**TENDER FOR THE HIRING OF AN A/C HATCH-BACK CAR WITH CHAUFFER FOR THE OFFICE USE OF VYTTILA MOBILITY HUB SOCIETY**

**Tender no. VMHS/A1/661/2016**

**TENDER DOCUMENT**

Vyttila Mobility Hub Society

“Sreevalsam”, 2nd floor,

RSAC Road, Opp. Mobility Hub

Vyttila-682019.

Phone 0484-2306511

www.vyttilamobilityhub.com

email:vyttilamobilityhubsociety@gmail.com

**TENDER NO. VMHS/A1/661/2016**

**Tender for the hiring of an A/C hatch-back car with chauffer for the office use of Vyttila Mobility Hub Society**

Tender Document No. :  **VMHS/A1/661/2016**

This tender document is issued to:

Bidder’s name                                                :……………………………………………………….

Bidder’s Address                                           :……………………………………………………….

                                                                          ………………………………………………………..

                                                                          ………………………………………………………..

                                                                          ………………………………………………………..

Telephone No.                                                :……………………………………………………….

Fax No/ Email Id                                             :……………………………………………………….

Fee for this tender document is Rs. 600/- + tax @ 5% ( Rupees Six Hundred + tax @ 5%)

Sale of this tender document is against cash.

Official receipt no.:…………………………………..dated…………………………………………..

Issued by                                                         : Managing Director,

                                                                          Vyttila Mobility Hub Society,

                                                                          2nd floor, Sreevalsam,

                                                                          RSAC Road, Off Kaniyampuzha Road,

                                                                          Vyttila P.O., Kochi- 682019.

                                                                          Phone: 0484 2306611

                                                                          www.vyttilamobilityhub.com

                                                          email: vyttilamobilityhubsociety@gmail.com

**VYTTILA MOBILITY HUB SOCIETY**

**TENDER FOR THE HIRING OF AN A/C HATCH-BACK CAR WITH CHAUFFER FOR THE OFFICE USE OF VYTTILA MOBILITY HUB SOCIETY**

**Tender Document No.                                  : VMHS/A1/661/2016**

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**BID SYNOPSIS**

|  |  |  |
| --- | --- | --- |
| 1. | Tender no. | VMHS/A1/661/2016 |
| 2. | Name and address of Owner | Managing Director, Vyttila Mobility Hub Society, 2nd Floor, ”Sreevalsam” , RSAC Road, Vyttila P.O., Kochi- 682019 |
| 3. | Name of the work | Tender for the hiring of an A/C hatch-back car with chauffer for the office use of Vyttila Mobility Hub Society. |
| 4. | Place of Service | Mobility Hub at Vyttila, Ernakulam District, Kerala. |
| 5. | Scope of Service | Supply of an Air Conditioned hatch-back car in the segment of  Tata  Indica/Indica(Vista)/Maruthi Swift with chauffer for official use of Vyttila Mobility Hub Society |
| 6. | Period of service | One year |
| 7. | Cost of Tender document | Rs. 600 + (VAT @ 5%) |
| 8. | Tender document issuing authority | Managing Director, Vyttila Mobility Hub Society, 2nd Floor, ”Sreevalsam”, Vyttila P.O., Kochi- 682019 |
| 9. | Date of Issue of tender document | All working days from  03.12.2016 to 14.12.2016 from 10.00AM to 04.00PM |
| 10. | Pre bid meeting | N. A. |
| 11. | Last date of receipt of tender | 15.12.2016 on or before 3.00 pm and opening will be on the same day at 3.30 pm. |
| 12. | Tender receiving Authority | Managing Director, Vyttila Mobility Hub Society, 2nd floor, Sreevalsam, RSAC Road,  Vyttila P.O, Kochi- 682019 |
| 13. | Place of Submission of tender | Managing Director, Vyttila Mobility Hub Society, 2nd floor, Sreevalsam, Vyttila P.O., Kochi- 682019 |
| 14. | Earnest Money Deposit | Rs. 6,000/- in form of Crossed Demand draft from a Nationalised/Scheduled Bank in favour of  the “Managing Director, Vyttila Mobility Hub Society” payable at Ernakulam |
| 15. | Validity period of tender | 120 days from the date of opening of the bid |
| 16. | Security Deposit | 5% of the total value of the contract inclusive of EMD by way of Crossed Demand Draft from a Nationalised/Scheduled Bank drawn in favour of "Managing Director, VMHS" payable at Ernakulam |
| 17. | Method of submission | **By Speed post or Registered Post of Postal Department, Govt. of India at the address given above. Tenders will not be accepted directly or through courier service.** |
| 18. | Mobilisation period | 10 days from the date of letter of award of work |

Sd/-

Managing Director

**NOTICE INVITING TENDER**

Tenders are invited from individuals/firms/companies with at least 2 years experience in the supply of vehicles with chauffer to Government undertakings, PSUs or reputed private organizations or IT Firms on contract basis for the office use of Vyttila Mobility Hub Society for a period of one year. The vehicle shall be a hatch back Air conditioned car in the segment of Tata Indica /Indica Vista/ Maruti Swift,  registered on or after 01.01.2012. The amount quoted shall be the monthly contract amount, for providing vehicle 12 hours a day, 6 days a week with chauffer at the disposal of the Society for running 1,500 Kilometers per month including the cost of fuel and all other expenses. The bidder shall also quote the rate per kilometer for usage beyond the initial free usage limit of 1500 Kilometers. If required the vehicle along with chauffer shall be made available on holidays or after the fixed period of 12 hours as required by the employer. The agency shall at its expense provide suitable replacement vehicle, if the vehicle is withdrawn for maintenance. The salary and other benefits of the driver, maintenance of the vehicle, fuel expenses, remittance of all other required taxes/insurance in accordance with the Motor Vehicle Act & Rules and other prevailing laws shall be the responsibility of the contractor. The chauffer provided shall have the required license and badge in accordance with law. Tender shall be submitted in a sealed cover along with required documents before 3.00 pm on the scheduled date through India Govt. Speed Post/ Registered Post.

Vyttila Mobility Hub Society reserves the right to reject any or all bids without assigning any reason.

   Sd/-

Managing Director

**CONDITIONS OF CONTRACT**

**Eligibility Criteria**

Agencies black listed or debarred either by Government or any PSUs or Government undertaking will not be eligible for tendering. The bidder shall have valid PAN card. The bidder should have at least 2 years experience in providing vehicle on hire for Government undertakings, PSUs or reputed private organizations or IT Firms. Copy of previous work order shall be attached along with the tender as proof of work experience.

**Tender Procedure**

Tender forms in the prescribed format will be available from the Office of Vyttila Mobility Hub Society, on any working day mentioned above. The completed tender documents with signature of the bidder affixed on each page shall be submitted by Indian Speed post or Registered post before the date and time specified above, along with earnest money deposit of Rs. 6,000/- (Rupees Six Thousand only) in the form of demand draft favouring "Managing Director, VMHS" payable at Ernakulam. Tenders without the EMD will be summarily rejected.

The bidder shall furnish along with the tender:

1. Attested copies of a valid Identity card of the bidder (Aadhaar/Voter ID/Driving Licence/Passport)

2. Attested copy of  Registration Certificate of the vehicle offered. (the bidder shall be the registered owner of the vehicle.)

3. Attested copy of bidders PAN card.

4. Copies of previous work orders in proof work experience.

The selected bidder shall produce original of ID proof,  Registration Certificate of Vehicle, PAN card and work orders for verification before the finalisation of tender as directed from the office.

 Tenders will not be accepted directly or through Courier service. **The amount quoted shall be inclusive of all applicable Taxes.** The bid shall be valid up to 120 days from the date of opening of tenders. The tender documents should be signed on every page by the bidder in the tender document as an unconditional acceptance of the terms and conditions mentioned therein.

**Tender Evaluation procedure**

               The tenders will be received up to the date and time specified. Bids will be evaluated and selection will be based on the least amount quoted. Work order will be issued from Vyttila Mobility Hub Society and an agreement shall be signed within 10 days from the date of work order in the format furnished by the VMHS. The cost of the stamp paper shall be borne by the bidder.

**Scope of Work**

The tenderor shall provide an air conditioned hatch-back car in the segment of Tata Indica/ Indica Vista/ Maruti Swift with chauffer for 12 hours a day 6 days a week at the disposal of the Society for running 1,500 Kilometers per month. The vehicle provided shall be of Taxi permit. Additional amount shall be paid at the rate per kilometer agreed, if the vehicle is used in excess of the initial free usage of 1500 Kilometers. The agency shall at its expense provide suitable replacement vehicle, if the vehicle is withdrawn for maintenance. The salary and other benefits of the driver, maintenance of the vehicle, fuel expenses, remittance of all other required taxes/insurance in accordance with the Motor Vehicle Act & Rules and other prevailing laws shall be the responsibility of the contractor. The chauffer provided shall have the required license and badge in accordance with law and have pleasing manners. The bidder shall handle cases if any originating out of Motor accident while the vehicle is being used for Vyttila Mobility Hub Society and the bidder shall keep the Vyttila Mobility Hub Society fully indemnified from all the claims/compensations and liabilities arising out of same. The chauffer provided shall be of good manners and treat the officers with utmost respect and courtesy.  if required by the MD,VMHS the bidder shall replace the chauffer provided with a more suitable person.

**Terms & Conditions**

All statutory payments like taxes, insurance etc related to the vehicle shall be remitted prior to the commencement of contract and shall keep the same renewed during the period of contract. The bidder shall ensure timely renewal of Pollution certificate, Licence/badge of the chauffer provided. The bidder shall execute the work at the amount and rates quoted in the bid and accepted by VMHS.  The selected bidder shall remit the Security Deposit amounting to 5% of the annual value of the contract including the EMD by way of demand draft.

**Termination**

           The Managing Director, Vyttila Mobility Hub Society shall be free to terminate the agreement with 15 days notice without assigning any reason. Security Deposit will be released  only after the expiry of contract period.

                                                                                                                                                                                                         Sd/-

Managing Director

**Tender for the hiring of an A/C hatch-back car with chauffer for the office use of Vyttila Mobility Hub Society**

**PRICE  BID**

|  |  |  |
| --- | --- | --- |
| 1. | Name and address  of the bidder |  |
| 2. | Details of Vehicle  a)Type of car(Make)  b)Date of Registration  c) Registration No. |  |
| 3. | Monthly rental amount | Rs. |
| 4. | Amount per kilometer for additional kilometer above 1500 Km | Rs. |
| 5. | Details of EMD submitted  D.D No.& Date :  Name of issuing Bank & Branch: |  |

**I hereby quote an amount of  Rs.…………………………………………../- (Rupees  …………  ……………………………………………………………………………………………………………………………………….. ……………………………… …………………………………………………………………………………………. only)**for the supply of an A/c hatch-back car with chaufferfor the official use of Vyttila Mobility Hub Society, as specified in the tender document.

Signature:

Name:

Date: