

.No.GEN/37/MT/73/10/NCRB/  
Government of India  
Ministry of Home Affairs  
National Crime Records Bureau

East Block-VII, R.K. Puram,  
New Delhi – 110066.

Date: 05/05/2014

## **Tender for vehicles**

To,

**Sub: Hiring of 3 Vehicles/ Cars on monthly and day to day basis for official use in the National Crime Records Bureau.**

Sir,

Sealed quotations are invited from registered Transporters/ Tours and Travel Agents situated within National Capital Territory of Delhi having cars/ vehicles manufactured after 01.01.2011, for hire on day to day basis when required, for official use of the National Crime Records Bureau for a period of one year on the following terms and conditions:

### **2. Scope of Contract :**

The tender is for awarding the contract for hiring of Vehicles on daily 24X7 and monthly basis as per requirement by NCRB. NCRB may need following types of vehicles :

1. Indigo/Maruti SX4/Maruti Dzire (AC/Non-AC)
2. Innova/Xylo (AC/Non-AC)

However, it may be noted that the vehicles to be hired and the number of days of hiring may vary depending upon the actual requirement.

### **3. Period of Contract:**

The contract is to be awarded for a period of one year from the date of issue of contract award and the rates at which the contract is awarded will be valid through out the contract and no claims whatsoever on account of increase in the rate of fuel and other factors such as statutory payments, minimum wages etc., shall be entertained and it will be the responsibility of the contractor to bear such additional expenses. However, if there is any downward revision of the rates due to revision of Government levies etc. or any other reasons, the same shall be passed on to the NCRB through appropriate reduction of the contracted rates.

#### **4. Qualifying requirements :**

4.1 The tenderer should have a registered and well established Tourist / Transport Agency / Firm having sufficient number of latest models of vehicles for hiring. Proof to this effect is to be enclosed alongwith the tender. In addition, attested list of vehicles owned by the tenderer must also be attached. Tenders without proof of registration of transport agency / firm and without attested list of vehicles, including copies of registration certificate, will be rejected. In addition, the tenderer should also enclose a list of clients for whom service is provided by the firm.

4.2 **Size of Fleet** : The firm submitting the tender must have sufficient fleet of four wheelers manufactured after 01.01.2011 with DLY... written in black letters on yellow number plates of 2011 models, and proof to this effect should be enclosed.

4.3 **Turnover** : only those firms whose turnover during last three financial years were Rs. 25 Lakhs and above may participate in the tender. Proof to this effect may also be attached.

4.4 **Location of Firm** : The firm submitting the tender should be located within the NCT of Delhi. The vehicle/s, as requisitioned by this Department should reach the stipulated destination located within Delhi, within a maximum time of 30 Minutes irrespective of the location of the transport agency who has been awarded the contract.

4.5 **Age of Vehicles**: The vehicle provided should be manufactured after 01.01.2011 and should be well furnished. The registration numbers of the vehicles provided, will have to be intimated to this department. In case condition of vehicle is not found to be satisfactory, they shall be returned for immediate replacement.

4.6 **Driver** : The firm would ensure that the drivers employed have valid driving license and carry the necessary registration papers, security check verified and should be educated and properly behaved, properly uniformed and well conversant with the traffic rules/regulations and city roads/routes. It will be the responsibility of the driver to get the duty slips and log book entries indicating start kilometer, end kilometer, distance covered and time from NCRB places visited etc. for each occasion of journey, signed by the officer/ staff travelling on a day to day basis.

4.7 **Telephone support** : The firm should have adequate number of telephones for contact round the clock. NCRB may request for the vehicle at short notice and the firm shall provide the vehicle within such time on receipt of the request in writing/ over phone failing which NCRB is at liberty to make alternative arrangement for hiring of vehicle at the risk and cost of the firm.

4.8 **Insurance Papers** : It will be the responsibility of the transporter to carry the proper valid insurance at all times in respect of the vehicle and also providing insurance cover to passengers. Proof of valid insurance of all the vehicles quoted by the firm should be enclosed. He shall also agree to indemnify the NCRB against all losses and claims arising out of any negligence of misconduct on the part of the operator or agent. Necessary proof to this effect should be enclosed along with the tender. Tenders without such documents will be rejected.

**4.9 Accident Handling** : If during the course of engagement of the vehicles to the services of the NCRB, any accidents etc, occurred either to the vehicle or to the third party, Deptt. will not be responsible and any liability arising out of such accident will be the responsibility of the firm only.

4.10 Adherence to all statutory requirements: The firm shall comply with all statutory enactments/ provisions relating to services offered by them.

4.11 For the purpose of calculation of time and Distance (KM.) beginning and ending at the NCRB Headquarter located at East Block, R.K.Puram, New Delhi-66 will be the point for calculation of kms/ hours. Kilometers considered and time of duty for payment will be to and from NCRB premises.

4.12 The vehicle/s, as requisitioned by this deptt., should reach the stipulated destination located within a maximum time of 30 minutes irrespective of the location of the Transport agency who has been awarded the contract.

4.13 The journey to the destination and back shall be undertaken by the shortest route possible. In case of break down of any vehicle during official duty, it shall be the responsibility of the firm to provide a replacement immediately. If no replacement is provided on time, alternative arrangement will be made and the cost thereof will be deducted from the payment to be made to the firm.

4.14 Toll tax, Entry tax, Permit fee for crossing border if any, parking charges will be borne by the NCRB for which the original receipts should be submitted.

4.15 The vehicles deputed should carry all relevant papers duly updated.

4.16 All incidental expenditure towards repair will be borne by the vehicle owner. The firms should have the capacity of repairing their vehicles in a short time and during repair time the firm would place a substitute vehicle and driver immediately.

4.17 The vehicle provided to the NCRB should fulfill the norms prescribed by the government of NCT of Delhi, Department of Transport for Hired Vehicles.

4.18 it shall be the sole prerogative of the competent authority in the NCRB to choose any one rate slab or a combination of rate slabs in case of vehicle being hired on daily hiring charges basis.

4.19 No compromise will be made towards punctuality, cleanliness, obedience, promptness, behavior etc. If the tenderer, at any point of time during official duty, fails to perform duties, as directed by the NCRB, the EMD will be forfeited and contract will be cancelled forthwith without any notice by the competent authority.

4.20 No advance payment is payable by the NCRB to vehicle firms. The billing will be done on a monthly basis and it should be submitted by the firm by the first week of the following month. The payment will be made only for those log book and duty slips which have been signed by the I/C, MT Section or any authorized officer of NCRB. It will be the responsibility of the driver to get the log book entries indicating start kilometer, end kilometer, distance covered, time from NCRB, places visited etc. for each occasion of journey signed by staff and duty slips signed by the officer/staff on a day to day basis.

4.21 Service Tax : The rates should be excluding the service tax. The service tax will be paid additionally only after receiving the photocopy of the service tax registration certificate. No service tax will be paid if the operator fails to provide proof of valid service tax registration.

4.22 While the NCRB has a regular requirement for hiring of vehicles it shall have the right not to utilize the services at all or at any time or any period without giving any notice.

4.23 In case of dispute of any kind and in any respect whatsoever, the decision of DG/NCRB shall be final and binding.

4.24 The contract could be considered for extension based on satisfactory service performed by the firm and by mutual agreement for such further period as may be agreed upon, but not exceeding one year at a time.

4.25 The NCRB shall be liable to pay the hiring charges only. All other liability being the owner of vehicle shall be borne by the contractor.

4.26 The disputes, if any, arising out of this contract will be subjected to the jurisdiction of the courts in Delhi only.

4.27 The NCRB reserves the right to reject all or any of the offers or accept more than one offer.

4.28 The competent Authority reserves the right to reject any tender/ quotation at any time without assigning any reason whatsoever.

## **5. Bid Document :**

5.1 Sealed tenders in the prescribed form in an envelope duly super scribing "Tender for Hiring of Vehicles for NCRB" addressed to AD.(Admin.), National Crime Records Bureau, East Block-VII, R.K.Puram, New Delhi – 110066 and to be dropped only in the sealed Tender Box kept in Reception of NCRB by 4.00 p. m. on 05.06.2014. Any request for extension of submission date of tenders will not be considered.

5.2 The tender should be submitted in the proforma given in Annexure-I and Annexure-II. It should be duly signed by authorized signatory and should bear the stamp of the firm/company on each page. A declaration should also be submitted as given under Annexure-II duly signed by the authorized person of the firm.

5.3 Late/delayed tenders to any reason whatsoever will not be accepted/considered at all under any circumstances.

## **6. Earnest Money Deposit (EMD):**

6.1 Tenderers shall have to deposit EMD of Rs. 25,000/- (Rupees Twenty Five Thousand only) in the form of crossed Demand Draft/Pay Order in favour of AO, Pay & Account Officer, DCPW payable at New Delhi along with their tenders. Tenders received without EMD will not be entertained/ considered at all and will be rejected summarily. Tenders received along with EMD in the form of cheque/cash will not be accepted/ considered and rejected. No interest would be paid on the EMD.

**6.2 Forfeiture:** The EMD will be forfeited if the vendor withdraws or amends, impairs and derogates from the tender or fails to execute duties on time as per directions of NCRB in any respect within the period of validity of tender.

**6.3 Refund :** (i) EMD will be refunded to the unsuccessful tender within thirty days from the date of issue of work order to the successful tenderers and no interest would be paid thereon; and (ii) EMD of the successful tender will be converted into security deposit. No interest will be paid on the EMD/Security deposit.

**6.4 Extension of EMD :** In case the contract signed with service provider (successful bidder) is extended beyond one year, one mutual consent, the service provider will have to submit fresh EMD for the extended period.

**6.5 Refund of Security Deposit:** The security deposit will be refunded to the contractor after sixty days from the date of completion of the contract period and no interest would be paid thereon.

Yours faithfully,

**(N.K. SINGH)**  
Assistant Director (Adm)

Copy to: JAD (DCT), It is requested to post this tender notice on the Website of NCRB.

The details in respect of the company are as given under :

<b>S. No.</b>		
1.	<b>Name of the Company</b>	
2.	<b>Address of the Company</b>	
3.	<b>Year of Registration/ Incorporation (Proof to be attached)</b>	
4.	<b>Number of Employees as on March 1, 2010</b>	
5.	<b>Annual Turnover(alongwith proof)</b>	
6.	<b>Service Tax Registration No.(Proof to be attached)</b>	
7.	<b>Incometax Clearance certificate(proof to be attached)</b>	
8.	<b>Whether EMD enclosed</b>	
9.	<b>Names of the Govt. Dept./ Ministries along with their address and details of contact person to whom vehicles were provided during last one year.(with details of various vehicles/make)</b>	
10.	<b>Name, Designation and Address of the person to whom all references shall be made regarding this tender</b>	
11.	<b>PAN and Service Tax details</b>	
12.	<b>Telephone with STD Code</b>	
13.	<b>Mobile Telephone No.</b>	

Yours faithfully

(Signature of Authorized person)

Name :

Designation :

Seal :

Date:

Place:

Business Address:

**Rates quoted for hiring of cars/Innova on daily rate/ monthly basis.****(i) Monthly Basis :**

<b>Sl. No.</b>	<b>Model of Car</b>	<b>Minimum Distance (Kms.)</b>	<b>Minimum Hours</b>	<b>Fixed rate per month</b>	<b>Additional rate per km</b>	<b>Rate for extra hours</b>
1.	Innova/Xylo (Non-AC)					
2.	Maruti SX4/Maruti Dzire/Indigo(Non-AC)					
1.	Innova/Xylo (AC)					
2.	Maruti SX4/Maruti Dzire/Indigo(AC)					

**(ii) Day to Day Basis:**

<b>Sl. No.</b>	<b>Model of Car</b>	<b>5 Hours / 40 Kms.</b>	<b>10 Hours / 80 Kms.</b>	<b>Additional rate per km</b>	<b>Rate for extra hours</b>	<b>Night Halt for the driver</b>
1.	Innova/Xylo (Non-AC)					
2.	Maruti SX4/Maruti Dzire/Indigo (Non-AC)					
1.	Innova/Xylo (AC)					
2.	Maruti SX4/Maruti Dzire/Indigo (AC)					

**Note :**

The above rates are exclusive of applicable taxes which would be levied at the applicable rates. Any request for change of rates during the tenure of the contract due to hike in fuel rate / insurance premium would not be entertained by the Bank.

We are aware that all the payments shall be subject to TDS, as applicable, at the time of payment.

I / We agree to abide by the terms and conditions stipulated by BCAS as mentioned in the **tender document** at the rates quoted above.

We are not involved in any major litigation that may have an impact of affecting or compromising the delivery of services as required under this tender.

We are not black-listed by any Central/State Government/Public Sector Undertaking in India.

Yours faithfully,

Signature,

**Name** \_\_\_\_\_

**Designation** \_\_\_\_\_

**Company Name** \_\_\_\_\_

**Company Seal** \_\_\_\_\_

Date :

Place :