

No.26011/3/2015-Admn.
Government of India
Ministry of Chemical & Fertilizers
(Department of Fertilizers)

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

Dated , the 24th Sept., 2015.

TENDER NOTICE

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

The Department of Fertilizers invites quotations from experienced and financially sound tour operators for providing two (2) Private Vehicles preferably **one out of Maruti SX4/Ciaz/Verna and another Maruti Dzire, (Diesel Varieant) in good condition** to enter into a contract for hiring of two (2) private vehicles 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.

Tenders under Two Bid system in the enclosed prescribed Performa are invited for hiring vehicles. 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.

- The tender should be sent in a sealed cover addressed to Under Secretary (Admn.), Department of FERTILIZERS, Room No. 205- D wing Shastri Bhawan, New Delhi, super-scribed as "**Tender for hiring Private Taxi**"; containing two separate covers for technical bid and financial bid latest by **08.10.2015 by 2.00 PM**. Quotation should be sent along with a Pay Order/ Banker's Cheque of **Rs. 20,000/- drawn in favour** of Pay & Accounts Officer, Department of Fertilizers, New Delhi towards Earnest Money Deposit (EMD). The technical bid will be opened on the same day i.e. **8.10.2015 at 3.00 PM in the cabin of the undersigned** in Room No 205, D wing Shastri Bhawan, New Delhi and those found technically qualified, their financial bids will be opened on 09.10.2015 at 3-00PM on the same day in the cabin of the undersigned in Room No 205, D wing Shastri Bhawan, New Delh . The Tenderer or his representative may, if they so desire, remain present at the time of opening of tenders.
- The bidder should have significant experience of providing the services of vehicles. **Bidders should indicate their PAN NO/ Service TAX registration No. etc. (Proof needs to be attached.) and in case of newly registered firm, the document may be provided in one month.**


- The bidders should enclose a signed copy of the terms and conditions stipulated for award of the contract, conveying his acceptance of the same
- 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. In case, the selected bidder withdraws from the bid without the consent of the Department, his EMD is liable to be forfeited.
- The Department of Fertilizers 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 and Conditions of the contract are as under:-

- In view of the specific reasons, it is imperative that a private vehicle is hired for the official use of senior officers as and when required and for general duty purpose. The cars **(one out of Maruti SX4/Ciaz/Verna and another Maruti Dzire (Diesel Variant))** which should be in excellent running condition with immaculate interior and seat covers. 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 vehicle should be in good mechanical condition and conform to all the relevant rules besides being roadworthy.
- The firm must have a 24 hrs working telephone/ mobile system so that they can be contacted on need basis at a short notice at odd hours. The driver should have mobile phone so that he could be contacted any time.
- 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 vehicle. The owner will be reimbursed additional kms and hours beyond the prescribed kms & hours.
- Duty hours of vehicles are normally 8 AM to 6 PM on all the working days of a month including Saturdays.
- The vehicles supplied by the firm may be required to ply in NCR areas, such as NOIDA, Ghaziabad, Gurgaon and Faridabad.

- **All expenses on maintenance/ fuel expenses etc. will have to be borne by the contractor. The contractor shall be required to immediately provide a standby vehicle in case of any breakdown.**
- 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.
- 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.
- 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.
- 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. 20,000/- may be forfeited.
- The driver of the vehicle will maintain log-sheet (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.
- The **driver of the car should have valid driving license** from the appropriate authority and **also should have experience of at least 2 years preferably in Government department.** 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.
- **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 Sundays.**

- **Payment of hiring charges will be made on monthly basis. The rate for extra km. i.e. beyond 2100 kms. and extra hours beyond 260 hours in a month shall be reimbursed. Details in this regard may be seen in the financial Bid.**
- 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.
- 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.
- The Department reserves the right to cancel the contract, at any time, without assigning any reason.
- **Night charges will be paid beyond 10.00 PM.**
- 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.
- 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.



(Sanjay Srivastava)

Under Secretary to the Govt. of India

Tel No 23389364

To

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

TECHNICAL BID

1-Name of the firm & address-

2-EMD details-

DD/ cheque no.....

Dated.....

Amount.....

3-Registration no of Service
Tax Department-proof thereof-

4-PAN no- proof thereof-

5-Pollution control Certificate – proof thereof.

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

7-Driver's information-

I-Name of the Driver.

II-residence Address.

III-Licence no. & expiry date.

IV-Mobile no.

V. Drivers experience of dealing with Senior Officers

Date:

(Signature with name & address)

FINANCIAL BID

Rates for **Maruti SX4/Ciaz/Verna and Maruti Dzire** to be quoted for 260 hrs and 2100 kms in a month (in Rupees)-

Monthly Rates (in Rupees)

| Description | Maruti SX4 (Diesel Variant) | Ciaz | Verna | Maruti Dzire (Diesel Variant) |
|----------------------------------|--------------------------------|------|-------|----------------------------------|
| Monthly charges (26 days) | | | | |
| Extra per Km beyond 2100 kms | | | | |
| Extra per hour beyond 260 hrs | | | | |
| Night Charges after 10-00 PM | | | | |

Yours faithfully,

Date:

Signature-----

Name-----

Address-----