



**PRASAR BHARATI
INDIA'S PUBLIC SERVICE BROADCASTER
ALL INDIA RADIO: JAMMU**

No: Jmu-3(12)/Tpt./2021-22/G

Date: 08.04.2022

M/S. _____

Subject: -Inviting of quotations for supply of vehicles.

Sir,

Quotations under two-bid system are invited by the Deputy Director General (E), AIR, Jammu from Jammu based firms/agencies, experienced and financially sound which are duly registered with Central Govt./State govt. And having experience for supply of two or more vehicles (AC/Non-AC) for day to day local and out station (plain and hilly areas) operations as per the requirements in the office of AIR, Jammu. Both the bids, i.e. Technical and financial should be contained and sealed in separate envelope. Both the bids duly sealed should be put in a bigger envelope duly sealed and submit the same by the specific time and date. The rates should include the cost of fuel.

- **Period of Contract:** From: 1st May-2022 to 30th April-2023.
- **Estimated cost of tender:** Rs.8,00,000/-
- **Location (site):** AIR, Jammu
- **Submission of Quotation:**

The quotation in sealed cover should reach the office of Deputy Director General (E) latest by 26th April-2022 upto 1:00 P.M embossed with the following details on front side of the envelope.

1. Reference of the " **quotation inviting letter with date**".
2. Reference of the short **title of the work**
3. Date of opening.
4. Name and address of the firm/contractor.

The quotations shall be opened on 26th April, 2022 at 3:00 P.M., by **quotation opening committee** as authorized by the DDG (E). The quotation should be addressed to Deputy Director General (E) on his official address. No quotation should be received or entertained after the due date, despite postal delay (if any). However

in case of any unforeseen event/(declaration of holiday on 26th April,2022 the quotation shall be opened on next working day.)

The Authorized representatives of the firm can choose to be present at the time of opening of quotation. However, if any of the representatives of the firm or all of the representatives of the concerned firms are not available at the time of the opening of the quotation, the same shall not prevent the **quotation opening committee** from opening the quotation/tenders.

The acceptance of the quotation for competitive purpose (i.e., for Bidding purpose) shall be subject to acceptance of terms and conditions as laid in the relevant annexure (attached with the quotation inviting letter).

Conditional offer or offers with deviation from conditions of the contract, the bid not meeting the minimum eligibility criteria, technical bid, nor accompanied with EMD of requisite amount, format or any other condition stipulated in the document are liable to be rejected.

Deputy Director General (E) reserves the right to reject any of the quotation or all of the quotations without assigning any reason thereof.



(Bachan Lal)

**Drawing & Disbursing Officer
For Deputy Director General (E)**

TECHNICAL ELIGIBILITY CRITERIA

The tendering agency must fulfil the following technical specifications in order to be eligible for technical evaluation of the bid:-

1. The agency must be Jammu based establishment, which should be registered with the Central/State Govt./PSU.
2. In case of partnership firms, a copy of the partnership agreement or General Power of Attorney duly attested by Notary Public, should be furnished on stamped paper duly sworn or affirmed by all the partners admitting execution of the partnership agreement or General Power of Attorney. The attested copy of the certificate of registration of firms should be enclosed with the tender.
3. The agency must have a minimum of three years experience in supplying taxies to the Central/State Govt./Public sector Undertakings with documentary evidence of having supplied the taxies to the said offices.
4. The agency should have minimum annual turnover of **Rs. 1, 00, 000/-** during the last three financial year i.e. 2018-19, 2019-20, 2020-21. A copy of the turnover statement duly certified by the CA along with ITR must be enclosed.
5. Certified copy of the PAN card should be attached with the bid document.
6. The agency (not individual) should be registered with GST registered certified copy of the registration must be attached with the bid document.
7. Self certification that the firm has not been blacklisted by any central /state Govt. / Public sector undertaking should be enclosed.



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Earnest Money Deposit (EMD)

The bidder is required to deposit the EMD of Rs.20,000/- by way of crossed demand draft in favour of PB, BCI, AIR, Jammu along with Techno-commercial bid of the tender, failing which their bid will not be considered. No interest shall be paid on the amount of such deposit. The EMD shall be refunded to the unsuccessful bidders. The EMD shall be refunded to the unsuccessful bidders within 60 days of expiry of the bid validity without any interest. EMD of the successful bidder will be adjusted towards security deposit.

The bidder seeking EMD exemption must submit the valid supporting document for the relevant categories with bid. Under MSE category only manufacturers for Goods and services providers for services are eligible for exemptions.

Security Deposit

- (a) The successful bidder shall be required to deposit performance Security Deposit @ 10% of contract value with AIR, Jammu before entering into the contract with the office as a successful bidder. The performance Security Deposit will be deposited by account payee cheque, Demand Draft or Bank Guarantee drawn in favour of Drawing & Disbursing Officer, All India Radio, Jammu payable at Jammu. The performance security deposit/Bank Guarantee should be valid for a period of 14 months from the date of award of contract. If the contractor, on being called upon to deposit the security fails to provide the same within the specified period, such failure shall constitute breach of contract and the Cluster Head, All India Radio, Jammu shall be entitled to make arrangements at risk/cost of contractor.
- (b) On due performance & completion of contract in all respects, the performance Security Deposit shall be returned to the contractor on expiry of contract without any interest on furnishing the usual clearance /No Demand Certificate.
- (c) The security deposit shall stand forfeited in favour of PB, BCI, AIR, Jammu without any further notice to the contractor in the following circumstances:-
 - (i) In case of any failure whatsoever on the part of the contractor at any time in the performance of his part of the contract including that during the extended period of contract where notice is given and time for rectification allowed.
 - (ii) If the contractor indulges at any time in any subletting /sub contracting of any portion of the work without any notice and approval of Cluster Head AIR, Jammu
 - (iii) In case the service provider leaves the job before completion of the period of contract, Cluster Head AIR, Jammu is entitled to forfeit the performance security money deposited by the contractor.


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Terms & Conditions

The contract will initially be for a period of one year from the date of signing of contract/agreement which may be extended for a further period as per the requirements of AIR, Jammu on the same rates and terms of conditions. ClusterHead AIR, Jammu, however, reserves the right to terminate / curtail the contract at any time after giving one week's notice without assigning any reason.

The date of purchase of vehicle should not be earlier than July, 2017.

The vehicle provided by the contractor should be in perfectly good & sound condition.

The vehicle should be insured comprehensively.

The agency should ensure that the Driver has a cell phone duly activated.

The agency should submit a declaration on their letter head stating that the Drivers provided are of good character, have police verification and have valid driving license.

The drivers provided by the agency should fulfill the following conditions:-

- a. Should be in possession of valid driving license issued by RTO.
- b. Should not smoke, chew pan/pan masala/ tobacco.
- c. Should not indulge in any activity inimical to the security of the installation & staff working at the station.

The agency should ensure that all the necessary documents i.e. Registration Certificate, Insurance papers, Pollution under control etc. are available with the Driver deployed for duty.

Punctuality will have to be ensured and Log Book shall be maintained by the driver for its purpose. The Driver will have to seek permission after due performance of the duty from the officer concerned.

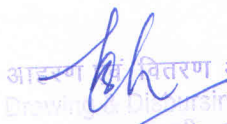
The daily record indicating time & mileage for each vehicle shall be maintained by the driver in a Log book in a format as per Govt. instructions and the Log book shall be submitted to the officer In charge Transport regularly for scrutiny.

A vehicle will be allowed for booking only in condition when the Milometer is sealed. If during running of the vehicle it is found that the Milo meter is unsealed then forfeiture of hiring charges a penalty as fixed by ClusterHead, AIR, Jammu will be imposed.

The contractor has to submit an acceptance letter indicating type of vehicle and rates & acceptance of all terms & conditions levied therein. He is required to enter into agreement attached as Annexure of before the service is started.

In case of breakdown of any vehicle during duty, it shall be the responsibility of the agency /firm to provide substitute vehicle which is of similar make as replacement immediately.

The agency will be responsible for compliance of all statutory provision related to minimum wages etc. in respect of the drivers deployed by it. The tendering agency will be fully responsible for payment of wages and other dues and compliance of all labour laws, welfare schemes, applicable to the drivers deployed in the department.


आयुक्त निदेशक, वितरण अधिकारी
Drawing Officer
आकाशवाणी, जम्मू
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Terms of payment


No payment shall be made in advance nor any loan from any bank financial institution recommended on the basis of award of contract.

All payments shall be made on monthly basis as the case may be against the bill duly supported with car requisitions signed by users or authorized by the officer I/C transport.

Payment shall be subject to the deduction of tax at source at the appropriate rates.

Duly signed bill, in duplicate, shall be submitted along with daily log book/ car requisitions to the officer I/c Transport in first week following the month for which the payment relate. The car requisitions should invariably be numbered.

All the bidders who fulfill the above terms & conditions may register their bids well in advance to the last date of bidding.


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TENDER FORM (FINANCIAL BID)

S. No.	Type of vehicle	Up to 80 km for duration 8 hrs.		Hilly area out station	For every extra KM as indicated under column 2 to 3	Detention charge per hour beyond			Night stay charge	Remarks
		Non-AC	AC			8 hrs.	10 hrs.	12 hrs.		
1	5 seater Sedan body Taxi	2	3	4	5	6	7	8	9	10
2	7/8 seater Taxi									



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