

GOVERNMENT OF INDIA
CENTRAL PENSION ACCOUNTING OFFICE
Ministry of Finance, Deptt. of Expenditure
Trikoort-2, Bhikaji Cama Place
New Delhi

CORRIGENDUM

“Tender for hiring of vehicle purely on contractual basis for one year”

Due to partial modification in NIT No. CPAO/Admn/HRV/2011-12/987 dt. 25-01-2012, the date of tender submission and opening are extended as under:-

	Earlier	Extended
Due date for tender submission	23-02-2012 by 3.00 PM	19-03-2012 by 3.00 PM
Opening of Technical bid	23-02-2012 at 4.00 PM	19-03-2012 at 4.00 PM

Modified Tender documents can be downloaded from website of CPAO: www.cpao.nic.in or collected from office and from the tender website www.tenders.gov.in


Dy. Controller of Accounts
For Chief Controller (Pensions)

**GOVERNMENT OF INDIA
MINISTRY OF FINANCE
DEPARTMENT OF EXPENDITURE
CENTRAL PENSION ACCOUNTING OFFICE
TRIKOOT-II, BHIKAJI CAMA PLACE,
NEW DELHI-110066**

F. No. CPAO/Admn./HRV/2011-12/1118

Date: 23-02-2012

Notice Inviting Tender

Subject:-Tender for “HIRING OF VEHICLE PURELY ON CONTRACTUAL TERM” for a period of one year for use in CPAO.

1. Sealed quotations are invited, for hiring of vehicles on monthly basis as well as need base basis latest by 19.03.2012 up to 03:00 P.M. Tenderer may be a sole proprietor/partnership firm/company.

In case of firm/company, tenderer must provide names and residential address (both existing and permanent in the format given below:

Sl. No.	Names of the proprietor(s)/director(s)	Current residential address	Permanent residential address
A			
B			

The period of contract will be for an initial period of one year from the day when the letter of commencement is issued in this regard, which shall be treated for all practical purposes as the date of the commencement of the contract. The contract shall be further extendable for one year or such period as CPAO deems fit. The criteria for extension shall be purely the performance of the contractor during the initial contractual period of one year. The said extendable period shall purely be at the discretion of CPAO and at the same terms and conditions.

2. Estimated Requirement

S.No	Type of vehicle	Number	Monthly/need based	Normal place of duty for reporting **
1	Indigo, Maruti Esteem, Hyundai Accent, Renault Pulse, Mahindra Verito or equivalent	One	Monthly Use	From CPAO to various Ministries / departments /places in Delhi
2	Maruti SX4(VXi)	One	Monthly Use	From CPAO to various Ministries / departments /places in Delhi

** The dead mileage i.e. from garage to CPAO and back to garage shall be restricted to 10 km only.



- In case where the vehicle description is multiple like Tata Indigo, Maruti Esteem, Hyundai Accent, Renault Pulse or Mahindra Verito, the vehicle model and make shall be decided by CPAO and the tenderer shall be liable to accept the same.
- Definition of equivalent: Ex-factory price of the manufacturer (Dec' 11) \pm 10% as available in public domain will be the basis for deciding equivalent.
- Vehicle should have DLY (Yellow) number plate.

3. Earnest money : (Details of the Demand Draft) of Rs. – 10000 INR (Rs Ten Thousand Only.)

4. Date of pre-bid meeting :11:00 A.M. on 05.03.2012 at Central Pension Accounting Office, Ministry of Finance, Department of Expenditure, Trikot-II, Bhikaji Cama Place, New Delhi.

5. (a) Last date of submission :Up to 03:00 P.M. on 19.03.2012 at Central Pension Accounting Office, Ministry of finance, Department of Expenditure, Trikot –II, Bhikaji Cama Place, New Delhi.

(b) Date and time of opening of the tender :At 04:00 PM on 19.03.2012 at Central Pension Central Pension Accounting Office, Ministry of Finance, Department of Expenditure, Trikot-II, Bhikaji Cama Place, New Delhi.

6. Eligibility Criteria: Firms must provide information/meet following criteria and provide documents as evidence:-

- (i) Bidder must be in business of providing services for hiring of vehicles for last 5 years.
- (ii) Must have travel and transport as its nature of business (certificate to this effect if available).
- (iii) Turnover from services for hiring of vehicles shall not be less than Rs.5 Lakhs/year during last 2 years.
- (iv) Net worth of the firm should not have eroded by more than 50% during last 2 years.



- (v) Experience in providing services for hiring of vehicle in at least two Stat/Central Govt./PSU.
- (vi) EMD of Rs.10,000/-
- (vii) Firm must have Service Tax Registration No. and Authority with whom registered.
- (viii) Firm must have Permanent Account Number for Income Tax
- (ix) Firm must provide details of registered office (Address) with Telephone No./Fax/Mobile No.
- (x) Firm must provide details of Address for communication along with Phone No./ Fax./ Mobile No.
- (xi) Certificate to the effect that the tenderer would absolve CPAO of any liability which accrues during the contract period.
- (xii) The bidder should have adequate number of vehicles of the same model (indigo or equivalent) to meet the requirement of CPAO.

While evaluating bids documents required against above eligibility criteria shall be provided as per this tender and Annexure. Firm shall self-certify each age of the tender document in token of its understanding / acceptance.

7. **Instructions for Tenderers.**

- (i) In case of the application being made by a partnership firm, a copy of Partnership Deed is required to be submitted along with the tender.
- (ii) In case of the application being made by a Private Limited Company, a copy of the Certificate of Incorporation from the Registrar of Companies, Memorandum and Articles of Association of the company is required to be submitted.
- (iii) Pre-Bid Meeting shall be held at 11:00A.M. on 05.03.2012 at Central Pension Accounting Office, Ministry of Finance, Department of Expenditure, Trikot-II, Bhikaji Cama Place, New Delhi.
- (iv) The tender shall be submitted in sealed cover envelop marked **“TENDER FOR HIRING OF VEHICLE SERVICES”** on top and addressed to Dy.CA, Central Pension Accounting Office, Ministry of Finance, Department of Expenditure, Trikot-II, Bhikaji Cama Place, New Delhi by 03:00 PM on 19.03.2012.
- (v) It is the responsibility of the tenderers to see that the completed bidding documents are submitted by the specified time and date.
- (vi) The bid shall consist of two parts – **“TECHNICAL BID”** and **“FINANCIAL BID”**.
- (vii) Both the bids are to be placed in two separate sealed envelopes (clearly written on the envelope ‘TECHNICAL BID’ and ‘FINANCIAL BID’) together in one sealed cover with **“TENDER FOR HIRING OF VEHICLE SERVICE”** written on it. The **“FINANCIAL BID”** of only



those bidders shall be opened whose “TECHNICAL BID” is found to be eligible.

(viii) The “TECHNICAL BID” shall be opened on 19.03.2012 at 04:00 P.M. in CPAO. The bidder or their authorized representatives who wish to be present may remain present at the time of opening of technical bid. The “FINANCIAL BID” of the bidders whose “TECHNICAL BID” is found to be in order shall be opened at date to be intimated later to technically qualified bidders in CPAO in the presence of tenderers or their authorized representatives who may wish to be present.

(ix) The first envelope namely “Technical Bid” should contain the tender form and the below-mentioned technical documents and on outer cover should be marked **“Technical Bid”**

i) **Annexure 1-** Earnest money deposit [EMD] of the amount of Rs.10000/- in the form of Demand Draft in favour of Pay & Accounts Officer, CPAO, New Delhi is to be enclosed in Technical bid envelope.

ii) **Annexure 2-** Documents relating to registration with service tax Authority.

iii) **Annexure 3-** Copy of the PAN

iv) **Annexure 4-** A certificate to the effect that the tenderer would absolve Central Pension Accounting Office of any liability which accrues during the contract period with respect to any incident/accident/act on its part or due to working of the driver(s).

All pages of the tender documents must be signed by the firm, in token of its understanding & acceptance.

(x) The second envelope namely ‘Financial Bid’ should contain the financial document i.e. the rate quoted in the format as is mentioned below as **Annexure 5 (A) & (B)**. Outer cover of the envelope should be marked **“Financial Bids”**.

(xi) The two envelopes are to be put in a bigger envelope and marked **“Tender for Hiring of vehicle services”**. It is once again reiterated that the technical bid would be opened first and financial bids of only those bidders whose technical bids meet the eligibility criteria shall be opened at CPAO on a date which shall be notified later. The rejection of the technical bid would automatically lead to the outright rejection of the financial bid and no representation in this regard would be entertained.

(xii) Work will be awarded to the firm found to be eligible and which quoted lowest charges. Firm quoted lowest total monthly charges as per Annexure



5(A) would be awarded contract for regular monthly hiring. Firm quoted lowest rate as per 5(B) would be empanelled for occasional requirements of vehicles.

(xiii) The tender form (consecutively numbered) along with the Annexure – 1 to 5(A &B) initiated by the authorized representative on each of the page should reach before 03:00 PM on 19.03.2012, addressed to and at the below-mentioned details in sealed condition.

“Tender for the Hiring of Vehicle Services”.

To

Dy. Controller of Accounts
Central Pension Accounting Office, Ministry of Finance
Department of Expenditure, Trikoot-II
Bhikaji Cama Place
New Delhi.

- (xiv) The tender will be rejected outright if any of the requisite documents is not attached with the tender form submitted by the tender. The tender is also liable to be rejected if any of the terms and conditions as mentioned in the tender form is not fulfilled by the tenderer.
- (xv) Tender form can also be downloaded from the website available at the following address:- <http://www.cpaonnic.in/>

Place-

Date –

Pay & Accounts Officer (Admn.)



To

Dy. Controller of Accounts
Central Pension Accounting Office
Ministry of Finance
Department of Expenditure
Trikoort-II
Bhikaji Cama Place
New Delhi.

Sub: Submission of Technical Bid / Financial Bid for hiring of vehicle services.

Sir/Madam,

With reference to your tender enquiry no. _____ dated _____, our registered office is located at _____. Detailed address and contact details are as under:

Tel No.

Fax No.

For vehicle to be provided to CPAO, we have garage/parking place at the address (with telephone No.) given below:

I submit herewith my Technical Bid and Financial Bid for your kind consideration please. I have read the terms and conditions and enclosed documents as indicated against Annexure 1 to 4 as part of Technical Bid and Annexure 5 (A&B) as part of financial bid strictly as per instructions given in the tender document.

Yours faithfully,

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Enclosures –

1. Check list.
2. Duly signed tender document with terms and conditions as provided by CPAO.
3. Annexure – 1 to 4 as Technical Bid.
4. Annexure – 5 as Financial Bid.



Technical bid Documents.

- **Annexure 1**

Earnest Money Deposit (EMD) of the amount of Rs.10000 in the form of bank draft in favour of Pay and Accounts Officer, CPAO is to be enclosed in technical bid envelop.

- **Annexure 2**

Documents relating to registration with service tax authority

- **Annexure 3**

Copy of the permanent account number

- **Annexure 4**

A certificate to the effect that it would absolve CPAO of any liability that in future accrues with respect to any incident/accident/act/omission on its part or on the part of its driver(s) working



CENTRAL PENSION ACCOUNTING OFFICE

TENDER FORM FOR HIRING OF VEHICLE ON PURELY CONTRACTUAL TERM FOR A PERIOD OF ONE YEAR FOR THE PURPOSE OF USE IN CPAO

Annexure – 5A

Financial bid document

A- PRICE SCHEDULE FOR MONTHLY RATE CONTRACT VEHICLE

Details of rate quoted for requirement of vehicle on monthly basis for 2400 kms per month and 200 hrs per month. The commencement of the month period and the time shall be decided by CPAO.

Sr. No.	Particular	Indigo(A/c) or its equivalents	Maruti SX4(VXi)
01	Rate of monthly hiring (2400 kms per month & 200 hrs per month, driven on Petrol/ diesel/ CNG.		
02	Extra charges per kms for journeys beyond 2400 kms		
03	Extra charge per hour for the detention beyond 200 hrs per month		

B. For evaluation of bids :-

Sr. No.	Particular	Indigo(A/c) or its equivalents	Maruti SX4(VXi)
01	Rate of monthly hiring (2400 kms per month & 200 hrs per month, driven on Petrol/ diesel/ CNG.		
02	Extra charges for 500 kms beyond 2400 kms at the rate given above.		
03	Extra charge for 50 hrs beyond 200 hrs at the rate given above.		
04	Taxes.		
05	Total Cost.		

1. Model no. of these vehicles to be quoted.
2. Vehicles shall not be more than one year old.

[Signature of tenderer]



PRICE BID FORMAT FOR NEED BASED VEHICLE

Details of rate quoted for requirement of vehicle on need basis for 80 kms and 8 hrs. The 80 kms. and period of 8 hrs shall be calculated from garage to garage basis.

Sr. No.	Particular	INDICA-DLS(A/c) or equivalent		Total amount (in Rs.)
		Rate per car	Charges for 7 times in a month`	
01	Rate of 8 hrs+80 kms			
02	Extra charge per hour for the detention beyond 8 hrs			
03	Extra charges per kms for journeys beyond 80 kms			
04	Taxes			
05	Total cost			

Current petrol/diesel/CNG price. (In Rs/ Litre or Rs/kg):-

Petrol - / Ltr. **[Rate as on issue of tender]**
Diesel - / Ltr. **Date – 01-01-2012**
CNG - /Kg.

[Signature of tenderer]



Note:-

1. The parking charges / toll tax and state tax, wherever applicable shall be paid at actual on submission of receipts.

2. Vehicle tax, road tax etc shall be paid by the successful bidder. Vehicle coming from Noida are required to pay Municipal toll tax of Delhi which shall be the liability of the bidder.

(3) in case of increase/decrease in fuel prices monthly payment to the successful tenderer shall be made after making adjustment in the quoted(tendered) rates as under:-

Monthly increase/decrease due to variation in fuel cost

$$=30\% \text{ of the total monthly bill X } \frac{\text{increase/decrease in rate of fuel}}{\text{Base rate of fuel}}$$

(4) For 4 hours and 40 kms requirement the payment shall be made at the rate of 50% of charges quoted at Sl.No.1 above of schedule 5(B).

Signature of the tenderer

Place: _____

Date: _____



General terms and conditions

1. The contract shall be for the period of one year. The contract may be extended by CPAO on mutual understanding for a period of one year subject to satisfaction of the service provided during the contract period.
2. There should be a first aid box and air freshener spray in the vehicle.
3. CNG Gas kits are allowed as a fuel in any vehicles as per govt. norms.
4. The driver should be well conversant about the Delhi/NCR routes and must carry the mobile phone with him for which, no separate payment shall be made by the CPAO. The driver(s) should come on duty in uniform. One day compulsory rest in a week shall be given to the driver. On the days of rest, if required by CPAO, alternate driver will be provided. The driver should obey the instructions of the officer authorized by CPAO in this regard and should have valid driving license.
5. The agency should abide by all statutory requirements for running the vehicle on contract and CPAO will in no way be liable towards taxes, fee, penalties, cost of fuel, and salary to drivers, maintenance or any other charges payable except the contract price, parking charges and toll tax, if any.
6. The vehicle should have necessary permits from the transport Dept. /Authority. CPAO will not be responsible for any challan, loss, damage and accident to the vehicle or any other vehicle or injury to anybody.
7. The vehicle on hire shall be available at all time including Saturdays, Sundays and public holidays.
8. The contractor should have enough resources to repair their cars in minimum possible time. When required, they should be in a position to substitute/replace or arrange extra vehicle at very short notices. In case the vehicle is found not to be in working condition, it shall be returned for immediate replacement. In case no replacement is provided on time, this office would have a right to hire a vehicle from the market and the additional cost incurred by this office will be borne by the contractor.
9. The A/c vehicles should have functional A/c and in case the same is not in working condition, the rates shall be reduced by 20 % for the month of non-performance.
10. Contractor shall comply all statutory Acts, labour laws/regulations/motor vehicle Act etc.
11. All legal obligations which include insurance, pollution control, road tax & other compliances shall be compiled by the contractor & CPAO will not own any responsibility in this regard.



12. The billing will be done on monthly basis, Bill should be neatly typed and submitted in duplicate, in connection with the service to this office in the 1st week of the following month. Payment will be made within 15 days from the receipt of bill, clear in all respect through A/c payee Cheque only. TDS shall be deducted as per govt. order/statutory requirement.
13. The driver should not be normally changed unless requested by the using officer or due to weekly rest to the driver.
14. The vehicle should have the comprehensive insurance of vehicle, driver and passengers etc. to cover the risk during the contract period. In case of any accident, all the claims arising out of it shall be met by the contractor and no claim whatsoever shall be borne by CPAO.
15. In case of any dispute of any kind and in any respect whatsoever, the decision of Chief Controller (Pensions), CPAO shall be final and binding.
16. The contractor shall not engage any sub-contractor or transfer the contract to any other person.
17. The fuel tank of the vehicle is to be kept full or which shall be sufficient for at least 250 kms per day. Time consumed/mileage required for intermediate refilling shall not be taken into account.
18. The contractor shall provide a log book in which contractor's driver shall ensure that travel particulars such as departure time of vehicle from one point to another, time of arrival at destination, the kms covered for the journey, etc. are entered correctly and signed by the officer travelling in the vehicle. The log book with the entries duly completed should be submitted to the officer-in-charge along with the bill at the end of every month. In case, the signatures mentioned above are not obtained, such journey will not be counted for the purpose of payment. If during any particular trip, it is noticed that the driver has not met the time schedule given to him or that he has caused inconvenience to the passenger, penalty clauses will be invoked.
19. The contract vehicle will bear proper monograms "on Govt. of India Duty in Hindi and English at front and rear of the vehicle or any other monogram as approved by CPAO.
20. A certificate should be produced by the transporter from the competent authority to certify proper status/functioning of the "odometer". Kilometer reading meter should be completely sealed and should not be tampered. A thorough checking will be conducted from time to time and if found guilty, the CPAO shall have the right to impose penalty of Rs.1000/- as per day for the no. of days vehicle has been used and / or cancel the contract.



21. Penalties:-

Sl. No.	Causes of Penalties	Amount(Rs.)
1	Not reporting at all for duty	Rs.1000/- per day
2	Older model (other than prescribed model)	10% reduction in quoted rate for each day of default.
3	For late reporting per occasion	Rs. 100/- per hr. or part thereof.
4	Unclean or non road worthiness of vehicle deployed	Rs 200/- per incident
5	Misbehavior of driver / not followed instruction of CPAO	Rs 200/- per day or part thereof
6	Any lapse noticed during operation of contract other than listed in clause of penalties	Rs 200/- per incident
7	For not providing mobile phone to driver	Rs 50/- per day

The decision of CPAO, on all types of penalties, shall be final and binding on the firm.

22. The parking place/ garage of vehicles should not be more than 10 kms from CPAO.

23. In case for any reason, the commercial vehicle is not provided, the liability of not providing such vehicle and running any other vehicle vests with the service provider only.

24. It is obligatory for the contractor that drivers are paid at least minimum wages according to minimum wages fixed by the govt. of Delhi from time to time.

25. If any of the terms and conditions (1) to (24) above is not found fulfilled during the currency of contract, the CPAO reserves the right to terminate the contract without assigning any reasons thereof. However, this contract can be terminated with a notice period of one month by the either side.



CHECK LIST FOR THE TENDERER

1. Have you read the tender document in full and understand?
2. Whether you have signed in all the pages of the tender?
3. Whether you have written the rates in figures and words in pen?
4. Whether the original full tender document is being submitted as offer?
5. Whether the EMD is enclosed as per the requirement?

(Signature of the tenderer with seal)

A handwritten signature in blue ink, appearing to read "Dhanraj", is written on a light-colored background.

FOR THE USE BY TENDER OPENING COMMITTEE ONLY

1. Due earnest money deposited: Yes/No
- 2(i) there are no changes, corrections, additions and overwriting etc. in the general terms and conditions put to tender: Yes/No
- (ii) There are _____ Corrections and overwriting in the rates which have been quoted in figure/words numbered from _____ to _____ figure/words.
3. The tender is conditional/unconditional. Please refer covering letter/notes on page _____ there are _____ conditions.

(Tender Opening Committee)



List of information/documents to be submitted

- a. Service tax registration No. and the Authority with whom Registered
- b. Permanent Account Number
- c. Registered Office (Address) and parking place/ garage within 10kms from CPAO with Telephone No. /Fax No./ Mobile No.
- d. Must have travel and transport as its nature of business
- e. Tenderer must provide address for communication along with Phone No. / Fax No.
- f. Copy of partnership deed
- g. Copy of certificate of incorporation and memorandum of association
- h. EMD of Rs. 10000/-
- i. Certificate to the effect that the tenderer would absolve CPAO of any liability which accrues during the contract period.
- j. All papers of tender document signed by the firm.

