



**JHARKHAND TOURISM DEVELOPMENT CORPORATION LIMITED
(GOVERNMENT OF JHARKHAND)**

TENDER DOCUMENTS

FOR

**SELECTION OF AGENCY FOR PROVIDING OPERATIONAL VEHICLE IN THE
OFFICE OF**

JHARKHAND TOURISM DEVELOPMENT CORPORATION LIMITED (JTDCL)

Ref. No. :- 781/2020

Ranchi/Dated:- 27/11/2020



Jharkhand Tourism Development Corporation Limited

5, Mahatma Gandhi Marg, Ranchi, Jharkhand - 834001

Phone No: +(91)-651-2331828 & 2331643 Fax: +(91)-651-2331828

E-MAIL: jtdcltd@gmail.com

Visit us on www.jharkhandtourism.gov.in

TENDER DOCUMENT

1. SECTION 1:- INTRODUCTION

1.1 Background

1.1.1 Jharkhand Tourism Development Corporation Limited (JTDCL), also referred to as the “**JTDCL**” or “**Authority**”, is a nodal agency under Department of Tourism (“DoT”), Government of Jharkhand, with a mandate to develop tourism infrastructure in the State of Jharkhand. JTDCL is operating various hotels and tourist complexes in the State of Jharkhand for providing residential accommodation to the tourists.

1.1.2 JTDCL intends to invite re-tender to select an agency for providing **One High end Top Model Vehicle “Innova Crysta (Model-2020 maximum plied upto 5000 KMs) BS-VI”** for operational use in the office of the Managing Director of JTDCL for initial period of 1 (One) year, which may be extended for a further period of 1(One) year or more on the same rates, terms and conditions based on the requirements and satisfactory performance of work done by the agency and any other conditions mutually agreed by the agency and JTDCL from the date of actual award of contract subject to the following terms and condition.

1.1.3 JTDCL shall receive Proposals pursuant to this Tender Document in accordance with the terms set forth in this Tender Document and any addenda issued subsequent to this Tender Document (collectively the “**Bidding Documents**”), as modified, altered, amended and clarified from time to time by JTDCL, and all Proposals shall be prepared and submitted in accordance with such terms.

1.2 Brief Description of Selection Process

JTDCL has adopted a single stage selection process (referred to as the “**Selection Process**”) for identifying a suitable Agency. JTDCL invites eligible Bidders to submit their Proposals in hard copy to be delivered by Courier/Registered Post/Speed Post/Hand delivery at JTDCL office up to **07/12/2020 14:00 hrs** in accordance with the terms of this RFP document.

Contact Information & Address for communication:-

To,

The Managing Director,

Jharkhand Tourism Development Corporation Limited,

5, Mahatma Gandhi Marg, Ranchi, Jharkhand - 834001

Phone No: +(91)-651-2331828 & 2331643 Fax: +(91)-651-2331828

E-MAIL: jtdcltd@gmail.com

Visit us on www.jharkhandtourism.gov.in

- 1.2.1 During this Bid Stage, Bidders are invited to carry out, at their cost, such studies as may be required for submitting their respective Proposals for award of the Right.
- 1.2.2 The Selection Process shall be governed by, and construed in accordance with, the laws of India and the Courts at Ranchi shall have exclusive jurisdiction over all disputes arising under, pursuant to and/ or in connection with the Selection Process.
- 1.2.3 The Tender document can be purchased from the office of JTDCL on any working day by paying Rs. 560/- (Rs. Five Hundred Sixty only) in the form of DD/Cash payable at Ranchi in favour of Jharkhand Tourism Development Corporation Limited. Bidder can also download the Tender document from the website **www.jharkhandtourism.gov.in** however in case of downloading of the bid documents; bidder(s) have to submit the said demand draft (nonrefundable) along with their Bid.

1.3 Schedule of Selection Process

JTDCL shall endeavor to adhere to the following schedule:

SI No	Description	Date
1	Pre-Bid Queries Submission	01/12/2020 by 17:00 Hours
2	Pre-Bid Conference	02/12/2020 by 15:30 Hours
3	Bid Due Date	07/12/2020 14:00 Hrs
4	Technical and Financial Bid opening Conference	07/12/2020 15:00 Hrs or thereafter at Jharkhand Tourism Development Corporation Limited 5, Mahatma Gandhi Marg, Ranchi, Jharkhand - 834001 Phone No: +(91)-651-2331828 & 2331643 Fax: +(91)-651-2331828
5	Bid Validity period	180 days from the Bid Due Date
6	Tender/Bid Document Fee	Rs. 560/- (Five Hundred Sixty only) inclusive of GST (Non-refundable) in shape of Demand Draft/Cash in favour of Jharkhand Tourism Development Corporation Limited payable at Ranchi.
	Earnest Money Deposit	Rs.20,000/- (Rupees Twenty Thousand only)

2. SECTION 2:- INSTRUCTIONS TO BIDDERS

2.1 Eligible Bidders

2.1.1 In order to participate in the Selection Process, the Bidder's should be experienced, eligible, reputed and registered transport contractors, tour/taxi operators, travel agencies or Company/Proprietorship Firm/Partnership Firm (hereinafter referred to as "the Bidders") located and having registered office in the state of Jharkhand (Preferably Ranchi) single business entity (the "**Single Business Entity**"). The term Bidder used herein would apply to a Single Business Entity.

A Single Business Entity shall mean a company incorporated under Companies Act, 1956/2013 or a sole proprietorship firm registered under the Proprietorship Act, 1908 or a partnership firm registered under the Indian Partnership Act, 1932 or a Limited Liability Partnership Firm registered under Limited Liability Partnership Act, 2008.

Note:

1. No Consortium or Joint Venture is allowed to participate in the Selection Process
2. If the Bidder is:
 - i. A company should furnish copy of the certificate of incorporation and memorandum of association as a proof of identity.
 - ii. A sole proprietorship firm, and a Limited Liability Partnership firm should furnish copy of the registration certificate, GST/PAN and IT returns for the last three financial years preceding the Proposal Due Date as a proof of identity.
 - iii. A registered partnership firm, it should furnish a copy of the IT returns for the last three financial years preceding the Proposal Due Date copy of the registration certificate under the registrar of firms and a copy of the partnership deed executed between the partners as a proof of identity

2.1.2 A Bidder is required to fulfill the criteria specified below. Any Bidder who does not meet the criteria set out below shall be disqualified.

- a) The Bidder must have achieved an average **Annual Turnover of Rs. 5.00 Lakhs (Five Lakhs Only) during the preceding 3 (three) years**. To calculate the average turnover, the total turnover achieved by the Bidder during last 3 years shall be divided by 3. i.e. (2016-17, 2017-18 and 2018-19). Copy of supporting documents to be submitted.
- b) The bidder should have an experience of providing operational vehicle in any Office Central/State government/PSUs, Autonomous Bodies/Government agency/reputed Corporate in last 3 years; 2016-17, 2017-18 and 2018-19 (supporting documents must be furnished).

- c) The Bidder must be registered in India. (supporting documents must be furnished) Should have **GST/PAN Registration**.
- d) Firms shall be single entity. Consortium/Joint Venture are not allowed to participate in the selection process.
- e) Any Agency which has been barred by the Central Government/Government of Jharkhand or any entity controlled by them, from participating in any project/provision of service and the bar subsists as on the Proposal Due Date, shall not be eligible to submit a Proposal (Undertaking should be furnished with proposal).

2.1.3 A Bidder should, in the last 3 (three) years, have neither failed to perform on any contract, as evidenced by imposition of a penalty by an arbitral or judicial authority or a judicial pronouncement or arbitration award against the Bidder, nor been expelled from any project/provision of service or contract nor have had any contract terminated for breach by such Bidder. (Undertaking should be furnished with proposal).

2.1.4 The Bidder should submit a Power of Attorney as per the format enclosed as **Appendix- VI**, authorising the signatory of the proposal to commit the Bidder. The Proposals must be properly signed by the authorized representative (the “**Authorized Representative**”) as detailed below:

- (a) In case the sole proprietor himself is signing the Proposals, the Power of Attorney is not required to be submitted. However, if the Proposals are signed by any other person other than the sole proprietor or a duly authorized person, the Power of Attorney is required to be submitted in the format at **Appendix-VI**.
- (b) by a partner or a duly authorized person holding the Power of Attorney, in case of a limited liability partnership; or a partnership firm or
- (c) by a duly authorized person holding the Power of Attorney, in case of a Company.

2.2 Number of Proposals

Each Bidder shall submit only one (1) Proposal, in response to this TENDER. Any Bidder who submits or participates in more than one Proposal shall be disqualified.

2.3 Proposal Preparation Cost

The Bidder shall be responsible for all costs associated with the preparation of its Proposal and its participation in the Selection Process. JTDCL will not be responsible or in any way liable for such costs, regardless of the conduct or outcome of the Selection Process.

2.4 Conflict of Interest

- 2.4.1 A Bidder shall not have a conflict of interest that may affect the Selection Process or the Services (the “**Conflict of Interest**”). Any Bidder found to have a Conflict of Interest shall be disqualified. In the event of disqualification, JTDCL shall forfeit and appropriate the EMD as mutually agreed genuine pre-estimated compensation and damages payable to JTDCL for, inter alia, the time, cost and effort of JTDCL including consideration of such Bidder’s Proposal, without prejudice to any other right or remedy that may be available to JTDCL hereunder or otherwise.
- 2.4.2 Without limiting the generality of the above, a Bidder shall be deemed to have a Conflict of Interest affecting the Selection Process, if:
- a) a constituent of such Bidder is also a constituent of another Bidder; or
 - b) such Bidder has the same legal representative for purposes of this Proposal as any other Bidder; or
 - c) such Bidder has a relationship with another Bidder, directly or through common third parties, that puts them in a position to have access to each other’s’ information about, or to influence the Proposal of either or each of the other Bidder.

2.5 Right to Accept any Proposal and to Reject any or all Proposals

- 2.5.1 JTDCL reserves the right to accept or reject any Proposal and to annul the Selection Process and reject all Proposals at any time, without any liability or any obligation for such acceptance, rejection or annulment, without assigning any reasons thereof.

2.6 Clarifications

- 2.6.1 Bidders requiring any clarification on the RFP may notify JTDCL in writing and e-mail to the address before 18/11/2020. The subject line for communication must clearly bear the following:

Queries/Request for Additional Information: Tender for “**SELECTION OF AN AGENCY FOR PROVIDING OPERATIONAL VEHICLE IN THE OFFICE OF JHARKHAND TOURISM DEVELOPMENT CORPORATION LIMITED (JTDCL) FOR OFFICIAL USE**”.

- 2.6.2 The responses will be uploaded in the Website by JTDCL without identifying the source of the enquiry. However, JTDCL reserves the right not to respond to any question or provide any clarification, in its sole discretion, and nothing in this Clause shall be taken or read as compelling or requiring JTDCL to respond to any question or to provide any clarification.
- 2.6.3 All clarifications and interpretations issued by JTDCL shall be deemed to be part of the Bidding Documents. Verbal clarifications and information given by JTDCL or its employees or representatives shall not in any way or manner be binding on JTDCL.

2.7 Amendments to Tender

- 2.7.1 At any time prior to the Proposal Due Date, JTDCL may, for any reason, whether at its own initiative or in response to clarifications requested by a Bidder, amend the TENDER by the issuance of Addenda in the Website. Any Addenda issued would be published in the Website (s) and the same shall be binding on the Bidders.
- 2.7.2 In order to afford Bidders reasonable time to take the Addendum into account, or for any other reason, JTDCL may, at its discretion, extend the Proposal Due Date.

2.8 Payment Schedule

- 2.8.1 Payment will be made on monthly basis to the Agency after providing aforesaid vehicle satisfactorily and in accordance with the terms and conditions of the tender document and Work Order issued to the Agency with proper bill and log book duly signed by the authorized person.
- 2.8.2 The payment for extra KMs in excess of 2000 KMs per month will be made over and above of the Monthly Hire Charges as per log book duly signed by the authorized person.

3. PREPARATION AND SUBMISSION OF PROPOSAL

- 3.1.1 The Proposal and all related correspondence and documents shall be written in English language.
- 3.1.2 The Proposal shall be valid for a period of not less than 180 (One Eighty and Twenty) days from the Proposal Due Date ("**Proposal Validity Period**"), in the format set out in **Appendix-I**. JTDCL reserves the right to reject any Proposal that does not meet this requirement.

3.2 Earnest Money Deposit

- 3.2.1 The Bidder shall furnish an Earnest Money Deposit of Rs.20,000/- (Twenty Thousand Only) (the "Earnest Money Deposit" or "EMD") (90 days validity) in the form of a Demand Draft issued by a Nationalized Bank or a Scheduled Bank in India, drawn in favour of "**JHARKHAND TOURISM DEVELOPMENT CORPORATION LIMITED**" payable at "**Ranchi**" along with bid documents. JTDCL shall not be liable to pay any interest on the EMD so made and the same shall be interest free.
- 3.2.2 The EMD shall be returned to the unsuccessful Bidders after selection of the Selected Bidder. The EMD submitted by the Selected Bidder shall be retained as **Performance Security**.

3.3 Submission of Proposals

- 3.3.1 The Agency shall be required to submit a Technical & Financial Bid in separate sealed envelopes put in a bigger sealed envelope super scribed as "**SELECTION OF AN AGENCY FOR PROVIDING OPERATIONAL VEHICLE IN THE OFFICE OF**

**JHARKHAND TOURISM DEVELOPMENT CORPORATION LIMITED (JTDCL)
FOR OFFICIAL USE”.**

3.3.2 Bidder should be submitted in hard copy to be delivered by Courier/Registered Post/Speed Post/Hand delivery at JTDCL office upto 07/12/2020 14:00 hrs on the Proposal Due Date as indicated. The documents accompanying the Proposal(s) submission shall include:

A. “Technical Proposal”, consisting of the following: (Envelope-1)

- a. Letter of Proposal in the prescribed format at **Appendix - I**;
- b. Details of Bidder in the prescribed format at **Appendix – II**;
- c. Financial Capacity of the Bidder in the prescribed format at **Appendix – III**;
- d. Experience of the Bidder in the prescribed format at **Appendix – IV**.
- e. Self-declaration in the prescribed format at **Appendix – V** for not being black listed.
- f. Power of Attorney for signing of Proposal in the prescribed format at **Appendix– VI**;
- g. In case of a company, copy of the Certificate of Incorporation, Copy of Memorandum and Articles of Association of the Bidder.
- h. In case of a sole proprietorship firm or a Limited Liability Partnership firm, it should furnish copy of the registration certificate, GST or IT returns for the last three financial years preceding the Proposal Due Date as a proof of identity.
- i. In case of a registered partnership firm, it should furnish a copy of the IT returns for the last three financial years preceding the Proposal Due Date copy of the registration certificate under the registrar of firms and a copy of the partnership deed executed between the partners as a proof of identity.
- j. Copy of the Bidder’s duly audited annual reports for the preceding 3 (three) Financial Years (Along with CA Certificate).

B. “Financial Proposal:- (Envelope-2)

- a. The Financial Proposal in the prescribed format at **Appendix – VII** on the letter head of the Bidder and signed by the Authorised signatory.

3.3.3 The Financial Proposal should specify the amount of **Monthly Hire Charges** exclusive of all applicable taxes of work required by the Agency for undertaking the Services. The Financial Proposal clearly indicating the total **Monthly Hire Charges** of work in both figures and words, and signed by the Agency’s Authorized Representative. In the event of any difference between figures and words, the amount indicated in words shall prevail.

3.3.4 Bid of all parties whose financial bid is not a separate sealed cover or the rates quoted by them find mention in their Technical Bids, shall be rejected forthwith. The financial bids of only such parties shall be opened whose Technical bids are found to be eligible while the financial bids of the disqualified bidders shall remain unopened.

3.3.5 Bidders may note that JTDCL will not entertain any deviations to the Tender at the time of submission of the Proposal or thereafter. The Proposal to be submitted by the Bidders should have to be unconditional and unqualified and the Bidders would be deemed to have accepted the terms and conditions of the Tender. Any conditional Proposal shall be regarded as non-responsive and would be liable for rejection.

3.3.6 JTDCL reserves the right to seek original documents for verification of any of the documents or any other additional documents upon opening of the Bidding Documents.

3.4 Proposal Due Date

3.4.1 Proposals should be submitted in hard copy to be delivered by Courier/Registered Post/Speed Post/Hand delivery at JTDCL office upto 07/12/2020 14:00 hrs on the Proposal Due Date as indicated, in the manner and form as detailed in this Tender Document. Proposals submitted by either facsimile transmission or telex or e-mail will not be accepted.

3.4.2 JTDCL, at its sole discretion, may extend the Proposal Due Date by issuing an Addendum in accordance with the provisions of this Tender.

3.5 Late Proposals

3.5.1 Applications submitted after the Due Date shall not be entertained. Applications submitted by fax, telex, telegram or e-mail shall not be entertained and shall be rejected.

3.6 Modifications/Substitution/Withdrawal of Proposals

3.6.1 The Applicants will not allow Modifications/ Substitution/ Withdrawal of Applications after submission of application.

3.6.2 Withdrawal of a Proposal during the interval between the Proposal Due Date and expiration of the Proposal Validity Period will not be allowed.

3.7 Confidentiality

Information relating to the examination, clarification, evaluation and recommendation for the Bidders shall not be disclosed to any person who is not officially concerned with the process or is not a retained professional advisor advising JTDCL in relation to, or matters arising out of, or concerning the Selection Process. JTDCL will treat all information, submitted as part of the Proposal, in confidence and will require all those who have access to such material to treat the same in confidence. JTDCL may not divulge any such information unless it is directed to do so by any statutory entity that has the power under law to require its disclosure or is to enforce or assert any right or privilege of the statutory entity and/ or JTDCL.

3.8 Clarifications

To assist in the process of evaluation of Proposals, JTDCL may, at its sole discretion, ask any Bidder for clarification on its Proposal or substantiation of any of the submissions made by the Bidder. The request for such clarification or substantiation and the response shall be in writing or by facsimile. No material change in the substance of the Proposal would be permitted by way of such clarification/substantiation.

4. SECTION 3: EVALUATION OF PROPOSALS

4.1 Opening and Evaluation of Proposal

4.1.1 JTDCL shall open the Proposals on the date specified in **Clause 2.1**, in the presence of the Bidders who choose to attend.

4.1.2 JTDCL will examine and evaluate the Proposals in accordance with the provisions set out in this **Section 2**.

4.1.3 To facilitate evaluation of Proposals, JTDCL may, at its sole discretion, seek clarifications in writing from any Bidder regarding its Proposal.

4.1.4 Any information contained in the Proposal shall not in any way be construed as binding on JTDCL, its agents, successors or assigns, but shall be binding against the Bidder if the Services are subsequently awarded to it under the Selection Process on the basis of such information.

4.2 Tests of Responsiveness

4.2.1 Prior to evaluation of Proposals, JTDCL will determine whether each Proposal is responsive to the requirements of the TENDER. A Proposal shall be considered responsive only if:

- i. it is received by the Proposal Due Date including any extension thereof pursuant to **Clause 3.3**;
- ii. is received through hard copy to be delivered by Courier/Registered Post/Speed Post/Hand delivery as stipulated in **Clause 3.4**.
- iii. it is accompanied with the EMD amount as set out in **Clause 3.2**;
- iv. it contains the information and documents as requested in the Tender;
- v. it provides the information in reasonable detail. (“Reasonable Detail” means that, but for minor deviations, the information can be reviewed and evaluated by JTDCL without communication with the Bidder). JTDCL reserves the right to determine whether the information has been provided in reasonable detail;
- vi. it does not contain any condition or qualification; and
- vii. it is not non-responsive in terms hereof.

4.2.2 JTDCL reserves the right to reject any Proposal which is non-responsive and no request for alteration, modification, substitution or withdrawal shall be entertained by JTDCL in respect of such Proposal.

4.2.3 Bids of a single business entity which are found to be non-responsive shall be rejected.

4.3 Evaluation of Experience of the Bidder

4.3.1 The Proposals/Bids received will be scrutinized to assess their eligibility based on the qualifying criteria. Those Proposals/Bids which do not meet the qualifying criteria will be rejected, forthwith, or at any stage of detection.

4.3.2 JTDCL will finalize agencies on basis of their technical credentials. This assessment will be done by a special Selection Committee of JTDCL.

4.4 Evaluation of Financial Proposals

4.4.1 The Financial Proposals of only the qualified Bidders shall be opened in the presence of the Bidder's representatives who choose to attend on the date and time intimated to the qualified Bidders. The name of the Bidder and the proposed financial offer shall be read aloud and recorded.

4.4.2 For financial evaluation, the **Monthly Hire Charges for 2000 KMs** exclusive of all applicable Taxes indicated in the Financial Proposal.

4.4.3 Agency will quote **Monthly Hire Charges for 2000 KMs** (exclusive of GST) in **price bid**.

4.4.4 The **Hire Charges** shall be paid on Monthly Basis from the Date of commencement of the Service.

4.4.5 The bidder shall be paid applicable GST over and above of **Monthly Hire Charges** extra.

4.4.6 JTDCL will determine whether the Financial Proposals are complete, unqualified and unconditional. The cost indicated in the Financial Proposal shall be deemed as final and reflecting the total cost of services. Omissions, if any, in costing any services shall not entitle the selected Agency to be compensated and the liability to fulfill its obligations as per the scope of services mentioned in this Tender is within the total quoted **Monthly Hire Charges for 2000 KMs** shall be that of the Agency.

4.5 Selection of Bidder

4.5.1 The Bidder quoted the **Monthly Hire Charges (Lowest-1)** shall be declared as Selected Agency for work.

4.5.2 In the event that the **L-1** Bidder withdraws its Bids or is not selected for any reason in the first instance, JTDCL may invite the second ranked Bidder for negotiations.

4.6 Letter of Award (LOA)

- 4.6.1 After selection, a Letter of Award (the “**LOA**”)/Work Order shall be issued, in duplicate, by JTDCL to the Selected Bidder and the Selected Bidder shall, within 7 (seven) days of the receipt of the LOA, sign and return the duplicate copy of the LOA in acknowledgement thereof. In the event the duplicate copy of the LOA duly signed by the Selected Bidder is not received by the stipulated date, JTDCL may, unless it consents to extension of time for submission thereof, appropriate the EMD of such Bidder on account of failure of the Selected Bidder to acknowledge the LOA, and the next eligible Bidder may be considered.

4.7 Contacts during Proposal Evaluation

Proposals shall be deemed to be under consideration immediately after they are opened and until such time JTDCL makes official intimation of award/ rejection to the Bidders. While the Proposals are under consideration, Bidders and/ or their representatives or other interested parties shall not make attempts to establish unsolicited and unauthorised contact by any means with JTDCL and/ or their employees/ representatives on matters related to the Proposals under consideration after opening of the Proposals and prior to notification of the Award. If any attempt by the Bidder causing extraneous pressure on JTDCL shall be sufficient reason to disqualify the Bidder.

4.8 Fraud and Corrupt Practices

The Bidders and their respective officers, employees, agents and advisers shall observe the highest standard of ethics during the Selection Process. Notwithstanding anything to the contrary contained in this TENDER, JTDCL shall reject a Proposal without being liable in any manner whatsoever to the Bidder, if it determines that the Bidder has, directly or indirectly or through an agent, engaged in corrupt practice, fraudulent practice, coercive practice, undesirable practice or restrictive practice (collectively the “**Prohibited Practices**”) in the Selection Process. JTDCL, GoJ may also, in its sole discretion, debar the Bidder (including its Associates) in participating in any of the bidding/ tender processes in the state for any time period determined by it.

ANNEXURE-1:- SCOPE OF SERVICES (TERMS AND CONDITIONS)

One High end Top Model Vehicle “Innova Crysta (Model-2020 maximum plied upto 5000 kms) BS-VI” for operational use in the office of the Managing Director of JTDCL for initial period of 1 (One) year, which may be extended for a further period of 1(One) year or more on the same rates, terms and conditions based on the requirements and satisfactory performance of work done by the agency and any other conditions mutually agreed by the agency and JTDCL from the date of actual award of contract subject to the following terms and conditions:

1. The vehicle shall be for the exclusive use of JTDCL and will be at the disposal of the Department for 7 days a week. The department may prohibit using the vehicle by the vender for any other purpose. The said vehicle shall run for maximum 2000 KMs per month.
2. In case of the Vehicle supplied by the service provider on hire with driver who must be in proper and clean white uniform. The driver should carry a mobile phone, the cost of which shall be borne by the service provider including the monthly bills.
3. Continuance of the same car and the driver shall be ensured normally during the period of hiring contract. The mileage shall be calculated from office and so would be the timing.
4. The vehicle supplied should fulfil the legal obligations prescribed under various statutory laws in operation. Any penalty for default will be the liability of the service provider and the department shall not be liable in any manner whatsoever.
5. The service provider must ensure that the vehicle has adequate fuel to cover the entire trip.
6. The service provider will bear all expenses for fuel, insurance all repairs and maintenance expenses etc. of the vehicle.
7. In case of any accident all the claims arising out of it shall be met by the service provider.
8. In case of failure to report to duty as required or vehicle breakdown causing inconvenience, twice the amount of hire charges pro-rata per day will be deducted from the monthly hire charges.
9. Service provider should arrange for an alternative car immediately in case of breakdown of his car supplied.
10. Any authorized user of the Department has the right to return the car, if not satisfied with plying condition of the car, conduct of the driver or on any other grounds

mentioned above. In such cases a penalty of Rs. 2000 /- or the actual cost for making alternate arrangement, whichever is more shall be paid by the service provider.

11. Failure by the service provider to comply with any statutory requirements and / or the terms of the agreement during the period of contract shall result in termination of the contract and subsequent Disqualification from participation in any future tender(s) of the JTDCL by giving a month's notice.
12. Log book shall be maintained which will be the basis for making payment.
13. Bills should be submitted on a monthly basis with all supporting Documents and Payment will be made within 30 days from the date of submission of bills after Deducting TDS as applicable.
14. No request for escalation of rates will be entertained for whatsoever reason during the currency of the contract.
15. Subject to the above mentioned conditions. The vehicle should be provided at any time for the duration and distance required by the officer.
16. The service provider/driver would behave courteously and decently with the officers/officials of the Income Tax Department and also ensure good manners.
17. The vehicle must be available at any time of any day as desired by the officer concerned on 24x7 basis. However, for the purpose of maintenance and servicing, maximum 2 days will be available to the service provider during weekends.
18. The vehicle would be parked in the office premises.
19. A penalty of Rs. 1000/- per day may be levied if the vehicle fails to meet the terms and conditions prescribed herein on any day. However, in case of frequent violations of the terms and conditions, the contract would be cancelled forthwith without any notices.
20. This contract would be effective up to (1+1+1) years from the date of signing the contract unless terminated earlier as per clause – 11 and 20 of this agreement. The contract may be renewed in writing for a further period as mutually agreed upon, subject to satisfactory performance.
21. The Vehicle should be in excellent condition. Preferably the colour of the vehicle will be **White**. It should have been manufactured on or after 01.01.2020 and should not have run more than **20,000 kilometres**. The vendor will have to put up a separate board on the vehicle displaying “**ON GOVERNMENT OF JHARKHAND DUTY**”.
22. This service is based on requirement and need of Jharkhand Tourism Development Corporation Limited, JTDCL reserves the right to stop the service after serving one week notice at any time without assigning any reason whatsoever.

FORMATS FOR SUBMISSION OF PROPOSAL

4.9 Appendix – I – Letter of Proposal

(On the letterhead of the Bidder)

Dated:

To,

The Managing Director
Jharkhand Tourism Development Corporation Limited
5, Mahatma Gandhi Marg,
Ranchi, Jharkhand – 834001.

Dear Sir,

Sub: Proposal for “SELECTION OF AN AGENCY FOR PROVIDING OPERATIONAL VEHICLE IN THE OFFICE OF JHARKHAND TOURISM DEVELOPMENT CORPORATION LIMITED (JTDCL) FOR OFFICIAL USE”.

- 1 With reference to your TENDER document dated____/____/_____, I/We, having examined the Bidding Documents and understood their contents, hereby submit my/our Proposal for the aforesaid Service. The Proposal is unconditional and unqualified.
- 2 All information provided in the Proposal and in the Appendices is true and correct.
- 3 I/We shall make available to JTDCL any additional information it may find necessary or require to supplement or authenticate the Bid.
- 4 I/We acknowledge the right of JTDCL to reject our Proposal without assigning any reason or otherwise and hereby waive my/our right to challenge the same on any account whatsoever.
- 5 I/We understand that you may cancel the Selection Process at any time and that you are neither bound to accept any Proposal that you may receive nor to invite the Bidders to bid for the Services, without incurring any liability to the Bidders.
- 6 I/We hereby irrevocably waive any right which we may have at any stage at law or howsoever otherwise arising to challenge or question any decision taken by JTDCL in connection with the selection of the Bidder, or in connection with the Selection Process itself, in respect of the above mentioned activities and the terms and implementation thereof.
- 7 I/We offer a EMD of Rs. 20,000/- (Rupees Twenty Thousand only) to JTDCL in accordance with the Tender Document.
- 8 I/We agree and understand that the Proposal is subject to the provisions of the Bidding Documents. In no case, I/We shall have any claim or right of whatsoever nature if the activities/ Right is not awarded to me/us or our Proposal is not opened.
- 9 I/We agree to keep this offer valid for 180 (One Hundred and Eighty) days from the Proposal Due Date specified in the Tender.
- 10 I/We agree and undertake that the authorised signatory in **Appendix- VI** shall represent the company in all matters pertaining to the Selection Process. No third person, consultant, agency shall represent the company in all matters pertaining to the Selection

Process.

11 I/We agree and undertake to abide by all the terms and conditions of the Bidding Document.

In witness thereof, I/we submit this Proposal under and in accordance with the terms of the Tender document.

Yours faithfully,

Date:

(Signature of the Authorised signatory)

Place:

(Name and designation of the of the Authorised signatory)

Name and seal of Bidder

4.10 Appendix – II- Details of Bidder

(On the letterhead of the Bidder)

1.
 - (a) Name:
 - (b) Place of incorporation:
 - (c) Address of the corporate headquarters and its branch office(s), if any, in India:
 - (d) Date of incorporation and/ or commencement of business:

2. Brief description of the Company including details of its main lines of business and proposed role and responsibilities for providing the Service

3. Details of the Authorised Signatory of the Bidder:
 - (a) Name:
 - (b) Designation:
 - (c) Company:
 - (d) Address:
 - (e) Telephone Number:
 - (f) E-Mail Address:
 - (g) Fax Number:

Note:

The Bidder must submit the following document to establish the legal status along with this Form:

- a. In case of a company, copy of the Certificate of Incorporation, Copy of Memorandum and Articles of Association of the Bidder.
- b. In case of a sole proprietorship firm or a Limited Liability Partnership firm, it should furnish copy of the registration certificate, GST and IT returns for the last three financial years preceding the Proposal Due Date as a proof of identity.
- c. Copy of the Bidder's duly audited financial Statement for the preceding 3 (three) Financial Years (2016-17, 2017-18 and 2018-19).

4.11 Appendix – III – Financial Capacity

Sl. No.	Financial Years	Annual Turnover (Rs.)
1	2016-17	
2	2017-18	
3	2018-19	
	Average Turnover	

Certificate from the statutory Auditor

This is to certify that ----- (name of the Applicant)
has annual Turnover is as shown above the respective years.

Date:

(Signature, name and designation of the authorized signatory)

Name and seal of the audit firm

(Supporting financial statements and relevant documents are to be furnished.)

4.12 Appendix – IV – Experience of the Bidder

(On the letterhead of the Bidder)

Sl. No.	Particulars	Description
1	Name of the Organization	
2	Address of the contact details of Organization	
3	Details of Work Experience	

Name of the Bidder

.....

Signature of the Authorised Person

.....

Name of the Authorized Person

4.13 Appendix –V- Self Declaration

(Should not have been black listed)

(On the letterhead of the Bidder)

I /We agree that the decision of the Authority in relation to **“SELECTION OF AN AGENCY FOR PROVIDING OPERATIONAL VEHICLE IN THE OFFICE OF JHARKHAND TOURISM DEVELOPMENT CORPORATION LIMITED (JTDCL) FOR OFFICIAL USE**, addition or deletion will be final and binding to me/us. I/We confirm that I/we have not been blacklisted by Central or State Governments & PSUs.

Name of the Bidder

.....

Signature of the Authorised Person

.....

Name of the Authorized Person

4.14 Appendix –VI- Format for Power of Attorney for Signing of Proposal

(On Stamp paper of relevant value)

Know all men by these presents, We, _____ (name of the firm and address of the registered office) do hereby irrevocably constitute, nominate, appoint and authorise Mr. / Ms (Name), son/daughter/wife of _____ and presently residing at _____, who is [presently employed with us and holding the position of _____], as our true and lawful attorney (hereinafter referred to as the “Attorney”) to do in our name and on our behalf, all such acts, deeds and things as are necessary or required in connection with or incidental to submission of our Proposal for the **“SELECTION OF AN AGENCY FOR PROVIDING OPERATIONAL VEHICLE IN THE OFFICE OF JHARKHAND TOURISM DEVELOPMENT CORPORATION LIMITED (JTDCL) FOR OFFICIAL USE”**, proposed by the JTDCL, Government of Jharkhand (the “JTDCL”) including but not limited to signing and submission of all applications, proposals, bids and other documents and writings, participate in Bidders' and other conferences and providing information / responses to JTDCL, representing us in all matters before JTDCL, signing and execution of all contracts and undertakings consequent to acceptance of our Proposal, and generally dealing JTDCL in all matters in connection with or relating to or arising out of our Proposal and/or upon award thereof to us.

AND we hereby agree to ratify and confirm and do hereby ratify and confirm all acts, deeds and things lawfully done or caused to be done by our said Attorney pursuant to and in exercise of the powers conferred by this Power of Attorney and that all acts, deeds and things done by our said Attorney in exercise of the powers hereby conferred shall and shall always be deemed to have been done by us.

IN WITNESS WHEREOF WE, _____, THE ABOVE NAMED PRINCIPAL HAVE EXECUTED THIS POWER OF ATTORNEY ON THIS _____ DAY OF _____, 20__.

For _____

(Signature)

(Name, Title and Address)

Witnesses:

1

2

Accepted
(Signature)

[Notarised]

(Name, Title and Address of
the Attorney)

Notes:

- *The mode of execution of the Power of Attorney should be in accordance with the procedure, if any, laid down by the applicable law and the charter documents of the executant(s) and when it is so required, the same should be under common seal affixed in accordance with the required procedure.*
- *Also, wherever required, the Bidder should submit for verification the extract of the charter documents and documents such as a resolution/power of attorney in favour of the person executing this Power of Attorney for the delegation of power hereunder on behalf of the Bidder.*

4.15 Appendix- VII- Format for Financial Proposal

(On the Letter head of the Bidder)

Date:

To,

The Managing Director
Jharkhand Tourism Development Corporation Limited
5, Mahatma Gandhi Marg,
Ranchi, Jharkhand – 834001

Dear Sir,

Sub: BID FOR SELECTION OF AN AGENCY FOR PROVIDING OPERATIONAL VEHICLE IN THE OFFICE OF JHARKHAND TOURISM DEVELOPMENT CORPORATION LIMITED (JTDCL) FOR OFFICIAL USE.

01. Rate chart per **High end Top Model Vehicle “Innova Crysta (Model-2020 maximum plied upto 5000 kms) BS-VI”** for operational use of in the office of the Managing Director of JTDCL for initial period of 1 (One) year, which may be extended for a further period of 1(One) year or more on the same rates, terms and conditions based on the requirements and satisfactory performance of work done by the agency and any other conditions mutually agreed by the agency and JTDCL from the date of actual award of contract:

A. With Driver

Description Of Vehicle	Make	Year of Manufacturing	Monthly hire charges for 2000 KMs (exclusive of GST)	Rate per extra Km in excess of 2000 KMs (exclusive of GST)

B. Without Driver

Description Of Vehicle	Make	Year of Manufacturing	Monthly hire charges for 2000 KMs (exclusive of GST)	Rate per extra Km in excess of 2000 KMs (exclusive of GST)

1. The bidder shall be paid applicable GST over and above of **Monthly Hire Charge** extra by the Authority.
2. I/We confirm and agree that we have reviewed all the terms and conditions of the Request for Proposal and conform that we would abide by all the terms and conditions. We hereby declare that there shall be no deviations from the stated terms in the Tender.
3. I/we agree that my/our Financial Proposal shall remain valid for a period of 180 (One hundred and Eighty) days from the Proposal Due Date prescribed for submission of Proposal.
4. I/we confirm that our Financial Proposal is unconditional and that we accept all terms and conditions specified in the Tender.
5. I/we agree to be bound by this offer if we are the Selected Agency for the said Service.
6. I/We further certify that we shall follow the Scope of Services (Annexure-1), without any deviations, enumerated in this Tender, if the Service is awarded to us.

DECLARATION

I/We have carefully read and understood all the terms and conditions of the tender and undertake to abide by them. I/We hereby certify that the information furnished above is true and correct to the best of my/our knowledge. I/We understand that in case any deviation is found in the above information at any stage I/We will be blacklisted, forfeit the security deposit and will not have any dealing with the department in future.

Sincerely,

Name of the Bidder

.....

Signature of the Authorised Person

.....

Name of the Authorized Person