



**TENDER FOR EMPANELMENT OF TRANSPORTER/TOUR&TRAVEL
AGENTS FOR HIRING OF CARS OF DAILY/MONTHLY BASIS FOR
OFFICIAL USE OF NEEPCO**

Tender No. No. NEEPCO/ND/125/133

Dated 26.07.2017



नॉर्थईस्टर्नइलेक्ट्रिकपावरकॉर्पोरेशनलि.
(भारतसरकारकाउधम)



NORTH EASTERN ELECTRIC POWER CORPORATION LTD.

(A GOVT. OF INDIA ENTERPRISE)



समन्वयनकार्यालय/Coordination Office

15 एनबीसीसीटॉवर, यूजीफ्लोर/15 NBCC Tower, UG Floor,
भीकाजीकामाप्लेस, नईदिल्ली-66/Bhikaji Cama Place, New Delhi-66
फोन /Phone: +91-11- 26164329 (ईपीबीएक्स /EPBAX), 26170134
फैक्स/Fax: +91-11-26107555, 26191060
ई-मेल/Email: neepconewdelhi@gmail.com

NOTICE INVITING QUOTATION

NIQ No.ND/125/133 Dtd 26/7/2017

Sealed quotations are invited from registered transporters/tour & travel agents for empanelment to hire cars on daily/monthly basis for official use of NEEPCO. Interested firms, who fulfill the terms and conditions as laid down in the bid documents, may send their rates in the prescribed format to the undersigned within the period as mentioned below. Non-transferable prescribed quotation format may be collected from the Co – Ordination Office, NEEPCO, 15, NBCC Tower, Bhikaji Cama Palace, U.G Floor, New Delhi -110066 on any working day between 10-30 hrs to 17-00 hrs from 27/7/2017 to 16/08/2017.

Quotation for empanelment of Transporter / tour and travel agent for hiring of cars of daily / monthly basis for official use of NEEPCO in New Delhi	Cost of quotation Rs. 500/- payable in Cash/DD/Bankers cheque drawn in favour of NEEPCO
Closing date and time of submission of quotation	16/08/2017 by 1400hrs

Details of Tenders may be seen in www.neepco.co.in

Sr. Manager (HR)
NEEPCO, New Delhi-66

Terms and conditions of
Empanelment of Hiring of Car for Official use by NEEPCO

1. Scope of Work: The tender is for Empanelment of transporters/tour & travel agents for Hiring of cars on daily/monthly basis for official use by NEEPCO as per requirement. NEEPCO may need the following type of vehicles:
800 CC or equivalent
Maruti Dzire/ Tata Indigo/ Honda Amaze or equivalent
Honda City / Maruti Ciaz or equivalent
Toyota Corolla or equivalent
Toyota Innova or equivalent
2. Period of Contract: The empanelment will be initially valid for a period of one year and the rates once finalized will remain valid throughout the period of contract. No claims whatsoever on account of increase in the rate of fuel and other factors such as statutory payments, minimum wages, etc., shall be entertained. It will be the responsibility of the transporter to bear such additional expenses.
3. Earnest Money Deposit (EMD): Tenderer shall have to deposit EMD of Rs.5000/- (Rupees Five Thousand) only in the form of Demand Draft/Pay order/NEFT online transfer in favour of NEEPCO Ltd., New Delhi alongwith the tenders. Tenders received without EMD will not be considered.
4. Forfeiture of EMD: The tenderer will not be allowed to withdraw the tender after the same is received by NEEPCO. In case the tenderer withdraws from the process, the EMD deposited by him will be forfeited.
5. Refund of EMD: EMD will be refunded to the unsuccessful tenderer within thirty days from the date of finalization of list of empanelment. No interest shall be payable on EMD.
6. Security Deposit: The successful tenderer will have to deposit a security of Rs.10,000/- (Rupees Ten Thousand) only in the form of a Demand Draft/Pay Order/NEFT online transfer in favour of NEEPCO Ltd., New Delhi. The security deposit will be refunded to the contractor within sixty days from the date of completion of the contract period and no interest will be paid on the security deposit.
7. The tenderer should have a registered and well established Transport Agency/Firm. Proof of this effect to be enclosed alongwith the tender

8. Fleet: The firm submitting the tender must have sufficient fleet of vehicles which have been registered on or after 01.07.2012. Proof of this will have to be enclosed.
9. The vehicles should be in a very good running condition with clean interior and good upholstery and valid Pollution under Control (PUC) certificate.
10. The vehicle which will be taken on monthly basis should be preferably a new vehicle and rate should be quoted accordingly.
11. Drivers: The firm must ensure that the drivers employed have valid driving license and carry the necessary registration papers, security check verified and should be well behaved, properly uniformed and well conversant with the traffic/regulations and road/routers in Delhi/NCR localities.
12. The firm should have adequate number of telephones for contact round the clock. NEEPCO can request for the vehicle at short notice and the firm shall provide the vehicle within such time on receipt of NEEPCO's request in writing/over phone.
13. NEEPCO may need the vehicles to be hired, as per requirement. The vehicles requisitioned should reach the stipulated destination located within Delhi and surrounding localities, within a maximum time of 30 (± 10) minutes depending on the location. It may be noted that the number of vehicles to be hired and the number of days of hiring may vary depending upon the actual requirements.
14. The firm shall comply with all statutory enactment/provisions in relation to services offered by them.
15. It will be responsibility of the Drivers of the respective vehicle to carry the proper Registration Certificate and valid insurance at all times in respect of the vehicles being driven by him. The Driver must have one mobile phone with him always as a necessary condition of contract.
16. NEEPCO shall be liable to pay the hiring charges only. Any other liability shall be borne by the contractor. If during the course of engagement of the vehicles to NEEPCO, any harm due to accidents, etc. is caused either to the vehicle or to the third party, NEEPCO will not be responsible. Any liability arising out of such accident will be the responsibility of the firm only. All incidental expenditure towards repair will be borne by the contractor.

17. No advance payment will be made by NEEPCO. The billing will be done on a monthly basis and the bill should be submitted by the firm by the first week of the following month. The payment will be made only for those duty slips which have been signed by the officer/staff using the vehicle. It will be the responsibility of the driver to get the duty slips signed by the officer/staff on a day to day basis. No payment will be made for unsigned duty slips. Duty slips should be complete in all respects in terms of start kilometer, end kilometer, distance covered, time from, time end of duty, places visited etc.
18. The rates quoted should be exclusive of the GST. Latest income tax clearance certificate and PAN is also required to be submitted by the operator.
19. The journey to the destination and back shall be undertaken by the shortest route possible. In case of breakdown of any vehicle during official duty, it shall be responsibility of the firm to provide a replacement immediately. If no replacement is provided on time alternative arrangement will be made and the cost thereof will be deducted from the payment to be made to the firm.
20. Toll tax, Entry tax, permit fee, for crossing border, if any, parking charges will be paid by NEEPCO for which the original receipts should be submitted monthly.
21. The vehicles provided should fulfill the norms prescribed by the Government of NCT of Delhi, Department of Transport of hired vehicles.
22. The disputes, if any, arising out of this contract will be subject to the jurisdiction of the courts in Delhi only.
23. In case of dispute of any kind, the decision of the Coordinator, NEEPCO, New Delhi shall be final and binding.
24. Submission of tender: Sealed tenders in the form prescribed in Annexure-I and II contained in an envelope duly super scribed – “Tender for Empanelment of Transporter for Hiring of Cars on daily/monthly basis for official use by NEEPCO” addressed to the “**Sr. Manager (HR)**, NEEPCO Ltd., 15 NBCC Tower, Bhikaji Cama Place, New Delhi-110066” should reach by 2 PM on 16/8/2017. In case that day happens to be holiday, the next working day shall be deemed to be the last date of submission of tender. Any request for extension of submission date of tenders will not be considered.

25. Opening of tenders: The tenders received will be opened at 4.00 PM of the last date of submission of tender as mentioned in the above para. The authorized representative of the quoting firm (one member only) may remain present during opening of tender, if desires so.
26. The tenders of only those firms who satisfy all the requirements/conditions stipulated in this Document will be considered. Quotation with any cutting or overwriting in the figures will not be considered.
27. The contract so awarded will commence from the date of consent of the firm to the term and conditions. The contract so awarded can be terminated by NEEPCO at any time without giving any reason.

ANNEXURE-I

The details in respect of the Bidder:

Sl.No.		
1	Name of the Bidder	
2	Address of the Bidder	
3	Year of Registration/Incorporation (Proof to be attached)	
4	GST Registration NO. (Proof to be attached)	
5	Income Tax Clearance Certificate (Proof to be attached)	
6	Whether EMD enclosed (Details of Demand Draft/Pay Order)	
7	Name(s) of the Govt. Dept/Ministries along with their address and details of contact person to be whom vehicles were provided during the last one year	
8	Name, Designation and Address of the person to whom all references shall be made regarding this tender	
9	PAN and GST details	
10	Telephone with STD Code	
11	Mobile Telephone No.	

Yours faithfully,

(Signature of Authorized person)

Name: _____

Designation: _____

Seal: _____

Dated: _____

Place: _____

RATES QUOTED FOR HIRING OF CARS ON DAILY/MONTHLY BASIS**I) Monthly Basis:**

Model of Car	Minimum Distance (kms)	Minimum Hours	Fixed rate per month	Additional rate per km	Rate for extra hours
800 CC or equivalent	2400	300			
Maruti Dzire / Tata Indigo / Honda Amaze or equivalent	2400	300			
Honda City / Maruti Ciaz or equivalent	2400	300			
Toyota Corolla or equivalent	2400	300			
Toyota Innova or equivalent	2400	300			

II) Daily Basis:

Model of Car	5 Hours/ 40 kms	10 Hours/ 80 kms	Additional rate per km	Rate for extra hours	Night Halt for the driver
800 CC or equivalent					
Maruti Dzire / Tata Indigo / Honda Amaze or equivalent					
Honda City / Maruti Ciaz or equivalent					
Toyota Corolla or equivalent					
Toyota Innova or equivalent					

Note:

The above rates are exclusive of applicable taxes which would be levied at the application rates. Any request for change of rates during the tenure of the contract due to hike in fuel rate / insurance premium would not be entertained by NEEPCO.

We are aware that all the payments shall be subject to TDS, as applicable, at the time of payment.

I / We agree to abide by the terms and conditions stipulated by NEEPCO as mentioned in the tender document at the rates quoted above.

We are not involved in any major litigation that may have an impact of affecting or compromising the delivery of services as required under this tender.

We are not black listed by any Central/State Government/Public Sector Undertaking in India.

Yours faithfully,

(Signature of Authorized person)

Name: _____

Designation: _____

Seal: _____

Dated: _____

Place: _____