

**No. F. 5-25/2015-16/S&S**  
**National Council of Educational Research & Training**  
**Sri Aurobindo Marg, New Delhi-16**  
**(S&S Section)**

**Dated: 08/08/2017.**

**E-TENDER NOTICE**

The National Council of Educational Research & Training (NCERT) New Delhi invites online bids under two bid systems (Technical bid and financial bid) from reputed Tours and Travels Agencies/Companies for hiring of Indigo/Swift Dzire or **equivalent make** and Innova Cars vehicles for its office use.

The details of tender documents with complete terms and conditions are available on NCERT website: [www.ncert.nic.in](http://www.ncert.nic.in) as well as on the NIC portal i.e. <https://eprocure.gov.in/eprocure/app> may read out carefully before applying the same.

**Critical Date Sheet**

Published Date	08.08.2017 (3.00AM)
Bid Download /Sale Date	08.08.2017 (3.30AM)
Bid Submission Start Date	09.08.2017 (10.00AM)
Bid Submission End Date	30.08.2017 (02.30PM)
Bid Opening Date	31.08.2017 (03.30PM)

For any queries/clarification, you may kindly contact S&S Section at phone No. 011-26534138. However, any queries relating to the process of online submission of bids relating to CPP portal in journal may be directed to 24X7 CPP portals help desk on Toll Free Number-1800-233-7315.

(J.P. Bhulania)  
Sr. Stores Officer  
Mob: 9811122697

**F. No. 5-25/2015-16/S&S**  
(S&S Section)

Dated: 08/08/2017.

**Sub: E-Tender for contract to provide Indigo/Swift Dzire or equivalent make & Innova Cars on requirement basis only to the NCERT- reg.**

SEALED TENDERS are invited in a two bid system (Technical Bid and Financial Bid separately) from reputed Tours and Travel Agencies/ companies located in New Delhi/Delhi having **an annual turnover of Rs. 10.00 lakh or more** in the business of tours and travel/vehicle operation, **for hiring of cars on Daily/Monthly/requirement basis for an initial period of One Year** for the official use of the NCERT, **initially for a period of two year**. The Contract can be extended or short-closed on account of unsatisfactory services rendered by the firm, at the discretion of the NCERT.

(a) The Technical Bid should be offered in **Annexure-I** containing the following details:-

- (i) Name of the firm
- (ii) Business address of the firm
- (iii) Location of the Garage
- (iv) Telephone No.
- (v) Mobile No.
- (vi) Annual turnover of the firm (proof of the same must be attached in the form of CA's Certificate / last 2 years' balance sheet/profit & loss A/c)
- (vii) Copy of the details of the past experience of providing services in the same field in Government Ministries/ Departments/ PSUs/Reputed Corporate Sectors, with contact persons and their telephone numbers.
- (viii) Copy of PAN NO. (with proof)
- (ix) The vehicles should be having valid Pollution Control Certificate –Proof thereof.
- (x) The vehicles should be registered 2011 onwards – **Copy of RCs (Registration Certificates of vehicles) to be submitted.** Exemption will be granted only for those vehicles which the firm intends to purchase new, which is to be clearly indicated in Technical Bid.
- (xi) The Earnest Money of **Rs. 25,000.00** (Rupees Ten thousand only) through a Demand Draft / Pay Order in favour of the Secretary, NCERT payable at New Delhi.
- (xii) 15 digits Service Tax Code Number/ VAT Account No.
- (xiii) Tender Cost Rs 1000/-**

(b) The Financial Bids should be in strictly as per the format given in the Annexure II. The rates quoted in the Financial Bids should be both in words and figures and quotations with any cutting or overwriting in figures will not be considered, unless corrections are countersigned. The financial bid should be properly sealed and signed.

(c) Financial bids of only those firms will be opened, who are short listed on the basis of the Technical Bid and after inspection of their vehicles by NCERT. The firm would be required to bring their vehicles for inspection as and when intimated by the NCERT, before the financial bids are opened.

(d) The **Technical and Financial bids should be put in two separate envelopes super scribed as 'TECHNICAL BID' & 'FINANCIAL BID' respectively, and sealed separately.** Both these envelopes should be put in a bigger envelope super scribed as “**Tenders for hiring of vehicle**”, and sealed and addressed to **“The Senior Stores Officer, S&S Section of Central Store, Workshop Building, NCERT, Sri Aurobindo Marg, New Delhi-110016.”**

**Terms and Conditions:**

1. The vehicles should be in very good working condition and well maintained during the contract period. The vehicle to be supplied should be in excellent condition mechanically as well as get-up wise, i.e. outer body / upholstery etc. should be decent looking.
2. **Payment of hiring charges will be made on monthly basis. The bills for the use of vehicles accompanied by the duty slip/log books will be preferred by the firm after each completed month.**
3. No dead mileage would be payable from the contractors premises to the Council and vice-versa. A log book for each car in the format prescribed by the Council, for each of the journey performed, duly signed by Officer and countersigned by the Head of the Departments, would be maintained and submitted by the Contractor along with the bills and duty slips.
4. Actual parking charges, toll tax/ Inter-State Taxes for journeys will be reimbursed along with the hiring charges bills.
5. **In case of increase / decrease in the fuel price, hiring charges may be increased/ decreased by “5 x 25 x increase / decrease in fuel prices” per vehicle. Rates would be revised only if increase/ decrease is above Rs. 1.00 and would be effective from 1<sup>st</sup> of following month. No revision would be allowed during the month.**
6. The firms should have at least 2 years of experience in the tour and travel business in providing vehicle / vehicle in the Government Sector / PSUs / Corporate Sector and should have an annual turnover of Rs. 30.00 lakh or more for the last three years.
7. The vehicle should not be earlier than the year 2011. The vehicles proposed to be supplied should either be registered in the name of the firm or in the name of proprietor or in the name of partner(s) of the firm.
8. All expenses will have to be borne by the firm in case of breakdown of the vehicle supplied. Immediate replacement of the breakdown vehicle will have to be provided. The owner/firm shall; be required to immediately provide standby vehicle in case of any breakdown.
9. The owner / senior representative of the firm should be available round the clock on his own direct telephone (office as well as residence) so as to respond to the call for vehicles in emergent cases. The Mobile Number may also be given.
10. All the charges towards repair/servicing, salary of the Driver, petrol expenses, any other incidental expenses on operations & maintenance of the hired car would be borne by the firm.

11. The car should be insured in all respects by the firm. All liabilities, arising out of any legal dispute, accidents, etc. shall be borne / paid by the firm and NCERT shall not be liable in any matter whatsoever.
12. Jurisdiction for legal disputes, if any arising during the currency of the contract, will be Delhi courts only.
13. The car with the Driver would be placed at the disposal of NCERT as and when required. NCERT would be free to use the hired car in any manner for carrying officials, material etc. as per its requirements and the firm will not have any objection to it.
14. Tenderers may please quote their unconditional rates strictly in the attached Performa **(Annexure-II)**. The price quoted in the Financial Bid shall remain valid during the contract.
15. No advance payment, in any case, would be made to the firm.
16. *The Bills for hiring of cars would be submitted after the completion of the month. Bills for supply of cars for any month along with signed duty slips by the user(s) or concerned authorized officer of this office shall be preferred in the first week of the following month for payment.*
17. The antecedents of drivers to be deployed should be properly verified and their details **(names addresses, telephone nos., photograph, copy of deriving license etc.)** will have to be provided to his office. Prior permission has to be obtained from this office before change of driver.
18. The drivers of the vehicles should be fully conversant with the routes of Delhi Region and should possess valid driving license in their name. The Drivers must be decently dressed, proficient in speaking local languages, well mannered, courteous with proven integrity, healthy personal habits and should always carry a mobile phone with him.
19. No compromise will be made by this Office towards punctuality, cleanliness, obedience, promptness, behaviour etc. If the tenderer, at any point of time during official duty, fails to perform duties, as directed by NCERT, the Security Deposit will be forfeited and contract will be cancelled forthwith without any notice by the Competent Authority.
20. The vehicle and driver provided to NCERT shall not be changed except under compelling circumstances and after prior consent of NCERT.
21. NCERT will not be responsible for any challan, loss, damage or accident to the vehicle or to any other vehicle or injury.
22. The firm may discontinue the Contract by giving a notice of 45 days in writing.

23. **Penalty clauses would be as under:**

Sl.No.	Problem	Penalty
1.	Late arrival By 10 minutes Between 10-30 minutes 30 minutes and beyond or does not turn up	a) Rs. 50.00 b)Rs. 100.00 c) Rs. 200.00 In all the above cases, the officer concerned, depending upon the urgency, can hire a taxi for the day or take a taxi to reach the destination, payment of which shall be borne by the Contractor.
2.	Attire / turnout of the driver a) Inappropriate  b) Very inappropriate	a) Rs. 50.00 to Rs. 200.00 depending upon the inappropriateness b) The driver with the vehicle will be sent back and a penalty of Rs.300/- will be imposed. A taxi will be hired for the day and payment for the same will be borne by the Contractor.
3.	Unclean vehicle or seat covers/smell in the vehicle	Rs. 50.00 for the 1 <sup>st</sup> day Rs. 200.00 per day for 2 <sup>nd</sup> consecutive day and beyond.
4.	AC not working / malfunctioning	The Contractor to provide another vehicle in an hour's time or else the office can hire a taxi for the day, payment or which will be borne by the Contractor.
5.	Breakdown in route	Office to hire a taxi to reach the destination, payment to be borne by the Contractor.
6.	Recurrent malfunctioning/ dissatisfactory vehicle condition	The vehicle will be returned. A taxi will be hired, payment of which will be borne by the Contractor along with a daily fine of `500.00, till such time a proper vehicle is provided.
7.	Driver's poor knowledge of route	Driver to be changed by the Contractor. If the contractor doesn't change the driver in 03 days time, the vehicle will be sent back and a taxi hired, payment of which will be borne by the Contractor, along with a fine of Rs.200.00 daily.
8.	Driver's behaviour	Rs.50.00 to Rs.250.00 depending upon the gravity of misdemeanour. If the misbehaviour continues, then the driver will have to be changed by the Contractor. If the Contractor doesn't change the driver in 03 days time, the vehicle will be sent back and a taxi hired, payment of which will be borne by the Contractor, along with a fine of Rs.200.00 daily.

24. The tender has to be accompanied by an **Earnest Money Deposit of Rs. 25,000.00 (Rupees Twenty Five Thousand only)** in the form of a Demand Draft/pay order in favour of the Secretary, NCERT, New Delhi. The successful bidder will have to deposit a Security Deposit of Rs. 50,000/- (Rs. Fifty Thousand only) with the NCERT's Office in the form of FDR/ Bank Guarantee in favour of the Secretary, NCERT, New Delhi for the due fulfilment of the contractual obligations which is refundable without any interest on termination of the contract after deducting any penalty/ any liability of any kind imposed by this office on account of unsatisfactory services.
25. The EMD will stand forfeited if the successful bidder withdraws or on notifying the rates, refuses to accept the tender or violates any other terms and conditions of the tender.
26. The daily record (indicating time and mileage) shall be maintained separately for each vehicle.
27. The Contract could be considered for extension based on satisfactory service performed by the firm and by mutual agreement for such further period(s) as may be agreed upon, but not exceeding one year at a time.
28. The successful bidder will also be required to submit within five days copies of Registration Certificate, Insurance papers, PUC, Permits etc. for the cars proposed to be given to this office, failing which his earnest money deposit will be forfeited. Provided however that if the successful bidder proposed to purchase new vehicles, he will be given adequate time but not exceeding 15 days to do so.
29. The Office reserves the right to reject any or all the quotations without assigning any reason thereof.
30. Bids incomplete in any respect shall be liable to be rejected.
31. **The Rates may be quoted for providing Indigo/Swift Dzire or equivalent make & Innova Car only to the NCERT for official use.**
32. **The agency must have a 24 hours working telephone system so that the agency can be telephonically contacted at short notice and at odd hours and on holidays in case of requirement of Cars. It would be essential for the driver to have mobile phone so that they could be contacted for duty.**
33. **The sealed envelopes containing the tenders marked 'TENDERS FOR HIRING OF VEHICLES' should be deposited/put in the tender box kept in the Central Store of S&S-II Section, Workshop Building of NCERT, Sri Aurobindo Marg, New Delhi-110016 on or before 2.30 PM on 09/8/2017. The tenders will be opened on 10/8/2017 at 3.30 PM in the room of Sr. Stores Officer, NCERT, New Delhi in the presence of bidders/ their representatives who may like to be present. The quotations received without the earnest money deposit will not be entertained and will be summarily rejected.**

34. **The agency must have to provide the vehicle on short notice within 60 Minutes on same day. Failing which the expenditure incurred to hiring the private vehicle for the purpose should be recovered from the bill of Hiring agency. If agency failed to provide the vehicle on short notice frequently or not fulfilment the requirement of the Council, the hiring contract should be cancelled by forfeited the EMD.**
35. The Office reserves the right to cancel the contract at any time without assigning any reasons whatsoever.
36. The tender document should be signed by the tenderers on each page in ink and mention at the last page of the tender document "The above terms & conditions laid down in the tender document are acceptable to us and will be binding on us" and countersign the same.

**(J.P. Bhulania)**  
**Sr. Stores Officer**  
**Tel: 011-26534138**

**TECHNICAL BID**

Name of the firm/company/agency	
Complete Address & Telephone Number	
Location of the Garage with telephone No. and address	
Whether EMD of 25,000/- (Rupees Twenty Five Thousand only) enclosed in the form of Bank Draft/ Pay Order (No. and date)	
Annual turnover of the firm for two years (with proof)	
Name & Address of the departments/ Ministries and other organizations where, at present, vehicles are engaged on regular/monthly basis (self certified duly stamped copies of contract letters be attached)	
PAN Number (with proof)	
Total number of vehicles registered in 2011 onwards with the Agency, which can be provided by the Agency for hiring purpose ( <b>with copy of RCs</b> )/ Exemption will be granted only for those vehicles which the firm intends to purchase new ( <b>which is to be indicated</b> )	
15 Digit Service Tax Code No. and VAT A/c number (with proof)	
Name, Address & Telephone Number of the proprietor	

**FINANCIAL BID DOCUMENTS**

**Rates may be quoted for providing Indigo/Swift Dzire or equivalent make and Innova Cars to the NCERT for official use**

<b>S. No</b>	<b><u>Details</u></b>	<b><u>Indigo/Swift Dzire or equivalent make</u></b>	<b><u>Innova</u></b>
1	80 Kms, 8 hours		
	Extra per Km.		
	Extra per hour		
2	40 Kms, 4 hours		
	Extra per Km.		
	Extra per hour		
3	Monthly Charges( 25 days, 2000 Kms and 300 Hours		
4	Any other charges (Driver night charges after 10.00 p.m.)		

**Current Rate of Taxes applicable:**

“The above terms & condition laid down in the tender document are acceptable to us and will be binding on us”.

**Signature of authorized signatory  
With rubber stamp**

- **No. of cars to be provided may be mentioned along with their model/make.**
- **RATES OF TAXES TO BE CHARGED SHOULD BE MENTIONED**

## **INSTRUCTIONS FOR ONLINE BID SUBMISSION:**

As per the directives of Department of Expenditure, this tender document has been published on the Central Public Procurement Portal ([URL:http://eprocure.gov.in](http://eprocure.gov.in) ). The bidders are required to submit soft copies of their bids electronically on the CPP Portal, using valid Digital Signature Certificates. The instructions given below are meant to assist the bidders in registering on the CPP Portal, prepare their bids in accordance with the requirements and submitting their bids online on the CPP Portal.

More information useful for submitting online bids on the CPP Portal may be obtained at: <https://eprocure.gov.in/eprocure/app> .

### **REGISTRATION**

- 1) Bidders are required to enrol on the e-Procurement module of the Central Public Procurement Portal: URL: <https://eprocure.gov.in/eprocure/app> by clicking on the link "**Click here to Enrol**" on the CPP Portal is free of charge.
- 2) As part of the enrolment process, the bidders will be required to choose a unique username and assign a password for their accounts.
- 3) Bidders are advised to register their valid email address and mobile numbers as part of the registration process. These would be used for any communication from the CPP Portal.
- 4) Upon enrolment, the bidders will be required to register their valid Digital Signature Certificate (Class II or Class III Certificates with signing key usage) issued by any Certifying Authority recognized by CCA India (e.g. Sift' / TCS / nCode / eMudhra etc.), with their profile.
- 5) Only one valid DSC should be registered by a bidder. Please note that the bidders are responsible to ensure that they do not lend their DSC's to others which may lead to misuse.
- 6) Bidder then logs in to the site through the secured log-in by entering their user ID / password and the password of the DSC / e-Token.

### **SEARCHING FOR TENDER DOCUMENTS**

- i) There are various search options built in the CPP Portal, to facilitate bidders to search active tenders by several parameters. These parameters could include Tender ID, organization name, location, date, value, etc. There is also an option of advanced search for tenders, wherein the bidders may combine a number of search parameters such as organization name, form of contract, location, date, other keywords etc. to search for a tender published on the CPP Portal.
- ii) Once the bidders have selected the tenders they are interested in, they may download the required documents / tender schedules. These tenders can be moved to the respective 'My Tenders' folder. This would enable the CPP Portal to intimate the bidders through SMS / e-mail in case there is any corrigendum issued to the tender document.
- iii) The bidder should make a note of the unique Tender ID assigned to each tender, in case they want to obtain any clarification / help from the Helpdesk.

### **PREPARATION OF BIDS**

- i) Bidder should take into account any corrigendum published on the tender document before submitting their bids.
- ii) Please go through the tender advertisement and the tender document carefully to understand the documents required to be submitted as part of the bid. Please note the number of covers in which the bid documents have to be submitted, the number of documents - including the names and content of each of the document that need to be submitted. Any deviations from these may lead to rejection of the bid.
- iii) Bidder, in advance, should get ready the bid documents to be submitted as indicated in the tender document / schedule and generally, they can be in PDF / XLS / RAR / DWF formats. Bid documents may be scanned with 100 dpi with black and white option.
- iv) To avoid the time and effort required in uploading the same set of standard documents which are required to be submitted as a part of every bid, a provision of uploading such standard documents (e.g. PAN card copy, annual reports, auditor certificates etc.) has been provided

to the bidders. Bidders can use "My Space" area available to them to upload such documents. These documents may be directly submitted from the "My Space" area while submitting a bid, and need not be uploaded again and again. This will lead to a reduction in the time required for bid submission process.

### **SUBMISSION OF BIDS**

- i) Bidder should log into the site well in advance for bid submission so that he/she upload the bid in time i.e. on or before the bid submission time .Bidder will be responsible for any delay due to other issues.
- ii) The bidder has to digitally sign and upload the required bid documents one by one as indicated in the tender document.
- iii) Bidder has to select the payment option as "offline" to pay the tender fee / EMD as applicable and enter details of the instrument.
- iv) Bidder should prepare the EMD as per the instructions specified in the tender document. The original should be posted/couriered/given in person to the Tender Processing Section, latest by the last date of bid submission. The details of the DD/any other accepted instrument, physically sent, should tally with the details available in the scanned copy and the data entered during bid submission time. Otherwise the uploaded bid will be rejected.
- v) A standard B o Q format has been provided with the tender document to be filled by all the bidders. Bidders are requested to note that they should necessarily submit their financial bids in the format provided and no other format is acceptable. Bidders are required to download the B o Q file, open it and complete the while coloured (unprotected) cells with their respective financial quotes and other details(such as name of the bidder). No other cells should be changed. Once the details have been completed, the bidder should save it and submit it online, without changing the filename. If the BoQ file is found to be modified by the bidder, the bid will be rejected.
- vi) The serve time (which is displayed on the bidders' dashboard) will be considered as the standard time for referencing the deadlines for submission of the bids by the bidders, opening of bids etc. The bidders should follow this time during bid submission.
- vii) All the documents being submitted by the bidders would be encrypted using PKI encryption techniques to ensure the secrecy of the data. The data entered cannot be viewed by unauthorized persons until the time of bid opening. The confidentiality of the bids is maintained using the secured Socket Layer 128 bit encryption technology. Data storage encryption of sensitive fields is done.
- viii) The uploaded tender documents become readable only after the tender opening by the authorized bid openers.
- ix) Upon the successful and timely submission of bids, the portal will give a successful bid submission message & a bid summary will be displayed with the bid no. and the date & time of submission of the bid with all other relevant details.
- x) The bid summary has to be printed and kept as an acknowledgement of the submission of the bid. This acknowledgement may be used as an entry pass for any bid opening meetings.

### **ASSISTANCE TO BIDDERS**

- i) Any queries relating to the tender document and the terms and Conditions contained therein should be addressed to the Tender Inviting Authority for a tender or the relevant contact person indicated in the tender.
- ii) Any queries relating to the process of online bid submission or queries relating to CPP Portal in general may be directed to the 24x7 CPP Portal Helpdesk. The contact number for the helpdesk is 1800 233 7315.