

No.Q.11011/ ADM(G)/ 4/2013 /NASA
GOVERNMENT OF INDIA
MINISTRY OF STATISTICS & PROGRAMME IMPLEMENTATION
NATIONAL ACADEMY OF STATISTICAL ADMINISTRATION

Plot No. 22, Knowledge Park-II,
Greater Noida-201308
Dated: 06/08/2013

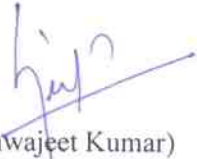
TENDER NOTICE

1. Sealed Tenders are invited under **two bids system** from reputed, professionally experienced and financially sound Travel Agency for Hiring of Vehicles for official purposes **at National Academy of Statistical Administration (NASA), Plot No. 22, Knowledge Park –II, Institutional Area, Greater Noida-201308(U.P)**
2. The sealed tenders should contain two separate bids namely **“Technical Bid” & “Financial Bid”**, filled in specified Proforma. The sealed envelope containing duly filled in **Technical and Financial bids** should be addressed and forwarded to the following authority latest by **3.30 PM on 30th August 2013.**

**The Dy. Director General & HOD,
National Academy of Statistical Administration (NASA)
Plot No. 22, Knowledge Park-II ,Greater Noida-201308
Uttar Pradesh**

The sealed tenders with EMD, as specified in the tender document, should either be sent by post to the above mentioned address or dropped in the Tender Box placed at the Reception area in the Academic Block of the academy. The bids received after the closing date shall not be entertained in any case.

3. Tender details/document may be downloaded from the website (<http://www.nasa.gov.in>) , (<http://www.mospi.gov.in>), www.tenders.gov.in. and www.eprocure.gov.in A copy of the Tender document may also be obtained in person from the Reception of the Academic Block of NASA on any working day before 30th August 2013.
4. The technical bids shall be opened at **4.00 PM on the same day i.e. on 30th August 2013** at the Reception of the Academic Block of NASA in the presence of all the Tenderers or their authorized representatives whosoever wish to be present.
5. Those firms whose technical bids are accepted will be informed about the date of opening of financial bids.


(Vishwajeet Kumar)
Deputy Director and Head of Office, NASA
Tel: 0120-2324952/2328910(O)
Fax No. : 0120-2328905

Copy to:-

1. Deputy Director General, Computer Centre, MOSIP, R.K. Puram, New Delhi for uploading the tender on Ministry's website.
2. Director (Adm), MOSP, SP Bhavan, Sansad Marg New Delhi -110001 for uploading the tender on **e-procurement portal**.
3. Notice Board- NASA/S.P. Bhavan/J.P. Building.



Government of India
Ministry of Statistics & Programme Implementation
NATIONAL ACADEMY OF STATISTICAL ADMINISTRATION
Plot No. 22, Knowledge Park-II, Greater Noida – 201308, (U.P.)

PHONE: 0120-2328902
FAX: 0120-2328905

Tender No. Q-11011/Admn(g)/4/2013/NASA
Dated: 6th August, 2013

TENDER DOCUMENT

**ANNUAL CONTRACT FOR HIRING VEHICLES
FOR OFFICIAL PURPOSES
AT
THE NATIONAL ACADEMY OF STATISTICAL
ADMINISTRATION (NASA), PLOT NO. 22, KNOWLEDGE PARK-II,
GREATER NOIDA – 201308, (U.P.)**

Last date for submission: 30th August, 15.00 HRS.

Opening of Technical Bid: 16.00 HRS. ON THE SAME DAY

Tender No. Y-11011/Admn(g)/4/2013/NASA

Dated: 6th August, 2013

Sealed tenders are invited under Two Bid System i.e. (Part-I Technical Bid and Part-II Financial Bid) from reputed and experienced Travel Agency for hiring of vehicles in the National Academy of Statistical Administration (NASA), Plot – 22, Knowledge Park – II, Greater Noida, UP – 201310. The contract will be initially for a period of one year and is likely to commence from the date of signing of agreement which may be extended further for a period of one year depending upon the satisfactory performance and on mutual agreement on the same terms and condition.

A. SCOPE OF THE WORK

The Agency is required to provide vehicles of different types to the National Academy of statistical Administration for official purposes. The work consists of following categories, as given below:-

Category – I: - Hiring of AC/Non-AC Vehicles on MONTHLY BASIS.

Category – II: - Hiring of Vehicles on DAILY BASIS (as and when required). This has further two sub-categories:-

- ❖ Vehicle originating from Delhi coming to NASA and going back to Delhi.
- ❖ Vehicle originating from Greater Noida and going to Delhi/NCR and coming back.

Category – III: Hiring of Bus on DAILY BASIS (as and when required).

The bidder may submit bids for any category or sub-categories or all.

B. ELIGIBILITY CRITERIA

The tendering Agency must fulfil the following technical specifications in order to be eligible for technical evaluation of the bid.

1. The Registered Office of the Agency should be located either in Delhi/Greater Noida/NCR. An attested copy of the registration certificate of offices in Delhi/Greater Noida/NCR shall be enclosed.
2. The Agency must have a minimum of two years experience in supplying taxis to reputed private companies/Public Sector Companies/Banks /Central and State Government Departments. Details of contracts relating to supplying of vehicles to Central Government/State Governments/ PSUs/Bank/reputed private firms in last three years shall be enclosed.
3. The Agency should have a PAN number. Certified copy of the PAN card shall be attached with the Bid document.
4. The Agency should be registered with Service Tax departments. Certified copy of the registration shall be attached with the Bid document.
5. The annual turnover during the last three FY should be at least 6 lakhs.

C. INSTRUCTIONS TO TENDERERS

1. The Tenderers are required to submit one technical and one price Bid as per prescribed proforma in Section F .The tenderer may bid for any categories, sub-categories or all. The Financial Bids should be submitted in a separately sealed envelope superscripted "**Financial Bid for providing vehicles for official purposes in NASA, Grater Noida.**" All the sealed envelopes should be put in a one sealed envelope superscripted "**Tender for providing Vehicle for official purposes in NASA, Greater Noida.**"
2. The various crucial dates relating to the tender are cited as under :
 - (a) Date of issue of Tender Document: **6th August, 2013**
 - (b) Last date and time for submission of Tender Document: **30th August, 2013**
 - (c) Date and time for opening of
Technical Bid: **6th August, 2013, 15.30hrs**
Financial Bid: - At later stage (Financial Bid of only technically qualified tenderer would be opened.)
 - (f) Place of submission of tender: - National Academy of Statistical Administration
Plot No. 22, Knowledge Park-II,
Greater Noida – 201308, (U.P.)
 - (g) Place of opening the tender: - National Academy of Statistical Administration
Plot No. 22, Knowledge Park-II,
Greater Noida – 201308, (U.P.)
3. The tendering Agency are required to enclose duly attested photocopies of the following documents along with the Technical Bid, failing which their bids shall be summarily/out rightly rejected and will not be considered any further :-
 - Registration Certificate.
 - Copy of PAN /TAN card of the Agency.
 - Copy of the Service Tax registration certificate.
 - Name of the Govt./PSU/private firms where service provided during last two years.
 - Copy of valid Service Tax registration certificate.
 - Audited copies of the annual turnover for last three years.



D. TERMS & CONDITIONS

1. The vehicle should be in very good working condition and well maintained during the contract period. The vehicle to be deployed should be in excellent condition mechanically as well as get up wise i.e. outer body / upholstery etc. should have decent looking.
2. The vehicle deployed with the Academy should be of model not before 2009.
3. The firm should be in a position to supply vehicle on short notice of 30 minutes as and when needed. The firm would also be required to provide additional vehicle at the quoted rates on demand.
4. All expenses will have to be borne by the firm in case of breakdown of the vehicle deployed. Immediate replacement of the breakdown vehicle will have to be provided. The firm shall provide standby vehicle in case of any breakdown immediately.
5. The representative of the firm should be available round the clock on his own direct telephone (office as well as residence) and on mobile so as to respond to the call for vehicles in emergent cases. The Mobile number should also be given.
6. All the charges towards repair/servicing, salary of the Driver, petrol expenses or any other incidental expenses on operation & maintenance of the hired car would be borne by the firm.
7. The vehicles deployed by the firm may be required to ply in NCR areas, such as NOIDA, Ghaziabad, Gurgaon, Faridabad and therefore, vehicles deployed should have valid permit to run in the all such areas.
8. The vehicles hired on regular basis are expected to normally remain with the Academy for official use during 8.30 AM to 7.00 PM on all working days i.e. Monday to Friday and may be required for longer hours and on Saturday/Sunday/Closed Holidays.
9. An earnest money deposit of Rs.20,000/- for Category-I, Rs. 5,000/- for Category – II and Rs. 10,000/- for Category – III are required in case of separate bidder, for each category in the form of demand draft in favour of Pay and Account Officer, Ministry of Statistics & P.I., should be submitted along with the tenders. In case a bidder is bidding for Category-I, along with other categories, the EMD would be Rs. 25,000/- only. Tenders submitted without the EMD will not be considered. EMD will be refunded to the unsuccessful tenders within 30 days from the date of award of contract to the successful tenderer. No interest shall be payable on the EMD.
10. The successful tenders will have to deposit a performance security equivalent to the 10% of the total contracted value in the form of demand draft in favour of Pay and Account Officer, Ministry of Statistics & PI. The security deposite should be valid for 14 months from the date of execution of the contract. The security deposit will be refunded to the contractor within 60 days from the date of satisfactory completion of the contract period and no interest will be paid on the security deposit.
11. Actual parking charges/toll taxes/entry taxes/inter-state taxes for journeys/service taxes will be reimbursed along with the hiring charges bill. The bills raised by the firm should have all tax registration numbers printed on the bills.

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12. The vehicle should be insured in all respects by the firm. All liabilities arising out of any legal dispute, accidents, etc. shall be borne/ paid by the firm and the Academy shall not be a party or liable in any matter whatsoever.
13. Legal disputes, if any arising during the currency of the contract, shall be jurisdiction of Delhi only. The resultant contract will be interpreted under Indian laws
14. The vehicles with the Drivers should be placed at the disposal of the Academy as and when required. The Academy would be free to use the hired vehicle in any manner for carrying officials, material etc. as per its requirement and the firm will not have any objection to it.
15. No advance payment, in any case would be made to the firm.
16. The bills for hiring the vehicle may be submitted after the completion of the month. Bills for deployment of the vehicle for any month along-with signed duty slips /photocopy of log books by the user(s) or concerned authorized officers / officials of the Academy shall be preferred in the first week of the following month for payment.

The character antecedents of drivers to be deployed should be properly verified and their details (names, addresses, telephone nos., photograph, copy of driving license etc.) will have to be provided to this Academy.
18. The drivers of the vehicle should be fully conversant with the routes of NCR of Delhi and should possess valid driving license in their name. The Drivers must be dressed in uniform, proficient in speaking local language, well mannered, courteous with proven integrity, healthy personal habits and should always carry a mobile phone with him.
19. The drivers deployed by the firm should be paid as per prevailing Minimum Wages Act 1948. The Academy shall not be a party in any disputes whatsoever regarding Wages and allowance of drivers.
20. No compromise will be made by the academy towards punctuality, cleanliness, obedience, promptness, behavior etc. of the driver. If the firm, at any point of time, fails to provide services, as directed by the Academy, the Security Deposit will be forfeited and contract will be terminated forthwith in full or part without assigning any reason by the Competent Authority
21. The vehicle and driver deployed with Academy shall not be changed except under compelling circumstances without prior consent of the Academy.
22. The Academy will not be responsible for any challan, loss, damage, or accident to the vehicle or to any other vehicle or injury to Drivers/persons.
23. In the event of the firm backing out of the contract midstream, without any explicit consent of the academy, will be liable to the recovery of the higher rates vis-à-vis those contracted rates, which may have to be incurred by the Academy on transportation of officer for the remaining period of contract through alternatives means. The bill amount of the month would also be forfeited.
24. The firm may discontinue the contract by giving a prior notice of 45 days in writing.



25. Penalty Clauses would be as under:-

S.No	Problems	Penalty
(i)	Late arrival a) By 10 minutes b) Between 10-30 minutes c) 30 minutes and beyond or does not turn up.	Rs.100.00 Rs.500.00 Rs.1000.00 In all the above cases, the officer concerned, depending upon the urgency, can hire a taxi for the 1 day or take a taxi to reach the destination, payment of which shall be borne by the Contractor.
(ii)	Attire/turnout of the drive a) Inappropriate b)Very Inappropriate	(a) Rs.500.00 to Rs.1000.00. depending upon the inappropriateness (b) The driver with the vehicle will be sent back and a penalty of Rs.300.00 will be imposed. A taxi will be hired for the day and payment for the same will be borne by the Contractor.
(iii)	Unclean vehicle or seat covers/ smell in the vehicle	Rs.100.00 for the 1st day Rs 500.00 per day for the 2nd consecutive day and beyond
(iv)	AC not working, malfunctioning	The contractor to provide another vehicle in an hour's time or else the office can hire a taxi for the day, payment of which will be borne by the contractor.
(v)	Breakdown en-route	Office to hire a taxi to reach the destination, payment to be borne by the contractor.
(vi)	Recurrent malfunctioning / dissatisfactory vehicle condition	The vehicle will be returned. A taxi will be hired. Payment of which will be borne by the contractor along-with a daily fine of Rs.500.00, till such time a proper vehicle is provided.
(vii)	Drivers poor knowledge of route Driver to be changed by the Contractor	If the Contractor doesn't change the driver in 03 days' time, the vehicle will be sent back and a taxi hired, payment of which will be borne by the Contractor, along-with a fine of Rs.500.00 daily
(viii)	Driver's behavior Rs.500.00 to Rs.1000.00 depending upon the gravity of the misdemeanor daily.	If the misbehavior continues then the driver will have to be changed by the contractor. If the contractor doesn't change the driver in 03 days' time, the vehicle will be sent back and a taxi hired, payment of which will be borne by the Contractor, along with a fine of Rs.200.00 daily

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26. The duty point would be intimated by the Academy from time to time and the kilometre/mileage may be calculated for the purpose of 'vehicle run' and 'hours of duty' shall be reckoned from the point of reporting for duty by the Academy and release of vehicle at the last drops of officers/officials of the Academy in the evening/night and not from **garage to garage**. **There would not be any dead mileage.**
27. The daily record (indicating time and mileage) duly signed by the user shall be maintained separately for each vehicle.
28. The tenderer shall enclose a signed copy of the terms and conditions as stipulated for award of the contract, conveying his acceptance of the same.
29. The successful bidder will also be required to submit, within five days copies of Registration of Certificate, Insurance papers, PUC, Permit etc. for the vehicles proposed to be deployed in the Academy, failing which his earnest money deposit will be forfeited. However if the successful bidder proposes to purchase new vehicles, he will be given adequate time but not exceeding 15 days to do so.
30. The Academy reserves the right to reject any or all the bid in full or part without assigning any reason thereof. The decision of the Academy shall be final in this regard.
31. Bids incomplete in any respect are liable to be rejected.
32. In case, during the contract period there is a change in prices of petrol, diesel CNG etc. the above Terms & conditions will remain the same including the rate/rates quoted by the successful tenderer.
33. The firm shall ensure proper conduct of its Drivers. While on duty and enforce prohibition of consumption of alcoholic drinks/drug, chewing of Paan/ Gutka/Smoking, listening of music etc.
34. **ARBITRATION CLAUSE:-**In case of any disputes between the parties viz. National Academy of Statistical Administration (NASA) on one hand and the agency/firm awarded the Contract on the other hand, arising out on account of scope of the work and other mandatory liabilities as stated in the Tender document/ Contract Agreement, the dispute shall be referred to an Arbitrator as per Arbitration and Reconciliation Act 1996, in Delhi.
35. **Criterion for Evaluation of Tender:**

(i) **Essential Eligibility Criteria**

The criteria mentioned in Section – B of the tender document.

(ii) **Technical bid evaluation :**

The evaluation of Technical bid will be done by considering the parameters listed in the technical bid form. Parameters in the Technical bid form are essential in order to be eligible as already stated. Agency who meet the requirements and provide documentary proof of the same will be considered for commercial evaluation.



(iii) **Commercial bid evaluation :**

The Commercial Bids of only those tenderers whose Technical Bids have been accepted by the Committee will be opened at **later date after finalization of the Technical Bid** at the same venue. These will be opened in the presence of those tenderers whose Technical Bids are accepted and who wish to be present.

(iv) **Final Evaluation of the Tender :-**

The contract will be awarded to the LI vendor on the basis of price quoted by the technically qualified vendor.

E. PROFORMA FOR TECHNICAL BID (PART-I)

NATIONAL ACADEMY OF STATISTICAL ADMINISTRATION
Plot No. 22, Knowledge Park-II, Greater Noida – 201308, (U.P.)

1.	Name of the Agency	
2.	Office Address	
	Tel No.	
	FAX No.	
	E-Mail Address	
3.	Name of the Authorise Representative (s)	

4.	Documents	Enclosed	Not Enclosed
	Attested registration certificate of the Agency issued by the appropriate authority		
	Attested copy of valid Service Tax registration certificate		
	Copy of PAN /TAN Card.		
	An undertaking that the agency has not been blacklisted by any Government Department/autonomous bodies as on the date of submission of the bid.		

Handwritten signature

5. Turnover during the last three years

Years	Turnover in Rupees (in words and figures)
2010-11	
2011-12	
2012-13	

This should be duly certified by the Chattered Accountant of the Company.

6. EMD details

Category – I (Subcategory-(i)/ (ii))

DD No.

Bank.....

Date.....

Category – II (Subcategory-(i)/ (ii))

DD No.

Bank.....

Date.....

Category – III

DD No.

Bank.....

Date.....

7. Details of the major contract handled Govt. / PUC/ Corporate offices during the last three years as per the attached proforma : -

Sl.No.	Name of the Client / Address / Tel No.	Amount of the contract	Duration of the contract	

Enclose extra sheets if required.

We also confirmed that we will abide by all the terms and conditions and we don't have any counter condition.

(Signature of the authorised person of the Agency with seal)

Place:

Date:



F. PROFORMA FOR PRICE BID (PART-II)

I. MONTHLY TRIPS

Table A1:- The vehicle will ply mostly in Delhi

Description	Etios (AC)	Honda City	Maruti SX4
Fixed monthly charges for 2000 Kms / 300 hrs.			
Extra charges for additional kilometer			
Extra Hours after 300hrs.			

Table A2: The vehicle will ply mostly in Ghaziabad/Gautama Budha Nagar, U.P.:-

Description	Dzire/Indigo-CS	Indica (night vehicle)*	
	A.C	A.C	Non-A.C
Fixed monthly charges for 2000 Kms / 300 hrs.			
Extra charges for additional kilometer			
Extra Hours after 300hrs.			

*The vehicle (Wagon-R/Indica) will stay during the night only from 5pm to 6 am at NASA on all the days during the month.



II. DAILY TRIPS (As and when required)

Table – B1:- Vehicle originating from Delhi coming to NASA and going back to Delhi.

Description	D'Zire		Indica		Innova	
	A.C	Non-A.C	A.C	Non-A.C	A.C	Non-A.C
Charges for 80 Kms / 10 hrs						
Extra Kms. Beyond 80 Kms.						
Extra Hours after 10 hrs.						

Table – B2:- Vehicle originating from Greater Noida and going to Delhi/NCR and coming back

Description	D'Zire		Indica		Innova	
	A.C	Non-A.C	A.C	Non-A.C	A.C	Non-A.C
Charges for 80 Kms / 10 hrs						
Extra Kms. Beyond 80 Kms.						
Extra Hours after 10 hrs.						

III. RATE FOR BUS (As and when required)

Description	12 Seater (tempo trv.)		27 Seaters		35 Seaters	
	A.C	Non-A.C	A.C	Non-A.C	A.C	Non-A.C
Charges for 100 Kms / 10 hrs						
Extra Kms. Beyond 100 Kms.						
Extra Hours after 10 hrs.						

Note: - No dead mileage is permissible

Declaration

- (i) We are not involved in any major litigation that may have impact of affecting or compromising the delivery of the services as required under this tender.
- (ii) We are not black-listed by any Central/State Govt. /Public Sector undertaking in India.
- (iii) The terms and conditions laid down in the tender document are acceptable to us.

(Signature of the authorised person of the Agency with seal)