

26011/5/2014-Admn.
Government of India
Ministry of Chemical & Fertilizers
(Department of Fertilizers)

Room No. 205 D wing, Shastri Bhawan
New Delhi-110001.

Dated: 17th January, 2014.

TENDER NOTICE

Sub: - RATE CONTRACT FOR HIRING OF A PRIVATE TAXI FOR DEPARTMENT OF FERTILIZERS.

Tenders in the enclosed prescribed Proforma are invited from registered transporters within the National Capital Territory of Delhi for hiring of a Taxi for the use of this Department on Monthly as well as on need basis. The said contract will be initially for a period of one year.

Instruction to the Bidders.

1. The tender may be sent in the enclosed proformas, to Under Secretary (Admn.), Department of FERTILIZERS, Room No. 205- D wing Shastri Bhawan, New Delhi in sealed cover super-scribed "**Tender for hiring Private Taxi**" latest by **12.02.2014 by 12.00 Noon**. Quotation should be sent along with a Pay Order/ Banker's Cheque of **Rs. 10,000/- drawn in favour** of Pay & Accounts Officer, Department of Fertilizers, New Delhi towards Earnest Money Deposit (EMD). The tender received will be opened on the same day i.e. **12.02.2014 at 3.00 PM in the cabin of the undersigned** in Room No 205, D wing Shastri Bhawan, New Delhi. The Tenderer or his representative may, if they so desire, be present at the time of opening of tenders.
2. 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 Offices/ Public Sector 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.).**
3. The tenderer should enclose 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.20, 000/- 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. The Department of Fertilizers reserves the right to accept or reject any tender in full or part without assigning any reasons therefore. The decision of the Department in this regard shall be final and binding on the firm.
7. **Terms and Conditions** of the contract are as under:-
 - i) The cars of **2012 onward models (only Diesel/ Petrol variants)** which are in excellent running condition with immaculate interior and seat covers only are to provide. The vehicle to be supplied should be in excellent condition mechanically as well as get-up wise, i.e. 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 provide with all other necessary comforts and facilities.
 - ii) The firm shall be responsible for providing the required number of vehicles as and when required, at any time, even at short notice. The service 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 basis at a short notice at odd hours. The drivers should have mobile phones so that they could be contacted during duty hours.
 - iii) 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. Shastri 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 vehicles. The owner will be reimbursed additional kms and hours beyond the prescribed kms & hours.
 - iv) Duty hours of vehicles are normally hours per day all the working days days of a month with Saturdays. However, actual duty hours/days shall be specified by actual users of the vehicles.
 - v) 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.
 - vi) All expenses will have to be borne by the contactor in case of breakdown of the vehicle supplied. Immediate replacement of the breakdown vehicle will have to be provided. The contractor shall be required to immediately provide standby vehicle in case of any breakdown.
 - vii) 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 contractor. 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.

- viii) 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.
- ix) The car with the driver would be placed at the disposal of the Department as and when required. The Department would also be free to use the hired car in any manner for carrying officials, luggage & other material etc. as per its requirement and the contractor will not have any objection to it.
- x) 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 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. 20,000/- may be forfeited.
- xi) 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 Department for verification and payment of bills.
- xii) 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 be provided by the firm to of NCR. 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. Vehicle engaged on monthly basis will not be changed and the same vehicle will be deployed with a particular officer. The car and / or the driver would not be changed without prior notice, and unless it is absolutely necessary.
- xiii) **The car hired on regular basis is expected to normally remain with the Department for official use during the whole week i.e. Monday to Saturday and not on closed holidays and Sundays.**
- xiv) **Payment of hiring charges will be made on monthly basis. The rate for extra km. i.e. beyond 2600 kms. and extra hours beyond 260 hours in a month shall be reimbursed. Details in this regard may be seen in the proforma for Bid.**
- xv) 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.
- xvi) 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 Ministry on transportation of officer for the balance period of contract through alternative means. The bill amount of the month would also be fortified.

- xvii) The Department reserves to right to split the rate contract amongst more than one agency for different categories of vehicle/ packages.
- xviii) The Department reserves the right to cancel the contract, at any time, without assigning any reason.
- xix) **No night charges will be payable.**
- xx) No compromise will be made by the Department towards punctuality, cleanliness, obedience, promptness; behaviours etc. if the contractor, at any point of time during official duty, fails to perform duties, as directed by Department, the Performance Security will be forfeited and contract will be cancelled forthwith any notice by the Department.
- xxi) All liabilities, arising out of any legal dispute, accidents, etc. shall be borne/ paid by the Contractor and the Department shall not be liable in any matter whatsoever.
- xxii) Jurisdiction for legal disputes, if any, arising during the currency of the contract, will be Delhi Courts only.

(Sanjay Srivastava)

Under Secretary to the Govt. of India

(संजय श्रीवास्तव)
SANJAY SRIVASTAVA
अवर सचिव / Under Secretary
रसायन एवं उर्वरक मंत्रालय
Min. of Chemicals & Fertilizers
उर्वरक विभाग / Deptt. of Fertilizers
नई दिल्ली / New Delhi

To,

1. NIC for posting the tender notice in the Ministry's web-site under "Tenders".
2. All the Ministries/ Department with the request that this may be brought to the notice of the contractor of their representative Ministry/ Department.

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)

PROFORMA FOR BID

Rates for Indica / Indigo/ Wagon-R /Hyundai i10 (**only Diesel/ Petrol version vehicles**) to be quoted for 260 hrs and 2600 kms in a month (in Rupees)-

Monthly Rates (in Rupees)

	Hours	Km.	Indica	Indigo	Wagon-R	Hyundai i10
Monthly charges (26/27 days)	260	2600				
Extra per Km.						
Extra per hour						

Yours faithfully,

Date:

Signature-----

Name-----

Address-----