

# **TENDER DOCUMENT**

**OUTSOURCING OF VEHICLE SERVICE**

**FOR**

**OFFICE OF THE ADDITIONAL DIRECTOR GENERAL OF  
SYSTEMS,**

**DIRECTORATE GENERAL OF SYSTEMS, SOUTH ZONE,  
CHENNAI**

**121, NUNGAMBAKKAM HIGH ROAD,**

**CHENNAI-600 034**

Telephone :28331101  
Fax :28331104



**DIRECTORATE GENERAL OF SYSTEMS  
CUSTOMS & CENTRAL EXCISE, SOUTH ZONE  
121, MAHATHMA GANDHI SALAI, NUNGAMBAKKAM, CHENNAI - 600 034.**

C.No. I (29)/2/2013-Systems(S)

Dated the 8.3.16

**NOTICE INVITING TENDER**

The Office of Additional Director General of Systems, Directorate General of Systems, Chennai-34 invites sealed offers from reputed PARTIES engaged in the business of providing vehicle services for outsourcing the service of hiring of **03 (Three) cars (one AC and two Non. AC)** for office use for the period from 01.04.2016 to 31.03.2017 as per the terms and conditions mentioned in the schedule. The details of vehicle requirement/period covered are as under:

Sl. No.	Category	Number of vehicles required	Model of the vehicle
1.	A/c vehicle to be used upto 30/31 days subject to maximum of 2,500 kms. in a month	1	Maruti SX4/Innova/Scorpio/Ford Fiesta/Toyota Etios/Maruti Swift Dzire
2.	Non-A/c vehicle to be used upto 20/25 days subject to maximum of 2,000 kms. in a month	2	Ford Fiesta/Toyota Etios/Maruti Swift Dzire/Indigo/Indica

The vehicle provider should give the Service Tax registration number in the tender document and if they are not registered they should mention the same. Such vehicle providers may also submit details of the other organization to which they have extended similar service in the recent past as well as in the present. Interested parties are requested to submit their bids mentioning therein the rate to be charged by them under each category.

**The last date for submission of quotations is 24<sup>th</sup> March 2016 at 1700 hours.**

**Quotations will be opened on 28<sup>th</sup> March 2016 at 1500 hours.**

The parties who wish to be present at the time of opening of the quotation may represent themselves or authorize their representatives with an authority letter for the said purpose. The Additional Director General of Systems reserves the right to accept or reject any or all tenders without assigning any reason.

-Sd-  
( **K.B.BHAT** )  
ADDITIONAL DIRECTOR  
DIRECTORATE GENERAL OF SYSTEMS,  
CHENNAI

## SCHEDULE

### **I. TERMS & CONDITIONS**

1. The party, hereinafter called 'service provider' intending to participate in the tender process should be able to provide new Vehicle in a very good condition with shining body and clean interior with good upholstery **for a period of one year w.e.f. 01.04.2016**
2. The service provider should give an undertaking that he or his firm has not been black listed by any Organization/Government department as on the date of submission of the bid.
3. The service provider should furnish the details of the vehicle viz., i) Year of the manufacture ii) registration number of the vehicle iii) mileage run iv) condition of the vehicle as per **Annexure-A**
4. The service provider would ensure that the drivers employed have valid driving license and shall furnish the name and address of the drivers provided for the vehicles.
5. The service provider/driver should have mobile telephone for contact round the clock.
6. Bills preferably typed and in triplicate shall be submitted to this Office in the first week of each month. The billing will be done on monthly basis. The rate quoted should specifically mention the Service Tax component. No Service Tax will be paid if the Operator fails to provide proof of valid Service Tax Registration.
7. In case, the condition of the vehicle is not found to be satisfactory or breakdown of any vehicle during Official duty, it shall be the responsibility of the firm to provide a replacement immediately and they should own atleast five vehicles. If no replacement is provided on time alternative arrangement will be made by the department and the cost thereof will be deducted from the payment to be made to the service provider besides imposing a penalty of Rs.500/- per day.
8. The driver should be well conversant with Chennai city routes and roads and suburbs. The driver should also be conversant with the road routes of entire Tamilnadu, and out side Tamilnadu/ Pondicherry in general as may have to drive outside the city limits in case of exigencies. The operation and functions of the driver shall be governed as per the Motor Vehicles Act and Rules.
9. The vehicle should be properly and comprehensively insured and should carry necessary permits/clearance from the Road Transport authorities or any other concerned authority including pollution clearance certificates.
10. The Additional Director General of Systems shall be liable to pay only the hiring charges. All other liabilities shall be borne by the service provider.
11. The contract shall be in force for a period of One Year from the date of execution of the contract agreement in respect of each vehicle separately and may

be considered for extension by mutual agreement for such further period(s) as may be agreed upon not exceeding one year at a time.

12. The vehicle should be registered with concerned authority of State Government. The vehicles shall have valid permit to travel throughout Tamilnadu state

13. The Directorate General of Systems, South Zone shall not be responsible for any loss, damage, or any accident of the vehicle or to any other vehicles or for the injury to the driver or to any other third party. The loss or damage or legal expenses on this account shall be borne by the service provider. In case of accident, all claims arising out of such accident shall be met by the service provider. The service provider would also indemnify the Department for any loss, damage of property or life arising out negligence of the driver or poor maintenance of the vehicles.

14. The vehicle shall be made available generally between 8.00A.M to 8 P.M. Further, as and when required for any exigencies the vehicles should also be made available at any time of any day as instructed by the concerned Officer to whom it is assigned or the officer in charge of the Vehicles.

15. The service provider and the driver shall be bound to carry out the instructions of this Office as well as the instructions issued by the Officers to whom the vehicles have been assigned.

16. The vehicle should report at appointed time and place and should be sent only after checking battery, coolant, oil, tyre air pressure etc.

17. The Additional Director General of systems reserves the right to cancel the contract at any point of time by giving notice of 15 days.

18. The hiring charges shall be on the basis of Zero based mileage i.e. mileage starting/ending from/ at the Office/ residence of the officer as the case may be. The hiring charges should be inclusive of all charges except service tax and service tax, cess, etc., should be shown separately.

19. A daily record indicating the time and mileage for the vehicle should be maintained in a log book in the prescribed form and the same must be placed before the Officer in charge of Vehicles and get it certified by the officer.

20. The designated vehicle and driver, which were approved after inspection of Vehicles at the time of awarding the Contract, will only be put into operation and any changes in the vehicle or driver will be allowed only under exceptional circumstances.

21. It will be solely the discretion of the department to use the said hired vehicle for any official purpose including Saturday, Sunday and Holidays wherever and whenever necessary.

22. The service provider should be able to provide the vehicles with effect from **01.04.2016**.

23. The engagement of the service provider does not in any way confer any right to the service provider or the drivers deployed by him for such vehicles provided for claiming any regular employment in this office or any other government office.

24. Upward/ Downward Revision of rate would be considered, when there is an increase/decrease of 10% or more in the price of diesel. In such cases, the following formula would be made applicable.

Upward/ Downward Revision rate  
per KM for Diesel =  $\frac{\text{Actual price increase/decrease per Litre in Paise}}{\text{Ten}}$

25. In case of any dispute of any kind and in any respect whatsoever, the decision of the Additional Director General of Systems, Chennai-34 shall be final and binding.

## II. TENDER PROCESS

1. Tenders are invited in **Annexure 'A' – Technical and Financial Bid**

2. The tender form in Annexure A complete in all aspects shall be submitted in sealed covers addressed to the Additional Director (Systems), Office of the Additional Director General of Systems, 121, Nungabakkam High Road, Chennai-34 on or before 05.00 PM on **24.03.2016**. The sealed covers should be subscribed with the words '*Quotation (Technical/Financial) – contract for providing Vehicle Services*'. Bids will be opened on **28.03.2016 at 15.00 Hrs** in the presence of bidders at the office of Additional Director General of Systems, Chennai-34

1. If the tenders are sent by post/courier, it should be ensure that cover should be intact at the time of reaching destination without any damage or loss. Department is not responsible for the delay on account of postal/courier services.

2. Earnest Money Deposit of Rs. 5000/- (Rupees Five thousand only) per application in the form of Demand Draft/Banker's Cheque of scheduled Bank drawn in favour of "Office of the Additional Director General of Systems, Chennai-34 shall accompany the Technical bid. Technical bids without Earnest Money Deposit will be rejected. EMD will be returned to all the unsuccessful bidders at the end of the selection process. However, the EMD shall be forfeited in case the successful bidder withdraws or the details furnished in Annexure A are found to be incorrect or false during the tender selection process. No interest shall be paid on the Earnest Money Deposit and EMD of selected bidder will be returned on furnishing performance guarantee as detailed below.

3. Performance Guarantee: The successful bidder has to submit Rs, 25,000/- (Rupees Twenty Five Thousand only) as performance guarantee deposit in the form of Bank Guarantee from a National Bank/Demand Draft/Banker's cheque of a scheduled bank drawn in favour of Office of the Additional Director General of Systems, Chennai-34 before awarding contract. The performance guarantee alongwith earnest money deposit shall be refunded to the selected bidder without any interest on the completion of contract period.

4. The tenderer shall sign and stamp each page of this tender document and all other enclosures appended to it as a token of having read and understood the terms and conditions contained herein and submit the same alongwith the technical bid. The tenderer would fill up the information in the Annexure A enclosed at the end of

this document in clear and legible terms. The tender documents are not transferable.

5. The bidders shall quote their rates for the service to be provided excluding service tax.

6. This office reserves the right to postpone/and/or extend the date of receipt/opening of Rates/Quotations or to withdraw the same without assigning any reasons thereof.

7. This office reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time, without thereby incurring any liability to the affected Bidder or Bidders or any obligations to inform the affected Bidder or Bidders of the grounds for such action.

8. Incomplete bid documents shall be rejected. The valid qualifying bids shall be scrutinized by the Department to short-list the eligible bidders. Late submission of tenders shall not be accepted. The shortlisted tender alongwith the documents will be submitted to the 'competent authority' and upon approval by the 'competent authority' the successful bidders will be intimated about the award of contract to them.

\*\*\*\*\*

**ANNEXURE 'A'**

**TECHNICAL AND FINANCIAL BID**

Name, Address and Telephone no. of service Provider:

Name of the Proprietor/Partner/Directors:

**QUALIFYING CRITERIA FOR QUOTATION**

1. We own the vehicle – Yes/No
2. We have attached photocopy of RC Book offered in this Quotation – Yes/No
3. We have valid Service Tax Registration – Yes/No
4. We have attached copy of Service Tax Registration – Yes/No
5. We have valid PAN – Yes/No
6. We have attached copy of PAN – Yes/No
7. Date of Purchase of vehicles with their Registration Nos

**For "YES" attach all relevant documents (mandatory)**

**ADDITIONAL EVALUATION CRITERIA**

8. In 2015-16 provided cars on hire for over 6 months to Central/State Government/Public Sector Offices - Yes/No
9. If reply to 8 above is yes, then provide names of the Offices
10. **Category of Car**
11. **Rate (exclusive of Service Tax applicable)**

*"I have read the terms and conditions of the Tender Notice"*

Signature  
Name of Authorized Signatory