

TENDER No. 19/12/2016 – CIC-GA
Dated: 13/10/2016

Central Information Commission

August Kranti Bhawan
Bhikaji Cama Place
New Delhi-110066

**NOTICE INVITING TENDER FOR HIRING OF
DEDICATED AIR CONDITIONED CNG/PETROL
VEHICLE FOR A PERIOD OF ONE YEAR AT
CENTRAL INFORMATION COMMISSION
AUGUST KRANTI BHAWAN, NEW DELHI.**

COST OF THE TENDER FORM RS.200/-

**CLOSING DATE FOR
RECEIPT OF TENDER 03/11/2016 AT 3.00 PM**

Dated 13/10/2016

Central Information Commission
2nd Floor, 'B' Wing / August Kranti Bhavan
Bhikaji Cama Place
New Delhi – 110066

File No. No. 19/12/2016/CIC/GA

Dated: 13/10/2016

NOTICE INVITING TENDER

Tenders are invited for and on behalf of the President of India for award of contract for hiring of dedicated Air Conditioned CNG/Petrol Vehicles for a period of One Year tentatively. The term of engagement is extendable upto one more year on the same terms & conditions, rates etc., on mutual consent basis provided the services are found to be satisfactory. The method of submission of tender, amount of earnest money, security deposit and general terms & conditions applicable to the contract have been mentioned in Annexure-I. The work is to be performed strictly as per parameters/technical specifications given in Part-I of Annexure II. The Proforma for submission of Technical Bid have been given in, Annexure-III and Proforma for submission of format of the Commercial Bid has been given in Annexure-IV to this Notice Inviting Tender. The time schedule of the tender is as under:

2. Schedule of Tender

Tender No.

Last date of bid submission: 03-11-2016,15.00 hrs.

Amount of Earnest Money Deposit as per clause 3 of Annexure-I

Date and time of opening of Tender: (Technical Bids): 03-11-2016, 16.00 Hrs.

Venue: Room No. 309, August Kranti Bhawan, Bhikaji Cama Place, New Delhi-110066.

3. The tender form along with terms and conditions can be downloaded from Website www.cic.gov.in and submitted along with the receipt for price of tender form deposited by Demand Draft of Rs.200/-(Rupees Two Hundred Only) drawn in favour of PAO, CAT, New Delhi. Price of the tender form is Rs.200/-(Rupees Two Hundred Only).

4. The quotations along with Demand Draft of Rs.80000/-(Rupees Eighty Thousand Only) as Earnest Money in favour of PAO, CAT, New Delhi sealed in an envelope along with technical bid and financial bids in separately sealed envelopes together sealed in an envelope super-scribed with the word "tender for engagement of taxi operators 2016-2017" should reach Deputy Secretary (Admn), Room No. 304, Central Information Commission, Floor, August Kranti Bhavan, Bhikaji Cama Place, New Delhi-110066 on or before 03-11-2016 by 15.00 hrs. The quotations received after closing date will not be entertained. The quotations will be opened

by 16.00 hrs. on the same day. The Tenderer or his authorized representative may like to be present at the time of opening of tender. The Earnest Money will be refunded to the unsuccessful bidder.

5. Proof for furnishing the EMD and payments towards the cost of tender should be sent/submitted in original to Deputy Secretary (Gen. Admn), Room No. 304, Central Information Commission, 2 nd Floor, August Kranti Bhavan, Bhikaji Cama Place, New Delhi- 110066.

6. The tenders whose EMD & tender fee documents in original are not received, before last date and time of submission of tender will be rejected summarily.

7. The Commission reserves the right to award and/or withdraw any of the terms and conditions contained in this Tender document and/or to reject any or all tenders without giving any notice or assigning any reason thereof.

(S.K. Rabbani)
Deputy Secretary (Gen. Admn)
011-26717352

Copy to:

1. The office of JS (MR), CIC for uploading the tender notice on the website of Central Information Commission.

Central Information Commission

Annexure-I

GENERAL TERMS AND CONDITIONS

Subject: Notice Inviting Tender to award contract for hiring of dedicated Air Conditioned CNG/Petrol Vehicles for one year.

1. Parties:

The parties to the contract are the contractor (the tenderer to whom the work has been awarded) and the Government of India through the Central Information Commission, August Kranti Bhawan, Bhikaji Cama Place, New Delhi for and on behalf of the President of India, hereinafter referred to as the Commission.

2. Address(es):

For all purposes of the contract including arbitration there under, the address of the contractor mentioned in the tender documents shall be final unless the contractor notifies a change of address by a separate letter sent by registered post with acknowledgement due to the Central Information Commission, August Kranti Bhawan, Bhikaji Cama Place, New. The contractor shall be solely responsible for the consequences of any omission and/or error to notify the change of address in the aforesaid manner.

3. Earnest Money:

- 3.1. A Demand Draft of Rs.80000/- (Rupees Eighty Thousand Only) as Earnest money in favour of PAO, CAT, New Delhi should be submitted along with the (technical bid).
- 3.2. No request for transfer of any previous deposit of Earnest Money and/or security deposit or payment of any pending bill held by the Commission in respect of any previous work, will be entertained for the purpose.
- 3.3. The Tenderer shall not be permitted to withdraw his/her offer or modify the terms and conditions thereof. In case the tenderer fails to observe or comply with the stipulations made herein or backs out after quoting the rates, the aforesaid amount of Earnest Money will be forfeited to the Government.
- 3.4. The tenders without Earnest Money Deposit and tender fee will be summarily rejected.
- 3.5. No claim shall lie against the Government/Commission in respect of erosion in the value or interest on the amount of earnest money deposit or security deposit.

4. Preparation and Submission of Tender:

The tender should be submitted in two cover system namely: (i) Technical bid and (ii) Commercial bid.

- 4.1 Commercial Bids of only those bidders would be opened who fulfil the qualification criteria and are declared qualified in Technical Bid evaluation process by a duly constituted committee of CIC.
- 4.2 A copy of duly filled up Annexure-III along with copy of original Earnest Money Deposit Receipt must be attached in the first cover containing Technical bid.

5. A duly constituted Tender Evaluation Committee (TEC) will evaluate the tender bids.

- 5.1. **Technical Bid:** The Technical bid should be given in Annexure -III along with the copy of the original receipt obtained for the deposit of Earnest Money Deposits under the head for the amount indicated in para 3.1 above along with full details of registration particulars, copy of PAN issued in favour of the firm, full details with scan copies of Registration Certificates and any other information sought for in the last section of the Annexure II.
- 5.2. **Commercial Bid:** The Commercial Bid should be submitted in the second cover. The Commercial Bids of the tenderers short-listed after evaluation of technical bids only will be opened on a specified date and time to be intimated to the respective tenderers in due course.
- 5.3. A consolidated price should be quoted along with its break up showing various items of charge. The price quoted shall be firm and final. No request for upward revision in the rates quoted will be entertained during the currency period of the contract.
- 5.4. Taxes and/or incidentals, if any, to be paid need to be duly indicated in the bid otherwise no extra payment shall be made on this account.
- 5.5. Terms of payment as stated in the Tender Document shall be final.
- 5.6. At the time of payment of bills, the income tax, and/or any other tax, surcharge, etc., shall be deducted at source.
- 5.7 Government rules and guidelines, applicable from time to time shall be strictly adhered to.

5. Validity of the bids:

The bids shall be valid for a period of 180 days from the date of opening of the tenders. This has to be so specified by the tenderer in the commercial bid.

7. Opening of Tender:

The tenderer is at liberty to be present at the opening of the tender either by himself or through not more than one authorized representative. The representative attending the opening of the tender on behalf of the tenderer should bring with him/her a letter of authority from the tenderer and proof of identification.

8 Other Terms & Conditions

- 8.1. Vehicles should have all necessary permits to run in NCR area, i.e., Delhi, Noida/Greater Noida, Ghaziabad, Faridabad, Gurgaon/Manesar. [Copy of the permit to be enclosed]. The services of Cars should be available round the clock. The vendor must have a 24 hours working telephone system so that the requirement of Cars/Taxi can be met at a short notice at odd hours also. The drivers should have mobile numbers so that they could be contacted if required.
- 8.2. The contractor should have sufficient number of drivers having at least five years of experience of driving in Delhi & in NCR. The Car/Taxi provided to an officer should not be generally changed without prior information to the concerned officer. The driver deployed to an officer should not be changed without prior permission of the officer concerned.
- 8.3. Dedicated vehicles, in view of security considerations, and drivers with proven integrity and reliability must be provided. During the periodical maintenance of the vehicle contractor shall provide standby vehicle, as far as possible of same make and year.
- 8.4. The drivers are expected to maintain discipline and decorum during duty hours. They should not smoke or drink while on duty and should not play cards etc. during the idle time. They should not have any previous criminal record. They must follow traffic rules and other regulations prescribed by the Govt. from time to time. Drivers should be familiar with all important places of Delhi, New Delhi and NCR regions and must hold valid commercial driving license for driving Vehicles. A detailed map book of NCR area should be kept in car.
- 8.5. The agencies should abide by all statutory requirements for running the vehicles according to the hiring contract. The Commission will have no responsibility and will in no way be liable towards cost of fuel, and salary to drivers, maintenance etc. or any other charges payable except the contract price, taxes, fees, parking charges and toll tax, if any.
- 8.6. The agencies have to ensure that all necessary documents (Registration Insurance papers, PUC, etc.) are available with the drivers, and that the drivers are well mannered and neatly dressed in uniform. The drivers should always carry a mobile phone with them to facilitate quick contact. The names and full addresses with mobile numbers of the drivers, who will attend the duty, should be furnished as and when they are deployed.
- 8.7 Any change in vehicle or drivers will be allowed only in exceptional circumstances and that too with prior information / approval.

- 8.8. All the cars should be provided with duty slips/log books. Car engaged for duty must be certified by the users indicating clearly the kilometre reading and time of arrival for duty and end of duty on duty slips/log books and the driver should be able to maintain the same independently, with proper care.
- 8.9. The vehicles should be in excellent condition not more than 02 years old mechanically and should not have run more than 50000 km. as well get-up wise as and when the requisition is sent either in writing or verbally by the undersigned or any other authorized representative of the Commission.
- 8.10. Payment will be made on monthly basis on submission of pre-receipted bills(s) supported by duty slips/log books duly signed and stamped by the concerned officers using the cars/authorized signatories.
- 8.11. The contractors should have enough resources to repair their cars in minimum possible time when required, they should be in a position to substitute/replace or arrange extra vehicles at very short notice.
- 8.12. The vehicles should be insured comprehensively and should have necessary permits from the Transport Department/ Authority. The Commission will not be responsible for any challan, loss, damage and accident to the vehicle or to any other vehicle or injury.
- 8.13. Successful bidder has to deposit fixed deposit/bank guarantee of the total tendered amount as may be fixed, in favour of PAO, CAT, New Delhi within a week from the date of acceptance of tender/award of work which should be valid till 17/11/2017. Only after deposition of such fixed deposit/bank guarantee the earnest money deposited by the successful bidder will be refunded.
- 8.14. The rates should be quoted inclusive of all expenses such as fuel, Taxes, diesel, maintenance, repair and servicing, etc. Actual parking charges/toll taxes/entry taxes/inter-state taxes for journeys/service taxes will be reimbursed along with hiring charges bill. The bills raised by the vendor should have all tax Registration numbers printed on the bills.
- 8.15. The rates once quoted and approved will be valid for a period of one year w.e.f. award of contract. No request for revision of rates will be entertained during the period of contract to the disadvantage of Central Information Commission.
- 8.16. The successful bidder will have to enter into an Agreement for one year on Rs.100/- Non-judicial stamp paper. The Commission reserves the right to cancel/withdraw the hiring contract/Agreement at any time without assigning any reason thereof and the contractor shall have no right to contest against the said decision of the Commission.
- 8.17. The Commission reserves the right to reject any or all the quotations, without assigning any reason (s).
- 8.18. The Central Information Commission reserves the right to call any of the vehicles mentioned in the Annexure-II on approved rates.

- 8.19. Night charges as applicable as per rates prescribed by Delhi Transport Authority will be applicable.
- 8.20. The average running of vehicles and duty hours may at times exceed the prescribed limit of hours and kilometres in a day/month.
- 8.21. Vehicles shall always carry first-aid box and mandatory spares, viz, fuses, spark plugs, belts, fire extinguisher, torch, umbrella etc.
- 8.22. The contractor shall be responsible for complying with obligations under income tax, ESI, PF Contract Labour (Regulation & Abolition) Act, Wages Act, Labour Laws etc. and damages to third party arising due to accident etc.
- 8.23. The vehicles will have to be fitted/provided with the following mandatory additional accessories/utilities:
- I. Clean seat cover covered with white towel/floor mats
 - II. Good quality music system
 - III. Reading map and one News Paper (English/Hindi)
 - IV. Tissue paper box
 - V. Car perfume
 - VI. Mobile Charger
 - VII. Seat belts (front & rear)
- 8.24. The authorized officer of this Commission may conduct surprise checking of odometer of the vehicles supplied from any workshop and cost thereof will be borne by the Firm. The authorized officer will also check the condition of the vehicle supplied and items required to be fitted with vehicle. Recovery against bad condition/items not fitted/supplied shall be done.

For more information and details please log on to www.cic.gov.in or contact Shri S.K. Rabbani, Deputy Secretary (Gen. Admn), Room No. 304, 2nd Floor, August Kranti Bhawan, Bhikaji Cama Place, New Delhi-110066, Ph.011-26717352.

9. Criterion for Evaluation of Tenders:

The evaluation of the tenders will be made by a Committee authorized by the competent authority first on the basis of technical information furnished in Annexure-III and then on the basis of commercial information furnished. The Commercial bid of only those bidders will be opened who are found eligible on the basis of technical parameters (as per Annexure III), on the date, time and venue to be announced/communicated after opening of the Technical Bid by the TEC.

Bids shall be evaluated to determine whether they are complete in all respect; whether any error have been made; whether documents have been properly signed; (all the papers should be signed) and whether bids are generally in order.

If there is any discrepancy between words and figures, the amount in words shall prevail.

The TEC shall evaluate in detail and compare the respective bids and comparison of bids shall be on the service offered inclusive of all the levies/taxes and charges indicated in the Commercial Bid. Responsive bid is one, which conforms to all the terms and conditions of the bid document, without material deviation. Higher model and excellent condition of vehicle shall be one of the criterion for evaluation of tenders.

It must be kept in view that no decision will be given by the Tender Evaluation Committee and that any inferences drawn during the meeting of this committee by the tenderers or their representatives will be their own view(s) and the Commission will not be responsible to abide by the same. The reasons for selection or rejection of a particular tender will not be disclosed. The award of contract will further be subject to any specific terms and conditions of the contract given in *Part -II of Annexure II of this NIT*.

10 Right of Acceptance:

- 10.1. The Central Information Commission reserves all rights to reject any tender including of those tenderers who fail to comply with the instructions without assigning any reason whatsoever and does not bind itself to accept the lowest or any specific tender. The decision of the Commission in this regard shall be final and binding.
- 10.2. Any failure on the part of the contractor to observe the prescribed procedure and any attempt to canvass for work will prejudice the contractor's quotation.
- 10.3. The Commission reserves the right to engage more than one operator/service provider at the rates approved for lowest bidder (LI) in case single operator/service provider fails to provide the desired number of vehicles or as deemed fit by the Commission.

11 Communication of Acceptance:

The successful tenderer will be informed of the acceptance of his/her tender. The successful tenderer will have to furnish unconditional acceptance of the contract within 15 days from the date of issue of the offer letter. Necessary Instructions regarding the amount and time provided for Security Deposit will be communicated at appropriate time. A Pre Contract Integrity Pact is required to be signed by the successful tenderer before the award of contract given in the format.

12 Security Deposit:

- 12.1(a) The successful tenderer will have to furnish a Security Deposit of Rs. 1.00 Lakh (Rupees One Lakh Only) in the form of an Account Payee Demand Draft/Fixed Deposit Receipt from a Commercial Bank/ Saving Bank/ Term Deposits Pass Book duly pledged in the name of the PAO, CAT, New Delhi within a week from the date of acceptance of tender/award of work. Non furnishing of the Security Deposit within the stipulated time may result in forfeiture of the EMD and processing the case for further action against the successful tenderer.

- 12.1 (b) Alternatively, the successful tenderer may furnish a bank guarantee of the equivalent amount in an acceptable form in order to safeguard the interests of the Commission in all respects, from a commercial bank for a period of contract exceeding three months from the date of expiry of the contract.
- 12.1(c) No request for transfer of any previous deposit of earnest money and/or security deposit or payment of any kind held by the Commission in respect of any previous work, etc., will be entertained for the purpose.
- 12.2 The Security deposit can be forfeited by order of the Commission in the event of any breach or negligence or non-observance of any of the terms & conditions of the contract or for unsatisfactory performance or for non-acceptance of the work order. On expiry of the contract, such portion of the said security deposit, as may be considered by the Commission sufficient to cover any incorrect or excess payments made on the bills to the contractor/firm, shall be retained until the final audit report on the account of the firm's bills has been received and examined.

13 Penalty:

If after award of contract, the successful bidder (L1) fails to provide required number of vehicles, the contract is liable to be cancelled alongwith forfeiture of performance security and other consequential action such as blacklisting as deemed appropriate. Further, in the event of the contractor failing to:

- (i) Observe or perform any of the terms and conditions of the work/contract as set out herein; or
 - (ii) Execute the work in good and workmen-like manner and to the satisfaction of and by the time fixed by the Department;
- (a) It shall be lawful for the Department in its discretion in the above event to make such arrangements as it may deem fit on the account and at the risk and cost of the contractor.
- (b) Provided that if in either event any excess cost be incurred by reason of the difference between the prices paid and the accepted rates, the Commission may charge the amount of such excess cost to the contractor and the same may at any time thereafter be deducted from any amount that may become due to the contractor under this or any other contract or from the security deposit or may be demanded of him/her to be paid within seven days to the credit of the Commission.
- (c) The powers of the Commission under this clause shall in no way affect or prejudice the powers in certain events to terminate the contract as herein provided nor forfeiture of deposit mentioned under clause 11 above.

- (d) Any deficiency of service, including, change of driver without permission of the authorised officer, non- upkeep of car, non-provision of items as per para 8.23 and 8.24, delay in reporting to the officer concerned may result in levying of penal charges at the rate of Rs.400/-per day and maximum up to 5% of rate quoted for a month in addition to any cost incurred by the Commission in case of non-supply of vehicle for any period during the currency of the contract by the vendor.

14 Natural Calamity, Strike, etc.:

In case of general strike, or natural calamity of any kind, fire accidents or circumstances beyond the control of the contractor causing stoppage of services, whereby the delivery or completion of services may be suspended resulting in undue delay without penalty, Commission shall have the power during such stoppage to get the work done from elsewhere without charging the contractor. No obligation will rest on Commission to pay for any portion of the services undertaken during such a stoppage.

The contractor shall provide every facility for removal and use of materials as may be necessary for timely completion of the services.

15 Insolvency etc.:

In the event of the contractor/firm being adjudged insolvent or having a receiver appointed for it by a court or any other order under the Insolvency Act made against them or in the case of a company the passing of any resolution or making of any order for winding up, whether voluntary or otherwise, or in the event of the firm failing to comply with any of the conditions herein specified, the Commission shall have the power to terminate the contract without previous notice.

16 Disclaimer:

The near relatives of employees of the Central Information Commission are prohibited from participation in this tender. The near relatives for this purpose are defined as:(a)Members of a Hindu Undivided Family. (b)Their spouses (c) The one related to the other in the manner as father, son(s), Son's wife(daughter-in-law), daughter(s) & daughter's Husband son-in-law), brother(s) and brother's wife, sister(s) and sister's husband(s)(brother(s)-in-law).

17 Breach of Terms and Conditions:

In case of breach of any of the terms and conditions mentioned hereinabove, the Commission shall have the right to cancel the work order without assigning any reason thereof and nothing will be payable by the Commission in that event and the security deposit shall stand forfeited and also the damage(s) and/or loss (es), if any, that may be caused to the Commission as a result of such cancellation of work order/contract, shall be payable by the contractor in addition.

18 Subletting of Work:

The Contractor shall not assign and/or sublet the work or any part of it to any other person or party.

- 18.1 The tender is not transferable. Only one tender shall be submitted by one tenderer. In case more than one tenders are found to have been submitted by a tenderer, all the tenders of such tenderer shall be liable to be rejected.
- 18.2 No person other than the authorized representative of the contractor shall be allowed to enter the premises of the Commission. Also no activity other than the duty/service shall be allowed from the Commission premises.
- 18.3 The contractor shall be solely responsible for payment of salaries/wages/other benefits and allowances to his/her personnel/Drivers that might become applicable under any Act or Order of the Government. The Commission shall have no liability whatsoever in this regard and the contractor shall indemnify the Commission against any/all claims, which may arise under the provisions of various Acts, Rules, Government orders etc.
- 18.4 The contractor shall be directly responsible for any/ all disputes arising between him and his personnel and keep the Commission indemnified against all actions, losses, damages, expenses and claims whatsoever arising thereof.
- 18.5 The personnel engaged by the contractor are subject to security check by the Government security staff at any time
- 18.6 The contractor shall be fully .responsible for theft, burglary, fire or any mischievous deeds by his/her staff.

19 Terms of payment:

- 19.1 No payment shall be made in advance nor shall any loan from any bank or financial institution be recommended on the basis of the order of award of work/contract.
- 19.2 The contractor shall submit the bills on a monthly basis along with the duty slips, copy of the logbook in prescribed Proforma duly signed by the authorized user/officer at each stage in the first week of the following month for sanction of the amount of bill and passing the bill for payment by this Commission.
- 19.3 All payments shall be made through E-Payment only after deducting income tax and/or any other tax(es)/charges etc., at source, as liable for, such work/services in accordance with the Government's rules and instructions from time to time
- 19.4 The term "payment" mentioned in this para includes all types of payments due to the contractor arising on account of this contract excluding Earnest Money and Security Deposit governed by separate clauses of the contract.

- 19.5 The bids have been invited for daily rated basis (Full day rate for 100km in 10 hrs., half day rate for 50km in 5hrs, extra time rate and extra km rate) and monthly basis (Rates for additional km beyond 2500 km and rates for additional hours beyond 270 hours.)
- 19.6 It may be noted that the duty point would be August Kranti Bhawan, Bhikaji Cama Place, New Delhi and Old JNU Campus, New Delhi or any other place as intimated by the office and the mileage and time would be calculated accordingly, and not from garage to garage.
- 20** The contract shall be governed by and interpreted in accordance with the Laws of the Union of India.

All matters under this contract shall be under the legal jurisdiction of the Courts situated at Delhi/New Delhi only.

21 Arbitration:

If any difference arises concerning this Agreement, its interpretation, on the payment to be made there under, the same shall be settled by mutual consultations and negotiations. If attempts for conciliation do not yield any results within a period of 30 days, either of the parties may make a request to the other party for submission of the dispute for decision by an arbitral tribunal containing a Sole Arbitrator to be appointed by the Secretary, Central Information Commission. The arbitration proceedings shall take place at August Kranti Bhawan, Bhikaji Cama Place, New Delhi and shall be conducted in English. The provisions of Arbitration and Conciliation Act, 1996 and the rules framed there under and in force, shall be applicable to such proceedings.

(Dated Signature of the Tenderer with stamp)

Dated

Place

PARAMETERS AND TECHNICAL SPECIFICATIONS FOR EXECUTING THE WORK

Sub.: Notice Inviting Tender for award of contract for hiring of dedicated CNG/Petrol Vehicles for one year.

Part –I

Parameters and Technical Specifications for Executing the Work

1. The tenderers should have well established transport agencies with at least 05(five)(RC to be enclosed) CNG/Petrol Vehicles with AC duly registered as well as operatable in Delhi/New Delhi. These Vehicles should be Maruti Sx4, Maruti Ciaz, Honda City, Ford EcoSport (Category – 1) and Maruti Swift Dzire, ETIOS, Honda Amaze (category – 2) model 2014 onwards of white colour and fitted with an original engine and must not have covered more than 50,000 Kms of run as on the date of submission of tenders. The details of these Vehicles should be furnished along with the tender documents in the prescribed proforma for technical bid. The Central Information Commission will inspect such CNG/Petrol Vehicles available with the selected contractor and only those vehicles, which have been identified and approved by the Commission, should be put on duty with the Commission by the contractor. The Commission would normally require about 2-3 such Vehicles on regular basis and in addition 01 to 02 more cars may be required once or twice a week. However, the requirement of Vehicles may increase or decrease as per requirement of Central Information Commission.
2. The dedicated CNG/Petrol Vehicles to be provided to the Central Information Commission must be in possession of current and valid comprehensive insurance cover and pollution under control certificate at all times.
3. The firm should be registered and a copy of Registration Certificate should be enclosed.
4. Following documents as indicated in the instructions to the tenderer shall be enclosed with the technical bid:
 - (i) Proforma of Technical Bid duly completed in all respects (As given in Annexure III).
 - (ii) A list of vehicles [as mentioned in para I above], with their registration numbers, year, make, model, valid insurance, in the prescribed proforma.
 - (iii) Photocopy of RCs of vehicles of 2014 onwards models (white colour) Maruti Sx4, Maruti Ciaz, Honda City, Ford EcoSport or Maruti Swift Dzire, ETIOS, Honda Amaze as mentioned in the list.
 - (iv) Names and addresses of garage(s)/Vehicles stand in different parts of Delhi/New Delhi from where the vehicles shall be provided by the tenderer/firm.
 - (v) Original cash receipt for deposits of a sum of Rs.80,000/-as Earnest Money.

- (vi) Original cash receipt for deposit of a sum of Rs.200/-towards cost of tender documents.
 - (vii) Any other information, which the vendor may like to furnish.
- 5.** The contractor short-listed based on technical parameters will be required to present the vehicles to be inspected by the technical expert(s) as nominated by the Commission at any time after opening of the Technical Bids. Commercial bids of those tenderers whose bids have been found valid as per technical parameters and whose vehicles have been certified as per norms of NIT by the Technical Committee, will only be opened.

Part-II

Terms and Conditions specific to the Contract/work

1. In addition to conditions already mentioned in para 8 of Annexure-I, the contract will normally be valid for a period of one year **from the** date of its award. It may, however, be renewed at the discretion of the Commission for another year. If the services of the contractor are found satisfactory and the contractor agrees to the renewal of the contract on the same terms and conditions already approved.
2. Only such taxi operators may apply whose Vehicles have been duly authorized by concerned RTO for use as Public Transport in Delhi and NCR region and who have telephone connections available at their premises/garage /stands from where such Vehicles are to be operated and can be requisitioned by the Commission.
3. The transport agency shall ensure that the registration, road tax, insurance and other documentation/statutory requirements of the taxi are current and kept up to date at their own cost.
4. The transport agency concerned should have adequate number of telephones for contact and contact address round the clock, which shall be provided to the Deputy Secretary (Gen. Admn) or any other officer authorized for this purpose by the competent authority, Central Information Commission as well as to the officer using the vehicle. The drivers should also be provided with mobile phones, duly activated, all the time.
5. The transport agency shall also be required to provide vehicles on holidays and at odd hours if required by the Commission. They will ensure punctuality and booking and supply of vehicles round the clock even at short notice(s).
6. The drivers of the vehicles should have valid commercial driving license and will maintain Log Books in prescribed forms/other forms/documents, which will be supplied by the Commission in respect of each car. It shall be their responsibility to get signature of officers using the vehicle, failing which the claim(s) against undersigned journey(s) shall not be entertained.
7. The Commission reserves the right to terminate the contract/cancel the tender at any time without assigning any reason thereto. The shall not be entitled to any compensation, damage, whatsoever may be, for reason of such termination /cancellation.
8. The contract will maintain such records as may be required or prescribed by the Commission for documenting the hiring of the vehicles and for preferring claims thereof for payments.
9. The tempering of meter reading, vehicle usage timing, overwriting of log sheets and misbehaviour of driver shall be viewed seriously and may lead to termination of contract.
10. The Contractor shall be fully responsible for any loss or damage to the vehicle and also liable to pay full compensation for any injury or any other loss to passengers.
11. The Vehicles should be mechanically sound, well maintained, properly upholstered and provided with bucket seats.

12. The upholstery should be of good quality, sober cotton seat covers. The colour of the vehicle may preferably be shell white/white with original paint.
13. All company fitted fixtures, fittings and gadgets fitted in the taxi are liable to be used, without any extra payments.
14. Vehicles with retrofitted engine will not be acceptable.
15. The Vehicles should be fitted with tyres in good condition.
16. The driver operating the taxi must be well-mannered, properly dressed, well acquainted with Delhi/New Delhi & NCR roads and must have at least 05 years of experience and a valid driving license. He should never be under the influence of intoxicating drinks and drugs etc., while on duty.
17. No payment will be made for a vehicle that does not meet the stipulated technical conditions even though the contractor may have put such a vehicle for service with the Commission.
18. No mileage will be allowed for lunch/tea etc. of the Driver. He should carry lunch with him.
19. While the Commission has a regular requirement for hiring Vehicles, it shall have right not to utilize the services at all at any time for any period without giving any notice and for furnishing any reason therefor. The Commission also reserves the right to hire Vehicles from any other provider of such services even during the period of contract.
20. The driver shall observe all etiquette and protocol while performing duty and must carry a mobile phone in working condition for which no separate payment shall be made by the Commission.
21. The firm should have a provision to take bookings 24 X 7.
22. Rates once finalized will be fixed for a period of one year. Any upward change in rates will not be considered due to any hike in Fuel prices or taxes thereon.
23. The number of Vehicles to be hired may increase or decrease as per requirements of the Commission and the Commission will not be bound to hire a minimum and/or maximum number of Vehicles at any time during the period of contract.
24. Any deficiency of service, for example, change of driver without permission, non-upkeep of car, delay in reporting etc. may result in levying of penal charges at the rate of Rs.400/-per day and up to 5% of rate quoted for a month in addition to any cost incurred by the office in case of non-supply of vehicle for any period during the contract by the vendor.

(Dated Signature of the Tenderer along with rubber stamp of the firm)

Dated

Place

TENDER FORM-1-TECHNICAL INFORMATION/BID AND UNDERTAKING

(See Clause 5 of Annexure I of this Tender Document)

Sub: Notice Inviting Tender -for award of Contract for hiring dedicated CNG/Petrol Vehicles for one year.**1. Name of the Tenderer/Concern:** _____

1(a) Address & Tel. No. of the concern

1(b) PAN of the concern _____

(Enclose attested copy of the PAN Card)

2. Nature of the**Concern:** _____

(i.e., sole Proprietor of Partnership firm or a Company or a Government Department or a Public Sector Organization)(Please see clause 5 of Annexure-I).

3. Details of earnest Money

Deposit _____ (Rs. _____) (Original to be enclosed) and _____ amount of Earnest Money

4. Proposed date to start work.**5. Certificate of Experience and List of Important Works of the nature stated above undertaken during last three years (Summary may be enclosed giving name of the organization for whom the work was done and period of work etc.)****6. Lists of Major Customers (may be given on Separate Sheet)****7. Whether copies of authenticated balance sheet for the past three years enclosed Yes/No.****8. Information about the vehicles.**

S. No.	Type/Make of Vehicle (A/C)	Model of Year	Regn. No.	Kms Covered as on date	Fitness Valid upto
(i)	Maruti Sx4, Maruti Ciaz Honda City, Ford EcoSport				
(ii)	Maruti Swift Dzire, ETIOS, Honda AMAZE				

Address of Garage/taxi stand at Delhi/New Delhi**(i) Distance of Garage from August Kranti Bhawan, Bhikaji Cama Place _____ km****(ii) Distance of Garage from Old JNU Campus _____ km****(Dated Signature of Tenderer with stamp of the firm)****Dated:****Place:**

UNDERTAKING

- 1 I/We do hereby undertake that I/We have carefully studied all the terms and conditions and understood the parameters of the proposed work of the Central Information Commission and shall abide by them in letter and spirit.
- 2 I/We do also undertake that I/we have understood the "Parameters and Technical Specifications for conducting the Work" mentioned in Annexure II of the Tender No. 19/12/2016/CIC/GA dated 13/10/2016 and shall conduct the Work strictly as per these "Parameters and Technical Specifications."
- 3 I/We do further undertake that the information given in this tender are true and correct in all respects and I/ we hold total responsibility for the same.
- 4 I/We do also undertake that the samples/information being supplied with Technical Bid are in accordance with specifications given in the Part-I of Annexure-II to the NIT and I/We shall be responsible for rejection/cancellation of contract if the samples/information are not found up to the mark or the information furnished along with the tender is found incorrect and/or insufficient at a future date.
- 5 I/We do hereby certify that none of my/our relative(s) as defined in disclaimer clause of Annexure I is/ are employed in the Central Information Commission.

INTEGRITY PACT

"I/we also undertake that the technical details being supplied with technical bid are in accordance with specifications given in part-I of Annexure-II to the NIT and I/we shall be responsible for rejection/ cancellation of the contract if the technical details are not found up to the mark or for Civil/ criminal proceedings, if goods provided are found sub-standard or not in accordance with the technical specifications furnished along with the tender at a future date."

Date

Place

TENDER FORM - 2 COMMERCIAL BID
(See Clause 6 of Annexure I of this Tender Document)

Sub: Notice inviting tender for award of contract for hiring CNG/Petrol Vehicles for one year.

The transporter may quote daily and monthly rates in respect of below mentioned Vehicles in the following slabs:

Category 1 – Maruti Sx4 , Honda City, Maruti Ciaz, Ford EcoSport

Category 2 Maruti Swift Dzire, ETIOS, Honda AMAZE

S. No.	Details of requirement kms/Hrs	Category - 1		Category - 2	
		Petrol	CNG	Petrol	CNG
1	Daily Rates for 100 kms & 10 hrs.				
2	Half Day Rate for 50 kms in 05 hrs.				
3	Rates for additional hours beyond 10 hrs. Duty.				
4	Rates for additional Kilometre beyond 100 kms per day				
5	Rates on monthly basis. Please indicate the rate per month / 2500 km/270 hrs				
6	Rates for additional kms beyond 2500 kms				
7	Rates for additional hours beyond 270 hours				

Note:

- 1 The rates mentioned above are all-inclusive of **factory built accessories and no further charges will be claimed.**
- 2 The rates quoted by the firm for hire of Air Conditioned CNG/Petrol Vehicles with driver shall be inclusive of all taxes and charges except Toll Tax, DND and Parking charge which will be allowed on actual basis. No additional charges in any form will be admissible. The rates shall also not be altered during the currency of the contract.
- 3 The mileage for the purpose of 'vehicle run' and 'hours of duty' shall be reckoned from the place of reporting to place of release as the case may be. The contractor will have to specifically submit the address of their garage.
- 4 The bids shall be valid for a period of 180 days from the date of opening of tenders.
- 5 Any other information.

Date

Place

(Dated Signature of Tenderer with stamp of the firm)