

Press Information Bureau  
Government of India  
(Northern Region)  
CHANDIGARH

Kendriya Sadan, Sector 9-A  
Dated 18-05-2018

Vehicle Hiring Tender Notice

Quotations are invited from Chandigarh based service provider/agency for hiring Vehicles for official use by Press Information Bureau/Regional Outreach Bureau, Chandigarh for a period of one year. Prescribed tender form along with terms and conditions can be downloaded. Last date for receipt of two stage bid is on or before 11.00 A.M. on 29.05.2018.

Sd/-

Administrative Officer,  
Press Information Bureau, Chandigarh

## **TERMS & CONDITIONS FOR ON LINE**

1. The rates should be quoted in the prescribed format at Annexure-II
2. The cars to be supplied should be registered in the name of the firm/owner/partner.
3. The cars to be provided should be in very good condition and should not be of earlier than 2015 model. The car should have not run more than 30,000 KM on the date of hiring and should be fitted with proper upholstery and accessories etc.
4. The contract would be for the one year at a time, which is extendable on yearly basis up to 2 years, based on satisfactory performance, without any revision of rates, if agreeable to both.
5. The firm should have at least 3 years of experience in the tours and travel business in providing vehicles/taxis to the Government/PSU Sector and should own at least 10 vehicle of make Maruti Ciaz, Swift Dzire, Innova, Indigo. Copy or work orders in respect of their existing contract with Govt./PSU Sector should be enclosed.
6. The Drivers of the vehicles provided must follow traffic rules and other regulations prescribed by the Govt. from time to time. Drivers should be conversant with all important places in Tricity.
7. As these vehicles are to be used by the Senior Officers of the PIB, the firm should ensure that the driver being provided must possess valid driving license with three year experience. The drivers should be in uniform/well-mannered and courteous and should always carry a mobile phone with them, as it will enable the officer to contact the driver at any time. He should carry all the necessary documents (Registration Certificate, Insurance Papers, PUC certificate etc.) with him.
8. The vehicle must be made available at any given time and day as desired by the Officer with whom the vehicle is attached.
9. The owner/firm must be able to provide services on Pan India Basis, if required by this Office.
10. The vehicle should report to the place of the requirement as per directions of the Office. 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 and to the point of vehicle released. No mileage will be allowed to drivers for lunch/breakfast or for drawl of petrol/CNG etc.

- 11.** The vehicle should be insured comprehensively and should have necessary valid permits from the Transport Department/Authority.
- 12.** All liabilities, arising out of any legal dispute, accidents, breakdown etc. shall be borne/paid by the Firm.
- 13.** The approved rates will not be enhanced during the currency of the contract.
- 14.** The successful bidder will also be required to submit within five days copies of the Registration certificate/Insurance Papers, PUC, permits etc. for the cars proposed to be given to this Office.
- 15.** The antecedents of drivers to be deployed should be properly verified and their details (name, address, telephone, nos. etc) will have to be provided to this office. In case of change of driver, prior intimation will be required to be given to this Office and the user.
- 16.** Firm should be in a position to provide stand by Cars within half an hour of reporting any break down to the contractor telephonically. All expenses are to be borne by the firm, in case of breakdown of a vehicle supplied. A penalty of Rs. 500/- per car per day shall be imposed if the transporter fails to provide car on any particular day.
- 17.** The transporter must have all the requisite clearance certificates etc. from the concerned Govt. agencies as per rules.
- 18.** For each and every vehicle, the driver is required to maintain a log-book i.e details of various journeys performed during the day since morning till last duty.
- 19.** No advance payment, in any case, would be made to the firm.
- 20.** A certificate to be produced by the transporter from the competent authority to certify proper status/functioning of the 'Kilometer Meter'.
- 21.** The rates should be quoted inclusive of all expenses such as POL, Taxes, Fuel, maintenance , repair and servicing etc.
- 22.** Service Tax as applicable will be paid on billing.
- 23.** The Taxis/car to be supplied should be in very good working conditions and will maintained during the contract period. The vehicle to be supplied should be excellent mechanically as well as physically i.e. outer body/upholstery etc. should be decent looking.
- 24.** The firms should be in a position to supply taxis/cars on short notice as and when needed. The firm would also required to provide additional taxis/cars (in addition to two) at the quoted rated on demand.

- 25.** The owner/senior representative of the firm should be available round the clock on direct telephone (office as well as residence) so as to respond to the call for vehicle in emergent cases. The Mobile number should also be given.
- 26.** All the charges towards repairs/servicing, salary of the driver, petrol expenses and any other incidental expenses on operation and maintenance of the hired car would be borne by the firm. The operational help line desk Telephone number which is manned 365x24x7 so as to call taxi in emergency cases, may also be given.
- 27.** In case of dispute of any kind and in any respect whatsoever the decision of HOD, PIB shall be final and binding. Any relaxation in terms and conditions in the tender notice will be at the sole direction of PIB.
- 28.** The car with the Driver should be placed at the disposal of PIB as and when required PIB would be free to use the hired car in any manner for carrying officials, materials etc. as per its requirements and the firm will not have any objection to it.
- 29.** No compromise will be made by this Office towards punctuality, cleanliness, obedience, promptness, behavior etc.
- 30.** The Department will not be responsible for any challan, loss, damage, or accident to the vehicle or to any other vehicle or injury.
- 31.** In case of any compelling circumstance, the contract may be discontinued at any point of time by mutually agreed way by giving 30 days advance notice.
- 32.** The Firm must attach satisfactory performance certificate from all the Govt. Ministers/Departments/PSU/Corporate, where the transport services are being provided at present.
- 33.** In case of brake-down of the vehicle or non-availability of driver, the firm must provide replacement immediately at its own cost.
- 34.** Sealed quotation will be opened by a committee on due date and time. Your authorized representative duly carrying an authorization letter from the firm/company can attend the tender opening.
- 35.** The L1 firm will be decided on sum total of service, material, applicable taxes and duties (including exemption sought/granted). The L1 will be determined on total cost basis. In case L1 doesn't supply the requisite quality of vehicle, PIB has the right to place order on L2, L3 and so on as per the balance required quantity at L1 rates. In case L1 firm does not supply the requisite quantity of vehicles, PIB has right to place order on market as per the balance required quantity at L1 rates and the excess payment would be recovered from the L1 firm.

- 36.** Tenders may also quote their 15 digits Service Tax Code Number.
- 37.** The PIB reserves the right to terminate the contract without assigning any reason by giving the contractor one calendar month notice of its intention to do so.
- 38.** The payment will be made on monthly basis on submission of pre-receipted bill(s) duly supported by duty slips(s)/log sheet(s) duly signed by the concerned officer or his/her PS/PA.
- 39.** The quotations (Technical Bid) will be opened in the O/o PIB at 11:30 AM on 29-05-2018 in the presence of bidders/their representative who may like to be present.
- 40.** Financial Bid of the firms who qualify in the Technical Bid will be opened at 12:30 PM on 29-05-2018 in the O/o PIB in presence of bidders/their representative who may like to be present.
- 41.** Bids incomplete in any respect shall be liable to be rejected.
- 42.** No, representation would be entertained, in case of any dispute, if, the representations from the given agency is not present at the time of bid opening.

Envelope containing quotations in Annexure should be submitted at PIB by hand or by post on or before 11.00 A.M on 29-05-2018. Quotations received through other mode of correspondence will not be entertained. The envelop should be super scribed as "Quotation for hiring of vehicles".

Yours faithfully

Sd/-

(R. Sreekanth)

Administrative Officer

Copy to :-

1. NIC for website updation.
2. Office file.

## TECHNICAL BID

### Annexure-I

#### Check List for Technical Bid

S.No.		
1.	Address of Firm/Company/Agency	
2.	Telephone No. Landline/Mobile	
3.	Year of Registration/Incorporation certificate to be enclosed.	
4.	Number of Employees as on _____	
5.	Service Tax Code No. and PAN no. (proof to be attached)	
6.	Whether Annual turnover of the firm for last three financial years attached 2015-16 , 2016-17 and 2017-18	
7.	Copies of certificate of Incorporation of firm, PAN No. Service Tax registration	
8.	No. of years of experience in providing taxi to Govt. sector	
9.	Name and address of the five Departments and other organizations where firm has provided vehicles on regular/monthly basis.	
10.	Name and address of the Department/PSU where the firm has three running contract. With telephone Nos.	
11.	Total Number of taxi/cars registered with the Agency (with copy of TCs of 10 taxis/cars)	
12.	Name, Address & Telephone Number of the proprietor	

Certified that all terms and conditions of the Press Information Bureau are acceptable to us. We are not in any major litigation that may have an impact of affecting or compromising the delivery of the services as required under this tender.

We are not blacklisted by any Central/State Government/Public Sector.

(Signature of the Authorized person)

Name & Designation

Date :

Business Address with seal

Place:

**FINANCIAL BID**

**Annexure-II**

**Proforma for Rates**

**(i) Rates for vehicles on monthly basis**

S.No.	Particulars	Make of AC Vehicle		
		Maruity Ciaz or equivalent	Swift 'D'zire or equivalent	Etios or equivalent
1.	3000 KM and 375 hours of duty per month			
2.	Charges for extra KM on duty			
3.	Charges for extra hours of duty beyond 300 hours			
4.	Hill Area Rate			

**(ii) Rates for vehicles for daily need basis**

S.No.	Particulars	Make of AC Vehicle	
		Innova	Indigo
1.	Rates for 80 KM and 10 hours of duty.		
2.	Charges for 40 KM and 5 hours of duty		
3.	Charges for extra KM of duty beyond 80 KM and 40 KM		
4.	Hill Area Rate		

I/we accept the terms and conditions stipulated in your above quoted tender enquiry and agree to abide by the same.

Yours faithfully

(Signature of the tenderer with date and seal)

Name of the taxi stand/firm address and

Office stamp/seal with telephone Number