


No.D-26020/01/2016-Genl.  
Government of India  
Ministry of Corporate Affairs  
Shastri Bhavan, New Delhi.

**INVITATION OF BIDS FOR HIRING OF CNG VEHICLES**

The Ministry of Corporate Affairs, Government of India, Shastri Bhavan, New Delhi invites bids under two bids system (Technical and Financial bids) from reputed, financially sound and experienced travel agencies for providing CNG DLY Taxis on hiring basis for official use as per the following schedule: -

S. No.	Items	Description
1.	Scope of work	Providing CNG DLY Taxis on hiring basis for official use in the Ministry of Corporate Affairs at Shastri Bhawan, New Delhi.
2.	Availability of Bid Document	Room No.511, B-Wing, 5 <sup>th</sup> Floor, Shastri Bhawan, New Delhi. The bid document can also be downloaded from the websites: <a href="http://www.mca.gov.in">www.mca.gov.in</a> and <a href="http://www.eprocure.gov.in">www.eprocure.gov.in</a> .
3.	Earnest Money Deposit	Rs.1,00,000/- in the form of Demand Draft drawn in favour of "Pay & Accounts Officer", Ministry of Corporate Affairs, payable at New Delhi.
4.	Last date for submission of bids	27.09.2016 upto 11:30 A.M.
5.	Date of opening of Technical Bids	27.09.2016 at 3:30 P.M.
6.	Date of opening of Financial Bids	Will be communicated separately to technically qualified bidders.
7.	Address for submission and opening of bids.	The Under Secretary(Genl.), Ministry of Corporate Affairs, Room No.526, A-Wing, 5 <sup>th</sup> Floor, Shastri Bhavan, New Delhi.

  
(Riazul Haque)  
Under Secretary to the Govt. of India

No. D-26020/01/2016-Genl.  
Government of India  
Ministry of Corporate Affairs

5<sup>th</sup> Floor, A-Wing, Shastri Bhavan,  
New Delhi dated 2<sup>nd</sup> September, 2016.

**TENDER NOTICE**

Subject: Tender Notice for hiring of CNG DLY Taxis for use in the Ministry of Corporate Affairs-Reg.

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SEALED TENDERS are invited under two bid system (Technical Bid and Financial Bid) from reputed Tours and Travels Agencies/Transporters, located preferably within a radius of 5-8 kilometers from Shastri Bhavan, New Delhi, for hiring of 16 (sixteen) CNG DLY Taxis (Number of vehicles may increase or decrease from time to time as per requirement) for the official use in the Ministry of Corporate Affairs initially for a period of one year extendable for further period subject to satisfactory performance and mutual agreement. Both the sealed envelopes containing technical bids and financial bids should be kept in third sealed envelopes super scribing "**Tender for Hiring of Vehicles**" and addressed to the Under Secretary (Gen.), Ministry Corporate Affairs, Dr. Rajendera Prasad Road, A-Wing, 5<sup>th</sup> Floor, Shastri Bhawan, New Delhi-110001. The time schedule for submission / opening of bids is as under: -

**Closing date and time for receipt of bids**                      27.09.2016 upto 11:30 a.m.

**Date and time of opening of technical bids**                      27.09.2016 at 3:30 p.m.

2. Bids received after the stipulated date and time shall not be entertained. The technical bids will be opened in Room No. 526-A Wing 5<sup>th</sup> Floor, Shastri Bhawan, New Delhi. Financial bids of only those bidders shall be opened who meet the technical criteria of the tender, the notice for which shall be issued accordingly. For further details and obtaining of the tender documents, Section Officer(Genl.) in Room No.511-B, 5<sup>th</sup> Floor, Shastri Bhavan may be contacted. The tender document can also be downloaded from the Ministry's website: [www.mca.gov.in](http://www.mca.gov.in) and Central Public Procurement Portal: [www.eprocure.gov.in](http://www.eprocure.gov.in).

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3. **Technical Bid- ANNEXURE-II** - The firm which fulfills the following criteria may only apply:-

- i) The Garage of the Company/Firm/Agency should be preferably located within a radius of 5-8 km from Shastri Bhavan, New Delhi to facilitate immediate replacement of vehicles in case of breakdowns.
- ii) The firm should have valid registration with the appropriate registration authority for providing DLY taxis on hiring basis (certificate of incorporation). Attested copies of registration to be enclosed.
- iii) The firm should be registered with Service Tax Department (Copy of registration certificate should be attached).
- iv) The firm should submit an attested copy of valid PAN card.
- v) The firm should have annual turnover of more than 50 Lakhs for each of the last three financial years (2012-13, 2013-14, 2014-15) and the certificate of annual returns may be submitted duly certified by CA with the technical bid (Attested copies to be enclosed).
- vi) The firm should have at least 16 Nos. of CNG DLY taxis registered in its name. Copies of Registration Certificates should be attached with Technical Bid as proof. Out of the 16 vehicles at least 10-12 should be SX4 / CIAZ or equivalent, 2-3 Swift Dzire or equivalent and remaining may be Indica or Wagon-R or equivalent.
- vii) The firm should have at least three years' experience of providing DLY taxis in government Ministries/Departments/Autonomous bodies/PSU/nationalized banks and the proof in the form of documentary evidence may be enclosed with the technical bid (Attested copies of satisfactory performance Certificate and work orders to be enclosed). **Bids of the firms whose services were not considered satisfactory in this Ministry in the past will not be considered at all.**
- viii) The **Technical Bid in ANNEXURE - II** in separate sealed envelope should be submitted along with all the information/document. Check list as per **Annexure-I** should also accompany the Technical Bids. The cover containing Technical Bid should be marked "Technical Bid for DLY Taxis". A checklist has also been given to ensure that the proforma containing technical parameter is properly filled up. The check list should be filled up and attached along with technical bid.
- ix) The Technical Bid should also accompanied by Earnest Money Deposit of Rs. 1,00,000/- (Rupees One Lakh only) in the form of Demand Draft drawn on any nationalized bank in favour of Pay & Account Officer, Ministry of Corporate Affairs payable at New Delhi. Bids received without EMD will not be considered at all.

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- x) Proof of having successfully executed minimum 03 years contract in providing DLY Taxis in Ministries/Autonomous bodies/PSU/Nationalized Banks having individual value of Rs.35.00 Lakh or more should be submitted with the Technical Bid. The proforma in which the information have to furnish is a under:-

S.No.	Name and address of the Government Department with Telephone Number	Details of vehicles deployed	Contract Value

- xi) A declaration from the firm that it has not been blacklisted / debarred by any Ministry / Department / State Govt. / PSU should also be enclosed with the Technical Bid.

4. **FINANCIAL BIDS:-**

Financial bids of only technically qualified bidders will be opened, the notice of which will be issued accordingly. The financial Bids in separate envelope should be strictly as per the format given in the **Annexure-III**. The rates quoted in the Financial Bids should be both in words and figures and quotations with any cutting or overwriting in figures will not be considered, unless corrections are countersigned. The financial bid should be properly sealed/signed and kept in separated sealed envelope.

5. **EVALUATION OF BIDS**

- i) Incomplete or conditional tenders will not be entertained.
- ii) The successful tenderer will have to furnish Performance Security of Rs.2,50,000/- (Rupees Two lakh fifty thousand only) in the form of FDR / Bank Guarantee valid for two months beyond the date of completion of the contract duly hypothecated in the favour of Pay and Account Officer, Ministry of Corporate Affairs, New Delhi.

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- iii) The bid security and performance security will be forfeited in the following conditions: -
- (a) if at any stage any of the information/declaration given by the bidder is found false.
  - (b) if a bidder withdraws his bid during the period of bid validity specified in the terms and conditions of tender.
  - (c) in case of any lapse/default in honouring the terms and conditions at any stage after submitting the tender.
  - (d) in case of final selection of bidder, if he fails to furnish performance security in accordance with the terms and conditions of the tender.
- iv) The Ministry of Corporate Affairs reserve the right to reject any or all the quotations without assigning any reason thereof.
- v) The firm must give a self-declaration that it has been not blacklisted/debarred from any Ministry/Department and if at any stage it is found to be false that the tender will be terminated without any further notice and necessary action will be taken against the firm.
- vi) The successful bidder shall be required to enter into an Agreement for one year w.e.f. date of implementation of the contract on Rs.100/- Non judicial stamp paper. The Ministry reserve the right to cancel the agreement at any time without assigning any reason thereof and company shall having no right to contest against the said decision of the Ministry.

## 6. GENERAL TERMS AND CONDITIONS

1. The Ministry requires 16 mid-sized CNG taxis on regular monthly basis. However, the number may increase or decrease subject to requirement of the Ministry. Sometime some vehicles may also be required on daily basis on specific occasions. The type /make of vehicle to be hired will be sole discretion of the Ministry.
2. The cars to be provided should **preferably be less than 3 years old**. The Ministry will physically inspect the original Registration Certificate of such vehicles. The general condition of the vehicle (including outer-body) should be excellent. The seat should be comfortable and always be covered with neat and good quality seat covers upholstery and other accessories.
3. The garage of the firm should be preferably located within the periphery of 5-8 KM from Shastri Bhawan, New Delhi.

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4. The duty point would be Shastri Bhawan or any other place intimated by the Ministry from time to time. There will be no dead mileage allowed and kilometer/mileage shall be calculated on the basis of vehicle run and hours of duty should be reckoned from the point of reporting for duty intimated by the Ministry and release of vehicle at the last place of drop of officers/ officials of the Ministry in the evening/night and not from the garage or last point to Shastri Bhawan. No mileage will be allowed to drivers for lunch/breakfast or filling of petrol/CNG etc.

5. Dedicated vehicles and drivers must be provided and changes will be allowed only in exceptional circumstance. The vehicle must be available all the time on all days as desired by the officer concerned. **The vehicles and drivers will remain entirely under the control of the Ministry with regard to their deployment/use during the period of contract. The firm will not withdraw or change/replace any vehicle/driver without prior permission/unless asked for by the Ministry to do so. The firm shall be responsible for all other issues like supply of fuel, repairs/maintenance of the vehicles and other related issues and payment to the drivers.**

6. The firm shall provide the details of the drivers with their educational qualification having minimum 10<sup>th</sup> pass, residence address and should have police verification of all drivers. In case of change of driver, prior intimation will be required to be given to the General Administration Section of the Ministry and the user. In addition the drivers proposed to be attached with the vehicle must possess following qualification:

- a) Valid driving, commercial license to operate the taxi issued by the Transport Authorities.
- b) Three years' experience in driving.
- c) Acquainted with traffic rules and other regulations prescribed by the Government from time to time.
- d) Well-behaved and well -conversant with all important place/routes of Delhi and NCR.
- e) Wear Uniform as may be provided by the agency with mobile phone so that they can be contacted by the officer at any time.
- f) Carry all the necessary documents (RC, Insurance Paper, PUC, and Licence etc.) in the vehicle.
- g) Ensure proper conduct while on duty and enforce prohibition of consumption of alcoholic drinks/drugs, chewing of paan/gutka/smoking listening to music while driving / on duty.

7. The vehicles should be insured comprehensively and should have necessary valid permits from the Transport department/Authority. The successful bidder will also be required to submit within five days copies of the Registration

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Certificates/Insurance Papers, PUC, permits etc. for the cars proposed to be given to the Ministry.

8. The transporter should provide a landline and mobile number on which he or his representative can be contacted any time (24 hours).
9. The firm shall be liable to pay penalty in following events:-
  - a) Rs. 500/-per day if the general condition of the vehicle/upkeep is not as per the desired standard of the officer/Ministry.
  - b) Rs. 1000/- if the vehicle and /or driver is changed without prior permission of the officer/Ministry.
  - c) A penalty of Rs. 1500/- per car per day shall be imposed if the transporter fails to provide car on any particular day.
  - d) Rs. 5000/- in case the driver is found under the influence of alcohol/chewing of paan/gutka while driving.
10. For each and every vehicles, the driver is required to maintain a log book i.e. details of various journeys performed during the day since morning till last duty separately and all the entries be got attested from the users. The log book will have to be shown to the General Administration Section for verification at the time of submission of the bill in each month.
11. The rates should be quoted inclusive of all expenses such as fuel, taxes, insurance, PUC, maintenance, repairs/servicing, salary & other dues of the driver and any other statutory / incidental expenses on operation and maintenance of the hired vehicle. All liabilities, arising out of any legal dispute, accident, break down etc. shall also be borne/paid by the firm.
12. The company should abide by and comply with all statutory requirements and provisions as laid down under various Labour Laws/Acts/Rules like, minimum wages, provident fund, ESI Bonus at their own cost.
13. Service Tax s applicable will be paid on billing. The firm must quote its 15 digit service code number along with the bid and bill.
14. The firm should be in a position to supply Taxies/Cars on short notice as and when needed. In case of break-down of the vehicle or non-availability of driver, the firm must provide replacement/stand by vehicle immediately at its own cost within half an hour of reporting of such breakdown. The firm would also be required to provide additional taxis.

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15. The owner/senior representative of the firm should be available round the clock on direct telephone (office as well as residence) so as to respond to the call for vehicles in emergent cases. The Mobile number should also be given.

16. No compromise will be made by this Office towards punctuality, cleanliness, obedience, promptness, behavior etc. If the Tenderer, at any point of time during official duty, fails to perform duties, as directed by the Ministry of Corporate Affairs, the Security Deposit will be forfeited and contract will be cancelled forthwith without any notice by the Competent Authority. In case of dispute of any kind and in any respect whatsoever the decision of HOD, Ministry of Corporate Affairs shall be final and binding. Any relaxation in terms and conditions in the tender notice will be at the sole discretion of Ministry of Corporate Affairs.

17. The security is refundable without any interest on termination of the contract after deducting any penalty/any liability of any kind imposed by the Ministry of Corporate Affairs on account of unsatisfactory services.

18. The firm has to give the self-declaration that it will abide by all the conditions as indicated in the tender and has not been blacklisted/debarred by any Ministry/Department and if at any stage it is found contrary/otherwise, the tender will be terminated without any notice and performance security /bid security will stand forfeited.

19. The Ministry reserves the right to terminate the contract without assigning any reason by giving the contractor one calendar month notice of the intention to do so.

Yours faithfully,



(Riazul Haque)

Under Secretary to the Govt. of India

Tel:- 2338 1349

Copy to: e-Governance Cell for up-loading on the website of the Ministry.



ANNEXURE - I

**CHECK LIST FOR TECHNICAL PARAMETERS TO BE SUBMITTED  
ALONG WITH TECHNICAL BID**

Sl No.	Documents to be submitted	Yes	No	Page No	Remarks
1	Self-Attested Copies of Certificates of Registration / Incorporation of Firm with appropriate Department of Govt. {Para 3 (ii) of Tender Notice}				
2	Self-Attested Copies of Certificate of Service Tax registration number {Para 3 (iii) of Tender Notice}				
3	Self-Attested Copies of PAN Card {Para 3 (iv) of Tender Notice}				
4	Self-Attested Copies of Annual Turnover Certificate certified by CA of the firm for last 3 financial years {Para 3 (v) of Tender Notice}				
5	Self-Attested copies of satisfactory performance certificate from the Government Ministries/ Autonomous bodies /PSU/ Nationalized Bank {Para 3 (vii) of Tender Notice}				
6	Proof of having successfully executed minimum 03 contracts in providing DLY taxis in Government Ministries/ Autonomous bodies /PSU/ Nationalized Bank having individual value of Rs. 35 Lakhs {Para 3 (x) of Tender Notice}				
7	Demand Draft towards EMD of R. 1,00,000/- {Para 3 (ix) of Tender Notice}				
8.	Certificate regarding non-blacklisting				

Date:

Place:

(Signature of the Authorized person)  
Name and Designation  
Business Address

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PROFORMA FOR TECHNICAL BID

S. No.	Particular	To be filled in by the tender
1.	Name of the Agency / Firm	
2.	Details of EMD	
	(i) Amount	
	(ii) Draft No.	
	(iii) Date	
	(iv) Issuing Bank	
3.	Date of incorporation / registration of the agency	
4.	Detailed office address of the Agency with Office Telephone Number, Fax Number and Mobile Number and name of the contact person.	
5.	Copies & Nos. of all certificates of registration with all concerned Government Authorities.	
6.	PAN/TAN number (Copy to be enclosed)	
7.	Sl. No. with copy of Service Tax Registration Number (15 digit service tax code No.)	
8.	Length of experience in the field	
9.	Experience in dealing with Govt. Departments with names of the Departments and annual value of the contract (attach copies)	

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10.	Annual Turnover during the last 3 years: - 2012-13 2013-14 2014-15	
11.	Details of satisfactory service certificates from user Departments	

Date:  
Place:

(Signature of the Authorized person)  
Name and Designation  
Business Address

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ANNEXURE - III

PROFORMA FOR PRICE BID

(Amount in Rs.)

Requirement / Rate	WagonR/Indica or equivalent AC cars	Swift D'Zire / Indigo / Ford Ikon / Accent or equivalent AC cars	SX4 / Ciaz / Honda City, Ford fiesta or equivalent AC Cars
Rate 3000 Kms. and 300 hrs. per month			
Rates per additional Kilometer beyond 3000 KM			
Rates per additional Hours beyond 300 hours.			
Rate for 100 Kms and 10 working hours <b>per day</b>			
Rates per additional Kilometer beyond 100 KM			
Rates per additional Hours beyond 10 hours.			
Night Charges after 11:00 PM			

Date:

Place:

(Signature of the Authorized person)

Name and Designation

Business Address

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