

OFFICE OF THE UEE MISSION  
DIRECTORATE OF EDUCATION  
ROOM NO.11-B, OLD SECRETARIAT, DELHI-54

NO.FDE-29(8)/1/UEE/05/1831

Dated: 14.6.2005

To

The Director  
Directorate of Information and Publicity  
Govt. of NCT of Delhi  
Old Secretariat, Delhi.

Sub: Publication of Tender Notice

Sir,

Please find enclosed herewith the copy of Tender Notice for publication on 18/6/2005 in local edition of following newspapers published from Delhi:-

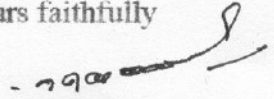
- 1) Times of India (English)
- 2) Hindustan Times (English)
- 3) Nav Bharat Times (Hindi)

The advertisement is being sent with the prior approval of competent authority.

Thanking you

Encl: as above.

Yours faithfully

  
J.B. Singh  
ADE-UEE

**OFFICE OF THE UEE MISSION  
DIRECTORATE OF EDUCATION  
ROOM NO. 11-B, OLD SECTT, DELHI – 110054**

TENDER NOTICE No.FDE.29(8)/1/UEE/05/1831

DATE: 14.6.2005

Tender Document No. : \_\_\_\_\_

**Tender for Hiring of Commercial Vehicles (Car/Van) for 2005-06**

**Description of the Tender:**

Tender for hiring of Commercial Vehicles (Car/Van) for monitoring of Learning Centers and other activities of SSA run by UEEM in Delhi during year 2005-06

**Note :**

1. The document contains 12 pages.
2. The tender should be signed in all pages by the bidder with seal.
3. The technical and commercial bids shall be duly filled in and submitted in original.
4. All information to be written legibly. Where figures are furnished, the same are to be written in words also within brackets.
5. Attach separate sheets wherever necessary.

Director of Education, /  
Chairman, EC – UEEM

**ACKNOWLEDGEMENT**

1. Tender document No. :
2. Name of the person collecting  
the tender documents :
3. Name of the organization :
4. Address :
5. No. and Date of FDR :
6. Signature :

**OFFICE OF THE UEE MISSION  
DIRECTORATE OF EDUCATION  
ROOM NO. 11-B, OLD SECTT, DELHI – 110054**

**Tender for Hiring of Commercial Vehicles (Car/Van) for 2005-06**

TENDER NOTICE No.FDE.29(8)/1/UEE/05/1231

DATE: 14.6.2005

1. Sealed tenders are invited for/on behalf of the Hon'ble President of India containing (1) Technical Bid and (2) Commercial Bid for supplying commercial passenger cars and vans to the UEE Mission, Delhi on daily basis in separate sealed envelopes from the public and private sector transporters.
2. The tender should be accompanied by Fixed Deposit Receipt from any Nationalized Bank amounting to Rs 50,000/- (Rs. Fifty Thousand Only) in favour of UEE MISSION, Delhi. The offer should be submitted in two sealed envelopes i.e Envelope 'A' & Envelope 'B'.

Envelope 'A' should contain the Technical Bid along with earnest money deposit and Envelope 'B' should be having Commercial Bid. The Technical bid and Commercial bid should be filled and submitted in original as provided with tender document.

3. This tender will be valid up 31/03/2006.

**Cost of Tender Document:** The tender document can be obtained from UEE Mission, Room No. 11 B, Old Secretariat, Delhi-54 from 20-06-2005 to 11-07-2005 between 10 A.M and 1 P.M at the cost of Rs.200/- (Rupees Two hundred Only), which is non refundable, in the form of bank draft drawn in favour of UEE MISSION, Delhi.

The tender document shall also be available on the website of the UEE Mission i.e [www.ssadelhi.delhigovt.nic.in](http://www.ssadelhi.delhigovt.nic.in) .Bidders downloading the form from Internet will have to deposit the amount of Rs.200/-(Rupees Two hundreds only) towards the cost of tender at the time of submission of tender form in the form of Demand Draft in favour of UEE MISSION, Delhi.

The tender documents are nontransferable and should be filled and submitted in original.

## General Terms and Conditions

- 1) **Eligibility Criteria:** The bidder must have the capability to supply 09 commercial vehicles per day and should have an office along with telephone facility in the territory of NCT of Delhi.
- 2) **Due Date and Time:** Sealed tenders should reach the Additional Director of Education (Admn.)/ Member Secretary, EC - UEEM Room No. 10, Old Secretariat., Delhi-54 on or before 11-07-2005 at 3 PM. Tenders received after due date and time or in unsealed conditions will be summarily rejected.
- 3) **Mode of Submission:** Tender should be addressed to the DE/Chairman, EC - UEEM, Old Sectt., Delhi- 110054. The tenders should be sealed in separate covers and could be sent by post to the Additional Director of Education (Admn.)/ Member Secretary, EC - UEEM, Room No.10 Old Sectt., Delhi – 110054 so as to reach Additional Director of Education(Admn.) before due date, or inserted in the separate tender boxes kept in the office of the Additional Director of Education (Admn.)/ Member Secretary, EC – UEEM, in person up to 3PM on or before 11-07-2005. The Director of Education / Chairman, EC - UEEEM will not accept any responsibility or grant any relaxation of time for any postal delay or any other cause for delay in the submission of tender.

#### 4) Submission of Tender:

The tender document contains the following.

Part I	-	Tender Details.	(May be retained by bidder for reference)
Part II	-	Technical Bid.	(To be submitted in original in tender)
Part III	-	Commercial /Financial Bid.	(To be submitted in original in tender)

The technical bid as prescribed should be filled in **original** and should be sealed in a separate cover. The Technical Bid should be super scribed as “Technical Bid – Envelope ‘A’ Tender No.FDE.29(8)/1/UEE/05 due on 11-07-2005 at 3 PM.”

The commercial bid as prescribed should be filled in **original** and sealed in a separate cover. The commercial Bid should be super scribed as "Commercial Bid Envelope –B. Tender No.FDE.29(8)/1/UEE/05 due on 15-07-2005 at 3 PM".

Both the envelopes carrying Technical bid (Envelope 'A'), and Commercial bid (Envelope 'B') addressed to Director of Education/ Chairman, EC-UEEM and super scribed. "**Tender for Hiring of Commercial Vehicles (Car/Van) for 2005-06** " then be inserted in separate boxes provided in the office of Addl. Director of Education(A) / Member Secretary, EC - UEEM, Room No.10, Old Sectt, Delhi up to 3 PM. on or before 11-07-2005.

\* The tender comprising the Technical & Commercial bids should be signed by all the partners in case of a partnership firm and by Managing Director or a Director / Secretary, duly authorized by a Resolution of the Board of Director, in case of Private/ Public Limited company.

\*\*The bid must be unconditional and in the format given in the tender documents supported by prescribed and necessary documents.

\*\*\* There should not be any overwriting /cutting/application of fluid in commercial Bid.

**5. Earnest Money Deposit (EMD):** The Technical bid must be accompanied by Earnest Money deposit of Rs. 50,000/- (Rupees Fifty Thousand only) in the form of Fixed Deposit Receipt from any Nationalised Bank in favour of UEE MISSION, Delhi with a minimum validity of 180 days. The EMD of the unsuccessful bidder will be returned after the finalisation of the tender at the expense of such bidders within a reasonable time in consistence with the rules and regulation in this behalf. Tenders (Technical bids) not accompanied by EMD shall be summarily rejected.

#### **6. Details to be furnished:**

a) All particulars and supporting documents must be furnished as asked for in the prescribed formats for technical and commercial bids in the bid document.

- b) The rate should be clearly indicated in words and figures. Wherever there is a discrepancy between words and figures, the rate indicated in words shall apply.
- c) There should not be any over writing / cutting/application of fluids in the rates tendered. Any deviation would make the tender liable for rejection.
- d) Special Information as required in the technical bid must be furnished , else the bid is liable to be rejected.
- e) There should not be any counter conditions imposed by the Bidder, failing which, tender shall not be considered.

**7. Opening of tender and evaluation thereof:** Technical Bids received will be opened by a Purchase Committee under Additional Director of Education (Admn.)/ Member Secretary, EC - UEEM, on 11-07-2005 at 4 PM in the presence of those bidders or their representatives with a letter of authority who prefer to attend the opening. The technical bid will be evaluated and list of technically qualified bidders will be prepared by UEE MISSION, Delhi.

The Commercial bids, in respect of only those bidders qualifying the technical bids, will be opened on 15-07-2005 at 4 PM.

The decision of the Director of Education/Chairman, EC-UEEM in respect of Technical and Commercial Bid shall be final and binding in regard to both the bids.

**9. Security Deposit:**

- a) The successful bidder will be required to remit Security Deposit equivalent to 10 % of the tender/contract accepted value on annualized basis within seven days from the date of intimation of acceptance of tender from Director of Education/Chairman, EC-UEEM in the form of irrevocable bank guarantee valid for the contract period. The work order shall be issued only after fulfillment of this condition by the successful bidder. If the accepted bidder fails to remit the security deposit, the EMD remitted by him will be forfeited and his bid will be held void.
- b) The security deposit furnished by the successful bidder in respect of his tender will be returned to him at the end of the contract period subject to the satisfaction of the Director of Education/Chairman, EC - UEEM, Delhi.

- c) In case of successful bidder, the EMD may be adjusted towards security deposit payable by him.

**10) Hiring of Commercial vehicles (Car/Van) :**

- a. The vehicle being offered for hiring should preferably be Tata India / Maruti Car / Van registered within the GNCT of Delhi as commercial vehicles and should not be more than 2 years old.
- b. The Successful Bidder will have to provide vehicles (Car/Van), which are at least four seater and are in conformity with directives of Hon'ble Supreme Court & Motor Vehicle Act and other standards set by Transport Deptt. , Govt. of NCT of Delhi as per demand of UEE Mission.
- c. The documentary evidence in respect of the fitness certificate should be produced as and when demanded. The vehicle should be in perfect mechanical condition with good tyres, separate wheel, toolbox, first aid box etc. The overall look of the vehicle i.e exterior as well as interior with seat covers upholstery and other accessories must be in excellent condition.
- d. For computing the time and mileage, duty of the vehicle will commence and terminate at each of the following offices of UEE Mission located in the offices of DDE (Distts) and the Head Quarter of UEE Mission: -

<u>Distt.</u>	<u>Office of the DDE (Distt) situated at</u>
1. East :	Anand Vihar, Delhi
2. North :	Lucknow Road, Delhi.
3. North-West :	FU-Block, Pitam Pura, New Delhi.
4. West :	Karam Pura / G Block, Vikas Puri, N.D.
5. South-West :	Vasant Vihar / Najafgarh, New Delhi.
6. South :	Varun Marg, C-Block, Defence Colony.
7. North-East :	B-1 Block, Yamuna Vihar, Delhi.
8. N.Delhi / Central	Link Road, Karol Bagh, New Delhi.
9. Head Quarters :	Office of UEEM, Old Sectt. Delhi-54.

**No dead mileage will be allowed**

- e. The Director of Education/Chairman EC-UEEM or his nominees have the right to inspect the vehicles to be made available for hiring before accepting the tender and

bidder will have to bring the vehicle(s) for inspection at Head Quarter at specified time without claiming any payment in this regard.

- f. The rates quoted in Commercial Bid shall be valid for financial year 2005-06 .In case of hike in prices of equipment/parts/taxes/consumables the Bidder shall have no right to claim for hike in rates.
- g. The Contractor shall be responsible in respect of all the legal and statutory obligations and also ensure that all taxes such as Permit tax, Road tax, Octroi, State tax, parking fee etc. stands fully paid to the appropriate authority and all permits/document duly revalidated in respect of the vehicle and kept with the driver of the vehicle.
- h. Drivers provided by the successful bidder should have valid license and are well mannered, medically fit, polite, sober in habit and neatly dressed in uniform prescribed as per Hon'ble Supreme Courts decision. They must abide by all the Motor Vehicle Act and other rules and regulations set by Transport Deptt. Govt. of NCT of Delhi.
- i. Drivers should know/follow all traffic rules and regulation. In case of any violation or challan the Bidder shall have to face the consequences.
- j. Driver should be well versed with routes and in case he/they follow(s) wrong routes or overrules the instructions, the Mission will not pay extra km or extra time.
- k. The speedometer and Km recorder must be maintained at high standard accuracy. Any defect noticed shall have to be rectified forthwith by the bidder. Until such rectifications, Kms run by the said agency shall be final and binding to bidder for purpose of billing.
- l. The safety, security, maintenance, insurance etc of the vehicle are the sole responsibility of the Bidder. The office of UEE Mission shall not be responsible for any accident, loss or damage etc to his vehicle or manpower provided during the course of deployment of vehicles. In no circumstance the Bidder may claim for compensation due to accident, theft, any untoward incident like riots etc. or other eventuality.
- m. It would be the sole responsibility of the Bidder to pay compensation to the victim/victims family as the case may be for any injury /death caused in the event of accident during the service hours and to face the legal proceedings.



- n. The Director of Education/Chairman, EC-UEEM or a person(s) designated by him may inspect the vehicle hired and if the vehicle(s) is/are not found in good working condition the Bidder will have to provide the replacement vehicle immediately failing which a penalty of Rs 200/- per vehicle per day for a maximum period of 1 week shall be levied besides non payment in respect of the defective vehicle. After expiry of the one week the contract is liable to be cancelled and the security deposit shall be forfeited.
- o. The UEE Mission intends to hire 09 Car/Vans on working days with detention period of eight hours for 80 Km. The detention period of 8 hours may be anywhere between 6 A.M and 8 P.M and the same will be communicated to the bidder from time to time. However required number of vehicles shall be communicated to the bidder from time to time at least 2 days in advance and bidder shall have to provide the vehicle as per requirement failing which a uniform penalty of Rs1000/- per vehicle per day shall be levied.
- p. The Bidder shall be paid charges for the vehicles actually taken on hire and for the period the vehicle/s have been used. However, the Service Tax shall be borne by the bidder.
- q. Income Tax deduction as applicable shall be made at source by the UEE Mission as per provisions of the Income Tax Act.
- r. In case of breakdown of any vehicle during service hours the Bidder will have to provide alternate vehicle of comparable quality at the same place where breakdown took place within one hour or else a penalty of Rs 500/- per vehicle per day shall be levied besides non payment in respect of the defective vehicle/s.
- s. Director of Education/Chairman, EC-UEEM reserves the right to terminate the Contract at any time during the course of contract without assigning any reason thereof.
- t. Director of Education/Chairman, EC - UEEM reserves the right to award tender to one or more than one bidder in part or full as and when felt necessary to any other agency, who may not be a bidder without assigning any reason, at the same rate, terms & conditions to which this tender shall be finalized. The bidder to whom the tender has been awarded against this tender shall not be entitled to any compensation or consideration in any of such events.

- u. The successful bidder shall be required to enter in to agreement with Director of Education/Chairman, EC-UEEM in the prescribed format on the terms and conditions as stipulated by UEE Mission, Delhi.
- v. In case of any dispute regarding service/equipments the decision of Director of Education/Chairman, EC-UEEM shall be final.

**11) Payment:** The Bidder shall submit bills in respect of the services rendered in triplicate on monthly basis before 7<sup>th</sup> of the each month. Normally payment to bidder shall be made within 15 days of receipt of bill. However in no case bidder shall claim any interest for delayed payment due to unforeseen reasons.

U१२८  
Director of Education/  
Chairman, EC – UEEM, Delhi.

# Technical Bid (To be put in envelope "A")

OFFICE OF THE UEE MISSION  
DIRECTORATE OF EDUCATION,  
ROOM NO. 11-B, OLD SECRETARIAT, DELHI-110054

TENDER FOR HIRING OF VEHICLES (CAR/VAN)

TENDER NOTICE No.FDE.29(8)/1/UEE/05/

DATE

I/We/M/s. \_\_\_\_\_ a proprietor business/  
partnership firm registered with the registrar of the Firm/Company registered under the Companies  
Act, 1966 through Sh/Smt. \_\_\_\_\_ sole proprietor/partner/authorised  
representative of the Bidder here-in-after called the tender having read, understood and accepted the  
terms & conditions mentioned in the tender notice No.FDE.29(8)/1/UEE/05/  
dated \_\_\_\_\_ hereby make the tender for supply of the vehicles as per details enclosed  
in Annexure – "A".

Fixed Deposit Receipt No. (s) \_\_\_\_\_ dated  
\_\_\_\_\_ drawn in (name of the bank) \_\_\_\_\_  
for Rupees \_\_\_\_\_ only is/are enclosed towards earnest  
money deposit.

I/We understand that I/We am/are being permitted to tender in consideration of the  
stipulation on my/our part that after submitting my/our tender, if I/We fail to observe and comply  
with the foregoing stipulation, the earnest deposit shall be liable to be forfeited by UEE MISSION,  
Delhi. I/We agree that in the event of any dispute or differences, the decision of the Director of  
Education / Chairman, EC - UEEM, Delhi shall be final and binding on me/us.

SIGNATURE OF BIDDER  
(PROP.)  
NAME & ADDRESS WITH TEL NO.

**TECHNICAL BID FOR HIRING OF CARS/VAN (COMMERCIAL VEHICLES)**  
**(TO BE FILLED IN BY THE TENDERER)**

A. 1. (a) Name of the Firm \_\_\_\_\_  
 (b) Address of the Firm \_\_\_\_\_  
 \_\_\_\_\_

2. Earnest money deposited vide Fixed Deposit Receipt No. \_\_\_\_\_  
 dated \_\_\_\_\_ for Rs. \_\_\_\_\_/- is enclosed herewith.

3. (a) No. of Cars/Vehicles controlled by the firm with Registration No.  
 (s) and year of purchase

Registration No. of vehicle	Make/Model & year	Seating Capacity	Remarks

**(Attach extra sheets, if required.)**

(b) Total No. of Cars/Vehicles that can be supplied at any time.

4. (a) Whether any work of Govt. or Semi govt. Deptt. has been done  
 in previous year Y/N.....

(b) If yes, furnish full details.....  
 .....

Note :

1. Fitness certificate of the vehicle(s) from Transport Authority is to be produced by the firm at the time of deployment.

**Signature & Stamp of the firm.**

# COMMERCIAL BID

( To be put up in Envelope-B)

**Tender Notice No.FDE.29(8)/1/UEE/05/**

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

A. 1. (a) Name of the Firm \_\_\_\_\_

(b) Address of the Firm \_\_\_\_\_

Rate for Hiring of Vehicles (Car/Van): -

Local journey (within Delhi) Maximum 80 Km. Or/and 8 hours. Per day	
In case the vehicle is used more than 80 kms. (specify charges per km)	
In case the vehicle is retained more than 8 hours (specify charges per hour)	

Note:

1. Fitness certificate of the vehicle(s) from Transport Authority is to be produced by the firm at the time of deployment.
2. Vehicle should be of latest permissible model.

**Signature & Stamp of the firm.**