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EI-D-GA010/2/2014-GA

**ERNET India**

(An Autonomous Scientific Society under Department of Electronics & Information Technology,  
Ministry of Communications and Information Technology GOI)  
10<sup>th</sup> Floor, Jeevan Prakash Building, No. 25, K.G. Marg  
New Delhi - 110001

Dated: 15/10/2014

Bid submission date (Due Date): 29/10/2014 at 03.00 PM  
Opening of Bids: 29/10/2014 at 3.30 PM

To,

**Subject: Hiring of vehicle for official use at Delhi**

Dear Sir,

1. ERNET India, an Autonomous Scientific Society under the Department of Electronics and Information Technology, Ministry of Communications and Information Technology, intends to hire vehicles for the use of its officers stationed at Delhi. For the current requirement, 6 Air Conditioned vehicles (Indica /Ritz/Wagon-R and Dezire/Amaze/SX-4/Ciaz/Verna) are proposed to be engaged on monthly basis. However, the number of vehicles may change (either increase or decrease) at any time, even initially.

In addition, vehicles as per requirement may also be engaged on daily basis. The rates shall be quoted as per Annexure I, II & III. Comparison shall be made for Annexure -I, II & III separately.

Bidder (s) has/have to sign a rate contract with ERNET India in line to this tender and rates quoted by the bidder.

2. **Eligibility Criteria:** bidders must provide information/meet following criteria and provide document as evidence:-

- (i) Bidder must be in the business of renting out cars for at least last 3 years.
- (ii) Must have travels and transport as its nature of business. (to be verified from any of these: (a) Relevant Registration Certificate, (b) TDS Certificate, (c) Nature of income shown in ITR for the Assessment Year 2012-13 & 2013-14)
- (iii) The bidder shall have experience in providing taxi services to at least one State or Central Govt. or PSU or Autonomous bodies or Banks or MNCs or private limited companies or public limited companies.

(iv) The bidders must have valid Service Tax Registration No in its name or owner name which must not be less than 2 years old.

(v) The bidders must have permanent Account Number for Income Tax.

(vi) The bidders must provide details of registered office (Address) with telephone No./Fax/Mobile No.

(vii) The bidder should have at least the following vehicles registered in his /firm's name or taken on hire on the basis of valid contract for not less than 3 years to meet the ERNET requirement:

- |     |  |           |
|-----|--|-----------|
| (a) | Indica /Ritz/Wagon-R                       | - 05 Nos. |
| (b) | Swift Dezire/Amaze/SX-4/Ciaz/Hyundai Verna | -01 Nos   |

3. The vehicles to be provided by the successful bidder should be in good condition with company fitted Air conditioner and not more than 3 years old. The registration details of the vehicles may be provided by the firm from time to time.
4. The bids may be submitted in two parts i.e. Technical Bid and Commercial Bids (in separate sealed covers). First part of the bid (Technical Bid) should contain documents in support of eligibility criteria detailed above and EMD referred in para 6 below. Second part of the bid (Commercial Bid) shall contain Annexure I, II & III duly filled in. To decide L-1 bidder, bidders are requested to submit their rates strictly as per Annexures I, II & III duly signed.
5. Evaluation of Bids will be done separately for bill of material for each vehicle as per Annexure I, II & III i.e. separate evaluation (vehicle wise) will be done for (i) hiring of vehicle on monthly basis and (ii) hiring of vehicle on daily basis (iii) hiring of vehicle for outstation duty. Order will be placed on respective L-1 party/parties. Total bill of material as per Annexure I, II & III separately will be taken into A/c to derive L-1 bidder in each case.

6. **EARNEST MONEY DEPOSIT**

- i) Quotation must be accompanied by Earnest Money Deposit of Rs.30,000/- (Rupees Thirty Thousand only) and shall be in the form of Demand Draft/Pay Order/Bank Guarantee / EMD fixed deposit of any Nationalized/Scheduled Commercial Bank taken in the name of ERNET India, New Delhi. Bank Guarantee should be valid minimum for a period of 225 days from the original due date of the bid. **Bids received without Earnest Money Deposit shall be rejected.**
- ii) Earnest Money is liable to be forfeited and bid is liable to be rejected, if the bidder withdraw or amends /impairs or derogated from the tender in any respect within the period validity of the tender.

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iii) The earnest money of all the unsuccessful bidders will be returned after placement of order on the selected vendor(s). No interest will be payable by ERNET India on the Earnest Money Deposit.

iv) The EMD is liable to be forfeited in case bidder is not complying the tender terms.

7. **Performance Security:**

The Successful bidder shall submit Performance Security in the form of DD/Bank Guarantee for an amount of Rs.1 lakh in the favour of "ERNET India". The bank Guarantee shall be valid for a period of two years with additional claim period of 3 months from the date of expiring of Bank Guarantee extendable for 3rd year in case the services are continued for 3rd year. On submission of Performance Security, the EMD of the selected firm will be refunded/ returned.

8. **Payment Terms:**

Payment will be released within 30 days from the receipt of original Bills duly supported with actual toll/road tax/parking charges slip and original duty slips signed by the user in r/o vehicle hired on daily basis and original monthly Log Book in r/o vehicle hired on Monthly basis. Entry in the log book shall be duly signed by the officer used the vehicle.

9. **Validity of the rates:**

The rates quoted by the bidder shall be valid for a period of one year from the date of Purchase Order. The rates will be increased @ 5% over the previous year rates, after completion of every one year period.

10. Under this tender, the successful bidder is liable to provide services for a minimum period of Two years on the rates as referred in para 9 above. Provision of 3rd year services by the successful bidder shall be subject to mutual consent of both the parties.

11. ERNET India may hire more than one vehicle of Indica AC or equivalent on monthly basis, the unconsumed Km/extra Hrs of one vehicle (Indica AC or equivalent) will be adjusted in other monthly Indica AC or equivalent vehicle in case other vehicle run less than monthly fixed 2000 Km/300 hrs.

12. **Validity of the Bids:**

The bids submitted will be valid for a period of 90 days from the bid submission date.

13. The log book/ duty slip shall clearly indicate the type of vehicle in details.

14. **Penalty Clauses:** Penalty will be levied, for the violation of term & conditions of the tender in the following manner:

Sl. No	Violation	Penal Amount per month per car			Amount deducted per day per car (assuming 30 days working)
		1st Instance	2nd Instance	3rd Instance and onwards	
01.	Non functioning of AC in a car	--	--	500/-	Rs. 500/- per day per car will be deducted after 2 <sup>nd</sup> instance of complaint.
02.	Failure to provide alternative arrangement within one hour of vehicle breakdown	500/-	1000/-	2000/-	Rental charges for the day will also not be paid
03.	Delay (more than 30 minutes) in reporting for duty by drivers/ vehicle	500/-	1000/-	2000/-	
04.	Providing car older than as required in the tender	--	--	--	Rental charges for the day will also not be paid
05.	For vehicles hired on daily basis :  Non reporting of the vehicle on any particular day on the request of ERNET India	500/-	1000/-	2000/-	
06	For vehicles hired on monthly basis :  Non reporting of the vehicle	500/-	1000/-	2000/-	Rental charges for the day will also not be paid

15. **Few other terms are as below:**

- (i) The vehicles shall have clean interiors, clean seat covers, car perfume, seat belts (front & rear), clean floor mats, first aid box and few mandatory spares like fuses, spark plugs, belt etc.
- (ii) The firm will ensure that all drivers have live mobile phone connection so that they can be contacted whenever required.

- (iii) The drivers provided by the firm should be well mannered, courteous and polite to officers using the vehicle. They should be well acquainted with NCR area, punctual and have valid driving license. The drivers should not smoke or drink while on duty.
  - (iv) In case of accident or violation of traffic regulations, all the claims/fines arising out of such incidence, whatsoever, shall be borne by the driver/tenderer.
16. ERNET India as well as the bidder (if they desire to do so) may at any time terminate the contract by giving at least four months written notice period to either side without any compensation.
17. Bids must be delivered to Shri Gulshan Kumar, Section Officer, ERNET India, 10<sup>th</sup> Floor, Jeevan Prakash Building, 25 K.G. Marg New Delhi – 110001 in a sealed cover on or before 29/10/2014 at 3.00 PM. Bids would be opened on the same day at 3.30 PM. Kindly depute your representative to witness the opening of bids.

Yours faithfully

(Bhupal Singh)  
Registrar & CPO

**Annexure – I**

**Vehicle on monthly basis**

**(No. EI-D/GA/10-19/2014)**

Sl. No	Particular	Indica / Ritz/ Wagon-R	Dezire/Amaze	Ciaz/SX-4	Hyundai Verna
1.	Vehicle Quantity Required	5	1		
2.	Monthly rates 2000 Km / 300 Hr	Rs. .... For one car per month	Rs. .... For one car per month	Rs. .... For one car per month	Rs. .... For one car per month
*3.	Charges for extra Km over 2000 Kms@ Rs..... Per Km	Rs. .... per Km	Rs. .... per Km	Rs.....per Km	Rs..... per Km
**4.	Charges for extra Hrs @ Rs. Per Hr	Rs. ....per Hrs	Rs. ....per Hrs	Rs. ....per Hrs	Rs.....per Hrs
#5.	Night stay (After 11 PM) Charge for @ Rs.Per Nights	Rs. ....per Night	Rs.....per Night	Rs.....per Night	Rs.....per Night

\* For evaluation 500 Km will be taken into Account.

\*\* For evaluation 100 Hrs will be taken into Account.

# For evaluation 5 Nights will be taken into Account.

For evaluation, five (5) Indica/Ritz/Wagon-R car and one (1) Dezire/Amaze; Ciaz/SX-4;Verna separately will be considered.

Note: L-1 bidder will be decided based on the total sum of bill of material from Sl.1 to 5 for individual vehicle (without taxes).

Note (I): It is proposed to hire 6 vehicles on monthly basis in ERNET India.

No of vehicles may be increase/decrease as per the requirements. However comparison will be done on the basis vehicles as mentioned in the above table (i.e. five cars of Indica or equivalent and one vehicle Dezire/Amaze; Ciaz/SX-4;Hyundai Verna).

Note (II): Number of working days in a month will be generally upto 26 days, but in case of requirement, it can extend upto whole month.

Note (III): Taxes need not to be included in the above rates, and will be as per actual.

Notec (IV): Kms will be counted from the Garage to Garaze. But, the maximum of 6 Kms and 30 minutes (One side) will be given to the bidder from Garaze to ERNET office (Jeevan Prakash Building, KG Marg, New Delhi OR Electronics Niketan, 6 CGO Complex, Lodhi Road, New Delhi -110003), irrespective to the location of the garaze of the bidder.

However, if the car is called at the location other than ERNET office or car is closed at the location other than ERNET office, actual number of Kms and time from or upto the Garaze will be provided to the bidder for the car.



Annexure – IIVehicle on Daily Basis

(No. EI-D/GA/10-19/2014)

Sl.No	Particular	Indica/ Ritz/ Wagon-R	Indigo/Swift Dezire	Innova /XYLO
1.	80 Km & 8 Hrs			
2.	40 Km & 4 Hrs			
3.	Extra per Km After 40 & 80 Km			
4.	Extra per Hr After 4 & 8 Hrs			
5.	Night Stay Charge (After 11 PM)			

To calculate L – 1 bidder, following criteria (I + II + III) will be taken into account:

## I. Indica /Ritz/Wagon-R:

- (i) Charges for 80 Km & 8 hours duty for 20 days;
- (ii) Charges for 40 Km & 4 hours duty for 10 days;
- (iii) Extra Km charges for 100 Km @ Rs. \_\_\_\_\_/- per km;
- (iv) Extra hour charges for 100 hours @ Rs. \_\_\_\_\_/- per hour
- (v) Night stay charges (after 11 PM) for 10 nights @ Rs. \_\_\_\_\_/- per night

## II. Indigo / Swift Dezire:

- (i) Charges for 80 Km & 8 hours duty for 10 days;
- (ii) Charges for 40 Km & 4 hours duty for 5 days;
- (iii) Extra Km charges for 50 Km @ Rs. \_\_\_\_\_/- per km;
- (iv) Extra hours charges for 50 hours @ Rs. \_\_\_\_\_/- per hour
- (v) Night stay charges (after 11 PM) for 5 nights @ Rs. \_\_\_\_\_/- per night

## III. Innova /XYLO:

- (i) Charges for 80 Km & 8 hours duty for 10 days;
- (ii) Charges for 40 Km & 4 hours duty for 5 days;
- (iii) Extra Km charges for 50 Km @ Rs. \_\_\_\_\_/- per km;
- (iv) Extra hours charges for 50 hours @ Rs. \_\_\_\_\_/- per hour
- (v) Night stay charges (after 11 PM) for 5 nights @ Rs. \_\_\_\_\_/- per night

Taxes need not to be included in the above rates, and will be as per actual.

## Annexure – III

Vehicle for Outstation Duty

(No. EI-D/GA/10-19/2014)

Sl. No	Particular	Indica/Ritz/WagonR	Indigo/ Swift Desire	Innova/ XYLO
1.	Minimum Kms that will be billed per day	Rs. ....for minimum 200 Kms	Rs. ....for minimum 200 Kms	Rs. ....for minimum 200 Kms
*2.	Charges over & above minimum Kms per additional Km.			
**3	Driver's Allowance per day (including food, stay, etc)			

\*50Kms over & above minimum Kms will be taken into account for L-1

\*\* For evaluation 3 days will be taken into account for L-1.

Note: L-1 bidder will be decided based on the total sum of bill of material as per in Annexure III without taxes.

Note: Taxes need not to be included in the above rates, and will be as per actual. L-1 bidder will be decided based on the total sum of bill of material as per Annexure without taxes.

Note: Distance will be calculated from ERNET India office at Jeevan Prakash Building, KG Marg, New Delhi. In case vehicle is called to report at any place other than ERNET office at KG Marg, New Delhi, then additional Kms and time from pick-up and/or drop point will be added on the actual distance between ERNET office at KG Marg and/or pick-up/drop point.