

**DEPARTMENT OF ENVIRONMENT  
GOVT. OF NCT OF DELHI**

6-Level, C- Wing, Delhi Secretariat, I.P. Estate, New Delhi - 2

No. F.5 (2)/CT/Env./14-15/ 2041

Dated: 21.3.2016

**TENDER NOTICE**

**HIRING OF 2 VEHICLES OF NON-AC VEHICLES**

**GENERAL TERMS & COMDITIONS**

**TERMS & COMDITION FOR AWARD OF CONTRACT FOR HIRING OF Two (02) nos. of Non - AC Vehicles Santro/ Indica/ Indigo/Wagon-R, (Commercial Registration Number) by Department of Environment.**

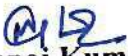
1. Tenders are invited from transporters/ fleet owners for the year 2016-17 (upto 28.02.2017)
2. Presently the number of required vehicles is two (02), but the number of vehicles can vary from time to time depending upon the requirement of vehicle.
3. The tender document can be downloaded from websites i.e., <http://govtprocurement.delhi.gov.in> and [http://environment .delhigovt.nic.in](http://environment.delhigovt.nic.in)
4. The **EMD cost of Rs.11,000/- (2% of the total estimated cost of the Tender enclosed)** 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 **04.04.2016 at 2.30 P.M.** in the Department of Environment, Govt. of NCT of Delhi, 6<sup>th</sup> Level, C-Wing, Delhi Secretariat, I P Estate, New Delhi-110002.
5. The Technical Bids will be opened online on **04.04.2016 at 3.00 P.M.** by the Purchase Committee in the Chamber of the Director, Department of Environment, Govt. of NCT of Delhi, 6<sup>th</sup> 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).
  - 6.2 The tenderer shall have valid Registration Certificate in r/o two vehicles to be supplied for hiring (Scanned copies of the RCs 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 two 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 the documents to be uploaded)
  - 6.7 The tenderer shall furnish under taking about vehicles being free from all encumbrances.
  - 6.8 Valid Copy of the Receipt of Commercial Tax deposited.
7. The earnest money will be forfeited in the 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 the bid validity specified in the tenders terms and conditions.

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- 7.3 In case of any lapse/default in honoring the terms & conditions at any stage after submitting the tender.
- 7.4 In case of the final selection of the bidder, if he fails to be 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 @ 5% of the total amount received e-tendered and will be submitted the shape of A/C Payee DD/Pay Order/Banker's Cheque drawn I favor 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 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 in good working condition.
12. The driver of the vehicles should posses' valid driving license and shall be well aware about delhi's roads & routes.
13. Two (2) vehicles will be required daily (Monday to Friday) and sometimes vehicles will be required for Saturday, Sunday & Holidays etc.
14. The number of hired vehicles can alter / increase / decrease on the basis of the 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 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 along with the bill and duty slip.
19. The agency concerned shall be responsible for compliance of all motor vehicle acts/provision 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 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 the bill along with photocopy of log book duly verified on the page by the in-charge of the concerned user cell.
21. The rate contract will be valid for the year 2016-17 (up to 28.02.2017).
22. Any request for increase in rates for hiring of vehicles during contract period will not be considered in any circumstances.

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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 L-1 tenderer shall be bound by rates for **a. Additional Charges (Per Kms.)** in case vehicle is used beyond 80 KMs **b. Additional Charges (Per Hours)** in case of vehicle is used beyond 10 hours, **of the lowest offer of participants in the tender.**
26. The Environment Department will not be responsible for any illegal act done by the agency or driver of hired vehicle. All the penalties/challan by the Traffic Police will be paid by the agency and department will not have any concern.

  
(Manoj Kumar)  
Office Supdt. (Environment)

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ANNEXURE-B

PROFORMA FOR FINANCIAL BID

HIRING OF 2 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 kms.
3.	Extra per hours after 10 hours

  
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**ANNEXURE-A**

**PROFORMA FOR TECHNICAL BID**

**HIRING OF 2 NOS. OF NON-A/C Vehicles**

S.No.	Desired Documents	Details of document Enclosed
1.	Earnest Money of Rs.11,000/- in the form of FD receipt in favour of DDO, Department of Environment	
2.	Self attested copy of the PAN Card (Scanned copy to be uploaded)	
3.	R.C. of the 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 the Driver (Scanned copy to be uploaded)	
7.	Under Taking vehicle is free from all in cumbrances	
8.	Self Attested copy of Service Tax Number	

  
**Office Supdt.  
(Environment)**