

GOVT. OF NCT OF DELH.
OFFICE OF THE DY. DIRECTOR OF EDUCATION
DISTRICT NORTH, LUCKNOW ROAD, DELHI

No. DDE (N)/Acctt/PF/2011/3438

Dated: 4-6-13

To,

M/s _____

Sub:- Inviting tender for deployment of three private vehicle in Distt. North Dte. of Education Lucknow Road, Delhi w.e.f from the date of deployment of hired vehicle to 31st march 2014.

Sir,

The undersigned hereby invites sealed tenders in quotations for hiring of three DLY Petrol/CNG MARUTI VAN/CAR/DIESEL INDICA (Non-A/c) on monthly rate basis subject to maximum ceiling of Rs. 25000/- Per vehicle per month, the following terms & conditions.

1. The hired vehicles shall be used only on working days and use shall be limited to 10 hrs./100 kms. In case of unforeseen circumstances, the vehicles may be detained beyond 10 hrs with the due approval of DDE concerned. In that case, rate of extra mileage and detention charges will be settled as per codal formalities.
2. Separate envelope should be used for Technical Bid as well as for Price Bid. The word Technical Bid /Price Bid for hiring vehicle for the period upto 31 March'2014 for use in Dist. North due to open on 24.06.2013at 3.00P.M. shall be prominently marked/superscribed on the top of each envelope. Both these bids shall further be put in one envelope & scaled properly before putting in tender Box kept in DDE's office personally or by registered post/by courier to this office i.e. Office of the Dy. Director (North) Lucknow Road, Delhi latest by 24.06.2013 At 3.00P.M.
3. The log book of the vehicles shall be maintained and must be signed by the controlling officer and counter signed by the Head Office.
4. A copy of inspection report in form No. V duly verified by the District DDE in support of legitimate use of the vehicles must be submitted to the Dte. Of Education.
5. Hired vehicles should not be older than two years.
6. The driver must have valid commercial license.
7. The vehicles hired shall be a registered with the Delhi Transport Authority as Commercial Vehicle.
8. The owner of the vehicle will be responsible for polluting norms.
9. The period of hiring of the vehicle shall be from deployment date to 31.03.14.

10. The vehicle should be clearly remarked as TAXI and should have yellow number plate with vehicle No. in black letters. The series of registration should be DL1T, DL1RX, DL1Y, DL1Z and DL1V.
11. The contractor has to supply three vehicle every day from Monday to Saturday
12. Distribution of facility of hired vehicle should be based on both entitlement and functional requirements.
13. Only service tax payee agencies are eligible to fill this tender. Interested agencies must shall quote their service tax No. in their quotation and also attach documentary proof of having regd. with service tax deptt. w.r.t technical bid. The current service tax deposit receipt/clearance certificate must be attached with technical bid.
14. Contractor should have minimum turnover of Rs.750000/- during the last f.y.
15. That 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.
16. Travel Agency must provide copy of Service tax no., PAN, ITR latest should be attached with technical bid.
17. EMD for Rs. 15,000/- should be deposited alongwith the tender documents by way of Pay Order/Bank Guarantee/DD in favour of DDE(North), Lucknow Road, Delhi, tender shall be rejected without EMD shall be rejected outrightly.
18. Successful tenderer shall have to submit the performance security amounting to Rs. 75000/- in the form of Bank Gurantee/FDR/DD in favour of DDE(N). The performance security will be forfeited in case the successful tenderer fails to perform as per the contract.
19. Over-writing/overtyping should be avoided and in case of necessity signature of tenderer is must.
20. Conditional tender will be rejected outrightly.
21. Dy. Director of Education, North has the right to rejecting/accepting all or any of the tender without assigning any reason.
22. The contractor will have to provide additional vehicle in case of emergency such as mass scale inspection, for examination purpose etc.
23. That in the case of any accident all the claims arising out of it shall be met by the Transport Operator.
24. That as far as possible, the same vehicle & driver should be deployed.
25. That, the Driver must observe all the etiquettes and protocol while performing the duty and uniform with name batch and driving licence is mandatory during duty hours.
26. That the number of vehicles required on each working day will be intimated to the contractor one day in advance. The requirement may vary from time to time depending on the actual circumstances.
27. That the penalty will be levied without further hearing and issuing SCN, if term & condition are violated. In case of recurrence of violation of terms and condition, the firm shall be blacklisted and debarred to participate in the tender in this department for a period of Five years.

28. The penalty will be levied in case there is disruption of service. The disruption alongwith the penalty amount that would be charged 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 besides non payment in r/o defective vehicle. Vendor should provide alternate vehicle in an hour from break down.
c) If the driver reports late for duty	Same as for (b) above
d) If the vehicle given is sub-standard	Same as for (b) above

29. 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.

30. That the contract charge include monthly charges of driver, repairs, and maintenance of vehicle, petrol/diesel and also any other incidental expenses.

31. The transport operator will be fully responsible for pollution norms/insurance cover/traffic challans/registration certificate from Transport department

32. In any case, vehicle is withdrawn during tender period then 10% of due payment may be deducted without intimation to the travel agency.

33. All the firms participating in the tender must submit a list of their owners/partners etc. and a certificate to the effect that the firm is neither blacklisted by any Govt. Department nor any criminal case is registered against the firm or its owner or partners anywhere in India.

34. The tender will be rejected straight way without assigning any reasons if the firm involves in any criminal cases, declared black listed by any Govt./Semi Govt. department/agencies etc.

All sealed tenders should reach to the undersigned latest by 24.06.2013 at 02.00 p.m. and the same will be opened at 3.00 p.m. on the same day in the office of DDE(N) in the presence of contractor or representative of the interested parties.

(VEENA TANDON)

DY. DIRECTOR OF EDUCATION (NORTH)

Dt:

No.

Copy forwarded to OS(IT), Dte. of Education, for uploading on the website of the Dte. of Education.

(VEENA TANDON)

DY. DIRECTOR OF EDUCATION (NORTH)

PRICE/FINANCIAL BID**1.** Type of the vehicle and rates offered therein.

Price Bid shall contain price only and no other documents shall be enclosed with the price bid (Annexure-B)

S.NO.	Model of Vehicle	Mode of fuel	Rate for local journey 10 hr. or 100 Kms per day whichever is less	Additional charges in case vehicle used beyond 100 km or 10 Hrs.	
				Per Hour	Per Km
1.	Car-Tata Indica/Santro/Wagnor(Non-AC)	Petrol			
		CNG			
		Diesel			
2.	Van-MarutiOmni(Non-AC)	Petrol		Hu	
		CNG			
		Diesel			
3.	Car-Tata Indica/Santro/Wagnor(AC)	Petrol			
		CNG			
		Diesel			
4.	Car SX-4/Indigo/Ford/Inova or any other similar AC model				

Date:

(Signature of the tenderer with seal)

1. Detail of Rates, Taxes, duties and Freight etc. quoted by the tenderers on lump-sum basis shall be submitted on their letter pad in clear terms, in words and in figures. The cutting & over-writing not valid. The option in the rates will not be entertained.
2. Firm(s) will clearly mention the different Taxes and duties they propose to charge extra. Vague offers like "duties as applicable" shall not be considered.

TECHNICAL BID

Name of the firm/Co.	
Address of the firm/Co. with telephone no.	
Name of the Proprietor/Partner/Director (as the case may be)	
PAN no.	
Self attested copy of latest IT return	
Service Tax No. (Enclose self attested copy) alongwith the service tax deposit receipt/challan	
Number of vehicle which can be supplied.	
Turnover for the last f.y.(proof authenticated by CA to be attached)	
Details of EMD attached with the tender Document	
Certificate as per Sl.No. 33 & 34 of T& C	

Date:

(Signature of the tenderer with seal)