



भारत सरकार  
GOVERNMENT OF INDIA  
पृथ्वीविज्ञानमंत्रालय  
MINISTRY OF EARTH SCIENCES  
भारतीय मौसम विज्ञान विभाग  
INDIA METEOROLOGICAL DEPARTMENT

मौसम विज्ञान केन्द्र, अमरावती,  
एस.आर.एमविश्वविद्यालय परिसर,  
नीरुकोन्डा, गुन्टूर जिला,  
आन्ध्र प्रदेश- 522502.  
Tel. No. 8331086974

Meteorological Centre, Amaravati,  
SRM University Campus,  
Neerukonda, Guntur District,  
Andhra Pradesh -522502.  
Tel. No. 8331086974

F.No.: MC AMT/ AE-10015/Miscellaneous (Vehicle)

Date:15.05.2020

## **NOTICE INVITING TENDER FOR HIRING OF VEHICLE**

The Meteorological Centre, Amaravati, India Meteorological Department (IMD) invites application under two bid system sealed in cover from the reputed vendors/providers engaged in the business of providing transport facilities for hiring of One Premium Sedan Petrol / Diesel version car for the period of 10 months (i.e upto 31.03.2021) from the actual date of providing the vehicle on monthly rental basis for official use.

The tender documents along with the instructions and term & conditions are available with the Meteorological Centre, Amaravati, India Meteorological Department (IMD), Room No. 108, Tower-3, SRM University Campus, Neerukonda Village, Mangalagiri Mandal, Guntur District, Andhra Pradesh which can be collected by interested parties at 11 :00 am on all working days or can be downloaded from the website [www.imdhyderabad.gov.in](http://www.imdhyderabad.gov.in) The prospective tenderers are advised to check the eligibility criteria thoroughly before applying for the tender.

The last date for receipt of filled in tender form by speed post or in person is **25.05.2020** by 12:00 pm and the tender will be opened on the same date at 04:00 pm in the office of Director, Meteorological Centre, Amaravati, India Meteorological Department (IMD)

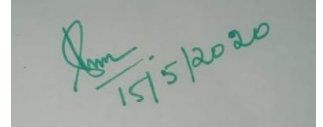
First Cover - The Tender documents in format as per Annexure-III (Technical Bids) must be closed in separate cover super scribed as "Quotations for Operational Vehicle" duly signed and stamped by the authorized person.

Second Cover –“Financial bid” as per Annexure-IV. The rates/amount of contract quoted should be inclusive of all taxes. Prices shall be quoted in Indian Rupees only by the authorized person.

The valid technical bids will be scrutinized by the Local Purchase Committee to shortlist the eligible bidders. Thereafter, the financial bids of the shortlisted bidders (who qualify the technical bid) will be opened.

This office reserves the right to amend or withdraw any of the terms and conditions in the Tender document or to reject any or all tenders without giving any notice or assigning any reasons.

The decision of the Local Purchase Committee, Meteorological Centre, Amaravati, India Meteorological Department (IMD) in this regard shall be final and binding on all.

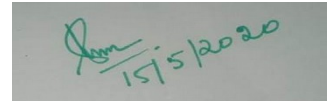


**(S. Stella)**

Director & Sc-E  
Meteorological Centre, Amaravati,  
India Meteorological Department (IMD)

Copy to:

1. Notice Board of this office.
2. The Director, Meteorological Centre, Hyderabad with a request to upload the same on website [www.imdhyderabad.gov.in](http://www.imdhyderabad.gov.in)



**(S. Stella)**

Director & Sc-E  
Meteorological Centre, Amaravati,  
India Meteorological Department (IMD)

## Annexure -1

### General Terms and Conditions for Bidders

1. The bidder has to submit both Technical and Financial bids in the office of the Director, Meteorological Centre, Amaravati, India Meteorological Department (IMD), Room No. 108, Tower-3, SRM University Campus, Neerukonda Village, Mangalagiri Mandal, Guntur District, Andhra Pradesh. Bids will be accepted upto 25.05.2020 (12:00 PM).
2. Bidders should submit technical bid as well as financial bid in Annexure-III & IV with prescribed supporting documents. The bids will be opened on 25.05.2020 (4:00 PM). In case the date subsequently declared as holiday, the bids will be opened on next working day.
3. The bidder may remain present at the time of opening of the bids by the Purchase Committee. The financial bids of only those bidders who technically qualify will be opened.
4. The vehicle will be taken by the MC, Amaravati, India Meteorological Department on contract basis from the successful bidder as per General Terms and Conditions for Contractors specified in Annexure-II.
5. The bid received after the due date, will not be considered.
6. The successful bidder has to enter into a formal contract with the Meteorological Centre, Amaravati, India Meteorological Department (IMD) or any officer designated by her on her behalf.
7. The MC, Amaravati, India Meteorological Department reserves the right to cancel /postpone the tender/contract procedure without assigning any reasons there for.
8. If the quotations equal in all aspects have been received, selection will be done on following guidelines.
  - a. In case the quotations of more than one bidder are equal in respect of vehicles, preference will be given to the bidder having vehicle with latest registration.
9. The hire charge will include monthly salary of driver, repairs and maintenance of vehicle, insurance, petrol/diesel, oil and all other incidental expenses including all taxes, penalty, fine, parking fees and toll plaza charges etc.
10. The service provider and the driver shall be bound to carry out the instructions of the user to whom the vehicle will be assigned as well as the Officers posted in the Headquarters.
11. The service provider shall make alternative arrangement in case the vehicle is not available for use e.g. in the case of breakdown of the vehicle or absence of the driver etc. In case of failure to provide for alternatives suitable vehicle, hire charges on pro-rata basis shall be deducted from the monthly hire charges. If any vehicle not report on time/does not report for duty at all, the user will have a right to hire a vehicle from the market and the additional cost incurred in this respect will be borne by the service provider.
12. Fast tag is compulsory

## Annexure -II

### Terms & Conditions

1. The vehicle shall be of premium Sedan AC type. The vehicle provide by contractor as per the agreement should be white (preferably) in colour.
2. The vehicle must be Registered not earlier than 2016 and in good working condition. The vehicle will be run by the department for approximately 2500 kilometers per month for use of Office of the Director, Meteorological Centre, Amaravati, India Meteorological Department (IMD), as operational/staff vehicle.Counting of distance from the starting point of the user and closing at the point wherever the user completes his/her travel. However, the distance covered in each way between the user delivery address and the garage/normal parking place will be allowed on actual basis or 5 KMs whichever is less under scheduled works.
3. The unused Kms of month will be carried forward to the subsequent month till the contract ends. The unused kilometres would mean the difference between agreed kilometres i.e. 2500 Kms run in a month and actual kilometres run by a vehicle. Payment for the mileage in excess (after the offset mentioned above) will be made at the rate of Rs.12/- Per Km at the end of the year or the month in which the vehicle runs beyond 2500Kms.
4. The vehicle provided by the Contractor should be made available on all days including holidays on round the clock basis. Non-providing of vehicle/alternate equivalent vehicle on any day/days will attract deduction of charges from the bill on pro-rata basis.
5. Contractor should provide contact person's Name, phone number address etc for dealing matters related to hiring of vehicles
6. The driver should be in uniform (white pants, white shirt and black shoes) while on duty as per guidelines of RTO. Following conditions are also to be fulfilled by the contractor/driver: -
  - a) The driver should have a valid driving license and experience of more than three years of driving the class of vehicle offered for hire.
  - b) The driver shall be provided with a mobile phone by the Contractor. The bill of the mobile phone is to be borne by the Contractor. The driver should always be reachable on mobile phone during the period of his deployment.
  - c) The driver should be decent and well behaved. He should not have any criminal background. It shall be the responsibility of the Contractor to verify the antecedents of the driver before deployment.
  - d) The Contractor shall be responsible for verification of medical fitness and suitability of driver before deployment.
  - e) The driver should have knowledge of city routes and should be able to communicate and understand both in Telugu and English.
  - f) All statutory compliance related to employment of the driver need to be adhered by the contractor.
  - g) Dedicated driver is to be provided to the Department. Any change would be permitted only in exceptional circumstances, on prior permission.
  - h) The personnel deployed by the Contractor shall maintain decency, peace and order during deployed with the department. He shall behave courteously with all the officer/employees of the department, other personnel working for the department and the visitors of the office/residential premises. The driver/personnel would be required to be immediately replaced by the

Contractor on complaint of misbehaviour. Any damage to property by the deployed personnel shall be recovered from the Contractor.

- i) Driver shall report for duty as per directions of the controlling officer.
  - j) Driver shall not be absent from duty without prior permission of the controlling officer.
7. All the claims/damages arising out of accident, if any, shall be settled by the Contractor. The responsibility for loss/damage or property/life due to accident of the vehicle/driver shall be of the Contractor. The Department/officer(s)/officials(s) of the Department shall not be responsible for any such loss/damage.
  8. The contract will be upto 31.03.2021.
  9. The bid shall remain valid for 90 days after the date of opening of bids.
  10. Director, Meteorological Centre, Amaravati reserves the right to cancel the bid partly or fully without assigning any reason.
  11. The contract can be terminated at any time, without assigning any reasons, by the Department or the Contractor by giving 30 days notice.
  12. During the period of contract, no request shall be entertained for hike in the agreed rates due to any reason.
  13. The vehicle must have a taxi registration and shall have comprehensive insurance and fitness as per RTO Rules.
  14. The contractor shall provide replacement of vehicle within one hour in case of breakdown or servicing. In case replacement is not provided, the Department will book similar vehicle from alternative sources and the expenses so incurred will be recovered from the monthly bill of the Contractor.
  15. The basic fixed monthly hire charges shall cover the fuel charges for vehicle, repairs and maintenance, insurance, permit, driver's salary and allowance including night bhatta, toll charges etc. No request for any extra payment would be entertained.
  16. The vehicle taken on hire would have to be parked either in the office premises or at the premises of the officer to whom the vehicle is allotted/or at his/her discretion.
  17. The contractor to whom contract is awarded would furnish name, address and contact number of person with whom the department/controlling officer (of the Department) should contact, in case of any problem faced with regard to service being provided by such contractor on day to day basis.
  18. Successful bidder shall within 10 days of issue of letter of intent, give his acceptance along with performance security as detailed below:
  19. Performance Security
  20. The successful bidder shall be required to deposit an amount equal to 5% of the Tendered value subject to maximum limit of Rs. 5,000/- within 10 days of issue of letter of intent. Performance security shall be submitted in the form of Bank Guarantee issued by a scheduled Bank as per the proforma provided by this office. Performance security also can be paid by DD drawn in favour of "Asst. Meteorologist (Cash & Accounts), Regional Meteorological Centre, Chennai-6".
  21. Performance security will be discharged after compliance of contractor's performance obligation under the contract.
  22. If the contractor fails or neglect any of his obligations under the contract it shall be lawful for Director, Meteorological Centre, Amaravati to forfeit either whole or any part of performance security furnished by the bidder as compensation for any loss resulting from such failure.

**23.** A penalty of Rs.2500/- (Two Thousand Five Hundred) per day per vehicle may be levied if any vehicle fails to meet the terms and conditions prescribed hereinabove on any day.

The penalty for some of the defaults is as under :-

- |       |                                       |                                    |
|-------|---------------------------------------|------------------------------------|
| (i)   | Late Reporting                        | 50% of the penalty i.e. Rs.1250/-  |
| (ii)  | Non-reporting                         | Rs.2500/- per day                  |
| (iii) | Poor maintenance of vehicle           | 50% of the penalty i.e. Rs. 1250/- |
| (iv)  | Change of drivers without permission: | Rs.1250/- per instance             |
| (v)   | Refusal of duties                     | Rs. 2500/- per instance            |

**24.** Any violation of the afore mentioned terms and conditions may lead to termination of contract without any notice by the department.

**25.** In case of dispute regarding interpretation of any term or condition of the tender/contract the decision of Director, Meteorological Centre, Amaravati, India Meteorological Department (IMD), will be final.

## **ANNEXURE -III TECHNICAL BID**

(To be signed and submitted to the Director & SC-E, MC, Amaravati with self attested supporting documents)

1. Name and address of registered agency/ :  
Owner/Service Provider:
2. PAN & Service Tax Registration  
Copies to be annexed (if available)
3. Details of previous experience in Govt.  
Deptt./ Public Sector Unit
4. Details of Vehicle (make, Petrol/diesel  
year Of purchase, number & date of  
registration
5. Any other remarks
6. Whether blacklisted by the Central/State/UT  
Govt Or any such Govt. Organization  
including PSUs etc

(Signature of the Owner /Authorized signatory)

Full Name  
Phone: Land line No.  
Mobile Number  
Place  
Date

### **DECLARATION**

I hereby certify that I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them. The information furnished above is full and correct to the best of my/our knowledge. I understand that in case any deviation is found in the above statement at any stage, the company/agency/owner/contractor will be blacklisted and will not have any dealing with the Department in future. This bid is valid for a period of 90 days from the date of opening the tender/bid.

(Signature of authorized signatory with date)

## ANNEXURE -IV FINANCIAL BID

(To be signed and submitted to the Director & Sc-E, MC, Amaravati with self attested supporting documents)

- 1) Basic fixed monthly rent for \_\_\_\_\_ :  
2500 kilometers per month

Note: Rate quoted shall be inclusive of Service Tax

(Signature of the Authorized signatory)

Full Name  
Name of Contractor  
Mobile Number.

Place  
Date