(No. EI-D/GA/10-4/2017)  
ERNET India  
(An Autonomous Scientific Society under Ministry of Electronics & Information Technology, Govt),  
5th Floor, Block-1, A-Wing  
DMRC IT Park, Shastri Park, Delhi – 110053  

Dated: 04.05.2017  
Bid submission date (Due Date): 25.05.2017 by 2.00 PM  
Opening of Bids: 25.05.2017 at 3.00 PM  

To,  

Subject: Hiring of DLY vehicles (Cars) for official use at Delhi  

Dear Sir,  

1. ERNET India, an Autonomous Scientific Society under the Ministry of Electronics and Information Technology, intends to hire vehicles for the use of its officers stationed at Delhi. For the current requirement, 4 Air Conditioned vehicles as given in Annexures are proposed to be engaged on monthly basis. Other vehicles will be needed as and when required and for outstation duty. However, the number of vehicles may change (either increase or decrease) at any time, even initially.  

The rates may be quoted as per Annexure I, II & III for commercial vehicle. Comparison shall be made for Annexure –I, II & III separately.  

Bidders have to sign a rate contract with ERNET India in line to this tender and rates quoted by the bidder.  

2. Eligibility Criteria: Bidders must provide information/meet following criteria and provide document as evidence:-  

Technical Bids  

(i) Bidder must be in the business of renting out cars for at least last 3 years and have at least 10 DLY taxis, (copy of registration certificate to be enclosed).  

(ii) Must have travels and transport as its nature of business. (to be verified from any relevant Registration Certificate)  

The bidder shall have experience in providing taxi services for at least one year to State or Central Govt. or PSU or Autonomous bodies or Banks (Proof to be submitted with bid).  

(iii) Bidder must have valid Service Tax Registration No. in its name (Copy to be enclosed)
(iv) Bidder must have permanent Account Number for Income Tax (Copy to be enclosed).

(v) Bidder must provide details of registered office (Address) with telephone No./Fax/Mobile No.

(vi) Bidder must provide a Certificate stating that they have not been blacklisted/debarred from carrying out business with any Govt. body.

(vii) The bidder must provide a CERTIFICATE/Undertaking that he will provide the following DLY vehicles/Cars on receipt of Purchase Order:-

(a) **Category 1** - Santro/Wagon-R / Ritz/ Swift/equivalent with AC - 02 Nos.
(b) **Category 2** - SX-4/Ciaz/Equivalent with AC - 01 Nos
(c) **Category 3** - Swift Dezire with AC - 01 Nos
(d) **Category 4** - Qualis/ Innova with AC - 01 Nos

(viii) Detail of firm may be provided as per Annexure IV.

**Registration of vehicles mentioned above must not be earlier to the year 2013.**

3. **Bid validity:** The validity of the bid is 90 days.

4. The vehicles to be provided by the Firm should be in good condition with company fitted Air conditioner and not more than 3 years old at any time during the contract period. The registration details of the vehicles may be provided by the firm from time to time.

5. The bids may be submitted in two parts i.e. Technical Bid and Financial Bids (in separate sealed covers). First part of the bid (Technical Bid) should contain documents in support of eligibility criteria detailed above and EMD referred in para 7 below. Second part of the bid (Financial Bid) shall contain Annexure I, II & III duly filled in. To decide L-1 bidder, bidders are requested to submit their rates strictly as per Annexures I, II & III duly signed.

   Envelope 1 : Technical bid sealed and superscripted “Technical Bid including EMD for hiring of DLY vehicles (Cars).

   Second part of the Financial bid i.e. cost details for hiring of DLY vehicles (Cars) shall be quoted in the Annexures - I, II & III duly filled and signed.


   Envelope 3 : Above two sealed envelopes should be placed in this envelope. It should be sealed and superscripted: ‘Tender for hiring of DLY vehicles (Cars).’ Due on 25th May 2017 at 1400 hrs. The envelope should be addressed to:
6. Evaluation of Bids will be done separately for bill of material for each vehicle as per Annexure I, II & III i.e. separate evaluation (vehicle wise) will be done for (i) hiring of vehicle on monthly basis and (ii) hiring of vehicle on requirement basis (iii) hiring of vehicle for outstation duty. Order will be placed on respective L-1 party/parties.

7. **EARNEST MONEY DEPOSIT**

   i) Quotation must be accompanied by Earnest Money Deposit of Rs.35,000/- (Rupees Thirty Five Thousand only) and shall be in the form of Demand Draft/Pay Order/Bank Guarantee of any Nationalized/Scheduled Bank taken in the name of ERNET India, New Delhi. Bank Guarantee should be valid minimum for a period of 180 days from the original due date of the bid. **Bids received without Earnest Money Deposit are liable to be rejected.**

   ii) Earnest Money is liable to be forfeited and bid is liable to be rejected, if the tenderer withdraws or amends/impairs or derogates from the tender in any respect within the validity period of the tender.

   iii) The earnest money of all the unsuccessful tenderers will be returned after placement of order on the selected vendor(s). No interest will be payable by ERNET India on the Earnest Money Deposit.

   iv) On deposit of Performance Security, Earnest Money Deposit will be refunded or adjusted.

   v) The EMD is liable to be forfeited in case bidder is not complying the tender terms.

8. **Performance Security**

   The Successful bidder shall submit Performance Security in the form of DD/Bank Guarantee for an amount of Rs. 1 lakh in favour of “ERNET India”. The bank Guarantee shall be valid for a period of two years with additional claim period of 3 months from the date of expiry of Bank Guarantee extendable for 3rd year in case the services are continued for 3rd year. On submission of Performance Security, the EMD of the selected firm will be refunded or adjusted against demand of Performance Security, if requested by the selected bidder to do so.

9. **Payment Terms:**

   Payment will be released within 30 days from the receipt of original Bills duly supported with actual toll/road tax/parking charges slip and original duty slips signed by the user in r/o vehicle hired on daily basis and original monthly Log Book in r/o vehicle hired on Monthly basis. Entry
in the log book shall be duly signed by the officer who used the vehicle. Since ERNET will be hiring more than one vehicle of one category the unconsumed Kms of one vehicle will be adjusted in other vehicle of similar type and a consolidated bill will be raised accordingly.

10. **Validity of the rates:**

(i) The rates quoted by the bidder shall be valid for a period of one year from the date of Purchase Order. The rates will be increased @ 5% over the previous year rates, after completion of every one year period.

(ii) Under this tender, the successful bidder is liable to provide services for a minimum period of two years on the rates as referred in para above. Provision of 3rd year services by the successful bidder shall be subject to mutual consent of both the parties.

(iii) ERNET India may hire more than one vehicle of one category or equivalent on monthly basis, the unconsumed km/extra hrs. of one vehicle or equivalent will be adjusted in other monthly one category or equivalent vehicle in case other vehicle run less than monthly fixed 2000km/300hrs.

11. **Penalty Clauses:** Penalty will be levied, for the violation of term & conditions of the tender in the following manner:

<table>
<thead>
<tr>
<th>Sl. No</th>
<th>Violation</th>
<th>Penal Amount per month per car</th>
<th>Amount deducted per day per car</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>1st Instance</td>
<td>2nd Instance</td>
</tr>
<tr>
<td>01.</td>
<td>Non functioning of AC in a car</td>
<td>--</td>
<td>--</td>
</tr>
<tr>
<td>02.</td>
<td>Failure to provide alternative arrangement within one hour of vehicle breakdown</td>
<td>500/-</td>
<td>1000/-</td>
</tr>
<tr>
<td>03.</td>
<td>Delay (more than 30 minutes) in reporting for duty by drivers/ vehicle</td>
<td>500/-</td>
<td>1000/-</td>
</tr>
<tr>
<td>04.</td>
<td>Providing car older than as required in the tender</td>
<td>--</td>
<td>--</td>
</tr>
<tr>
<td></td>
<td>For vehicles hired on daily basis:</td>
<td>500/-</td>
<td>1000/-</td>
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<tr>
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</tr>
<tr>
<td></td>
<td>Non reporting of the vehicle on any particular day on the request of ERNET India</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>For vehicles hired on monthly basis:</td>
<td>500/-</td>
<td>1000/-</td>
</tr>
<tr>
<td></td>
<td>Non reporting of the vehicle</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

12. **Contract Period:** The validity of the contract is for the period of two years from the date of Purchase order.

13. **Few other terms are as below:**

(i) The vehicles shall have clean interiors, clean seat covers, car perfume, seat belts (front & rear), clean floor mats, first aid box and few mandatory spares like fuses, spark plugs, belt etc.

(ii) The firm will ensure that all drivers have live mobile phone connection so that they can be contacted whenever required.

(iii) The drivers provided by the firm should be well mannered, courteous and polite to officers using the vehicle. They should be well acquainted with NCR area, punctual have valid driving license. The drivers should not smoke or drink while on duty.

(iv) In case of accident or violation of traffic regulations, all the claims/fines arising out of such incidence, whatsoever, shall be borne by the driver/tenderer.

(v) ERNET India will decide as to what vehicle/car from the specific category is to be engaged for hiring.

14. Notwithstanding anything contained herein, ERNET India reserves the right to terminate the contract at any time without assigning any reason whatsoever.

15. The purchaser as well as the bidder (if they desire to do so) may at any time during the currency of contract period of two years terminate the contract by giving at least two months written notice period to either side without any compensation. Notice period shall not apply for extension beyond two years if any.
16. Your bids must be deposited/dropped in the Tender Box at ERNET India, 5th Floor, Block-1, A-Wing, DMRC IT Park, Shastri Park, Delhi – 110053 in a sealed cover on or before 25.05.2017 at 2.00 PM. Bids would be opened on the same day at 3.00 PM. Kindly depute your representative to witness the opening of bids.

17. ERNET India will have absolute right to cancel the tender/tender process at any time without assigning any reason.

Yours faithfully

( Bhupal Singh)
Registrar & Director
### Vehicle on monthly basis

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<table>
<thead>
<tr>
<th>Sl. No</th>
<th>Particular</th>
<th>Category -1 with AC</th>
<th>Category - 2 with AC</th>
<th>Category - 3 with AC</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Vehicle Quantity Required</td>
<td>2</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>2.</td>
<td>Monthly rates 2000 Km / 300 Hr</td>
<td>Rs. ...... For one car per month</td>
<td>Rs. ...... For one car per month</td>
<td>Rs. ...... For one car per month</td>
</tr>
<tr>
<td>3.</td>
<td>Charges for extra Km over and above 2000Kms@ Rs…… Per Km</td>
<td>Rs. ......... per Km</td>
<td>Rs. ......... per Km</td>
<td>Rs. ......... per Km</td>
</tr>
<tr>
<td>4.</td>
<td>Charges for extra Hrs @ Rs. Per Hr</td>
<td>Rs. .........per Hrs</td>
<td>Rs. .........per Hrs</td>
<td>Rs. .........per Hrs</td>
</tr>
<tr>
<td>5.</td>
<td>Night stay (After 11 PM - Upto 5.30 AM Charge for @ Rs…….. Per Nights</td>
<td>Rs. .........per Night</td>
<td>Rs. .........per Night</td>
<td>Rs. .........per Night</td>
</tr>
</tbody>
</table>

Evaluation will be done as per bill of material in Annexure I.

* For evaluation 500 Km will be taken into consideration.

** For evaluation 100 Hrs will be taken into consideration.

# For evaluation 5 Nights will be taken into consideration.
Evaluation for monthly basis vehicle

For evaluation, two (2) Santro/Wagon-R/Ritz/Swift/Equivalent car, one (1) SX4/Ciaz car and one (1) Swift Dezire will be considered.

Note (I): It is proposed to hire 4 vehicles on monthly basis in ERNET India.

No of vehicles may be increase/decrease as per the requirements. However comparison will be done on the basis vehicles as mentioned in the above table (i.e. two cars of Category-1 type, one of Category 2 and one of Category 3).

Note (II): Generally vehicles will be required on working days. The vendor will also be required to provide vehicles on Sundays/holidays, as and when required.

Note (III): Taxes need not to be included in the above rates, and will be as per actual.

Note (IV): Kms will be counted from the Garage to Point of duty. The maximum of 6 Kms will be given to the bidder from Garage to Point of duty if the distance between the two is 6 Kms or more, otherwise actual Kms will be given to the bidder.

Note (V): Hours will be counted from the Garage to Point of duty. But the maximum of ½ hour will be given to the bidder from Garage to the Point of Duty if the average time to reach the Point of Duty is half hour or more, otherwise actual time taken will be given to the bidder.
### Vehicle on as and when required basis (Local)

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<table>
<thead>
<tr>
<th>Sl.No</th>
<th>Particular</th>
<th>Santro/WagonR/Ritz/Swift / equivalent (all AC)</th>
<th>SX-4/Ciaz/Eqvt. with AC</th>
<th>Swift Dezire with AC</th>
<th>Innova / Qualis with AC</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>80 Km &amp; 8 Hrs</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>40 Km &amp; 4 Hrs</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>3.</td>
<td>Extra per Km After 40 &amp; 80 Km</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>Extra per Hr After 4 &amp; 8 Hrs</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>Night Stay Charge (After 11 PM upto 5.30 AM)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

To calculate L – 1 bidder, following criteria (I + II + III+IV) will be taken into account:

1. Swift / Santro / Wagon-R/Ritz/equivalent (all AC):
   
   (i) Charges for 80 Km & 8 hours duty for 20 days;
   
   (ii) Charges for 40 Km & 4 hours duty for 10 days:
   
   (iii) Extra Km charges for 100 Km @ Rs. ________/– per km;
   
   (iv) Extra hour charges for 100 hours @ Rs. ________/– per hour
   
   (v) Night stay charges (after 11 PM) for 10 nights @ Rs. ________/– per night
II. SX-4/Ciaz/Eqvt.
(i) Charges for 80 Km & 8 hours duty for 10 days;
(ii) Charges for 40 Km & 4 hours duty for 5 days:
(iii) Extra Km charges for 50 Km @ Rs. ________/per km;
(iv) Extra hours charges for 50 hours @ Rs. ________/per hour
(v) Night stay charges (after 11 PM) for 5 nights @ Rs. ________/per night

III. Swift Dezire AC
(i) Charges for 80 Km & 8 hours duty for 10 days;
(ii) Charges for 40 Km & 4 hours duty for 5 days:
(iii) Extra Km charges for 50 Km @ Rs. ________/per km;
(iv) Extra hours charges for 50 hours @ Rs. ________/per hour
(v) Night stay charges (after 11 PM) for 5 nights @ Rs. ________/per night

IV. Qualis/ Innova with AC
(i) Charges for 80 Km & 8 hours duty for 10 days;
(ii) Charges for 40 Km & 4 hours duty for 5 days:
(iii) Extra Km charges for 50 Km @ Rs. ________/per km;
(iv) Extra hours charges for 50 hours @ Rs. ________/per hour
(v) Night stay charges (after 11 PM) for 5 nights @ Rs. ________/per night

Taxes need not to be included in the above rates, and will be as per actual.
Note: L-1 bidder will be decided based on the total sum of bill of material as per in Annexure II without taxes

Note: Kms will be counted from the Garage to Point of duty. However, the maximum of 6 Kms will be given to the bidder from Garage to Point of duty if the distance between the two is 6 Kms or more, otherwise actual Kms will be given to the bidder.
## Vehicle for Outstation Duty
(As & when Required)

(No. EI-D/GA/10-4/2017)

<table>
<thead>
<tr>
<th>Sl. No</th>
<th>Particular</th>
<th>Swift / Wagon-R/Santro/Ritz/Equiva lent (all AC)</th>
<th>SX-4/Ciaz with AC</th>
<th>Swift Dezire with AC</th>
<th>Innova Qualis with AC</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Minimum Kms that will be billed per day</td>
<td>Rs. ..........for minimum 200 Kms</td>
<td>Rs. ..........for minimum 200 Kms</td>
<td>Rs ..........for minimum 200 Kms</td>
<td>Rs ..........for Minimum 200 Kms</td>
</tr>
<tr>
<td>*2.</td>
<td>Charges over &amp; above minimum Kms per additional Km.</td>
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<tr>
<td>**3.</td>
<td>Driver's Allowance per day</td>
<td></td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

Evaluation will be done as per Annexure III.

*50 Kms over & above minimum Kms will be taken into account for L-1

** For evaluation 3 days will be taken into account for L-1.
Note: Taxes need not to be included in the above rates, and will be as per actual. L-1 bidder will be decided based on the total sum of bill of material as per Annexure without taxes.

Note: Kms will be counted from the Garage to Point of duty. However, the maximum of 6 Kms will be given to the bidder from Garage to Point of duty if the distance between the two is 6 Kms or more, otherwise actual Kms will be given to the bidder.
Details of the Firm

NAME : 

ADDRESS : 

TELEPHONE : 

DETAILS OF CARS WHICH WILL BE DEPLOYED FOR ERNET INDIA

<table>
<thead>
<tr>
<th>SL. NO.</th>
<th>REGISTRATION NO.</th>
<th>MODEL/YEAR</th>
<th>MAKE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>2.</td>
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<td></td>
<td></td>
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<tr>
<td>3.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td></td>
<td></td>
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</tbody>
</table>