

OFFICE OF THE DY. DIRECTOR OF EDUCATION
DISTT. NORTH-EAST, YAMUNA VIHAR, DELHI
GNCT OF DELHI

No.F.52/DDE/NE/CTB/(N-E)/

28

Dated: 03-9-2013

TENDER NOTICE

All the tender should apply before the last date and time.

<u>Last date & time for submission of</u>	18.09.2013 upto 1.00 PM
Opening of technical bid	18.09.2013 at .3.00 PM
Opening of Financial bid	to be decided in due course after opening of technical bid.

Enclosed:-

1. Tender terms and conditions
2. Technical and financial bid.

Signature of DDE (N.E)

DDE/NE
Dte. Education
B-Block, Yamuna Vihar
Delhi-110053

Note:- Incharge MIS to upload on the website for proper publicity.

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TERM & CONDITION

1. The vehicle shall be deemed to be at the disposal of Distt. North-East, the Directorate of Education, GNCT of Delhi.
2. The start duty point in case of mileage will be the first and last duty point, no dead mileage will be allowed.
3. The vehicles should not be more than two years old on the date of award of contract and the contractor/firm will be solely responsible to provide the vehicles approved by the Transport Department, GNCT of Delhi, for commercial/hiring purposes.
4. That the time and kilometer of the hired vehicle will commence and terminate from duty point.
5. The vendor should be able to supply minimum 3 vehicles everyday.
6. The bidder should have the experience of completion of similar work during last Three years (also attach the proof) as follow:-
 - (a) Three similar completed works, each costing not less than 40% of the estimated cost,
 - (b) Two similar completed works each costing not less than 50% of the estimated cost.
 - (c) One similar completed work costing not less than 80% of the estimated cost. i.e.
7. Earnest money of Rs.20,000/- as pay order/D.D./F.D. should be deposited in the name of DDE (N/E) Yamuna Vihar. The earnest money will be refunded to unsuccessful bidders immediately on the next day of the bid.
8. The vendor will be fully responsible for pollution norms/insurance cover/traffic challans/fitness certificate from Transport Department and for abiding with other statutory laws governing commercial vehicles.
9. The rate should be quoted keeping in view of the increase /decrease in fare/charge/price of CNG/petrol/diesel and other incidental/unforeseen charges. No further changes in rates shall be allowed during the period of contract.
10. The rates will be valid for period of one year from the date of award of contract.
11. The right to extend /curtail the period rests with DDE/NE Director of Education, GNCT of Delhi.
12. The number of vehicles required on each working day will be intimated to the vendor one day in advance. The requirement may vary from time to time depending on the actual circumstances.

13. The contract charge include monthly charges of driver, repairs and maintenance of vehicle, petrol/diesel/CNG and also any other incidental expenses.
14. The log Books/duty slips shall be maintained for each vehicle.
15. That in case of any accident all the claims arising out of it shall be met by the Transport Operator.
16. That, if the vehicle is out of order, a substitute vehicle shall be provided by the contractor immediately. In case vehicle doesn't report on time/does not report at all the Department would have a right to hire a vehicle from the market & the additional cost incurred by the Department will be borne by the contractor.
17. The penalty will be levied without further hearing and issuing SCN if terms and conditions are violated. In case of recurrence of violation of terms and conditions, the fir, shall be blacklisted and debarred to participate in the tender in this department for a period of five years.
18. The firm/bidder should submit:-
 - (a) Income Tax return for the year 2011-12, in the name of firm.
 - (b) The firm/bidder must be registered with Delhi VAT Department and furnish DVAT No. and DVAT return for the year 2011-2012, in the name of firm.
 - (c) Service Tax Registration certificate along with service Tax Return for the year 2011-12, in the name of firm.
 - (d) PAN No. and copy of the same. All the documents attached should be signed by the proprietor/authorized signatory. No documents without the signature and seal will be considered while finalizing the tender.
19. Only Commercial vehicle number DL 1Y, DL 1Z, DL IV shall be engaged and the vehicle should not be more than two years old on the date of award of the contract.
20. The penalty will be levied in case there is disruption of services. The disruption alongwith the penalty amount that would be charges is given below.

a. If vendor provides less number of vehicles for the day	Penalty of Rs.2000/- per day per vehicle will be levied
b. If any vehicle provided by vendor breaks down while on duty.	Penalty of Rs.1000/- per day per vehicle will be levied. Vendor should provide alternate vehicle in an hour from break down.
c. If the driver report late for duty	Same as (b) above.
d. If the vehicle given is substandard	Sam as (b) above.
21. In case of any dispute regarding service/equipments, the decision of DDE (N/E) Directorate Education Department, GNCT of Delhi shall be final.
22. The payment shall be made on receipt of bills along with copy of log books and satisfactory certificate from the use officers/officials.

23. The drivers of the vehicles providing must follow traffic rules and other regulation prescribed by the Government from time to time.
24. The driver's shall be in proper uniform with badges indicating their name .
25. That the contract between the Department and the Transport operator can be canceled with a notice period of 3 days.
26. That as for as possible, the same vehicle and driver should be deployed.
27. That the drivers must observe all the etiquettes and protocol while performing the duty and uniform with name batch and driving license is mandatory during duty hours.
28. That the transport operator and driver shall be bound to carry out the instructions of the Department from time to time.
29. That all Govt. Levies like Service Tax, DVAT, State Entry Tax etc as applicable will be paid extra on billing.
30. The vendor will be fully responsible for pollution norms/insurance cover/traffic challans/registration certificate from Transport department and for abiding with other statutory laws governing the vehicles deployed with the Directorate of Education.
31. That the requirement of the number of vehicles required on each working day will be intimated to the Transporter one day in advance. The requirement may vary from time to time depending upon the actual circumstance.
32. That the vehicle will be used within boundaries of NCT of Delhi.
33. That the parking charges if any will be reimbursed to the transporter on submission of the original receipts along with the bill.
34. That the court of the Delhi alone shall have jurisdiction to decide any dispute arising out of or in respect of the contract.
35. If the services of the contractor/hired vehicles are not found satisfactory, the user officer or Caretaking Branch of the DDE (N/E) Education department will be at liberty to hire the vehicle from open market at his own on the approved rates, after issuing a memo/show case notice to the contractor in the prescribed format under intimation to the Caretaking branch.

Date:

Signature of DDE (N/E)

DDE/NE
Dte. Education
B-Block, Yamuna Vihar
Delhi-110053

3/11/11

ANNEXURE 'A'

TECHNICAL BID

1.	Name of the firm/Co.		Documents/details etc (copy enclosed at page No. of the bid)
2.	Address of the firm/Co. with telephone Nos.		
3.	Name of the proprietor/partner/Director (as the case may be)		
4.	Cell No. of the Proprietor		
5.	Proof of qualifying criteria (to be enclosed)		
6.	PAN No. of the firm/bidder (Enclosed self attested copy)		
7.	Self attested copy of latest IT return		
8.	Service Tax Regn No. of the firm (Enclose Self attested copy)		
9.	Service Tax Return for year 2011-12 to be attached		
10.	DVAT/TIN No.		
11.	DVAT return for the year 2011-12 to be attached		
12.	Number of vehicles which can be supplied (in words and figure)		
13.	Affidavit on Non-judicial stamp paper of Rs. 100/- duly attested by Public Notary/Oath commissioner (as Annexure 'D')		

Handwritten mark

14. Turnover for the last financial year (proof authenticated by C.A. to be attached.)

Financial Year	Amount of Turnover in Rs.	Page No.
2012-13		

15. Details of EMD attached with the Tender documents _____

Signature of Tenderer with Seal

Date :

[Handwritten mark]

ANNEXURE 'B'

FINANCIAL BID

1. Type of the Vehicle and rates offered therein:

S.No.	Model of vehicle	Mode of fuel	Rate for local journey upto 10 hrs or 100 KMs per day whichever is less	Additional charges in case vehicle used beyond 100 KMs or 10 Hours	
				Per KMs	Per Hr.
1.	Car-TATA Indica/Santro/Wagon-R (Non A.C.)	<u>Petrol</u> <u>CNG</u> <u>Diesel</u>	_____ _____ _____	_____ _____ _____	_____ _____ _____
2.	Van Maruti Omni (Non-AC)	<u>Petrol</u> <u>CNG</u> <u>Diesel</u>	_____ _____ _____	_____ _____ _____	_____ _____ _____
3.	Car-TATA Indica/Santro/Wagon-R (A.C.)	<u>Petrol</u> <u>CNG</u> <u>Diesel</u>	_____ _____ _____	_____ _____ _____	_____ _____ _____
4.	Car-SX4/Indigo/Ford/Innova or any other similar A.C. model	<u>Petrol</u> <u>CNG</u> <u>Diesel</u>	_____ _____ _____	_____ _____ _____	_____ _____ _____

I.E

Date :

Signature of Tenderer with seal