



Government of Karnataka
SUVARNA AROGYA SURAKSHA TRUST
(Department of Health & Family Welfare)
Arogya Soudha, 7th Floor, Magadi Road, Bangalore-560 023.
Phone: 080-22536200, E-mail: directorsast@gmail.com



Invites two-bid system manual tender from Service Providers (SP) for providing one Vehicle on monthly / daily rental basis for the period of one year

Tender reference	No. HFW/SAST/ADM/007/2021-22
Date of commencement of tender document	01/04/2022
Last date and time for receipt of tenders	30/04/2022 17:00 hrs.
Time and date of opening of tenders	03/05/2022 15:00 hrs.
Place of opening of tenders	Suvarna Arogya Suraksha Trust (SAST), Arogya Soudha, 7 th Floor, Magadi Road, Bangalore – 560023.
Address for communication	Director (Operations), Suvarna Arogya Suraksha Trust (SAST), Arogya Soudha, 7th Floor, Magadi Road, Bangalore – 560023.
Availability of tender document	From 01/04/2022 to 30/04/2022 up to 17:00 hrs in http://arogyakarnataka.gov.in/sast/
Bid Security (EMD)	Rs.9,000.00 (Rupees nine thousand only)

Sd/-
Director (Operations),
Suvarna Arogya Suraksha Trust (SAST),
Bengaluru.

Document price Rs. 50/- only.

TENDER DOCUMENT REQUIREMENTS FOR VEHICLE ON MONTHLY RENTAL BASIS

A. Eligibility Criteria for Tendering.

1. Director (Operations), SAST, Tender Inviting Authority (TIA), hereinafter called the “TIA” invites sealed bids from eligible Service Providers i.e., Transporter / Travellers for providing vehicles on monthly rental basis to SAST.
2. The Service Providers shall have experience of providing vehicles on monthly rental basis (Details of past performance on services executed by the Service Provider in the last three years).
3. Qualification criteria of Past Performance should have provided at least 3 vehicles during the past three years;
4. Annual Turnover during the last 3 years ending 31st March 2021 should be at least Rs. 10.8 Lacs per year. Documentary evidence (Tax returns, P&L Statement & Balance sheets of 2018-19, 2019-20 & 2020-21) to be provided duly attested by the Service Provider.
5. The Service Provider should not be involved in any major litigation that may have an impact of affecting or compromising the delivery of services as required under this tender. An undertaking in this regard may please be submitted.
6. There should be no case with the police/Court against the Service Provider. The Service Provider to submit notarized affidavit that they have not been blacklisted or suspended by SAST / any other PSU/Central or state Govt. Departments.
7. SAST reserves the right to reject any quotation completely or partially without assigning any reason thereof.

B. Information relating to submission of Bids.

1. Service Providers are invited for providing vehicle as mentioned in this document of Suvarna Arogya Suraksha Trust (SAST), Arogya Soudha, 7th Floor, Magadi Road, Bangalore – 560023 from the firms that fulfill the Eligibility Criteria as mentioned above.

Bid Security -EMD

2. Bid Security shall be denominated in Indian Rupees and shall be paid in the form of Demand Draft on any nationalized bank in favor of the Executive Director, SAST valid till Bid validity period specified in the document.
3. Unsuccessful Bidder's Bid Security will be refunded as promptly as possible, but not later than 30 days after the expiration of the period of Bid validity prescribed by the SAST.
4. The successful Bidder's Bid Security will be refunded upon the Bidder signing the Contract and furnishing the performance security.

5. The Bid may be forfeited:
 - (a) if a Bidder withdraws its Bid during the period of Bid validity specified by the Bidder; or
 - (b) in case of a successful Bidder, if the Bidder fails:
 - (i) To sign the Contract.
 - (ii) To furnish performance security.
6. The interested Service Providers are required to submit the technical and financial bid separately. The bids in Sealed Cover-I containing “Technical Bid” and Sealed Cover- II containing “Financial Bid” should be placed in a third sealed cover superscripted “Tender for providing vehicle on monthly rental basis”. The Technical Bid must accompany with supporting documents as required as per tender. The duly sealed bid may be submitted in the Tender Box kept at the main entry of SAST.
7. Financial bids of only those Service Providers will be opened who qualify in the Technical bids. The information of the same will be given to firms through phone/email on later date. If, the financial details are mentioned in the Technical bid, the same will be treated as non-responsive.
8. The bids shall reach to us latest by 17.00 hrs on 30.04.2022. The late bids (i.e. bids received after the specified date and time) shall not be considered. SAST shall not be responsible for the late receipt of bid in any manner.
9. The Owner of the firm or his Authorized Signatory shall sign all the pages of the tender. In case the Authorized signatory signs the tenders, a copy of the authorization should be enclosed along with tender.
10. A copy of the terms and conditions shall be signed on each page and submitted with the technical bid as token of acceptance of terms and conditions.
11. **Bid Validity:** The bid shall be valid and open for the acceptance of the Competent Authority of SAST for a period of 90 days from the date of opening of the tenders and no request for any variation in quoted rates and/ withdrawal of tender on any ground by successful Service Provider shall be entertained.
12. To assist in the analysis evaluation and computation of the bids, SAST may ask Service Provider individually for clarification of their bids and the required documents if any to fulfill the eligibility criteria. The request for clarification and the response shall be in writing but no change in the price or substance of the bid offered shall be permitted.
13. Contract would be awarded to the lowest evaluated Service Provider whose bid has been found to be responsive and who is found eligible and qualified as per tender document. In case two or more agencies are found to have quoted the same rates, the Competent Authority of SAST, Bangalore shall decide about the Service Provider to which the offer shall be granted based on the report on the past performance of the firm, and length of experience etc. The decision of the Competent Authority of SAST shall be final.
14. The rate quoted should be with applicable tax, if any which should be shown separately there should not be any upward revision of rate other than the statutory tax during the period of contract for which Service Provider shall produce documentary evidence.

15. If any unethical practices are adopted for securing the contract, the offer of such a Service Provider shall be rejected.
16. SAST reserves the right to accept or reject any or all bids without assigning any reasons. SAST also reserves the right to reject any bid which in its opinion is non- responsive or violating any of the conditions/specifications without any liability to any loss whatsoever it may cause to the Service Provider in the process.
17. Any changes/Corrigendum with respect to this tender shall be notified through website (in <http://arogya.karnataka.gov.in/sast/>). All Service Providers are advised to please check SAST websites regularly for any latest amendment/corrigendum.
18. All cost incurred in connection with submission of bids like preparation, submissions, any personal visits for seeing the location, submitting the bids personally, subsequent processing etc., shall be borne by the Service Provider. SAST will not be responsible/ liable for the same regardless of the outcome of the tendering process.

C. Scope of work

Schedule of Requirement:

The Service Provider shall provide vehicle on monthly rental basis as stated below:

Brief Description of vehicles to be hired	Quantity	Bid Security (EMD) (Rs)	Period of contract
Tata Indica / Tata Indigo / Maruti Swift Dzire / Toyota Etios / Innova on monthly basis, daily basis and outstation trips	01 no.	Rs.9,000/- (Rupees nine thousand only)	One year from signing of contract. It could be extended for further periods by mutual consent on the same terms & conditions.

D. Terms & Conditions:

- 1) The Service Provider should follow all relevant transport laws. Copy of RC Book, driver's license, vehicle insurance, drivers insurance should be provided.
- 2) Driver should be SSLC Pass with valid LMV license with no physical handicaps like eye sight problem, night blindness, etc.,
- 3) Service Provider shall provide a suitable driver (non-alcoholic) with the vehicle.
- 4) The vehicle shall be maintained in good condition always.
- 5) Vehicle should be sturdy for field travel.
- 6) In case of a vehicle breakdown the Service Provider shall immediately provide another vehicle in its place so that Government work is not hindered.
- 7) The Service Provider shall provide a substitute driver in case of absence/leave of the driver.

- 8) The driver shall maintain meticulously the details in the log-book and get it signed by the officer in charge on daily basis.
- 9) (a) All toll, parking and BATA charges will be borne by the Service Provider.
(b) The Service Provider shall provide required fuel as and when required to run the vehicle at its cost.
- 10) The Service Provider shall ensure that the vehicle insurance and other papers are in order.
- 11) The Service Provider shall provide uniform and shoes to the driver.
- 12) The driver shall come neatly dressed to work.
- 13) Service Provider shall make good any loss suffered by Government due to negligence or carelessness of the driver. This will be in addition to normal legal/police procedures.
- 14) The Service Provider shall submit its bills once a month duly certified by the Concerned Officer.
- 15) The successful bidder should submit an agreement (in stamp paper of Rs.100/-).
- 16) Opening of meter reading shall commence & close at SAST office.
- 17) The drivers shall carry the driving Licenses and relevant documents while on duty.
- 18) The Service Provider shall take steps to ensure that the vehicles provided to SAST always conform to the Emission norms prescribed as per law and rules in force.
- 19) The Service Provider shall bear all taxes, licensee fees, road permits, penalties, etc., incurred while providing vehicles to the SAST.
- 20) It shall be the sole responsibility of the Service Provider for the vehicles to meet or discharge any liability arising out of the violation of Traffic Rules and Regulations and Statutory Regulations and all such rules in force.
- 21) It shall be the responsibility of the Service Provider to produce at its own cost the drivers, vehicles both before the courts of law and before the police authorities whenever required in case of accidents or any orders, contingencies or any orders or discretions of the Judicial or Executive Authorities.
- 22) The drivers shall carry the identity card together with an attested photocopy which in turn shall be attested by the SAST.
- 23) It shall be the sole responsibility of the Service Provider regarding the payments /compensation /damages to any party in case of any accident / mishap.
- 24) The Service Provider should submit receipt of taxes paid to the Government along with the bill.

Payment and prices:

1. The payment shall be made to the Service provider under this Contract within 30 days after submission of bills, which shall be received collectively once in a month.
2. The Service provider's request(s) for payment shall be made to the SAST in writing, accompanied by an invoice describing, as appropriate, the vehicles provided and by documents, submitted and upon fulfillment of other obligations stipulated in the contract.
3. No advance payment shall be made in any case. Payment will be made after production of monthly bill in duplicate. Service Provider should have an active Bank Account.
4. Prices charged by the Service provider for vehicles provided under the Contract shall not vary from the prices quoted by the Service provider in its bid.

General terms and conditions:

1. **The contract will be for a period of One year initially.** SAST reserves the right to extend / curtail the contract without assigning any reason or giving prior notice by mutual consent on the same terms and conditions.
2. Refusal or inability or delay by the successful Service Provider to undertake the said work at the contracted rate may result in termination of the contract and forfeiting of performance guarantee as well as disqualification and blacklisting of the Service Provider from participating in future tenders.
3. The Service Provider shall not, in any way, discontinue / withdraw the services on their own during the contract period.
4. **Bank Guarantee:** The successful service provider shall provide a performance Security of **Rs.18,000/- (Rupees Eighteen thousand only)** in the form of Bank Guarantee on any Nationalized bank in favor of the Executive Director, SAST valid till 90 days after the end of this contract.
5. The decision of SAST in regard to interpretation of the terms & conditions and the Agreement shall be final and binding on the Service Provider.
6. SAST Bangalore shall be the sole authority to decide and judge the quality of the service rendered by the Service Provider and all other matters and his decision shall be final and binding.
7. **Termination;** SAST reserves the right to cancel / terminate the contract by giving one month notice, in case the Service Provider:
 - a. Assigns or sub-contract of this service.
 - b. Violation/ contravention of any of the terms and conditions mentioned herein.
 - c. Does not improve the performance of the services in spite of instructions.
 - d. Any violation of instructions/agreement of suppression of facts. On termination of the contract, it shall be the responsibility of the Service Provider to discontinue the services.

28. Main contact person's name, mobile numbers to be given to SAST on Award of Contract.

29. **Jurisdiction:** Any dispute arising out of this Contract shall be resolved by taking recourse to mutual amicable settlement in the first instance, failing which the dispute will be referred to the Principal Secretary, Health and Family Welfare Department, whose decision shall be final. In case of dispute being referred to the court, the Courts should be within the jurisdiction of Bangalore.

ON LETTER HEAD

(TECHNICAL BID)

(In separate cover super scribed as- Technical Bid for courier service)

1.	Address of the Service Provider's i.e., Transporter / Travellers with phone number, and name & telephone /mobile number of contract person.	
2.	Minimum 3 years of experience in providing vehicle on monthly rental basis (Attach certificates, testimonials).	
3.	Details of your Organization, clearly indicating the manpower, available for performing this service. a) Is the establishment registered with the Government; please give details with document/evidence. b) Undertaking of the Service Provider conforming the availability of the adequate manpower with the requisite experience for deployment.	
4.	Please attach Copy of return of Income Tax. (P&L Statement & Balance sheets of 2018-19, 2019-20 & 2020-21).	
5.	PAN No. (Please attach Copy).	
6.	GST Registration & GST Returns of 2018-19, 2019-20 & 2020-21 (Please attach copy).	
7.	The Service Provider to submit notarized affidavit that they have not been blacklisted or suspended by SAST / any other PSU/Central or state Govt. Departments.	
8.	Bank details shall have to be submitted by the successful Service Provider to SAST being supported with cancelled cheque.	
9.	Acceptance of terms & Conditions attached. (Yes/No) Please sign each page of terms & Conditions as token of acceptance and submit as part of tender document.	

Declaration by the Service Provider:

This is to certify that I/We before signing this tender have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves to abide by them.

Encl:

1. Technical bid with supporting documents.
2. Terms & Conditions (Each page must be signed).
3. Financial Bid (Each page must be signed and sealed).

Signature:

Name:

Seal:

Date:

ON LETTER HEAD

**(FINANCIAL BID)
PRICE SCHEDULE**

FORMAT OF QUOTATION - VEHICLE ALONG WITH DRIVER ON MONTHLY BASIS

Sl. No.	Type of vehicle	Particulars	Rate in Rs.					
			(Non A/C)			(A/C)		
			Basic Rate	Service tax	Total	Basic Rate	Service tax	Total
1.	Tata Indica / Tata Indigo / Maruti Swift Dzire / Toyota Etios / Innova	a. Monthly 2,500 kms or 300 hours						
		b. Per Km beyond 2,500 kms						
		c. Per hour beyond 300 hours						

FORMAT OF QUOTATION - VEHICLE ALONG WITH DRIVER ON DAILY BASIS
(As and when require)

Sl. No.	Type of vehicle	Particulars	Rate in Rs.					
			(Non A/C)			(A/C)		
			Basic Rate	Service tax	Total	Basic Rate	Service tax	Total
1.	Tata Indica / Tata Indigo / Maruti Swift Dzire / Toyota Etios / Innova	a. Rate per day 80 kms or 8 hours						
		b. Rate per kms beyond 80 kms						
		c. Rate per hour beyond 8 hours						

We agree to provide the above vehicle for the amount against **each category (Model wise) separately of vehicle as shown in the Price schedule** during the period specified.

Vehicle on daily basis should be provided as and when require.

We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf will engage in bribery or collusive agreements with competitors.

In case of discrepancy between rates in figure and words or between unit cost and amount, the lower one will be considered for evaluation. The same shall be binding on the bidder.

Signature of Service provider

Note: Prices should be quoted 'exclusive' of taxes and should be specified separately. For the purpose of evaluation the price (quoted inclusive of an unspecified amount of taxes) shall be considered as exclusive of taxes.