



File no. 11/01/2017-G
Dated: 28/01/2020

भारत सरकार
कर्मचारी चयन आयोग
कार्मिक लोक शिकायत और पेंशन मंत्रालय,
ब्लॉक सं 12, केन्द्रीय कार्यालय परिसर, लोधी रोड,
नई दिल्ली - 110003.

Government of India
Staff Selection Commission
Ministry of Personnel, Public Grievances &
Pensions,
Block No. 12, CGO Complex, Lodhi Road,
New Delhi - 110003.

NOTICE INVITING TENDER

Subject :- **Limited Tender Notice for hiring of SUV Vehicle (Innova/Ertiga) at Staff Selection Commission, New Delhi.**

Offline bids are invited under two-bid system for award of contract for providing SUV Vehicle (Innova/Ertiga) to Staff Selection Commission, Block no. 12 CGO Complex, Lodhi Raod, New Delhi as per details given in Annexure-I (Technical Bid) and Annexure-II (Financial Bid) from vendors involved in the relevant field.

Tender documents maybe 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	28-01-2020
Document Download Start Date	28-01-2020
Document Download End Date	21-02-2020
Last Date & Time for submission of Offline Tender	21-02-2020 upto 1500 hours
Place of submission of bids	Room No. 704, 7 th floor, Block No. 12, CGO Complex, Lodhi Road, New Delhi-110003
Date & Time for Opening of Technical Bids	21-02-2020 (1530 hrs.)In Room No. 704, 7 th floor, Block No. 12, CGO Complex, Lodhi Road, New Delhi-110003
Venue, Date and Time for opening of Financial Bid	Shall be intimated Separately to technically qualified bidder.

GENERAL CONDITIONS:-

1. The last date for submission of bids is 21-02-2020 at 03:00 PM. The Technical bids would be opened at 03:30 PM on 21-02-2020.
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, Lodhi 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. 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 prescribed format (Annexure-I) in separate envelope viz :-

- a) Signed copy of PAN/GIR card.
- b) Signed copy of GST number.
- c) Money Deposit (EMD) of Rs. 25,000/- in the form of Demand Draft.
- d) 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-II). 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. 25,000/- 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, Lodhi Road, New Delhi-110003, 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 extensions 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.
- (iv) 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, Faridabad 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 Vehicle/DLY Taxi 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 Selected Firm will have to deposit performance security bank guarantee of Rs. 50,000/- (Rupees fifty thousand only) in the form of Demand Draft/Bank Guarantee which will be forfeited in case of violation of terms and conditions for the tender. The Performance Security will be returned after completion of the contract without any interest.

4.6 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 behavior of the driver shall be

treated as breach of contract and cancellation of contract. **The vehicle hired will be for exclusive use of Commission only and may have to be used till late hours and even on holidays in Public Interest. Hence, the vehicle provided to Commission shall not be provided by the vendor to any other party even during holidays.**

4.7 The vehicle on duty shall have to be kept clean. The working condition of the vehicle 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 vehicle is found in dirty or shabby condition.

4.8 In case of any breakdown while on journey, alternative arrangement shall have to be made by the contractor with suitable vehicle 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 addition to a penalty of up to Rs. 500/- per such incident.

4.9 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 the user will be deducted.

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

4.11 In the event of Contractor failing to execute the work i.e. supply of vehicle on hire basis at any time to the full satisfaction of the Commission, the later reserves the right to cancel the contract.

4.12 Billing will start from Office premises of the Commission and not from the Taxi stand/garage. The Vehicle (Innova/Ertiga) must first report to the Section Officer or Dealing Assistant of General Section, Staff Selection Commission or requisitioning officer, where meter reading will be got noted and then proceed to the destination on all days including Saturday/Sundays or National holidays. In case the vehicle is 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.

4.13 Copies of Income Tax return of last three accounting year i.e 2015-16, 2016-17 and 2017-18 will have to be furnished with the Tender bid. Without above documents the tender bid will not be considered.

4.14 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.

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

4.16 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 the vehicle in the format as per Annexure-III of NIT to ensure that entries have been made on daily basis. The entries made in the log books have to be got verified either by the user or Dealing Hand on same day use of vehicles, failing which no payment for the use of such vehicle will be made by the Commission.

4.17 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.

4.18 Copy of PAN Card and copy of GST Registration Certificate are required, without which tender will not be considered.

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

4.20 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 (s) of the grounds of Commission's action.

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

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

4.23 The award of the contract will be based upon full evaluation of the Techno-Commercial Bid submitted in accordance with Guideline of Government of India. Decision of the Commission in this regard will be final.

4.24 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.

4.25 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:-

(B. K. Hembrom)
Under Secretary (General)

PROFORMA FOR TECHNICAL BID

1. Name, address and telephone numbers of the Tenderer:

2. Permanent Account Number (PAN) :

3. G.S.T. No. of Firms :

4. Details of Bank Draft for EMD:

5. Whether undertaking for non-black listing enclosed:

6. Whether Copy of Income Tax return of last three accounting years i.e 2015-16, 2016-17 and 2017-2018 enclosed:

7. Mention Distance between Office premises of the Commission and Taxi stand/garage:

8. Name and address of the Proprietor/Partners/Directors and their PAN No:

Date :

Place :

Name, designation and signature of the authorized person

PROFORMA FOR FINANCIAL BID

Hiring charges of vehicles (inclusive all taxes, except Toll Tax, Parking Charges, if any)

a) For monthly basis

Sl.No	Description	Charges for AC vehicles (inclusive of all taxes) per car (in Rs.)		
		Petrol Taxi	Diesel Taxi	CNG Based taxi
1	For SUV vehicles (Innova/Ertiga) for 30/31 days, 300 hrs per month subject to maximum of 2000 kms per month.			
3	For every extra kilometer beyond total 2000 Kms per month			
4	For every extra hour beyond 300 hrs per month			

b) For Daily basis**For SUV Vehicle (Innova).**

Description	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			

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

