



COASTAL AQUACULTURE AUTHORITY
5th Floor, Integrated Office Complex For Animal Husbandry
and Fisheries Departments, Veterinary Hospital Road,
Fanepet, Nandanam, Chennai – 600035,
Tamil Nadu, India.
Phone: +91 44 24353784/24353502



Email: caaheadoffice@caa.gov.in Website: http://www.caa.gov.in

No.1-1/2020-Admn.

Date: 29.07.2022

TENDER FOR HIRING OF VEHICLES

1. **Two cover system Sealed Tenders are invited from Registered Travel Agencies in Chennai for providing light commercial vehicles on (a) Monthly Contract and (b) regular package for local journeys/outstation journeys (as and when required) to this Authority. Tender Details/Documents may be downloaded from the website www.caa.gov.in**
2. The Sealed Tenders duly filled in the prescribed proforma may be addressed to the Member Secretary, Coastal Aquaculture Authority, 5th Floor, Integrated Office Complex For Animal Husbandry and Fisheries Department, Veterinary Hospital Road, Fanepet, Nandanam, Chennai – 600035, Tamil Nadu, India, so as to reach the office **latest by 15.00 Hrs. of 22.08.2022**. The tender may be sent by post to the above mentioned addressor dropped in the tender Box placed at CAA office by the stipulated date and time.
3. Tender received after the closing date and time will not be considered.

MEMBER SECRETARY



COASTAL AQUACULTURE AUTHORITY
Ministry of Fisheries, Animal Husbandry and Dairying
5th Floor, Integrated Office Complex For Animal Husbandry and Fisheries
Departments, Veterinary Hospital Road, Fanepet, Nandanam,
Chennai – 600035

No.1-1/2020-Admn

Date:29.07.2022

TENDER DOCUMENT

NOTICE INVITING TENDER

Sealed Tenders are invited for Hiring Commercial Vehicles for the following:

- I. On Monthly Contract(Seden / Hatch back / SUV) -(2000 Kms / 260 hrs)**
- II. Regular Package for local and outstation usage.**

The tenderis to be submitted in Two Bid System:

- a. Technical Bid
- b. Financial Bid

1. The Technical Bid (as per the format attached as Annexure-I) should contain the following along with Technical Bid Form:

- a. Copy of Partnership Deed or proprietorship deed or Articles / Memorandum of Association as the case may be latest Annual Account.
- b. Current Valid copy of RC Book for each vehicle.
- c. Current Valid copy of Taxi permit certificates.
- d. Current Valid copy of Insurance Certificates.
- e. No relation Certificate /EMD not forfeited certificate.
- f. Model Number & Year of Own vehicles.
- g. Original R/C Book & Documents & Vehicle to be produced at the time of agreement and must be made it available in vehicles.
- h. Copy of Income Tax returns filed for the last 3 years of the company.

- i. Copy of GST Registration Certificate.
 - j. Copy of PAN.
 - k. Certificates for the services rendered by the Bidder to the Central / State Government, Autonomous bodies and PSUs.
2. Those who are qualifying the technical bid will be considered for financial bid.
3. **The Financial Bid (as per the format attached as Annexure-II)** should contain the following along with financial bid form:

The financial bid should contain the filled-in Tables in Schedule I and II indicating the rates.

III. The Schedule of Tender is given blow:

Sl. No.	Description	Date	Time
1.	Last date and time of collecting / obtaining of tender document	22.08.2022	15.00 hrs.
2.	Last date and time of receipt of tender	22.08.2022	17.00 hrs.
3.	Date and time of opening of Technical Bid	23.08.2022	15.00 hrs.
4.	Date and time of opening of Financial Bid of the successful bidder	30.8.2022	15.00 hrs.

TERMS AND CONDITIONS FOR HIRING OF COMMERCIAL VEHICLES

1. Cars are required normally for 5 days in a week i.e., from Monday to Fridays between 7.30 hrs to 19.30 hrs. In case of emergency, the car may be retained beyond said time periods and used on holidays as well.
2. In the event of any urgent official business, the car shall have to be provided on short notice including holidays.
3. The car and driver shall be at the disposal of the Authority during the period of engagement of the vehicle.
4. The cars to be provided should not be more than two year old from the base year of 2021 and should not have run more than 50,000/- kms as on the date of hiring by this Authority. The cleanliness of cars and drivers shall be ensured with good and clean upholstery. The competent authority reserves the right to relax this based on the physical evaluation of the vehicles required for monthly contract.
5. The travel agency should have at least one year of experience in the tour and travels business in the Statutory Authority / Government Sector/Semi Govt. /Public Sector preferably with Government of India and should have adequate numbers of vehicles of its own with them.
6. The travel agency should engage the drivers who are possessing valid driving licence with a minimum of 5 years experience. They shall carry all the necessary documents (Registration Certificate, Insurance Papers, etc.) with them. The driver should wear uniform and behave well with pleasing manners and should have fair knowledge of Tamil/English and knowledge of Hindi will be an advantage. He should be adequately skilled to attend to any minor technical problems that may arise while using the car. He should always carry amobile phone with him, as it will enable the Officer to contact him at any time.
7. In the case of vehicles required on monthly basis, same car and driver should be sent daily. Any change in vehicle or drivers will be allowed only in exceptional circumstances and that too with the prior information/approval of the Authority.
8. The drivers of the vehicle provided must follow traffic rules and other regulations prescribed by the Govt. from time to time. Drivers should be familiar with all important places in Chennai and outstations.

9. **During the initial period of contract, no request for increase in the tariff will be entertained on any account.**

10. The vehicle must be made available at any given time and day as informed by this Authority.

11. The vehicle should report to the place of requirement as per direction of this Authority.

12. This Authority will not be responsible for any loss, damage or accident to the vehicle or to driver or the violation by the driver. The travel agency shall be held fully responsible.

13. The travel agency should have arrangements for preventive maintenance and breakdown maintenance of their vehicle at short notice. During the Preventive maintenance/ breakdown maintenance time, the travel agency should provide a substitute vehicle and driver immediately, so that there is no inconvenience/disruption in the work of the Authority.

14. The travel agency must have all statutory clearance certificates etc., from the competent authorities concerned.

15. The daily record and trip sheets indicating time and mileage for each vehicle shall be maintained.

16. Telephone facility (24 hours) must be available with the Travel Agency and drivers.

17. The rates should be quoted inclusive of all expenses such as Taxes as Petrol Oil Lubrications (POL), fuel, maintenance, repair and servicing, driver batta etc.

18. The rates will be valid for a period of one year and shall be revised on a mutually agreed basis for the subsequent period. GST as applicable will be paid on billing (except on toll & parking).

19. The arrangement may be initially for a period one year and extendable upto a total period of three years at the discretion of the Competent Authority under the same rate, terms and conditions.

20. The payment will be made on monthly basis on submission of pre-receipted bill(s) duly supported by duty slip(s)/log sheet(s) duly signed by the concerned officers of CAA on each usage / day.

21. TDS will be deducted as per Income Tax Rules.

22. CAA reserves the right to hire the additional vehicles other than contracted vehicles at the rates prescribed in **Schedule - II** of the Financial Bid for outstation duties.

23. Bid Security:

- (i). The bidder must deposit **Rs.5000/- (Rupees five thousand only)** as Bid Security. The bid security shall be in the form of Demand Draft drawn in favour of “Coastal Aquaculture Authority”.
- (ii). The Bid Security may be forfeited:
 - (a). If bidder withdraws their bid before the end of the bid validity period.
 - (b). If the successful bidder fails after notification of award
 - (i). To sign contract
 - (ii) To furnish performance security

24. Performance Security

- (i). Total performance Security amount equal to 5% of the quoted rate per month for vehicles hired under **Schedule-I X 12** months shall be submitted in the form Demand draft drawn in favour of Coastal Aquaculture Authority, Chennai issued by a Nationalised Bank or by Bank Guarantee of Nationalised Bank. The Performance Security so deposited shall not attract any interest from CAA.
- (ii). The interest free Performance Security will be released after the successful completion of Travel Agency's obligations under the contract within 3 months of completion of contract period.
- (iii). If the Travel Agency fails or neglects any of his obligations under the contract it shall be lawful for Coastal Aquaculture Authority to forfeit either whole or any part of performance

security furnished by the bidder as compensation for any loss resulting from such failure at the discretion of competent authority.

25. Termination of Contract:

- (i). CAA may without prejudice to any other remedy for breach of contract, reserve the rights to terminate the contract in whole or in parts.
 - (a). If the Travel Agency fails to arrange the supply of any or all of the vehicles within the period (s) specified in the contract or any extension thereof granted by CAA.
 - (b). If the Travel Agency violates the terms & conditions of the contract.
- (ii). "The Coastal Aquaculture Authority Reserves the right to stop the usage of any Vehicle & Terminate the contract at any time during the validity/Extended period of contract without assigning any reason whatsoever & CAA shall not be responsible for any loss to Travel Agency on this Account".

26. Evaluation:

- (i). If there is a discrepancy between words and figures, the amount in words shall prevail and be valid. Prior to detailed evaluation, CAA will determine the substantial responsiveness of each bid to the bid document. A substantially responsive bid is one, which confirms to all the terms and conditions of bid documents without material deviation. A bid determined as substantially non-responsive will be rejected by CAA.
- (ii). CAA shall evaluate in detail and compare the substantially responsive bids and comparison of bids shall be on the price of the service offered inclusive of all levies and charges as indicted in the price schedule.

27. The engagement and employment of drivers and payment of wages to them as per existing provisions of various labour laws and regulation is the sole responsibility of the Travel Agency and any breach of such laws or regulations shall be deemed to be breach of this contract.

28. The Travel Agency shall assign the job of driving of hired vehicles only to qualified experienced licensed drivers and also assume full responsibility for the safety and security of the officers/officials as well as essential store items while running the vehicle by ensuring safe driving. The attested copy of driving license of all such drivers should be submitted during the contractual period. CAA shall have no direct or indirect liability arising out of such negligent, rash and impetuous driving and any loss caused to CAA has to be suitably compensated by Travel Agency.

29. In no case a vehicle which is not registered for the commercial purpose shall be supplied to CAA and taxes, insurance's, Road tax etc. due on such vehicles shall be liability of the Travel Agency. The attested copy of R/C Book and the insurance policy of vehicles supplied under this contract should be submitted to the authorized person of the CAA and will be subject to scrutiny.

30. The Travel Agency shall send the vehicle for periodical servicing at the cost of the Travel Agency, CAA will not pay any mileage run for such servicing nor any deduction be made for the duration involved in such servicing. The cost of lubricants, repairs, maintenance, taxes insurance, etc. will be the Travel Agency's liability.

31. Regular checking of meter by the designated transport authority may be done by the Travel Agency, and requisite certificate may be shown to CAA as and when demanded.

32. The Travel Agency should ensure that at the end of duty, the duty slips are completed and signed by the users. Original duty slip should have been submitted by the Travel Agency along with its bills for its payment.

33. The Member Secretary, Coastal Aquaculture Authority reserves the right to terminate the contract without assigning any reasons.

34. As these vehicles are to be used by the Senior Officers, the Drivers must observe all the etiquette and protocol while performing the duty. He must be neatly dressed, should wear proper uniform & must carry a mobile phone in working condition, for which, no separate payment shall be vehicle, change of vehicle is permitted initially for a period 5 days. If tendered vehicle is not provided beyond 7 days then penalty as decided by CAA will be imposed for every day (Rs.500/- Rupees five hundred only)till the tendered vehicle is provided, in addition to deduction on pro-rata basis for the period. If vehicle is to be changed by the Travel Agency for a longer period, the prior approval has to be taken from CAA.

Note: -

- (i). Tendered vehicle means any vehicle as per tender specification.
 - (ii). In case of break down,
 - (a) Vehicles have to be replaced by other immediately and in not more than one hour. In case of non-availability of suitable vehicle penalty as decided by CAA may be imposed in addition to deduction on pro-rata basis for the period.
 - (b) In case of non-availability of vehicles, penalty as decided by CAA shall be imposed in addition to deduction at pro-rata basis for that day.
 - (c) In case of non-availability of vehicles during extra hours, penalty as decided by CAA shall be imposed.
 - (iii). In case there is no fuel in the vehicle and driver is unable to arrange the fuel immediately within 15 minutes, penalty as decided by CAA shall be imposed. In addition to above, performance security may also be forfeited for the above said reasons.
35. The successful bidder will have to execute a contract agreement with the Authority and the validity of contract agreement will be for the contract period.
36. Jurisdiction of the Court:

In case of any dispute of any kind and in respect of whatsoever arising out of tender/ contract, the decision of the Hon'ble Courts at Chennai will be final and binding.

Technical Bid Form

Tender No.

Date:-

To:-

The Member Secretary,
Coastal Aquaculture Authority,
Chennai

Sub:-Technical Bid for Hiring of Vehicles –Reg.

Sir / Madam,

With reference to tender No. dated regarding Notice inviting quotations for hiring of Light Commercial Vehicles. We have read the terms and conditions in the Bid document and accept the same and furnish the following documents.

1. Attested Copy of Partnership Deed or proprietorship deed or Articles / Memorandum of Association as the case may be, latest Annual Account as the case may be Annexure
2. Copy of Current Valid RC Book for each vehicle..... Annexure
3. Copy of Current Valid Taxi permit certificates..... Annexure
4. Copy of Current Valid Insurance Certificates..... Annexure
5. No relation Certificate /EMD not forfeited certificate..... Annexure
6. The list of Owned vehicles with Model Number, Year and Registration Number (as commercial vehicle). The proof of ownership should be produced as and when called for. Annexure. Original R/C Book & Documents & Vehicle to be produced at the time of agreement and must be made it available in vehicles.
7. Copy of Income Tax returns filed for the last 3 years of the companyAnnexure
8. Copy of GST Registration Certificate Annexure
9. Copy of PAN..... Annexure
10. Valid Certificates from other similar agencies (PSU / Central / State Govt) where services rendered by the Bidder..... Annexure
11. Turnover in the past three years as per certified financial statements by auditor..... Annexure

Yours truthfully,

Name

Address

Telephone Number

Seal of the Firm

Date:

Financial Bid Form

Tender No.

Dated

To:-

The Member Secretary,
Coastal Aquaculture Authority,
Chennai

Sub:- Sealed Tender for Hiring of Light Commercial Vehicles - reg

Sir / Madam,

1. Having the conditions of contract and services to be provided Nos. the receipt of which is hereby duly acknowledge. I / We, Undersigned, offer to provide commercial vehicles in conformity with the conditions of contract and specifications for the sum shown in the schedule of prices attached herewith and made part of this Bid.
2. I/We undertake, to enter into an agreement within one week of being called upon to do so and bear all expenses including charges for stamps etc and agreement will be binding on us.
3. If our Bid is accepted, we will submit demand draft / the guarantees of a nationalised bank for a sum not exceeding 5% of the contract sum for the due performance of the contract.
4. I/We agree to abide by this Bid for a period of 180 days from the date fixed for Bid opening and it shall remain binding upon us and may be accepted of any time before the expiration of that period.
5. Until an agreement is signed and executed, this Bid together with your written acceptance thereof in your notification of award shall constitute a binding contract between us.
6. Bid submitted by us is properly sealed and prepared so as to prevent any subsequent replacement.
7. We understand that you are not bound to accept the lowest or any bid, you may receive.

Dated this..... day of 2022...

Signature ofin capacity of

Duly authorised to sign the bid for and on behalf of

Witness.....

Address.....

Signature

Signature of tenderer

SCHEDULE-1: REQUIREMENT AND HIRE CHARGES FOR MONTHLY CONTRACT VEHICLES FOR USAGE IN CHENNAI & ITS AROUND DISTRICTS

Sl. No	Description	Sedan		Hatch Back		SUV	
		Non-AC (in Rs.)	AC (in Rs.)	Non-AC (in Rs.)	AC (in Rs.)	Non-AC (in Rs.)	AC (in Rs.)
1.	Rates for 2000 kms per month for 260 hours						
2.	Rates per additional each hour beyond the total hours of month						
3.	Rates for additional each kilometre beyond the kilometres [i.e. above kms] of a month						
4.	In case, Night Halt, charges for it per night (Inclusive of Driver Batta)						

- (i). The meaning of working hours is 12 hours in a day and in a month for 22 days. The said 2000 Kms covers all days including Saturday / Sunday / holidays of a month if called for duty, in addition to the usual working days of this office. Bidder cannot charge separately for Saturday / Sunday / holidays of a month.
- (ii). Model not older than-2 years from the base year of 2021 and vehicles should not have plied more than 50,000 Kms. The Competent Authority reserves the rights to relax this based on the physical evaluation of the vehicles required for monthly contract.
- (iii). Unit price means inclusive of all charges and taxes but excluding GST, Toll gate/ Parking charges.
- (iv). Reporting Place is any place within the jurisdiction of concerned Officer. Actual place of reporting shall be specified by users of vehicles.
- (v). **Counting of distance is from point to point only (No shed to pickup/drop point will be allowed)**
- (vi). Contracted vehicle should not be used by the contractor for other purposes, beyond the working hours of a day including holidays.
- (vii). Contracted vehicle should be used only for the purpose of CAA and not for any others during the contract period.
- (viii). GST as applicable will be paid by CAA, Chennai.
- (ix). **The rate quoted for local and outstation package (at schedule-2) will not form the base for deciding the L1 bidder. Only the rate quoted for monthly contract (at Schedule-1 and for AC / Non-AC) is the criteria for awarding the contract for CAA Office.**

Place : _____

Signature of Bidder _____

Date : _____

Name of the Bidder _____

Phone / Mobile No: _____

SCHEDULE-2 : REQUIREMENTS AND HIRE CHARGES FOR LOCAL AND OUTSTATION DUTY

Sl. No	Description	Sedan		Hatch Back		SUV	
		AC (in Rs.)	Non-AC (in Rs.)	AC (in Rs.)	Non-AC (in Rs.)	AC (in Rs.)	Non-AC (in Rs.)
1	Package Rate for 50 kms and 5 hours in any day						
2	Package Rate for 100 kms and 10 hours in any day						
3	Package Rate for 150 kms and 15 hours in any day						
4	Package Rate for 200 kms and 20 hours in any day						
5	Rates per additional each hour beyond the total hours of a package						
6	Rates for additional each kilometer beyond the total kilometers of a package						
7	In case, Night Halt, charges for it per night(Inclusive of Driver Batta)						

1. When a vehicle is hired under particular package but used beyond the ceiling kilometers or ceiling hours of the said package. The charges would be as follows:
 - (i). Has to charge the rates of a particular slab package (for which, vehicle was called for) and using rates mentioned at serial number 4 and 5 of the above table, in the case where at least 60% of either kilometer or hours does not exceed.
 - (ii). Contractor has to charge the rates of next higher slab package amount only in the case where at least 60% of either kilometer or hours exceeds previous slab.
2. Model not older than-2 years from the base year of 2021 and vehicles should not have plied more than 50,000 Kms. The Competent Authority reserves the rights to relax this based on the physical evaluation of the vehicles required for monthly contract.
3. Unit price means inclusive of all charges and taxes but excluding Toll gate/ parking & permit charges.
4. Reporting Place is any place within the jurisdiction of concerned Officer. Actual place of reporting shall be specified by users of vehicles.
5. **Counting of distance is from point to point only (No shed to pickup point or drop will be allowed)**

6. GST as applicable will be paid by CAA, Chennai.
7. **The rate quoted for package rate (at schedule-2) will not form the base for deciding the L1 bidder. Only the rate quoted for monthly contract(at schedule-1) is the criteria for awarding the contract for CAA Office.**

Place : _____

Signature of Bidder _____

Date : _____

Name of the Bidder _____

Phone / Mobile No: _____

LETTER OF AUTHORISATION FOR ATTENDING BID OPENING

(To be reached on _____ or before date of bid opening)

To

The Member Secretary,
Coastal Aquaculture Authority,
5th Floor, Integrated Office Complex
For Animal Husbandry and Fisheries Departments,
Veterinary Hospital Road,
Fanepet, Nandanam,
Chennai – 600035.

Sub.: Authorization of attending bid opening on _____ (date) in the Tender
of _____ .

Dear Sir,

Following person is hereby authorized to attend the bid opening for the tender mentioned
above on behalf of _____(Bidder).

Name	Specimen Signature
1. _____	_____

Alternative Representative :

Name	Specimen Signature
1. _____	_____

Signature of Bidder with seal

Or

Officer authorized to sign the bid Documents on behalf of the bidder with seal

NOTE:

1. Maximum of one representative will be permitted to attend bid opening. Alternate representative will be permitted when regular representatives are not able to attend.
2. Permission for entry to the hall where bids are opened may be refused in case authorisation as prescribed above is not received.

NO RELATION CERTIFICATE

I.....S/o.....
.....R/o
hereby certify that none of my relative(s) is / are employed in CAA. In case at any stage, it is found that the information given by me is false/incorrect, CAA shall have absolute right to take any action as deemed fit / without any prior intimation to me.

Signed
For and on behalf of the Bidder
Name (caps).....
Position
Date

EMD/SECURITY DEPOSIT NOT FORPEITED CERTIFICATE

I hereby declare that I am/ My travel agency is not Black Listed in any Government Tenders in Tamil Nadu or any other State and my EMD / Security Deposit/Performance Security Deposit was not forfeited in CAA or by any Government Department.

Place:

(Signature of the Bidder)

Date:

TENDER DETAILS

Central Govt. Ministry/Department	Ministry of Fisheries, Animal Husbandry and Dairying Department of Fisheries,
Name of the Tendering Organization	Coastal Aquaculture Authority, Chennai
Type of Organization	Autonomous Organisation
Tender Title	Supply of Vehicle on Hire.
Tender Ref. No.	1-1/2020-Admn. Dated :29.07.2022
Product Category	Hiring Vehicle
Tender Value	Rs.1,00,000/- p.m. (Appx)
EMD	Rs.5,000/- (Five thousand only)
Tender Document Cost	Nil
Tender Type	Two Bids
Enter Location	Office of the Coastal Aquaculture Authority, Chennai
Announcement Date	29.07.2022
Last date of Document Collection	22.08.2022 upto 15.00 hrs
Last date of Submission	22.08.2022 up to 17.00 hrs
Opening date	23.08.2022 at 15.00 hrs
Work Description	Supply of Vehicle.
Pre-Qualification	Tenderer having experience of similar work
Sector	Fisheries Sector Regulatory Authority
State	Tamil Nadu