

**CENTRAL GOVERNMENT EMPLOYEES WELFARE HOUSING ORGANISATION**  
**(CGEWHO)**

**TENDER ENQUIRY**

Dated: 10/06/2014

Tender No.: F.No. T-119/4

Notice Issued by POPC & Dy. Director (Admn.)

Tender to be opened on 15/07/2014 at 4.30 p.m.

1. Duly sealed tenders are invited on behalf of CGEWHO for Hiring of private car at Paruthipattu, Avadi-Poonamallee Road, Chennai for Chennai (Ph III) project of CGEWHO for a period 2500 km on monthly basis for of one year from the date of award of contract.

2. In case you are interested and you have the capacity and competence to perform it, you may please submit your lowest quotation in a sealed envelope to **Presiding Officer, Purchase Committee, CGEWHO, 'A' Wing, 6<sup>th</sup> Floor, Janpath Bhawan, New Delhi-110001**. The quotations in sealed cover should be dropped in the "Tender Box" kept at the Reception of this office before 4.00 PM on 15/07/2014. The cover containing the quotation should be super scribed as under:

**"QUOTATION FOR HIRING OF CAR FOR CHENNAI (PH III) PROJECT"**  
**FOR THE YEAR 2014-15" Opening date at 4.30 PM on 15/07/2014"**

3. A list of offices where such jobs have been undertaken with documentary proof of having performed them satisfactorily may be furnished with the tender. A log book shall be maintained separately for recording the usage on daily basis and a copy of the same shall be submitted with the monthly bill.

4. Any Cutting/Overwriting/Erasing in the rates will render the entire tender invalid.

5. Submission of tender will signify the acceptance of all terms and conditions of the contract as above. It will not be obligatory for this office to accept the lowest quotation & no explanation shall be given for the cause of rejection of quotation to any tenderer.

6. This office reserves the right to reject/any/all tender (s) without assigning any reasons whatsoever. Canvassing in any form will be considered as disqualification from award of contract.

7. Please also see Annexure -I for terms and conditions of the contract, Annexure -II to be filled by the tenderer(s) giving their details. Annexure-III for details of rates of Hiring of Vehicles.

  
(M K Maity)

Deputy Director (Admn) & PO, PC  
For CGEWHO

I hereby accept all the terms and conditions mentioned above.

Date:

Signature of the Tenderer with seal

The Contract shall be governed by the following terms and conditions:-

LEGAL:

- i) The contractor will have to comply with the instructions contained in ORDER of the Transport Department Government of Tamil Nadu.
- ii) The contractor/firm must have PAN/Service-tax nos.
- iii) The contractor/firm will have to get the police verification of all the drivers at their own cost and submit to the Department.
- iv) The driver of the car should be holding a valid driving license, well experienced and should have knowledge of Chennai roads. He would be expected to be properly dressed and well behaved.
- v) Driver will always keep his registration certificate, pollution certificate complete comprehensive insurance certificate etc. and other such documents ready as required by the Govt. Authority for checking.
- vi) CGEWHO shall not be responsible for damage of any kind of any mishap/accident caused to the car (s), driver (s) or any other party while performing duty for this office. All liabilities legal or monetary shall be borne by the firm.
- vii) CGEWHO reserves right to cancel the contract, at any stage 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 as per the contract terms. In case of any dispute, the decision of CGEWHO shall be final.
- viii) In the event of the contractor backing out of the contract midstream, without any explicit consent of this Office, he will be liable to recovery of higher rates, vis-à-vis those contracted, which may have to be incurred by this organisation on transportation of officers for balance period of contract through alternative means.
- ix) Above act of backing out may debar the contractor from any future dealings with CGEWHO. CGEWHO reserves the right to obtain the services from other sources.
- x) All the contractor shall have to comply with relevant laws and rules issued from time to time relating to business and pay due taxes to concerned Govt. agencies. CGEWHO will not be responsible for any lapse on the part of the contractor during or after the expiry of the contract.

COMMERCIAL :

- i) The number of cars to be engaged is not fixed and will vary as per requirement of the CGEWHO. Whenever, CGEWHO requires more cars, the same will be provided by the firm on the same rate. The firms should make additional taxies available on written/telephone request.
- ii) Actual parking charges/toll taxies/entry/state taxes in connection with official duty will be reimbursed along with the bill.
- iii) CNG vehicles will be preferred over petrol/diesel vehicles.



- iv) The vehicles to be engaged by the contractor should be well maintained & should not be older than 1 year.

**RATES :**

- i) The mileage for use of the vehicles will start from assigned place where the driver is scheduled to report for duty i.e. Project Site, Chennai or at any of assigned officer's residence (to be indicated to driver by the concerned officer. No night charges separately (apart from as paid for extra hour of duty) will be paid.
- ii) The vehicle will have to be replaced/arranged in case of break down/accident. The charges quotes include the repairs & maintenance costs to that extent, nothing additional is payable.
- iii) Cars are normally expected to remain with this office for official use during 8.30 AM to 6.30 PM on working days i.e. Monday to Saturday every week but may also be required for longer hours on Sunday's & other holidays.
- iv) All the charges towards repairs/servicing, salary of driver, petrol/CNG Gas or any incidental expenses on operational and maintenance etc. will be borne by the firm.
- v) The approved rates will not be changed during the period of the contract. The bill will be submitted on monthly basis by 7<sup>th</sup> of each month. The applicable taxes shall be applied and tax deducted from the bill before payment.
- vi) Payment of hiring charges will be made on monthly basis and bill will be preferred in the following month. To illustrate, if in a month the vehicle runs for 2400 Kms. And in another 2600 Kms. Then payment of both months will be for 2500 Kms.
- vii) In case tour is required for outside Chennai (within 500 Kms. From Chennai), the same would also be provided for (may be another vehicle) under this contract.
- viii) Taxes levied for visits outside Chennai will be paid additionally.

**CONVENIENCE:**

- i) The drivers will have to be provided with mobile phones at the cost of the contractor.
- ii) The car and the driver deployed with an officer will not be changed without prior notice.
- iii) The agency must have a 24x7 working.
- iv) In case of any break – down, the firm will have to provide another vehicle immediately.

**PENALTY:**

- i) In case the car is not made available on any particular day, a penalty of Rs. 500/- (Rupees Five Hundred Only) will be levied per day and will be recovered from monthly bill.
- ii) In case the driver reports for duty for more than 15 minutes beyond the schedule time, a penalty of Rs. 100/- (Rupees One Hundred Only) would be levied which will be deducted from the bill.
- iii) Additional penalty as the department feels appropriate can also be imposed if the contractor violates any terms and conditions of contract.

**ANNEXURE-II**

**PARTICULARS TO BE FURNISHED BY THE AGENCY**

1. Name of the Agency :
2. Address of the Agency:
3. Name of the proprietor of the Agency:
4. Telephone No. of Agency and Proprietor:
5. Details of Ministry/Department in which the Agency had worked earlier as mentioned in this Tender:-

S. no.	Name of the Ministry/Department (Attach copy of Contract)	Year	Name/Contact no. of the Officers of Client Ministry/Department

6. PAN/TIN number of the agency:
7. Copy of registration of the Contract / firm under the Chennai Sales Tax Act/Chennai Value Added Tax (\_\_\_AVT) Act, 2004.
8. EMD's Draft number, Date and name of the Bank:

This is certified that the above facts are true, complete and correct to the best of my knowledge and belief. **This is also certified that this Agency is not black listed by any**

**Government Department nor any criminal case is registered/pending against the**

**Agency/Firm or its owner/partner anywhere in India.** It is certified that I/We have read and understood the terms and conditions of the Tender Notice F. No. T-119/4 dated \_\_\_\_\_2014 will abide by them till the completion of the contract period.

Dated:

Place:

(Signature of Proprietor)  
Seal of the firm/Agency

**ANNEXURE-III**

**The rates should be quoted in the following manner:-**

<b><u>S.NO</u></b>	<b><u>CATEGORY OF VEHICLE</u></b>		<b><u>RATES OF CARS ON MONTHLY BASIS (RATES FOR 2500 KMS AND 300 HRS. PER MONTH)</u></b>	<b><u>RATES OF CARS ON DAILY BASIS (RATES FOR 80 KMS AND 10 HRS. PER DAY)</u></b>	<b><u>RATES FOR ADDITIONAL KMS</u></b>	<b><u>RATES OF ADDITIONAL HOURS</u></b>
1	Tata Indica	Non A/C				
		A/C				
2	Tata Indigo	Non A/C				
		A/C				
3	Maruti Wagon – R	Non A/C				
		A/C				

Taxes, if any, may be mentioned clearly.

Signature of authorized signatory with stamp