Notice inviting tender for hiring of vehicle for office use

Sealed tenders are hereby invited from reputed tour and travel agencies located in New Delhi/Delhi for hiring of one Vehicle for the period of one year from prospective date for official use of this Wing.

2.

1. Date and time for submission of bids
2. Date and time for opening of bids

10/10/2016 at 12:30 hrs
10/10/2016 at 04:30 hrs

5. In case, any holiday is declared by the Government of India on the day of opening, the tenders will be opened on the next working day at the same time. The Wing reserves the right to accept or reject any or all the tenders without assigning any reason thereof.

(Simmi Kumar)
Research Officer
Tel: 011-24363903
(1). General Conditions & Scope of work
i) New Media Wing intends to hire Vehicle for official use.

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Make / Model of CNG Vehicle</th>
<th>Requirement</th>
<th>Rate contract Basis</th>
<th>Condition of Vehicles</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.</td>
<td>Maruti Swift Dzire(AC) / Maruti SX4 (AC)</td>
<td>1</td>
<td>On monthly/daily basis</td>
<td>Model 2014 &amp; above</td>
</tr>
</tbody>
</table>

ii) At no time will any vehicle be more than 3 years old during the period of the contract.

(2). Earnest Money Deposit and Performance Security Deposit
i) Firms shall have to deposit Earnest Money Deposit (EMD) of Rs. 10000/- (Rupees Ten thousand only) in the form of Demand Draft/Bankers cheque in favour of PAO(Main Sectt.), M/o Information & Broadcasting payable at New Delhi along with the tenders. EMD should remain valid for period of 45 days beyond the final tender validity. Offer not accompanied by earnest money of the requisite amount will summarily be rejected. EMD will be refunded to the unsuccessful firm. No interest shall be payable on EMD.

ii) EMD of the successful bidder shall be retained as security towards Contract Performance Guarantee and no interest thereon shall be payable. EMD of unsuccessful bidders shall be returned after the award of contract.

iii) The bidder are advised to read the instructions above and the terms and conditions herein below carefully and submit confirmation of unconditional acceptance of the terms & conditions without deviations.

(3). Eligibility & Tender Conditions
i) The contractor should have at least two years of experience of providing Vehicle to Ministry / Departments / Semi Government organizations / PSUs and must produce satisfactory performance certificate obtain from the concerned Ministry / Departments / Semi Government organizations / PSUs.

ii) The unconditional rates should be quoted as per performa in Annexure I.

iii) PAN, latest income tax return, service tax registration number, is also required to be submitted.

iv) The firm will have to submit details of the vehicle proposed to be supplied by it indicating its make, Registration No., and model.

(4). Terms and Conditions
(i) The bidders should offer their unconditional rates strictly as per the Annexure-I

(ii) Selection of the L-1 tender will be based on the rate quoted by the agencies as required in the Annexure-I [monthly charges for 7 days a week (2,000 Kms per month and 300 hrs per month)].

(iii) The Vehicle should duly be registered. The Vehicle is required to ply in the NCT region and should have proper authorization for the same.
(iv) Driver and Vehicle should be earmarked for New Media Wing. The Vehicle is to be used by senior officers or authorized functionaries of New Media Wing. The change of drivers and Vehicle, if any, will be allowed only in exceptional circumstances. At least 2 Vehicles and drivers are to be earmarked for New Media Wing.

(v) The driver should have a valid driving license issued by the State Transport Authority and minimum experience of 5 years. The copies of the driver’s license of the Vehicle should be deposited with New Media Wing. The driver should be well behaved and have mobile phones in working condition with them and should come to office in proper dress and shall maintain discipline during duty. The firm should ensure that all the necessary documents like RC, Insurance papers, drivers’ license pollution certificate etc. are available with the driver. The Driver engaged should be broadly aware of the routes in Delhi/New Delhi as well as all the traffic rules that are to be followed.

(vi) If the firm after submission of bid and due acceptance of the same i.e. after the award of contract, fails to abide by the terms and conditions of these tender documents, or fails to complete his contract period or at any time repudiates the contract, the New Media Wing will have the right to forfeit the Performance Security, deposited by the bidder.

(vii) The Contractor should be able to provide Ac/ Non AC Vehicle at a short notice / within 30 minutes. For regular requisitions, the Vehicle must reach the destination 15 minutes in advance.

(viii) The Vehicle on duty shall have to be kept in clean condition. The general condition of the Vehicle provided should be good. The seat should be comfortable. The seats shall always be covered with neat and good quality seat covers. No payment shall be made if the Vehicle is found in dirty or shabby condition.

(ix) The New Media Wing reserves the right to terminate the contract without assigning any reason be giving the contractor one calendar month notice of its intention to do so.

(x) In the event of Contractor failing to execute the work i.e. supply of Vehicle on hire basis at any time to the full satisfaction of the New Media Wing, the Competent Authority reserves the right to cancel the contract or withdraw the payment due to contractor in part or full and to forfeit the Performance Security deposited.

(xi) The contract will be valid for one(01) year from the date of award of the contract and extendable for further one year if the services are found satisfactory.

(xii) Payment shall be made on monthly basis against the bills duly supported by log book. It would be the responsibility of the driver to get each entry signed by the end user officer or his personal staff (PPS/PS/PA) on daily basis. The daily record indicating time and mileage of each Vehicle shall be maintained in a logbook.

(xiii) The firm should be in a position to provide stand by Vehicle within 30 minutes of reporting any breakdown to them telephonically. All expenses are to be borne by the firm in case of breaking down of Vehicle supplied. The Vehicle charges from the point of breakdown are to be borne by the firm to complete the trip. In case of failure at such events penalty to the extent of expenditure made by this New Media Wing for substitute arrangements shall be levied on the firm.

(xiv) All liabilities arising out of any legal disputes, accidents etc. shall be borne/ paid by the firm. New Media Wing shall not be liable in any manner whatsoever. The firm shall be bear all the
financial implication due to the accident to the Vehicle or injury to the driver and / or passenger.

(xv) Toll tax and parking charges, if any, required to be paid, will be reimbursed to the transporter on actual basis on production of documentary evidence of payment.

(xvi) The meter reading starts from duty point and ends at the place where the officers leave the Vehicle. This may be strictly adhered to while readings. No payment shall be made from garage to garage.

(xvii) New Media Wing shall not be responsible for any damage the Vehicle in case of an accident or otherwise, theft of Vehicle /parts and accessories therein, similarly, New Media Wing shall not be responsible for any third party claims. This office will also be not responsible for any challan for disobeying Traffic Rules caused by the driver.

(xviii) The calculation of mileage shall be from the reporting point to be relieving point (which will usually be ‘from office to office’) the dead mileage will not be counted for daily mileage.

(xix) The firm shall ensure that the odometer of the Vehicle supplied is properly sealed and so that no tampering is done with a view to inflate distance travelled.

(xx) The driver should always remain with the Vehicle during the entire period of duty. In case of any urgency, the driver may seek permission of concerned officer.

(xxi) Once a particular driver has been attached with a particular Vehicle normally service provider should not change the driver in a casual manner unless and until directed to do so by New Media Wing.

(xxii) Quotations in sealed envelope shall be addressed to Research Officer, New Media Wing Room no 450. Phase IV, Soochna Bhawan, CGO Complex, Lodi Road, New Delhi- 110003 and the same will be received up to 10-10-2016 by 12.30 PM. Any Quotation received after this time will not be considered. The bids will be opened by the Purchase Committee on the same day i.e. 10-10-2016 at 4.30 PM.

(xxiii) Erasure or overwriting of quoted rates is strictly prohibited.

(xxiv) Conditional quotations shall not be accepted.

(xxv) The Competent Authority in the New Media Wing reserves the rights to amend / withdraw/ relax/ modify any of the terms and conditions contained in the Tender documents or reject any or all applications (Offers) without giving any notice or assigning any reason thereof. The decision of Competent Authority will be final and binding.

(xxvi) Payment will be made through ECS only to the account of the firm on submission of pre-receipt typed bill in triplicate. No cash/cheque payment will be made by New Media Wing. Firm has to provide bank details.

(xxvii) The firm shall comply with all statutory enactments/provisions in relation to services offered by them. Compensation and connected expenses, whatsoever, in case of any casualty (unforeseen) shall be borne paid by the firm.

(xxviii) An undertaking to the effect that the firm has not been blacklisted should be furnished with tender document. If it is found that the ‘Self Certificate’ furnished by the participating firm is incorrect/ wrong or bogus, the firm shall be blacklisted, its bids will be ignored and EMD/ Performance Security will be forfeited.

(xxix) This notice is also available on the website www.mib.nic.in

(Sumit Kumar)
Research Officer
Tel: 011-24363903
FINANCIAL BIDS for hiring of Vehicles on **Monthly/Daily** basis (Amount in Rupees)

<table>
<thead>
<tr>
<th>Vehicle Make</th>
<th>Fixed monthly charges for 7 days a week (2000 kms per month and 300 hrs per month)</th>
<th>Full day rate 80 km/08hrs.</th>
<th>Charges for extra km beyond the limit of 2000 km per month</th>
<th>Charges for extra hour beyond the limit of 300 hrs. per month</th>
<th>Night charges (from 11:00 pm to 5:00 am)</th>
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<tr>
<td>Maruti SX4 (AC)</td>
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<td>Maruti Swift DZire (NAC)</td>
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</tbody>
</table>

It is certified that all terms and conditions listed are acceptable to us.

(Signature)

Name and address of Agency

Seal of the Agency

Copy to:
1. Notice Board, Office of New Media Wing