

**Sub: Quotation for Hiring of Vehicle.**

Vigyan Prasar, an autonomous body under Department of Science & Technology, Govt. of India invites the quotations to hire the one of the following Vehicles on monthly basis for official use in two bid system. Interested bidders are requested to send **technical and Commercial bids in two separate envelopes and both should be put up in a another sealed envelope** and clearly marked on the cover of envelope Technical bid/ commercial or price bid , enquiry No. , date of opening. Sealed envelope should reach Vigyan Prasar latest by 27th mar 2018 **up to 14:00 Hrs.** Technical & financial bids, both will be opened on same day i.e. 27th Mar 2018 at 15:00 Hrs.( **Refer Annexure-II Check List for technical bid/qualification**) If technical and commercial bid are not submitted separately, the same (Bid) will not be considered .

<b>S. No.</b>  <b>(1)</b>	<b>Name of the Vehicles</b>  <b>(2)</b>	<b>No. of vehicles required</b>  <b>(3)</b>	<b>Kms</b>  <b>(4)</b>	<b>Duty Point</b>  <b>(5)</b>
1.	a)Swift Dzire (Diesel)	One	2400 Kms – 12 hours duty (per day) – 26 days	From Janak Puri,New Delhi to Sector-62 Noida via Pandav Nagar,Laxmi Nagar, Jagatpuri
	b) Maruti Ciaz Petrol	One		From HUDCO Place near Sadik Nagar, New Delhi to Sector-62 Noida via Katwaria Saray

**The terms and conditions are as under: -**

1. The vehicle would be on duty as mentioned in Col. (4) above for 12 hrs duty per day.
2. The vehicle should be in excellent running condition and registration of the vehicle should not more than two years old and should not have run more than 100000 Kms at the time of contract and also during the contract period. As soon as 100000 Kms are over, new vehicle with less than 100000 Kms running shall be provided. **Vehicle must have GPS navigation system to locate the location to be travelled.**
3. There would be no revision in the tariff during the period of the contract.
4. The period of contract would be initially for 12 months out of which first 03 months will be considered as trial period. After completion of 3 months of trial period contract would be extended for further period of nine months

if services are found to be satisfactory. The term of contract may be extended annually on mutual consent basis. However total period of contract shall not exceed three years. VP reserves the right to terminate the services without assigning any reasons, if the services are not found suitable/satisfactory during the entire period. 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.

5. For calculation of Kms run during duty hours, the starting and ending point of duty will be as mentioned at Sl No: (5) in above table. If the end point where the vehicles is signed off last is other than the above, then distance from the point where the vehicle was signed off up to 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.

6. In case the regular vehicle is not available, then another vehicle of similar make and model should be sent as replacement. If no substitute vehicle is sent and no alternative arrangement is made, then double the pro-rata amount per day or the actual expenses incurred for hiring the vehicle 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.

7. Penalty as stated at Para 6 above will be imposed if vehicles breaks down on duty or does not turn up at the appointed time.

8. No payment for the day is admissible if the vehicle meets with an accident.

9. If any officer/user of vehicles is on tour or on leave, the said vehicles will report to Vigyan Prasar Noida Office or any other place which will be informed to the driver/Vendor.

10. VP reserves the right to cancel any or all quotations without assigning any reasons.

11. The vehicles must be registered in the name of company or the owner or lease agreement who is submitting the bid. **The copy of the registration and lease agreement(s) are required to be enclosed with bid.**

12. Price Bid as per format mentioned at Annexure-'I' will only be accepted. Quotation not in format will not be accepted. No conditional Tender will be accepted.

13. The Vendor should have a valid PAN No. and Service Tax No. and required to attach a copy of Service Tax & PAN as a Proof with the bids. Vendor will be required to submit the proof of deposition of service tax, claimed from Vigyan Prasar, to the Central Government on quarterly basis regularly.

14. Vendor 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 Prasar shall have no liability whatsoever in this regards and the Vendor shall indemnify Vigyan Prasar against any/all claims, which may arise under the provision of various acts, government orders etc.

15. The Vendor shall ensure that all statutory provisions like Insurance, Road Tax, Road worthiness Certificate etc. are complied with and shall be solely responsible for any penalty arising due to default thereof.

16. The Vendor shall be fully responsible for theft, burglary, fire or any mischievous deeds by his staff.

17. All the vehicles must have maximum level of fuel at the time and point of starting. Refueling 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 occasion.

18. Licensed, reliable, experienced and cautious drivers having knowledge of Delhi and Noida routes should be deployed on the vehicles. Further, in case driver(s) are found not conversant with the various routes within Delhi/Noida, a penalty of Rs: 250.00 per day duty, per driver will be imposed to the maximum extent of 20% of total monthly invoice including taxes, till the driver is changed.

19. The vendor will submit papers of two driver's for one vehicle along with verification of their antecedents by the police. Change of driver(s) will be permissible within these two drivers only. In case, if change of drivers besides these two drivers is needed due to exceptional circumstances, it will be done with the approval of Vigyan Prasar. A penalty of Rs. 500.00 will be imposed on each occasion whenever driver is being changed, without the permission. Penalty will be calculated as follows.

Rs: 500.00 for change of driver(s) + 250.00 X number of days of duty of driver not conversant of Delhi/Noida routes.

### **Termination of Contract**

20. In case of any default by the Vendor 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 without assigning any reasons .

21. 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.

22. Notwithstanding anything contained herein, Vigyan Prasar also reserves the right to terminate the contract at any time or stage during the period of contract, without assigning any reason and without incurring any financial liability whatsoever to the contractor.

23. Monthly charges for vehicle will only considered for evaluation of L1. However in case of tie-up of monthly charges other factors will be computed to decide L1. Rates quoted should be exclusive of service tax. Payment of toll state tax etc will be paid on actual basis. VP reserves the right to select either commercial or private vehicle. Bidder must be in a position to provide the vehicle immediately on acceptance of the bid. No request for change of vehicle or interim arrangement will be entertained.

24. The Vendor should send a demand draft for ₹ 10000.00/- (Rs. Ten Thousand only) towards Earnest Money Deposit (EMD) and a non refundable demand draft of ₹ : 500.00 towards tender fee in favour of "Vigyan Prasar", payable at New Delhi. Vendors 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 and tender fee with prescribed encloser shall be rejected out rightly. EMD of successful Vendor will be retained by the Vigyan Prasar till completion of contract period and others will be returned after finalisation of contract. If the successful Vendor, as per terms and condition of tender, fails to provide the vehicles his EMD shall be forfeited.

25. Attached all the copies of the tender documents duly signed by the bidder as accepting all the terms and condition of the tender along with the Technical bid.

26. The quotations should be received in this office by 27th Mar, 2018 by 02.00 PM. Quotations would be opened on same day at 3:00 PM.

27. Vendor may contact for any query to Shri Rajender Kumar, Administrative Officer Tele: 0120-2404430 Extn: 213 E- Mail: rkumar @vigyanprasar.gov.in

Sd  
(Somesh C Jhingan)  
Registrar

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) :

S. No.	Particulars	Swift Dzire (Diesel) 2400 Kms – 12 hours duty (per day) – 26 days in a calendar month		Maruti Ciaz Petrol 2400 Kms – 12 hours duty (per day) – 26 days in a calendar month	
		For Commercial Registration (A)	For Private Registration (B)	For Commercial Registration (A)	For Private Registration (B)
1.	Registration Year of Vehicles proposed to be provided				
2.	Monthly rate for 26 days in 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)				
7.	Rates per Km for outstation duty with minimum limit				
8.	Rate for Extra Kilometer for outstation duty				

Rates should be exclusive of service tax. Payment of toll, state tax will be paid on actual basis.

(Signature of the contractor)

Continued-----

**Check List/Self Attested Documents to be enclosed along with technical bid.**

Vehicles to be provided on hire must be on the name of owner or firm or on lease on the name of owner or firm and Vehicles should be in excellent running condition and model should not be more than two years old. A photocopy of the registration certificate (RC) and lease agreement, Road worthiness certificate, and insurance certificate of the Vehicles (commercial and private both, for which bid is being submitted and vehicles is offered) must be enclosed. Vendor must be in position to provide the vehicles on acceptance of the bid.

A copy of PAN, Service tax registration certificate to be enclosed.

Demand draft of ₹ : 10,000.00 as EMD and ₹ : 500.00 as non refundable tender fee to be enclosed. Enclose the driving license of the two drivers who shall be deployed, along with Police verification of their antecedents.

All the copies of tender document duly signed by the bidder accepting all the terms & condition of the tender.

Technical and Commercial bids to be submitted in two separate envelopes and both should be put up in another sealed envelope. If the price and technical bid submitted together, the same will not be considered.

A Certificate as mentioned below to be enclosed to be enclosed along with technical bid.

I **(Name of the bidder/Firm)** confirm that I am in position to provide the vehicles Swift Dzire (Diesel) and Maruti Ciaz Petrol as per tender , in excellent running condition Registration of Vehicle not older than two year as per enclose vehicles registration certificate(RC) on acceptance of the bid.

Signature and Stamp of the Vendor

All the above self attested documents to be enclosed along with technical bid. Technical bid will be considered non-responsive if any one of the above document is not enclosed along with technical bid and the same will be rejected and financial /Price bid will not be opened/considered. No conditional Tender will be accepted. All the original documents must be brought for verification at the time of tender opening.