

No.27011/1/2016-Protocol
Government of India
Ministry of Micro, Small & Medium Enterprises
(Protocol Section)

....

Udyog Bhawan, New Delhi
Dated 9th June, 2016

To,

As per list

Subject : Hiring of CNG driven DLY Cars (AC & Non- AC) for official use in the Ministry of MSME on annual rate contract basis.

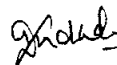
Sir,

The Ministry of Micro, Small & Medium Enterprises proposes to hire few DLY cars on monthly basis for official use in the Ministry on annual rate contract basis. The minimum number of cars to be hired on monthly basis are expected to be three. In addition, the Ministry may also hire DLY cars for half day or full day and the number of days of hiring may depend upon the requirement. The payment shall be made on monthly basis. Parties interested in the rate contract, may send their quotations in sealed cover addressed to Under Secretary (Protocol), Room No.429-D Udyog Bhawan, New Delhi latest by **3:00 PM on 30th June, 2016**. The bids may also be dropped in the Tender Box installed at Gate No. 8, Udyog Bhawan. The quotations will be opened on the same day at **3:30 PM in Room No.429-D, Udyog Bhawan, New Delhi**, in the presence of those tenderers who desire to be present at that time. The reference No. and date of opening of bids must be superscribed on the envelop containing the bids.

2. The terms and conditions of the rate contract will be as follows:-

- (i) The contract will be for a period of one year which may be further extended with the mutual consent of the contracting parties provided services are found satisfactory. The contract may be terminated any time after notice period of one month if services are not found satisfactory. It will be solely at the discretion of the Ministry.
- (ii) The contractor shall provide taxis which are CNG driven only. The model of such taxis should not prior to January, 2014.

Contd....2/-



- (iii) The service provider must ensure availability of well behaved skilled drivers having knowledge of routes of Delhi and valid driving license and also having proper uniforms. The vehicles provided by the contractor must have proper and complete documents, which should be shown to the user, whenever asked for. The contractor shall also submit an undertaking that the firm has never been black listed by State/Central Govt./Organisations.
- (iv) The firm should have a minimum of five DLY cars. A copy each of the registration certificate of the DLY cars should be attached with the quotation. Only those cars to be deployed in respect of which registration certificates have been submitted.
- (v) The same DLY Car and the driver should continue the duty regularly. Frequent change of the DLY Car and driver without assigning valid reasons will not be allowed and could be considered as reason for termination of the contract.
- (vi) The total number of DLY Cars operated by the firm may be indicated. The past experience may also be indicated, separately.
- (vii) (a) The driver should wear proper uniform and be provided with the Mobile phone. The driver should have sufficient experience and should be well conversant with the routes in Delhi.
(b) It shall be responsibility of the contractor to check antecedents of the drivers deputed for duty to this Ministry. They must be suitably instructed to adhere to maintain discipline and observe orderly behavior in security zone of the Ministry. The contractor shall take prompt corrective action whenever any instance of misbehavior by a driver is reported by the user officers of this Ministry. Failure of the contractor in this regard shall be considered substantive ground for non-performance and violation of the contract.
- (viii) The DLY Cars should be made available to the Ministry within thirty minutes of the receipt of the call. The Cars can be requisitioned at odd hours in the night also.

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- (viii) In the case of breakdown of any Car, the contractor shall provide alternate vehicle of same make and model failing which vehicle shall be hired from other source(s) at the risk and cost of the contractor.
- (ix) An amount of Rs.1,000/- per duty car will be deducted from the subsequent bill of the agency as a penalty, whenever the designated vehicle fails to report on time, or the alternate vehicle provided is of not the acceptable standard (condition in (iv) above also refers). In case car hired on monthly basis does not report for duty, the cost of hiring of the car of the same make would be deducted from the amount payable in addition to the amount of penalty aforesaid.
- (x) **For the vehicles required on monthly basis, there shall be no minimum mileage per day. Extra hours shall be calculated on monthly uses basis over and above 300 hours and extra mileage will be over and above 2500 Kms. in a month.**
- (xi) The rates quoted by the bidder shall be valid during the period of contract. No upward revision of rates will be permissible during the contract period.
- (xii) 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.
- (xiii) The rates should be submitted in the company's letter-head as mentioned below.
- (xiv) The maintenance cost, charges of petrol, parking charge, 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 Micro, Small & Medium Enterprises.
- (xv) The DLY cars should be maintained properly. The contractor is not eligible for any claims and/or compensation whatsoever from the Ministry other than the approved rates for the use of DLY cars.
- (xvi) The Ministry will not be responsible for any loss of vehicle/accident/traffic rules violations etc. while on duty. The safety and security of the cars and driver will be the sole responsibility of the contractor.

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- (xvii) Dead mileage (distance from garage to Udyog Bhavan office and back) will not be allowed. Therefore, the meter reading in the daily duty voucher should accordingly match.
- (xviii) The bill for a month in triplicate duly signed and stamped should be sent to Section Officer (Protocol), Ministry of MSME, Udyog Bhawan, New Delhi by 7th of the following month for payment. No advance payments shall be made. Bills will be settled as soon as possible on receipt of pre-receipted bills in triplicate. The bills should be accompanied by daily duty vouchers duly signed by the user. Bills without signed duty vouchers will not be accepted.
- (xix) Payment against a bill shall be made on the basis of satisfactory performance of the service provider.
- (xx) The Ministry will be at liberty to rescind the contract with one month notice on the ground of unsatisfactory performance or non-performance of the contract on the part of the service provider. In such a case, fresh contract may be awarded to L-2 vendor at the L-1 rates with no obligation whatsoever towards the L-1 vendor.
- (xxi) The rates should be quoted for DLY cars on monthly rate contract as under:-
- (a) Rate for 10 hours Per Day (300 hrs. per month)/2500 KMs. Per month on monthly basis}
- (b) Rate for extra KMs. beyond 2500 KMs.}
- (c) Rate for extra hours. (beyond 300 hrs.)

Rates may be quoted for following Cars (AC & Non AC)

(i)	Tata Indica	(Non-AC)
(ii)	Honda City Amaze	(AC)
(iii)	Tata Indigo	(AC)
(iv)	Dzire	(AC)
(v)	Maruti SX4	(AC)
(vi)	Maruti CIAZ	(AC)

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(xxii) The rate for hiring of DLY car (AC/Non-AC) on per day requirement basis may be quoted as under :

- (i) Tata Indica – Rate for 10 hours/80 KM and 5 hrs. 40 k.m. (half day) Daily basis
- (ii) Tata Indigo – Rate for 10 hours/80 KM and 5 hrs. 40 k.m. (half day) Daily basis.
- (a) Rate for extra KMs. beyond 80 KMs.
- (b) Rate for extra hours beyond 10 hrs.
- (c) Service tax, if any must be quoted failing which no amount would be paid towards service charges.

(xxiii) The rate for the above two categories would be evaluated separately.

3. The Ministry reserves the right to accept or reject the tender in full or in part without assigning any reason and enter into rate contract with one or more contractors separately. Tender should be accompanied by Earnest Money Deposit of Rs.10,000 (Rupees Ten thousand only) in the form of Demand Draft/Banker Cheque addressed in favour of **DDO, Ministry of Micro, Small & Medium Enterprises**, and payable at **New Delhi** otherwise tender will not be considered. Earnest Money Deposit of unsuccessful tenderers will be returned immediately after finalizing the contract. Earnest Money Deposit (EMD) submitted by successful tenderer will be kept as performance guarantee which should be maintained till completion of the contract. The same will be returned after successful completion of contract. In case of violation of terms & conditions of the contract, the contract would be cancelled and the performance guarantee would be forfeited. No security would be retained for cars to be requisitioned on daily basis.


(Dusru Kudada)

Under Secretary to the Govt. of India
Tel : 011-23063293

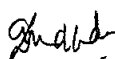
Copy to:- Director, NIC, Ministry of Micro, Small & Medium Enterprises for placing the above tender on website of the Ministry.

PROFORMA FOR TECHNICAL BID

- (i) Name, address of the firm with telephone No., Fax and e-mail
- (ii) The transport firm should be well established with at-least 2 years experience in providing services to Govt. Organisation – proof thereof
- (iii) The firm should be duly registered and meet all the requirements / permission required under the law from the concerned Governments authorities - proof thereof
- (iv) The firm should submit an undertaking, duly signed stating that the firm has not been blacklisted or debarred from participating in bids by any Government Department/Ministry.
- (v) The firm should have sufficient number of DLY Taxies owned or taken on lease in the name of the firm (There should be minimum five vehicles of the make/model offered for hire), with proof of registration/lease papers.
- (vi) The vehicles should be having clean interior; good upholstery and valid Pollution Control Certificate (PUC) – Proof of PUC
- (vii) The model of the vehicles should not be of prior to January 2014 – Proof thereof
- (viii) The firm should provide the following information in respect of at least five DLY taxies as under:
 - (a) Name of driver
 - (b) Residential Address
 - (c) Licence No. & expiry date
 - (d) Residential Tel./Mobile No.

The firm hereby undertake to adhere all terms & conditions and provisions mentioned in the NIT No. 27011/1/2016-Protocol dated 8th June, 2016 failing which the contract is liable to be cancelled and EMD/Security Deposit forfeited

Authorised Signatory



PROFORMA FOR FINANCIAL BIDMONTHLY BASIS RATES

Sl. No.		Hours	Km.	Honda City Amaze	Indica	Indigo	Dzire	SX4
				AC	Non-AC	AC	AC	AC
(i)	Monthly charges (30 days)	300	2500					
(ii)	*Monthly basis Extra Km.							
(iii)	*Monthly Basis Extra Per Hour							

1. Taxes etc. should be indicated separately.

2. Model (year) of the car to be offered may also be indicated.

*The lowest bidder under (i) above shall qualify for L-1 status only when it matches/accepts the lowest charges under (ii) and (iii) above offered by any other bidder.

Yours faithfully,

Date: _____

Signature _____

Name _____

Designation _____

Company Name:

Complete Address :

Phone No./Mobine No. :

FAX No. :

E-mail :

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PROFORMA FOR FINANCIAL BID**DAILY BASIS RATES**

Sl. No.		Hours	Km.	Honda City Amaze	Indica	Indigo	Dzire	SX4
				AC	Non-AC	AC	AC	AC
(i)	Daily basis charges	10 and 5	80 and 40					
(ii)	*Rs.Extra Km.							
(iii)	*Rs.Extra Per Hour							

1. Taxes etc. should be indicated separately.

2. Model (year) of the car to be offered may also be indicated.

*The lowest bidder under (i) above shall qualify for L-1 status only when it matches/accepts the lowest charges under (ii) and (iii) above offered by any other bidder.

Yours faithfully,

Date: _____

Signature _____

Name _____

Designation _____

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Company Name:

Complete Address :

Phone No./Mobine No. :

FAX No. :

E-mail :