

Govt. of India
Ministry of Communication & IT
Department of Telecommunications
% Pr. CCA, Delhi Region, DTO Building, Prasad Nagar,
New Delhi-110005

No. 1-3/CCA-Admn/Vehicle/2010-11

Dated:25.06.2010

Terms and conditions for hiring of DLY Taxies, both with and without air conditioner:

1. Office of Pr.CCA, Delhi Region, DTO Building, Prasad Nagar, New Delhi-110005, intends to hire DLY Taxies both with and without air conditioner to meet its day to day requirement. The vehicles may be engaged both on monthly basis as well as on K.M./Hour/day basis depending upon the requirements. The vehicles to be deployed should be in sound condition, alongwith driver holding valid driving license and other documents. The registration of the vehicles should not be older than 2008 model (2008 and onwards.)
2. Interested parties can send their quotations with complete details in form Annexure-A (Technical Bid) and Annexure-B (Financial Bid), obtainable on payment of Rs.50/-(Rs.Fifty only) from the office of CCA, Delhi Region on any working day **upto 15 00 hours on 16.07.2010.**
3. Technical Bid (Annexure-A) should contain the following documents:
 - (i) Earnest Money for Rs. 10000/- (Rs. Ten thousand only) in the form of cross demand draft drawn on any nationalized bank payable at New Delhi in favour of CAO(Cash)% CCA, Delhi Region.
 - (ii) Copy of Income Tax PAN Card.
 - (iii) Copy of Registration Certificate of vehicle(s).
 - (iv) Original copy of Terms and Conditions duly signed on each page by the contractor/bidder.
 - (v) Copy of Service Tax Registration Certificate.
 - (vi) Select list of major customers during the last 3 years.
4. Financial Bid (Annexure-B) should contain rates only.
5. The Technical Bid and Financial Bid must be submitted in separate sealed envelopes clearly super-scribing "**Technical Bid**" or "**Financial Bid**" for hiring of taxies respectively on them. Both the sealed envelopes should be kept in a third sealed envelope super-scribing -"**Tender for hiring of DLY Taxies.**"
6. Both the Technical Bid and Financial Bid should be deposited in the Tender Box of the office of The CCA, Delhi Region, not later than **15 00 Hours on 19.07.2010.** Bids received after the stipulated date/time, shall not be entertained. The Technical Bids will be opened on **19.07.2010 at 16 Hours** in the presence of the tenderers or their authorized representatives who may like to be present.

7. The Financial Bids of only those tenderers will be opened whose Technical Bids are found complete in all respect. The date and time of opening of Financial Bids will be intimated in due course. If any required information/document is not found with Technical Bid, Financial Bid of the tender will not be opened/entertained
8. Both the envelopes should be addressed to Sh. J.K.P.Singh CAO (Admn.)% CCA, Delhi Region, DTO Building, Prasad Nagar, New Delhi-110005.
9. The tenderers should be able to provide at least one AC and one Non-AC vehicle on demand. However, the demand may increase/decrease subject to the requirement.
10. The duty point would be **office of the CCA, Delhi Region and other place including NCR** as intimated from time to time and the mileage and time would be calculated accordingly, and not from garage to garage.
11. The rates quoted shall be valid for a period of one year. However the period of validity may be extended on mutual agreement.
12. The Taxies to be supplied should be DLY (Commercial Vehicle) registered in the name of the Firm only and in excellent condition and should have permit to move in NCR.
13. The Firm should have at least 3 year's experience in the Tour & Travelling business in providing taxies in the govt. sector and the Firm should be located preferably in the vicinity of 5-10 KM from the office of the Pr. CCA, Delhi Region.
14. The Firm should ensure that the driver to be provided must possess valid Driving License. The driver should be well mannered and courteous and should carry always a mobile phone.
15. The owner/firm should be in a position to supply DLY Taxies in addition to the regular one on short notice as and when needed.
16. The drivers of the taxies should be fully conversant with the route of NCR and should be well dressed/behaved.
17. The owner/firm should be in a position to provide standby taxies in case of any breakdown.
18. All expenses will have to be borne by the firm in case of breakdown of the vehicle supplied. Immediate replacement of breakdown vehicle will have to be provided.
19. In case a vehicle is requisitioned and the same does not reach at the appointed time and juncture, the office of the Pr. CCA, Delhi Region will be free to call another vehicle from the open market and the expenses on this account will be deducted from the pending bill/security etc. Besides it, a penalty of Rs. 500/- will also be imposed for every such lapses.
20. The owner/firm should be available on his own direct telephone (office as well as residence) so as to call the taxies in emergent cases. The mobile number should also be given. The firm should be able to provide taxies on holidays/Sunday also, whenever required.
21. Compensation and connected expenses, whatsoever in case of any casualty (unforeseen) shall be borne/paid by the firm.
22. Taxies shall be hired preferably and mainly at the rates from the lowest evaluated bidder. However, the office of the CCA, Delhi Region also reserves the right to hire taxies from other service providers at the approved rates and as per the prescribed terms and conditions in the event of the leading bidder not being willing and unable to provide the services for the desired destination.

23. An earnest money of Rs.10000/- has to be deposited in the form of Bank Draft drawn on any nationalized bank in favour of CAO (Cash) % Pr. CCA, Delhi Region alongwith the quotation (Technical Bid). The earnest money will be refunded to the unsuccessful tenderers on finalization of the tender. Successful tenderers will have to deposit security money of Rs. 30000/- in the shape of Demand Draft/Pay Order/Bank Guarantee in the name of CAO (Cash) %The Pr. CCA, Delhi Region for the period of contract. In case, the successful tenderer does not deposit the security money within a week of acceptance of the tender and not start providing the services, the earnest money shall be forfeited. Security money will be forfeited for breach of any of the terms/conditions of the tender and if it is found at any time during the contract period that services provided by the firm are poor/deficient/unsatisfactory. The decision of the competent authority in this regard shall be final and binding on the firm. No interest shall be payable on Earnest Money/ Security Deposit.
24. Tenderers should quote their unconditional rates strictly in the prescribed proforma. Cutting, over-writing, if any, should be duly counter-signed. The competent authority reserves the right to accept or reject any tender in full or in part without assigning any reason thereof and giving any compensation. The decision of the competent authority in this regard shall be final and binding on the firm.
25. The payment for the services will be made on monthly basis on receipt of the bill from the contractor.
26. After the acceptance of the tender, the successful bidder shall be required to sign an agreement with the office of the Pr. CCA, Delhi Region.
27. The contractor shall provide a log book to the driver and he will ensure that it is properly maintained by the driver.
28. Payment of all kind of taxes or duties for plying the vehicle will be the liability of the contractor.
29. All charges towards repair/servicing, salary of the drivers, petrol/diesel/CNG expenses, any other incidental expenses on operation and maintenance of the hired vehicles would be borne by the firm. The vehicles would be insured in all respects by the firm. In case of any accident or theft etc., all the claims arising out of it will be met by the firm and the Department shall not be liable in any matter whatsoever.
30. All disputes will be subject to Delhi Court jurisdiction.



J K P SINGH

Communication Accounts Officer (ADMN)

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No. 1-3/CCA/Vehicle/2010-11

Dated: 25.06.2010

Notice Inviting Limited Tender

1. Sealed Limited Tender are invited on behalf of President of India for hiring of DLY Taxies with and without air conditioner in the % CCA, Delhi Region, DTO Building, Prasad Nagar, New Delhi-110005 for a period of one year. The registration of the vehicle should not be prior to 01/04/2008 i.e. 2008 and onwards model. The general terms and conditions of the contract are enclosed.
2. Schedule of Tender:

❖ Tender No.	1-3/CCA/Vehicle/2010-11 dtd.25.06.2010
❖ Last date for sale of Tender Form:	upto 15 00 hrs. on 16.07.2010
❖ Cost of Tender documents:	Rs. 50/-
❖ Date & Time of receipt of Tender: (Technical & Financial Bids)	upto 15 00 Hrs on 19.07.2010
❖ Amount of Earnest Money:	Rs.10,000/-
❖ Date & Time of opening of Technical Bids:	at 16 00 Hrs on 19.07.2010
3. Tender Forms (Annexure -A & B) and terms & conditions etc. may be obtained from the % CCA, Delhi Region, DTO Building, Prasad Nagar, New Delhi-110005 **upto 15 00 hours on 16.07.2010** after depositing Rs. 50/- towards the cost of Tender documents.
4. The Tender (Annexure-A & B) completed in all respect should be deposited in the Tender Box in the % Pr. CCA, Delhi Region, not later than **15 00 hrs on 19.07.2010**. The Tenders received after the scheduled date and time will not be entertained. Details of the tender may also be seen on DOT Web Site **WWW.dot.gov.in**. In case tender forms downloaded from website are utilized, the cost of the form of Rs. 50/- should be deposited in cash and the receipt obtained should be enclosed with the tender form dully filled in.



J K P SINGH
CAO (ADMN)

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ANNEXURE -"B"

FINANCIAL BID FOR QUOTING RATES FOR HIRING OF TAXIES
(AC---TATA INDIGO,AMBASSADOR, MARUTI SX4, ACCENT & NON-AC-TATA INDICA, AMBESSDOR)

1. Name & full address of
the firm with Tele. No.

2. Rate of taxi:

S. NO.	DESCRIPTION	AMOUNT(IN RS.) FOR NON-AC VEHICLES IN FIGURES AND IN WORDS (AMBASSADOR/INDICA)	AMOUNT (IN RS.) FOR AC VEHICLES IN FIGURES AND IN WORDS (AMBASSADOR/INDIGO MARUTI SX4, ACCENT)
1	Monthly charges for vehicle engaged on monthly basis (2000 Kms/240 hours per month.)		
2	Vehicles on Kms/hours per day (a)Upto 40 Kms and 4 hours (Half day) (b)Upto 80 Kms and 8 hours (full day) (c)Extra charges (per hour in excess of 8 hrs (d)Extra charges (per Km in excess of 80 Kms
3	Any other charges		

I/We accept the terms and conditions stipulated in the above quoted Tender and agree to abide by the same.

Date:

(Signature of tenderer)

Name.....
Address of the firm/Seal.....
Telephone No.
Mobile No.