

**PRINCIPAL ACCOUNTS OFFICE
MINISTRY OF INDUSTRY
517-D, UDYOG BHAWAN
NEW DELHI-110011**

No. Pr.AO/Estt./Taxi/16-17/ 1527-1536

Dated:- 25/07/2016

To,

Subject : Hiring of Vehicle

Sealed Quotations are hereby invited for providing Delhi Registered **Maruti Suzuki SX4/Ciaz VXi/VDi** vehicle in this office from transporters having more than 5 years experience in Govt. offices/Organization on the basis as detailed below:

A/C Maruti Suzuki SX4/Ciaz VXi/VDi Vehicle :-

1. Rate of 350 hrs/2500 Kms Per Month.
2. Rate for additional hours.
3. Rate for additional Kilometer.

INSTRUCTIONS FOR TENDERERS:

The Quotation shall be type-written/neatly written and free of any over writing/cutting. They should be submitted on official letter head of the firm/agency, as per enclosed format. Correcting fluid should not be used in any case. Alteration unless legibly attested by the authorized signatory of the agency, shall disqualify the quotations. It is mandatory to quote the rates in words as well as figures in Rupees failing which Quotations shall stand rejected.

1. Rate should be quoted for Delhi Registered Vehicle and should be valid upto One year. The contract can be further extended for one year or such period as Principal Accounts Office deems fit. The Criteria for extension shall be purely the performance of the contractor during the initial contractual period of one year. The said extendable period shall purely be at the discretion of O/o CCA, Industry and at the same Terms & Conditions.
2. In case of the application being made by a partnership firm, a copy of Partnership Deed is required to be submitted along with the tender.
3. In case of the application being made by a Private Limited Company, a copy of the Certificate of Incorporation from the Registrar of Companies, Memorandum and Articles of Association of the company is required to be submitted.
4. Tenderer will be fully bound to observe all rules and regulations under various acts issued by the government from time to time and hold all legal responsibility in relation to the vehicle.
5. The vehicles should be in a very good condition with neat and clean interiors and not more than two year old on the date of submission of tender. (Copy of registration certificate, fitness certificate if applicable, pollution certificate, permit license and other relevant documents including transporter registration certificate should be enclosed along-with the tender).
6. The payment will be made only after due receipt of bill along with Duty Slip/Log Book duly verified by the officer using the vehicle.



7. In case of breakdown of the hired vehicle, the firm shall provide alternate vehicle.
8. The limit of vehicle is 2500 Kms Per Month but any short fall in Kms in any month shall be carried over to next month to be availed within the year of contract.
- (i) The tender shall be submitted in sealed cover envelop marked "**TENDER FOR HIRING OF VEHICLE SERVICES**" on top and addressed to: Principal Accounts Office (Admn.), Room No. 517-D, Udyog Bhawan New Delhi -110001 by 11.08.2016 upto 2:00PM.
- (ii) It is the responsibility of the tenderers to see that the completed bidding documents are submitted by the specified time and date.
- (iii) The bid shall consist of two parts - "**TECHNICAL BID**" and "**FINANCIAL BID**".
- (iv) Both the bids are to be placed in two separate sealed envelopes (clearly written on the envelope '**TECHNICAL BID**' and '**FINANCIAL BID**') together in one sealed cover with "**TENDER FOR HIRING OF VEHICLE SERVICES**" written on it. The "**FINANCIAL BID**" of only those bidders shall be opened whose "**TECHNICAL BID**" is found to be eligible.
- (v) The "**TECHNICAL BID**" shall be opened on 11.08.2016 at 3:30PM in Principal Accounts Office. The tenderers or their authorized representatives who wish to be present may remain present at the time of opening of technical bid. The "**FINANCIAL BID**" of the bidders whose "**TECHNICAL BID**" is found to be in order shall be opened at date to be intimated later to technically qualified bidders in the o/o CGA in the presence of tenderers or their authorized representatives who may wish to be present..
- (viii) The first envelope namely '**TECHNICAL BID**' should contain the Technical Bid in the performa alongwith technical bid documents as mentioned in **Schedule A** and on outer cover should be marked "Technical Bid".
- (ix) The second envelope namely "**FINANCIAL BID**" should contain the financial document i.e. the rate quoted in the format as is mentioned in **Schedule B** Outer cover of the envelope should be marked "FINANCIAL BID".
- (x) The two envelopes are to be put in a bigger envelope and marked "Tender for the Hiring of Vehicle Services". It is once again reiterated that the Technical Bid would be opened first and Financial Bids of only those bidders whose Technical Bids meet the eligibility criteria shall be opened at Principal Accounts Office (Admn.) on a date which shall be notified later. The rejection of the Technical Bid would automatically lead to the outright rejection of the Financial Bid and no representation what-so-law in this regard would be entertained.
- (xi) Evaluation Methodology;
- (xii) Work will be awarded to the firm found to be eligible and which quoted lowest charges i.e. **L1**
- (xiii) The tender will be rejected outright if any of the requisite documents is not attached with the tender form submitted by the Tenderer. The tender is also liable to be rejected if any of the terms and conditions as mentioned in the Tender form is not fulfilled by the tenderer.
- (xiv) Tender can also be downloaded from the website available at the following address:-
- (xv) <http://www.eprocure.gov.in>.



(P K. Bhatnagar)
Sr.Accounts Officer

MINIMUM ELIGIBILITY CRITERIA TO QUALIFY FOR OPENING OF FINANCIAL BID

The Tendering Agency/ Firm must fulfill the following Technical Specifications in order to qualify in Technical Evaluation :-

1. In case of partnership firms, a copy of the partnership agreement, or General Power of Attorney (GPA) duly attested by a Notary Public, should be furnished on stamped paper duly sworn in and affirmed by all the partners admitting execution of the partnership agreement or the GPA. The attested copy of the certificate of registration of firm should also be finished along with the tender. (Annexure 2)
2. The office of the bidder should be located either in Delhi/ New Delhi. Please provide the proof of address along with Bid documents. (Annexure 3)
3. The bidder should have their own Bank Account. A certified copy of the account maintained by the Bank should also be furnished. (Annexure 4)
4. Self attested copy of the PAN card of the proprietor/bidding firm should also be furnished. (Annexure 5)
5. Service providers agency (not individual) should be registered for Service Tax. Certified copy of the Service Tax registration should also be furnished. (Annexure 6)
6. The bidder must have a minimum of Five years experience in supplying Taxis to Government Ministries/Departments/ Public Sector Companies, Nationalized Banks or reputed companies. Proof of at least one contract relating to supplying of Taxi services to Ministries/Departments of Central Governments/State Government, PSUs Nationalized Banks or reputed companies in last two years along with attested copies of the Work Order/ Contract copy should be furnished. (Annexure 7)
7. The bidder should have had a minimum annual turnover (billing amount) of Rs. 10 Lakhs each year during last three financial years i.e. 2012-13, 2013-14 and 2014-15. A copy of turnover statement duly verified by the Chartered Accountant at is to be furnished with the Tender document for the last three years, i.e. 2012-13, 2013-14 and 2014-15 should also be submitted. (Annexure 8)
8. Certificate of satisfactory performance from the organization to whom the service is/was provided in at least one of the preceding financial years i.e. 2012-13, 2013-14 and 2014-15 (Annexure 9)
10. Self Certificates that the firm has not been blacklisted should be furnished. If it is found out that the Self Certificates by the participating firm is incorrect/wrong or bogus, the firm shall be blacklisted, its bids will be ignored and EMD/Performance security will be forfeited. (Annexure 10)
11. EMD Earnest Money Deposit of Rs. 10000/- (Annexure 10)

Note :- The bids will be rejected on not meeting any one Criteria mentioned above and the "Financial Bids" of such Company/ Firm/ Agency will not be opened.



PROROMA FOR TECHNICAL BID

Sr. No.	Criteria
1.	Name of Agency
2.	Tender Cost Details :- (i) Bank Draft No. (ii) Name of the Bank (iii) Amount of Draft (iv) Date of the Demand Draft (Refer to Point 1 Schedule A)
3.	Nature of the Agency : (i.e. sole Proprietor or Partnership firm or a Company or a Government Department or a Public Sector)
4.	Full Address of Reg. Office (i) Telephone No. (ii) Fax No. (iii) E-Mail ID
5.	Full Address of Operating/Branch Office in Delhi (i) Telephone No. (ii) Fax No.
6.	Banker of Agency with full address (Attach Bankers certificate of account maintenance) (i) Telephone No.
7.	PAN No.
8.	Service Tax Registration No. (Refer to Point 6 Schedule A)
9.	Details of Contracts handled in last two years (Refer to Point 7 Schedule A)
10.	Financial turnover and I.T Returns of the Agency for financial years 2011-12, 2012-13 and 2013-14 (Refer to Point 8 Schedule A)
11.	Certificate of satisfactory performance from the organization to whom the service was
12.	Certificate- Not blacklisted etc. (Refer to Point 10 Schedule A)
13.	EMD Details :- (v) Bank Draft No. (vi) Name of the Bank (vii) Amount of Draft (viii) Date of the Demand Draft (Refer to Point 11 Schedule A)

Signature of authorized person

Date:

Name:

Place:

Seal:

PRINCIPAL ACCOUNTS OFFICE

TENDER FORM FOR HIRING OF VEHICLE ON CONTRACTUAL BASIS FOR A PERIOD OF ONE YEAR FOR THE PURPOSE OF USE BY 0/o CCA, INDUSTRY.

SCHEDULE B

FINANCIAL BID DOCUMENTS

A- PRICE SCHEDULE FOR MONTHLY RATE CONTRACT VEHICLE

Details of rate quoted for requirement of vehicle on monthly basis for 2500 kms per month and 350 Hrs. for Maruti Suzuki SX 4/Ciaz/VXi/VDi Vehicle.

S.No. (1)	Particular (2)	Vehicle required (3)	Rate 2500 Kms & 350 Hrs Per Month (4)	Extra KMs (5)	Extra Hours (6)	Taxi, if any (7)
1	Rate of Monthly hiring of vehicle	Maruti Suzuki SX 4/Ciaz/VXi/VDi				

Amount in words Rupees _____ + Taxes, if any (for Col.4)

[Signature of Tenderer]



7. GENERAL TERMS & CONDITIONS:

The following are the Terms and Conditions in the tender document and shall also be deemed to be the terms and conditions of the contract for providing the vehicles:-

1. The contract shall be for the period of one year and the period shall commence for __ the date when the letter of commencement is accepted by the firm which can be extended for a period of another one year at the sole discretion of O/o CCA.
2. The hired vehicles on monthly basis should not be more than two year old at the time of entering into the contract at time of deployment of the vehicle.
3. Earnest Money Deposit (EMD) of Rs. 2,000/- in the form of Demand Draft/Cheque in favour of "Pay And Accounts Officer, (IPP) payable at New Delhi" is to be submitted at the time of submitting the tender in a separate envelope bearing the name of the bidder and marked Earnest Money Deposit. Bids without the Earnest Money Deposit shall be treated as void and will not be considered for opening. The EMD should remain valid upto six months from the end/expiry of the contract.
4. Successful bidder will have to deposit an amount Rs. 25,000/-) will be treated as **Performance Security**. A Demand Draft of the differential amount favouring "Pay And Accounts Officer (IPP)" payable at New Delhi of Performance Security, need to be furnished by the Firm/Company at the time of the issuance of the Work Order.
5. The driver deployed should be well conversant about the Delhi/NCR routes and must carry the mobile phone with him for which, no separate payment shall be made by the CCA. The driver(s) should have valid driving license.
6. The agencies should abide by all statutory requirements for running the vehicle on contract. O/o CCA will have no responsibility and will in no way be liable towards taxes, fee, penalties, cost of fuel, salary to drivers, maintenance or any other charges payable except the contract price, parking charges and toll tax, if any.
7. The vehicle should have necessary permits from the transport Dept/Authority. O/o CCA will not be responsible for any challan, loss, damage and accident to the vehicle or any other vehicle or injury to anybody.
8. The rate should be quoted inclusive of all expenses such as fuel, taxes, maintenance, repair and servicing etc.
9. The vehicles on hire shall be available at all time including Saturdays, Sundays and public holidays. One day compulsory rest in a week shall be allowed to driver as per convenience of the vehicle user and driver.



10. The Contractor should have enough resources to repair their cars in minimum possible time. When required, they should be in a position to substitute/replace or arrange extra vehicle(s) at very short notices. In case the vehicle(s) is found not to be in working condition, it shall be returned for immediate replacement. In case no replacement is provided on time, this office would have a right to hire a vehicle from the market and the additional cost incurred due to hiring of another vehicle by this office will be borne by the contractor.
11. The vehicles should have functional A/c and in case the same is not in working condition, the rates shall be reduced appropriately.
12. All statutory Acts, labour laws/regulations/ motor vehicle Act must be complied by the contractor/agency.
13. All legal obligations which include insurance, pollution control, road tax other compliances shall be complied by the contractor O/o CGA will not owe any responsibility in this regard.
14. It is obligatory for the contractor that drivers are paid at least minimum wages according to minimum wages fixed by the Govt. of Delhi from time to time. A certificate to this effect has to be furnished every month alongwith bill.
15. The agency/ firm should have adequate number of telephones for contact round the clock.
16. O/o CCA reserves the right to accept or reject the quotation wholly or partly without assigning any reasons thereof or accept more than one offer. O/o CCA do not bind themselves to accept the lowest or any tender or to give any reasons for their decision. Further, O/o CCA reserve the right of accepting the whole or any part of the tender and the tenderer shall be bound to perform the same at his quoted rates.
21. The billing will be done on monthly basis, bill should be neatly typed and submitted in duplicate, to this office in the 1st week of the following month. Payment will be made within 15 days from the receipt of bill, clear in all respect through A/c payee Cheque only. TDS shall be deducted as per Govt. Order/ statutory requirement.
22. The vehicle should have the comprehensive insurance of vehicle, driver and passengers etc. to cover the risk during the contract period. In case of any accident, all the claims arising out of it shall be met by the contractor and no claim whatsoever shall be borne by O/o CCA.
23. In case of any dispute of any kind and in any respect whatsoever, the decision of O/o CCA shall be final and binding.
24. The contractor shall not engage any sub-contractor or transfer the contract to any other person
25. The contract between O/o CCA and the Contractor can be cancelled with a notice period of one month from O/o CCA side but with a notice period of two months from the Contractor side.
26. The bidder has to quote for all types of services mentioned in price bid format. Part quotation will be rejected.
27. The tenderer should take care that the rate and amount are written in (figure & word). In case of ambiguity/ difference between the two, the rate as quoted in words shall be final.



28. The tenderer, are advised to read the terms and conditions of the tender carefully and satisfy themselves about their fulfilling these conditions as also meeting the requirements of documents and other issues as mentioned in the Tender form before submitting the tender. The earnest money of the tenderer who do not fulfill the conditions/requirements as per the tender for _____ and/or do not enclose the documents required or submit the documents which are fabricated/ incomplete in any respect and/ or furnish incorrect information shall be forfeited. In this regard, decision of the O/o CCA or any other Officer appointed in this regard shall be final and binding on all concerned.
29. A party who is liable to be disqualified or ineligible to participate in the tender according to the aforesaid conditions, shall not be allowed to participate in the tender in the name of its associate concern/subsidiaries/principals/ and O/o CCA or authorized officer on his behalf may declare the tenderer disqualified on this ground, if he is of the opinion that the said tenderer is in collusion with/for the benefit of any other party who has been disqualified to participate in the tender on its own.
30. The successful bidder shall disclose in writing all relevant facts as to ownership of the agency and constitution of the business. If it is a proprietary concern, the name of the proprietor, if it is a firm, the names of all the partners and attested copy of partnership deed; and if it is a company, the names of all the Directors, shall be disclosed. Further, if the said proprietor /any of the partners /any of the Directors has /have substantial interest in any other agency, the said fact and the nature of the said interest shall also be disclosed. If the concerned agency has any associated concern/subsidiary/principal/ holding company/holding firm, the same shall be disclosed with full particulars.
31. The terms and conditions contained herein shall form part of and shall take as if they were included in the contract agreement to be entered in to between O/o CCA with the contractors.
32. The O/o CCA reserves the right to make addition and alteration in the terms and conditions as stated herein at the time of signing the agreement, if necessary.
33. The fuel tank of the vehicle is to be kept full or which shall be sufficient for at least 250 Kms per day. Time consumed/mileage required for intermediate refilling shall not be taken into account.
34. The contractor shall provide a log book with every vehicle in which it shall be ensured that travel particulars such as departure time of vehicle from one point to another, time of arrival at destination, the Kms covered for the journey, etc. are entered correctly and signed by the officer traveling in the vehicle. The log book with the entries duly completed should be submitted to the Officer-in-charge along with the bill at the end of every month. In case, the signatures mentioned above are not obtained, such journey will not be counted for the purpose of payment. If during any particular trip, it is noticed that the driver has not met the time schedule given to him or that he has caused inconvenience to the passenger, penalty clauses will be invoked.



35. Submission of tender by the tenderer implies that he has read and accepts all the terms and conditions.
36. The tender submitted shall remain valid for acceptance for a period of 90 days from the date of opening of the tender. The tenderer shall not be entitled during the said period of validity, to revoke or cancel his tender or vary the tender given or any item thereof. In case of tenderer revoking or canceling his tender, varying any terms in regard thereof, the earnest money paid by the tenderer along with the tender shall be forfeited by O/o CCA.
37. If the date of opening is declared as holiday by O/o CCA, the tenders will be received and opened on the next working day at the same time.
38. A certificate should be produced by the transporter from the competent authority to certify proper status/functioning of the "odometer". Kilometer reading. Meter should be completely sealed and should not be tampered. A thorough checking will be conducted from time to time and if found guilty, the O/o CCA shall have the right to cancel the contract.

Handwritten signature in blue ink, possibly reading "R. M. Mogan".

39. Penalties:

Penalty will be levied, for the violation of Terms & Conditions of the contract in the following manner:-

Sl. No	Violations	Penal Amount per month per car			Amount deducted per day per car	Remarks
		First Instance	Second Instance	Third Instance		
1.	Non functioning of AC in	----	----	----	500/-	----
2.	Failure to provide alternative arrangement within one hour of	500/-	700/-	1000/-	----	Rental charges for the day will also not be paid
3.	Tampering with meters of vehicles.	5000/-	10,000/-	20,000/-	----	Competent authority has the discretion to terminate the contract alongwith
4.	Delay (more than 30 minutes) in reporting for duty by	200/-	500/-	700/-	----	Rental charges for the day will also not be paid

The total penalty will not exceed 10% of tendered value of the contract.

- 40.** The decision of O/o CCA, on all types of penalties, shall be final and binding on the firm.
41. There should be a first aid box and air freshener spray in every vehicle.
42. In case for any reason, the commercial vehicle is not provided, the liability of not providing such vehicle and running any other vehicle vests with the service provider only.
43. Vehicle shall normally ply in Delhi/NCR. However, vehicle may also be sent outside NCR and no extra payment shall be considered except Toll Tax and other applicable Taxes.
44. If any of the terms & conditions (1) to (43) above is not found fulfilled during the work contract, the O/o CCA reserves the right to discontinue the contract without assigning any reasons thereof by providing a hearing to the contractor, if he so desires.

DECLARATION

1. I, _____ of
son/ daughter/ wife

Sh. _____
Proprietor/Director/Authorized signatory of the Agency
mentioned above, is competent to sign this declaration and
execute this tender document.

2. I have mentioned above, am competent to sign this declaration
and conditions of the tender and undertake to abide by them.

3. The information/documents furnished along with the above
application are true and authentic to the best of my knowledge
and belief. I/we, am/are well aware of the fact that furnishing
of any false information /fabricated document would lead to
rejection of my/our tender at any stage besides liabilities
towards prosecution under appropriate law and forfeiture of
EMD and performance guarantee.

Signature of authorized person

Date:

Full Name

Place

