

Sub: Quotation for Hiring of Commercial Vehicles.

Dear Sir,

VigyanPrasar, an autonomous body under Department of Science & Technology, Govt. of India, invites sealed tenders to hire the following **commercial vehicles** on monthly basis under two bid system i.e technical bid and financial bid for official use. Technical qualification is given at Annexure-I. All the information asked as per Annexure I & II along with EMD is to be kept in envelope-I and clearly marked technical bid. Financial bid as per format given at Annexure-III is to be kept in envelope –II. Both the envelope is to be kept in another bigger envelope and clearly marked on the cover of envelope " Tender for hiring of vehicle" enquiry No. , date of opening. Sealed envelope should reach to Vigyan Prasar latest by 22nd Feb 2013 **up to 15:00 PM**. Technical & financial bids, both will be opened on same day ie 22nd Feb 2013.**If technical and commercial bid not submitted separately, the same (Bid) will not be considered.**

S. No.	Name of the Vehicle	No. of vehicle required	Kms	Duty Point
1.	Indigo/Swift Dzire	One	2200 Kms – 12 hours duty (per day) – full calendar month	Pussa, New Delhi
2.	Indica/Swift	One	3000 Kms –12 hours duty (per day)-24 days	C-24, QIA, New Delhi-16
2.	Indica/Swift	One	2200 Kms –12 hours duty (per day)-24 days	Dwarka, Sec-18A, New Delhi
4.	Maruti Van (CNG) (Eco - 7 Seater) (All seats front facing only)	One	2200 Kms –12 hours duty (per day) -26 days	Sagarpur East
05	Any 09 seater vehicle	One	2200 Kms –12 hours duty (per day) -26 days	Sagarpur East
06	Tata Sumo	One	2200 Kms –12 hours duty (per day) -26 days	Sagarpur East

Note: from Sl No: 4,5&6 only any one vehicle will be hired. However Decision to hire or not to hire any vehicle will be taken at the time of award of contract.

The terms and conditions are as under: -

1. The vehicle would be on duty in a calendar month for 12 hrs duty per day. The timing and days, however, will be flexible, limit of days in a month is mentioned against each vehicle above and the driver would be informed accordingly.
2. Licensed, reliable, experienced driver having knowledge of Delhi/Noida Roads should be deployed on the vehicle.
3. The vehicle should be in excellent running condition and model should not more than two years old.
4. There would be no revision in the tariff during the period of the contract.
5. The period of contract would be initially for 12 months which may be extended further for six months, on mutual consent basis, if services are found satisfactory. VP reserves the right to terminate the services without assigning any reasons, if the services are not found suitable/satisfactory. One month notice is required to be given by either party in case the Agreement is to be terminated during the period after completion of initial three months of contract.
6. For calculation of Kms run during duty hours, the starting and ending point of duty will be as mentioned above. If the end point where the vehicle is signed off last is other than the above, then distance from the point where the vehicle was signed off upto taxi stand would be allowed to be included. The route including start and end point, of the vehicles may be changed during the contract period, however the total Kms for the month will remain the same.
7. In case the regular vehicle is not available, then another vehicle of a similar description, as mentioned above table, should be sent as replacement. If no substitute vehicle is sent and no alternative arrangement is made, then double the pro-rata amount/day or the actual expenses incurred for hiring the vehicles whichever is more would be deducted from the bill. If service is not made available for part of a day, no payment would be made for that day.
8. Penalty as stated at Para 7 above will be imposed if vehicle breaks down on duty or does not turn up at the appointed time.
9. No payment for the day is admissible if the vehicle meets with an accident.
10. VP reserves the right to cancel any or all quotations without assigning any reasons.
11. No partial work will be awarded.
12. **The vehicles must be registered in the name of company or the owner or firm should have vehicles on lease agreement with owner who is submitting the bid. The copy of the registration is required to be enclosed with bid.**
13. **Quotation should be for all the four vehicle. Part quotations will not be accepted. All the four vehicles will be hired from single lowest-one vendor. All the vehicles should have commercial vehicle requisite. Quotations as per format mentioned at Annexure-`I,II,III` will only be accepted. Quotation not in format, will not be accepted.**
14. The vender should have a valid PAN No. and Service Tax No. and required to attach a copy of Service Tax & PAN as a Proof. Vendor will be required to submit the proof of deposition of service tax, claimed from Vigyan Prasas, to the Central Government on quarterly basis regularly.
15. Contractor shall be solely responsible for payment of wages/salaries, other benefits and allowances including extra hour duty & night halts allowances to his personnel that might become applicable under any act or order of the Government. Vigyan Prasas shall have no liability whatsoever in this regards and the contractor shall

indemnify Vigyan Prasar against any/all claims, which may arise under the provision of various act, government orders etc.

16. Contractor shall be fully responsible for theft, burglary, fire or any mischievous deeds by his staff.
17. All the vehicle must have maximum level of fuel at the time and point of starting. Refuelling of vehicles during the course of duty is not permitted unless it is justified that total fuel has been exhausted during the course of duty on particular day. A Penalty of Rs; 200.00 will be imposed on each refueling if above condition is not metarised.

Termination of Contract

18. In case of any default by the Contractor and in any of the terms and conditions Vigyan Prasar may without prejudice to any other right/remedy which shall have accrued or shall accrue thereafter, terminate the contract, in whole or in part, by giving 15 days notice in writing to the Contractor.
 - a. All instructions, notices and communications etc. under the contract issued in writing and if sent to the last known place of business, shall be deemed to be served on the date, even in ordinary course of post, these would have been delivered to the contractor.
19. Notwithstanding anything contained herein, Vigyan Prasar also reserves the right to terminate the contract at any time or stage during the period of contract, by giving 15 days notice in writing without assigning any reason and without incurring any financial liability whatsoever to the contractor.
20. Vigyan Prasar shall evaluate the financial bids of eligible bidders (qualifying technical bids) to determine the L-1. **Monthly charges will only considered for evaluation of L1** however the bidder has to quote for all the items as per financial bid format Annexure-III. Rates quoted should be exclusive of service tax. Payment of toll ,state tax etc will be paid on actual basis.
21. **The bidder, whose aggregate charges for all the four vehicles for one month as per above calculations comes out to be lowest, shall be considered as L-1 bidder.**

Thanking you,

Yours Sincerely,

(T. V. Venkateswaran)

Registrar & Scientist-F

ANNEXURE-I

Technical Qualification.

The bidders should furnish the under mentioned information along with technical bid, failing which their bids will not be considered.

- 1 Name of the firm : Address and Telephone Number
- 2 Name of the Authorized Person submitting : the Bid Telephone/Mobile Number
- 3 Name of the bank (With full address)
- 4 Bank Account Number
- 5 PAN No. (Please enclose photocopy)
- 6 Registration with Service Tax Service Tax Regn. No..... (Please enclose photocopy of Registration Certificate)
- 7 The vehicles must be registered in the name of company or the owner or on lease agreement, who is submitting the bid. The copy of the registration is required to be enclosed with technical bid. The bidder shall give a clear declaration that the firm will be able to supply required numbers of Taxi registered vehicles of model not older than Jan 2011. If the bidder does not supply the required vehicle within the 04 days from the date of work order or violation/non fulfilment of terms and condition of contract ,his EMD will be forfeited.EMD of successful bidder will be retained by Vigyan Prasar as performance security deposit till completion of contract period and EMD of others will be returned within 45 days from the date of opening.
The bidder should enclose copy of registration certificate and valid comprehensive insurance cover in favour of proprietor/partners/firm as documentary evidence in support of the vehicle.
The bidder should send a copy of the latest Service Tax return.
- 8 The bidder should send a demand draft for Rs. 10000/-(Rs. Ten Thousand only) in favour of " Vigyan Prasar" , payable at New Delhi towards Earnest Money Deposit (EMD), Bidders are requested to write their name and full address at the back of the Bank draft submitted in support of Tender document. Bids not accompanied by the requisite amount of Earnest money shall be rejected out rightly.
9. Attached all the copies of tender document duly signed as accepting all the terms and condition of the tender.

Annexure-II

To be kept duly signed and stamped with Technical Bid)

The contractor shall furnish the following information for Hiring of Light Commercial Vehicles.

1. Name of the firm
2. Address for communication E-mail address
3. Registered office if any
4. Location of Garage
5. Telephone No. (Office, Residence, Garage).
6. Name of proprietor/partners/directors.
7. Date/ year of commencement of business.

(ii) Details of vehicles (**not older than Jan 2011 model**)
owned by the bidder.

SL. No.	Registration. No.	Make and model	AC Car	Date of Purchase	Indicate petrol/ diesel driven Bharat II/Bharat III norms/CNG	Photocopy of RC/ Insurance enclosed
1						
2						

9. Name of the Contact person with Mobile number for provision of service:

10. Any other information, which the bidder considers necessary to bring to the notice.

It is certified that the above information/certificates are true and in case of any of these is found to be false we shall be liable for any action as decided by the Dept of Telecommunications.

Dated.

Signature of Tenderer with Seal

Annexure – ‘III’(Price Bid, to be kept in separate envelope)

Schedule of items/ services to be provided and rates to be quoted by the Agency/ Company (in space provided)

Name of the Agency/ Company :
Address :
Telephone No. :
PAN No. :
Service Tax No. :
E-mail (if any) :

Type of Vehicles : Commercial Vehicles only

S. No.	Particulars	Indigo/ Swift Deziire (Diesel)		Indica/ Swift		Indica/ Swift		Maruti Van (CNG)/ Eco (7 seater)	Any 09 Seater Vehicle	Tata Sumo	
		2200 Kms – 12 hours duty (per day) – full calendar month		3000 Kms –12 hours duty (per day)-24 days		2200 Kms –12 hours duty (per day)-22 days					2000 Kms –12 hours duty (per day) -26 days
		Non-AC	AC	Non-AC	AC	Non-AC	AC				
1.	Make & Model of Vehicle proposed to be provided										
2.	Monthly rate for a calendar month & 12 hours per day (in Rs.)										
3.	Rates for Extra kilometer (in Rs.)										
4.	Rate for Extra hours beyond 12 hours duty. (in Rs.)										
5.	Night duty stay charges (if any)										
6.	Date from which vehicle can be provided										
7.	Any other information/conditions										

Monthly charges will only considered for evaluation of L1. The bidder, whose aggregate charges for all the four vehicles for one month as per above calculations comes out to be lowest, shall be considered as L-1 bidder. Rates should be exclusive of service tax.Payment of toll,state tax will be paid on actual basis.

(Signature of the contractor)