

D-26015/7/2010-PMG  
PRIME MINISTER'S OFFICE  
(General Section)  
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New Delhi, the 29<sup>th</sup> July, 2010

Subject:- Tender Notice for hiring of Cars – reg.

SEALED TENDERS are invited in a two bid system (Technical Bid and Financial Bid separately) from reputed Tours and Travel Agencies / companies located in New Delhi / Delhi, having **an annual turn over of ₹30.00 lakh or more** in the business of tours and travel / vehicle operation, **for hiring of ten cars on monthly basis** for the official use of the Prime Minister's Office, **initially for a period of two year** (for 2400 km per month and 12 hours per day). The Contract can be extended or short-closed on account of unsatisfactory services rendered by the firm, at the discretion of the Prime Minister's Office.

(a) The Technical Bid should be offered in Annexure – I containing the following details:-

- (i) Name of the firm
- (ii) Business address of the firm
- (iii) Location of the Garage
- (iv) Telephone No.
- (v) Mobile No.
- (vi) Annual turnover of the firm (Proof of the same must be attached in the form of CA's Certificate / last 2 years' balance sheet / profit & loss A/c)
- (vii) Copy of the details of the past experience of providing services in the same field in Government Ministries / Departments / PSUs / Reputed Corporate Sectors, with contact persons and their telephone numbers.
- (viii) Copy of PAN No. (with proof)
- (ix) The vehicles should be having valid Pollution Control Certificate – Proof thereof.
- (x) The vehicles should be registered 2009 onwards - **Copy of RCs to be submitted**. Exemption will be granted only for those vehicles which the firm intends to purchase new, which is to be clearly indicated in Technical Bid.
- (xi) The Earnest Money of **₹70,000.00** (₹Seventy thousand only) through a Demand Draft / Pay Order.
- (xii) 15 digits Service Tax Code Number/ VAT Account No.

(b) The Financial Bids should be in strictly as per the format given in the Annexure II. The rates quoted in the Financial Bids should be both in words and figures and quotations with any cutting or overwriting in figures will not be considered, unless corrections are countersigned. The financial bid should be properly sealed and signed.



(c) Financial bids of only those firms will be opened, who are short listed on the basis of the Technical Bid and after inspection of their vehicles by Prime Minister's Office. The firm would be required to bring their vehicles for inspection as and when intimated by the Prime Minister's Office, before the financial bids are opened.

(d) **The Technical and Financial bids should be put in two separate envelopes superscribed as 'TECHNICAL BID' and 'FINANCIAL BID' respectively, and sealed separately.** Both these envelopes should be put in a bigger envelope superscribed as 'Quotation for hiring of vehicles'; and sealed and addressed to "The Under Secretary (Admn.), Prime Minister's Office, South Block, New Delhi-110101".

**Terms and Conditions:**

- i) The vehicles should be in very good working condition and well maintained during the contract period. 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.
- ii) **The hired car could be used beyond agreed kilometres and hours, if required. The owner will be reimbursed @ ₹9.00 per additional km beyond 24000 km for 10 vehicles and ₹30.00 per additional hour beyond 12 hours a day for which the vehicle is hired.**
- iii) **Payment on usage of 10 vehicles will be made on monthly basis, which would be determined on clubbing basis, i.e. 24000 km per month for 10 vehicles and 12 hours per day per vehicle.**
- iv) In addition to the km registered from the reporting place to the relieving place, the actual distance travelled from / to the garage subject to a maximum of 15 km / day for both sides (from / to garage) would be considered while filling duty slips. Hours are to be calculated from place of reporting and place of relieving of the vehicles.
- v) **In case of increase / decrease in the fuel price, hiring charges may be increased / decreased by " $7 \times 30 \times \text{increase / decrease in fuel prices}$ " per vehicle. Rates would be revised only if increase / decrease is above ₹1.00 and would be effective from 1st of following month. No revision would be allowed during the month.**
- vi) The firms should have at least 2 years of experience in the tour and travel business in providing vehicle / vehicle in the Government Sector / PSUs / Corporate Sector and should have an annual turnover of ₹30.00 lakh or more for the last three years.
- vii) The vehicle should not be of earlier than the year 2009. The vehicles proposed to be supplied should either be registered in the name of the firm or in the name of proprietor or in the name of partner(s) of the firm.



- viii) All expenses will have to be borne by the firm in case of breakdown of the vehicle supplied. Immediate replacement of the breakdown vehicle will have to be provided. The owner/firm shall be required to immediately provide standby vehicle in case of any breakdown.
- ix) The owner / senior representative of the firm should be available round the clock on his own direct telephone (office as well as residence) so as to respond to the call for vehicles in emergent cases. The Mobile Number may also be given.
- x) All the charges towards repair/servicing, salary of the Driver, petrol expenses, any other incidental expenses on operations & maintenance of the hired car would be borne by the firm.
- xi) The car should be insured in all respects by the firm. All liabilities, arising out of any legal dispute, accidents, etc. shall be borne / paid by the firm and PMO shall not be liable in any matter whatsoever.
- xii) Jurisdiction for legal disputes, if any arising during the currency of the contract, will be Delhi courts only.
- xiii) The car with the Driver would be placed at the disposal of Prime Minister's Office as and when required. PMO would be free to use the hired car in any manner for carrying officials, material etc. as per its requirements and the firm will not have any objection to it.
- xiv) Tenderers may please quote their unconditional rates strictly in the attached proforma (Annexure-II). The price quoted in the Financial Bid shall remain valid during the contract.
- xv) No advance payment, in any case, would be made to the firm.
- xvi) The Bills for hiring of cars would be submitted after the completion of the month. Bills for supply of cars for any month along with signed duty slips by the user(s) or concerned authorised officer of this office shall be preferred in the first week of the following month for payment.
- xvii) The antecedents of drivers to be deployed should be properly verified and their details (**names, addresses, telephone nos., photograph, copy of driving license etc.**) will have to be provided to his office. Prior permission has to be obtained from this Office before change of any driver.
- xviii) The drivers of the vehicles should be fully conversant with the routes of Delhi Region and should possess valid driving license in their name. The Drivers must be decently dressed, proficient in speaking local languages, well mannered, courteous with proven integrity, healthy personal habits and should always carry a mobile phone with him.



- xix) No compromise will be made by this Office 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 PMO, the Security Deposit will be forfeited and contract will be cancelled forthwith without any notice by the Competent Authority.
- xx) The vehicle and driver provided to PMO shall not be changed except under compelling circumstances and after prior consent of PMO.
- xxi) PMO will not be responsible for any challan, loss, damage or accident to the vehicle or to any other vehicle or injury.
- xxii) The firm may discontinue the Contract by giving a notice of 45 days in writing.
- xxiii) **Penalty Clauses would be as under:**

Sl. No.	Problems	Penalty
1.	Late arrival a) By 10 minutes b) Between 10-30 minutes c) 30 minutes and beyond or does not turn up.	a) ₹ 50.00 b) ₹ 100.00 c) ₹ 200.00 In all the above cases, the officer concerned, depending upon the urgency, can hire a taxi for the day or take a taxi to reach the destination, payment of which shall be borne by the Contractor.
2.	Attire / turnout of the driver a) Inappropriate b) Very inappropriate	a) ₹50.00 to ₹200.00, depending upon the inappropriateness b) The driver with the vehicle will be sent back and a penalty of ₹300.00 will be imposed. A taxi will be hired for the day and payment for the same will be borne by the Contractor.
3.	Unclean vehicle or seat covers / smell in the vehicle	₹50.00 for the 1st day ₹200.00 per day for 2nd consecutive day and beyond
4.	AC not working / malfunctioning	The Contractor to provide another vehicle in an hour's time or else the office can hire a taxi for the day, payment of which will be borne by the Contractor.

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5.	Breakdown enroute	Office to hire a taxi to reach the destination, payment to be borne by the Contractor.
6.	Recurrent malfunctioning / dissatisfactory vehicle condition	The vehicle will be returned. A taxi will be hired, payment of which will be borne by the Contractor along with a daily fine of ₹500.00, till such time a proper vehicle is provided.
7.	Driver's poor knowledge of route	Driver to be changed by the Contractor. If the Contractor doesn't change the driver in 03 days time, the vehicle will be sent back and a taxi hired, payment of which will be borne by the Contractor, along with a fine of ₹200.00 daily.
8.	Driver's behaviour	₹50.00 to ₹250.00 depending upon the gravity of the misdemeanour. If the misbehaviour continues, then the driver will have to be changed by the Contractor. If the Contractor doesn't change the driver in 03 days time, the vehicle will be sent back and a taxi hired, payment of which will be borne by the Contractor, along with a fine of ₹200.00 daily.

xxiv) The tender has to be accompanied by an Earnest Money Deposit of **₹70,000.00** (₹Seventy thousand only) in the form of a Demand Draft / pay order in favour of the Section Officer, Prime Minister's Office, South Block, New Delhi. The successful bidder will have to deposit a Security Deposit of **₹1.75 lakh** (₹One lakh seventy five thousand only) with the Prime Minister's Office in the form of FDR / Bank Guarantee in favour of the Section Officer, Prime Minister's Office, South Block, New Delhi for the due fulfilment of the contractual obligations which is refundable without any interest on termination of the contract after deducting any penalty / any liability of any kind imposed by this Office on account of unsatisfactory services.

xxv) The EMD will stand forfeited if the successful bidder withdraws or on notifying the rates, refuses to accept the tender or violates any other terms & conditions of the tender.

xxvi) The daily record (indicating time and mileage) shall be maintained separately for each vehicle.



xxvii) The contract could be considered for extension based on satisfactory service performed by the firm and by mutual agreement for such further period(s) as may be agreed upon, but not exceeding one year at a time.

xxviii) The successful bidder will also be required to submit within five days copies of Registration Certificate, Insurance papers, PUC, Permits etc. for the cars proposed to be given to this office, failing which his earnest money deposit will be forfeited. Provided however that if the successful bidder proposes to purchase new vehicles, he will be given adequate time but not exceeding 15 days to do so.

xxix) This Office reserves the right to reject any or all the quotations without assigning any reason thereof.

xxx) Bids incomplete in any respect shall be liable to be rejected.

2. The sealed envelopes containing quotations marked 'QUOTATION FOR HIRING OF VEHICLES' should be deposited at the Dak Counter of Prime Minister's Office in South Block **on or before 3.00 PM on 19.08.2010**. The quotations will be opened on the same day at 3.30 PM in the room of Under Secretary (Admn), Prime Minister's Office, South Block, New Delhi in the presence of bidders / their representatives who may like to be present. The quotations received without the earnest money deposit will not be entertained and will be summarily rejected.

3. The Office reserves the right to cancel the contract at any time without assigning any reasons whatsoever.

4. The tender document should be signed by the tenderers on each page in ink and mention at the last page of the tender document "The above terms & conditions laid down in the tender document are acceptable to us and will be binding on us" and countersign the same.



(K. Salil Kumar)

Under Secretary to the Government of India

Tel. No.2308130

Copy to:-

1. All Ministries / Departments for circulation among their contractors.
2. ✓ NIC, Prime Minister's Office – with the request that this may be placed appropriately on the official website of PMO.



TECHNICAL BID

Name of the firm / company / Agency	
Complete Address & Telephone Number	
Location of the Garage with telephone No. and address	
Whether EMD of ₹70,000.00 enclosed in the form of Bank Draft / Pay Order (No. and date)	
Annual turnover of the firm for two years (with proof)	
Name & Address of the Departments / Ministries and other organisations where, at present, vehicles are engaged on regular / monthly basis (self certified duly stamped copies of contract letters be attached).	
PAN Number (with proof)	
Total number of vehicles registered in 2009 onwards with the Agency, which can be provided by the Agency for hiring purpose. (with copy of RCs) / Exemption will be granted only for those vehicles which the firm intends to purchase new (which is to be indicated)	
15 Digit Service Tax Code No. and VAT A/c number (with proof)	
Name, Address & Telephone Number of the proprietor	

(Signature with name &amp; address)



FINANCIAL QUOTATIONMONTHLY HIRE BASIS2400 Kms per month & 12 Hrs / Day

Make of the Car	Rates per vehicle for 2400 km per month & 12 working hours per day
(1) Ambassador /	
(2) TATA Indigo /	
(3) Accent /	
(4) Ford Ikon /	
(5) Maruti D'zire /	
(6) Any other comparable car (to be specified by bidder & accepted as comparable by PMO)	

Current Rate of Taxes applicable:

"The above terms & conditions laid down in the tender document are acceptable to us and will be binding on us"

Signature of authorized signatory

- No. of Cars to be provided may be mentioned along with their model/make.
- RATES OF TAXES TO BE CHARGED SHOULD BE MENTIONED

