

No. F.17-1/2012-Genl (pt.)
Government of India
Ministry of culture
(General Administration Section)

Shastri Bhawan, New Delhi,
Dated 9th May, 2017

NOTICE INVITING TENDER

Subject: Hiring of private vehicles/ cars/ taxis for official used in the Ministry of Culture – reg.

Sealed quotations are invited in two bid system (Technical & Financial Bid) from the reputed and eligible firms for hiring of vehicles for the official use of this Ministry of Culture on monthly & daily basis in the proforma attached with this Notice. At present six non-AC vehicles & one AC vehicle (Sx4) **fitted with GPS** are required. However, the number may vary according to requirement. Bid documents along with general/special terms & conditions applicable to the contract are enclosed at Annexure – I & II respectively. The bids can be submitted by **3.00 PM on 30.05.2017**

2. Eligibility Criteria

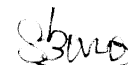
The bidder should have :-

- (a) Service Tax Registration (a self attested copy alongwith copy of latest receipt/challan to be enclosed)
 - (b) PAN Number (a self attested copy to be attached)
 - (c) Office in Delhi / NCR. The firm must submit documents towards proof to this effect alongwith name and address of banker(s).
- 2.1 The bidder should have adequate number of commercial vehicles of different makes of the models not prior to July 2014 those have not completed more than 40,000 Kilometer registered in the name of contractor's/firm's name to ensure satisfactory service. . Documentary proof viz. self attested copy of the RCs to be enclosed with the tender.
- 2.2 The bidders are required to furnish EMD amounting to **Rs.75,000/- (Rupees Seventy Five Thousand only)** in the form of Demand Draft/Pay Order in favour of DDO, Ministry of Culture, New Delhi along with the bid. Any bid without EMD shall not be considered. EMD shall be forfeited, if the bidder modifies the offer in any way during the period of validity of tender. Further, if the successful bidder fails to furnish the required Performance Security within the specified period, its EMD will be forfeited. EMD of unsuccessful bidders shall be returned without interest upon finalization of the contract.
- 2.3 Undertaking from the Agency that it has not been debarred or blacklisted by any of the Central/State Govt. Departments/Organisations/CPSUs and no criminal case is pending/filed against the said firm/proprietor.

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3. **Submission of Bids**

- 3.1 All the documents of the technical bids should be page numbered and an Index as per Annexure-III be attached on the top of the technical bid.
- 3.2 The bidder shall place the **three separate envelopes** (called inner envelopes) and marked **(1) "Technical Bid", (2) "Earnest Money Deposit" and (3) "Financial Bid"** respectively in one outer envelope.
- 3.3 The envelope containing "**Technical Bid**" shall comprise of all documents as mentioned in Eligibility Criteria at Para 2 above. **In the absence of sufficient supporting documents, technical bid shall be summarily rejected without assigning any reason/opportunity given.** Technical bids will be opened first by a duly constituted Tender Committee and evaluate the bids. The Committee will open the financial bids of **only** successful bidders. **Each page of the Technical and Financial Bid must be signed by the authorized signatory of the bidder firm.**
- 3.4 The envelope containing Financial Bid shall comprise of the price bids of the items given in the proforma attached with the NIT. The bidder shall quote rates for each items in Indian Rupees (INR) both in figures and words. In case of difference between rates written in figures and word, the rates written in words shall be taken as correct.
- 3.5 The sealed outer envelope bearing the name and address of the bidder shall be addressed to "**The Under Secretary (GA), Ministry of Culture, Shastri Bhawan, New Delhi** and dropped in the tender box kept in Room No.330-C Wing, Shastri Bhawan, New Delhi. Quotations received through other mode of correspondence will not be entertained.
- 3.6 **The bidder has to quote (i) Daily Rate for Non-AC vehicles, (ii) Monthly Rate for Non-AC Vehicles and (iii) Monthly Rate for AC vehicle SX4. The contract will be awarded to the bidder who will quote lowest rate in all the three categories. The contract could also be awarded to multiple bidders in case the L-1 rate emerged by multiple bidders. However, in respect of (i) charges of extra mileage beyond 2500 km and (ii) charges for extra detention time beyond 300 hrs, the lowest rates has to be accepted by the successful bidder irrespective of the bidder quote the lowest rate.**
4. The Ministry reserves the right to amend or withdraw any of the terms and conditions contained in the tender document or to reject any or all tenders without giving any notice or assigning any reasons. The decision of Ministry of Culture in this regard shall be final and binding to all.



(Suman Bara)

Under Secretary to the Govt. of India

Encl: as above

To

1. CPP Portal.
2. NIC, Ministry of Culture with the request to upload the tender notice on Ministry's website.
3. Ministries/Departments, Govt. of India.

GENERAL TERMS & CONDITIONS

1. The successful bidder is **required to furnish a performance security deposit of an amount of five to ten per cent of the total value of the contract** in the form of Account Payee Demand Draft, Fixed Deposit Receipt, Banker's Cheque or Bank Gurantee from any of the commercial banks in acceptable form in favour of DDO, Ministry of Culture, New Delhi valid for the entire period of the contract.
2. The Security Deposit shall be forfeited in case (i) if the bidder withdraws or amends its tender or increase its rates after opening the tender but before the validity of the quotation expire. (ii) On refusal to accept the contract after the offer of the award of contract.
3. The security deposit will be refunded on successful completion of the contract. No interest is payable on the security deposit.
4. **Ministry of Culture shall not be bound to accept the lowest bid or any tender and reserves to itself the right to accept or reject any bid or to accept whole or a part of the tender as it may deem fit without assigning any reasons thereof and without incurring any liability to the affected bidders for the action of Ministry of Culture.**
5. The contractor shall arrange necessary insurance cover for any claim arising out of mishap, if any, that may take place. In the event of any liability/claim falling on Ministry of Culture, the same shall be reimbursed/indemnified by the Contractor.
6. The Contractor shall in no case transfer/sublet/appoint care taker for services.
7. No other person except Contractor's authorized representative shall be allowed to enter the premises of Ministry of Culture.
8. In case of any default by the Contractor in any of the terms and conditions (whether general or special), Ministry of Culture may without prejudice to any other right/remedy which shall have accrued or shall accrue thereafter, terminate the contract in whole or in part by giving one month's notice in writing to the Contractor.
9. Normally the contract will be awarded for one year. However, extension for further years/part thereof with the same terms & conditions will be considered based on satisfactory performance of the firm.
10. The Contractor shall be solely responsible for payment of wages/salaries, other benefits and allowance including extra hour duty to his personnel that might become applicable under any Act or Order of the Govt. Ministry of Culture shall have no liability whatsoever in this regard and the contractor shall indemnify Ministry of Culture against any/all claims which may arise under the provisions of various Acts, Government orders etc.
11. The contractor shall be fully responsible for theft, burglary, fire or any mischievous deeds by his staff.
12. The vehicle(s)/personnel engaged/ deployed by the Contractor are subject to security check by the Security Agency deployed in Shastri Bhavan.
13. At present, **six non-AC and one AC vehicle** will be hired on monthly basis. However, the No. of vehicles to be hired may increase or decrease at any time depending upon actual requirement. **The vehicles should be fitted with GPS.**



ANNEXURE-II

SPECIAL CONDITIONS OF THE CONTRACT

1. The contractor shall provide well behaved skilled drivers having knowledge of routes of Delhi/NCR having valid driving license and also having proper uniforms. The drivers and vehicles provided by the contractor must have proper and complete documents, which should be shown to the user, if asked for. The vehicle should conform to the pollution norms prescribed, if any by the Transport Deptt./Govt.
2. The vehicles shall be provided at Shastri Bhavan and Puratatava Bhawan, INA, New Delhi or at any other place within the jurisdiction of city of New Delhi & NCR as and when required on monthly basis and also on daily basis, whenever required, upon intimation for the same to the Contractor/Agency.
3. If the vehicle provided by the Contractor is found not to be in good condition or without proper document, the vehicle is liable to be rejected and returned. No payment shall be made on account of car/vehicles so rejected.
4. The contractor shall maintain the log book as per Proforma approved by Ministry of Culture for every trip/requisition separately. The log book should be got signed by the user with his/her name & designation which would indicate the opening and the closing meter reading with time and date at the garage and at the point of starting/ending the journey by the user. It should be ensured that there is no overwriting in the log book. In no case, log book without signature will be accepted in support of the bill for payment.
5. In case of break down/serving/ repair, the contractor shall provide alternate vehicle of same make and model failing which vehicle shall be hired from any other source(s) at the risk and expense of the contractor.
6. The chargeable mileage will be the total mileage (i.e. from garage to garage) limited to the mileage from garage to Shastri Bhavan / intimated reporting Place upto 20 Kms only. (i.e. a distance of up to 10 Kms between the garage to Shastri Bhavan / intimated reporting place is chargeable).
7. There shall be no minimum mileage per day of the vehicles on monthly basis. Extra hours shall be over and above 10 hours per day and extra mileage will be over and above 2500 Kms in a month.
8. **In case any vehicle is utilized below 2500 Kms in a month, balance Km. shall be carried forward for next three months and will be adjusted against extra mileage, if any, without any extra cost to Ministry of Culture.**
9. The vehicles are required on monthly basis. However, the contractor shall increase or reduce the number of vehicles to be hired as and when specifically intimated by Ministry of Culture. **The firm will make alternate arrangements within the approved rates for vehicles whenever Govt. schemes like odd-even etc. is implemented during the period of contract.**
10. The vehicles provided by the contractor must be in excellent condition. The contractor shall ensure proper cleaning, upkeep of interiors & seat covers of the vehicle. If the interior of the vehicle is not in good condition, the deduction to the extent of 1.5% of the total amount from the bill of that vehicle shall be made for that particular month.
11. In case of non-report / refusal to provide the requisite car, the cost of hiring of vehicle will be deducted on pro-rata basis. In addition, a penalty of Rs. 500/- per occasion will be levied besides any other penal action which may be even termination of Contract and Ministry of Culture will be free to hire the same from any other source (s).

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12. Ministry of Culture reserves the right to get the meter calibrated or checked at any time at its sole discretion and in the event of any error / fault in the meter being noticed, the bill for the journey undertaken (including those undertaken earlier) would be adjusted, besides any other penal action as decided by Ministry of Culture, which may even lead to termination of Contract and criminal actions as per the law.
13. The rates quoted by the bidder shall be valid for the entire period of the contract.
14. The maintenance cost, charges of fuel, road tax, permit fee, passenger tax, border tax, state tax, challans, salary of the driver, the overtime of driver etc. are the responsibility of the contractor for which no payment shall be made by Ministry of Culture.
15. The vehicle provided must be fully and comprehensively insured covering the risk to the driver.
16. Tampering of meter reading, vehicles usage timing, overwriting of log sheet and misbehavior of driver shall be viewed seriously, leading to even cancellation of contract.
17. The work can be bifurcated among two or more parties at the sole discretion of Ministry of Culture and no Contractor / agency shall have any objection to the same.
18. The bill in triplicate along with log book duly signed and stamped by the user of the vehicle or his representative should be sent to Section Officer (GA), Ministry of Culture, Shastri Bhavan, New Delhi for payment by 5th of the following month. Bills relating to particular vehicle are required to be submitted in one batch on monthly basis in chronological order (1st of the month to last date of the month) and will be not be mixed up with the bills pertaining to other vehicles. In other words, the vehicle-wise bills are required to be sent to Ministry of Culture for payment. TDS shall be deducted as per the applicable rates.
19. In case of non –availability for required cars, it will be the responsibility of the contractor to provide upgraded model (Model not older than January, 2014 and has not run more than 40,000 kilometer in total) at the same rates, terms & conditions with prior permission of Ministry of Culture.
20. **After the expiry of contract period, Contractor has to return passes/stickers issued to the vehicles, if any within 24 hours on expiry/termination of contract, otherwise their performance security deposit shall be forfeited by the Ministry, besides taking legal actions.**

The bidder has to sign the above terms & conditions as token of having accepted the terms & conditions of the contract before award of AMC for hiring of taxi/vehicles.

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**PROFORMA FOR SUBMISSION OF FINANCIAL BID FOR HIRING OF VEHICLES FOR OFFICIAL USE OF
MINISTRY OF CULTURE ON MONTHLY & DAILY BASIS**

Having carefully examined the general / special terms & conditions of contract, I / we offer the rate as per details given below:-

1	Name of the Firm	
2	Address for communication	
3	Registered office, if any	
4	Location of garage in New Delhi / NCR	
5	Telephone No. of Office, Residence, Garage	
6	Name of the proprietor / partners/directors	
7	Date / year of commence of business	
8	Name of the Bank with full address	
9	Bank Account No.	

1	Daily Rate for Non-AC vehicles of WagonR, Indica, Ritz and Swift with CNG Kit (80 Km/10 hrs).	Rs. _____ Per day
	Charges for extra mileage beyond 80 Km.	Rs. _____ Per Km.
	Charge for extra detention time beyond 10 hours.	Rs. _____ Per hour.
2	Monthly Rate Non- AC vehicles WagonR, Indica, Ritz and Swift.	Rs. _____ Per month (2500 Km/30-days/300 hours)
	Charges for extra mileage beyond 2500 Km	_____ Per Km.
	Charge for extra detention time beyond 300 hours.	_____ Per hour

3	Monthly Rate for AC vehicles of SX4 with CNG Kit	Rs. _____ Per day (2500 Km/30 days/300 hours)
	Charges for extra mileage beyond 2500 Km	Rs. _____ Per Km
	Charge for extra detention time beyond 300 hours.	Rs. _____ Per Hours

The quotations should be addressed to Under Secretary (General Administration), Ministry of Culture and dropped in the Tender Box kept in Room No 330, C-Wing, Shastri Bhawan, New Delhi. The envelope containing quotations should be marked "**Quotation for Taxis/ vehicles**". Quotations should be received in the Ministry **up to 3.00 PM on 30.05.2017**. Quotations will be opened on same day **at 3.30 PM** in the Room No. 321, C Wing, Shastri Bhawan, New Delhi. One representative of the bidders that have submitted bid may be present when the bids are opened, if they so desire.



(Suman Bara)
Under Secretary to the Government of India

INDEX

Name of the bidder/firm _____

Sl. No.	Particulars of documents	Placed at Page No(s)
i)	Service Tax Registration (<u>a self attested copy alongwith copy of latest receipt/challan to be enclosed</u>)	
ii)	PAN Number (<u>a self attested copy to be attached</u>)	
iii)	Office in Delhi / NCR. <u>The firm must submit documents towards proof to this effect alongwith name and address of banker(s).</u>	
iv)	The bidder should have adequate number of commercial vehicles of different makes of the models not prior to July 2014 those have not completed more than 40,000 Kilometer registered in the name of contractor's/firm's name to ensure satisfactory service. . <u>Documentary proof viz. self attested copy of the RCs to be enclosed with the tender.</u>	
v)	Undertaking from the Agency that it has not been debarred or blacklisted by any of the Central/State Govt. Departments/Organisations/CPSUs and no criminal case is pending/filed against the said firm/proprietor.	

