

No. D-26011/06/2015-Ad.II
CABINET SECRETARIAT
Rashtrapati Bhavan

New Delhi, the 24th July, 2015

To

(THE INTERESTED BIDDER)

Subject: Invitation to Tender for hiring of DLY vehicles for official use in Cabinet Secretariat, Rashtrapati Bhawan, New Delhi - reg.

I am directed to invite sealed Tenders for hiring of DLY vehicles for official use in Cabinet Secretariat, Rashtrapati Bhawan, New Delhi. Interested Companies may send their tender along with an Bid Security Deposit of Rs. 50,000/- (Rupees fifty Thousand only) in the form of Account Payee Demand Draft from any nationalized bank in favour of "D.D.O., Cabinet Secretariat, Rashtrapati Bhawan, New Delhi".

2. **The quotations may be submitted in two bids, viz. technical and financial in separate sealed covers.** Technical Bid should contain company profile and authenticated documents to prove the eligibility of all conditions as per **Annexure-II**. The Financial Bid should contain only the Financial Charges as per **Annexure-III**. Omission of any of the requisitioned documents may result in the rejection of their entire tender. They should go through the tender advertisement thoroughly and submit their quotations only if they meet all the conditions and are capable of undertaking the proposed job satisfactorily at the terms and conditions of the Cabinet Secretariat as detailed in **Annexure-I**.

3. The interested companies can contact office for any query at any time between 2.00 PM to 5.00 PM on any working day between 27.07.2015 to 14.08.2015 to assess the job requirement quantum of work involved. For the purpose, Shri P.K.Hira, Section Officer (AD-II) may be contacted on telephone Nos. 23015937, 23015938. The firm should submit the **quotations in separate sealed envelopes**. Both sealed covers should be placed in the main sealed envelope super scribed 'Tender for DLY Vehicle and the same should be addressed to "The Under Secretary (Ad-II), Cabinet Secretariat, Rashtrapati Bhawan, New Delhi" and should be deposited in the **Tender Box** kept for the purpose in the **Reception Office of the Cabinet Secretariat, South East Wing, Rashtrapati Bhawan, New Delhi**, latest by **3.00 PM on 19 Aug, 2015**. The quotation/tenders received after the last date and time prescribed and or received in any manner other than through Tender Box would not be opened and would be summarily rejected. **No tenders through post / speed post/ registered post or courier will be accepted.**

4. The Tender Committee will open the technical bids at **3.30 PM on 19.08.2015** in Room No. 9, Cabinet Secretariat, Rashtrapati Bhawan, New Delhi in the presence of participating bidders, who may like to be present in person or through their duly authorized representative. The Committee/competent authority will assess the ability of the agencies based on its record, profile and on such other criteria as per technical bids. The representatives of only those found successful at the technical bid stage would be allowed to be present at the time of opening of financial bids.



5. The companies/bidders should not have been blacklisted by any Ministry/Department of the Government of India. The tendering companies/ bidders shall have to give a notarized **affidavit on a stamp paper** of appropriate value to the effect **that they have not been blacklisted or their business dealings with the Government Ministries/Departments have not been banned.**

6. This Secretariat reserves the right to cancel any or all of the Tenders without assigning any reason.



(Nivrattan Das)

Under Secretary to the Govt. of India

TEL:- 2379 3211

- Encl.: (1) Detailed job requirements and terms and conditions. (Annexure-I)
(2) Format of Technical Bid (Annexure-II).
(3) Format of Financial Bid (Annexure-III).

Copy to:

1 Technical Director (NIC), Cabinet Secretariat, Rashtrapati Bhavan, New Delhi. The aforesaid letter may kindly be up-loaded in a non-editable version on this Secretariat's official website www.cabsec.nic.in and a link may also be given to NIC Web-site and www.eprocure.gov.in under intimation to the office.

2. **All Ministries and Departments of Govt. of India** located at New Delhi/Delhi with the request that the companies engaged by them for the purpose may be requested to submit their tenders, if interested.

JOB REQUIREMENTS and TERMS AND CONDITIONS

1. The invitation is open to all well established firms/travel agencies. The Company should supply **DLY vehicles are in good condition and not be more than two years old**. The vehicles to be supplied should be **in excellent condition mechanically, look and feel**.
2. It will be the responsibility of the firm to ensure that good, efficient and well-mannered drivers are deployed. The **driver should invariably be in the prescribed uniform** and have suitable training in exhibiting good manners while dealing with senior officers.
3. The firm shall be responsible for the conduct/integrity of Drivers deployed and staff should not have any Police records/Criminal cases against them. The firm should do adequate enquiries about the character and antecedents of the Drivers engaged. The Company will also ensure that persons deployed are medically fit. The Company shall withdraw such employees who are not found suitable by the Secretariat for any reasons on immediate basis. The Drivers engaged should not be below the age of 18 years.
4. The Company shall supply fresh sets of uniform/badges etc to all drivers who shall wear the same while on work and also keep their uniform clean. If any Drivers is found without uniform a penalty @ Rs.250/- per person per day will be levied.
5. Cabinet Secretariat, Rashtrapati Bhavan is a restricted area where movements and routes are restricted. The Company shall ensure discipline amongst his drivers and restrict their unnecessary movement/assembly in corridors etc.
6. In any driver is on leave or there is break-down of vehicle, alternative arrangements will have to be made by the firms otherwise a penalty equivalent of two days charges calculated on average basis will be deducted from the monthly bill. All expenses will have to be borne by the firm in case of breakdown of the vehicle supplied. Cabinet Secretariat will not be responsible for any challan, loss, damage or accident to the vehicle or to any other vehicle or injury.
7. There is immediate requirement of 15-20 vehicles on monthly basis. However, additional vehicles can be requisitioned as and when required.
8. Cabinet Secretariat reserves the right to reject and or all the quotations in full or part without assigning any reason. The decision of the Cabinet Secretariat in this regard shall be final and binding on all.
9. Duration of the Contract: The Contract will be made with the successful bidder. The **contract will be valid for a period of 12months** from the date of signing. An extension of the Contract for another 1 year (12 months) on satisfactory performance will be considered with due concurrence and approval of competent authorities. In case the services of the Company are not found satisfactory or Company fails to comply with any terms and conditions, Cabinet Secretariat may terminate the Contract with forfeited of Performance Security Deposit by giving one month notice.
10. Dispute Settlement: -In the event of any disputes arising out of the execution of Contract, the matter shall be referred to Joint Secretary(Admn) of this Secretariat. Appeal against the decision of Under Secretary (Admn) will lie to the Head of the Department. For judicial adjudication of the disputes, arising out of the contract will be subject to the jurisdiction of the Courts in Delhi only.
11. It is stated that any bid not fulfilling any of the essential requirement mentioned in the tender document would be classified as "Technically not qualified" and rejected. Financial bids of such bidder will not be opened.



12. Bidder should be registered with Transport Department of Delhi as Taxi operator for providing commercial taxi service. A duly attested copy of such certificate has to be provided along with Technical bid.

13. Bidder should have annual turnover of Rs. 1 crore (one crores) in the business of Taxi operator. The firm should submit copies of relevant account statement/audit account/other documents with Technical bid to establish this fact.



Technical Bid

S.No	Particulars	To be filled in by the tenderer
1.	Name of the Agency & person submitting the bid (attach copy of registration)	
2.	Status of the bidder (individual/Partnership firm/ Compny/ Any other (specify)	
3.	Details of Bid Security Deposit (i) Amount (ii) Draft No and Date and Issuing Bank	
4.	List of attested copies of (i) PAN/TAN Card (ii) Service Tax Registration Number	
5.	A Notarized Affidavit and Undertaking that the firm is having (i) atleast 3 years' experience for providing DLY services in office in Government of India. Attested copies of contract letters entered with the Govt. Departments should be attached. (ii) The firm has not been blacklisted or their business dealings with the Government Ministries/Departments have not been banned.	
6.	The firm should be registered with Transport Department of Delhi as Taxi operator for providing commercial taxi service. A duly attested copy of such certificate should be attached.	
7.	The firm is having atleast 50 DLY vehicles in their name. Copies of Registration certificate should be attached.	
8.	The firm should have annual turnover of Rs. 1 crores (one crore) in the business of Taxi operator. Copies (last three year) of relevant papers should be attached.	

*Only requisite documents are to be attached.

**Signature of the authorized signatory
of the Tenderer with Seal of the Company**

Place:-

Date:-



Financial Bid

To

The Under Secretary to the Govt. of India,
Cabinet Secretariat,
Rashtrapati Bhawan,
New Delhi-110004.

Subject: **Tender for hiring of DLY vehicles for official use in Cabinet Secretariat, Rashtrapati Bhawan, New Delhi.**

Sir,

With reference to your letter No. No. D-26011/06/2015-Ad.II dated 24th July, 2015 on the subject-cited above; we quote the rates for above-mentioned service as under:

Sl. No.	Item head	Rate in Rs.
	Category - A	
1	Rates for Honda City, Maruti S x 4, Ciaz and similar segments vehicles (2600 kms and 300 working hrs per month)	
2	Rates per additional hours and per km in respect of above.	
	Category - B	
3	Rates for Swift dzire, Etios, I20 and similar segments vehicles (2600 kms and 300 working hrs per month)	
4	Rates per additional hours and per km in respect of above.	
	Category - C	
5	Rates for Honda City, Maruti S x 4, Ciaz and similar segments vehicles (100 kms and 10 working hrs per day)	
6	Rates per additional hours and per km in respect of above.	

- Separate sheets may be enclosed, if necessary.

**Signature of the authorized signatory
of the tenderer with seal of the Company**

Place:-
Date:-

