



**OFFICE OF THE DIRECTORATE GENERAL
OF ANALYTICS AND RISK MANAGEMENT, UG FLOOR, EIL ANNEXXE
BUILDING, BHIKAJI CAMA PLACE, NEW DELHI**

C.No.ARM/Admn/Tender/05/2017-18

Date: . 08.2017

SCHEDULE AND SPECIFICATIONS

1. **Name of work:-** Outsourcing of 03 (Three) Vehicles in the Directorate General of Analytical and Risk Management, Bhikaji Cama Place, Delhi.

Sr. No	Description	Tentative time schedule
1	Date of issuance of NIT	23.08.2017
2	Bid Submission Start Date	24.08.2017
3	Bid Submission End Date & Time	17.09.2017 (17: 00 hrs)
4	Opening Date & Time of Technical bids	18.09.2017 (11 : 30 hrs)
5	Opening of Financial bids of qualified bidders	20.09.2017 (11 : 30 hrs)
6	Venue of opening of bids	Conference Room, U G Floor, EIL Annexxe Building, Bhikaji Cama Place, New Delhi

---Sd---
Superintendent (Admn.)



OFFICE OF THE ADDITIONAL DIRECTORATE GENERAL
OF ANALYTICS AND RISK MANAGEMENT, UG FLOOR, EIL ANNEXE
BUILDING, BHIKAJI CAMA PLACE, NEW DELHI

C.No.ARM/Admn/Tender/05/2017-18

Date: .08.2017

TENDER NOTICE No. 01/2017

Directorate General of Analytics & Risk Management, Delhi invites tenders for the period 01.10.2017 to 31.03.2018 (Technical Bid as per **Annexure - A** and Financial Bid as per **Annexure - B**, separately to be kept in Big Envelope superscribed as 'Quotations for Outsourcing of Vehicle against Tender Notice No. 01/2017 dated 23.08.2017' for supply of three vehicles (not older than 2014 model) with driver in the category of 30-31 days upto 2500 KMs in a month in perfect running condition on hiring basis.

S.No.	Category	No. of Days	Period
1.	Three Vehicle SUV like Toyota Innova, Honda Mobilio & Sedan like Maruti Ciaz, SX-4, Honda Civic, Honda City & Similar Vehicles)	30-31	01.10.2017 to 31.03.2018

The last date of receiving Quotations is **17.09.2017 (5 pm)**.

The Technical Bid invited will be opened **on 18.09.2017 at 11:30 hrs.** in the conference hall.

The Financial Bid of the Qualified Bidders will be opened on **20.09.2017 at 11.30 Hrs.**

Terms and conditions of the Tender

- 1.** Service provider shall be Proprietor/Partnership firms/Registered company and the vehicle shall be registered in Delhi-NCR.
- 2.** Contract shall be given to the service provider submitting lowest quotation and who accepts all the terms and conditions of tender notice.
- 3.** Vehicle shall be in perfect running condition. Vehicle shall be fully insured and shall have the necessary and valid documents from Transport Authority. Vehicle shall also have valid No Pollution Certificate from competent authority.
- 4.** Vehicle shall exclusively be used by this office and no other purpose by the service provider.

- 5.** If required, the vehicle shall be made available on Saturdays, Sundays and other non working days.
- 6.** Kilometer readings shall be on reporting point to relieving point and not garage to garage basis. For this the service provider shall ensure that the odometer is accordingly sealed. In case of any doubt this office shall get the odometer examined from any authorized workshop and such expenses shall be borne by the service provider.
- 7.** LPG cylinders shall not be used in the vehicle under any situation.
- 8.** Service provider shall make available names and address of the drivers. The drivers employed in service of this office shall not have any adverse police records/criminal cases against them. Service provider should conduct and ensure all necessary verification in respect of such drivers before employing them in service of this office.
- 9.** When on duty, the drivers are expected to be courteous and should follow necessary protocol. They shall wear proper uniform and shall possess a mobile phone in working condition. This office shall not bear any expenses in relation to the said mobile phone.
- 10.** The driver on duty shall have a valid driving license.
- 11.** This office shall not be responsible for any incident of traffic challan, loss, damage or accident with other vehicle and injury to the driver or third party. Any expenses or legal costs in this regard shall be borne by the service provider.
- 12.** The driver shall be well versed with the roads and routes of Delhi-NCR. The conduct of the driver shall be in conformity with Motor Vehicles Act and Rules.
- 13.** The driver shall remain with the vehicle throughout the duty time. In case of any deviation, he should seek necessary permission from the authorized officer in this regard.
- 14.** The driver shall have a minimum experience of three years. The same shall be certified with the date of issuance of driving license.
- 15.** In case of vehicle breakdown during duty hours, the service provider shall arrange a replacement vehicle. No charges for mileage from garage to breakdown point shall be borne by this office.
- 16.** During the contract period, the driver shall not be changed without the express request of this office.
- 17.** Log book entries for time and mileage shall be made on daily basis. The same shall be submitted for perusal to the authorized officer and before submitting the bills for payments.
- 18.** Under all circumstances bills for 2500 KM per month shall only be submitted. Remaining KMs if any shall be carried forward in the bill for next month.
- 19.** Salary and other emoluments of driver shall be borne by the service provider. Similarly, expenses on account of insurance, maintenance and fuel shall be borne by service provider.
- 20.** In case, the vehicle/driver does not report or reports late or there is violation of any terms and conditions of the tender, in such situation, on pro-rata basis the said amount shall be deducted from the monthly bill amount. On each such incident, the service provider shall be liable to a penalty of Rs. 1500/- per day.
- 21.** If the vehicle does not report at the appointed time and place, the contract shall be liable to be terminated alongwith a penalty of Rs. 1500/- per day.
- 22.** During the entire contract period, the service provider shall make available, the vehicle according to terms and conditions of the tender in respect of make/model of the vehicle.

Only in extreme and extra ordinary situations, this office shall on temporary basis give any relaxation from the said conditions.

- 23.** If the service provider is found to be deficient in quality of services being provided, this office reserves the rights to terminate the contract after giving 15 day notice.
- 24.** In case of any dispute on any issue, the decision of this office shall be final and binding on the service provider.
- 25.** The contract can be cancelled by any party after giving a **one month** notice.
- 26.** The engagement of the service provider does not in any way confer any right to the service provider or the driver(s) that may be deployed by him with the vehicle, for claiming any regular employment in this office or any other government office.
- 27.** The sealed quotations envelopes clearly indicating '**Quotations for hiring of vehicle**' and addressed to "**The Superintendent (Admn), Office of the DGARM, UG Floor, EIL Annexe Building, Bhikaji Cama Place, New Delhi-66**".
- 28.** The last date of receiving Quotations is 17.09.2017 (5 pm).
- 29.** The Technical Bid will be opened on 18.09.2017 at 11:30 hrs. in the conference hall situated on first floor of this office before the designated committee for the purpose. Anyone who desires may remain present during the proceedings.
- 30.** The vender should provide alternate vehicle during Even-Odd policy of Govt.
- 31.** Service provider can apply for tender for one vehicle also.
- 32.** The Department reserves the right to reject any bid without assigning any reason.

----Sd----

Superintendent (Admn.)

C.No.ARM/Admn/Tender/05/2017-18

Date: 23.08.2017

Copy forwarded to:-

1. Notice Board of DG ARM, Delhi.
2. The Webmaster, Directorate General of Systems, New Delhi with a request to upload the Notice on the CBEC's website.

---Sd----

Superintendent (Admn.)

ANNEXURE-A

TECHNICAL BID (QUALIFYING BID DOCUMENT)

Name, Address & Telephone No. of Tenderer :
Name and address of the provider / Partner / Directors

Qualifying criteria for Technical Bid

- | | | |
|----|--|----------|
| 1. | The vehicle is owned by us | Yes /No |
| 2. | The vehicle is registered as commercial vehicle | Yes /No |
| 3. | We have attached certified photocopy of RC Book of the Vehicle offered in the tender | Yes / No |
| 4. | We have valid Service Tax Registration | Yes / No |
| 5. | We have attached certified copy of Service Tax Registration | Yes /No |
| 6. | We have valid PAN | Yes /No |
| 7. | We have attached certified copy of PAN | Yes /No |

Additional evaluation Criteria

- Total number of commercially registered cars owned by us
(Please fill number opposite)
- The registration No. & Year of make, model & type of the vehicle intended to supply to Department.
(_____)
- In the year 2016-17, We provided cars on hire for over one year.
To Central Govt. / State Govt. / PSUs Yes /No
- We have the requisite experience of providing vehicles to Central Govt. / State Govt. PSUs with experience of 3-5 years Yes /No

If reply to 3 & 4 above is Yes, then provide names & address of such offices

“I/We have read the term & conditions of the Tender Notice and agree”

DECLARATION

I/we hereby certified that the information furnished above are true and correct to the best of my/ our knowledge. I /we understand that in case, any deviation is found in the above statement at any stage. I/we will be blacklisted and will not have any dealing with the Department in future.

(Signature of Authorized Signatory with date & stamp)

FINANCIAL BID DOCUMENT

1. NAME OF THE PARTY
2. Address (with Tel. No. & fax No.)
3. Name & Address of the
Proprietor/Partners/Directors (with Mobile Number)
4. Vehicle Details :-

S.No.	Type of Vehicles	Upto 2500 K.M. per month

5. Add. Any other charges if required :-

S.No.	Type of Vehicles	Rate	
		Rate per K. M. beyond 2500 K.M.	Rate per Hours

Sub Total:

Add. Service tax

Grand Total:

(Rupees

Only)

“I/We have read the term & conditions of the Tender Notice and agree”

DECLARATION

I/we hereby certified that the information furnished above are true and correct to the best of my/ our knowledge. I /we understand that in case, any deviation is found in the above statement at any stage. I/we will be blacklisted and will not have any dealing with the Department in future.

(Signature of Authorized Signatory with date & stamp)