F.No.26/2/2016-Admn.
Government of India
Ministry of Mines
***

Room No. 314, Shastri Bhawan
New Delhi, 30th August,'2016.

**Tender Notice**

Sub: Tender Notice for hiring DLY (CNG) vehicles/cars in the Ministry of Mines.

Ministry of Mines intends to hire **DLY Taxies (with company fitted CNG)** vehicles/cars (A/C) (Maruti Ciaz/Honda City and Indica/Santro/Liva/Waganr on monthly basis from reputed tours & travels operators/agencies/companies located in New Delhi for a period of one year. The interested firms may send their sealed quotations under **Single Bid System** in the enclosed Performa by 12.00 pm. on 20/09/2016. The envelop be superscribed as “Quotation for hiring of cars for the Ministry of Mines” addressed to the Under Secretary (Admn.), Ministry of Mines, Shastri Bhawan, New Delhi-110001 should be dropped in the tender box kept at the Information & Facilitation Center, garage No. 23, ground floor, ‘A’ wing, Shastri Bhawan, New Delhi. The tenders should be accompanied with the earnest money of Rs.20,000/- in the form of Demand Draft in favour of Pay & Accounts Officer, Ministry of Mines. Quotations received without earnest money will not be considered”.

2. The tenders have been invited under single bid system. The interested agencies are advised to submit sealed envelope super scribing “Tender for providing vehicle on hire to Ministry of Mines”.

3. Undertaking to be furnished by the service provider that the firm is not blacklisted or banned by any Government Agency.

4. The conditional bid shall not be considered and will be out rightly rejected in very first instance.

5. Actual parking charges/toll taxes will be reimbursed along with the hiring charges bill. The bills raised by the firm should have all tax registration numbers printed on the bills.

6. The present requirement of hired vehicles in the Ministry is 05 i.e. 03 Maruti Ciaz/Honda City and 02 Indica/ Santro/ Liva/waganr which may be increase or decrease in future.
7. The contract will be governed by the following terms and conditions:

I. The firms should have sufficient Nos. of cars (Maruti Ciaz/Honda City and Indica/ Santro/ Liva/wagamr) registered in their own firm names. Copies of RCs must be attached.

II. The firm should have minimum three years experience in atleast 5 Ministries/Departments of providing vehicles/cars to Government organizations/PSU etc.(proof to be attached).

III. Bidder should have a well established office, located within Municipal limits of Delhi/NCR.

IV. EMD will be returned to the unsuccessful bidders without interest after the tender is finalized. EMD without interest to the successful bidder will be returned on receipt of performance guarantee deposit.

V. The Ministry will not entertain any request of the vendors for revision of rates during the tenure of the contract.

VI. This “Tender Document” can be downloaded from the website of “eprocure.gov.in” and “mines.nic.in” or collected from the Admn. Section, Ministry of Mines.

VII. The contract would be initially for one year and may be considered for extension on yearly basis, up to 2 years, based on satisfactory performance and with an enhancement of 5% in each year, if agreeable to both the parties.

VIII. Bids incomplete in any respect shall be liable to be rejected.

IX. Undertaking to be furnished by the service provider that the firm not having been blacklisted or banned by any government agency.

X. The quotations will be opened by ‘Tender Opening Committee’ in the Ministry on 21/09/2016 at 3.00PM in the presence of bidders/their representative who may like to be present.

8. The car to be provided should be in good running condition and should have been Registered after 01.07.2015 with proper upholstery and required accessories etc. The driver should hold valid driving license and other statutory documents. The firm should furnish certificate indicating the following:

(i) Service tax registration certificate.
(ii) Valid Pan Card (individual/firm as the case may be).
(iii) Registration Certificate copy of vehicles.
(iv) The firm should have minimum three years experience in atleast 5 Ministries/Departments of providing vehicles/cars to Government organizations/PSU etc.(proof to be attached).

9. The following terms and conditions may be kept in view while sending the quotations:

1. The bid should be quoted in the prescribed format at annexure-I.

2. The vehicles should be registered in the name of the firm and be insured.
3. The approved rates will not be enhanced during the currency of the contract (i.e. one year from the date of awarding the contract).
4. The amount quoted should include all statutory payments excluding service tax.
5. The payment shall be made on monthly basis against a bill duly supported by duty slips duly signed by the concerned authorized officer of this Ministry.
6. The vehicles hired shall be for the exclusive use of this Ministry and sharing with any other user or the service provider will not be allowed under any circumstances.
7. Cars should be well maintained during the contract period. Cars offered should be properly cleaned and washed daily before reporting for duty. In the event of the Ministry not being satisfied with the functioning of the vehicle, its maintenance or cleanliness, the agency shall be bound to provide alternate vehicles. The decision of Ministry shall be final in this regard and any objection by the service provider shall be deemed to be a violation of the contract and shall render such service provider to termination of the contract with this Ministry.
8. The driver should be fully conversant with the roads of Delhi and should be well behaved and must follow the traffic rules. The contractor would be held responsible for the conduct of the driver to be deputed for duties in the Ministry of Mines. A penalty of Rs.2000/- will be imposed on the firm for not reporting the vehicle for duty in time and for any kind of lapse in the service of vehicle.
9. The drivers deployed should possess a good knowledge of operating portable fire extinguishers equipped in the taxi, traffic rules. They should escort the officers to office/other buildings with torchlight at night or with umbrella during rains etc.
10. The antecedents of driver to be deployed should be properly verified and his details will have to be provided to this office. In case of change of driver, prior permission of the Ministry should be taken.
11. The firm should be in a position to provide stand-by vehicle within half an hour of reporting of any break down. All expenses on such repairs are to be borne by the firm.
12. Drivers deployed by the firm should be paid as per prevailing Minimum Wages Act of NCT of Delhi. The Ministry will not be a party in any dispute whatsoever regarding wages and allowances of drivers. However, as per Wages Act, the drivers must be paid salary by 7th of every month without fail.
13. The car with the driver should be placed at the disposal of Ministry as and when required (even on Saturday/Sunday and on Gazetted holidays). Ministry would be free to use the hired car in any manner for carrying official, materials etc. as per its requirement and the firm will not have any objection to it.
14. Ministry will not be responsible for any challan, loss, damage or accident to the vehicle or to any other vehicle or injury.
15. The firm will provide a landline and a mobile numbers on which they can be contacted any time (24 hours). The driver too should possess a mobile phone.
16. All liabilities, arising out of any legal dispute, accidents, etc. shall be borne/ 
paid by the firm.

17. If the vehicle is not sent for duty and if the transporter fails to make alternative 
arrangements a penalty of Rs. 2000/-per day will be imposed & it will be 
deducted from the monthly bill.

18. The tenderer whose quotation are finally accepted, shall have to deposit a sum of 
Rs.1,00,000/- in the form of Bank Guarantee as performance security. The 
performance security deposit will be forfeited in the event of the firm violating 
any of the terms and conditions of the contract.

19. In the event of the firm backing out of the contract midway, without any explicit 
consent of this Ministry, the Ministry reserves the right to recover the higher 
rates vis-a-vis the contracted rate which may have been incurred by the Ministry 
on transportation of officers for the remaining period of contract through 
alternative means. The bill amount of the month would also be forfeited.

20. The firm should quote the price/charges per vehicle. The number of vehicles 
may be reduced/increased as per the requirement of the Ministry. The total 
charges will accordingly be calculated on the basis of approved rate & number of 
vehicle taken by the Ministry.

21. The firm will ensure proper conduct of drivers while on duty and enforce 
prohibition of consumption of alcoholic drinks/drugs, chewing of paan/gutka/
smoking/ listening of music while driving.

22. The kilometer mileage will start/calculated from the officers residence and back 
which is normally within 15 kms. from the office. The drivers should report for 
duty daily at 8 am.

23. There will be no dead mileage. No mileage will be allowed to drivers for 
lunch/breakfast or for drawl of petrol/CNG etc.

24. It must be noted that vehicles should have the permit to go to NCR region.

25. Copies of registration certificate and insurance in respect of vehicles and the 
driving license of drivers to be deployed should be produced to this Ministry at 
the time of finalization of contract.

26. In case a vehicle is requisitioned and the same does not reach at the appointed 
time and juncture, the Ministry will be free to call another vehicle from the open 
market and the expenses on this account will be deducted from the pending 
bills/security etc. Besides, a penalty of Rs.2000/- per day would be imposed for 
every such lapse.

27. The drivers of the vehicle should not be changed frequently. A one time penalty 
of Rs.1000/- will be imposed if driver is charged within of 3 months without 
valid reason.

28. In case of delay in reporting, a penalty of Rs.200/- per hour shall be imposed.

29. Ministry of Mines reserves the right for termination of contract at any time by 
giving one month written notice, if the services are found unsatisfactory and also 
has the right to award the contract to any other agency at the cost, risk and 
responsibilities of the bidder and excess expenditure incurred on account of this.
will be recovered by the department from his security deposit or pending bills or by raising a separate claim.

30. The contract awarded shall be terminated if the firm indulges in any unfair activities, misrepresentation of facts, submission of improper/forged documents/log sheet. In such a case the firm will be liable to be banned and the performance security will be forfeited.

31. In case of non-functioning of AC system a penalty of Rs.500/- per car per day will be imposed.

32. Parking stickers provided for a particular vehicle shall not be misused, and shall be returned immediately if the vehicle is taken off services.

33. The reasons for rejecting a tender or non-issuing a tender document to a prospective bidder will be disclosed by the Ministry where enquiries are made by the bidder. Any dispute emanating from the resultant contract will be interpreted under Indian Laws.

(M.S. Kasottia)
Under Secretary to the Govt. of India
Tel:23073046
Email: man.kasottia@gov.in

1. Website of ‘Central Procurement Portal’.
2. NIC –to upload the above tender notice on the website of Ministry of Mines.
(to be enclosed in sealed cover)

<table>
<thead>
<tr>
<th>Details to be given by the bidder</th>
<th>Page No. of the document enclosed</th>
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<tbody>
<tr>
<td>Name of the firm</td>
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<td>Service tax No.</td>
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<td>Total number of vehicles available with the agencies with copies of RCs</td>
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<td>Complete Address &amp; Telephone numbers</td>
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<td>Registration No. of the firm (proof to be attached)</td>
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<td>PAN number of the firm name (proof to be attached)</td>
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<td>Annual Financial turnover for three years (proof to be attached)</td>
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<td>Undertaking that the bidder is not blacklisted/debarred by any Ministry/Govt. Deptt/PSU etc.</td>
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<td>Three years experience in providing vehicles on hire to Ministries/Departments and other organizations where the vehicles are engaged on regular/monthly basis (self certified and duly stamped copies of contract letter be attached)</td>
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<td>Name, designation and address of the person to whom all reference shall be made regarding this tender</td>
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<tr>
<td>Make /Model of the vehicles to be supplied (not made before July 2015)</td>
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<tr>
<td>Hiring rates for 3000kms. and 300hrs. per month for the vehicle(A/C) Maruti Ciaz/Honda City</td>
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<tr>
<td>Hiring rates for 3000kms. and 300hrs. per month for the vehicle(A/C) Indica/Santro/WagonR</td>
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<td>Rates for additional hours beyond 300hrs. for Maruti Ciaz/Honda City</td>
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<td>300hrs. for Indica/Santro/Liva/Waganr</td>
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<td>Rates for additional kilometer beyond 3000kms. For Maruti Ciaz/Honda City</td>
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<td>Other information (if any)</td>
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(Signature of authorize person)
Full Name:
Seal:

[Signature]

GANGA SARAN KASOTTIA
Under Secretary
Ministry of Mines
Government of India
DECLARATION

1. I, ______________________ Son/Daughter/Wife of Shri ______________________ Proprietor/Director/authorized signatory of the agency/Firm, mentioned above, is competent to sign this declaration and execute this document.

2. I have carefully read and understood all the terms and conditions of the tender for providing vehicles on hire to the Ministry of Mines and undertake to abide by them.

3. The information/documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I/We am/are well aware of the fact that furnishing of any false information/fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate.

Signature of authorized person

Full Name:

Seal:

DATE:

PLACE:

[Signature]

मानसिक प्रमाण / Signature
उद्देश्य सचिव / Under Secretary
मंत्रालय / Ministry of Mines
भारत राज्य / Govt. of India
नई दिल्ली / New Delhi