Immediate
Dated Matter
Tender Notice

No. D-26021/1/2011-12-Genl.
Government of India
Ministry of Tribal Affairs
*****

Shastri Bhawan, New Delhi,
Dated:18.07.2011

Sub : **Invitation of Sealed Tenders for hiring of Vehicles – regarding**.

It has been decided that the following matters may be uploaded on the web-site for inviting the bids for hiring of vehicles on monthly/ daily basis.

Sealed tenders are invited for hiring of vehicles (mentioned in Annexure 1) on monthly/daily rental basis from reputed transporters.

The detailed information, terms and conditions for the tenders for hiring of vehicles are available on this Ministry's website at http://tribal.gov.in and also are available on request from Genl. Section, Ministry of Tribal Affairs (Room No. 400-B, 'B' Wing, Shastri Bhawan, New Delhi 110 001) Sealed quotations should reach this Ministry latest by **16.08.2011 by 1.00 p.m.** and will be opened on the same day at **3.00p.m in Room No. 734-735, 'A' Wing, Shastri Bhawan, New Delhi**. The envelope containing the quotation must be marked as "Quotation for Hiring of Vehicles in the Ministry of Tribal Affairs". The sealed tender should be addressed to the Under Secretary (Admn.), Ministry of Tribal Affairs (Room No. 400-A, B-Wing, 4th Floor, Shastri Bhawan, New Delhi). The sealed envelopes containing quotations may either be sent by speed post (not by courier) so as to reach the addressee by the due date and time or may be dropped in the Tender Box meant for the purpose and placed inside Gate No. 5, 'A' Wing, Shastri Bhawan, New Delhi by the due date and time. No tender will be accepted under any circumstances beyond the stipulated date and time which may be noted. No tenders will be accepted by any person in the Ministry, therefore either of the above two options of submission may only be adopted. The Ministry of Tribal Affairs reserves the rights to reject any or all of the tenders without assigning any reason thereof, and is not liable to accept the lowest tender and would not be responsible for any postal delay/ loss/ mis-delivery of tender document by post/ courier.

The minimum requirement of vehicles for hiring on monthly basis is six, however, this may vary as per actual requirement.

The quotation should spell out specifically that the rates are exclusive of duties/ taxes. Applicable taxes, if any, may be shown separately and should not be included in the rates under any circumstances.

Director (NIC) is requested to take necessary action for the above under intimation to Director (Administration).

(**A.K. Saha**)
Under Secretary (Admn.)

Sh. H.S. Hora
Technical Director(NIC)
Ministry of Tribal Affairs

D-26021/1/2011-12/Genl.
Govt. of India
Ministry of Tribal Affairs
(Genl. Section)

Tender documents for hiring of vehicles for Ministry of Tribal Affairs

TERMS & CONDITIONS

Sealed tenders are invited for hiring of vehicles on monthly/daily rental basis from reputed transporters. The detailed information, terms and conditions for the tenders for hiring of vehicles are available on this Ministry's website at website at http://tribal.gov.in. **Sealed quotations should reach this Ministry latest by 16.08.2011 by 1.00 p.m. and will be opened on the same day at 3.00p.m in Room No. 734-735, 'A' Wing, Shastri Bhawan, New Delhi.** The sealed tender should be addressed to the Under Secretary (Admn.), Ministry of Tribal Affairs (Room No. 400-A, B-Wing, 4th Floor, Shastri Bhawan, New Delhi). The terms and conditions for supply of hiring of vehicles on monthly/daily rental basis is as follows:-

1.Two Bid System: The bid should be submitted in a sealed cover in two parts as under:-

(a) Technical Bid: Envelop should subscribed "Technical Bid for Supply of AC/Non-AC taxi for the year 2011-12 and it should contain all technical details as per para-2, EMD and other documents as per requirement of the bid enquiry annexure –I.

(b) Financial Bid: The second cover should contain the rates etc. as per annexure-II and it should be subscribed "Financial Bid for supply of AC/Non-AC vehicles. Applicable taxes, if any, may be shown separately below and should not be included in the rates under any circumstances.

2. Earnest Money Deposit(EMD)

(a) An Earnest Money Deposit of Rs. 25,000/-(Rs. Twenty five thousand only) in the form of demand draft drawn in favour of DDO, Ministry of Tribal Affairs, New Delhi, payable at Delhi may be submitted, failing which their bids will not be considered valid. The Earnest Money Deposit shall be forfeited if the successful bidder withdraws his offer in due course. This may be adjusted as security deposit for the successful bidder. The amount will be refunded to unsuccessful bidder without any interest completion of the tender process.

(b) The EMD should remain valid for a period of 45 days beyond the final tender validity period.

3.Performance Security

(a) Security deposit to the tune of Rs. 1,00,000/- (Rs. One lakh only) will be submitted by the contractor alongwith the acceptance of contact which would be valid up to the contract period irrespective of its registration status etc. This Security deposit will be forfeited if any deviation by the contractor is found from the instructions given by Ministry. Upon termination/expiring of contract, the same may be returned after deduction of dues, if any or without deduction if no due is there without any interest.

4. The Technical bid should contain following details:

(a) EMD of Rs.25,000/- as per para 2.

(b) PAN number and copy of the latest Income Tax clearance certificate etc. and all details as mentioned in annexure-I.

5. Bidders not fulfilling all the conditions of Technical bids will not be considered to be eligible for the consideration of their financial bids.

6. Other terms conditions:

(i) The vehicle provided should not be more than 02 years old and should not have run for more than 40,000 kms.

(ii) The firm should have at least 03 years of experience in tours & travel business in providing taxis in the Government Sector. The vehicle provided for hiring will be maintained in all respects by the contractor.

(iii) The Average requirement of vehicles in a month is 6 cars of different categories which may raise upto 8 to 10 cars on some occasions. No claim for any deficiency in hiring will be entertained as the projection made above is only an anticipated volume of hiring.

(iv) All vehicles should be registered under tourist taxi permit and should have sufficient fuel for the day's duty (Minimum 25 Ltrs.).

(v) For monthly hired vehicles, the cars should be deployed at the place and time daily as intimated in writing by General Section. For daily hiring, It will be

provided on demand at the place and time as demanded by SO (Genl.) over telephone followed by written demand. Punctuality will have to be ensured.

(vi) The accident risks for drivers and vehicles be covered by comprehensive insurance and Government will not take liability on this account.

(vii) The contractor should own a fleet of sufficient number of vehicles (a minimum of 10 approx as per the present requirement)

(viii) The vehicles deployed by the agency should be registered in the name of agency only and no other vehicle hired by the agency from open market will be accepted.

(ix) The vehicles provided by the contractor should be in a good and sound condition and mechanically fit.

(x) Any change in the deployment of vehicles or drivers will be allowed only in exceptional circumstances and that too with prior information/approval of General Section of this Ministry.

(xi) The time and Kms of duty will commence from/terminate at Office of Ministry of Tribal Affairs at Shastri Bhawan, Dr. Rajendra Prasad Road, New Delhi/August Kranti Bhawan, Bhikaji Cama Place, New Delhi/ Nirman Bhawan premises respectively. Vehicle in/out time and Kms will be endorsed in the duty slip by the officers using the vehicles and the specific Log Sheet Performa for this purpose devised by General Section, M/o Tribal Affairs is also to be filled up and submitted along with the bills in absence of which no payment will be made.

(xii) TDS at the prevailing rates will be deducted by the paying authority i.e. DDO, Ministry of Tribal Affairs.

(xiii) The rates of hiring is fixed once in a financial year and the rates recommended by the bid will be effective from the date of the approval of bid.

xiv) No escalation on account of increase in the price of Diesel/Petrol, Spare/accessories or any other account will be payable during the period of contract.

(xv) No night halt charges will be payable for Local or Outstation duties.

(xvi) All Parking charges and Toll Tax will be paid by the contractor which will be reimbursed in the monthly bill.

(xvii) For performing local duties, if the vehicle runs for less Kms but is retained for more time, then the payment will be made as per hours rate irrespective of Km run. Similarly, if the vehicle runs for more Kms in less time, then payment will be made as per Km rate irrespective of time.The rates for outstation duties will be on Km basis.

(xviii) The driver provided by the contractor should fulfill the following conditions:

a. Should be in possession of valid commercial driving license issued by RTO for the class of vehicle he is driving.
b. Should wear uniform which should be properly washed and ironed.
c. He will politely present any instruction of SO (Genl.) to the officers using the vehicle. Under no circumstances he will misbehave with users.
d. Should not smoke, chew Pan/Pan masala/Tobacco inside the car both while driving or other wise.
e. Should be conversant with the routes of all Government buildings and important roads within Delhi and NCR.
f. He will be security conscious and will not get indulged in any activity inimical to security of the officers traveling in his car.
g. The contractor will ensure that the following documents are properly filled and signed by the user officer along with names and designations before closing the duties: -
    i. Duty Slip
    ii. Extra Mileage Certificate
    iii. Log Sheet Proforma of Genl. Section devised for the purpose.

h. Should be in possession of Mobile phone with valid connection.

i. The names and address of the drivers should also be furnished beforehand to the Ministry.

(xix) Extra charges like Octroi, Night halt and driver allowances etc. will not be admissible.

(xx) The contractor must obtain due police verification certificates for the drivers to be deployed beforehand and submit the same to the Ministry before actual deployment . The contractor must also maintain the vehicle deployed.

(xxi) The contractor must also ensure that all the necessary documents (Registration certificate, Insurance papers, PUC certificate etc.) are available with the driver deployed for duty for the Ministry.

(xxii) The contractor has to submit an acceptance letter indicating type of vehicle and rates and acceptance of all terms & conditions levied therein. He is required to execute a contract before the service is started.

7. Submission of bills and payments: -

(a) The contractor's bill, duty slips & summary of bills and other documents will be submitted to the Ministry for payment of charges of vehicles hired on daily/monthly basis within 10 days from the date of submission of bills.

(b) The payment will be made after scrutiny of all documents mentioned above in para 19 (g) on monthly basis.

(c) Security deposit to the tune of Rs. 1,00,000/- (Rs. One lakh only) will be submitted by the contractor alongwith the acceptance of contact which would be valid up to the contract period. This Security deposit will be forfeited if any deviation by the contractor is found from the instructions given by Ministry. Upon termination/expiring of

contract, the same may be returned after deduction of dues, if any or without deduction if no due is there without any interest.

(d) The contractor should be able to deploy vehicles in short notice. In case the contractor is not able to provide vehicles, the same will be hired

from other available sources. The extra expenditure incurred will be recovered from his bills.

8. Condition in case of dispute

(a) Any dispute with regards to any point in connection with hiring of vehicles will be referred to Ministry who will discuss the problem mutually and the decision taken will be final and binding.

(b) In the event of any dispute or difference arising between parties pertaining or relation to this agreement, the same shall be referred to the arbitration of a sole arbitrator appointed by Secretary (Tribal Affairs) or by a person designated/authorized by him. All proceeding of such arbitration shall be governed by the Arbitration and Conciliation Act 1996 or any amendment thereof. The venue of such arbitration shall be the office of Ministry of Tribal Affairs, Shastri Bhawan only or any other place mutually devised upon.

(c) Only the courts at New Delhi shall have exclusive jurisdiction to adjudicate any dispute between the parties arising from this agreement.

9. The contract can be terminated at any time without any notice.

10. Alternative Vehicles will be provided immediately in case of break-down/ accident etc. failing which the taxi will be hired from the open market and the expenses incurred thereon shall be deducted from the monthly bill of the contractor.

11. Inspection of vehicles/drivers shall be carried out from time to time by Director (Admn.) or his representative at Shastri Bhawan, New Delhi.

12. The contractor should submit details of his Bank Account for making payments through e-mode.

Shastri Bhawan, New Delhi.

Dated:18.07.2011

(A.K. Saha)
Under Secretary to the Govt. of India.
M/o Tribal Affairs.

ANNEXURE-I

FORMAT FOR SENDING QUOTATIONS

Sl. No.	Name of the firm/company/service agency	
1.	Complete address & Telephone No.	
2.	No of Vehicles owned by the agency	Registration No. 1. 2. 3. 4. 5. 6. 7. 8. 9. 10.
3.	No. of vehicles attached with the agency	1. 2. 3. . . .
4.(a)	No of years of experience in providing taxi in Government Sector.	
(b)	Name & Address of the Govt. offices where at presently taxies are engaged on regular/monthly basis (copies of contract letters to be attached)	
5.	PAN No. (documentary proof to be attached)(Self attested copies)	
6.	Service Tax Registration No.(documentary proof to be attached)(Self attested copies)	
7.	Name & Telephone No. of proprietor.	
8.	Details of EMD enclosed.	

(Signature with seal)

ANNEXURE-1I

PROFORMA FOR FINANCIAL BID MONTHLY CHARGES in Rs.

Description	**Hatch-back type**		**Sedan type**		**SUV type**	
	A.C	Non A.C	A.C	Non A.C	A.C	Non A.C
(i) Rates for 2200 Kms and 250 hrs per month.						
(ii) Rates for additional hour beyond 250 hours						
(iii) Rates for additional Kilometre beyond 2200 Kms.						

Daily Charges in Rs.

	Hatch –back type		**Sedan type**		**SUV type**	
	A.C	Non A.C	A.C	Non A.C	A.C	Non A.C
(i) Rates for 40 Km/ 5 hrs per day						
(ii) Rates for 80 Kms./08 hrs per day						
(iii) Rates for additional hour beyond 08 hrs.						
(iv) Rates for additional Km beyond 40/80 km.						

Certificate

I, hereby certify that I have read all the terms and conditions of the tender very carefully and agree to abide by the same.

(Signature with seal)