

F.No.1-32/2010 – NRAA  
Government of India  
Planning Commission  
National Rainfed Area Authority

NASC Complex, 2<sup>nd</sup> floor,  
Dev Prakash Shastri Marg,  
Opp. Toddapur Village, Pusa  
MEW DELHI – 110 012.

Dated the 6<sup>th</sup> October, 2010

Subject: Outsourcing of dedicated Vehicles (Transport Service) on monthly basis for official use of the National Rainfed Area Authority.

Sir,

The National Rainfed Area Authority hereby invites sealed quotation from the experienced agencies for outsourcing the transport facility for supply of Air-conditioned dedicated Vehicles on hire basis for Monthly on Kilometre rate basis for the use of Officers of the Authority. The participants against the tender ought to have experience in the field of providing vehicles to various agencies in public/private sector during any of the previous three years viz. 2007, 2008, 2009. The vehicle should be 2008 or above models and should be in excellent condition both technically and in appearance particularly as to the upholstery and outer painting etc. The detailed terms and conditions of the proposed contract shall be as per Annexure.

2. The bids are required to be submitted to the Authority in a sealed cover super-scribed as “QUOTATIONS FOR HIRING OF VEHICLES” alongwith a Demand Draft of Earnest Money of Rs.50,000/- (Rupees fifty thousand only) in favour of Pay and Accounts Officer, Planning Commission, Government of India, New Delhi, from any schedule commercial Bank. If the successful tenderer declines to act on the offer made by the Authority/or withdraw/amend their quotations after opening of tenders, the EMD shall stand forfeited without any notice to the tenderer and no claim on this account shall be entertained. The EMD of unsuccessful tenderers shall be returned/refunded after finalization of the contract.

**3. Category and No. of Vehicles:**

- Five Nos. Air-conditioned/Non Air-Conditioned vehicles such as Tata Indigo/Tata Indigo TDI/Tata Indigo Manza/Swift Dezire etc and one No. Air-conditioned/Non Air-Conditioned Ambassdor/Indica/Wagon'R'/ Santro/Esteem/Accent etc. to be provided for 360 hours 2400 Kms. on a monthly basis.

4. The sealed quotations, in the prescribed proforma only, may be delivered to the undersigned on or before 25<sup>th</sup> October, 2010 by 3.00 P.M. It may be specifically noted that the quotations are required to be submitted with EMD all other necessary documents viz. Copies of Registration Certificates of Vehicles, Copy of Insurance along with documents indicated at Sl. No.3 of Terms and Conditions. The quotations shall be opened on the same date at 3.30 P.M in the presence of bidders who may like to be present The Authority

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reserves the right to accept/reject any or all the quotations received and the decision of this Authority in this regard shall be final/binding.

5. The successful bidder would be required to furnish unconditional Performance Guarantee of Rs.1.00 Lakh (Rupees One Lakh only) in favour of the Pay and Accounts Officer, Planning Commission, New Delhi. The same will be returned after sixty days from the date of the completion of the contract period and no interest would be paid. The Earnest Money Deposit will be forfeited if the successful tenderer fails to furnish the Performance Guarantee Deposit.

6. You may accordingly submit your quotations, if interested.

Yours faithfully,

(T.J.S. Chawla)  
Under Secretary to the Government of India  
Tele-fax 25842837

Copy to NIC, DAC – for placing/uploading this on the website of the Authority.

**TERMS AND CONDITIONS**

1. The tenderer must have a fleet of at least 15 - 20 vehicles in his own name or in the name of the firm.
2. The vehicle should be 2008 or above models and shall have clean seat covers/upholstery, good look and should be in perfect running condition fulfilling the latest emissions norms of Government of India.
3. The vehicle should be registered with the Transport Authority along with all valid documents such as valid insurance, road tax payment etc. The Driver should possess valid driving license issued by the appropriate authority, should be well mannered/disciplined and adequately educated so as to be maintain logbook
4. The rates are to be quoted for hiring of vehicle on monthly basis. It shall be the sole prerogative of the Competent Authority to choose any one rate slab or a combination of rate slab in case of vehicle being hired on daily hiring charge basis.
5. If the hiring is on K.M. basis, the mileage shall be accounted for from garage to garage. If the garage is located more than 5 K.M, the distance will be treated to a maximum of 10 K.M (to and fro). The mileage from garage to the requisitioned destination and back to the garage shall be charged as per actual by shortest route.
6. In case of non-availability of requisitioned car, it will be the responsibility of the transporter to provide upgraded model (model 2010) at the same rates, terms and conditions with prior permission of NRAA.
7. Payment of monthly bill shall be made within one month of the presentation of the bill after submission of copy of log book along with pre-receipted bill in duplicate.
8. Transporter shall maintain the duty slip and Log Book for each duty. The duty slip should be signed by the user, which would indicate the opening and the closing meter reading with time and date at the point of starting/ending the journey by the user. It should be ensured that there is no overwriting in the duty slips.
9. No advance payment shall be made under any circumstances.
10. The agency/firm should have an adequate no. of telephones for contact round the clock. The driver shall observe all etiquette and protocol while performing the duty and shall be neatly dressed, should wear proper uniform and must carry mobile phone in working condition, for which, no separate payment shall be made by this Authority.

11. The order for providing vehicles on monthly basis may be given to the agency which has quoted the lowest rates while meeting all the terms and conditions given in the tender document. However, to safeguard against failure by this agency to provide desired number of vehicles/service the Competent Authority may empanel next lowest bidder who are ready to provide service as per same terms and conditions.
12. In case of quality of service by the contracted agency found wanting/ inadequate, the Competent Authority may terminate the contract agreement after given seven (07) days notice. In that case the Competent Authority may forfeit the performance Guarantee Deposit.
13. The service contract shall be valid for one year from the date of execution of contract. However, the Competent Authority may terminate the contract after giving seven days notice without assigning any reason thereof to the service provider.
14. NRAA shall not be responsible for any damage to the vehicle in case of an accident or otherwise, theft of vehicle/parts and accessories therein. Similarly, NRAA shall not be responsible for any third party claims. The Authority shall not be responsible for any Challan and disobeying of Traffic Rules caused by the driver.
15. In case of breakdown/servicing/repair, the transporter shall provide alternate vehicle of same make and model failing which vehicle shall be hired from any other source at the risk and cost of the Transporter
16. Service Tax, Toll Plaza Tax, VAT, Parking Charges shall be payable over and above the quoted charges by the service provider and for claiming reimbursement he shall have to produce proof of payment of such taxes and charges.
17. The maintenance cost, charges of petrol, road tax, permit fee, passenger tax, Octroi Charges, salary of the driver, the overtime of driver etc., are the responsibility of the Transporter and should be paid by the Transporter.
18. In case of non-reporting/refusing to provide the requisite care, the same will be hired from any other source at the risk and cost of the Transporter, besides any other penal action, which may even be termination of contract.
19. The agency shall ensure that the odometer of car supplied is properly sealed so that no tempering is done to inflate kilometer distance travelled.
20. NRAA reserves the right to get the odometer calibrated or checked at any time at its sole discretion and in the event of any error/fault in the meter being noticed, the bill for the journey undertaking (including those undertaken earlier) would be adjusted, besides any other penal action which may even lead to termination of the contract.

21. The provided vehicle must be fully and comprehensively insured covering the risk to the driver and all the four passengers also.
22. The driver should be properly paid (as per Minimum Wages Act of Government of NCT). The wages paid to the Drivers shall be intimated to the Authority. Driver should be well conversant with all traffic signals, roads and routes of Delhi and NCR.
23. The driver should always remain with the vehicle during the entire period of duty. In case of any urgency, the driver may seek permission for the concerned officer.
24. The agency shall provide the name and address of the drivers and police verification reports along with copy of driving licencse while submitting acceptance of offer.
25. Once a particular driver has been attached with a particular vehicle normally service provider should not change the driver in a casual manner unless and until directed to do so by this office.
- 26 The agency should keep necessary tool kit always with the vehicle and updated “Pollution under control Certificate) with the vehicles.

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**Proforma (Annexure II)**

To

The Under Secretary (NRAA)  
NASC Complex, 2<sup>nd</sup> floor,  
Dev Prakash Shastri Marg,  
Opp. Toddapur Village, Pusa  
MEW DELHI – 110 012.

Subject: Outsourcing of dedicated Vehicles (Transport Service) on monthly basis for official use of the National Rainfed Area Authority.

Sir,

I/We intend to submit the quotation on the subject captioned above and hereby consent to agree/accept all the terms and conditions stipulated in Authority letter No.1-32/.2010-NRAA dated the 6<sup>th</sup> October, 2010. I/We hereby quote our lowest rates for hiring of vehicles on monthly basis for 2400 Kms. 360 hours:

Sl. No.	Vehicles details	Rates in word and figures for Air Conditioned Vehicles	Rates in word and figures for Non Air Conditioned Vehicles
1	Tata Indigo		
2.	Tata Indigo Manza		
3.	Tata Indigo TDI		
4.	Swift Dezire		
5.	Indica		
6.	Ambassdor		
7.	Wagon 'R'		
8.	Santro		
9.	Esteem		
10.	Accent		
		Charges for every additional Km/Hour for Air Conditioned Vehicles	Charges for every additional Km/Hour for Non Air Conditioned Vehicles
1	Tata Indigo		
2.	Tata Indigo Manza		
3.	Tata Indigo TDI		

4.	Swift Dezire		
5.	Indica		
6.	Ambassdor		
7.	Wagon 'R'		
8.	Santro		
9.	Esteem		
10.	Accent		
11.	EMD details (Amount Name of Bank Branch DD Date and No.)		
12.	Experience Detail	Name of the Organization	Years and Value of work done (in Rupees)
13.	Details of work premises including infrastructure available		
14.	The details of PAN and other statutory registration		
15.	Details of number of vehicles owned by the agency.		

2. I/we undertake that documents and genuine/authentic and nothing material has been concealed and that I/We are not debarred by any Government organisation and competent to contract. I we understand that the contract is liable to be cancelled, if found to be having obtained through fraudulent means/concealment of information.

(Signature of the Authorised Signatory)  
with rubber Stamp

Name of the Bidder:  
Complete Address:  
Address (Works), if any,  
Contact No. and Phone Nos.