

**INDIAN AUDIT & ACCOUNTS DEPARTMENT  
OFFICE OF THE DIRECTOR GENERAL  
INTERNATIONAL CENTRE FOR ENVIRONMENT AUDIT AND  
SUSTAINABLE DEVELOPMENT (iCED)  
PLOT No.6&7, RIICO INDUSTRIAL AREA, KANT KALWAR  
NEAR ACHROL, JAIPUR (RAJASTHAN)**

**Notice Inviting Tender calling quotations in two bid system for hiring of cars/buses in iCED on day-  
to-day need basis and on monthly basis**

BRIEF INFORMATION ON BID DOCUMENT

Duration of Contract	One year from the date of agreement, which is extendable subject to satisfactory services likely to commence from <b>1<sup>st</sup> April, 2018</b>
Last Date and time of submission	Up to 15:00 hours of <b>09.03.2018</b>
Date of opening of Technical Bid	At 15:30 hours of <b>09.03.2018</b>
Date of opening of financial bids for technically qualified bidder	To be notified later
EMD	Rs. 52,000/- (Rupees Fifty Two Thousand only) in the form of crossed Demand Draft/ Pay order in favour of PAO, IA&AD, Jaipur payable at Jaipur
Cost of Tender Document	-
Validity of Bid	60 days
Total Number of pages of Bid (Tender) Document	1 to 9 pages
Address and Venue of submission of bids	Director (Administration) International Centre for Environment Audit and Sustainable Development (iCED) Plot No.6&7, RIICO Industrial Area Kant Kalwar, near Achrol Jaipur-Delhi highway Distt: Jaipur (Rajasthan)

**OFFICE OF THE DIRECTOR GENERAL**  
**INTERNATIONAL CENTRE FOR ENVIRONMENT AUDIT & SUSTAINABLE DEVELOPMENT (iCED)**  
**Plot No.6-7, RIICO Industrial Area, Kant Kalwar**  
**Near Achrol, Jaipur**

**Notice Inviting Tender calling quotations in two bid system for hiring of cars/buses in iCED on day-to-day need basis and on monthly basis**

iCED invites tenders from reputed, experienced and financially sound taxi/bus service providers to provide car/bus rental services at its campus to meet the day-to-day requirement of cars/buses. The contract will be initially for a period of one year and extendable on year to year basis, subject to satisfactory performance of the firm and with the approval of Competent Authority.

**Scope of work**

- (1) One AC Innova on monthly basis for commuting the staff from Jaipur to iCED and back.
- (2) 7+1 seater and 4+1 seater AC cars for pickup and drop of participants/faculties/guests from/to airport/ railway station/ bus stand in Jaipur, on day-to-day need basis.
- (3) Luxury AC buses for participants for Light & Sound Show at Amber, Chokhi Dhani, Shopping in Jaipur, local tours of short distance.

**Technical Eligibility Criteria**

The bidder must fulfil the following technical specifications in order to be eligible for opening of financial bids and award of the contract:-

1. The Registered Office or branch office of the bidder **should be located in Jaipur**. An attested copy of the Registration Certificate of their office shall be enclosed. The bidder should have sufficient experience in serving Government organisations, good reputation and financially sound.
2. In case of partnership firms, a copy of the Partnership Agreement, or General Power of Attorney duly attested by a Notary Public, should be furnished on a stamped paper duly sworn or affirmed by all the partners admitting execution of the partnership agreement or the general power of attorney. The attested copy of the certificate of registration of firm should also be enclosed along with the quotation.
3. The bidder should have its own bank account.
4. A self-attested copy of PAN Card be attached with the quotation.

5. A self-certified copy of the GST registration must be attached with the quotation. Without GST registration, the bid will be summarily rejected.

6. An undertaking from the bidder firm stating that the firm has not been blacklisted by any Central Government Department/Ministry/PSU/Bank, or State Government etc. must be attached with the bid documents.

7. The bidder must have experience of supplying cars/buses on rent basis to reputed organisations particularly Central/ State Government Departments/ PSUs. The bidder will be required to submit along with the bid document a proof of successful and satisfactory completion of service contracts/work. The certificate should be from a prominent organisation (Government organisation/ PSU/ Bank).

**Sealed quotation will be submitted in two parts namely Technical and Financial in two different covers and the same should be kept in a sealed third cover superscribing "QUOTATION FOR HIRING OF CARS/BUSES ON DAY-TO-DAY AND MONTHLY BASIS". The technical bid will contain only documents relating to eligibility criteria and EMD. The financial bid of the technically qualified bidder will only be opened.**

#### **8. Earnest Money Deposit (EMD)**

The bidder should deposit EMD amounting to **Rs.52,000/- (Rupees fifty two thousand only)** along with the technical bid in the form of Demand Draft/ Pay Order payable to the **P&AO, IA&AD, Jaipur** which will be returned to the unsuccessful bidders on finalization and award of contract to the L1 firm and to the successful bidder on receipt of security deposit. The bid without EMD shall be rejected and no correspondence will be entertained on this subject.

#### **9. Performance Security**

The successful bidder will have to deposit performance security amounting to **Rs.1,30,000/- (Rupees one lakh thirty thousand only)** in the form of bank guarantee (BG) from reputed bank. The BG should be valid for sixty days beyond the date of completion of the contractual obligations. In case the contract is extended beyond the initial period of one year, the validity of Performance Security received from the firm by way of BG will also be renewed.

#### **Terms and Conditions of the Contract**

1. **The mileage will start and terminate at picking-up and dropping points in the morning and evening, respectively.** In between picking and dropping timings, the vehicle would also be used to

ferry officers from/to iCED campus to Jaipur. Cars/buses can also be used on holidays, Saturdays/Sundays, as and when required.

2. The contract will be for a period of one year and it is likely to commence from 1<sup>st</sup> April 2018 which may be extended on yearly basis at the same rates, terms and conditions depending upon the requirement and administrative convenience of iCED. Any further extension can be considered on mutually agreed terms and conditions. The iCED, however, reserves the right to terminate/curtail the contract at any time after giving one month's notice without assigning any reason.

3. The vehicles to be provided should not be older than 2016 and should not have covered more than 50,000 kms.

4. The cars/buses to be provided by the contractor should be in perfectly good and sound conditions.

5. The cars/buses should be fitted with all modern features such as clean loose seat covers, quality radio music system, reading lamp, tissue paper box, car perfume, seat belts front and rear, umbrella during monsoon.

6. The vehicles should be comprehensively insured.

7. The firm should have sufficient number of drivers having experience of driving in Jaipur.

8. Only such tour operator/agency may submit their quotations whose cars/buses have been duly authorised by the concerned RTO for use as public transport and who have telephone connections available at their premises/garage/stands from where such cars/buses are to be operated and can be requisitioned by iCED.

9. The firm should ensure that the drivers employed hold valid driving license, are well trained, well behaved, reasonably educated, conversant with traffic rules/regulations and city roads/routes as well as security instructions.

10. Each driver employed by the firm must have a cell-phone duly activated.

11. Each driver should wear **uniform** while on duty, which will be provided at contractor's cost. The drivers to be deployed with the iCED should have got their antecedent verified by the local police. Before award of the contract the successful bidder will be required to submit a list of drivers to be deployed under the contract with a copy of their police verification certificates and detailed bio-data. The firm will also be required to furnish a certificate stating that the drivers proposed to be deployed bear good moral character.

12. Punctuality will have to be ensured and log book shall be maintained by the drivers. The drivers shall be responsible for proper completion of the log books including obtaining the signatures of the user.
13. The firm should have a provision to take bookings round the clock.
14. The firm should be capable of providing fleets of vehicles for events, delegations, meetings and conferences, etc.
15. Rates once finalised will be fixed at least for a period of one year and used as base rate in the case of upward and downward change in rates in fuel prices.
16. Any complaint from the user regarding poor upkeep, maintenance, non-availability of above accessories or any of the conditions prescribed for drivers not being met would attract a penalty by cut from the bill for that day(s) on pro rata basis @ 25% in the first instance, 50% in the second instance and removal of driver and/ or vehicle from the fleet on the third instance.
17. Any overtime arising due to breakdown of vehicle supplied by the agency shall be on its account and shall not be charged to iCED.
18. A daily record indicating time and mileage for each vehicle shall be maintained by the driver in a log book in a format as per Staff Car Rules of the Government of India and the log book shall be submitted to the concerned officer in iCED for scrutiny, etc.
19. A vehicle will be allowed for use only in good condition when the Milo Meter is sealed. If during the running of the vehicle it is found that the milo metre is tempered/unsealed then forfeiture of hiring charges and a penalty as fixed by iCED will be imposed.
20. The time and mileage shall be taken into account from the reporting/release place. In other words **there shall be no dead mileage** and the to and fro journeys from the taxi stand to the reporting place and releasing place to taxi stand will not be counted for computing the mileage or time.
21. Once the hiring of vehicles commences from a particular agency/firm, the vehicles and drivers should not be changed unless so requested for by the iCED. The vehicles must be available at any time of day as desired by iCED.
22. The contractor shall indemnify the iCED against all other damages/charges for which the iCED may be held liable or pay on account of the negligence of the contractor or his staff or any person under his control whether in respect of accident/injury to the person or damages to the property of any member of the public or any person or in executing the work or otherwise and against all claims

and demand thereof. The iCED shall not be responsible financially or otherwise for any injury to the driver or person deployed by the contractor during the course of performing the duties.

23. The iCED reserves the right to terminate the contract without assigning any reason by giving one month's notice to the contractor.

24. Vehicles provided to iCED should bear commercial Taxi Cab Registration Numbers and should have comprehensive insurance and Drivers so provided with the vehicles shall have commercial LMV/HMV Driving Licence, as applicable, and Badges.

25. The vehicles should conform to the Pollution norms prescribed by the Transport Department.

26. In case of breakdown of any vehicle, the contractor shall replace the breakdown vehicle within one hour failing which the iCED has the right to hire vehicle from any other sources at the expense of the contractor.

27. Operation and function of vehicles and Drivers shall be governed by Motor Vehicles Act/Motor Vehicles Rules and these shall be the responsibility of the contractor.

28. No advance payment will be made.

29. The bills should be made date-wise by the contractor and should be submitted to the G.S. Section of the iCED on monthly basis i.e. by 10<sup>th</sup> of succeeding month. Late submission of the bills after the due date will not be entertained. The bill should indicate GST Registration Number and Permanent Account Number.

30. The iCED will deduct Income Tax at source from the contractor's bills at the prevailing rates.

31. The contractor shall ensure that all the necessary documents i.e. RC, Insurance papers, etc. are available with the drivers deployed for duty in the iCED.

32. The firm should be in a position to repair the vehicle(s) in short time.

33. 1% of the daily amount will be deducted in case of delayed reporting by the driver and Rs.1,000/- per day will be deducted in case non availability of vehicle on any day in case of hiring on monthly basis.

34. PENALLTIES

(1) For non-providing of vehicle in time: Rs.100/- per hour of delay.

(2) For not providing substitute vehicles: Rs.500/- per default or cost of hiring charges from other sources, whichever is higher;

- (3) On misbehaviour by the Driver: Rs.500/- per default;
- (4) For violation/breach of any of the condition of the contract: Rs.1,000/- per default and/or Termination of the contract/forfeiture of Performance Security.
35. In case of breach of contract by the contractor, the Performance Security shall be forfeited by the Government and the firm shall be blacklisted in addition to termination of the contract in question. The right of action will rest with the authority entering into the agreement.
36. The price quoted should be exclusive of GST. GST will be paid extra at applicable rates from time to time.
37. In the case of dispute or difference arising out of or in a way concerning the agreement shall be referred to the sole arbitration of any person nominated by the Director General, iCED, Jaipur. The award of the arbitrator so appointed shall be final and binding on the parties.
38. The entire dispute shall be subject to the Jaipur jurisdiction.
39. The tender process of the contract can be terminated at any time without any notice at the discretion of the iCED.

Last date for submission/receipt of tender(s) is **9<sup>th</sup> March 2018 at 15:00 hours**. The Technical bids will be opened by a Tender Evaluation Committee (TEC) in the presence of tenderers who wish to present or their authorised representatives on the same day at 15:30 hours in the office of the Director General, International Centre for Environment Audit & Sustainable Development (iCED), Plot No.6-7, RIICO Industrial Area, Kant Kalwar, Near Achrol, Jaipur. The financial bids of the technically qualified bidder will be opened on the same day or any other day as decided by the iCED. Technical bids should be sent as per the attached technical bid check list. In case, any holiday is declared by the Government on the day of opening, the tenders will be opened on the next working day at the same time. The tenders received after the above said scheduled date and time will not be considered. No tender by FAX or Email will be entertained.

**iCED may at its discretion award whole work contract to only one bidder or may select separate bidders for each type of vehicle requirement indicated in the "Scope of Work".**

(R.K.Menghani)  
Director (Admn.)

### Technical Bid

The details in respect of the company are as given under:-

Sl.No.	Description	Details
	Name of Firm & Address	
	Name of the proprietor of the firm	
	Telephone No. of Agency and Proprietor	
	The Tender should be accompanied by Earnest Money of Rs.52,000/- (Rupees fifty two thousand only) in the form of Demand Draft/ Pay Order drawn in favour of <b>P&amp;AO, IA&amp;AD, Jaipur</b> payable at Jaipur, without which the Tender will not be considered.	
	Certificate regarding registration of firm. Copies of Documentary proof of same must be enclosed	
	The Bidder must have Permanent Account Number (PAN). Copy of Documentary proof of same must be enclosed.	
	Enclose certificate from prominent organisations (Government organisation/PSU/Bank) regarding satisfactory services provided by the firm	
	GST Registration Number (Copy of GST Registration Certificate to be attached)	
	The bidder must submit an undertaking on its letter head stating that they have not been blacklisted by any State/Central Government or PSU Department in India	

Signature of authorised person

Seal



### Financial Bid

1.	AC Innova (on monthly basis)	Monthly rate for 4000 kms  Km rate beyond 4000 kms  Hourly rate beyond 12 hrs.	Rs.  Rs.  Rs.
2.	4+1 seater AC Car (for local journey)	Rate for ex-iCED to Jaipur Airport/Railway Station/Bus Stand/AG Office or vice-versa	Rs.
3.	7+1 seater AC Car (for local journey)	Rate for ex-iCED to Jaipur Airport/Railway Station/Bus Stand/AG Office or vice-versa	Rs.
4.	4+1 seater AC Car (for outstation journey)	Rate for full day (250 kms. & 12 hrs.)  Rate beyond 250 km.  Rate beyond 12 hrs.  Night stay charges	Rs.  Rs.  Rs.
5.	7+1 seater AC Car (for outstation journey)	Rate for full day (250 kms. & 12 hrs.)  Rate beyond 250 km.  Rate beyond 12 hrs.  Night stay charges	Rs.  Rs.  Rs.
6.	Luxury AC Bus 32/33 seater (for local journey or journey for a short distance)	Rate per km.	Rs.

Note:- Rates are exclusive of GST.

Signature of authorised person

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