

Shastri Bhavan, New Delhi
Dated: 10th August, 2016

Subject:- Tender Notice for hiring of one latest model Innova Car - reg.

Ministry of Women and Child Development invites sealed Tenders/quotations from registered agencies within the National Capital Territory of Delhi (except those who have been specifically blacklisted by the Ministries/Departments for non-performance) for hiring of latest model Innova Car for official use of the Ministry as per the Terms & Conditions enclosed as **Annexure-I**. The number of Innova Car required by the Ministry is 01 for a period of one year.

2. The bid should be submitted in a **sealed cover** in two parts as under:-
 - a. **Technical Bid:** Envelope should be superscribed "Technical Bid for Hiring of Innova Car" and it should contain all technical details as per **Annexure-II** alongwith 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 Innova Car". Both of these sealed covers are to be put in a bigger cover, duly superscribed as "**Bid for Hiring of Innova Car**"
3. The last date for receipt of tender is **22.08.2016 at 03.00 PM**. The Technical Bids shall be opened at **3.30 PM on the same day i.e. 22.08.2016 in Room No.641, 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.**
4. The bidders shall be required to submit demand draft of Rs.25,000/- (Rupees Sixty 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 in Technical Bid cover. A quotation not accompanied by the Demand Draft alongwith 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 Ministry on the Earnest Money Deposit. The successful tenderer will have to deposit performance security at the rate of Rs.10,000/- per vehicle 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.

5. The tender document can be downloaded from the Ministry's website i.e. www.wcd.nic. For any clarification as to the tender documents, Section Officer (Genl.) 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.621, 'A' Wing, Shastri Bhavan, New Delhi and **dropped in the Tender Box of this Ministry mounted on the wall of Room No.629, 6th Floor, '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 giving any notice or assigning any reason thereof. The decision of Competent Authority will be final and binding.



(B.B. Baseshankar)

Under Secretary to the Govt. of India

Tel.No. 23388513

Copy to:-

1. NIC Cell, MWCD, Shastri Bhavan with the request to upload this Tender Notice in the Ministry's website <http://www.eprocure.gov.in>

Government of India
Ministry of Women & Child Development

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Terms and conditions for hiring of one latest model Innova Car on monthly basis for Official use in the Ministry of Women & Child Development, New Delhi.

1. The Car to be provided should either be registered in the name of the firm/owner or the firm should have them on lease.
2. The Innova Car to be provided should be in very good condition and should not be of model earlier than **2016**. The car should not have run more than **20,000 Kms** on the date of hiring and be fitted with proper upholstery and accessories etc.
3. The period of contract shall be for six months initially from the date of award of the contract subject to further extension thereafter on rendering satisfactory services.
4. 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.
5. The firm should ensure that the driver being provided must possess 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 should carry all the necessary documents (Registration certificate, Insurance Papers, PUC certificate etc.) with him, while being on duty.
6. The vehicles and Drivers once offered will not be changed and in rare case it may be allowed with 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.
7. The Innova car must be made available at any given time and day as desired by the Officer with whom the vehicle is attached.
8. The Innova car should report to the place of requirement as per directions of the Ministry. There will be no dead mileage. The Kilometerage 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 drawl of petrol/diesel/CNG etc.
9. The vehicle should be insured comprehensively and should have necessary valid permits from the Transport Department/Authority.
10. All liabilities, arising out of any legal dispute, accidents, breakdown etc. shall be borne/paid by the firm.
11. The approved rate will not be enhanced during the currency of the contract.
12. Actual parking charges/toll taxes/entry taxes/inter-state taxes for journey(s)/service taxes will be reimbursed on production of original vouchers/receipts alongwith hiring charges bill.



13. The antecedents of driver to be deployed should be properly verified and his details (name, 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 Ministry and the user.
14. 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. A penalty of Rs.500/- per car per day shall be imposed if the transporter fails to provide car on any particular day.
15. There will be no guarantee on the part of the Ministry for use of the Car for a certain minimum mileage in case it is hired on daily basis.
16. The transporter must have all the requisite clearance certificates etc. from the concerned Government agencies as per rules.
17. The bill for hiring of car would be submitted after the completion of the month. The payment shall be made on monthly basis against a bill duty supported by the monthly summary of the Log Book and duly signed by the user or concerned authorized officer of the Ministry.
18. No advance payment, in any case, would be made to the firm.
19. A certificate to be produced by the transporter from the competent authority to certify proper status/functioning of the "kilometer Meter".
20. Service Tax as applicable will be paid on billing.
21. The vehicle to be supplied should be in very good working condition and well maintained during the contract period. The vehicle to be supplied should be excellent mechanically as well as physically i.e. outer body/upholstery etc. should be decent looking.
22. 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 in emergent cases. The Mobile number should also be given.
23. All the charges towards repair/servicing, salary of the Driver, Petrol expenses and any other incidental expenses on operation and maintenance of the hired car would be borne by the firm.
24. In case of dispute of any kind and in any respect whatsoever the decision of HOD, Ministry of Women & Child Development shall be final and binding. Any relaxation in terms and conditions in the contract notice will be at the sole discretion of Ministry of Women & Child Development.
25. The car with the Driver should be placed at the disposal of Ministry of Women & Child Development as and when required. Ministry of Women & Child Development 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.
26. No compromise will be made by this Office towards punctuality, cleanliness, obedience, promptness, behavior etc. If the contractor at any point of time during official duty, fails to perform duties, as directed by the Ministry of Women & Child Development, the Security Deposit will be forfeited and contract will be cancelled forthwith without any notice by the Competent Authority.



27. Ministry will not be responsible for any challan, loss, damage, or accident to the vehicle or to any other vehicle or injury.
28. In case of any compelling circumstances, the contract may be discontinued at any point of time on mutually agreed terms and conditions by giving 30 days advance notice. The Ministry may, for smooth operation of the Contract, require further information/documents/performance security etc. to be notified in writing with due notice to be given in writing.
29. 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.
30. The firm should have operational help line desk which is manned 365x24x7 so as to call for taxi in emergency cases.
31. The vendor may also quote their 15 digits Service Tax Code Number in all bills.

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Technical Bid

The following information/documents are given:-

1. Documents showing proof of ownership in case of own vehicle or in case of lease/hold vehicles a power of Attorney/Affidavit, authorising the bidders to use the vehicle for hiring on stamp paper duly notarised, will have to be submitted.
 2. Make, model & registration number of the Car (copy of Registration Certificate of the Car be enclosed).
 3. Valid driving license of driver
(Copy to be enclosed)
 4. PAN No./Service Tax No.
(Copy to be enclosed)
 5. Copy of last Income Tax Return/
Income Tax Clearance certificate
(Copy to be enclosed)
 6. 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.
 7. (a) Name of Firm:
(b) Registered Office Address of Firm:
(c) Name of Proprietor/Partner of the Firm:
(d) Telephone number of the Firm:
(e) Mobile Number of Proprietor/Partner of the Firm:
 8. Name of the authorized signatory with necessary authority letter to sign the bid documents on behalf of the Firm.
2. A certificate from bidder that all the terms and conditions are acceptable to him.

Signature _____

Name _____

Company Seal _____

Dated _____

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Financial Bid

1. Rate for Innova AC Car (On regular basis Basis) (Petrol, CNG and Diesel)

2400 Kms per month for 300 hours per month : Rs. _____

For every extra Kms beyond 2400 Kms : Rs. _____

Every extra hour beyond 300 hours : Rs. _____

Night Charges from 11.00 PM to 5.00 AM : Rs. _____

Signature _____

Name _____

Company Seal _____

Dated _____

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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 Innova Car

Sir,

With reference to Ministry of Women & Child Development Notice dated _____ inviting quotations for hiring of Innova Car, 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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