

No. 7(13)/2009-NMCC  
Government of India  
Ministry of Commerce & Industry  
Department of Industrial Policy & Promotion  
National Manufacturing Competitiveness Council

Vigyan Bhavan Annexe, New Delhi – 110 011

Dated: the 19<sup>th</sup> July 2011

**Subject:- Tender Notice for Hiring of DLY Taxis for use in National Manufacturing Competitiveness Council (NMCC) – reg.**

SEALED TENDERS are invited in two bid system (Technical Bid and Financial Bid separately) from reputed Tours and Travel Agencies/companies located in New Delhi/Delhi, for hiring of DLY taxis on monthly basis and need basis for the official use of NMCC, initially for a period of one year. Firms which fulfill the following minimum criteria may only apply:-

- (i) The firm should be registered with relevant authorities (Certificate of Incorporation, Registration with service tax, PAN No.); (Attested copies of Registrations to be enclosed).
- (ii) The firm should have an annual turnover of more than 5 lakh during the previous financial year; (Attested copies to be enclosed); and the firm should have at least 03 nos. of DLY taxis registered in name of firm; (Attested copies of Registrations to be enclosed).
- (iii) The firm should have similar experience of at least last three financial years in Government Sector/PSU etc.; (Attested copies of Certificates/work orders to be enclosed).

2. Terms and Conditions of the tender are given in **Annexure-I**.

3. The Technical Bid, in separate envelope, should be strictly as per format given in **Annexure-II**. An earnest money deposit (EMD) amounting to Rs.10,000/- (Ten Thousand only) in the form of Demand Draft/Pay Order drawn in favour of DDO, NMCC payable at New Delhi has to be enclosed with the Technical Bid failing which the Technical Bid shall be rejected.

4. The Financial Bids in separate envelope should be in strictly as per the format given in **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 and signed.

5. Financial bids of only those firms will be opened, who are short listed on the basis of the Technical Bid and after inspection of their vehicles by the Competent Authority of the NMCC. The firm would be required to bring their vehicles for inspection alongwith original RCs as and when intimated by the NMCC, before the financial bids are opened.

6. The Technical and Financial Bids should be put in two separate envelopes superscribed as 'TECHNICAL BID' and 'FINANCIAL BID' respectively, and sealed separately. Both these envelopes should be put in a bigger envelope superscribed as '**Quotation for hiring of vehicles**'; and sealed and addressed to the **Deputy Chief, Room No. 236, Vigyan Bhavan Annexe, New Delhi.**

7. The due date for receiving and opening of bids will be as under:-

Last date for submitting bids : 17 Aug 2011 by 1500 hrs

Opening of Technical bid : 17 Aug 2011 at 1500 hrs

Opening of Financial bid : 18 Aug 2011 at 1500 hrs

8. Those tenderers who wish to be present may do so at the above venue.

9. Bids received after the last date will not be entertained.

10. Details are also available on our website [www.nmcc.nic.in](http://www.nmcc.nic.in)

11. You may accordingly submit your quotations, if interested.

Yours faithfully,

(K. Vasudevan)  
Deputy Chief  
Tele: 23022536

To

As per list enclosed.

Copy to:

1. NIC, DIPP, Udyog Bhawan, New Delhi For uploading on the NMCC Website.
2. Joint Chief (VAK) For getting the tender uploaded on NMCC website

## ANNEXURE-I

### TERMS & CONDITIONS

- (i) The number of cars to be engaged is not fixed and may vary as per requirement of the NMCC.
- (ii) Initially the contract will be valid for a period of one year and may be extended further on satisfactory performance of the firm on mutually agreed terms and conditions.
- (iii) The NMCC reserves the right to obtain the service from other sources.
- (iv) The DLY Taxis should not be older than three years and be in excellent condition.
- (v) The DLY taxis should be in very good working conditions and well maintained during the contract period. The vehicle to be supplied should be in excellent conditions mechanically as well as get up wise i.e. outer body / upholstery etc. should be decent looking.
- (vi) The firm should be in a position to supply DLY taxis on short notice as and when needed. The firm would also be required to provide additional taxis (in addition to one) at the quoted rates on demand.
- (vii) All expenses will have to be borne by the firm in case of breakdown of the vehicle supplied. Immediate replacement of the breakdown vehicle will have to be provided. In case of any breakdown, the firm should be able to provide another vehicle within 30 minutes.
- (viii) The owner/senior representative of the firm should be available on his own direct telephone (office/residence) so as to respond to the call for vehicles in emergent cases. The Mobile number should also be given.
- (ix) All the charges towards repair/servicing, salary of the Driver, petrol expenses any other incidental expenses on operation & maintenance of the hired car would be borne by the firm.
- (x) Actual parking charges/toll taxes/entry taxes/inter-state taxes for journeys/service 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.
- (xi) All liabilities arising out of any challan, loss, legal dispute, accidents, etc. shall be borne/ paid by the firm and NMCC shall not be liable in any matter whatsoever.
- (xii) The jurisdiction for legal disputes, if any, arising during the tenure of the contract will be Delhi Courts only.

- (xiii) The car with the driver should be placed at the disposal of NMCC as and when required. NMCC would be free to use the hired car in any manner for carrying officials, material etc. as per its requirements and the firm will not have any objection to it.
- (xiv) No advance payment, in any case, would be made to the firm.
- (xv) Payment shall be made on presentation of bill, duly certified by the user officer, on monthly basis. The NMCC will not be responsible for delay in payment due to non-submission of bills in time.
- (xvi) The antecedents of drivers to be deployed should be properly verified (by Police authorities) and their details (names, addresses, telephone nos., photograph, copy of driving license etc.) will have to be provided to this office. Prior permission has to be obtained from this office before change of any driver.
- (xvii) The driver should have valid driving license and the vehicle should be registered with the concerned authorities of Central/State Government. A certificate to this effect should be provided. The drivers of the vehicle provided must follow traffic rules and other regulations prescribed by the Government from time to time. The Drivers must be dressed appropriately, proficient in speaking local language, well mannered, courteous with proven integrity, healthy personal habits and should always carry a mobile phone with him.
- (xviii) The vehicle and driver provided to NMCC shall not be changed except under compelling circumstances and after prior consent of the NMCC.
- (xix) The firm shall not transfer, assign, pledge or sub-contract its service under any circumstance without written permission of the NMCC.
- (xx) The transporters shall not deploy vehicles hired by NMCC on monthly basis for any other purpose or any other business during the validity of the contract.
- (xxi) The firm may discontinue the contract by giving a notice of at least 45 days in writing.
- (xxii) Penalty Clauses would be as under:-

S. No.	Problems	Penalty
1.	Late arrival a) By 10 minutes b) Between 10-30 minutes c) Above 30 minutes. d) Does not report for duty	a) Rs.50.00 b) Rs.100.00 c) Rs.200.00 d) Rs.2,000.00

		In all the above cases, the officer concerned, depending upon the urgency, can hire a taxi for the day or take a taxi to reach the destination, payment of which shall be borne by the Contractor.
2.	Attire/turnout of the driver a) Inappropriate  b) Very Inappropriate	a) Rs.50.00 to Rs.200.00. depending upon the inappropriateness.  b) The driver with the vehicle will be sent back and a penalty of Rs.300.00 will be imposed. A taxi will be hired for the day and payment for the same will be borne by the contractor.
3.	Unclean vehicle or seat covers/ small in the vehicle	Rs.50.00 for the 1st day Rs.200.00 per day for the 2nd consecutive day and beyond
4.	AC not working, malfunctioning	The contractor to provide another vehicle in an hour's time or else the office can hire a taxi for the day, payment of which will be borne by the contractor.
5.	Breakdown enroute	Office to hire a taxi to reach the destination, payment to be borne by the contractor.
6.	Recurrent malfunctioning / dissatisfactory vehicle condition	The vehicle will be returned. A taxi will be hired, payment of which will be borne by the contractor along with a daily fine of Rs.500.00, till such time a proper vehicle is provided.
7.	Drivers poor knowledge of route	Driver to be changed by the Contractor. If the Contractor doesn't change the driver in 03 days time, the vehicle will be sent back and a taxi hired, payment of which will be borne by the Contractor, along-with a fine of Rs.200.00 daily.
8.	Driver's behavior	Rs.50.00 to Rs.250.00 depending upon the gravity of the

		<p>misdemeanor.</p> <p>If the misbehavior continues then the driver will have to be changed by the contractor.</p> <p>If the contractor doesn't change the driver in 03 days time, the vehicle will be sent back and a taxi hired, payment of which will be borne by the Contractor, along with a fine of Rs.200.00 daily.</p>
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- (xxiii) Additional penalty can also be imposed if the contractor violates any of the terms and conditions of the contract.
- (xxiv) The duty point would be Vigyan Bhavan or any other place intimated by the NMCC from time to time. The mileage and timing would be calculated from the place of reporting to the place of release and not from garage to garage.
- (xxv) Earnest Money Deposit (EMD) of Rs.10,000/- (Rupees Ten Thousand only) of unsuccessful tenders will be returned immediately after finalization of contract. EMD submitted by successful tenders will be kept as performance guarantee and the same will be returned after successful completion of contract.
- (xxvi) The daily record (indicating time and mileage) shall be maintained separately for each vehicle.
- (xxvii) The successful bidder will also be required to submit within five days copies of Registration of Certificate, Insurance papers, PUC, Permit etc. for the cars proposed to be given to this office.
- (xxviii) NMCC reserves the right to reject any or all the quotations without assigning any reason thereof. Decision of NMCC shall be final in this regard.
- (xxix) Bids incomplete in any respect shall be liable to be rejected.
- (xxx) In case during the contract period, there is a change in prices of petrol, diesel, CNG, etc., the above Terms and Conditions will remain the same including the rate/rates quoted by the tenderers.
- (xxxi) Each vehicle deployed by the firm with the NMCC will be issued entry/security pass for 'Vigyan Bhavan Annexe' to be displayed prominently on the left corner of the front wind screen of the vehicle. The entry/security pass has to be necessarily surrendered to the NMCC once the vehicle is withdrawn by the firm from duty with the NMCC for any reason whatsoever.
- (xxxii) NMCC reserves the right to cancel the contract at any time without assigning any reason whatsoever. The firm will not be entitled to claim any

compensation against such termination. However, while terminating the contract, payment due, if any, to the firm for services already performed would be paid as per the contract terms.

**ANNEXURE-II**

**PROFORMA FOR TECHNICAL BID**

To,

Deputy Chief  
National Manufacturing Competitiveness Council,  
Room No. 236, Vigyan Bhavan Annexe,  
New Delhi – 110 011

Subject:- **Hiring of DLY Taxis for use in National Manufacturing Competitiveness Council (NMCC) – Invitation of Quotations.**

Sir,

I/We intend to submit the quotation the subject captioned above and hereby consent to agree/accept all the terms and conditions stipulated in NMCC letter No. 7(13)/2009-NMCC dated 19<sup>th</sup> July 2011. The information regarding technical details is as under:-

1.	Name of the Firm / Company / Agency (Attach Certificate of Registration)	
2.	Name of Proprietor of the Firm / Company / Agency	
3.	Complete Registered Address of the Firm / Company / Agency	
4.	Telephone No.	Office: Residence:
5.	Mobile No.	
6.	Fax No.	
7.	E-mail address	
8.	Location of Garage	
9.	Total No of vehicles registered with the Firm / Company / Agency	
10.	Total No of Drivers with the Firm / Company / Agency	
11.	Name & Address of the Department / Ministries and other organizations where, at present, vehicles of the Firm / Company / Agency are engaged on regular / monthly basis (Please attach copies of contract/satisfactory certificate from the concerned Department/Ministry/Organisation)	

12.	PAN No. (copy to be enclosed)	
13.	Service Tax Reg. No. (Copy to be enclosed)	
14.	EMD Details (Amount, Name of the Bank/Branch, DD No. and date)	

2. I/We undertake that documents are genuine / authentic and nothing material has been concealed and that I/we are not debarred by any Government organization and are competent to contract. I/We understand that the contract is liable to be cancelled, if found to be having obtained, through fraudulent means/concealment of information.

Date:

Place:

(Signature of the Authorised person)

Name:

Designation:

Business Address:

Seal

**ANNEXURE-III**  
**PROFORMA FOR FINANCIAL BID**

To,

Deputy Chief  
National Manufacturing Competitiveness Council,  
Room No. 236, Vigyan Bhavan Annexe,  
New Delhi – 110 011

Subject:- **Hiring of DLY Taxis for use in National Manufacturing Competitiveness Council (NMCC) – Invitation of Quotations.**

Sir,

I/We intend to submit the quotation the subject captioned above and hereby consent to agree/accept all the terms and conditions stipulated in NMCC letter No. 7(13)/2009-NMCC dated 19<sup>th</sup> July 2011. The information regarding financial bids is as under:-

**PROFORMA FOR RATE ON MONTHLY BASIS**

Sl. No.	Description	Rates (Figures and Words)
		INDIGO (AC)
1.	2400 kms – 300 hours	
2.	Charges for every additional Km beyond 2400 kms	
3.	Charges for every additional hour beyond 300 hours	

**PROFORMA RATES FOR NEED BASIS**

Sl. No.	Description	Rates (Figures and Words)		
		Non-AC		
		INDICA	SANTRO	WAGON-R
1.	80 kms – 10 hours			
2.	40 kms – 5 hours			
3.	Charges for every additional Km beyond 80 kms / 40 kms			
4.	Charges for every additional hour beyond 10 hours / 5 hours			

2. I/We undertake that I/we are not involved in any major litigation that may have an impact of affecting or compromising the delivery of the services as required under this tender and that I/we are not debarred by any Government organization and are competent to contract. I/We understand that the contract is liable to be cancelled, if found to be having obtained, through fraudulent means/concealment of information.

Date:  
Place:

(Signature of the Authorized person)  
Name:  
Designation:  
Business Address:  
Seal