

F. No. 26011/18/2011-Admn.
Government of India
Ministry of Chemicals & Fertilizers
Department of Fertilizers

Room No. 203, D wing
Shastri Bhawan, R. P. Road,
New Delhi-110001
Dated- 16th May, 2012

To,

Subject: Hiring of taxi-reg.

Department of Fertilizers proposes to enter into a contract for hiring of one (1) vehicle (Maruti SX4 VXi) on monthly basis for official use in the Department on annual rate contract basis. The Department may also hire taxis for half day or full day for which payment will be made on prorata basis and number of days of hiring may depend upon the requirement.

2. Sealed quotation are invited in the enclosed format from reputed tours & travels agencies for including in the panel for hiring cars for a period of one year on enclosed 'terms & conditions'.



(Sanjay Srivastava)
Under Secretary to the Govt. Of India

Ph. 23389364/695

Copy to:-

- 1- NIC Cell for uploading on the website of the Department. A confirmation in this regard may be sent to Admn. Section.
- 2- All Ministries/ Departments of Govt. Of India.

IMPORTANT DATES

- 1- The last date of receiving of the single cover containing the Bid- 30.05.12 (12.00 Noon).
- 2- The date and time of opening Bid- 30.05.12 (3.00 P.M.).



Terms & Conditions

- 1- The firm should be willing to provide vehicles at a short notice- say half an hour.
- 2- The vehicle should be registered with the travel agency and not in the name of any individual and also should be qa insured.
- 3- The firm should furnish certificate indicating the following-
 - a- That the firm shall comply with all the statutory enactments/ provisions in relation to the services offered by them and that the Deptt. Of fertilizers shall not be liable for any infringement etc. in this regard.
 - b- That the firm agrees to indemnify all losses and claim, if any brought upon the Department while discharging duties assigned.
 - c- That the firm agrees that if during the course of engagement of the vehicles to the services of the Deptt. Any harm due to accidents etc. is caused either to the vehicle or to the third party, Department will not be responsible. Any liability arising out of such accident will be the responsibility of the firm only. All incidental expenditure towards repair will be borne by the firm.
 - d- That the firm is willing to be billed on daily basis and the bill for a month to be submitted in the following month.
 - e- That the firm agrees to provide vehicles on daily basis and payment to be made on monthly basis.
 - f- The rates for extra km. i.e. beyond 100 km and extra hours of duty i.e. beyond 10 hrs a day shall be reimbursed.
 - g- That the firm shall submit the duty slips duly filled in and signed by the users or by the Section Officer concerned.
 - h- That the vehicle provided to Department fulfils the norms prescribed by the Government of NCT of Delhi, Department of Transport for hired vehicles.
 - i- That the price quoted in the separate price bid shall remain valid for one year from the date of contract.
 - j- That the driver of the hired taxi will abide by the dress code of the Govt. Of NCT of Delhi and they shall extend due courtesy while providing service. Any deviation in this regard shall attract remedial action by the Department by seeking substitution within a reasonable time.
 - k- The vehicle running in NCR will be treated as local duty only.
- 4- Service Tax Return No. – Proof thereof.
- 5- Latest income Tax clearance certificate- proof thereof.
- 6- PAN No. – Proof thereof.
- 7- Kilometers and time of duty for payment will be considered from garage to garage subject to condition that the stand/ parking place of taxies should be located within a radius of 10 kms from Deptt. Of Fertilizers, Shastri Bhawan, New Delhi-110001.
- 8- The undertaking that the journeys to the destination and back will be through the shortest route and that in case of breakdown of any vehicle ferrying official duty, it shall be the responsibility of the firm to provide a replacement immediately. If no replacement is provided on time, alternative arrangement will be made and the cost thereof will be deducted from the payment to be made to the firm.
- 9- The bid should be accompanied by **EMD of Rs. 10,000/- by way of DD/ pay order in favour of Pay & Accounts Officer, Department of Fertilizers,** payable at New Delhi.

- 10-The firm should undertake that incidental expenditure towards repair will be borne by the firm and they have the capacity of repairing their vehicles in a short time and during repair time the firm would place a substitute vehicle and driver immediately.
- 11-The firm shall maintain the vehicles in good running condition at their own cost.
- 12-The vehicle and the Driver provided to the Deptt. Shall not be changed except under compelling circumstances and after consent of the Ministry/ User.
- 13-Bids with incomplete information in the prescribed proforma are liable to be cancelled.
- 14-The bids should be in the format given in the Annexure I. The rates quoted in the bid should be both in words and figures and quotations with any cutting or overwriting in figures will not be considered. The amount of bids quoted should include all statutory payments excluding service tax. The service tax can be claimed by the firm as reimbursement, on production of proof of service tax payment.
- 15- The 'Bid' should be put in envelope superscribed as **'Quotation for contract for hiring of taxi'** and sealed and addressed to the **"The Under Secretary (Admn.), Department of Fertilizers, Room no. 204, D wing, Shastri Bhawan, New Delhi-110001.**
- 16-Toll Tax, Entry Tax, permit fee for crossing border if any, parking charges will be borne by the Deptt. For which the original receipts should be submitted.
- 17-No compromise will be made by this Department towards punctuality, cleanliness, obedience, promptness, behaviour etc. If the tenderer, at any point of time during official duty, fails to perform duties, as directed by the Department, the EMD will be forfeited and contract will be cancelled forthwith without any notice by the competent authority.
- 18-In case of any dispute of any kind and in any respect whatsoever, the decision of Head of Department (HOD), Department of Fertilizers shall be final and binding. Any relaxation in term & condition will be at the sole discretion of Deptt. Of Fertilizers.
- 19-The contract could be considered for extension based on satisfactory service performed by the firm and by mutual agreement for such further period as may be agreed upon, but not exceeding one year at a time.
- 20-EMD of the successful tenderer will be converted into the security Deposit.
- 21-The security Deposit will be refunded to the firm or adjusted in the payments in the following months and no interest shall be payable on the security Deposit.
- 22-The services of the vehicle should be taken 6 days in a week.

APPLICATION FORM

- 1- Name of the firm-
- 2- Transport experience in NCR-proof thereof.
- 3- Registration- proof thereof.
- 4- Pollution control Certificate – proof thereof.
- 5- Driver's information-
 - i-Name of the Driver.
 - ii-residence Address.
 - iii-Licence no. & expiry date.
 - iv-Mobile no.

(Signature with name & address)

ANNEXURE-I

PROFORMA FOR BID

Rates for (Maruti SX4 VXi to be quoted for 260 hrs and 2600 kms in a month (in Rupees)-

Monthly Rates (in Rupees)

	Hours	Km.	Maruti SX4 Vxi
Monthly charges (26 days)	260	2600	
Extra per Km.			
Extra per hour			
Night charges			

Yours faithfully,

Date:

Signature-----

Name-----

Address-----