

No.MoES/7/19/2007-Prot(Pt.)  
Government of India  
Ministry of Earth Sciences  
'Prithvi Bhavan', Lodi Road, New Delhi-3  
\*\*\*\*\*

Dated: 12.09.2012

### **HIRING OF VEHICLES (Cars/Vans/Temp Travellers)**

Sealed tenders are invited from registered transporters situated within the National Capital Territory of Delhi having a fleet of four wheelers (Cars/Mini Vans/Mini Trucks) DL1T, DL1RX, DL1Y and DL1Z OR DL1V Vehicles (as stipulated by Government of NCT of Delhi) manufactured after 01.01.2008 to be given on hire (2008-2011 models). The vehicles should be in excellent condition registered in the name of the firm or the proprietor's name for supplying on daily basis as and when required by the Ministry of Earth Sciences, 'Prithvi Bhavan', Lodi Road, New Delhi-110 003 or NCMRWF A-50, Institutional Area, Sector-62, Noida, U.P.-201307. The quotation should be forwarded in the prescribed tender document. The tender document is directly obtainable from Section Officer (General), Ministry of Earth Sciences, 'Prithvi Bhavan', Lodi Road, New Delhi-3 on any working day between 9.30 a.m. to 5.00 p.m. **The last date of sale of tender document is 17.10.2012 upto 01.00 p.m.** The tender document (**financial bid in separate sealed cover**) duly filled in and complete in all respects should be addressed to the Section Officer (General), Ministry of Earth Sciences, 'Prithvi Bhavan', Lodi Road, New Delhi-3 and dropped in the sealed tender box placed in General Section Ground Floor, 'Prithvi Bhavan', Lodi Road, New Delhi-110 003 **latest by 3.00 p.m. on 17.10.2012.** The tenders thus received will be opened at 3.30 p.m. on 17.10.2012 itself. The financial bids of those tenderers who fulfill all the terms and conditions stipulated by the Ministry will be opened which will be communicated subsequently. Written intimation will be sent to all the tenderers who qualify for opening of financial bids. Tenderers who wish to be present during the tender opening (on both occasions) may do so indicating in advance in writing. The cost of tender document is Rs.500/- per copy only against pay order/demand draft in the name of DDO, Ministry of Earth Sciences. Alternatively the tender document can also be downloaded from Ministry Website [www.moes.gov.in](http://www.moes.gov.in). Those using downloaded Tender document should send their personal details (Name of firm, Contact number, e-mail, address etc) by email to [tarun.sood@nic.in](mailto:tarun.sood@nic.in) and they will have to deposit a separate bank draft of Rs.500/- alongwith technical bid document.

Sd/-  
Section Officer (General)  
Ministry of Earth Sciences  
011-24669596

**MINISTRY OF EARTH SCIENCES**

**TENDER DOCUMENT**

**HIRING OF VEHICLES**

## Tender Document for Hiring of Vehicles

### Document Control Sheet

Tender Document No.	MoES/7/19/2007-Prot.(Pt.)
Name of the Ministry	Ministry of Earth Sciences
Date of Issue	12.09.2012
Last date for sale of tender document	17.10.2012 upto 01.00 pm
Pre-bid meeting	09.10.2012 at 03.00 pm
Last date for submission of queries, if any	08.10.2012 upto 05.00 pm
Publication of addendum based on queries on the website of MoEs	11.10.2012 at 5.00 pm
Last Date & Time for Receipt of Bids	17.10.2012 at 3.00 pm
Date & Time of Opening of Technical Bids	17.10.2012 at 3.30 pm
Place of Opening of Bids	Conference Hall
Address of Communication	Section Officer (General), Ministry of Earth Sciences, 'Prithvi Bhavan', Lodi Road, New Delhi-110003

Note : This tender document is not transferable

Ministry of Earth Sciences

## MINISTRY OF EARTH SCIENCES

### TERMS & CONDITIONS

#### PART A

1. **WORK/SERVICE:** The tender is for awarding the contract for hiring of Vehicles for the Ministry of Earth Sciences, New Delhi/NCMRWF, Noida for official use. The Ministry may need following types of vehicles:

- Esteem/Swift/Dezire/Indica (AC/Non-AC)
- SX4/Honda City/Verna (AC/Non-AC)
- Innova ( AC/Non-AC)
- Tempo Traveller (A/C) for transportation of exhibition material to different parts of NCR or other states.

2. **EXPECTED NUMBER OF VEHICLES FOR HIRING:** Ministry of Earth Sciences may need the vehicles to be hired, as per requirement. However, it may be noted that the number of vehicles to be hired and the number of days of hiring may vary depending upon the actual requirement. The approximate number of vehicles per day will be 14 Nos. for MoES (HQ) including Hon'ble Minister's Office requirement and 02nos. for NCMRWF. However, the requirement will be purely on actual basis.

3. **PERIOD:** The contract will awarded for a period of one year from the date of issue of contract award and the rates at which the contract is awarded will be valid throughout the contract and no claims whatsoever on account of increase in the rate of fuel and other factors such as statutory payments, minimum wages etc., shall be entertained and it will be the responsibility of the contractor to bear such additional expenses. However, if there is any downward revision of the rates due to revision of Government levies etc. or any other reasons, the same shall be passed on to the Ministry after appropriate reduction of the contracted rates.

#### PART B

4. **PARTS OF TENDER DOCUMENT:** The bids will have to be submitted in two parts namely technical and commercial.

5. **SALE OF TENDER DOCUMENT :** The tender document will be sold @ Rs.500/- per copy only against pay order or bank draft drawn in the name of DDO, Ministry of Earth Sciences. **Strictly, cheques will not be entertained.** Tender Document will also be available at [www.moes.gov.in](http://www.moes.gov.in), [www.eprocure.gov.in](http://www.eprocure.gov.in). Those downloading it from website will be required to deposit a separate draft of Rs.500/- along with Technical bid, in the absence of tender document fee may make the bid liable for rejection. All those downloading the tender document may send their names, e-mail address, fax numbers, contact addresses by email to Sh. Tarun Sood, Section Officer at [tarunsood@nic.in](mailto:tarunsood@nic.in). Alternatively the tender document may also be obtained personally from Section Officer (General), Ministry of Earth Sciences, 'Prithvi Bhavan', Lodi Road, New Delhi-3 on any working day. The last date of sale of tender document is 17.10.2012 upto 01.00 p.m.

6. **EARNEST MONEY DEPOSIT(EMD):**

(a) **Quantum:** Tenderers shall have to deposit EMD of Rs.4,00,000/- (Rupees four lakhs only) in the form of crossed Demand Draft/ Pay Order or Bank Guarantee in favour of Drawing and Disbursing Officer, Ministry of Earth Sciences, New Delhi, issued by Scheduled/ Nationalized Bank payable at New Delhi, India along with their tenders. **Tenders received without EMD will not be**

**entertained/ considered at all and will be rejected summarily.** Tenders received along with EMD in the form of cheque/cash will not be accepted/ considered and will be rejected. **No interest would be paid on the EMD.**

(b) **Forfeiture:** The EMD will be forfeited if the vendor withdraws or amends, impairs and derogates the tender or fails to execute duties on time as per directions of Ministry in any respect within the period of validity of tender.

(c) **Refund:** (i) EMD will be refunded to the unsuccessful tenderer within thirty days from the date of issue of work order to the successful tenderer and no interest would be paid thereon; and (ii) EMD of the successful tenderer will be converted into security deposit. No interest will be paid on the EMD/Security deposit.

(d) **Extension of Security Deposit:** In case the contract signed with service provider (successful bidder) is extended beyond one year, on mutual consent, the service provider will have to submit fresh security for the extended period.

7. **REFUND OF SECURITY DEPOSIT :** The security deposit will be refunded to the contractor after sixty days from the date of completion of the contract period and no interest would be paid thereon.

### **PART C**

#### **8. ELIGIBILITY CRITERIA:**

(a) **Who can bid:** The tenderer should have a registered and well established Tourist/ Transport Agency/ Firm having sufficient number of latest models of vehicles for hiring. Proof to this effect to be enclosed alongwith the tender. In addition, attested list of vehicles owned by the tenderer must also be attached. All tenders without proof of registration as transport agency/firm and attested list of vehicles, including copies of registration certificate, as explained in point 8(b) & (c) below will be rejected. In addition, the tenderer should also enclose a list of clients for whom service was provided by the firm.

(b) **Size of Fleet:** The firm submitting the tender must have sufficient fleet of four wheelers (cars/mini vans/mini trucks) manufactured in or after 2008 of DL1T, DL1RX, DL1Y and DL1Z or DL1V written black letter on yellow number plates of 2008-2012 models, proof to this effect should be enclosed.

(c) **Turnover:** **Only those firms whose turnover during last 3- financial years was Rs.2.0 crore (rupees two crore only) each year and above may participate in the tender.** Proof to this effect may also be attached.

(d) **Location of Firm:** The firm submitting the tender should be located within the NCR of Delhi at a reasonable distance from the premises of Ministry of Earth Sciences so that the required vehicle/s should reach the stipulated destiny within a maximum time of 20 minutes to this Ministry or 30 minutes to NCMRWF, Noida considering  $\pm$  10 minutes, irrespective of the location of the Transport agency who has been awarded the contract.

### **PART D**

#### **9. SUBMISSION OF TENDERS:**

(a) **Pre-Bid Meeting:** A pre-bid meeting will be held on 09.10.2012 at 03:00 p.m. for clarifying issues and clearing doubts, if any, in regard to any term and condition of the tender documents.

(b) **Where and by what time:** Sealed tender quoting technical and financial bids should be submitted separately. Only those offers which satisfy the requirements stipulated in the tender document will be considered for opening the financial bids.

(c) **Two Bid document:** The tender should be submitted in two bid system as follows:

(i) The technical bid should contain the following documents:

- Letter from proprietor/MD of company authorizing a person to sign the bid document;
- Copy of certificate of Incorporation of Company or Partnership firm;
- Copy of Registration with Service Tax Department;
- Self attested list of vehicles owned by proprietor/company;
- Photocopies of RCs of such vehicles;
- Proof of turnover;
- List of 10 top clients served during 2010-11 & 2011-12; and
- Each page of technical bid should be signed by authorized signatory.

(ii) The financial bid should be submitted in the proforma given at Form-V. It should be duly signed by authorized signatory and should bear the stamp of the firm/company on each page.

(iii) **Sealing of Bid documents:** Technical bid and financial bid should be sealed separately and also word 'Technical Bid' and 'Financial Bid' should be clearly written on the respective envelope. **In case financial bid is not submitted in sealed envelope then the bid will be summarily rejected.**

Sealed tenders in the prescribed form in an envelope duly super scribing "Tender for Vehicles" addressed to the Section Officer (General), Ministry of Earth Sciences, 'Prithvi Bhavan', Lodi Road, New Delhi-110 003 and to be dropped in the sealed Tender Box kept in the General Section, Ground Floor, Ministry of Earth Sciences, 'Prithvi Bhavan', New Delhi-110 003 latest by 3.00 p.m. on 17.10.2012. **Any request for extension of submission date of tenders will not be considered.**

(d) **Late/Delayed tenders:** Late/ delayed tenders due to any reason whatsoever will not be accepted/ considered at all under any circumstances. The time shown in the clock of General Section will be taken as standard.

## PART E

### 10. **OPENING OF TENDERS:**

(a) Time & Place: The tenders received will be opened at 03.30 p.m. on 17.10.2012 in the presence of the authorized representatives, of quoting firm if any, indicating in advance in writing (one member only).

## PART F

### 11. **SERVICE LEVEL:**

(a) **Age of Vehicles:** The vehicle provided should be manufactured in or after 2008 and in very good condition with the specific make & model of vehicle, shining body and clean interior with good upholstery.

(b) **Interior Condition:** The firm would have to provide well furnished vehicles, registration numbers of which will have to be intimated to this Ministry. In case condition of vehicles is not found to be satisfactory, they shall be returned for immediate replacement.

(c) **Driver:** The firm would ensure that the drivers employed have valid driving license and carry the necessary registration papers, security check verified and should be educated and properly behaved, properly uniformed and well conversant with the traffic rules/ regulations and city roads/ routes. It will be the responsibility of the taxi driver to get the log book entries indicating start kilometer, end kilometer, distance covered, time from Ministry of Earth Sciences, places visited etc. for each occasion of journey signed by the officer/ staff travelling and duty slips signed by the officer/ staff on a day to day basis.

(d) **Telephone Support:** The firm should have adequate number of telephones for contact round the clock. The Ministry can request for the vehicle at short notice and the firm shall provide the vehicle within such time on receipt of the Ministry's request in writing/ over phone failing which the Ministry is at liberty to make alternative arrangement for hiring of vehicle at the risk and cost of the firm.

(e) **Insurance Papers:** It will be the responsibility of the transporter **to carry the proper valid insurance at all times in respect of the vehicle and also to provide insurance cover to passengers.** Proof of valid insurance of all the vehicles quoted by the firm should be enclosed. Transporter shall also agree to indemnify the Ministry against all losses and claims arising out of any negligence or misconduct on the part of the operator or agent. Necessary proof to this effect should be enclosed along with the tender. All tenders without such documents will be rejected.

(f) **Accident Handling:** If during the course of engagement of the vehicles to the services of the Ministry, any accidents etc., occurred either to the vehicle or to the third party, Ministry of Earth Sciences will not be responsible and any liability arising out of such accident will be the responsibility of the firm only.

(g) **Adherence to all statutory requirements:** The firm shall comply with all statutory enactments/ provision in relating to services offered by them.

(h) **Methodology for calculation of time & Km: For the purpose, beginning and ending at the Ministry of Earth Sciences located at 'Prithvi Bhavan', Lodi Road, New Delhi-3 and NCMRWF Division A-50, Institutional Area, Sector-62, Noida, U.P.-201307 will be the point for calculation of kms/ hours. Kilometers considered and time of duty for payment will be to and from Ministry of Earth Sciences premises/NCMRWF, Nodia.**

(i) **Reporting Time:** The required vehicle/s should reach the stipulated destiny within a maximum time of 20 minutes to Ministry of Earth Sciences and 30 minutes to NCMRWF, Noida considering  $\pm$  10 minutes, irrespective of the location of the Transport agency who has been awarded the contract.

(j) The journey to the destination and back shall be undertaken by the shortest route possible. In case of break down of any vehicle during official duty, it shall be the responsibility of the firm to provide a replacement immediately. If no replacement is provided on time, alternative arrangement will be made and the cost thereof will be deducted from the payment to be made to the firm.

(k) Entry Tax, Permit fee for crossing border, if any will be borne by the Ministry subject to original receipts are produced. Other charges like Toll tax, parking charges will be borne by the tenderers itself.

(l) The vehicles deputed should carry all relevant papers duly updated.

(m) All incidental expenditure towards repair will be borne by the vehicle owner.

(n) The vehicles provided to Ministry of Earth Sciences should fulfill the norms prescribed by the Government of NCT of Delhi, Department of Transport for Hired Vehicles.

### **PART G**

#### **12. OTHER CONDITIONS:**

(a) It shall be the sole prerogative of the Competent Authority to choose any one rate slab or a combination of rate slabs in case of vehicle being hired on daily hiring charges basis.

(b) No compromise will be made by this Ministry 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 the Ministry/NCMRWF, the EMD will be forfeited and contract will be cancelled forthwith without any notice by the Competent Authority.

(c) A contract will be signed between Ministry and successful bidder incorporating the terms and conditions given in this document. The contract so awarded will commence from the date of consent of the firm to the terms and conditions. The contract so awarded can be terminated by the Head of Department (HOD), Ministry of Earth Sciences on account of violation of terms and conditions contained in the bid and the contract document to be signed.

(d) No advance payment is payable by the Ministry/NCMRWF or the officers traveling in such vehicles. The billing will be done on a monthly basis. The bills concerning of Ministry (HQ) and NCMRWF, Noida will be submitted to the respective concerned only. The payment will be made only for those log books and duty slips which have been signed by the officer/ staff using the vehicle or the controlling incharge of General Administration/Protocol. It will be the responsibility of the taxi driver to get the log book entries indicating start kilometer, end kilometer, distance covered, time from Ministry of Earth Sciences, places visited etc. for each occasion of journey signed by the officer/ staff travelling and duty slips & Log Books signed by the officer/ staff on a day to day basis.

(e) **Service Tax: The rates quoted should be excluding the service tax. The service tax will be paid additionally only after receiving the photocopy of the service tax registration certificate. No service tax will be paid if the operator fails to provide proof of valid service tax registration.**

(f) While the Ministry of Earth Sciences/NCMRWF has a regular requirement for hiring of vehicles it shall have the right not to utilize the services at all or at any time or any period without giving any notice.

(g) In case of dispute of any kind and in any respect whatsoever, the decision of Head of Department (HOD), Ministry of Earth Sciences shall be final and binding.

(h) The contract can 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.

(i) The Ministry of Earth Sciences shall be liable to pay the hiring charges as well as entry fee, permit fee for crossing of border, if any. All other liability being the owner of taxies shall be borne by the contractor.

(j) The disputes, if any, arising out of this contract will be subjected to the jurisdiction of the courts in Delhi only.

(k) Ministry of Earth Sciences reserves the right to reject all or any of the offers or accept more than one offer.

(l) Only those bids which comply with all conditions will be considered for opening the financial bids.

(m) The Competent Authority reserves the right to reject any tender/ quotation at any time without assigning any reason whatsoever.

Section Officer (General)  
Ministry of Earth Sciences

#### **PART H**

- |       |          |   |                            |
|-------|----------|---|----------------------------|
| (i)   | Form-I   | : | Proforma                   |
| (ii)  | Form-II  | : | Minimum Eligibility        |
| (iii) | Form-III | : | Prior Experience           |
| (iv)  | Form-IV  | : | Declaration                |
| (v)   | Form-V   | : | Proforma for Financial Bid |
| (vi)  | Form-VI  | : | Details of expenditure.    |

**PROFORMA**

**Form-I**

To

The Director (Admn.),  
Ministry of Earth Sciences,  
Mahasagar Bhavan, Block No.12,  
CGO Complex, Lodi Road,  
NEW DELHI-110003

Subject: **Tender for Hiring of Vehicles:**

Sir,

The undersigned have read and examined in detail the tender document in respect of hiring of vehicles by Ministry of Earth Sciences and do hereby express our interest to provide such services:

**Correspondence details:**

Our correspondence details are:

1.	Name of the Company	
2.	Address of the Company	
3.	Name of the Contact person to whom all references shall be made regarding this tender	
4.	Designation and address of the person to whom all references shall be made regarding this tender	
5.	PAN and Service Tax details	
6.	Telephone with STD code	
7.	E-mail of the contact person	
8.	Fax No. (with STD code)	

**Documents forming part of the bid:**

We enclose the following:

- (i) Form 2: Minimum Eligibility
- (ii) Form 3: Prior Experience
- (iii) Form 4: Declaration Letter
- (iv) Form 5: Financial Bid (to be put under separate sealed cover)
- (v) Letter of authorization in the name of the contact person representing the company
- (vi) Earnest Money Deposit.

Yours faithfully,

(Signature of the Authorised person)

Date:

Name:

Place:

Designation:

Business Address:

Seal:

**MINIMUM ELIGIBILITY**

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

S.No.				
1.	Name of the Company			
2.	Year of Registration/Incorporation (Proof to be attached)			
3.	Number of Employees as on March 1. 2011			
4.	Annual Turnover (alongwith proof)	FINANCIAL YEAR		
		2009-10	2010-11	2011-12
5.	Service Tax Registration No. (Proof to be attached)			
6.	Income Tax Clearance Certificate (proof to be attached)			
7.	Whether EMD enclosed			
8.	Whether separate envelops prepared (i) One for Technical Bid and (ii) For Financial bid			

Yours faithfully,

(Signature of the Authorised person)

Date:  
Place  
Business Address

Name:  
Designation:  
Seal:

**PRIOR EXPERIENCE**

(Using the format below, provide information in respect of each Department/Ministry/Agency to whom vehicles were provided by the firm during 2010-11 & 2011-12)

Name of the Govt.Department/Ministry/ Agency along with their address and details of contact person to whom vehicles were provided during 2010-11 & 2011-12 (with details of various vehicles/make, etc.)	

Yours faithfully,

(Signature of the Authorised person)

Date:  
Place  
Business Address

Name:  
Designation:  
Seal:

**DECLARATION**

Declaration letter on official letter head stating the following:

- (i) We are not involved in any major litigation that may have an impact of affecting or compromising the delivery of services as required under this tender.
- (ii) We are not black-listed by any Central/State Government/Public Sector Undertaking in India.

Yours faithfully,

(Signature of the Authorised person)

Date:  
Place  
Business Address

Name:  
Designation:  
Seal:

**PROFORMA OF FINANCIAL BID**

(A) "Prescribed proforma" for submission of quotations for hiring of cars on daily rate basis.

(All rates are in Indian rupees)

Local Package	Hrs	Kms	Esteem/Swift/Dezire/Indica						SX4/Honda City/Verna						Innova		Tempo Traveller	
			Petrol		CNG		Diesel		Petrol		CNG		Diesel		Diesel	Diesel		
			AC	NAC	AC	NAC	AC	NAC	AC	NAC	AC	NAC	AC	NAC	AC	NAC	AC	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	
Half Day	04	40																
Full Day	08	80																
Extra per km.																		
Extra per hrs.																		
Night Charges from 11.00 pm to 05.00 a.m.																		
% of taxes																		

**Note:**

1. Entry Fee, Permit Fee for crossing of border, if any will be borne by the Ministry of Earth Sciences
2. Other charges like Toll Tax, parking charges will be borne by the tenderer itself.

Signature:.....  
 Name:.....  
 Designation:.....  
 Company Name:.....  
 Company Seal:.....

Date:.....  
 Place:.....