

**GOVERNMENT OF ANDHRA PRADESH
COMMISSIONER AND DIRECTOR OF MUNICIPAL ADMINISTRATION
(CDMA)**

Tender Notices No. 3/CE/CDMA/CARS/2020, Dt: -07-2020

Name of Work :“Supply of 11 No.s CARS(four wheeler vehicles) on

hire basis for a period of one year for official use in the o/o

Commissioner &Director of Municipal Administration, A.P., Guntur

from 01-08-2020 to 31-07-2021 (12 Months)”

Issued by:

**Commissioner and Director of Municipal Administration (CDMA)
Gorantla, Guntur, AP**

Name of Work: Supply of 11 No.s CARS(four wheeler vehicles) on hire basis for a period of one year for official use in the o/o Commissioner & Director of Municipal Administration, A.P., Guntur from 01-08-2020 to 31-07-2021 (12 Months)

CONTENTS

S.No	Description	Page No
A.	INVITATION FOR TENDERS 1. General 2. Venue, Deadline for submission	2
B.	SCOPE OF WORK	3
C.	GENERAL CONDITIONS	4
D.	DATA SHEET	6
E.	ELIGIBILITY CRITERIA 1. Eligibility 2. The documents to be submitted for <i>Technical Proposal,</i> 3. The documents to be submitted for <i>Commercial_Proposal,</i>	7
F.	TENDER EVALUATION PROCESS 1. Short listing Criteria(Pre-qualification criteria), 2. Evaluation Process	8
G.	BILL OF QUANTITIES	10
H.	DATA SHEET OF VEHICLES	11
I.	OFFER PRICE BID	13
J.	FORM OF TENDER	14
K.	DECLARATION	15

Name of Work: Supply of 11 No.s ĆARS(four wheeler vehicles) on hire basis for a period of one year for official use in the o/o Commissioner & Director of Municipal Administration, A.P., Guntur from 01-08-2020 to 31-07-2021 (12 Months)

GOVERNMENT OF ANDHRA PRADESH

A. INVITATION FOR TENDERS :

I. General:

1. Bids are invited for the above mentioned work in Sealed covers from the Travel Agencies/ firms registered with Government of Andhra Pradesh. The details of Tender Document, conditions and terms can be down loaded from the C& DMA web-site ie:<http://www.cdma.ap.gov.in>.

2. Approximate Estimate Contract value of work Rs.56,40,000-00,

3. Form of Contract is Lumpsum

4. Period of completion : 12 Months

5. Contractors would be required to submit their bids in Sealed Cover in the paper form in the Sealed Box placed at Chief Engineers office o/o Commissioner & Director of Mpl. Admin., Gorantla, Guntur.

6. Security Deposit to be paid in the Form of BG in favour of Commissioner & Director of Mpl. Administration for Rs.56,400/- (i.e. 1% of ECV) at the time of Agreement. Copy of BG shall be enclosed to Bids. For the Bid accepted, the Original shall be submitted before concluding agreement.

7. All other relevant conditions are incorporated in the tender document.

Note: The dates stipulated below are firm and under no circumstances they will be altered unless other wise extended by an official notification or happen to be a Public Holiday.

8. Any further information can be obtained from the Office of the Commissioner & Director.

II. Venue, Deadline for submission,

a. Proposals must be submitted in the office of the Chief Engineer, o/o Commissioner & Director of Mpl. Admin., Sri Krishna Enclave, 5th lane, 4/7, Mahatma Gandhi- Inner Ring Road, Annapurna Nagar, Gorantla, Guntur-522034 on or before the last date time given.

b. No correspondence will be entertained on this matter.

c. Commissioner & Director of Mpl. Admin. reserves the right to modify and amend any of the above stipulated condition/criterion depending upon assignment/project priorities vis-à-vis urgent commitments by a Notice to be affixed in "NOTICE BOARD" at the office.

Name of Work: Supply of 11 No.s CARS(four wheeler vehicles) on hire basis for a period of one year for official use in the o/o Commissioner & Director of Municipal Administration, A.P., Guntur from 01-08-2020 to 31-07-2021 (12 Months)

B. SCOPE OF WORK:

It is required to engage 11 No.s CARS (four wheeler vehicles) on hire basis for a period of one year through Travel Agencies with appropriate track record/ Experience for official use in the o/o C&DMA, A.P., Guntur.

Government in G.O.Ms.No.87, Dt:01.06.2017 of Finance (HR.VI-TFR-VA) Department have issued orders that, the following General conditions are stipulated at the time of hiring of private vehicles.

It is informed that, Government have prescribed the following rates of hiring charges for hiring vehicles, which includes the cost of vehicles to be provided to officers, fuel, driver batta and maintenance charges.

The Agency shall comply to the conditions stipulated in G.O.Ms.No.87, Dt:01.06.2017 of Finance (HR.VI-TFR-VA) invariably.

The details of the hiring charges as follows for different types of Vehicles:

Sl. No	Cost of Vehicle	Hire Charge recommended	Eligible category of employees
1	More than Rs.15.00 lakhs	Rs.60,000 p.m. (Rs.15/- per KM over and above 2,500 KMs.	All Secretaries All persons holding post equivalent or higher than Secretary to Government. Heads of Departments District Judges District Magistrate & Collector Joint Collector Superintendent of Police
2	Rs.10.00 lakhs to Rs.15.00 lakhs	Rs.45,000 p.m. (Rs.12/- per KM over and above 2500 KMs in case of officers who extensively tour).	Middle level officers i.e., Joint Directors and above; Secretariat Officers – Deputy Secretaries and above RDOs/DSPs.
3	Less than Rs.10.00 lakhs	Rs.35,000 p.m. (Rs.10/- per KM over and above 2500 KMs. In case of officers who extensively tour).	Officers of the rank of MROs and up to and inclusive the level of Deputy Directors.

Name of Work: Supply of 11 No.s ĆARS(four wheeler vehicles) on hire basis for a period of one year for official use in the o/o Commissioner & Director of Municipal Administration, A.P., Guntur from 01-08-2020 to 31-07-2021 (12 Months)

C. GENERAL CONDITIONS

1. The private vehicles, which are registered as a taxi can only be hired for Government duty.
2. The owner of the vehicle hired for Government duty should produce the pollution control certificate for every six months.
3. The owner of the vehicle hired for Government duty should produce valid documents like permit, fitness certificate, insurance, tax etc., while applying to Government for providing the vehicle for hire purposes.
4. The owner of the vehicle hired for government duty should also produce the Professional Driving License with badge of the Driver proposed to be engaged.
5. The address and land / mobile No. of the tenderers i.e., owner of vehicles should be indicated on the sealed cover.
6. The fuel charges and crew charges and all type of repairs to vehicle are to be borne by the vehicle owners.
7. The approximate length covered in a month is about 2,500 Kms. Only.
8. The quoted rate more than rates stipulated in the G.O.Ms.No.87, Dt:01.06.2017 of Finance (HR.VI-TFR-VA) will be rejected.
9. The vehicle along with Driver shall be kept ready at any time as and when required by the above officials concerned.
10. The vehicle offered shall be of less than 3 years of age since their manufacture.
11. The Second Party should bear all the taxes comprehensive insurance, Permit Tax paid Certificate and Toll Tax etc., which are essentially required.
12. The Driver should possess valid Driving Licence (Badge) for Driving the vehicle.
13. A Log Book for the vehicle should be maintained.
14. The Vehicle periodical check-up should be got carried out during Government holidays.
15. In case of break-down of the vehicle for any reason, an alternate vehicle should be provided by the Second Party.
16. Hire charges will be paid monthly on receipt of the invoice on the completion of each month.
17. Driver Wages and Batta shall be borne by the Travel Agency.
18. The Driver shall wear White colour Uniform in good condition.
19. The successful tenderor has to enter into agreement with the Department on production of Non-Judicial stamp paper worth of Rs.100/-
20. The tenderer should enclose the security deposit i.e., for Rs.56,400/- paid in the shape of D.D/B.G in favor of Commissioner & Director of Municipal Administration in any Nationalised Bank and pay Bid processing fee of Rs.500/- by way of DD enclose along with Tender.
21. Attested copies of PAN, Identification & GST certificate and other vehicle documents should be produced in the tender.

Name of Work: Supply of 11 No.s CARS(four wheeler vehicles) on hire basis for a period of one year for official use in the o/o Commissioner & Director of Municipal Administration, A.P., Guntur from 01-08-2020 to 31-07-2021 (12 Months)

22. The bidders need to contact the Commissioner & Director of Municipal Administration.
23. The tenders will be opened by the Chief Engineer, o/o Commissioner & Director of Municipal Administration.
24. The undersigned reserves all rights to reject or cancel the tenders.
25. Other details can be seen at CDMA web site i.e. cdma.ap.gov.in.

Note: Vehicle photos - for all Vehicles shall be submitted along with Tender.

Sign. of **Bidder:**
Firm/ Travel Agency

Commissioner & Director

Name of Work: Supply of 11 No.s CARS(four wheeler vehicles) on hire basis for a period of one year for official use in the o/o Commissioner & Director of Municipal Administration, A.P., Guntur from 01-08-2020 to 31-07-2021 (12 Months)

D. DATA SHEET

Tender Notice N.I.T. No: 3/CE/CDMA/A/2020, Dated: -07-2020.

1)	Name of the work	:	"Supply of 11 No.s four wheeler vehicles (CARS) on hire basis for a period of one year through Travel Agencies for official use in the o/o C&DMA, A.P., Guntur".
2)	Approximate estimate cost of value	:	Rs.56,40,000/-
3)	Hire charges per month	:	Rs.4,70,000/-
4)	Period	:	12 months from 01-08-2020 to 31-07-2020.
5)	Eligibility for Registered vehicle owners.	:	Private vehicles, which are registered as TAXI & Cost of Vehicles as per conditions laid down.
6)	Security deposit to be paid in the shape of BG in favour Commissioner & Director of Municipal Administration obtained from Nationalized Bank.	:	Rs.56,400/- in shape of BG in favour "Commissioner & Director of Municipal Administration", Guntur at the time of Agreement. Copy of BG to be enclosed to Tender document.
7)	Cost of Tender Schedule to be paid in the shape of DD in favour of the Commissioner & Director of Municipal Administration.	:	Rs.500/- in shape of DD in favour "Commissioner & Director of Municipal Administration", Guntur at the time of Agreement.
8)	Availability of Tender documents	:	From T at 11.00 AM
9)	Last date and time for submission of tenders	:	From T+7 days upto 2.00 PM
10)	Date & Time for opening of tenders	:	On T+ 7 days at 3.00 PM
11.	Address for communication		Commissioner & Director of Municipal Administration, Sri Krishna Enclave, 5th lane, 4/7, Mahatma Gandhi- Inner Ring Road, Annapurna Nagar, Gorantla, Guntur, Andhra Pradesh- 522034 Mobile: +91- 81433 32499,
12.	Email-Address for communication		Email: procurement.cdma@cdma.gov.in

****T is considered as the date of publishing of Tender Notice in Newspaper.**

Name of Work: Supply of 11 No.s CARS(four wheeler vehicles) on hire basis for a period of one year for official use in the o/o Commissioner & Director of Municipal Administration, A.P., Guntur from 01-08-2020 to 31-07-2021 (12 Months)

E. ELIGIBILITY CRITERIA:

i. Eligibility:

Sl. No.	Eligibility	Description
1.	Registration	Should be a Registered Travel Agency in the State of Andhra Pradesh.
2.	Track -Record	Should have more than 3- Years of Experience in the Field of TRAVELS/ Hiring of TAXIS as per Registration.

Note:-The Firm shall produce Relevant Certificate in Proof of the above.

ii. The documents to be submitted for *Technical Proposal* are:

- (a)** Bid Submission Form - **Form TQ#1**
- (b)** General Information of the Bidder.
- (c)** Relevant experiences.

iii. The documents to be submitted for Commercial Proposal are:

- a)** Financial Proposal Cost - **Form C#1**

Sign. of **Bidder:**
Firm/ Travel Agency

Commissioner & Director

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F. TENDER EVALUATION PROCESS:

I. Short listing Criteria(Pre-qualification criteria):

- a. The evaluation will be in 2 stages i.e.,
 1. Stage 1: Prequalification criteria and
 2. Stage 2: Financial proposal criteria.
- b. Stage 1: The bidders have to score a minimum of **60%** marks in Stage 1 evaluation to be considered for Stage 2: Financial bid opening.
- a. CE, o/o CDMA will shortlist bidders who meet the pre-qualification criteria mentioned in this Invitation to tenders.
- b. Any attempt by a Bidder to influence the bid evaluation Process may result in the rejection of its tenders.
- c. As per Form#TQ the score obtained is verified and all the Tenderers who obtained minimum score are treated as Qualified for opening the Financial Bid.
- d. The score obtained in Technical qualification is called as St.

II. Evaluation Process:

- a. Financial proposal of the bidders will be opened and evaluated only for bidders who meet the Technical -qualification criteria.
- b. The evaluation will be in 2 stages i.e.,
 1. Stage 1: Prequalification & Technical Qualification criteria
 2. Stage 2: Financial proposal submitted by the bidders.
- c. Stage 1 : The bidders have to score a minimum of **60%** marks in Stage 1 evaluation to be considered for Stage 2: Financial bid opening.
- d. Stage 2 : Financial Bid Evaluation.

Formula for determining Financial Score.

$S_f = 100 \times F_m / F$, in which S_f is the financial score, F_m is the lowest price and F the price of the proposal under consideration.

The weightage given to the Technical and Financial Proposals are:

$T = 0.60$, and $P = 0.40$

Combined total score (S) = (St x0.6) + (Sf x 0.4)

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The Tenderer who scores HIGH in COMBINED TOTAL SCORE will be awarded the Work.

St = Technical Score as per the below table:

e. TECHNICAL QUALIFICATION CRITERIA:

S.NO	ITEM	Total Marks	Criteria	Marks	Reference Documents
1	Existence of the company / Travels	10			Certificate of Registration
1.1	Should have more than 3- Years of Experience in the Field of TRAVELS/ Hiring of TAXIS as per Registration.	10	3 years experience	10	
	Maximum marks 15.	5	For additional 2 years experience 5 marks	5	
2.0	Age of the vehicle from the date of manufacture - Marks depending on age (For 11 vehicles max marks 77)	66			Certificate of Registration (C-Book)
2.1	Age less than 1 year	6	Age less than 1 year	6	
2.2	Age between 1 and 2 years	5	Age between 1 and 2 years	5	
2.3	Age between 2 and 3 years	4	Age between 2 and 3 years	4	
2.4	Age between 3 and 4 years	1	Age between 3 and 4 years	1	
2.5	Age above 4 years	No Marks.	Age about 4 years	0	
3.0	Experience of the Travel Agency	13			Certificate of Experience /Agt.copy.

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3.1	Experience of the Travel Agency shall have engaged minimum of 6 vehicles to Govt Dept. / Quasi-Govt Dept./ Public Enterprises during the last 3 years -		6 vehicles	10	
3.2	Additional 6 vehicles-2 marks. Maximum 13 marks total.		Additional 6 vehicles	3	

Note: -1). The total marks obtained in this table is equal to St.

2).The Agency shall get minimum of **60 %** marks in the above criteria. Others who doesn't get 60% score in the Technical evaluation will be summarily rejected.

3). Those firms who doesn't have experience in Departments also will be considered for participation in Tenders.

Sign. of **Bidder:**
Firm/ Travel Agency

Commissioner & Director

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G. BILL OF QUANTITIES

Name of work:- "Supply of 11 No.s CARS(four wheeler vehicles) on hire basis for a period of one year for official use in the o/o C&DMA, A.P., Guntur from 01-07-2020 to 30-06-2020 (12 Months)".

Sl. No.	Hire charge recommended	No. of Vehicles required	Purpose
1.	Rs.60,000 p.m. (Rs.15/- per KM over and above 2,500 KMs.)	1 SUV/ Sedan (Cost of vehicle above 15.00 lakhs)	Official vehicle to C&DMA – 1,
2.	Rs.45,000/- p.m. (Rs.12/- per KM over and above 2500 KMs in case of officers who extensively tour).	6 LUV-(Cost of vehicle Rs.10.00 to 15.00 lakhs)	Official vehicle to CE-1, ADMAs – 2 JDMAAs – 3
3.	Rs.35,000/- p.m. (Rs.10/- per KM over and above 2500 KMs. in case of officers who extensively tour).	4 Ordinary Vehicle- (Cost of vehicle less than Rs.10.00 lakhs)	Official vehicle to DDMAAs – 2 Asst. Directors -2
	Total	11	

Sign. of **Bidder:**
Firm/ Travel Agency

Commissioner & Director

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H. DATA SHEET OF VEHICLES
Form TQ#1

Sl. No.	Type of Vehicles required	Vehicle No.	Vehicle Manufacture month & Year	Cost of vehicle	Age of the Vehicle
1.	SUV (Cost of vehicle above 15.00 lakhs)				
2.0	LUV (Cost of vehicle Rs.10.00 to 15.00 lakhs)				
2.1	LUV (Cost of vehicle Rs.10.00 to 15.00 lakhs) -1				
2.2	LUV (Cost of vehicle Rs.10.00 to 15.00 lakhs) -2				
2.3	LUV (Cost of vehicle Rs.10.00 to 15.00 lakhs) -3				
2.4	LUV (Cost of vehicle Rs.10.00 to 15.00 lakhs) -4				
2.5	LUV (Cost of vehicle Rs.10.00 to 15.00 lakhs) -5				
2.6	LUV (Cost of vehicle Rs.10.00 to 15.00 lakhs) -6				
3.0	Ordinary Vehicle (Cost of vehicle less than Rs.10.00 lakhs)				
3.1	Ordinary Vehicle (Cost of vehicle less than Rs.10.00 lakhs)-1				
3.2	Ordinary Vehicle (Cost of vehicle less than Rs.10.00 lakhs)-2				
3.3	Ordinary Vehicle (Cost of vehicle less than Rs.10.00 lakhs)-3				
3.4	Ordinary Vehicle (Cost of vehicle less than Rs.10.00 lakhs)-4				

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Note: Proof of cost of the vehicles shall be produced.

Sign. of **Bidder:**
Firm/ Travel Agency

Commissioner & Director

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I. OFFER PRICE BID

Form C#1:

S. No.	Qty.	Specification	Amount Quoted per month per Vehicle Rs.	Rent per month of all Vehicle Rs.	Rent per month of all Vehicle Rs. In Words.
1	1	Supply of Cars(4-Wheeler Vehicles) of SUV / Sedan model (Air Conditioned Cars) (Costing more than Rs.15,00,000/-) on Hire basis in Good Condition including Oils, Lubricants, Repairs, maintenance, Driver and Driver Batta etc. to the Satisfaction of Department Officers and other conditions as specified in Document.			
2	6	Supply of Cars(4-Wheeler Vehicles) of LUV model (Costing more than Rs.10,00,000/-and upto Rs.15,00,000/-) on Hire basis, in Good Condition including Oils, Lubricants, Repairs, maintenance, Driver and Driver Batta etc. to the Satisfaction of Department Officers and other conditions as specified in Document.			

Name of Work: Supply of 11 No.s CARS(four wheeler vehicles) on hire basis for a period of one year for official use in the o/o Commissioner & Director of Municipal Administration, A.P., Guntur from 01-08-2020 to 31-07-2021 (12 Months)

3	4	Supply of Cars(4-Wheeler Vehicles) of Ordinary- model (Air Conditioned Cars) (Costing more than Rs.5,00,000/-and upto Rs.10,00,000/-) on Hire basis, in Good Condition including Oils, Lubricants, Repairs, maintenance, Driver and Driver Batta etc. to the Satisfaction of Department Officers and other conditions as specified in Document.			
	Total Rs.				

I Sri / Smt _____ owner of M/s. _____

.. _____ (Agency/ Firm), address: _____

do hereby express my willingness to take up the aforesaid work of **“Supply of 11 No.s CARS(four wheeler vehicles) on hire basis for a period of one year for official use in the o/o Commissioner & Director of Municipal Administration, A.P., Guntur from 01-08-2020 to 31-07-2021 (12 Months)”**as per the conditions, rules, regulations, etc., stipulated in the tender documents.

Condition:- 1).The Quoted rate more than Rs.60,000/-, Rs.45,000/-, Rs.35,000/-per month related to corresponding category mentioned in G.O will be rejected. No other charges will be paid extra for vehicles of the o/o Commissioner & Director of Municipal Administration other than stipulated in the G.O.Ms.No.87, Dt:01.06.2017 of Finance (HR.VI-TFR-VA).

2). This information shall be signed and submitted in Tender Document.

Sign. of **Bidder:**
Firm/ Travel Agency

Commissioner & Director

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J. FORM OF TENDER

QUALIFICATION INFORMATION
CHECKLIST TO ACCOMPANY THE TENDER

S. No	Description	Submitted
1	2	3
1	Security Deposit in form of BG for Rs.56,400/- @ 1% on total cost- in favour of Commissioner & Director of Municipal Administration. Copy to be enclosed.	Yes / No
2	Bid cost Rs. 500/- in the shape of DD - in favour of Commissioner & Director of	Yes / No
3	Certificate of Registration for All Vehicles	Yes / No
4	Vehicle permit certificates for all Vehicles.	Yes / No
5	Vehicle insurance (latest) for all Vehicles.	Yes / No
6	Pollution control certificates (latest) for every 6 Months - for all Vehicles.	Yes / No
7	Fitness certificates (latest) - for all Vehicles.	Yes / No
8	PAN Card	Yes / No
9	Aadhar Card for Identification of vehicle owner.	Yes / No
10	Driving License with badge of the Drivers - for all Vehicles.	Yes / No
11	Vehicle photos - for all Vehicles.	Yes / No
12.	The addresses and land / mobile number of the tenderer i.e., Firm/ Travel Agency	Yes / No
13.	GST Certificate of Firm/ Travel Agency	Yes / No

Note:-

1. The information shall be filled-in by the tenderer in the check list and shall be enclosed to the bid for the purpose of verification of all the certificates, documents, statements with attested as per check list shall be submitted by the tenderer online.

Sign. of **Bidder:**
Firm/ Travel Agency

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K. DECLARATION

I / WEowner of M/s
..... .. have gone through carefully all the tender documents and solemnly declare that I / We will abide by any penal action such as disqualification of contract or any other action deemed fit, taken by the Department against us, if it is found that the statements, documents, certificates produced by us are false / fabricated.

Sign. of **Bidder:**

Firm/ Travel Agency