

No.27011/1/2014-Protocol
Government of India
Ministry of Micro, Small & Medium Enterprises
(Protocol Section)

....

Udyog Bhawan, New Delhi
Dated ^{24th} February, 2014

To

As per list attached

Subject : Hiring of DLY Cars (AC & Non- AC) for official use in the Ministry from 1st April, 2014 to 31st March, 2015 - reg.

Sir,

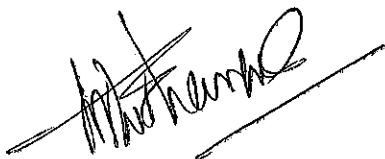
The Ministry of Micro, Small & Medium Enterprises proposes to hire of DLY cars on monthly basis for official use in the Ministry on annual rate contract basis. The number of cars to be hired are expected to be more than two. The Ministry may also hire DLY cars for half day or full day and number of days of hiring may depend upon the requirement and the payment shall be made on prorated basis. Interested parties in the rate contract, may send their quotations in sealed cover to Under Secretary (Protocol), Room No.429-D Udyog Bhawan, New Delhi latest by 3:00 PM on 20.03.2014. The quotations will be opened on the same day at 4:00 PM in Room No.429-D, Udyog Bhawan, New Delhi, in the presence of those tenderers who desire to be present at that time.

1. The terms and conditions of the above contract will be as follows:-
 - (i) The contract will be from 01.04.2014 to 31.03.2015 but can be terminated at any time without assigning any reason if services are not found satisfactory. It will be solely on the discretion of the Ministry.
 - (ii) The contractor shall provide taxis of model not prior to January, 2012 with well behaved skilled drivers having knowledge of routes of Delhi and valid driving license and also having proper uniforms. The vehicles provided by the contractor must have proper and complete documents, which should be shown to the user, if asked for.
 - (iii) The firm should have a minimum of five DLY Cars. A copy of the registration certificate of the DLY Cars should be attached with the quotation. Only those cars to be deployed in respect of which registration certificate has been submitted.

Contd.....2/-



- (iv) The same DLY Car and driver should continue the duty regularly. Frequent change of the DLY Car and driver without assigning valid reasons will not be allowed.
- (v) The number of DLY Cars operated by the firm may be indicated. The past experience may also be indicated, separately.
- (vi) The driver should wear proper uniform and be provided with the Mobile phone. The driver should have sufficient experience and should be well conversant with the routes in Delhi.
- (vii) **The DLY Cars should be made available to the Ministry within thirty minutes of the receipt of the call. The Cars can be requisitioned at odd hours in the night also.**
- (viii) In the case of breakdown of any Car, the contractor shall provide alternate vehicle of same make and model falling which vehicle shall be hired from any other source(s) at the risk and cost of the contractor.
- (ix) The contractor shall maintain the **Log Book** for every trip/requisition separately. The **Log Book** should be got signed by the user which would indicate the opening and the closing meter reading with time and date at the garage and the point of starting/ending the journey by the user. It should be ensured that there is no overwriting in the **Log Book**. In no case, **Log Book** without signature will be accepted in support of the bill for payment.
- (x) **The vehicles are required on monthly basis. There shall be no minimum mileage per day or vehicles on monthly basis. Extra hours shall be over and above 10 hours per day and extra mileage will be over and above 2500 Kms. in a month.**
- (xi) If any duty is not attended to or DLY car fails to report on time, an amount of Rs.1,000/- per duty will be deducted from the subsequent bill of the agency as a penalty.
- (xii) The rates quoted by the bidder shall be valid during the period of contract.
- (xiii) Tampering of meter reading, vehicles usage timing, overwriting of log sheet and misbehavior of driver shall be viewed seriously, leading to even cancellation of contract.



- (xiv) The rates should be submitted in the company's letter-head as mentioned below. No upward revision of rates will be permissible during the contract period. The bill in triplicate along with **Log Book** duly signed and stamped by the user of the vehicle or his representative should be sent to Section Officer (GA), Ministry of MSME, Udyog Bhawan, New Delhi for payment by 7th of the following month.
- (xv) The maintenance cost, charges of petrol, parking charge, road tax, permit fee, passenger tax, border tax, state tax, challans salary of the driver, the overtime of driver etc. are the responsibility of the contractor for which no payment shall be made by Ministry of Micro, Small & Medium Enterprises.
- (xvi) Dead mileage (distance from garage to Udyog Bhawan office and back) will not be allowed.
- (xvii) The Ministry will not be responsible for any loss of vehicle/accident/traffic rules violations etc. while on duty. The safety and security of the Cars and driver will be the sole responsibility of the contractor.
- (xviii) The DLY Cars should be maintained properly. The contractor is not eligible for any claims and/or compensation whatsoever from the Ministry other than the approved rates for the use of DLY Cars.
- (xix) No advance payments shall be made. Bills will be settled as soon as possible on receipt of pre-receipted bills in triplicate. The bills should be accompanied by signed daily duty vouchers. Bills without signed duty vouchers will not be accepted.
- (xx) The rates should be quoted for DLY Cars as under:-
- (a) Rate for 10 hours Per Day (300 hrs. per month)/2500 KMs. Per month on monthly basis}
- (b) Rate for extra KMs. beyond 2500 KMs.}
- (c) Rate for extra hours. (beyond 300 hrs.)

Rates may be quoted for following Cars (AC & Non AC)

- | | | |
|-------|-------------|----------|
| (i) | Tata Indica | (Non-AC) |
| (ii) | Tata Indica | (AC) |
| (iii) | Tata Indigo | (AC) |
| (iv) | Dzire | (AC) |
| (v) | SX4 | (AC) |

Contd.....4/-

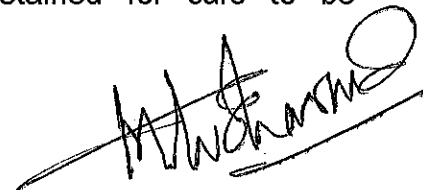


- (vi) Rate may also be quoted, if DLY car is required for daily duty occasionally. It will be evaluated separately.

Rates may be quoted for :

- (i) Tata Indica – Rate for 10 hours/80 KM Daily basis.
(ii) Tata Indigo – Rate for 10 hours/80 KM Daily basis.
- (a) Rate for extra KMs. beyond 80 KMs.
(b) Rate for extra hours beyond 10 hrs.
- (c) Service tax, if any must be quoted failing which no amount would be paid towards service charges.

2. The Ministry reserves the right to accept or reject the tender in full or in part without assigning any reason. Tender should be accompanied by Earnest Money Deposit of Rs.10,000 (Rupees Ten thousand only) in the form of Demand Draft/Banker Cheque addressed in favour of **DDO, Ministry of Micro, Small & Medium Enterprises**, and payable at **New Delhi** otherwise tender will not be considered. Earnest Money Deposit of unsuccessful tenderers will be returned immediately after finalizing the contract. Earnest Money Deposit (EMD) submitted by successful tenderer will be kept as performance guarantee and the same will be returned after successful completion of contract. In case of violation of terms & conditions of the contract, the contract would be cancelled and the performance guarantee would be forfeited. No security would be retained for cars to be requisitioned on daily basis.



(M. L. Sharma)

Under Secretary to the Govt. of India
Tel : 011.23063293

Copy to:- Director, NIC, Ministry of Micro, Small & Medium Enterprises for placing the above tender on website of the Ministry.

PROFORMA FOR TECHNICAL BID

- (i) Name of the firm
- (ii) The transport firm should be well established with at-least 2 years experience in providing services to Govt. Organisation – proof thereof
- (iii) The firm should be registered - proof thereof
- (iv) The firm should have sufficient number of DLY Taxies owned or taken on lease in the name of the firm (There should be minimum five vehicles of the make/model offered for hire), with proof of registration/lease papers.
- (v) The vehicles should be having clean interior; good upholstery and valid Pollution Control Certificate (PUC) – Proof of PUC
- (vi) The vehicles should be of model not prior January 2012 onwards – Proof thereof
- (vii) The firm should provide the following information in respect of at least five DLY taxies as under:
 - (a) Name of driver
 - (b) Residential Address
 - (c) Licence No. & expiry date
 - (d) Residential tel./Mobile No.

The firm hereby undertake to adhere all terms & conditions and provisions mentioned in the NIT No. 27011/20/2012 dated 00.03.2012 failing which the contract is liable to be cancelled and EMD/Security Deposit forfeited

Authorised Signatory

PROFORMA FOR FINANCIAL BID

MONTHLY BASIS RATES

	Hours	Km.	Indica	Indica	Indigo	Dzire	SX4
			AC	Non-AC	AC	AC	AC
Monthly charges (30 days)	300	2500					
Monthly basis Extra Km.							
Monthly Basis Extra Per Hour							

Yours faithfully,

Date: _____

Signature _____

Name _____

Designation _____

Company Name

PROFORMA FOR FINANCIAL BID

DAILY BASIS RATES

	Hours	Km.	Indica	Indica	Indigo	Dzire	SX4
			AC	Non-AC	AC	AC	AC
Daily basis charges	10	80					
Rs. extra Km.							
Rs. extra Per Hour							

Yours faithfully,

Date: _____

Signature _____

Name _____

Designation _____

Company Name _____