

PHOTO DIVISION
MINISTRY OF INFORMATION AND BROADCASTING
GOVERNMENT OF INDIA

File no.G-29011/3/2011-PD/Accts/484

New Delhi, the 8 November, 2013

Subject: - Hiring of DLY car for Photo Division - reg.

SEALED TENDERS are invited from reputed Tours and Travel Agencies/companies located within the 08 kms radius to this office in New Delhi/Delhi, for hiring of DLY car for official use of Photo Division, initially for a period of one year. The Contract can be extended further for a period of one year subject to mutual consent / agreement on the same terms and conditions. The Technical / Financial bid should be in two separate sealed covers with technical bid marked clearly as TECHNICAL BID and financial proposal marked as FINANCIAL BID.

TECHNICAL BID

(a) The Technical Bid should be offered in Annexure - I containing the following details:-

(i) Name of the firm

(ii) Business address of the firm

(iii) Telephone No.

(iv) Mobile No.

(v) Copy of the details of the past experience of providing services in the same field.

(vi) Copy of the latest Income Tax return filed and and PAN No. (With proof)

(vii) The earnest Money of Rs.5, 000/- (Rupees thirty thousand only) through a Demand Draft / Pay Order (No. _____ and date _____).

(viii) 15 digits Service Tax Code Number/ VAT Account No

(ix) Copy of Registration No. /License No. of the firm

FINANCIAL BID

b) Financial bids of only those tenderers will be opened who qualify/fulfill the technical bids. The contract will be initially awarded for a period of one year, extendable by another year, subject to the mutual consent and the condition that the services rendered are satisfactory.

Terms and Conditions:

i) There will be no dead mileage. The kilometer age for the purpose of "vehicle run" and "hours of duty" shall be reckoned from the point of reporting for duty to the point of vehicle released. No mileage will be allowed to drivers for lunch/breakfast or for drawal of petrol/diesel/CNG etc.

ii) The vehicles should be in very good and perfect working condition and are well maintained during the contract period.

iii) The firms should have at least 2 years of experience in the tour and travel business in providing vehicle/taxi in the Government Sector /PSUs/Private Sector/Corporate Sector.

iv) The firm will provide DLY registered taxis.

v) The DLY taxi to be supplied should be in excellent condition mechanically as well as get-up wise i.e. outer body/upholstery etc. should be decent looking and should have permit to go to NCR region. The vehicle should not be older than five years.

vi) The owner/firm should be in a position to supply DLY taxis on short notice as and when needed.

vii) The driver of the taxi should be fully conversant with the routes of Delhi NCR Region and should possess valid driving license in his name.

viii) The owner/firm should be in a position to provide standby taxi in case of any breakdown.

ix) All expenses will have to be borne by the firm in case of breakdown of the vehicle supplied. Immediate replacement of the breakdown vehicle will have to be provided.

x) In case a vehicle is requisitioned and the same does not reach at the appointed time and juncture, the Division will be free to call another vehicle from the open market and the expenses on this account will be deducted from the pending Bills/Security etc. Besides, a penalty of Rs. 500/- would be imposed for every such lapse. The firm should provide 24 hours help line number / mobile no for connectivity during odd hours.

xi) The owner/firm should be available round the clock on his own direct telephone (office as well as residence) so as to respond to the call for taxis in emergent cases. The Mobile Number may also be given. The firm should be able to provide taxis on holidays/Sundays also.

xii) All the charges towards repair/servicing, salary of the Driver, petrol expenses, any other incidental expenses on operations & maintenance of the hired car would be borne by the firm.

xiii) The car 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 Agency and this Department shall not be liable in any matter whatsoever.

xiv) The car with the Driver would be placed at the disposal of this Department as and when required. This Department would be free to use the hired car in any manner for carrying officials, material etc. as per its requirements and the firm will not have any objection to it.

xv) If required the Department may hire vehicle on monthly basis also. The mode of hiring of vehicle would be at the sole discretion of the Department.

xvi) In case the car provided to this Division, in case of breaks down, during the period of hire, the firm will immediately provide another car.

xvii) The Firm will keep the car in neat and perfect working conditions, at all time.

xviii) Jurisdiction for legal disputes, if any arising during the currency of the contract, will be settled in Delhi courts only.

xix) Tenderers may please quote their unconditional rates strictly in the attached proforma. Cutting/overwriting, if any, should be countersigned.

xx) No advance payment, in any case, would be made to the firm.

xxi) The firm will obtain the duty slips every day duly signed by the officer and will maintain the log book also daily.

xxii) The Bills for hiring of cars would be submitted after the completion of the month. Bills for supply of DLY cars for any month along with signed duty slips and Log-sheets by the users shall be preferred in the first week of the following month to the Photographic officer(Admn) for payment.

xxiii) The firm will ensure that vehicles and the drivers are not normally changed. Frequent changes of vehicles and drivers will not be permitted.

xxiv) The customers list of Ministries/Departments/ PSUs etc. who have contracted your firm for hiring of cars may be enclosed while submitting quotations.

xxv) The Drivers must be decently dressed, proficient in speaking local languages, well mannered, courteous with proven integrity, healthy personal habits and should always carry a mobile phone with him. In the event of misbehavior on the part of drivers the Division may impose penalty as deemed fit on the firm.

xxvi) The Director, Photo Division will not be responsible for any challan, loss, damage or accident to the vehicle or to any other vehicle or injury.

xxvii) The tender has to be accompanied by an Earnest Money Deposit of Rs.5,000/- (Rupees five thousand only) in the form of a Demand Draft/pay order in favour of, the DDO, Photo Division, Ministry of I & B, SuchanaBhavan, New Delhi. The successful bidder will have to deposit with the Division a Security Deposit of Rs.30,000/- (Rupees thirty thousand only) in the form of FDR/Bank Guarantee in favour of the DDO, Photo Division, Ministry of I & B, SuchanaBhavan, New Delhi. for the due fulfillment of the contractual obligations which is refundable without any interest on termination of the contract after deducting any penalty any liability of any kind imposed by Photo Division, Ministry of I&B, New delhi on account of unsatisfactory services.

xxviii) The EMD will stand forfeited if the successful bidder withdraws or on notifying the rates, refuses to accept the tender or violate any other terms conditions of the tender.

xxix) The daily record (indicating time and mileage) for each vehicle separately shall be maintained in the Log Book for each vehicle.

xxx) A penalty of Rs.500/- per day may be levied if any vehicle fails to meet the above terms and conditions on any day.

xxxi) The Director, Photo Division reserves the right to cancel the contract at any time without assigning any reasons whatsoever.

xxxii) In case during the contract period, there is a change in prices of petrol, diesel, CNG etc., the above Terms and Conditions will remain the same including the rate/rates quoted by the tenderers.

2. The sealed envelopes (separately for technical and financial bid) containing quotations marked 'QUOTATION FOR HIRING OF VEHICLE' should be sent to Photographic officer (admin), Room No. 730,Suchana Bhawan, C.G.O.Complex, Lodhi Road, New Delhi-110003. on or before 1.00 PM on 16.12.2013. The quotations will be opened on the same day at 4.00 PM in office of the Director, Photo Division, Ministry of Information & broadcasting, SuchanaBhawan, C.G.O complex, Lodhi road, New Delhi-110003. The quotations received without the earnest money deposit will not be entertained and will be summarily rejected.

3. The Director, Photo Division reserves the right to reject any or all the quotations without assigning any reason thereof.

Yours faithfully,



Sanjiv Misra
Photographic officer(Admin)
Tel.No.24361168, 2439213

TECHNICAL BID

ANNEXTURE -I

Name of the firm/company/Agency	
Complete Address & Telephone Number	
Whether EMD of Rs. 5,000/- enclosed in the form of Bank Draft/Pay order	
Annual turnover of the firms for two years (with proof) in the form of CAS certificate	
Total number of vehicles with the Agency, which can be provided for hiring purpose.	
Number of years of experience in providing taxi in the Govt sector/PSU etc	
Name & address of the Departments/Ministries etc at present taxis are engaged on regular basis (self-certified duly stamped copies of contract letters be attached)	
Copy of latest Income Tax return and PAN number (with proof)	
15 digit Service Tax Code No./Vat A/c number (with proof)	
Copy of registration number/Licence No. of firm	
Name, address and telephone number of the proprietor	

Signature with Name & address

Make of the car	Rate for 80 Km & 8 working Hrs		Rate per Extra hour beyond 8 hour		Rate per Extra km beyond 80 km	
	AC	Non/Ac	AC	Non/AC	AC	Non/AC
Tata Indigo/wagon-r/						