

**GOVERNMENT OF INDIA & MINISTRY OF RAILWAYS
RESEARCH DESIGNS & STANDARDS ORGANISATION**

QUOTATION DOCUMENTS

QUOTATION NOTICE No. RM2/Luggage Carrier/2019

NAME OF WORK Hiring of one no. luggage carrier (Mahindra Pickup/Tata ace or similar) for transportation of Data Acquisition System, equipments, Leads, Tools, DG Sets, LPG cylinders, utensils & crockery etc from Berthing complex of Testing Directorate to Lucknow yard and back for three years on call basis.

**Approximate cost of work: Rs. 3,16,800.00 (including GST)
Completion period of work : 3 Years (36 months)**

**Quotation to be submitted up to : 03.09.2019 at 14:30 hrs
Quotation Opening date & time : 03.09.2019 at 15:00 hrs**

ISSUED BY:

**DT/ Testing (HQ)
Testing Directorate
R.D.S.O., MANAK NAGAR, LUCKNOW – 226 011.**

Name of work:- Hiring of one no. luggage carrier (Mahindra Pickup/Tata Ace or similar) for transportation of Data Acquisition System, equipments, Leads, Tools DG Sets, LPG cylinders, utensils & crockery etc from Berthing complex of Testing Directorate to Lucknow yard and back for three years on call basis.

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Sign. Of Quotationer
With Date & Stamp

Sign. Of DT/HQ
Testing Dte/RDSO/LKO

FIRST SHEET

To,

**The President of India,
Acting through Dir. Testing (HQ), Testing Directorate
R.D.S.O., MANAK NAGAR, LUCKNOW – 226 011.**

I/We..... have read the various conditions of Quotation attached hereto and hereby to abide by the said conditions. I/We also agree to keep this Quotation open for acceptance for a period of 90 days from the date fixed for opening the same. I/We offer to do the work as set out in the Quotation paper. I/We also agree to abide by the General Conditions of the contract and to carry out the work according to the special terms and conditions for supply of Luggage Carrier, as laid down by the RDSO Administration for present contract.

2. I/we also hereby agree to abide by the General Conditions of Contract of Service and to carry out the work according to the Special Conditions of Contract and specifications of materials and works laid down by the Railway in the annexed Special Conditions/Specifications and Standard Specifications 1987 of Northern Railway.
3. Until a formal agreement is prepared and executed acceptance of this Quotation shall constitute a binding contract between us subject to the modifications, as may be mutually agreed to between us and indicated in the letter of acceptance of my/our offer for the work.

Signature of Witness

1.....

2

Signature of Quotationer:

Quotationer's Address:

Sign. Of Quotationer
With Date & Stamp

Sign. Of DT/HQ
Testing Dte/RDSO/LKO

SUMMARY PAGE

Quotation Notice No RM2/Luggage Carrier/2019

NAME OF WORK: Hiring of one no. luggage carrier (Mahindra Pickup/Tata Ace or similar) for transportation of Data Acquisition System, equipments, Leads, Tools, DG Sets, LPG cylinders, utensils & crockery etc from Berthing complex of Testing Directorate to Lucknow yard and back for three years on call basis.

Quotation Documents to be received up to 14.30 hrs. of 03.09.2019.

1. Approximate Cost of Work for Three years Rs. 3,16,800/- (including GST)
2. Completion Period : Three year
3. Date & Time of Opening on **03.09.2019 at 15.00 hrs**
4. Quotation Form No. -----

Note:

1. Quotation paper in original duly signed on each page must be returned with your offer.
2. Rates must be filled on work schedule at page no. 05 (Five)
3. Rates should be quoted inclusive of permissible taxes, if any.
4. Offer shall be kept open for 90 days (Ninety days)
5. Quotation Forms and Annexures form at page no.13 & 14 must be filled by the Quotationer.

Sign. Of Quotationer
With Date & Stamp

Sign. Of DT/HQ
Testing Dte/RDSO/LKO

SCHEDULE OF RATES

GOVERNMENT OF INDIA: MINISTRY OF RAILWAYS
RESEARCH DESIGNS & STANDARDS ORGANISATION
MANAK NAGAR/LUCKNOW

Hiring of One no. Luggage Carrier (Mahindra Pickup or Similar) as below

Sub : Hiring of one no. luggage carrier (Mahindra Pickup/Tata Ace or similar for transportation between RDSO Berthing complex to Lucknow yard and back for Three years on call basis.

APPROXIMATE COST OF THE WORK : Rs. 3,16,800/-
TIME PERIOD: Three year

S.No.	Particulars	Rate Quoted by the Quotationers	
		Rates (Rs.) (In Words)	Rates (Rs.) (In Figures)
1.	Hiring charges for one side/trip (i.e. from RDSO to LKO yard or LKO yard to RDSO.		
2.	Cost of hiring of vehicle for one month (average 10 trips per month)		
3.	Average cost of hiring for one year (average 10 trips×12 months=120 trips)		
4.	Average cost of hiring for three year (average 120 trips×3 years=360 trips)		

Declaration :-

1. The rates mentioned above are all inclusive of fuel, driver & GST and no further charges will be claimed.
2. **Hiring period:** for three year from the date of operation but can be extended after three years by RDSO administration Lucknow for a period of one year at the accepted/lower rates.
3. We agree to supply the Luggage carrier at above rates as and when required by the Director Testing (HQ), RDSO, Ministry of Railways, Lucknow.
4. A list indicating the particulars of Vehicles, mentioned in QUOTATION NOTICE is enclosed. We also enclose certificates/documents (as detailed below) regarding our best performance with other Government departments/offices.
5. We agree to maintain such records as may be required or prescribed by the RDSO for documenting the hiring of the luggage carrier and for preferring claims thereof, for payment.
6. We note that RDSO Lucknow reserves the right to reject all or any of the offers received without assigning any reason and that it also reserves the right to accept more than one offer.
7. We agree that in the event of any doubt or dispute about the hiring of this Luggage carrier including the rates of hire charges we shall abide by the decision of the Director Testing (HQ), Testing Directorate, RDSO, Lucknow.

Sign. Of Quotationer
With Date & Stamp

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Testing Dte/RDSO/LKO

8. The Quotationer should have Vehicle Registration No. (Certificate), fitness certificate, insurance certificate, pollution certificate of vehicle etc, these certificates to be valid & up to date in all respect and must be produced if ask for.
9. The Quotationer will provide Bank name, branch, address, a/c No, and specified bank details i.e. CBS account no., MICR code, IFSC code etc. for payment purpose.
10. We understood that contract is for supplying for one no. Luggage carrier on call basis.
11. Months means calendar month.
12. If any Challan to be issued to the luggage carrier from Govt of India or carrier is detained by any govt. agency during transportation of the Testing Directorate RDSO material because of any misconduct and short comings as per the traffic rules and regulations or Law of country on the transporter's parts, the firm will be responsible for that and pay the penalty if any to government as well as the loss of Testing Directorate RDSO due to Detention of railway material during this period also be recovered from the contractor's bill.

Yours faithfully,

Sig. of Quotationer
Name in (Block letters)
Address with Telephone No.

Encl: As above.

SPECIAL TERMS AND CONDITIONS FOR SUPPLY OF One no. Luggage Carrier (Mahindra Pickup/Tata Ace or similar) TO THE TESTING DIRECTORATE, RESEARCH DESIGNS & STANDARDS ORGANISATION, MINISTRY OF RAILWAYS, LUCKNOW on Call Basis.

1. The rates quoted by the firms for hire of the vehicle with driver & fuel and other taxes shall be all-inclusive.
2. No any extra charges will be admissible at the time of fuel hike. The accepted hiring rates will be constant during contract period & its subsequent extension if any also.
3. Charges will be calculated per trip on actual basis. One trip means RDSO to LKO yard or back. Average number of trips per month has been taken as 10. The rates are inclusive of fuel and driver.
4. Only one no. Luggage Carrier (four wheels) of 2011 onwards model in good working condition for minimum carrying capacity one (1) tonne and minimum volumetric capacity (approx. 7 feet X 5feet X 4feet) is to be supplied.
5. The luggage carrier, listed in the Quotation, should be made available to RDSO/Lucknow and it will be responsibility of firm to ensure that all legal documents of vehicle & drivers are be completed in all respect as per traffic and other statutory rules and regulation and necessary documents must be available with the driver when the vehicle is got available to RDSO. In case of Penalty being imposed by any govt agency due to non-availability of any of the these documents/non-compliance to statutory regulations, the same will be the paid by the firm and RDSO will not be liable for any if such issues of any manner.
6. In case of default, no amount will be payable to the firm.
7. The vehicle should be free from abnormal vibration and noise.
8. The driver must attend the duty on time. The driver must also hold a valid driving license.
9. No mileage will be allowed for the drivers to take lunch, break-fast, run of the vehicle by RDSO.
10. Mention the applicability of relevant taxes viz. GST, CST (with D-Form), Toll Tax, Parking charge EC, SHEC, etc. as admissible under rules clearly.
11. Night charges will be paid after 10:00 PM & before 6:00 AM and parking charges will be also charged on bills. These to be mentioned in offer separately.
12. On an average each trip normally takes around (3) three hours after reporting of luggage carrier at working place.
13. Bills for hiring of one no. Luggage carrier for any month shall be preferred in the first week of the following month and sent to The Director Testing (HQ), Testing Directorate, RDSO, Lucknow.
14. In case of unsatisfactory of service, kilometerage or in any respect whatsoever, the decision of The Director Testing (HQ), RDSO, Lucknow shall be final.
15. Director Testing (HQ), Testing Directorate, RDSO Lucknow shall reserve the right to terminate the contract at any time without assigning any reason.
16. In case of any dispute of any kind, the decision of the Director Testing (HQ), Lucknow shall be the final and binding on you.
17. In case of Luggage Carrier extra kms, extra hours will not be charged by the firm as the same is not allowed.
18. The Driver of the Luggage Carrier will maintain log sheets/ duty slips for each trip and the same should be attached to the bills. No bills will be entertained with incomplete duty slip. Duty Slip should be filled/completed in all respect i.e. indicating dates, reporting time, releasing times with concerned releasing authorities' signature for which the vehicle was requested.

Sign. Of Quotationer
With Date & Stamp

Sign. Of DT/HQ
Testing Dte/RDSO/LKO

19. On demand of Luggage carrier to be kept readily available for the purpose.
20. In case of Luggage carrier the distance is limited from berthing complex RDSO to Lucknow yard and back only.
21. The logbook should be maintained daily and signed by competent authority. Photocopy of logbook should be attached with the bills and no payment will be made in case of unsigned logbook.

PENALTY CLAUSES

22. The vehicle being sent by the Quotationer will be regularly inspected by the nominated officer (to be nominated by Director Testing). In case of non-compliance of any of the condition, a minimum penalty of Rs. 400/- (Rs. four hundred only) per occasion shall be imposed on the defaulting firm, which will be deducted from your bills.
23. The firm will be responsible to ensure punctuality of time in the providing of the vehicle, Default, if any, shall be at risk and cost of the Quotationer.
24. The vehicle being sent by the supplier, will be inspected by the users & in case of non-compliance of any of the conditions regarding condition of the vehicle and the performance of the Driver, a penalty of Rs. 400/- (Rs. Four hundred only) can be imposed on the defaulting firm.
25. If the vehicle goes out of order for whatsoever reason, the supplier shall provide an alternate arrangement within one hour, failing which a minimum of penalty of Rs.400/- (Rs Three hundred only) shall be imposed; the amount will be recovered from their bills.
26. The supplier/ Quotationer shall provide 24x7 hrs, telephone/Mobile number in talking mode of 24x7 hrs for booking of vehicles (i.e. including odd hours).
27. The Quotationer will be required to supply vehicle within 1 hour from receipt of the order. In case of non-compliance, a penalty of Rs. 25/- per 15 minutes for delay shall be imposed on you, maximum up to Rs 400/- per occasion.
28. All the drivers shall be having mobile phones so that officers can contact them, whenever required. Mobile number of drivers to be given to Officers for whom the vehicle is requested. The mobile no. to be communicated at the time of confirming the booking of vehicle.
29. No change of vehicle will be allowed without the prior permission of user.
30. Hiring contract: - for three year from date of operation but can be further extended by RDSO, administration Lucknow for a period of one year at the accepted/lower rates.
31. The firm will be responsible for any complaint against the misconduct of the driver or any other similar issues if, reported by officials of Testing Directorate.
32. In case of accident during transportation of equipments if any, the cost of damaged equipment will be paid by the contractor to RDSO and if any dispute regarding this matter, the decision of The Director Testing (HQ), RDSO, Lucknow shall be final.

We accept the terms and conditions laid down in Para 1 to 32 and bind ourselves to abide by them

Sign. Of Quotationer
With Date & Stamp

Sign. Of DT/HQ
Testing Dte/RDSO/LKO

GENERAL INSTRUCTIONS TO QUOTATIONERS

On behalf of the President of India, Dir./Testing (HQ), RDSO, MANAK NAGAR, LUCKNOW – 226 011 hereinafter referred to as ‘Railways’ invites Quotations from established, experienced and reliable agencies for hiring of a Luggage Carrier as detailed in the schedule of work and advertised in the open Quotation notice, issued by RDSO/Lucknow.

The contract emerging out of this Quotation shall be referred to as “Contract” and the contractor who is awarded the work contract shall be referred to “Contractor.”

1. QUOTATION DOCUMENTS

This Quotation document consists of following parts-

- 1.1 First Sheet
- 1.2 Summary Page
- 1.3 Schedule of Rates
- 1.4 Special Terms and Condition of the contract.
- 1.5 General Instructions to Quotationers
- 1.6 Annexure-I & II

2. Availability of Quotation Documents:

Quotation form can be obtained from the office of the Director Testing (HQ), Testing Directorate, RDSO, Manak Nagar, Lucknow on any working day from **16.08.2019 to 02.09.2019** during working hours and up to **14:00 hrs on 03.09.2019**. The Quotation document can also be downloaded from the website of RDSO (www.rds.indianrailways.gov.in) on or after **16.08.2019**.

3. Submission of Quotation Offers:

- 3.1 These Quotation documents must be submitted duly completed in all respects in sealed cover superscribed in the Quotation form for the “As on top sheet” and should be submitted in the office of the Director Testing (HQ) /RDSO/Lucknow up to 14.30hrs on 03.09.2019. The Quotations will be opened immediately thereafter and rates read out in the presence of such Quotationers as is/are present. Quotations which are received after the time and date specified above, may not be considered. In case the intended date for opening of Quotations is declared a holiday, the Quotations will be opened on the next working day at the same time.
- 3.2 Quotations sealed and superscribed as aforesaid can also be sent by registered post addressed to the Director Testing (HQ), Air Brake Lab, Testing Directorate, RDSO/Lucknow-226011 but a Quotation which is received after the time and date specified in Para 3.1 above may not be considered. Quotation delivered or sent otherwise will be at the risk of the Quotationers.
- 3.3 The rates should be quoted in figures as well as in words. If there is variation between the rates quoted in figures and words, the rate quoted in “Words” shall be taken as correct. If more than one of improper rates is Quotationed for the same item, the Quotation is liable to be rejected.
- 3.4 Each page of the Quotation papers is to be signed and dated by the Quotationers or such persons(s) on his/their behalf who is/are legally authorized to sign for him/them.

Sign. Of Quotationer
With Date & Stamp

Sign. Of DT/HQ
Testing Dte/RDSO/LKO

4.0 FINANCE OF THE CONTRACT

The contract shall be financed by RDSO/Lucknow own resources.

5.0 VALIDITY OF QUOTATION

Quotationer shall keep his offer open for a minimum period of ninety (90) days from the date of opening of the Quotation.

6. PERFORMANCE BANK GUARANTEE

The successful bidder should give a **Performance Guarantee (PG) amounting to 10% of the contract value** in any of the following forms:

(i) A deposit of cash (ii) Irrevocable Bank Guarantee (iii) Government Securities including state loan bonds at 5% below the market value (iv) Deposit receipts, Pay Orders, Demand Drafts and Guarantee bonds. These forms of Performance Guarantee could be either the State Bank of India or of any of the nationalized Banks (v) Guarantee Bonds executed or Deposits Receipts tendered by all Scheduled Banks (vi) A Deposit in the Post Office Saving Bank (vii) A Deposit in the National Savings Certificates (viii) Twelve years National Defence Certificates (ix) Ten years Defence Deposits (x) National Defence Bonds and (xi) Unit Trust Certificates at 5% below market value or at the face value whichever is less. Also FDR in favour of Executive Director/Finance, RDSO (free from any encumbrance) may be accepted.

Performance Guarantee (PG) at a rate of 10% of the contractual value shall be deposited by the successful bidder. The successful bidder shall have to submit a performance guarantee valuing 10% of the contract value in four separate parts of 2.5% each of the contract value, within 30 (thirty) days from the date of issue of letter of acceptance (LOA). Extension of time for submission of PG beyond 30 (thirty) days and up to the date of submission of PG from the date of issue of LOA may be given by the authority who is competent to sign the contract agreement. However, a penal interest of 15% per annum shall be charged for the delay beyond 30 (thirty) days, i.e. from 31st day after date of issue of LOA. In case the contractor fails to submit the requisite PG even after 60 days from the date of issue of LOA, a notice shall be served to the contractor to deposit the PG immediately however not exceeding 90 days from the date of issue of LOA. In case the contractor fails to submit the requisite PG even after 90 days from date of issue of LOA, the contract shall be terminated duly forfeiting EMD and other dues, if any payable against that contract. The failed contractor shall be debarred from participating in re-tender for that work. In case 60th day is a bank holiday or office closure next working day should be considered as the last day of submission of the PGs. Decision of authority competent to sign the contract agreement would be final in case of any dispute. All other terms and conditions shall be applicable as per GCC service.

The Performance Guarantee (PG) shall be released without interest after the physical completion of the work based on the “Completion Certificate” issued by the competent authority stating that the contractor has completed the work in all respects satisfactorily based on “No claim Certificate.”

- (a) Wherever the contracts are rescinded, the performance guarantee shall be encashed and the balance work should be got done separately.

8. ILLEGAL GRATIFICATION

Any bribe, commission, gift or advantage given, promised or offered by or on behalf the contractor or his partner, agent or servant or anyone on his or on their behalf to any officer or employee of the Railway or to any person on his or their behalf in relation to the obtaining or the executive of this any other contract with the RDSO shall in addition to any criminal liability which he may incur subject the contractor to the payment of any loss or damage resulting from such rescission and the RDSO shall be entitled to deduct the amounts so payable from any moneys due to the contractor under the contract or any other contract with the RDSO. The contractor shall not lend or borrow from or have or enter into any monetary dealings or transactions either directly or indirectly with any employee of RDSO and if he shall do so the RDSO shall entitle forthwith to rescind the contract the all other contracts with the RDSO. Any question or dispute as to the submission of any offence or compensation payable to the RDSO under this clause shall be settled by the Director General of the RDSO in such a manner as he shall consider fit and sufficient and his decision shall be final and conclusive.

9. FORCE MAJEURE CLAUSE

9.1 The term 'Force Majeure' means any Act of God and any event, whether accidental or not, beyond the will and control of the Party affected by such event (but not necessarily predictable) such as war, whether declared or not, riot, insurrection, civil commotion sabotage, strikes, lock out, or other disturbances, accidents, fire, earthquake, flood, explosion, damage to plant or installations, epidemic, quarantine restrictions, absence of the usual means of transport and embargoes, the occurrence of which event could not have reasonably be foreseen or provided for by a man of common prudence exercising due diligence together with the steps taken by it to avoid or minimize the adverse effect of such Force Majeure event, as also the cessation of such event.

9.2 In the event that any of the parties hereto finds itself unable, by reason of a case of 'Force Majeure' to carry out its obligations hereunder in whole or in part, the obligations of such Party to the extent that they are affected by such 'Force Majeure' shall be suspended as long as impossibility so caused shall last but not thereafter. The adverse situation created by such 'Force Majeure' shall be remedied as far as possible, with responsible dispatch.

9.3 The Party affected by 'Force Majeure' shall give notice thereof to the other Party setting forth all necessary particulars concerning the giving of the said notice, the obligations of the Party giving such notice shall be suspended as said above and the Parties shall consult together with a view to determining mutually acceptable measures to overcome the difficulties arising there from.

10. PAYMENT TERMS

Payment shall be made on monthly basis on the submission of the bills to Director Testing (HQ), Testing Directorate, R.D.S.O. Lucknow as per terms & condition laid down in the Quotation documents. Charges will be calculated per trip on actual basis.

10.1 The bills will be verified by Director Testing (HQ), RDSO/MANAK NAGAR, LUCKNOW-226011 for payments of the deduction of penalties and taxes in vogue from the bills if any. The Quotationer shall mention name of the work and reference of agreement in the bills as well as name of the bank, branch, a/c no. and bank code no. & PAN on the bills. The contractor, who has signed the contract agreement, should sign the bills.

Sign. Of Quotationer
With Date & Stamp

Sign. Of DT/HQ
Testing Dte/RDSO/LKO

11. OTHER CONDITIONS:

It shall not be obligatory on the Director Testing (HQ), RDSO/Lucknow to accept the lowest offer and also he/she shall always be at liberty to reject or accept any offer or offers at his/her sole discretion and any such action will not be called into question and no Quotationer shall have any claim in that regard against the Indian Railways.

11.1 If the Quotationer deliberately gives wrong information in his offer, the Director Testing (HQ) RDSO/Lucknow reserves the right to reject such Quotation at any stage.

11.2 The Quotationer shall be required to produce original documents testifying to the declarations/claims regarding technical or financial profile of the Quotationer in his offer, if and when desired by the Director Testing (HQ), RDSO/Lucknow.

11.3 Non-compliance with any of the conditions set forth in the Quotation documents, herein, is liable to result in the Quotation bid being rejected.

11.4 STATEMENT OF DEVIATIONS:- The Quotationer shall indicate his compliance or otherwise against each clause and sub-clause of the terms & conditions listed in the “General Instructions to Quotationers” and “Special Terms and Conditions for hiring of Vehicles mentioned in Quotation Notice to the (RDSO) Ministry of Railways on Monthly Rate basis. In case of deviations, the Quotationer shall, for this purpose, enclose a separate statement of deviations with detailed reasons.

12. VEHICLE’S CERTIFICATE:

Quotationers should have submitted the attested photocopy of following certificate with offer:

- **Service Tax Registration & TIN no. of firm.**
 - PAN No.
-

Annexure No. I

DETAILS OF THE DRIVERS WORKING UNDER QUOTATIONER

S.No.	NAME	FULL ADDRESS	Age	Experience	Driving license No.	Validity date	Condition of health

Sign. Of Quotationer
With Date & Stamp

Sign. Of DT/HQ
Testing Dte/RDSO/LKO

Annexure No. II

**DETAILS OF OWNERSHIP & PARTENERSHIP OF SUPPLIED LUGGAGE CARRIER
BY THE QUOTATIONER**

S. No.	Registration No of Vehicle	Date of validity of the R.C.	Make & Model of Luggage Carrier	Date of validity of the Pollution Control Certificate	Nature of Insurance coverage & date of validity	Year of manufacturing as embossed on engine/chassis	Condition of the vehicle including total Kms. run.

Sign. Of Quotationer
With Date & Stamp

Sign. Of DT/HQ
Testing Dte/RDSO/LKO