

**TELANGANA STATE CIVIL SUPPLIES  
CORPORATION LIMITED**  
(A State Government Undertaking)

**E -Tender No: P.ADMN.A4/5210/2018**

**DATED 26.11.2024**

**E-TENDERS ARE INVITED FOR SUPPLY OF SWIFT/  
SWIFT DEZIRE / ETIOS VEHICLES AND INNOVA  
VEHICLES FROM TRAVEL AGENCIES OF HYDERABAD  
FOR THE TELANGANA STATE CIVIL SUPPLIES  
CORPORATION LIMITED, HEAD OFFICE.**

Regd. Office: "B" Block, # 6-3-655/1/A, Civil Supplies Bhavan,  
Somajiguda, Hyderabad - 500082, Telangana State  
Fax No: 040 23310967

Web site: [www.tscscl.telangana.gov.in](http://www.tscscl.telangana.gov.in)

Tenders should be filed online in <https://tender.telangana.gov.in/>

For any Information Contact:

M/s : Vupadhi Techno Services Pvt. Ltd.  
1st Floor, Ramky Grandiose, Sy. No: 136/2 & 4, Gachibowli,  
Hyderabad - 500032, Telangana State.  
Tel: +91 40-33762222, 23  
+91 40-39999703, 39999704  
[tseprocsupport@vupadhi.com](mailto:tseprocsupport@vupadhi.com)

**TELANGANA STATE CIVIL SUPPLIES CORPORATION LIMITED**  
**(A STATE GOVT. UNDERTAKING)**

Regd. Office: "B" Block, # 6-3-655/1/A, Civil Supplies Bhavan, Somajiguda,  
Hyderabad - 500 082, Telangana

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CORPORATION LIMITED, HEAD OFFICE.**

Details of requirement of hire vehicles:

S.No	Item	Quantity (Approximately)
1	SWIFT/ SWIFT DEZIRE/ETIOS VEHICLES	15
2	INNOVA VEHICLES	06

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**TENDER DETAILS**

**No: P.ADMN.A4/5210/2018 DATED 26.11.2024**

S. No	Item	Description
1	Department Name	Telangana State Civil Supplies Corporation Limited
2	Circle/Division	Telangana State
3	Tender Number	<b><u>No: P.ADMN.A4/5210/2018 DATED 26.11.2024</u></b>
4	Tender Subject	E-TENDERS ARE INVITED FOR SUPPLY OF SWIFT/SWIFT DEZIRE/ETIOS VEHICLES AND INNOVA VEHICLES FROM TRAVEL AGENCIES OF HYDERABAD FOR THE TELANGANA STATE CIVIL SUPPLIES CORPORATION LIMITED, HEAD OFFICE
5	Period of Contract	One year from the date of issue Work Order
6	Form of Contract	Rate contract
7	Tender Type	OPEN
8	Tender Category	Works
9	EMD / Bid Security (INR)	Rs.6,00,000/-
10	EMD/Bid Security Payable to	Payment of EMD to be made through Online payment gateway only(In favor of TSCSC Ltd, Hyderabad)
11	Transaction Fee	It is mandatory for all the participant bidders from 1st January 2006 to electronically pay a Non-refundable Transaction fee to M/s. TSTS, the service provider through "Payment Gateway Service on E-Procurement platform". The Electronic Payment Gateway accepts all Master and Visa Credit Cards issued by any bank and

		<p>Direct Debit facility/Net Banking of ICICI Bank, HDFC, Axis Bank to facilitate the transaction. This is in compliance as per G.O.Ms. 13 dated 07.05.2006. A service tax of 12.36% + Bank Charges for Credit Card Transaction of 2.09%(inclusive of service tax) on the transaction amount payable to TSTS. shall be applicable.</p> <p><b>Corpus Fund :</b> As per GO MS No.4 User departments shall collect 0.04% of ECV (estimated contract value) with a cap of Rs.10,000 (Rupees ten thousand only) for all works with ECV up to Rs. 50 Crores, and Rs.25,000/- (Rupees twenty five thousand only) for works with ECV above Rs. 50 Crores, from successful bidders on e-procurement platform before entering into agreement / issue of purchase orders, towards e-procurement fund in favor of Managing Director, TSTS. There shall not be any charge towards e-procurement fund in case of works, goods and services with ECV less than and up to Rs. 10 lakhs.</p>
12	Transaction Fee Payable to	Telangana State Technology Services (TSTS), Hyderabad online payment only.
13	Bid Document Downloading Start Date	26.11.2024 after 11.00 A.M
14	Bid Document Downloading End Date	05.12.2024 up to 2.00 P.M
15	Last date and time for receipt of online Bids and uploading of required documents	05.12.2024 up to 5.00 P.M
16	Bid submission	"Online" only.
17	Technical Bid Opening Date and Time (Qualification and Eligibility stage)	06.12.2024, at 11.30 A.M onwards
18	Price Bid Opening Date and Time (Financial Bid Stage)	07.12.2024 (Tentative)
19	Pre-Bid meeting	29.11.2024 at 12.00 P.M
20	Place of Tender Opening.	Telangana State Civil Supplies Corporation Ltd., Regd. Office: "B" Block, # 6-3-655/1/A, Civil Supplies Bhavan, Somajiguda, Hyderabad - 500 082, Telangana.
21	Tender Inviting / Opening Authority	Vice Chairman and Managing Director, Telangana State Civil Supplies Corporation Limited or any officer authorized by him.
22	Address	Regd. Office: "B" Block, # 6-3-655/1/A,

		Civil Supplies Bhavan, Somajiguda, Hyderabad - 500 082, Telangana.
23	E-mail id	e-mail ID : admnho-csc@telangana.gov.in
24	Eligibility Criteria	As per tender document.
25	Procedure for Bid Submission	<p>The bidder shall submit his response through bid submission to the tender on e-Procurement platform at <a href="https://tender.telangana.gov.in">https://tender.telangana.gov.in</a> by following the procedure given below. The bidder would be required to register on the e-procurement market place and <u>submit their bids online. No offline bids shall be entertained by the Tender Inviting Authority.</u></p> <p>The bidders shall submit their eligibility and qualification documents, Technical bid, Financial bid etc., in the standard formats prescribed in the Tender documents, displayed in e-Procurement web site. The bidders shall upload the scanned copies of all the relevant certificates, documents etc., in support of their eligibility criteria / technical bids in the e-Procurement web site. The bidder shall sign on the statements, documents, certificates, uploaded by him, owning responsibility for their correctness / authenticity.</p> <p><b>1. Registration with e-Procurement platform:</b></p> <p>For registration and online bid submission bidders may contact HELP DESK of M/s Vupadhi Techno Services, <a href="https://tender.telangana.gov.in">https://tender.telangana.gov.in</a></p> <p><b>2. Digital Certificate authentication:</b></p> <p>The bidder shall authenticate the bid with his Digital Certificate for submitting the bid electronically on e-Procurement platform and the bids not authenticated by digital certificate of the bidder will not be accepted on the e-Procurement platform.</p> <p>All the bidders need to obtain Digital Certificates from Telangana State Technology Services Ltd. (TSTS) or any other TCS-CA-Registration Authority in India.</p>

For obtaining Digital Signature Certificate, Please login to <https://tender.telangana.gov.in> and click on Digital Certificate Link and can also contact :

Telangana State Technology Services Ltd.,  
BRKR Bhavan, B-Block, Tank Bund Road  
Hyderabad-500022,  
Phone: +91-40-23220305  
Fax: +91-40-23228057

(or)

You may please Contact Registration Authorities of any Certifying Authorities in India. The Lists of CAs are available by clicking the link <http://tender.telangana.gov.in/DigitalCertificate/signature.html>.

**4.Payment of Transaction Fee:**

It is mandatory for all the participating bidders to pay electronically the Transaction fee to TSTS, through "Payment Gateway Service on E-Procurement platform". The Electronic Payment Gateway accepts all Master and Visa cards issued by any bank and Direct Debit facility / Net Banking of ICICI Bank, HDFC to facilitate the transaction. This is in compliance as per G.O Ms No 13 IT & C Dept, dated 7-5-2006. A service tax of 12.36 % + Bank Charges for Credit Card Transaction of 2.09% on the transaction Amount payable to TSTS, Shall be applicable.

**5. Tender Document:**

The bidder is requested to download the tender document and read all the terms and conditions mentioned in the tender Document and seek clarification for any doubt from the Tender Inviting Authority. Any offline bid submission clause, in the tender document shall not be considered.

The bidder has to keep track of any changes by viewing the addendum / Corrigendum's issued by the Tender Inviting Authority on time-to-time basis in the e-Procurement platform. The Department calling for tenders shall not be responsible for any claims/problems arising out of this.

**6. Bid Submission Acknowledgement :**

The bidder should complete all the processes and steps required for bid submission. The system will generate an acknowledgement with unique bid submission number after completing all the prescribed steps and processes by the bidder. Users may also note that the bids for which an acknowledgement is not generated by the e-procurement system are treated as invalid or not saved in the system. Such invalid bids are not made available to the Tender inviting Authority for processing the bids. The Government of Telangana and M/s TSTS is not responsible for incomplete bid submission by users.

**Documents to be uploaded:**

- 1) Receipt of EMD for Rs.6,00,000/-
- 2) (Annexure-I) Tender form should be uploaded
- 3) (Annexure - II) Financial Bid
- 4) Copy of PAN
- 5) GST Registration Certificate
- 6) (Annexure -III) The vehicle No.'s in the name of tenderer or agency of tenderer
- 7) Income Tax return of last three years.
- 8) In case of Partnership firm, Partnership deed should be uploaded
- 9) In case of Corporate Office/Firm, Registration Certificate should be uploaded.
- 10) Authorized signatory to sign the required document of partnership firm/Corporate office should be submitted.



Telangana Civil Supplies Corporation Limited invites tenders through Government e- Tenders only from reputed, experienced and financially sound Taxi service providers to provide rental taxis to TGSCSCL. The contract will be initially for a period of one year. The quantum of requirement of vehicles may increase or decrease during the period of contract. Bid has to be submitted through e - tenders subject to the following Technical Eligibility Criteria and terms & conditions. The Civil Supplies Corporation may initially hire 15 No. shift/ swift Dezire/ Etios (AC) and (6) Innova vehicles subject to the requirement. The actual requirement may increase or decrease at the time of awarding the contract. The number of vehicles during the contract period may also be increased or decreased at the same rate and terms & conditions.

### **Technical Eligibility Criteria**

The tendering Agency must fulfill the following technical specifications in order to be eligible for technical evaluation of the bid described in the following:

1. The Registered Office of the Agency should be located in Hyderabad. An attested copy of the registration certificate of offices in Hyderabad shall be enclosed. The company should be reputed, experience & financially sound.
2. In case of partnership firms, a copy of the partnership agreement, or General Power of Attorney duly attested by a Notary Public, should be furnished on stamped paper duly sworn or affirmed by all the partners admitting execution of the partnership agreement or the general power of attorney. The attested copy of the certificate of registration of firm should also be enclosed along with the tender. In case of Corporate Office/Firm, Registration Certificate should be uploaded.
3. The Agency must have a minimum of five years' experience in supplying taxis to at least two Government organization along with other reputed private companies / Public Sector Companies / State Government Departments. Proof of at least two contracts relating to supplying of taxi services to Central Government / State Governments / PSUs / Bank / reputed private firms in last three years along with attested copies of the supply order be enclosed with the tender document.
4. The Agency should have a minimum annual turnover of Rs. 50 lakhs each year during last three financial years i.e., 2021-22, 2022- 23 and 2023-24. A copy of turn over statement duly certified by the C.A. along with ITR must be enclosed with the tender document.
5. The Agency should have its own Bank Account. Certified copy of the account maintenance for the last three years issued by Bank shall be enclosed.
6. Certified copy of the PAN card shall be attached with the Bid document.
7. The Agency (not individual) should be registered with GST. Certified copy of the registration shall be attached with the Bid document.

8. The Agency must have a minimum of 10 number of vehicles not older than July, 2017 (shift/shift Dezire/Etios or Innova), registered in its name in Hyderabad. A list of such vehicles with registration details should be attached with the bid. The list should also indicate the date of registration of the car. TGSCSCL may ask the agency to produce the original RCs at the time of examination of technical bid.

#### 9. Earnest Money Deposit (EMD)

The bidder should deposit Earnest Money Deposit (EMD) of Rs.6,00,000/- (Rupees Six Lakhs only) refundable should pay through ONLINE in E procurement platform payable to "VC & Managing Director, Telangana State Civil Supplies Corporation. All participant bidders have to deposit the EMD at the time of scrutinizing of documents by the Committee constituted for this purpose. The bid without EMD shall be rejected and no correspondence will be entertained on this subject.

#### Terms and Conditions of the Tender:

While quoting every person tendering should specifically note that:

1. The vehicles that is new or up to 7 years old (i.e. not earlier to July, 2017) and without any accident history, in excellent and neat exterior, interior and running condition which they shall also maintain during period of hire.

2. Vehicles should have valid registration/permit and perspective bidder shall furnish the following documents along with the technical bid:

- a) Self attested copy of PAN Card under IT. Act.
- b) Self attested copy of Service Tax Registration Number,
- c) Self attested copy of Valid RC book
- d) Self attested copy of GSTIN.

3. Driver should possess valid commercial driving license and fit to drive the vehicle in the city (bio-data of the driver along with a photograph and photocopy of the license should be enclosed). There shall be a single driver deputed for regular duties. However, suitable substitute shall be arranged in his absence during unavoidable/exceptional circumstances under intimation of at least 3 days to the office. Similarly, an alternate vehicle of the same class shall be arranged during the servicing repairs to the regular vehicle to provide uninterrupted service.

4. Payment will be made on monthly rental basis at the agreed rates after the due processing of the bills within reasonable time. The billing will be done on monthly basis and bills to be submitted in triplicate by the 5<sup>th</sup> of the succeeding month and no advance payment will be made.

5. This office reserves the right to constitute as committee to scrutinize and furnish the recommendation to hire the suitable vehicle from any of the

responded agencies by evaluating the condition of the vehicle, qualification of the driver, credentials of the agency etc.

6. Any dispute arises in this contract is subject to the courts within the jurisdiction of Hyderabad only.

7. The contract period is from 01.01.2025 to 31.12.2025. However, this office reserves the right to terminate the contract with a prior notice of one week in which case, the payment will be made proportionately to the extent of number of days hired. In case, the agency is not willing to continue the same may have to intimate to this office two months in advance to make alternate arrangements. Dues, if any will be settled at the end of notice period. During the period of validity of the agreement, if there is any increase in the cost of diesel, spare parts, servicing, tyres, lubricants etc no increase in the rates will be demanded and no such demand is entertained. However, for no reason the service provider can't quit in the middle of the contract period failing which the EMD will be forfeited.

8. There should be at least two set of white covers, towels and napkins in the car. It should be changed every week.

9. There should be a fire extinguisher in every car.

10. There should be an air spray in every car.

11. Gas kits are not allowed as a fuel in every car.

12. The vehicle shall be at the disposal of the O/o the VC & MD. The vehicle shall be provided on any day including Saturday, Sunday and Holidays, if required by the hirer.

13. Zero based mileage i.e. mileage starting and ending at from duty or drop off location shall be adopted for the purposes of calculating the Kilometres.

14. There must be arrangements for establishing contact round the clock. The driver shall be equipped with functional mobile phone at their cost, for contact purposes.

15. The office of the VC & MD shall pay the hiring charges only. Charges like monthly charges of drivers, maintenance of vehicles, petrol/diesel/oil expenses shall liable to be paid by the agency only. However, toll charges, parking charges etc., will be paid by the department along with the payment of monthly charges subject to production of toll receipt / parking receipt.

16. The vehicles provided should comply with the laws in force in the State.

17. The drivers shall have a valid driving license to drive vehicle and act to comply with the laws in force and they are adequately experienced and maintain decency, politeness, neat dress and good habits. The residence of the drivers must be in the respective city only. Drivers must be in the proper uniform only during the duty hours.

18. The drivers shall be well versed with routes and locations in Hyderabad. The driver /service provider shall maintain log book with vehicle indicating the day to day running mileage.

19. Once hired, the vehicles shall be deployed exclusively under the overall supervision of the Corporation. Insurance of the vehicles should be renewed every year and copies of the same have to be submitted to the office. Pollution under control check for the vehicles should be carried on as per the government order and the copy of the certificate has to be submitted to the VC & MD.

20. The vehicles will be required to run anywhere within the state of Telangana including journeys outside the state if required.

21. Vehicles should be kept with sufficient stock of fuel

22. In order to ensure day to day functionality of hirer, once hired service provider shall not keep changing or rotating vehicles and drivers, except if the hirer so indicates in the case of eventuality or unsuitability.

23. They will comply with labour laws in force and all abilities in this connection will be of the service provider.

24. If the contract is awarded, they have to provide the complete details of the vehicles, certified copies of the RC books, comprehensive insurance policies as well as full details of deployed drivers, their addresses and copies of their driving licenses.

25. The Corporation will not be under any obligation, legal or otherwise, to provide employment to any of the personnel of the service provider during or after the expiry of the hired period. The Corporation recognizes no employer-employee relationship between the department and the personnel deployed by the service provider. The Corporation shall not be responsible financially or otherwise for any injury / loss to the vehicles or drivers or persons deployed by the service provider during the course of hire.

26. In case of any accident and all the claims and damages arising there from shall be met by the service provider.

27. The service provider shall undertake to indemnify the Corporation against all damages / charges arising on account of or connected with the negligence of the service provider or his staff or any person under his control whether in respect of accident injury to the person or damages to the property of any member of the public or any person or in executing the work or otherwise and against all claims and damages thereof.

28. In the event of the hired vehicles developing snags or in case the condition of the car is not found to be satisfactory, the service provider will ensure that a replacement of vehicle/Vehicles is provided on priority and in case of failure to make alternative arrangement, the Corporation will be at liberty to hire other vehicles and the cost incurred on account of such hiring shall be at the expense of the service provider.

29. In case of two equal bids, preference will be given to the bidder who is providing service to the Government departments.

30. In case of dispute, the decision of the VC & MD shall be final and binding.

31. Tenders must be submitted as detailed in Annexure-I,II&III.
  32. The vehicle should be enabled with GPS/Vehicle tracking device.
  33. The vehicle should run maximum 2500 kms includes outstations.
  34. No driver batta will be paid for night duties
  35. Driver License experience should be more than 5 years.
1. **The tenderer should upload the following documents along with the tenderer form of the tender in the e-procurement website :**
    - 1) Receipt of EMD for Rs.6,00,000/-
    - 2) (Annexure -I) - Tender form should be uploaded
    - 3) (Annexure II) - Financial Bid
    - 4) Copy of PAN
    - 5) GST Registration Certificate
    - 6) (Annexure -III) - The vehicle No.'s in the name of tenderer or agency of tenderer
    - 7) Income Tax return for the last three years.
    - 8) In case of Partnership firm, Partnership deed should be uploaded
    - 9) In case of Corporate Office/Firm, Registration Certificate should be uploaded.
    - 10) Authorized signatory to sign the required document of partnership firm/Corporate office should be submitted.

  
VC & Managing Director,  
TGSCSCL, Hyderabad

**Annexure-I  
TENDER FORM**

To  
The VC & Managing Director,  
TSCSCL, Hyderabad.

Sir,

I have gone through the terms and conditions laid down in the tender notice No. \_\_\_\_\_ for the one year from the date of Work Order. I am agreeable to the terms and conditions mentioned therein. I shall also abide by any other rules connected to this tender that may be enforced by VC & Managing Director from time to time.

Date:-.....

**Particulars**

Name and Address of the Tenderer :  
(in Block Letters)

Address :

EMD Details :  
Name of the Bank

Status of the Tenderer : PROPRIETORY/ PARTNERSHIP

If any partnership firm the documents should be furnished:

1. Firm Registration Certificate
2. Parntership Deed

**SIGNATURE OF THE TENDERER**

**Annexure-II**

**Financial Bid**

I \_\_\_\_\_ S/o \_\_\_\_\_

R/o \_\_\_\_\_ here by quoting the rates for following vehicles

<b>RATE quoted for providing Swift Dezire/ Etios vehicle</b>	<b>The rate should not be quoted not more than Rs.34000/- as per the Government of Telangana Finance (DCM) Department Circular.Memo.No.826/29/DCM/2017 Dated 16.06.2017</b>
<b>RATE quoted for providing Innova vehicles</b>	

Signed \_\_\_\_\_

Signature of the Proprietor/ Authorized signature of Partnership firm/Corporate Office

Name (Caps):

Date:

**SIGNATURE OF THE TENDERER**

**Annexure-III - DETAILS OF OWN VEHICLES**

S.No.	Vehicle No.	Name of the Owner	Year of Registration
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

**SIGNATURE OF THE TENDERER**