

TENDER NOTICE

No.D-26020/1/2012-Gen
Government of India
Ministry of Corporate Affairs

Shastri Bhawan, New Delhi
Dated the 7th November, 2012

Subject: Tender Notice for Hiring of DLY Taxis for use in the Ministry of Corporate Affairs –Regarding .

SEALED TENDERS are invited in two bid system (Technical Bid and Financial Bid separately) from reputed Tours and Travels, Agencies/companies located in New Delhi/Delhi, for hiring of 7 (seven) DLY taxis for the official use of the Ministry of Corporate Affairs initially for a period of one year extendable for two more year on yearly basis subject to satisfactory performance of service by the firm. The firm which fulfills the following criteria may only apply:-

- (i) The firm should be registered with relevant authorities (Certificate of Incorporation, Registration with service tax, PAN No); (Attested copies of Registrations to be enclosed).
- (ii) The firm should have annual turnover of more than 25 lakhs for each of the last three years;(Attested copies to be enclosed).
- (iii) The firm should have at least 10 nos. of DLY taxis/cars registered in the name of the firm;(Attested copies of Registrations to be enclosed).
- (iv) The firm should have three years experience of providing taxis to five or more Government organizations/PSU etc. Out of five there should be three running contract (Attested copies of satisfactory performance Certificates & work orders to be enclosed).

[a] The Technical Bid in separate envelope should be submitted alongwith information/document as per **Annexure I**. A checklist has also been given to ensure that this proforma containing technical parameter is properly filled up. The check list should be filled up and attached along with technical bid.

Attested copy of this following documents (**by a Gazetted Officer of the Government of India or State Governments**) are required to be enclosed alongwith Technical Bids.

- (i) Annual turn over of the firm for last three financial years duly signed by the concerned Chartered Accountant.
- (ii) Copy of the details of the past experience of last three years providing services in the same field in Government Ministries/Departments/PSUs /Reputed Corporate Sectors, with contact persons and their telephone numbers alongwith satisfactory performance certificate from all the Government Ministries/Departments/Major PSU/corporate, where the transport service are being provided at present.
- (iii) Copies of certificates of Incorporation of firm, PAN No and Service Tax registration.
- (iv) Copies of RCs for at least 10 DLY taxis/cars. .
- (v) The Earnest Money of Rs. 25000/- (Rupees Twenty Five Thousand only) by Draft /Pay Order.

[b] The Financial Bids in separate envelope should be strictly as per the format given in the Annexure II. The rates quoted in the Financial Bids should be both in words and figures and quotations with any cutting or overwriting in figures will not be considered, unless corrections are countersigned. The financial bid should be properly sealed and signed.

[c] Financial bids of only those firms will be opened, who are short listed on the basis of the Technical Bid and after inspection of their vehicles by the Competent Authority of the Ministry of Corporate Affairs. The firm would be required to bring their vehicles for inspection along with original RCs as and when intimated by the Ministry before the financial bids are opened.

[d] Both sealed envelopes should be kept in third sealed envelope super scribing “ Tender for Hiring of Vehicles” and addressed to the Under Secretary (General Branch), Ministry of Corporate Affairs, Shastri Bhawan, New Delhi-110001.

TERM & CONDITIONS

1. The rates should be quoted in the prescribed format at Annexure-I
2. The Cars to be supplied should be registered in the name of the firm/owner/partner.
3. The cars to be provided should be in very good condition and should not be of earlier than 2010 model. The car should not have run more than 30,000 Km on the date of hiring and be fitted with proper upholstery and accessories etc.
4. The contract would be for one year at a time, which is extendable on yearly basis, up to 2 years, based on satisfactory performance, without any revision of rates, if agreeable to both the parties.
5. The firm should have at least 3 years of experience in the tours and travel business in providing vehicle/taxis to the Government/PSU Sector and should own at least 10 vehicles of the make/model namely Tata Manza/Tata Indigo/ Maruti SX4/ Hyundai Accent/ Ford Ikon etc. Copy of work orders in respect of their existing contract with Government/PSU sector may be enclosed.
6. The drivers of the vehicle provided must follow traffic rules and other regulations prescribed by the Government from time to time. Drivers should be conversant with all important places in Delhi and NCR especially around Central Secretariat.
7. As these vehicles are to be used by the Senior Officers of the Ministry, the firm should ensure that the driver being provided must possess valid driving license in his name with three years experience. The drivers should be in uniform/well mannered and courteous and should always carry a mobile phone with them, as it will enable the officer to contact the driver at any time. He should carry all the necessary documents (Registration certificate, Insurance Papers, PUC certificate etc.) with him.
8. The vehicle must be made available at any given time and day as desired by the Officer with whom the vehicle is attached.
9. The vehicle should report to the place of requirement as per directions of the Ministry. There will be no dead mileage. The kilometerage for the purpose of 'vehicle run' and 'hours of duty' shall be reckoned from the point of reporting for duty and to the point of vehicle released. No mileage will be allowed to drivers for lunch/breakfast or for drawl of petrol/diesel/CNG etc.
10. The vehicles should be insured comprehensively and should have necessary valid permits from the Transport Department/ Authority.
11. All liabilities, arising out of any legal dispute, accidents, breakdown etc. shall be borne/paid by the Firm.

12. The transporter should provide a landline/mobile number on which he or his representative can be contacted any time (24 hours).
13. **The approved rate will not be enhanced during the currency of the contract.**
14. The successful bidder will also be required to submit within five days copies of the Registration Certificates/ Insurance Papers, PUC, permits etc. for the cars proposed to be given to the Ministry.
15. The antecedents of drivers to be deployed should be properly verified and their details (names, address, telephone nos. etc.) will have to be provided to this office. In case of change of driver, prior intimation will be required to be given to the General Section of the Ministry and the user.
16. Firm should be in position to provide standby Cars within half an hour of reporting any break down to the contractor telephonically. All expenses are to be borne by the firm, in case of breakdown of a vehicle supplied. **A penalty of Rs.500/- per car per day shall be imposed if the transporter fails to provide car on any particular day.**
17. There will be no guarantee on the part of the Ministry for use of the Car for a certain minimum mileage in case it is hired on daily basis.
18. The transporter must have all the requisite clearance certificates etc. from the concerned Government agencies as per rules.
19. For each and every vehicles, the driver is required to maintain a log-book i.e details of various journeys performed during the day since morning till last duty separately and all the entries be got attested from the users. The log book will have to be shown to the General Section for verification at the time of submission of the bill in each month.
20. The bills for hiring of cars would be submitted after the completion of the month. The payment shall be made on monthly basis against a bill duly supported by the monthly summary of the Log Book and duly signed by the user(s) or concerned authorised officer of the Ministry.
21. No advance payment, in any case, would be made to the Firm.
22. A certificate to be produced by the transporter from the competent authority to certify proper status /functioning of the "kilometer Meter".
23. The rates should be quoted inclusive of all expenses such as POL, Taxes, Fuel, maintenance, repair and servicing etc.
24. Service Tax as applicable will be paid on billing.

25. The Taxis/car should be in very good conditions and well maintained during the contract period. The vehicle to be supplied should be in very good working conditions and well maintained during the contract period. The vehicle to be supplied should be excellent mechanically as well as physically i.e outer body/upholstery etc. should be decent looking.
26. The firm should be in a position to supply Taxis/Cars on short notice as and when needed. The Firm would also be required to provide additional taxis/cars (in addition to Seven) at the quoted rates on demand.
27. The owner/senior representative of the firm should be available round the clock on direct telephone (office as well as residence) so as to respond to the call for vehicles in emergent cases. The Mobile number should also be given.
28. All the charges towards repair/servicing, salary of the Driver, Petrol expenses and any other incidental expenses on operation and maintenance of the hired car would be borne by the firm.
29. In case of dispute of any kind and in any respect whatsoever the decision of HOD, Ministry of Corporate Affairs shall be final and binding. Any relaxation in terms and conditions in the tender notice will be at the sole discretion of Ministry of Corporate Affairs.
30. The car with the Driver should be placed at the disposal of Ministry of Corporate Affairs as and when required. Ministry of Corporate Affairs would be free to use the hired car in any manner for carrying officials, materials etc. as per its requirement and the firm will not have any objection to it.
31. The antecedents of drivers to be deployed should be properly verified and their details (names, addresses, telephone nos, photograph, copy of driving license etc.) will have to be provided to this office. Prior permission has to be obtained from this office before change of any driver.
32. No compromise will be made by this Office towards punctuality, cleanliness, obedience, promptness, behavior etc. If the Tenderer, at any point of time during official duty, fails to perform duties, as directed by the Ministry of Corporate Affairs, the Security Deposit will be forfeited and contract will be cancelled forthwith without any notice by the Competent Authority.
33. Ministry will not be responsible for any challan, loss, damage, or accident to the vehicle or to any other vehicle or injury.
34. In case of any compelling circumstances, the contract may be discontinued at any point of time by mutually agreed way by giving 30 days advance notice.
35. The firm should have operational help line desk which is manned 365x24x7 so as to called taxi in emergency cases.

36. The firm must attach satisfactory performance certificate from all the Government Ministries/Departments/Major PSU/Corporate, where the transport service are being provided at present.
37. In case of break-down of the vehicle or non availability or drive, the firm must provide replacement immediately at its own cost.
38. Sealed quotation will be opened by a committee on due date and time. Your authorized representative duly carrying an authorization letter from the Company can attend the tender opening.
39. The L1 firm will be decided on sum total of service, material, applicable taxes and duties(including exemption sought/granted). The L1 will be determined on total cost basis. In case L1 doesn't supply the requisite quantity of vehicles, Ministry of Corporate Affairs has the right to place order on L2,L3 and so on as per the balance required quantity at L1 rates.
40. In case L1 firm does not supply the requisite quantity of vehicles, Ministry of Corporate Affairs has right to place order on market as per the balance required quantity at L1 rates and the excess payment would be recovered from the L1 firm.
41. Tenderers may also quoted their 15 digits Service Tax Code Number.
42. The quotation has to be accompanied by an Earnest Money Deposit of Rs. 25000/- (Rs. Twenty Five Thousand Only) in the form of a FDR drawn in favour of "DDO, Ministry Corporate Affairs , New Delhi". The successful bidder will have to deposit with the Ministry of Corporate Affairs a Security Deposit of Rs. 50,000/- (Rs. Fifty Thousand only) in the form of Fixed Deposit Receipt/Bank Guarantee from any Commercial Bank in favour of DDO, Ministry of Corporate Affairs which shall remain valid for a period of 60 days beyond the date of completion of all contractual obligations. The security is refundable without any interest on termination of the contract after deducting any penalty/any liability of any kind imposed by Ministry of Corporate Affairs on account of unsatisfactory services.
- 43.. If the contractor after submission of bid and due acceptance of the same i.e after the award of contract, fails to abide by the terms and conditions of these tender documents, or fails to complete his contract period or at any time repudiates the contract, the Ministry will have the right to forfeit the EMD or the performance security, if deposited by the bidder.
44. The performance certificate issued by each of organization where car/taxis of the transporter is presently running is essential to enclose.
45. The Ministry reserves the right to terminate the contract without assigning any reason by giving the contractor one calendar month notice of its intention to do so.

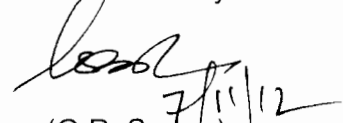
46. The payment will be made on monthly basis on submission of pre-receipted bill(s) duly supported by duty slip(s) /log sheets(s) duly signed by the concerned officers or his PS/PA.

47. The quotations will be opened in the room of Under Secretary (General Branch), Ministry of Corporate Affairs at 3.30 PM on 7.12.2012 in the presence of bidders/their representative who may like to be present.

48. Bids incomplete in any respect shall be liable to be rejected.

49. Envelope containing quotations in Annexure should be dropped in the Tender Box kept in the Facilitation Counter of the Ministry by 300 PM on or before 07.12.2012. Quotation received through other mode of correspondence will not be entertained. The envelope should be super scribed as "Quotation for hiring of Vehicles". Quotations received without earnest money will not be considered.

Yours faithfully



(G.P. Sarkar)

Under Secretary to the Govt. of India

Tel: 23381349

Copy to :-

1. NIC for posting the Tender Notice on the website of the Ministry as well as eprocure.gov.in
2. Notice Board, Ministry of Corporate Affairs
3. All Ministries/Departments for circulation among their contractors.

Annexure-I

I. TECHNICAL BID

S.No				
1.	Name of the Firm/Company/Agency			
2.	Address of Firm/Company/Agency			
3.	Telephone No.			
4.	Year of Registration /Incorporation certificate to be enclosed			
5.	Number of Employees as on Oct.2012			
6.	Annual Turnover(alongwith proof)	2009-10	2010-11	2011-12
7	15 Digit Service Tax Code No. and PAN No.(Proof to be attached)			
8	No. of years of experience in providing taxi to Government Sector			
9	Whether EMD of Rs. 25000/- enclosed in the form of Demand Draft/Pay Order (No. and Date)			
10	Name & Address of the five Department/Ministries and other organizations where firm has provided vehicles on regular /monthly basis			
11	Name and address of this Ministries/Deptt/PSU where the firm has three running contract			
12	Telephone No.	Office:		
		Residence:		
13	Mobile No.			
14	Total number of DLY taxis /Cars registered with the Agency(with copies of RCs)			
15	Name , Address & Telephone Number of the Proprietor			

Yours faithfully,

Date:

Place:

(Signature of the Authorized person)
Name and Designation
Business Address

Seal

1. Certified that all terms and conditions of the Ministry of Corporate Affairs are acceptable to us.
2. We are not involved in any major litigation that may have an impact of affecting or compromising the delivery of the services as required under this tender.
3. We are not blacklisted by any Central/State Government/Public Sector Undertaking in India.

Date:

Place:

(Signature of the Authorized person)
Name and Designation
Business Address

Seal

Check List for Technical Parameters

Sl No.	Documents to be submitted	Yes	No	Page Nos	Remark
1	whether Annual turn over of the firm for last three financial years attached				
2	Copy of the details of the past experience of providing services in the same field in Government Ministries/ Departments/PSUs/Reputed Corporate Sectors, with contact persons and their telephone numbers				
3	Details of this three running contract in Govt Deptt/PSUs				
4	Satisfactory performance certificate from all the Government Ministries/Departments/Major PSU/corporate, where the transport service are being provided at present				
5	Copies of certificates of Incorporation of firm, PAN No and Service Tax registration				
6	Total number of DLY taxis/Cars registered with the Agency (with copies of RCs)				
7	Whether EMD of Rs. 25,000/- in the form of DD/Pay order				