

**National Institute of Public Cooperation and Child Development**

**5, Siri Intuitional Area, Hauz Khas, New Delhi-110016**

**Tender Notice**

**Hiring of Vehicles (Car)**

**at NIPCCD Office (Hqrs.)**

'Sealed Tenders' are invited under single bid system by National Institute of Public Cooperation & Child Development (NIPCCD) for Hiring of Vehicles (Car) in NIPCCD office. The tender form including terms and conditions of the contract, etc may be obtained on request by deposit of Rs.200/- in cash with cashier of the Institute from 10.00 a.m. to 4.00 p.m. on working day (except Saturday and Sunday). The bidders can also download the tender form from Institute's website **[www.nipccd.nic.in](http://www.nipccd.nic.in)** and submit the same alongwith bids with a demand draft of Rs.200/ drawn in favour of NIPCCD and payable at New Delhi . Tenders should be accompanied by earnest money of **Rs.15,000/-** in the form of A/c payee demand draft or deposit at call drawn in favour of National Institute of Public Cooperation and Child Development, New Delhi,. The successful bidder has to deposit Rs.25,000/- as Security Deposit with the Institute. The sealed tenders should duly super-scribed "**Tender for Hiring of Vehicles(Car)**" in **NIPCCD Hqrs.** Tender may be dropped in the Tender Box kept in the Room No.107 of the Institute at the address mentioned above not later than **upto 3.00 pm on 22.11.2018**. Tenders will be opened at **3.30**. p.m. on the same day in the presence of representative(s) of the tenderers, if any. Tenders found either incomplete or without earnest money will not be considered. Director, NIPCCD will have the right to reject or accept any or all tenders without assigning any reason(s) thereof.

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NATIONAL INSTITUTE OF PUBLIC COOPERATION AND CHILD DEVELOPMENT

5, Siri Institutional Area, Hauz Khas New Delhi -110016

**TENDER DOCUMENT**

FOR

**HIRING OF VEHICLES(Car)**

And

**TERMS & CONDITIONS**

**Asstt. Admn. Officer (General Admn.)**

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**Tender Notice for Hiring of Vehicles(car) in NIPCCD Hqrs.**

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'Sealed Tenders' are invited by Director, National Institute of Public Cooperation & Child Development hereinafter referred as NIPCCD intends to identify an agency having National permit for providing of Vehicles(Car) on hiring basis in the Institute during 2018-19.

2. The bidders must be registered with appropriate authorities to provide above-mentioned services.
3. Bidders would need to describe their capabilities with their bid which would include a good track record, and capability to undertake the above mentioned services, by way of providing a list of its clients of preceding three years and agreement thereon.
4. Bidders should attach a copy of **PAN** card, GST No. document relating to Service Tax number and copy of National permit certificate.
5. Agency should have adequate trained experienced Drivers holding valid driving licence to drive vehicles. Documentary incidence shall be provided by the agency at the time of awarding the work with certificate of police verification.
6. Tenders should be accompanied by earnest money of Rs.15,000/- in the form of A/c payee bank demand draft in favour of National Institute of Public Cooperation and Child Development and payable at New Delhi failing which tender shall not be considered and rejected on the spot .
7. The sealed tender duly super- scribed "Tender for Hiring of Vehicles(Car) in NIPCCD" should be dropped in the Tender Box in Room No.107 at first floor of the Institute at 5,Siri Institutional Area, Hauz Khas, New Delhi-110016 not later than at 22.11.2018 upto 3.00 p.m. Bids received after the prescribed date and time shall not be considered.
8. The tender will be opened by a committee of the Institute, on same day **at 3.30 p.m** in the presence of the bidders/ their representatives, if any.
9. The successful bidder will be required to deposit performance security of Rs.25,000/- (Rupees Twenty Five Thousand Only) in the form of a bank demand draft or Deposit at Call of nationalized bank and payable at New Delhi in favour of the Institute within 10 working days of award of the contract. No interest will be payable against security deposit.
10. Notwithstanding the above, Director of the Institute shall have right to reject any tender without giving any reasons thereof.

**SCHEDULE OF REQUIREMENT AND TERMS & CONDITIONS FOR TENDER FOR HIRING OF VEHICLES(Car) BY NIPCCD DURING 2018-2019**

1. The rates of hiring vehicles(Car) will be applicable for a period of two years from the date of execution of contract for the same and extendable for the third year on receipt of willingness in writing from agency but can be terminated at any time without assigning any reasons.
2. The vehicle should not be older than 2014 year model.
3. The rates should be quoted separately for Air Conditioned and non-Air Conditioned cars in the format given hereunder. ***The rates should be exclusive of service tax, Toll Tax, parking fee, which will be paid separately as per applicable rates.*** Rates may be quoted under following two categories in the format provided on following pages:

**CATEGORY I:** Providing vehicles on demand: (a) upto 40 Km. for 4 hours, (b) upto 80 Km. for 8 hours (c) upto 120 Km. for 12 hours. (Parking fees and toll tax would be paid separately as applicable during journey on submission of paid receipts)

**CATEGORY II:** Providing vehicles for outstation duty. (Parking fees and toll tax shall be paid by the Institute on submission of paid receipts.

4. A copy of the registration certificate along with GST Number may be submitted with the tender documents, without which service tax will not be paid. The copy of service tax paid for the quarter/Half year may also be submitted during the period of contract.
- 4(a). The number of vehicles operated by the firm may be indicated. The past experience may also be indicated, separately.
5. Sealed tender may be submitted up to **3.00 p.m** on **22.11.2018**. Addressed to Deputy Director (Admn.) with the envelop super-scribed "**Tender for Hiring of Vehicles(Car) by NIPCCD**" and should be put in tender box available in room No.107 of the Institute. The sealed tender will be opened on same day at **3.30 p.m.**
6. The vehicle hired should report to the using officer/officer-in-charge at a notice of 30 minutes. Punctuality should be maintained.

7. The vehicle to be provided shall be mechanically fit, in road-worthy condition and driven smoothly by a good, courteous driver wearing proper, clean and tidy uniform. The driver should possess a valid licence for driving such commercial vehicles on hiring basis in

National Capital Territory Region of Delhi as well as outside Delhi and should be in dress as prescribed by transport authority, if any.

8. The vehicle should be comprehensively insured.
9. The counting of kilometer for payment by the Institute will start from the point of duty and will end at the same point and not on garage-to-garage basis. The duty point for all purpose will start from NIPCCD Hauz Khas, New Delhi.
10. The Duty slip should be got signed with date and time from the user immediately on reporting for duty and also after the close of the duty. **No overwriting or any cutting in the duty slip shall be valid.** No payment will be made without the production of the duty slip.
11. Bills will be paid on by weekly basis. Pre-receipted bills in Triplicate may be submitted by 5<sup>th</sup> of every subsequent month along with the requisition/duty slip duly signed by the using officer. The payment will normally be made within 30 days from the date of receipt of the bill.
12. The Institute shall not be responsible for any loss, damage and theft of the vehicle or accessories while on duty with it.
13. The Institute shall also be not responsible for any challan due to non-observing of traffic rules or due to deficiency of any required documents permit/license of the vehicle etc. Drivers changed for such offences shall not be deployed by the Agency subsequently.
14. The service provider shall be responsible to pay for toll charges or parking charges, if any, which are incurred during the course of duty and shall claim reimbursement on actual basis
15. There shall be a compulsory security deposit of Rs. 25,000/-(refundable) which has to be submitted with quotation in the form of a Demand Draft in favour of Director NIPCCD. No interest shall be payable.
16. In case of breach of any terms and condition of the contract, the Institute shall have the right to forfeit the Security Deposit.

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**Form of Bid for Providing Vehicles(Car) on Hiring Basis in NIPCCD's Building**

**From: (NAME OF THE BIDDER)**

**To:**

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Phone No. \_\_\_\_\_

Mobile No. \_\_\_\_\_

**Sub: Bid for providing vehicles(Car) on hiring basis at 5,Siri Institutional Area, Hauz Khas, New Delhi-110016**

Sir,

We have carefully read and understood the terms and conditions for providing vehicles on hiring basis in the Institute. Accordingly, we are hereby submitting the Bid duly **sealed** for the same along with terms and conditions, supporting documents and copies of certificates duly signed and attested by appropriate authority, as required by the Institute and indicated in the terms and conditions.

A bank draft No.....dated.....for Rs. **15,000/-** drawn on..... in favour of National Institute of Public cooperation and Child Development, New Delhi towards Earnest Money is enclosed.

**Signature of the Tenderers/ authorized representative**  
**With date, name and designation**

(Amount in Rs.)

S.No	Description	40 Kms / 4 Hrs Duty	80 Kms/ 8 Hrs Duty	120 Kms/ 12 Hrs Duty	Extra charges per K.M.	Extra charges per hrs.	Out Station per kilo meter
1.	Indica Non-AC or similar other vehicle						
2.	Indica AC or similar other vehicle						
3.	Innova AC or similar other vehicle						
4.	Innova non AC or similar other vehicle						
5.	Maruti SX4 AC or Similar						
6.	Maruti SX4 Non AC or Similar						

(Signature)

Name of the company with seal



<b>S. No.</b>	<b>Name of the Organization</b>	<b>Period for which services provided</b>	<b>Amount (Rs.)</b>
i)			
ii)			
iii)			
iv)			
v)			

Note: Present assignment in hand should be indicated by an **asterisk mark**.

**Name & Signature of the tendered**

**Seal**