

**GOVERNMENT OF INDIA
CENTRAL WATER COMMISSION
RIVER DATA DIRECTORATE**



TENDER DOCUMENT

FOR

**HIRING OF COMMERCIAL TAXI ON 24X7 DAYS BASIS FOR THE
PERIOD FROM 15.05.2011 TO 31.10.2011**

**Last Date & time for submission of Tender Document:
15:00 Hrs. on 20th APRIL, 2011**

**Date & time for opening of Tender:
15:30 Hrs. on 20th APRIL, 2011**

**River Data Directorate
West Block I, Wing 4, II Floor
R.K. Puram, New Delhi-110605.**

RIVER DATA DIRECTORATE
GOVERNMENT OF INDIA
CENTRAL WATER COMMISSION

West Block I, Wing 4, II Floor
R.K. Puram, New Delhi-110605.
Tel No. +91-11-26100285/26108075, 26181275(F)

Email-rdcdte-cwc@mail.nic.in

No.3/1/2011-RDD/1609-10

Dated :11-04-2011

NOTICE INVITING LIMITED TENDER (NILT)

Sealed Limited Tenders are hereby invited by the undersigned on behalf of the President of India for **“HIRING OF COMMERCIAL TAXI ON 24X7 DAYS BASIS for the period from 15.05.2011 to 31.10.2011”** as per terms & conditions mentioned below and details enclosed. Interested bonafide reputed approved Taxi operators/ Agencies may send their Limited Tender in the prescribed Performa in sealed envelope on or before up to **15:00 hrs. on 20.04.2011** in the office of undersigned. On the envelope, tender No., name of the work and date of opening of tender must be clearly mentioned. The tender will be opened on the same day at **15:30 hrs** in the Room of Dy. Director, RD Dte., CWC, 2nd Floor, Wing-4, West Block-I, R.K. Puram, New Delhi. The interested tenderers or their representative who wishes to attend opening of tender may attend.

Details of Works and Specifications : As per details enclosed.

Terms & Conditions:

1. Tender must be on the letter head of the firm in the enclosed prescribed Performa.
2. Rates shall be quoted inclusive of all taxes except service tax which shall be as per actual in the prescribed schedule of quantities (Enclosed). The rates must be quoted in figures as well as in words.
3. Taxes and other charges, if any must be given separately.
4. **In general no overwriting or cutting is permitted in the rate. If found, the tender shall be summarily rejected. However, except rate all cuttings and over writings must be signed by the authorized person of the firm.**
5. The rates quoted must be valid for 90 days minimum from the date of opening of the tender and silence of any tenderer on this issue shall be treated as agreed with this condition.
6. **The firm/agency may satisfy the following conditions:**
 - a. Firm shall be registered with the Govt. of Delhi for providing Taxi services.

- b. The firm shall have valid Service Tax Number and IT PAN.
- c. The Firm shall have minimum 5 Nos. of Taxis and 5 Nos. of drivers.
- d. The taxi operator/Agency should comply with the Government/RTO rules and regulations, Government notifications before deployment of a Taxi, including all RTO formalities for operating the Taxi.

7. The vehicle (Taxi) should satisfy the following conditions:

- a. The vehicle should have minimum 5 seater (including driver). The vehicle should be model of TATA Indica/Wagon R/Maruti Swift/Maruti DeZire or equivalent and must be commercially registered. The vehicle model should not be prior to January 2006 registered with STA Delhi complying minimum Euro II Standard shall be provided.
- b. Taxi shall be provided for local as well outside journeys as and when required.
- c. Taxi shall be neat & clean and in good working condition.
- d. The kilometer of the vehicle should be accurate. If the meter is found faulty at any point of time, the payment due shall not be made.

8. The vehicle Driver should satisfy the following conditions:

- a. Driver shall have valid driving license preferably from STA, Delhi.
- b. Driver shall be well mannered with good behavior and with clean police record.

9. General service conditions for providing taxi are as follows:

- a. Taxi shall be made available on demand as per requirement of the Department on immediate basis.
- b. Distance shall be counted from office to office on each occasion.
- c. All expenditure in connection with petrol / diesel, CNG, pollution check, maintenance of vehicle , road taxes, vehicle tax, insurance and any other incidental expenditure shall be borne by the Taxi operator/Agency including all Govt. levies and challans (if any).
- d. Vehicle deployed for duty should not be normally changed. The vehicle(s) should invariably be the same as quoted in the Tender.
- e. During the transit, in cases of breakdown it shall be the responsibility of the Taxi operator/Agency to arrange for another vehicle on the spot for the officers/staff travelling immediately and no extra charges shall be payable for that. In case the taxi operator fails to provide equivalent alternate arrangement in time, the department/official will make alternate arrangement at the cost of taxi operator.
- f. The Taxi operator/Agency shall be responsible for safety and security of the vehicle and shall also be responsible for compensation and damages due to accident of the vehicle, if any.
- g. The cost of repair, maintenance, driver wages and other expenditure required for operating the vehicle shall be borne by the Taxi operator/Agency.
- h. The drivers and occupants of the Taxi shall be adequately protected through a valid comprehensive insurance policy. The liability of such claim shall be on part of the Taxi operator/Agency.

10. Terms of Payment :

- a. After completion of service, Pre- receipted Bill for the actual hiring charges shall be raised in duplicate to this office on **monthly basis**. Amount must be written in figures as well as in words in the bill. Payment will be made through account payee cheque drawn on SBI R.K. Puram New Delhi.
- b. Duty slip duly verified by the authorized officer shall be attached with the monthly bills as a proof of the service provided.
- d. TDS shall be deducted as per the prevailing Govt. rules.
- e. The attested copy of the challan/ receipts of the paid Service Tax as claimed from the department shall be required to deposit to the department, if asked.
- f. Toll Tax and parking charges shall be reimbursed on actual basis subject to documentary evidence.

11. Penalty Clause:

Misbehavior of driver, Lack of Cleanliness of vehicle, and lack of Punctuality of vehicle shall not be tolerated. In case of Breakdown during transit and the taxi operator failing to provide remedial measures limited to 3 times a month, a penalty equivalent to 2% of the monthly bill shall be deducted.

12. Tender shall be supported by a copy of registration certificate of firms, copy of the Service Tax Number and IT PAN issued to firm, 5 Nos. copies of R.C of commercial vehicles, copies of 5 Nos. valid driving licenses of available drivers and certificates of service provided if any, from the other Government/Private department.
13. Tender documents may be purchased from the office of the Director, River Data Compilation Directorate, Central Water Commission, 2nd Floor, Wing-4, West Block-1, R.K.Puram, New Delhi.-110605 during office hours between 1100 hrs. to 1600 hrs. on all working days except Saturday, Sunday and Govt. holidays on payment of a non- refundable fee of **R 500/-** in the form of cash or Demand Draft drawn on any Scheduled bank payable at New Delhi in favor of the **Dy. Director, River Data Directorate, Central Water Commission, R.K. Puram, New Delhi**. Tender documents requested by post will be dispatched by registered/speed post on payment of **an extra amount R 150/-**. The department will not be held responsible for the postal delay if any, in the delivery of the documents or non-receipt of the same. The bidding documents are also available under the tender page of Central Water Commission website www.cwc.gov.in. The bidder downloading the bidding document from website shall enclosed the cost of tender document i.e. **R.500/- in the form of A/C payee Demand Draft (non-refundable)** drawn on any scheduled bank in favor of **Dy. Director, River Data Directorate, Central Water Commission, R.K.Puram, New Delhi** payable at New Delhi in a separate envelope along with the tender document at the time of submission.
14. The tender complete in all respects along with **Earnest Money Deposit (EMD) of R 12000/- (Rupees twelve thousand)** only in the form of FDR/ TD/DD/Bankers'Cheque/NSC/BG drawn on any scheduled bank in favor of **Dy. Director,**

River Data Directorate, Central Water Commission, R.K. Puram, New Delhi payable at New Delhi and other requisite documents in the tender box kept at the office of the Director, River Date Directorate, Central Water Commission, 2nd Floor, Wing-4, West Block-1, R.K.Puram, New Delhi PIN-110605. The incomplete Tender and without EMD will not be considered.

15. The successful tenderer will have to deposit a performance Security Deposit of **₹ 30,000/- (Rupees thirty thousand only)** in the form of FDR/ TD/NSC/BG made in the name of the firm but hypothecated to the **Dy. Director, River Data Directorate, Central Water Commission, R.K.Puram, New Delhi** covering the period of contract.
16. The agreement shall ordinarily be valid for a period mentioned above. However it can be terminated by either party by giving 2 (Two) months notice.
17. Once agreement is made nothing extra shall be paid on account of increase in rates of fuel/taxes (except service tax).
18. Conditional tender will not be accepted.
19. The undersigned reserves the right to increase or decrease amount of work. Decision of the undersigned will be final in this matter.
20. The undersigned reserves the right to reject any tender or part or the whole of inviting tender process without assigning any reason. Decision of the undersigned will be final in this regard.
21. Firm must be registered and IT PAN /Trade Tax nos. must be given in the quotation.

(Ram Jeet Verma)
Dy. Director

Copy to :-

1. Director, SM Dte, CWC, R.K. Puram, New Delhi along with copy of NILT for publishing in CWC website for wide publicity.
2. Notice Board, RD.Dte., CWC, New Delhi.

**DETAILS OF SCHEDULE OF QUANTITY AND
PRICE SCHEDULE FORMAT**

NAME OF WORK: HIRING OF COMMERCIAL TAXI ON 24X7 DAYS BASIS FOR THE PERIOD FROM 15.05.2011 TO 31.10.2011

Sl.No.	Description & specification of items/works	Unit	Quoted Rate (in Rs.)	Unit	Rate in words
1.	Rates per month for hiring of commercial Taxi for full calendar month on 24x7 days basis for average monthly running of 10300 Km.	Monthly			
2.	Rates for per extra km beyond 10300 km in a month.	Km			
3.	Other charges, if any				

PRICE SCHEDULE FORMAT

(On the letter head of the firm)

Sl.No.	Description & specification of items/works	Unit	Quoted Rate (in Rs.)	Unit	Rate in words

We agree to provide the above services/works in accordance with the specifications and terms and conditions mentioned in your letter No. -----
..... for the period specified in the invitation for tender at the rates mentioned above.

Date

Name & Signature of the Authorized Signatory