

TENDER

Cost of Tender	:	Free
Tender to be obtained	:	To be downloaded from Website http://srdc.delhigovt.nic.in
Tender will be received by	:	3:00pm , 7 th October, 2013
Tender will be opened on	:	3:30pm , 7 th October, 2013

**GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
SHAHJAHANABAD REDEVELOPMENT CORPORATION
2ND LEVEL, A-WING, VIKAS BHAWAN-II
UPPER BELA ROAD, CIVIL LINES
DELHI-110054**

Invitation of Bids

1. This invitation to Tender is for:
FOR HIRING OF COMMERCIAL VEHICLES ONLY as given below:-

S.No.	Name of Vehicle	EMD	No. of Vehicle	Model
1.	Tata Indigo (AC)/Ford Ikon(AC)/ Maruti Swift Dzire (AC)/Toyota Etios (AC) or Similar	} Rs. 20,000/-	Two	2012 or later
2.	Tata Indica (AC)/Wagon R (AC) or Similar		One	2012 or later

- 1.2 Tenderers are advised to study the Tender Document carefully. Tenderer submitting a Tender would be presumed to have considered and accepted all the Terms & Conditions. No inquiry, verbal or written, shall be entertained in respect of acceptance/rejection of the Tender. Quotation must be **unconditional**.
- 1.3 **SEALED BIDS** prepared in accordance with procedures enumerated in Clause 8 of the Tender Document should be submitted in accordance with the given Schedule for Invitation to **Tender under Clause 1.5**.
- 1.4 All Bids must be accompanied by a Bid Security as specified in the Table above. The Bid Security must be submitted by means of Bank Draft in favour of the 'Shahjahanabad Redevelopment Corporation'. **No exemption from filling of EMD shall be allowed, even to PSUs and/or Co-operative Organizations.**
- 1.5 **Schedule for Invitation to Tender:**
- Name of the Client : President of India through Managing Director, Shahjahanabad Redevelopment Corporation
 - Addressee and Address at which Tender is to be submitted

**GENERAL MANAGER
SHAHJAHANABAD REDEVELOPMENT CORPORATION
2ND LEVEL, A-WING, VIKAS BHAWAN-II, UPPER BELA ROAD,
CIVIL LINES, DELHI-110054**

- c) Latest time and date for receipt of
Tender Document: 3:00pm, 7th October, 2013
- d) Place, Time and Date of
Opening of Bid: **O/o DY. GENERAL MANAGER (F&A), SRDC,**
Vikas Bhawan-II at 3:30pm, 7th October, 2013

Note: The Corporation shall not be responsible for any postal delay about non-receipt/non-delivery of the documents. Documents not complete shall be summarily rejected.

2. Eligibility Criteria

- 2.1 The tenderer should have the experience of providing commercial vehicles (taxies) to any reputed organization or Govt. Deptt., for the last TWO YEARS. Proof to this effect to be attached with Technical Bid.
- 2.2 The turnover of the agency/firm/company submitting tender should not be less than Rs.3,00,000/- during the last financial year and should attach with the Technical Bid a copy of the Balance Sheet/Income tax return.
- 2.3 The tenderer firm/agency/company should have a valid Permanent Account Number (PAN) of the Income Tax Dept. and copy of the same is to be attached with the Technical Bid. Copy of Income tax clearance/return up to last financial year should also be attached.
- 2.4 The tenderer firm/agency/company should have a valid Service Tax Registration Number and copy of the same is to be attached with the Technical Bid. Copy of Service tax clearance/Return of last financial year should also be attached.
- 2.5 The tenderer should submit an affidavit with the Technical Bid that he or his firm has not been black listed by any Organization / Government Department on the date of submission of this bid.

3. Payment Terms:

The payment shall be made on submission of the bills after the satisfactorily completion of the work assigned, and the lowest rate approved after deducting penalties if any.

4. PROCEDURE OF SUBMISSION OF BIDS:

- 4.1 It is proposed to have two-cover system for this tender
- I) Technical Bid (Details of the Agency) in one cover, and
- II) Financial Bid in another cover.

- 4.2 Technical bid of the tender should be put in a separate sealed cover super scribing the words **“TECHNICAL BID”**. The **EMD should be placed with the Technical Bid**. Financial Bids in separate sealed cover will be opened, only of those who qualify technically, on **15th, October, 2013** at the same place where the technical bids have been opened. In case of change of date etc., it will be communicated to the technically qualified tenderers on telephone or otherwise.
 - 4.3 Both the Technical Bid cover and Financial Bid cover are to be placed in a single sealed cover scribing **“TENDER FOR HIRING OF VEHICLES”**.
 - 4.4 The cover so prepared should clearly indicate the name and address of the tenderer, so that in the even of being declared late it can be returned unopened.
 - 4.5 Each paper of the tender should be a complete document and should be bound as a volume. Different copies must be bound separately.
- 5 The successful Tenderers shall have to submit Performance Guarantee of Rs. 50,000/- **(Rupees Fifty Thousand only)** by way of Demand Draft/ FDR /Bank Guarantee for successful performance during contract period in favour of Shahjahanabad Redevelopment Corporation.
 - 6 The price charged for the services provided under the contract by the Tenderer shall in no event exceed the lowest price at which the Tenderer provides the service of identical description to any person/organization including the Department or any Department of the Central or State Government or any Statutory Undertaking of the Central or State Govt., as the case may be, during the currency of the Contract.
 - 7 **Payment terms:** Payment will be made on the monthly basis i.e. the contractor shall submit the bill by 7th of next month after completion and signing the agreement and furnishing of performance guarantee as per Clause 5.
 - 8 All the tenderers are requested to send their bids in a single sealed cover subscribed with Tender **FOR HIRING OF COMMERCIAL VEHICLES and the wordings “DO NOT OPEN BEFORE on 7th October, 2013.**
 - 9 The tender should be a complete document and should be bound as a volume.
 - 10 **Terms and Conditions of Tendering Firm.**
 - 10.1 The vehicles provided by the contractor shall bear **Commercial Registration Number of Delhi** and should have **comprehensive insurance cover.**
 - 10.2 The Contractor will be responsible for total maintenance of hired vehicles and provide his own manpower and the Corporation will not provide any staff etc.
 - 10.3 The Agency shall not engage any Sub-Contractor or transfer the contract to any other person in any manner. The contractor shall not be permitted to transfer their right and obligations under contract to any other organizations or otherwise.
 - 10.4 The Contractor will work under the overall supervision/direction of the Managing Director or any other officer who may be specified by the Managing Director.
 - 10.5 The vehicles provided should be in good running condition and Air Conditioning system fully functional. The Company at any time can inspect the roadworthiness of the vehicles. The Model and Date of the Registration of the Vehicles should be of the year 2012 or thereafter.
 - 10.6 The number of vehicles can be increased or decreased on one day's Notice. The Contractor will provide the vehicles as per the actual requirement.
 - 10.7 The concerned Drivers will maintain a Log Book of each vehicle and the monthly bill will be processed on production of it.
 - 10.8 **Night Detention Charges will NOT** be payable for local duties.
 - 10.9 The contractor's staff/vehicles shall be available all the time as per their duty roaster and they shall not leave their place of duty without prior permission. The contractor shall provide immediate replacement to take place of any driver/vehicle, who is not available for duty at the place of posting.
 - 10.10 The contractor shall also be responsible to provide all the benefits viz P.F., ESI, Bonus, Gratuity, Leave etc., to the staff engaged by the Contractor.

- 10.11 The Company shall have the right to ask for the removal of any vehicle of the agency, not found in proper working order and person found incompetent.
- 10.12 Charges for Extra per Kilometer permissible only when the distance exceeds 80x30=2400 Kilometers. Charges for extra hours permissible only when the time duration exceeds 10x30=300 hours and **only one charge will be payable** i.e. hourly or kilometer charge, whichever is **more**.
- 10.13 Penalties.
- 10.13.1 For not maintaining the Log Book Rs. 1000/- per default.
- 10.13.2 For not providing the vehicle on time Rs. 100/- per hour of delay.
- 10.13.3 For misbehaving on part of driver Rs.1000/- per default.
- 10.13.4 Rs. 1000/- per default for not providing the substitute vehicle in case of Breakdown while on duty.
- 10.13.5 Penalty for not providing the vehicle / substitute vehicle will be levied at the double rate of the rate at which the vehicle has been hired.
- 10.13.6 For violation of any of the condition of the contract: Termination of contract and or Rs. 1000/- per default.
- 10.13.7 Printed terms and conditions of the Tenderers shall not be considered as forming part of their tenders. In case terms and conditions of the contract applicable to this invitation to tender are not acceptable to any tenderer, he should clearly specify deviation in its tender.
- 10.13.8 Similarly, in case the Service being offered has deviations from the specifications laid down in the tender, the tender shall describe in what respect and to what extent the Service offered differ/deviate from the specifications, even though the deviations may not be very material. Tenderer must state categorically whether or not his offer conforms to tender specification and indicate any deviations, if any.
- 10.13.9 The rate contract for hiring of vehicles shall be valid initially for ONE YEAR and the SRDC reserved the right to curtail or extend the validity of contract on mutual consent on the same rates and terms & conditions for a maximum of two more years, one year at a time upon the satisfactory functioning of the contractor.
- 10.13.10 The tenderer should take care that the number, rate and amount should be written in such a way that the interpolation is not possible. No blanks should be left which would be otherwise made the tender liable for rejection.
- 10.13.11 Any act on the part of the tenderer to influence anybody in the Corporation is liable for rejection of the tender.
- 10.13.12 Any person who is in Govt. service, or an employee of this Corporation should not be made partner to the contract by the contractor or directly or indirectly in any manner whatsoever.
- 10.13.13 The Company or any other person is not permitted to TENDER for works in SRDC in which his/her near relative(s) is (are) posted.
- 10.13.14 Vehicles provided by the contractor should bear Commercial Taxi cabs Registration Numbers and should have Comprehensive Insurance and Drivers so provided with the vehicle shall have valid commercial driving license and badges.
- 10.13.15 All the vehicles provided should be in good running condition and model should be 2012 and later and the contractor shall provide copies of the registration Certificate and Insurance policy within a week of awarding the work.
- 11 The driver deputed by the Contractor should be well behaved and should possess a **valid Commercial Driving License**.
- 12 The prices quoted in the tender should be **INCLUSIVE** of all other charges e.g. Service, Labour, handling, etc. but exclusive of Service Tax.
- 13 The contractor is required to supply the Vehicles at Delhi Secretariat / Vikas Bhawan-II and the mileage will be counted from the concerned venue accordingly.**

- 14 The successful tenderer will have to submit a copy of Registration Certificate and copy of the insurance cover of the vehicle to be provided along with the Bio-Data and copy of Driving License of the Drivers within 15 days of award of Contract. Any change should be informed accordingly.
- 15 Managing Director, Shahjahanabad Redevelopment Corporation holds the rights to accept/reject any or all the tender(s) in part or full without assigning any reason thereof.
- 16 The Performance Security shall be valid for a period of 60 days after the expiry of full tenure of the contract and beyond the completion of all contractual obligations arising out of this tender and agreement thereto.
- 17 ***In the event of any breach / violation / contravention / impairment of any terms and conditions, 20% of the bill amount for the month will be deducted. In case the mistake is repeated or the tenderer withdraws the contract, Performance Security shall be forfeited in the event of breach / violation / contravention of the contract.***
- 18 ***In the event of any breach / violation / contravention / impairment of any terms and conditions, a part or full amount of Performance Guarantee will be forfeited. If the contractors fails to perform the obligations under the Contract or in the case of termination of contract for default or if any information furnished by the Contractor obligations is found false the Performance Security shall be forfeited.***
- 19 ***The Agency shall provide a non-judicial stamp paper of Rs. 100/- for preparing a contract / agreement. The Successful tenderer shall enter into a contract / agreement with the Corporation / Government as per the Terms and Conditions of the tender within one month from the date of issue of letter of acceptance or whenever called upon to do so by the Corporation / Government, whichever is earlier.***
- 20 Corporation / Government reserves the right to carry out post payment audit and / or technical examination of the final bill including all supporting vouchers, abstract etc. Corporation/Government further reserves the right to enforce recovery of any overpayment whenever detected after expiry of the contract / agreement.
- 21 If as a result of such audit and technical examination any overpayment is discovered in respect of any work done by the agency or alleged to have been done by the agency under the tender / agreement / contract, it shall be recovered by the Corporation / Government from the agency by any or all the methods prescribed above or through a Court of Law as the situation warrants.
- 22 The Contracting Agency shall indemnify the Corporation / Government against all other damages / charges and expenses for which the Corporation/ Government held liable or pays on account of the negligence of the Agency or his servants or any person under its control whether in respect of accident injury to the person or damages to the property or any member of the public or in executing the work or otherwise and against all claims and demands thereof.

Termination of Tender

22. The Corporation / Government reserve the right to terminate the contract without assigning any reason at any time of its intention to do so and on the expiry of the said period of notice. The contract / Agreement shall come to an end without prejudice to any right or remedy that may be accrued to the concerned parties of this Contract / Agreement.
23. If any information furnished by the tenderer is found to be incorrect or false at any time the Tender / Contract / Agreement shall be liable to be terminated, after one calendar month's notice and the security deposit will also liable to be forfeited to the Department / Government / Corporation.
24. In case the Contracting Agency wants to terminate the Tender / Contract / Agreement, it shall have to give **three calendar month's notice** in advance to this effect to the Corporation / Government.

Arbitration

25. All disputes shall be subject to Delhi Jurisdiction.

26. List of documents to be enclosed with the Bid:-

- I. Covering Letter
- II. Copy of Registration Certificate of Vehicle
- III. Copy of Insurance cover
- IV. Copy of Pollution Under Control Certificate
- V. Copy of Driving License of Driver
- VI. Commercial Bid Form

17 Bid Evaluation Criteria:-

a) Among eligible, the Department Tender Evaluation committee shall select the bidders who are charging reasonable rates for **10 hours/80kms.** (10x30 hours / 80x30 kilometers)

TENDER FORM

SHAHJAHANABAD REDEVELOPMENT CORPORATION

Schedule of Prices for Hiring of Commercial Vehicles for Shahjahanabad Redevelopment Corporation in manner as specified in Specifications and Bidding Documents.

Financial Bid

Tenderer's Name & Address:- _____

To
**The Managing Director
Shahjahanabad Redevelopment Corporation
Govt. of NCT of Delhi
2nd Level, A-Wing, Vikas Bhawan-II,
Upper Bela Road, Civil Lines,
Delhi-110054**

S.N o.	Item	Tata Indigo (AC) Per Vehicle	Tata Indica (AC) Per Vehicle
1	Charges for 10 Hrs/80 Kilometer (Per day)		
2	Charges for Extra per Kilometer (Permissible only when the distance exceeds 80x30 =2400 KM)		
3	Charges for extra hours (Permissible only when the time duration exceeds 10x 30=300 hours)		

Note:- The prices quoted in the Tender should be **INCLUSIVE** of all other Charges e.g. Service, Labour, handling, etc. but exclusive of Service Tax.

Signature of the Tenderer

Name of the Tenderer

Seal of the Firm

Note:-

1. Please enclose all relevant documents etc with the Bid
2. The Bid must be submitted on this sheet only.

Certificate on Non-Participation of near Relatives in the Tender

(As required under Section (10) clause (13) sub clause (13) of Bid-Documents)

CERTIFICATE

I _____ S/O _____ R/O _____
_____ hereby certify that none of my relative(s) as defined in
Section (10) clause (13) sub clause (13) of TENDER document is/are in SRDC as per
details given in TENDER document. In case at any stage, it is found that the information
given by me is false/in-correct. SRDC shall have the absolute right to take any action as
deemed fit/without any prior information to me.

Signed _____

For and on behalf of the Contractor

Name (caps) _____

Position _____

Date _____

LETTER OF AUTHORISATION FOR ATTENDING BID OPENING

(To reach on or before time of bid opening)

To,

The General Manager, SRDC

Subject: Authorization for attending bid opening on _____ (date) in the tender of _____.

Following person are hereby authorized to attend the bid opening for the mentioned above on behalf of _____(Bidder) in order of preference given below.

Order of Preference	Name	Specimen Signatures
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I.

II.

Alternate Representative

Signature of Bidder

or

Officer authorized to sign the bid

Documents on behalf of the Bidder

Note: 1. Maximum of two representatives will be permitted to attend bid opening. In cases where it is restricted to one, first preference will be allowed. Alternate representative will be permitted when regular representatives are not able to attend.

2. Permission for entry to the hall where bids are opened may be refused in case authorization as prescribed above is not received.