

**सॉफ्टवेयर टेक्नोलॉजी पार्क्स ऑफ इंडिया**  
**Software Technology Parks of India**

6Q3, Cyber Towers, HITEC City, Madhapur, Hyderabad – 500081,  
Tel: +91-40-66415600/11, Fax: +91-40-23100501, URL: <https://hyderabad.stpi.in/>

**TENDER DOCUMENT**

**Tender Title :** Hiring of Vehicle on Annual Contract Basis at STPI  
Visakhapatnam  
**Tender Ref. No :** STPH/NIT/21-22/01 Dated: 27.05.2021  
**Last date & Time :** 18/06/2021 by 04.00 PM

Software Technology Parks of India, Hyderabad invites sealed quotations for Hiring of Vehicle on Annual Contract basis at STPI Visakhapatnam in Single bid system as per the terms and conditions specified below:

Duly completed quotation with relevant enclosures in a sealed cover as detailed in the proceeding should be submitted on or before due date and time.

**ITEM/SERVICES DESCRIPTION**

S.No	Description of Vehicles	No. of vehicles required	Minimum Kms. (Monthly)	Minimum hours Per day
01	Non AC Vehicle Hatchback (TATA Indica) or equivalent Sedan Vehicle	1 (One)	2500 Kms	12 hours

**Place of Bid Submission:**

Software Technology Parks of India  
Unit No. 9, SDF-1 Building,  
Visakhapatnam Special Economic Zone (VSEZ),  
Near Duvvada Railway station,  
Visakhapatnam - 530 049, Andhra Pradesh, India.

Mr. M.P.Dubey, Joint Director & Officer-in-Charge  
Tel: +91-891-2587226/7416452474, Cell: 9000337719  
Email: [dubey@stpi.in](mailto:dubey@stpi.in)

**Critical Date Sheet:**

Bid submission End Date & Time	18/06/2021, 04.00 PM
Bid opening date and time	18/06/2021, 04.30 PM

**Note:**

- Copy of Tender document is available in CPP Portal (URL: <http://eprocure.gov.in>) and STPI, Hyderabad website (URL: <https://hyderabad.stpi.in/>). Corrigendum/addendum, if any, will be published only in the website and separate communication will not be sent for the same.
- All the vendors registered with MSME are requested to declare Udyog Aadhar Memorandum (UAM) Number in Central Public Procurement Portal (CPPP). Bidders who fail to submit UAM number shall not be able to avail the benefits

available to MSEs as contained in Public Procurement Policy to MSEs Order, 2012 issued by MSME.

**1. OTHER REQUIREMENTS:**

**You are requested to quote the rate taking into account the following conditions:**

- 1) Vehicle with valid taxi permit is proposed to be hired for an initial period of one year with a provision of extending it for further two year on yearly basis at the discretion of STPI.
- 2) Vehicle with 2018 or later make will only be taken on hire and vehicle shall not be run more than 75000 km.
- 3) The vehicle should report on time at 08:45 AM, Kurmannapalem, Visakhapatnam.
- 4) The reporting time will be counted from the actual time of reporting at duty place.
- 5) Vehicle should be available for all the days in a month and service should be 24x7
- 6) Mileage will be counted from the Reporting/release Point only.
- 7) The vehicle should be in good road worthy condition and possess valid taxi permit, Insured and must hold a valid 'Pollution under Control Certificate'.
- 8) The car to be hired to Software Technology Parks of India, Visakhapatnam.
- 9) The vehicle driver should possess a valid commercial driving license and well conversant with traffic rules etc., and should be of courteous behavior.
- 10) Driver once deployed for the vehicle should not change. If any change in driver prior approval should be obtained from concerned officer of STPI-Visakhapatnam
- 11) Log book is required to be maintained.
- 12) In case of breakdown similar vehicle should be provided within 1 hour of breakdown time.
- 13) The Director, STPI, Hyderabad reserves the right to reject any or all the quotations.
- 14) **Extra Charges:** a) Per kilometer beyond Minimum 2500 Kms. in a month.  
b) Per hour beyond Minimum 12 hours in a day.

## PROCEDURE FOR SUBMISSION OF QUOTATION

The bid should be kept in one sealed cover and **super scribed as “Quotation for Hiring of Vehicle on Annual contract basis at STPI Visakhapatnam”** as per Annexure-I,II & III enclosed and **submit to “Joint Director, Software Technology Parks of India, Unit No. 9, SDF-1 Building Visakhapatnam Special Economic Zone (VSEZ), Near Duvvada Railway station, Visakhapatnam - 530 049 on or before 18.06.2021, 04:00 PM.**

SD/-  
(B. Kiran Kumar)  
Joint Director

### **Contractual Terms and conditions:**

1. Kilometers for the day will be calculated as follows:  
For Non AC Vehicle Hatchback (Tata Indica or equivalent Sedan Vehicle), kilometers for the day will be calculated from the reporting point to reporting point. For this purpose, the reporting point will be taken as Kurmannapalem, Visakhapatnam. The normal duty starts for this vehicle will be taken from 08.45 Hrs.
2. The contractor shall comply with all the provisions as required under the appropriate acts of Government and also statutory requirements as applicable.
3. The contract will be awarded to the L1 bidder.
4. No request for enhancement of rates due to hike in fuel prices, insurance premium, etc. would be entertained during the tenure of the contract.
5. The contract will be initially for a period of one year commencing from the date of award of contract and it is extendable for further period of two years on yearly basis on same terms & conditions with satisfactory services/performance.
6. The contractor should provide dedicated vehicle and driver during the contract period. Change in vehicles and drivers should be made with prior notice to STPI, Viag.
7. A Vehicle Log Book supplied by STPI shall be maintained for vehicle for the duties performed and **signatures of users / officials traveled should be obtained.**
8. The total kilometers run by the vehicle will be calculated from the Log Book. STPI reserves the right to arrive at appropriate mileage, wherever they are found incorrect. Also no payment will be made for the trips not signed by STPI officials / authorized persons.
9. The rate quoted shall be inclusive of fuel, lubricants, repairs, taxes and insurance. Similarly, all payments to driver towards their salary, OT, Batta etc., are also to the contractor's responsibility.
10. The vehicle deployed should be in satisfactory working condition and should have valid comprehensive insurance and road tax coverage.
11. Mode of payment: Payment will be made monthly based on submission of Pre-receipted Bills. Income Tax/Surcharge and other Government Levies imposed will be recovered at source as per the Rules in force from time to time. The Contractor shall furnish their PAN/GST Number to STPI. Bill should consist of following documentary evidence for processing further:-
  - a) GST challan copy of previous month
  - b) Log sheets as per the format provided by STPI duly filled and signed.

12. In case of failure of the contracted vehicle, suitable substitute vehicle of same type and seating capacity should be deployed immediately. No payment will be made for the idle time when the vehicle is unfit to ply.
13. Failure to provide a substitute vehicle in case of missed trips or missing day a penalty of an amount of double the cost of the actual operating kilometers for such missed trips will be deducted from the contractor's bill. Taking the advantage of urgency, the deployment of unconditioned vehicle will be viewed seriously and suitable recovery will be made from the vehicle bills.
14. The driver deployed must be in good health, well mannered, well behavior and should perform the duties entrusted to him properly. He must possess a valid driving license at all times.
15. In case of accidents etc., STPI has no responsibility whatsoever towards police/RTA authorities, Court of Law, injured parties, damages to the vehicle or property etc. All these are entirely the contractor's responsibility.
16. The vehicle should have taxi registration and permission of the RTA.
17. The contract can be terminated by giving 30 days notice in writing by either party. In case of breach of terms and conditions and indiscipline, STPI reserves the right to terminate the contract without giving any notice.
18. The contractor should verify the antecedents of the drivers deployed in STPI duty.
19. The contractor shall comply with all the provisions as per 'Motor Vehicle Act 1988' of Government and also statutory requirements as applicable.
20. The Contractor should provide us the list of clients to whom the services are provided with documentary proof.
21. The vehicles to be deployed under the contract will be inspected by STPI before placing the Contract Order.

## **TERMS & CONDITIONS**

### **1. GENERAL TERMS**

- a. The tender documents shall be treated as “confidential”
- b. Each page of the tender document should be signed and stamped by authorized signatory.
- c. Alterations, if any, in the quotation should be attested by the tenderer, failing which the tender is liable to be rejected.
- d. Rates of all items should be quoted; otherwise the bid shall be rejected. Rates should be quoted both in Figures & Words.
- e. STPI also reserves the right to modify/relax any of the terms & conditions of the tender.
- f. The contract will be initially for a period of one year commencing from the date of award of contract and it is extendable for further period of two years on yearly basis on same terms & conditions with satisfactory services/performance.
- g. STPI reserves the right to place order for additional vehicles based on the requirement on agreed terms and conditions.

### **2. ELIGIBILITY OF BIDDERS:**

Agencies with annual turnover of **Rs. 2 Lakhs** or above per annum with all valid licenses and statutory registrations are eligible to participate in the tender. Proof of supporting documents should be submitted along with the bid.

### **3. TERMINATION CLAUSE**

The contract can be terminated by giving 30 days notice in writing by either party. In case of breach of terms and conditions and indiscipline, STPI reserves the right to terminate the contract without giving any notice.

### **4. VALIDITY OF QUOTATION:**

The bid should be valid for a minimum period of 120 (One Hundred and Twenty Days) after the due date.

### **5. AWARD OF CONTRACT:**

The contract shall be awarded on the basis of following:

- A. Service contract shall be awarded who quotes the lowest price and became L1. In case more than two bidders's quoted equal price in the bidding, preference will be given to higher turnover agency.
- B. Service contract shall be awarded who abide the terms and conditions stated in the tender document.

## **6. PAYMENT TERMS**

Payment will be released against the bill/invoice raised after the completion of the month.

## **7. BID SECURITY (EMD):**

Bidder should furnish declaration as per Annexure- II against Bid security

## **8. SECURITY DEPOSIT:**

Successful bidder must deposit an amount equivalent of 3 % of contract value as Performance Security deposit to STPI-Hyderabad by way of Bank Guarantee. The Security Deposit will be paid back without interest by STPI after the expiry of the service contract. In case the performance of the firms is not found satisfactory during the period of contract or the contractor fails to abide by any clause of the contract then the Security Deposit can be partly or wholly forfeited.

## **9. SERVICE DELIVERY**

Service Commencement shall be within one week from the date of Service Contract. If the Service Conditions as per the Contract are not met, the vendor will be blacklisted and they will not be considered for any future proposals.

## **10. REJECTION OF BIDS**

STPI-Hyderabad reserves the right to reject the bids in the following circumstances:

- ❖ Bid received after due date and time
- ❖ Not complying with any of the clauses of Tender document.
- ❖ Incomplete or unsigned bid.

## **11. RIGHT TO CANCEL THE SERVICE CONTRACT**

Director, STPI-Hyderabad reserves the right to cancel the Service contract at any stage without any prior notice without assigning any reason thereof.

## **12. CANCELLATION OF SERVICE CONTRACT**

STPI, Hyderabad reserves the right for cancellation of Service Contract Order at any time if the Services are found unsatisfactory. Also as warranted the Services will be from the alternative supplier at the cost and risk of the tenderer whose tender is accepted and order placed.

### **13. SETTLEMENT OF DISPUTES CLAUSE**

Any dispute or difference whatsoever arising between the tenderer and STPI shall be settled by arbitration in accordance with the provisions of the Arbitration and Conciliation Act, 1996. In such case the same shall be referred to the sole arbitration of Director, STPI, Hyderabad. The award of the arbitrator shall be final and binding on both the parties. The venue of the arbitration shall be at Hyderabad. The language of arbitration shall be in English. Legal issues, if any, will strictly be under jurisdiction courts in Hyderabad only.

SD/-  
(B. Kiran Kumar )  
Joint Director



**ANNEXURE-I**

Company Details  
(Following information/document to be submitted on letter head)

<b>Name of the Service Provider</b>	
<b>Address :</b>	
<b>Contact Details</b>	
<b>Date of Birth of Person</b>	

**Details of vehicle:**

Type of Vehicle	Year of Make	Distance Travelled (Metered Reading)

**List of enclosures:**

Sno	Documents/Information	Enclosed/No Enclosed
1.	Copy of entity Registration	
1	Copy of Registration Certificate of Vehicle	
2	Copy of GST registration	
3	Turnover last three year (copy enclose)	FY 2019-20..... FY 2018-19..... FY 2017-18.....
4	Any other information/documents	

I/We hereby undertake to accept all the terms and conditions of the tender and confirm our validity, the quotation with the terms and conditions of the tender Ref. No. STPH/NIT/21-22/01, Dated. 27.05.2021.

(Signature of the Service Provider)  
Name & Designation  
Company Seal

Bid Securing Declaration Form

**Tender No: STPH/NIT/21-22/01 dated 27.05.2021**

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

To,

**The Director  
Software Technology Parks of India  
6Q3, Cyber Towers, HITEC City,  
Hyderabad- 500081**

I/We. The undersigned, declare that:

I/We understand that, according to your conditions, bids must be supported by a Bid Securing Declaration.

I/We accept that I/We may be disqualified from bidding for any contract with you for a period of one year from the date of notification if I am /We are in a breach of any obligation under the bid conditions, because I/We

- a. have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; or
- b. having been notified of the acceptance of our Bid by the purchaser during the period of bid validity (i) fail or reuse to execute the contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the Instructions to Bidders.

I/We understand this Bid Securing Declaration shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days after the expiration of the validity of my/our Bid.

Signed: (insert signature of person whose name and capacity are shown)  
in the capacity of (insert legal capacity of person signing the Bid Securing Declaration)

Name: (insert complete name of person signing the Bid Securing Declaration)  
Duly authorized to sign the bid for an on behalf of (insert complete name of Bidder)  
Dated on \_\_\_\_\_ day of \_\_\_\_\_ (insert date of signing)  
Corporate Seal (where appropriate)

(Note: In case of a Joint Venture, the Bid Securing Declaration must be in the name of all partners to the Joint Venture that submits the bid)

**ANNEXURE-III**

**Financial Bid:**  
(Financial bid to be submitted on letter head)

**Tender Ref. No. : STPH/NIT/21-22/01, Dated.27.05.2021.**

Name of Service Provider: .....

GST No.....

**Non AC Vehicle Hatchback (Indica) or equivalent Sedan Vehicle (1 No.):**

S. No	Vehicle Type	Charges per month - Minimum 2500 Kms per month with Min. 12 Hrs per day (Excluding GST & other charges)	Extra charge per Km- above 2500 Kms (Excluding GST & other charges)	Extra charge per Hr.-above 12 Hrs per day Kms (Excluding GST & other charges)
		<b>A</b>	<b>B</b>	<b>C</b>
<b>1</b>	Non AC Vehicle Hatchback (TATA-Indica) or equivalent sedan vehicle			

**L1 will be decided based on monthly charges quoted at Column A.**

**Note:** No request for enhancement of rates due to hike in fuel prices, insurance premium, etc. would be entertained during the tenure of the service contract.

(Signature of the Service Provider)  
Name & Designation