

F.No. D- 26018/01/2012-Admn.III
Government of India
Ministry of Urban Development
Room No. 209 'C' Wing
Nirman Bhavan, Maulana Azad Road

New Delhi - 110108

Dated: 24 January, 2012

To,

As per list -----

Sir,

Subject: Hiring of DLY Cars - Regarding

The Ministry of Urban Development proposes to prepare a panel of two transport firms for hiring of DLY Taxies (Indica/Indigo/Esteem/) on monthly basis for official use in the Ministry on annual rate contract basis. The number of Taxies to be hired are expected to be eleven. The Ministry may also hire DLY Taxies for half day or full day and number of days of hiring may depend upon the requirement and the payment shall be made on prorata basis.

2. The terms and conditions of the contracts are listed in para (5) below.

3. Sealed quotations are invited in a two-bid system (Technical Bid (ANNEXURE-I) and Financial Bid (ANNEXURE-II) separately) as per details given below. The Technical Bid should not contain any indication of the price.

Both the bids in separate sealed envelopes be put in a single sealed cover superscribed "Tender for hiring of Vehicles in the Ministry of Urban Development"

4. Financial bids of only those firms who are short listed on the basis of the Technical Bid will be opened.

5. **TERMS AND CONDITIONS OF THE CONTRACT**

- (i) The firm should be willing to provide vehicles at a short notice – say half an hour
- (ii) The vehicles should be registered with the firm and insured.
- (iii) The Firm should furnish certificate indicating the following:
 - a. that the firm shall comply with all the statutory enactments/ provisions in relation to the services offered by them and that the M/o Urban Development shall not be liable for any infringement etc. in this regard.
 - b. That the firm agrees to indemnify all losses and claim, if any brought upon the Ministry while discharging duties assigned
 - c. That the firm agrees that if during the course of engagement of the vehicles to the services of the Department, any harm due to accidents etc. is caused either to the vehicle or to the third party, department will not be responsible . Any liability arising out of such accident will be the responsibility of the firm only. All incidental expenditure towards repair will be borne by the firm.
 - d. That the firm is willing to be billed on daily basis and the payment will be made on monthly basis on submission of bill in triplicate by the firm after completion of every month.
 - e. That the firm agrees to provide vehicles on daily basis and payment to be made on prorata basis i.e. monthly rate (Rs.)/25 for daily basis and monthly rate (Rs.)/50 for ½ day.
 - f. The rates for extra KM i.e. beyond 100 KM and Extra hours of duty i.e. beyond 10 hrs per day and extra K.M. i.e. beyond 50 KM and extra hours i.e. beyond 5 hrs for ½ day would be paid at the same rates as applicable for extra hrs and extra KM on monthly basis
 - g. That the firm shall submit the duty slips duly filled in and signed by the users or by the Officer concerned.
 - h. That the vehicles provided to Department fulfill the norms prescribed by the Government of NCT of Delhi, Department of Transport for hired vehicles. The vehicle shall be available for use in whole NCT of Delhi when required.
 - i. That the price quoted in the separate Price Bid shall remain valid for one year from the date of contract and further period of two months at the discretion of ministry. No request for hike in approved rates will be entertained during the period of contract due to escalation of fuel price etc.
 - j. That the drivers of the hired taxies will abide by the dress code of the Govt. of NCT of Delhi and they shall extend due courtesy while providing service. The firm have to ensure that driver deployed for driving the car should have valid driving license, security check as well as educated, well behaved, properly dressed/uniformed and well conversed with the traffic rules/regulations and city roads/route. Any deviation in this regard shall attract remedial action by the Department by seeking substitution within a reasonable time.
 - k. That the firm would have to provide vehicles to the Ministry only from out of the list provided with the Technical Bid after these are physically inspected by ministry and found in good condition.
 - l. The firm would have to provide vehicles at the existing rates term & condition for a further period of 2 months beyond the date of expiry of contract, if desired by Ministry.

- (iv) Service Tax Return No. – Proof thereof
- (v) Latest Income Tax clearance certificate – Proof thereof
- (vi) PAN No. _____ Proof thereof

(vii) For the purpose of calculation and distance (KM) beginning and ending at the Ministry of Urban Development located at Nirman Bhavan, Moulana Azad Road, New Delh-110011 will be the point for calculation of Kms/hours. Kilometres considered and time of duty for payment will be to and fro from Ministry of Urban Development.

(viii) The Technical Bid should be accompanied by EMD of Rs.75, 000/- by way of Demand Draft/Pay Order in favour of Pay & Accounts Officer (Sectt.), Ministry of Urban Development, payable at New Delhi.

(ix) The firm should undertake that incidental expenditure towards repair will be borne by the firm and they have the capacity of repairing their vehicles in a short time and during repair time the firm would place a substitute vehicle and driver immediately.

(x) The firm shall maintain the vehicles in good running condition at their own cost and shall also keep a valid PUC with the vehicle at all times

(xi) The vehicle and the Driver provided to the Ministry shall not be changed except under compelling circumstances and after consent of the Ministry/User.

(xii) Bids with incomplete information in the prescribed proforma are liable to be cancelled.

(xiii) Ministry reserves the right to reject any bid on the basis of unsatisfactory past performance.

(xiv) If the firm fails to supply requisite no. of vehicles, this Ministry reserves the right to hire DLY Taxies from the Taxi Stands at the risk and cost of the firm to whom order was placed. The cost difference shall be recovered from the pending bills/ security deposit of the firm concerned.

6. The Financial Bids should be in the format given in the Annexure II. The rates quoted in the Financial Bid should be both in words and figures and quotations with any cutting or overwriting in figures will not be considered. The amount of bids quoted should include all statutory payments excluding service tax. The Service Tax can be claimed by the firm as reimbursement, on production of proof of service tax payment.

7. Both the Technical Bid and Financial Bid' should be put in separate envelopes superscribed as 'Technical Bid' and 'Financial Bid' respectively, and sealed separately. Both these envelopes should be put in a bigger envelope superscribed as 'Quotation for contract for hiring of DLY Taxi Service; and sealed and addressed to the "The Under Secretary(Admn.), Ministry of Urban Development , Room No.209 'C' wing, 2nd floor Nirman Bhavan, New Delhi-110011."

8. Toll tax, Entry tax, Permit fee for crossing border if any, parking charges will be borne by the Ministry for which the original receipts should be submitted.

9. No compromise will be made by this Ministry towards punctuality, cleanliness, obedience, promptness, behavior etc. If the tenderer at any point of time during official duty, fails to perform duties, as directed by the Ministry, the EMD will be forfeited and contract will be cancelled forthwith without any notice by the Competent Authority.

10. In case of dispute of any kind and in any respect whatsoever, the decision of Head of Department (HOD), Ministry of Urban Development shall be final and binding. Any relaxation in the term & condition will be at the sole discretion of M/o Urban Development.

11. The contract could be considered for extension based on satisfactory service performed by the firm and by mutual agreement for such further period(s) as may be agreed upon, but not exceeding one year at a time.

12. For inclusion in the panel, L-2 firm shall have to match the rates for hiring quoted by L-1 firm. In case L-2 firm is un-willing L-3 firm shall be given option of matching the L-1 rates for being included in the panel of transport firms proposed to be prepared.

13. Financial Bids of only those firms who are short listed on the basis of the Technical Bid will be opened.

14. EMD of the successful tenderer will be converted into the Security Deposit.

15. The Security Deposit will be refunded to the firm within 60 days from the date of completion of the contract period and no interest shall be payable on the Security Deposit.

- i) The Last date of receiving of the single cover containing both the Technical & Financial Bid = 21.02.2012 (11.00 A.M.)
- ii) The Date & time of opening Tech. Bid 21.02.2012 (3.00 P.M.)
- iii) The Date & time of Opening Financial Bid will be notified later on depending upon the outcome of opening of Technical Bid.

Yours faithfully,



(Jitender Kumar)

Under Secretary to the Govt. of India

Tel. No. 23061426

Copy to:- NIC, MOUD Cell for uploading the NIT on the Web-Site of the Ministry and also on <http://www.tenders.gov.in> and portal central public procurement portal. A confirmation in this regard may be sent to Admn.-III and removed the same from the website on 21.02.2012.

Copy also to : All Ministries/Departments of Govt. of India for giving it wide publicity among their approved service providers.

PROFORMA FOR TECHNICAL BID

- ii) Name of the firm
- iii) The transport firm should be well established with at-least 2 years experience in providing services to Govt. Organisation – proof thereof
- iv) The firm should be registered - proof thereof
- v) The firm should have sufficient number of DLY Taxies owned or taken on lease in the name of the firm (There should be minimum eleven vehicles of the make/model offered for hire), with proof of registration/lease papers.
- vi) The vehicles should be having clean interior; good upholstery and valid Pollution Control Certificate (PUC) – Proof of PUC
- vii) The vehicles should be of model 2009 onwards –Proof thereof
- viii) The firm should provide the following information in respect of at least eleven DLY taxies as under:
 - a) Name of driver
 - b) Residential Address
 - c) Licence No. & expiry date
 - d) Residential tel./Mobile No.

The firm hereby undertake to adhere all terms & conditions and provisions mentioned in the NIT No. D-26018/3/2009-Admn.III (Pt.) dt. 01.10.2010 failing which the contract is liable to be cancelled and EMD/Security Deposit forfeited

Authorised Signatory

PROFORMA FOR FINANCIAL BID

Rates for (AC/Non-A/C) Indica/Indigo/Esteem (DLY) to be quoted daily for 250 hrs for 2500 Kms. In a month (in Rupees).

MONTHLY BASIS RATES

	Hours	Km.	Indica		Indigo		Esteem	
			AC	Non-AC	AC	Non-AC	AC	Non-AC
Monthly charges (25 days)	250	2500						
Monthly basis Extra Km.	-	-						
Monthly Basis Extra Per Hour	-	-						

We have read the terms and conditions and accept the same.

Yours faithfully,

Date: _____

Signature _____

Name _____

Designation _____

Company Name
Seal of the company