

D-15014/3/2012-Genl
 Government of India
 Ministry of Drinking Water & Sanitation

8th floor, Paryavaran Bhawan
 CGO Complex, Lodhi Road
 New Delhi- 110003

Dated: - June 1, 2012

TENDER NOTICE

SUB:- RATE CONTRACT FOR HIRING OF DLY TAXI FOR MINISTRY OF DRINKING WATER & SANITATION

Sealed quotation in the enclosed prescribed pro-forma are invited from registered trasporters within the National Capital Territory of Delhi for hiring of a Taxi for the use of this Ministry on monthly as well as on need basis. The said contract is initially for a period of one year.

2. The quotation may be sent in the prescribed proforma at Anexure-II, to Deputy Secretary (Admn.) Ministry of Drinking Water & Sanitation, 8th floor, Paryavaran Bhawan, CGO Complex, Lodhi Road, New Delhi in sealed cover super-scribed 'Quotations for hiring DLY Taxi latest by 3:00PM on 12.06.2012. Quotation may be sent along whth a Pay Order/ Banker's Cheque of Rs. 15,000/- (Rupees Fifteen Thousand only) drawn in favour of P&AO, Ministry of Drinking Water & Sanitation, New Delhi towards Earnest Money Deposit EMD.
3. The contract will be governed by the following terms and conditions:-
 - I). The rates quoted in response to the tender will remain unchanged till the currency of the contract. In case Government decides to increase/decrease the price of petrol/diesel/CNG, Ministry reserve the right to increase / decrease rates depending upon the type of fuel being used as per the prescribed formula as indicated below:-
 - a. *'Revision of the fare due to increase/decrease in the petrol/diesel/CNG price shall be considered by the Ministry in increase/decrease announced by Govt. of India is more than 10% . In case the increase/decrease is beyond 10%, the rates shall be incaredes/ decreased by 1/4th of the percentage increase/ decrease in the fuel prices. For this purpose, firms are bound to furnish list of petrol/diesel/CNG driven vehicles supplied by them on a monthly basis. This statement must indicate petrol/diesel/CNG vehicle separately and must be sent to this Ministry along with their monthly bills. In the absence of this declaration, no increase will be permissible.'*
 - II). The cars of 2010 onward models which are in excellent running condition with immaculate interiors and seat covers only are to be provided. The vehicle to be supplied should be in excellent condition mechanically as well as get-up wise, i.e.

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outer body/upholstery etc. should be decent looking; the cars should be in good mechanical condition and conform to all the relevant rules besides being roadworthy. Cars should be fully upholstered and provided with all other necessary comforts and facilities.

- III). The firm shall be responsible for providing the required number of vehicles as and when required, at any time, even at short notice. The services should be available round the clock. The firm must have a 24hrs. Working telephone system so that the requirement of cars can be met on need at short notice at odd hours. The drivers should have mobile phones so that they could be contacted during duty hours.
- IV). The kilometer mileage for the purpose of 'vehicle run' and 'hours of duty' shall be reckoned from the point of reporting for duty to the point of vehicle released i.e. Paryavaran Bhawan or other such place as selected by the Ministry. No mileage will be allowed to drivers for lunch/breakfast or for drawal of fuel etc. hours are to be calculated from place of reporting and place of relieving of the vehicles. The owner will be reimbursed additional kms and hours beyond the prescribed kms & hours.
- V). The bidder should be a reputed firm/contractor for providing the services of Taxis with an experience of 5 years for providing the said services in Government Officers/ Public Undertakings and also having sound financial standing. Bidder should indicate their yearly turnover, PAN No. Service TAX/ VAT registration No. etc. (Proof needs to be attached.)
- VI). Duty hours of vehicles are normally 8:00 hours per day for all the days of a month. However, actual duty hours/ days shall be specified by actual users of the vehicles.
- VII). The tenderer should enclose a signed copy of the terms and conditions stipulated for award of the contract, conveying his acceptance of the same.
- VIII). The successful tenderer will have to submit a list of all cars proposed to be supplied by them indicating their make, Registration no. model and type of fuel consumed by each car along with their letter of acceptance of his offer.
- IX). The vehicles supplied by the firm may be required to ply in NCR areas, such as NOIDA. Gaziabad, Gurgaon, Faridabad and therefore, vehicle supplied should be fit to run in all such areas.
- X). All expenses will have to be borne by the contractor in case of breakdown of the vehicle supplied. Immediate replacement of the breakdown vehicle will have to

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be provided. The tenderer shall be required to immediately provide standby vehicle in case of any breakdown and penalty will be imposed as in annexure.


- XI). All the charges towards repair/ servicing, salary of the Driver, fuel expenses, any other incidental expenses on operations & maintenance of the hired car would be borne by tenderer. The Ministry will not be responsible for any challan, loss, damage or accident to the vehicle or to any other vehicle or injury. The car would be insured in all respects by the tenderer.
- XII). All liabilities, arising out of any legal dispute, accidents etc. shall be borne/ paid by the tenderer and the Ministry shall not be liable in any manner whatsoever.
- XIII). The car with the Driver would be placed at the disposal of Ministry as and when required. The Ministry would also be free to use the hired car in any manner for carrying officials, luggage & other material etc. as per its requirements and the tenderer will not have any objection to it.
- XIV). Vehicle supplied by the firm will be regularly inspected by nominated Officers for the purpose and in case of non-compliance of any of the conditions; if brought to the notice by the user or the inspecting Officer, a penalty on each fault will be imposed as in Annexure-I. However, if lapses are noted for three consequent times in a row, the contract would be cancelled immediately. This is without prejudice to other stipulated terms and conditions mentioned in the contract and performance security amount of Rs. 40,000/- (Rupees Forty Thousand only) may be forfeited.
- XV). The driver of the vehicle will maintain log-sheets (Log Book) in respect of each car as to analogy of logbook of Govt. Vehicle. The said book/sheet will have to be signed by the actual users and these will have to be sent along with bills of each car to the Ministry.
- XVI). The driver of the car should have valid driving license from the appropriate authority and also should have experience of at least 5 years. He should be well trained to behave with senior officers, punctual and well conversant of the routes of NCR. Antecedents/police verification of driver will be provided by the firm to this Ministry before putting them on duty.
- XVII). The firm will provide well behaved and well trained out driver having thorough knowledge of road maps of Delhi/New Delhi and of NCR. The driver must carry a mobile phone in working condition, for which, no separate payment shall be made by this Ministry.

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- XVIII). Vehicle engaged on monthly basis will NOT be changed and the same vehicle will be deployed with a particular officer and the driver would not be changed without prior notice.
- XIX). The car hired on regular basis are expected to normally remain with the Ministry for official use of during 8:30AM to 5:30PM on all weekdays i.e. Monday to Friday every week, but also be required for longer hours and also on Saturday/ Sunday and other closed holidays.
- XX). Payment of hiring charges will be made on monthly basis. The bills for the use of cars, accompanied by duty slips/ logbook/ sheets will be preferred after each completed month. The bill would be preferred vehicle/ officers-wise, duly certified by the officer concerned.
- XXI). Actual parking charges/toll taxes/entry taxes inter-state taxes for journeys/ service taxes will be reimbursed along with the hiring charges bill. The bill raised by the firm should have all tax registration numbers printed on the bills.
- XXII). The selected firm will have to deposit a contract surety of Rs. 40,000/- (Rupees Forty thousand only) in the form of FDR/ Bank Guarantee hypothecated which should be valid for 60 days beyond the period of contract.
- XXIII). In the event of the contractor backing out of the contract midstream without any explicit consent of this Ministry he will be liable to the recovery of the higher rates vis-à-vis those contracted rates, which may have to be incurred by this Ministry on transportation of officer for the balance period of contract though alternative means. The bill amount of the month would also be forfeited.
- XXIV). The Ministry reserves to right to split the rate contract any more than one agency for different categories of vehicle / packages.
- XXV). The Ministry reserves the right to cancel the contract, at any time, without assigning any reason.
- XXVI). No night charges will be payable.
- XXVII). No compromise will be made by the Ministry towards punctuality, cleanliness, obedience, promptness, behaviors etc. If the tenderer, at any point of time during official duty, fails to perform duties, as directed by Ministry, the Security Deposit will be forfeited and contract will cancelled forthwith without any notice by the Ministry.

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- XXVIII). In case a tender is selected and withdrawn from the bids without the consent of the Ministry his EMD is liable to be forfeited.
- XXIX). All liabilities, arising out of any legal dispute, accidents, etc. shall be borne / paid by the tenderer and the Ministry shall not be liable in any matter whatsoever.
- XXX). Jurisdiction for legal disputes, if any, arising during the currency of the contract, will be Delhi courts only.
4. The quotation received will be opened on the same day i.e. 12.6.2012 at 3:30PM in the Chamber of Deputy Secretary, Paryavaran Bhawan, CGO Complex, Lodhi Road, New Delhi. The tenderer or his representative may, if they so desire, be present at the time of opening of quotations.
5. The Ministry of Drinking Water & Sanitation reserve the right to accept or reject any quotation in full or part without assigning any reasons thereof. The decision of the Ministry in this regard shall be final and binding on the firm. Any clarification in the matter may be obtained from the undersigned on telephone No. 24368612


(K. Narayana Reddy)
Under Secretary to the Govt. of India
Telefax:- 24368612

To,

1. CPP Portal
2. NIC for posting the tender notice in the Ministry's web-site under "Tenders"
3. All the Ministries/ Departments with the request that this may be brought to the notice of the contractor of their representative Ministry/ Department.
4. As per list of firm attached.

Annexure-IPenalty Clauses

Problems	Penalty
<p>Late arrival</p> <p>a) By 10 minutes</p> <p>b) Between 10-30 minutes</p> <p>c) 30 minutes and beyond or does not turn up.</p>	<p>a) Rupees 100/-</p> <p>b) Rupees 500/-</p> <p>c) Rupees 1000/-</p> <p>In all the above cases, the officer concerned, depending upon urgency, can hire a taxi for the day or take a taxi to reach the destination, payment of which shall be borne by the Contractor.</p>
<p>Attire/turnout of the driver</p> <p>a) Inappropriate</p> <p>b) Very inappropriate</p>	<p>a) Rupees 500/- to Rupees 1000/- depending upon the inappropriateness.</p> <p>b) The driver with the vehicle will be sent back and a penalty of Rupees 1000/- will be imposed. A taxi will be hired for the day and payment for the same will be borne by the Contractor.</p>
<p>Unclean vehicle or seat cover/small in the vehicle.</p>	<p>Rupees 100/- for the 1st day</p> <p>Rupees 500/- per day for 2nd consecutive day and beyond.</p>
<p>AC not working/ malfunctioning</p>	<p>The contractor to provide another vehicle in the hours time or else the office can hire a taxi for the day, payment of which will be borne by the contractor.</p>
<p>Breakdown en-route</p>	<p>Office to hire a taxi to reach the destination, payment to be borne by the contractor.</p>
<p>Recurrent malfunctioning/ dissatisfactory vehicle condition</p>	<p>The vehicle will be returned. A taxi will be hired, payment of which will be borne by the Contractor along with a daily fine of Rs. 500/-, till such time a proper vehicle is provided</p>
<p>Driver's poor knowledge of route</p>	<p>Driver to be changed by the contractor. If the contractor doesn't change the driver in 03 days time, the vehicle will be sent back and a taxi hired, payment of which will be borne by the Contractor, along with a fine @ Rs. 500.00 per day.</p>
<p>Driver's behavior</p>	<p>Rs. 500/- to 1000/- depending upon the ravity of the misdemeanor. If the misbehavior continues, then the driver will have to be changed by the contractor. If the contractor doesn't change the driver in 03 days time, the vehicle will be sent back and a taxi hired, payment of which will be borne by the contractor, along with a fine of Rs. 200/- daily.</p>

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ANNEXTURE-II

Format for Furnishing Financial Quotation for Supply of AC / Non-AC DLY Taxis.

Make of the Vehicles

S. No.	Particulars	Indica		Indigo		Esteem		Qualis		Innova	
		AC	Non-AC	AC	Non-AC	AC	Non-AC	AC	Non-AC	AC	Non-AC
1.	80 Km & 8 Hrs. per day										
2.	100 Km & 10 Hrs. per day										
3.	2400Kms & 240Hrs. (Monthly- 30/31 days basis)										
4.	3000kms & 300 Hrs. (Monthly- 30/31 days basis)										
5.	Extra Kms rates for per Km/ for S. No. 1 & 2 above										
6.	Extra Kms/ rates for per Km/ for S. No. 3&4										
7.	Rates for Extra Hours (per Hrs. rates for S. No. 1 to 4)										
8.	Night Charges for Out Station										

1. Certified that all terms and conditions of the NIT are acceptable to us.

Full name of the firm with complete address & Tel. No.

(Signature of the Bidder)

Vineet Kishore