

No. PAO/Fert/Vehicle/2015-16/
Government of India
Office of the Chief Controller of Accounts
Ministry of Chemicals & Fertilizers
7th Floor, 'A' Wing, Janpath Bhawan
Janpath , New Delhi-110001.

Dated 16-11-2015

Notice Inviting Tender

Sub: Rate Contract for hiring of a private taxi for Office of CCA.

The Office of the Chief Controller of Accounts, M/o Chemicals & Fertilizers invites quotations for hiring of a taxi preferably Swift Dzire, Iteos, SX4 etc. in excellent condition/latest Model on monthly basis for official use. The said contract will be initially for a period of one year which may be extended by maximum of two years.

Instruction to the Bidders.

1. The tender should be sent in a sealed cover addressed to Sr. Accounts Officer (Admn) M/o Chemicals & Fertilizers, 7th Floor 'A' wing, Janpath Bhawan, Janpath , New Delhi-110001, super-scribed as "Tender for hiring Private Taxi" containing two separate covers for technical bid and financial bid latest by 08-12-2015 by 3.00 P.M. Quotation should be sent along with a pay Order/Demand Draft of Rs. 10,000/- drawn in favour of PAO, Department of Fertilizers, New Delhi towards Earnest Money Deposit (EMD). The technical bid will be opened on 08-12-2015 at 3.30 P.M. at the above address and those found technically qualified, their financial bids will be opened on the same day. The tenderer or his representative may, if they so desire, remain present at the time of opening of tenders.
2. The bidders should preferably have an experience of providing the services of taxies. However, newly registered firms will also be entertained if they fulfill all other eligibility criteria. Bidders should indicate their Bank A/C No./ A PAN No./Service Tax Registration No. etc (proof needs to be attached) and in case of newly registered firm, the documents may be provided in one month.
3. The bidders should enclosed a signed copy of the terms and conditions stipulated for award of the contract, conveying his acceptance of the same.
4. The selected firm will have to deposit a Performance Security of Rs. 25000/- in the form of FDR/Bank Guarantee Hypothecated which should be valid for 60 days beyond the period of contract.
5. In case, the selected bidder withdraws from the bid without the consent of the Department, his EMD is liable to be forfeited.
6. Self Certificates that the firm has not been blacklisted should be furnished. If it is found out that the Self Certificates by the participating firm is incorrect/wrong or bogus, the firm shall be blacklisted, its bids will be ignored and EMD/Performance security will be forfeited.
7. The Deptt. reserves the right to accept or reject any tender in full or part after physical inspection of the vehicle in order to check and verify the condition of the vehicle and its interiors. The decision of the department in this regard shall be final and binding on the bidders.



Terms & conditions of the contract are as under:-

1. The Car should be in excellent running condition/latest model with immaculate interior and seat covers. The vehicle to be supplied should conform to all the relevant rules besides being roadworthy.
2. The firm must have a 24 hrs working telephone/mobile system so that they can be contacted on need basis at a short notice. The driver should have mobile phone so that he could be contacted any time.
3. 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. Janpath Bhawan or other such place as selected by the department. No mileage will be allowed to drivers for lunch/breakfast or for drawl of fuel etc. Hours are to be calculated from place of reporting and place of relieving of the vehicle. The owner will be reimbursed additional kms and hours beyond the prescribed kms & hours.
4. Duty hours of vehicles are normally 8 AM to 6.30 PM on all the working days of a month & Saturday/Holiday (if required)
5. The vehicles supplied by the firm may be required to ply in NCR areas.
6. All expenses on maintenance/fuel expenses etc. will have to be borne by the contractor. In case of breakdown of the vehicle supplied, the contractor shall be required to immediately provide a standby vehicle.
7. The department will not be responsible for any challan, loss, damage or accident to the vehicle to any other vehicle or injury etc. The car would be insured in all respects by the contractor.
8. All liabilities arising out of any legal dispute, accident etc.. shall be borne/paid by the contractor and the department shall not be liable in any manner whatsoever.
9. Vehicle supplied by the firm will be regularly inspected by nominated officers of the department for the purpose and in case of non-compliance of any of the conditions if brought to the notice by the user or by the inspecting officer, a penalty on each fault will be imposed as deemed fit. 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. 25,000/- may be forfeited.
10. The driver of the vehicle will maintain a log book of the car. The said log book will have to be signed by the Pr. Accounts Office(Admn) and these will have to be sent along with the bills of each car to the department for verification and payment of bills
11. The driver of the car should have valid driving license from the appropriate authority and also should have experience of at least 2 years preferable in Govt. Deptt. Antecedents/police verification of driver will be provided by the firm to this department before putting them on duty. The driver must carry a mobile phone before he is deputed for duty in the department. The car and/or the driver would not be changed without prior notice, and unless it is absolutely necessary.
12. Payment of hiring charges will be made on monthly basis. The rate for extra Km i.e. beyond 2300 kms. and extra hour beyond 230 hours in a month shall be reimbursed. Details in this regard may be seen in the financial Bid as per annexure 'B'.
13. Actual parking charges/toll taxes/entry taxes inter-state taxes for journey/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.
14. In the event of the contractor backing out of the contract midstream without any explicit consent of this department, 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 department on transportation of officer for the balance period of contract through alternative means. The bill amount of the month would also be fortified.
15. The Department reserves the right to cancel the contract, at any time, without assigning any reason.



- 16. The billing will be done on monthly basis, bill should be neatly typed and submitted in duplicate, to this office in the 1st week of the following month. Payment will be made within 15 days from the receipt of bill, clear in all respect through E- Payment. TDS shall be deducted as per Govt. Order/statutory requirement.
- 17. The contractor shall not engage any sub-contractor or transfer the contract to any other person.
- 18. Submission of tender by the tenderer implies that he has read and accepts all the terms and conditions.



Sr. Accounts Officer
(Admn)

Sr. Accounts Officer
Department of Chemicals & Fertilizer
Government of India
Jambath Bazar, New Delhi-1100

Proforma for Technical Bid

1. Name of the firm & address _____

2. EMD Details _____

3. Registration no. tax proof thereof _____

4. PAN No. – proof thereof _____

5. Banker of Agency with full address _____
• (attach bankers certificate of account maintain) _____

6. Experience in providing taxi to Govt. Sector, if any- proof thereof _____

7. Certificate- Not blacklisted etc. _____

(Signature with Name & Address)

Financial Bid

Rates for Swift Dezire, Iteos, SX4 etc. to be quoted 230 Hrs and 2300 Kms in a month (in Rupees).

	Swift Dzire, Iteos, SX4 etc.
Monthly charges	
Extra per Km beyond 2300 kms	
Extra per hour beyond 230 Hrs.	

Dated.

Signature

Name of the Firm.....

Address.....