सं० डी-26016/1/2007-स्टाफ कार सैल
भारत सरकार
योजना आयोग

योजना भवन, संसद मार्ग,
नई दिल्ली, दिनांक 06 /01/2009

निविदा सूचना

1. सरकारी मंत्रालयों/ विभागों को किराए पर टैक्सियां उपलब्ध कराने हेतु *प्रतिष्ठित* अनुभवी व वित्तीय रूप से सुदृढ़ कम्पनियों/ फर्मों/ एजेंसियों से मुहरबंद निविदाएं आमंत्रित की जाती हैं।

2. बोली लगाने वाली फर्मे वर्तमान में सरकारी मंत्रालयों/ विभागों को सेवाएं प्रदान कर रही हो।

3. निर्धारित प्रपत्र में अलग-अलग भरी हुई तकनीकी और वित्तीय बोलियों सहित मुहरबंद कोटेशन्स 1,40000/- रूपये (एक लाख चालीस हजार रूपये) के बयाना जमा राशि सहित अवर सचिव (सामान्य प्रशासन-II), योजना आयोग, योजना भवन, संसद मार्ग, नई दिल्ली को भेजी जानी चाहिए जो अधिकतम 28.01.2009 (***बुधवार***) को अपराह्न तीन बजे तक पहुँच जानी चाहिए। कोटेशन निर्धारित तिथि और समय के भीतर उपरोक्त पते पर या तो डाक द्वारा भेजी जाए अथवा योजना भवन, नई दिल्ली के स्वागत द्वार पर रखे निविदा बाक्स में डाल दिए जाए।

4. पूर्ण निविदा दस्तावेज योजना आयोग के वेबसाइट (**http://planning commission.gov.in**) से डाउनलोड किए जा सकते हैं।

5. तकनीकी बोलियां इच्छुक निविदाकारों अथवा प्राधिकृत प्रतिनिधियों की उपस्थिति में कमरा सं० 344, योजना भवना, संसद मार्ग, नई दिल्ली में दिनांक 28.01.2009 (***बुधवार***) को अपराह्न 3.30 बजे खोली जाएंगी। जिन निविदाकारों की तकनीकी बोलियां स्वीकार की जाएगी उन्हे वित्तीय बोलियों के खुलने की तिथि सूचित कर दी जाएगी।

6. अंतिम तिथि और समय के पश्चात् प्राप्त होनी वाली बोलियों पर विचार नहीं किया जाएगा।

(महेन्द्र चौधरी)
अवर सचिव, भारत सरकार

No. D-26016/1/2007-S.C.Cell
Government of India
Planning Commission

Yojana Bhavan, Sansad Marg,
New Delhi, 6th January,2009.

TENDER NOTICE

1. Sealed tenders are invited from reputed, experienced and financially sound Companies/Firms/Agencies providing the services of taxis on hire basis to Govt. Departments / Ministries.
2. The bidding firms should be presently in the business of providing the services to Govt. Departments / Ministries.
3. The Sealed quotations with separate Technical and Financial bids filled in the specified proforma, along with an Earnest Money Deposit of Rs.1,40,000/- (Rs. One lakh forty thousand only) and addressed to the Under Secretary (G-II), Planning Commission, Yojana Bhavan, Sansad Marg, New Delhi should reach latest by **3.00 P.M. on 28.01.2009 (Wednesday).** The quotations should either be sent by post at the above mentioned address or dropped in the Tender Box placed at Reception Area of Yojana Bhavan, New Delhi by the stipulated date and time.
4. Complete Tender Document may be downloaded from the website of Planning Commission **(http://planningcommission.gov.in).**
5. The Technical bids shall be opened at **3. 30 PM on 28.01.2009 (Wednesday)** in Room No. 344, Yojana Bhavan, Sansad Marg, New Delhi in the presence of such tenderers or their authorized representatives who may wish to be present. The tenderers whose Technical bids are accepted will be informed about the date of the opening financial bid.
6. Bids received after the closing date and time shall not be considered.

[Mahender Chaudhary]
Under Secretary to the Government of India

Scope of work and terms and conditions

1. The tenders are being invited to empanel agencies (Two or more) for providing the services of DLY / DLZ Cars to Planning Commission on rate contract basis.
2. Only registered and bona fide firms having a minimum of 20 self owned cars, possessing requisite experience, competence, capacity to provide requisite number of cars even at short notice and having a minimum annual turnover of Rs.20,00,000/- (Rs.Twenty lakhs only) during the last two years in this line of business need apply.
3. The tenderers have to ensure that they should be in a position to supply even upto 10 vehicles to Planning Commission, if required.
4. The tenderers are required to submit two separate bids - Technical and Financial, as per enclosed proforma. The two bids should be submitted in two separately sealed envelopes superscribed "Technical Bid for Providing the Services of DLY/DLZ Cars on rate contract basis to Planning Commission" and "Financial Bid for Providing the Services of DLY/DLZ Cars on rate contract basis to Planning Commission". Both sealed envelopes should be put in a third sealed envelope superscribed "Tender for Providing the Services of DLY/DLZ Cars on rate contract basis to Planning Commission".
5. The declaration in the prescribed proforma should be submitted alongwith the technical bid.
6. The Technical bid should be accompanied by an Earnest Money Deposit (EMD) of Rs.1,40,000/- (Rupees one lakh forty thousand only) in the form of Demand Draft/Pay Order from a commercial bank drawn in favour of "Pay & Accounts Officer, Planning Commission, New Delhi". It should remain valid for a period of 6 months. In the absence of EMD, the tender shall be rejected summarily. The earnest money shall be refunded to the unsuccessful bidders after finalisation of the contract. It shall be refunded to the successful bidder on receipt of performance security
7. The successful tenderer will have to deposit a Performance Security Deposit of Rs.3,50,000/- (Rupees three lakhs fifty thousand only) by way of Fixed Deposit Receipt (FDR) from a commercial bank and hypothecated in favour of "Pay & Accounts Officer, Planning Commission, New Delhi" valid for 60 days beyond the expiry of period of one year contract and further renewable, if required.
8. The contract will be initially for a period of one year from the date of commencement. The period of the contract may be extended on a yearly basis upto a maximum of 3 years, on request by the firm, on the same terms and conditions, provided the requirement of Planning Commission persists at that time and subject to qualitative assessment of the performance of the firm by the competent authority in Planning Commission.
9. The make of the cars deputed for duty should not be older than year 2006.
10. Documents in support of the vehicles being owned by agency has to be submitted with the technical bid.

11. The agency must have a 24 hours / 365 days working telephone system and telephone attendant, so that the agency can be telephonically contact at any time.
12. The drivers on duty must be well behaved, wearing neat and clean uniform, having thorough knowledge of the routes in Delhi/NCR and have a permanent mobile contact number.
13. The taxis being provided must be in excellent condition, with immaculate seat covers and bearing DLY / DLZ numbers.
14. Drivers / vehicles attached to Sr. Officers on a regular basis should not be changed without prior permission / intimation.
15. All vehicles must be fully insured and have valid pollution control certificates.
16. Expenditure on account of claims arising out of accidents, challans for traffic violations, etc. will be borne by the service provider.
17. Payment will be made on a monthly basis. Bills sent by the agency shall be accompanied by Log Book and Duty slips.
18. Dead mileage will not be paid. Mileage will be calculated from the actual place of reporting.
19. Actual parking charges will be payable alongwith the monthly bills, only upon submission of the parking / tax, bills.
20. The approved rates will remain valid during the entire period of one year of the contract and request for enhancement of rates will not be agreed to during this period.
21. In case the agency fails to provide vehicle(s) for a particular duty, etc. vehicles will be hired from other sources and the difference between the approved rate and the rates of the other source will be recovered from the subsequent bills of the agency. Same will apply in case the agency fails to provide an alternate vehicle in case of breakdown, etc.
22. If the vehicle(s) get delayed by ½ hr. or more to report for duty, a penalty of Rs.300/- per car will be levied on each occasion and deducted from the subsequent bills. However, if a particular vehicle / drivers is found to be habitually reporting late for duty, such vehicle / driver will be required to immediately replaced with another vehicle /driver. The decision of the competent authority in Planning Commission will be final in this regard.
23. For all intents and purposes, the service providing agency shall be the "Employer" within the meaning of different Labour Laws applicable in respect of their staff deployed in this Commission. The drivers deployed by the agency in this Commission shall not have claims of any Master and Servant relationship against Planning Commission.
24. The service providing agency shall be solely responsible for the redressal of grievances/resolution of disputes relating to the drivers. This Commission shall, in no way, be responsible for settlement of such issues whatsoever.
25. This Commission shall not be responsible for any financial loss or other injury to any driver deployed by service providing agency in the course of their performing the functions/duties, or for payment towards any compensation.

26. The driver(s) deployed by the service providing agency shall not claim nor shall be entitled to pay, perks and other facilities admissible to regular / confirmed employees of this Commission during the currency or after expiry of the contract.
27. In case of termination of this contract on its expiry or otherwise, the driver(s) deployed by the service providing agency shall not be entitled to and will have no claim for any absorption in the regular / otherwise capacity in this Commission.
28. The agency will be responsible for compliance of all statutory provisions relating to Minimum Wages, etc. in respect of the drivers deployed by it in this Commission. The tendering agency will be fully responsible for payment of wages and other dues and compliance of all labour laws, welfare schemes applicable to the drivers deployed by them in this Office.
29. The agency shall be liable for depositing all taxes, levies, Cess etc. on account of services rendered by it to Planning Commission to concerned tax collection authorities from time to time as per extent rules and regulations in the matter.
30. The agency shall maintain all statutory registers under the Law. The agency shall produce the same, on demand, to the concerned authority of this Commission or any other authority under Law.
31. If the agency fails to start providing vehicles as per the requirement of Planning Commission, within 7 days from date of placing the order, the EMD shall be forfeited without giving any further notice.
32. In case, the agency fails to comply with any statutory/taxation liability under appropriate law, and as a result thereof the Commission is put to any loss/obligation, monetary or otherwise, the Commission will be entitled to get itself reimbursed out of the outstanding bills or the Performance Security Deposit of the agency, to the extent of the loss or obligation in monetary terms.
33. In case of breach of any terms and conditions attached to this contract, the Performance Security Deposit of the agency will be liable to be forfeited by this Commission besides annulment of the contract.
34. The agency shall raise the bill, in triplicate, along with attendance sheet [duly verified by the Officer in Charge of place of duty] in respect of the persons deployed and submit the same to Under Secretary (G-II) in the first week of the succeeding month.
35. PAN Number and or other tax registration numbers should be printed on the bills raised by the Firm.
36. The competent authority, Planning Commission, reserves full authority to discontinue the services of the firm, at any point of time, by giving one month's notice and without giving any reason. The decision of the Planning Commission shall be final in this regard.
37. The competent authority, Planning Commission reserves the right to withdraw/relax any of the terms and condition mentioned above so as to overcome any problem that may arise at a later stage.

38. A copy of the complete tender document, including duly filled in declaration form, should be duly signed and sealed by the tenderer in all pages, thereby conveying his acceptance of the same, and submit it alongwith the Technical Bid.
39. Tender incomplete in any form are liable to be rejected outright.
40. The closing date and time for receipt of tenders will be **3.00 P.M. on 28.01.2009 (Wednesday).**
41. The Technical bid shall be opened at **3.30 PM on 28.01.2009 (Wednesday)**in Room No. 344, Planning Commission, Yojana Bhavan, Sansad Marg, New Delhi, in the presence of the authorized representatives of the Firms, who wish to be present at that time. The tenderers whose Technical bids are accepted will be informed about the date and time for opening the Financial Bids.
42. No bidder will be allowed to withdraw after submission of the bids; otherwise the EMD submitted by the bidding firm would stand forfeited.
43. In case the successful bidder declines the offer of contract, for whatsoever reason(s), the EMD submitted by the successful bidder would stand forfeited.
44. The competent authority of Planning Commission reserves the right to reject all or any tender in whole, or in part, without assigning any reason.

Eligibility Criteria

The tenderer should fulfil the following eligibility criteria and submit documentary proof thereof alongwith the Technical Bid:

(a) The tenderer should have its Registered Office or one of its Branch Offices in Delhi / New Delhi or NCR.
(b) The tenderer should be registered with the appropriate registration authorities, viz., ESI, EPF, Income Tax, Service Tax , PAN, TIN, etc.
(c) As on 1st January 2009, the tenderer should have at least two years experience in providing DLY/DLZ Cars to Central Government Departments / Ministries, and should be currently providing the services in one or more Central Government Ministries / Departments.
(d) A copy of the Terms & Conditions as given in the Tender Document, should be duly signed and sealed by the tenderer in all pages, thereby conveying his acceptance of the same, and submit it alongwith the Technical Bid.
(e) The Technical Bid should be accompanied with the EMD of Rs.1,40,000/- (Rs. One lakh forty thousand only).
(f) The declaration form as per prescribed format should be duly signed and sealed and submitted alongwith the Technical Bid.
(g) The Technical and Financial Bids will be accepted, only if they are neatly typed. Handwritten bids will not be accepted. Cutting / Overwriting, etc. in the financial bids will not be accepted.

[Mahender Chaudhary]
Under Secretary to the Government of India

DECLARATION

1. I, _____Son / Daughter of Shri_____Proprietor/Partner/Director/ Authorized Signatory of _____ am competent to sign this declaration and execute this tender document;

2. I have carefully read and understood all the terms and conditions of the tender and hereby convey my acceptance of the same.

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 vague / false information / fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

Signature of Owner/Managing Partner/Director
Date: Full Name:
Place: Company's Seal :

N.B.: The above declaration, duly signed and sealed by the authorized signatory of the agency in token of their acceptance, should be enclosed with Technical bid.

APPLICATION - TECHNICAL BID

For providing the services of DLY/DLZ Cars on rate contract basis to Planning Commission.

Technical Bid Page: 1

1.	Name of Tendering Company/Firm / Agency	
2.	Name of Owner / Partners/ Directors	
3.	Full Particulars of Office	
(a)	Address	
(b)	Telephone No.	
(c)	FAX No.	
(d)	E-Mail Address	
(a)	Name of the Bank(s) where the agency has account(s)	
(b)	Address of the Bank	
(c)	Telephone No.	
(d)	Fax No.	
4.	Registration Details of the agency (copies to be enclosed) :	
	(a) PAN / GIR No.	
	(b) Service Tax Registration No.	
	I E.P.F. Registration No.	
	(d) E.S.I. Registration No.	
5.	Details of Earnest Money Deposit	
(a)	Amount(Rs.)	
(b)	D.D. / P.O. No. & Date	
(c)	Drawn on Bank	
(d)	Valid upto	

(If the space provided in any of the columns above is insufficient, a separate sheet on company letter head may be attached for giving information).

Signature of Owner/Managing Partner/Director

Date:
Place:

Name:
Seal :

6.	Give details of the vehicles owned:			Put a √ in the appropriate box below		
	Make	DLY/DLZ	Year of Manufactur-ing	Petrol	Diesel	CNG
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						
13.						
14.						
15.						

(If the space provided in any of the columns above is insufficient, a separate sheet on company letter head may be attached for giving information).

Signature of Owner/Managing Partner/Director

Date:
Place:

Name:
Seal :

Technical Bid page:3

7	Give details of the last 2 year's contracts, as on 01.01.2009, including details of present contracts awarded to the tenderer by Central Government Departments / Ministries:				
	Name of the Department / Ministry along with name, designation, address, telephone and FAX numbers of the concerned Officer	Number of Vehicles provided.	Value of annual Contract (Rs.)	Duration of Contract	
				From dd/mm/yy	To dd/mm/yy
A					
B					
C					
12.	Additional information, if any				

(If the space provided in any of the columns above is insufficient, a separate sheet on company letter head may be attached for giving information).

Signature of Owner/Managing Partner/Director

Date:
Name:
Place:
Seal :

APPLICATION - FINANCIAL BID

For providing the services of DLY/DLZ Cars on rate contract basis to Planning Commission.

All rates should be inclusive of taxes.

Financial Bid	Ambassador / Indica / Wagon R or equivalent vehicles		Esteem / Indigo or equivalent vehicles	
	A.C.	Non-A.c.	A.C.	Non-A.C.
220 hours and 1800 kms. (per month-22 working days)				
8hrs. and 80 kms.				
4 hrs. and 40 kms.				
Extra per km.				
Extra per hour				
Charges for driver per night for outstation duty				

(If the space provided in any of the columns above is insufficient, a separate sheet on company letter head may be attached for giving information).

Signature of Owner/Managing Partner/Director

Date:
Name:

Place:
Seal :