

OFFICE OF THE FIFTH DELHI FINANCE COMMISSION
3RD FLOOR, B-BLOCK, VIKAS BHAWAN-II,
UPPER BELA ROAD, NEAR METCALF HOUSE,
DELHI-110054

Email: sfc5.delhi@gov.in

F.No. 1(5)/5th DFC/2016/

Dated

NOTICE INVITING TENDER

Tenders are invited under two-bid system from reputed transporters/fleet owners having capacity to supply the required numbers of vehicles for the supply of two (02) number of vehicles on hire basis for the use of the Fifth Delhi Finance Commission, 3rd Level, 'B' Block, Vikas Bhawan-2, Near Metcalf House, Delhi-110054 for a period of one year on contract/outsourcing basis through **e-tendering**. The bidder should apply through 'e' procurement solution only as per the guidelines and terms & conditions given in tender document. Details of the NIT along with terms & conditions, specifications etc. can be seen/downloaded at/from the website <https://govtprocurement.delhi.gov.in> and http://delhi.gov.in/wps/wcm/connect/doit_dfc/Fifth+Delhi+Finance+Commission/Home/Public+Notice. The interested tenderers should upload duly signed tender form and their bids alongwith scanned copies of all the relevant certificates, documents etc. in support of their technical & price bids – all duly signed -on the: <https://govtprocurement.delhi.gov.in>. latest by **16/11/2016 upto 01:00 P.M.** which will be opened by the Tender Committee in the presence of tenderers or their authorized representatives on the same day at **03:00 P.M.** in the office of the Fifth Delhi Finance Commission, Government of NCT of Delhi. In case, any holiday is declared by the Government on the day of opening, the tenders will be opened on the next working day at the same time but the tender box will be sealed on same day and time, as scheduled above. The tenders received after the above said scheduled date and time will not be considered. No tender by Fax /Email will be entertained.

An index prepared after pagination of all documents and enclosures may also be uploaded latest by **16/11/2016 upto 01.00 P.M.** and the technical bids of only those bidders, whose Demand Draft/FDR/B.G for EMD amounting to **Rs.21600** in favour of DDO, The Fifth Delhi Finance Commission, Delhi in sealed envelope is dropped in Tender Box placed in the office of Member Secretary, The Fifth Delhi Finance Commission latest by **16/11/2016 upto 01.00 P.M.**, will be opened online on the same day i.e. **16/11/2016 at 03:00 P.M** in the presence of the bidders who wish to be present and also displayed on the e-portal. The financial bids of eligible firms shall be opened as per Committee's recommendation. For participation in the tender through e-procurement solution, the tenderers are required to have digital certificate and get registered with application Service Provider NIC.

Please regularly check the above website of e-procurement for any change or modification or amendment in the tender. Any corrigendum and addendum required will be uploaded in the e-procurement portal only.

H. N. Mishra
Member Secretary

TERMS AND CONDITIONS FOR THE TENDER FOR THE AWARD OF ANNUAL CONTRACT FOR HIRING TWO (02) NOS. OF VEHICLES FOR OFFICE USE IN THE FIFTH DELHI FINANCE COMMISSION, 3rd LEVEL, 'B' BLOCK, VIKAS BHAWAN-2, NEAR METCALF HOUSE, DELHI-110054

Tenders are invited from reputed transporters/fleet owners having capacity to supply the required numbers of vehicles and having business in Delhi NCR in this field for the last three years for the supply of two (02) number of vehicles on hire basis(which can be increased during course of time) for the use of the Fifth Delhi Finance Commission, 3rd Level, 'B' Block, Vikas Bhawan-2, Near Metcalf House, Delhi-110054 for a period of one year on contract basis. The prospective bidder may quote the rates in the format prescribed below. Bidder shall quote the rates in Indian Rupees for the entire contract on a 'single responsibility' basis such that the Tender price covers contractor's all obligations mentioned in or to be reasonably inferred from the Tender document in respect of the hiring of vehicles at the Fifth Delhi Finance Commission. Incomplete or conditional tender will be summarily rejected. Late bids will also not be entertained. The tender shall remain valid and open for acceptance for a period of 90 days from the last date of submission of tender. The office reserves the right without assigning any reason to accept or reject any/all quotation(s) in whole or in part.

PRICE BID/FINANCIAL BID

Sl. No.	Make/Model of the vehicle	Monthly rate*	Other condition if any
1	Swift Dezire or equivalent		
2	Ciaz or equivalent		

*(Rates are inclusive of all Taxes)

During the period of contract, the rates will not be revised every time with the revision of any taxes by the Government of NCT of Delhi or by the Government of India. The prospective bidder may quote the rates accordingly taking into consideration of this aspect. The columns shall be clearly filled in ink legibly or typed. The tenderer should quote the number, rates and amount tendered by him/them in figures and as well as in words. Alterations, if any, unless legibly attested by the tenderer shall disqualify the tender. The tenderer shall take care that the rate and amount may be written in such a way that interpolation is not possible.

No blanks should be left which would be otherwise made the tender liable for rejection.

11.2.14

1.
 - i) One AC car is required on hire for the Fifth Delhi Finance Commission for daily travel of the Chairman as per the following schedule:
 - a. The normal reporting time and place every day would be 07.45am at the residence of the Chairman, which is "G-1602, Pioneer Park, Sector-61, Gurgaon" and travel to the office of the Commission at Vikas Bhawan-2, Upper Bela Road, Civil Lines, Delhi-54. However, on some days, the reporting time and place may change, such as for journey to and from airport or for attending some other event.
 - b. Billing cycle would be from the first to the last day of the calendar month.
 - c. However, Billing cycle for the first month would be from the date of first run to the end of the month and payable only pro rata. For example, if the service has started from 11th day of the month, then the payable amount would be 2/3rd of the full month charges.
 - d. Similarly, if the services are terminated before the last day of the month, the amount payable for the month would be worked out pro rata.
 - ii) One more AC car is also required on hire for the Fifth Delhi Finance for daily travel of the Member Secretary from Sector 34, Noida to O/o the Commission at Vikas Bhawan II, Upper Bela Road, Civil Lines, Delhi-110054
2.
 - a. The taxi service would be required for 5 days in a week, that is, Monday to Friday
 - b. Taxi service would, in general, not be required for the Saturdays, Sundays and the days declared as holiday by the Government of Delhi.
 - c. If the taxi service is availed on any Saturday, Sunday or public/general holiday, it would be payable as additional payment, for which rate should be quoted.
 - d. The expected run would be 11 hours per day with 15 minutes of grace period. Any extra hour beyond $11\frac{1}{4}$ hours in a day would be payable as additional payment, for which rate should be quoted.
 - e. The expected run during a calendar month would be 2,200 kms(two thousand two hundred kilometers). Any extra run beyond 2,200 kms in a month would be payable as additional payment, for which rate should be quoted.
3. Mileage will be charged from the residence to residence and not garage to garage.
4. The contract shall be valid for a period of one year. The Commission reserves the right to curtail or to extend the validity of contract on the same rates and terms and conditions at its discretion.
5. The period of hiring will commence immediately after the signing of the agreement with the Agency/Firm.

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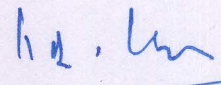
6. The contractor shall deposit/drop Bid Security (EMD) for an amount of Rs.21,600/- in the form of Demand Draft/Fixed Deposit Receipt/Bank Guarantee from a commercial bank in an acceptable form in favour of DDO, The Fifth Delhi Finance Commission, Delhi in sealed envelope, in the Tender Box placed in the office of Member Secretary, The Fifth Delhi Finance Commission. The Bid Security will remain valid for a period of forty-five days beyond the final bid validity period. No interest shall be payable by the Commission for the sum deposited as earnest money deposit.
7. The Bid Security will be forfeited in the following conditions:-
 - a. If at any stage, any of the information/declaration given by the bidder is found false.
 - b. If a bidder withdraws his bid during the period of bid validity specified in the terms and conditions of tender.
 - c. In case of any lapse/default in honouring of the terms and conditions at any stage after submitting the tender.
 - d. In case of final selection of bidder, if he fails to enter into the contract or fails to furnish Performance Security in accordance with the terms and conditions of the tender.
8. The firm whose tender is accepted shall deposit Performance Security for an amount of Rs. 54,000/- within 10 days from the date of issue of offer of work order by the Commission. Performance Security may be furnished in the form of Fixed Deposit Receipt/Bank Guarantee from a commercial bank in an acceptable form in favour of DDO, The Fifth Delhi Finance Commission, Delhi. Performance Security will remain valid for a period of sixty days beyond the date of completion of all contractual obligations. No interest will be payable on this amount. The contract will be signed only after furnishing the Performance Security. In case of breach of contract by the contractor, the Performance Security shall be forfeited by the Government and the firm shall be blacklisted in addition to the termination of the contract.
9. The vehicles and the Drivers will normally not be changed except in unavoidable circumstances, for which necessary alternative arrangement will have to be made by the Agency in time.
10. The driver must be familiar with the roads in NCR including Delhi, Gurgaon & Noida.
11. Driver shall be punctual in reporting for duty and shall follow all traffic and driving rules.
12. The driver shall keep the car clean from inside and outside at all times.
13. The driver shall observe due discipline at all times.
14. The driver shall be in proper appearance and in formal dress/uniform and not in casual dress.
15. The driver shall have valid driving licence and badge issued by the Transport Department.
16. The Commission has the right to ask the Contractor for removal of any Driver, who is not found competent or disciplined.
17. The vehicles should be in good running conditions having valid licence/permits for travel in the NCR; valid 'pollution under control certificate' & other required documents and the vehicle should not be more than three years old.

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18. Any default in the above respects would lead to fine of Rs. 500/- on the Agency on each occasion of default.
19. In case of breakdown of any vehicle, the contractor shall replace the breakdown vehicle within one hour failing which the Commission has the right to hire vehicle from any other sources at the expense of the contractor.
20. If the assigned taxi does not turn up in time, the agency shall arrange an alternative in time. Otherwise the Commission shall engage a taxi and charge it to the Agency.
21. Toll tax, parking charges etc. will be paid by the institute on submission of receipt along with the bill.
22. The contractor shall provide names, addresses of the drivers along with their driving licence number and photo-copies of the driving licence within one week of the award of the contract.
23. Any person who is in Government service or an employee of this Commission should not be made partners to the contract by the contractor directly or indirectly in any manner whatsoever.
24. The contractor shall indemnify the Commission against all other damages/charges for which the Government/Commission may be held liable or pay on account of the negligence of the contractor or his staff or any person under his control whether in respect of accident/injury to the person or damages to the property of any member of the public or any person or in executing the work or otherwise and against all claims and demand thereof. The Commission shall not be responsible financially or otherwise for any injury to the driver or person deployed by the contractor during the course of performing the duties.
25. The Commission reserves the right to terminate the contract at any time without assigning any reason.
26. Vehicle provided to the Commission should have the following documents/facilities:
 - a. Valid Registration Papers; Tax paid receipts; Pollution Certificate and other such legal certificates as required.
 - b. Seat Belt for the Passenger.
 - c. Google map facility.
 - d. Other fixtures/documents as required by rules.
27. Vehicle shall be made available on all days including Saturdays, Sundays, Holidays & late night also as and when required.
28. The vehicle and Driver shall remain available all the time as per Duty Roster and shall not leave place of duty without prior permission.
29. The contractor shall be responsible for total maintenance of the vehicles provided by him.
30. The contractor shall be responsible for ensuring compliance of various laws including the Motor Vehicles Act & Rules, Pollution Laws, Traffic Laws etc.
31. No advance payment will be made. The approved firm shall submit the bill (in triplicate) at the end of the month along with duty slip depicting out meter/in meter; total run in kms. and out time/in time; total duty period in hours duly certified by the concerned officer who has used the vehicle. No interest is payable on delayed payment.
32. The contractor will maintain separate log books for each vehicle which will also be verified/countersigned by the concerned officer.

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33. The bills in triplicate should be made date-wise by the contractor and should be submitted to the Administration Branch of the Commission on monthly basis.
34. The contractor while raising the bill should clearly mention the rate charged/quoted for the vehicle.
35. The Commission will deduct Income Tax at source under Section 194-C of Income Tax Act from the contractor at the prevailing rates of such sum as income tax on the income comprised therein.
36. The Commission reserves the right to vary the numbers of vehicles hired as well as to relax the terms and conditions in the public interest.
37. All Disputes will be subject to New Delhi jurisdiction. The contract will govern by the laws of India for the time being in force
38. The prospective bidder shall furnish the following documents along with their technical bid:-
- (a) Self attested copy of PAN No. card under Income Tax Act;
 - (b) Self attested copy of Service Tax Registration Number;
 - (c) Self attested copy of Valid Registration No. of the Agency/Firm;
 - (d) Self attested copy of valid Licence and Number under Contract Labour Act and under any other Acts/Rules;
 - (e) Proof of experience supported by documents from the concerned organizations;
 - (f) Bid Security (EMD) of Rs. 21,600/- with name of the Banker
 - (g) List of vehicles along with photocopy of their RC/fitness and permit
 - (h) An undertaking to the effect that the Agency has not been blacklisted by any of the Departments/Organizations of the Government of India/Government of NCT of Delhi and no criminal case is pending against the said firm/agency, whether firm has any legal suit/criminal case pending against violation of any law of court.
 - (i) Terms and conditions duly accepted/signed with the stamp of the prospective bidder.
 - (j) Name, Address, Telephone Nos. of Tenders



Designation of the Authorized Officer - Member Secretary
Name and Address of the Department- The Fifth Delhi Finance Commission,
3rd Level, 'B' Block, Vikas Bhawan-2,
Near Metcalf House, Delhi-110054