PRINCIPAL ACCOUNTS OFFICE
MINISTRY OF ENVIRONMENT, FORESTS & CLIMATE CHANGE
PARYAVARAN BHAWAN, C.G.O. COMPLEX
LODHI ROAD, NEW DELHI -110003
Phone No. 011-24362823, Fax No. 011-24362229

No. Pr.AO/MOEF/Admn./V.HIRE/2014-15/3885-90 Dated: 01.10.2014

Re-call of Notice Inviting Quotations

Sealed quotations are invited for hiring of DLY AC Taxi as per the requirement mentioned below for the Office of the Controller of Accounts, Ministry of Environment, Forests & Climate Change, New Delhi.

Sl. No.	Category of Vehicle	No. of Vehicles	Remarks
1.	Swift DZire /Indigo etc.)	01	To be used upto 28 days (30 days month)/29 days (31 days month) in a month) subject maximum of 2400 km (in a month)

1. The tender may also submit details of other such organizations to which they have extended similar service in the past and/or at present and total number of vehicles available with them. The tenderer should give **PAN Number and Service Tax Registration Number** in their tender documents.
2. The interested tenderers should submit their bids mentioning therein the price to be charged by them inclusive of all taxes.
3. Last date for submission of quotation is 14.10.2014 (upto 15:00 hrs) which will be opened on 14.10.2014 at 16:00 hrs by the Committee and Controller of Accounts (MoEF&CC) reserves the right to accept or reject any or all of the quotations without assigning any reason.

The terms and conditions are enclosed herewith.

Sr. Accounts Officer (HQ)

1. Ranjeet Tour & Travels, shop No. 6, IInd floor, Near Gurudwara, Shree Niwas Puri, New Delhi-110065.
2. Variyam Singh Tour & Travels, 26 D.D.A. Flat Aurobindo Apartment Aurobindo Marg, New Delhi-110016.
3. Mayank Tour & Travels, 101/38 A Sarai Kala Khan, New Delhi-110013.
4. Maheshwari Trade and Consultancy Pvt. Ltd., East Park Road, Karol Bagh, New Delhi.
5. Notice Board of this office.
6. Technical Director, ENVIS Cell, C-I, 6th Floor, Vayu Wing, Indira Paryavaran Bhawan with the request to place the above NIQ on the website of this Ministry.

PRICE BID

A. The rate for hiring of vehicles should be quoted for 2400 kms (10 hours) a day, 28 days (30 days month)/29 days (31 days month) in a month) per month for the vehicles of the make of (Tata Indigo/Swift Dzire) as per the price bid format. Price quoted in any other format shall not be considered. The rates for Petrol/Diesel/CNG run vehicles are to be given separately.
B. Rates for extra km/hour must be separately specified.
C. Rates for cars that may be hired on daily basis must be separately specified for additional cars required on temporary basis.

Price Bid

(For providing vehicles to O/o Controller of Accounts, MoEF&CC on monthly hiring basis)

Name, Address & telephone No. of bidder:

Sr. No.	Rate of vehicles to be hired in Monthly basis for 2400 kms.	Rate in Rs. Swift Desire /Indigo etc.(2012 or later model only)		
		Petrol	Diesel	CNG
1	Per month [10 hours a day and 28/29 days (for 30/31 days month) in a month]			
2	For every extra Kilometer beyond 2400 Kms.			
3	For every extra hour beyond 10 hrs. per day			

Note: Rates should be quoted in both figures and words inclusive of all taxes.

Signature of the bidder with date and office seal

Note: For the purpose of determination of the lowest bidder (L1), grand total of following rates shall be considered for vehicle for monthly hiring-

(a) Rate for 2400 Kms; plus (b) charges for extra 500 kms (beyond 2400 kms); plus (c) charges for extra 50 hours (beyond 10 hours per day).

TERMS AND CONDITIONS

1. The tenderer should have a registered established car rental/travel agency/firm having sufficient number of latest models of vehicles for hiring. The vehicle shall not be older than 2012 model. Vehicle must have a valid taxi permit to run in the NCR Region. The firm should submit the proof of having necessary permits. The firm quoting rates for CNG driven vehicles shall also submit necessary permits/registration issued by the appropriate authority allowing them to use CNG. List of vehicles owned by the tenderer and the details of the vehicles must be attached along with the tender documents.

2 . The vehicles should be kept neat and clean and in perfect running condition with clean interiors and good upholstery.

3. In case, the condition of vehicle is not satisfactory or there is a breakdown, they shall be returned for immediate replacement. In case no replacement is provided on time, this Office will have the right to hire a vehicle from the market and the additional cost, so incurred will be borne by the tenderer.

4. The tenderer would ensure that every driver should have valid driving license and the vehicle should be registered with the concerned authority of Central/State Government. The driver of the vehicle provided must follow traffic rules, and other regulations prescribed by the Government authorities from time to time.

5. The rates quoted should specifically mention the Service Tax component. No Service Tax will be paid if the operator fails to provide proof of valid Service Tax registration.

6. The Controller of Accounts (MoEF&CC) reserves the right to reject all or any of the offers or accept.

7. The billing will be done on monthly basis. The bills (preferably typed and in triplicate) in connection with the service shall be submitted to this Office in the 1st week of the following month.

8. A daily record indicating time and mileage for each vehicle shall be maintained in trip-sheet and the trip-sheet be submitted to the Pr.AO (Admin) for verification.

9. The hiring charges shall be on the basis of zero based mileage i.e. mileage starting from the point of pick-up to the point of drop. Total kilometer run by the vehicles shall also be calculated on monthly accumulation basis.

10. Once the hiring of vehicle commences from a particular operator, the vehicle and the driver should not be changed unless requested by the Officer to whom the vehicle is attended .The vehicle must be available at any time and any day as desired by the officer to whom the vehicle is attached.

11. O/o the Controller of Accounts, MoEF&CC be liable to pay the hiring charges only. Other liabilities like monthly charges, salary of driver, repair and maintenance of vehicle, insurance, petrol/diesel, oil, parking expenses and any other incidental expenses etc. shall be borne by the tenderer.

12. The contract between the O/o Controller of Accounts, MoEF & CC and the contract can be cancelled by giving prior notice of at least 30 days by the contactor. The O/o Controller of Accounts, MoEF & CC reserves the right to terminate the contract at any time or staged during the

period of contract, by giving 03 days notice in writing without assigning any reason and without incurring any financial liability whatsoever to the contractor.

13. In case of any accident, all the claims arising out of the accident shall be met by the tenderer.

14. In case of any dispute of any kind and in any respect whatsoever, the decision of the the Controller of Accounts (MoEF&CC) shall be final and binding.

15. The tenderer and driver shall be bound to carry out the instructions of the officer to whom the vehicle is attached.

16. The liability of the Customer is limited to the contract value only.

17. During the period of agreement, any matter which has not been specifically covered by these terms and conditions shall be decided by the Controller of Accounts (MoEF&CC) whose decision shall be final and conclusive.

18. The vehicles to be hired will be subjected to inspection by the Controller of Accounts (MoEF&CC) before finalizing the contract and the same vehicles should be provided during the contract period unless and otherwise agreed upon.

19. The bidders should deposit an amount of Rs. 10,000/ - as earnest deposit money in the form of DD favouring Pay & Accounts Officer, Pay & Accounts Office, MoEF&CC, New Delhi. The DD of the unsuccessful bidders will be returned and the DD of the successful bidder will be retained and returned only after the completion of the contract period, after adjusting any amount due to the department. The said earnest deposit money will not carry any interest.

20. The successful bidder shall enter into a hire agreement with Sr. Accounts Officer (HQ), Pr.AO, MoEF&CC on the behalf of O/o Controller of Accounts, MoEF&CC. Contractor prior to execution of the contract, the contractor shall be required to submit copies of the Registration Certificate comprehensive Insurance Policies of the vehicle being offered for hire & particulars with photograph of the driver. He shall also be required to produce the vehicle in the office of the undersigned for the physical verification & inspection. The said vehicle hire agreement can be terminated by either party after giving a prior notice on the above said period in para No. 12.

21. The bidder should indicate their PAN No, TIN No. and Service Tax registration No. (if any) and submit the necessary registration certificates in support of the same.

22. No additional terms & conditions from the tenderer shall be entertained.

23. Rates of hiring the vehicles will be fixed during the period of contract and no request for revision of rates will be entertained, under any circumstances.

24. A penalty of Rs.200/ - per day will be levied if the vehicle fails to meet the above terms and conditions, on any day.

Sr. Accounts Officer (HQ)