

INVITATION TO TENDER AND INSTRUCTIONS TO TENDERERS

No.15014/1/2013-Gen

Government of India

Ministry of Statistics & Programme Implementation

Sardar Patel Bhavan, New Delhi

Dated the 5th April, 2013

Subject:- Tender Notice for Hiring of DLY Taxies for use in Ministry of Statistics & Programme Implementation – reg.

SEALED TENDERS are invited in two bid system (Technical Bid and Financial Bid separately) from reputed Tours and Travel Agencies/companies in New Delhi/Delhi, for hiring of TWENTY FIVE taxies for official use of Ministry of Statistics & Programme Implementation, initially for a period from **1st May, 2013 to 30th April, 2014**. The firm which fulfills the following minimum criteria may only apply:-

- i) The firm should be registered with relevant authorities (Certificate of Incorporation, Registration with Service Tax, PAN No.); (Attested copies of Registrations to be enclosed).
 - ii) The annual turnover of the firm should be more than **SEVENTY FIVE lakh** during the previous three financial years; (Attested copies to be enclosed).
 - iii) The firm should have at least **30 nos. of taxies** of model not before 2009 registered in the name of firm; (Attested copies of Registration Certificates to be enclosed).
 - iv) The firm should have similar experience during last three financial years in Government Sector/PSU etc.; (Attested copies of award letters of contract to be enclosed).
 - v) Bid shall be valid for a **period of 60 days**.
 - vi) The tenderer should have a well-established office, located within Municipal Limits of Delhi.
 - vii) The Ministry of Statistics & Programme Implementation reserves the right to reject all or any of the quotations, and decision of Head of the Department in the matter shall be final/binding
 - viii) Companies having ISO certification will be preferred.
- (a) The Technical Bid in separate envelope should contain the following information / document as per Annexure-I:-
- (i) Name of the Firm
 - (ii) Business address of the firm
 - (iii) Location of the Garage
 - (iv) Telephone No.
 - (v) Mobile No.
 - (vi) Copy of Annual turnover of the firm for the last three financial years (Annual accounts statement duly audited by the Chartered Accountant must be attached).
 - (vii) Copy of the details of the past experience for the last three years for providing services in the same field in Government/Ministries /Departments/ PSUs /

Reputed Corporate Sectors, with contact persons and their telephone numbers.

- (viii) Copies of certificates of Registration of firm, PAN No., service tax registration.
- (ix) The vehicles should be registered **in the year 2009 onwards** – Copies of RCs for at least 30 **DLY taxies** Registered in the year 2009 onwards in the name of firm shall be enclosed.
- (x) The **Earnest Money of Rs.1,00,000/- (Rs. One lakh only)** Demand Draft/Pay order In the Name of Pay & Accounts Officer, Ministry of Statistics & Programme Implementation, New Delhi payable at Delhi.
- (xi) **Rate should be quoted exclusive of service tax**

(b) The Financial Bids in separate envelope should be strictly as per the format given in the Annexure-II. The rates quoted in the Financial Bids should be both in words and figures. Bids with any cutting or overwriting in figures will not be considered, unless corrections are countersigned. The financial bid should be properly sealed and signed.

(c) Financial bids only of those firms will be opened, who qualify on the basis of the Technical Bid and after inspection of their vehicles by the Competent Authority of the Ministry of Statistics & Programme Implementation. The firm would be required to bring their vehicles for inspection along with original RCs as and when desired by the Ministry of Statistics & Programme Implementation, before the financial bids are opened.

(d) The Technical and Financial Bids should be put in two separate envelopes super scribed as '**TECHNICAL BID**' and '**FINANCIAL BID**' respectively, and sealed separately. Both these envelopes should be put in a bigger envelope superscribed as '**TENDER FOR HIRING OF VEHICLES**'; duly sealed and addressed to the Under Secretary(G), Ministry of Statistics & Programme Implementation, Sardar Patel Bhavan, Sansad Marg, New Delhi-110 001.

TERMS & CONDITIONS

- (I) The DLY taxis should be in very good working condition and well maintained during the contract period. The taxis 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.
- (II) The DLY Taxis deployed with the Ministry should be of **model not before 2009**.
- (III) The firm should be in a position to supply DLY taxies on short notice of 30 minutes as and when needed. The firm would also be required to provide additional taxis (**in addition to twenty five**) at the quoted rates on demand.
- (IV) All expenses will have to be borne by the firm in case of breakdown of the Taxis deployed. Immediate replacement of the breakdown vehicle will have to be provided. The owner/firm shall provide standby vehicle in case of any breakdown immediately.
- (V) The owner/senior 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.
- (VI) 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.

- (VII) 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.
- (VIII) The vehicles hired on regular basis are expected to normally remain with the Ministry 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.
- (IX) 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.
- (X) 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 Ministry of Statistics & Programme Implementation shall not be a party or liable in any matter whatsoever.
- (XI) 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.
- (XII) The vehicles with the Drivers should be placed at the disposal of Ministry of Statistics & Programme Implementation as and when required. Ministry of Statistics & Programme Implementation 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.
- (XIII) No advance payment, in any case, would be made to the firm.
- (XIV) The bills for hiring of DLY taxis may be submitted after the completion of the month. Bills for deployment of DLY taxis for any month along-with signed duty slips / photocopy of log books by the user(s) or concerned authorized officers / officials of this Ministry shall be preferred in the first week of the following month for payment.
- (XV) 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 Ministry.
- (XVI) The drivers of the DLY taxis 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.
- (XVII) The drivers deployed by the firm should be paid as per prevailing Minimum Wages Act of NCT of Delhi. The Ministry shall not be a party in any disputes whatsoever regarding Wages and allowance of drivers.
- (XVIII) No compromise will be made by this Ministry 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 MoSPI, the Security Deposit will be forfeited and contract will be terminated forthwith in full or part without assigning any reason by the Competent Authority.
- (XIX) The vehicle and driver deployed with Ministry shall not be changed except under compelling circumstances without prior consent of the Ministry.
- (XX) Ministry will not be responsible for any challan, loss, damage, or accident to the vehicle or to any other vehicle or injury to Drivers/persons.
- (XXI) In the event of the firm backing out of the contract midstream, without any explicit consent of this Ministry, will be liable to the recovery of the higher rates vis-à-vis those contracted rates, which may have to be incurred by this Ministry on

transportation of officer for the remaining period of contract through alternative means. The bill amount of the month would also be forfeited.

(XXII) The actual mileage and hours for the vehicle under this contract may vary depending up on the requirement. The contract shall be awarded to the lowest eligible bidder and the lowest bid would be assessed after calculating bids from all possible angles to find out lowest rate per/Km and giving due consideration to other factors.

(XXIII) The firm may discontinue the contract by giving a prior notice of 45 days in writing.

(XXIV) Penalty Clauses would be as under:-

| S.No. | Problems | Penalty |
|-------|---|---|
| 1. | 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 day or take a taxi to reach the destination, payment of which shall be borne by the Contractor. |
| 2. | Attire/turnout of the driver 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. |
| 3. | 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 |
| 4. | 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 |
| 5. | Breakdown en-route | Office to hire a taxi to reach the destination, payment to be borne by the contractor. |
| 6. | 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. |

| | | |
|----|---|--|
| 7. | 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. |
| 8. | Driver's behavior Rs.500.00 to Rs.1000.00 depending upon the gravity of the misdemeanor | 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 |

- (XXV) The duty point would be Sardar Patel Bhavan, Jeevan Prakash Building, R.K. Puram or any other place intimated by the Ministry from time to time and the kilometer/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 Ministry and release of vehicle at the last drops of officers/officials of the Ministry in the evening/night and not from garage to garage or last point to Sardar Patel Bhavan, Jeevan Prakash Building, R.K. Puram.
- (XXVI) The tender has to be accompanied by an Earnest Money Deposit payable at New Delhi of Rs.100,000/- (Rupees One Lakh only) in the form of Demand Draft /Pay Order in favour of P.A.O., Ministry of Statistics & Programme Implementation, Government of India, New Delhi from any scheduled commercial Bank. If the successful tenderer declines to act on the offer made by the Department and/or withdraw/amend their quotations after opening of tenders, the EMD shall stand forfeited without any notice to the tenderer and no claim on this account shall be entertained. The EMD of unsuccessful tenderers shall be returned / refunded after finalization of the contract.
- (XXVII) A performance security of Rs. 5,00,000/- (Rupees Five Lakh only) shall have to be deposited by the successful tenderer in the form of F.D.R. from any scheduled commercial Bank in the favour of P.A.O., Ministry of Statistics & Programme Implementation, New Delhi payable at New Delhi for the period of contract i.e. up to 30th April, 2014. The performance security will be forfeited for breach of the any of the terms/conditions of the tender or if it is found at any time during the contract period that the services provided by the firm are poor/defective/unsatisfactory. The decision of the Ministry in this regard shall be final and binding on the firm.
- (XXVIII) The daily record (indicating time and mileage) duly signed by the user shall be maintained separately for each vehicle.
- (XXIX) 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.
- (XXX) 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 this Ministry, 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.

(XXXI) The Ministry reserves the right to reject any or all the bid in full or part without assigning any reason thereof. Decision of Deputy Secretary (G) shall be final in this regard.

(XXXII) Bids incomplete in any respect are liable to be rejected.

(XXXIII) In case, during the contract period, there is a change in prices of petrol, diesel, CNG, etc., the above Terms and Conditions will remain the same including the rate/rates quoted by the successful tenderer.

(XXXIV) The firm/owner 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.

2. The sealed tender in the prescribed proforma only, are to be dropped in the tender box placed at the Information and Facilitation Centre, Ground Floor near Reception, Sardar Patel Bhavan, Sansad Marg, New Delhi-110001. The due date and time for submission of the quotations is 3.00 PM on 22-04-2013. The tenders shall be opened on the same date at 4.00 PM in the presence of bidders or their representative who may like to be present. It may be specifically noted that the tenders are required to be submitted with EMD with necessary documents and in the prescribed pro-forma only. The Ministry reserves the right to accept/reject any or all the tenders received and the decision of this Ministry in this regard shall be final/binding. For any doubts, classifications/objection etc. against the tender, Under Secretary (G) of the Ministry (Telephone No.011-23747929) could be contacted.

3. The Ministry reserves the right to terminate the contract in full or part at any point of time without assigning any reason whatsoever.

4. The tender document should be signed by the tenderers on each page in ink and it may be mentioned at last of the tender document "The above terms & Conditions laid down in the tender document are acceptable to us and will be binding on us" duly countersigned by the tenderer.

5. You may accordingly submit your tender, if interested.

Yours faithfully,

Sd/

(Vaidheeswaran)

Under Secretary to the Govt. of India

Tele: 23747929

Copy to:

1. NIC-MoSPI for placing/uploading this on the website of the Ministry.
2. All Ministries/Departments.
3. Website of Central Public Procurement Portal.

ANNEXURE-I**TECHNICAL BID**

| | | | | |
|-----|--|---------|---------|---------|
| 1. | Name of the Firm/Company/Agency | | | |
| 2. | Address of Firm/Company/Agency | | | |
| 3. | Telephone No | | | |
| 4. | Certificate of Registration of the firm to be enclosed | | | |
| 5. | Number of Employees as on date | | | |
| 6. | Annual Turnover (along with proof self attested) | 2010-11 | 2011-12 | 2012-13 |
| 7. | Service Tax Code No. and PAN No. (Proof to be attached self attested) | | | |
| 8. | Whether EMD of Rs.1,00,000/- enclosed in the form of Bank Draft/Pay order (No. and Date) | | | |
| 9. | Name & Address of the Department/Ministries and other organizations where, at present, vehicles are engaged on regular / monthly basis (copies of the work order to be enclosed) | | | |
| 10. | Name , Designation and Address of the person to whom all references shall be made regarding this tender | | | |
| 11. | Telephone No. Office: Residence | | | |
| 12. | Mobile Telephone No. | | | |
| 13. | Total number of DLY taxis registered with the Agency, | | | |
| 14. | Name, Address & Telephone Number of the proprietor | | | |

Yours faithfully,

Date:

Place:

(Signature of the Authorized person)

Name

Designation

Business Address

Seal

FINANCIAL BID

To

The Under Secretary(G)
 Ministry of Statistics & Programme Implementation,
 Room No. , Sardar Patel Bhavan,
 New Delhi-110001.

Subject: Hiring of DLY Taxis for use of the Ministry of Statistics & Programme Implementation – invitation of tenders.

Sir,

I/we intend to submit the tender on the subject captioned above and hereby consent to agree/ accept all the terms and conditions as stipulated in Ministry of Statistics & Programme Implementation's letter No. F.15014/1/2013-Genl dated 5.4.2013. The information desired and the rates quoted are as detailed below:-

PROFORMA FOR RATE ON MONTHLY BASIS

| S. No. | Description | Rates (Figures and Words) | | | | |
|--------|--|---------------------------|--------|----------------|------------|-------|
| | | Accent/Tata Swift Dzire | Indigo | Maruti SX4 VXi | Honda City | Etios |
| | | A.C | A.C | A.C | A.C | A.C |
| 1 | (i) 2000 Kms – 300 hours | | | | | |
| | (ii) 2200 Kms – 300 hours | | | | | |
| 2. | Charges for every additional Km beyond 2200 Kms. | | | | | |
| 3. | Charges for every additional hour beyond 300 hours | | | | | |

- Note: (i) Lowest bid shall be decided as per para XXII of Terms and Conditions.
 (ii) Rates may be given separately in the above format for CNG vehicles.

PROFRMA RATES FOR NEED BASIS

PROFORMA FOR RATE ON MONTHLY BASIS

| S. No. | Description | Rates (Figures and Words) | | | | |
|--------|---|---------------------------|--------|----------------|------------|-------|
| | | Accent/Tata Swift Dzire | Indigo | Maruti SX4 VXI | Honda City | Etios |
| | | A.C | A.C | A.C | A.C | A.C |
| 1 | (i) 80 Kms – 10 hours | | | | | |
| | (ii) 40 Kms & 5 hours | | | | | |
| 2. | Charges for every additional Km beyond 40 Kms/80 Kms. | | | | | |
| 3. | Charges for every additional hour beyond 5 hours/10 hours | | | | | |

(Rates may be given separately in the above format for CNG vehicles).

DECLARATION:-

- (I) We are not involved in any major litigation that may have an 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 Government/Public Sector Undertaking in India.
- (III) The above terms & Conditions laid down in the tender document are acceptable to us and will be binding on us.

(Signature of Authorised Signatory)

Name of the bidder:
Complete Address :
Address (Works), if any,
Contact No.