

No.PrAO/MoSPI/Admn/Taxi/2014-15/.....
Government of India
Office of Controller of Accounts
Principal Accounts Office
Ministry of Planning, Statistics & P.I.
Tele-fax-23746502,23747044

Room No.227, Sardar Patel Bhawan,
New Delhi-110001.
Dated:- 21, April, 2014

Subject- Tender Notice for hiring of Taxi/Car for the use of Controller of Accounts, M/o Planning, Statistics and P.I., New Delhi.

Sealed bids are invited for supply of Non-AC Taxi/Car for the office of Controller of Accounts M/o Planning, Statistics and P.I. New Delhi. The time schedule is as under:-

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|---|------------|
| 1. Closing date & time for receipt of bids: | 16.05.2014 |
| 2. Bid opening Date & Time: | 16.05.2014 |

2. NOTE

In case the date specified for bid falls on or is subsequently declared a holiday or closed day for this office, the bids will be received upto the appointed time i.e. 3:00 PM on the next working day of this office and will be opened on the same day at 3:30 PM

2.1 TWO BID SYSTEM: The bid should be submitted in a sealed cover in two parts as under:-

a. **Technical Bid:-** envelope should super scribed 'Technical Bid for Supply of Non-AC Taxi/Car for the year 2014-15 and it should contain all technical details as per clause 6 EMD and other documents etc. as per the requirement of the bid enquiry.

b. **Financial Bid :** The second cover should contain the rates etc. as per annexure I, and it should be superscribed "Financial Bid for supply of Non-AC Taxi/Car".

2.2 The technical bid and the financial bid should be sealed by the bidder in separate covers, duly superscribed and both these sealed covers are to be put in a bigger covers, duly superscribed as "Bid for supply of Non-AC Taxi/Car".

2.3 The Technical Bids shall be opened at 3:30 PM on the date as indicated above in the presence of such of the bidders or their representatives, who may wish to be present.

2.4 Financial Bid (s) of only those bidders(s) will be opened on a later date whose bids are considered technically acceptable after evaluation by a Technical Evaluation committee.

2.5 Hypothetical/Conditional/Incomplete bid will not be entertained.

3. **Late Bids** Bids received after the specified date and time, as indicated in para-I above, for receipt of bids will not be considered.
4. Earnest Money Deposit (EMD)
- 4.1 EMD of Rs. 10,000/- (Rupees Ten Thousand Only) in the form of Demand Draft/Pay order from any commercial Bank payable to the Pay & Accounts Office (Statistics), Ministry of Statistics & P.I., must accompany the bid, Bids 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 bidder will be forfeited, if the bidder withdraws or amends its bid or impairs or derogated from the bid in any respect within the period of validity of its bid. Further, if the successful bidder fails to furnish the required Performance Security within the specified period, its EMD will be forfeited.
- 4.4 EMD furnished by all unsuccessful bidders will be returned to them without any interest whatsoever, after finalization of the contract. EMD of the successful bidder(s) will be returned after receipt of the Performance Security from him.
5. Performance Security.
- 5.1 The successful bidder, irrespective of its registration status etc. will have to furnish Performance Security of R. 20,000/- (Rupees Twenty Thousand only) in the form of Fixed Deposit Receipt/Bank Guarantee from a Commercial Bank in an acceptable form in favour of Pay & Accounts Office, 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 beyond the date of completion of all contractual obligations of the supplier.
- 5.3 Performance Security will be refunded to supplier without any interest, whatsoever, after it duly performs and completes the contract in all respects.
- 5.4 Performance Security will be forfeited if the firm fails to perform any of the terms or conditions of the contract, besides it may also be black listed.
- 5.5 The bidders should quote their unconditional rates strictly as per the Annexure-I cutting/Overwriting, if any, should be countersigned. Each page of the tender should be duly stamped and signed by the authorized signatory.
- 5.6 In case any bidder is already providing the Non-AC Taxi/Car to any other Ministry/Department of Central Govt. details thereof should also be furnished along with the bids.

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 Organization Copies of certificate from the concerned Department that the contract was successfully executed may be furnished to his office.
- 6.2 PAN number and copy of the latest Income Tax/Service Tax certificate.
- 6.3 A certificate from the bidder that all the terms and Conditions are acceptable to him.
- 6.4 EMD of Rs.10,000/-
- 6.5 Copies of RC of all the vehicles registered the name of the transport company/firm.
- 6.6 The bidders are advised to read to instructions above and the terms and conditions herein below carefully and submit confirmation of unconditional acceptance of the terms & conditions with deviations. In case there are any deviations from the terms & conditions of the tender they may be clearly indicated in the technical bid for consideration.

7. Other Terms and Conditions

- 7.1 **Risk Hire Claus:-** In case L-I, bidder fail to supply the vehicle, this office reserves the right to hire the DLY Taxis from other Taxi Stands at the risk and cost of the L-I, bidder. The cost difference between the alternative arrangements and L-I's tender value will be recovered equally from the pending bill/performance security of the L-I bidder.
- 7.2 If the contractor after submission of bid and due acceptance of the same i.e. After the award of contract, fails to abide by the terms and conditions of these tender documents, or fails to complete his contract period or at any time repudiates the contract, the O/o Controller of Accounts, M/o Planning, Statistics & P.I., New Delhi will have the right to forfeit the EMD or the Performance Security, if deposited by the bidder.
- 7.3 The vehicle provided should be authorized to be used as taxi and should have proper permission of the areas to be travailed in NCR.
- 7.4 The Contractor should be able to provide Non-AC Taxi/Car at a short notice/(within 15 minutes). For regular requisitions the taxi must reach the destination 30 minutes in advance.
- 7.5 The Taxi/Car shall be used in Delhi and NCR. The starting and ending point of the vehicle will be at Indirapuram (Ghaziabad).
- 7.6 The driver engaged in the Taxi should have valid driving license to operate the taxi issued by the Transport Authorities Other necessary certificates like Road Tax clearance, pollution certificate etc. Should be in existence for the vehicle quoted.

7.7 The drivers should always be in the uniform as may be provided by the agency with mobile phone and should be well mannered.

7.8 The driver engaged should be broadly aware of the major routes of Delhi/New Delhi/NCR.

7.9 The Vehicles on duty shall have to be kept in clean condition. The general condition of the vehicle provided should be good. The seat 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.

7.10 In case of any break down 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.

7.11 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.

7.12 Penalty Clause: In the event of Contractor failing to execute the work i.e. Supply of Taxi 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 payment due to contractor in part or full and to forfeit the Performance Security deposited.

7.13 Billing will start from and end from designated place, i.e. Indirapuram and not from & with the Taxi stand. The vehicle must first report to the Controller of Accounts, M/o Planning, Statistics & P.I., at Indirapuram. Where meter reading will be noted and then proceed to the destination on all working days from Monday to Friday. However, the services sometimes may also be required on all the seven days in a week and also on national holidays. The service provider shall be bound to deliver the services on all days as and when asked. On Sundays and National Holidays the vehicle may be directly report to the designed person where meter reading should be got noted from the user.

7.14 The meter reading on arrival/departure tile 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 changed.**

7.15 The contract will be valid for six months from the date of award the contract and extendable by mutual consent of the parties. No request of hike in approved rates will be entertained during the period of contact for any other reason what so ever.

7.16 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 with hold full payment of the day in respect of such vehicle.

7.17 For each and every vehicle, the driver is required to maintain a log-book i.e. details of various journeys performed during the day since morning till last duty separately and all the entries be got attested from the users. The log book will have to be shown to the Administration Section of Principal Accounts Office for verification at the time of submission of the bill in each month.


7.18 In case of hiring of Taxi, 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 Taxi/Car.

7.20 This tender document can also be downloaded from this Department's website: mospi.nic.in

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

7.22 In case any bidder does not agree with the bidding conditions, bidding process, he may give in writing the reasons for the same. The bidders will also have the right to seek reasons for rejection of their bids if is rejected.



(Sahib Singh) 21/04/14
Senior Accounts Officer
Tele-23345732

Copy to :

1. Tech. Dir. (NIC)/DDG, Computer Centre, M/o Statistics & P.I., RK Puram, New Delhi – with the request that the Tender Notice may be uploaded on the website of the Ministry for wide publicity.