

OFFICE OF THE UEE MISSION

Department of Education, Government of Delhi,
District North, Lucknow Road, Delhi – 110054.
(Near Delhi University Metro Station)
Ph.23810361, 23810647

Tender Notice

UEE Mission invites sealed tenders from registered/reputed transporters having capacity to supply 17 commercial cars/vans (AC & Non AC) on daily hire basis for a period of one year. The details of terms and conditions and application format are available on website www.edudel.nic.in. The interested agencies may submit their tenders at above address latest by 03.10.11 up to 1:00 PM. The tender will be opened on same day at 4.00 PM.

Sd/-

State Project Director
UEE Mission-SSA



Terms and Conditions

- 1. The vehicles shall be deemed to be at the disposal of UEEM-SSA for official use only NCT of Delhi. The vehicle will normally required for 10 hours/100km per day.**
- 2. The contract will be effective from 1st Nov, 2011 to 31 Oct, 2012 (unless terminated as per clause No.25). The contract may be renewed on same terms & conditions for a further period as mutually agreed upon.**
- 3. The Tenderer must have the capability to supply 17 commercial vehicles per day i.e.8 vehicle at HQ from Monday to Friday and 9 vehicles for District Offices from Monday to Saturday.**
- 4. Earnest money of Rs. 20000/- as pay order/ Cheque should be deposited in the name of UEE Mission Delhi. The Earnest money will be refunded to the unsuccessful bidders on the next day of the bid.**
- 5. The vehicle being offered for hiring should preferably be Tata Indica/Maruti Van registered with in Delhi as commercial vehicle and should not be more than 2 years old and one vehicle either Indigo or equivalent for State Project Director.**
- 6. The vehicle should be in perfect mechanical conditions with good tyres, spare wheel, tool box, first aid box etc. The documentary evidence in respect of the registration & fitness certificates should be produced at the time of deployment and kept with the driver of vehicle.**
- 7. The time and mileage, duty of the hired vehicle will commence and terminate at each of the following offices of UEEM located in the District offices and the HQ of UEEM. The dead mileage should not be more than 2 km and the logbook shall be maintained for each vehicle.**
- 8. The UEEM will not be responsible for any mishap/violations on the part of driver of vehicle/firm whatsoever during the engagement with the UEEM.**
- 9. The vehicles are required at the following offices of UEEM located at HQ & District Offices.**
 - (1) HQ-UEEM-Lucknow Road, Timar Pur**
 - (2) District East-Anand Vihar, Delhi**
 - (3) District North East-Dilshad Garden Delhi**
 - (4) District North-Keshav Puram, Delhi**
 - (5) District North West-Pitampura, Delhi**
 - (6) District West-Rajender Nagar, Delhi**
 - (7) District South-Moti Bagh New Delhi**
 - (8) District Central-Ansari Road, Dariya Ganj, Delhi**
 - (9) District New Delhi-Tuglak Road, New Delhi**

10. The SPD or his nominee has the right to inspect the vehicle to be made available for hiring before accepting the tender and tenderer will have to bring the vehicle for inspection at HQ at specified time without claiming any payment in the regard.
11. The rates quoted in tender shall be valid during the period of contract. In case of hike in prices of equipment/tools/parts/consumables, the tenderer shall have no right to claim for hikes in rates.
12. The contractor shall be responsible in respect of all legal and statutory obligations and also ensure that all type of taxes etc. stands fully paid to the appropriate authorities.
13. Drivers provided by the contractor should have valid license and are well mannered, medically fit and neatly dressed in prescribed uniform. The contract charges include monthly charges of drivers, repair, petrol/deisel/gas and also any other incidental expenses.
14. The driver must abide by all the rules of the transport deptt. & traffic rules. In-case of any violations or challan the contractor shall have to face the consequence.
15. The driver should be well versed with routes and incase they follow wrong routes or over rules the instructions, the Mission will not pay any extra km/time.
16. The K.M recorder must be maintained at standard accuracy, any defect noticed shall have to be rectified by the contractor, until such rectification, kms assessed by the office shall be final and binding to bidder for purpose of billing.
17. The safety, security, maintenance insurance etc. of the vehicle are the sole responsibilities of the contractor. The UEEM shall not be responsible for any accident, loss or damage etc. to the vehicles or manpower provided during the course of deployment of vehicles.
18. In no circumstances the Tenderer/contractor may claim for compensation to the victim, their family as the case may be for injury/death caused in the event of accident during the service hours and to face the legal proceedings.
19. Sealed tenders should reach to the State Project Director, UEE Mission-SSA, on or before 03.10.11. Tenders received after due date or in unsealed conditions will be summarily rejected.
20. The contractor shall have to provide the replacement vehicle immediately, failing which a penalty of Rs.500/- per vehicle per day shall be levied besides nonpayment in r/o the defective vehicle.

21. The UEE Mission will not accept any responsibility or grant any relaxation of time for any postal delay or any other cause for delay in submission of tenders.
22. The income tax deduction as applicable shall be made at source by the UEEM and the service tax shall be borne by the contractor.
23. The Tenders be signed by all the partners in case of a partnership firm and by Managing Director/Director/Secretary or duly authorized signatory in case of private/public limited company.
24. In case of breakdown of any vehicle during service hours the contractor will have to provide alternate vehicle at the same place within one hour or else no payment will be made of the defective vehicle for that day.
25. The rate should be clearly indicated in words and figures, where there is a discrepancy between words & figures the rate indicating in words shall apply.
26. There should not be any overwriting/cutting/applicators of fluid in application. Any deviations would make the tender liable for rejection.
27. That the contract between the UEE Mission and transporter can be terminated with a notice of 30 days.
28. In case of any dispute regarding service/equipment/vehicle the decision of SPD shall be binding.
29. The contractor shall submit bills in respect of the services rendered on monthly basis before 7th of each month. Normally payment to the contractor shall be made within 15 days of receipt of bills. However in no case the contractor/renderer shall claim any interest for delayed payment due to unforeseen reason.
30. There should not be any counter conditions imposed by the tenderer, failing which tender shall not be considered.
31. Tenders received will be opened by the purchase committee of the UEE Mission on 03.10.11 at 4:00 P.M in the presence of the tenderer or their representatives with a letter of authority.
32. The tenders will be evaluated and list of qualified tender will be prepared by UEEM and the decisions of the State Project Director UEEM-SSA shall be final.
33. The payment of actual uses of hire vehicle shall be made after completion of all cordal formalities and submission of bills in order upto 5th of every month. Payment will be made on monthly basis. As far as possible the payment of the previous month will be released by 15th of the next month.
34. The State Project Director UEEM reserved the rights to accept or reject any or all the tenders without assigning any reasons whatsoever.

TENDER FORM FOR HIRING OF COMMERCIAL VEHICLES (CARS/VAN)
(TO BE FILLED IN BY THE TENDERER)

TECHNICAL BID (DETAILS OF THE AGENCY)

(1) Name of the Firm/Agency.....

(2) Address of the Firm/ Agency

(3) Telephone No:/ (Office)..... Registration No

(4) Name Desig.. Address & Tele. No. of the.....

Authorized person to deal with

(5) Total No. of Vehicles (Car/Van) can be supplied at any time.....

(6) Furnish/ attach the following documents:.....

(a) Copy of Permanent Account No

(b) Copy of Valid R.C of Commercial Vechicle

(c) Copy of Valid Commercial Driving License No.

(d) Copy of Valid Insurance Certificate of Vehicle

(e) Acceptance of terms and conditions as per mentioned in tender notice.

(7) Details of Earnest Money Amount

FD/Draft No. Dated:-.....

Bank.....

Branch.....

List of References:-

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(8) (a) Whether any work of Govt./Semi Govt. Department has been done in the previous year.
Yes/No

(b) If Yes, furnish full details:.....

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Undertaking

This is to certify that I/We have carefully read the contents of the tender documents and fully understood all the terms and conditions therein and undertakes myself/ourselves to abide by the same.

Place:-.....

Date:-.....

(Signature of tender & Stamp of the Firm)

Details of Vehicles to be supplied:-

PRICE BID/FINANCIAL BID

Registration No. of Vehicles	Make/Model & Year	Seating capacity	Rate for journey per 10 hours/100Kms. Per day

Rate of the vehicle in case it is used more than 10 Hours/100Kms.....

(Rates are inclusive of all Taxes)

(Signature of tender & Stamp of the Firm)