

Rashtriya Mahila Kosh
Ministry of Women & Child Development
B-12, 4th Floor, Qutab Institutional Area, New Delhi

Dated 04th November, 2016

Subject: Tender notice for hiring of Vehicles/Cars – reg.

Rashtriya Mahila Kosh (RMK) invites sealed Tenders/quotations from registered agencies with the National Capital Territory of Delhi (except those who have been specially blacklisted by the Ministries/Departments for non-performance) for hiring of AC/ non-AC vehicles for official use of the office of RMK, Mahila E-haat and Ministry of WCD as per the terms and conditions enclosed as Annexure-I. The approximate number of vehicles required by RMK in AC category is 5. The number of vehicles may be increased /decreased depending upon the requirement of RMK.

2. The bid should be submitted in a sealed cover in two parts as under:-

a. Technical Bid: Envelop should be superscribed "Technical Bid for Hiring of Vehicles/Cars" and it should contain all technical details as per Annexure-II along with EMD.

b. Financial Bid: The second cover should contain the rates, etc. as per Annexure-III, and it should be superscribed "Financial Bid for Hiring of vehicles/Cars".

Both of these sealed covers are to be put in a bigger cover, duly superscribed as "Bid for Hiring of Vehicles/Cars".

3. The last date for receipt of tender is 30th November, 2016 is at 3.00 PM. The technical bids shall be opened at 3.30 PM on 01st December, 2016 in B-12, 4th Floor, Qutab Institutional Area, New Delhi in the presence of such of the bidders or their representatives, who may wish to remain present. Financial Bid(s) of only those bidder(s) will be opened on a later date whose bids are considered technically acceptable after evaluation. Hypothetical conditions/ incomplete bid will not be entertained. Bids received after the specified date and time shall not be considered.

4. The bidders shall be required to submit demand draft of Rs.10,000/- (Rupees ten thousand only) as earnest money to be withdrawn in favour of Rashtriya Mahila Kosh, New Delhi along with the quotation in technical bid cover. A quotation not accompanied by the demand draft along with Technical bid will be summarily rejected. The earnest money will be refunded

to the unsuccessful tenderers on finalization of the contract. No interest will be payable by the RMK on the Earnest Money finalization of the contract. The successful tenderer will have to deposit performance security at the rate of Rs.1,00,000/- in the name of Rashtriya Mahila Kosh 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 blacklisted. Performance Security will be refunded to supplier without any interest, whatsoever, after it duly performs and completes the contract in all respects.

5. The tender document can be downloaded from the RMK's website i.e.<http://rmk.nic.in/> for any clarification as to the tender documents, Deputy Director (Admn.) of RMK may be contacted on telephone no.26567188 or in person after prior appointment.

6. The sealed quotations in the prescribed form (technical bid and financial bid) may be addressed to Deputy Director, Rashtriya Mahila Kosh, B-12, 4th Floor, Qutab Institutional Area, New Delhi and dropped in the Tender Box of this RMK.

7. The competent authority in the RMK 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.

(Saravanan R)
Deputy Director
Tel.No.26567188

Copy to:-

1. NIC cell, MWCD, Shastri Bhawan with the request to upload this Tender Notice in the Ministry's website.

**Rashtriya Mahila Kosh
Ministry of Women & Child Development**

Terms and conditions for hiring of vehicles/cars on daily/monthly basis for Official use in the RMK & Ministry of WCD, New Delhi

1. The cars/vehicles to be provided should either be registered in the name of the firm/owner or the firm should have them on lease.
2. The AC Cars (Maruti SX4 or equivalent and Swift D'zire or equivalent) to be provided should be in very good condition and should not be of model earlier than 2015. The car should be fitted with proper upholstery and accessories, etc. The non-Ac Cars (Indica or equivalent) to be provided should be in excellent running conditions and shall not be of model earlier than 2015.
4. The period of contract shall be for one year initially from the date of award of the contract subject to further extension, thereafter, on rendering satisfactory services.
5. The drivers of the vehicles provided must follow traffic rules and other regulations prescribed by the Government from time to time. Drivers should be conversant with all important places in Delhi and NCR especially around Central Secretariat.
6. The firm is to ensure that the driver being provided has a valid driving license in his name with not less than one year experience. The drivers should be in uniform/well-mannered and courteous and should always carry a mobile phone with them, as it will enable the officer to contact the Driver at any time. He is to carry all the necessary documents (Registration Certificate, Insurance Papers, PUC Certificate, etc.) with him, while being on duty.
7. The vehicles and Drivers once offered will not be ordinarily changed and in any case not without prior permission of the Ministry. In case the Car/Driver is changed without prior consent of the Ministry, 70 % of the charges payable for the day(s) would be deducted on each occasion.
8. The drivers of the AC vehicle/Cars along with vehicles are to report to the place of requirement as per the directions of RMK/Ministry. There will be no dead mileage. The kilo-meterage for the purpose of 'vehicle run' and 'hours of duty' shall be reckoned from the point of reporting for duty and to the

point of vehicle released. No mileage will be allowed to drivers for lunch /breakfast or for drawal of fuel, etc.

9. The duty point in respect of Non-AC vehicles/Cars would be from Shastri Bhawan to Shastri Bhawan and RMK to RMK, as the case may be. No dead mileage will be permissible from garage to Shastri Bhawan 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).

10. The services shall be provided on 24x7 basis as per the requirement of the RMK..

11. The vehicles are to be insured comprehensively and should have necessary valid permit from the Transport Department/Authority.

12. The contractor/service provider shall be responsible for all litigations arising out of the non-payment of road tax, service tax, etc. and other dues to the appropriate authorities and also for the payment of due compensation to the drivers and any other parties involved in the event of deaths/injuries/damages arising out of accidents and due to various other causes, etc.

13. The approved rate will not be enhanced during the currency of the contract.

14. Actual parking charges/toll taxes/entry taxes/interstate taxes for journey(s) /service taxes will be reimbursed on production of original vouchers/receipt along with hiring charges bill.

15. The antecedents of driver to be deployed should be properly verified and their details (names, address, telephone nos. etc) will have to be provided to this office. In case of change of driver, prior intimation will be required to be given to the general section of the RMK and the user.

16. Firm should be in position to provide standby cars within half an hour of reporting any break down to the contractor telephonically. All expenses, including charges for hiring taxi from open market, are to be borne by the firm, in case of breakdown of a vehicle supplied.

17. The transporter must have all the requisite clearance certificate etc. from the concerned Government agencies as per rules.

18. The bills for hiring of cars would be submitted after the completion of the month. The payment shall be made on monthly basis against a bill duly verified.

19. No advance payment, in any case would be made.

20. No night charges will be payable.

21. Service tax applicable will be paid on billing.

22. The vehicle to be supplied in a very good working condition and well maintained during the contract period. The vehicles will have to be fitted/ provided with the following mandatory additional accessories/utilities at all times.

- (i) Clean seat covers
- (ii) Quality radio music system
- (iii) Reading Lamp
- (iv) Tissue paper box
- (v) Car perfume
- (vi) Mobile charger
- (vii) Seat Belts (Front & Rear)
- (viii) Umbrella during monsoon.

23. The firm should also in a position to cater to additional requirement of cars at short notice at the quoted rates. The number of vehicles may be increased/decreased depending upon requirement of the ministry.

24. The owner/senior representative of the firm should be available round the clock on direct telephone (office as well as residence) so as to respond to the call for vehicles in emergent cases. The mobile number should also be given.

25. All the charges towards repair/servicing, salary of the regular driver and substitute driver, petrol expenses and any other incidental expenses on operation and maintenance of third car would be borne by the firm.

26. The contractor /service provider shall be responsible for complying with obligations under Income Tax, ESI, PF, Contract Labour (Regulations and Abolition)Act, Wages Act, Labour Laws etc and damages to third party arising due to accident, etc.

27. In case of dispute of any kind in any respect whatsoever the decision of ED, RMK shall be final and binding. Any relaxation in terms and conditions in the contract notice will be at the sole discretion of RMK.

28. The car with the Driver should be placed at the disposal of RMK as and when required. RMK would be free to use the hired car in any manner for carrying officials, materials etc. as per its requirements and the firm will not have any objection to it.

29. No compromise will be made by this office towards punctuality, cleanliness, obedience, promptness, behaviours, etc. If the contractor at any point of time during official duty, fails to perform duties, as directed by RMK & Ministry, the security deposit will be forfeited and contract will be cancelled forthwith without any notice by the competent authority.

30. RMK & Ministry will not be responsible for any challan, loss, damage, or accident to the vehicle or to any vehicle or injury.

31. The agreement can be terminated earlier by giving one month's written notice by the Department and three month notice by the Service Provider without assigning any reason and the decision of the competent authority shall be binding on the service provider. No claims for compensation of loss of revenue due to such decision shall be entertained.

32. The vendor may also quote their 15 digits Service tax Code Number in all his bills.

33. The office of the service provider should be located in Delhi/ New Delhi.

34. Penalty will be levied, for the violation of terms and conditions of the contract in the following manner.

(Amount in Rs.)

Sl. No	Violations	Penal Amount per month per car			Amount deducted per day per car	Remarks
		First instance	Second instance	Third instance		
1.	Non-functioning of AC in a car/vehicle	-	-	-	500/-	-
2.	Failure to provide alternate arrangement within one hour of vehicle breakdown	500	1000	2000	-	Rental charges for the day will also not be paid

3.	Tampering with meters of vehicles	500	1000	2000	-	Competent authority has the discretion to terminate the contract along with forfeiture of performance security/blacklist of firm.
4.	Usage of attached vehicles for other private/commercial purposes	2000	-	-	-	For each such contravention
5.	Changes of driver without prior intimation to RMK and the officers with whom the vehicle is attached	500	-	-	-	On each occasion
6.	Delay (more than 30 minutes in reporting for duty by driver/vehicle)	500/-	1000/-	2000/-	-	Rental charges for the day will also not be paid
7	Non-compliance of any other terms an conditions	500/-	1000/-	2000/-	-	For each violation per vehicle.

35. The service providers must be a tax payer and enclose copies of Income Tax Return (ITR) for the last two years.

Technical Bid

The following information/documents are given:-

1. (a) Name of firm :
(b). Registration No of the firm/Agency :
(c). Registered office Address of firm in Delhi:
(d). Name of proprietor/partner of the firm:
and his PAN no.
(e). Telephone no. of the firm :
(f). Mobile no. of proprietor/partner of the firm:

2. PAN No./Service Tax No. :
(Copy to be enclosed)

3. Financial turnover and income tax :
return/ income Tax Clearance certificate
for the last two years
(Copy to be enclosed)

4. Minimum 2 years experience in providing vehicle to Govt./Semi Govt./
Autonomous bodies and also with a certificate from the concerned deptt.
that the contract was successfully completed.

5. Name of the authorized signatory with necessary authority letter to sign
the bid documents on behalf of the firm.

6. A certificate from bidder that all the terms and conditions are acceptable
to him.

Signature _____
Name _____
Company Seal _____

Dated _____

Annexure III

Financial Bid

1. Rates for AC cars (on monthly basis)

	Maruti Sx4/Honda City equivalent	Swift D'zire or equivalent
2400 kms per month for 300 hours per month		
For every extra kms beyond 2400 kms		
Every extra hour beyond 300 hours		

(b) Rates for Non-AC cars (on monthly basis)

	Indica/ Wagon R or equivalent
2400 kms per month for 300 hours per month	
For every extra kms beyond 2400 kms	
Every extra hour beyond 300 hours	

c) Rates for AC cars (as and when required)

	Maruti Sx4/Honda City equivalent	Swift D'zire or equivalent
Rates for 40 km for 5 working hours on any day		
Rates for 100 km for 12 working hours on any day		
Rates or additional hours beyond 10 PM		
Rates per additional km beyond 10 km.		

c) Rates for Non-AC cars (as and when required)

	Indica or equivalent
For 40 kms & 4 hrs per day basis	
For 80 kms & 8 hrs per day basis	
Extra charges for kms.	
Extra charges for Hours	

3. Rates for Innova type vehicles (as a& when required)

	AC	Non-AC
For 40 kms & 4 hrs per day basis		
For 80 kms & 8 hrs per day basis		

Extra charges for kms.		
Extra charges for Hours		

4. Rate for outstation duty

S. No.	Particulars	D'zire or equivalent	Maruti Sx4/Honda City or equivalent	Innova or equivalent
I	Outstation charges per km			

Signature_____

Name_____

Company Seal _____

Dated_____

To
The Deputy Director
Rashtriya Mahila Kosh
Samaj Kalyan Bhawan
B-12, 4th Floor, Qutab Institutional Area,
New Delhi-110016

Subject: Sealed tender for hiring of vehicles/cars

Sir,

With reference to RMKs Notice dated _____ inviting quotations for hiring of vehicles/cars, we hereby submit quotations in the prescribed form (technical bid & financial bid) duly filled in a separate sealed cover.

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

Yours faithfully,

Name _____
Address _____
Telephone _____
Seal of the firm _____