

**No.D-26020/04/2008-General-I**  
**Ministry of Social Justice & Empowerment**  
**Government of India**

Dated 12-10-2011

**NOTICE INVITING TENDER**  
(Closing date 1500 hours of 4-11-2011)

**SECTION-I**

On behalf of President of India, Ministry of Social Justice & Empowerment, sealed tenders are invited from prospective Service Providers (preferably having a garage at New Delhi and Faridabad) having minimum five vehicles and holding a valid certificate of one year before the date of NIT from a competent authority of any PSU / Central / State Govt or reputed Private Ltd. Companies / Firms for having executed similar contracts of providing at least five petrol/ diesel/ CNG driven commercial vehicles not older than **2008** models such as Tata Indica/ Indigo, SX4/Maruti Esteem, Swift Dzire, Ambassador etc.

Intending eligible bidders may download Bid Document from our website [www.socialjustice.nic.in](http://www.socialjustice.nic.in). Bidders shall have to deposit Rs. 30,000/- (Rupees Thirty Thousand only) as EMD in the form of Demand Draft along with the bid.

**Schedule to the invitation of Tender**

1. Designation and address of the authority Inviting tender – Under Secretary(A), Ministry of Social Justice & Empowerment, Room No. 240, 'A' Wing, Shastri Bhavan, New Delhi 110115.
2. Tender No.MSJ&E/DLY/2010-11
3. Time and last date of  
Depositing tender/bid ..... 1500 Hrs. of 4-11-2011.
4. Time and date of  
Opening of Tender (**Technical Bid**).....1530 Hrs. of 4-11-2011.
5. Minimum Validity of  
Tender offer ..... 180 days from the date of opening.
6. Type and number of vehicles required ..... Indica Vista Cars (Non AC)= 01

Ambassador/Indigo/Esteem/SX4/For  
d Icon Cars /DZire(AC & Non AC)  
= 0 4 AC This is  
only a tentative requirement, it may  
change upwards or downwards.

7. Duration of contract ..... One Year with an option of extension  
for One more Year.
8. Estimated cost of tender ..... Rs.15.00 lakhs(Rupees fifteen lakhs  
only)
  
9. EMD..... Rs.30,000/- (Rupees Thirty Thousand  
only).

**(Bid Document can be down loaded from Ministry's web site  
[www.socialjustice.nic.in](http://www.socialjustice.nic.in) . The bid must be accompanied by DD for Rs. 30,000/-  
(Rupees Thirty Thousand only) as EMD**

Signature of tender with seal

**SECTION-II**  
**SCOPE OF WORK**

The Bidder is required to provide commercial vehicles fully conforming to RTA/RTO regulation along with fuel, driver etc and carryout periodical maintenance and execute the work through their Supervisor.

Scheduled Works -  
**Monthly KM Hire Slab:**

The vehicles will be requisitioned as per the actual requirement. The Monthly KM hire slab on which cars are required and the estimated number of such **hiring per Month** are tentatively indicated below.

<b>Monthly Hire slab</b>	<b>Quantity of Indica Vista cars (Non AC)</b>	<b>Quantity of Indigo/DZire/Esteem/ Innova/Maruti Hyundai cars (AC)</b>
	<b>Cat. (A)</b>	<b>Cat. (B)</b>
2500 KMs / month	01	04

The Tables shown above is only indicative and for regular work. The actual deployment may vary from time to time depending on work schedule, Ministry's policy, intensity of maintenance and interruption duties and developmental activities etc. **The additional requirement for a short period to meet the 'Peak Operational requirement' if any on day to day basis is also to be met with at the same rate quoted for regular work. The number of such requirement is not anticipated in this tender but may not exceed 25% of the above estimated quantity.**

Signature of tender with seal

## **SECTION-III**

### **SERVICE PROVIDER'S OBLIGATIONS**

1. **Service to be provided** is supply on demand vehicles with licensed drivers, registered as commercial vehicles on hiring basis for running within the jurisdiction of Delhi state. The essence of the contract is to provide Prompt, Punctual, Efficient, Safe, Courteous and Quality Service.
2. **Quantity of Vehicles** to be hired under Plan are shown in the Scope of Work. However the Ministry shall place the order only as per the actual requirement from time to time from the empanelled transporters.
3. **Duty Hours of vehicles are normally for twelve hours per day for 27 days of month (monthly basis)**. However actual duty hours / days shall be specified by actual users of vehicles and it will start from the point wherefrom the officer has been picked.
4. **Notice period for supply of vehicles** shall be one day in advance for Regular requirements. However, the service provider should be able to provide vehicles at very short notice also. Telephonic intimation shall be considered as notice.
5. **Reporting Place for vehicles is MoSJ&E, Shastri Bhavan, New Delhi or any other place** within Delhi/NCR. Actual place of reporting shall be specified by users of vehicles.
6. **Counting of Distance will be from the starting point of the user and closing point wherever user completes his / her travel**. The distance covered each way between user delivery address and the garage/ normal parking place will be allowed on actual basis or 8 KMs whichever is less.
7. **Accuracy of Meters** will be checked periodically by any authorized officer of M/o SJ&E reserves the right to get the meter calibrated or checked at any time at his sole discretion and in the event of any error/fault in the meter being noticed, the bill for the journey undertaken (including those undertaken earlier) would be adjusted, besides any other penal action as decided by M/o SJ&E, which may even lead to termination of Contract.
8. **Miscellaneous Conditions:-** Service Provider should comply with the following:
  - (i) **Telephones-** Telephones, where requisition of vehicles can be conveyed 24 hrs. Telephone Numbers must be specified in the bid.
  - (ii) **Identity Cards-** Proper Identity Cards after verifying the antecedents of his drivers' thro' Local Govt. offices.

- (iii) **Documents of vehicles-** The attested copy of R/C Book and the Insurance policy of vehicles supplied under this contract should be submitted to the authorised person of the M/o SJ&E and will be subject to scrutiny.
- (iv) **Uniforms-** provide his employees uniforms as required under the rules which shall be worn by them all the time while on duty.
- (v) **Statutory Requirements-** It is desirable to have the Registration with EPF, ESI Code, Service Tax, PAN etc. However, if the Service Provider does not possess any or all the above, they should obtain the same if required by law to execute this service, with in one month of commencement of Contract.
- (vi) **Govt.Tax / Levy / Duty** other than Service Tax for plying the vehicles in Delhi State/NCR will be borne by the Service Provider.
- (vii) **Parking / Toll Charges**, if any, may be claimed by Producing valid parking / Toll slips alongwith monthly bills.
- (viii) **Drivers** attested copy of driving license should be submitted during the contractual period.
- (ix) **Consumables** like lubricants, tyres, battery and repairs, maintenance, taxes, insurance, etc. will be to the Service Provider's liability.
- (x) **Assign** driving to only qualified experienced licensed drivers conversant with Delhi/NCR roads, traffic signs and rules and also assume full responsibility for the safety and security of the officers/officials and store items.
- (xi)
- (xii) **Duty Slips** in duplicate copy to be printed and serially numbered by the Service Provider should be got signed by the user officer at the end of duty.
- (xiii) **Vehicles Up-keep** shall be in good condition along with good and clean Seat covers & curtains.
- (xiv) **All drivers should be provided with a duly activated cellphone and uniform.**

9. **Debarring Conditions:-**

- (i) No vehicle should be supplied having registration in the Name of employee of M/o SJ&E or their close relative and a Certificate to this effect be given on the body of bill while submitting claim.
- (ii) No sub-contracting of the Service allotted is permissible by M/O SJ&E. The near relatives of all M/O SJ&E employees either directly recruited or on deputation/contract are prohibited from participation in this tender.
- (iii) The tampering of meter reading, vehicle usage timings, overwriting of Summary / log sheet and misbehaviour of driver while on duty shall be viewed seriously, leading to even cancellation of contract.
- (iv) Service Provider shall not engage any person below 18 years of age.

10. **M/O SJ&E will not have obligation:-**

- (i) No liability whatsoever for payment of wages/salaries other benefits and allowances to his personnel that might become applicable under any Act or Order of the Govt. in this regard and the Service Provider shall indemnify M/O SJ&E against any/all claims which may arise under the provisions of various Acts, Government Orders etc. and any breach of such laws or regulations shall be deemed to be breach of this contract.

- (ii) No direct or indirect liability arising out of such negligent, rash and impetuous driving which is an offence under IPC.
- (iii) Not be responsible for theft, burglary, fire or any mischievous deeds by his staff.
- (iv) Service Provider shall be the employer for his workers and M/O SJ&E will not be held responsible fully or partially for any dispute that may arise between the service provider and his workers.

**11. Penalty for breach of terms & conditions:**

- (i) In case of break down, after their reporting for duty, the vehicles will have to be replaced by same type immediately and in any case within one hour. In case of non-availability of suitable vehicle a penalty upto Rs. 500/- may be imposed in addition to deduction on pro-rata basis for the period. If the number of break down exceeds three times in a month, a penalty of Rs.1000/- per break down shall be imposed.
- (ii) The penalty for absence during extra Hour duty will be Rs.200 per occasion and for temporary absence during duty hours without valid permission shall be Rs.100 per hour of absence.
- (iii) In case of non-availability of vehicles for any particular day penalty of Rs.500/- per day per vehicle shall be imposed in addition to deduction of hire charges on pro-rata basis for the period.
- (iv) If the vehicle provided by the Service Provider is found to be not in good condition or without proper document; the vehicle may be rejected and sent back. No payment shall be made on account of such rejection. However in case of dispute the decision of M/o SJ&E would be final.
- (v) No payment will be made for vehicles supplied by the Service Provider older than 2007 year Model.
- (vi) The contractor should not refuse to provide vehicles against M/O SJ&E's requirement and on each refusal a penalty as given at item (iii) above will be deducted from the running bills besides any other action which may even lead to termination of contract.

**SECTION-IV**  
**GENERAL (COMMERCIAL) CONDITIONS**

**1. Bidder Eligibility:**

1.1 The bidder should have at least One year experience certificate of satisfactory performance in similar services preferably with Government /Public Sector or reputed Private Ltd. Companies / Firms.

1.2 The bidder should own or have on company lease sufficient number (not less than five) of commercial vehicles registered as taxis with permit from RTOs in the name of proprietor/ company/ partners/firm/director, and **not older than two years**. The full details of the vehicles and a clear declaration that the firm will be able to supply commercial vehicles of model not older than 2008 model (year) shall be provided.

**2. Right to Accept or Reject:**

M/O SJ&E shall not be bound to accept the lowest or any tender and reserves to itself the right to accept or reject any bid or to accept whole or a portion of tender, as it may deem fit, without assigning any reason thereof and without incurring any liability to the affected bidder(s) for the action of M/O SJ&E.

**i. Bid Forms (Single Bid Format).**

3.1 **The tender should be submitted in two forms; One Technical Bid and Second Financial Bid. Both the forms be put in one envelope and this envelope should be superscripted “Tender for Hiring Vehicles”. All the three envelope is to be duly sealed.**

3.2 Tender will be opened in the presence of Bidders present on the due date of opening as per schedule mentioned in the NIT.

3.3 Bidder shall furnish the documents as per **Technical Bid Form at Annexure-2. Every page of the bid documents should be signed by the bidder as a token of having read and understood the terms and conditions of the tender.**

3.4 Rates should be quoted as per the Schedule of Requirement & Hire Charges at **Section-V** and should be enclosed to Financial Bid Form at **Annexure-1. The format for Financial Bid should not be changed in any manner.** Addition / deletion / alteration of the text will automatically render the tender invalid and therefore, will be summarily rejected.

3.5 The duly filled tenders must be accompanied with a Demand draft for Rs. 30,000/- (Rupees Thirty Thousand only) as EMD drawn in favour of DDO, Ministry of Social Justice & Empowerment

**3.6 Tender should be dropped in the Tender Box kept in Facilitation Centre, Garage No.8, Shastri Bhavan, New Delhi-110115.**

3.7 The bidder is requested to examine all instructions, forms, terms and specification in the Bid documents. Failure to furnish all the information required as per Bid Documents or submission of the bids not substantially responsive to the Bid

Documents in every respect will be at the bidder's risk and may result in rejection of the Bid.

3.8 A prospective bidder requiring any clarification on the Bid document shall address the US(A), M/O SJ&E in writing. US(A) shall respond in writing to any request for the clarification of bid document which is received not later than 7 days prior to the date of opening of Tender.

3.9 At any time, prior to the date of submission of bid, M/O SJ&E may, for any reason whether at its own initiative or in response to a clarification required by a prospective bidder, modify the bid documents by amendments.

3.10 The amendments shall be notified in the website [www.socialjustice.nic.in](http://www.socialjustice.nic.in) and these amendments will be binding on all bidders.

3.11 The bidder shall bear all costs associated with the preparation and submission of the bid. M/O SJ&E in no case be responsible for these costs regardless of the conduct or outcome of the bidding process.

#### 4. **Bid opening**

M/O SJ&E shall open the cover containing documents in the presence of bidders or their authorized representative who wish to be present at the time of opening of bids on due date. Authorisation letter to this effect shall be submitted by the bidder before they are allowed to participate in the bid opening (Format at **Annexure-4**)

#### 5. **Bid Evaluation**

5.1 The Technical Bids will be evaluated to ascertain whether the bidder fulfils the prescribed conditions. **Financial Bids** shall be evaluated to determine whether they are complete, whether any computational errors have been made, whether documents have been properly signed and whether bids are generally in order.

5.2 If there is a discrepancy between words and figures the amount in words shall prevail. Prior to detailed evaluation, M/O SJ&E will determine the substantial responsiveness of each bid to the bid document. A substantially responsive bid is one, which conforms to all the terms and conditions of bid documents without material deviation. A bid determined as substantially non-responsive will be rejected by M/O SJ&E.

5.3 **The procedure adopted for comparison of substantially responsive bids shall be on the total cost of hire of the services for all types of vehicles indicated in Scope of Work in Section-II, inclusive of all levies and charges except service tax as indicated in schedule at Section V of the bid document. If any bidder is not Quoting for all types of vehicles (i.e A & B) then the bid will be treated as non-responsive.**

#### 6. **Award of Contract**

M/O SJ&E shall consider placement of letter of intent to those bidders whose offers have been found technically, commercially and financially acceptable. The bidder shall within **2 weeks** of issue of letter of intent, give his acceptance along with

performance security in conformity with **clause 17 of Section-IV** and as per format shown in **Annexure-3** of bid document.

**7. Right to vary quantities**

M/O SJ&E reserves the right at the time of award of contract to increase or decrease upto 25% of the required quantity of services specified in the schedule of requirements without any change in hiring charges of the offered quantity and other terms and conditions.

**8. Signing of Contract**

8.1 Upon the successful bidder furnishing the Performance Security the M/O SJ&E shall discharge its bid security in pursuant to **clause 12**.

**9. Annulment of Award**

Failure of the successful bidder to comply with the requirement of **clause 8** shall constitute sufficient ground for the annulment of the award and forfeiture of the bid security in which event M/O SJ&E may make the award to any other bidder at the discretion of M/O SJ&E or call for new bids.

**10. Period of validity of bids**

(i) The bid shall remain **valid for 180 days** after the date of opening of bids. A bid valid for a shorter period shall be rejected by M/O SJ&E as non-responsive.

(ii) A bidder accepting the request of M/O SJ&E for an extension to the period of bid validity, in exceptional circumstances, will not be permitted to modify his bid.

**11. Bid Price.**

11.1 The supplier shall quote price as per schedule given in **Section V** for all types of Vehicles given in the schedule of requirement. The composite price should include all the type of Taxes etc **except service Tax**, as applicable from time to time. However, the basic unit price needs to be individually indicated against the supply under the contract.

11.2 **The price quoted by the bidder shall remain fixed during entire period of Contract & shall not be subject to variation on any account. A Bid submitted with an adjustable price quotation will be treated as non-responsive and rejected.**

**12. Bid Security**

12.1 The bidder must deposit Rs. 30,000/- (Rupees Thirty thousand only) as EMD in the form of Demand Draft in favour of Drawing & Disbursing Officer, Ministry of Social Justice & Empowerment, New Delhi.

12.2 The successful bidder's security will be discharged upon the bidder's acceptance of the award of contract satisfactorily in accordance with **clause 17 of Section-IV** and furnishing the performance security.

**13. The Bid Security may be forfeited:**

13.1 If bidder withdraws his bid during the period of bid validity specified by the bidder in the bid form.

13.2 If the successful bidder fails to furnish performance security in accordance with clause 17 of Section IV

13.3 A bid not secured in accordance with para 2 shall be rejected by the M/O SJ&E as Non-responsive at the bid opening state and returned to the bidder unopened.

13.4 The bid security of unsuccessful bidder will be discharged / returned as early as

possible but not later than 30 days after the expiry of the period of bid validity.

**14. Terms of Payment:**

14.1 The payment shall be made within a reasonable time from the date of receipt of bill in the O/o M/o SJ&E. Monthly bills in respect of vehicles engaged on monthly basis shall be submitted in triplicate to the authority specified in contract along with completed duty slips duly signed by the user by the 5th of the following month for payment. The copy of Service Tax paid Challan for the previous month / quarter as the case may be should be produced along with the bills for payment. In case, the bills are not submitted to M/O SJ&E as per above schedule, it will not take responsibility for delay in payment.

14.2 The triplicate copy of the bill will be returned to the Service Provider duly receipted. The bills should be sent to M/O SJ&E for payment vehicle-wise. It should be ensured that there is no overwriting in the duty slips. In no case, duty slip without signature will be accepted for payment and if it is found so, the amount will be disallowed. All the bills/duty slips should contain the registration number of vehicle failing which, payment may not be made.

14.3 In case the vehicle engaged on monthly basis is to be discontinued during the month, the bill is paid on actual basis, as per terms & conditions.

**15. Duration / Period of Contract:**

**Normally contract will be awarded for 1 (one) year. However, extension for the next year/part thereof will be considered keeping in view the satisfactory performance of the firm.**

**16. Performance Security:**

17.1 Performance Security shall be submitted in the form of Bank Guarantee issued by a scheduled Bank and the Proforma provided in **Annexure-3** of the bid document. The bank guarantee shall remain in force for a period of three months after the expiry of the contract. Performance Security can also be accepted in the form of Demand Draft in favour of Pay and Accounts Officer, Ministry of Social Justice & Empowerment, New Delhi. Performance Security will not bear any interest while in the custody of M/O SJ&E.

16.2 Performance Security will be discharged after completion of Service Provider's performance obligations under the contract.

16.3 If the Service Provider fails or neglects any of his obligations under the contract it shall be lawful for M/O SJ&E to forfeit either whole or any part of performance security furnished by the bidder as compensation for any loss resulting from such failure.

**17. Termination of Contract**

17.1 In case of any default by the Service Provider and in any of the terms & conditions (whether General or Special), M/O SJ&E may without prejudice to any other right/remedy which shall have accrued or shall accrue thereafter, terminate the contract, in whole or in part, by giving 2 clear working days notice in writing to the Service Provider.

17.2 All instructions, notices and communications etc. under the contract given in writing and if sent to the last known place of business under the certificate of posting, by registered post, by speed post or through a messenger, shall be deemed to be served on the date, even in ordinary course of post, these would have been delivered to the Service Provider.

17.3 Notwithstanding anything contained herein, M/O SJ&E also reserves the right to terminate the contract at any time or stage during the period of contract, by giving **two days** notice in writing without assigning any reason and without incurring any financial liability whatsoever to the Service Provider.

#### **18. Termination for insolvency**

M/O SJ&E may also by giving written notice and without compensation to the Service Provider terminate the contract if the Service Provider becomes unwilling, bankrupt or otherwise insolvent without affecting its right of action or remedy as hirer.

#### **19. Insurance**

The Insurance cover protecting the agency against all claims applicable under the Workmen's Compensation Act, 1948 shall be taken by the Service Provider. The Service Provider shall arrange necessary insurance cover for any persons deployed by him even for short duration. M/O SJ&E shall not entertain any claim arising out of mishap, if any, that may take place. In the event of any liability/claim falling on M/O SJ&E, the same shall be reimbursed /indemnified by the Service Provider.

#### **20. Prices:**

20.1 The rates should be on monthly as well as daily basis. The KM slabs for monthly hire is shown in **Scope of Work in Section-V**. The rate for extra per Hour detention and extra per km running is to be indicated in both the cases.

20.2 Rates charged by the Service Provider for the services given under the contract shall not be higher than the rates quoted by the Service Provider in his bid.

20.3 In case of any reduction of taxes and statutory levies (if any) during the contractual period, M/O SJ&E shall take the benefit of decrease in such taxes/duties for the services to be availed from the date of coming into force of revised duties/ taxes.

20.4 In case of increase in taxes/ duties during the contractual period, M/O SJ&E shall be liable to revise the rates as per new taxes/ duties for the services to be availed for the remaining period of the contract.

#### **21. Price**

**No escalation is admissible on any account whatsoever during the entire contract period.**

#### **22. Miscellaneous Conditions:**

22.1 M/O SJ&E reserves right to counter offer price against price quoted by the bidder.

22.2 In case the date fixed for opening of bids is subsequently declared as holiday by the Government of India, the revised schedule will be notified. However, in absence of such notification, the bids will be opened on next working day, time and venue remaining unaltered.

22.3 M/O SJ&E reserves the right to disqualify such bidders who have a record of not meeting contractual obligations against earlier contract entered into with M/O SJ&E and blacklist such bidder / bidders for a suitable period in case they fail to honour their bid without sufficient ground.

**23. Force Majeure:**

If any time, during the continuance of this contract, the performance in whole or in part by either party of any obligation under this contract is prevented or delayed by reason of any war, or hostility, acts of the public enemy, civil commotion, sabotage, fires, floods, explosions, epidemics, quarantine restrictions, strikes, lockouts or act of God (Hereinafter referred to as events) provided notice of happenings, of any such eventuality is given by either party to the other within 21 days from the date of occurrence thereof, neither party shall by reason of such events be entitled to terminate this contract nor shall either party have any claim for damages against the other in respect of such on performance or delay in performance under the contract shall be resumed as soon as practicable after such an event may come to an end or cease to exist, and the decision of M/O SJ&E as to whether the supplies have been so resumed or not shall be final and conclusive, provided further that if the performance in whole or part of any obligation under this contract is prevented or delayed by reason of any such event for a period exceeding 60 days either party may, at his option terminate the contract.

**24. Arbitration:**

24.1 In the event of any question, dispute or difference arising during the period of contract or in connection there with (except as to the matters, the decision to which is specifically provided under this contract), the same shall be referred to sole arbitration of Secretary, Ministry of Social Justice & Empowerment (M/O SJ&E) or any other person appointed by him. In case his designation is changed or his office is abolished then in such case to the sole arbitration of the officer for the time being entrusted whether in addition to the function of the Secretary or by whatever designation such officers may be called (hereinafter referred to as the said officer). In the event of such Arbitrator to whom the matter is originally referred to vacates his office on resignation or other wise or refuses to do work or neglecting his work or being unable to act as Arbitrator for any reasons whatsoever, the Secretary, Ministry of Social Justice & Empowerment shall appoint another person to act as Arbitrator in the place of outgoing Arbitrator and the person so appointed shall be entitled to proceed further with the reference from the stage at which it was left by the predecessor and that the award of the arbitrator shall be final and binding on both the parties. Contractor will have no objection in any such appointment that arbitrator so appointed is an employee of M/O SJ&E or a Government Servant or that he has to deal with the matter to which the agreement relates or that in the course of his duties as a M/O SJ&E employee he has expressed his views on all or any of the matters in dispute. The adjudication of such Arbitrator shall be governed by the provisions of the Arbitrator and Conciliation Act 1996, or any statutory modification or re-enactment there of or any rules made thereunder.

24.2 The venue of Arbitration proceeding shall be Office of M/o SJ&E at New Delhi or such other place as the arbitrator may decide.

24.3 The arbitrator may from time to time with the consent of both the parties enlarge the time frame for making and publishing the award. Subject to the aforesaid Arbitration and Conciliation Act, 1996 and the rules made there under, any modification thereof for the time being in force shall be deemed to apply to the arbitration proceeding under this clause.

**25. Set Off (Recovery of Sum Due):**

25.1 Any sum of money due and payable to the Service Provider (including security deposit refundable to him) under this contract may be appropriated by M/O SJ&E and set off the same against any claim of M/O SJ&E for payment of a sum of money arising out of this contract or under any other contract made by Service Provider with M/O SJ&E.

25.2 In the event of said security deposit being insufficient, the balance of total amount recoverable, as the case may be shall be deducted from any sum due to the Service Provider under this or any other contract with Ministry of Social Justice & Empowerment. Should this amount be insufficient to cover the said full amount recoverable, the Service Provider shall pay to Ministry of Social Justice & Empowerment on demand the balance amount, if any, due to Ministry of Social Justice & Empowerment within 30 days of the demand by M/O SJ&E.

( Vinod Kumar Sharma )  
Under Secretary(A)  
Tele:23382184

**Copy to:**

All Ministries/Departments of the Government of India, New Delhi. It is requested that wide publicity of this tender notice may please be given to contracted engaged by them for this job to submit their quotations, if they are willing and fulfill the conditions

**SECTION-V**  
**(FINANCIAL BID)**

**SCHEDULE OF REQUIREMENT AND HIRE CHARGES**

**PLAN- (Scheduled Works): Monthly KM Hire Slab:**

Slab No	Monthly KM Hire slab	Hire Charges per vehicle ( Rs) Unit (per month) Slab Rate	
		Tata Vista Indica cars (Non AC)  Rate per car	Tata Indigo / Maruti SX4/Maruti Dzire /Ford Ikon/Innova/Hyundai Accent  Rate per car ( AC )
		Category – A	Category - B
1	2500 KM Average (12 hours)	Rs. (In figure) Rs. (In words)	Rs. (In figure) Rs. (In words) Rs. (In figure) Rs. (In words)

a) For extra KM beyond 2500 KM per month (Rs./KM) for category

A \_\_\_\_\_ & B \_\_\_\_\_

b) Detention charges beyond duty of 12 hours (Rs./Hr.) .. A \_\_\_\_\_ &

B \_\_\_\_\_

(TENTATIVE QUANTITY IS GIVEN IN SECTION – II ABOVE IN THIS BID DOCUMENT)

**Note – SERVICE TAX AS APPLICABLE WILL BE EXTRA.**

**PLAN- (Scheduled Works): Daily KM Hire Slab:**

Hire Charges per vehicle ( Rs) Unit (per day) Slab Rate	
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Slab No	Daily KM Hire slab	Tata Vista Indica cars (Non AC) Rate per car	Tata Indigo / Maruti SX4/Maruti DZire /Ford Ikon/Innova/Hyundai Accent Rate per car (AC) Category - B
		Category – A	
			Rs. (In figure) Rs. (In words) Rs. (In figure)
1	80 KM(8 hours )	Rs. (In figure) Rs. (In words)	Rs. (In figure) Rs. (In words) Rs. (In figure)
2	40 KM(4 hours )	Rs. (In figure) Rs. (In words)	Rs. (In words)

a) For extra KM beyond 80 KM/day (Rs./KM) for category A\_\_\_\_\_ & B\_\_\_\_\_

b) Detention charges beyond duty of 8 hours (Rs./Hr.) A\_\_\_\_\_ & B\_\_\_\_\_

c) Detention charges beyond duty of 4 hours (Rs./Hr.) .. A\_\_\_\_\_ & B\_\_\_\_\_

**Note – SERVICE TAX AS APPLICABLE WILL BE EXTRA.**

## FINANCIAL BID

Tender No.....  
.....

Date

A : (Name & Address of the Purchaser)

Dear Sir,

1. Having the conditions of contract and services to be provided Nos..... the receipt of which is hereby duly acknowledged, we, undersigned, offer to provide commercial vehicles in conformity with the conditions of contract and specifications for the sum shown in the **Schedule of Requirement & Hire Charges** attached herewith and made part of this Bid.
2. We undertake, to enter into agreement within one week of being called upon to do so and bear all expenses including charges for stamps etc and agreement will be binding on us.
3. **If our Bid is accepted, we will furnish the guarantees of a Scheduled Bank for a sum not exceeding 10% of the contract sum for the due performance of the Contract.**
4. We agree to abide by this Bid for a period of 180 days from the date fixed for Bid opening and it shall remain binding upon us and may be accepted of any time before the expiration of that period.
5. Until an agreement is signed and executed, this Bid together with your written acceptance there of in your notification of award shall constitute a binding contract between us.
6. Bid submitted by us is properly sealed and prepared so as to prevent any subsequent replacement.
7. We understand that you are not bound to accept the lowest or any bid, you may receive.

Dated this .....Day of .....2011.

Signature of

In capacity of

Duly authorized to sign the bid for and on behalf of .....

Witness .....

Address .....

Signature

**Encls:** Schedule of Requirement & Hire charges

**ANNEXURE-2**

**SUB: HIRING OF VEHICLES FOR COMMERCIAL USE**

Tender Ref:

Date:

**TECHNICAL BID**

To be filled in by the Bidder (enclose copy of documents to support your statement)

1.	Name and Postal Address of the Bidder: _____ _____ _____ Phone: _____ Mobile: _____ Fax: _____ E-Mail: _____
2.	Is your concern Recognised / Registered (Attach Photocopy as a proof)      Y <input type="checkbox"/> N <input type="checkbox"/> Tick as applicable a. Recognized by Govt. of India as Tourist Transport operator b. Registered under Companies Act c. Registered under Shops and Establishment Act d. Registered as firm e. Proprietorship / Any other category (please specify) f. Sister concern of .....(please specify name)
3.a	Income Tax Permanent account Number (PAN) : (attach Proof)
3.b	Service Tax Registration Number : (attach Proof)
4.	Experience (attach performance Certificate from the Govt. / PSU Companies / Public Agencies / Firms. : _____ Years
5.	Detailed Statement of Registered commercial vehicles of 2 year old or less as per format at <b>Annexure-2A</b> .
6.	Bid documents duly signed and self attested.

**PERFORMANCE SECURITY BOND**

In consideration of Ministry of Social Justice & Empowerment, New Delhi having agreed to exempt \_\_\_\_\_  
\_\_\_\_\_ (here in after called the said Service Provider(S) from the demand of security deposit / earnest money of Rs. \_\_\_\_\_ on production of Bank Guarantee for Rs. \_\_\_\_\_. For the due fulfillment by the said Service Providers of the terms & conditions to be contained in an Agreement in connection with the contract for supply of \_\_\_\_\_ we, (name of the bank) \_\_\_\_\_ (here in after referred to as "the Bank") at the request of \_\_\_\_\_ Service Provider's do hereby undertake to pay to the M/O SJ&E, \_\_\_\_\_ an amount of not exceeding \_\_\_\_\_, against any loss or damage caused to or suffered or would be caused to or suffered by the M/O SJ&E, \_\_\_\_\_ by reason of any breach by the said Service Provider's of any of the terms & conditions contained in the said agreement.

2. We (name of the bank) \_\_\_\_\_ do hereby undertake to pay the amounts due and payable under this guarantee without any demur, merely on a demand from the M/O SJ&E, \_\_\_\_\_ stating that the amount claimed is due by way of loss or damages caused to or would be caused to or suffered by the M/O SJ&E, \_\_\_\_\_ reason of breach by the said Service Provider's of any of the terms & conditions contained in the said agreement or by reason of the Service Providers failure to perform the said Agreement. Any such demand made on the bank shall be conclusive as regards the amount due and payable by the Bank under this guarantee where the decision of the M/O SJ&E, \_\_\_\_\_ in these counts shall be final and binding on the bank. However, our liability under this guarantee shall be restricted to an amount not exceeding Rs. \_\_\_\_\_.
3. We undertake to pay to the M/O SJ&E, \_\_\_\_\_ any money so demanded notwithstanding any disputes raised by the Service Provider(s)/supplier(s) in any suit or proceeding pending before any court or tribunal relating there to our liability under the present being absolute and equivocal. The payment so made by us under this bond shall be valid discharge of our liability for payment there under and the Service Provider(s)/supplier(s) shall have no claim against us for making such payment.
4. We (name of the bank) \_\_\_\_\_ further agree that the guarantee herein contained shall remain in full force and effect immediately for a period of one year from date herein and further agrees to extend the same from time to time (one year after) so that it shall continue to be enforceable till all the dues of the M/O SJ&E, \_\_\_\_\_ under or by virtue of the said agreement have been fully paid and its claims satisfied or discharged or till M/O SJ&E, \_\_\_\_\_ certifies that the terms & conditions of the said agreement have

been fully and properly carried out by the said Service Provider(s) and accordingly discharges this guarantee.

5. We (name of the bank) further agree with the M/O SJ&E, \_\_\_\_\_ that the M/O SJ&E, \_\_\_\_\_ shall have the fullest liberty without our consent and without affecting in any manner our obligations here under to vary and of the terms & conditions of the said agreement or to extend time of performance by the said contactor(s) from time to time or to postpone for any time to time any of the powers exercisable by the M/O SJ&E, \_\_\_\_\_ against the said Service Provider(s) and to forbear or enforce any of the terms & conditions relating to the said agreement and we shall not be relieved from our liability by reason of any such variation, or extension being granted to the said Service Provider(s) or for any forbearance, and or any omission on the part of

the M/O SJ&E, \_\_\_\_\_ or any indulgence by the M/O SJ&E, \_\_\_\_\_ to the said Service Provider(s) or by any such matter or thing whatsoever which under the law relating to sureties would , but for this provision, have effect of so relieving us.

6. This guarantee will not be discharged due to the change in the constitution of the Bank or the Service Provider(s) / supplier(s)
7. This guarantee shall be irrevocable and the obligations of the Bank herein shall not be conditional to any prior notice by M/O SJ&E.

Dated : \_\_\_\_\_

For \_\_\_\_\_  
(Indicating the name of the bank)

- N.B. This guarantee should be issued on non-judicial stamped paper, stamped in accordance with the stamp act.

**LETTER OF AUTHORISATION FOR ATTENDING BID OPENING**  
(To reach on \_\_\_\_\_ or before date of bid opening)

To

The  
Under Secretary(A)  
Ministry of Social Justice & Empowerment  
Room No. 240, 'A' wing,  
Shastri Bhavan,  
New Delhi-110115.

Subject – Authorisation for attending bid opening on \_\_\_\_\_ (date)  
in \_\_\_\_\_ the \_\_\_\_\_ Tender of  
\_\_\_\_\_.

Following persons are hereby authorized to attend the bid opening for the tender mentioned above on behalf of \_\_\_\_\_ (Bidder) in order of preference given below.

<b>Order of Preference</b>	<b>Name</b>	<b>Specimen</b>
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I.

II.

Alternate Representative

Signature of bidder

Or

Officer authorized to sign the bid  
Documents on behalf of the bidder

- Note: 1. Maximum of two representatives will be permitted to attend bid opening. In cases where it is restricted to one, first preference will be allowed. Alternate representative will be permitted when regular representatives are not able to attend.
2. Permission for entry to the hall where bids are opened may be refused in case authorization as prescribed above is not received.

**FORMAT OF DUTY SLIP**

**(Print Name of the company & address)**

Sl. No.....

Date.....

**( to be filled by contractor )**

1. Regn. No of Vehicle :.....
2. Model & Year ....., petrol/Diesel/CNG.....
3. Name, Designation & address of user  
.....  
.....  
.....  
.....

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**( to be filled by user )**

4. Purpose of Journey (detail)  
.....
5. Places visited  
.....
6. Meter Reading at Starting Point ..... at closing Point  
.....
7. Total KMs Run .....
8. Time at Starting Point ..... at closing Point  
.....
9. Extra Detention Hours (beyond duty Hrs.) .....
10. Charges for Parking/Toll Tax etc.....
11. Number of Night Halts ( for outstation journey only) .....

Driver's Name & Signature

Signature of User  
with official stamp or clearly  
mentioning his/her name and  
designation