

CENTRAL ELECTRICITY REGULATORY COMMISSION

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

No: Admin-2/1(9)/2016/Admin/CERC-Part

Dated, the 06th Sep, 2019

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

Central Electricity Regulatory Commission (CERC), a statutory autonomous body set up under an Act of Parliament, invites tenders for hiring of **Petrol/Diesel/CNG** 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 Monday, the 30th Sep, 2019 clearly stating that the Terms and Conditions specified by CERC for this purpose are fully acceptable to bidder.

4. All Bidders are hereby explicitly informed that conditional offers or offers with deviations from the conditions of Contract, the bids not meeting the minimum eligibility criteria, Technical Bids, not accompanied with EMD of requisite amount/format, or any other requirements, stipulated in the tender documents are liable to be rejected.

5. The quotations received after due date or without proper supporting documents will not be entertained.

6. CERC 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 Monday, the 30th Sep, 2019, in the presence of bidders or their representatives, who are present in Conference Hall at Fourth Floor office in Chanderlok Building, 36 Janpath, New Delhi-110001.

7. The requirements of number of vehicles as mentioned in the tender document is tentative and may increase or decrease at the sole discretion of the competent authority of CERC.

-S/d-
(Sachin Kumar)
Assistant Secretary (P&A)
Tele:2375 3921

Enclosed : Annexure I to II.

Contd...2/-

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. Any documentary proof in this support has to be enclosed.

1.2 The firm submitting the tender must have at least 10 numbers of required model of vehicles which have been registered after 01 Jan 2019. Proof will have to be enclosed by way of submission of copy of Registration Certificates of vehicles 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 issued from such Organizations in support of their experience.

1.4 The firm must have a valid PAN, TAN Number, G.S.T., EPF, ESI Registration Number and registration with the Department of Tourism. Copies of the above documents should be enclosed alongwith the bids.

1.5 The firm must have a minimum annual turnover of 75 lakh (each year) during last three years. Documentary evidence to this effect duly attested by CA should be submitted alongwith the bids.

2. Scope of Work The tender is for contract for hiring of Petrol/Diesel/CNG vehicles for official use on monthly/daily basis as per requirement by Central Electricity Regulatory Commission for official use. CNG supported vehicles should have Company fitted CNG kit.

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. 1,50,000/- (Rupees One Lakh Fifty Thousand 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 last date and time for submission of the bids. 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 Rs. 3,50,000/- (Rupees: Three 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. EMD of the successful bidder will be returned after deposition of Security Deposit.

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 older than one (1) year old and should be in good condition. In case the condition of vehicle is not found to be satisfactory, the vehicle shall be replaced immediately after receiving intimation from CERC. Decision of the competent authority of CERC in this respect shall be final.

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, PUC certificate, insurance 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 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 such alternate arrangement is made, the expenses incurred 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. 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, and it shall be the responsibility of the firm. Any liability arising out of such accident will be the responsibility of the firm and not of 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 cannot play on account of any policy of Government like odd-even, etc. it shall be the responsibility of the firm to make alternative arrangements.

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, 36, Janpath, New Delhi 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. Place of reporting of vehicle may change from time to time.

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.

S.No	Category of vehicle	Place of reporting
(a)	Maruti Ciaz/ Hundai Verna/ Honda City (AC) or any equivalent vehicle.	Tower-6, New Moti Bagh, New Delhi
(b)	Maruti Ciaz/ Hundai Verna/ Honda City (AC) or any equivalent vehicle.	Bharti Nagar, Lodi Road, New Delhi-110003
(c)	Maruti Ciaz/ Hundai Verna/ Honda City (AC) or any equivalent vehicle.	Hudco Place, New Delhi-110049
(d)	Maruti Ciaz/ Hundai Verna/ Honda City (AC) or any equivalent vehicle.	Tower No. 3, CGHS, Plot No. GH-85, Sector 55, Gurgaon-121003
(e)	Maruti Ciaz/ Hundai Verna/ Honda City (AC) or any equivalent vehicle.	Sector-100, Noida
(f)	Maruti Ciaz/ Hundai Verna/ Honda City (AC) or any equivalent vehicle.	Nar Vihar Phase-1, Sector-34, Noida, UP
(g)	Maruti Wagon-R/ Celerio/Hyndai Grand-i10/Mahendra KUV 100 or any equivalent vehicle (Non AC)	Tower F1, Uniworld City (East), Apartment Sector-30/41 Gurugram-122001
(h)	Maruti Wagon-R/ Celerio/Hyndai Grand-i10/Mahendra KUV 100 or any equivalent vehicle (Non AC)	F- Block, Bali Nagar, Near Raja Garden, New Delhi-110015
(i)	Maruti Wagon-R/ Celerio/Hyndai Grand-i10/Mahendra KUV 100 or any equivalent vehicle (Non AC)	C- Block, Krishna Nagar, Delhi-110 051
(j)	Maruti Wagon-R/ Celerio/Hyndai Grand-i10/Mahendra KUV 100 or any equivalent vehicle (Non AC)	Flat No. 113, Ras Vihar, I.P.Extension Patparganj, New Delhi-110 092
(k)	Maruti Wagon-R/ Celerio/Hyndai Grand-i10/Mahendra KUV 100 or any equivalent vehicle (Non AC)	Air Force & Naval Officers' Enclave, Plot No.11, Sector 7, Dwarka, New Delhi 110 075
(l)	Maruti Wagon-R/ Celerio/Hyndai Grand-i10/Mahendra KUV 100 or any equivalent vehicle (Non AC)	Himalya Appartment, Patpar Ganj, New Delhi-110091
(m)	Maruti Wagon-R/ Celerio/Hyndai Grand-i10/Mahendra KUV 100 or any equivalent vehicle (Non AC)	Chanderlok Building, Ground Floor, 36, Janpath, New Delhi-110001

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, Janpath, New Delhi then it will be considered for calculation of the kilometer-age and hours of duty for "to and fro journey". No dead mileage will be allowed in this case also.
10. Additional vehicles shall be hired at the same rates and terms & Conditions on which similar category of vehicle and areas have been awarded in the contract.
11. 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.
12. The financial bids of only those bidders who satisfy all the requirements/conditions stipulated in the document will be considered.
13. 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.
14. 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.
15. 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.
16. In case of dispute of any kind and in any respect whatsoever, the decision of Secretary, CERC shall be final and binding.
17. 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.
18. CERC reserves the right to award the work to more than one agency at the rates quoted by them as per Category of vehicle like; Maruti Ciaz/Maruti Swift Dzire/Maruti Wagon-R mentioned in para 21 & 22 of NIT.
19. Either party shall be at liberty to terminate the contract by giving ninety days notice to the other.
20. 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

21.

Sl. No.	Description	Details
(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.) (proof to be attached)	
(iv)	PAN No. (proof to be attached)	
(v)	TAN No. (proof to be attached)	
(vi)	GST Registration No. (proof to be attached)	
(vii)	EPF Registration No. (proof to be attached)	
(viii)	ESI Registration No. (proof to be attached)	
(ix)	Name & address of clients served during last 5 years (proof to be attached) if required separate sheet may be attached	
(x)	10 number Registration Certificate of the required model (i.e. Ciaz or any equivalent vehicle) vehicle which is registered after 01 st Jan, 2019. (proof to be attached alongwith copy of	

22. Rates quoted for monthly basis (with zero deal mileage from the place of reporting).

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
(i)	Maruti Ciaz/ Hundai Verna/ Honda City (AC) or any equivalent vehicle.	Tower-6, New Moti Bagh, New Delhi-110023		N/A		
(ii)	Maruti Ciaz/ Hundai Verna/ Honda City (AC) or any equivalent vehicle.	Bharti Nagar, Lodi Road, New Delhi-110003		N/A		
(iii)	Maruti Ciaz/ Hundai Verna/ Honda City (AC) or any equivalent vehicle.	Hudco Place, New Delhi-110049		N/A		
(iv)	Maruti Ciaz/ Hundai Verna/ Honda City (AC) or any equivalent vehicle.	Tower No. 3, CGHS, Plot No. GH-85, Sector 55, Gurgaon-121003		N/A		
(v)	Maruti Ciaz/ Hundai Verna/ Honda City (AC) or any equivalent vehicle.	MIG Flat, GH-01, Sector-100, Noida, UP		N/A		
(vi)	Maruti Ciaz/ Hundai Verna/ Honda City (AC) or any equivalent vehicle.	Nar Vihar Phase-1, Sector-34, Noida, UP		N/A		
(vii)	Maruti Wagon-R/ Celerio/Hyundai Grand-i10/Mahendra KUV 100 or any equivalent vehicle (AC)	Tower F1, Uniworld City (East), Apartment Sector-30/41 Gurugram-122001	N/A			
(viii)	Maruti Wagon-R/ Celerio/Hyundai Grand-i10/Mahendra KUV 100 or any equivalent vehicle (AC)	Bali Nagar, Near Raja Garden, New Delhi	N/A			
(ix)	Maruti Wagon-R/ Celerio/Hyundai Grand-i10/Mahendra KUV 100 or any equivalent vehicle (AC)	Krishna Nagar, Delhi-110051	N/A			
(x)	Maruti Wagon-R/ Celerio/Hyundai Grand-i10/Mahendra KUV 100 or any equivalent vehicle (AC)	Ras Vihar, I.P. Extension Patparganj, New Delhi-110092	N/A			
(xi)	Maruti Wagon-R/ Celerio/Hyundai Grand-i10/Mahendra KUV 100 or any equivalent vehicle (AC)	Air Force & Naval Officers' Enclave, Plot No.11, Sector 7, Dwarka, New Delhi- 75	N/A			
(xii)	Maruti Wagon-R/ Celerio/Hyundai Grand-i10/Mahendra KUV 100 or any equivalent vehicle (AC)	Himalya Appartment, Patpar Ganj, New Delhi-110091		N/A		
(xiii)	Maruti Wagon-R/ Celerio/Hyundai Grand-i10/Mahendra KUV 100 or any equivalent vehicle (AC)	Chanderlok Building, Janpath, New Delhi-110001	N/A			

Note: (1) Place of reporting of the above vehicles may change as per requirement.
(2) The rates quoted should be exclusive of GST. Applicable GST /Tax would be admissible for payment.

23. Rates quoted for daily basis (with zero dead mileage from the place of reporting).

	Category of vehicle (Daily basis)	Place of reporting	Rate for 80 km/10 hr per day	Rate for 40 km/5 hr per day	Extra Hour	Extra Km
(i)	Maruti Ciaz/ Hundai Verna/ Honda City or any equivalent vehicle.	CERC, Chanderlok Building, Ground Floor, 36, Janpath, New Delhi				
(ii)	Swift Dzire / Honda Amaze/Hundai Xcent or any equivalent vehicle (AC).	-do-				
(iii)	Wagon-R/Maruti Celerio/Hyundai Grand -i10/ Mahendra KUV 100 or any equivalent vehicle (Non -AC).	-do-				

Note: The rates quoted should be exclusive of GST. Applicable GST /Tax would be admissible for payment.

24. Undertaking:

24.1 We _____ (Name of the firm) hereby undertake that we accept the terms & conditions laid down in CERC's NIT No. Admin-2/1(9)/2016/Admin/CERC-Part dated 06th Sep, 2019

25. Earnest Money Deposit of Rs. 1,50,000/-

- 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/GST/EPF/ESI/Tourism Registration
- iii) Attested copy of Registration No./Establishment certificate of the firm.
- iv) Address proof of the firm within Delhi/NCR.
- v) Copy of the 10 number Registration Certificate of the required model vehicle as mentioned in (x) of para 21 of NIT which is registered after 01st Jan, 2019.
- vi) Copy of the valid insurance of all 10 vehicles quoted by the firm should be enclosed.
- vii) At least five year Experience certificate in relevant field from client organizations.
- viii) Copy of the balance sheet for last three years, duly attested by CA.