


EXTENSION OF TENDER SUBMISSION DATE

This notification is in continuation of this Ministry's Notice Inviting Tender (NIT) floated on 8th September, 2015 for hiring of two vehicles (one AC and one non-AC) by Special Cell. The last date of receiving the bid applications was 7th October, 2015. This Ministry has decided to extend the closing date for submission of bid applications by another one week.

The closing date of submission of tender will now be 16th October, 2015 at 3.00 P.M. The other terms and conditions in the NIT will remain unchanged.

The tender documents are available in Ministry of Culture's website www.indiaculture.nic.in.

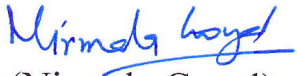

(Nirmala Goyal)
Deputy Secretary
Special Cell

EXTENSION OF TENDER SUBMISSION DATE

This notification is in continuation of this Ministry's Notice Inviting Tender (NIT) floated on 8th September, 2015 for hiring of two vehicles (one AC and one non-AC) by Special Cell. The last date of receiving the bid applications was 28th September, 2015. This Ministry has decided to extend the closing date for submission of bid applications by another one week.

The closing date of submission of tender will now be 7th October, 2015 at 3.00 P.M. The other terms and conditions in the NIT will remain unchanged.

The tender documents are available in Ministry of Culture's website www.indiaculture.nic.in.


(Nirmala Goyal)
Deputy Secretary
Special Cell

No.21-4/2015-Spl Cell
Government of India
Special Cell
(Ministry of Culture)

Vigyan Bhawan Annexe, New Delhi-110001.

Dated: 08.09.2015

Subject: Quotations for hiring of vehicles for a period of one year – regarding.

Sealed tenders are invited for hiring of vehicles for the official use of this Office under Ministry of Culture on monthly basis in the proforma attached with this tender notice. At present two vehicles (one AC and one non-AC) are needed but the number may go up according to requirement.

2. Bid documents along with general / special terms & conditions applicable to the contract are enclosed at **Annexure – I & II** respectively.

3. The interested firms/agencies may drop their quotations/bid documents complete in all respects, in the tender box kept in Room No. 254, Vigyan Bhawan Annexe, New Delhi – 110011 by 3:00 pm on or before **28.09.2015**. The tenders shall not be entertained after this deadline under any circumstances whatsoever.

4. The Office/Ministry reserves the right to amend or withdraw any of the terms and conditions contained in the tender document or to reject any or all tenders without giving any notice or assigning any reasons. The decision of Head of Department (Special Cell), Ministry of Culture, in this regard shall be final and binding on all.

Encl.: As above

(Ar nab Aich)
Under Secretary to the Government of India

अर्नब आइच/ARNAB AICH
अवर सचिव/Under Secretary
संस्कृति मंत्रालय/Ministry of Culture
भारत सरकार/Govt. of India
नई दिल्ली/New Delhi

To

1. CPP Portal.
2. NIC, Ministry of Culture for uploading on Ministry's website.
3. Ministries/Departments, Govt. of India.
4. Reputed selected firms in Delhi as per list attached.

General terms & conditions


1. EMD of Rs. 10,000/- (Rupees ten thousand only) in the form of Demand Draft/Pay order favoring DDO, Special Cell Ministry of Culture, New Delhi shall be furnished along with the bid. Any bid without EMD shall not be considered. EMD shall be forfeited, if the bidder modifies the offer in any way during the period of validity of tender. Further, if the successful bidder fails to furnish the required Performance Security within the specified period, its EMD will be forfeited. EMD of unsuccessful bidders shall be refunded without interest upon finalization of the tender enquiry. EMD of the successful bidder shall be converted to form a part of the performance security deposit.
2. The successful bidder is required to furnish a security deposit of Rs.30,000/- (Rupees thirty thousand only) in the form of Performance Bank Guarantee in favour of DDO, SPECIAL CELL, Ministry of Culture, New Delhi valid for one year from the date of award of contract.
3. The security deposit shall be forfeited in case (i) if the tenderer withdraws or amends its tender or increase its rates after opening the tender but before the validity of the quotations expire, (ii) on refusal to accept the contract after award of contract.
4. The security deposit will be refunded on successful completion of the contract. No interest is payable on the security deposit.
5. Special Cell(Ministry of Culture) shall not be bound to accept the lowest bid or any tender and reserves to itself the right to accept or reject any bid or to accept whole or a part of the tender as it may deem fit without assigning any reasons thereof and without incurring any liability to the affected bidders for the action of the Ministry of Culture.
6. Bills are to be submitted in triplicate for any month in the first week of the following month to the Section Officer, Special Cell, Ministry of Culture, Vigyan Bhawan Annexe, New Delhi for payment. The bills will have to be accompanied by log book vehicle-wise.
7. The contractor shall arrange necessary insurance cover for any claim arising out of mishap, if any, that may take place. In the event of any liability/claim falling on Special Cell, Ministry of Culture, the same shall be reimbursed/indemnified by the contractor.
8. The contractor shall in no case transfer/sublet/appoint care taker for services.
9. No other person except contractor's authorized representative shall be allowed to enter the premises of Special Cell, Ministry of Culture.
10. In case of any default by the contractor in any of the terms and conditions (whether general or special), Ministry of Culture may without prejudice to any other right / remedy which shall have accrued or shall accrue thereafter, terminate the contract in whole or in part by giving one month notice in writing to the contractor.
11. Normally the contract will be awarded for one year. However, extension for another year/part thereof with the same terms & conditions will be considered based on satisfactory performance of the firm.

12. The contractor shall be solely responsible for payment of wages/salaries, other benefits and allowance including extra hour duty to his personnel that might become applicable under any act or order of the Govt. Special Cell, Ministry of Culture shall have no liability whatsoever in this regard and the contractor shall indemnify Special Cell, Ministry of Culture against any/all claims which may arise under the provisions of various acts, Government orders etc.
13. The contractor shall be fully responsible for theft, burglary, fire or any mischievous deeds by his staff.
14. The personnel engaged by the contractor are subject to security check by the security agency deployed at Vigyan Bhawan Annexe and Shastri Bhavan.


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भारत सरकार/Government of India
नई दिल्ली/New Delhi

SPECIAL CONDITIONS OF THE CONTRACT

1. The contractor shall provide taxis of the models not prior to August 2014 and also those that have not completed more than 50,000 kilometer in total as per our requirement with well behaved skilled drivers having knowledge of routes of Delhi/NCR having valid driving license and also having proper uniforms. The vehicles provided by the contractor must have proper and complete documents, which should be shown to the user, if asked for.
2. The vehicles shall be provided at Shastri Bhavan / Vigyan Bhawan Annexe, New Delhi or at any other place within the jurisdiction of city of New Delhi & NCR as and when required on monthly basis upon intimation for the same to the contractor/agency.
3. If the vehicle provided by the contractor is found to be not in good condition or without proper documents, the vehicle is liable to be rejected and returned. No payment shall be made on account of car/vehicles so rejected.
4. The bidder should have the record/experience of supplying vehicles to other Government Department for the last three years and satisfactory performance certificate against such supply from the concerned Department.
5. The contractor shall maintain the log book as per proforma approved by Special Cell, Ministry of Culture for every trip/requisition separately. **The log book should be got signed by the user which would indicate the opening and the closing meter reading with time and date at the garage and at the point of starting/ending the journey by the user. It should be ensured that there is no overwriting in the log book. In no case, log book without signature will be accepted in support of the bill for payment.**
6. In case of break down/servicing/ repair, the contractor shall provide alternate vehicle of same make and model failing which vehicle shall be hired from any other source(s) at the risk and cost of the contractor.
7. The chargeable mileage will be the total mileage (i.e. from garage to garage) limited to the mileage from garage to Shastri Bhavan / Vigyan Bhavan intimated reporting place upto 10 kms only. (i.e. a distance of up to 5 kms between the garage to Shastri Bhavan / Vigyan Bhavan intimated reporting place is chargeable).
8. There shall be no minimum mileage per day or vehicles on monthly basis. Extra hours shall be over and above 10 hours per day and extra mileage will be over and above 2500 kms in a month.
9. In case any vehicle is utilized below 2500 kms in a month, balance km. shall be carried forward for next three months and will be adjusted against extra mileage, if any, without any extra cost to Ministry of Culture.


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10. The vehicles are required on monthly basis. However, the contractor shall increase or reduce the number of vehicles to be hired as and when specifically intimated by Ministry of Culture in advance.
11. The vehicle provided by the contractor must be in excellent condition. The contractor shall ensure proper cleaning, upkeep of interiors & seat covers of the vehicle. If the interior of the vehicle is not in good condition, the deduction to the extent of 1.5% of the total amount from the bill of that vehicle shall be made for that particular month.
12. In case of non-report / refusal to provide the requisite car, the cost of hiring of vehicle will be deducted on pro-rata basis. In addition, a penalty of Rs. 100/- per occasion will be levied besides any other penal action which may be even termination of contract and Special Cell, Ministry of Culture will be free to hire the same from any other source (s)
13. Special Cell, Ministry of Culture reserves the right to get the meter calibrated or checked at any time at its sole discretion and in the event of any error / fault in the meter being noticed, the bill for the journey undertaken (including those undertaken earlier) would be adjusted, besides any other penal action as decided by the Ministry of Culture, which may even lead to termination of the contract.
14. The rates quoted by the bidder shall be valid throughout the period of contract.
15. The maintenance cost, charges of petrol, road tax, permit fee, passenger tax, border tax, state tax, challans, salary of the driver, overtime of driver etc. are the responsibility of the contractor for which no payment shall be made by Special Cell Ministry of Culture.
16. The vehicle provided must be fully and comprehensively insured covering the risk to the driver.
17. Tampering of meter reading, vehicles usage timing, overwriting of log sheet and misbehavior of driver shall be viewed seriously, leading to even cancellation of contract.
18. The work can be bifurcated between two parties at the sole discretion of SPECIAL CELL, Ministry of Culture and no contractor/ agency shall have any objection to the same.
19. The bill (in triplicate) along with log book duly signed and stamped by the user of the vehicle or his representative should be sent to Section Officer (SPECIAL CELL), Ministry of Culture, Vigyan Bhavan Annexe, New Delhi for payment by 5th of the following month. Bills relating to particular vehicle are required to be submitted in one batch on monthly basis in chronological order (1st of the month to last date of the month) and will not be mixed up with the bills pertaining to other vehicles. In other words, the vehicle-wise bills are required to be sent to, SPECIAL CELL Ministry of Culture for payment.


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20. In case of non-availability for required cars, it will be the responsibility of the contractor to provide upgraded model (Model not older than August, 2014 and has not run more than 50,000 kilometer in total) at the same rates, terms & conditions with prior permission of SPECIAL CELL, Ministry of Culture.
21. Payments for extra hours and extra mileage in any month should not exceed 30% of monthly rate quoted by the firm.

The successful bidder has to sign the above terms & conditions as token of having accepted the terms & conditions of the contract before award of AMC for hiring of taxi/vehicles.



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(ON NON-JUDICIAL STAMP PAPER OF RS. 10/-)

AFFIDAVIT

I/ We.....Partner(s)/ Legal
Attorney/Proprietor(s)/accredited Representative(s) of
M/s..... solemnly declare that:

2. I/We are submitting tender for the work..... against Tender Notice No.....
3. Myself or our partners do not have any relative working in any office of Ministry of Culture, New Delhi.
4. All information furnished by me/us in respect of fulfillment of eligibility criteria and information given in this tender is completed, correct and true.
5. All documents/ credentials submitted along with this tender are genuine, authentic, true and valid.
6. The Price- Bid submitted by me/us "WITHOUT ANY CONDITION".
7. I/We have not been banned/de-listed by any Government or Quasi Government agencies or PSUs.
8. If any information or document submitted is found to be false/incorrect, Department may cancel my/our Tender and can take any decision as deemed fit including termination of the contract, forfeiture of all dues including Earnest Money and blacklisting of my/our firm and all partners of the firm etc.

(Signature of the Tender with Seal)

Seal of Notary
Date:



**अर्नब आइच /ARNAB AICH
अवर सचिव /Under Secretary
संस्कृति विभाग /Ministry of Culture
भारत /Govt. of India
दिल्ली /New Delhi**

FORMAT FOR SUBMISSION OF TENDERS

Sub: - Notice inviting Tender for supply of vehicles on rental basis for a period of one year.

1. Name and address of the Tendered / Firm:
2. Nature of the firm:
(i.e. sole proprietor or a company or a Government Department or a Public Sector Organization).
3. Details of Bank Draft / Bank Guarantee submitted towards EMD:

Air-Condition Vehicle(*)


Sl. No.	Make	Model	Mode of Fuel	Rates (2500 km and 300 hrs/mth.) per month)	Extra charges per hour (above 300 hrs.)	Extra charges per km. (above 2500 km)	Night charges	Charges for outstation duties
(A).	Maruti SX4							
(B).	Maruti Swift Dzire							
(C).	Honda amaze							
(D).	Hyundai xcent							

Non Air-Condition Vehicle(*)

Sl. No.	Make	Model	Mode of Fuel	Rates (2500 km and 300 hrs./mtr.) per month)	Extra charges per hour (above 300 hrs.)	Extra charges per km. (above 2500 km)	Night charges	Charges for outstation duties
(A).	Tata Indica							
(B).	Maruti WagonR							

Annual Turnover:

(*) Price quoted for the work is inclusive of fuel charges, driver's wages and all kinds of incidental charges and all taxes. Details of rate offered are in Rupees.


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