

GOVERNMENT OF INDIA  
MINISTRY OF FINANCE  
DEPARTMENT OF EXPENDITURE  
CENTRAL PENSION ACCOUNTING OFFICE  
TRIKOOT-II, BHIKAJI CAMA PLACE,  
NEW DELHI  
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E-TENDER NOTICE

File NO.: CPAO/Admn./HRV/2017-18/566

Dated. 21-02-2018

**Sub.:- Hiring taxi on monthly basis in Central Pension Accounting Office, Ministry of Finance Department of Expenditure, Trikoot-II, Bhikaji Cama Place, New Delhi.**

E-tenders are invited from reputed Tour & Travels Agencies located within the radius of 8Km from Central Pension Accounting Office, Ministry of Finance Department of Expenditure, Trikoot-II, Bhikaji Cama Place, New Delhi for hiring vehicles on regular monthly basis (one SX4/Ciaz and one Swift Dzire) and also on call basis for the official use as detailed in Annexure I & Annexure II in Central Pension Accounting Office, Ministry of Finance Department of Expenditure, Trikoot-II, Bhikaji Cama Place, New Delhi for a period of one year (Extendable on the same terms and conditions based on the performance, for the further period of one year) on the following terms and conditions:-The service provider should have at least three years experience of providing satisfactory taxi/hired vehicle service to Government Departments.

1. The cars are required normally for 5 days in a week i.e. from Monday to Friday between 7:30 hours to 19:30 hours. In case of emergency the cars may be retained beyond 19:30 hours also and should be available on holidays also.
2. The cars and drivers shall be at the disposal of the authority during the period of engagement.
3. The taxi to be provided should not be more than three years old and should not have run more than 50,000 Kilometres as on date of hiring by this office.
4. The approved rate will not be changed during the period of contract.
5. The firm shall have to comply with the relevant laws and rules issued from time to time relating to the business and pay due taxes to the concerned Government agencies.

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6. The driver of the car should have a valid driving license with at least 5 years experience and familiar with the city roads. The driver should be neatly dressed and well mannered.
7. The firm will have to get the police verification of the drivers at their own cost and submit to this office.
8. The driver will have to be provided with mobile phones at the cost of contractor and should carry mobile phone with him all the time.
9. The car and driver deployed will not be changed except with the prior consent of this office.
10. In case the car is not made available on any particular day, a penalty of Rs. 1000/- will be levied per day and will be recovered from monthly bill in addition to non-payment on proportionate basis for the day.
11. In case the driver reports for the duty for more than 15 minutes beyond the scheduled time, a penalty of Rs. 200/- per hour on part thereof would be levied this will be deducted from the bill.
12. Additional penalty can also be imposed if the contractor violates any of the terms and conditions of the contract.
13. This office reserves the right to obtain the service from other sources as per need.
14. The time and mileage for use of the vehicle will start from the place where the driver is scheduled to report for duty and shall end at the same place/last duty point. No. dead mileage shall be allowed. No night charge will be paid.
15. A logbook shall be maintained by driver/service provider invariably mentioning starting and ending time and starting and ending meter reading for each day of duty/services.
16. Actual parking charges/toll taxes/entry taxes if any in connection with the official duty will be reimbursed along with the bill.
17. The vehicle will have to be replaced/arranged on immediate basis in case of break down/accident.
18. The vehicle should be kept neat and clean and this office reserves the right to ask for replacement in case, it is found that vehicle is not in proper condition.
19. The driver will always keep his registration certificate, pollution control certificate, valid comprehensive insurance papers and other such documents reads as required by the Government authorities for inspection.

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20. The agency must have a 24 hours working telephone system so that the requirement of cars can be met at short notice and at odd hours/holidays as per requirement of work.
21. The bills shall be submitted by the firm after the end of the month. The payment shall be made on monthly basis and no advance payment in any case would be made to the firm/service provider.
22. This office reserves the right to cancel the contract, at any time, without assigning any reason. The service provider will not be entitled to claim any compensation against such termination. However, while terminating the contract, if any payment is due to the contractor for services already performed in terms of the contract, the same would be paid to it as per the contract terms. In case of any dispute, the decision of the CPAO shall be final.
23. This office shall not be responsible for damages of any kind for any mishap/accident/injury caused to the car/drive while performing duty for the department. All liabilities legal or monetary shall be borne by the firm/service provider.
24. The Tender document should accompany an Earnest Money Deposit (EMD) of Rs. 10000/- (Rupees ten thousand only) in the form of Demand Draft/Fixed Deposit Receipts/Bank Guarantee drawn in favour of Pay & Accounts Officer, O/o – CPAO, Trikoot – II, Bhikaji Cama place, R. K. Puram, New Delhi. The EMD shall be refunded to all the unsuccessful bidders after completion of the selection process of successful bidder.
25. The bidder meeting all the criteria and quoting lowest price for a type of vehicle shall be considered as successful bidder. If a bidder meeting all the criteria is quoting lowest price for both types of vehicle separately then it shall be considered a successful bidder for both types of vehicle. The successful bidder will have to deposit an amount of Rs. 25,000/- (Rupees twenty five thousand only) as 'performance Security Deposit' in the form of Demand Draft/Fixed Deposit Receipts/Bank Guarantee drawn in favour of the Pay & Accounts Officer, O/o – CPAO, Trikoot – II, Bhikaji Cama place, R. K. Puram, New Delhi. The performance security deposit will be refunded within 30 days after successful completion of the contract period.
26. The payment will be made on monthly basis on submission of pre-receipted bill(s) duly supported by duty slips/log book duly signed by officers concerned.
27. TDS will be deducted as per Income Tax Rules.
28. The requirement of number of vehicles may increase or decrease during the validity of contract and the service provider shall accordingly provide vehicle at the same rates and terms and conditions.

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29. In case of need based vehicle the bidder mentioning the lowest rate for a type of vehicle and meeting, the criteria shall be the successful bidder.

If the above terms and conditions are acceptable to your firm, you may submit the quotations in the enclosed 'Proforma' online at <http://eprocure.gov.in/eprocure/app>. in the prescribed Performa containing quotations marked "Quotations for hiring of Taxi" to the Sr Accounts Officer O/o - CPAO, Trikoot – II, Bhikaji Cama Place, New Delhi latest by 3:00 P.M. of 09-03-2018. The quotations will be opened on the same day at 4:00 P.M. This office reserve the right to reject any or all the tenders without assigning any reason thereof.



Sr. Accounts officer (Admn.)



**APPLICATION PERFORMA**

Name of the/firm/Company/Service Agency	
Complete Address & Telephone No.	
No. of Vehicle owned by the Agency	
List of vehicle owned by the Agency	
List of vehicle attached with the Agency	
No. of years of experience in providing taxi/Services in Government Sector (Attach proof)	
Name, Addresses and contract number of the Govt. Offices where at present taxi services are engaged on regular / monthly basis.	
PAN No. (Attach photo copy)	
GST No (Attach photo copy)	
Name and Telephone No. of Proprietor/Manager/Owner	

Break up of Service	Type of the Vehicle	
	Maruti SX4 (VXI)	Maruti Swift Dzire
Monthly Rates (Per 2200 kms and 300 hours)		
Rates of additional Kms beyond 2200 kms		
Rates of additional hours beyond 300 hours		

- Names of the vehicle should be specifically mentioned.
- Rates shall be all inclusive including all taxes.

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(Authorised Signatory)