NOTICE INVITING TENDER ON HIRING OF VEHICLES ON ‘AS & WHEN REQUIRED BASIS’

Subject: Tender for hiring of vehicles on “as and when required basis” by officers of Ministry of Tribal Affairs.

On behalf of President of India, Ministry of Tribal Affairs invites Online Tender through CPP portal from prospective Service Providers (preferably having a garage at New Delhi area and having an annual turnover of Rupees One Crore or above during the last two years (viz. 2017-18 and 2018-19), owning minimum twenty five (25) vehicles which are not older than 1st January, 2017 (make/model: Innova Crysta / Maruti Ciaz / Dzire / Swift etc.) and having a valid contract for providing DLY Taxis on hire/rental basis to one or more Central/State Govt. Ministries/Departments, Public Sector Undertakings, reputed Private Ltd. companies/firms.

Intending eligible bidders may download Bid Documents from our website www.tribal.nic.in (for reference only) as well as CPP portal website http://eprocure.gov.in/eprocure/app (for bidding perspective). Bidders shall have to deposit Rs. 30,000/- (Rupees Thirty Thousand only) as EMD in the form of Demand Draft/cheque on or before bid submission closing date & time in below mentioned address.

Details of tender

<p>| | |</p>
<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>A</td>
<td>Office of issue</td>
</tr>
<tr>
<td>B</td>
<td>Tender reference no</td>
</tr>
<tr>
<td>C</td>
<td>Date of issue of Bid document</td>
</tr>
<tr>
<td>D</td>
<td>Last date and time for receipt of tenders</td>
</tr>
<tr>
<td>E</td>
<td>Time and date for opening the tenders</td>
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<tr>
<td>F</td>
<td>Type of vehicles</td>
</tr>
<tr>
<td>G</td>
<td>Duration of contract</td>
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</table>
2. The tender documents can be downloaded from the websites of http://tribal.nic.in and CPP Portal.

3. The general Terms and conditions, Technical details and undertaking to be submitted are at Annexure-A & B.

4. The original Earnest Money Deposit (EMD) of Rs. 30,000/- (Rupees Thirty thousand only) in the form of Account payee Demand Draft/ Bankers Cheque drawn in favour of Pay and Accounts officer, Ministry of Tribal Affairs, New Delhi and physically must be dropped only in Tender Box placed near Gate no. 5, Shastri Bhawan, Dr. Rajendra Prasad Road, New Delhi. The bidding Firm should be registered in Delhi/ New Delhi and should have a well established office in the municipal limits of NCT of Delhi.

**Scope of work:**

The bidder is required to provide commercial vehicles fully conforming to RTA/RTO regulation along with fuel, driver, etc and shall carry out periodical maintenance. The vehicles will be required on “as and when required basis” in the Ministry of Tribal Affairs.

**Daily KM Hire slab (As and when required in short notice period):**

<table>
<thead>
<tr>
<th>Daily Hire slab</th>
<th>Category I Maruti Dzire</th>
<th>Category II Maruti Ciaz</th>
<th>Category III Innova Crysta</th>
</tr>
</thead>
<tbody>
<tr>
<td>100 kms and 10 hrs per day</td>
<td>As per requirement</td>
<td></td>
<td></td>
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</table>

The table shown above is only indicative and for regular work. The actual deployment may

1. The Firm should have an average annual turnover of 1 crore in last two years viz., 2017-2018 and 2018-2019.
2. The company should not have been blacklisted by any authority. A certificate to this effect should be submitted along with the Technical Bid.
3. Bid should be valid for a period of 60 days.
4. Tenders should furnish Earnest money Deposit (EMD) of Rs. 30,000/- (Rupees Thirty Thousand only) in the form of demand draft drawn in favour of DDO, Ministry of Tribal Affairs, New Delhi, payable at Delhi EMD will be forfeited if the successful bidder withdraws his offer in due course.
5. The firms should furnish the copies of (i) PAN Number (ii) GST Registration No. (iii) EPF/ESI submission proof etc.

6. The bid should be accompanied with a signed copy of the terms and conditions stipulated for award of the contract, conveying this acceptance of the same.

7. Conditional tender will not be entertained. Similarly, quotations received after stipulated date and time will also not be considered under any circumstances.

2. **Submission of Bid:** The Bid should be in two parts: Technical bid and Financial bid. Technical bid and Financial bid should be placed in separate sealed envelope superscribed “Technical Bid” and “Financial Bid” respectively thereafter both the envelope should be placed in third sealed cover envelope supercribed as “Tender for hiring of vehicles on “as and when required basis by Ministry of Tribal Affairs” and addressed to the Under Secretary, General Section, Ministry of Tribal Affairs (Room Bo. 400-B, C-wing, 4th floor, Shastri Bhawan, New Delhi.-110001).

3. The Technical bids should be submitted along with information/documents as per **Annexure-B.** It may be ensured that attested copies of the all documents mentioned in annexure-B and all relevant documents should be self-attested enclosed along with Technical bid. No Duplicate papers should be attached, if found the bid will be rejected outright.

4. **Financial bid:-** The Financial bid, in separate envelope should be submitted strictly as per the format given in **Annexure-C.** The rates quoted in the financial bids should be both in words and figures. In case of any discrepancies words and figures, the amount mentioned in figures should be privileged. Quotations with any cutting in figures will not be considered. Unless corrections are countersigned. The financial bid should be properly sealed and signed.

5. **Earnest Money Deposit:-** EMD will be returned to the unsuccessful bidders without interest after the tender is finalized. EMD without interest will be returned to the successful bidder on receipt of performance Guarantee/ Security/ Fixed Deposit Receipts etc.

6. **Performance Security :-** The successful bidder will have to deposit Rs. 30,000/- (Thirty thousand only) in the form of Fixed Deposit Receipt/ Bank Guarantee from any commercial bank in favour of “DDO, Ministry of Tribal Affairs. New Delhi” which shall remain valid for a period of 60 days beyond the dated of completion of all contractual obligations. The Security deposit shall be forfeited in case of any deviation of terms by the contractor or violation of instruction given by ministry. Upon termination/expiring of contract, the deposit shall be returned after deduction of dues, if any, without interest.

7. The tender/contract is subject to the terms and conditions attached at **Annexure-A.**

8. This tender document can be downloaded from the Ministry’s website at www.tribal.nic.in, CPP portal or can be collected from the Under Secretary (Genl.), Room No 400, “B” wing. Shastri Bhawan, New Delhi- 110001.

9. Sealed quotations must be dropped only in the Tender Box of Ministry of Tribal Affairs kept near the Gate No-5, Shastri Bhawan, New Delhi-110001 by 1.00 P.M. on 17th May,
2019 Tenders sent by fax/speed post or courier will not be considered. The quotations will be opened on 20.05.2019 at 2.00 P.M. in Room No 212, “B” Wing, Shastri Bhawan, New Delhi in the presence of tenderers / agencies or their authorized representative who may be present at that time.

10. **Mode of Selection:** All other things being equal, the contract shall be awarded to the lowest evaluated bidder arrived at on basis of composite rate quoted. work.

11. All the tenders are requested to read and understand the terms and conditions of the contract as detailed out the foregoing paragraphs before sending their quotation, as no change or violation of the aforesaid terms & conditions one the quotations is accepted by this Ministry.

(Jossy Joseph)
Under Secretary
Tell. 23387469

Copy to:

1. Technical Director (NIC) for uploading the tender document on the website of this Ministry and Central Public Procurement portal.
2. All Ministries / Departments for circulation among their contract holder.
3. Reception Officer, Ministry of Tribal Affairs, Shastri Bhawan, New Delhi.
4. Notice Board.
# PROFORMA FOR TECHNICAL BID

**Annexure-B**

<table>
<thead>
<tr>
<th>Sl. No</th>
<th>Name of the Agency</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Nature of the concern agency: (i.e. sole proprietor or partnership firm or a company or a Government department or a Public Sector Organization)</td>
</tr>
<tr>
<td>2.</td>
<td>Full Address of Reg. office Telephone No: Fax No E mail address</td>
</tr>
<tr>
<td>3.</td>
<td>Full address of operating/ Branch office in the I. Telephone No: II. Fax No III. E mail address</td>
</tr>
<tr>
<td>4.</td>
<td>Banker of Agency with full address &amp; Telephone Numbers of Banker (attach Account maintenance for the last two year)</td>
</tr>
<tr>
<td>5.</td>
<td>Attach Bankers Certificate of account maintenance details of the last three years</td>
</tr>
<tr>
<td>6.</td>
<td>Registration No of the Agency/firm</td>
</tr>
<tr>
<td>7.</td>
<td>PAN</td>
</tr>
<tr>
<td>8.</td>
<td>GST No.</td>
</tr>
<tr>
<td>9.</td>
<td>Service tax/VAT/GST paid during <strong>Financial year 2017-18, 2018-19</strong></td>
</tr>
<tr>
<td>10.</td>
<td>Experience certificate in similar filed of agency for last 1 year</td>
</tr>
<tr>
<td>11.</td>
<td>Certificate of satisfactory performance from organization to whom service was provided.</td>
</tr>
<tr>
<td>12.</td>
<td>Certificate regarding blacklisting if any.</td>
</tr>
</tbody>
</table>

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Signature of authorized person

Name:

Seal:

Date:

Place:
DECLARATION

1. I, the proprietor / Director / authorized signatory of the agency mentioned above, am competent to sign this declaration and execute this tender document.

2. I have carefully read and understood all the terms and conditions of the tender and undertaken to abide by them.

3. The information/document 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 the 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

Name:

Seal:

Date:

Place:
PROFORMA FOR FINANCIAL BID

As and when required basis:

<table>
<thead>
<tr>
<th>Make of the vehicles</th>
<th>Rate for 100 Kms and 10 hrs a day</th>
<th>Rate per additional kms beyond 100 kms a day</th>
<th>Rate per additional hrs beyond 10 hrs a day</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maruti Dzire</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Maruti Ciaz</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Innova Crysta</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Note: Tenderers must quote for each category and each slab.

Signature of authorized person

Date: 
Place: 

Name: 
Seal:

(JOSSY JOSEPH)
Under Secretary
Ministry of Tribal Affairs
Government of India
1. **Service to be provided** is supply on demand commercial vehicles with licensed drives, on hiring basis. The essence of the contract is to provide Prompt, Punctual, Efficient, Safe, Courteous and Quality Service.

2. **Notice period for supply of vehicles** shall normally be one day in advance for regular requirements. **However, the service provider should be able to provide vehicles at a very short notice of one hour also.** Telephonic intimation shall be considered as notice.

3. Reporting Place for vehicles is Ministry of Tribal Affairs which is located in Shastri Bhawan, New Delhi and Jeevan Tara Building, New Delhi or any other place within Delhi/NCR, if actual place of reporting is verified by the specified users of vehicle.

4. The kilometre reading for the purpose of “Vehicle run” and “Hours of duty” shall be reckoned from the point of reporting for duty in all cases. Counting of Distance will be from the starting point of the user and end point where user completes his/her travel. In cases where the pick-up point is within 8 KMs from Shastri Bhawan, there will be no dead mileage. In cases where the pick-up point is beyond 8 KMs from Shastri Bhawan, fixed dead mileage will be allowed to cover for the extra kilometres the car will have to travel beyond the range of 8 KMs, from the garage to the pick-up point. This fixed dead mileage will be decided by the Competent Authority in the Ministry of Tribal Affairs (MoTA) and his decision in this regard shall be final”.

5. **Accuracy of Meters** may be checked randomly by any authorized officer of MoTA. MoTA reserves the right to get the meter calibrated or checked at any time at its sole discretion and in the event of any error/fault in the meter being noticed, the bill for the journey undertaken (including those undertaken earlier) would be adjusted, besides any other penal action as decided by MoTA, which may even lead to termination of Contract.

6. **Miscellaneous conditions:** Service Provider should comply with the following:

   (i) **Telephones** – Telephone Nos. over which requisition of vehicles can be conveyed anytime (24 hrs.). Telephone Numbers must be specified in the bid.

   (ii) **Govt. Tax/Levy/Duty/P/Toll Tax, etc.** for plying vehicles in Delhi State/NCR will be borne by the buyer and may be claimed along with monthly bills.

   (iv) **Experienced Driver** - Service Provider shall provide qualified and experienced licensed drives who is well conversant with Delhi/NCR roads, traffic signs and rules. Drives license should be at least 3 years old. Safety and security of the officers/officials, while on board, will be the responsibility of Service Provider.
7. Debarring Conditions:-

i. No vehicle should be supplied having registration in the Name of employee of Ministry of Tribal Affairs or their close relative and a Certificate to this effect be given on the body of bill while submitting claim.

ii. No sub-contracting of the Service allotted by Ministry of Tribal Affairs is permissible. The near relatives of all employees of Ministry of Tribal Affairs either directly recruited or on deputation/contract are prohibited from participation in this tender.

iii. The tampering of meter reading, vehicle usage timings, overwriting of Summary/log sheet and misbehaviour of driver while on duty will be viewed seriously and may lead to even cancellation of contract.

iv. Service Provider shall not engage any person below 18 years of age.

8. Penalty for breach of terms & conditions:

i. In case a vehicle is requisitioned and the same does not reach at the appointed time and juncture, the Department will be free to call another vehicle from the open market and the expenses on this account will be deducted from the pending Bills/Security etc. Besides, a penalty of Rs. 1000/- per day may also be imposed for every such lapse.

ii. In case of break down, after their reporting for duty, the vehicles will have to be replaced by same type immediately and in any case within one hour. In case of non-availability of suitable vehicle a penalty up to Rs 500/- may be imposed in addition to deduction on pro-rata basis for the period. If the number of break down exceeds three times in a month, a penalty of Rs. 1000/- per break down shall be imposed.

iii. In case non-availability of vehicles on any particular day, penalty of Rs 1000/- per day per vehicle shall be imposed in addition to deduction of hire charges on pro-rata basis for the period.

iv. If the vehicle provided by the Service Provider is found not in good condition or without proper document; the vehicle may be rejected and sent back no payment shall be made on account of such rejection. However, in case of dispute, the decision of Ministry of Tribal Affairs would be final.

v. The contractor shall not refuse to provide vehicles against Ministry of Tribal Affairs requirement and on each refusal a penalty of Rs. 1000/- for each refusal/non-providing of vehicle will be imposed besides any other action which may even lead to forfeiture of Performance Guarantee and finally also termination of contract.

vi. The penalty imposed will be deducted from the pending bills or security deposit.