

No.01/10/2016-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 7<sup>th</sup> December, 2016

To

(As per list enclosed)

Subject: Tender for hiring of vehicles in the Ministry of Development of North Eastern Region - regarding.

Sirs,

Sealed quotations are invited for hiring of Tata Indica/Ritz/Swift/Liva, Tata Indigo/Swift Dzire/Honda Amaze, Innova/Tavera or equivalent DLY Taxi/cars in the Ministry of Development of North Eastern Region, Vigyan Bhawan Annexe, New Delhi for a period of two months from the date of award of the contract. In case you are willing and fulfill the following conditions, you may quote your competitive rates so as to reach this office by 13.12.2016 upto 15:30 hrs.

2. Billing will be from garage to garage with the overriding condition that dead mileage would not more than 4 Kms, one way.

3. PRE QUALIFICATION SELECTION CRITERIA

- a) The firm should have at least three (3) years of experience in the "tour and travel" business and in providing vehicles to at least 2 Government/PSU/Autonomous Organizations.
- b) Taxis have been duly authorized by the concerned RTO for use as public transport and have telephone connection available at their Premises/Garage/Stand from where such taxis are to be operated and can be requisitioned by Ministry of Development of North Eastern Region.
- c) At least one "Satisfactory Service Certificate" from Government Department /Public Sector Undertakings/Autonomous bodies under Government of India where the bidder has provided Taxi hiring Service is required to be submitted.
- d) Firms, who are able to provide the following make of vehicles would be considered:
  - i. Tata Indica / Ritz / Swift / Liva
  - ii. Tata Indigo / Swift Dzire / Honda Amaze
  - iii. Qualis / Innova / Tavera or equivalent

The firm has to submit documentary proof with respect to the pre-qualification criteria failing which the bid may not be considered for evaluation / acceptance.

4. Vehicles will be hired on the following terms and conditions. The tenderer should satisfy himself with the terms and conditions of the contract. No claim on grounds of lack of knowledge, in any respect, shall be entertained.

4.1 TERMS & CONDITIONS FOR HIRING OF VEHICLES:-

- a) Rate for the vehicles should be quoted separately on monthly as well as day to day basis.
- b) Vehicles shall report as per time schedule given to the individual driver by the user.
- c) Vehicles may be required for the whole month i.e., 30/31 days. In that case the bidder has to quote the monthly rate.
- d) Vehicles to be provided should be of not more than 2 years old and should be in presentable and good condition. Vehicles shall be kept in good running condition and it will have clean upholstery with white covers and other accessories of the vehicles will also be kept in good condition. Vehicles with damaged body due to accidents etc. will not be acceptable.
- e) Vehicles should be insured comprehensively and should have necessary permits from the Transport Department / Authority.
- f) During the contract period, if the vehicle is seized/detained /impounded by the Police /Transport authority for any reason whatsoever, it would be at sole risk/ expenditure /responsibility of the contractor.
- g) All expenses related to fuel, repairs and maintenance, driver emoluments etc. shall be borne by the firm.
- h) Change of vehicles /drivers will be allowed only in exceptional circumstances and that too with the prior approval/intimation. Dedicated vehicles and drivers must be approved.
- i) The Vehicles must have commercial number.
- j) Reporting & relieving point for the vehicles will be Vigyan Bhawan Annexe, New Delhi.
- k) Total number of vehicles registered in the name of the firm should not be less than twenty five (25).

4.2 RATES:

Rates quoted in the quotations shall remain fixed during the admissibility of the contract. Rates quoted will be exclusive of all taxes (Service Tax, VAT, Octroi etc.).

4.3 PAYMENT TERMS:

- a) The payment to the contractor will be made on monthly basis on submission of pre-receipted bill(s) duly supported by duty slip(s)/log sheet(s), duly signed by concerned officers. Bills should be submitted by the firm by the 5<sup>th</sup> of the following month.
- b) No advance payment would be made to the firm.

4.4 TERMINATION OF CONTRACT:

The contractor can seek termination of the contract by giving notice of 15 days in advance. Ministry of Development of North Eastern Region, however, reserves the right to terminate the contract at any stage, without assigning any reason whatsoever. Ministry of Development of North Eastern Region reserves the right to reject any quotation, in full or in part without assigning any reason.

#### 4.5 DRIVERS

- a) Driver(s) of the vehicles must follow traffic rules and other regulations prescribed by the Government from time to time. Drivers should be familiar with all important routes in Delhi including places in the National Capital Region.
- b) Driver(s) must always be in clean clothes, must be courteous and well-mannered and should always carry a mobile phone with them for easy contact. Driver must not have any criminal record.
- c) Drivers to be provided must possess valid driving licence and carry with him all necessary documents like Registration Certificate, Insurance papers, Pollution Control Certificate etc.

#### 5. MISCELLANEOUS:

- a) Bids will be opened by a Committee in the presence of such bidders who may wish to be present. The contract will be valid for a period of 2 months.
- b) Tenderer should ensure the Ministry of Development of North Eastern Region will not be responsible for any challan, loss, damage, injury, accident etc. to the vehicle or to any other vehicle.
- c) Transporter must have all requisite clearance certificate from the concerned Government agencies as required under relevant rules.
- d) The transporter has to maintain proper records to show the number of hours and mileage travelled by each vehicle. Driver shall maintain duty chart (Log Book) and get signature of the officer of his personal staff for each duty and deposit the duty slip with Administration.
- e) Ministry of Development of North Eastern Region will pay parking charges when vehicle is on official duty.
- f) A Penalty of ₹ 1000/- per day per vehicle for default will be levied if any vehicle fails to meet the above terms & conditions on any day.
- g) Security Bid: ₹ 75,000/- to be deposited in the form of Demand Draft or Bank Guarantee.
- h) The following parameters will determine the L-1 criteria out of 100 points:

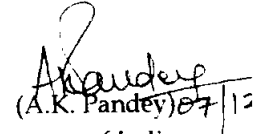
$L1 = 30 \times \text{total of Indica / Ritz / Swift / Liva monthly rate} + 60 \times \text{total of Tata Indigo / Swift Dzire / Amaze monthly rate} + 10 \times \text{total of Qualis / Innova / Tavera monthly rate}.$

6. Quotations received after the stipulated date and time and incomplete quotations will not be entertained.

7. Technical and Financial bids in the prescribed format (Annexure I & II), supported by the requisite documents in two separate sealed covers indicating "Technical Bids" & "Financial Bids" respectively, along with EMD of ₹ 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.

8. Quotations should 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 by 13.12.2016 up to 15:30 hrs., which shall be opened on the same day at 15:30 hrs.

Enclosure as above:

  
(A.K. Pandey) 07/12

Under Secretary to the govt. of India  
Tel: 23794685

1. Web Manager for uploading on Ministry's website

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

Hiring of DLY Taxis for the use of the Ministry of DoNER

## PROFORMA FOR RAT OF MONTHLY BASIS

S. No.	Description	Rates (Figures and Words)					
		Tata Indica/Ritz/Swift/Liva		Tata Indigo/Swift Dzire/Amaze		Qualis/Innova/Tavera	
		AC	Non-AC	AC	Non-AC	AC	Non-AC
1.	2500Kms-250Hours						
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/		Tata Indigo/Swift Dzire/Amaze		Qualis/Innova/Tavera	
		AC	Non-AC	AC	Non-AC	AC	Non-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.						

1. M/s Congress Tourist Taxi Service  
Tees January Marg, Outgate,  
Claridges Hotel, New Delhi- 110011.  
Phone:011-23014244, 23017735,  
23017736, 23013873.  
E- mail: [congresstaxi@yahoo.com](mailto:congresstaxi@yahoo.com)
2. M/s Amar Taxi Services,  
Tees January Marg, Opp. Claridges Hotel,  
New Delhi-110011.  
Phone 011-23014272, 23794767,  
Mob. 9810037072, Fax :- 23014726.  
Email:- [amar3t@yahoo.com](mailto:amar3t@yahoo.com)
3. M/s T. S. Travels,  
A-1, Shop No.3, Sanwal Nagar,  
Near Sadiq Nagar, behind  
Ansal Plaza, New Delhi- 110049.  
Mobile: 9999109351, 9810787182,  
(Off.): 011-64705024,  
Email:- [tstravels51@gmail.com](mailto:tstravels51@gmail.com)
4. M/s Escort Tours & Travel,  
LGF 14 NBCC PLACE,  
Lodhi Road, New Delhi- 110003  
Phone 011- 43552900, 9013456191,  
Email:- [escorttourstravel@yahoo.co.in](mailto:escorttourstravel@yahoo.co.in)
5. M/s A.S.B Tours & Travels,  
Shop No. LG-8 NBCC Place, Lodhi Road,  
Pragati vihar, Near Nehru Stadium,  
New Delhi-110003.  
Phone No.011-24360255, 24363491,  
9999246619,  
Email:- [asbtravels08@gmail.com](mailto:asbtravels08@gmail.com)
6. M/s Dashmesh Tours & Travels,  
LG-7, 8, 9 NBCC Place,  
Pragati Vihar, Lodi road,  
New Delhi- 110003.  
Phone:- 011-24363491, 24367619,  
43563491, 43563109,  
Email:- [dashmeshtours08@gmail.com](mailto:dashmeshtours08@gmail.com)

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08/12/2016  
NOT ISSUED