

Government of India
Ministry of Planning, Statistics & P.I.,
PRINCIPAL ACCOUNTS OFFICE
ROOM NO. 227, SARDAR PATEL BHAWAN, SANSAD MARG
NEW DELHI-110001
(Telefax:011-23746502,23747044)

No.21 (7)/PrAO/ Admn/ 2016-17/ 12044

Dated:- May,2016

Subject- Limited Tender Enquiry for Hiring of one Taxi for the use of O/o Controller of Accounts, M/o Planning, Statistics and P.I., New Delhi.

Tender in two parts i.e. Technical Bid & Financial Bid in separate sealed covers are invited for and on behalf of President of India for Hiring of one CNG fuel operated Taxi (Indigo, Dzire, SX4, CIAZ Taxi of 2014 Model or onwards). Please superscribe the above mentioned Title and date of opening of the tenders in the sealed cover to avoid the tender being declared invalid. The respective envelopes should also be superscribed in bold letters as "Technical Bid" and "Financial Bid". Both the envelopes must be enclosed in the third sealed envelope and superscribed with the above title and due date.

2. Receipt and opening of Tenders:

2.1 Sealed tenders complete in all respect superscribed as "Tender for Hiring of one vehicle for the use of O/o Controller of Accounts, M/o Planning, Statistics and P.I., New Delhi." must be addressed to the Sr. Accounts Officer (HQ), Pr. Accounts Office, M/o Planning, Statistics & P.I. and dropped in the tender box placed in Room No. 227, Sardar Patel Bhawan, Sansad Marg, New Delhi or may be sent by Registered Post to address mentioned in the tender document to reach latest by 25.05.2016 up to 03.00 pm. Tenders through any other mode (like hand delivery, email, fax etc) will not be accepted. The tender documents must be accompanied with Bid Security of Rs. 18,000/- (Rs. Eighteen Thousand only) in form of Bank Draft etc. as prescribed in Para 4.

2.2 The tenders will be opened on 25.05.2016 at 03.30 pm in Room No. 227, Sardar Patel Bhawan Sansad Marg, New Delhi. The Controller of Accounts, M/o Planning, Statistics & P.I. reserves the right to accept or reject any or all tenders in part or full without assigning any reason. The tenderers or their authorized representatives may attend opening of tenders on 25.05.2016. The authorized representatives must have letter of authority duly signed by the proprietor or authorized signatory of the firm, on the letter head of the firm. The authority letter should also contain signature of the representative duly attested by the authorized signatory.

2.3 Hypothetical/Conditional/Incomplete tender will not be entertained and is liable to be rejected.

3. Late Tenders Tenders received after the specified date and time, as indicated in para-2 above, will not be considered.

DD (Mr. Thakur)
4/5/16

980
CC (CC)
4-5-16

4. Bid Security / Earnest Money Deposit (EMD)

4.1 EMD of Rs. 18,000/- (Rs. Eighteen Thousand Only) in the form of Demand Draft/Pay order from any commercial Bank payable to the Pay & Accounts Officer (Statistics), Ministry of Statistics & P.I., must accompany the tender. Tenders without EMD and in any other form than prescribed will NOT be considered.

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

4.3 EMD of tenderers will be forfeited, if the tenderer withdraws or amends its tender or impairs or deviates from the tender in any respect within the period of validity of its tender. Further, if the successful tenderer fails to furnish the required Performance Security within the specified period, his EMD will be forfeited.

4.4 EMD furnished by all unsuccessful tenderers will be returned to them without any interest whatsoever, after finalization of the contract. EMD of the successful tenderer will be returned after receipt of the Performance Security from him.

5. Performance Security.

5.1 The successful tenderer, will have to furnish Performance Security of Rs. 36,000/- (Rupees Thirty Six Thousand only) in the form of Fixed Deposit Receipt/Bank Guarantee from a Commercial Bank in an acceptable form in favour of Pay & Accounts Officer, Ministry of Statistics & P.I., New Delhi within 10 days of award of contract.

5.2 Performance Security should remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the supplier to the entire satisfaction of Controller of Accounts.

5.3 Performance Security will be non-interest bearing and refundable to the contractor, after it duly performs and completes the obligations of the contract in all respects to the entire satisfaction of Controller of Accounts.

5.4 Performance Security will be forfeited if the firm fails to perform any of the terms and conditions of the contract and it may also be black listed.

5.5 The tenderers should quote their unconditional rates strictly as per para 7.2 of this document. Cutting/ overwriting, if any, should be duly authenticated. Each page of the tender should be duly stamped and signed by the authorized signatory of the tenderers.

6. The Technical Bid should contain following details:

6.1 The contractor should have experience of providing vehicles to Govt./Semi Govt./Autonomous Organization/ Departments & Other Govt. Organization. Copies of supply order from the concerned Department/ Organization may be furnished alongwith tender.

- 6.2 Photocopy of PAN Card and photocopy of the Service Tax Registration Certificate of tenderer.
- 6.3 A certificate from the tenderer that all the terms and Conditions are acceptable to him.
- 6.4 EMD of Rs.18,000/- in the form of Demand Draft/ Pay Order.
- 6.5 Copies of RC of all the vehicles registered in the name of the transport company/tenderer.
- 6.6 The tenderers are advised to read the instructions above and the terms and conditions herein below carefully and submit confirmation of unconditional acceptance of the terms & conditions without deviations. In case there are any deviations from the terms & conditions of the tender they may be clearly indicated in the technical tender for consideration.

7. Other Terms and Conditions

7.1 **Risk Hire Clause:-** In case the contractor fails to supply the vehicle, this office reserves the right to hire the Taxis from other Taxi Stands at the risk and cost of the contractor. The cost difference between the alternative arrangements and the rates as per supply order will be recovered from the pending bill/performance security of the tenderer.

7.2 The rate of vehicle should be quoted against requirement on monthly basis for 230 Hrs & 2300 Kms and on day to day basis (11 Hrs & 80 Kms per day) for approximate 23-25 days in a month. The rates, as part of the Financial Bid, shall be quoted in the proforma appended below:-

Taxi, Make, Model as indicated on first page.	(In Rs.) (For 23-25Days per month)
Full Day basis	11 Hrs & 80 Kms
Monthly Basis	230 Hrs & 2300 Kms
	Extra Hours
	Extra Kms
	Service Tax Extra
	Total

Name:
 Designation:
 Seal of the firm:
 Date:

7.3 If the contractor, after submission of tender and due acceptance of the same i.e. after the award of contract, fails to abide by the terms and conditions of the tender, or fails to complete his contract period or at any time repudiates the contract, the Controller of Accounts, M/o Planning, Statistics & P.I., New Delhi will have the right to forfeit the EMD or the Performance Security, deposited by the tenderer.

7.4 The vehicle provided should have proper permission of the areas to be travelled in NCR of Delhi.

7.5 The Contractor should be able to provide the vehicle at a short notice of 15 minutes. For regular requisitions, the vehicle must reach the destination 30 minutes in advance.

- 7.6 The vehicle shall be used in Delhi and NCR. The starting and ending point of the vehicle will be at NITI Aayog, Sansad Marg, New Delhi and it may be changed in future as per requirement of office. Dead mileage will not be allowed.
- 7.7 The driver engaged in the vehicle should have valid driving license to operate the vehicle issued by the Transport Authorities Other necessary certificates like Road Tax clearance, pollution certificate etc. should be in existence for the vehicle quoted.
- 7.8 The drivers should always be well mannered, in the uniform as may be provided by the agency and equipped with mobile phone.
- 7.9 The driver engaged must be broadly aware of the major routes of Delhi/New Delhi/NCR.
- 7.10 The Vehicle on duty shall have to be kept in clean condition. The general condition of the vehicle provided should be good. The seats should be comfortable. The seats shall always be covered with neat and good quality seat covers. No payment shall be made if the vehicle is found in dirty or shabby condition.
- 7.11 In case of any breakdown while on journey, alternative arrangement shall have to be done by the contractor 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.
- 7.12 The Department reserves the right to terminate the contract without assigning any reason by giving the contractor one calendar month notice of its intention to do so.
- 7.13 **Penalty Clause:** In the event of Contractor failing to execute the work i.e. Supply of vehicle on hire basis at any time to the full satisfaction of the Department, the Competent Authority reserves the right to cancel the contract or withhold the payment due to contractor in part or full and to forfeit the Performance Security deposited.
- 7.14 Billing will start from and end from designated place, i.e. NITI Aayog, Sansad Marg, New Delhi and not from & with the Taxi stand. The services sometimes may also be required on all the seven days in a week and also on national holidays depending upon nature of official duties. The service provider shall be bound to deliver the services on all days as and when asked. On Sundays and National Holidays the vehicle will directly report to the designated person where meter reading should be got noted from the user.
- 7.15 The meter reading on arrival/departure will be noted at the place where the vehicle has been requisitioned. **Dead mileage (distance from Garage to reporting Point and from End Point to Garage) will not be allowed be charged.**
- 7.16 The contract shall initially be for a period of one year which can be extended for further periods on yearly basis and maximum upto three years with mutual consent on the same terms and conditions and on the basis of performance of last year at the discretion the Controller of Accounts.
- 7.17 If on any occasion it is found that the driver of vehicle has made wrong entries in duty slips relating to time and kilometer reading of start or closing of duty/journey the contractor shall be responsible for the same. The office reserves the right to withhold full payment of the day in respect of such vehicle.

7.18 In case of hiring of vehicle, 40 Kms or 4 hours shall be considered half day. In case if the vehicle is detained above four hours, then it shall be treated as full day. In such scenario, the 'kms' have no relevance. If the usage goes above 40 kms within 4 hour, then charge would be for each additional km only and the vehicle would be considered as 'half day' usage. If the number of hours exceeds 4 hours, then the vehicle would be treated to be hired for 'full day'. Then the 'km' usage has no relevance.

7.19 Rate should be quoted separately for Non-AC/AC vehicle.

7.20 Decision of Competent Authority of the Department regarding acceptance or rejection of a tender will be final and binding.

7.21 In case any tenderer does not agree with the tendering conditions or tendering process, he may give in writing the reasons for the same. The tenderers will also have the right to seek reasons for rejection of their tenders if is rejected.

The text of this LTE is also available on the website of Ministry of Statistics & Programme Implementation "www.mospi.nic.in".



(P.C.Gupta)
Senior Accounts Officer (HQ)
Tele-23345732

To

1. M/s Ashok Kumar Travels, H-286, Nanak Pura, New Delhi-110021.
2. M/s Cross Road Travels, Shop No. 3, DDA Mkt, Gulmohar Enclave, New Delhi-110049
3. M/s Capital Tourist, 200, Near Baba Gangnath Chowk, Munirka Village, New Delhi-110067.
4. M/s AKG Tour & Travels, 275, Munirka Village, New Delhi-110067.
5. M/s Gayan Travels, Shop No-04, DDA Market, Gulmohar Enclave, New Delhi-110049.
6. M/s Harman Travels, 185/6,FF, Near Pump House,Arjun Nagar, New Delhi-110029.

Copy to: ,

• The DDG, Computer Centre, M/o Statistics & Programme Implementation for uploading on the website of the Ministry.