

No.TRG (011)/FTADMN-JAN/26/2015/NCRB
Government of India
Ministry of Home Affairs
National Crime Records Bureau

East Block-VII, R.K. Puram,
New Delhi – 110066.
Date: 19/12/2014

To,

Sub: Hiring of Vehicles (Bus/Tempo Traveler/Car).

Sir,

This Bureau conducts training programmes for foreign police officers thrice in a year probably in the months of July to August (6 weeks), October to November (6 weeks) and January to March (12 weeks).

These trainee officers are taken to Agra (same day return) and Jaipur (one night stay) by bus/ Tempo Traveler on study tour in each of the courses as part of the training programme. Further the participants of these programmes are accommodated in hotels at GK-I therefore buses/ Tempo traveler/car may also be hired as and when required to transport these trainee officers from hotel at 9 AM to NCRB, R K Puram and back at 5 PM. **NCRB will be shift next year to its new premises at Mahipalpur. Therefore rates for the vehicles for R.K. Puram and Mahipalpur premises may quote separately.**

Sealed quotations are invited from reputed Transporters/ Tours and Travellers situated within National Capital Territory of Delhi for hiring A/c / Non-A/c Deluxe Bus / Tempo Traveler on need basis when ever required on the following terms and conditions:

2. Scope of Contract:

The tender is for awarding the contract for hiring of Vehicles as per requirement by NCRB. NCRB may need following types of vehicles:

1. A/c Deluxe Bus 41, 35, 27 seater.
2. Non-A/c Deluxe Bus 49, 41, 35, 27 seater.
3. Tempo Traveler 12 seater.
4. Car – Indigo, SX4/Honda City/Swift Dzire and Innova.

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:

3.1 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 throughout 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.

3.2 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. Qualifying requirements:

4.1 **Age of Vehicles:** The vehicle provided should be manufactured after 01.01.2010 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.

4.2 **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.

4.3 **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, NCRB will not be responsible and any liability arising out of such accident will be the responsibility of the firm only.

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

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

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

4.7 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 contact will be cancelled forthwith without any notice by the competent authority.

4.8 No advance payment is payable by the NCRB to vehicle firms. The billing will be done on completion of each course and it should be submitted by the firm.

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

4.10 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.

4.11 The vehicles shall be inspected by a Committee in respect of comfort, cleanliness etc. The vehicles may be called to NCRB for inspection.

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

4.13 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 Bus/ Tempo Traveler for NCRB" addressed to Joint Assistant Director.(Trg), 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 **3:00 p. m.** on **10.01.2015**. 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. 10,000/- (Rupees Ten Thousand only) in the form of crossed Demand Draft/Pay Order/Bank gurantee 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 on year, on 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 completion of the contract period and no interest would be paid thereon.

Yours faithfully,

(Pawan Bhardwaj)
Joint Assistant Director (Trg)

Annexure-I

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

1	Name of the Company	
2	Address of the Company	
3	Service Tax Registration No.(Proof to be attached)	
4	Whether EMD enclosed	
5	PAN and Service Tax details	
6	Telephone with STD Code	
7	Mobile Telephone No.	

Yours faithfully

(Signature of Authorized person)

Name :

Designation :

Seal :

Date:

Place:

Business Address:

Annexure-II

Rates quoted:

Sl. No	Type of Vehicle	Rate Quoted for Agra Trip (Same Day Return) (₹)	Rate Quoted for Jaipur Trip (One Night Stay) (₹)	Rate Quoted for Daily trip from Hotel to NCRB and Back (₹)
1	A/c Deluxe 41 Seater			
2	A/c Deluxe 35 Seater			
3	A/c Deluxe 27 Seater			
4	Non- A/c Deluxe 49 Seater			
5	Non- A/c Deluxe 41 Seater			
6	Non- A/c Deluxe 35 Seater			
7	Non- A/c Deluxe 27 Seater			
8	Tempo Traveler 12 Seater			
9	Car	Indigo		
		SX4/Honda City/Swift Dzire		
		Innova		

I / We agree to abide by the terms and conditions stipulated by NCRB 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 :