

F. No. 10-9/2011-Genl.
Government of India
Ministry of Women & Child Development

Shastri Bhavan, New Delhi.

Dated : 18th January, 2012.

To

As per list attached.

Subject : Tender Notice for hiring of non AC taxis.

Sir,

Ministry of Women and Child Development invites sealed Tender/ Quotations from transporters within the National Capital Territory of Delhi for hiring of Taxis (non AC) Indica/Wagon-R/Santro/EECO for use by the Ministry as per the Terms and Conditions enclosed as **Annexure-I**. The number of taxis required is 4. The number of vehicles may be increased/decreased depending upon the requirement of the Ministry.

2. The bid should be submitted in a sealed cover in two parts as under :-
 - a. **Technical Bid** : Envelope should super scribed "Technical Bid for Supply of Taxis" and it should contain all technical details as per **Annexure-II** along with **earnest money/Demand Draft**.
 - b. **Financial Bid** : The second cover should contain the rates etc. as per **Annexure-III** and it should be super scribed "Financial Bid for supply of Taxis".

Both of these sealed covers are to be put in a bigger cover, duly super scribed as "Bid for supply of non AC Taxis".

3. The last date for receipt of tender is 31.01.2012 at 3.00 P.M. The Technical Bid shall be opened at 3.30 P.M. on the same day i.e. 31.01.2012 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 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 Bid received after the specified date and time shall not be considered.

4. The bidders shall be required to submit a demand draft of Rs. 30,000/- (Rupee es Thirty Thousand only) as earnest money to be drawn in favour of Pay & Accounts Officer, Ministry of Women & 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 tenders on finalization of the contract. The successful tender will have to deposit performance security at the rate of Rs. 10,000/- per vehicle in the name of Pay & Accounts Officer, 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.


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5. 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 (General) of the Ministry may be contacted on telephone No. 23382972 or in person after prior appointment.

6. The sealed quotations in the prescribed form (technical bid and financial bid) may be addressed to Under Secretary (General), Ministry of Women & Child Development, Room No. 310, 'A' Wing, Shastri Bhavan, New Delhi and dropped in the Tender Box of this Ministry mounted on the wall of Room No. 629, 'A' Wing, Shastri Bhavan, 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 any notice or assigning any reason(s) thereof. The decision of Competent Authority will be final and binding.

Yours faithfully,



(Jai Kishore)

Under Secretary to the Government of India

Tele : 23382743

Copy to :

1. 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.
2. All Ministries/Department of Government of India. They may bring this to the notice of contractors, engaged by them for responding to this Ministry in case interested.

Government of India
Ministry of Women & Child Development

Terms and Conditions for hiring of non AC Taxis on daily basis for official use in the Ministry of Women & Child Development, New Delhi.

1. The vehicles should be in excellent running conditions and should be of 2009 and above model. The number of non-AC Taxis required is four of Indica/Wagon-R/Santro/EECO. The number of vehicles may be decreased/increased depending upon the requirement of the Ministry. In case the firm fails to provide requisite number of vehicles on any particular day(s), the charges paid for engaging the vehicles shall be deducted from the monthly bill(s) submitted by the firm or from security deposit.
2. The vehicle must be registered either in the name of the firm or in the name of the proprietor/ partner of the firm. Copies of Registration Certificate of the vehicles will have to be enclosed with the Technical Bid (Annexure-II), failing which the Bid will be rejected.
3. The drivers of the vehicles should be well experienced and have adequate knowledge of New Delhi/Delhi roads. They will be in proper uniforms and well behaved.
4. The vehicles and drivers once offered will not be changed and in rare case it will be allowed with prior permission of the Ministry, in case the car/driver is changed without prior consent of the officer, 70% of the charges payable for the day(s) would be deducted on each occasion.
5. The duty point would be from Shastri Bhavan to Shastri Bhavan. No dead mileage will be permissible from garage to Shastri Bhavan and vice versa. The mileage and time would be calculated accordingly and not from Garage to Garage. A log book for each of the journey(s) performed duly signed by the officer, would be maintained and submitted by the firm along with the bill(s).
6. Apart from the number of vehicles mentioned above, the firm should also be in a position to cater to the additional requirement of cars at short notice. The number of vehicles may be increased/decreased depending upon the requirements of the Ministry.
7. The vehicles are expected to normally remain with the Ministry for official use during 9.30 AM to 5.30 PM on working ^{days} i.e. Monday to Friday every week, but may also be required for longer hours and on Saturday/Sunday/Holiday.
8. 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.
9. No request for escalation in rates shall be entertained for whatever reasons, during the currency of the contract.
10. Actual parking charges/toll taxes/ entry taxes/ inter state taxes for journey(s)/ service taxes will be reimbursed along with the hiring charges bill.


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11. 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 should be submitted after each completed month by 7th of the following month without fail.
12. The drivers deputed on duty must possess a valid driving licence and must be properly verified by the firm.
13. The driver shall be in possession of all valid documents concerning the vehicle such as driver's licence, road tax paid, registration, pollution under check certificate, 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 Government authorities in this regard or compensation for accidents etc. during the contract period.
14. Period of contract shall be for one year initially from the date of award of the contract subject to further extension thereafter. 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.
15. A penalty of Rs. 500/- 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 and conditions, the contract can be cancelled forthwith at the risk and cost of the firm.
16. 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.
17. 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 firm 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 firm.
18. The rates quoted would be valid for a period of one year with effect from the date of conclusion of the contract.
19. In the event of the firm backing out of the contract midstream, without any explicit consent of this Ministry, the firm will be liable to the recovery of higher rates, vis-à-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 apart from forfeiting of Security Deposit.
20. While the Ministry would normally require these cars on working days during the hours, indicated in para (7) above, there can also be occasions when the cars are required on holidays and outside these hours. Therefore, the bidders are requested to quote their rates in the proforma at Annexure-III (**Financial Bid**).
21. In case of any theft or loss of property due to negligence or carelessness of Drivers, the firm will be fully responsible and it will have to make good of the losses so incurred to this office otherwise the same will be deducted from the security deposit amount/bills of the firm.


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22. The firm shall ensure proper conduct of his Drivers in office premises, and enforce prohibition of consumption of alcoholic drinks, Paan, smoking, loitering without work.

23. The firm shall be responsible for the conduct and integrity of drivers deployed for duty in the Ministry and will also be responsible for any act of commission or omission on their part. The firm will vouch for their character and integrity.

24. The firm shall ensure deployment of suitable drivers from proper background after investigation. The character and antecedents of the drivers will be got verified by the firm from the Police before their deployment on duty. A copy of police verification report has to be furnished to the Ministry.

25. The Ministry should not be liable for any loss, damage, theft, burglary or robbery of any personal belongings and equipment of the drivers/firm or vehicles of the firm.

26. Legal disputes, if any, arising during the course of agreement will be settled in Delhi Court only.

Handwritten signature and date: 12/11/11

To

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

Subject : Sealed tender for hiring of non AC taxis.

Sir,

With reference to Ministry of Women & Child Development (Notice date) _____ inviting quotations for hiring of Non AC 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 _____


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Technical Bid

The following information/documents are given :-

1. Indicate the make models and registration Numbers of taxis (copy of Registration Certificate of the vehicles be enclosed) [The vehicles must be registered either in the name of the firm or in the name of the proprietor/partner of the firm]
2. Valid driving licence of drivers (copy to be enclosed).
3. PAN No. (copy to be enclosed).
4. Service Tax No. (copy to be enclosed).
5. (a) Indicate period of experience (Minimum 2 years experience is required in providing taxis to the Government/Semi Government/Autonomous bodies, certificate to be enclosed).
(b) Whether a certificate from the concerned Department that the contract was successfully completed, is enclosed.
6. (a) Name of Firm:
(b) Registered Office Address of Firm
(c) Name of Proprietor of the Firm
(d) Name of the Partner of the Firm (copy of the partnership deed to be enclosed).
(e) Telephone/Mobile No. of the Firm
7. Name of the authorized signatory with necessary authority letter to sign the bid documents on behalf of the firm.
8. Whether all the terms and conditions are accepted or not.

Signature _____

Name _____

Company Seal _____

Dated : _____


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Financial Bid

Daily Basis (in Rs.) Wagon R/Santro/Indica/EECO (Non-AC)

S. No.	Particulars	Rate (in Rs.)
i)	Upto 4 Hours, 40 KMs.	
ii)	Upto 08 Hours, 80 Kms.	
iii)	Extra Per Km.	
iv)	Extra per hours	
v.	Rate of Service tax	

Note : The rate of service tax should be quoted categorically.

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