

No.D-26016/1/2015-Genl.
Government of India
Ministry of Textiles

....

Udyog Bhavan, New Delhi
10th November, 2015

To,
As per list

Subject: Invitation of bids for hiring of Commercial Vehicles for official use in the Ministry of Textiles, New Delhi.

Sir,

I am directed to invite bids for hiring of Commercial Vehicles (CIAZ, SX-4, Honda City, Honda Amaze, Etios , Swift Dzire & Indigo) for official use in this Ministry from Registered Tour Operators. The terms and conditions for submission of bids are given below:

2. The following are the terms and conditions for the firms for submission of bids:

- i) The firm should be a reputed firm having its registered office in Delhi.
- ii) The firm should be registered under the Delhi Sales Tax / Delhi Value Added Tax (DVAT) Act, 2004.
- iii) The firm should have a minimum of five years experience in providing of vehicles to the Government Ministries/Departments, PSUs, Statutory/Autonomous Bodies etc.
- iv) The firm should have a valid PAN number.
- v) The firm should have minimum annual turnover of Rs. 30 lakh during each of the last three years.
- vi) The firm should be in a position to provide vehicles at a short notice as and when requisitioned by the Ministry.

- vii) The point of reporting and ending of vehicle will be Udyog Bhavan or any other place as may be specified by Ministry of Textiles.
- viii) The vehicles should have proper insurance cover as per Rules.
- ix) In case any vehicle is not available for any day on time, penalty @ Rs.1500/-(Rupees one thousand five hundred only) will be imposed.
- x) The meter reading on arrival/departure will be noted at Udyog Bhavan or at the place where the vehicle is requisitioned. No charges from taxi stand to duty point and back will be paid.
- xi) The Drivers should possess valid Driving Licence and should be proficient enough to drive the vehicles. Drivers whose antecedents have been got verified by the police only shall be deployed to driver the cars. They should be well conversant with traffic rules and Delhi roads.
- xii) The owner/proprietor/manager of the firm should be available on his own direct telephone (office as well as residence) and also on mobile phone as and when contacted.
- xiii) The rates quoted for different vehicles shall be valid for one year from the date of opening of the bids. No request for escalation of rates shall be entertained after approval of the rates. The selected firm shall charge the best rates i.e. the lowest rates as may be offered by it to its other clients.
- xiv) The vehicles provided should be of 2014 Model or later. List of vehicles of the specified models giving complete details viz. Registration number, date of Registration etc. owned by the firm must be attached.
- xv) The vehicles should be maintained in good condition with clean seat covers.
- xvi) The Ministry reserves the right to accept or reject any or all the bids without assigning any reason thereof.
- xvii) The contract for providing of vehicles will be awarded for a period of one year which may be extended or curtailed subject to satisfactory performance of the firm.
- xviii) In case the firm is not able to supply the required vehicles to this Ministry in time after placing of the order by it during the currency of the contract,

the Ministry may terminate the contract and also forfeit the Performance Security.

- xix) The bidding firms are required to submit Technical Bids and Financial Bids. The Financial Bids of only those firms shall be opened who qualify technically.
- xx) The firms should quote unconditional rates strictly as per list of vehicles. There should be no cutting/overwriting in the bids.
- xxi) The bidding firms are required to deposit Bid Security (Earnest Money) of Rs. 25,000/- (Rupees twenty five thousand only) in the form of Bank Draft in favour of DDO (Cash), Ministry of Textiles, New Delhi along with the Technical Bids. The Earnest Money will be refunded to the unsuccessful bidders after finalization of the bids.

3. The rates may be quoted for hiring of vehicles on daily basis and on monthly basis:

- i) 80 kms/8 hrs.
- ii) Monthly basis 2400 Km./10 hrs daily for all days of month including Saturday, Sunday & holidays)
- iii) The rates for extra kms/hours may be given separately

4 Payment:

- i) Payment will be made on monthly basis on receipt of bills supported with duly signed duty vouchers.
- ii) Taxes/charges due to the Govt., if any, will be recovered from the monthly bill.
- iii) Parking charges during duty hours, if any, will be paid by the Ministry of Textiles.

5. The successful bidder will have to deposit Performance Security Money for an amount of five percent of the value of the annual contract in the form of an Account Payee Demand Draft, Fixed Deposit Receipt from a commercial Bank, Bank Guarantee from a commercial Bank in an acceptable form safeguarding this Ministry's interest in all respects. Performance Security should remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the firm. Bid security of the successful bidder will be refunded on receipt of Performance Security.

6. Only those Agencies who have the vehicles of brand, make & model as quoted need apply. Interested and eligible firms may submit Technical and Financial Bids (in prescribed Formats as given in Annexure-I & Annexure-II respectively) in separate sealed covers. Both these covers should be further sealed in a separate cover which should be superscribed “Bid for hiring of commercial vehicles” addressed to the Under Secretary (Admn.), Ministry of Textiles, Room No. 29-B, Udyog Bhawan, New Delhi and should reach him / her latest by 03.00 PM on 30th November, 2015. Bids received after the stipulated date/time shall not be entertained. The Bids will be opened on 30th November, 2015 at 03.30 P.M. in Room No. 29-B, Udyog Bhawan, New Delhi in the presence of the bidders or their representatives who may wish to be present.

7. This tender document is also available on the website of the Ministry–texmin.nic.in .

Yours faithfully,

((Jayashree Sivakumar)
Under Secretary to the Govt. of India

Copy to:- (i) NIC for uploading on the website of this Ministry.
(ii) CPP Portal.

Format of Technical Bid

1. Name of the Firm :
2. Name of the owner / proprietor:
3. Address of the registered office of the firm:
4. Telephone / Mobile No.:
5. Registration No. of Delhi Sales Tax / Delhi Value Added Tax (a copy of the registration certificate to be attached):
6. PAN No. of the firm (a copy of PAN Card to be enclosed):
7. Experience in years (Documentary proof in support thereof may be attached):
8. Annual Turnover during the last three years (Documentary proof may be attached).
2012-13:
2013-14:
2014-15:
9. Details of Bid Security(Earnest Money):
Demand Draft Amount:
Demand Draft Number:
Demand Draft Date :
Name of Issuing Bank:

(Signature of the proprietor with seal)

Place:

Date:

Format of Financial Bid

8. The rates may be given for Non-AC vehicles as well as AC- vehicles as follows:

Sl.No.	(a) Rates for Daily basis	<u>AC Vehicle</u> 80 Km. and 8 hrs	<u>Non AC Vehicle</u> 80 Km. and 8 hrs.
1.	CIAZ		
2.	SX-4		
3.	Honda City		
4.	Honda Amaze		
5.	Etios		
6.	Indigo		
7.	Swift Dzire		
(b) Rate for Extra Kms.			
© Rate for Extra Hrs.			
Sl.No.	(a) Rates for Monthly basis	<u>AC Vehicle</u> 2400 Kms. And 10 hrs.	<u>Non AC Vehicle</u> 2400 Kms. And 10 hrs
1.	CIAZ		
2.	SX-4		
3.	Honda City		
4.	Honda Amaze		
5.	Etios		
6.	Indigo		
7.	Swift Dzire		
(b) Rate for Extra Kms.			
(c) Rate for Extra Hrs.			

(Signature of the proprietor with seal)

Place:

Date: