

By special order

F.No. 1-20/2009-S&S
Government of India
Ministry of Human Resource Development
Department of Higher Education
(S&S Section)

New Delhi, the 5th November, 2009

To

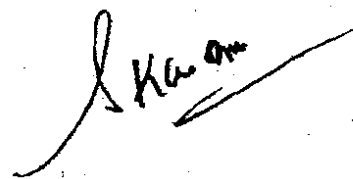
As per list enclosed

Subject:- Hiring of DLY cars for the official use in the Ministry of Human Resource Development - on rate contracts basis - reg.

SEALED TENDERS are invited on behalf of the President of India from reputed Tours and Travel Agencies / Firms located in New Delhi, (within the periphery of 8 KM from Shastri Bhawan) having an annual turn over of Rs.25 lakh or more for the last two years in the business of tours and travel / taxi operation, for hiring of DLY cars for official use of the Ministry of Human Resource Development, initially for a period of one year. The Contract can be extended further subject to mutual consent / agreement on the same terms and conditions. The Technical / Financial bid should be in two separate sealed covers, with technical bid marked clearly as **'TECHNICAL BID'** and financial proposal marked as **'FINANCIAL BID'**.

(a) The **Technical Bid** should be offered in Annexure - I containing the following details:-

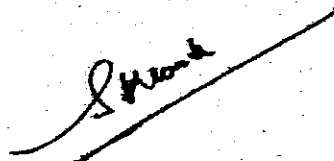
- (i) Name of the firm
- (ii) Business address of the firm
- (iii) Telephone No.
- (iv) Mobile No.



- (v) Annual turnover of the firm for the last two years (Proof of the same must be attached in the form of CA's Certificate / last 2 years' balance sheet / profit & loss A/c)
 - (vi) Copy of the details of the past experience of providing services in the same field.
 - (vii) Copy of the latest Income Tax return filed and PAN No. (with proof)
 - (viii) The earnest Money of Rs.50,000/- (Rupees Fifty thousand only) through a Demand Draft / Pay Order.
 - (ix) 15 digits Service Tax Code Number/ VAT Account No.
 - (x) Copies of RCs of vehicles with the firm should be enclosed (Vehicles should be strictly as per the requirement of the Ministry as indicated in the following paras)
- (b) The **Financial Bid** should include: The rate against each item separately, as per items indicated in Annexure - II.

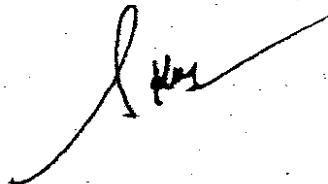
Terms and Conditions:


- i) The department requires 4-5 vehicles on monthly basis. The vehicles required are Indigo/Ford Icon/Swift Desire/SX4/Hyundai Accent or equivalent category. All the vehicles will be of AC type. The number of vehicle may increase or decrease at the discretion of the Ministry. The type/make of vehicle to be hired will be the sole discretion of the Ministry.
- ii) The garage of the firm should be located within the periphery of 8 KMs from Shastri Bhawan
- iii) There will be no dead mileage. The kilometerage for the purpose of "vehicle run" and "hours of duty" shall be reckoned from the point of reporting for duty

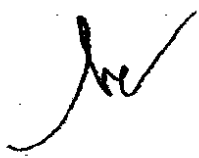


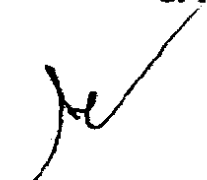
to the point of vehicle released. No mileage will be allowed to drivers for lunch / breakfast or for drawal of petrol / diesel / CNG etc.

- iv) The vehicles should be in very good as well as perfect working condition and are well maintained during the contract period. **None of the vehicles supplied should be registered prior to 2008.** Bids must accompany copies of RCs of vehicles.
- v) The firms should have at least 2 years of experience in the tour and travel business in providing vehicle / taxi in the Government Sector / PSUs and should have an annual turnover of Rs.25 lakh or more for the last two years.
- vi) The firm should possess at least 6 vehicles of the type indicated at (i) above i.e. Indigo/Ford Icon/Swift Dzire/SX4/Hyundai Accent or equivalent which may be registered in the name of the Firm or in the name of owner. None of the vehicles should be registered prior to 2008.
- vii) The DLY taxi to be supplied should be in *excellent condition* mechanically as well as get-up wise, i.e. outer body / upholstery etc. should be decent looking. The vehicles should be provided perfumes all the time.
- viii) The owner/firm should be in a position to supply DLY taxis on short notice as and when needed.
- ix) The drivers of the taxis should be professional drivers and should be fully conversant with the routes of Delhi especially **Central and South Delhi areas around Central Secretariate** and should possess valid driving license in his name. The drivers will always be in uniform and they must be well conversant with the areas and routes around Central Ministries. **Drivers not found upto the mark as per above condition will not be accepted and suitably penalty will be imposed.**
- x) The owner/firm should be in a position to provide standby taxi in case of any breakdown.



- 4
- xī) All expenses will have to be borne by the firm in case of breakdown of the vehicle supplied. Immediate replacement of the breakdown vehicle will have to be provided.
 - xii) In case a vehicle is requisitioned and the same does not reach at the appointed time and juncture, the Ministry will be free to call another vehicle from the open market and the expenses on this account will be deducted from the pending Bills/ Security etc. **Besides, a penalty of Rs. 500/- would be imposed for every such lapse.**
 - xiii) The owner/firm should be available round the clock on his own direct telephone (office as well as residence) so as to respond to the call for taxis in emergent cases. The Mobile Number may also be given. The firm should be able to provide taxis on holidays / Sundays also.
 - xiv) All the charges towards repair/servicing, salary of the Driver, petrol expenses, any other incidental expenses on operations & maintenance of the hired car would be borne by the firm.
 - xv) The car would be insured in all respects by the firm. In case of any accident or theft etc. all the claims arising out of it will be met by the Agency and this Department shall not be liable in any matter whatsoever.
 - xvi) The car with the Driver would be placed at the disposal of this Department as and when required. This Department would be free to use the hired car in any manner for carrying officials, material etc. as per its requirements and the firm will not have any objection to it.
 - xvii) The car would be used by this Department for a minimum of 10 hrs on each day, when the car is hired. The hired car could be used on any day beyond 10 hrs., if required.
 - xviii) If required the Department may hire vehicle on daily basis also. **The mode of hiring of vehicle would be at the sole discretion of the Department.**
- 

- 3
- xix) In case the car provided to this Department breaks down, during the period of hire, the firm will immediately provide another car.
 - xx) The Firm will keep the car in neat and perfect working conditions.
 - xxi) Jurisdiction for legal disputes, if any arising during the currency of the contract, will be settled in Delhi courts only.
 - xxii) Tenderers may please quote their unconditional rates strictly in the attached proforma. Cutting/overwriting, if any, should be countersigned.
 - xxiii) It must be noted that vehicles should have the permit to go to NCR region and **no extra payment for taxes/octroi will be made by the department if the vehicle had to go to NCR region on any occasion.**
 - xxiv) No advance payment, in any case, would be made to the firm.
 - xxv) The firm will obtain the duty slips every day duly signed by the officer and will maintain the log book also daily.
 - xxvi) The Bills for hiring of cars would be submitted after the completion of the month. Bills for supply of DLY cars for any month along with signed duty slips and Log-sheets by the users shall be preferred in the first week of the following month to the Under Secretary (S&S), D/o Higher Education for payment.
 - xxvii) The firm will ensure that vehicles and the drivers are not normally changed. Frequent changes of vehicles and drivers will not be permitted. A penalty of Rs. 500/- will be imposed for frequent change of drivers.
 - xxviii) The customer's list of Ministries/Departments/ PSUs etc. who have contracted your firm for hiring of cars may be enclosed while submitting quotations.
 - xxix) The Drivers must be decently dressed, proficient in speaking local languages, well mannered, courteous with proven integrity, healthy personal habits and **should always carry a mobile phone with him.** In the event of misbehaviour on the part of drivers the Department may impose penalty as deemed fit on the firm.
- 

- xxx) The Ministry will not be responsible for any challan, loss, damage or accident to the vehicle or to any other vehicle or injury.
- xxxi) The tender has to be accompanied by an **Earnest Money Deposit of Rs. 50,000/- (Rupees Fifty Thousand only)** in the form of a Demand Draft / pay order in favour of the **Pay and Accounts Officer, Department of Higher Education, Shastri Bhavan, New Delhi**. The successful bidder will have to deposit with the Department of Higher Education a **Security Deposit of Rs.1,00,000/- (Rupees One lakh only)** in the form of FDR / Bank Guarantee in favour of the **Pay and Accounts Officer, Department of Education, Shastri Bhavan, New Delhi** for the due fulfillment of the contractual obligations which is refundable without any interest on termination of the contract after deducting any penalty / any liability of any kind imposed by D/o Higher Education on account of unsatisfactory services.
- xxxii) The EMD will stand forfeited if the successful bidder withdraws or on notifying the rates, refuses to accept the tender or violate any other terms & conditions of the tender.
- xxxiii) 24 hours/round the clock telephone facility must be available with the transporter / agency.
- xxxiv) In case of delay in reporting, a penalty of Rs. 50/- per 15 minutes delay shall be imposed.
- xxxv) The daily record (indicating time and mileage) for each vehicle separately shall be maintained in the Log Book for each vehicle.
- xxxvi) **A penalty of Rs.500/- per day per vehicle may be levied if any vehicle fails to meet the above terms and conditions on any day. Vehicles supplied by the firm will be regularly inspected by nominated Officers for the purpose and in case of non-compliance of any of the conditions, if brought to the notice by the users or the inspecting Officer, a penalty of Rs. 500/- on each fault will be imposed.**
- 

xxxvii) The Ministry reserves the right to cancel the contract at any time without assigning any reasons whatsoever.

2. The sealed envelopes (**separately for technical and financial bid**) containing quotations marked '**QUOTATION FOR HIRING OF VEHICLES**' should be dropped in the **Tender Box** provided at the Facilitation Centre / Information Centre of the Ministry of Human Resource Development at Gate No.6 on or before 3.00 PM on 25.11.09. The quotations will be opened on the same day at 3.30 PM in Room No.123, 'C' Wing, Shastri Bhawan, New Delhi. **The quotations received without the earnest money deposit will not be entertained and will be summarily rejected.**

3. The Ministry of Human Resource Development reserves the right to reject any or all the quotations without assigning any reason thereof.

Yours faithfully,


(S.K. MISHRA)

Under Secretary to the Government of India

Tel. No.23073109

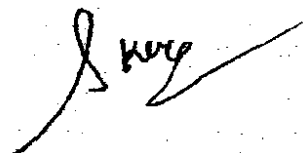
Copy to:-

1. ✓ Programmer, CMIS, Ministry of Human Resource Development - with the request that this may be placed appropriately on the official website of the Ministry.
2. All Notice Boards

TECHNICAL BID

Name of the firm / company / Agency	
Complete Address & Telephone Number	
Location of the Garage with telephone No. and address	
Whether EMD of Rs. 50,000/- enclosed in the form of Bank Draft / Pay Order	
Annual turnover of the firm for last two years (with proof) in the form of CA's certificate/Last 2 years balance sheet / profit & loss A/C)	
Total number of vehicles (of the type/make Indigo/Ford Icon/Swift Desire/SX4/Hyundai Accent or equivalent registered not prior to 2008 available with the Agency. These vehicles must be registered in the name of Firm/owner. (enclose copies of RCs)	
Number of years of experience in providing taxis in the Government Sector/PSUs.	
Name & Address of the Departments / Ministries and other organisations where, at present, taxis are engaged on regular / monthly basis (self certified duly stamped copies of contract letters be attached).	
Copy of latest Income Tax return and PAN Number (with proof)	
15 Digit Service Tax Code No./ VAT A/c number (with proof)	
Name, Address & Telephone Number of the proprietor	

(Signature with name & address)



9

FINANCIAL QUOTATION

ANNEXURE-II

MONTHLY HIRE BASIS

2400 Kms & 300 Hrs / Per Month

AC Cars

I.

Make of the Car	Rates for 2400 kms and 300 hrs per month	Rates additional per hour beyond 300 hours	Rates additional per kilometer beyond 2400 km
Tata Indigo			
Ford Icon			
Swift Dzire			
Maruti SX4			
Hyundai Accent			
Indica/WagonR/Ambassador			

Note:- None of the vehicles should be registered prior to 2008.

DAILY HIRE BASIS

80 Kms & 10 Hrs / Day

AC Cars

II.

Make of the Car	Rates for 80 km & 10 working hours per day	Rates additional per hour beyond 10 hours	Rates additional per kilometer beyond 80 km
Tata Indigo			
Ford Icon			
Swift Dzire			
Maruti SX4			
Hyundai Accent			
Indica/WagonR/Ambassador			

Note:- None of the vehicles should be registered prior to 2008.



DAILY HIRE BASIS

40 Kms & 5 Hrs / Day

AC Cars

III.

Make of the Car	Rates for 40 km & 5 working hours per day	Rates per additional hour beyond 5 hours	Rates per additional kilometer beyond 40 km
Tata Indigo			
Ford Icon			
Swift Dzire			
Maruti SX4			
Hyundai Accent			
Indica/WagonR/Ambassador			

Note:- None of the vehicles should be registered prior to 2008.

