



F. No. 11/01/2017-G

भारत सरकार
कर्मचारी चयन आयोग
कार्मिक और प्रशिक्षण विभाग
कार्मिक लोक शिकायत और पेंशन मंत्रालय
ब्लाक नं. १२
केन्द्रीय कार्यालय परिसर, लोधी रोड
नई दिल्ली-110003

Government of India
Staff Selection Commission
Department of Personnel & Training
Ministry of Personnel, Public Grievances & Pensions
Block No.12
C.G.O. COMPLEX, Lodhi Road
New Delhi-110003

7th September,2018

NOTICE INVITING TENDER

Subject: - Limited Tender Notice for hiring of DLYs/Taxis at Staff Selection Commission, New Delhi

Offline bids are invited under two-bid system for award of Contract for providing DLYs/Taxis to Staff Selection Commission, Block no. 12, CGO Complex, Lodhi Road, New Delhi as per details given in **Annexure-I** from vendors involved in the relevant field.

Tender documents may be downloaded from SSC website www.ssc.nic.in . The schedule of tender with **CRITICAL DATE SHEET** is as under:

CRITICAL DATE SHEET

Date of Publishing on SSC Portal	07-09-2018
Document Download Start Date	08-09-2018
Document Download End Date	24-09-2018
Last Date & Time for Submission of Offline Tender	26-09-2018 upto 1700 hours
Place of submission of bids	Room No. 704, 7 th floor, Block No.12, CGO Complex, Lodhi Road, New Delhi-10003 Tender may be dropped in Tender Box on or before 26.09.2018 upto 1700 hours

Date & Time for Opening of Technical Bids	01-10-2018(1130 hrs.) In Room No. 704, 7 th floor,Block No.12, CGO Complex, Lodhi Road, New Delhi-10003.
Earnest Money Deposit (EMD)	Rs. 20,000/- (Rupees Twenty Thousand only)
Venue, Date and Time For Opening Of Financial Bid	Shall be intimated through necessary communication by the SSC.

GENERAL CONDITIONS:

1. The last date for submission of bids is **26-09-2018** at **5:00 PM**. The Technical bids would be opened at **11:30 AM** on **01-10-2018**.
- 2 Bids shall be submitted offline only . Tender completed in all respect may be dropped in the Tender Box in Room No.704, 7th floor, Block No.12, CGO Complex, Lodi Road, New Delhi.

3 Procedure of Submission of Bids:

The tender shall be submitted offline in two separate envelopes, superscripted “, viz., **Technical Bid** and **Price Bid**.

All the pages of bid being submitted must be signed and sequentially numbered by the bidder irrespective of nature of content of the documents before uploading. The offers submitted by Fax / e-mail or any other mode shall not be considered. No correspondence will be entertained in this matter.

(i) TECHNICAL BID

The bidder should submit the following documents duly signed by the authorized signatory along with the **Technical Bid in separate envelope** viz. :-

- a) Signed & scanned copy of PAN/GIR card;
- b) Signed & scanned copy or EPF code number.
- c) Signed & scanned copy or ESI code number.
- d) Signed & scanned copy or Registration Number and Registration Certificate issued by Govt. Agency.
- e) Signed & scanned copy of GST number.
- f) Signed & scanned copy of Earnest Money Deposit (EMD) of Rs.20,000/-
- g) The bidder should specifically certify on firm's letter head that firm is not black listed by any Govt. Department/PSU/Autonomous Body etc.

(ii) PRICE BID

Schedule of price bid must be submitted in **Prescribed format** only (Annexure-I). The bidder will strictly submit the rate in the proforma prescribed for Price Schedule. **Rates should be quoted inclusive of taxes.**

4 Terms & Conditions of the Tender enquiry:-

4.1 Earnest Money of Rs. 20,000/- in the form of DD in favour of “DDO, Staff Selection Commission (HQ), New Delhi should be submitted with the Bid documents at Room No.704, 7th Floor, Block No.12, CGO Complex,Lodi Road, New Delhi-11003, who are not registered with NSIC/Central Purchase Organization. Offer without Earnest Money will be ignored. The earnest money/ bid bond deposited by the tenders 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.
- (iii) If a bidder, 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.

4.2 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 from Competent Authority and the vehicle provided may be authorized to run as taxi and should have proper permission for the areas to be visited.

4.3 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.

4.4 The drivers engaged in the vehicles should possess a valid driving License, to operate the vehicle, issued by the Transport authority.

4.5 The contractor should also have the capacity to provide 100-150 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.

4.6 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 for 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.

4.7 The drivers on duty should be well dressed, polite in behavior 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.

4.8 The vehicles on duty shall have to be kept clean. The working condition of the vehicles provided should be good. The seats should be clean 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.

4.9 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.

4.10. 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.

4.11. The Commission is entitled to terminate the contract without assigning any reason by giving a calendar month notice of its intention to do so.

4.12. 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 Commission reserves the right to the contract.

4.13. 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 Saturday/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.

4.14. Copies of Income Tax return and audited accounts including balance sheet of last three accounting years i.e. 2015-16, 2016-17 & 2017-18 will have to be furnished with the Tender bid. Without above documents the tender bid will not be considered.

4.15. 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.

4.16. The contractor shall 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.

4.17. The successful Vendor is required to submit monthly bills along with duty slips duly completed and signed by the concerned offices in respect of vehicles booked on daily basis.

4.18. 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 use of vehicles, failing which on payment for the use of such vehicles will be made by the Commission.

4.19. The period of contract will initially be for one year from date of award of the contract. The contract can further extended for another one year, 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.

4.20. Copy of PAN Card and copy of Service Tax Registration Certificate are required. Without which tender will not be considered.

4.21. Rate quoted will be all inclusive. The Commission will not pay any kind of Taxes separately on the rates quoted by the firms/vendors.

4.22. 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 of Commission's action.

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

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

4.25. The award of the contract will be based upon full evaluation of the Technical and Commercial bid submitted in accordance with guidelines of Government of India. Decision of the Commission in this regard will be final.

4.26 The EMD should remain valid for 3 month 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.

4.27 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:-

(R.C. Ahuja)
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 (in Rs.)		
		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 category) for 30/31 days, 330 hrs per day subject to maximum of 2400 kms per month shall 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 shall utility vehicle for distribution / collection of examination related materials / for conduct of examination.

Details	Charges for AC vehicles (inclusive of all taxes) per car (in Rs.)		
	Petrol taxi	Diesel taxi	CNG based taxi
Rate for full Day 100 Kms and 10 hrs			
Rate for half Day 50 Kms and 5 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 (in Rs.)		
	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 hours			
Rate for Night charges for outstations 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 for use of vehicle at (Place) with time	Journey Ends at (Place) Closing Meter (with time)	Full name, designation Signature of User

-DOCUMENT END-