

No. 10(13)/2012-13/NMNH/Admn.  
Government of India  
National Museum of Natural History  
(Ministry of Environment & Forests)

Tansen Marg  
New Delhi  
Dated 11/05/2012

## **TENDER NOTICE**

### **SUB: HIRING OF DLY TAXIS**

Sealed quotations in the enclosed prescribed pro-forma are invited from registered transporters within the National Capital Territory of Delhi for hiring of Taxis for the use of this Department on monthly/need basis. The said contract is initially for a period of 12 months which may be extended at the discretion of the Department for a further period of one year.

2. The quotation may be sent to Administrative Officer (Administration) 6<sup>th</sup> floor in sealed cover super scribed "quotations for hiring DLY Taxis" latest by 3.00 PM on 18<sup>th</sup> May, 2012. Quotations received after stipulated date/time shall not be entertained. The quotation may be sent along with a Pay Order/Banker's Cheque of Rs. 5000/- (Rupees five thousand only) drawn in favour of Pay & Account Office, Ministry of Environment & Forests, Lodhi Road, New Delhi towards Earnest Money Deposit.

3. The contract will be governed by the following terms and conditions:

(1) The rates quoted in response to the tender will remain unchanged till the currency of the contract. In case Government decides to increase/decrease rates depending upon the type of fuel being used as per the prescribed formula as indicated below:-

Revision of the fare due to increase/decrease in the Petrol/Diesel/CNG prices shall be considered by the Department if increase/decrease announced by Government of India is more than 10%. In case the increase/decrease is beyond 10%, the rates shall be increased/decreased by 1/4<sup>th</sup> of the percentage increase/decrease in the fuel prices. For this purpose, firms are bound to furnish list of petrol/diesel/CNG driven vehicles supplied by them on a monthly basis. this statement must indicate petrol/diesel/CNG vehicle separately and must be sent to this Department along with their monthly bills. In the absence of this declaration, no increase will be permissible.

(2) The cars of 2009 models onward which are in excellent running conditions with immaculate seat covers only are to be provided.

(3) The firm shall be responsible for providing the required number of vehicles at any time, even at short notice. The services should be available round the clock. The firm must have a 24 hours working telephone system so that the requirement of cars can be met at short notice at odd hours on holidays. The drivers should have mobile phones so that they could be contacted during duty hours.

(4) The kilometer-age for the purpose of “vehicle run” and “hours of duty” shall be reckoned from the point of reporting for duty to the point of vehicle released i.e. National

Museum of Natural History, Tansen Marg, New Delhi. or other such place as selected by the Department. No mileage will be allowed to drivers for lunch/breakfast or for drawal of fuel etc.

(5) The drivers of the vehicle will maintain Log-Sheets (Log Book) in respect of each car. The said book/sheet will have to be signed by the actual users and these will have to be sent along with bills of each car to this office.

(6) As far as possible, the same car will be deployed with a particular officer and the driver would not be changed without prior notice. In case the car/driver is changed without prior consent of this office, 70% of the charges payable for the days the new driver is deployed, would be deducted on each occasion.

(7) The drivers of the cars should have valid driving license from the appropriate authority and be well experienced, well mannered, and punctual and deploy the same driver for driving a particular car.

(8) The cars hired on regular basis are expected to normally remain with this office for official use during 8.00 AM to 6.30 PM on all days i.e. Monday to Saturday every week except IInd Saturday but may also be required for longer hours and also on Sunday and other closed holidays.

(9) Actual parking charges/toll taxes/entry taxes/inter-state taxes for journeys/service taxes will be reimbursed along with the hiring charges bill. The bills raised by the firm should have all tax registration numbers printed on the bills.

(10) The selected firm will have to deposit a contract surety of Rs. 10,000/- (Rupees ten thousand only) in the form of FDR/Bank Guarantee hypothecated to National Museum of Natural History which should be valid throughout the period of contract.

(11) In the event of the contractor backing out of the contract midstream without any explicit consent of this office, he will be liable to the recovery of the higher rates vis-à-vis those contract rates, which may have to be incurred by this office on transportation of officer for the balance period of contract through alternative means. The bill amount of the month would also be forfeited.

(12) In case deficiencies in above services at any point of time are noted, a penalty up to 10% of bills for that month would be deducted. However, if lapses are noted for three consequent times in a row, the contract would be cancelled immediately. This is without prejudice to other stipulated terms and condition mentioned in the contract and surety amount of Rs. 10,000/- would be forfeited.

(13) The Department reserves the right to cancel the contract, at any time, without assigning any reason.

(14) Payment of hiring charges will be made on monthly basis. The bills for the use of cars, accompanied by the duty slip/log book/sheets will be preferred after each completed month. The bill would be preferred officers-wise, duly certified by the officer concerned.

(15) In case a tender is selected and withdrawn from the bids without the consent of this office, his EMD is liable to be forfeited.

(16) The bidder should be a reputed firm/Contractor for providing the services of Taxis with an experience of 5 years for providing the said services in Government Offices/Public Undertakings and also having sound financial standing with annual turnover of Rs. 30,00,000/- (Rupees Thirty Lakhs Only) Bidder should indicate their yearly turnover, PAN No., Service Tax/Vat registration No. (Proof to be attached.)

(17) The tendered should have a well-established office, located within a radius of 10 Kms from NMNH, Tansen Marg, New Delhi .

(18) The tenderer should enclose a signed copy of the terms and conditions stipulated for award of the contract, conveying his acceptance of the same.

(19) No night charge will be payable.

(20) The vehicles supplied by the firm may be required to dly in NCR areas, such as NOIDA, Ghaziabad and Gurgaon and therefore, vehicle supplied should be fit to dly in all such areas.

(21) Vehicles supplied by the firm will be regularly inspected by nominated Officers for the purpose and in case of non-compliance of any of the conditions, if brought to the notice by the users or the inspection Officer, a penalty of Rs. 500/- on each fault will be imposed.

(22) In case of abnormal delay in reporting of vehicle, a penalty of Rs. 500/- per day will be imposed in addition to the reduction of charges on pro rata basis.

(23) The firm will have to submit a list of all cars proposed to be supplied by them indicating their make, Registration no. model and type of fuel consumed by each car along with their letter of acceptance of this offer.

4. The quotations received will be opened on the same day i.e. 18<sup>th</sup> May, 2012 at the 4.00 PM in NMNH, New Delhi. The tenderer or his representative may, if they so desire, be present at the time of opening of quotations.

5. The National Museum of Natural History reserves the right to accept or reject any quotation in full or part without assigning any reason thereof. The decision of this Department in this regard shall be final and binding on the firm. Any clarification in the matter may be obtained from Sh. Vinod Kumar, Administrative Officer on telephone No. 23317992.

**(Vinod Kumar)**  
**Administrative Officer**

To

1. As per list.
2. All Ministries/Departments of Central Govt. with the request that, this may be brought to the notice of the contractor of their respective Ministry/Department.
3. NMNH Website.

**PROFORMA FOR RATES ON MONTHLY BASIS**

Sr. No.	Particulars	Tata Dizer or segment vehicle	Indigo/Swift or same vehicle	Mini Bus/Tata 407 or same segment vehicle with a capacity of 20-30 seater.
1.	1800 KM & 250 HRS of Duty per month			
2.	Charges for Ext. Kms. Beyond 1800 Kms.			
3.	Charges for extra Hrs. of duty beyond 250 Hrs.			

**PROFORMA OF RATES ON DAILY/NEED BASIS**

Sr. No.	Particulars	Tata Dizer or segment vehicle	Indigo/Swift or same vehicle	Mini Bus/Tata 407 or same segment vehicle with a capacity of 20-30 seater.
1.	Rates for 80 Kms & 10 hrs of duty			
2.	Rates for 40 Kms. & 5hrs of duty			
3.	Charges for extra Kms. Beyond 80 Kms./40Kms.			
4.	Charges for extra Hrs of duty beyond 10Hrs/5Hrs.			

I/We accept the terms and conditions stipulated in your above quoted tender enquiry and agree to abide by the same.

Your faithfully,

(Signature of the tenderer)

Date

Name of the taxi-stand/firm  
Adress and office stamp/seal  
(with telephone number)