seal