

TENDER DOCUMENT

NAME OF WORK:

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

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

Last date and time for sale of Tender Documents :	2nd January, 2012 (between 9:00 am and 5:30 pm)
Last date and time for submission of Tender Document:	3rd January, 2012 upto 3:00 PM
Time & date of opening of Technical Bids:	3rd January, 2012 at 3:30 PM
Time & date of opening of Financial Bids:	Shall be intimated later

To,

THIS TENDER DOCUMENT CONTAINS 14 Nos. PAGES

Cost: Rs. 500/=

TENDER NOTICE

Name of the Work:

**ENGAGEMENT/EMPANELMENT OF AGENCIES TO PROVIDE VEHICLES ON
HIRE ON MONTHLY BASIS FOR THE STAFF OF TKDL PROJECT AT**

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

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 '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 project) and for other official activities as under:

- 1. 27 Seater AC Deluxe bus: 2 Nos.**
- 2. AC Cars: 3 Nos.**

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 2nd January, 2012 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. The duly completed Tender Forms along with EMD of Rs. 1,15,000/- (Rupees One Lakh Fifteen Thousand only) 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 3rd January, 2012. The tenders (Technical Bids) received shall be opened in the Office of CoA, HRDC on 3rd January, 2012 at 3:30 p.m. 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 which is to be enclosed in the envelope containing technical bid.

Controller of Administration

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 '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 project) and for other official activities as under:

1. 27 Seater AC Deluxe bus: 2 Nos.

- (i) Route No. 1: which will commute on the route Shadipur Depot, Rajendra Place, Patel Chowk, Nizamuddin Bridge, Ghazipur Crossing/IP Extension, Mohan Nagar Crossing, Hapur Mod or any other adjacent areas to HRDC, Ghaziabad and back daily except closed holidays
- (ii) Route No. 2: which will commute on the route Deoli Mod, Hamdard, Okhla, Kalindi Kunj, Mother Dairy, IP Extension, Anand Vihar, Mohan Nagar Crossing, Hapur Mod or any other adjacent areas to HRDC, Ghaziabad and back daily except closed holidays

2. AC Cars: 3 Nos. (to cover the following areas)

Nangloi, Peera Garhi, Outer Ring Road, Madhuban Chowk, Parsant Vihar, Jehangir Puri (on out ring road), Yamuna Vihar, Wazirabad Border, Bhopura, Mohan Nagar Crossing, Hapur Mod or any adjacent areas to HRDC, Ghaziabad and back daily except closed holidays.

Azad Market, Kashmiri Gate, GT Road, Welcome, Shahdara, Dilshad Garden Border or any other adjacent areas.

Kindly Note:

- (i) Agencies may apply for one or both the items as mentioned above, and the work will get awarded item-wise.

Special Conditions:

- (i) For the period from 15th November of 2011 to 15th February of 2012 all the above vehicles will operate as non-AC Vehicles.
- (ii) The routes for the vehicles at Sr. No. 1 and 2 may of change based on requirements and will be at the discretion of the competent authority.

- (iii) The vehicles at Sr. No. 1 and 2 will reach HRDC Ghaziabad in the morning before the start of office after picking the persons from the pick up points and will leave HRDC Ghaziabad after office hours to drop the persons and will travel for a distance of 2500 Km per month. However, in case the vehicle travels additional km, the payment for the additional travel will be made on Km basis.**
- (iv) The vehicles at Sr. No. 1 and 2 may be used otherwise during or after office hours based on any requirement in the project.**
- (v) The vehicles at Sr. No. 1 and 2 may be used sometimes for carrying of office items such as files, projectors etc. for meetings based on requirements of the project and on the carrying capacity of the vehicle.**

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 2nd January, 2012 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. The duly completed Tender Forms along with EMD of Rs. 1,15,000/- (Rs. One Lakh Fifteen Thousand only) in the form of Demand Draft/Bank Guarantee from a nationalized Bank drawn in favour of HRDC, with required documents should reach the HRDC Office latest by 3:00 P.M. on 3rd January, 2012. The tenders (Technical Bids) received shall be opened in the office of COA, HRDC on 3rd January, 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 Terms & Conditions:

1.1 The period of contract shall be initially for one year, and can be terminated by the HRDC by giving one month notice to the agency.

Eligibility Criteria

1.2 The tenderer should have required (owned/leased/hired) vehicles not manufactured before August 2009 (along with proof).

1.3 Tenderers must attach the vehicle list declared fit by Transport Authority of Delhi.

Insurance, Permit

1.4 The tenderer should have the experience of providing vehicles to any Government Department, Government approved body or any organization for the last 02 years,

A certificate to this effect is to be attached with technical bid.

2.0 Scope:

- i. Supply of vehicles 27 Seater AC Deluxe bus: 2 Nos.; and AC Cars: 3 Nos. as detailed in Tender Notice given on P. No. 2.

3. Contract will be for one year from the date of award of contract, which may be extended on the same terms and conditions.

4. **Unit Rates:** The rate shall be fixed during the period of empanelment and shall be 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.

5. Taxes, Duties & Levies:

All taxes will be payable extra as applicable from time to time.

6. Terms of Payment:

100% against monthly bills supported by requisite documents. Payment will be made by cheque.

7. The vehicle to be provided should be manufactured not before August, 2009 and shall have clean seat covers and good looking, and should be in perfect running conditions. The AC of the vehicles must be effective.

8. The order for providing vehicles on hire basis may be given to the agency which has quoted the lowest rates while meeting all the terms and conditions laid by the HRDC. However, to safeguard against failure by this agency to provide desired number of vehicles, the HRDC may empanel other tenderer who qualify technically and are prepared to provide the services as per same terms and conditions contract agreement signed between the HRDC

and L-1 (Firm who has quoted lowest rates) tenderer. In that case the procedure for hiring taxis 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 vehicles as per requirements of the HRDC, empanelled agencies may be approached.
- (e) In case the quality of service by the contracted agency is found wanting, 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.

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

10. The driver should be educated and should read and write 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.

11. 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.

12. Two AC buses (27 Seater), and three AC cars 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 as many vehicles as may be required by HRDC.

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

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

15. The tenderer should have the PAN Number and should attach a photocopy of the same **with the technical bid**.

16. The Tenderer shall have to submit copy of latest Income Tax Clearance Certificates and Service Tax clearance certificate along with the tender (technical bid).

17. The tenderer firm/agency/company should have valid service tax registration and should attach a copy of the same **with the technical bid**.

18. For vehicles at Sr. No. 1 and 2 on P. No. 2, the calculation of mileage shall be from the reporting point to the relieving point and will not be calculated on garage to garage basis.

19. For vehicles at Sr. No. 1 and 2 on P. No. 2, for local duty (on monthly basis) shall be computed monthly (for 2500 Km 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 2500 Km, 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.

20. The tenderer should **submit an undertaking-cum-affidavit with the technical bid** that he or his firm has not been blacklisted by any of the Organisation/Government Department as on the date of submission of the bid.

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

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

23. The Tenderer has to deposit an E.M.D. of Rs. 1, 15,000/- (Rs. One Lakh Fifteen Thousand only) in the form of Demand Draft/Bank Guarantee from a nationalized Bank, drawn in favour of HRDC payable at Ghaziabad **along with 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 enclose the same along with the technical bid. Tender, which are not accompanied by the requisite EMD shall be out rightly rejected.**

24. The successful tenderer will have to deposit Security money of Rs. 2,00,000(Rs. two lakh only) 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. 1, 15,000/-) along with technical bid will be adjusted against security deposit of successful bidder.**

25. 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.

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

27. 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.
28. The agency shall have to submit an undertaking every month that they have paid the salary to their drivers.
29. The agency shall press into service only good quality vehicle with nice interior, noiseless drive and in perfect running condition, and which are purchased after January, 2006.
30. The agency shall ensure that odometers of cars supplied are properly sealed so that no tampering is done with a view to inflate distance travelled.
31. HRDC may get surprise checks of odometers of cars supplied from any authorized workshop and cost thereof will be born by the agency.
32. The agency should abide by rules laid down by any authority relevant to the deployment of vehicles.
33. The agency shall indemnify HRDC against any liability due to noncompliance of statutory obligations by the agency or any drivers for any reason whatsoever.
34. All vehicles shall carry first-aid-box, tissue paper, stepney, toolbox, etc.
35. 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.
36. Toll tax and parking charges shall be reimbursed by HRDC against documentary evidence.
37. Visit to any place outside Delhi shall be treated as local provided it does not involve night halt.
38. The drivers should have some knowledge of vehicle mechanism, so that they could attend to minor faults.
39. 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.
40. 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 user.
41. The driver should always strictly follow traffic rules and regulations, so as to ensure safety of passengers.

42. The driver should carry enough cash to pay for toll tax, parking charges, fuel and other incidental expenditure.
43. The drivers must park the vehicles at the location designated by the user.
44. The driver/vehicles must not cause any harm to the property of HRDC, in which case agency will take the responsibility for repairing the damage.
45. The driver should follow the discipline at HRDC during the non-plying hours when the vehicle is parked at HRDC.
46. 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 HRDC.
47. Vehicle shall be made available on all days including Sundays & Holidays, in case required.
48. Empanelment of agency shall stand cancelled in case the Agency violates any terms and conditions.
49. 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 Vehicle Services for the TKDL Project".
50. HRDC will issue a performance certificate proforma which will be filled up by the user and submitted to HRDC along with bills.
51. The tender form is not transferable.
52. 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.
53. 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.
54. 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.
55. Any act on the part of the tenderer to influence anybody in HRDC is liable for rejection of the tender.

56. 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.

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

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

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

60. All the drivers will have to be provided with Mobile Phones at the cost of the agency.

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

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

63. The agency shall provide statutory benefits to the drivers.

64. All the disputes shall be subject to Delhi Jurisdiction only.

65. 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.

66. PENALTIES

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

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

67. 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.

68. 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.

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

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

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

72. HRDC reserves its right to terminate the contract at any time.

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

74. Payment will be made within one month of the receipt of bill in duplicate after deducting the tax at source.

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 Vehicles manufactured after January 2006 having fitness Certificate by Transport Authority of Delhi. (Attach list)
5. PAN No.
6. Income Tax Clearing Certificate
7. EMD No. and amount valid for Six months
8. D. D. No. (Rs. 500/-) against which Tender purchased
9. Registration No. with year of Establishment.

I/We the undersigned being tenderer as mentioned above, hereby apply to the HRDC (Ghaziabad) for providing Vehicle Services for TKDL Project 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

PRFORMA FOR QUOTATION OF RATES FOR HIRING OF VEHICLES

(i) On Monthly Basis

A. For AC Deluxe Buses/ AC Cars

Item No.	Type of Vehicle	2500kms/250 hrs. per month	Rates for Extra Km (Per Km.)	Rates for Extra Hours (Per Hour)	Night Halt Charges of Drivers/night
I.	Deluxe Bus 27 Seater				
II. a.	Cars Indica, Ambassador				
b.	Cars Esteem, Indigo				

B. For Non AC Cars/ Vehicles

Item No.	Type of Vehicle	2500kms/250 hrs. per month	Rates for Extra Km (Per Km.)	Rates for Extra Hours (Per Hour)	Night Halt Charges of Drivers/night
I.	Deluxe Bus 27 Seater				
II. a.	Cars Indica, Ambassador				
b.	Cars Esteem, Indigo				

Signature of the Tenderer with Stamp

**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: 27 seater AC Deluxe bus

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					

* Based on requirement and usage

Item II a: Cars

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 IIb: Cars

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					

Signature of the Tenderer

Note: The above Tables on P. Nos. 13-14 are meant for identification of the L1. The payment would be made on actual basis.

Undertakeing

I/We the undersigned being tenderer as mentioned above, hereby apply to the HRDC (Ghaziabad) for providing Taxi Services for TKDL Project 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.