

F. No. 10-6/2009-Genl
Government of India
Ministry of Women & Child Development

Shastri Bhavan, New Delhi
Dated: October, 2010

To

As per list attached.

Subject: - Tender Notice for hiring of taxis.

Sir,

Reference is invited to this office Tender notice of even number dated 3.9.2010 vide which sealed quotations were invited for awarding contract for hiring of taxis (both ACs and Non ACs) for senior officers and for general duty for this Ministry. The last date for submission of the contract was 21.9.2010, which has now been extended to 25.10.2010 (upto 2.30 PM). The sealed quotations shall be opened on the same date i.e. on 25.10.2010 at 3.30 PM in Room No 310 'A' Wing, Shastri Bhavan, New Delhi

3. The other terms & conditions will be remain unchanged. The firms which have already submitted their quotations in response to tender Notice dated 3.9.10, need not apply afresh

(Jai Kishore)
Under Secretary to the Govt. of India
Tele: 23382743

Copy to:- Director (NIC) of the Ministry with the request that the extension for submission of Tender may please be uploaded on the website of the Ministry of Women & Child Development.

F. No. 10-6/2009-Genl
Government of India
Ministry of Women & Child Development
Shastri Bhavan, New Delhi
Dated: 3rd September, 2010

To
As per list attached.

Subject: - Tender Notice for hiring of taxis .

Sir,

Ministry of Women and Child Development invites sealed Tender/ quotations from registered transporters within the National Capital Territory of Delhi for hiring of taxis (both ACs and Non ACs) for senior officers and general duty as per the Terms & Conditions enclosed as **Annexure-I**. The number of AC and Non-AC taxis required is 7 and 5 respectively.

2. The bid should be submitted in a **sealed cover** in two parts as under:-
 - a. **Technical Bid**: Envelope should superscribed "Technical Bid for Supply of AC/ Non-AC Taxi" and it should contain all technical details as per **Annexure-II**
 - b. **Financial Bid**: The second cover should contain the rates etc. as per **Annexure-III**, and it should be superscribed "Financial Bid for supply of AC/Non-AC Taxis".

Both of these sealed covers are to be put in a bigger cover, duly superscribed as "Bid for supply of AC / Non-AC Taxis".

3. The last date for receipt of tender is 21.9.2010 at 02.30 P.M. The Technical Bids shall be opened at 3:30 PM on 21.9.2010 in Room No. 310, Shastri Bhavan, A Wing in the presence of such of the bidders or their representatives, who may wish to be present. Financial Bid(s) of only those bidder(s) will be opened on a later date whose bids are considered technically acceptable after evaluation. Date of opening of financial bid will be intimated later on. Hypothetical Conditions/ Incomplete bid will not be entertained. **Late Bids received after the specified date and time shall not be considered.**

1. The bidders shall be required to submit a demand draft of Rs. 40,000/- (Rupees Forty Thousand only) as earnest money to be drawn in favour of Pay & Accounts Officer, Ministry of Women and Child Development, Shastri Bhavan,

New Delhi along with the quotation. A quotation not accompanied by the Demand Draft will be summarily rejected.

The earnest money will be refunded to the unsuccessful tenderers on finalization of the contract. The successful tenderer will have to deposit performance security of Rs. 50,000 in the name of PAO, Ministry of Women & Child Development within 10 days of award of contract. The performance security will be forfeited for breach of any of the terms/conditions of the tender enquiry, besides it may be black-listed. Performance Security will be refunded to supplier without any interest, whatsoever, after it duly performs and completes the contract in all respects.

2. Forms (technical bid and financial bid) along with terms and conditions can be obtained on any working day between 1000 hours to 1300 hours from Room No. 629, A Wing, Shastri Bhavan, New Delhi. The tender document can also be downloaded from the Ministry's website i.e. <http://wcd.nic.in/>. **For any clarification as to the tender documents, Section Officer(Genl) of the Ministry may be contacted within 10 days of issue of tender on telephone No. 23382972 or in person after prior appointment**

3. The sealed quotations in the prescribed form (technical bid and financial bid) may be addressed to Under Secretary (General), Ministry of Women and Child Development, Room No. 310, A Wing, Shastri Bhavan, New Delhi and **dropped in the Tender Box of this Ministry kept at IFC, Ground Floor, Shastri Bhawan, New Delhi.**

7. The competent authority in the Ministry reserves the right to amend/withdraw/relax/modify any of the terms and conditions contained in the Tender Documents or reject any or all applications (offers) without giving any notice or assigning any reason thereof. The decision of Competent Authority will be final and binding.

Yours faithfully,

(Jai Kishore)
Under Secretary to the Govt. of India
23382743

Copy to:- Director (NIC) of the Ministry with the request that the Tender Notice may please be uploaded on the website of the Ministry of Women & Child Development.

**Government of India
Ministry of Women and Child Development**

Terms and conditions for hiring of Taxis (Indica(Non-AC), Indigo CS(AC) and SX-4(AC) on daily/monthly basis for the Ministry of Women and Child Development, Shastri Bhavan, New Delhi.

- 1) **The cars should be in excellent running conditions and should be of 2007 and above model. The number of AC and Non-AC cars required is 7 and 5 respectively. The proof that the cars are registered in the name of the firm would have to be enclosed along with the copies of Registration Certificate with the Tender. If all the vehicles not owned are to be pressed in service, contract with the owners placing the vehicles at the disposal of the bidder may be furnished.**
- 2) The drivers of the cars should be well experienced and have adequate knowledge of New Delhi/Delhi roads. They would be expected to be in proper uniforms and well behaved.
- 3) As far as possible, the same car and the same Driver will be deployed with a particular officer and the driver would not be changed without prior notice. **In case the car/driver is changed without prior consent of the officer, 70% of the charges payable for the days the new driver is deployed, would be deducted on each occasion.**
- 4) The duty point would be Shastri Bhavan, Krishi Bhavan, Janpath Hotel and Jeevan Deep Building or any other place intimated from time to time. The mileage and time would be calculated accordingly and not from Garage to Garage. **A log book for each of the journeys performed, duly signed by the officer, would be maintained and submitted by the contractor along with the bills.**
- 5) Apart from the number of vehicles mentioned above, the agency should also be in a position to cater to the additional requirement of cars at short notice.
- 6) The cars are expected to normally remain with the Ministry for official use during 8.00 AM to 6.30 PM on working/non working days i.e. Monday to Friday and every week, but may also be required for longer hours and on holidays.
- 7) The agency must have a 24 hours working telephone system so that the requirement of cars can be met at short notice at odd hours and on holidays. It would be desirable for the drivers to have mobile phones so that they could be contacted for duty.

- 8) No request for escalation in rates shall be entertained for whatever reasons, during the currency of the contract.
- 9) Actual parking charges/toll taxes/ entry taxes/inter-state taxes for journeys/ service taxes will be reimbursed along with the hiring charges bill.
- 10) Payment of hiring charges will be made on monthly basis. The bills for the use of cars, accompanied by duty slips, duly certified by the officer concerned will be preferred after each completed month.
- 11) The driver shall be in possession of all valid documents concerning the vehicle, such as driver's license, road tax paid, registration, Pollution under Check, insurance papers etc. while on duty as per the law of the land. The Ministry will not be responsible to pay any penalty imposed by Govt. authorities in this regard or compensation for accidents etc. during the contract period.
- 12) The rates quoted should be valid for a period of **one year** with effect from the date of conclusion of the contract. **The Ministry also reserves the right to terminate the contract at any time or at any stage during the contract period without giving any notice or assigning any reasons.** No compensation will be payable to the firm on this account. The decision of the Ministry in the matter will be final.
- 13) A penalty of Rs. 1000/- per day per vehicle may be levied, if any, vehicle fails to meet the terms and conditions prescribed herein on any day of operation. However, in case of frequent violations of the terms & conditions, the contract can be cancelled forthwith at the risk and cost of drivers/contractors.
- 14) The vehicles on duty shall have to be kept in clean condition. The general condition of the vehicles provided should be good. The seats shall always be covered with neat and good quality seat covers. No payment shall be made if the vehicle is found in dirty or shabby condition.
- 15) In case of any break down while on journey, all the expenses are to be borne by the firm. Further substitute arrangement, if any shall have to be done by the contractor failing which the taxi will be hired from the open market and the expenses incurred thereon shall be deducted from the monthly bill of the contractor.
- 16) Period of contract shall be for one year initially from the date of award of the contract subject to further extension thereafter.
- 17) In the event of the contractor backing out of the contract midstream, without any explicit consent of this Ministry, he will be liable to the

recovery of higher rates, via-a-vis those contracted, which may have to be incurred by this Ministry on transportation of officer for the balance period of contract through alternative means. The bill amount of the month would also be forfeited.

- 18) While the Ministry would normally require these cars on working days during the hours indicated in Para (6) above, there can also be occasions when the cars is required on holidays and outside these hours. Therefore, the bidders are requested to quote their rates in the proforma at Annexure-III (**Financial Bid**).

To

The Under Secretary (General),
Ministry of Women & Child Development,
Room No. 310 'A' Wing, Shastri Bhawan,
New Delhi.

Subject: - Sealed tender for hiring of taxis

Sir,

With reference to Ministry of Women and Child Development Notice dated _____ inviting quotations for hiring of taxis, we hereby submit quotations in the prescribed form (technical bid and financial bid) duly filled in a separate sealed cover.

2. We have read the terms and conditions and accept the same.

Yours faithfully,

Name_____

Address_____

Telephone_____

Seal of the firm_____

Date

Technical Bid

The following information/documents are attached:-

1. The list of vehicles with models & registration numbers (documents registering the vehicles in the name of the firm). If the vehicles not owned are to be pressed in service, contract with the owners placing the vehicles at the disposal of the bidder may be furnished and the proof of registration of the vehicles in his name be attached.
2. Valid driving license of drivers
3. PAN No./Service Tax No.
4. Copy of last Income Tax Return/ Income tax Clearance certificate
5. Minimum 2 year experience in providing taxis to Govt./Semi-Govt./ Autonomous bodies and along with a certificate from the concerned Deptt. that the contract was successfully completed.
6. .A certificate from bidder that all the terms and conditions are acceptable to him.

Signature-----

Name_____

Designation_____

Company's Name_____

Company Seal_____

Financial Bid

Daily Basis (in Rs.)

Sr. No.	Particulars	Indica(Non-AC)	Indigo CS(AC)	Maruti SX 4 (AC)
i)	Upto 4 hr, 40Km			
ii)	8 hr, 80Km			
iii)	Extra per Km			
iv)	Extra per hours			

(II) Monthly Basis (All days) (upto a distance of 2500 kms per month)

Sr. No.	Particulars	Amount (in Rs)
i)	Indica (Non AC)	
ii)	Indigo CS(AC)	
iii)	SX-4	
iii)	Charges per extra Km	

For outstation use

Sl. No	Particulars	Indica(Non-AC)	Indigo CS(AC)	Maruti SX 4 (AC)
i)	Out station charges per km			
ii)	Night charges per night			

Signature_____

Name_____

Designation_____

Company's Name_____

Company Seal_____

Date_____

Place_____

(II) Monthly Basis (upto a distance of 2500 kms per month)

Sr. No.	Particulars	Amount (in Rs)
i)	Monthly charges for Indigo (Non AC)	
ii)	Monthly charges for Indigo CS(AC)	
iii)	Monthly charges for SX-4	
iii)	Charges per extra Km	

Signature_____

Name_____

Designation_____

Company's Name_____

Company Seal_____

Date_____

Place_____