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

NO.: PrAO/Admn/Taxi/2011-12/

Dated: 26-09-2011

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 and NCR for providing of Chauffeur driven Indigo, Swift(Desire), Hyundai(Accent), Hyundai(Verna) or Ford(Fiesta) Taxi of 2009 model onwards 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 **15:00 Hrs. on 12.10.2011** which will be opened by the undersigned at 15:30 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. The Tender Document is enclosed. This tender is also available on the website of the Ministry of Earth Sciences i.e. <http://www.moes.gov.in>.
6. Bidders are required to submit Earnest Money Deposit (EMD) for an amount of Rs.5000/- (Rupees Five Thousand Only) along with their bids which is mandatory. The EMD may be submitted in the form of Account Payee Demand draft, Bankers cheque, FDR addressed to PAO (Sectt, MoES, New Delhi) valid for a period of 45 days beyond the final bid validity period. EMD of unsuccessful bidders will be

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returned to them after expiry of the final bid validity and latest on or before the 30th day after the award of the contract. The bid security (EMD) of the successful bidder would be returned, without any interest. What so ever, after receipt of Performance security/security deposit of Rs. 10,000/- is favour of PAO (Sectt.) MoES, New Delhi.

7. The EMD will be forfeited if the tenderer withdraws or amends, impairs or derogates from the tender in any respect within the validity period of their tender.

8. The sealed tender envelope should be super scribed as under:

**No.: PrAO/MoES/Admn/Taxi/2011-12/
TENDER FOR PRIVATE TAXI SERVICE TO O/o CA, MoES**

(Jagdish Prasad)
Senior Accounts Officer (Admn)
O/o Controller of Accounts, MoES
Room No.A-20, Old Bldg., Mausam Bhawan
Lodhi Road, New Delhi 110003
Tel: 24642151

Terms & Conditions:-

1. Period of Contract will be one year from the date of signing of contract. Period may be extended up to further one year depending upon requirements with mutual agreement at same rate, terms and conditions of contract.
2. Rate of vehicle may be quoted against requirement of **Monthly Basis** (250 hours & 2500 Kms) **AND Day to day Basis** (11 Hours & 100 Kms per day) for approximately **24-26 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. Service Tax, if applicable may be indicated separately otherwise it would be presumed that quoted prices are inclusive of Service Tax.
4. Name, Address and Telephone and Mobile 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. The starting & ending point of the vehicle will be at Indirapuram(Gbd) and accordingly rate may be quoted.
8. 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.
9. Prices/Rates should be quoted inclusive of Taxes and Service tax, if any. In case the rates are quoted exclusive of taxes/ Service tax etc., percentage of such taxes/Service tax included may be specifically indicated in price bid failing which the offers will be loaded as per applicable service tax for ranking of bids. The prices/rates quoted should be indicated in words as well as in figures and in INR only.
10. Tenders with variable prices or seeking provision for enhancement of prices/contracted rates shall be rejected straightaway without any consideration and tenderers are requested to submit only firm and fixed price.
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 confirm to the statutory safety and 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. The vehicle must be insured.
16. All relevant papers duly updated along with insurance paper 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
Room No.A-20, Old bldg., Mausam Bhawan
Lodhi Road, New Delhi 110003

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, Make, Model as indicated on first page		(in Rs.) for (25 days in a month)
Full Day basis	11 Hours & 100 Kms	
Monthly Basis	250 hrs & 2500Kms	
	Extra Hours	
	Extra Kms	
Taxes: Inclusive or Exclusive:-		
Total:-		

* No parking charges will be raised extra.

* If taxes Exclusive: Details thereof and rates may be indicated- (if details of taxes not given rates will be presumed as inclusive)

Yours faithfully,
(Signature of the Tenderer)

Name:

Designation:

Seal of the Firm:

Date: