

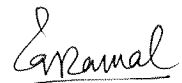
NOTICE INVITING TENDER

Sealed Tender are invited from registered Transporters/Travel Agency within the National Capital of Delhi for hiring of Non-AC vehicle not older than 2013 in good condition for the use in the office of Media Cell, Ministry of Culture(Govt. of India) INA GPO Complex Delhi -110023 in two bids format. The rates should be inclusive of all charges including all taxes cost of fuel, CNG/Petrol and wages of the Driver.

The tender form (Technical and Financial Bid) along with the terms and conditions can be obtained from the O/o Media Cell, Ministry of Culture (Govt. of India), INA, GPO Complex, New Delhi -110023 between October, 17th to October 26th, 2016 (excluding holidays) or can be downloaded from the official web site of Ministry of Culture (Govt. of India): indiaculture.nic.in and central procurement portal: eprocure.gov.in

The tender along with EMD of Rs. 20,000 (Rupees Twenty Thousand only) in the ^{form} of DD/FDR of any scheduled bank drawn in Delhi/New Delhi in favour of Pay & Account Office , Ministry of Culture, New Delhi should reach in the office of Media Cell on or before 2:30 PM on 2nd November, 2016 which will be opened on the same date at 3.00 PM in the office of Media Cell, Room No. 203 Ministry of Culture(Govt. of India), INA, GPO Complex, New Delhi - 110023.

The technical bid shall be opened in presence of tenderers/bidders and financial bids of those tenderers/bidders will be opened whose technical bids are found as per the requirement of Media Cell, Ministry of Culture Clarifications, if any, with regard to this tender may be sought from Media Cell, Room No. 203 Ministry of Culture (Govt. of India) INA GPO Complex Delhi -110023. Tele: 24640395.



(I A Kamal)

Under Secretary to the Government of India

Tele:- 011-24642148

Ministry of Culture
(Media Cell)

Room No. 203 D-Block
2nd Floor Media Cell
Puratatva Bhawan
INA Delhi -110023

To


Subject: Hiring of Non-AC or Non vehicle-

Dear Sir,

You are requested to quote the rates for hiring of AC vehicle (Dezire, Amaze, Xcent, Indigo CS, Zest, Etios) not older than 2013 in good condition for the use in the office of Media Cell, Ministry of Culture(Govt. of India) ,INA GPO Complex, New Delhi -110023 in two bid format (technical and financial) as per details mentioned at Annexure II and III on the terms and conditions enumerated in the tender document (Annexure I). The period of Annual Contract for hiring of Non- AC vehicle will be initially for a period of one year from the date of award of the contract, which may be extended further by mutual consent on the same terms and conditions and rate subject to satisfactory completion of service by the agency/firm. The rates should be inclusive of all charges including all taxes, cost of fuel, CNG/ Petrol and wages of the Driver.

Transporters/Travel Agency should be registered within the National Capital of Delhi. The complete tender document (Technical and financial Bid along with terms and conditions) can be obtained from the Office of Media Cell, Room No. 203, Ministry of Culture(Govt. of India) INA GPO Complex New Delhi -110023 from 10:00Hrs. to 14:00Hrs (excluding holidays) during October, 17th to October 26th, 2016 or can be downloaded from the official web site of Ministry of Culture(Govt. of India) i.e. indiaculture.nic.in.

It may be noted that the Earnest Money Deposit (EMD)of Rs.20,000/- (Rupees Twenty Thousand only), refundable (without interest) should be necessarily accompanied with the quotation in the form of Demand Draft/Pay Order drawn in favour of "Pay & Accounts Officer, Ministry of Culture(Govt. of India).



The bid should be submitted in a sealed cover in two parts as under.

- a) **Technical Bid:-** Envelope should superscribed " Technical bid for hiring of vehicle" and it should contain all technical details as per Annexure- II.
- b) **Financial Bid:-** The second cover should contain the rates etc. as per Annexure- III, and it should be superscribed "Financial Bid for hiring of vehicle".

Both of these sealed covers are to be put in a bigger cover, duly superscribed as "Bid for hiring vehicle".

The last date of receipt of tender is 2nd November, 2016 at 2:30 PM.

The technical bid shall be opened by the Tender Opening Committee at 1500 hours on 2nd November, 2016 in presence of tenderers/bidder and financial bids of those tenderers/bidder will be opened whose technical bids are found to be qualified as per the requirement of Media Cell, Ministry of Culture. For clarifications, if any, with regard to this tender may be sought from Office of Media Cell, Ministry of Culture(Govt. of India), INA, GPO Complex, New Delhi -110023 Tel. No. 24640395.

The Media Cell, Ministry of Culture reserves all the right to amend/withdraw/relax/modify any of the terms and conditions contained in the Tender documents or rejects any or all applications without giving any notice or assigning any reason thereof. The decision of head of the office will be final and binding.

Yours faithfully



(I A Kamal)

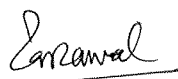
**Under Secretary to the Government of India
Tele:- 011-24642148**

File No. 4-5/2015/MC
Ministry of Culture
(Media Cell)

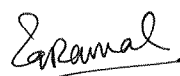
Room No. 203 D-Block
2nd Floor Media Cell
Puratatva Bhawan
INA Delhi -110023

Terms and conditions for hiring of Non-AC vehicle on monthly basis for official use in the Media Cell Ministry of Culture.

1. The Car should be in excellent running condition and should be of 2013 and above make. The vehicles must be registered either in the name of the firm or in the name of proprietor/partner of the firm. Copies of registration certificates of the vehicles comprehensive insurance will have to be enclosed with the technical Bid (Annexure- II), failing which the Bid will be rejected forthwith.
2. The driver of the car should be well experienced and have adequate knowledge of New^{Delhi}/Delhi roads. He should be in proper Uniform and well behaved.
3. Earnest money of Rs. 20000/- (Rupees twenty thousand only) in the form of DD/FDR of any scheduled bank drawn in favour of Pay & Accounts Officer, Ministry of Culture, New Delhi should be enclosed with the Technical Bid.
4. The successful firm will have to deposit a Performance Security(PSD) of Rs.40,000/- (Rupees forty thousand only) in the form of Fixed Deposit Receipt (FDR) from a commercial bank made in the name of the firm but hypothecated to the Pay & Accounts Officer, Ministry of Culture, New Delhi within fifteen days of the award of the Contract. The PSD shall remain valid for a period of 15 (12+3) months from the date of commencement of the contract. The PSD would be refundable only after successful completion of the contract. In case the contract is further extended beyond the initial period, the FDR will have to be accordingly renewed by the successful tenderer.



5. The vehicles and drivers once offered will not be changed. In rare case it will be allowed with prior permission of the Media Manager, Media Cell, Ministry of Culture. In case of the car/driver is changed without prior consent of the officer, 70% of the charges payable for the day(s) would be deducted on each occasion.
6. The duty point would be from Puratatva Bhawan, INA to Puratatva Bhawan, INA, New Delhi-110023.
7. The cars are expected to normally remain with the Department for official use during 8.30 AM to 8:30 PM on working /non-working days i.e. Monday to Friday every week, but may be also required for longer hours and on holidays.
8. The agency must have 24 hours working telephone system so that the requirement of cars can be met at short notice at odd hours and on holidays. It would be desirable for the drivers to have mobile phones so that they could be conducted for duty.
9. No request for escalation in rates shall be entertained for whatever reasons, during the period of the contract.
10. Actual parking charges/toll taxes/entry taxes/inter-state taxes for journeys will be reimbursed along with the hiring charges bill.
11. Payment of hiring charges will be made on monthly basis. The bills for the use of car accompanied by duty slips, duly certified by the officer concerned should be submitted after each completed month by 5th of the following month without fail.
12. The driver deputed on duty must possess a valid driving license and must be properly verified by the Firm.
13. The driver shall be in possession of all valid documents concerning the vehicles such as driver's license, road tax paid, registration, pollution under check, insurance papers etc. while on duty as per the law of the land. The Media Cell, Ministry of Culture will not be responsible to pay any penalty imposed by Govt. authorities in this regard or compensation for accidents etc. during the contract period.



14. Period of contract shall be initially for a period of one year from the date of award of the contract, which may be extended further by mutual consent on the same terms and conditions and rate subject to satisfactory completion of service by the agency/firm. The Media Cell, Ministry of Culture, reserves the right to terminate the contract at any time or at any stage during the contract period without giving any notice or assigning any reasons. No Compensation will be payable to the firm on this account. The decision of the Media Cell, Ministry of Culture in the matter will be final.
15. A penalty of Rs. 100/ per day may be levied, if vehicle fails to meet the terms and conditions prescribed herein on any day or operation. However, in case of frequent violations of the terms & conditions, the contract can be cancelled forthwith at the risk and cost of the firm.
16. The vehicle on duty shall have to be kept in clean and good running condition. The seats shall be covered with neat and good quality seat covers. No payments shall be made if the vehicle is found in dirty or shabby condition.
17. The firm shall ensure deployment of suitable driver from proper background investigation. The character and antecedents of the driver will be got verified by the firm from the Police before their deployment on duty. A copy of verification report has to be furnished to the Department.
18. The Media Cell, Ministry of Culture will not be liable for any loss, damage, theft burglary or robbery of any personal belongings and equipment of the drivers/firm or vehicles of the firm.
19. Legal disputes, if any, arising during the course of agreement will be settled in Delhi only.
20. In case of any theft or loss of property due to negligence or carelessness of driver, the firm will be fully responsible and it will have to make good of the losses so incurred to this office otherwise the same will be deducted from the Performance Security amount/monthly bills of the firm.

Enkamal

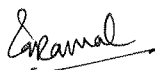
21. The firm shall ensure proper conduct of the driver in office premise, and enforce prohibition of consumption of alcoholic drinks, paan, smoking and loitering without work.
22. The firm shall be responsible for the conduct and integrity of driver deployed for duty in the Media Cell, Ministry of Culture and will also be responsible for any act of omission^{and} commission on his part. The firm will vouch for their character and integrity.

Enamul

Technical Bid

The following information/documents are to be given.

1. Earnest money in the form of DD/FDR in favour of Pay & Accounts Officer, Ministry of Culture, New Delhi for Rs. 20,000 (Rupees Twenty Thousand Only)
2. The registration number of vehicle with make & model certificate of the vehicle to be enclosed. The vehicle must be registered either in the name of the firm or in the name of proprietor/ partner of the firm, with comprehensive insurance, and pollution certificate.
3. Valid driving license of driver. (Copy to be enclosed)
4. Qualification of driver i.e. minimum matriculate.
5. PAN No./ Service Tax No. (Copy to be enclosed)
6. Copy of last Income Tax return/ Income Tax Clearance Certificate. (Copy to be enclosed)
7. Minimum 2 year experience in providing taxi to Govt. /Semi Govt./ autonomous bodies along with a certificate from the concerned Department/organization that the contract was successfully completed.
8. (a) Name of firm.
(b) Registered office Address of Firm.
(c) Name of Proprietor/Partner of the Firm.
(d) Telephone Number of the Firm.
(e) Mobile Number of Proprietor/ Partner of the Firm.
9. Name of the authorized signatory with necessary authority letter to sign the bid documents on behalf of the firm.
10. A Certificate from bidder that all terms and conditions are acceptable to him.



Signature-----
Name -----
Company Seal-----
Dated-----

Annexure- III

Financial Bid

Monthly Basis (up to a Distance of 2500 kms and 300 hours per month.

Sr. No.	Particular	Amount (in Rs.)	Charges for Extra Km	Charges for Extra hours
1.	Indigo CS/Dzire/Xcent/Amaze/ /Zest			
2.				

Enamul

Signature-----
Name -----
Company Seal-----
Dated-----

Ministry of Culture
(Media Cell)

To,

Media Manager
Media Cell, Ministry of Culture
D Block 2nd Floor
Puratatva Bhawan
INA New Delhi -110023

Subject:- With reference to Advt. in _____ and notice dated _____ inviting

Tenders for hiring of vehicle, we hereby submit tender in the prescribed form (Technical Bid and financial Bid) duly filled in a separate sealed cover.

We have read the terms and conditions and accepted the same.

Yours faithfully

Name.....
Address.....
Telephone.....
Seal of the Firm.....

Enamul