

**CENTRAL ELECTRICITY REGULATORY COMMISSION**  
Ground Floor(Front side), Chanderlok Building, 36, Janpath,  
New Delhi -110 001 (Tele No. 23753921/Fax No. 23752957)

No: 2/1(9)/2013/Adm/CERC

Dated: 05.09.2013

**Subject: Notice Inviting Tender for hiring of vehicles for CERC.**

Central Electricity Regulatory Commission proposes to hire vehicles for official use on monthly/daily rate contract basis on the terms and conditions as laid down in **Annexure-I**, sealed quotations in the prescribed proforma (**Annexure-II**) may be sent to the undersigned at the above mentioned address.

2. The quotations may be submitted in a sealed cover superscribed as "Quotation for contract for hiring of Taxi Service" and addressed to the Assistant Secretary, CERC , Ground Floor, Chanderlok Building, 36, Janpath, New Delhi-110001 by 17.09.2013(up to 3.00 P.M.) clearly stating that the Terms & Conditions specified by CERC for this purpose are fully acceptable to you. The quotations received after due date and without proper supporting documents will not be entertained. Central Electricity Regulatory Commission has all the right to reject/accept any/all the tenders without assigning any reason whatsoever. The quotations received by the due date, will be opened on 17.09.2013 at 4.00 P.M. in the presence of tenderers or their representatives, who wish to be present.

Sd/- xxxxxx  
(Tilak Raj)  
Assistant Secretary

Enclosed : Annexure I to II.

**Annexure-I**

## **Term and Conditions**

### **Eligibility Criteria**

(i) The agency desirous of participating to this tender should be registered and well established Transport Agency/Firm and should have its registered office in Delhi/NCR. Proof to this effect to be enclosed.

(ii) The Firm must have at least five years experience in the tour and travel business in providing vehicle/taxi in the Central Government/ State Govt. / PSUs / Autonomous bodies/ reputed private organisation. The Firm must furnish certificates from such Organizations in support of their experience.

(iii) The firm must have an annual turnover of Rs. 25 lakh or more for the last two financial years. Two years audited annual accounts may be attached.

(iv) The firm must have a valid PAN, TIN Number and Service Tax Registration No. Proof to this effect to be enclosed.

**Scope of Work:-** The tender is for awarding the contract for hiring of taxis on daily/monthly basis as per requirement by Central Electricity Regulatory Commission for official use.

**Period:-** The contract will initially be awarded for a period of one year. The rates 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. However, an enhancement of 10% of the initial approved rates can be considered on successful completion of one year of service.

**Earnest Money Deposit (EMD):-** An Earnest Money Deposit of Rs. 25,000/- (rupees twenty five thousand only) in the form of a demand draft drawn in favour of Assistant Secretary, Central Electricity Regulatory Commission, New Delhi, may be submitted, failing which the bid will not be considered valid.

**Forfeiture of EMD:-** The tenderer will not be allowed to withdraw the tender after the same is received in the office. In case the tenderer withdraws from the process the EMD deposited by him will be forfeited .

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

**Security Deposit:-** The successful bidder shall be required to deposit a security deposit of Rs. 75,000/- (Rupees seventy five thousand only) in the form of Demand Draft / Bankers Cheque drawn in favour of Central Electricity Regulatory Commission (CERC) payable at New Delhi.

### **General Terms & Conditions**

1. The vehicles should be in very good running condition with clean interior and good upholstery and valid Pollution Under Control (PUC) certificate. The vehicles to be provided to CERC should not be more than 3 years old. In case condition of taxis is not found to be satisfactory, they shall be returned for immediate replacement.
2. The firm submitting the tender must have sufficient fleet of vehicles which have been registered after 1.1.2010 . Proof of this will have to be enclosed by way of submission of copy of Registration Certificate.
3. The firm would ensure that drivers employed have valid driving license and carry the necessary registration paper, Licence, etc; should be educated and well behaved, and also conversant with the traffic rules/regulations and city roads/routes . He must be neatly dressed should wear proper uniform & must carry a mobile phone in working condition for which no separate payment shall be made by this office.
4. The firm should have adequate number of telephones for contact round the clock. CERC can request for the vehicle at short notice and the firm shall provide the vehicle within such time on receipt of the CERC request in writing/over phone failing which the CERC is at liberty to make alternative arrangement for hiring of vehicle at the risk and cost of the firm .
5. It will be the responsibility of the Driver to carry the proper valid insurance at all times in respect of the vehicle and also the passengers. Proof of valid insurance of all the vehicles quoted by the firm should be enclosed. The firm shall also agree to indemnify the Department against all losses and claims.
6. CERC shall be liable to pay the hiring charges only . Being the owner of the vehicles, any other liability shall be borne by the contractor. If during the course of engagement of the vehicles to the services of the Department, any harm due to accidents etc. is caused either to the vehicle or to the third party, department 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.
7. No advance payment will be made by the Department . 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 user officers. Duty slips should be complete in all respects in terms of start kilometer, end kilometer, distance covered, time for start of duty and time closure of duty as assigned by CERC, **places visited**, etc.
8. The journey to the destination and back shall be undertaken by the shortest route possible In case of break down of any vehicle ferrying official duty, it shall be the 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.

9. Normally, Chanderlok Building will be the focal point for the kilometerage 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 kilometerage and hours of duty for to and fro journey.

10. Category of vehicles and their place of reporting to be considered for calculation of the kilometerage 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)	Swift DZire/Tata Indigo	Sarita Vihar, New Delhi
(b)	Swift DZire/Tata Indigo	Sector - 82, Noida
(c)	Tata Indica/Wagon R	Chanderlok Building, Janpath, New Delhi

11. CERC may need additional vehicles to be hired, as per requirement. The vehicles requisitioned by CERC, should reach the stipulated destination located within the National Capital Territory of Delhi/National Capital Region. It may be noted that the number of taxis to be hired and the number of days of hiring may vary depending upon the actual requirements. In case the additional vehicle is asked to report at any other point other than Chanderlok Building, then Chanderlok Building, Janpath, New Delhi will be considered for calculation of the kilometerage and hours of duty for "to and fro journey". No dead mileage will be allowed in this case also.

12. The vehicles provided to Department should fulfill the norms prescribed by the Government of NCT of Delhi, Department of Transport for hired vehicles.

13. The financial bids of only those tenderers who satisfy all the requirements/conditions stipulated in the document will be considered.

14. Toll tax, Entry tax, Permit fee for crossing border if any, parking charges will be borne by the CERC for which the original receipts should be submitted.

15. All incidental expenditure towards repair will be borne by the vehicle owner. The firms should have the capacity of repairing their vehicles in a short time and during repair time the firm would place a substitute vehicle and driver immediately.

16. While the CERC has a regular requirement for hiring of vehicles it shall have the right not to utilize the services at all or at any time or any period without giving any notice.

17. 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.

18. The contract could be considered for extension based on satisfactory service performed 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.

**PROFORMA**

1.	Name of the Proprietor in case of proprietary	
2.	Name of the Proprietor/Directors, (in case of Pvt. Limited Firm).	
3.	Address (With Tele. No. Fax No.)	
4.	PAN No. (documentary proof to be attached)	
5.	Service TAX Registration No. (documentary proof to be attached)	
6.	TIN No. (documentary proof to be attached)	
7.	Annual turnover during last two years (audited annual accounts to be attached)	<u>2011-12</u> <u>2012-13</u>
8.	Name & address of clients served during last 5 years	

**Rates quoted for daily/monthly basis (in rupees)**

S. No		Swift Dzire/ Tata Indigo AC	Maruti SX4 AC	Tata Innova AC	Honda City AC	Indica/WagonR	
						AC	Non AC
1.	2400 Km/ 300 hrs Per month						
	Extra Hour						
	Extra Km						
2	80 km/10 hr per day						
	Extra Hour						
	Extra Km						
3	40 km/5 hr per day						
	Extra Hour						
	Extra Km						

\* Rates should be inclusive of all taxes.

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

(Signature of the authorized signatory of the Firm)

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

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

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