

TENDER DOCUMENT

NAME OF WORK:

**ENGAGEMENT/EMPANELMENT OF AGENCIES TO PROVIDE
VEHICLES ON HIRE ON MONTHLY / DAILY BASIS FOR THE
TKDL UNIT**

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

**Last date and Time for submission of
Tender Document :** **06-12-2012 till 3.00 P. M.**

Time of opening of Technical Bids: **06-12-2012 at 3.30 PM**

To,

TENDER NOTICE

Engagement of Agency to provide vehicles on hire basis.

Sealed tenders are invited from agencies, supplying vehicles 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 Technical bid & Financial bid respectively. The requirement is for picking & dropping the staff from the locations (extendable to adjacent areas) and for day to day office work like attending meetings/discussions/workshops and movement of office files or office items from one office to another. as under:

- 1. 8 Seater AC Vehicles: 3 Nos. (Tavera)**
- 2. AC Cars: 4 Nos. (Indigo)**

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 from 21-11-2012 to 05-12-2012 except Saturday & Sunday against a payment of Rs. 500/- (Rupees Five Hundred only), which is non-refundable, through cash /Demand Draft drawn in favour of HRDC. The duly completed Tender Forms along with EMD of Rs. 60,000/- in the form of Demand Draft from a nationalized Bank drawn in favour of HRDC, with required documents should reach the HRDC Office latest by 3.00 P. M. on 6-12-2012 . The tenders (Technical Bids) received shall be opened in the office of COA, HRDC on 6-12-2012 at 3.30 PM by the Tender Committee in the presence of bidding agencies or their authorized representatives, if any.

The Competent authority reserves the right to accept or reject any or all of the tenders 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/- in favour of HRDC, Ghaziabad.

Controller of Administration

1.0 Scope:

- 1.1 Supply of vehicles 8 Seater AC Vehicles (**Tavera**) : 3 Nos and AC Cars (**Indigo**): 4 Nos. for local duty as well as out station duty on case to case basis as detailed in Tender Notice given on Pg no. 2.
- 1.2 Supply of vehicles for local duty on monthly basis as detailed in schedule of rates at Annexure-2.
- 1.3 Supply of vehicles for local duty on daily basis as detailed in schedule of rates at Annexure-2.

2.0 Eligibility Criteria

- 2.1 The bidder should have required (as mentioned on pg 2 of tender document) (owned/leased/hired) vehicles not manufactured before September, 2010, out of which two (2) number of 8 seater vehicle and two (2) number of cars (for which the proof will be submitted by the bidder) should be registered in the name of bidder.
- 2.2 In case of hired / leased vehicles a copy of agreement with owner of vehicle for lease/ hiring should be submitted as documentary proof.
- 2.3 The bidding agency should have an average turnover of Rs. 2.00 lakhs atleast during the last three years (2009-10, 2010-11, 2011-12). A Copy of the turnover certificate with each the technical bid must be attached.
- 2.4 The bidder must attach the certificate for vehicle declared fit (for the vehicles which are being submitted as the documentary proof in 2.1 and 2.2 above) duly issued by Transport Authority of Delhi.
- 2.5 The bidder should have the experience of providing vehicles to any Government Department, Government Approved body or any organization of repute for the last 02 years. A documentary proof w.r.t. to this must be attached.
- 2.6 The Bidder should have the PAN Number and should attach a photocopy of the same with the technical bid
- 2.7 The Bidder shall have to submit copy of latest Income Tax Return of last two years along with the tender (technical bid).
- 2.8 The Bidder firm/agency/company should have valid service tax registration and should attach a copy of the same with the technical bid.
- 2.9 The Bidder should submit an undertaking-cum-affidavit 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.
- 2.10 The Bidder has to deposited an EMD of Rs. 60,000/- in the form of Demand Draft/Bank Guarantee.

- 2.11 An undertaking at Annex-4 must be signed and submitted along with the technical bid.

3.0 Terms & Conditions:

- 3.1 Both the Technical & Financial Bids be submitted in separate sealed envelopes and marked "Technical Bid" or "Financial Bid" and both these envelopes should be kept in another bigger envelope marked "Bids For Taxies Services" for the TKDL Project.
- 3.2 The period of contract shall be initially for one year, and can extended on same terms and conditions after the approval of competent authority.
- 3.3 Service tax will be payable extra as applicable from time to time.
- 3.4 The successful tenderer will have to deposit Security money at the rate of 5 % of contract value in form of Demand Draft, drawn in favour of HRDC within 10 days of the Work Award Letter. No interest on this security deposit will be paid by the HRDC. Earnest money deposited (Rs. 60,000/-) along with technical bid will be adjusted against security deposit of successful bidder.
- 3.5 The Tenderer shall have to execute an agreement with HRDC on a non judicial stamp paper of Rs. 100.
- 3.6 A Panel will be drawn from the other bidders who are prepared to provide service on the same terms and conditions as that of L -1 (Firms who has quoted the lowest rates) tenderer.
- 3.7 The agency should abide by rules laid down by any authority relevant to the deployment of vehicles.
- 3.8 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.
- 3.9 Any person who is in Govt. Service or an employee of TKDL Unit, HRDC shall not be made partner to the contract by the tender/agency directly or indirectly in any manner whatsoever.
- 3.10 The Transporter should be in a position to cater to the additional vehicle requirement of TKDL Unit at a short notice.
- 3.11 All the disputes shall be subject to Delhi Jurisdiction only.
- 3.12 Vehicle shall be made available on all days including Sundays & Holidays, in case required.
- 3.13 The tender form is not transferable.
- 3.14 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 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.
- 3.15 In case of any breakdown of vehicles on duty / repair / accidental vehicle / non availability of vehicle, it shall be the responsibility of the agency to provide a

replacement immediately. If no replacement is provided on time, alternative arrangement will be made and the cost thereof will be deducted from the payment to be made to the firm.

- 3.16 There should be a First Aid box in every vehicle.
- 3.17 There is no guarantee of hiring of any specific number of vehicles. The Tenderer shall have to provide as many vehicles as may be required by TKDL Unit.
- 3.18 The vehicles provided to TKDL Unit by the firm should meet all the requirements of the RTO.
- 3.19 The pre-receipted bill shall be submitted by the tenderer in duplicate, duly supported by the signed duty slips on monthly basis.
- 3.20 HRDC will not be responsible for any challan, loss, damage or any accident of the vehicle or to any other vehicles 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.
- 3.21 The agency shall indemnify HRDC against any liability due to noncompliance of statutory obligations by the agency or any drivers for any reason whatsoever.
- 3.22 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 otherwise make the tender liable for rejection.
- 3.23 The vehicle should be properly insured and should carry necessary permits of the Transport authority or any other concerned authority including pollution certificated
- 3.24 The vehicle along with the driver would be placed at the disposal of TKDL Unit as and when required. TKDL Unit would be free to make the official use of the hired vehicle in any manner for carrying officials, materials etc. as per its requirements and the firm should not have any objection to it.
- 3.25 The firm/agency should be willing to provide vehicle(s) at a short notice i.e. within one hour of requisition.
- 3.26 The Tenderer should have garage at Delhi.
- 3.27 The vehicles to be supplied should be in excellent condition mechanically as well as get up wise i.e outer-border / upholstery etc. should be decent looking and should have permit to go to NCR.
- 3.28 The AC of the vehicles should be functional and in case the same is not functional alternate vehicles must be provided.
- 3.29 The agency shall ensure that odometers of cars supplied are properly sealed so that no tampering is done with a view to inflate distance traveled.
- 3.30 The drivers provided by the agency must have clean police records.
- 3.31 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.
- 3.32 The agency shall provide the telephone number for 24 hours contact.
- 3.33 The agency shall maintain an office with adequate staff and telephone facilities round the clock to facilitate communication
- 3.34 The agency shall bear all costs on account of fuel, oil, spares, comprehensive insurance, repair & maintenance etc., of the vehicles. The salary and other costs of drivers shall also be borne by the agency

- 3.35 The agency shall have to submit an undertaking every month that they have paid the salary to their drivers.
- 3.36 The drivers should have some knowledge of vehicle mechanism, so that they could attend to minor faults.
- 3.37 The driver should be well conversant with roads and routes of Delhi and Ghaziabad and his operation and functions shall be governed as per Motor Vehicles Act and Rules.
- 3.38 The driver should always remain with the vehicle while on duty and in the office premises during entire period of duty. In case of any urgency, the driver may seek permission of the officer concerned at TKDL Unit.
- 3.39 The driver should always strictly follow traffic rules and regulations, so as to ensure safety of passengers. Cost of Fines, Challans etc. due to violation of traffic / RTO rules will be borne by the agency.
- 3.40 The driver should carry enough cash to pay for toll tax, parking charges, fuel and other incidental expenditure.
- 3.41 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 TKDL Unit.
- 3.42 All the drivers will have to be provided with Mobile Phones at the cost of the agency.
- 3.43 The agency shall provide statutory benefits to the drivers.
- 3.44 The driver deputed on duty should not be involved in more than two punch or challan for negligent driving.
- 3.45 The drivers must be decently dressed in proper uniform, having working knowledge in speaking & writing Hindi/English, well mannered, courteous with proven integrity, healthy personal habits have a valid driving license and should always carry a mobile phone with him. The driver shall obey the orders of the officer with whom the vehicle is attached. In case of any complaint, the driver shall have to be replaced within 24 hours by the tenderer. In the event of misbehavior on the part of drivers, HRDC may impose a penalty as deemed fit on the firm.
- 3.46 To ensure safe driving it is essential that the drivers deputed on duty should not be involved in night duty of other offices, Call Centers etc.
- 3.47 Financial bids will be opened only of technically qualifying tenders and time, place/venue will be informed to the technically qualifying tender.
- 3.48 Payment will be made on receipt of bill induplicate after deducting the tax at source.
- 3.49 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.
- 3.50 LPG Cylinders should not be used for running the vehicles in any case.

4. Unit Rates: The rate shall be fixed during the period of empanelment and shall be as per schedule of rates Annexure-2. The agency shall be allowed an increase of 2% of the quoted rate every six months to compensate any increase in fuel rates.

5. Terms of Payment:

- 5.1 100% against monthly bills supported by requisite documents. Payment will be made by cheque.
- 5.2 There will be no dead mileage. The calculation of mileage shall be from the reporting point to the relieving point and will not be calculated on garage to garage basis. No mileage will be allowed for journey performed for lunch/tea of the driver. Driver should carry his lunch box along while on duty.
- 5.3 For local duty (on monthly basis) Distance shall be computed monthly instead of daily km run & hours served. However, daily log book will be maintained by the driver and got signed from the officer concerned.
- 5.4 In case of any breach of the terms and conditions of the contract HRDC will forfeit the Security Deposit of the Agency, in addition to any other action which may be taken by the competent authority.
- 5.5 HRDC may get surprise checks of odometers of cars supplied from any authorized workshop and cost thereof will be born by the agency.
- 5.6 Toll tax, State Government taxes, Parking Charges etc. shall be reimbursed by HRDC against documentary evidence.
- 5.7 Service tax will be payable extra as applicable from time to time.

6. PENALTIES

- 6.1 For not providing Vehicle in time: Rs.200/- per hour of delay.
- 6.2 For misbehavior by the driver reported in writing and not changing the driver within 24 hours: Rs. 2000/-per default.
- 6.3 For not providing substitute vehicle: Rs. 5000/- per default.
- 6.4 For causing nuisance/damage to the public property; three times of the market value of the damaged property or Rs.5000/- whichever is higher, per default
- 6.5 For violation/breach of any of the condition of the contract: Termination of contract/forfeiture of Security Deposit and or Rs. 5000/- per default whichever is higher.

- 6.6 In case of any dispute the Competent Authority of HRDC 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.
- 6.7 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.
- 6.8 The tenderer must follow the directions of High Court/Supreme Court issued from time-to-time.
- 6.9 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.
- 6.10 HRDC reserves its right to terminate the contract at any time.
- 6.11 HRDC reserves the right to reject in part of whole of any or all tenders without assigning any reason thereof.

7. Termination of the Contract

- 7.1 Notwithstanding any other provisions made in the contract TKDL Unit, HRDC reserves the absolute right to terminate the contract forthwith if it is found that continuation of the contract is not in Public interest. The contractor will not be eligible for any compensation or claim in the event of such cancellation. If at any later date, it is found that the documents and certificates submitted by the Contractor are forged or have been manipulated, the work order issued to the Contractor shall be cancelled and Security Deposit issued to TKDL, HRDC shall be forfeited without any claim whatsoever on HRDC and the contractor is liable for action as appropriate under the extant laws.
- 7.2 Empanelment of agencies shall stand cancelled in case the agency violates any of the terms and conditions.

Kindly Note:

- (i) **For the period from 15th November, to 15th February, all the above vehicles will operate as Non-AC Vehicles.**
- (ii) **The vehicles at Sr. No. 1 would report normally at 7.30 a.m. at the designated points as specified by CSIR-TKDL Unit and would be hired on monthly basis and would be paid additional k.m. beyond 2500 k.m. & Extra**

Hours for drivers beyond 250 hrs from reporting time as specified at a designated starting/reporting point by CSIR-TKDL unit.

- (iii) Vehicle would operate under the direct instruction of designated official of CSIR-TKDL unit. Official to be designated by Director, CSIR-TKDL unit.**
- (iv) Toll tax, State Government taxes, Parking Charges etc. shall be reimbursed by HRDC against documentary evidence.**
- (v) 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. The driver will not refuse the duty assigned to him.**
- (vi) The lowest bid (L1) shall be computed on the basis of Table at Annexure 3.**

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 Vehicles manufactured after
September 2010 having fitness Certificate by
Transport Authority of Delhi. (Attach list)
5. Turn over of last three years i.e.
2011-12
2010-11
2009-10
6. PAN No.
7. TAN No.
8. Income Tax Return for last two years
9. EMD No. and amount valid for three months
10. D. D. No. (Rs. 500/-) against which Tender purchased
11. Registration No. with year of Establishment.

I/We the undersigned being tenderer as mentioned above, hereby apply to the HRDC (GZB.) 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.

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 TAXIES (on Monthly Basis)

(I) On Monthly Basis

a. For 8 Seater Vehicles (AC / Non AC) (Tavera) / per vehicle

S. No	Description / details	Tavera	
		AC	NON AC *
1.	2500kms/250 hrs. per month		
2.	Rates for Extra Km (Per Km.)		
3.	Rates for Extra Hours (Per Hour)		
4.	Night Charges of Drivers		

* For the period from 15th November, to 15th February, all the above vehicles will operate as Non-AC Vehicles.

(II) On Daily Basis

a. For AC/Non AC Cars (Indigo) / per vehicle

S.No	Description / details	Indigo AC	Indigo Non AC *
1.	80kms/8 hrs. per day		
2.	Rates for Extra Km (Per Km.)		
3.	Rates for Extra Hours (Per Hour)		
4.	Night Charges of Drivers		

Signature of the Tenderer with seal of firm.

* For the period from 15th November, to 15th February, all the above vehicles will operate as Non-AC Vehicles.

Annexure-3

Note: The lowest bidder (L1) item-wise would be computed on the following basis (Not required to be filled by the agency, an illustrative Table only):

Item I a: 8 Seater Vehicles (Tavera)

S. No.	Vehicle Requirements	Requirement details	Rate (in Rs.)	Factor	Amount 4 x 5 (in Rs.)
1	2	3	4	5	6
1.	AC Vehicle	2500 Km/ 250 hrs.		04	
2.	AC Vehicle Extra Km	10 Km		01	
3.	Non AC Vehicle	2500 Km		01	
4.	Non AC Vehicle Extra Km	10 Km		0.5	
TOTAL					

Item II a: Cars (Indigo)

S. No.	Vehicle Requirements	Requirement details	Rate (in Rs.)	Factor	Amount 4 x 5 (in Rs.)
1	2	3	4	5	6
1.	AC Vehicle	80 Km/ 8 hrs.		04	
2.	AC Vehicle Extra Km	10 Km		01	
3.	Non AC Vehicle	80 Km/ 8 hrs.		01	
4.	Non AC Vehicle Extra Km	10 Km		0.5	
TOTAL					

Signature of the Tenderer with seal of firm.

Note: The above Tables 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 Taxi 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.

Signature of the Tenderer with seal of firm.