



**DR. MARRI CHANNA REDDY HUMAN RESOURCES DEVELOPMENT INSTITUTE OF TELANGANA  
ROAD NO. 25, JUBILEE HILLS, HYDERABAD- 500 033, TELANGANA, INDIA**

**Tender Notice No: S3/Vehicles/541/2023-Tender- Hiring of Buses; Date: 21/06/2024**

**TENDER DOCUMENT  
FOR  
PROVIDING BUSES ON HIRE BASIS TO Dr. MCR HRDIT**

**2024-2025**

**Through e-procurement Tender**

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**Introduction:**

Dr.Marri Channa Reddy Human Resource Development Institute of Telangana, hereafter known as MCR HRDIT, is a state-level training institute, functioning under the General Administration department of the Government of Telangana. It is the apex Training Institute of the Government of Telangana and is responsible for facilitating training and providing HRD inputs to all public functionaries of the state. MCR HRDIT requires different segments of vehicles for different training programs, workshops, conferences, local and district visits of trainees, and officers for monitoring and supervision of training programs.

**Objective of this bid:**

Bids are invited from interested and registered travel agencies having a large fleet of vehicles for MCR HRDIT for providing on need basis for transport within the city, state, and out of the state, as well as for the trainees, guests, officers, and others of Dr. MCR HRD Institute of Telangana, located at Road No. 25 Jubilee Hills, Hyderabad. The period of empanelment shall be for a duration of two years, which can be extended further on mutual consent subject to satisfactory functioning of the agency during the period of contract.

**Time schedule of various Bid related events**

Bid calling date	21.06.2024
Pre-bid meeting: Date & Time	25.06.2024 at 10.30 p.m.
Bid closing Date & Time	04.07.2024 at 5.00 p.m.
Technical Bid Opening Date & Time	08.07.2024 at 3.00 p.m
Financial Bid opening Date & Time	16.07.2024 at 3.00 p.m
Bid Document Fee	Rs.500/-
Tender Document Ref. No.	S3/Vehicles/541/2023

**Tender/Bid document**

The complete set of bid documents is available on the institute's website at [www.mcrrdi.gov.in](http://www.mcrrdi.gov.in) for information as well as for download.

## Tender call on e-procurement platform

for providing buses on hire basis to Dr. MCR HRDIT. (e-procurement Web Site: <https://tender.telangana.gov> )

1. Bidders would be required to register on the e-procurement platform at <https://tender.telangana.gov> and submit bids online. Offline bids shall not be accepted.
2. The bidders need to scan and upload all the required documents as per the check list and upload the documents in zip format with a suitable description.
3. Bidders must submit the e-Portal uploaded hard copies of documents listed as per the check list in the office of the Administrative Officer, Dr. MCR HRDIT, by the due date and time.
4. Bids submitted online and supported by required hard copies submitted in the office of Administrative Officer, Dr. MCR HRDIT, will only be considered.
5. Bidders must pay bid processing fee (non-refundable) as indicated in bid document by way of Demand Draft of Rs.500/- (Rupees Five Hundred only) by demand draft in favor of the Accounts Officer, Dr. MCR HRD Institute of Telangana, Hyderabad. In the absence of such a fee, the bid will be treated as non-responsive and accordingly rejected.
6. Bidders shall also pay a non-refundable transaction fee to M/s. TGTS (Telangana). Technology Services), the service provider for e-procurement platform as per government orders from time to time.
7. Bids must be filed in the given formats only.
8. Bidders must sign all the documents, statements, and certificates uploaded, owning responsibility for their correctness and authenticity and upload the same.
9. The institute shall not hold any risk or responsibility for loss of data, files, or documents. Visibility/readability during uploading of the scanned documents or any other problem encountered by bidder while submitting bid online.
10. MCR HRDIT shall not be responsible for any delays, including postal delays in submitting hard copies of the documents uploaded.
11. If your firm or company is interested in participation, please visit the web site at <https://tender.telangana.gov>.



### Notice Inviting Tender (NIT)

1. The Administrative Officer, O/o Dr. MCR HRD IT, on behalf of the Director General, E.O. & Special Chief Secretary to Govt., Dr. MCR HRD Institute of Telangana, Hyderabad, is inviting e-procurement tenders for the following services from the registered agencies:

**Name of the service required: providing buses on a hire basis to Dr. MCR HRDIT, Hyderabad**

2. **Bid Data Sheet:**

Item	Schedule
Tender Notice No.	S3/Vehicles/541/2023/Tender: Hiring of buses Dt:21.06.2024
Mode of tendering	e-procurement on platform <a href="https://tender.telangana.gov">https://tender.telangana.gov</a> (2 bid system: technical and financial bids)
Period of Contract	<b>2 years</b> , and it may be further extended by <b>another one year</b> on satisfactory performance of service provider during the tenure and at the discretion of the Institute.
Tender Submission Cost (Non-refundable)	<b>Rs.500/- (Rupees Five Hundred only)</b> by Demand Draft in favor of Accounts Officer, Dr. MCR HRD Institute of Telangana. This amount is non-refundable.
EMD	<b>Rs.50,000/- (Rupees Fifty Thousand only)</b> by demand draft in favor of the accounts officer, Dr. MCR HRD Institute of Telangana, Hyderabad
Date of issue of bid document (web downloading)	Dt:21.06.2024, 02:00 PM
Last date & time for online submission of bid	Dt:04.06.2024, 02:00 PM
Bid validity period	90 days
Performance Security	The selected agency for providing vehicles on will have to submit a performance security @Rs.50,000/-, in the form of a bank guarantee or account payee demand draft in favor of the Accounts Officer, Dr.MCRHRDIT, Hyderabad, Telangana, in any scheduled commercial

	bank payable at Hyderabad, within 7 days of the issue of the letter of award.
Contact details	The Administrative Officer, Dr. Marri Channa Reddy Human Resource Development Institute of Telangana, Road No.25, Jubilee Hills, Hyderabad (500 033)  Ph No.8977784568,  e-mail id: padmavathiao@mcrhrdi.gov.in
General Terms & Conditions	As Per Tender Document

**3. Registration with the e-procurement platform:**

- a) For registration and online bid submission, bidders would be required to register on the e-procurement market place, <https://tender.telangana.gov.in>.
- b) All the bidders shall submit their bids online through the e-procurement platform at <https://tender.telangana.gov.in>.

**4. This bid document contains two parts:** Part I, Functional & Technical Specifications, and Part II, Bidding Process and Evaluation, and is subjected to two stage processes: a) Pre-qualification technical bid and b) financial bid processes.

**5. Pre-qualification Technical bid**

The bidders shall upload the following self-signed and scanned copies of the original certificates and documents for evaluation of technical bids.

- a) Technical Bid Form as per the (Annexure I) enclosed
- b) Registration Certificate/Documents to Participate in Tender
- c) Experience Certificate
- d) Acknowledgement copies of the latest 2021-22, 2022-23, and 2023-24 I.T. returns, audited balance sheets, and profit & loss accounts, certified by a chartered accountant for the above three years.
- e) A self-declaration certificate regarding Clean Track Record (form of certificate is attached at Annexure II)
- f) Proof of document showing the agency has a local office in Hyderabad.
- g) Submit details of the major similar contracts from companies/government establishments handled by the tendering company/firm/agency during the last 3 years as per Annexure IV and attach a copy of the same made by the company for each case.

## **6. Financial bid**

Bidders shall quote the rates on e-procurement in online only. Financial Bid Form as per Annexure V of the tender document enclosed.

## **7. Last date for submission of bid**

The bidders were advised to upload their tender documents well in advance as per the schedule. Dr. MCR HRD shall not entertain and take any responsibility in case of delay, and no manual tender is accepted under any circumstance.

## **8. Digital Certification Authentication:**

The bidders shall authenticate the bid with their digital certificates for submitting the bid electronically on the e-procurement platform, and bids not authenticated by the digital certificates of the bidders will not be accepted on the e-procurement platform.

## **9. Submission of hard copies:**

After submission of bid online, the bidders are requested to submit the originals of DD/PO/BC towards EMD drawn in favor of "Accounts Officer, Dr MCR HRD Institute of Telangana, Hyderabad" and the bid processing fee along with bid document hard copies that were submitted online.

These are to be submitted to the Tender Inviting Authority before the due date prescribed. The MCR HRDIT shall not take any responsibility for any delay for non-receipt of tender within the time limit. If any of the documents furnished by the bidders are found to be false, fabricated, or bogus, such bidders are liable for blacklisting and forfeiture of the EMD, besides cancellation of services tendered for.

## **10. Payment of Transaction Fee:**

It is mandatory for all the participant bidders from 1st January 2006 to electronically pay a non-refundable transaction fee to M/s TGTS, the service provider, through "Payment Gateway Service on e-Procurement Platform."

The Electronic Payment Gateway accepts all Master and Visa credit cards issued by any bank and direct debit facilities/net banking of ICICI Bank, HDFC, and Axis Bank to facilitate the transaction. This is in compliance of G.O.Ms.13, dated:07-05-2006. The GST of 18% + bank charges on the transaction amount payable to TGTS shall be applicable.

## **11. Bid Document:**

The bidders are requested to download the tender document, read all the terms and conditions mentioned in the tender documents, and seek clarification, if any, from the tender inviting authority. The bidders have to keep track of any changes by viewing the addenda/corrigenda issued by the tender invitation authority from

time-to-time in the e-procurement platform. The department calling for tenders shall not be responsible for any claims or problems arising out of this.

## **12. Bid Submission Acknowledgement:**

The bidders shall complete all the processes and steps required for the bid submission. The system will generate the acknowledgement with a unique bid submission number after completing all the prescribed steps and processes by the bidders. Users may also note that the bids for which an acknowledgment is not generated by the e-procurement system are treated as invalid or not saved in the system. Such invalid bids are not made available to the tender inviting authority for processing the bids. The Government of Telangana and M/s TGTS are not responsible for incomplete bid submission by users.

## **IMPORTANT INSTRUCTIONS**

1. Read the tender documents carefully before filling.
2. Sign each page with a seal.
3. PART '1' should contain:
  - a) Pre-qualification Technical Bid with all relevant signed documents as mentioned in Terms and Conditions
  - b) EMD
  - c) Tender Submission Cost
4. PART '2' should contain only financial bids.
5. Tender documents can be purchased by paying DD for an amount of Rs. 500/- (Rupees Five Hundred only) in favour of the accounts officer, Dr. MCR HRD Institute of Telangana, from the office of the administrative officer. Please keep visiting our website for any corrigenda/amendments that will not be notified again in newspapers and submit the bid documents accordingly. This amount is non-refundable. Applications without the prescribed fee and EMD will not be considered.
6. The technical bid will be opened on 08.07.2024 at 03:00 PM in the presence of the representatives of the tenderers, if present.
7. The financial bids of only those tenderers whose technical bids are recommended by the Tender Committee will be opened at a later date after evaluation of the technical bid. The date and time of opening of financial bids will be intimated to the tenderers in advance through email and telephone.
8. During the opening of the two-bid tender, the names of tenderers who have submitted their bids along with Earnest Money Deposit (EMD) will only be read out, and no other information or details whatsoever will be shared at this stage.



9. The offer of the tenderer shall be valid for 3 (three) months from the last date of submission of Tender/revised offer (if any).

10. In deciding upon the selection of agencies for the work, more emphasis will be put on the ability and competence of the agency to provide high-standard services as per requirement.

11. The period of contract would be for two years from the date of award of the contract, and it may be further extended up to one year on satisfactory performance of the service provider during the tenure. The performance of the service provider will be evaluated on a yearly basis.

12. Please keep visiting our website for any corrigenda/amendments and submit the bid documents accordingly. A separate advertisement will NOT be published in the newspaper for any corrigendum, extension, clarification, etc.

13. The Institute reserves the right to modify the conditions of the tender at any time without assigning any reasons for the same.

14. MCR HRDIT reserves the right to accept or reject any tender, in part or full, without assigning any reason whatsoever.

15. The Director General reserves the right to withdraw or cancel this Tender at any stage of the tender process without assigning any reason therefor and whatsoever.

16. If the last date of receiving or opening of the tenders coincides with a holiday, then the next working day shall be the receiving or opening date.

All tenderers are requested to read the tender document carefully, including its terms and conditions, procedures to fill out the tender form, and tender assessment criteria.

**TENDER DOCUMENT CONSISTS OF THE FOLLOWING:-**

- I. General Instructions to Tenderers
- II. Eligibility Criteria
- III. General Conditions of Contract
- IV. Terms and conditions
- V. Payment of Bills
- VI. Penalties and Recoveries
- VII. Termination of Contract
- VIII. Legal jurisdiction for all disputes

- IX. Technical Bid
- X. Financial Bid
- XI. Check List

**I. GENERAL INSTRUCTIONS TO TENDERERS/BIDDERS:**

**A. Definitions:**

1. Bidder means any company/firm/Agency offering services and or materials required in the tender document. The word bidder when used in pre award period shall be synonymous with bidder and when used after award of the contract shall mean the successful bidder with whom the Institute signs the agreement for rendering of services.
2. Institute means Dr.MCR HRD IT, Road No.25, Jubilee Hills, Hyderabad.
3. Service Provider/Agency means successful bidder with whom the MCRHRD Institute enters into agreement for Providing buses on hire basis.
4. Financial Bid means that part of the offer by the bidder, that provides price schedule and total costs excluding taxes.
5. Firm/Company means a company, authority, cooperative or any other organization incorporated under appropriate statute as is applicable in India and State of Telangana.
6. Pre-qualification and Technical bid means that part of the offer that provides information to facilitate assessment by the Institute, professional, technical and financial standing of the bidder and in conformity to requirements in the bid document.
7. Tender call/notification means the detailed tender notification seeking a set of services and or materials or any combination of them
8. Bid - Two part Bid means
  - a). The pre-qualification Technical bid
  - b). Financial bid.

## **B. General Eligibility:**

1. Subject to Pre-Qualification conditions, this invitation for bids is open to all the firms/companies/agencies/organizations which are eligible to do business in India under relevant Indian laws as are in force as on bid closing date.
2. Bidders marked/considered by the Institute to be ineligible to participate for non- satisfactory past performance, corrupt, fraudulent, breach of trust or any other unethical business practices.
3. Breach of general or specific instructions for bidding, general and special conditions of contract with the Institute or any of its organizations may make a firm ineligible to participate in bidding.

## **C. Bid Document and Forms**

1. Whenever a specific form is prescribed in the bid document, the bidder shall use the same form to provide relevant information. If the form does not provide sufficient space for any required information, space at the end of the form or additional sheets shall be used to provide the said information.
2. In all other cases, the bidder shall design a form on its own to provide the required information.

## **D. Cost of Bidding:**

1. The bidder shall bear all costs associated with preparation and submission of its bid, and the Institute will no case be responsible for those costs, regardless of the conduct or outcome of bidding process.
2. Bidders are expected to examine all instructions, forms, terms and conditions of the bid document before submission of the bid. Failure to furnish all information required by the bidder in the tender documents or to submit bid not substantially responsive to the bidding documents in every respect will be at bidder's risk and may result in the rejection of its bid.

## **E. Clarification of bidding documents**

1. A prospective bidder requiring any clarification of the bidding documents may notify the Institute Contact person/ authorized officer within the period indicated in the bid. Written copies of the Institute response (including an explanation of the query but without identifying the source of inquiry) will be placed on website where the tender document was hosted and it will be binding upon the bidders.
2. The contact person of the Institute will respond to any request for clarification of bidding documents, which is received, no later than bid clarification date mentioned in the notice prior to deadline for submission of bids prescribed in the Tender notice. No clarification from any bidder shall be entertained after the

close of date and time for seeking clarification mentioned in the tender call notice. It is further clarified that the Institute shall not entertain any correspondence regarding delay or non-receipt of clarification.

#### **F. Amendment of bidding documents**

1. At any time prior to the deadline for submission of bids, the Institute, for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, may modify the bidding documents by an amendment.
2. All amendments to bid document will be placed on website where the tender document is hosted.

#### **G. Period of validity of bids**

1. Bids shall remain valid for the duration specified in the bid document. A bid document for a shorter period shall be liable for rejection as non-responsive.
2. In exceptional circumstances, the Institute may solicit the bidder's consent for an extension of the period of validity. The request and responses thereto shall be made in writing. The bid security shall also be suitably extended. However, a bidder granting the request will not be permitted to modify its bid.

#### **II. ELIGIBILITY CRITERIA**

1. Agency should have at least five (5) years of experience in providing services for hiring of buses satisfactorily to any other Central/State government and reputed organizations. This should be supported by documentary evidence. Certificates of satisfactory performance from at least three clients are also to be submitted along with the tender.

2. The Agency should be a registered company/ proprietorship/ partnership/ society.

3. Should have at least;

a) One similar ongoing contract of 30 lakhs or more per annum;

OR

b) Two similar ongoing contracts of 20 lakhs or more per annum;

Proof of the same to be furnished along with contact details of the concerned firms.

4. Should be registered with the following Statutory authorities in Telangana and must furnish attested copies of supporting documents along with contact details.:

a) GST Registration

- b) Employees State Insurance Corporation (ESIC)
  - c) Income Tax Department (PAN Card be attached)
  - d) Labour department (Registration Certificate from Labour Department).
5. The following documents must be submitted along with tender:
- a. Audited balance sheets and profit and loss account & audit report of three years (2021-22, 2022-23 & 2023-24).
  - b. Income Tax Returns of three years (2021-22, 2022-23 & 2023-24).
6. The Agency should have sufficient number of buses and employees on its own specifically trained drivers. Experience in the field of driving, etc. should be attached with the technical bid.
7. The Tenderer should enclose with the Technical Bid an Earnest Money Deposit (EMD) of Rs.50,000/-(Rupees Fifty Thousand only) in the form of Demand Draft, drawn in favour of "Accounts Officer, Dr. MCR HRD Institute of Telangana, Hyderabad". Tender forms not accompanied by the EMD shall be summarily rejected. This amount will be returned interest – free to the unsuccessful tenderers after three months from the closing date of the Tender or after one month of the award of the contract, whichever is earlier. No interest will be paid on the EMD under any circumstances.

### **III. GENERAL CONDITIONS OF CONTRACT (GCC):**

The following terms and conditions must be fulfilled by the successful bidder for providing Buses for hiring on monthly/ daily/ long run basis.

1. The agency shall have to furnish all necessary valid MV documents such as: Valid Registration Certificate, Insurance Certificate, Fitness Certificate, Contract Carriage Permit, Proof of up to date tax payment and D.L of the driver, available all the times. The Client will not be responsible for loss of life/ injury made to any person or damage to any property on account of use of hired vehicle in any manner whatsoever. The agency will be responsible for the same.
2. The hiring charges will be paid on submission of Tax Invoice. All the expenditure of the vehicle towards repair, replacement of spare parts, lubricating oil of Engine, Gear Box & differential Coolant, Tyres & Tubes, battery etc. will be borne by the bidder.
3. It shall be the responsibility of the bidder to provide a well-behaved good driver.
4. In case of breakdown for reasons whatsoever, the replacement of a vehicle of the same or better model shall be provided by the owner of the vehicle/ bidder as quickly as possible.



5. In case of the vehicle do not report in time, the authority will be at liberty to reject the agreement and may engage vehicle from other source.
6. In case of emergency, the driver will have to report for duty as per requirement of the authority for which no extra payment shall be demanded.
7. The vehicle shall not be of more than 3 years old from the initial registration at the time of hiring and also in good running condition during the period of contract.
8. During journey the agency has to bear the day to day expenses of the driver.
9. During driving, use of mobile phone by the driver is restricted.
10. If the services are found to be unsatisfactory, the client MCR HRDIT may give one -month notice and terminate the agreement.
11. In case the service provider intends to withdraw the services of his vehicle and terminate the agreement, it shall be mandatory upon him to serve three-months' notice before such withdrawal of service and termination of agreement.
12. If the bidder violates any of the terms of contract, MCR HRDIT may forfeit the entire amount of security deposit and blacklist the agency.
13. The following expenditure incurred towards hiring of buses.

S No	Financial Year	Expenditure (in Rs)
1	2021-2022	14,15,206.00
2	2022 – 2023	34,27,456.00
3	2023 – 2024	43,00,000.00

**A) Agency/Service Provider Obligation:**

- a. Service provider agrees to terms and conditions of the contract and shall ensure full compliance to them.
- b. Agency agrees to provide quality service as per SLAs mentioned in the contract.
- c. Agency to ensure that all maintenance work related to assigned vehicle shall be carried out in off duty hours.
- d. In the event of break-down, servicing & repairs of the assigned vehicle the service provider at his own cost shall make alternate arrangement by providing similar or higher class of vehicle(s) for which agreement is entered into. Failure to do so will evoke penalty or possible termination at contract.
- e. The Agency shall not be allowed to sub-let the Contract.

f. The Agency shall only provide vehicles which have the comprehensive insurance.

g. Police verifications for deployed driver shall be ensured by the Agency.

**B) Vehicles:**

a. The vehicle should have commercial registration. The vehicle should not be more than five years old at the time of the Service request. Vehicles older than six years should be replaced by the service provider. During replacement of the vehicle or driver, as the case may be, the pass/id card issued, if any, shall be surrendered.

b. The agency will deploy the vehicle, which is well maintained, cleaned thoroughly both internally and externally. Vehicle shall be equipped with a medical kit. The vehicle should have a mobile charger and ambient freshener.

c. The agency shall ensure that all electrical connections including lights (both front and back brake lights), horn, turn indicators and other vehicle systems shall be periodically checked and maintained by Service Provider to avoid any inconvenience to MCR HRDIT.

d. Agency shall ensure that the vehicle should be parked at the place as advised by the hirer and should be available, when not in duty. If the vehicle needs to be away for some reasons like re-fuelling, petty repairing etc., it should be with the knowledge of the Controlling Officer of the MCR HRDIT. Moving away without the knowledge of the Controlling Officer will be considered as the vehicle being non-available and will be liable for penalty.

**C) Driver Deployed:**

The agency shall be responsible for the acts and deeds of drivers of the vehicles that include following:

a. Drivers that possess a valid commercial driving license shall be deployed by the agency.

b. Driver should be properly dressed in neat and clean attire, if required driver should wear Uniform of specific colour as per requirement. The Agency shall provide at its own cost proper uniform and badges as per STATE MOTOR VEHICLES RULES (amended up to date) and photo identity cards to the drivers.

- c. The driver of the vehicle deployed for duties should maintain polite & courteous behaviour towards the MCR HRDIT users as well as to other departmental staff. Any type of "Misbehaviour" shall attract penalties as per provisions of the contract. Repeated instances may result in termination of services and contract.
- d. The Driver in no case shall report to duty in an inebriated state of consuming alcohol. In such an event MCR HRDIT shall have full rights to terminate the contract with immediate effect.
- e. Driver must be provided with a working mobile phone and contact no. to be provided to user department.
- f. In an event that for any reasons the driver changes his contact mobile number during the tenure of the contract, then agency will immediately notify MCR HRDIT of the above change.
- g. The driver shall be reachable at all times during duty hours.
- h. Gossiping with the guests and using mobile phone during driving is not allowed. In case of urgency, driver should park the vehicle with permission from the user and talk in the mobile for the minimum duration.
- i. As soon as the driver is advised to attend any guest by the administration, the driver should call/ SMSs the guest giving his mobile and vehicle details. Charges of call/ SMSs will be on agency's account.
- j. Vehicle and driver should not be changed frequently. Any such changes should be informed by the agency to the authority well in advance for permission.

**D) Statutory Rules Compliance & Taxes:**

- a. The agency shall take comprehensive insurance cover with third party unlimited liability risk of the vehicles detailed for the MCR HRDIT requirement. Hirer/user shall not be liable for any damages whatsoever to public property and / or any third party due to any accident during service.
- b. The agency shall be solely responsible for any claims by any third party and / or employees of MCR HRDIT travelling in the vehicle for any injuries caused by the driver of the vehicle whether by accident or otherwise.
- c. The MCR HRDIT will in no way be responsible for violation of traffic rules and/ or infringement of any other law for the time being in force, either by the driver of the vehicle or by the service provider.

The driver as well as agency shall comply with relevant rules and regulations of motor vehicles and rules applicable at present or in future during the tenure of the contract and as may be enforced from time to time for which MCR HRDIT would not be held liable/responsible in any manner whatsoever. Onus of compliance of all the applicable laws/ acts/ rules including those under motor vehicle act/rules shall rest with the agency only and MCR HRDIT will not be liable in any manner.

- d. The agency shall be responsible for ensuring compliance with the provisions related to labor law and especially minimum wages act, payment of wages act, P.F Act, ESI act, Payment of bonus act, Contract labor (R & A) act, workman compensation act etc. as applicable from time to time. The employees of the agency shall not be deemed to be employees of the user department and hence the compliance of the applicable acts and laws will be the sole responsibility of the agency.
- e. The agency shall be responsible for any theft, misconduct and/ or disobedience on the part of drivers so provided by him
- f. During the contract period, if the vehicle is seized or detained or requisitioned by police/ motor vehicle authority or any other authority for whatsoever reasons, that will be at the service provider's risk. Also, alternate vehicle of similar or hire category will be provided by agency without any extra charges.
- g. The vehicles deployed for duty for the MCR HRDIT shall at no point of time carry any person other than personnel authorized by it.
- h. The vehicle cannot be put to any private/ commercial use beyond the duty hours or on holidays. Unauthorized use of the vehicle by the driver/ service provider will lead to unilateral termination of the contract with immediate effect. The agency has to ensure the safety of passenger by avoiding negligent driving by their drivers such as over speeding, rash driving and driving vehicle without brakes/ defective breaks.
- i. In case of hiring of vehicles on daily/long run basis, the mileage count will start from the location of pickup and no extra Kilometers from the garage to the pickup point will be provided. The mileage count will also terminate at the dropping point and not up to the garage.



**E) Other conditions:**

- a) Actuals of Toll Gate and Parking will be paid by Institute
- b) Vehicle indent will be placed with the agency latest by one day prior to travel.
- c) Road transport permit for transport of passengers should be local as well as all over India
- d) The Driver engaged for driving the vehicle shall always possess a valid heavy motor vehicle driving license issued by the State RTA authorities. He shall also carry the C-Book of the vehicle, Insurance Papers, Pollution certificate etc. always with him. He should have more than three years of experience.
- e) The Driver shall be able to speak, read and write Telugu/English and his conduct and character shall be good.
- f) The Agency shall arrange the vehicle even on Sundays/Holidays on demand if the services of the vehicle are required by Institute.
- g) Trip sheet should be maintained on daily basis in the format approved by the Institute indicating meter reading, closing meter reading together with timing, duly signed by the driver of the vehicle as well as the officer utilizing the services of vehicle.
- h) Tampering of meter reading, vehicle usage timings, overwriting of Summary/ log sheet and misbehaviour of driver while on duty shall be viewed seriously, leading to cancellation of contract.
- i) No child labour should be employed in any capacity and manner.
- j) The agency should have local office at Hyderabad.

**IV. Terms and Conditions**

1. Eligible and willing agencies are advised to visit the Institute to get any information in this regard on any working day between 10.00AM to 04.00 PM from the Administrative Officer.
2. EMD: An EMD amount of Rs.50,000/- (Rupees Fifty Thousand only) shall be paid by all the Bidders in favour of "The Accounts Officer, Dr.MCR HRD Institute online on through e – procurement platform only. This amount will be returned interest – free to the unsuccessful tenderers after three months from the closing date of the Tender or after one month of the award of the contract, whichever is earlier. No interest will be paid on the EMD under any circumstances.
3. Tender/ bid without enclosing the payment receipt of prescribed EMD will be summarily rejected.



4. The EMD will be forfeited
  - i) If the EMD paid is less than the prescribed amount.
  - ii) If incomplete tender form is submitted or tender form with pre-conditions or additional conditions is submitted.
  - iii) If the tenders are submitted in an unconcerned/irrelevant tender form.
5. Tender incomplete in any way will be rejected summarily. Similarly, conditional Tenders will also be rejected.
6. A pre-bid meeting shall be held at the Dr.MCR HRDIT to clarify any queries of the tenderer on **25.06.2024 at 10.30 A.M.**
7. The Tenders are to be submitted as per two bid system i.e. Pre-qualification Technical bid and Financial Bid.
8. The technical bid should contain the papers to fulfil all the eligibility criteria, certificates of experience, satisfactory performance certificates, undertaking as per instructions, work plan and list of the equipment, tools and tackles required for the job.
9. Financial bid should contain the rates quoted for the services to be provided as per the instructions given in the tender document.
10. Both the bids should be submitted as prescribed in the e – procurement portal;
  - i. "Technical Bid for providing Buses on hire basis" and
  - ii. "Financial Bid for providing Buses on hire basis".
11. The earnest money deposit will be returned interest – free to the unsuccessful tenderers after three months from the closing date of the Tender or after one month of the award of the contract, whichever is earlier. No interest will be paid on the EMD under any circumstances. In case the successful tenderer declines the offer of contract, for what so ever reason(s), his EMD will be forfeited.
12. The bid shall be valid for 90 days from the date of opening of tender. No tenderer will be allowed to withdraw his tender after submission during the bid validity period (90 days). In case the tenderer does not honour his bid, the EMD submitted by the tendering firm would stand forfeited.
13. All entries in the Tender form should be legible and filled clearly. Any overwriting or correction which is unavoidable has to be signed by the authorized signatory.

14. Each page of the Tender document and paper submitted, should be numbered, signed and stamped by the authorized signatory as a token of acceptance of the terms and conditions laid down by Dr. MCR HRD IT.

15. The tenderers, whose Technical Bids are accepted will be informed about the date and time of opening of Financial Bids.

16. A formal contract shall be entered in to with the successful tenderer. In this contract, the successful tenderer shall be defined as contractor.

17. Award of Contract: On receipt of Letter of Acceptance (LoA) from Dr. MCRHRD Institute of Telangana, the successful bidder/ agency shall conclude the agreement within 7 days of such communication duly furnishing the Performance security in case of vehicles hired on monthly basis as follows;

18. Performance Security: The Selected Agency for providing vehicles on need basis will have to submit a Performance Security @Rs.50,000/- in form of Bank Guarantee or account payee Demand Draft in favour of Accounts Officer, Dr.MCR HRDIT, Hyderabad, Telangana in any scheduled commercial bank payable at Hyderabad, within 7 days of issue of Letter of Award. The performance security shall remain valid for a period of 90 days beyond the date of completion of the contractual obligation. The agency will have no claim for interest in case of Demand Draft. Non furnishing of Performance security will be treated as non-responsive and the contract may be cancelled and EMD forfeited.

#### **V. Payment of Bills:-**

1. The Agency shall submit the bills in the 1<sup>st</sup> week of the following month for the services provided in the preceding month with necessary documents log book/trip sheet duly signed by officer in-charge. Payments shall be made promptly by the Institute, within 1-2 Weeks after submission of a valid invoice or claim by the bidder.

2. Necessary Income tax as applicable will be recovered from the bill. The firm should have a TAN number. In case of Partnership firm, the PAN of the proprietor is acceptable. A copy of PAN card should be uploaded along with the tender.

3. TDS as per rules will be deducted.

#### **VI. Penalties & Recoveries:-**

a) Penalties shall be levied on account of poor quality of service, complaints received from guests/employees/participants. A designated officer/committee of the Institute may inspect from time to time to assess and evaluate the quality of services and where necessary may recommend for imposing suitable penalty.

b) For every poor quality of work reported by staff/designated officer/committee a penalty of up to 10% of the monthly bill shall be imposed, which will be deducted from the monthly bills claimed by the contractor.

**VII-Termination of contract:-**

The contract may be terminated by giving one month's notice, by the Institute if any of the stipulated conditions are not met or service not satisfactory. However the Institute also reserves the right to terminate the contract at any time, without giving any notice in case of gross violation/insolvency of the stipulated terms and conditions. The contractor may terminate his services after serving 3 months prior notice to the Institute, addressed to the Administrative Officer, in writing.

**VIII – Legal Jurisdiction for all disputes:-**

Arising out of non-adherence of any terms stipulated above, Director General, Dr.MCR HRD Institute of Telangana, is the appellate authority and his decision shall be final. However, the legal jurisdiction for all matters would be Hyderabad city only.

## ANNEXURE – I

### TECHNICAL BID

#### PROFILE OF THE COMPANY/ AGENCY

1	How is your company/ Agency constituted? Furnish the details including the year of Establishment		Details at page No.
2	If registered as a Company/Agency enclose copy of certificate of incorporation giving following details:		
	(a) Furnish the name of Chairman/ Managing Director		
	(b) Names of Directors their Occupation and address		
	(c) is the company/agency ISO certified		
3	Is your Company/ Agency carrying out any other trade/ business? If yes, furnish particulars of the other trade/ business.		
4	Location and address of the Registered/ Main Office/ and Phone and Numbers, website and e mail id etc., shall be furnished		
5	Details of the annual Turnover of the Agency for hiring of buses for the financial years; 2021 - 22, 2022 - 23, 2023 - 24 Attach I.T returns, audited balance sheets, Profit & Loss Accounts, certified by a chartered accountant for the above three years.		
6	Please provide the details of Tax deduction and collection Account Number (TAN) of the company / Proprietor (PAN) / Managing Director(DIN) issued by Income Tax authorities.		
7	Furnish copy of GST Registration Certificate of the agency		
8	Details of your Company's/ agencies Banks with the types of facilities provided by the bank.		
9	Details of experience (minimum 3 years) in the field as transport providers be enclosed.		
10	Details of ongoing contracts (referred at Point 3, under Eligibility Criteria)		

<b><u>STATUTORY REQUIREMENTS</u></b>			
11	Details of registration under ESI Act be furnished duly enclosing the copy of Registration.		Details at Page No.
12	Details of registration under Employee Provident Fund Act be furnished duly enclosing the copy of Registration.		
13	Details of registration with Central Excise and Customs Dept. for Service Tax/ GST duly enclosing the copies of registration		
14	Details of labour licence obtained from competent authority (Copy to be enclosed)		
15	Any other registration which is mandatory for such agencies stipulated by concerned authorities		
<b>GENERAL DETAILS</b>			
16	Copies of certificates from clients regarding satisfactory performance with duration of the services rendered. Original certificates are required to be produced for verification as and when required.		
17	Any other information, documents which may be of assistance to Dr. MCR HRDIT in assessing your Company's capabilities, may be enclosed		
18	Details of bank draft for Rs.50,000/- enclosed as EMD		
19	Details of Dd for Rs.500/- Towards Tender Document Fee		
20	List of Vehicles available with the service provider along with seating capacity and the details of Type of Vehicle, Model (Year) and Registration Number etc.		

DATE:  
BIDDER  
PLACE:

TENDERER/  
Signature with seal and stamp

Note:-The enclosures if any should be serially page numbered. Against each column where ever they are quoting "enclosed" should indicate page number at which that particular information is available



**ANNEXURE – II**

**Declaration Regarding Clean Track Record**

To  
The Director General,  
Dr MCR Human Resource Development Institute  
Road No. 25, Jubilee Hills  
Hyderabad – 500 033

Sir,

We/I have carefully gone through the Terms & Conditions contained in the Bid Document (Ref No. \_\_\_\_\_). We /I hereby declare that our/ my company has not been debarred/blacklisted as on bid calling date by any Central or State Government/Quasi Government Departments or PSUs/ Organizations in India for non-satisfactory past performance, corrupt, fraudulent or any other unethical business practices. We/I further certify that We/I/ are/am the competent officer in our/my company to make this declaration

Yours faithfully

(Signature of the Bidder)

Printed Name

Designation

Seal

Date

Business Address

**ANNEXURE – III**

**DECLARATION**

I certify that all the information furnished in the Tender document above is true and correct to the best of my knowledge. I have no objection for the Dr MCR HRD Institute of Telangana to verify any or all the information furnished in this document with the concerned authorities.

I also certify that I have understood all the terms and conditions indicated in the Tender document and in due agreement of the same, I am signing this document as an authorised signatory in the capacity of \_\_\_\_\_ in the company/firm/agency.

Date: \_\_\_\_\_

Signature :

Place: \_\_\_\_\_

Name :

Designation:

(With Seal)

**ANNEXURE - IV**

**Details of the services provided to clients in the field**

S.N o	Details of client along with the address, contact Numbers and email ids	Contract Amount (Rs. in Lakhs)	Duration of Contract	
			From	To
1				
2				
3				

**Signature of the tenderer  
along with seal and stamp**

**ANNEXURE – V**

**FINANCIAL BID FOR PROVIDING BUSES ON HIRE TO DR. MCRHRDIT  
RATE CONTRACT ON NEED BASIS FOR A PERIOD OF TWO YEARS**

Amount in Rs.

Sl. No	Bus Description	Within the City			Outstation Trip	
		Rate for 8Hrs/80 Kms	Rate Per Km beyond 80 Kms.	Rate per Hour beyond 8 Hrs.	Minimum Billed Kms per Day	Rate Per KM
1	24 Seater Non-Ac				300 Km	
2	24 Seater-Ac				300 Km	
3	35 Seater Non-Ac				300 Km	
4	35 Seater-Ac				300 Km	
5	40 Seater Non-Ac				300 Km	
6	40 Seater-Ac				300 Km	
7	45 Seater Non-Ac				300 Km	
8	45 Seater-Ac				300 Km	
9	45 Seater Volvo-Ac				300 Km	

1. Rates including fuel charges.
2. Rates quoted are exclusive of GST
3. TDS shall be effected as applicable from time to time

I am signing this document as an authorised signatory in the capacity of \_\_\_\_\_.

Date : \_\_\_\_\_

Signature :

Place: \_\_\_\_\_

Name :

Designation :  
(With seal and stamp)

Offers of firms quoting same tender amount shall be decided on the following grounds.

1. Upon the highest annual turnover based on the IT returns.
2. No. of years of experience in the field.
3. ISO certification status

**Checklist of the documents to be submitted with the tender**

Confirm the enclosure of all the below listed documents without which tenderer may not be eligible to participate in the tender.

S.No	Items	Confirm enclosure Yes/ No	Page No.
1	Earnest money deposit		
2	Tender form with complete technical bid and financial bid, with all pages serially numbered, signed and stamped on each page		
3	Audited balance sheet of last three financial years with details of annual turnover, profit & loss account etc.,		
4	Income tax returns of last three years		
5	Attested photo copies of TAN/ PAN DIN card		
6	RTA permissions for operation in local area and all over India		
7	EPF registration certificate copy with last three year payment details		
8	ESI registration details with copies thereof		
8	GST/Service tax registration certificate with details of the last payment		
9	Registration certificate under labour department. Copy of valid labour licence		
10	Minimum wages payment/clearance certificate		
11	Documentation in support of contracts fulfilled in last 3 years along with their values in support of experience and financial credibility.		
12	Satisfactory completion of contract certificate from previous organizations (minimum three references required)		
13	Break up details of labour according to minimum wage act		
14	List of employees along with their details as per the eligibility criteria as in bid document		
15	Documentation regarding on going contracts as required.		

Signature of Authorized person

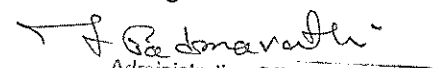
Full Name:

Date:

Place:

Company's seal

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Administrative Officer  
Dr. MCR HRD Institute  
Government of Telangana  
Road No.26, Jubilee Hills