



STAFF SELECTION COMMISSION
Block-12, CGO Complex, Lodhi Road,
New Delhi – 110003

NOTICE INVITING TENDER

Sealed quotations are invited from eligible firms for hiring of Petrol taxi, Diesel taxi & CNG based taxi to Staff Selection Commission on monthly/daily basis for meeting Commission's requirement for a period of one year from the date of the award of contract. Tender Documents with all necessary details may be obtained from Information & Facilitation Centre of Staff Selection Commission on all working days between **11 AM to 4 PM before 08/07/2016 on payment of Rs.1000/- (Rs. one thousand only) in the form of Bank Demand Draft/Pay Order payable to DDO, Staff Selection Commission, New Delhi. The cost of tender document is non-refundable. The last date for submission of complete tender documents is 18/07/2016 before 3.00 P.M.**

The Notice inviting tender and the tender document are also available on website <http://ssc.nic.in> and/or www.tenders.gov.in and can be downloaded from the websites. However, such firms who submit tender by downloading it from website will have to submit a Bank Demand Draft/Pay Order of Rs.1000/- (Rs. one thousand only) in favour of "DDO, Staff Selection Commission (HQ), New Delhi" towards the cost of tender documents failing which the tender will summarily be rejected.

(NEETU MALHOTRA)
UNDER SECRETARY(G)



**GOVERNMENT OF INDIA
DEPARTMENT OF PERSONNEL & TRAINING
STAFF SELECTION COMMISSION
Block-12, CGO Complex, Lodhi Road,
New Delhi -110 003.**

Sealed quotations are invited from the experienced firms/vendors for supply of the Petrol taxi, Diesel taxi & CNG based taxi on daily basis as per format enclosed at **Annex-I** for use of the Staff Selection Commission, Block-12, CGO Complex, Lodhi Road, New Delhi -110 003. The time schedule of the tender is as under:

Tender Enquiry No .15015/1/2013-(G)

Date

- **Last date of Submission of Tender : 3.00 PM on 18/07/2016**
- **Date and Time of Opening of Tender : 3.30 PM on 18/07/2016**

Terms & Conditions of the Tender enquiry:-

1. **Earnest Money:** -Earnest Money of Rs. 20,000/- in the form of DD in favour of "DDO, Staff Selection Commission (HQ), New Delhi" should be submitted along with the quotation by the tenderer who are not registered with NSIC/ Central Purchase Organisation. Offer without Earnest Money will be ignored. The earnest money / bid bond deposited by the tenderers shall be forfeited by this organization due to following reasons:

- (i) if tender is withdrawn during the validity period or any extension thereof.
- (ii) if tender is varied or modified in any manner during the validity period or any extension thereof.

If a tenderer, whose tender has been accepted, fails to furnish security deposit/ performance bank guarantee within 10 (Ten) days of receipt of order the bid will be cancelled and earnest money will be forfeited. The earnest money / bid bond of unsuccessful bidders will be returned after completion of the process without interest.

2. The contractor must be in possession of valid license for running of Private Vehicles/ DLY Taxis business in the Delhi/ New Delhi/NCR(e.g. Ghaziabad, Noida, Gurgaon etc.)/ All India Tourist Permit from the Competent Authority and the vehicle provided may be authorized to run as taxi and should have proper permission for the areas to be visited.

3. The contractor should be able to provide Private Vehicles /DLY Taxis on requisition /on short notice and vehicle(s) should reach the destination within 30 minutes.
4. The drivers engaged in the vehicles should possess a valid driving license to operate the vehicle, issued by the Transport Authority.
5. The contractor should also have the capacity to provide 150-200 vehicles like Tata Indica, Wagon-R, Santro, ECCO etc. on the days of examination for carrying the examination material as per requirement of the Commission.
6. Firms have to deposit performance security / performance bank guarantee of Rs.1,00,000/-(Rupees one lakh only) which will be forfeited in case of violation of terms and conditions of the tender. In case the firm fails to provide requisite number of vehicles on the day of examination by the stipulated time, the whole cost of examination may be imposed on the firm as penalty. The performance security will be returned after completion of the contract without any interest.
7. The drivers on duty should be well dressed, polite in behaviour and well-versed with the Delhi/New Delhi/NCR of Delhi areas. Any laxity in the behaviour of the drivers shall be treated as breach of contract and cancellation of contract.
8. The vehicles on duty shall have to be kept clean. The working condition of the vehicles provided should be good. The seat should be clear and comfortable. The seat shall always be covered with neat and good quality seat cover. No payment shall be made if the vehicles are found in dirty or shabby condition.
9. In case of any breakdown while on journey, alternative arrangement shall have to be made by the contractor failing which the vehicle will be hired from the open market and the expenses incurred thereon shall be deducted from the monthly / fortnightly bill of the Contractor. This will be in addition to a penalty of up to Rs.500/- per such incident.
10. If the bill are not submitted within stipulated time period i.e. fortnightly /monthly basis by the Vendor, penalty of Rs. 300/- per day (for the number of days delayed) will be deducted from the bills of the Vendor.
11. The vehicles provided should be well maintained and timely serviced to ensure good working condition failing which 50% of the bill for each incident if, reported by user will be deducted.
12. The Commission is entitled to terminate the contract without assigning any reason by giving one calendar month notice of its intention to do so.
13. In the event of Contractor failing to execute the work i.e. supply of vehicles on hire basis at any time to the full satisfaction of the Commission, the later reserves the right to cancel the contract.

14. Billing will start from **Office premises** of the Commission and not from the **Taxi stand/ garage**. All DLY Taxis/ Private Taxis must first report to the Section Officer or Dealing Assistant of General Section, Staff Selection Commission on requisition, where Meter reading will be got noted and then proceed to the destination on all days including Saturday/Sundays or National Holidays. **In any case the vehicles are required on Saturdays/Sundays or National holidays, driver of the vehicle may directly report to the designated person where meter reading should be got noted from the user.**

15. A certificate to the effect that the driver of the vehicle to be detailed on duty on requisition, is fully experienced with Delhi/ New Delhi/ NCR of Delhi Roads, may be furnished by the contractor /taxi operator.

16. A list of Vehicles with model details should be given along with the quotation. The vehicles should be in good working condition.

17. **Copies of Income Tax returns and audited accounts including balance sheet of last three accounting years i.e 2013-14, 2014-15 & 2015-16 will have to be furnished with the Tender bid. Without above documents the tender bid will not be considered.**

18. **Copies of Employees Provident Fund registration certificate (mentioning employer code number) and Employees State Insurance Corporation (ESIC) (mentioning Employer Code No.) issued on or before the date of publication of this notice, will be furnished with the Tender Bid. Without above documents the tender bid will not be considered.**

19. The contractor should indicate telephone/mobile numbers (at least two numbers.) for booking of vehicles. The Mobile Phones should NOT be in switched off mode. It should be kept in Switch-on mode round the clock.

20. The successful Vendor is required to submit fortnightly bills on completion of duties along with duty slips duly completed and signed by the concerned officers in respect of vehicles booked on daily basis so that the payment is made through government cheque during the same month.

21. **The Contractor should obtain the signature of the vehicle users (Officers/staff) immediately after dropping them at the destination points. Contractor must have to maintain a log book for each vehicle in the format as per Annexure-II of NIT and ensure that entries have been made on daily basis. The entries made in the log books have to be got verified either by the Section Officer (General) or by the Dealing Assistant concerned on same day of use of vehicles, failing which no payment for the use of such vehicles will be made by the Commission.**

22. The period of contract will initially be for one year from the date of award of the contract. The contract can further be extended for another one year on the same terms & condition, if the services rendered by the firm will be satisfactory. However, it is at the discretion of the Commission to consider extension on the request of the firm or invite fresh quotations.

23. **Copy of PAN Card and copy of Service Tax Registration Certificate are required. Without above documents the tender will not be considered.**

24. Rate quoted will be inclusive of all taxes. The Commission will not pay any kind of Taxes on the rates quoted by the firms/ vendors. However, **Toll Tax and parking charges, if any, will be borne by the Commission/User.**

25. Commission reserves the right to reject any or all the tenders without assigning any reason thereof and is under no obligation to inform the affected bidder or bidders of the grounds for Commission's action.

26. Any overwriting in the Tender/ late submission of Tender will not be entertained.

27. All documents attached with the bid form should be self attested by the authorized signatory/bidder.

28. **The bidder who will quote lowest rate in maximum number of items as per proforma (a) & (b) at Annexure-I will only be considered qualified as L-1 and will be awarded contract for all segments subject to fulfilment of all terms and conditions of NIT. Decision of the Commission in this regard will be final.**

29. The EMD should remain valid for 3 months beyond the final tender validity period. The EMD with lesser validity period will not be accepted and such bids i.e. EMD with lesser validity period will be summarily rejected.

30. EMD furnished by all unsuccessful bidders will be returned to them without any interest whatsoever, after finalization of the contract. EMD of the successful bidder will be returned without interest after receipt of the Performance Security.

Date:-

(Neetu Malhotra)
Under Secretary (G)

PROFORMA

1. Name, address and telephone numbers of the Tenderer:
2. Permanent Account Number (PAN):
3. **Registration Certificate No of Firms.**
4. Mention Distance between **Office premises** of the Commission and **Taxi stand/ garage .**
5. Name and address of the Proprietor/Partners/ Directors and their PAN No:
6. Hiring charges of vehicles (inclusive of all taxes, except Toll Tax, Parking Charges, if any):

a) **For monthly basis**

S.No.	Description	Charges for AC vehicles [inclusive of all taxes] per car		
		Petrol taxi	Diesel taxi	CNG based taxi
1	For vehicles(Big category)for 30/31 days, 330 hrs per month subject to maximum of 2400 kms per month Innova, SX-4, Etios, Swift, Desire, Honda City, Honda Accord etc.			
2	For vehicles (small catogery) for 30/31 days, 330 hrs per day subject to maximum of 2400 kms per month small cars e.g Tata Indica, ECCO, Maruti , Wagon-R etc.			
3	For every extra kilometer beyond total 2400 Kms per month			
4	For every extra hour beyond 330 hrs per month			

b) For Daily basis

Vehicles such as Tata Indica / Santro / ECCO / Maruti Van/ Wagon-R etc. cars or other small utility vehicle for distribution /Collection of examination related materials/ for conduct of examination.

Details	Charges for AC vehicles [inclusive of all taxes] per car		
	Petrol taxi	Diesel taxi	CNG based taxi
Rate for full Day 100 Kms and 10 hrs			
Rate for half Day 50 Kms and 05 hrs			
Rate for extra Km. per Km.			
Rate for extra Hours per hour			
Rate for Night charges or out station journey per day			

c) Vehicle such as Innova / SX-4/ Honda City/Honda Accord/Etios, Swift, Desire

Details	Charges for AC vehicles [inclusive of all taxes] per car		
	Petrol taxi	Diesel taxi	CNG based taxi
Rate for full Day 100 Kms and 10 hrs			
Rate for half Day 50 Kms and 05 hrs			
Rate for extra Km. per Km.			
Rate for extra Hours per hour			
Rate for Night charges for outstation journey per day			

NOTE : In case of out station journey the night charges will be borne by the Commission.

Date:

Place:

Name, designation and signature of the authorized person

Annexure-II

Vehicle No:_____ Date:_____

Name of Driver:

Starting Meter at CGO Complex, Lodhi Road (with time)	Starting Meter for use of vehicle at (Place) with time	Journey Ends at (Place) Closing Meter(with time)	Full name, designation and Signature of User