

NATIONAL COMMISSION FOR MINORITIES

Block -3, 3rd Floor, C.G.O. Complex,
Lodhi Road, New Delhi-110003

Dated 18.12.2017

TENDER NOTICE FOR HIRING OF TAXIS/CARS

SEALED TENDERS are invited in two bid system (Technical Bid and Financial Bid separately) from reputed Tours and Travels Agencies/companies located in New Delhi/Delhi, for hiring taxis/cars (make: Maruti Ciaz/Ertiga) for the official use of the NCM initially for a period of 3 months. The firm/agency which fulfills the following criteria and accepts the Terms & Conditions as given at Annexure-I may only apply.

- (i) The firm should be registered with relevant authorities.
 - (ii) The firm should have annual turnover of more than 25 lakhs for each of the last three years.
 - (iii) The firms should have at least 07 Nos. of Taxis/cars registered in the name of the firm.
 - (iv) The firm should have three years' experience of providing taxis to two or more Govt. organizations/PSU etc.
 - (v) Earnest Money Deposit of Rs. 10,000/- (Rupees Ten thousand only) by Demand Draft addressed to DDO, National Commission for Minorities should be given along with the Technical bid.
2. The Technical Bid in separate envelope should be submitted along with information/document as per Annexure-II.
3. The Financial Bids in separate envelope should be strictly as per the format given in Annexure-III. The rates quoted in the Financial Bids should be both in words and figures and quotations with any cutting or overwriting in figures will not be considered, unless corrections are countersigned. The financial bid should be properly sealed and signed.

Financial bids of only those firms will be opened, whose technical bids are found in order by the committee of NCM.

Both sealed envelopes should be kept in third sealed envelope super scribing "Tender for Hiring Vehicles" and address to the Under Secretary, NCM, 3rd Floor, Block-3, CGO Complex, New Delhi - 3 should reach to this Authority on or before 08.01.2018.


(Shariq Saeed)
Under Secretary

Copy to: -

1. Website of the NCM

TERMS & CONDITIONS

1. The rates should be quoted in the prescribed format at Annexure-III.
2. The cars to be supplied should be registered in the name of the firm/owner/partner.
3. The car to be provided should be in very good condition and should not be of earlier than 2014 model. The car should have not run more than 30,000 KM on the date of hiring and should be fitted with proper upholstery and accessories etc.
4. The contract would be for three month initially, which is extendable from time to time based on satisfactory performance, without any revision of rates, if agreeable to both.
5. The firm should have at least 3 years of experience in the tours and travel business in providing vehicles /taxis to the Government/PSU Sector and should own at least 07 vehicle of make Maruti Ciaz/Ertiga. Copy of work orders in respect of their existing contract with Govt./PSU Sector may be enclosed.
6. Distance of the garage of the firm should not be more than 15 KMs from CGO Complex.
7. The Drivers of the vehicles provided must follow traffic rules and other regulations prescribed by the Govt. from time to time. Drivers should be conversant with all important places in Delhi and NCR.
8. As these vehicles are to be used by the Senior Officers of the NCM, the firm should ensure that the driver being provided must possess valid driving license with three years 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 of the vehicle (Registration Certificate, Insurance Papers, PUC certificate etc.) with him.
9. The Vehicle must be made available at any given time and day as desired by the Officer with whom the vehicle is attached.
10. The vehicle should report to the place of the requirement as per directions of the Authority. There will be no dead mileage. The Kilometer age for the purpose of 'Vehicle run' and 'hours of duty' shall be reckoned from the point of reporting for duty and to the point at which vehicle is released. No mileage will be allowed to drivers for lunch/breakfast or for drawl of petrol/CNG etc.
11. The vehicle should be insured comprehensively and should have necessary valid permits from the Transport Department /Authority.
12. All liabilities, arising out of any legal dispute, accidents, breakdown etc. shall be borne/paid by the firm.
13. The transporter should provide a landline /mobile number on which he or his representatives can be contacted any time (24x7 Hrs).
14. The approved rates will not be enhanced during the currency of the contract.
15. The successful bidder will also be required to submit within five days copies of the Registration certificate/Insurance Papers, PUC, permits etc. for the cars proposed to be given to this Authority.
16. The antecedents of drivers to be deployed should be properly verified and their 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 this Authority and the user.
17. Firm should be in position to provide stand by Cars within half an hour of reporting any break down to the contractor telephonically. All expenses 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.
18. There will be no guarantee on the part of this Authority for use of the Car for certain minimum mileage in case it is hired on daily basis.

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19. The transporter must have all the requisite clearance certificate etc. from the concerned Govt. agencies as per rules.
20. For each and every vehicle, the driver is required to maintain a log-book i.e. details of various journeys performed during the day since morning till last duty.
21. No advance payment, in any case, would be made to the firm.
22. A certificate to be produced by the transporter from the competent authority to certify proper status/functioning of the 'Kilometer'.
23. The rates should be quoted inclusive of all expenses such as POL, Taxes, Fuel, maintenance, repair and servicing etc.
24. GST as applicable will be paid on billing.
25. The Taxis/car to be supplied should be in very good working conditions 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.
26. The firms should be in a position to supply taxis/cars on short notice as and when needed. The firm would also be required to provide additional taxis/cars at the quoted rates on demand.
27. 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 vehicle in emergent cases. The mobile number should also be given.
28. All the charges towards repairs/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.
29. In case of dispute of any kind and in any respect whatsoever the decision of HOD, NCM shall be final and binding. Any relaxation in terms and conditions in the tender notice will be at sole discretion of NCM.
30. The car with the driver should be placed at the disposal of NCM as and when required. NCM 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.
31. No compromise will be made by this Authority towards punctuality, cleanliness, obedience, promptness, behavior etc. if the Tenderer, at any point of time during official duty, fails to perform duties, as directed by this Authority. The EMD will be forfeited and contract will be cancelled forthwith without any notice by the Competent Authority.
32. The Department will not be responsible for any challan, loss, damage, or accident to the vehicle or to any other vehicle or injury.
33. In case of any compelling circumstance, the contract may be discontinued at any point of time by mutually agreed way by giving 30 days advance notice.
34. The firm must attach satisfactory performance certificate from the Govt. Ministries/Departments/PSU/Corporate, where the transport services are being provided at present.
35. In case of break-down of the vehicle or non-availability of driver, the firm must provide replacement immediately at its own cost.
36. Sealed quotation will be opened by a committee on due date and time. Your authorized representative duly carrying an authorization letter from the firm/company can attend the tender opening.
37. L1 firm will be decided on sum total of service, material, applicable taxes and duties (including exemption sought/granted). The L1 will be determined on total cost basis. In case L1 doesn't supply the requisite quality of vehicle, NCM has the right to place order on L2, L3 and so on as per the balance required quantity at L1 rates. In case L1 firm does not supply the requisite quantity of vehicles, NCM has right to place order on market as per the balance required quantity at L1 rates and the excess payment would be recovered from the L1 firm.



38. The quotation has to be accompanied by an Earnest Money Deposit of Rs. 10,000/- in the form of Demand Draft in favour of "DDO, NCM" Payable at Delhi. The security is refundable without any interest or termination of the contract after deducting any penalty/any liability of any kind imposed by NCM on account of unsatisfactory services.
39. If the contractor after submission of bid and due acceptance of the same i.e. after the award of contract, fails to abide by the terms and conditions of these tender documents, or fails to complete his contract period or at any time repudiates the contract, the NCM will have the right to forfeit the performance security, if deposited by the bidder.
40. The NCM reserves the right to terminate the contract without assigning any reason by giving the contractor one calendar month notice of its intention to do so.
41. The payment will be made on monthly basis on submission of pre-receipted bill(s) duly supported by duly slip(s), log sheet(s) duly signed by the concerned officer or his PS/PA.
42. The Technical Bid will be opened in the presence of available bidders/their representative on 08.01.2018 at 3.00 P.M.
43. Financial Bid of the firms who qualify in the Technical Bid will be opened in the presence of available bidders/their representative.
44. Bids incomplete in any respect shall be liable to be rejected.

Envelope containing quotations in Annexure should be submitted at NCM by hand or by post on or before 08.01.2018 at 3.00 P.M. Quotation received through other mode of correspondence will not be entertained. The envelope should be super scribed as "Quotation for hiring Vehicles" Quotations received without EMD (Earned Money Deposit) will not be considered.

Yours faithfully



(Shariq Saeed)
Under Secretary

TECHNICAL BID**Annexure -II****Check List for technical Bid**

Sl. No.		
1.	Name & Address of Firm/Company/agency	
2.	Telephone No. Landline/Mobile	
3.	Year of Registration/Incorporation	
4.	Service Tax Code No. and PAN No.	
5.	Number of employees as on 30.11.2017	
6.	Annual turnover of the firm for 2014-15, 2015-16, 2016-17, year wise.	
7.	No. of years of experience in providing taxi to Govt. Sector/PSUs	
8.	Name and address of Ministries/Departments and other organizations where firm has provided vehicle on regular/monthly basis during last 3 years.	
9.	Total Number of registered Taxis/Cars of the agency	
10.	Whether EMD Rs. 10,000/- enclosed in the form of Demand Draft	
11.	Whether all documents as listed below have been enclosed	

Certified that all terms and conditions of the NCM are acceptable to us. We are not in any litigation that may affect or compromise delivery of the services as required under this tender. We are not blacklisted by any Central/State Government/Public Sector.

Enclosures:-

- (i) Certificate of registration/incorporation
- (ii) Copy of PAN
- (iii) Copy of Service Tax Code
- (iv) Certificate regarding annual turnover during 2014-15, 2015-16, 2016-17 signed by the auditor/Chartered accountant
- (v) Copy of RCs of 7 Taxi/cars of the bidder
- (vi) Work order and satisfactory performance certificate of having 3 years experience of providing taxi to Govt. organizations/Ministries/Department/PSUs
- (vii) EMD of Rs. 10,000/-

(Signature of the Authorized person)
Name & Designation
Business Address with seal

Place:

Date:

FINANCIAL BID**Annexure-III****Proforma for Rates****(i) Rates for vehicles on monthly basis**

S. No.	Particulars	Make of AC Vehicle	
		Maruti Ciaz	Ertiga
1	2400 KM and 300 hours of duty per month		
1	2400 KM and 300 hours of duty per month		
2	Charges for extra KM on duty beyond 2400		
3	Charges for extra hours of duty beyond 300 hours		

(ii) Rates for vehicles for daily need basis

S. No.	Particulars	Make of AC Vehicle	
		Maruti Ciaz	Ertiga
1	Rates for 80 Km and 10 hours of duty		
2	Rates for 40 Km and 5 hours of duty		
3	Charges for extra KM of duty beyond 80 KM and 40 KM		
4	Charges for extra hours of duty beyond 10 hours and 5 hours		

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

Yours faithfully,

(Signature of the tenderer with date and seal)

Name of taxi stand /firm address and
Office stamp/seal with telephone Number



CHECK LIST FOR TECHNICAL PARAMETERS

S. No.	Documents to be submitted	Yes	No	Pages Nos.	Remarks
1	Whether Annual turnover of the firm for last three financial years attached				
2	Copy of the details of the past experience of providing services in the same filed in the Govt. Ministries/Departments/PSUs, with contact persons and their telephone numbers.				
3	Details of two running contract in Govt. Department /PSUs.				
4	Satisfactory performance certificate from all the Govt. PSU, where the transport service are being provided at present.				
5	Copies of certificates of Incorporation of firm, PAN no. and Services Tax registration				
6	Total Number of Taxis/cars registered with the agency (with copies of RCs)				
7	Whether EMD of Rs. 10,000/- in the form of Demand Draft attached				

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