



Government of India  
Ministry of Statistics & Programme Implementation  
**NATIONAL ACADEMY OF STATISTICAL ADMINISTRATION**  
Plot No. 22, Knowledge Park-II, Greater Noida ó 201308, (U.P.)

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**Tender No. Q-11011/Admn(g)/4/2009-10/NASA**  
**Dated: 23<sup>rd</sup> September, 2010**

## **TENDER DOCUMENT**

**ANNUAL CONTRACT FOR HIRING VEHICLES  
FOR OFFICIAL PURPOSES  
AT  
THE NATIONAL ACADEMY OF STATISTICAL  
ADMINISTRATION (NASA), PLOT NO. 22, KNOWLEDGE PARK-II,  
GREATER NOIDA – 201308, (U.P.)**

**Last date for submission: 12<sup>th</sup> October, 2010, 15.00 HRS.**

**Opening of Technical Bid: 15.30 HRS. ON THE SAME DAY**

**Tender No. Y-11011/Admn(g)/4/2009-10/NASA**

**Dated: 23<sup>rd</sup> September, 2010**

Sealed tenders are invited under Two Bid System i.e. (Part-I Technical Bid and Part-II Financial Bid) from reputed and experienced Travel Agency for hiring of vehicles in the National Academy of Statistical Administration(NASA) , Plot ó 22, Knowledge Park ó II, Greater Noida, UP ó 201308. The contract will be initially for a period of one year and is likely to commence from the date of signing of agreement which may be extended further for a period of one year depending upon the satisfactory performance and on mutual agreement on the same terms and condition.

### **A. SCOPE OF THE WORK**

The Agency is required to provide vehicles of different types to the National Academy of Statistical Administration for official purposes. The work consists of two modules, as given below:-

Module ó I: - Hiring of AC/Non-AC Vehicles from Delhi to NASA, K.P ó II, Greater Noida, U.P.

- Vehicles required on Monthly basis.
- Vehicles required on per call basis.

Module ó II: - Hiring of Vehicles from NASA, Greater Noida to Delhi/NCR,

- Vehicles required on Monthly basis.
- Vehicles required on per call basis.

**The bidder may quote either Module - I or Module - II or both.**

### **B. ELIGIBILITY CRITEREA**

The tendering Agency must fulfil the following technical specifications in order to be eligible for technical evaluation of the bid.

1. The Registered Office of the Agency should be located either in Delhi/Greater Noida/NCR. An attested copy of the registration certificate of offices in Delhi/Greater Noida/NCR shall be enclosed.
2. The Agency must have a minimum of three years experience in supplying taxies to reputed private companies/Public Sector Companies/Banks /Central and State Government Departments. Details of contracts relating to supplying of vehicles to Central Government/State Governments/ PSUs/Bank/reputed private firms in last three years shall be enclosed.
3. The Agency should have a PAN number. Certified copy of the PAN card shall be attached with the Bid document.
4. The Agency should be registered with Service Tax departments. Certified copy of the registration shall be attached with the Bid document.

### **C. INSTRUCTIONS TO TENDERERS**

1. The Tenderers are required to submit one technical and one price Bid as per prescribed proforma in Section F .The tenderer may quote either for Module ó I or Module ó II or both. The Financial Bids should be submitted in a separately sealed envelope superscripted “**Financial Bid for providing vehicles for official purposes (Module – I/II/both) in NASA, Grater Noida.** All the sealed envelopes should be put in a one sealed envelope superscripted “**Tender for providing Vehicle for official purposes in NASA, Greater Noida.**
  
2. The various crucial dates relating to the tender are cited as under :
  - (a) Date of issue of Tender Document: 23<sup>rd</sup> September, 2010
  - (b) Last date and time for submission of Tender Document: 12<sup>th</sup> October, 2010, 3 PM
  - (e) Date and time for opening of  
Technical Bid: 12<sup>th</sup> October, 2010, 3.30 PM  
Financial Bid: - At later stage
  
  - (f) Place of submission of tender: - National Academy of Statistical Administration  
Plot No. 22, Knowledge Park-II,  
Greater Noida ó 201308, (U.P.)
  - (g) Place of opening the tender: - National Academy of Statistical Administration  
Plot No. 22, Knowledge Park-II,  
Greater Noida ó 201308, (U.P.)
  
3. The tendering Agency are required to enclose duly attested photocopies of the following documents along with the Technical Bid, failing which their bids shall be summarily/outrightly rejected and will not be considered any further :-
  - Registration Certificate.
  - Copy of PAN /TAN card of the Agency
  - Copy of the Service Tax registration certificate.
  - Name of the Govt./PSU/private firms where service provided during last three years.
  - Copy of valid Service Tax registration certificate.

#### **D. TERMS & CONDITIONS**

1. The contract shall be awarded initially for one year and may be considered for extension by mutual agreement for such period as may be agreed upon, not exceeding one year. Once the rates are finalised, no increase will be considered in the rates quoted by the firm in any case during the period of contract.
2. Counting of distance will be from the starting point of the user and closing at the point wherever user completes his/ her travel. The distance covered in each way between user delivery address and the garage/normal parking place will be allowed on actual basis or 15 KMs. whichever is less.
3. The vehicles should be in good physical and mechanical condition and confirm to the rules of the Transport Department. The vehicles should be neat and clean and fully upholstered. In any case the vehicles should not be more than two years old.
4. The firm should have at least 3 years experience in tour & travel business with annual turnover of Rs. 20 lakhs and possess more than 10 vehicles. Dedicated vehicles with drivers with mobile phones should be provided. The vehicles once put on the duty with the Academy must be available at any time or any day as desired by the Academy.
5. The firm will ensure that all the necessary documents (Registration certificate, Insurance papers etc.) are in the personal custody of the drivers. The dress code for the drivers should be followed. The firm should have valid permits for plying vehicles in Delhi, Haryana and UP etc. in NCR area and all the taxes should be paid by the firm.
6. The firm should have the capacity of repairing their vehicles in a short time. In case of breakdown, the vehicle will have to be replaced immediately without claiming any extra charges for the same. Though the Academy has a regular requirement for hiring of vehicles, it shall have the right not to utilise the services at all or at any time for any period without giving any prior notice. The number of hired vehicles may also be increased or decreased depending on requirements of the Academy.
7. Toll tax, Entry tax, permit fee for crossing border, if any, and parking charges will be borne by the Academy for which the original receipts should be submitted by the agency along with bill.
8. An earnest money deposit of Rs. 15,000/- in the form of demand draft in favour of Pay and Account Officer, Ministry of Statistics & P.I. should be submitted along with the tenders. Tenders submitted by the EMD will not be considered. EMD will be refunded to the unsuccessful tenders within 30 days from the date of award of contract to the successful tendered. No interest shall be payable on the EMD.
9. The successful tenders will have to deposit a performance security of Rs. 50,000/- for module I and Rs. 15,000/- for module II in the form of demand draft in favour of Pay and Account Officer, Ministry of Statistics & PI. The security deposit will be refunded to the contractor within 60 days from the date of satisfactory completion of the contract period and no interest will be paid on the security deposit.
10. The tendered must ensure that the drivers employed have valid driving licence and mobile phones. The driver should be well behaved and well conversant with the traffic rules and roads, route in the NCR. The driver at all time should have proper Registration Certificate and valid insurance in respect of the vehicle being driven by them. The incident of the drivers to be deployed should be properly verified and their details should be provided to the academy. In case change of driver prior permission of the concerned user should be taken.

11. The tender should have registered and well established transport agencies/ firm proof of this has to be enclosed along with the tender. In case of tendered/ firm already provided vehicles on hiring bases to any other government department, details their of may also be furnished along with the tender.
12. The tendered/ firm should have adequate numbers of phones/mobile for contact around the clock. The firm should be in the position to provide the vehicles to the academy even a short notice.
13. An amount of Rs. 1000/- per day per vehicle will be deducted in case of non availability of the vehicles and Rs. 200/- per day per vehicle will be deducted in case of failure/ non- functioning of AC of the vehicle if a reported by the officer using the vehicle. All liabilities arising out of any legal dispute, accident etc. shall be borne/ paid by the firm.
14. No advance payment will be made by the Academy in any circumstances. The billing should be done on monthly bases and the bills should be submitted in the first week of the following month. It will be the responsibility of the driver to get the duty slip signed by the officers/ staff on day to day bases. No payment will be paid for the unsigned duty slip. Duty slips should be complete in all respect in terms of start KM., end Km. Distance covered and time etc.
15. The rates coated should be exclusive of service tax. The service tax will be paid additionally only after receiving the proof of the service tax registration certificate.
16. The firm should be experienced in providing fleets for cars/vehicle etc. for events, delegations, meetings and conferencing etc.
17. Full month would imply 2500 Km. and 25 days.
18. Each page of the tender document should be duly signed by the tenderer confirming the acceptance of the terms & conditions.
19. The Academy reserve the right to reject any or all the quotations for the contract at any time without assigning their reason thereof.

**Tender No. Q-11011/Admn(g)/4/2009-10/NASA**  
**Dated: 23<sup>rd</sup> September, 2010**

**E. PROFORMA FOR TECHNICAL BID (PART-I)**

**NATIONAL ACADEMY OF STATISTICAL ADMINISTRATION**  
Plot No. 22, Knowledge Park-II, Greater Noida ó 201308, (U.P.)

<b>1.</b>	<b>Name of the Agency</b>	
<b>2.</b>	<b>Office Address</b>	
	<b>Tel No.</b>	
	<b>FAX No.</b>	
	<b>E-Mail Address</b>	
<b>3.</b>	<b>Name of the Authorise Representative (s)</b>	

<b>4.</b>	<b>Documents</b>	<b>Enclosed</b>	<b>Not Enclosed</b>
	Attested registration certificate of the Agency issued by the appropriate authority		
	Attested copy of valid Service Tax registration certificate		
	Copy of PAN /TAN Card.		
	An undertaking that the agency has not been blacklisted by any Government Department/autonomous bodies as on the date of submission of the bid.		

**5. Turnover during the last three years**

Years	Turnover in Rupees ( in words and figures)
2006-07	
2007-08	
2008-09	

This should be duly certified by the Chattered Accountant of the Company.

**1. EMD details (Rs. 15,000/-)**

DD No. ....

Bank.....

Date.....

**2. Details of the major contract handled Govt. / PUC/ Corporate offices during the last three years as per the attached proforma : -**

Sl.No.	Name of the Client / Address / Tel No.	Amount of the contract	Duration of the contract	

Enclose extra sheets if required.

We also confirmed that we will abide by all the terms and conditions and we don't have any counter condition.

**(Signature of the authorised person of the Agency with seal)**

**Place:**

**Date:**

**F. PROFORMA FOR PRICE BID (PART-II)**

**Module-I: Hiring of Vehicles from Delhi to Greater Noida, U.P.**

**Table A. Monthly Rate :**

Description	Esteem /Indigo/Any other vehicle of 1000cc		Wagon-R/ Indica		Tavera/Qualis/Innova	
	A.C	Non-A.C	A.C	Non-A.C	A.C	Non-A.C
Fixed monthly charges for 2500 Kms / 300 hrs						
Extra Kms. Beyond 2500 Kms.						
Extra Hours after 300hrs.						

**Table B. Daily Rate :**

Description	Esteem /Indigo		Wagon-R/ Indica		Tavera/Qualis/Innova	
	A.C	Non-A.C	A.C	Non-A.C	A.C	Non-A.C
Charges for 80 Kms / 10 hrs						
Extra Kms. Beyond 80 Kms.						
Extra Hours after 10 hrs.						

**Table C. Rate for Bus:**

Description	27 Seaters		40 Seaters		54 seater	
	A.C	Non-A.C	A.C	Non-A.C		
Charges for 100 Kms / 10 hrs						
Extra Kms. Beyond 100 Kms.						
Extra Hours after 10 hrs.						
Tour to Agra						



**Module-II: Hiring of Vehicles from NASA, Greater Noida to Delhi/NCR, U.P.**

**Table A. Monthly Rate (Including Night stay at NASA)**

Description	Esteem /Indigo		Wagon-R/ Indica		Tavera/Qualis/Innova	
	A.C	Non-A.C	A.C	Non-A.C	A.C	Non-A.C
Fixed monthly charges for 2500 Kms / 300 hrs						
Extra Kms. Beyond 2500 Kms.						
Extra Hours after 300hrs.						

**Table B. Daily Rate**

Description	Esteem /Indigo		Wagon-R/ Indica		Tavera/Qualis/Innova	
	A.C	Non-A.C	A.C	Non-A.C	A.C	Non-A.C
Charges for 80 Kms / 10 hrs						
Extra Kms. Beyond 80 Kms.						
Extra Hours after 10 hrs.						

**Table C. Rate for fixed destination**

Destination	Esteem /Indigo		Wagon-R/ Indica		Tavera/Qualis/Innova	
	A.C	Non-A.C	A.C	Non-A.C	A.C	Non-A.C
Airport						
New Delhi Railway Station						
Old Delhi Railway Station						
Nizamuddin Railway Station						

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