

INVITATION OF TENDER FOR HIRING OF VEHICLE ON DAILY/NEED BASIS



Govt. of India

DIRECTORATE OF REVENUE INTELLIGENCE
DELHI ZONAL UNIT, B-3, 9TH Floor, Pt. Deendayal Antyodaya Bhawan,
C.G.O. Complex, Lodhi Road, New Delhi-110003

DRI.F.No.D-26019/01/2016-DZU

Dated: 14.05.2018

Subject: Notice Inviting Tender calling quotations for hiring of cars on day to day basis as and when required.

The Directorate of Revenue Intelligence, Delhi Zonal Unit, New Delhi invites tenders from reputed, experienced and financially sound taxi service providers to provide SUV (Innova/Scorpio) and mid size vehicle (Swift Dzire/ Etios/ Ciaz) on day to day requirement as per terms and condition mentioned below. The contract will be initially for a period of one year and extendable on year to year basis, subject to satisfactory performance of the firm and with the approval of Competent Authority. The rates for different make/model of Non AC cars will be quoted as under :-

S.No.	Make/Model of the vehicle	Rates for journey for 4 hrs/40 kms	Rates for journey for 10 hrs/100 kms	Rates in cases cars used more than 10 hrs/100 kms	
				Perm Km	Per hour
1.					
2.					
3.					
4.					
5.					

Technical Eligibility Criteria

The bidder must fulfil the following technical specifications in order to be eligible for opening of financial bids and award of the contract:-

1. The Registered Office of the bidder should be located either in Delhi/New Delhi in a radius of eight km. from CGO Complex. An attested copy of the registration Certificate of their office in Delhi/NCR shall be enclosed. The bidder should be an ISO certified firm with sufficient experience in serving Govt. organisations, good

reputation and financially sound. The ISO certificate issued after the bid invitation date will not be accepted.

2. The bidder should have its own bank account.
3. A self attested copy of PAN Card be attached with the quotation.
4. A self certified copy of the GST registration must be attached with the quotation. Without GST registration, the bid will be summarily rejected.
5. The bidder must have at least ten cars not older than 2015 registered in its name in Delhi or NCR. A list of such vehicles with self attested copies of RCs should be attached with the quotation.
6. An undertaking from the bidder firm stating that the firm has not been blacklisted by any Central Government Department/Ministry/PSU/Bank, or State Government etc. must be attached with the bid documents.
7. The bidder must have a minimum three years experience in supplying cars on rent basis to reputed organisations particularly Central/State Govt. Govt. Departments/PSUs. The bidder will required to submit alongwith the bid document a proof of successful and satisfactory completion of service from at least three contracts/work. The certificate should be from a prominent organisation (Government organisation/PSU/Bank).
8. The firm should follow labour laws and should be registered with ESIC.
9. Police verification of the firm must be attached.

Sealed quotation will be submitted in two parts namely Technical and Financial in two different cover and the same should be kept in a sealed third cover superscribing “QUOTATIONS FOR HIRING OF CARS IN THE DRI, DZU, NEW DELHI ON DAY TO DAY/ NEED BASIS”. The technical bid will contain only documents relating to eligibility criteria and EMD. The financial bid of the technically qualified bidder will only be opened.

10. Earnest Money Deposit (EMD)

The bidder should deposit EMD amounting to Rs. 20,000/- (Rupees Twenty thousand only) along with the technical bid in the form of Demand Draft/Pay Order Payable to the DDO, DRI, DZU, New Delhi which will be returned to the unsuccessful on finalization and award of contract to the L1 firm and to the successful bidder on receipt of security deposit. The bid without EMD shall be rejected and no correspondence will be entertained on this subject.

11. Performance Security

The successful bidder will have to deposit performance security amounting to Rs. 1 lakh (Rupees one lakh only) in the form of bank guarantee (BG) from a reputed bank. The BG should be valid for sixty days beyond the date of completion of the contractual obligations. In case the contract is extended beyond the initial period of one year, the validity of Performance Security received from the firm by way of BG will also be renewed.

Terms and Conditions of the Contract

1. The mileage will start and terminate at picking-up and dropping points only. Cars can also be used on holidays, Saturday/Sunday, as and when required.

2. The time and mileage shall be taken into account from the reporting/release place. In other words there shall be no dead mileage and the to and fro journeys from the taxi stand to the reporting place and releasing place to taxi stand will not be counted for computing the mileage or time
3. The contract will be for a period of one year and it is likely to commence from the date of signing of the agreement which may be extended on yearly basis at the same rates, terms and conditions depending upon the requirement of the Department. Any further extension can be considered on mutually agreed terms and conditions. The DRI, DZU, New Delhi however, reserves the right to terminate/curtail the contract at any time after giving one week's notice without assigning any reason.
4. The vehicles to be provided should not be older than 2015 and should not have covered more than 50,000 kms.
5. The cars to be provided by the contractor should be in perfectly good and sound conditions.
6. The cars should be fitted with all modern features such as clean loose seat covers, quality radio music system, reading lamp, tissue paper box, car perfume, seat belts front and rear, umbrella during monsoon.
7. The vehicles should be comprehensively insured.
8. The firm should have sufficient number of drivers having experience of driving in Delhi.
9. Only such tour operator/agency may submit their quotations whose cars/taxies have been duly authorised by the concerned RTO for use as public transport and who have telephone connections available at their premises/garage/stands from where such taxis/cars are to be operated and can be requisitioned by this Department.
10. The firm should ensure that the drivers employed hold valid driving license , are well trained, well behaved, reasonably educated, conversant with traffic rules/regulations and city roads/routes as well as security instructions.
11. Each driver employed by the firm must have a cell-phone duly activated.
12. Each driver should wear uniform while on duty. The drivers to be deployed with the Department should have got their antecedent verified by the local police.
13. Punctuality will have to be ensured and log book shall be maintained by the drivers. The drivers shall be responsible for proper completion of the log books including obtaining the signatures of the user.
14. The firm should have adequate number of telephone/mobile to be available round the clock.
15. The firm should have a provision to take bookings round the clock.
16. The firm should be capable of providing fleets of vehicles for events, delegations, meetings and conferences, etc.
17. The "Full Day" would imply 100 km and 10 hrs duration and half day would be 40 km and 5 hours duration.
18. Full month would imply 2400 kms and 300 hours duration.
19. Rates once finalised will be fixed at least for a period of one year and used as base rate in the case of upward and downward change in rates in fuel prices.
20. Any overtime arising due to breakdown of vehicle supplied by the agency shall be on its account and shall not be charged to DRI, DZU, New Delhi.
21. A daily record indicating time and mileage for each vehicle shall be maintained by the driver in a log book in a format as per staff car rules of the Govt. of India and the log book shall be submitted to the concerned officer in DRI, DZU, New Delhi alongwith with bill for scrutiny, etc.

22. A vehicle will be allowed for use only in good condition when the Milo Meter is sealed. If during the running of the vehicle it is found that the milo metre is tempered/unsealed then forfeiture of hiring charges and a penalty as fixed by DRI, DZU, New Delhi will be imposed.
23. Once the hiring of vehicles commences from a particular agency/firm, the vehicles and drivers should not be changed unless so requested for by the DRI, DZU, New Delhi. The vehicles must be available at any time of day as required by Department.
24. The Department shall not be responsible financially or otherwise for any injury to the driver or person deployed by the contractor during the course of performing the duties.
25. The Department reserves the right to terminate the contract without assigning any reason by giving the notice of 30 days to the contractor.
26. **Vehicles provided by the Department should bear commercial Taxi Cab Registration Numbers and should have comprehensive insurance and Drivers so provided with the vehicles shall have commercial LMV Driving Licence and Badges.**
27. The vehicles should conform to the Pollution norms prescribed, if any, by the Transport Department of Government of NCT of Delhi.
28. In case of breakdown of any vehicle, the contractor shall replace the breakdown vehicle within one hour failing which the Department has the right to hire vehicle from any other sources at the expense of the contractor.
29. Operation and function of vehicles and Drivers shall be governed by Motor Vehicles Act/Motor Vehicles Rules and Delhi Motor Vehicles Rules and these shall be the responsibility of the contractor.
30. No advance payment will be made.
31. The bills should be made date-wise by the contractor and should be submitted to the Administration Section of the Department on monthly basis i.e by 10th of each succeeding month alongwith logbook of the vehicle for scrutiny/verification of the bills. The bill should indicated the GST registration No. and PAN No.
32. The Department will deduct Income Tax at source under Section 194-C of Income Tax Act from the contractor at the prevailing rates of such sum as income tax on the income comprised therein.
33. The contractor shall ensure that all the necessary documents i.e. RC, Insurance papers, PUC certificate, etc are available with the drivers deployed for duty in the Department.
34. The firm should follow labour laws and registered with ESIC.
35. The firm should be in a position to repair the vehicle (s) in short time.

Termination of the contract/forfeiture of Performance Security.

36. In case of breach of contract by the contractor, the Performance Security shall be forfeited by the Government and the firm shall be blacklisted in addition to termination of the contract in question. The right of action will rest with the authority entering into the agreement.
37. The price quoted is inclusive of all Taxes.
38. The entire dispute shall be subject to the Delhi jurisdiction.
39. The tender process of the contract can be terminated at any time without any notice at the discretion of the DRI, DZU, New Delhi.

Last date for submission/receipt of tender(s) is 7th June, 2018 at 1500 hours. The Technical bids will be opened by a Tender Evaluation Committee (TEC) in the presence of tenderers who wish to present or their authorized representatives on the same day at 1600 hours in the Office DRI, DZU, CGO Complex, Lodhi Road, New Delhi-110003. The financial bids of the technically qualified bidder will be opened on the same day or any other day as decided by the TEC. Technical bids should be sent as per the attached technical bid check list.. The tenders received after the above said scheduled date and time will not be considered. No tender by FAX will be entertained.

(Anju Singh)
Senior Intelligence Officer/AO.
Tele : 24360730

Technical Bid

The details in respect of the company are as given under:

Sl. No.	Description	Details	Page No.
1	Name of Firm & Address		
2	Name of the proprietor of the firm		
3	Telephone No. of Agency and Proprietor		
4.	The Tender should be accompanied by earnest money of Rs. 20,000/- (Rupees Twenty thousand only) in the form of Demand Draft/pay order drawn in favour of DDO, DRI, DZU, New Delhi without which the Tender will not be considered.		
5.	Certificate regarding registration of firm in Delhi/NewDelhi. Copies of Documentary proof of same must be enclosed.		
6.	The Bidder must have PAN No., Copy of Documentary proof of same must be enclosed.		
7.	Successful and satisfactory completion of at least three contracts/work during the last three years. Enclose certificate from prominent Organisations (Government organisations/PSU/ Bank)		
8	GST Registration Number. (Copy of GST Registration Certificate to be attached).		
9.	List of at least 10 cars of not older than 2015 model alongwith copies of RCs, and Insurance		
13.	Copy of Police verification certificate of the firm		
14.	The Bidder must submit an undertaking on its letter head stating that they have not been blacklisted by any State/Government/ Central Government/ PSU Department in India.		

Signature of Authorized Person with date : _____

