

**CENTRAL ELECTRICITY REGULATORY COMMISSION**

Ground Floor Chanderlok Building,  
36, Janpath, New Delhi -110 001

No: 2/1(9)/2016/Adm/CERC

Dated, the 31<sup>st</sup> Aug, 2016

**Sub: Notice Inviting Tenders for hiring of vehicles in CERC.**

Central Electricity Regulatory Commission, a statutory autonomous body set up under an Act of Parliament, invites tenders for hiring of **CNG/Diesel/Petrol** vehicles for official use on **monthly/ daily basis** in CERC.

2. The detailed terms and conditions is attached at **Annexure-I**. The prescribed proforma for submitting tenders is attached at **Annexure-II**.

3. The quotations may be submitted in sealed cover superscribed as "**Quotation for contract for hiring of Taxi Services**" and addressed to the Assistant Secretary (P&A), CERC, Ground Floor, Chanderlok Building, 36, Janpath, New Delhi-110 001 by Friday, the 23<sup>rd</sup> September, 2016 (up to 3.00 P.M.) clearly stating that the Terms and Conditions specified by CERC for this purpose are fully acceptable to tenderer.

4. The quotations received after due date and without proper supporting documents will not be entertained.

5. Central Electricity Regulatory Commission has all the right to reject/accept any/all the tenders without assigning any reason whatsoever. The quotations received within the due date and time, will be opened on Friday, the 23<sup>rd</sup> September, 2016 at 4.00 P.M. in the presence of bidders or their representatives, who are present.

(P. Ramamoorthy)  
Assistant Secretary (P&A)  
Tele:2375 3921

Enclosed : Annexure I to II.

**TERM AND CONDITIONS**

**1. Eligibility Criteria**

1.1 The agency desirous of participating in this tender should be registered and should be a well established Transport Agency/Firm. It should have its registered office and garage located within Municipal limits of Delhi/NCR. Documentary proof like telephone/ electricity bill to this effect has to be enclosed.

1.2 The firm submitting the tender must have at least five numbers of required model of vehicles which have been registered after 01 Jan 2013. Proof will have to be enclosed by way of submission of copy of Registration Certificate to this effect.

1.3 The Firm must have at least **five years experience** in Tours and Travels business in providing vehicle/taxi to the Central Government/ State Govt. / PSUs / Autonomous bodies/ reputed private organizations. The Firm must furnish certificates from such Organizations in support of their experience.

1.4 The firm must have a valid PAN, TAN Numbers and Service Tax Registration number and documentary proof to this effect is to be enclosed.

**2. Scope of Work** The tender is for contract for hiring of taxies (Petrol along with Company fitted CNG) vehicles for official use on daily/monthly basis as per requirement by Central Electricity Regulatory Commission for official use.

**3. Period** The contract will initially be awarded for a period of one year. The rates approved will remain fixed for first year of the contract period irrespective of any changes made in statutory levies by the Government or the increase/decrease of prices of fuels/CNG. However, the competent authority in CERC, may at its discretion, allow extension of the tenure of contract, up to two spells of one year each subject to satisfactory services of the firm. An enhancement of 10% of the initial approved rates can be considered on successful completion of one year of service.

**4. Earnest Money Deposit (EMD)** An Earnest Money Deposit of Rs. 1,00,000/- (Rupees One Lakh only) in the form of a demand draft drawn in favour of Central Electricity Regulatory Commission, New Delhi, may be submitted, failing which the bids will not be considered valid.

**5. Forfeiture of Earnest Money Deposit (EMD)** The bidder will not be allowed to withdraw the tender after the same is received in the office. In case the bidder withdraws from the process, the EMD deposited by him will be forfeited.

**6. Refund of EMD** will be refunded to the unsuccessful bidder within thirty days from the date of issue of work order to the successful bidder, without any interest.

**7. Security Deposit** The successful bidder shall be required to deposit a security deposit of ₹2,50,000/- (Rupees: Two Lakh and Fifty thousand only) in the form of Demand Draft / Bankers Cheque drawn in favour of Central Electricity Regulatory Commission (CERC) payable at New Delhi.

## **8. General Terms & Conditions**

8.1 The vehicles shall be in excellent running condition with clean interiors and good upholstery and must have valid Pollution Under Control (PUC) certificate. The vehicles to be provided to CERC should not be more than three (3) years old. In case the condition of vehicle is not found to be satisfactory, the vehicle shall be replaced immediately after receiving intimation from CERC.

8.2 The firm would ensure that the drivers employed by them shall have a valid driving licence and shall always carry the necessary documents like registration paper, licence, etc. They should be educated, well behaved, and should also be conversant with the traffic rules/regulations and city roads/routes. The drivers should be neatly dressed should wear proper uniform and must carry a mobile phone in working condition for which no separate payment shall be made by this office.

8.3 The firm should have adequate number of telephones for communication or contact round the clock. CERC may request for the vehicle at short notice and the firm shall provide the vehicle within such time on receipt of such request in writing/over phone, failing which the CERC will be at liberty to make alternative arrangements for hiring of vehicle, at the risk and cost of the firm. In case no alternate arrangement is made, the expenses incurred used by CERC shall be deducted from the bill.

8.4 It will be the responsibility of the Driver to carry the proper valid insurance at all times in respect of the vehicle and the passengers. Documentary proof of valid insurance of all the vehicles quoted by the firm should be enclosed and firm shall indemnify the CERC against all losses and claims.

8.5 CERC shall be liable to pay the hiring charges approved under the contract. Being the owner of the vehicles, any other liability if incurred shall be borne by the firm/contractor. If during the course of engagement of the vehicles to the services of the CERC, any harm caused due to accidents etc. either to the vehicle or to the third party, CERC will not be responsible, but shall be the responsibility of the firm. Any liability arising out of such accident will be the responsibility of the firm and not CERC and all incidental expenditure towards repair will be borne by the contractor.

8.6. No advance payment will be made by the CERC. 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 officers using the vehicle, while on duty of CERC. Duty slips should be complete in all respects in terms of start kilometer, end kilometer, the distance covered, time for start of duty and time of closure of duty, its places visited, etc.

8.7 The journey to the destination and back shall be undertaken by the shortest route possible. In case of break down or if the vehicle can not play on account of odd-even policy of Government, it shall be the responsibility of the firm to make alternative arrangement.

8.8 In case of breakdown, suitable vehicle should be provided as replacement. In case of non-availability of vehicle, a penalty of ₹ 200/- may be imposed in addition to deduction on prorata basis for the period. If the number of breakdown exceeds three times in a month, a penalty of ₹ 300/- per breakdown shall be imposed.

8.9 Normally, Chanderlok Building will be the focal point for the kilometer-age for the purpose of "vehicle run" and "hours of duty". In case of vehicles attached with eligible officers of CERC, then the place of reporting i.e. their residence will be considered for calculation of the kilometer-age and hours of duty for to and fro journey.

8.10. Category of vehicles and their place of reporting to be considered for calculation of the kilometer-age and hours of duty for "to and fro journey" required at present is given below. No dead mileage will be allowed in any case.

| <b>S.No</b> | <b>Category of vehicle</b>  | <b>Place of reporting</b>               |
|-------------|---|---|
| (a)         | Maruti Ciyaz/ Hundai Verna/ Honda City (AC) or any equivalent vehicle.                        | R.K. Puram, Sector-13, New Delhi-110066 |
| (b)         | Swift Dzire / Honda Amaze/Hundai Xcent/ Tata Zest/ (AC) or any equivalent vehicle.            | Sarita Vihar, New Delhi-110076          |
| (c)         | Swift Dzire / Honda Amaze/Hundai Xcent / Tata Zest (AC) or any equivalent vehicle.            | Sector – 82, Noida                      |
| (d)         | Swift Dzire / Honda Amaze/Hundai Xcent/ Tata Zest (AC) or any equivalent vehicle.             | Hudco Place, New Delhi-110049           |
| (e)         | Swift Dzire / Honda Amaze/Hundai Xcent/Tata Zest (AC) or any equivalent vehicle.              | Plot No. GH-85, Sector - 55, Gurgaon    |
| (f)         | Maruti Wagon-R/ Celerio/Hyundai Grand-i10/Mahendra KUV 100 or any equivalent vehicle (Non AC) | Sector-100 , Noida                      |
| (g)         | Maruti Wagon-R/ Celerio/Hyundai Grand-i10/Mahendra KUV 100 or any equivalent vehicle (Non AC) | Sector-34 , Noida                       |
| (h)         | Maruti Wagon-R/ Celerio/Hyundai Grand-i10/Mahendra KUV 100 or any equivalent vehicle (Non AC) | Sector-82-85, Neharpar, Faridabad.      |
| (i)         | Maruti Wagon-R/ Celerio/Hyundai Grand-i10/Mahendra KUV 100 or any equivalent vehicle (Non AC) | Sector-62 , Noida                       |
| (j)         | Maruti Wagon-R/ Celerio/Hyundai Grand-i10/Mahendra KUV 100 or any equivalent vehicle (Non AC) | Chanderlok Building, Janpath, New Delhi |

9. CERC may hire additional vehicles as per requirement. In that event, the vehicles requisitioned by CERC should reach the stipulated destination located within the National Capital Territory of Delhi/National Capital Region. The number of vehicles to be hired and the number of days of hiring may vary depending upon the actual requirement. In case the additional vehicle is asked to report at any point other than Chanderlok Building, then Chanderlok Building, Janpath, New Delhi will be considered for calculation of the kilometrage and hours of duty for "to and fro journey". No dead mileage will be allowed in this case also.
10. The vehicles provided to CERC should fulfill the norms prescribed by the Government of NCT of Delhi, Department of Transport and other statutory authorities for hired vehicles.
11. The financial bids of only those tenderers who satisfy all the requirements/conditions stipulated in the document will be considered.
12. Toll tax, Entry tax, Permit fee for crossing border if any, parking charges will be borne by CERC for which the original receipts should be submitted by the firm along with the bills for payment .
13. All incidental expenditure towards repair will be borne by the firm. The firms should have the capacity of repairing their vehicles in a short time and during repair time the firm would provide a substitute vehicle and driver immediately.
14. While CERC has a regular requirement for hiring of vehicles it shall also have the right not to utilize the services at all or at any time or any period without giving any notice.
15. In case of dispute of any kind and in any respect whatsoever, the decision of Head of Department (HOD), CERC shall be final and binding.
16. The contract could be considered for extension based on satisfactory service/ performance by the firm and by mutual agreement for such further period(s) as may be agreed upon, but not exceeding one year at a time.
17. CERC reserves the right to award the work to more than one agency at the rates quoted by them for different places of reporting.
18. Either party shall be at liberty to terminate the contract by giving one month's notice to the other.
19. CERC may also by giving written notice and workout compensation to the contractor terminate the contract if the contractor/firm becomes unwilling or otherwise insolvent/ bankrupt without affecting its right of action or remedy as hirer.

**PROFORMA**

20.

|       |   |  |
|-------|---|--|
| (i)   | Name of the Proprietor in case of proprietary                     |  |
| (ii)  | Name of the Proprietor/Directors, (in case of Pvt. Limited Firm). |  |
| (iii) | Address (With Tele. No. Fax No.)                                  |  |
| (iv)  | PAN No. (proof to be attached)                                    |  |
| (v)   | Service TAX Registration No. (proof to be attached)               |  |
| (vi)  | TAN No. (proof to be attached)                                    |  |
| (vii) | Name & address of clients served during last 5 years              |  |

**21. Rates quoted for monthly basis (with zero deal mileage from the place of reporting) excluding service tax.**

| Sl. No | Category of vehicle (monthly basis)   | Place of reporting                      | Rate for 2400 Km/ 300 hrs Per month | Rate for 2000 Km/ 250 hrs Per month | Extra Hour rate | Extra Km rate | Rate quote for Petrol Vehicle | Rate quote for Petrol along with CNG Vehicle |
|--------|---|---|-------------------------------------|-------------------------------------|-----------------|---------------|-------------------------------|--|
| (i)    | Maruti Ciyaz/ Hundai Verna/ Honda City (AC) or any equivalent vehicle.            | R.K. Puram, Sector-13, New Delhi-110066 |                                     | N/A                                 |                 |               |                               |  |
| (ii)   | Swift Dzire / Honda Amaze/Hundai Xcent/ Tata Zest (AC) or any equivalent vehicle. | Sarita Vihar, New Delhi-110076          |                                     |                                     |                 |               |                               |  |

|        |   |   |  |     |  |  |  |  |
|--------|---|---|--|-----|--|--|--|--|
| (iii)  | Swift Dzire / Honda Amaze/Hundai Xcent/ Tata Zest (AC) or any equivalent vehicle.             | Sector – 82, Noida                      |  | N/A |  |  |  |  |
| (iv)   | Swift Dzire / Honda Amaze/Hundai Xcent/ Tata Zest (AC) or any equivalent vehicle.             | Hudco Place, New Delhi-110 049          |  | N/A |  |  |  |  |
| (v)    | Swift Dzire / Honda Amaze/Hundai Xcent/ Tata Zest (AC) or any equivalent vehicle.             | Plot No. GH-85, Sector-55, Gurgaon      |  | N/A |  |  |  |  |
| (vi)   | Maruti Wagon-R/ Celerio/Hyundai Grand -10/Mahendra KUV 100 or any equivalent vehicle (Non AC) | Sector-100, Noida                       | N/A  |     |  |  |  |  |
| (vii)  | Maruti Wagon-R/ Celerio/Hyundai Grand -10/Mahendra KUV 100 or any equivalent vehicle (Non AC) | Sector-34, Noida                        | N/A  |     |  |  |  |  |
| (viii) | Maruti Wagon-R/ Celerio/Hyundai Grand -10/Mahendra KUV 100 or any equivalent vehicle (Non AC) | Sector-82-85 Neharpar, Faridabad        | N/A  |     |  |  |  |  |
| (ix)   | Maruti Wagon-R/ Celerio/Hyundai Grand -10/Mahendra KUV 100 or any equivalent vehicle (Non AC) | Sector-62, Noida                        | N/A  |     |  |  |  |  |
| (x)    | Maruti Wagon-R/ Celerio/Hyundai Grand -10/Mahendra KUV 100 or any equivalent vehicle (Non AC) | Chanderlok Building, Janpath, New Delhi | 80km/8hrs per day except Saturday's and Sunday's |     |  |  |  |  |

**22. Rates quoted for daily basis (with zero deal mileage from the place of reporting) excluding service tax.**

|       | <b>Category of vehicle<br/>(Daily basis)</b>  | <b>Place of<br/>reporting</b>    | <b>Rate for<br/>80 km/10<br/>hr per<br/>day</b> | <b>Rate for<br/>40 km/5<br/>hr per<br/>day</b> | <b>Extra<br/>Hour</b> | <b>Extra<br/>Km</b> | <b>Rate<br/>quote<br/>for<br/>Petrol<br/>Vehicle</b> | <b>Rate quote for<br/>Petrol along<br/>with CNG<br/>Vehicle</b> |
|-------|---|----------------------------------|---|--|-----------------------|---------------------|--|---|
| (i)   | Maruti Ciyaz/ Hundai Verna/ Honda City or any equivalent vehicle.                               | Chanderlok Building, 36, Janpath |   |  |                       |                     |  |   |
| (ii)  | Swift Dzire / Honda Amaze/Hundai Xcent or any equivalent vehicle (AC).                          | -do-                             |   |  |                       |                     |  |   |
| (iii) | WagonR/Maruti Celerio/Hyundai Grand -i10/ Mahendra KUV 100 or any equivalent vehicle (Non -AC). | -do-                             |   |  |                       |                     |  |   |

\* Applicable service tax shall be payable extra.



**23. Undertaking:**

22.1 We \_\_\_\_\_ (Name of the firm) hereby undertake that we accept the terms & conditions laid down in CERC's NIT No. No. 2/1(9)/2016/Adm/CERC dated 31st Aug, 2016.

**24. Earnest Money Deposit of Rs. 1,00,000/-**

- i) DD / Banker's Cheque No. \_\_\_\_\_
- ii) Issuing Bank & Branch \_\_\_\_\_

Dated: \_\_\_\_\_

**(Signature of the authorized signatory of the Firm)**

Full Name \_\_\_\_\_

Mob. No. \_\_\_\_\_

Company Seal \_\_\_\_\_

**List of Enclosures:**

- i) DD / Banker's cheque for EMD.
- ii) Attested copy of PAN/TAN/Service Tax No.
- iii) Attested copy of Registration No. of firm
- iv) Experience certificate from client organizations.