

A.11014/04/2013- NACO (A)
Government of India
Ministry of Health & Family Welfare
National AIDS Control Organization

9th Floor, Chandra Lok Building
36, Janpath, New Delhi-110001
Dated: 29th August, 2014

TENDER NOTICE

1. Sealed tenders are invited from reputed, experienced and financially sound Companies/Firms/Agencies who provide services of taxis on hire basis to Govt. Departments / Ministries, PSUs, established corporate offices etc.
2. The bidding firms should be presently in the business of providing the services to such organization for the last 5 to 6 years and their office should be located within 7 Kms from NACO (National AIDS Control Organization).
3. The Sealed quotations with separate Technical and Financial bids filled in the specified Performa, along with an Earnest Money Deposit of Rs.10,000/-(Rupees Ten Thousand Only) and addressed to the undersigned, Ministry of Health & Family Welfare NACO should reach latest by 11.30 AM on 19th **September 2014**. The quotations should either be sent by post at the above mentioned address or dropped in the Tender Box placed in office of NACO by the stipulated date and time. The Technical bids shall be opened at 12.30 PM on 19th September **2014** in office of NACO in the presence of such tenderers or their authorized representatives, who may wish to be present. The tenderers, whose Technical bids are accepted, will be informed about the date of the opening of financial bid.
4. Bids received after the closing date and time shall not be considered.
5. Scope of work, taxes & conditions, eligibility criteria, declared & prescribed format for submitting bids are enclosed.

(M.G. Nimje)
Under Secretary (A & P)

Copy to:-

1. M & E Division for placing the Advertisement on NACO Portal
2. Speed Post to vendors as per list enclosed
3. Notice Board

Scope of work and terms and conditions

1. The tenders are invited from agencies for providing the services of DLY/DLZ Cars to National AIDS Control Organization (NACO) on rate contract basis.
2. The vehicles must have DLY/DLZ commercial registration numbers from the Authority situated in the NCR.
3. The bidder should have his office within a radius of 7 Kms. From NACO.
4. The tenderers have to ensure that they should be in a position to supply at least 5 to 10 vehicles to NACO, if required.
5. The tenderers are required to submit two separate bids -Technical and Financial, as per enclosed Performa. The two bids should be submitted in two separately sealed envelopes super scribed "Technical Bid for Providing the Services of DLY/DLZ Cars on rate contract basis to NACO" and "Financial Bid for Providing the Services of DLY/DLZ Cars on rate contract basis to NACO". Both sealed envelopes should be put in a third sealed envelope superscribed "Tender for Providing the Services of DLY/DLZCars on rate contract basis to NACO".
6. The declaration in the prescribed Performa should be submitted along with the technical bid.
7. The Technical bid should be accompanied by an Earnest Money Deposit (EMD) of Rs.10,000/- (Rupees ten thousand only) in the form of Demand Draft Pay Order drawn in favour of "Pay and Accounts Officer (Sectt.), Ministry of Health & Family Welfare, New Delhi". It should remain valid for a period of 6 months. In the absence of EMD, the tender shall be rejected summarily. The earnest money shall be refunded to the unsuccessful bidders after finalisation of the contract. It shall be refunded to the successful bidder on receipt of performance security deposit Rs. 1,00,000(Rupees one lac only)
8. The contract will be initially for a period of two year from the date of commencement. The period of the contract may be extended on a yearly basis upto a maximum of 3 years, on request by the firm, on the same terms and conditions, provided the requirement of NACO persists at that time and subject to qualitative assessment of the performance of the firm by the competent authority in NACO.
9. The make of the cars deputed for duty should not be older than two years.
10. Documents in support of the vehicles being owned by agency has to be submitted with the technical bid viz registration certificate, insurance paper, PUC, Permit etc.
11. The drivers must possess a valid commercial Driver's License.
12. The Drivers must be well experienced, well behaved, wearing neat and clean uniform, having thorough knowledge of the routes in Delhi/NCR and have a permanent mobile contact number.
13. The taxis being provided must be in excellent condition, with immaculate seat covers and bearing DLY / DLZ numbers.
14. Drivers / vehicles attached to Sr. Officers on a regular basis should not be changed without prior permission / intimation.
15. All vehicles must be fully insured and have valid pollution Control certificates. A copy of these papers should be kept in the vehicle at all time,
16. Expenditure on account of claims arising out of accidents, challans for traffic violations, etc. will be borne by the service provider.
17. Payment of bills will be made on a monthly basis. Bills sent by the agency shall be accompanied by Log Book and Duty slips.
18. **Dead mileage will not be paid. Mileage will be calculated from National AIDS Control Organization.**
19. Actual parking charges, toll tax will be payable along with the monthly bills, only upon submission of the parking / tax, bills.
20. The transporter should provide a landline/mobile number on which he or his representative can be contacted any time (24 hours). The driver too should possess mobile phones.
21. The performance deposit of Rs.1,00,000/- may be furnished by the successful bidder in the form of Account Payee demand draft, fixed deposit receipt or a Bank Guarantee from a commercial bank and should remain valid for 60 days beyond the date of completion of all contractual obligations.
22. The approved rates will remain valid during the entire period of the contract and request for enhancement of rates will not be agreed to during this period.
23. In case the agency fails to provide vehicle(s) for a particular duty, etc. vehicles will be hired from other sources and the difference between the approved rate and the rates of the other source will be recovered from the subsequent bills of the agency. Same will apply in case the agency fails to provide an alternate vehicle in case of breakdown, etc.
24. If the vehicle(s) get delayed by 2 hr. or more to report for duty, a penalty of Rs.1000/- per car will be levied on each occasion and deducted from the subsequent bills. However, if a particular vehicle / drivers is found to be habitually reporting late for duty, such vehicle / driver will be required to immediately replaced with another vehicle /driver. The decision of the competent authority in NACO will be final in this regard.

25. The service providing agency shall be solely responsible for the redressal of grievances/resolution of disputes relating to the drivers. This Department shall, in no way, be responsible for settlement of such issues whatsoever.
26. This Department shall not be responsible for any financial loss or other injury to any driver deployed by service providing agency in the course of their performing the functions/duties, or for payment towards any compensation.
27. The driver(s) deployed by the service providing agency shall not claim nor shall be entitled to pay, perks and other facilities admissible to regular / confirmed employees of this Department during the currency or after expiry of the contract.
28. The Drivers shall report for duty to In-charge, Staff Car In-charge, NACO and produce duty slip, PUC Certificate, valid Driver's Licence, RC book etc., and mark his attendance in the attendance registered kept in the Staff Car Cell.
29. The Driver shall report back to the In-charge Staff Car Cell after conclusion of his duties, and produce parking / toll fees slips, if any paid by him and get it signed from the In-charge.
30. The Driver shall also maintain a Log Book and get the opening and closing meter reading, opening and closing time signed from In-charge, Staff Car Cell on each day of duty.
31. In case of termination of this contract on its expiry or otherwise, the driver(s) deployed by the service providing agency shall not be entitled to and will have no claim for any absorption in the regular / otherwise capacity in NACO.
32. The agency will be responsible for compliance of all statutory provisions relating to Minimum Wages, etc. in respect of the drivers deployed by it in this Department. The tendering agency will be fully responsible for payment of wages and other dues and compliance of all labour laws, welfare schemes applicable to the drivers deployed by them in this Office.
33. The agency shall be liable for depositing all taxes, levies, Cess etc. on account of services rendered by it to NACO to concerned tax collection authorities from time to time as per extant rules and regulations in the matter.
34. The agency shall maintain all statutory registers under the Law. The agency shall produce the same, on demand, to the concerned authority of this NACO or any other authority under Law.
35. If the agency fails to start providing vehicles as per the requirement of NACO, within 7 days from date of placing the order, the EMD shall be forfeited without giving any further notice.
36. In case, the agency fails to comply with any statutory/taxation liability under appropriate law, and as a result thereof the NACO is put to any loss/obligation, monetary or otherwise, the Department will be entitled to get itself reimbursed out of the outstanding bills or the Performance Security Deposit of the agency, to the extent of the loss or obligation in monetary terms.
37. In case of breach of any terms and conditions attached to this contract, the Performance Security Deposit of the agency will be liable to be forfeited by NACO besides annulment of the contract.
38. The agency shall raise the bill, in triplicate, along with attendance sheet [duly verified by the Officer in Charge of place of duty] in respect of the persons deployed and submit the same to Under Secretary (A) in the first week of the succeeding month.
39. PAN Number and or other tax registration numbers should be printed on the bills raised by the Firm.
40. The competent authority, NACO, reserves full authority to discontinue the services of the firm, at any point of time, by giving one month's notice and without giving any reason. The decision of the NACO shall be final in this regard.
41. The competent authority, NACO reserves the right to withdraw/relax any of the terms and condition mentioned above so as to overcome any problem that may arise at a later stage.
42. A copy of the complete tender document, including duly filled in declaration form, should be duly signed and sealed by the tenderer in all pages, thereby conveying his acceptance of the same, and submit it alongwith the Technical Bid.
43. Tender incomplete in any form is liable to be rejected outright.
44. The closing date and time for receipt of tenders will be **11.30 A.M. on 19th September' 2014**
45. The Technical bid shall be opened at **12.30 PM on 19th September' 2014** in NACO in the presence of the authorized representatives of the Firms, who wish to be present at that time. The tenderers whose Technical bids are accepted will be informed about the date and time for opening the Financial Bids. The evaluation of financial bids will be done as under:
 - I. For comparison purposes, evaluation of day basis hiring will be done for 120 Kms, 12 hours excluding night charges;
 - II. For comparison purposes, evaluation of outstation charges will be done for 200 Kms with one night charge only;
 - III. For comparison purposes, evaluation of monthly charges will be done for 1800 Kms, 2 additional days, 30 additional hours, 200 additional Kms and 2 night charges for outstation duties.

46. No bidder will be allowed to withdraw after submission of the bids; otherwise the EMD submitted by the bidding firm would stand forfeited.
47. In case the successful bidder declines the offer of contract, for whatsoever reason(s), the EMD submitted by the successful bidder would stand forfeited.
48. The competent authority of NACO reserves the right to reject all or any tender in whole, or in part, without assigning any reason.
49. The antecedents of driver to be deployed should be properly verified and their details will have to be provided to this office. In case of change of driver, prior permission will be required to be taken.

Eligibility Criteria

The tenderer should fulfill the following eligibility criteria and submit documentary proof thereof alongwith the Technical Bid:

1. The tenderer should have its Registered Office or one of its Branch Offices in Delhi / New Delhi or NCR within a radius of 7 kms. from NACO.
2. The tenderer should be registered with the appropriate registration authorities, viz., ESI, EPF, Income Tax, Service Tax, PAN, TIN, etc.
3. As on 1st April, 2014, the tenderer should have at least five year experience in providing DLY/DLZ Cars to Govt. Departments, Ministries, PSUs, established Corporate offices, etc.
4. A copy of the Terms & Conditions as given in the Tender Document, should be duly signed and sealed by the tenderer in all pages, thereby conveying his acceptance of the same, and submit it alongwith the Technical Bid.
5. The Technical Bid should be accompanied with the EMD of *Rs. 10,000/-* (Rs. ten thousand only).
6. The declaration form as per prescribed format should be duly signed and sealed and submitted alongwith the Technical Bid.
7. The Technical and Financial Bids will be accepted, only if they are neatly typed. Handwritten bids will not be accepted. Cutting / overwriting, etc. in the financial bids will not be accepted. They should be placed in separate sealed covers

(M.G. Nimje)
Under Secretary (A & P)

DECLARATION

- 1. I,Son / Daughter of ShriProprietor/Partner/Director/ Authorized Signatory ofand competent to sign this declaration and execute this tender document;
- 2. I have carefully read and understood all the terms and conditions of the tender and hereby convey my acceptance of the same.
- 3. The information / documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I/ we, am / are well aware of the fact that furnishing of any vague / false information / fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law.

Signature of Owner/Managing Partner/Director

Full Name:
Company's Seal:

N.B.: The above declaration, duly signed and sealed by the authorized signatory of the agency in token of their acceptance, should be enclosed with Technical bid.

TECHNICAL BID

For providing the services of DLY/DLZ Cars on rate contract basis to National AIDS Control Organisation.

[illegible]

7. Details of Earnest Money Deposit in favour of “Pay and Account Officer (Sectt.), Ministry of Health & Family Welfare”, New Delhi
- (a)Amount (Rs.)
 - (b)D.D./ P.O. No. & Date
 - (c)Drawn on Bank
 - (d)Valid upto

8. The turnover of the firm for last three years :
- 2011-12
 - 2012-13
 - 2013-14

(If the space provided in any of the columns above is insufficient, a separate sheet on company letter head may be attached for giving information).

Signature of Owner/Managing partner

Date:
Place:

Name:
Seal:

Enclosures with Technical Bid:

- (a)PAN No./EPF/ESI Etc.
- (b)Audited Accounts for last three years.
- (c)Income Tax Returns for last three years.
- (d)EMD for Rs. 10,000/-.
- (e)Self Certificate that it has not been blacklisted
- (f)Terms & Conditions duly signed.
- (g) Copies of letter of assignment sent by Government Departments/Companies
- (h) Copies of all registration certificates in the name of bidder

FINANCIAL BID – I (hiring on day basis)

All rates should be exclusive of Taxes, Parking Charges & Toll Charges

Name of the Vehicle	For Sedan vehicles		Other Hatchback vehicles	
	SX4, Indigo, Ford Ikon, Dzire, Esteem, Honda City, Skoda etc. or equivalent.		Ambassador, Swift, Polo, Etios, WagonR, Santro,i10, i20, Indica etc or equivalent	
	AC	Non AC	AC	Non AC
Full Day10 hrs. and 100 Kms				
Half Day 5 hrs. and50 kms.				
Extra per km.				
Extra per hour				
Out Station per Km. Rate (subject to 200 Kms)				
Charges for driver per night for O/S duty				

(If the space provided in any of the columns above is insufficient, a separate sheet on company letter head may be attached for giving information).

Please note that for finalization of contract. The bidder whose rates in Financial Bid are the lowest in comparison to other bidders will be considered as the lowest bidder.

Signature of Owner/Managing Partner/Director

Date:

Name:

Place:

Seal:

FINANCIAL BID – II (hiring on monthly basis)

All rates should be exclusive of Taxes, Parking Charges & Toll Charges

Name of the Vehicle	For Sedan vehicles		Other vehicles		
	SX4, Indigo, Ford Ikon, Dzire, Esteem, Honda City, Skoda etc. or equivalent.		Swift, Polo, Etios, WagonR, Santro,i10, i20, Indica etc or equivalent		
	AC	Non AC	AC	Non AC	
Fixed Charges for 1800 Kms.,10 hrs. per day					
Extra Charges for additional day (s)					
Extra Charges per km.					
Extra Charges per hour					
Night Charges for O/S					

(If the space provided in any of the columns above is insufficient, a separate sheet on company letter head may be attached for giving information).

Please note that for finalization of contract. The bidder whose rates in Financial Bid are the lowest in comparison to other bidders will be considered as the lowest bidder.

Signature of Owner/Managing Partner/Director

Date:

Name:

Place:

Seal: