

F.N. 13/5/2015-Genl./  
Government of India  
Ministry of Commerce & Industry  
Directorate General of Foreign Trade  
(General Section)

Udyog Bhawan, New Delhi.  
Dated , the 24<sup>th</sup> February, 2016.

**E-Tender Notice**

Subject:- 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 (Yellow Striped/CNG) DLY AC Cars ( Swift Dzire/Tata Indigo/Toyota Etious/Renault Scala/Hyndui Accent/Tata Zest and Tata Indica) with of latest model (not more than three years old) and in excellent condition for use by its officers, initially for one year. The average requirement of this Directorate ranges from 4 to 5 Cars for each working day if required on holidays also. The last date of receipt of quotation is by **3.00 P.M on 11.03.2016**. 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. 212 (Tele: 23063669), Udyog Bhavan, New Delhi. The quotation should be accompanied with an **EMD of Rs. 50,000/-** drawn in favour of "Accounts Officer, 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 **11.03.2016 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. In case of any enquiry, the undersigned may be contacted on Tele No.23063669 and through email at [kirti.vardhan@nic.in](mailto:kirti.vardhan@nic.in). The Terms and Conditions and bid documents are available on DGFT Website.

(Kirti Vardhan)

Deputy Director General of Foreign Trade  
Tele: 23063669

To

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

TERMS AND CONDITIONS OF THE CONTRACT

1. 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 this Directorate.
2. Initially the contract will be valid for a period of one year which may however be extended for one more year on satisfactory performance of the firm on mutually agreed terms and conditions.
3. If the vehicle has performed duty less than 15 days in a month, the payment will be made on per day basis.
4. Directorate General of Foreign Trade reserves the right to obtain the service from other sources.
5. Under no circumstances, the rates once approved will be changed during the contract period. However, if the contract is extended beyond one year 1/3 rd of the rates (considered to be consumption on fuel) may revise upwards/downwards proportionately to the revised rates of the fuel.
6. The drivers of the cars should have a valid driving license, be well experienced and familiar with the city roads. The driver should be neatly dressed in dark blue uniform and well mannered.
7. The Contractor will have to get the police verification of all the drivers done at his own cost and submit the same in original to this office.
8. The drivers will have to be provided with mobile phones at the cost of the Contractor.
9. The cars and the drivers deployed with an officer will not be changed except with the prior consent of the user officer
10. In case the car(s) is not being made available on any particular day, this Directorate will be at liberty to hire vehicle from any other source at the expense of the contractor.
11. 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.
12. Additional penalty can also be imposed if the contractor violates any of the terms and conditions of the contract.
13. The mileage for use of the vehicles will start from the place where the driver is scheduled to report for duty to the concerned officers and shall also end at the same place. No night charges will be paid.
14. The agency should be in position to provide additional cars to meet emergent requirement of this Directorate at a short notice.
15. 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 submission of challan/receipt.
16. The vehicle will be replaced/ arranged by the Contractor immediately in the event of break down/accident.

17. The driver will always keep his driving license, registration certificate, pollution under control (PUC) free certificate, car insurance papers and other such documents ready as required by the Govt. Authorities, for inspection.
18. 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.
19. This 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 provided, 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 this Directorate shall be final.
20. This Directorate shall not be responsible for damages of any kind for any mishap/accident/injury caused to the car(s)/driver(s) while performing duty for this Directorate. All liabilities legal or monetary, shall be borne by the Contractor.
21. The Security deposit will be refunded only after the satisfactory completion of the contract.
22. Payment of hiring charges will be made on monthly basis against a bill to be preferred in the following month.
23. No advance payment will be made in any case.
24. This tender is not transferable.
25. EMD will not bear any interest and earnest money of unsuccessful tenderer would be returned without any interest after finalization of the contract.
26. 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.
27. Director General of Foreign Trade reserves the right to accept or reject any or all tenders/contract without assigning any reasons.
28. 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.

**The Contractor shall ensure that the number of car provided do not clash with ODD/EVEN SCHEME of Govt. of NCT of Delhi, whenever applicable**

PROFORMA FOR TECHNICAL BID

1. Name of tendering Company/Firm/Agency : \_\_\_\_\_  
(Attach certificate of registration)
  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. EMD details (Amount, Name of the Bank, Branch:  
DD date and No. etc.) \_\_\_\_\_
  10. Income Tax clearance/returner certificate : \_\_\_\_\_  
for last 2 years.
  11. Certificate regarding firm has not blacklisted by  
any Government Organization during last tree years. \_\_\_\_\_
  12. Certificate of satisfactory performance from  
the organization to whom the services was provided \_\_\_\_\_
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.

PROFORMA FOR FINANCIAL BID

Sl.No	Make	Rate for 1800 Kms. and 300 Hrs. per month	Rate for 1500 kms. and 275 Hrs. per month	Rate for 80 Kms. and 10 Hrs. per day	Rate for additional Km.	Rate for additional Hour.
1.	Maruti Swift Dzire(Yellow Strip/CNG)					
2.	Tata-Indigo(Yellow Strip/CNG)					
3.	Toyota Etious (Yellow Strip/CNG)					
4.	Renault Scala (Yellow Strip/CNG)					
5.	Hyndui Accent (Yellow Strip/CNG)					
6.	Tata(Zest) (Yellow Strip/CNG)					
7.	Tata Indica (Yellow Strip/CNG)					

Date:

Place:

(Signature of Authorized Person)

Name:

Designation: