

NAME OF WORK
**ENGAGEMENT/EMPANELMENT OF AGENCIES TO PROVIDE BUS
& SMALL VEHICLES ON HIRE ON MONTHLY BASIS FOR THE
STAFF OF TKDL Unit**

at

**HUMAN RESOURCE DEVELOPMENT CENTRE,
CENTRAL GOVERNMENT ENCLAVE,
KAMLA NEHRU NAGAR, GHAZIABAD-201002**

Date and time for sale of Tender Document : **10.06.2014 to 20.06.2014**
(between 9:00 am and 5:30 pm)

Last date and time for submission of Tender Document : **23..06.2014 upto 2:00 PM**

Time & date of opening of Technical Bids : **23.06.2014 at 3:30 PM**

Time & date of opening of Financial Bids: **Shall be intimated later**

To,

THIS TENDER DOCUMENT CONTAINS 15 Nos. PAGES

Cost: Rs. 500/=

NOTICE INVITING TENDER

Name of the Work:

ENGAGEMENT/EMPANELMENT OF AGENCIES TO PROVIDE BUS/SMALL VEHICLES ON HIRE ON MONTHLY BASIS FOR THE STAFF OF TKDL UNIT

AT

**HUMAN RESOURCE DEVELOPMENT CENTRE
CENTRAL GOVERNMENT ENCLAVE
KAMLA NEHRU NAGAR, GHAZIABAD-201 002**

Sealed tenders are invited from agencies, supplying bus/vehicle on hire on monthly basis, in two bid system viz. Technical Bid & Financial Bids. Both the Bids should be made in separate sealed envelopes entitled as 'A' & 'B', respectively. The requirement is for picking & dropping the staff from the locations (extendable to adjacent areas or may be curtailed or modified and otherwise based on requirements of the unit) and for other official activities as under:

27 Seater / 55 Seater AC Deluxe bus: 1 No.

Small Vehicles (Tavera/Innova/Xylo/Sumo): 2 No

(The no of vehicles may vary as per requirement of CSIR-TKDL).

The prescribed Tender Form and the copy of Terms and Conditions can be obtained from the office of the HRDC, Ghaziabad between **9:00 a.m. to 5:30 p.m.** on any working day on or before **20.06.2014** except Saturday & Sunday against a payment of Rs. **500/- (Rupees Five Hundred only)**, which is non-refundable, through Cash or Demand Draft drawn in favour of HRDC, Ghaziabad. The duly completed Tender Forms along with EMD of **Rs. 60,000/- (Rupees Sixty Thousand only)** in the form of Demand Draft from a nationalized Bank drawn in favour of HRDC, Ghaziabad with required documents should reach the HRDC Office latest **by 2.00 p.m. on 23.06.2014**. The tenders (Technical Bids) received shall be opened in the office of CoA, HRDC on **23.06.2014 at 3.30 p.m.** by the Tender Opening Committee in the presence of bidding agencies or their authorized representatives, if any. In case, the stipulated dates happen to be a gazetted holiday, the date will be shifted to next working day.

The Competent authority reserves the right to accept or reject any or all of the tender without assigning any reason thereof. The tender details are available on the website www.csirhrdc.res.in. Downloaded tender document will be accepted along with Demand Draft of **Rs. 500/- (Rupees five hundred only)** in favour of HRDC, Ghaziabad which is to be enclosed in the envelope containing technical bid.

Controller of Administration

Name of the Work:

Engagement of Agencies to provide Bus and small vehicles on hire on monthly basis in TKDL Unit

1. Introduction

Sealed tenders are invited from agencies, supplying Bus and small vehicles on hire on monthly basis, in two bid system viz. Technical Bid & Financial Bids. Both the Technical & Financial Bids be submitted in separate sealed envelopes and marked “**Technical Bid to provide Bus and small vehicles on hire on monthly basis in TKDL Unit**” and “**Financial Bid to provide Bus and small vehicles on hire on monthly basis in TKDL unit**” and both these envelopes should be kept in another bigger envelope marked “**Bids to provide Bus and small vehicles on hire on monthly basis in TKDL Unit**”. The requirement is for picking & dropping the staff from the locations (extendable to adjacent areas or may be curtailed or modified and otherwise based on requirements of the unit) and for other official activities as under. The vehicles may vary as per requirement of the CSIR-TKDL Unit.

27 Seater / 55 Seater AC Deluxe bus: 1 No.

Small Vehicles (Tavera/Innova/Xylo/Sumo): 2 No.

Route: which will commute on the route Noida Sec 37, Kaushambi Metro Station (Near Pacific Mall), Vaishali Metro Station, Mohan Nagar Crossing, Hapur Mod or any other adjacent areas to HRDC, Ghaziabad and back daily except Sundays and closed holidays

2. Terms & Conditions:

The period of contract shall be initially for one year, extendable to another one year and can be terminated by the Competent Authority by giving one month notice to the agency.

Eligibility Criteria

- a) The tenderer should have required (owned/leased/hired) vehicle not manufactured before August, 2011 (along with proof).
- b) Tenderers must attach the vehicle fitness certificate by respective Transport Authority.
- c) The tenderer should have the experience of providing vehicle to any Government Department/PSU/Autonomous Bodies for the last 02 years.

“A Certificate to this effect is to be attached with technical bid.”

- d) The bidding agency should have an average turnover of Rs. **2.00 lakh** at least during the last three years (2011-12, 2012-13, 2013-14). A Copy of each must be attached.
- e) The Bidder shall have to submit copy of latest Income Tax Return of last two years along with the tender (technical bid).
- f) The tender should have the **PAN Number** and should attach a photocopy of the same **with the technical bid.**
- g) The Tenderer shall have to submit copy of **latest Income Tax Clearance Certificates and Service Tax clearance certificate** along with the tender (technical bid).
- h) The tenderer firm/agency/company should have valid **service tax registration** and should attach a copy of the same **with the technical bid.**
- i) The tender should **submit an undertaking-cum-affidavit (Self attested) with the technical bid** that he or his **firm has not been blacklisted by any of the Organization/Government Department** as on the date of submission of the bid.
- j) The Tender has to deposit a E.M.D. of **Rs.60,000/-(Rupees Sixty Thousand Only)** in the form of Demand Draft from a nationalized Bank, drawn in favour of HRDC, Ghaziabad payable at Ghaziabad **along with the technical bid.**
- k) The tender form and its enclosures should be signed by the tenderer himself. In case of private Limited company or Ltd. Company, the tender can be signed by an authorized signatory. **Unsigned tender Documents, forms and its enclosures will be summarily rejected.**
- l) In case the last date of submission of tender document happens to be a Gazetted Holiday, the date will be automatically shifted to the next working day.

3. Scope of work

- a) Supply of vehicle 27 Seater / 55 Seater AC Deluxe bus: 1 No.
- b) Small Vehicles (Tavera/Innova/Xylo/Sumo): 2 No. as detailed below.

Special Conditions:

- a) **For the period from 15th November to 15th February vehicle will operate as non-AC Vehicle.**

- b) **The routes for the vehicle may change based on requirements and will be at the discretion of the competent authority.**
 - c) **The vehicle will reach TKDL-HRDC Ghaziabad in the morning before the start of the office after picking the staff from the pick up points and will leave TKDL-HRDC Ghaziabad after office hours to drop the staff and will travel for a distance of 1200 Km per month (approx). However, in case the vehicle travels additional km, the payment for the additional travel will be made on Km basis.**
 - d) **The vehicle may be used otherwise during or after office hours based on any requirement in the project.**
 - e) **The vehicle may be used sometimes for carrying of office items for meetings based on requirements of the project and on the carrying capacity of the vehicle.**
 - f) **The Bids shall be opened on the scheduled date and time (at 2.30 PM on 23.06.2014), in the Office of Controller of Administration, HRDC (CSIR), Kamla Nehru Nagar, Ghaziabad in the presence of the representatives of the Companies, Firms / Agencies, if any, who wish to be present on the spot at that time.**
- 4. Contract will be for one year from the date of award of contract, which may be extended on the same terms and conditions for another one year.**
- 5. Unit Rates:** The rate shall be fixed during the period of empanelment and shall be prescribed by the tenderer as per schedule of rates Annex.-2. No escalation in the rates on any account shall be admissible; whatever may be the reason thereof. The agency shall be allowed pro-rata benefits of the increase in fuel prices over 10% as and when the prices are increased by the Government.
- 6. Taxes, Duties & Levies:**
All taxes will be payable extra as applicable from time to time.
- 7. Terms of Payment:**
100% against monthly bills supported by requisite documents. Payment will be made by **RTGS/cheque.**
- 8. The vehicle to be provided should be manufactured not before August, 2011 and shall have clean seat covers and good looking, and should be in perfect running conditions. The AC of the vehicle must be effective.**
- 9. The order for providing bus and vehicles on hire basis may be given to the agency which has quoted the lowest rates while meeting all the terms and conditions laid in the tender by the CSIR-HRDC. However, to safeguard against failure by this agency to provide of vehicle, the CSIR-HRDC may empanel other tenderer who qualify technically and are prepared to provide the services as per same terms and conditions of contract agreement signed between**

the CSIR-HRDC and L-1 (Firm who has quoted lowest rates) tenderer. In that case the procedure for hiring Bus and small vehicle will be as follows:

- (a) Contract agreement will be signed with the agency, which quotes the lowest while meeting all the terms and condition laid down by the HRDC.
- (b) Panel will be drawn from the other bidders who are prepared to provide services on the same terms and conditions as that of L-1 (Firm who has quoted lowest rated) tenderer.
- (c) Demand will invariably be first placed on the agency with which contract has been signed.
- (d) In case it is felt that the contracted agency is unable to provide the vehicle as per requirements of the TKDL empanelled agencies may be approached.
- (e) In case the quality of service by the contracted agency is found wanting, CSIR-HRDC may terminate the contract agreement after giving one months' notice. In case of termination, services of the agencies from the panel will be utilized.

10. The vehicle should be properly insured and should carry necessary permits of the Transport authority or any other concerned authority including pollution certificates.

11. The driver should be educated and should **be able to communicate in Hindi / English** and has a valid driving licence and should be in proper uniform, which should be neat & clean and shall be provided by the Tenderer. The driver shall obey the orders of the officer with whom the vehicle is attached. He should be polite and courteous in his behavior. In case of any complaint, the driver shall have to be replaced within 24 hours by the tenderer.

12. CSIR-HRDC will not be responsible for any challan, loss, damage or any accident of the vehicle or to any other vehicle or for the injury to the driver or to any other third party. The loss or damage or legal expenses on this account shall be borne by the Tenderer.

13. AC bus (27 Seater / 55 Seater) and Small Vehicles (Tavera/Innova/Xylo/Sumo) Will be required on **daily basis for six days a week other than government holidays.** However, based on the requirements, the tenderer shall have to provide **additional** vehicle as may be required by CSIR-TKDL.

14. The pre-receipted bill shall be submitted by the Tenderer in duplicate, duly supported by the signed duty slips on monthly basis.

15. In case of non-availability of vehicle by the Tenderer, CSIR-HRDC shall have the right to engage the vehicle from any other source and excess charges, if any, paid by the CSIR-HRDC, on account of hiring of vehicle shall be borne by the Tenderer.

16. For vehicle, the calculation of mileage shall be from the reporting point to the relieving point and will not be calculated on garage to garage basis.

17. For vehicle local duty (on monthly basis) shall be computed monthly (for **1200 Km (Approx) and 250 hrs.**) instead of daily km run & hours served. Daily log book will be

maintained by the driver and got signed from the officer concerned. However, for extra travel beyond **1200 Km (Approx)**, additional payment will be made based on the rates for extra km traveled by the vehicle. However, extra hours shall not be allowed for such traveling i.e. hours served shall be computed from time of reporting to time of release.

18. The Tenderer shall have to **execute an agreement with CSIR-HRDC** on a non judicial stamp paper of **Rs. 100/-**.

19. The Tenderer shall provide the telephone number for 24 hours contact.

20. The Tenderer has to deposit a E.M.D. of **Rs.60,000/-(Rupees Sixty Thousand Only)** in the form of Demand Draft from a nationalized Bank, drawn in favour of HRDC, Ghaziabad payable at Ghaziabad **alongwith the technical bid**. The draft number should be clearly mentioned in the tender document. **The Tenderer shall also certify that he has read and understood the terms & conditions of the tender. He should sign the terms & conditions and all the papers /documents to be submitted alongwith the properly filled up technical bid. Tender, which are not accompanied by the requisite EMD shall be out rightly rejected.**

21. The successful tenderer will have to deposit Security money of **Rs. 1,52,000/- (Rs. One Lakh Fifty Two Thousand only)** in form of. Fixed Deposit receipt (FDR)/Bank guarantee made in the name of firm but hypothecated to HRDC Ghaziabad covering one month period beyond contract within 10 days of the Work Award Letter. In case the contract is further extended the FDR/Bank guarantee will have to be accordingly renewed by the successful tenderer. No interest on this security deposit will be paid by the HRDC, Ghaziabad.

22. In case of any breach of the terms and conditions of the contract CSIR-HRDC will forfeit the Security Deposit of the Agency, in addition to any other action which may be taken by the competent authority.

23. The agency shall maintain an office with adequate staff and telephone facilities round the clock to facilitate communication.

24. The agency shall bear all costs on account of fuel, oil, spares, comprehensive insurance, repair & maintenance etc., of the vehicle. The salary and other costs of driver shall also be borne by the agency.

25. The agency shall have to submit an undertaking every month that they have paid the salary to their driver.

26. The agency shall provide into service only good quality vehicle with nice interior, noiseless drive and in perfect running condition, and which are purchased after **August, 2011**.

27. The agency shall ensure that odometers of vehicle supplied are properly sealed so that no tampering is done with a view to inflate distance traveled.

- 28.** CSIR-HRDC may get surprise checks of odometers of vehicle supplied from any authorized workshop and cost thereof will be borne by the agency.
- 29.** The agency should abide by rules laid down by any authority relevant to the deployment of vehicle.
- 30.** The agency shall indemnify CSIR-HRDC against any liability due to noncompliance of statutory obligations by the agency or any driver for any reason whatsoever.
- 31.** Vehicle shall carry first-aid-box, tissue paper, stepney, toolbox, etc.
- 32.** In case of any breakdown of vehicle on duty, the agency shall make arrangement for providing another vehicle. In such a case, mileage from garage to the point of breakdown would not be paid.
- 33.** Toll tax and parking charges shall be reimbursed by CSIR-HRDC against documentary evidence.
- 34.** The driver should have some knowledge of vehicle mechanism, so that they could attend to minor faults.
- 35.** The driver should be well conversant with roads and routes of Ghaziabad and his operation and functions shall be governed as per Motor Vehicle Act and Rules.
- 36.** The driver should always remain with the vehicle during entire period of duty. In case of any urgency, the driver may seek permission of the officer concerned.
- 37.** The driver should always strictly follow traffic rules and regulations, so as to ensure safety of passengers.
- 38.** The driver should carry enough cash to pay for toll tax, parking charges, fuel and other incidental expenditure.
- 39.** The driver must park the vehicle at the location designated by the user.
- 40.** The driver/vehicle must not cause any harm to the property of CSIR-HRDC, in which case agency will take the responsibility for repairing the damage.
- 41.** The driver should follow the discipline at CSIR-HRDC during the non-plying hours when the vehicle is parked at CSIR-HRDC.
- 42.** Time, Place and Odometer reading at the start and end of journey including details of journey shall be recorded in formats to be finalized by CSIR-HRDC.
- 43.** Vehicle shall be made available on all days including Sundays & Holidays, in case required.
- 44.** Empanelment of agency shall stand cancelled in case the Agency violates any terms and conditions.

45. Both the Technical & Financial Bids be submitted in separate sealed envelopes and marked “**Technical Bid to provide Bus and small vehicles on hire on monthly basis in TKDL Unit**” and “**Financial Bid to provide Bus and small vehicles on hire on monthly basis in TKDL unit**” and both these envelopes should be kept in another bigger envelope marked “**Bids to provide Bus and small vehicles on hire on monthly basis in TKDL Unit**”

46. CSIR-HRDC will issue a performance certificate proforma which will be filled up by the user and submitted to HRDC along with bills.

47. The tender form is not transferable.

48. The agency or its employees should not be involved in any criminal activity and no criminal case should be against the agency or its employees.

49. The tender form should be filled in ink clearly legible or typed. The tenderer should quote the number, rates and amount tendered by him in **figures as well as in words**. Alterations, unless legibly attested by the tenderer, shall disqualify the tender. The tender form and its enclosures should be signed by the tenderer himself. In case of private Limited company or Ltd. Company, the tender can be signed by an authorized signatory. **Unsigned tender Documents, forms and its enclosures will be summarily rejected.**

50. The tenderer should take care that the number, rate and amount should be written in such a way that the interpolation is not possible. No blanks should be left which would be otherwise make the tender liable for rejection.

51. Any act on the part of the tenderer to influence anybody in CSIR-HRDC is liable for rejection of the tender.

52. The successful tenderer/agency shall not engage any sub-agency or transfer the contract to any other person/firm/agency in any manner. The agency shall not be permitted to transfer their rights and obligations under the contract to any other person/organization or otherwise.

53. Tenders not conforming to the requirements will be rejected and no correspondence thereof shall be entertained whatsoever.

54. Any person who is in Govt. Service or an employee of CSIR-HRDC shall not be made partner to the contract by the tenderer/agency directly or indirectly in any manner whatsoever.

55. The Transporter should be in a position to cater to the additional vehicle requirement of TKDL at a short notice.

56. Driver will have to be provided with Mobile Phones at the cost of the agency.

57. The agency shall immediately provide replacement of the vehicle under repair/accidental vehicle/vehicle not reporting for duty.

58. The agency shall provide names & addresses of the driver, along with their driving licence number and copies thereof while submitting acceptance of offer.

59. The agency shall provide statutory benefits to the driver.

60. All the disputes shall be under Jurisdiction of Delhi Courts only.

61. The qualified Tenderer/Agency must install a fax machine at their registered office for receiving the order by fax and also mention the fax number.

62. PENALTIES

(a) For not providing vehicle in time: **Rs.200/-** per hour of delay.

(b) For not providing substitute vehicle: **Rs. 5000/-** per default.

63. In case of any dispute the Competent Authority of CSIR will have the power to appoint an arbitrator in consultation with the agency and the decision of the arbitrator shall be final and binding on both the parties.

64. The Contract will be initially for a period of three months on trial basis which will be extended for one year including three month trial basis on satisfactory performance.

65. The tenderer must follow the directions of High Court/Supreme Court issued from time-to-time.

66. Financial bids will be opened only of technically qualifying tenders and Time, place/venue will be informed to the technically qualifying tender.

67. The driver should not take the user to any unauthorized place and incase of any loss/complain from the user the transporter shall be responsible for making good the loss.

68. CSIR-HRDC reserves its right to terminate the contract at any time.

69. CSIR-HRDC reserves the right to reject in part or whole of any or all tenders without assigning any reason thereof.

70. Payment will be made within one month of the receipt of bill in duplicate after deducting the tax at source through **RTGS/Cheque**.

75. Bidder should sign and stamp on all pages (including Annexures) of this tender document as a token of acceptance of all terms and conditions stated herein.

Stamp and Signature of Tenderer

**HUMAN RESOURCE DEVELOPMENT CENTRE,
KAMLA NEHRU NAGAR, GHAZIABAD- 201002**

TECHNICAL BID

1. Name of the Tenderer
2. Name of Firm with Address
3. Telephone No./ Fax No.
4. No. of Vehicle (owned/leased/hired) manufactured after August 2011 having fitness Certificate by concerned Transport Authority of Delhi. (Attach list)
5. PAN No.
6. Income Tax Clearing Certificate
7. Income Tax Return for Last two years
8. EMD No. and amount valid for three months
9. D. D. No./cash deposit slip (Rs. 500/-) against which Tender purchased
10. Registration No. with year of Establishment
11. Turn over of last Three years i.e
2013-14
2012-13
2011-12

I/We the undersigned being tenderer as mentioned above, hereby apply to the CSIR-HRDC (Ghaziabad) for providing Vehicle Services for CSIR-TKDL Unit as described above in accordance with the terms & conditions of the Tender. I/We have read and understood the terms & conditions of the tender and hereby unequivocally accept the same. The terms and conditions of the Tender & N. I. T. are also signed and being submitted with the tender form.

Signature of the Tenderer with seal of firm.

**HUMAN RESOURCE DEVELOPMENT CENTRE,
KAMLA NEHRU NAGAR, GHAZIABAD- 201002**

FINANCIAL BID

NAME AND ADDRESS OF THE FIRM

NAME OF THE TENDERER

PERFORMA FOR QUOTATION OF RATES FOR HIRING OF VEHICLE

On Monthly Basis

A. For AC Deluxe Bus (27 Seater / 55 Seater)

Item No.	Type of Vehicle	1200 kms/250 hrs. per month	Rates for Extra Km (Per Km.)	Rates for Extra Hours(Per Hour)	Night Halt Charges of Driver/night
I.	Deluxe Bus 27 Seater				
II.	Deluxe Bus 55 Seater				
III.	Rates for additional 27 Seater				
IV.	Rates for additional 55 Seater				

B. For Non AC Deluxe Bus (27 Seater / 55 Seater)

Item No.	Type of Vehicle	1200 kms/250 hrs. per month	Rates for Extra Km (Per Km.)	Rates for Extra Hours(Per Hour)	Night Halt Charges of Driver/night
I.	Deluxe Bus 27 Seater				
II.	Deluxe Bus 55 Seater				
III.	Rates for additional 27 Seater				
IV.	Rates for additional 55 Seater				

Signature of the Tenderer with Stamp

A. Small Vehicles (Tavera/Innova/Xylo/Sumo)

S. No.	Vehicle Requirements For AC Vehicles	1200 kms/250 hrs. per month	Rates for Extra Km (Per Km.)	Rates for Extra Hours(Per Hour)	Night Halt Charges of Driver/night
1.	AC Tavera				
2.	AC Innova				
3.	AC Xylo				
4.	AC Sumo				

B. For Non AC Small Vehicles (Tavera/Innova/Xylo/Sumo)

S. No.	Vehicle Requirements For AC Vehicles	1200 kms/250 hrs. per month	Rates for Extra Km (Per Km.)	Rates for Extra Hours(Per Hour)	Night Halt Charges of Driver/night
1.	Non AC Tavera				
2.	Non AC Innova				
3.	Non AC Xylo				
4.	Non AC Sumo				

Signature of the Tenderer with Stamp

Note: The above Tables on P. Nos. 12-13 are meant for identification of the L1. The payment would be made on actual basis.

Undertaking

I/We the undersigned being tenderer as mentioned above, hereby apply to the HRDC (Ghaziabad) for providing Vehicle Services for TKDL Unit as described above in accordance with the terms & conditions of the Tender. I/We have read and understood the terms & conditions of the tender and hereby unequivocally accept the same. The terms and conditions of the Tender & N.I.T. are also signed and being submitted with the tender form.

(MANDATE FORM)

ELECTRONIC CLEARING SERVICE (CREDIT CLEARING) / RETAIL TIME GROSS SETTLEMENT (RTGS) FACILITY FOR RECEIVING PAYMENTS

A. Details of account holder

1. Name of account holder :

Telephone Number :

E-mail :

B. Bank Accounts Details :

a. Bank's name :

b. Branch name :

c. Telephone No. :

d. E-mail :

Whether the branch is computerized :

Whether the branch is RTGS :

IFC Code :

Is the branch NEFT enables :

Type of account :

Account No :

MICR Code :

We declare that the particulars given above are correct and complete. If the transaction is delayed are not affected at all for reasons of incomplete or incorrect information, we would not hold the user institution responsible. We have read the option invitation letter and agree to discharge responsibility expected of us as a participant under the scheme.

Name (in capital) of firm
Authorised signatory
Official rubber stamp

Note:

1. Bank details are to be certified by the bankers. Such confirmation shall be duly signed by the banker

