

**D.26016/1/2007-Genl.
Government of India
Planning Commission
(Staff Car Cell)**

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HIRING OF DLY TAXIES

Planning Commission invites sealed quotations from registered agencies/Firms for hiring DLY taxies for a period of one year. Sealed quotations with Separate Technical and Commercial bids filled in the specified proforma and addressed to the Under Secretary (Genl. Adm.), Planning Commission, Yojana Bhavan, Sansad Marg, New Delhi, should reach latest by 3.00 PM on 16.03.2007. Firms/ Agencies located within a range of 7 Kms from Yojana Bhawan are eligible to apply. The quotations should either be sent by registered 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. Specified proforma alongwith all terms and conditions may be either collected from the Staff Car Cell (Ground floor), Yojana Bhavan, New Delhi on any working day between 4.00PM to 5.00PM or downloaded from Planning Commission's website www.planningcommission.nic.in The Technical Bid shall be opened on 16.03.2007 at 3.30PM in the presence of such tenderers or their authorised representatives who may wish to be present. The Commercial Bids will be opened at 3.30pm on 21.03.2007 in presence of those tenderers or their authorised representatives whose Technical Bids have been accepted by the Planning Commission and wish to be present.

Not to be published.

**(Ravjit Singh)
Under Secretary to the Govt of India.**

सं.डी.26016/1/2007-सा०प्र०।

भारत सरकार
योजना आयोग

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डी.एल.वाई. टैक्सियों को किराये पर लेना

योजना आयोग एक वर्ष की अवधि के लिए डीएलवाई टैक्सियों को किराये पर लेने के लिए प्राधिकृत एजेंसियों/फर्मों से मुहरबंद दरें आमंत्रित करता है। मुहरबंद दरें पृथक तकनीकी एवं वाणिज्यिक बोली (बिड) के साथ उल्लिखित प्रोफार्मा में भरकर अवर सचिव (सामान्य प्रशासन), योजना आयोग, योजना भवन, संसद मार्ग, नई दिल्ली को संबोधित अंततम 16.03.07 को दोपहर 3.00 बजे तक रजिस्टर्ड डाक द्वारा पहुँचनी चाहिए। वे फर्म/एजेंसियां जो योजना भवन से 7 किलोमीटर की परिधि में अवस्थित हैं, आवेदन के लिए पात्र हैं। दरें निर्धारित तारीख एवं समय तक उपर्युक्त पते अथवा योजना भवन, नई दिल्ली के स्वागत कक्ष के पास रखी हुई निविदा पेटी में डाली जानी चाहिए। संलग्न सभी निबंधन एवं शर्तों के साथ उल्लिखित प्रोफार्मा किसी भी कार्य दिवस को सायं 4.00 से 5.00 बजे के बीच में स्टाफ कार सैल (भूतल), योजना भवन, नई दिल्ली से प्राप्त किया जा सकता है अथवा योजना आयोग की वेब साइट www.planningcommission.nic.in से डाउनलोड किया जा सकता है। तकनीकी बोली (बिड) उपस्थित निविदाकर्ताओं अथवा उनके अधिकृत प्रतिनिधि के समक्ष 16.03.2007 को सायं 3.30 बजे खोली जाएंगी। केवल उन्हीं निविदाकर्ताओं की वाणिज्यिक बोली (बिड) 21.03.2007 को सायं 3.30 बजे खोली जाएंगी जिनकी तकनीकी बोली (बिड) योजना आयोग द्वारा स्वीकार कर ली गई है। ये उन निविदाकर्ताओं अथवा उनके अधिकृत प्रतिनिधि की उपस्थिति में खोली जाएंगी जिनकी तकनीकी बिड स्वीकार कर ली गई है तथा जो उस समय उपस्थित होने के इच्छुक हों।

प्रकाशित न किया जाए।

(रवजीत सिंह)

अवर सचिव, भारत सरकार

TERMS & CONDITIONS FOR HIRING OF DLY TAXIES BY PLANNING COMMISSION.

General Instructions

1. The tenderers are required to submit separate Technical and Commercial bids as per enclosed proforma in sealed covers addressed to the Under Secretary (Genl.Admn.), Planning Commission by 3.00PM on 16.03.2007.
2. Only Registered Firms/Agencies located within a radius of 7 km from Yojana Bhavan are eligible to apply.
3. The Technical Bids will be opened at 3.30 pm on 16.03.2007 in Room No. 344, in the presence of such tenderers who may wish to be present. The tenderers whose Technical Bids are accepted by the Planning Commission will be informed within two days.
4. The Commercial Bids will be opened at 3.30 pm on 21.03.2007 of only those tenderers whose Technical Bids have been accepted and who wish to be present.
5. The contract will be for a period of one year commencing from the date of acceptance of the terms and conditions by the successful bidder. The contract can be extended on request by the firm for a further period on its expiry to be decided at the time on the same terms and conditions subject to satisfactory performance by the firm during the period of contract.
6. There will be review of the performance of the firm after every three months. If the same is not found satisfactory, the competent authority in Planning Commission reserves the right to cancel the contract forthwith.
7. The competent authority in Planning Commission reserves the right to cancel the contract at any time without any notice or assigning any reason.
8. The Technical Bid should be accompanied by an Earnest Money of Rs. 100000/- (Rs. One Lakh only) in the form of account payee demand draft from a commercial bank in favour of Pay & Accounts Officer, Planning Commission, New Delhi. The earnest money shall be refunded to the unsuccessful tenderers after finalisation of the contract. It shall be refunded to the successful bidder on receipt of performance security mentioned in clause 9 below.

9. **The successful tenderer shall submit Security deposit of Rs. 2,50,000/- (Rs. Two Lakh Fifty thousand only) by way of fixed deposit receipt from a commercial Bank and hypothecated in favour of Planning Commission which shall be refundable on the expiry of the contract. However, Security Deposit shall be forfeited in case of any default on the part of the contractor for improper or unsatisfactory service. In this regard, the decision of competent authority in the Planning Commission shall be final and binding on the contractor.**
10. **The successful tenderer would be required to submit the typed bills in connection with the service to Planning Commission in the 1st week of each month.**
11. **The competent authority in Planning Commission reserves the right to reject all or any of the bids or accept more than one bid.**
12. **While the Commission has a regular requirement for hiring of taxies, it shall have the right not to utilize the services at all at any time for any period without giving any notice/reason.**
13. **In case of a dispute of any kind and in any respect, the decision of the competent authority in Planning Commission shall be final.**
14. **The tenderers should quote the rates keeping in mind that levies like toll tax, parking charges (including airport), challans for violation of any traffic rule by the driver, are to be borne by the concerned firm.**
15. **The tenderers may note that for the purpose of billing, the time and distance in respect of hired taxi/taxies will commence and terminate at Yojana Bhavan, Sansad Marg, New Delhi.**
16. **The financial position of the firm should be sound.**
17. **The rates will be calculated on the basis of hours.**
18. **One copy of discharge duty slip of each vehicle after signed by the officers should be submitted to Section Officer (Genl.I) branch either on the same day or in the forenoon on the next day, otherwise the bill may not be passed for payment.**

Proforma for Technical Bid

1. Status of the firm :- Whether proprietary/ Partnership/ Company.
2. Whether registered under the relevant law ? Yes/ No
If yes, give details
3. Whether office located in commercial area? If so attach a certificate from the competent authority in State Govt.
4. Distance of the firm from Yojana Bavan_____ Kms.
5. Whether the office operates round the clock____ Yes/ No.
6. Contact Telephone Number-
(A) During working Hours_____
- (B) Beyond Working Hours_____
7. Number of Cars not older than two years -
(A) Ambassador_____
- (B) Indica_____
- (C) Esteem_____
- (D) Indigo_____
8. Can the firm ensure supply of Five to Seven cars on a fixed duty without changing the car and the driver? Yes/ No
9. Details of cars to be supplied which are :
Fully upholstered/ Semi upholstered / not upholstered
10. Can the firm supply 5 to 9 cars against demand without delay?
Yes/ No.
11. Do all the drivers possess valid driving license for the vehicle and are well conversant with traffic rules. Yes/ No.
12. Do all the drivers perform the duty in uniforms. Yes/No
13. Can all the drivers read, write, understand Hindi/ English. Yes/ No.
14. Has the firm submitted earnest money amounting to Rs. 100000/-in the form of A/c payee Demand Draft drawn in favour of Pay and Accounts Officer, Planning Commission? Yes/ No
If Yes Name of the Bank_____
- DD No._____ Date_____
15. Does the firm possess Service Tax Number? Yes/ No
If Yes, Service Tax Number_____

Name.....
Address.....
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Phone No.....
Seal of the firm

Proforma for Commercial Bid

1. The rates should be quoted as per enclosed proforma clearly for 4 hrs./40 Kms., 8 hrs./ 80 Kms., 10 hrs./100 Kms. and 12 hrs. /120 Kms. separately for non-AC and AC cars. Extra mileage and detention charges should also be clearly mentioned.
2. On being awarded the contract by Planning Commission, the tenderer shall deposit a Security Deposit of Rs. 2,50000/- (Rs. Two Lakh Fifty Thousand Only) by way of fixed deposit receipt from a commercial Bank and hypothecated in favour of Planning Commission which shall be refundable on expiry of the contract. The Security Deposit shall be forfeited in case of any default on the part of the contractor for improper or unsatisfactory service. In this regard, the decision of competent authority in the Planning Commission shall be final and binding on the contractor.

Name.....

Address.....

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Phone No.....

Seal of the firm

Proforma

For AC/Non-AC Taxies

I	<u>Half Day</u>	Amb/Indica.		Maruti Esteem/ Indigo AC
		Non AC	AC	
1.	For 40 Kms & 4 hrs.			
II.	<u>Full Day</u>			
1.	80 Kms. & 8 Hrs.			
2.	100Kms & 10 Hrs.			
3.	120 Kms& 12 Hrs.			
4.	Extra Charges per Km			
5.	Extra charges per hr			

We have read the terms and conditions given over leaf and accept the same.

Name.....

Address.....

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Phone No.....

Seal of the firm