

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

Shastri Bhawan, New Delhi,
Dated: 29 July, 2016

Subject:- Quotations for hiring of vehicles for a period of one year – regarding

Sealed tenders are invited for hiring of vehicles for the official use of this Ministry on monthly & daily basis in the proforma attached with this tender notice. At present five vehicles/one three-wheeler are needed but the number may vary according to requirement.

2. Bid documents along with general/special terms & conditions applicable to the contract are enclosed at Annexure – I & II respectively.
3. The interested firms/agencies may drop their quotations/bid documents complete in all respects, in the Tender Box kept in Room No. 330-C, Shastri Bhawan, New Delhi by 3.00 PM on 19.08.2016. The tenders shall not be entertained after this deadline under any circumstances whatsoever.
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 on all.

(Suman Bara)
Under Secretary to the Govt. of India

Encl: as above

To

1. CPP Portal.
2. NIC, Ministry of Culture for uploading on Ministry's website.
3. Ministries/Departments, Govt. of India.

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GENERAL TERMS & CONDITIONS

1. EMD of Rs. 40,000/- (Rupees Forty Thousand only) in the form of Demand Draft/Pay order favouring DDO, Ministry of Culture, New Delhi shall be furnished 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 refunded without interest upon finalization of the tender enquiry. EMD of the successful bidder shall be converted to form a part of the performance security deposit.
2. The successful bidder is required to furnish a security deposit of Rs. 1.50 lakh (Rupees one lakh fifty thousand only) in the form of Performance Bank Guarantee in favour of DDO, Ministry of Culture, New Delhi valid for one year from the date of award of contract.
3. The Security Deposit shall be forfeited in case (i) if the tenderer 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 award of contract.
4. The security deposit will be refunded on successful completion of the contract. No interest is payable on the security deposit.
5. 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.
6. 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.
7. The Contractor shall in no case transfer/sublet/appoint care taker for services?
8. No other person except Contractor's authorized representative shall be allowed to enter the premises of Ministry of Culture.
9. 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 notice in writing to the Contractor.
10. 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.
11. 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.
12. The contractor shall be fully responsible for theft, burglary, fire or any mischievous deeds by his staff.
13. The vehicle(s)/personnel engaged deployed by the Contractor are subject to security check by the Security Agency deployed in Shastri Bhavan.
14. Normally, five or six vehicles will be hired. However, the No. of vehicles to be hired may increase or decrease at any time depending upon actual requirement.



ANNEXURE-II

SPECIAL CONDITIONS OF THE CONTRACT

1. The contractor shall provide commercial vehicles of the models not prior to January, 2014 and also those that have not completed more than 40,000 Kilometer, in total as per our requirement with 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 & or 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.
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).
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

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decided by Ministry of Culture, which may even lead to termination of Contract and criminal action as per the law.

13. The rates quoted by the bidder shall be valid during the period of 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 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 kilometers in total) at the same rates, terms & conditions with prior permission of Ministry of Culture.
20. The contracting party should furnish proof of having both AC and Non-AC vehicles. The service provider/contractor should have at least a fleet of 10 vehicles of different makes viz cars registered in the contractor's name/firm's name to ensure satisfactory service. Documentary proof viz, self attested RC of the vehicles etc. are to be submitted along with the bid.

The successful 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 BIDS

Having carefully examined the terms & conditions special conditions of contract, I / we offer to quotation 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.	
10	PAN No. (Please enclose photocopy)	
11	Service Tax Regn No. (please enclose photocopy of Registration Certificate)	

	Daily Rate for Non-AC vehicles of WagonR, Indica, Ritz and Swift etc. (80 Km/10 hrs).	_____ Rs/day
	Charges for extra mileage beyond 80 Km.	_____ Rs/Km.
	Charge for extra detention time beyond 10 hours.	_____ Rs/Hours.
2.	Monthly Rate Non- AC vehicles WagonR, Indica, Ritz and Swift etc	Rs./month (2500 Km/30 days/300 hours)
	Charges for extra mileage beyond 80 Km	_____ Rs/Km.
	Charge for extra detention time beyond 10 hours.	_____ Rs/Hours
3.	Daily Rate for AC vehicles of indigo, Logan, Ascent, Swift Dezire etc.(80 Km/10 hrs)	_____ Rs/day
	Charges for extra mileage beyond 80 Km	_____ Rs/Km
	Charge for extra detention time beyond 10 hours.	_____ Rs/Hours
4.	Monthly Rate for AC vehicles of Indigo, Logan, Ascent, Swift Dezire etc.	Rs./month 2500 Kms /30 days/300 hours
	Charges for extra mileage beyond 80 Km	_____ Rs/Km
	Charge for extra detention time beyond 10 hours.	_____ Rs/Hours
5.	Daily Rate for AC vehicles of SX4, Corolla etc. (80 Km/10 hrs)	_____ Rs/day
	Charges for extra mileage beyond 80 Km	_____ Rs/Km

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	Charge for extra detention time beyond 10 hours.	_____Rs/Hours
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6.	Monthly Rate for AC vehicles of SX4, Corolla etc.	Rs./month (2500 Km/30 days/300 hrs)
	Charges for extra mileage beyond 80 Km	_____Rs/Km
	Charge for extra detention time beyond 10 hours.	_____Rs/Hours

7.	Monthly rate for three wheeler for CR Section	Rs./month (2500 Km/22-23 days (working day only)/10 hrs per day)
	Charges for extra mileage	Rs/Km.
	Charge for extra detention time	Rs./Hours

The quotation should be submitted to Section Officer (General Administration), Ministry of Culture, Room No 330, C-Wing, Shastri Bhawan, New Delhi and the envelop for quotation should be marked "Quotation for Taxis/ vehicles ". Quotations should be received in the Ministry up to 3.00 PM on 19.08.2016. Quotations will be opened on same day at 4.00 PM in the Room No. 321, C Wing, Shastri Bhawan, New Delhi. One representative of the firms that have applied may be present when the quotations are opened, if so desired.

Yours faithfully,



(Suman Bara)
Under Secretary to the Government of India