

भारत सरकार  
संचार एवं सूचना प्रौद्योगिकी मंत्रालय  
दूरसंचार विभाग  
कार्यालय प्रधान नियंत्रक संचार लेखा  
डी ओ टी बिल्डिंग प्रसाद नगर  
नई दिल्ली - 110005



Government of India  
Ministry of Communication & IT  
Department of Telecommunication  
Office of the Pr.CCA,  
Delhi Region  
DoT Building, Prasad Nagar,  
New Delhi-110005

e-Mail : ccadelhi@gmail.com  
Fax : 011-25730061

www.prccadelhi.gov.in  
Tel : 011-25751531

NIT No. 1-3/CCA-Admn./Vehicle Tender/2015-16

Date: 27.02.2015

### TENDER NOTICE

1. On behalf of President of India, O/o Pr. CCA Delhi Region, DoT Building, Prasad Nagar, New Delhi, Department of Telecommunications intends to hire DLY Taxis (AC/Non-AC) to meet its day-to-day requirement for a period of one year from 01.04.2015 to 31.03.2016. Vehicles may be engaged both on monthly basis as well as on km/hrs/daily basis as per requirement.

2 Monthly Requirement of the vehicles shall be as under:

Model and Make	Projected requirement (*)
SX-4/ Equivalent ( AC) #	02
Indica Vista/Swift or equivalent (Non-AC)	01

(\*) the above is only an indicative number and may vary from time to time.

(#) Firm can provide any higher vehicle at lowest prize.

3. SCHEDULE OF TENDER:

- Date of opening of NIT : 02.03.2015(1000 hrs.)
- Date of closing of NIT : 20.03.2015(1500 hrs)
- EMD : Rs. 20,000/-(Rs. Twenty thousand only)
- Performance Security Deposit :Rs. 60,000/-(Rs. Sixty thousand only)
- Date of opening of Technical Bid : 23.03.2015 at 1600 hrs.

4. The bids are to be sent in two parts- **one sealed envelope** super scribed as 'Technical Bid' giving details in the format as per Annexure-I and the **second sealed envelope** super scribed as 'Financial Bid' in the format at Annexure-II. Both the bids are to be placed in two separate sealed envelope (clearly super scribing 'Technical Bid' and 'Financial Bid') which in turn are to be placed in one sealed cover super scribed as 'Bid for Hiring DLY Taxis for O/o Pr. CCA Delhi Region. The bids all the parties whose price bid is not in a separate sealed cover or the rates quoted by them find mention in their technical bid shall be rejected forthwith. All the information sought under the head 'Terms and Conditions' and 'Other information to be supplied' is to be given in Technical Bid while price quoted for the same will have to be mentioned

only in the Price Bid. The Price Bids of only those parties shall be opened whose Technical Bids are found to be eligible while the disqualified bidders Price Bids shall be returned unopened.

5. An earnest money of Rs.20,000/- (Rs. Twenty thousand only) has to be deposited in the form of Bank Draft/Pay Order drawn in favour of Sr.AO, (Cash) O/o Pr. CCA Delhi Region along with the Technical Bid failing which the Technical Bid shall be rejected. The earnest money of the unsuccessful tenderers will be returned on finalization of the contract.

6. Successful tenders will have to deposit performance guarantee Rs. 60,000/- in the shape of Demand Draft/Pay Order/Bank Guarantee/Fixed Deposit in the name of Sr.AO, (Cash) O/o Pr. CCA Delhi Region with validity extending upto 60 days beyond the expiry of the contract. The performance guarantee will be refundable without any interest on termination of the contract after deducting any penalty etc. imposed by the Department on account of unsatisfactory services. The decision of the Competent Authority in this regard shall be final and binding on the firm.

7. The envelope containing the sealed quotations must be super subscribed 'Quotation for DLY Taxies' and addressed to Dy.CCA (Admn) O/o Pr.CCA Delhi Region, Prasad Nagar, New Delhi-110005. The envelope should be dropped only in tender box kept at the Reception, Ground Floor, not later than **1500 hrs. on 20.03.2015.** Quotations received after stipulated date/time shall not be entertained. The Technical Bid will be opened in the first instance on 23.03.2015 at **1600 hrs. in the chamber of Jt.CCA** in the presence of the Tenderer or their representatives who may like to be present. The price bid shall be opened after evaluation of Technical Bid and the date of which will be notified later on.

8. Tender document, terms and conditions regarding above may be directly downloaded from the website of **Department of Telecommunications** at <http://www.dot.gov.in> or through [www.prccadelhi.gov.in](http://www.prccadelhi.gov.in) under the link 'Tenders' or tender can be obtained by hand from Sr.AO(Admn.) (Timing: 10.30 Am to 05.30 PM from 02.03.2015 to 20.03.2015 (on working days only).

9. The current contract in force has been concluded at a total cost of Rs.89650/- per month Plus Taxes for hiring of two vehicles of Swift Dzire/Indigo(AC) & one Indica (non-AC).



**(Jagdeep Ahuja)**  
**Sr. AO (Admn)**  
**O/o Pr. CCA Delhi Region**  
**Prasad Nagar, New Delhi-110005**

\*\*\*\*\*

## GENERAL TERMS AND CONDITIONS

The following terms and conditions may be kept in view while sending your tender:

- 1 Taxis to be supplied should be DLY (commercial vehicle) in excellent condition mechanically as well get-up-wise, i.e. outer body/upholstery, external appearance and should have valid permit to move in Delhi and **whole of NCR (as notified by the Govt. of India)**. The vehicle should not have been registered earlier than 2012.
- 2 The firm should have at least three years of experience in the tour and travels business in providing taxies in the Government Sector i.e. Ministry/Department/Public Sector Under taking/ Statutory/Autonomous bodies etc.
- 3 The firm should have an Annual turnover of Rs.30Lakh & above for the atleast two years.
- 4 The firm should ensure that the driver to be provided must possess valid driving licence and should be having adequate experience. The drivers should be well mannered and courteous and should always carry a mobile phone with him, as it will enable the officer/office to contract him at any time. They should be in uniform during the duty hours. The Drivers should be literate and fully conversant with the routes of NCR.
- 5 The owner/firm should be in a position to supply additional DLY taxies on short notice as and when needed to meet the urgent and occasional requirement of the office.
- 6 The owner/firm should be in a position to provide replacement of vehicle immediately in case of any break-down of the regular vehicle. All expenses will have to be borne by the firm in case of breakdown of the vehicle supplied.
- 7 In case a vehicle is requisitioned and the same does not reach at the appointed time and juncture, the office will be free to call another vehicle from the open market and the expenses on this account will be deducted from the pending bills/security etc. of the firm. Besides a penalty of Rs.500/- for each occasion of such lapses will be imposed upon the firm
- 8 The owner /firm/ representative should be available on his direct telephone/mobile (office as well residence) so as to call the taxies in emergent cases.
- 9 The rates quoted by the tenderers/ firms shall be valid for a period of one year from the date of agreement and shall remain unchanged till the currency of the contract and no request for alteration of the same due to increase in the price of petrol, diesel and CNG etc. shall be entertained.

- 10 The tenure of the contract shall be for a period of one year which can also be extended for further one year, if the office desires so, subject to satisfactory performance by the transport operator and mutual agreement of both the parties.
- 11 Compensation and connected expenses, whatsoever, in case of any casualty (unforeseen) shall be borne/paid by the firm.
- 12 The office reserves the right to hire taxies from tenderers other than L-1 firm at the same terms, conditions and same rate, if the L-1 firm fails to provide to render service as per the terms and conditions.
- 13 **Reporting/Dropping place:** Reporting/dropping place shall be decided at the time of finalization of Tender and will be intimated to the successful bidder in the letter of intent. Generally, for the vehicle used for office staff & work will report to O/o Pr.CCA Delhi Region, Prasad Nagar, New Delhi and vehicles attached to the officers of the level of SAG & above, who opt for staff vehicle for plying from residence/place to office and back will report directly to the residence/place designated by those officers. No idle mileage is authorized.
- 14 The office/ personnel shall have no direct or indirect liability arising out of negligent, rash and impetuous driving which is an offence under section 29 of IPC and any loss caused to the office/personnel have to be suitably compensated by contractor.
- 15 The vehicles supplied shall be in good condition and shall be free from dents/defects and shall not be shabby in appearance.
- 16 The contractor shall send the vehicle for periodical servicing at his own cost, the office/ personnel will not pay any mileage run for such servicing nor any deduction be made for the duration involved in such servicing. The cost of lubricants, repairs, maintenance, taxes insurance, etc. will be to the contractor's responsibility.
- 17 The lowest bidder shall be considered for signing the contract for the full quantity requirement by the office on regular basis.
- 18 All legal certification & liability shall be the responsibility of the firm.
- 19 The Driver shall never report to the duty under influence of alcohol.
- 20 The vehicles will be required for a minimum 2400 KMs/ 25 days in a month/300 hours per month.
- 21 The vehicles will normally be required to run in Delhi/NCR. The NCR for this purpose will cover the area of Noida, Greater Noida, Ghaziabad, Gurgaon, Faridabad, Ballabgarh and Bahdadurgarh. The vehicles will be required to move beyond these areas occasionally i.e. Punjab, Haryana, Uttarakhand, Uttar Pradesh, Himachal Pradesh, Jammu & Kashmir for inspection, as it comes under jurisdiction of Pr. CCA, Delhi Region.

**22 Penalties:**

- i) In case of break down, vehicles have to be replaced by other vehicle immediately within not more than one hour. In case of non-availability of suitable vehicle a penalty up to Rs. 100/- per hour, not exceeding Rs. 500/- in a day.
- ii) In addition to clause (i) above if the contractor fails to provide the vehicle within one hour of the breakdown and the user has to engage another vehicle then the contractor shall be liable to bear the cost of hiring of vehicle so engaged.
- iii) In case of non-availability of vehicles penalty of Rs.500/- per day or the cost of hiring vehicle from outside, whichever the higher shall be imposed on the contractor.
- iv) In case of non-availability of vehicles during extra hrs. Penalty of Rs.500/- per occasion shall be imposed.

23 A daily record indicating duration of deployment and mileage covered by each of the deployed vehicle from the point of reporting for duty to the point of vehicle released shall be maintained in a log book and shall be got duly certified by the user officer / the office.

24 At the time of payment of bills, the taxes liable to be deducted, if any, shall be deducted at source as per Government Rules and guidelines prevailing at the time of payment.

25 The price quoted shall final for the entire period of contract or the extension on mutual agreement.

**26 SUBLETTING OF WORK- The firm shall not assign or sublet the work or any part of it to any other person or party without having first obtained permission in writing of the O/O Pr.CCA Delhi Region which he/she will be at liberty to refuse if he/she thinks fit.**

**27 FORCE MAJEURE**

- a. In the event of the either party fails to perform its obligations due to Force Majeure by them under the contract, the obligation of the party affected by such Force Majeure shall be suspended for the period during which such cause lasts.
- b. The term 'Force Majeure' as employed herein shall mean acts of God, War, Civil Riots, Flood, Fire and any other natural calamity, directly affecting the performance of the Contract.
- c. Upon the occurrence of such cause and upon its termination, the party alleging that it has been rendered unable to perform as aforesaid thereby, shall notify the other party in writing from the beginning of the cause amounting to Force

Majeure and also the ending of the said cause by giving notice to the other party within 72 hours of the ending of the cause.

- d. Time for performance of the relative obligation suspended by Force Majeure shall then stand extended by the period for which such cause lasts.

**28 Earnest Money (EMD) of Rs.20,000/- (Rupees Twenty thousand only)** also should be deposited along with the **Technical bid document**. The EMD shall be paid in the form of Demand Draft/Pay Order from a nationalized bank in favour of **AO, (Cash) O/o Pr. CCA Delhi Region, payable at New Delhi**. No interest on the EMD amount shall be Paid . Any bid not accompanied by the requisite EMD shall be deemed to be invalid and will be rejected by this office.

### **29 PERFORMANCE GUARANTEE**

- a) The successful bidder shall furnish a performance guarantee of Rs. 60,000/- in the shape of Demand draft/Pay order/Bank Guarantee in the name of AO(CASH)O/o Pr. CCA Delhi Region, within 10 calendar days from the date receipt of letter of intent issued by the office.
- b) EMD of the successful bidder shall be refunded/returned after receipt and acceptance of the Performance Guarantee it or can be converted in Performance Guarantee upon the request of the successful bidder towards full Security Deposit in the valid format. EMD of unsuccessful bidder shall be refunded/ returned after award of work to the successful bidder and signing of contract thereof.
- c) The validity of Performance Guarantee should extend beyond 60 days from the date of expiry of contract.
- d) In the event of breach of contract by the contractor, the performance guarantee will be forfeited and credited to the O/o Pr. CCA accounts.

### **30. CONCILIATION/ARBITRATION**

- a) If any dispute(s) or difference (s) of any kind whatsoever arise between the parties, the Parties hereto shall negotiate with a view to its amicable resolution and settlement through a committee appointed by Pr. CCA, Delhi Region.
- b) In the event no amicable resolution or settlement is reached between the parties within 30 days after receipt of notice by one party, then the disputes or differences are detailed above shall be referred to and settled by the sole arbitrator to be appointed by the Pr. CCA, Delhi Region.
- c) Notwithstanding the existence of any dispute or differences and /or reference for the arbitration, the contractor shall proceed with and continue without hindrance the performance of the work under the contract with due diligence and expedition in a professional manner and the payment due to the contractor shall not be withheld on account of such difference or arbitration proceedings unless such payment is a subject matter of the arbitration..
- d) The arbitration proceedings shall be in accordance with the prevailing Arbitration and Conciliation Act, 1996 and Laws of India as amended or enacted from time to time.

- e) The venue of the arbitration shall be the New Delhi, India. The fee and other charges of Arbitrator shall be determined by the arbitrator in terms of the Act and shall be shared equally between the parties.
- f) The arbitrator will give the speaking and the reasoned award. The parties will not be entitled to any pendent-lite interest during arbitration proceedings.

31 Validity of Bid: 90 days from the date of opening of the technical bid/financial bid.

32 The transporter shall not deploy vehicles hired by the Department for any other purpose or any other business during the validity of the contract.

33 Contract charges shall include monthly salary charges of driver, uniform of drivers, repairs and maintenance of vehicle, insurance, Petrol/Diesel/CNG, engine oil, Perfume bottle, Dry cleaning of Towel/seat covers etc and also any other incidental expenses. However, parking charges/State taxes, Toll taxes, if any, will be borne by the Department.

34 Lowest bidder will be decided on the basis of overall monthly quote for hiring of AC and Non-AC vehicle.



**(Jagdeep Ahuja)**  
**Sr. AO (Admn)**  
**O/o Pr. CCA Delhi Region**  
**Prasad nagar, New Delhi-110005**

**PART- I TECHNICAL BID**

(For hiring of services of DLY Taxi to Office of Pr. Controller of Communication Accounts, DOT Bldg., Prasad Nagar, New Delhi-110005.)

1. Name of Tendering  
Company/Firm/Agency: \_\_\_\_\_  
(Attach copy of registration certificate)
2. Name of proprietor/Director of  
Company/Firm/Agency: \_\_\_\_\_
3. Full Address of Reg.  
Office: \_\_\_\_\_  
Telephone No. \_\_\_\_\_, \_\_\_\_\_ Mobile No \_\_\_\_\_  
Fax No. \_\_\_\_\_ E-mail Add: PAN/GIR No.
4. Income Tax Return for last two years: \_\_\_\_\_  
(Self attested copies to be provided)
5. Details of hiring of vehicle done in the past 1 year: Self attested documents may be provided:-

S.N.	Name & address of the parties to whom vehicles were given on hire.	Period for which the vehicles were hired out.	No.s of vehicle given on hire
6. Service Tax Registration No. \_\_\_\_\_  
(Attach self-attested copy)
7. Details of EMD: DD No. \_\_\_\_\_ Dated \_\_\_\_\_  
Amount:Rs. \_\_\_\_\_ Drawn on Bank \_\_\_\_\_
8. Turnover of the Firm for the Financial Year 2012-13 & 2013-14 \_\_\_\_\_  
(Attach self-attested copy): \_\_\_\_\_

Place:  
Seal

Signature of authorized person  
Name:



**ANNEXURE –“II”****PRICE BID**

To,

The Dy. CCA (Admn.)  
O/0 Pr. CCA Delhi Region  
Prasad Nagar, New Delhi-110005

Sir,

With reference to your letter No. 1-3/CCA-Admn/Vehicle Tender/2015-16 we, quote our rates towards supply of DLY taxis on hire basis:

**MONTHLY BASIS**

S.No	Rates of vehicles to be hired on monthly basis	Rates for AC Cars	Rates for Non-AC Cars	Remarks if any
		SX-4/ Equivalent	Indica Vista / Swift or equivalent	
1	2400 KMs. in a month/25 days/300hrs. per month			
2	For every extra KM beyond 2400 KMs			
3	For every extra Hour beyond 300 hrs.			

**DAILY BASIS**

S.No	Rates of vehicles to be hired on Daily basis	Rates for AC Cars	Rates for Non-AC Cars	Remarks if any
		SX-4/ Equivalent	Indica Vista / Swift or equivalent	
1	Upto 50 KMs/5 hrs ( Half day)			
2	Upto 100 KMs/10 hrs. (Full day)			

S.No	Rates for per KM beyond Delhi/NCR	
1	Rates for SX-4 or equivalent AC Car	
2	Rates for Indica Vista/ Swift/equivalent Non-AC Car	

¥ Service tax as applicable as per Govt. orders from time to time, Toll charges, Parking charges will be extra and on actual basis.

¥¥ I/We accept the terms and conditions stipulated in your above quoted tender enquiry and agree to abide by the same.

¥¥¥ Lowest bidder will be decided on the basis of overall monthly rates for the hiring of AC and Non-AC vehicles.

Yours faithfully,

(Signature of the Tenderer)

Name.....

Address of the firm/Seal.....

Telephone /Mobile No. ....