

F.No.D- 26001/01/2020-A&G
Government of India
Publications Division (HQ)
Ministry of Information & Broadcasting.

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Soochna Bhavan, CGO Complex
Lodhi Road, New Delhi-110003
Dated 09.07.2020

TENDER NOTICE

Sub:- **Tender Notice for hiring of extra Vehicles.**

Publications Division (HQ) invites sealed quotations from registered agencies within the National Capital Territory of Delhi (except those who have been specifically blacklisted by the Ministries/Departments for non-performance) for hiring of taxis/trucks for official use of the Publications Division as per the Terms & Conditions enclosed as Annexure-I. The services of vehicles may have to be provided by the firm on KM basis as per requirement of the Division.

Sealed Envelope should be super scribed "Bid for Hiring of Extra Vehicles/Trucks/Taxis" and it should contain all details as per Annexure-II along with EMD.

The last date of receipt of tender is **24.07.2020 at 03.00 P.M.** The Bids shall be opened **at 3.30 PM on the same day i.e. 24.07.2020 in the Room No. 691, 6th Floor, Soochna Bhawan** in the presence of such of the bidders or their authorized representatives, who may wish to be present. Late Bids received after the specified date and time shall not be considered.

The bidders shall be required to submit demand draft of Rs.5000/- (Rupees Five Thousand only) as earnest money to be drawn in favour of Director General , Publications Division, Soochna Bhawan, New Delhi along with the quotation in Bid cover. A quotation not accompanied by the Demand Draft along with Bid will be summarily rejected. The earnest money will be refunded to the unsuccessful tenderers on finalization of the contract. No interest will be payable by the Division on the Earnest Money Deposit. The successful tenderer will have to deposit performance security at the rate of **Rs.20000/-** in favour Director General within 10 days of award of contract. The performance security will be forfeited for breach of any of the terms/conditions of the tender enquiry, besides it may be black-listed. Performance Security will be refunded to supplier without any interest, whatsoever, after it duly performs and completes the contract in all respect.

The tender document can be downloaded from Publications Division Website. For any clarification as to the tender documents, Section Officer (A&G) Section of Publications Division may be contacted on telephone No. 24362974 or in person after prior appointment.

The sealed quotations in the prescribed form may be addressed to Deputy Director (Admin), Publications Division, Rom No. 685, 6th Floor, Soochna Bhavan, CGO Complex, Lodhi Road, New Delhi and dropped in the Tender Box of this Division mounted on the wall of Room No. 691 (A&G) Section, 6th Floor, Soochna Bhavan, New Delhi 110003.

The competent authority in the Publications Division reserves the right to amend/withdraw/relax/modify any of the terms and conditions contained in the Tender Documents or reject any or all applications (offers) without giving any notice or assigning any reason thereof. The decision of Competent Authority will be final binding.


(B.K. Biswas)
Deputy Director (A&G)
Ph.24362974

Copy to

1. Website of Publications Division

ANNEXURE-I

TERMS AND CONDITION FOR HIRING OF TRUCKS/TAXIS ON REQUIREMENT BASIS FOR OFFICIAL USE IN PUBLICATIONS DIVISION (HQ)

The truck/taxi to be provided should either be registered in the name of the firm/owner or the firm should have them on lease.

2. The truck/Innova Car to be provided should be in good condition and should not be of model earlier than 2015
3. The period of contract shall be for one year initially from the date of award of the contract subject to further extension thereafter on rendering satisfactory services on the same terms & conditions and rates.
4. The drivers of the vehicles provided must follow traffic rules and other regulations prescribed by the Government from time to time. Drivers should be conversant with all important places in Delhi and NCR especially around Central Secretariat.
5. The firm should ensure that the driver being provided must possess valid driving license in his name with not less than one year experience. The Drivers should be in uniform/well-mannered and courteous and should always carry a mobile phone with them, as it will enable the officer to contact the Driver at any time. He should carry all the necessary documents (Registration certificate, Insurance Papers, PUC certificate etc.) with him, while being on duty.
6. There will be no dead mileage. The Kilometrage for the purpose of vehicle run and hours of duty shall be reckoned from the point of reporting for duty and to the point of vehicle released. No mileage will be allowed to drivers for lunch/breakfast or for drawl of petrol/diesel/CNG etc.
7. For each and every vehicle, the driver is required to maintain a log-book i.e. details of journeys performed during the day and all entries be got attested from the users. Copy of log book for each of the journey(s) performed duly signed by the officer, would be maintained and submitted by the firm along with the bill(s)
8. The firm should be in a position to supply trucks on short notice as and when needed. The number of vehicles may be increased/decreased depending upon requirement of the Division.
9. The vehicle should be insured comprehensively and should have necessary valid permits from the Transport Department/Authority.
10. All liabilities, arising out of any legal dispute, accidents, breakdown etc. shall be borne/paid by the firm.
11. The approved rate will not be enhanced during the currency of the contract.
12. Actual parking charges/toll taxes/entry taxes/inter-state taxes for journey(s) services taxes will be reimbursed on production of original vouchers/receipts along with hiring charges bill.
13. The antecedents of driver to be deployed should be properly verified and their details (name, address, telephone nos. etc.) will have to be provided to this office.
14. Firm should be in position to provide standby truck within an hour of reporting any break down to the contractor telephonically. All expenses, including charges for hiring truck from open market, are to borne by the firm, in case of breakdown of a vehicle supplied. A penalty of Rs.500/- per vehicle per day shall be imposed if the transporter fails to provide vehicle on any particular day.

- 15 The contractor must have all the requisite clearance certificates etc. from the concerned Government agencies as per rules.
- 16 The bills for hiring of truck would be submitted after the completion of the job. The payment shall be made on bill to bill basis supported by the summary of the Log Book and duly signed by the user(s) or concerned authorized officer of the Publications Division.
- 17 No advance payment, in any case, would be made to the firm.
- 18 A certificate be produced by the transporter from the competent authority to certify proper status/functioning of the "kilometer Meter".
- 19 Service Tax as applicable will be paid on billing.
- 20 The vehicle to be supplied should be in very good working conditions and well maintained during the contract period. The vehicle to be supplied should be excellent mechanically as well as physically i.e. outer body/upholstery etc. should be decent looking.
- 21 The owner/senior representative of the firm should be available round the clock on direct telephone (office as well as residence) so as to respond to the call for vehicles in the emergent cases. The Mobile number should also be given.
- 22 All the charges towards repair/servicing salary of the Driver, Petrol expenses and any other incidental expenses on operation and maintenance of the hired vehicle would be borne by the firm.
- 23 In case of dispute of any kind and in any respect whatsoever the decision of HOD of Publications Division shall be final and binding. Any relaxation in terms and conditions in the contract notice will be at the sole discretion of Publications Division.
- 24 No compromise will be made by this office towards punctuality, cleanliness, obedience, promptness, behavior etc. If the contractor at any point of time during official duty, fails to perform duties, as directed by the Division the Security Deposit will be forfeited and contract will be cancelled forthwith without any notice by the Competent Authority.
- 25 Publications will not be responsible for any challan, loss, damage, or accident to the vehicle or to any other vehicle or injury.
- 26 In case of any compelling circumstances, the contract may be discontinued at any point of time on mutually agreed terms and conditions by giving 30 days advance notice. The Division may for smooth operation of the Contract, require further information/documents/performance security etc. to be notified in writing with due notice to be given in writing.
- 27 In the event of the firm backing out of the contract midstream, without any explicit consent of this Division, the firm will be liable to the recovery of higher rates, vis-à-vis those contracted, which may have to be incurred by this Division on transpiration of officer for the balance period of contract through alternative mean. The bill amount of the month would also be forfeited apart from forfeiting of Security Deposit.
- 28 The vendor may also quote their 15 digits Service Tax Code Number in all bills.

ANNEXURE-II

Details of firm and rates for vehicle as per Performa given as under:-

1.	PAN No.(Copy enclosed)	
2.	GST No. (Photocopy enclosed)	
4.	Copy of last Income Tax Return/Income Tax Clearance certificate (Copy enclosed)	
5.	Minimum 2 years experience in providing vehicles to Govt./Semi-Govt/Autonomous bodies and along with a certificate from the concerned Deptt. that the contract was successfully completed. (copy enclosed)	
6.	Name of the firm	
7.	Registered Office Address of Firm.	
8.	Name of Proprietor/Partner of the firm.	
9.	Telephone Number of the firm	
10.	Mobile Number of Proprietor/Partner of the firm	

Rates (as & when required basis)

Particulars	407 2.5 Tons (Rs.)	17 ft. 5 Tons (Rs.)	6 W -9 Tons (Rs.)	Innova (7 Seater) (Rs.)
Rates for loading unloading for 40 km for working 5 hrs on any day (including laborers)				
Rates for loading unloading for 100 km for 12 working hrs (including laborers)				
Rates for additional hrs beyond 10 pm (including laborers)				
Rates per additional km beyond 100 km				
Night Charges from 11.00 pm to 5.00 pm				

Signature _____

Name _____

Company Seal _____

Dated _____