

**Government of India  
Ministry of Earth Science  
Office of Controller of Accounts  
Mausam Bhawan, Lodhi Road, New Delhi-110003**

NO.: PrAO/Admn/Taxi/2010-11/

Dated: 19.07.2010

**SUBJECT:** Tender Enquiry for providing private taxi service on hire basis.

Sealed quotations are invited from reputed transport companies, tour, taxi operators operating in Delhi for providing of Chauffeur driven Taxi to this office as per the requirements detailed out in the terms & conditions of this tender Enquiry.

1. If you are in a position to submit your offer and fulfill all the eligibility conditions stated in this Tender Enquiry, you are requested to submit your lowest prices in the prescribed format given in this tender document duly filled in and signed along with the requisite documents as per other requirements given in this tender enquiry.
2. Your tender contained in a sealed envelope should reach to the undersigned latest by **03:00 PM on 26.07.2010** which will be opened by the undersigned at 03:30 PM hrs on the same day in the presence of such tenderer who wish to be present to witness the tender opening. Tenders received after closing time prescribed in this tender enquiry shall NOT be accepted.
3. Quotations/tenders received through e-mail, Fax or courier shall not be considered /accepted under any circumstances. Tenders submitted in the prescribed format given in this Tender Enquiry will only be considered.
4. This office reserves the right to accept or reject any tender without assigning any reasons thereof.
5. Tender Document can be obtained from the undersigned. This tender is also available on the website of the Ministry of Earth Sciences i.e. <http://www.moes.gov.in>.
6. **The sealed tender envelope should be superscribed as under:**

**NO.: PrAO/Admn/Taxi/2010-11/  
TENDER FOR PRIVATE TAXI SERVICE TO O/o CA, MoES**

(Jagdish Prasad)  
Senior Accounts Officer (Admn)  
O/o Controller of Accounts, MoES  
1<sup>st</sup> floor, Caretaker Bldg, Mausam Bhawan  
Lodhi Road, New Delhi 110003  
Tel: 24642151

### **Terms & Conditions:**

1. Period of Contract will be one year from date given in contract. Period may be extended up to further one year depending upon requirements with mutual agreement.
2. Rate of vehicle may be quoted against requirement of **Monthly Basis** (250 hours & 2200 Kms) **AND** **Day to day Basis** (11 Hours & 100 Kms per day) for approximately **22-23 days in a month**.
3. For the purpose of comparing the prices received from various tenderers, the rates quoted should be filled in only as per the format of financial bid prescribed. Statutory levies, Taxes, Service Charges will not be taken into account for comparison of the prices received.
4. Name, Address and Telephone Numbers of the Contact person/Executive for routine correspondence Address, Contact Numbers (Landline and Mobile) of the 24 Hours support service point of the Company/Firm/ concern with name of the Contact person should be provided with quotation.
5. Normally, the vehicle will be required on all working days from Monday to Friday. However, the services sometimes may also be required on all the seven days in a week and also on national holidays. The service provider shall be bound to deliver the services on all days as & when asked.
6. The taxi shall be used in Delhi & NCR.
7. A **demand draft** (DD) worth **Rs. 10000/-(Ten Thousand)** in favour of **PAO (Sectt.), MoES, New Delhi** will be deposited as **Security Deposit** by the successful bidder within a week. This money will be refunded within two months of the date of the successful completion of contract.
8. Prices/Rates should be quoted excluding Taxes and Service Charges & taxes. In case the rates are quoted inclusive of taxes/ Service Charges, percentage of such taxes/Service Charges included may be specifically declared failing which the offers are liable to be summarily ignored. The prices/rates quoted should be indicated in words as well as in figures and in INR only.
9. Tenders with variable prices or seeking provision for enhancement of prices/contracted rates shall be rejected straightaway without any consideration.
10. Offers shall be considered only from the Registered Transport Companies, Tour/ Taxi Operators etc. providing private taxi services and also situated/ operating in Delhi/NCR. Offers of the unregistered firms shall be rejected straightaway.
11. Tenderers are requested to enclose a copy of their valid certificate of PAN with their tender. Copies of valid registration certificates for vehicle offered for service shall be submitted with the tender. Tenderers are, therefore, requested to ensure that all documents duly completed and signed are submitted with their offer, failing which, the tender is liable to be treated as incomplete and ignored.
12. The vehicle offered shall have the following essential features:
  - a. Tachometer/Speedometer in proper working condition.
  - b. Good quality fabric seat upholstery.
  - c. Any other items as governed by the prevailing statutory requirements shall be fitted in the car.
  - d. The vehicle offered should conform to the latest statutory safety, pollution norms etc.
  - e. The taxis offered for service shall be maintained in excellent running condition. The taxi offered should be kept properly cleaned before reporting for duty. In the event O/o CA, MoES

is not satisfied with the functioning of the taxi, its maintenance or cleanliness the bidder shall be bound to provide an alternate taxi immediately. The decision of O/o CA, MoES shall be final in this regard.

- f. The O/o CA, MoES reserves the right to verify the physical condition of the vehicles offered for service before finalization of the Contract. For this purpose, the vehicles should be brought to the Mausam Bhawan on specified time and date. The O/o CA, MoES also reserves the right to quarterly inspect the condition of vehicle & its maintenance.
13. The taxi hired shall be for the exclusive use of this Department and no sharing with any other user with the service provider will be allowed under any circumstances.
14. In the event, a journey is interrupted due to breakdown etc., the service provider shall make available alternate arrangement immediately for O/o CA, MoES. In such an event, any excess amount paid shall be borne by the Service Provider.
15. **The driver should not be changed frequently.** It shall be the responsibility of the Service Provider to provide a trained driver with vehicle offered for service that should hold a valid driving license. The driver provided should follow proper traffic rules, and possessing a good knowledge of the city streets & routes.
16. All relevant papers duly updated shall be available in the vehicle at all times during the service rendered to O/o CA, MoES.
17. Any liabilities, losses or injuries due to road accident etc. arising during the course of engagement of the vehicles for the services to O/o CA, MoES, shall be borne fully by the Service Provider. O/o CA, MoES or its users will not be involved in any manner and any liabilities arising out of such accidents will be the responsibility of the Service Provider alone. The bidder/ Service provider shall be bound to render complete indemnity to the O/o CA, MoES users against any liability criminal or civil arising on account of hiring taxis by O/o CA, MoES.
18. The meter reading on arrival /departure time will be noted at the place where the vehicle has been requisitioned. **Dead mileage (distance from Garage to the Reporting Point and from End Point to Garage) will not be allowed to be charged.**
19. Payment will be made in the month next to the month of service. Advance payments will not be made under any circumstances. Contract holder may submit Bills for the service rendered during the calendar month by the end of the first week of the ensuing calendar month. Payments will be released during the next calendar month on receipt of pre-receipted Bills, in triplicate, on verification of the claim with reference to the utilization verification.

## QUOTATION

To

The Senior Accounts Officer (Admn), O/o CA, MoES  
1<sup>st</sup> Floor, Caretaker Bldg, Mausam Bhawan  
Lodhi Road, New Delhi 110003

Dear Sir,

1. I/We have read and understood the contents of the Tender and agree to abide by the terms and conditions of this Tender.
2. I/We also confirm that in the event of my/our tender being accepted, I/we hereby undertake to furnish Bank Guarantee/ Performance Security, as applicable, in the format to be provided by your office as pre-condition for obtaining the Service Orders.
3. I/We further undertake that none of the Proprietor/Partners/Directors of the firm was or is Proprietor or Partner or Director of any firm with whom the Government have banned /suspended business dealings. I/We further undertake to report to the O/o CA, MoES, New Delhi immediately after we are informed but in any case not later than 10 days, if any firm in which Proprietor/Partners/Directors are Proprietor or Partner or Director of such a firm which is banned/suspended in future during the currency of the Contract with you.
4. **Financial Bid** - for providing private taxi services on hire basis. Our lowest rates are as below-

Taxi- <b>TATA INDICA</b>		(in Rs.) for (23 days in a month)
<b>Full Day basis</b>	<b>11 Hours &amp; 100 Kms</b>	
<b>Monthly Basis</b>	<b>250 hrs &amp; 2200Kms</b>	
	<b>Extra Hours</b>	
	<b>Extra Kms</b>	
	<b>Extra Days</b>	

- No parking charges will be raised extra.
- **Taxes:** Inclusive.
- If taxes Exclusive: Details thereof- (if details of taxes not given rates will be presumed as inclusive)

Yours faithfully,

Date:

(Signature of the Tenderer)

Name:

Designation:

Seal of the Firm: