

**No.10/42/2014-Gen. Admn.**  
**Government of India**  
**Ministry of Development of North Eastern Region**  
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Vigyan Bhawan Annexe,  
Maulana Azad Road,  
New Delhi-110011.  
Dated 9<sup>th</sup> April, 2015.

**Notice Inviting Tender**

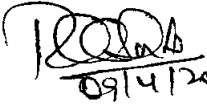
**Subject: Hiring of vehicles - Regarding.**

Sir,

Sealed quotations are invited from reputed tour and travel agencies for hiring of Tata India/Ritz/Swift/Liva/ Tata Indigo/Swift Dzire, Qualis/Innova/Tavera or equivalent DLY Taxi/car in the Ministry of Development of North Eastern Region, Vigyan Bhawan Annexe, New Delhi. Interested genuine parties fulfilling the following conditions may quote their competitive rates so as to reach this office by 20<sup>th</sup> April, 2015 upto 15:30 hrs.

2. Technical and Financial bids in the prescribed format alongwith Terms & Conditions (Annexure I, II & III), supported by requisite documents in two separate sealed cover indicating "Technical Bids" & "Financial Bids" respectively, alongwith EMD of Rs.30,000/- in the form of Bank Draft/Pay Order drawn in favour of "DDO, Ministry of Development of North Eastern Region, New Delhi", kept inside a main sealed cover duly superscripted "Quotation for Hiring of Vehicles" should be submitted.

3. Quotations mya be addressed to the Under Secretary (Gen. Admn.), Ministry of Development of North Eastern Region, Vigyan Bhawan Annexe, Maulana, Azad Road, New Delhi-110011 and should reach this office by 15:30 hrs., on 20<sup>th</sup> April, 2015, which shall be opened on the same day at 16:00 hrs.

  
09/4/2015

(R.K. Sinha)

Under Secretary to Govt. of India

Copy to

1. All Ministries/Departments of the Government of India. They may bring this to notice of vehicles contractors working under them for sending quotations, if interested.
2. Technical Director (NIC). He is requested to place this tender notice on the website of this Ministry.

TECHNICAL BID

1.	Name of the Firm/Company/ Agency	
2.	Address of Firm/Company/ Agency	
3.	Certificate of Registration of the Firm	
4.	Service Tax Code No. and PAN No.(Proof to be attached)	
5.	Whether EMD of Rs.30,000/- enclosed in the form of Bank Draft / Pay order (No. and Date)	
6.	Name & Address of the Department/Ministries and other organisations where, at present, vehicles are engaged on regular / monthly basis (copies of the work order to be enclosed)	
7.	Name, Designation and Address of the person to whom all references shall be made regarding this tender	
8.	Telephone No.	Office: Residence:
9.	Mobile Telephone No.	
10.	Total number of DLY taxis of less than 2 years old registered with the Agency	
11.	Name, Address & Telephone Number of the proprietor	

This is to certify that I/We have carefully read the contents of the tender document and fully understood all the terms and conditions therein and undertake myself/ourselves to abide by the same.

Place: \_\_\_\_\_  
Date: \_\_\_\_\_

(Signature of the Authorised Signatory)  
Seal of the Company/Firm

FINANCIAL BIDHiring of DLY Taxis for use of the Ministry of DoNERPROFORMA FOR RATE ON MONTHLY BASIS

S.No.	Description	Rates (Figures and Words)		
		Tata Indica/Ritz/ Swift/Liva / Ambassador	Tata Indigo/ Swift Dzire	Qualis/Innova/ Tavera
		AC /Non-AC	AC/ Non-AC	AC /Non-AC
1.	2500 Kms - 250 Hours			
2.	Charges for every additional Km beyond 2500 Kms			
3.	Charges for every additional hour beyond 250 hours			

PROFORMA RATES FOR NEED BASIS

S.No.	Description	Rates (Figures and Words)		
		Tata Indica/Ritz/ Swift/Liva / Ambassador	Tata Indigo/ Swift Dzire	Qualis /Innova/Tavera
		Non-AC / AC	Non-Ac / AC	Non-AC / AC
1.	80 Kms - 8 Hours			
2.	40 Kms & 4 hours			
3.	Charges for every additional Km beyond 40 Kms / 80 Kms.			
4.	Charges for every additional hour beyond 4 hour / 8 Kms.			

**Terms and Conditions for the award of contract for providing Cars**

- 1. Work:** The tender is for awarding contract for hiring of the following services:
- i) Hiring of approximately 05 (five) Swift Dezire or equivalent DLY Taxi/cars in the Ministry of DoNER, Vigyan Bhawan Annexe on monthly basis; and
  - ii) Additional vehicles (Car) on occasional requirement basis.
- 2. Period:** The contract is to be awarded for a period of one year and the rates at which the contract is awarded will be valid throughout the period of contract. No claims whatsoever on account of increase in the rate of fuel and other factors such as statutory payments, minimum wages, etc., shall be entertained. It will be the responsibility of contractor to bear such additional expenses.
- 3. Earnest Money Deposit (EMD):** Tenderers shall have to deposit EMD of Rs. 30,000/- (Rupees Thirty Thousand only) in the form of Demand Draft/Pay order in favours of the Drawing & Disbursing Officer, Ministry of Development of North Eastern Region, New Delhi along with the tenders. Tenders received without EMD will not be entertained / considered.
- 4. Forfeiture of EMD:** The tenderer will not be allowed to withdraw the tender after the same is received in the Ministry. In case the tenderer withdraws from the process, the EMD deposited by him will be forfeited.
- 5. Refund of EMD:** EMD will refunded to the unsuccessful tenderer within thirty days from the date of issue of work order to the successful tenderer. No interest shall be payable on EMD.
- 6. Security Deposit:** The successful tenderer will have to deposit a security of Rs. 75,000/- (Rupees Seventy Five Thousand only) in the form of a Demand Draft/Pay order in favour of the Drawing & Disbursing officer, Ministry of Development of North Eastern Region, New Delhi. The security deposit will be refunded to the contractor within sixty days from the date of completion of the contract period and no interest will be paid on the security deposit.
7. The tender should have a registered and well established Transport Agency/Firm. Proof of this effect to be enclosed along with the tender.
- 8. Fleet:** The firm submitting the tender must have sufficient fleet of vehicles which have been registered on or after 01.01.2015. Proof of this will have to be enclosed.

9. The vehicles should be in very good running condition with clean interior and good upholstery and valid Pollution Under Control (PUC) certificate. In case condition of the vehicles is not found satisfactory, they shall be returned for immediate replacement.
10. The firm must ensure that the drivers employed have valid driving licence, should be well behaved and well conversant with the traffic rules/regulations and roads/routes in Delhi and surrounding localities.
11. The firm should have adequate number of telephones for contact round the clock. The Ministry can request for the vehicle at short notice and the firm shall provide the vehicle within such time on receipt of the Ministry's request in writing/over phone failing which the Ministry is at liberty to make alternative arrangement for hiring of vehicle at the risk and cost of the firm.
12. Ministry of Development of North Eastern Region may need the vehicles to be hired, as per requirement. The vehicles requisitioned by this Ministry, should reach the stipulated destination located within Delhi and surrounding localities, within a maximum time of 20 minutes. It may be noted that number of taxis to be hired and the number of days of hiring may vary depending upon the actual requirements.
13. The firm shall comply with all statutory enactments/provisions in relation to services offered by them.
14. It will be responsibility of the Driver to carry the proper Registration Certificate and valid insurance at all times in respect of the vehicle being driven by him. Proof of valid insurance of all the vehicles quoted by the firm should be enclosed. He shall also agree to indemnify the Ministry against all losses and claims arising out of any negligence or misconduct on the part of the operator or agent. Necessary proof to this effect should be enclosed along with the tender. All tenders without such documents will be rejected.
15. The Ministry of Development of North Eastern Region shall be liable to pay the hiring charges only. Any other liability shall be borne by the contractor. If during the course of engagement of the vehicles to the services of the Ministry, any harm due to accidents, etc. is caused either to the vehicle or to the third party, the Ministry 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 contractor.
16. No advance payment will be made by the Ministry. The billing will be done on a monthly basis and the bill should be submitted by the firm by the first week of the

following month. The payment will be made only for those duty slips which have been signed by the officer/staff using the vehicle. It will be the responsibility of the driver to get the duty slips signed by the officer/staff on a day to day basis. No payment will be made for unsigned duty slips. Duty slips should be complete in all respects in terms of start kilometer, end kilometer, distance covered, time from Ministry of Development of North Eastern Region, time of closure of duty at Ministry of Development of North Eastern Region, places visited, etc.

17. The rates quoted should be exclusive of the service tax. The service tax will be paid additionally only after receiving the photocopy of the service tax registration certificate. No service tax will be paid if the operator fails to provide proof of valid service tax registration certificate. No service tax will be paid if the operator fails to provide proof of valid service tax registration. Latest income tax clearance certificate and PAN is also required to be submitted by the operator.

18. The journey to the destination and back shall be undertaken by the shortest route possible. In case of breakdown of any vehicle during official duty, it shall be responsibility of the firm to provide a replacement immediately. If no replacement is provided on time alternative arrangement will be made and the cost thereof will be deducted from the payment to be made to the firm.

19. Kilometers and time of duty for payment will be considered from Garage to Garage subject to a restriction of maximum of 5 km. on the distance of Ministry of Development of North Eastern Region to Garage.

20. Toll Tax, Entry Tax, permit fee, for crossing border, if any, parking charges will be borne by the Ministry of Development of North Eastern Region for which the original receipts should be submitted.

21. The vehicles provided to Ministry of Development of North Eastern Region should fulfill the norms prescribed by the Government of NCT of Delhi, Department of Transport for hired vehicles.

22. The disputes, if any, arising out of this contract will be subject to the jurisdictions of the courts in Delhi only.

23. In case of dispute of any kind, the decision of Head of Department, Ministry of Development of North Eastern Region shall be final and binding.

24. Rate for the vehicles should be quoted separately for monthly basis and day to day basis

25. Vehicles shall report as per time schedule given to the individual driver by the user.