

F.No.8-15/2014-15/CFS
Government of India
Ministry of Agriculture
Department of Animal Husbandry, Dairying and Fisheries
Central Fodder Seed Production Farm Hessarghatta Bangalore-560088
directorcfspf@yahoo.in Telefax-080-28466279 /281

DATED 19TH MAY 2014

TENDER ENQUIRY

SUBJECT: HIRING OF DAILY TAXIS

Sealed quotations in the enclosed prescribed pro-forma are invited from registered transporters within Bangalore City for hiring of vehicles for the use of this office on monthly/need basis/outstation journey etc. The said contract will be awarded initially for a period of one year w.e.f. 1st July , 2014, which may be extended at the discretion of the office for further period.

2. The quotations should be sent in the prescribed proforma (**Technical bid Annexure-II and Financial bid – Annexure-III(a) & Annexure-III(b)**), in two separate sealed cover addressed to The Director, Central Fodder Seed Production Farm, Hessarghatta, Bangalore – 560 088, super-scribed “**Quotations for hiring vehicles** ” and submit the same in the Office of the Director, Central Fodder Seed Production Farm, Hessarghatta, Bangalore – 560 088 on or before **5th June by 3.00 pm**. Quotations received after stipulated date/time shall not be entertained. The quotation may be sent along with a Demand draft of Rs.30,000/- (Rupees Thirty thousand only) drawn in favour of the **Director, CPDO&TI , Bangalore** towards Earnest Money Deposit.

3. The contract will be governed by the following terms and conditions:

1) The bidder should be a reputed firm/Contractor for providing the services of Taxis with an experience of 5 years for providing the said services in Government Offices/Public Undertakings and also having sound financial standing with annual turnover of Rs.50,00,000 (Rupees Fifty Lakhs Only). Bidder should indicate their yearly turnover, PAN NO., Service Tax registration No.(Proof to be attached).

2) The tenderer should have a well-established Office/garage located within a radius of 10 kms from Hessarghatta, Bangalore.

3) The rates quoted in response to the tender notice will remain unchanged till the currency of the contract. In case Government decides to increase/decrease the price of petrol/diesel/CNG, Department reserves the right to increase/decrease rates depending upon the type of fuel being used in the vehicle.

4) The vehicle of 2012 models onwards which are in excellent running conditions with immaculate interiors and seat covers only should be provided. The vehicle should be in good mechanical condition and confirm to all the relevant rules besides being roadworthy. Vehicles should be fully upholstered and provided with all other necessary comforts and facilities.

5) The firm shall be responsible for providing the required number of vehicles at any time, even at short notice. The services should be available round the clock. The firm must have a 24 hours working

telephone system so that the requirement of vehicle can be met at short notice at odd hours on holidays. The drivers should have mobile phones so that they could be contacted during duty hours.

6) The kilometer-age for the purpose of “vehicle run” and “hours of duty” shall be reckoned from the point of reporting of duty to the point of vehicle released i.e. CFSPF Bangalore or other such place as selected by the Office. No mileage will be allowed to drivers for lunch/breakfast or for drawal of fuel etc.

7) The drivers of the vehicle will maintain Log-Sheets (Log Book) in respect of each vehicle. The said book/sheet will have to be signed by the actual users daily, both at the time of reporting to the duty and while releasing the vehicle for the night and these will have to be sent along with bills of each vehicle to the office.

8) The Driver shall be provided proper uniform by the firm. The Driver must carry his identification certified by the relevant police authority and must always be in uniform.

9) As far as possible, the same vehicle will be deployed with a particular officer and the driver would not be changed without prior notice. In case the vehicle/driver is changed without prior consent of the office, 70% of the charges payable for the days the new driver is deployed would be deducted on each occasion.

10) The drivers of the vehicle should have valid driving license from the appropriate authority and be well experienced, will mannered and punctual and the same driver be deployed for driving a particular vehicle.

11) Actual parking charges/toll taxes/entry taxes/inter-state taxes for journeys/service taxes will be reimbursed along with the hiring charges bill. The bills raised by the firm should have all tax registration numbers printed on the bills.

12) The selected firm will have to deposit a contract surety of Rs.40,000/- (Rupees Forty thousand only) in the form of FDR/Bank Guarantee hypothecated to Central Fodder Seed Production Farm, Hessaraghatta, Bangalore in favour Director CPDO&TI of which should be valid throughout the period of contract.

13) In the event of the contractor backing out of the contract midstream without any explicit consent of this office, he will be liable to the recovery of the higher rates vis-à-vis those contracted rates, which may have to be incurred by this office on transportation of officer for the balance period of contract through alternative means. The bill amount of the month would also be forfeited.

14) In case deficiencies in above services at any point of time are noted, a penalty up to 10% of bills for that month would be deducted. However, if lapses are noted for three consequent times in a row, the contract would be cancelled immediately. This is without prejudice to other stipulated terms and conditions mentioned in the contract and surety amount of Rs.40,000/- would be forfeited.

15) The Office reserves the right to cancel the contract, at any time, without assigning any reason.

15 a) No compromise will be made by the Office towards punctuality, cleanliness, obedience, promptness, behaviors etc etc. If the tenderer, at any point of time during official duty, fails to perform

duties, as directed by the Office, the Security Deposit will be forfeited and contract will cancelled forthwith without any notice by the Office.

16) Payment of hiring charges will be made on monthly basis. The bills for the use of vehicles, accompanied by duty slips/log books/sheets will be preferred after each completed month. The bill would be preferred offices-wise, duly certified by the officer concerned.

17) In case a tender is selected and withdrawn from the bids without the consent of the Department, his EMD is liable to be forfeited.

18) The tenderer should enclose a signed copy of the terms and conditions stipulated for award of the contract, conveying his acceptance of the same.

19) No night charge will be payable. For extra charges, either extra charges, either extra km.or extra hour shall be taken into consideration for a particular hour of the clock and not both at the same time.

20) In case of non-functioning of AC system a penalty of Rs.500/- per vehicle per day will be imposed.

21) The vehicles supplied by the firm may be required to ply in bangalore areas, such as and therefore, vehicle supplied should have legal documents to ply in all such areas.

22) Vehicles supplied by the firm will be regularly inspected by nominate Officers for the purpose and in case of non-compliance of any of the conditions, if brought to the notice by the users or the inspecting Officer , a penalty of Rs.1000/- on each fruit will be imposed.

23) In case of abnormal delay in reporting of vehicle, a penalty of Rs.500/- per day will be imposed in addition to the reduction of charges on pro rata basis.

24) The firm will have to submit a list of all vehicles proposed to be supplied by them indicating their make, name of the owner, Registration no, model and type of fuel consumed by each vehicle along with their letter of acceptance of this Offer. The firm must own the vehicle proposed to be supplied under the contract. In emergency, if the supplier/contractor has to supply vehicle from other company, then sub-contracting shall be done on the same terms and conditions as are laid down in this document. Hence, Drivers of sub-contracted vehicles will be given all benefits for additional duties/kms. Etc. by the firm.

25) (i) The compensation, connected expenses and legal disputes between the firm and the staff deployed and any unforeseen casualty shall be borne/paid/settled by the firm and the office in no way shall be party to the disputes and will have no liability on this account. It is also the firm's liability to provide wages etc. and follow other statutory obligations as per extant rules.

(ii) The disputes emanating from the contract shall be adjudicated through the sole arbitration of The Director, Central Fodder Seed Production Farm, Hessaraghatta, Bangalore.

26) Parking stickers provided for a particular vehicle shall not be misused, and shall be returned immediately if the vehicle is taken off service.

27) At night, the vehicles should not be parked at a distance more than 05 kilometers radius from the residence of the user officers or should be preferably parked at the residence premises of the Officer.

28) The vehicles hired under this contract shall not be used for any other purpose. In exceptional situation, when, it is used for some other purpose with the permission of the allottee officer, the corresponding mileage shall be reported and duly deducted from the bill.

29) The contracted firm shall not bring or attempt to bring any political or other outside influence to bear upon any official or officer of this office to further its interests in respect of matters pertaining to the operation of the subject contract, if the contracted firm is found guilty of violating the aforesaid provision/condition of the Tender Enquiry/Contract, the contract with the firm will be cancelled forthwith and the firm shall be black listed for participating in any future Tender Enquiry of this office.

30) The quotations received will be opened on the same day i.e. 5th June at 3.30 pm in the office of the Director, Central Fodder Seed Production Farm, Hessaraghatta, Bangalore – 560 088. The tenderer or his representative may, if they so desire, be present at the time of opening of quotations.

31) The office reserves the right to accept or reject any quotation in full or part without assigning any reason thereof. The decision of this office in this regard shall be final and binding on the firm. Any clarification in the matter may be obtained from the undersigned.

32) Eligibility criteria, details, tender forms with detail terms and conditions can be had from the office of the Director, Central Fodder Seed Production Farm Hessaraghatta, Bangalore on all working days except govt. holidays, Second Saturdays, and Sundays upto 3 PM of 05.06.2014 on payment (non-refundable) of cash/-in person or Rs.100/- Demand Draft in favour of Director, CPDO&TI(SR) hessaraghatta, Bangalore by speedpost. The same can also be downloaded from our website www.cfspf.org.in or www.dahd.nic.in or cpp portal eprocure.gov.in. In case of downloaded form it must bear a DD of Rs.25/- in favour of Director, CPDO&TI (SR), hessaraghatta Bangalore without which the tender document cannot be accepted.

33) Jurisdiction for legal disputes, if any, arising during the currency of the contract, will be Bangalore Courts only.

Scheduled of penalties

Problems	Penalty
Late arrival	
a) By 10 minutes	a) Rupees 100/-
b) Between 10-30 minutes	b) Rupees 500/-
c) 30 minutes and beyond or does not turn up.	c) Rupees 1000/- In all the above cases, the officer concerned, depending upon urgency, can hire a taxi for the day or take a taxi to reach the destination, payment of which shall be borne by the Contractor.
Attire/turnout of the driver	
a) Inappropriate	a) Rupees 500/- to Rupees 1000/- depending upon the inappropriateness.
b) Very inappropriate	b) The driver with vehicle will be sent back and a penalty of Rupees 1000/- will be imposed. A taxi will be hired for the day and payment for the same will be borne by the Contractor.
Unclean vehicle or seat cover/smell in the vehicle.	Rupees 100/- for the 1 st day Rupees 500/- per day for 2 nd consecutive day and beyond.
AC not working/malfunctioning	The contractor to provide another vehicle in an hour's time or else the office can hire a taxi for the day, payment of which will be borne by the contractor.
Breakdown en-route	Office to hire a taxi to reach the destination, payment to be borne by the Contractor.
Recurrent malfunctioning/Dissatisfactory vehicle condition	The vehicle will be returned. A taxi will be hired, payment of which will be borne by the Contractor along with a daily fine of Rs.500/-, till such time a proper vehicle is provided.
Driver's poor knowledge route	Driver to be changed by the contractor. If the contractor doesn't change the driver in 03 days time, the vehicle will be sent back and a taxi hired, payment of which will be borne by the Contractor, along with a fine @ Rs.500.00 per day.
Driver's behavior	Rs.500/- to 1000/- depending upon the gravity of the misdemeanor. If the misbehavior continues, then the driver will have to be changed by the contractor. If the contractor doesn't change the driver in 03 days time, the vehicle will be sent back and a taxi hired, payment of which will be borne by the contractor, along with a fine of Rs.200/- daily.

(Vijay Ramdas Thakre)
Director Incharge.

To

- 1.NIC for posting the tender notice in the ministry's website under "Tenders"
- 2.Notice Board, CENTRAL FODDER SEED PRODUCTION FARM HESSARGHATTA BANGALORE
- 3.As per list attached

Annexure-I

To

The Director
Central Fodder Seed Production Farm
Hessarghatta, Bangalore – 560 088.

Subject: Sealed tender for hiring of taxis.

Sir,

With reference to CFSPF'S Tender Notice No.8-15/2014-15/CFSD, Dated 19/05/2014, inviting quotations for hiring of vehicles, we hereby enclose the Technical Bid (Annexure –II) and rates in the prescribed Performa (Annexure-III(a) & Annexure-III(b)).

2. We have read the terms and conditions of the Tender Notice and accept the same.

Yours faithfully,

Signature_____

Name_____

Address_____

Telephone No._____

Seal of the Firm_____

Dated.....

Place.....

Technical Bid
(to be enclosed in a separate sealed cover)
For providing of Vehicles

Sl.No.	Particulars	Details to be given by the bidder	Page No. of the Document enclosed
	Firm's name and full Postal Address		
	EMD details (Amount, Name of Bank, Branch, DD Date & No.	Demand Draft No. _____ Dated _____ for Rs. _____ drawn in favour of _____ on (Name of branch of the bank)	
	Registration No. of the firm (proof to be attached)		
	Registration No. of Service Tax Department (Proof to be attached)		
	PAN No. (Proof to be attached)		
	The list of vehicles with models & registration number with copies of RC's		
	Annual Turn Over	2011-12 _____ 2012-13 _____ 2013-14 _____	
	Income Tax Return	2011-12 _____ 2012-13 _____ 2013-14 _____	
	5 years experience in providing taxi to Govt./Semi-Govt./Autonomous bodies (Proof to be attached)		

Signature of the authorized signatory
Of the tendering firm with seal

Dated.....

Place.....

Financial Bid

Monthly Hiring Rate for – Bolero/Scorpio/

Sl.No.	Particulars	Bolero	Scorpio
1.	2400 Kms and 300 Hrs of duty Per month		
2.	Charges for extra Per Km beyond 2400 Kms.		
3.	Charges for extra per hour of duty beyond 300Hrs.		

Note:- For extra charges either extra Kms. Or extra Hours shall be taken into consideration, not both at the same time.

Signature of the authorized signatory
Of the tendering firm with seal

Dated.....

Place.....

Financial Bid

Rate for Daily/Need Basis for – Bolero/Scorpio/.

Sl.No.	Particulars	Bolero	Scorpio
1.	Rate for 100 Kms & 12 Hrs of duty		
2.	Rate for 50 Kms & 6 Hrs of duty		
3.	Charges for extra per Kms beyond 100Kms/50Kms.		
4.	Charges for extra Per hour of duty beyond 12 hrs / 6 hrs.		
5.	Rate /Charges for out of Station Journey (per km.) + other charges, if any. (Rate per Km & Other charges to be indicated separately)		

Note:- For extra charges either extra Kms. Or extra Hours shall be taken into consideration, not both at the same time.

Signature of the authorized signatory
Of the tendering firm with seal

Dated.....

Place.....