Notice Inviting Tender

Subject:- Tender Notice for “Hiring of Vehicles” on contractual basis.

Sealed tenders are invited from reputed transporters/fleet owners/firms having capacity to supply the required number of commercial vehicles (Approx. Ten in quantity) on monthly payment basis as well as on need basis as and when required for a period of one year on contract/outsourcing basis latest by 19-04-2016 up to 03:00 P.M. In case of firm/company, tenderer must provide names and residential address (both existing and permanent) in the format given below:

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Names of the proprietor(s)/director(s)</th>
<th>Current residential address</th>
<th>Permanent residential address</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>B</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

2. The period of contract will be for an initial period of one year from the day as indicated in the letter of commencement and shall be treated for all practical purposes as the date of the commencement of the contract. The contract may be extended for such period as the Ministry of Skill Development and Entrepreneurship deems fit subject to the consent of the service provider. The said extendable period shall purely be at the discretion of Ministry of Skill Development & Entrepreneurship and at the same terms and conditions.

3. Estimated Requirement:

<table>
<thead>
<tr>
<th>Sl. No</th>
<th>Type of vehicle</th>
<th>Approx. Number of vehicles required</th>
<th>Monthly/Need based</th>
<th>Normal place of duty for reporting</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Indigo or equivalent (AC/Non-AC)</td>
<td>Will be finalized later</td>
<td>On Monthly Use</td>
<td>Ministry of Skill Development and Entrepreneurship</td>
</tr>
<tr>
<td>2</td>
<td>Swift Dzire / SX4 or equivalent</td>
<td>Will be finalized later</td>
<td>On Monthly Use</td>
<td>As above</td>
</tr>
<tr>
<td></td>
<td>(AC/Non-AC)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Maruti Ciaz</td>
<td>Will be finalized later</td>
<td>On Monthly Use</td>
<td>As above</td>
</tr>
</tbody>
</table>
The mileage would be calculated from office to office and dead mileage from garage to office shall be limited to maximum 15 km both ways per day.

In case where the vehicle description is multiple like Tata Indigo, Swift Dzire / SX4 / Maruti Ciaz etc. the vehicle model be decided by Ministry of Skill Development and Entrepreneurship and the tenderer shall be liable to accept the same. All vehicles should be of 2015 make or later.

4. Earnest money : Rs. 50,000/- INR (Rs Fifty Thousand Only.)

5. (a) Last date of submission : Up to 03:00 P.M. on 19.04.2016 at Ministry of Skill Development and Entrepreneurship, 2nd Floor Shivaji Stadium Annexe Building, New Delhi-110001

(b) Date and time of opening : At 04:00 PM on 19.04.2016 at Conference Hall of Ministry of Skill Development and Entrepreneurship, 2nd Floor Shivaji Stadium Annexe Building, New Delhi-110001

6. Eligibility Criteria: Firms must provide information/meet following criteria and provide documents as evidence:-

(i) Bidder must be in business of providing transport services for last five years out of which the bidder must have provided 10 or more staff car in each year to a central/state Govt. Ministry/Department/PSU in Delhi during the period 2015-16, 2014-15 and 2013-14. All vehicles should be in the name of the firm or individual bidder in whose name service tax registration has been issued. Copies of work orders from the clients must be attached. Further, the bidder must submit a detailed list of all the vehicles in its name.

(ii) Successful bidder has to provide Performance Security (PS) in the form of Bank Guarantee equivalent to one month’s contract fee. The PS would remain valid for a period of the contract plus 2 months.

(iii) Further, the bidder must obtain satisfactory report from the client concerned in the prescribed format.

(iv) EMD of Rs.50,000/- in the form of Bank Draft.

(v) Firm must have Service Tax Registration No. and Authority with whom registered.

(vi) Firm must have Permanent Account Number for Income Tax

(vii) Firm must provide details of registered office (Address) with Telephone No./Fax/Mobile No.

(viii) Firm must provide details of Address for communication along with Phone No./Fax/Mobile No.
(ix) Certificate to the effect that the tenderer would indemnify Ministry of Skill Development and Entrepreneurship of all liabilities which may accrue during the period of contract.

(x) The bidder should have adequate number of vehicles of the same model (or equivalent) to meet the requirement of Ministry of Skill Development and Entrepreneurship. Model of vehicles should be new and not more than one year old as on January, 2016.

While evaluating bids documents required against above eligibility criteria shall be provided as per this tender and Annexure. Firm shall self-certify each page of the tender document in token of its understanding/acceptance.

7. Instructions for Tenderers

(i) In case of the application being made by a partnership firm, a copy of Partnership Deed is required to be submitted along with the tender.

(ii) In case of the application being made by a Private Limited Company, a copy of the Certificate of Incorporation from the Registrar of Companies, Memorandum and Articles of Association of the company is required to be submitted.

(iii) The tender shall be submitted in sealed cover envelop marked “TENDER FOR HIRING OF VEHICLE SERVICES” on top and addressed to The Deputy Secretary (Administration), Ministry of Skill Development and Entrepreneurship, 2nd Floor Shivaji Stadium Annexe Building, New Delhi-110001 by 03:00 PM on 19.04.2016.

(iv) It is the responsibility of the tenderers to see that the completed bidding documents are submitted by the specified time and date.

(v) The Financial Bid for hiring of vehicles is sought in two formats viz (1) hiring on monthly basis, (2) Hiring on per day (100 km/10 hrs) basis as prescribed in Annexure 5 (A) & 5 (B).

(vi) The Bid should contain the tender form and the below-mentioned documents:

a) Annexure 1 - Earnest money deposit [EMD] of the amount of Rs.50000/- in the form of Demand Draft in favour of PAO, Ministry of Skill Development and Entrepreneurship, 2nd Floor Shivaji Stadium Annexe Building, New Delhi-110001

b) Annexure 2 - Documents relating to registration with Service Tax Authority.

c) Annexure 3 - Copy of the PAN

d) Annexure 4 - A certificate to the effect that the tenderer would indemnify Ministry of Skill Development and Entrepreneurship, 2nd Floor Shivaji Stadium Annexe Building, New Delhi-110001 of any liability which accrues during the contract period with respect to any incident/accident/act on its part or due to working of the driver(s).

All pages of the tender documents must be signed by the firm, in token of its understanding & acceptance.

(vii) The envelope should be marked as “Tender for Hiring of vehicle services”.
(viii) Work will be awarded to the firm found to be eligible and which quoted lowest charges. Firm quoted lowest total monthly charges as per Annexure 5(A) would be awarded contract for regular monthly hiring.

(ix) The tender form (consecutively numbered) along with the Annexure - 1 to 5(A & B) initiated by the authorized representative on each of the page should reach before 03:00 PM on 19.04.2016, addressed to and at the below-mentioned details in sealed condition. "Tender for the Hiring of Vehicle Services".

To
The Director (Administration),
Ministry of Skill Development and Entrepreneurship,
2nd Floor, Shivaji Stadium Annex Building,
New Delhi-110001

(x) The tender will be rejected outright if any of the requisite documents is not attached with the tender form submitted by the tenderer. The tender is also liable to be rejected if any of the terms and conditions as mentioned in the tender form is not fulfilled by the tenderer.

(xi) Validity of bids will be 90 days from closing date of the Tender.

(xii) Tender form can also be downloaded from the website available at the following address:- www.eprocure.gov.in

8. Submission of bids:

i) Bids should be submitted in two separate sealed envelopes.

A) First envelop should contain the following documents pertaining to pre-qualification criteria.
   a. Registration certificate of the firm/agency.
   b. Service Tax registration number.
   c. PAN/Income Tax return (three years).
   d. Balance sheet indicating turn over (Profit/Loss) for three years.
   e. Work Order relating to providing the services in the Government department.
   f. Satisfactory performance report issued on after 01.04.2014.
   g. Bank draft for Rs. 50,000/-
   h. Any other document pertaining to pre-qualification criteria.

Second envelop should contain the financial bid. The financial bid should be exclusive of service tax.

i) Both the sealed envelope should be put in a bigger cover and should be addressed to Deputy Secretary (Administration), Ministry of Skill Development and Entrepreneurship.

__________________________
Director (Administration)
Ministry of Skill Development & Entrepreneurship

Place - New Delhi
Date - 23-3-2016
To
Director (Administration)
Ministry of Skill Development and Entrepreneurship,
2nd Floor Shivaji Stadium Annexe Building,
New Delhi-110001

Sub: Submission of Bid for hiring of vehicle services.

Sir/Madam,

With reference to your tender enquiry no., dated , our
registered office is located at . Detailed address and
contact details are as under:

Tel No. Fax No.

2. For vehicles to be provided to the Ministry of Skill Development and Entrepreneurship,
we have garage/parking place at the address (with telephone No.) given below:

3. I submit herewith my Bid for your kind consideration please. I have read the terms and
conditions and enclosed documents as indicated against Annexure 1 to 4 and Annexure 5 (A&B)
as per instructions given in the tender document.

Yours faithfully,

( )

Enclosures –
1. Check list.
2. Duly signed tender document with terms and conditions as provided by the Ministry
of Skill Development and Entrepreneurship.
3. Annexure – 1 to 4
4. Annexure – 5 (A&B)
A- PRICE SCHEDULE FOR MONTHLY RATE CONTRACT VEHICLE

Details of rate quoted for requirement of vehicle on monthly basis for 3000 kms. per month and 300 hrs. per month. The commencement of the month period and the time shall be decided by Ministry of Skill Development and Entrepreneurship.

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Particulars</th>
<th>Indigo or its equivalent</th>
<th>Maruti SX4 / Swift Dzire</th>
<th>Maruti Ciaz</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>Rate of monthly hiring (3000 Kms. per month &amp; 300 hrs. per month, driven on Petrol/diesel/CNG.)</td>
<td>AC Non AC</td>
<td>Non AC</td>
<td>Non AC</td>
</tr>
<tr>
<td>02</td>
<td>Extra charges per kms for journeys beyond 3000 Kms.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>03</td>
<td>Extra charge per hour for the detention beyond 300 hrs. per month</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

B. For evaluation of bids :-

<table>
<thead>
<tr>
<th>Sl. No</th>
<th>Particulars</th>
<th>Indigo (A/C) or its equivalent</th>
<th>Maruti SX4 / Swift Dzire</th>
<th>Maruti Ciaz</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>Rate of monthly hiring (3000 Kms. per month &amp; 300 hrs. per month, driven on Petrol/diesel/CNG.)</td>
<td>AC Non AC</td>
<td>Non AC</td>
<td>Non AC</td>
</tr>
<tr>
<td>02</td>
<td>Extra charges for 500 kms beyond 3000 kms at the rate given above</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>03</td>
<td>Extra charges for 50 hrs beyond 300 hrs at the rate given above</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>04</td>
<td>Taxes if any</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>05</td>
<td>Total Cost</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

[Signature of tenderer]
**PRICE BID FORMAT FOR NEED BASED VEHICLE**

Details of rate quoted for requirement of vehicle on need basis for 100 kms and 10 hrs. The 100 kms. and period of 10 hrs shall be calculated from office to office basis.

<table>
<thead>
<tr>
<th>Sr.No</th>
<th>Particulars</th>
<th>INDIGO DLS (A/C)/ Ciaz (A/C) / SX4 (A/C)/ Swift Dzire (A/C) or equivalent</th>
<th>Total amount (in Rs.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>Rate of 10 hrs + 100 Kms</td>
<td></td>
<td></td>
</tr>
<tr>
<td>02</td>
<td>Extra charge per hour for the detention beyond 10 hrs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>03</td>
<td>Extra charges per kms for journeys beyond 100 kms</td>
<td></td>
<td></td>
</tr>
<tr>
<td>04</td>
<td>Taxes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>05</td>
<td>Total cost</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

[Signature of tenderer]

**Note:-**

1. The parking charges / toll tax and state tax, wherever applicable shall be paid at actual on submission of receipts.

2. Vehicle tax, road tax etc shall be paid by the successful bidder. Vehicle coming from Noida are required to pay Municipal toll tax of Delhi which shall be the liability of the bidder.

3. In case of increase/decrease in fuel prices no change in the quoted prices will be made during the contract period.

4. For 5 hours and 50 kms requirement the payment shall be made at the rate of 50% of charges quoted at Sl.No.1 above of schedule 5(B).

Signature of the tenderer
Place: ____________________________
Date: ____________________________
ANNEXURE-II
General terms and conditions

1. The contract shall be for the period of one year. The contract may be extended by the Ministry of Skill Development and Entrepreneurship on mutual understanding for a period of one year subject to satisfaction of the service provided during the contract period.

2. There should be a first aid box and air freshener spray in the vehicle.

3. CNG Gas kits are allowed as a fuel in any vehicles as per Govt. norms.

4. The driver should be -
(i) in possession of valid driving license.
(ii) well conversant about the Delhi/NCR routes.
(iii) must carry the mobile phone with him for which, no separate payment shall be made by the Ministry of Skill Development and Entrepreneurship. There should be no frequent change in mobile number. However, in case of any change in mobile number, it should be reported to the authorized officer in the Ministry of Skill Development and Entrepreneurship immediately.
(iv) The driver(s) should come on duty in neat and clean uniform.
(v) One day compulsory rest in a week shall be given to the driver. On the days of rest, if required by Ministry of Skill Development and Entrepreneurship, alternate driver will be provided by the tenderer.
(vi) The driver should obey the instructions of the officer authorized by Ministry of Skill Development and Entrepreneurship in this regard.
(vii) Should have Good Conduct & Character and must produce Police Verification Certificate.
(viii) Certificate from the competent authority. His character and antecedents should also have been verified by the tenderer/agency from the concerned competent District authorities.
(ix) Should have sound health and should be free from any infection, any kind of disability or deformity.
(x) Should have full field vision and free from colour blindness.
(xi) Minimum age should not be less than 18 years and not above 50 years.
(xii) He should maintain the etiquettes, manners and protocol as expected from a trained Driver while on duty.
(xiii) He should not be alcoholic, drug addict or any kind of intemperance.
(xiv) Maintain the vehicles properly.

5. The agency should abide by all statutory requirements for running the vehicle on contract and the Ministry of Skill Development and Entrepreneurship will in no way be liable towards taxes, fee, penalties, cost of fuel, and salary to drivers, maintenance or any other charges payable except the contract price, parking charges and toll tax, if any.

6. The vehicle should have necessary permits from the Transport Department/Authority. Ministry of Skill Development and Entrepreneurship will not be responsible for any challan, loss, damage and accident to the vehicle or any other vehicle or injury to anybody.

7. The vehicle on hire shall be available at all time including Saturdays, Sundays and public holidays.
8. The contractor should have enough resources to repair their cars in minimum possible time. When required, they should be in a position to substitute/replace or arrange extra vehicle at very short notices. In case the vehicle is found not to be in working condition, it shall be returned for immediate replacement. In case no replacement is provided on time, this Ministry would have a right to hire a vehicle from the market and the additional cost incurred by this Ministry on hiring such vehicle will be borne by the contractor.

9. The A/C vehicles should have functional A/c and in case the same is not found in working condition, the rates shall be reduced by 20% for the month of non-performance.

10. Contractor shall comply all statutory Acts, labour laws/regulations/motor vehicle Act etc.

11. All legal obligations which include insurance, pollution control, road tax & other compliances shall be compiled by the contractor. Ministry of Skill Development and Entrepreneurship will not own any responsibility in this regard.

12. The billing will be done on monthly basis, Bill should be neatly typed and submitted in TRIPlicate, in connection with the service to this Ministry in the 1st week of the following month. Payment will be made within 20 days from the receipt of bill, clear in all respect through ECS or PFMS only. TDS shall be deducted as per govt. order/statutory requirement.

13. The driver should not be normally changed unless requested by the using officer or due to weekly rest to the driver. However in case of a written request to change a driver, the contractor would replace the driver within 48 hours.

14. The vehicle should have the comprehensive insurance of vehicle, driver and passengers etc. to cover the risk during the contract period. In case of any accident, all the claims arising out of it shall be met by the contractor and NO claim whatsoever shall be borne by the Ministry of Skill Development and Entrepreneurship.

15. In case of any dispute of any kind and in any respect whatsoever, the Decision of Secretary, Ministry of Skill Development and Entrepreneurship or the any officer authorised by the Secretary, Ministry of Skill Development and Entrepreneurship shall be final and binding.

16. The contractor shall not engage any sub-contractor or transfer the contract to any other person.

17. The fuel tank of the vehicle is to be kept full or which shall be sufficient for at least 250 kms per day. Time consumed/mileage required for intermediate refilling shall not be taken into account.

18. The contractor shall provide a log book in which contractor’s driver shall ensure that travel particulars such as departure time of vehicle from one point to another, time of arrival at destination, the kms covered for the journey, etc. are entered correctly and signed by the officer travelling in the vehicle. The log book with the entries duly completed should be submitted to the officer-in-charge along with the bill at the end of every month. In case, the signatures mentioned above are not obtained, such journey will not be counted for the purpose of payment. If during any particular trip, it is noticed that the driver has not met the time schedule given to him or that he has caused inconvenience to the passenger, penalty clauses will be invoked.
19. The contract vehicle will bear proper monograms “on Govt. of India Duty” in Hindi and English at front and rear of the vehicle or any other monogram as approved by the Ministry of Skill Development and Entrepreneurship.

20. A certificate should be produced by the transporter from the Competent Authority to certify proper status/functioning of the “odometer”. Kilometer reading meter should be completely sealed and should not be tampered. A thorough checking will be conducted from time to time and if found guilty, the Ministry of Skill Development and Entrepreneurship shall have the right to impose penalty of Rs.1000/- as per day for the number of days vehicle has been used and / or cancel the contract.

21. Penalties:-

<table>
<thead>
<tr>
<th>Sl. No</th>
<th>Causes of Penalties</th>
<th>Amount (Rs)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Late reporting</td>
<td>Rs.100/- per hour</td>
</tr>
<tr>
<td>2.</td>
<td>Non reporting</td>
<td>Rs.1,000/- per day</td>
</tr>
<tr>
<td>3.</td>
<td>Older model (other than prescribed model)</td>
<td>20% reduction in quoted rate for each day of default.</td>
</tr>
<tr>
<td>4.</td>
<td>Refusal of duties</td>
<td>50% of proportionate contract charge per day</td>
</tr>
<tr>
<td>5.</td>
<td>Poor maintenance of vehicle</td>
<td>Rs 500/- per month</td>
</tr>
<tr>
<td>6.</td>
<td>Change of driver without justification</td>
<td>Rs.200/- per instance</td>
</tr>
<tr>
<td>7.</td>
<td>Unsafe / rash driving</td>
<td>Rs 500/- per incident</td>
</tr>
<tr>
<td>8.</td>
<td>Stoppage of vehicle due to insufficiency of fuel</td>
<td>Rs.200/- per instance</td>
</tr>
<tr>
<td>9.</td>
<td>Brake down of vehicle more than once a month</td>
<td>Rs.200/- per instance</td>
</tr>
<tr>
<td>10.</td>
<td>For not providing mobile phone to driver</td>
<td>Rs 50/- per day</td>
</tr>
</tbody>
</table>

The decision of the Ministry of Skill Development and Entrepreneurship on all types of penalties, shall be final and binding on the tenderer/Agency/firm.

22. In case for any reason, the commercial vehicle is not provided, the liability of not providing such vehicle and running any other vehicle vests with the service provider only.

23. It is obligatory for the contractor that drivers are paid at least minimum wages according to minimum wages fixed by the Govt. of Delhi from time to time.

24. If any of the terms and conditions (1) to (23) above is not found fulfilled during the currency of contract, the Ministry of Skill Development and Entrepreneurship reserves the right to terminate the contract without assigning any reasons thereof. However, this contract can be terminated with a notice period of one month by the either side.
CHECK LIST FOR THE TENDERER

1. Have you read the tender document in full and understand?

2. Whether you have signed in all the pages of the tender?

3. Whether you have written the rates in figures and words in pen?

4. Whether the original full tender document is being submitted as offer?

5. Whether the EMD is enclosed as per the requirement?

(Signature of the tenderer with seal)

FOR THE USE BY TENDER OPENING COMMITTEE ONLY

1. Due earnest money deposited: Yes / No

2 (i) there are no changes, corrections, additions and overwriting etc. in the general terms and conditions put to tender: Yes / No

(ii) There are ______ Corrections and overwriting in the rates which have been quoted in figure/words numbered from _______ to _______ figure/words.

3. The tender is conditional/unconditional. Please refer covering letter/notes on page _______ there are __________ conditions.

(Tender Opening Committee)
List of information/documents to be submitted

a. Service tax registration No. and the Authority with whom Registered.

b. Permanent Account Number.

c. Registered Office (Address) and parking place/garage within 15 kms only (both side) from the Ministry of Skill Development and Entrepreneurship with Telephone No./Fax No./Mobile No.

d. Must have travel and transport as its nature of business.

e. Tenderer must provide address for communication along with Phone No./Fax No.

f. Copy of partnership deed.

g. Copy of certificate of incorporation and memorandum of association.

h. EMD of Rs. 50,000/-

i. Certificate to the effect that the tenderer would absolve Ministry of Skill Development and Entrepreneurship of any liability which accrues during the contract period.

j. All papers of tender document signed by the firm.
TO BE ISSUED ON LETTER HEAD OF THE MINISTRY / DEPARTMENT / ORGANISATION OF CENTRAL / STATE GOVERNMENT ORGANISATION / PSU IN DELHI.

TO WHOM IT MAY CONCERN

This is to certify that M/s ___________________________ has provided/ has been providing staff car vehicles (total Nos. ___) to this office during the period i.e from _________ to ___________ / continuing as on date.

It is also certified that the transport service provided by the Agency / firm has been quite satisfactory/ not satisfactory and the agency has not been debarred by the Department/organization.

Signature
(Name & Desig. of the Authorised Officer with seal)
Tel. No.-
Email :-