

F.N. 14/1/2013-Generl/289  
Government of India  
Ministry of Commerce & Industry  
Directorate General of Foreign Trade  
(General Section)

Udyog Bhawan, New Delhi.  
Dated 31st May, 2013

**Tender Notice**

Sub: Contract for hiring of Commercial Cars for official use of higher Officers of DGFT(Hqrs.), Udyog Bhavan New Delhi.

The Directorate General of Foreign Trade invites quotations for hiring of DLY AC Cars make Swift Dzire of latest model(not more than three years old) and in excellent condition for use by its officers, initially for one year. The minimum requirement of this Directorate is 4 to 5 Cars. The hiring of the cars will be subject to terms & conditions of the contract as at Annexure-I. The last date of receipt of quotation is by **3.00 P.M on 28<sup>th</sup> June, 2013**. The quotations in sealed cover super scribed "Quotations for hiring of commercial cars" containing Technical and Financial bids in separate sealed covers should be addressed to the Deputy Director General of Foreign Trade (General Section) Room No. 207 (Tele: 23063669), Udyog Bhavan, New Delhi. The quotation should be accompanied with an **EMD of Rs. 50,000/-** drawn in favour of "Central Pay & Accounts Office (DGFT), New Delhi without which the quotation will not be considered. The successful bidder will be required to provide a **Security Deposit of Rs. 1,50,000/-** upon award of the contract. The technical bid will be opened on **28<sup>th</sup> June, 2013 at 4.00 P.M.** Those tenderers, who wish to be present, may do so at this office. The financial bids will be opened only of those firms which qualify in the technical bid after 2-3 working days.

2. The prospective bidders are requested to go through the enclosed Terms and Conditions of the contract carefully. **The bid documents (Technical and Financial) are to be submitted as per Annexure II & III.** The rates quoted should be inclusive of all charges except taxes. Incomplete or ambiguous bids without documentary proof will not be considered.



(Sunil Madan)

Deputy Director General of Foreign Trade

Tele: 23063669

To

- i) ED-I Section with a request to upload the tender notice on DGFT Web site by today.
- ii) CPP Portal.

AKL

TERMS AND CONDITIONS OF THE CONTRACT

1. The quotations should be accompanied with Attested copies of PAN Number and Service Tax Number of the firm.
2. Income tax clearance certificate for the last two years must be attached.
3. The number of cars to be engaged is in the range of 4 to 5 and may vary day to day as per requirement of the Directorate.
4. Initially the contract will be valid for a period of one year and may however be extended for one more year on satisfactory performance of the firms on mutual agreed terms and conditions.
5. Directorate General of Foreign Trade reserves the right to obtain the service from other sources.
6. Under no circumstances, the rates once approved will not be changed during the contractual period. However, 1/3 rd of the rates (considered to be consumption on fuel) may revise upwards/downwards proportionately to the revised rates of the fuel. This revision of rates would be done after one year of commencement of contract. Similar pattern would be followed, if the contract is further extended.
7. The Directorate will not be responsible for any lapse on the part of the contractor during or after the expiry of the contract.
8. The driver of the car should have a valid driving license, well experienced and familiar with the city roads. The driver should be neatly dressed in dark blue uniform and well mannered.
9. The contractor will have to get the police verification of all the drivers at his own cost and submit the same to this office.
10. The driver will have to be provided with mobile phones at the cost of the Contractor.
11. The car and the driver deployed with an officer will not be changed except with the prior consent of the user officer
12. In case the car is not made available on any particular day the Directorate will be at liberty to hire vehicle from any other source at the expense of the contractor.
13. In case the driver reports for duty for more than 15 minutes beyond the scheduled time, a penalty of Rs. 100/- would be levied which will be deducted from the bill.
14. Additional penalty can also be imposed if the contractor violates any of the terms and conditions of the contract.
15. The mileage for use of the vehicles will start from the place where the driver is scheduled to report for duty and shall also end at the same place. No night charges will be paid.
16. The agency should be in position to provide additional cars to meet emergent requirement of the Directorate at a short notice.
17. The agency should not have been blacklisted by any government organization during the last three years. A certificate in this regard may be attached.

18. Actual parking charges/toll taxes/entry taxes/state taxes in connection with the official duty will be paid by the Contractor and the same will be reimbursed on the basis of challan/receipt.
19. The vehicle will be replaced/arranged by the contractor immediately in the event of break down/accident.
20. The driver will always keep his driving license ,registration certificate, pollution free certificate, car insurance papers and other such documents ready as required by the Govt. Authorities for inspection.
21. The agency must have a '24 hours working telephone system' so that the requirement of cars can be intimated at short notice at odd hours/ holidays.
22. The Directorate reserves the right to cancel the contract at any time without assigning any reason. The service provider will not be entitled to claim any compensation against such termination. However, while terminating the contract, if any, payment is due to the contractor for services already performed in terms of the contract, the same would be paid to it as per the contract terms. In case of any dispute, the decision of the Directorate shall be final.
23. The Directorate shall not be responsible for damages of any kind of any mishap/accident/injury caused to the car(s)/driver(s) while performing duty for the Directorate. All liabilities legal or monetary shall be borne by the Contractor.
24. The Security deposit will be refunded only after the satisfactory expiry of the contract.
25. Payment of hiring charges will be made on monthly basis against a bill to be preferred in the following month.
26. No advance payment will be made in any case.
27. This tender is not transferable.
28. The successful firm will be required to furnish Bank Guarantee in the name of , CPAO, DGFT for an amount of Rs. 1.5 Lakh within 15 days of award of contract, which will be released to the contractor on satisfactory completion of the contract.
29. Director General of Foreign Trade reserves the right to accept or reject any or all tenders/contract without assigning any reasons.
30. If required, the firm will also provide the vehicles on closed holidays including Saturday and Sunday and no extra payment will be made to them in this regard.

*Handwritten signature*

PROFORMA FOR TECHNICAL BID

To,  
The Deputy Director General of Foreign Trade,  
Directorate General Of Foreign Trade,  
Room No-202, Udyog Bhawan,  
New Delhi-110011

Sub: Contract for hiring of Commercial Cars for official use of higher Officers of DGFT(Hqrs.), Udyog Bhawan New Delhi.

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 Directorate General of Foreign Trade letter No. 14/1/2013-Genl dated 31<sup>st</sup> May, 2013. The information regarding technical details as desired is as per following details:-

1. Name of tendering Company/Firm/Agency : \_\_\_\_\_
2. Name of Proprietor/Director of Company/Firm : \_\_\_\_\_  
Agency.
3. Full Address of Reg. Office : \_\_\_\_\_  
Telephone No : \_\_\_\_\_  
Fax No. : \_\_\_\_\_  
Email Address : \_\_\_\_\_
4. Previous Experience Details(No. of cars supplied : \_\_\_\_\_  
In one or more Government Departments/PSUs  
Etc. / No. of years of experience etc, Copy must  
be attached.)
5. Details of works premises including : \_\_\_\_\_  
Infrastructure available.
6. The details of the PAN, Service tax number and: \_\_\_\_\_  
other Statutory Registration.(Attach Copies)
7. Details of vehicles including year of manufacturing/mileage already run/  
model Owned by the agency (List is to be enclosed) : \_\_\_\_\_
8. Name of the organizations with similar contract : \_\_\_\_\_  
(Copies of contracts & Satisfactory certificates  
from concerned Departments/PSUs etc. are to be  
enclosed)
9. EMDdetails (Amount, Name of the Bank, Branch: \_\_\_\_\_  
DD date and No. etc.)

2. I/we undertake that documents are genuine/authentic and nothing material has been concealed and that I/we are not debarred by any Government organization 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 Authorized Person)

Name of the bidder:

Complete Address:

Address(Work), If any,

Contact Nos.

AKS

Annexure-III

PROFORMA FOR FINANCIAL BID

To,

The Deputy Director General of Foreign Trade  
Directorate General Of Foreign Trade  
Room No-202, Udyog Bhawan  
New Delhi-110011

Sub: Contract for hiring of Commercial Cars for official use of higher Officers of DGFT(Hqrs.), Udyog Bhavan New Delhi.

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 Directorate General of Foreign Trade letter No. 14/1/2013-Genl dated 31<sup>st</sup> May, 2013. The information regarding financial details as desired is as per following details:-

Sl.No	Make	Rate for 2600 Kms. And 330 Hrs. Per Month	Rate for 2200 kms. And 330 Hrs. per month	Rate for 80 Kms. And 10 Hrs. per day	Rate for additional Km.	Rate for additional Hour.
1.	Maruti Swift Dzire(Diesel)					
2.	Maruti Swift Dzire(Petrol)					
3.	Indica(Diesel)					
4.	Indigo(Diesel)					

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

(Signature of Authorized Person)

Name of the bidder:

Complete Address:

Address(Work), If any,

Contact Nos.

