



GARDEN REACH SHIPBUILDERS & ENGINEERS LTD.

गार्डन रीच शिपबिल्डर्स एण्ड इंजीनियर्स लिमिटेड
(A GOVERNMENT OF INDIA UNDERTAKING)
(भारत सरकार का प्रतिष्ठान)

43/46, Garden Reach Road, Kolkata-700 024

43/46, गार्डन रीच रोड, कोलकाता-700 024

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CIN सी आई एन: L35111WB1934GOI007891

NOTICE INVITING TENDER (NIT)

निविदा आमंत्रण सूचना

Garden Reach Shipbuilders & Engineers Limited is a **leading Warship Builders and Engineering Product Company**, invites interested, reputed, resourceful and financially solvent contractors and subcontractors to submit **single stage two part (Part I- Techno-Commercial & Part II- Price) bids** through e-tendering mode for the work package as per following bid document.

NIT No. निविदा संख्या :	SCC/AJK/OT/CAR LEASE/002/ET-1812.	Date : 29.01.2022
Job Title कार्य का नाम :	“Hiring of Premium Cars on N2N Lease Rental basis for Directors” as per SOTR Ref. No. Transport/Lease Car/2021-23 (ANNEXURE-I).	
Tender issuing Dept. बिभाग द्वारा जारी :	Contract Cell, GRSE Main.	

ARTICLE 1 अनुच्छेद-1: SCHEDULE OF CALENDAR DATES समायावली की अनुसूची :

SCHEDULE सारणी		
Pre Bid Meeting बोली-पूर्व बैठक (यदि लागू है)	Not Applicable	
Tender Due Date निविदा जमा की अंतिम तिथि	21/02/2022	12:00 hrs.
Tender Opening Date (Part I) निविदा खुलने की तिथि	23/02/2022	14:00 hrs.
Offer Validity Period minimum ऑफर की नियुक्तम वैधता अवधि	90 days from Tender due date	

ARTICLE 2 अनुच्छेद-2: COMMERCIAL REQUIREMENT FOR THE NIT निविदा की ब्यवसायिक आवश्यकता :

FEES / DEPOSITS	
Tender Fee (refer clause 03 of STAC) निविदाप्रपत्र मुल्य (स्टैक के परिछेद 3 मे उदधृत)	Rs.500/- (INR Five Hundred only)
Earnest Money Deposit (EMD) (refer clause 04 of STAC) (बयाना राशि जमा) (स्टैक के परिछेद 04 मे उदधृत)	Rs. 2,00,000.00 (Rs. Two Lakhs only)
Security Deposit (SD) प्रतिभूति	3% of PO value (incl. GST)
Liquidity Damage परिनिर्धारित नुकसान	As per NIT
Billing Frequency बिल करने की अवधी	Monthly
Evaluation of L1 एल1 का मूल्यांकन	Totality basis

Note:- Bidders are required to submit EMD amount as Bid Security in the form of DD/ Pay Order against this tender as per the Clause Ref. (2) of STAC, Enclosure-2. In case of withdrawal of the bid/ fail or refuse to execute the contract / fail or refuse to furnish the security deposit, the EMD shall liable to be forfeited.

MSE/NSIC registered firms having the tendered service listed in their MSE document will be eligible for exemption from submitting the EMD.

Non-submission of EMD or a valid MSE/NSIC certificate may lead to offer rejection.

The submission of EMD instrument is MANDATORY for joint-venture or consortium of two or more firms and there shall be no exemption applicable against submission of NSIC/MSE certificates by the firms.

ARTICLE 3 अनुच्छेद-3: ANNEXURES FORMS PART OF THIS TENDER निविदा की संलग्नक प्रपत्र:

ARTICLES ENCLOSED FORMING PART OF THIS e-TENDER ई-निविदा अंतर्गत संलगित परिछेद		
Annexure 1 संलग्नक-1	Statement of Technical Requirement (SOTR)	Yes
Annexure 2 संलग्नक-2	GRSE Standard Terms And Conditions (STAC) (please refer www.grse.in)	Yes
Annexure 4 संलग्नक-4	Format for – Integrity Pact (please refer www.grse.in)	No
Annexure 5 संलग्नक-5	Format for Technical Eligibility Criteria	Yes
Annexure 6 संलग्नक-6	Format for Financial Eligibility Criteria	Yes
Annexure 7 संलग्नक-7	Format for Self-Certification for not having blacklisted	Yes
Annexure 8 संलग्नक-8	Format for – Non Disclosure Agreement (please refer www.grse.in)	No
Annexure 9 संलग्नक-9	Format for – Disclosure by sub-contractor of existing work load and proposed execution plan of this tendered job (please refer www.grse.in)	No
Annexure 10 संलग्नक-10	Fire & Safety Guidelines (please refer www.grse.in)	Yes
Annexure 11 संलग्नक-11	Special condition of contract (please refer www.grse.in)	Yes

Annexure 12 संलग्नक-12	Contractors Responsibility (please refer www.grse.in)	Yes
Annexure 13 संलग्नक-13	General Requirement (please refer www.grse.in)	Yes
Annexure 14 संलग्नक-14	Check List for Bill submission (please refer www.grse.in)	Yes
Annexure 15 संलग्नक-15	Format for – Bank Guarantee Format for Material Guarantee, SD and PBG (please refer www.grse.in)	No
Annexure 16 संलग्नक-16	Format for – Bank Guarantee Format for SD (please refer www.grse.in)	Yes
Annexure 17 संलग्नक-17	Format for – Bank Guarantee Format for PBG (please refer www.grse.in)	No
Annexure 18 संलग्नक-18	Format for – Indemnity Bond (please refer www.grse.in)	No
Annexure 19 संलग्नक-19	Guide line for Bank Guarantee (please refer www.grse.in)	Yes

ARTICLE 4 अनुच्छेद-4: DOCUMENTS TO BE UPLOADED अपलोड हेतु दस्तावेज:

Self-Attested documents are to be scanned and uploaded with Part I of e-bid ई-बिड के भाग-1 के साथ स्कैन एवं अपलोड हेतु स्वअभिप्रामाणित दस्तावेज		
1	DD/PO or MSME/NSIC Exemption certificate towards tender fee	Yes
3	Technical Acceptance format as available with NIT after being downloaded and filled up	Yes
4	Commercial Acceptance Format as available with NIT after being downloaded and filled up	Yes
5	Documents meeting the Technical Eligibility Criteria as per format	Yes
6	Documents meeting the Financial Eligibility Criteria as per format	Yes
7	Audited/Certified Annual Accounts and Annual Report for immediate last three years in support of Financial Eligibility.	Yes
8	PAN /TAN , GST, Labour License Certificate, Registration Certificate of the Company with ROC	Yes
9	Copies of registration with PF, ESI Authorities	Yes
10	Partnership Deed / Memorandum and the Article of Association of the firm confirming partners and lead partner	Yes
11	Joint Venture Agreement / Memorandum of Understanding with Power of Attorney in favour of lead member.	Yes
12	Government E-Market Place (GeM) registration certificate with Unique GeM Seller ID	Yes

- a. Registered Vendors with GRSE need not upload documents at Sl. No. 8 above, if valid documents already submitted / available with GRSE Vendor Registration Cell. **Bidders should mention Unique GeM Seller ID in COMMERCIAL MATRIX.**
- b. Winning Bidder may submit ink signed hard copy of all above documents, prior to issuance of PO.

ARTICLE 5 अनुच्छेद-5: DOCUMENTS IN PHYSICAL FORM TO SUBMIT वास्तविक प्रपत्र जो जमा करने हैं:

PHYSICAL SUBMISSION		
1	Tender Fee instrument	Within 03 days from opening of Part I bid
2	EMD Instrument	Within 03 days from opening of Part I bid
NOTE:	If instruments submitted through demand draft, the same to be drawn in favour of :	GARDEN REACH SHIPBUILDERS & ENGINEERS LIMITED
	The demand drafts should be payable at	<u>Kolkata</u>

- a. Above original Negotiable Instruments as stipulated, to reach to **SR. MGR (Contract), Contract Cell, Commercial Department, New Building complex, 1st Floor, GRSE Main Unit, 43/46, Garden Reach Road, Kolkata-700 024** within stipulated period as indicated above in a sealed envelope with tender number and job duly superscripting on it.

ARTICLE 6 अनुच्छेद-6: JOB EXECUTION SCHEDULE कार्य निष्पादन सूची:

(A) **Tenure of Contract अनुबन्ध का समय:** The contract shall be valid for a period of 03 (Three) years from the date of placement of LOA/PO. Contract period may be extend for another one year with same rate & terms and conditions on mutual consent.

(B) **Job Starting Date कार्य आरम्भ तिथी:** Job to be tentatively started from 08.04.2022 on issuance of PO/LOA/letter by Transport Dept. or their nominated representatives.

(C) **Job Completion date कार्यसमाप्तीतिथी:** The contract shall remain valid for a period of 03 (Three) years after starting of job.

ARTICLE 7 अनुच्छेद-7: JOB EXECUTION कार्य निष्पादन:

Job is to be carried out strictly as per SOTR and in case of doubt, instructions of the Officer in-charge (Transport Dept.) is to be followed.

ARTICLE 8 अनुच्छेद-8: GURANTEE & WARRANTEE गारंटी एवं वारंटी: Not Applicable.

ARTICLE 9 अनुच्छेद-9: PRICE मूल्य:

Price quoted will be firm and fixed for the entire contract period till completion of work awarded during valid contract period. GST is to be indicated separately and will be paid extra. No escalation whatsoever will be considered under any circumstances within the stipulated period of contract.

ARTICLE 10 अनुच्छेद-10: ESCALATION मूल्य वृद्धी: Not Applicable

ARTICLE 11 अनुच्छेद-11: UNREASONABLE QUOTES अतर्कसंगत भाव:

- i. In case the price of L1 bidder is found to quote unreasonably low and/or express desires to withdraw from the tender then such bid will be cancelled and punitive action will be taken as per Bid Security Declaration.

- ii. However, in case the L1 Bidder agrees to take-up the job with such unreasonable low quote, lower by 30% or more than estimate and also if the difference in price between L1 & L2 is 30% or more, then the quoted price to be analyzed w.r.t. tender requirement and if the L1 bidder fails to justify their quoted rate, the obtained L1 quote will be rejected & the next quote will be considered as L1.

ARTICLE 12 अनुच्छेद-12: OFFER VALIDITY प्रस्ताव की वैधता:

Offer should be valid for 90 days from the date of opening of Part-I bid i.e. Techno-commercial bid. Under exceptional circumstances GRSE may request for extension of price validity, beyond 90 days against valid reason.

ARTICLE 13 अनुच्छेद-13: CONDITIONAL OFFER सशर्त प्रस्ताव:

Conditional offers w.r.t. SOTR will not be accepted. However, in case of bidder wish to deviate on any / same commercial terms & conditions, then separate deviation statement has to be uploaded along with Part-I bid. However, GRSE reserves the right to accept / reject the deviations / bid with deviations after giving reasonable opportunity to the Bidder.

ARTICLE 14 अनुच्छेद-14: DETERMINATION OF L1 एल-1 का चयन:

L1 vendor will be determined based on totality in Price-Bid. However in case of loading the price due to any deviation against the tender, GRSE will evaluate L1 bidder offline, considering all applicable loading factors decided during TNC / CNC proceedings on quoted price.

ARTICLE 15 अनुच्छेद-15: BOQ बी ओ क्यू:

BOQ as part of SOTR given in the tender is tentative. It may vary according to actual requirement of job during the period of contract. The selected Bidder has to execute the required quantity at same rate and terms & Condition. BOQ consists following items:-

Sl. No.	Description	Qty.	UOM
01	Hiring of Honda city VX MT Car 1	36	MON
02	Excess Mileage Honda city VX MT Car 1	100	km
03	Hiring of Honda city VX MT Car 2	36	MON
04	Excess Mileage Honda city VX MT Car 2	100	km
05	Hiring of Honda city V MT Car 3	36	MON
06	Excess Mileage Honda city V MT Car 3	100	km
07	Hiring of Honda city V MT Car 4	36	MON
08	Excess Mileage Honda city V MT Car 4	100	km
09	Hiring of Honda city V MT Car 5	36	MON
10	Excess Mileage Honda city V MT Car 5	100	km
11	Hiring of Honda city V MT Car 6	36	MON
12	Excess Mileage Honda city V MT Car 6	100	km

N.B. - (i) UOM – Units of Measurement, (ii) MON – Month (iii) km - Kilometer

ARTICLE 16 अनुच्छेद-16: OPENING OF BIDS निविदा खुलना:

Part-I (techno-commercial) bid will be opened on the date declared in NIT. Part-II bid will be opened post techno-commercial evaluation by GRSE. Price bid of only those who qualify techno-commercially will be opened. Opening date of Price Bid will be intimated accordingly to all qualified bidders. Disqualified bidders, either during technical assessment or commercial discussion will also be intimated about their non-consideration for farther processing.

ARTICLE 17 अनुच्छेद-17: MICRO & SMALL ENTERPRISES सूक्ष्म एवं छोटे उद्योग:

Purchase preference may be given to eligible Micro and Small Enterprise Firms as per MSME Act provided, the tendered job is listed in their MSE document. (Detail at Clause 2 of STAC)

All Micro & small enterprises are required to declare their Udyog Aadhar Memorandum (UAM) number on the Central Public Procurement Portal (CPPP). Documentary evidence of the said declaration is to be submitted along with the techno-commercial bid failing which benefits being accorded to Micro & Small Enterprises will not be extended.

ARTICLE 18 अनुच्छेद-18: AWARDING JOBS TO MULTIPLE BIDDER बहुल बिडर के लिए ठेका कार्य: N.A.

ARTICLE 19 अनुच्छेद-19: ELIGIBILITY CRITERIA पात्रता के मापदंड:

Technical Eligibility Criteria तकनीकी मापदंड –

- (i) Should have valid Trade License in car leasing service.
- (ii) Should have valid GST registration no.
- (iii) Should have an experience in leasing Car/SUV/equivalent premium vehicle of 3 years and must have executed contract with State Govt. / Central Govt. agency / large private organization of supplying at least 8 Car/SUV/equivalent vehicle during 3 years (Copy of Work Order/Work completion certificate is a must for qualification)
- (iv) Should have full-fledged office at Kolkata.

Financial Eligibility Criteria वित्तीय मापदंड –

- (i) Bidder should have average minimum Annual Turnover of **Rs.35 Lakhs** during last 03 (three) financial years.
- (ii) Audited Balance Sheet and Profit & Loss Account of the company for last 03 (three) financial years ending on 31.03.2021 need to be submitted in support of above requirement.

ARTICLE 20 अनुच्छेद-20: INSTRUCTION TO THE BIDDERS बिडर हेतु अनुदेश:

- a. Before submitting a bid, bidders are expected to examine the Bid Documents carefully, if they desire, may visit the work front, fully inform themselves of existing conditions and limitations including all items described in the Bid Documents. NO consideration will be granted for any alleged misunderstanding or the materials to be furnished, work to be performed or actual considerations to complete all work and comply with conditions specified in the Bid Document.
- b. Any qualified deficiency, errors, discrepancies, omissions, ambiguities or conflicts in the Bid Documents, or there be any doubts as to the meaning of a provision or requirement, the same shall immediately brought to notice of GRSE Tendering Dept. in writing not less than 07 days prior to bid closing date.

- c. It is understood that in receiving this bid, GRSE assumes no obligation to enter into a contract for the WORK covered by this bid request. GRSE reserves the right to reject any and all unqualified proposals or waive irregularities therein. GRSE reserves the right to evaluate each and every proposal and accept the whole or any part of the tender and the Tenderer shall be bound to perform the same at the rates quoted.
- d. GRSE also reserves the right to reject any and all bids and accept the bid, which in its opinion, appears to be most advantageous to GRSE. Receipt and review of this Bid Request constitutes an agreement of confidentiality between GRSE and each of the contracting Firms preparing its Bid. GRSE reserves the right to change the form of this request to Bids, or make clarifications thereto, within a reasonable time before date of submission of Bids.
- e. General Contractors assume all safety related responsibilities for the site and will furnish and maintain its own safety program for itself and its subcontractors. Contractor are bound to comply with all applicable Environmental, Health & Safety rules, regulations, policies, procedures and guidelines when performing work in the facility or site.
- f. Bidders objecting on any grounds to any bid specification or legal requirements imposed by these bidding documents shall provide written notice to GRSE within 10 calendar day from the day bid document was made available to public. Failure of a bidder to object in the manner set forth in this paragraph shall constitute and irrevocable waiver of any such objection.
- g. Job is to be carried out as per SOTR and instruction of the Engineer in-charge.
- h. Any Drawings or technical information attached / provided with this NIT is the Intellectual Property of the Company and will be governed by the specific Acts applicable thereto.
- i. Post submission of Tender, such drawings and technical information are to be physically returned. Also all soft copies are to be destroyed and a self-certification to be submitted during CNC, failing which the processing of bid will not be taken further.
- j. Contractors are responsible to clean up the area of work w.r.t all sort of debris generated on daily basis. If they fail to do so GRSE reserves the right to perform the cleaning activity and charge the contractor with penalty of up to 25%.
- k. Bidder has to declare, in what capacity he is participating in the tenderize PSU, Limited Co, Pvt. Ltd. Co., Sole Proprietorship Organization, Partnership firm, Joint Venture, etc. Supporting documents (scanned copy) confirming such status to be uploaded as attachment to Part I bid.
- l. A Bidder is allowed to submit only one Bid under any capacity / status.
- m. Difficulty in submitting the bid:
Any query/difficulty in understanding of SOR or other technical terms may be got clarified from **Mr. Binod Pandit, MGR (Transport), e-mail: Pandit.Binod@grse.co.in** (Contact- 8584014350) prior to submission of offer.
- n. **E-mail Address for communication संचार हेतू ई. मेल पता:** Vendor to provide e-mail address to enable faster communication.

ARTICLE 21 अनुच्छेद-21: e-BID INSTRUCTION ई बिड के अनुदेश:

- a. Bidders can view / download Part-I (Techno-Commercial) bid documents along with all attachments in Procurement portal <https://eprocuregrse.co.in>; They need to fill up the downloaded documents as per instruction and upload the same during bid submission. Non-acceptance of any techno-commercial criteria is discouraged.
- b. Bidders need to fill up Part-II (Price) bid online HTML price bid format by inserting total price only (inclusive GST). **No other attachment to the price bid will be reckoned.** The item wise quoted price as per GRSE Price Bid format is to be submitted **offline** by L1 bidder in case of requirement by GRSE.
- c. In case the bidder does not quote his rate for any item(s), it will be presumed that the bidder has included the cost of that/those item(s) in the rates of other items and the rate for such item(s) shall be considered as **Zero** and the tender will be evaluated by the Employer accordingly and the work executed by the successful bidder accordingly.
- d. The amendments / clarifications to the bid document, if any, will be posted on GeM Procurement portal only.
- e. It will be the bidder's responsibility to check the status of their Bid on-line regularly after the opening of bid till award of work.
- f. AMENDMENT OF TENDER DOCUMENT
 - i. Before the deadline for submission of tenders, the Tender Document may be modified by GRSE Ltd. by issue of addendum/corrigendum.
 - ii. Addendum/corrigendum, if any, will be hosted on GeM procurement portal and shall become a part of the tender document. All Tenderers are advised to see the website for addendum/ corrigendum to the tender document which may be uploaded within the deadline for submission of Tender as finally stipulated.
 - iii. To give prospective Tenderers reasonable time in which to take the addendum/ corrigendum into account in preparing their tenders, extension of the deadline for submission of tenders may be given as considered necessary by GRSE.

ARTICLE 22 अनुच्छेद-22: BID REJECTION CRITERIA बिड अस्वीकृति के मापदंड:

Following bid rejection criteria may render the bids liable for rejection:

- a) Bidder's failure to furnish sufficient or complete details for evaluation of the bids within the given period which may range in between two to three weeks depending on the deficiencies noticed in the drawings / technical data which shall not however conflict with validity period.
- b) Incomplete / misleading / ambiguous bid in the considered opinion of the Technical Negotiation Committee (TNC) of GRSE.
- c) Bid with technical requirements and/or terms not acceptable to GRSE / Customers / External agency nominated, as applicable.
- d) Bid received without qualification documents, where required as per the tender.
- e) Bid not meeting the pre-qualification parameters / criteria stipulated in the Tender Enquiry.
- f) Bid with validity expiry date shorter than that specified in the Tender Enquiry.
- g) EMD validity period is shorter than specified in the tender enquiry.

- h) Bidders who have not agreed for the fixed price till the validity of the tender or have quoted the variable price.
- i) Bidder not agreeing for furnishing of the required Security Deposit (SD).
- j) Bidders not submitting Original instrument of EMD within 7 GRSE working days from the tender closing date.

ARTICLE 23 अनुच्छेद-23: POST AWARD APLICABLE CLAUSES ठेका जारी करने के पश्चात लागू उपधारा:

i. Security Deposit प्रतिभूति जमा -

Non-interest bearing security deposit of 3% of total order value is to be deposited in the manner elaborated at clause 5 of STAC. In case of non-submission of SD as per schedule, penal interest will be charged for delayed period of submission of SD beyond 15 days at the prevailing SBI cash credit rate on the amount of SD to be submitted.

ii. Work Done Certificate (W.D.C.) कार्य पूर्ति प्रमाण-पत्र (डबल्यू.डी.सी) -

Work done certificate shall be prepared by the Service provider/Contractor and shall be placed before GRSE representatives to get it endorsed by GRSE Transport Department/Department concerned. Updated log book along with actual work done shall be placed before GRSE representative to get the Work Done Certificate.

iii. Bill Submission बिल प्रस्तुति:

The monthly bills in 4 copies along with the duty slips duly endorsed by Admin dept. are to be submitted within 10 days of next month. However, no defective/incomplete duty slips/bills will be entertained under any circumstances.

iv. Payment Terms भुगतान की शर्तें:

- a. Submitted bills will be cross-verified in all respect by GRSE Transport Department and will be cleared for payment by GRSE Transport Officer.
- b. 100% payment will be made on monthly basis within 30 days from the date of submission of commercially cleared bill through ECS/NEFT/Electronic Fund Transfer subject to deduction of Tax as per rules.
- c. Payment will be made on actual certification basis through ECS mode.
- d. No advance payment will be made in any circumstances.

v. Penalty हर्जाना:

- a. The Lessor/OEM shall provide a replacement vehicle of equivalent model, if required in case of non-accidental maintenance repair after 24 hrs. of breakdown.
- b. Due to non-provisioning of replacement car for non-accidental maintenance after 24 hrs. of breakdown, then GRSE would be at the liberty to impose penalty either of proportionate amount for total days of failure beyond 24 hrs. of breakdown or GRSE would be at the liberty to hire equivalent car from any third party/agency at the risk and cost of bidder/lessor on each occasion. The amount to be deducted will be the penalty charges or the differential hiring cost from other agency whichever is higher. The said deduction will be made either from the Lessor/OEM's running bills or may be adjusted with the forthcoming bills. In either case the bidder will be intimated well in advance for any such recovery.

vi. Risk Purchase जोखिम खरीद:

In case the progress of work is not satisfactory and the contractor fails to maintain the schedule, GRSE reserves the right to get the work done by alternative source at the risk and cost of sub-contractor.

GRSE shall be at liberty to purchase/obtain the service from the alternative source as it deems fit, to make good such default and or in the event of the contract being terminated, the balance of the remaining service to be delivered there under. Any excess over the job price / service rates, paid and incurred by GRSE, as the case may be, over the contract price shall be recoverable from the firm. To make good the recoverable excess amount paid, GRSE shall be at liberty to invoke Bank Guarantee and/or with other available dues of the firm.

ARTICLE 24 अनुच्छेद-24: SUBMISSION OF BID बिड की पेशी:

1. Last date of submission of Bid / Date of opening of bid is indicated in Tender Document. Tender is liable to be rejected if all the requisite documents are not enclosed with the Part I, Techno- Commercial offer.
2. Date of opening of Part II offer i.e. Price Bid will be notified to all Techno-Commercially qualified bidders in due course after conclusion of TNC/CNC meetings and acceptance of Techno-Commercial offer. After opening of e-Price bids, the techno-commercially qualified bidders can view the System Generated Price Comparison Sheet from their own portal.
3. GRSE reserves the right to accept / reject any Tender in full or in part without assigning any reason.
4. Acceptance Format Matrix should be filled up and attached with techno-commercial bid as marks of acceptance of NIT/SOTR/STAC. In case of non-receipt of filled in STACs acceptance format matrix, it would be presumed that you have accepted all our terms& conditions as per GRSE tender until & unless deviation is specially mentioned in offer.

ARTICLE 25 अनुच्छेद-25: PRE BID MEETING बोली-पूर्व बैठक: Not Applicable.

**Anukaran J. Kandir/अनुकरन जे . कंडीर
SR. MGR. (CONTRACT)/ व . प्रबंधक (संविदा)
GRSE Ltd./जी.आर.एस.ई. लिमिटेड
Mob: 9163361808**

ENCLOSURE - 1

GRSE LTD. / MAIN UNIT	SOTR FOR HIRING SIX HONDA CITY CARS ON N2N LEASE RENTAL BASIS UNDER COMPREHENSIVE FLEET MAINTENANCE AND INSURANCE SERVICE	SOTR NO. Transport/Lease Car/2021-23
DEPTT.: TRANSPORT		REV:
INSPECTION : TRANSPORT	PREPARED BY : MANAGER (TRANSPORT)	CHECKED & APPROVED BY : SM(ADMIN-2)

INTRODUCTION

1. Garden Reach Shipbuilders & Engineers Ltd (in short 'GRSE') is a premier warship building company under the administrative control of Ministry of Defence having its Registered Office at 61, Garden Reach Road, Kolkata-700024. GRSE Ltd intends to invite on-line bid from reputed and experienced car leasing company dealing in facilitating premium cars on lease and directly deals as authorized leasing partner of the company and/or authorized leasing partner of the dealer of the company and/or nominated leasing partner of the company.

SCOPE OF SERVICES

2. The leasing company/bidder having full-fledged office in Kolkata has to provide brand new Petrol version HONDA CITY cars on N2N dry lease without F-O-L. Car must be non-metallic Orchid Pearl White in colour and will be on monthly lease rental with comprehensive fleet maintenance and insurance service for the exclusive use of top officials of GRSE Ltd as per below combinations:

- a) Model - VX MT – 2 nos.
- b) Model - V MT – 4 nos.

3. Bidder/Lessor should supply the above cars with genuiene seat covers, leather upholstery and audio remote in addition with other common features on lease including fleet maintenance, insurance, PUC, etc.

4. A Master Lease Agreement (Vehicle) will be signed between the bidder/Lessor and GRSE Ltd. (Lessee) for the same. The Master Lase Agreement (Vehicle) will be forwarded by the bidder/lessor subject to modification, if any by GRSE Ltd.

5. The vehicles provided to GRSE should be registered in the name of GRSE (white number plate).

6. The lessor must provide the details of their authorized Service Centers.

7. Under Fleet Maintenance, vehicles should be covered with:

- (i) Accident and Insurance management for full tenure.
- (ii) Registration and deregistration will be arrange by the Lessor at their own risk and cost.
- (iii) Tyre and Battery replacement as and when required during the contract period. However, change of one set of tyeres & 1 battery is mandatory during the tenure of lease by the lessor.
- (iv) The Lessor and/or OEM shall provide a replacement vehicle of equivalent model during the contract period, if required in case of non-accidental maintenance repair after 24 hrs of breakdown.
- (v) Replacement of mirror/head lamp/tail lamp/bulb, etc. as and when required if damaged due to any reasons.

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(vi) comprehensive maintenance including scheduled maintenance (i.e. all services being recommended by Lessor in the capacity as an OEM in predetermined mileages and as indicated in the vehicles owner's manual) and unscheduled maintenance (i.e. all services and part replacements which are required because of all mechanical/electrical/electronic component failures/malfunctioning).

(vii) Accidents includes all breakages/malfunctioning/failure of either a functional or a non functional parts as a result of impact, etc received from/with another body and which can not be attributed to a technical problem related to any parts functioning.

(viii) After completion of the Lease period, GRSE Ltd./lessee will have the option either to release cars from its possession on the due date or take over the cars. The lease contract may be further extended for a period of one year or as decided by GRSE Ltd. In case of release of cars Lessor must arrange at its own cost for deregistration.

(ix) A 24 hours breakdown services should be offered within the municipal limits.

(x) Yearly two times vehicle polishing and Monsoon check-up.

8. Cost of Insurance, Road Tax, etc. to run the vehicles will be borne by the bidder/lessor.

9. The leased vehicles will be maintained by the Bidder / Lessor. The maintenance would be carried out at the authorized service stations of Lessor or any authorized service station, as approved by Lessor.

10. COVERAGE:

Total mileage during the contract period of three years will be 80000 KM. The maintenance facility would be extended to the vehicle under the lease agreement for its running. The maintenance facility would cover a maximum of 26667 KM per annum. Excess Kilometers will be charge extra for completion of 80000 Km in 36 months (period of contract).

11. LEASE RENTAL:

The rental amount will be paid on monthly basis for the charges against Lease Rental (LR) & Fleet Maintenance (FM) to the Lessor. The quoted monthly rate will remain firm and fixed within the contractual period of **three years** except any changes imposed by Govt. of India from time to time on tax and related matters.

12. SUBMISSION OF BILL

The monthly bill of each car to be submitted well in advance. However, no defective/incomplete bills will be entertained under any circumstances.

13. MODE OF PAYMENT

Payment will be made on monthly basis through ECS/NEFT subject to deduction of Tax as per rules. Submitted bills will be cross-verified in all aspect by GRSE Transport Department and will be cleared for payment by GRSE Transport Officer.

14. GST

GST will be applicable as per rules and to be paid over monthly lease rental.

15. LIQUIDATED DAMAGES

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a. The Lessor/OEM shall provide a replacement vehicle of equivalent model, if required in case of non-accidental maintenance repair after 24 hrs of breakdown.

b. Due to non-provisioning of replacement car for non-accidental maintenance after 24 hrs of breakdown, then GRSE would be at the liberty to impose penalty either of proportionate amount for total days of failure beyond 24 hrs of breakdown or GRSE would be at the liberty to hire equivalent car from any third party/agency at the risk and cost of bidder/lessor on each occasion. The amount to be deducted will be the penalty charges or the differential hiring cost from other agency whichever is higher. The said deduction will be made either from the Lessor/OEM's running bills or may be adjusted with the forthcoming bills. In either case the bidder will be intimated well in advance for any such recovery.

16. INDEMNIFICATION

The bidder shall indemnify against any claims or demands if any by the bidder or its authorized agency whether in respect of any accident or for injury or for employment and/ or on account of wages/salaries and/or for compensation or in any other respect whatsoever.

17. PERIOD OF CONTRACT

a. The contract shall remain valid for a period of **three years** from the date of supply of vehicles.

b. There will be the provision of extension of contract for a further period of one year or as decided by GRSE Ltd. /retention of cars on permanent basis at same rate, terms & condition.

18. STATUTORY COMPLIANCE

All types of legal, commercial and statutory compliances (if any) should be carried out by the bidder during the validity of the contract, otherwise the contract with the bidder shall be liable for termination at the sole risk and cost of the Bidder/Lessor.

19. RIGHTS

a. GRSE Ltd reserves the right for any variation, modification or alteration of any Terms or Conditions contained herein.

b. GRSE Ltd reserves the right to accept or reject any offer or a part thereof without assigning any reason.

c. GRSE Ltd reserves the right to distribute the Order amongst more than one bidder at L1 rate (if any) in order to maintain uninterrupted services in fair, transparent & equitable manner as deemed fit and no claim/complaint in this regard will be entertained.

20. TERMINATION

In case, the bidder commit breach of any of the Terms and Condition set forth herein, the contract shall be terminated at the risk and cost of the bidder upon one month notice in writing.

21. PERIODICAL INSPECTION

Periodical inspection shall be undertaken for assessing maintenance needed and/or enquiry of the relevant document and the decision of the Transport Department or any authorized representative of GRSE in this regard shall be final. On intimation maintenance job is to be carried out by the bidder/lessor within 24 hrs. and for such a period an alternate arrangement must be provided by the bidder/lessor as mentioned in clause 14 above.

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22. BREACH OF TERMS & CONDITIONS

In the event of failure or breach on the part of the bidder/lessor to perform and/or comply with the Terms & Conditions of the contract, the contract shall be terminated by serving 30 days' notice in writing by GRSE at the risk and cost of the bidder/lessor. Differential cost so incurred and/or any other loss or damage suffered by GRSE due to such failure on the part of the bidder/lessor shall be recovered from the bidder/lessor from their pending bills or through any other recourse considered appropriate.

23. FORECLOSURE

The contract may be foreclosed by GRSE without any financial implication/obligation whatsoever by giving one month's notice in writing with or without assigning any reason. In the event of foreclosure, the bidder shall be entitled for payment of all their dues for the services rendered by them till the date of foreclosure.

24. JURISDICTION

The enforcement of the Terms of this contract as well as all transactions and/or the cause of action shall deemed to have taken place within the Jurisdiction of Judges Court Alipore, 24 Parganas (S), West Bengal.

25. ELIGIBILITY CRITERIA

1	Should have valid Trade License in car leasing service.
2	Should have valid GST registration no.
3.	Should have an experience in leasing Car/SUV/equivalent premium vehicle of 3 years and must have executed contract with State Govt. / Central Govt agency / large private organization of supplying at least 8 Car/SUV/equivalent vehicle during 3 years (Copy of Work Order/Work completion certificate is a must for qualification)
4.	Should have full-fledged office at Kolkata.

26. PRICE

<i>Particulars</i>	<i>Amount per month per car (₹) (Both in figure & word)</i>	
	<i>Honda City V MT</i>	<i>Honda City VX MT</i>
Rental charge (Incl. Lease Rental, Fleet Maintenance & Insurance, etc.) for Covered mileage of 80000 Km running in 36 months contract tenure per car		
Extra Charge for extra run (KM) beyond covered mileage as above (per KM) per car		

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FORMAT FOR EXECUTED RELEVANT JOBS TO JUSTIFY TECHNICAL ELIGIBILITY

1. **Name of the Bidder:**

2. **Job Description:**

3. **Tender Reference:**

(A) Details of Executed relevant jobs :

Sl. No	Description of Executed relevant jobs	Order No. & Date <i>(Supporting soft or, hard copy to be submitted)</i>	Start & Completion date as per Order	Actual start date	Actual Completion Date	Order placed by	Value of Purchase order	Work completion certificate Ref. No. & date <i>(Supporting soft or, hard copy to be submitted)</i>
1								
2								
3								
4								
5								

Note: *Please add additional pages if required*

(Signature of Authorized Representative)

Date:

Name:

Designation:

FORMAT ON FINANCIAL ELIGIBILITY CRITERIA

(To be submitted on Company's letter head)

1. **Name of the Bidder:**

2. **Job Description:**

3. **Tender Reference:**

A. Financial Data for evaluating Financial Eligibility :

SL. No.	Financial Years	Turn Over (Rs. In Lakhs)
1	2020-21	
2	2019-20	
3	2018-19	

(Signature of Authorized Representative)

Date:

Name:

Designation:

Note: i) *Audited reports for above FY to be submitted as supporting documents.*

FORMAT OF SELF-CERTIFICATION FOR DECLARATION

(To be submitted in Company's Letterhead)

1. Name of the Bidder:

Date:

2. Job Description:

3. Tender Reference:

Sub: SELF-CERTIFICATION

Dear Sir,

1. We hereby declare that M/s. neither been Blacklisted nor, have received any tender holiday from any PSUs'/DPSUs'/Central & State Govt. Organizations.

We declare that there is no criminal/economic fraud case is pending or contemplated against us.

2. We further declare that in case violation of declaration is detected at any stage of tender Process and during currency of contract, the order will be terminated.

(Signature of Authorized Representative with official seal)

Date:

Name:

Designation: