

ಭಾರತ ಸರ್ಕಾರ

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Government of India

Staff Selection Commission,  
(Karnataka - Kerala Region),

First Floor, 'E' Wing,

Kendriya Sadan, Koramangala,  
Bengaluru - 560 034.

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Website: <http://ssckkr.kar.nic.in>

**Subject: Inviting Tender for hiring of car for Staff Selection Commission (KKR) Bengaluru – reg.**

Quotations in sealed cover are invited from experienced firms/vendors, for entering into contract for the supply of one Sedan car of make Toyota Etios (JD) or above/ Skoda Rapid / Volkswagen Vento / Honda Amaze, with air-conditioning for day / half day basis i.e., 8 hours 80 Kms/4 hours 40 Kms, on as and when requirement basis. Apart from this, one Toyota Innova Crysta of (6+1) 7 Seater is also required to this office for out station visit on requirement basis, in connection with examination related work for the use of Staff Selection Commission, Karnataka – Kerala Regional Office, First Floor, 'E' Wing, Kendriya Sadan, Koramangala, Bengaluru – 560 034.

**The time schedule for the Tender Enquiry No. 01/SSC(KKR)/2021, is as given here under: -**

Sl.No.	Description	Time Schedule
1.	Last date of Submission of Tender	03.00 PM on 19.12.2022.
2.	Date and Time of Opening of Tender	03.30 PM on 19.12.2022

**Terms & Conditions:-**

1. The firm must be registered under CGST / SGST Act.
2. EMD deposited will be refunded (refundable without Interest) to the unsuccessful tenders soon after completion / finalisation of the tendering process.
3. The authorisation letters if any to be enclosed in the tender with due attestation.
4. The Quoted amount must be excluding GST, which will be made payment separately.
5. The contract period will be upto December, 2023 only. The contract is extendable for further two years with the same rate and terms and conditions, subject to satisfactory performance of the bidder, which will be reviewed every year. But the Bidder cannot claim extension as a matter of right.
6. No conditional tender will be accepted by the Authority from the tenderers.
7. No advance payment will be made to the party after acceptance of the tender or execution of order.
8. Original documents are to be produced for verification by the members of the Committee.

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9. Tenders received beyond the scheduled date and time will not be entertained / considered at any cost.
10. The undersigned / Committee reserve the full right to accept in full or part or reject any or all the tenders without assigning any reason thereof. The undersigned / committee is not bound to accept the lowest rates.
11. All pages of the bids are to be signed & stamped by the tenderer.
12. The Tenderers qualified in the technical bids shall be eligible to be considered for this financial bid.
13. Penalty at Rs.300/- per day on account of delay in providing services will levied for non-compliance of assigned work without any reason thereof and the same will be deducted from the monthly bill of the successful bidder.
14. The tenderers providing minimum of 10 numbers of commercial vehicle to Govt. Offices can participate in the tender. The tenderers should submit photocopy of the work order / contract agreement atleast three numbers of different Govt. Offices as documentary evidence for the last three years.
15. The annual transaction / turnover of the tenderers having not less than 12 lakhs per annum can participate in the tender.
16. The Tenderers having minimum of 5 numbers of their own commercial vehicle can participate in the tender. Photocopy of the Registration Certificate of the vehicle(s) should be attached with the technical bid.
17. During the period of contract the hired vehicle shall have all necessary valid documents such as M.V Registration Certificate, Insurance Certificate, Fitness Certificate, valid contract carriage permit, upto date tax payment, Copy of Taxi permit, valid Driving License of the Driver and all Karnataka & Kerala permit for performing tour programmers in different districts across the state. The Office hiring the vehicle shall not be responsible for any damage / loss cost to hired vehicles or loss of life / injury made to any person or damage to any property on account of use of hired vehicle any manner whatsoever. The agency concerned shall be responsible for all such litigations.
18. All the expenditure of the vehicle towards repair, replacement of spare parts, lubricating oil of engine, gear box and differential coolant, tyres and tubes, battery etc., will be borne by the bidder.
19. It shall be the responsibility of the bidder to provide a well behaved and punctual driver and the salary of the driver shall be borne by the successful bidder.
20. In case of breakdown for reason whatsoever, the replacement of a vehicle of the same or better model shall be provided by the successful bidder.
21. If the services are found to be unsatisfactory, the client shall give one month notice and terminate the agreement.
22. In case the service provider intends to withdraw the services of his vehicle and terminate the agreement, it shall be mandatory upon into grant one month notice, before such withdrawal of service and termination of agreement.
23. The wages ,fooding etc., and payment of any kind to the driver will be borne by the agency.
24. The agency is to ensure reporting and exit time of the vehicle and recording of the full signature of the traveller alongwith designation in the duty slip of the hired vehicle.
25. The hiring may be discontinued immediately, when the vehicle are no longer required for this office.

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26. **Earnest Money:** Earnest Money of Rs. 10,000/- ( Rupees ten thousand only) in the form of DD in favour of "The Regional Director, Staff Selection Commission (KKR), Bangalore" should be submitted along with the quotation by the tenderer. Offer without Earnest Money will be rejected.
27. EMD will be liable to be forfeited in the event of withdrawal of the proposal by the tenderer anytime after the last date for receipt of the proposal or modification of the terms of proposal after such last date or in the event of failure to execute the work, after awarding the work order.
28. Starting and Closing of KMs of the vehicle, will be counted from the premises of Kendriya Sadan, Koramangala.
29. Lowest Quotation / Bid will be decided on the rates quoted in Annexure.
30. In case of any legal dispute, it will be adjudicated within the jurisdiction of Bengaluru Court only.
31. The Tenderers should furnish the particulars in the specific format attached (to be sealed on sealing wax) in a sealed envelope superscribed as **"PROVIDING OF DIFFERENT VEHICLES ON DAILY / HALF-A-DAY RENT BASIS"** on the top to the sealed cover within the date & time specified above by Registered / Speed Post (India Post only) Service. No Tender will be received by hand. The authority shall not be responsible for any postal delay.
32. For any services / supply, the firm / organization should not have been blacklisted by any Government organization, and If found to have been blacklisted later on, the action deemed fit will be initiated against the firm as per the law.
33. The Driver cannot lay claims to any preference in Govt. Recruitment or Regularisation of assignment.

#### **Performance Security:**

34. The successful bidder shall have to furnish a Performance Security of Rs.10,000/- (Rupees Ten thousand Only) in the form of Bank Demand Draft, drawn in favour of Regional Director, Staff Selection Commission (KKR), Bengaluru, within seven days of acceptance of bid, for the successful performance during the currency of contract period, along with the agreement to be executed with the Regional Office (Karnataka, Kerala Region).
35. If the successful bidder/ Vendor fails to furnish the above performance security, then EMD (Earnest Money Deposit) shall be forfeited.
36. In case of any breach of agreement on the part of Vendor, the Staff Selection Commission will be entitled to invoke the deposit of performance security, without any objection from the Vendor in any manner.
37. Earnest Money Deposit (EMD) and Security Deposit will not earn any Interest.

#### **Agreement/Contract:**

38. The parties to the contract i.e., (i) the Regional Office – KKR of Staff Selection Commission and (ii) successful Bidder shall have to enter into a formal contract by executing the agreement and the same will be treated effective from the date of execution.

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**Terms & Conditions for payment:**

39. Bill/Invoice (in duplicate) for the Vehicle Hired will be submitted for processing by the vendor on or before 07<sup>th</sup> of succeeding month.
40. Payment will be made, after making deductions, if any applicable, by 20<sup>th</sup> of the same month by transfer to the Account.
41. TDS as per rules in force, as applicable, will be deducted on the payments.

**Penalties:**

42. The Vendor shall be responsible for 100% accuracy in execution of work.
43. The Commission reserves the right to levy penalty, if any, based on the performance of Service Provider.
44. In case the service provider fails to provide the vehicle at the date and time required, the Commission reserves the right to meet the requirement from other Agencies, and recover the difference in hire charges from the service provider.

**Termination of Agreement:**

45. In case of deficiency in execution of service, the Service Provider will be liable to pay penalties imposed by the Commission. However, in case of recurrence of failures by the Service Provider during the currency of contract/agreement, Commission reserves the right to cancel the agreement and in such case, the Service Provider will not be entitled to any payment to him/her, under this contract.
46. In case of continuous failures/deficiencies in service and if the Commission is of the view that the work has not been performed satisfactorily and cannot be performed by the Service Provider, at its discretion the Commission, may terminate the agreement without any prior notice and in such event, the Commission would not be liable to pay full/part of amount to the service provider under any circumstance.
47. If the work of the Service Provider is found not satisfactory or any breach is noticed or any manipulation is reported or noticed, SSC (KKR) reserves the right to cancel the contract and forfeit Performance Security submitted by Service Provider and/ or to take legal action including black listing the Service Provider, at any point of time during the period of contract without prior notice.
48. In case the contract is terminated with the Service Provider, Staff Selection Commission would be entitled to get the work done from any other Service Provider or person and the bidder will not object in any manner to the work being undertaken by any other Service Provider.
49. The Service Provider shall strictly comply with the terms and conditions of the agreement. In case of violation of any of the terms and conditions, the agreement shall be liable to be cancelled immediately and Performance Security shall also be forfeited and the Service Provider will not be entitled to any amount payable to them under this contract.
50. The service provider shall not be allowed to sub-let the contract.
51. The vehicle should not be older than 2 years from the date of service request.
52. The vehicle deployed should be well maintained, cleaned thoroughly, both internally and externally.
53. Driver should be properly dressed in neat and clean attire. Driver must be provided with a working mobile phone and his contact number should be provided to the office of SSC (KKR), Bengaluru.

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Force Majeure:

54. Notwithstanding the provisions of the tender, the Service Provider shall not be liable for forfeiture of its Performance Security, liquidated damages or termination for default, to the extent that, its delay in performance or other failure to perform its obligations under the contract is the result of an event of Force Majeure.
55. For purposes of this clause, "Force Majeure" means an event beyond the control of the Service Provider and not involving the Service Provider's fault or negligence and not foreseeable. Such event may include, but are not restricted to, acts of the client either in its sovereign or contractual capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.
56. If a force Majeure situation arises, the qualified Service Provider shall promptly notify the Commission in writing of such conditions and the cause thereof. Unless otherwise directed by the Commission in writing, the Service Provider shall continue to perform his/her obligations, under the contract as far as reasonably practical and shall seek all reasonable alternative measures for performance not prevented by the Force Majeure event. The Commission may terminate the contract, by giving a written notice of 7 days to the Service Provider, if as a result of force Majeure, the Service Provider being unable to perform activities/functions for a period of more than two weeks.

Arbitration:

57. In the event of any dispute or differences, the matter will be referred to the sole arbitrator appointed by Regional Director, Selection Commission (KKR), whose decision shall be final and binding.

**The intending bidders may send in their quotations along with Earnest Money Deposit and Profile of the Tenderer as per Annexure A & B, so as to reach the Regional Director, Staff Selection Commission, First Floor, 'E' Wing, Kendriya Sadan, Koramangala, Bengaluru – 560 034, by 03.00 PM on 19.12.2022.**

**TECHNICAL BID**

PROVIDING OF VEHICLE ON DAY / HALF DAY RENT BASIS

*(To be filled in & submitted with the documents)*

1.	Name (s) of Proprietor / Partner / Director. (In Capital letters)	
2.	Details of name of the firm and address (Registered Office and Operating Branch)	Office :-  Residence :-  Mobile :-  Fax No :-  E-mail I.D. :-
3.	Details of amount of Earnest Money Deposit	<b>Rs. 10,000 /-</b> D.D. No..... Date : ..... Drawn on Bank.....
4.	GST Registration No. (Self Attested Photo copy must be attached)	
5.	Income Tax Account No. / PAN / GIR No. (Last IT Clearance certificate to be attached)	
6.	Details of credentials of similar nature of work at least for three years in 3 Govt. offices. (Photo copy to be attached). Photocopies of the work order / contract agreement atleast from three numbers of different Govt. Offices as documentary evidence for the last three years, to be attached.	
7.	Photocopy of document specifying Annual Transaction /Turnover, to be attached	
8.	Photocopy of Registration Certificate of atleast 5 Commercial vehicles owned by the Bidder's company.	
9.	Minimum average mileage in KMs per litre for local / Outstation vehicles.	

**DECLARATION**

1. I ..... Son / Daughter / Wife of Shri .....  
 ..... Proprietor / Partner / Director / authorized signatory of the Service Provider mentioned above that I am competent to sign this declaration and execute these tender documents.

2. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them.

3. The information / documents furnished along with the above application are true and authentic and to the best of my knowledge and belief. I / we do hereby undertake that furnishing of any false information / fabricated document would lead to rejection of my tender at any stage besides accruing of liabilities towards prosecution under appropriate law. I also undertake that my firm has not been blacklisted by any Govt. Organization.

Signature of Authorized person

Place :

Full Name :

Date:

Seal :

FINANCIAL BID-1**PROVIDING OF DIFFERENT CATEGORY OF VEHICLES ON DAY / HALF DAY  
RENT BASIS****Price Quoted must be excluding GST**

<b><u>Description</u></b>	<b>Type of A.C. vehicles (eg., Sedan car of make Toyota Etios (JD) or above/ Skoda Rapid / Volkswagen Vento / Honda Amaze, etc with air-conditioning)</b>
8 Hrs/80 Kms	
4 Hrs/40 Kms	
Charges for extra Kms beyond 80/40 Kms	
Extra charges per hour beyond 8/4 Hrs	
Night halt charges beyond 10 PM to 6 AM	

**Details of Earnest Money (No tender will be entertained without Earnest Money).**

- i) Amount : Rs.10,000/-
- ii) Bank Draft/Pay Order No. (A/c payee in favour of Regional Director, SSC(KKR), Bangalore :
- iii) Name of Bank :

**DECLARATION**

I declare and affirm that the information given by me in the Tender are true to the best of my knowledge and belief and that if any untrue information be contained in the Tender, my Tender may be cancelled at any stage. I also undertake to complete the job exactly as laid down in the Tender terms and conditions of the Staff Selection Commission. I also undertake that my firm has not been blacklisted by any Govt. Organization.

*Signature of the bidder with office seal*

Place :  
Date:

Full Name :  
Seal :

FINANCIAL BID-2**PROVIDING OF VEHICLE FOR LOCAL/OUTSTATION****Price Quoted must be excluding GST**

<b><u>Description</u></b>	<b>TOYOTA INNOVA CRYSTA (6+1) 7 Seater (On Urgent Requirement Basis for travel outstation)</b>	
Rate per Km	<b>TOYOTA INNOVA CRYSTA (6+1) 7 Seater</b>	Rs.
Night Halt Charges		Rs.
Minimum charges/kilometers if any applicable for outstation visit to be clearly indicated on per day basis		
Allowance if any applicable to the driver to be indicated on per day basis		Rs.

**Details of Earnest Money (No tender will be entertained without Earnest Money).**

- i) Amount : Rs.10,000/-
- ii) Bank Draft/Pay Order No. (A/c payee in favour of Regional Director, SSC(KKR), Bangalore :
- iii) Name of Bank :

**DECLARATION**

I declare and affirm that the information given by me in the Tender are true to the best of my knowledge and belief and that if any untrue information be contained in the Tender, my Tender may be cancelled at any stage. I also undertake to complete the job exactly as laid down in the Tender terms and conditions of the Staff Selection Commission. I also undertake that my firm has not been blacklisted by any Govt. Organization.

*Signature of the bidder with office seal*

Place :

Date:

Full Name :

Seal :