

**DEPARTMENT OF ENVIRONMENT
GOVERNMENT OF NATIONAL CAPITAL TERRITORY OF DELHI
6TH LEVEL, C-WING, DELHI SECRETARIATE, I.P.ESTATE, NEW DELHI-110002**

E-TENDER NOTICE

HIRING OF 3 Nos. OF Non-AC Vehicles

GENERAL TERMS & CONDITIONS

Terms & conditions for award of contract for hiring of **Three nos. of Non-AC Vehicles Santro/Indica/Indigo/Wagon-R, (Commercial Registration Number)** by Department of Environment.

1. Tenders are invited from transporters/fleet owners for the year 2014-2015 (up to 28.02.15)
2. Presently the number of required vehicles is 3 but the number of vehicles can vary from time to time depending upon the requirement of vehicles.
3. The tender document can be downloaded from websites i.e. <http://govtprocurement.delhi.gov.in> and <http://environment.delhigovt.nic.in>.
4. The **EMD cost of Rs. 50,000/-** in the form of DD/Pay Order/Banker's Cheque drawn in favour of "**DDO, Department of Environment**" payable at New Delhi, should reach this office on or before **20-05-2014 up to 12:00 Noon** in Department of Environment, Govt. of NCT of Delhi, 6th Level, C-Wing, Delhi Secretariat, I.P. Estate, New Delhi – 110002.
5. The technical bids will be opened online on **20-05-2014 at 3.30 PM** by the purchase committee in the chamber of Director, Department of Environment, Govt. of NCT of Delhi, 6th Level, C-Wing, Delhi Secretariat, I.P. Estate, New Delhi – 110002.
6. Eligibility criteria as follows:-
 - 6.1. The tenderer shall have valid PAN card (scanned self attested copy to be uploaded).

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- 6.2. The tenderer shall have valid Registration Certificate in r/o three vehicles to be supplied for hiring. (Scanned copies of R.C.'s to be uploaded).
- 6.3. All the vehicles shall be insured. (Scanned copies of Insurance Papers to be uploaded).
- 6.4. The tenderer shall be in possession of commercial registration number of all the three vehicles to be hired. (Scanned copies of commercial registration number papers to be uploaded).
- 6.5. All the vehicles shall have valid PUC (Scanned copy of valid PUC to be uploaded).
- 6.6. The tenderer shall be registered with Service Tax. (Scanned copies of documents to be uploaded).
- 6.7. The tenderer shall furnish under taking about vehicles being free from all encumbrances.
7. The earnest money will be forfeited in following conditions:-
 - 7.1. If at any stage any of the information/declaration given by the bidder is found false.
 - 7.2. If a bidder withdraws his bid during the period of bid validity specified in the tender's terms & conditions.
 - 7.3. In case of any lapse/default in honoring the terms & conditions at any stage after submitting the tenderer.
 - 7.4. In case of final selection of bidder, if he fails to furnish Contract Performance Security in accordance with terms & conditions of the e-tender.
8. The firm whose tender is accepted will have to deposit Performance Security of **Rs. 50,000/-** in the shape of A/C Payee DD/Pay Order/Banker's Cheque drawn in favour of "**DDO, Department of Environment**" payable at New Delhi within one week from the date of receipt of demand letter, failing which earnest money deposited will be forfeited and offer will be cancelled. The decision of the

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competent authority will be final in this regard. The action regarding blacklisting of the firm can also be taken. Security money shall bear no interest.

9. All vehicles must have commercial registration of Delhi.
10. Kilometer reading will be counted / started from the Delhi Secretariat, New Delhi.
11. All vehicles (Indigo / Indica / Wagon – R) shall be of new model (model 2009 onwards) and in good working condition.
12. The driver of the vehicles should possess valid driving license and shall be well aware about Delhi's roads & routes.
13. Three (3) Vehicles will be required daily (Monday to Friday) and sometimes vehicles will be required for Saturday, Sunday & Holidays also.
14. The number of hired vehicles can alter / increase / decrease on the basis of need and at the discretion of the Department of Environment.
15. Vehicles will not be allowed to be change during the month, except in unavoidable circumstance for which the agency will have to make the alternate arrangement immediately.
16. The vehicles model number should be the same as mentioned in quotation / tender and vehicles will use permitted fuel only and not any other kind of fuels.
17. Normal time of reporting will vary between **8.30 A.M. to 9.30 A.M.** In case of non-reporting payment for the said day will be deducted and a penalty equal to hiring charges of the day shall also be imposed.
18. The agency concerned shall maintain the log book separately for each vehicle and copy of the log book duly verified by the user / officers shall be deposited with the bill and duty slip.
19. The agency concerned shall be responsible for compliance of all statutory / labour law obligations under Central / Transport Department & Delhi State Government enactments from time to time and Department of Environment shall in no way be responsible for any default with regard to any statutory obligation. The agency concerned shall indemnify the Department of Environment in case of any damage or liability, which may arise on account of

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non-compliance of any statutory/labour law obligation or any action on the part of the travel agency.

20. Payment will be made on monthly basis only after submission of bill along with photocopy of log book duly verified on page by the in-charge of the concerned user cell.
21. The rate contract will be valid for the year 2014-15 (up to 28.02.2015).
22. Any request for increase in rates for hiring of vehicles during contract period will not be considered in any circumstances.
23. The rate contract can be terminated by any of the contracting parties i.e Department of Environment or the agency concerned after giving one month notice. However, the Secretary, Department of Environment reserve the right to terminate the contract without giving any notice in case the agency concerned commits breach of any of the terms of the contract.
24. Any dispute arising shall be under the jurisdiction of the Courts of Delhi. The Competent Authority, reserves the right to reject any or all the tenders without assigning any reason, whatsoever.
25. The offers will be evaluated on the basis of rates quoted for item no. 1 of financial bid. The **L1** tenderer shall be bound by rates for **a.** Additional charges (Per Kms) in case vehicle is used beyond 100 KMs **b.** Additional charges (Per Hours) in case vehicle is used beyond 10 Hours, **of the lowest offer of participants in the tender.**

Deputy Secretary

Department of Environment

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ANNEXURE-A

PROFORMA FOR TECHNICAL BID

HIRING OF 3 Nos. OF Non-A/C Vehicles

S.N.	Desired Documents	Details of Documents Enclosed
1.	Earnest Money of Rs. 50,000/- in the form of FD receipt in favour of DDO, Department of Environment.	
2.	Self attested copy of PAN Card(Scanned copy to be uploaded)	
3.	R. C. of vehicle(Scanned copy to be uploaded)	
4.	Insurance of the vehicle(Scanned copy to be uploaded)	
5.	Pollution Under Control Certificate of the vehicle(Scanned copy to be uploaded)	
6.	Commercial Driving license of driver(Scanned copy to be uploaded)	
8.	Under taking vehicle is free from all in cumbrances	
9.	Self attested copy of Service Tax Number	

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ANNEXURE-B

PROFORMA FOR FINANCIAL BID

HIRING OF 3 Nos. OF Non-A/C Vehicles

S.No.	Details for hiring of vehicles
1.	Full day duty for 10 hours & 80 kilometer for one vehicle.
2.	Extra per kilometer after 80 Km.
3.	Extra per hours after 10 hours

**Deputy Secretary
Department of Environment**
