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Dte Gen Md Accn Project
E-in-C's Branch
Integrated HQ of MoD(Army)
Kashmir House, Rajaji Marg
New Delhi-110011

10120/MAP/Coord/51 /CHT

30 Jun 2010

M/s _____

INVITATION OF QUOTATION FOR PROVISION OF CIVIL HIRED TRANSPORT

Dear Sir,

1. Sealed quotation are invited from reputed and established Firms for Provision of civil hired transport at HQ DG MAP, Kashmir House, New Delhi.
2. Quotation Form, alongwith special conditions of contract containing details of services required and other terms & conditions is enclosed herewith for your further necessary action and return to this HQ duly completed in all respects before the due date.
3. Quotation should be submitted in two sealed envelope duly marked as "A" & "B" and superscribed with the name of work and due date of opening. Envelope marked 'A' will be opened first.
4. The envelope marked as "A" will contain following documents :-
 - (a) Copies of ownership record (Regns/RC) for the vehicles (minimum five vehicles).
 - (b) Copies of Income tax assessment for the last three years.
 - (c) Photocopy of firm's Income Tax PAN Card.
 - (d) An affidavit certifying that all vehicles will be conforming to pollution norms Euro-III and model of vehicles will not be older than July 2009 and no unauthorized CNG connection is being used in the vehicles.
5. On satisfaction of the documents found in envelope "A", the envelope "B" will be opened. Envelope "B" will contain quotations alongwith special conditions.
6. The tender documents will be received upto 03.00 PM on 13 Jul 2010 and scheduled for opening on 13 Jul 2010 immediately after 1500 hrs. Conditionally quoted tender will not be accepted. Representatives can be present at the time of opening of quotations.
7. All quotations must be addressed to **Director General Married Accommodation Project, E-in-C's Branch, Integrated HQ of MoD (Army), Kashmir House, Rajaji Marg, New Delhi-110011** and name of work to be written on the sealed envelope shall be "Provision of transport on hired basis for office of DG MAP at New Delhi
8. Director General Married Accommodation Project reserves the right to accept or reject any or all quotations with out assigning any reasons and no correspondence will be entertained after submission of quotation.
9. All quotations received duly signed and quoted will be deemed to be an acceptance of all terms and conditions of the tender.

Your faithfully,

(NK Chaturvedi)
Lt Col
SO 1 Coord
for DG MAP

DIRECTOR GENERAL MARRIED ACCOMMODATION PROJECT
E-IN-C's BRANCH, KASHMIR HOUSE, MINISTRY OF DEFENCE,
GOVERNMENT OF INDIA

1. Sealed Quotation are invited for 'PROVISION OF CIVIL HIRED TRANSPORT' for the office of Director General Married Accommodation Project in the office at New Delhi for a period of one year. The rates required to be quoted are as under:-

Ser No	Vehicle	Rate for full day (8 hour/ 80 Km)	Rate per hour for extra hours	Rate per km for extra kms	Rate for Half day (4 hours / 40 Km)
(a)	Car Indica /Zen/ Santro (Non AC)				
(b)	Maruti Van 8 Seater (Non AC)				
(b)	Car Indigo LX (AC)				

2. Before quoting, the tenderer should satisfy himself with the terms and conditions of the contract. No claim on grounds of lack of knowledge, in any respect, shall be entertained .

3. Rates quoted will be applicable for 08 Hours and 80 Kms with in NCR. The requirement of specified 80 Kms and / or 08 hrs may exceed, which will be paid for extra run beyond 80 Kms and 08 hour as per quoted rates duly accepted. Extra Km run will be paid only after completion of mandatory 80 Km, whether in mandatory 08 hours run or run in extra hour.

4. Quoted rates shall remain valid for one year from the date of signing of agreement irrespective of any change in Petrol//Diesel Prices etc.

5. The rates quoted will be inclusive of all taxes (Services taxes, VAT, octoroi, etc) applicable in Delhi.

6. Vehicles are required to perform duties for 08 (eight hours) from **0930 hr to 1730h for (five to seven vehicles) and 1030 hr to 1830 hr for (one vehicle)**. However the timings for use of vehicle shall be at the discretion of this office and can change as per requirement of this office/ officer controlling the vehicles. Any requirement of vehicle prior to notified timing or later than notified timing will be intimated and same rates will remain applicable.

7. The vehicles will be required on week days (Monday – Friday). Requirement if any, during Saturday/Sunday will be intimated separately.

8. Normally eight vehicles (Two Indigo LX AC Cars , three Car Indica / Zen/ Santro (Non AC) and three Maruti Van will be required to be provided. Requirement of lesser or higher number of vehicles for any day will be conveyed and rates given above will be applicable.

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9. The payment to the vendor will be made on monthly basis through Principal CDA, New Delhi. No interest/compensation will be applicable for delays in receiving payments.

10. All vehicles will be confirming vehicle emission norms as applicable in Delhi NCR region as of date and Model of vehicles provided will not be older than Jul 2009. Unauthorised CNG kit fittings shall not be permitted.

11. The drivers of vehicles will maintain a good discipline, they will not have any criminal record (Verification from local police to be obtained by the successful bidder after accepting the tender and they will be in uniform while on duty. The drivers must be well versed with the route of Delhi/NCR and possess a valid driving license .

12. The vehicle will be considered on duty after reporting in Kashmir House and Kilometer head will be counted on reporting for duty. No extra kilometer from garage to Kashmir House and vice versa will be applicable.

13. The contractor shall fulfill all obligations under various labour laws in force regarding deployment of contract workers in respect of the services provided under this contract.

14. The tenderer shall clearly mention the following in their offer letter :-

WE ACCEPT ALL THE TERMS AND SPECIAL CONDITIONS OF CONTRACT

SPECIAL CONDITIONS OF CONTRACT

1. SPECIAL ATTENTION

1.1 All tenderers are cautioned that tenders containing any deviation from contractual terms and conditions, specifications and other requirements, same as provided for in "General conditions of Contract" are liable to be summarily rejected.

1.2 The contract will be awarded to the tenderer whose responsive tender is determined to be the lowest evaluated tender and who satisfies the appropriate standards of capacity and financial resources.

1.3 The rates quoted will be inclusive of all taxes (Services taxes, VAT, octoroi, etc) applicable in Delhi.

1.4 DG MAP reserves the right to terminate the contract at any time without assigning any reason.

1.5 The agreement can be terminated by the contractor on giving two month's notice in advance at any point of time during the currency of the contract. During the period of notice contractor shall however continue to discharge his duties and obligations. However the termination notice can be served by the contractor only after completion of six months of service as per agreement.

1.6 The successful tenderer shall execute with the Government an agreement within 07 days from the date of receipt of the letter of acceptance of tender failing which the contract shall be terminated and Government shall be at liberty to make other arrangement at the risk and cost of the tenderer.

1.7 Due to exigencies of services, the contractor may be required to provide desired vehicle with driver at times even on a holiday and Saturday/ Sunday for which the firm shall be ready & equipped accordingly.

2. RIGHT WAY

2.1 The contractor will provide required number of vehicles which have a current valid permit from concerned competent authority on regular basis. Number of vehicles asked for by HQ DG MAP on day to day basis are to be supplied by the contractor. Contractor shall ensure to arrange supply, on as required basis, on demand, on a particular day. Vehicles of Model Jul 2009 and later conforming to vehicle emissions norms as applicable in the Delhi NCR Regions will only be accepted. Vehicles will be required for use for a distance of 80 Kms and / or duration of 08 hrs from point of duty to point of disengagement. The requirement of specified 80 Kms and / or 08 hrs may exceed, which will be paid for extra run beyond 80 Kms and 08 hour as per quoted rates duly accepted. Extra Km run will be paid only after completion of mandatory 80 Km, whether in mandatory 08 hours run or run in extra hour.

2.2. The contractor shall not allow or permit his workers/ drivers to participate in any trade union activities or agitation in the premises of (HQ DG MAP).

3. **SUFFICIENCY OF TENDER**

3.1 The tenderer shall be entirely responsible for sufficiency of rates quoted by him in his tender.

3.2 That the contractor will provide drivers well turned out in standard uniform, clothing, well behaved and having thorough knowledge of Delhi and in possession of valid driving license. Uniform will be supplied by contractor to driver at his cost. They will be instructed regularly on the etiquettes to be observed . All the drivers shall compulsorily wear the uniform .

4. **NOTICE AND INSTRUCTIONS**

4.1 The contractor shall furnish to the DG MAP the postal address of his office at Delhi/ New Delhi. Any notice or instructions to be given to the contractor under the terms of the contract shall be deemed to have been served on him if it has been sent by registered post to the office, or the address of the firm last furnished by the contractor.

4.2 All vehicles provisioned for hiring shall have the following mandatory documents and valid for the duration of the agreement . One copy of each shall be deposited with this office after showing the original :-

- (a) Vehicle registration / ownership book in original
- (b) Pollution check certificate
- (c) Insurance cover of the vehicle

5. **PERIOD OF CONTRACT**

5.1 The contract shall remain valid for a period of one year. On expiry of the term, the contract may be renewed on mutual consultation by both parties on the terms and conditions as mutually agreed.

6. **SUPPLY OF MATERIALS TOOLS AND EQUIPMENT BY THE EMPLOYER**

6.1 No materials tools and equipment shall be supplied by the DG MAP . The contractor will provide all vehicles in perfect running condition. Upholstery, decor, matting, paints, light star box, star plate, flag roofs, car flag, security gate pass etc and all other accessories of the vehicles will be in good condition at all time. In case the vehicle is not meeting the above standards it will be rejected by the officer and the contractor shall provide suitable replacement with in one hour of receipt of information.

6.2 Drivers will wear their uniforms, supplied and maintained under firms arrangements.

7. DAMAGES AND ACCIDENTS

7.1 The contractor shall not demolish, remove or alter any structure or other facilities on the site without prior approval of the DG MAP.

7.2 It shall be the entire responsibility of the contractor to adopt all the safety precautions and measures. Any accident which occurs during performances of duty shall be the full responsibility of the contractor. The DG MAP bears no responsibility for the same and it shall not have any financial effect on the employer.

7.3 In case of any theft or breakage of HQ DG MAP property by the firm's personnel, the cost will be borne by the contractor. Any breakage found prior to the date of contract work shall be brought to the notice of SO 1 Coord Section of HQ DG MAP.

7.4 The authorities of HQ DG MAP shall not be responsible for any compensation of expenditure towards treatment for any injury or loss of life -caused due to accident by the driver shall be the sole responsibility of the firm.

8. PENALTY

8.1 The contractor on receiving any complaint shall attend to it and complete the job immediately.

8.2 HQ DG MAP reserves the right to reject any vehicle /Driver found unfit without assigning any reason and the firm is responsible for provision of suitable replacement .

8.3 Any absence or missing of vehicles / drivers from duty during office hours would lead to deduction of one day's hiring charges and in addition other penalties would be imposed at the rate of Rs. 1000.00 per vehicle per day of absence.

8.4 That in case the contractor fails to supply the requisite number of transport / vehicles on any day during the tenancy of the contract, the DG MAP shall be at liberty, to hire/engage the vehicle from any other available transport company at the risk and cost of the second party, at the prevailing market rate.

8.5 That antecedents of drivers will be provided in writing and police verification carried out before detailment on duty failing which the Contractor shall bear the firm penalty stipulated by DG MAP.

8.6. FDR from any bank for an amount of Rs 75,000.00 valid for 15 months with effect from the date of commencement of agreement' in favour of DG MAP will be deposited with HQ DG MAP as security while signing the agreement. Format of agreement can be seen in HQ DG MAP on any working day before submission of bids. The FDR shall be encashed on account of violation of the terms and condition of this contract.

8.7 In addition to the security deposit, the contractor will deposit Rs. 10,000/- in cash with DG MAP. This amount will be utilized for hiring of vehicles on the risk and cost basis of the firm in the event of break down, non provision of vehicle as stipulated in terms and conditions of contract.

8.8 In case the agreement is violated by the contractor by way of not providing the services or decency in services during the currency of contract, DG MAP shall forfeit the security deposit submitted by the contractor in the form of FDR.

9. **SECURITY MEASURES**

9.1 Police verification antecedents of Drivers employed by firm would be produced for obtaining Security Passes from Security Office, 'H' Block/ Ministry of Defence.

9.2 Drivers / Vehicle shall be liable for physical check both at the time of entry into the campus and passing out at security gate.

9.3 The antecedents of each drivers will be checked and also police verification be kept on records. Valid driving license Identification paper will be carried out by each Drivers during working hours. A copy of valid driving licence of each driver shall be submitted to this office at the time of signing of agreement by the lower bidder.

9.4 Drivers will be granted specific permission to proceed to other govt office's. All office's in Kashmir House except DG MAP office will be out of bound for them.

9.5 Drivers once detailed will not be changed and if change is required under exceptional circumstances prior permission of DG MAP will be taken.

9.6 Security arrangements for the work shall be in accordance with general requirement and the contractor shall confirm to such requirements and shall be held responsible for the action or inaction on the part of his staff/ drivers .

9.7 Drivers shall wear identification badges(cards), uniforms and be decently dressed.

9.8 The Contractor will provide vehicle fitted with star box, star plate, Flag roofs, Car flag and security gate pass as required .

10. **PAYMENT**

10.1 The contractor (successful tenderer) shall be paid for only at quoted / accepted rates.

10.2 Payment will be made by PCDA, New Delhi through cheque on submission of the bill duly pre- receipted and stamped by the firm in the prescribed form after satisfactory completion of work. TDS bill be recovered by the PCDA, New Delhi from the monthly bill.

10.3 Additional charges of any type including taxes, service charges and parking charges/ tolls etc will not be admissible. Rates quoted will be inclusive of anything due to personnel engaged by the firm. All liabilities in this regard will be of the firm engaging these persons.

10.4 That the Service Tax and VAT as per existing Government Rules will be paid by the second party. That the contractor to ensure that the Hiring bills are submitted to SO1(Coord) HQ DG MAP by 3rd of the following month. If the contractor fails to submit the bills by the stipulated date, the DG MAP will not be held responsible for delay in their payment.

10.5. That the payment made through Principal Controller of Defence Accounts, New Delhi may take upto two months to process, subject to timely submission of bills by the contractor.

11. **ADVANCE**

11.1 No Advance shall be paid to the contractor.

12. **PRICE VARIATION CLAUSE**

12.1 Price variation clause is not applicable in this contract.

12.2 The firm shall not be entitled for any additional payment during the tenure of this contract due to increase of petrol / diesel prices, all types of taxes, tolls, service and parking charges etc.