

No.24-1/2011-Genl.
Government of India
National Disaster Management Authority
"NDMA Bhawan", A-1, Safdarjung Enclave
New Delhi-110029

TENDER NOTICE

This Authority intends to hire 11 (eleven) AC/Non-AC vehicles (Toyota Innova/Honda City/ Maruti SX4/Maruti Swift Desire/ TATA Indigo/Indica/Maruti Wagon R) to meet day-to-day requirements, for its office at A-1, Safdarjung Enclave, New Delhi.

2. Interested parties can send their quote on the prescribed tender form. Tender Document and Draft Agreement Form can be collected personally from the Section Officer (G&C), NDMA, on all working days or can be downloaded from NDMA's website www.ndma.gov.in. The cost of the tender document is Rs.200/-, which may be paid in the form of DD drawn in favour of DDO, NDMA, payable at New Delhi.

3. Quotation in sealed cover superscribed "Quotation for Hiring of Vehicles" should be sent by Speed Post/Registered Post, along with a DD/Pay Order for Rs.1,00,000/- (Rupees one lakh only) in favour of DDO, NDMA, as Earnest Money Deposit (Refundable), addressed to Under Secretary (General), NDMA. The schedule of receipt and opening of quotations is as under.

Last Date and Time for receipt of : 23.05.2011 (1500 hrs)
Quotations beyond that date (delay on any account including delivery) will not be accepted.

Date & Time for opening of Quotations : 24.05.2011 (1530 hrs)
(In the presence of tenderers or their representatives who wish to be present)

TENDER FORM

Sealed Quotations are invited for hiring of 11 (eleven) AC/Non-AC Vehicles (Maruti SX4/Honda City/Maruti Swift Dezire/ TATA Indigo/Indica/Maruti Wagon R) for this Authority for a period of one year from the date of award of the contract. The duty point would be NDMA's office at A-1, Safdarjung Enclave, New Delhi, or any other place intimated from time to time. The time and mileage would be calculated from duty point to duty point. Occasional vehicles may also be required for Workshops/Seminars etc. and other functions organized by NDMA periodically. The sealed quotations are to be given in the enclosed formats.

2. Vehicles will be hired on the following terms and conditions and before tendering, the tenderer should satisfy himself with the terms and conditions of the contract. No claim on grounds of lack of knowledge, in any respect, shall be entertained

TERMS AND CONDITIONS OF CONTRACT

- (a) All approved rates will be applicable within NCR. The vehicles should have valid permit to operate in NCR, if required.
- (b) Approved rates shall remain fixed for one year irrespective of any change in petrol/diesel/ gas prices, etc.
- (c) The approved rates quoted will be exclusive of all taxes (Service Tax etc.).
- (d) Vehicles shall report as per time schedule given to the individual driver by the user.
- (e) The vehicles shall be required for the whole month with one day weekly off on Sunday.
- (f) The payment to the contractor will be made on monthly basis on submission of pre-receipted bill(s) duly supported by duty slip(s)/log sheet(s) duly signed by concerned officers. Bills should be submitted by the company(s) by the 5th of the following month.
- (g) The vehicles to be provided should be in brand new condition or good condition vehicle not more than **one year old or should not have run more than 30,000 kms as on the date of hiring by the Authority**. The vehicles shall be kept in good running condition and it will have clean upholstery with white covers and other accessories of the vehicles will also be kept in good condition. The vehicle should be of white or silver colour. Vehicle with damaged body due to accidents etc shall not be sent by the company.

- (h) The transporter should have at least two years of experience in the “tour & travel” business in providing vehicles to the Government and should have at least some vehicles in his own name.
- (i) The transporter should ensure that the driver to be provided must possess valid driving licence with two years experience and carry with him all necessary documents like registration certificate, insurance papers, pollution control certificate etc.
- (j) Change of vehicles/drivers will be allowed only in exceptional circumstances and that too with the prior approval/intimation. Since security labels for North Block are to be arranged by NDMA, **dedicated vehicles and driver must be provided. Drivers shall have either a police verification certificate** or two character and good Conduct certificates from two Gazetted Officers of Central/State Government.
- (k) The vehicles should be insured comprehensively and should have necessary permits from the Transport Department/Authority.
- (l) The Authority will not be responsible for any challan, loss, damage, injury, accident etc. to the vehicle or to any other vehicle.
- (m) The transporter must have all requisite clearance certificates from the concerned Government agencies as required under relevant rules.
- (n) The transporter has to maintain proper records to show the number of hours and mileage travelled by each vehicle. For each & every trip, the time in/time out and opening and closing meter readings should be got recorded from the concerned channels/person.
- (o) The transporter has to submit a certificate, obtained from the Competent Authority certifying proper status functioning of “Kilometer Meter”.
- (p) The drivers of the vehicles must follow traffic rules and other regulations prescribed by the Government from time to time. Drivers should be familiar with all important routes in Delhi including places in the National Capital Region.
- (q) The drivers must always be in clean clothes, must be courteous and well mannered and should always carry a mobile phone with them for easy contact. The driver must not have any criminal record. Name and full addresses of the drivers who will attend duties have to be furnished along with the bids.

- (r) The NDMA will pay parking charges when vehicle is on official duty.
- (s) A penalty of Rs.2000/- per day per vehicle for default will be levied if any vehicle fails to meet the above terms & conditions on any day.
- (t) A dead mileage of 16 Kms/day/vehicle and one hour as dead time would be admissible. This would be counted within the overall monthly limit of 2400 kms per month.

3. The following documents should be enclosed along with the quotations:-

- (i) Name of the firm/status of the firm (attach copy of Deeds/Articles of Association/Memorandum of Association, whichever applicable)
- (ii) Copy of Registration No. of the firm/company with date and validity under Shops/Establishment Act.
- (iii) Copy of Income Tax Assessment for the last three years. Annual turn over during the last two years should be Rs.50 lakh per year.
- (iv) Firm's/Company's Income Tax PAN No. and Service Tax No (A copy thereof may be attached).
- (v) Proof of past performance of 2 years in Government Departments/Public Sector Undertakings/Autonomous Bodies under Government of India.

4. The contractor shall have the right to terminate the contract by giving notice of **60 days** in advance. NDMA however, reserves the right to terminate the contract at any stage, without assigning any reason whatsoever.

5. Quotations received after the stipulated date and incomplete quotations will not be entertained.

6. This authority reserves the right to reject any quotation, in full or in part without assigning any reason.

7. DD/ Pay Order for Rs.1,00,000/- (Rupees one lakh only) in favour of DDO, NDMA, as Earnest Money Deposit (refundable) is to be enclosed along with filled tender form.

Quotations in the following format, supported by the prescribed documents, should be submitted in sealed envelopes duly superscripted "Quotation for Hiring of Vehicles". The Quotations be addressed to the Under Secretary (General), NDMA, "NDMA Bhawan", A-1, Safdurjung Enclave, New Delhi-110029 and should reach by 23.05.2011 upto 1500 hrs which shall be opened on 24.05.2010 at 1530 hrs.

**TENDER FOR HIRING OF VEHICLE BY THE NATIONAL DISASTER
MANAGEMENT AUTHORITY**

Sl. No.	Details of Distance/ Time	Non A/C Car	A/C Car					
		Indica/Santro/ WagonR	Maruti SX4	Honda City	Maruti Swift Dezire	TATA Indigo	Indica/Santro/ WagonR	Toyota Innova
Monthly Hiring Rates								
1 A	Rates for 2400 kms /240 hrs per month							
B	Rates per additional Kms. beyond 2400 Kms							
C	Rates per additional hour beyond 240 hours							
Occasional Hiring Rates								
2A	Rate for 40 Kms./4 hrs. per day							
B	Rates per additional Kms. beyond 40 Kms							
C	Rates per additional hrs beyond 4hrs							
3A	Rate for 80 kms / 8 hrs per day							
B	Rates per additional kms beyond 80 kms							
C	Rates for additional hrs beyond 8 hrs							

Name of Firm	
Complete Address	
Email ID	
Fax No.	
Tel No.	
Mobile No.	
Cheque No./DD No. of the EMD	

WE ACCEPT ALL THE TERMS AND CONDITIONS MENTIONED ABOVE.

(Signature of the Authorised Signatory)

Seal of the company/firm

FORMAT FOR SENDING QUOTATIONS

1.	Name of the firm/company/service agency	
2.	Complete address & Telephone No, e-mail ID's	
3.	Location of Garage	
4.	No., and type of vehicles owned by the agency	
5.	No. of vehicles attached with the agency	
6.	No. of years of experiences in providing taxi in Government/Public Sector	
7.	Name & Address of the Govt. offices where at present taxies are engaged on regular/monthly basis (copy of contract letter to be attached)	
8.	PAN No.	
9.	Service Tax Regn. No.	
10.	Name & Telephone No. and Mobile No. of proprietor	
11.	Name & Telephone and Mobile No. of the Manager	