

## TENDER NOTICE

**TENDER NO. 6/19/2018 OIDB**

**Dated: 7<sup>th</sup> November, 2019**

### **E-TENDER FOR EMPANELMENT OF TRANSPORT OPERATORS FOR HIRING CHAUFFER DRIVEN CAR(S) ON MONTHLY /DAILY HIRE BASIS.**

Oil Industry Development Board (OIDB) invites E-tender (two bid system) for empanelment of Transport Operators for hiring Chauffer Driven Car(s) on monthly/Daily basis from the reputed transport operators for day to day uses for OIDB office at OIDB Bhawan, Plot No. 02, Sector-73 NOIDA. The salient features & terms and conditions of the tender are as follows:

<b>S. No.</b>	<b>Particulars</b>	<b>Description</b>
1	Scope of Work	EMPANELMENT OF TRANSPORT OPERATOR FOR PROVIDING CHAUFFER DRIVEN CAR(S) ON MONTHLY /DAILY HIRE BASIS TO OIDB OFFICE AT OIDB BHAWAN, SECTOR-73, NOIDA.
2	Type of bid	Two bid system:  (1) Technical bid (2) Price bid as per Schedule of Rates (SOR)
3	Availability of bid document on	Central Public Procurement Portal - <a href="https://eprocure.gov.in">https://eprocure.gov.in</a> OIDB Website - <a href="http://www.oidb.gov.in">www.oidb.gov.in</a>
4	Submission of bid document on	Central Public Procurement Portal : - <a href="https://eprocure.gov.in">https://eprocure.gov.in</a>
5	Earnest Money Deposit (EMD)	Rs. 36,000/- NEFT/RTGS in favour of OIL INDUSTRY DEVELOPMENT BOARD. A/C No. 11084240909 IFSC: SBIN0000691 State Bank of India, Main Branch, Parliament Street, New Delhi.
6	Tender upload date	07.11.2019 at 3.45 P.M.
7	Pre - bid meeting	20.11.2019 at 11.00 A.M.
8	Last date of submission of bids	27.11.2019 up to 2.00 P.M.
9	Date of opening of technical bid.	28.11.2019 at 3.00 P.M.
10	Details of contract/bid	Prequalification Criteria (Annexure-I), General Terms & Conditions (Annexure-II) and price bid (Annexure-III & Annexure-IV).
11	Contact person	Shri Rajeev Rana, Manager (P&A), OIDB, OIDB Bhawan, Sector-73, NOIDA. Tel: 0120-2594679

**PRE QUALIFICATION CRITERIA (PQ)**


1. For becoming eligible bidder must own a fleet of at least 10 passenger cars either in the name of Proprietor/partner/firm/Company. Self attested copies of Registration Certificates shall be attached with the Bid. However, if bidder has cars of different makes than the mentioned in the price bid, the bidder has to arrange for the same before work order is placed on him in case of his getting declared successful in the bid.
2. Bidder should have experience for providing chauffer Driven Car(s) to Govt./PSUs/ Semi Govt. during last 2 years ending with March, 2019 subject to the following:
  - a) Bidder should have completed three similar works each costing not less than the amount equal to 40% of the estimated cost i.e. Rs 7.20 Lakhs **Or**
  - b) two similar works costing not less than the amount equal to 50% of the estimated cost i.e. Rs 9.00 Lakhs **Or**
  - c) one similar work costing not less than the amount equal to 80% of the estimated cost i.e. Rs.14.40 Lakhs
3. Bidder should submit the Experience/performance certificates from the Govt./PSUs/ Semi Govt. as a proof/evidence indicated in Sl. No. 2 of PQ.
4. Bidder should have an average annual financial turnover in similar work during the last 2 financial years, ending 31<sup>st</sup> March 2018, of at least 30% of estimated cost i.e. Rs 5.40 Lakhs.
5. Bidder should have valid PAN, GST registration. Self attested copies shall be attached with the Bid.
6. Bidder should have Registered/branch office in Delhi/NCR Region. Self attested copies shall be attached with the Bid.
7. Bidder should not be on holiday list/black listed by OIDB or any of Govt./PSUs/ Semi Govt. etc. A declaration/undertaking to this effect shall be submitted by bidder mandatorily.

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**GENERAL TERMS AND CONDITIONS FOR CAR HIRING**

8. Bids should submit with earnest money of Rs.36,000/- (refundable) through online without which the tender will not be accepted (exempted on submission of authentic certificate). EMD of unsuccessful bidders shall be refunded without any interest after award/finalized the work. EMD deposited by the successful bidders shall be adjusted towards security deposit.
9. The Vehicle shall be parked at OIDB's office at Sector-73, Noida or at a suitable place in NCR as required and as directed by user Officer/ P&A Department, OIDB, Noida.
10. A log book shall be maintained and the signature of user officer certifying the starting and closing kms., and starting and closing time shall be obtained on logbook every day at close of duty.
11. In the event of breakdown/failure of the vehicle, the Contractor has to provide a replacement of the car of similar type immediately or within 1 hour, failing which OIDB will hire a vehicle of similar type from any other source and debit the hiring charges to the Contractor.
12. If the contractor fails to supply cars or if quality of the cars are found to be unsatisfactory, OIDB shall have the right to get the job done from elsewhere and cost incurred in doing so will be recovered / made good from the contractor.
13. The rates quoted in the schedule should include vehicle running and maintenance expenses, salary of the driver, all statutory payments such as ESIC/PF etc. as applicable in the state of Delhi/NCR, comprehensive insurance etc. and should be kept validated from time to time by the Contractor. No passengers tax will be payable by OIDB and the same has to be borne by the Contractor.
14. The bills should be submitted on monthly basis during the 1<sup>st</sup> week of the month.
15. Payment against monthly bills duly certified by the user officer(s) will be made within 20 days of receipt of bill at OIDB.
16. For providing the cars on monthly basis, payment will be made for minimum of 2400 kms and 300 hours per month (as the case may be) on lump-sum basis irrespective of actual mileage. In case the car has run for more than 2400 kms in any month payment for the excess kms. will be made as per the contract.
17. Mileage and time reckoning shall start and end at the parking place after the duty as directed by the user officer. Mileage/time from garage to Parking Place/residence and from Parking Place/residence to garage will not be counted for payment by OIDB.

18. The contract shall come into force only on acceptance of car on inspection by the authorized personnel of OADB on successful passing of driving test by driver/drivers nominated by the Contractor. Any violation of the terms of the contract regarding both vehicle and the driver will ENTAIL CANCELLATION OF THE CONTRACT AND WHEREVER NECESSARY / APPLICABLE SUITABLE DEBITS WILL BE RAISED ON CONTRACTORS FOR ALL SUCH FAILURES (including forfeiture of Security Deposit).
19. The driver should be cleanly dressed in white uniform, black shoes, personally hygiene well behaved and capable of rigorous duty.
20. The driver should not commit any illegal act and should possess valid Driving license on duty and he shall not be in a drunken condition while on duty.
21. The driver should be well familiar about topography / roads of Delhi/New Delhi/NCR.
22. The contractor will ensure that the car provided is of 2018 onward model in good condition with spare wheel, and proper tools and fire extinguisher. Car AC has to be maintained always in working condition.
23. The contractor will ensure that proper white seat covers; good carpet, floor mats and upholstery are provided and well maintained in the vehicle. Seat covers should always be in clean condition and shall be washed once in a week. Car should be washed on daily basis and be in the road worthy condition.
24. The contract initially would be for a period of two (2) years, which can be extended for a further period of one more year on the same terms & conditions & rates subject to satisfactory performance at the sole discretion of OADB. In case of unsatisfactory performance, OADB reserves the right to terminate/modify the contract at any time/stage during the contract period without any compensation. However, the contract can be terminated by either side with a prior notice of 30 days.
25. **Security Deposit:** The successful bidder shall submit Demand Draft in favour of Oil Industry Development Board, payable at New Delhi from a scheduled bank amounting to Rs.90,000/- (Rupees Ninety Thousand only) as Security Deposit, which will be refunded only after three months of successful completion of the contract, without any interest thereon.
26. The contractor should have contact telephone/mobile phone at residence and office and should be contactable round the clock and the Driver should also have mobile phone and valid driving license.

7. The contractor shall obtain Comprehensive Insurance Policy from an established Insurance company for the vehicle and keep such policy in force at all times to cover all risks of every nature whatsoever inclusive of any damages caused by the vehicle to the Company's property.
28. The contractor will produce for the perusal of the OIBD the original insurance policy and proof of all insurance premiums, road tax and other documents pertaining to the vehicle, when demanded by Officer Incharge /Inspecting Officer.
29. Payment of the bills at the rates specified will be arranged through RTGS/NEFT towards the Account No. and Bankers declared by the contractor. Necessary endorsement will accordingly be made on the bills submitted by the contractor. TDS will be deducted as per prevailing Income Tax rules.
30. The vehicle once inspected and approved for hire by the Officer In-charge shall not be changed except when rendered off road due to general breakdown or due to any defect or accident under circumstances when it become necessary to change a vehicle in which case a substitute vehicle of similar type will be provided.
31. In the event of an accident of any type / nature resulting in damage / loss to vehicle or driver or third party, the contractor shall indemnify OIBD from any loss or action from any party whatsoever. The contractor(s) shall be required to execute the indemnity bond and agreement.
32. The driver engaged for running the vehicle should have valid original driving license and the copy of the same with other documents of the vehicle should always be available in the vehicle.
33. Car should be provided with AM/FM radio/ Modern Car Music, System, Mobile Charger, perfume etc.
34. If cars with driver fail to report on duty an amount of Rs.500 per day will be deducted from the monthly bills as and when complaint is made by user.
35. In case vehicle is not in a good condition as per the choice of the user, the same shall be rectified/ repaired as per the user satisfaction & even after the repairs, if any complaint is found by the user, a penalty of Rs.500 per day will be levied and the amount will be deducted from the monthly bill.
36. Contractor should mention GST No. and Permanent Account Number (PAN) in his monthly bill.
37. The vehicles should have Delhi/Noida Registration. 

38. **Price Evaluation criteria:** Evaluation of offers will be made separately for bids in Annexure III and IV based on the total of the amount quoted for items 1,2,3 and 4 under column "description" for different vehicles mentioned in Annexure III and IV of the price bid. However, rates for all the units are mandatory to be quoted by the bidders. In case, any unit has not been quoted by any bidder the bid of such bidder will not be considered/evaluated. Every bidder has to agree to all the condition of contract failing which his offer will not be considered for award of work.
39. **ARBITRATION:** - In case of any arbitration, the Arbitration and Conciliation Act 1996 and subsequent enactments thereof will apply.
40. **JURISDICTION:** - The courts situated in Delhi alone shall have the jurisdiction to hear and determine all actions and proceedings arising out of this contract.
41. OI DB reserves the right to accept or reject any or all tenders received at its absolute discretion without assigning any reason whatsoever.
42. Bid validity shall remain 60 days from the date of opening of bid.
43. Bidder should stamp/sign every document/information attached with bid.
44. The contractor must be in a position to provide car with odd even Registration No. during the period when odd even restriction is imposed by any of the authorities.

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**PRICE BID**

**Annexure-III**

**Rates for Hiring of Vehicles (AC) on Daily basis**

Amount in Rs. (excluding GST)

Sl. No	DESCRIPTION	Maruti EECO 7 Seater	Maruti DZire Vxi	Swift	Toyota ETIOS JPS	Maruti Vxi/Honda City	Ciaz	Toyota Innova Crysta	Honda Amaze	Maruti Ertiga
01	Rate for 8 hours for 80 KM (2018 Model) for plying in Delhi/NCR and outside when required Total 10 Kms. (5+5) extra will be allowed from garage to reporting place and back.	Rs.____	Rs.____	Rs.____	Rs.____	Rs.____	Rs.____	Rs.____	Rs.____	Rs.____
02	Rate of additional Kms (per KM)	Rs.____	Rs.____	Rs.____	Rs.____	Rs.____	Rs.____	Rs.____	Rs.____	Rs.____
03	Rate for additional hour (per hour)	Rs.____	Rs.____	Rs.____	Rs.____	Rs.____	Rs.____	Rs.____	Rs.____	Rs.____
04	Overnight Detention charges of the vehicle with driver outside Delhi.	Rs.____	Rs.____	Rs.____	Rs.____	Rs.____	Rs.____	Rs.____	Rs.____	Rs.____

Note: GST as applicable will be paid by OIDB.

TDS will be deducted as applicable.

All other applicable charges & taxes etc. (excluding GST) imposed/to be imposed by Govt./local authority from time to time will be paid by the bidders.

Toll tax while journey performed from outside of Delhi/NCR beyond 80 KM from the edge of Delhi will only be paid by OIDB.



**Signature / stamped of the bidders**

**Annexure-IV**

**Rates for Hiring of Vehicles (AC) on Monthly Basis**

		Unit (Per car)/Rates in Rs. excluding GST)		
S. No.	DESPRIPTION	Maruti Suzuki Ciaz VXI/Honda City (equivalents to Ciaz VXI)	Maruti Swift DZire VXI/Honda Amaze (equivalents to DZire VXI)	Toyota Innova Crysta
01	MONTHLY RENTAL FOR CHAUFFER DRIVEN CAR (2018 ONWARDS MODEL) FOR PLAYING IN NCR DELHI/OUTSIDE AS AND WHEN REQUIRED (MIN. 2400 KM PER MONTH).  (OUR REQUIREMENT IS FOR TWO OR THREE VEHICLES. RATE SHALL BE QUOTED FOR SUPPLY OF CHAUFFER-DRIVE CAR ON LUMP SUM BASIS FOR MINIMUM OF 2400 KMS. & 300 HOUR PER MONTH. RATES QUOTED SHOULD BE INCLUSIVE OF DRIVER CHARGES. THE DUTY HOURS WILL BE RECKONED FROM THE TIME OF REPORTING AS INSTRUCTED BY THE USER OFFICER CONCERNES. (FOR COMPUTING MILEAGE/TIME)			
	<b>Total (A)</b>			
02	RATE PER KM BEYOND 2400 KMS, IN ANY MONTH PAYMENT WILL BE MADE ON ACTUAL BASIS (FOR COMPUTING MILEAGE) AS PER CONTRACT			
03	EXTRA CHARGES FOR USING SERVICES OF DRIVER PRIOR TO AND BEYOND DUTY HOURS AND FOR SUNDAYS WHEN REQUIRED (QUOTE RATE ON PER HOUR BASIS).			
04	OVERNIGHT DETENTION CHARGES OF THE VEHICLE WITH DRIVER OUTSIDE DELHI (QUOTE RATE ON PER HOUR)			
	<b>Total (B)</b>			
	<b>Grand Total (A+B)</b>			

Note: GST as applicable will be paid by OIDB.  
TDS will be deducted as applicable.  
All other applicable charges & taxes etc. (excluding GST) imposed/to be imposed by Govt./local authority from time to time will be paid by the bidders.  
Toll tax while journey performed from outside of Delhi/NCR beyond 80 KM from the edge of Delhi will only be paid by OIDB.



**Signature/stamped of the bidders**