

National Commission for Women,
4, Deen Dayal Upadhyaya Marg,
New Delhi – 110002

No. 1/26(4)/2010-NCW(A)

5th June, 2012

To,

M/s. _____

**Subject: Limited Quotation for hiring of vehicles for National Commission for Women, 4
Deen Dayal Upadhyaya Marg, New Delhi - 02**

Sealed quotations are invited for hiring of vehicles on monthly/daily rental basis from reputed transporters. Interested parties may submit their rate/quotations within 07 days hereof quoting their lowest rates for Indica/Wagon R/Indigo/Inova or equivalent for AC and Non AC Models. The cars should not be more than 2 years old on the date of hiring and run more than 30,000 Kms and shall maintain good upholstery. Terms and Conditions and other details are also attached.

**Sd/-
(Sradha Paul)
Under Secretary**

Terms & Conditions

1. **Two Bid System:** The bid should be submitted in a sealed cover in two parts as under:-
 - (a) Technical Bid: Envelop should subscribed "Technical Bid for Supply of AC/Non-AC taxi for the year 2011-12 and it should contain all technical details as per para-2, EMD and other documents as per requirement of the bid enquiry Annexure-I.
 - (b) Financial Bid: The second cover should contain the rates etc. as per Annexure-II and it should be subscribed "Financial Bid for supply of AC/Non-AC vehicles. Applicable taxes, if any, may be shown separately below and should not be included in the rates under any circumstances.

2. **Earnest Money Deposit (EMD)**
 - (a) An Earnest Money Deposit of Rs.5,000/- (Rupees five thousand only) in the form of demand draft drawn in favour of PAO, National Commission for Women New Delhi, payable at Delhi may be submitted, failing which their bids will not be considered valid. The Earnest Money Deposit shall be forfeited if the successful bidder withdraws his offer in due course. This may be adjusted as security deposit for the successful bidder. The amount will be refunded to unsuccessful bidder without any interest completion of the tender process.

3. **Performance Security**
 - (a) Security deposit to the tune of Rs.20,000/- (Rupees twenty thousand only) will be submitted by the contractor alongwith the acceptance of contract which would be valid up to the contract period irrespective of its registration status, etc. This security deposit will be forfeited if any deviation by the contractor is found from the instructions given by Ministry. Upon termination/expiring of contract, the same may be returned after deduction of dues, if any or without deduction if no due is there without any interest.

4. **The Technical bid should contain following details:**
 - a. EMD of Rs.5,000/- as per para 2.
 - b. PAN number and copy of the latest Income Tax clearance certificate, etc. and all details as mentioned in Annexure-I.

5. Bidders not fulfilling all the conditions of Technical bids will not be considered to be eligible for the consideration of their financial bids.

6. Other terms and conditions:

- a. The cars to be provided should not be more than two years old or should not have run more than 30,000 kms as on the date of hiring. The cars shall maintain good and clean upholstery.
- b. The supplier/individual/company/firm should have at least 1 year of experience in the tour and travels business in providing taxis in the Government sector and should have adequate numbers of vehicles of its own with them.
- c. Drivers shall have either a police verification certificate or two characters and good conduct certificate from two Gazetted Officers of Central/State Government.
- d. The Drivers of the vehicle provided must follow traffic rules and other regulations prescribed by the Government from time to time. Drivers should be familiar with all important places in Kolkata.
- e. As these vehicles are to be used by the senior officials of the office, the firm should ensure that the driver to be provided must possess valid driving license with two years experience and carry all the necessary documents (Registration Certificate, Insurance papers, PUC Certificate, etc.) with him. The drivers must always be in a common inform and must be well mannered and courteous and should always carry a mobile phone with them, as it will enable the officer to contact them at the time.
- f. The vehicle is required on all working days i.e. from Monday to Friday normally from 9.00 A.M. to 7.00 P.M. i.e. for 10 hours daily and also on Saturdays, Sundays and other holidays on demand as per the requirement.
 - Saturday, Sunday and other Gazetted holidays will be covered in the definition of month.
 - The supplier may quote the rate for minimum no. of kms. per month for 10 hours daily and also quote rate for extra hour beyond 10 hours daily and also rate for extra rate/km beyond minimum no. of kilometres/month.
- g. Any change in vehicle or drivers will be allowed only in exceptional circumstances and that too with the prior information/approval.
- h. For monthly hired vehicles the vehicle must be deployed at the place and time daily as informed by the Administration section of the office in writing.
- i. For daily hiring, the vehicle should report to the place of requirement as per directions over telephone of the Section Officer of Administration Section of the office followed by written demand. The mileage will be counted from the place where the duty starts up to the place where the duty ends and the billing will be affected from the place of Reporting and Relieving. Punctuality have to be ensured and vehicles provided at odd hours and short notice.
- j. The vehicles should be insured comprehensively and should have necessary permits from the Transport Department/Authority.

- k. The office will not be responsible for any challan loss damage or accident to the vehicle or to any other vehicle or injury.
- l. The payment will be made on monthly basis on submission of prescribed bill(s) duly supported by duty slip(s)/log sheet(s) duly signed by the concerned officers.
- m. the firms should have the arrangements for repairing their vehicle in a short time and during the repair time the firm should provide a substitute vehicle and driver immediately so that there is no inconvenience/disruption in the work of the Ministry.
- n. The transporter must have all requisite clearance certificate, etc. from the concerned Government agencies as per rules.
- o. The daily record indicating time and mileage for each vehicle shall be maintained. The contractor will ensure that the following documents are properly filled and signed by the user officer alongwith names and designations before closing the duties:
- Duty slip
 - Extra mileage certificate
 - Log sheet
- p. The telephone facility (24 hours) must be available with the transporter/agency.
- q. A certificate to be produced by the transporter from the competent authority to certify proper status/functioning of the 'Kilometer'.
- r. The respective office will be responsible for parking charges when the vehicle is on official duty. However, the transporter shall pay the parking charges during use and the same shall be reimbursed to the transporter on raising of the monthly bill.
- s. Service Tax as applicable will be paid on billing.
- t. A penalty of Rs.1000/- per day per vehicle may be levied if any vehicle fails to meet above terms and conditions on any day.
- u. The successful bidder will have to enter into an Agreement for one year on Rs.100/- non Judicial paper. However, the respective office reserves the right to cancel the Agreement at any time without assigning any reasons whatsoever.
- v. The contract will initially be for a period of one year extendable for another year on rendering satisfactory services.
- w. Log Book has to be maintained for each vehicle.
- x. The time and Kms. of duty will commence from office of National Commission for Women, 4 Deen Dayal Upadhyaya Marg, New Delhi – 02. Vehicle in/out time and kms. endorsed in the duty slip by the Administration Section and user of the vehicle respectively.

y. For performing daily duties, if the vehicle runs for less kms. but is retained for more time, then the payment will be made as per hours rate irrespective of km. Run. Similarly if the vehicle runs for more kms. the less time, then payment will be made as per km rate irrespective of time.

Annexure - I

S.No.	Name of the firm/company/service agency	
1.	Complete address & Telephone No.	
2.	No. of vehicles owned by the agency	Registration No. 1. 2. 3. 4. 5. 6. 7. 8. 9. 10
3 (a)	No. of years of experience in providing taxi in Government Sector.	
(b)	Name & Address of the Govt. offices where at presently taxies are engaged on regular/monthly basis (copies of contract letters to be attached)	
4.	PAN No. (documentary proof to be attached) (Self attested copies)	
5.	Service Tax Registration No. (documentary proof to be attached) (Self attested copies)	
6.	Name & Telephone No. of proprietor.	
7.	Details of EMD enclosed.	

FORMAT FOR SENDING QUOTATIONS

(Signature with seal)

Annexure – II

PROFORMA FOR FINANCIAL BID MONTHLY CHARGES in Rs.

Description	Indica/Wagon R		Indigo		Inova	
	AC	Non AC	AC	Non AC	AC	Non AC
(i) Rates for 2200 Kms. and 250 hrs per month						
(ii) Rates for additional hour beyond 250 hours						
(iii) Rates for additional Kilometre beyond 2200 Kms.						

PROFORMA FOR FINANCIAL BID MONTHLY CHARGES in Rs.

Description	Indica/Wagon R		Indigo		Inova	
	AC	Non AC	AC	Non AC	AC	Non AC
(i) Rates for 40 Lm/5 hrs per day						
(ii) Rates for 80 Kms./08 hrs.						
(iii) Rates for additional hour beyond 08 hrs.						
(iv) Rates for additional Km beyond 40/80 km						

Certificate

I, hereby certify that I have read all the terms and conditions of the tender very carefully and agree to abide by the same.

(Signature with seal)