



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: 0120-2324959**  
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**Tender No. Q-11011/Admn(g)/4/2013/NASA**  
**Dated: 15<sup>th</sup> April, 2014**

**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: 9<sup>th</sup> May, 2014, 15.00 HRS.**

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

Sealed tenders are invited under Two Bid System i.e. (Part-I Technical Bid and Part-II Financial Bid) from reputed and experienced Travel Agencies 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 Vehicles on DAILY BASIS (as and when required).

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

**The bidder may submit bids for any category or all.**

### **B. ELIGIBILITY CRITEREA**

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 or NCR. An attested copy of the registration certificate of offices in Delhi/Greater Noida or NCR shall be enclosed.
2. The Agency must have a minimum of two years experience in supplying taxies 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 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: 15<sup>th</sup> April, 2014
  - (b) Last date and time for submission of Tender Document: 9<sup>th</sup>, May 2014.

(e) Date and time for opening of

Technical Bid: **9<sup>th</sup> May, 2014 at 16 00 hrs**

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 Agencies 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 2010.
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, and Rs. 10,000/- for Category – II 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. 30,000/- 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, New Delhi. The security deposit 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.
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<br>a) By 10 minutes<br>b) Between 10-30 minutes<br>c) 30 minutes and beyond or does not turn up. | Rs.100.00<br>Rs.500.00<br>Rs.1000.00<br>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<br>a) Inappropriate<br><br>b)Very Inappropriate                                   | (a) Rs.500.00 to Rs.1000.00.<br>depending upon the inappropriateness<br><br>(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/<br>smell in the vehicle   | Rs.100.00 for the 1st day<br>Rs 500.00 per day for the 2nd<br>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 <i>i</i><br>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<br>Driver to be changed by the<br>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 |
|--------|--|--|

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 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 L1 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 – 201310, (U.P.)

|           |   |                 |                     |
|-----------|---|-----------------|---------------------|
| <b>1.</b> | <b>Name of the Agency</b>   |                 |                     |
| <b>2.</b> | <b>Office Address</b>   |                 |                     |
|           | <b>Tel No.</b>  |                 |                     |
|           | <b>FAX No.</b>  |                 |                     |
|           | <b>E-Mail Address</b>   |                 |                     |
| <b>3.</b> | <b>Name of the Authorise Representative (s)</b>   |                 |                     |
| <b>4.</b> | <b>Documents</b>  | <b>Enclosed</b> | <b>Not Enclosed</b> |
|           | 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. |                 |                     |

## 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

DD No. ....

Bank.....

Date.....

Category – II

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. DAILY TRIPS (As and when required)

| Description                 | Indica |         | D'Zire |         | 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.   |        |         |        |         |        |         |

### II. 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 in any category.**

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)**