

**Society of Integrated Coastal Management**  
**Ministry of Environment, Forest & Climate Change, Govt of India**  
**Room No. 112, First Floor, Deendayal Antyodaya Bhavan,**  
**CGO Complex, Lodhi Road, New Delhi - 110003**

**NOTICE FOR INVITING QUOTATION FOR HIRING OF VEHICLE FOR SICOM**

1. Sealed tenders (in prescribed format) are invited for hiring of vehicles with driver from service providers, for use by SICOM, Ministry of Environment , Forest & Climate Change for the period from the date of contract till 31 Dec 2017.

**Types of vehicle to be hired:**

S. No.	Type of Vehicle	Terms of use	Number of Vehicle required
1	Maruti Suzuki Swift Dzire/ Toyota Etios, color-White , AC, Purchased after January-2015	30-31 days a month @ 12 Hrs per day, Maximum of 2500 Kms.(Including Saturday/ Sundays and other holidays )	02
2	Maruti Suzuki Swift Dzire /Toyota Etios, color-White , AC, Purchased after January-2015	As on required basis	01

2. The detailed terms and conditions are given hereunder in Annex-I. Any enquiry/ details regarding the work, and terms and conditions can be obtained from SICOM, Room No. 112, First Floor, Deendayal Antyodaya Bhavan, CGO Complex, Lodhi Road, 110003 on any working day during office hours on or before 15 Apr 2017. Last date for submission/receipt of tender(s) is 20 Apr 2017 at 15:00 Hrs., which will be opened by the Tender Committee in the presence of tenderers or their authorized representatives on the next day i.e. 21 Apr 2017 at 15:30 Hrs. in the office of SICOM.

3. The bid format is provided at Annex II & III and firms can send in their response to:

Mr Akash Sharma  
Controller –F&A, SICOM, Room No. 112, First Floor,  
Deendayal Antyodaya Bhavan, CGO Complex, Lodhi Road, 110003  
Tel: 011-24360934  
E-mail : [proc.sicom@gmail.com](mailto:proc.sicom@gmail.com)

4. The tenders received after the above said scheduled date and time will not be considered. No tender by FAX will be entertained. The tenders/quotations received unsigned/incomplete and/or filed after the said due date shall be summarily rejected. The parties who wish to be present at the time of opening of Tender/Quotation may represent themselves or authorize their representatives with an authority letter. SICOM reserves the right to accept or reject any or all tenders without assigning any reason thereof.

Additional Project Director  
SICOM

**Terms & Conditions**

1. Offered vehicle shall not be More than 2 year older as on date of quotation.
2. Vehicles to report at SICOM office at any place as per prior instructions.
3. Contract duration time would be up to 31 Dec 2017.
4. The duty hours shall normally be 12 hours per day for 28/29 days (for 30/31 days month. However actual duty hours/days shall be specified by actual users/Officers of said vehicles.
5. The vehicle shall be at the disposal of client at least for 5 days a week (Monday to Friday). However, the user /officer may require vehicles on Saturday and Sunday also. In that contingency the contractor shall have to provide the earmarked vehicles on Saturday and Sunday as well.
6. Notice period for supply of vehicles: It shall be normally one day in advance for regular requirement. However during urgency, the service provider shall provide vehicle at very short notice. (Telephonic intimation shall be considered as notice)
7. Counting of distance: Travel distance shall be counted from the starting points of the user/officer and closing the points at the point where the users/Officer completes their journey. The distance covered in each way between reporting address and the garage/normal parking place will be allowed on actual basis or 8 kilometre, whichever is less.
8. The counting of time will start from the starting point of the users/officer and closing at the point where the users/officers complete their journey.
9. It will be checked periodically by any authorised officer of the client and reserves the right to get the meter calibrated or checked at any time at his sole discretion and in the event of any error / fault in the meter being noticed, the bill for the journey undertaken (including those undertaken earlier) would be adjust, besides the service provider shall be liable for any other penal action as may be decided by client, including termination of contract.
10. Telephone/mobile numbers shall be provided by the service provider to the controlling person/representative of the service provider and also to the driver of the vehicles deployed for duty. The requisition of vehicles may be conveyed to the service provider by the client all the 24 hours.
11. Proper identity cards shall be provided by the service provided the drivers and /or any other his personnel, after verifying their antecedents through local Govt offices.

12. In the case of any accident met by the vehicles and all the claims arising out of it shall be met by the service provider only and the Client shall have no liability whatsoever on this count.

13. The Vehicle should be kept neat and clean and provided with clean seat covers, good upholstery, curtains, perfume and tissue paper and in perfect running condition. The drivers shall observe all the etiquette and protocol while performing the duty. They must be neatly dressed, should wear proper uniform and must carry a mobile phone in working conditions for which no separate payment shall be payable by the client.

14. If any vehicle goes out of order, the services provider provides a substitute commercial vehicle immediately. In case the substitute commercial vehicle does not report on time/does not report at all, the client /users/officers shall have right to hire a vehicle from the market & the cost incurred by the client /users/officers shall be borne by the service provided and shall be reimbursed on the same day by the service provider.

15 The drivers shall have valid commercial driving license. The vehicle should be registered with the concerned authority of Central/State Govt. The drivers of vehicles deployed for duty shall, as far as possible, be a matured, well behaved, disciplined person and familiar with Delhi roads. The service provider shall ensure that the drivers deputed for duty must follow traffic rules and other regulations prescribed by the government from time to time

16. The service provider/driver shall be bound to carry out the instruction of the client as well of the officers/users with whom the vehicles are assigned.

17. A daily record indicating time and mileage for each vehicle shall be maintained in a log book. The log book shall be got signed by the drivers from the users /officers of his /her personal staff on regular basis.

18. Dedicated vehicles & drivers shall be provided and changes shall be allowed only in exceptional circumstances. The vehicle shall be made available at any time of the day as desired by the users/officers concerned.

19. All Govt. Taxes/Levies/Duties for plying the vehicles in Delhi NCR region shall be borne by the Service provider.

20. Parking/Toll charges /State Taxes, if any, paid by the drivers of the vehicles deployed on duty may be claimed by producing valid parking /Toll slips along with monthly bills.

21. Duty slips in duplicate copy to be printed and serially numbered by the service provider shall be got signed from the users/officers at the end of duty.

22. Client shall have no obligation for the following:

(a) No liability whatsoever for payment of wages /salaries other benefits and allowance to the drives/personnel of the service provider that might become applicable under any Act of order of the Govt. in this regard. The service provider shall indemnify the client against any/all claims which any arise under the provisions of various Acts. Government Orders etc. and breach of such laws or regulations shall be deemed to be breach of this contract.

(b) No direct or indirect liability arising out of any negligent, rash and impetuous driving by the driver which is an offence under the Motor Vehicle Act of Indian penal Code any loss caused to the client either by the driver or because of service provider shall be compensated to the client by the Service provider.

(c) The client shall not be responsible for theft, burglary, fire or any mischievous deeds by the driver/staff of the service provider.

(d) The Service provider shall be the employer for his drivers/workers and client shall not be liable, fully or partially, for any dispute that may arise between the service providers and his drivers/workers.

23. The rates quoted by the Service provider are for a period of 12 months with effect from the date of conclusion of the contract and no increase in the rates for any reason including increase in price of fuel or taxes and duties etc, shall be allowed. In case, the client decides to extend the period of contract beyond 31 Dec 2017 and the service provider is willing to continue with the arrangements, the above rates will continue unchanged during such extended period of contract.

24. Payment shall be made by the SICOM on submission of a pre-receipt bill of the client and after verification /certification of the correctness of the claim raised.

25. The service provider will submit the bills month –wise supported by the vouchers/duty slips signed by the users/officer of the client by 7<sup>th</sup> of the following month .The mileage claimed in the bill should tally with the entries in the log book. The payment of the bills, complete in all respect, will be made as early as possible subject to availability of funds. No advance payment or part payment will be made or entertained under any circumstances

26. The tenure of the contract shall be up to 31<sup>st</sup> December 2017 from the date of commencement of the contract i.e. 01 May 2017 and is liable to be extended further (on year to year basis) subject to satisfactory performance of the service provider and mutual acceptance of the terms and conditions by both the parties.

27. The service provider undertakes to perform the services with the highest standards of the professionalism, ethical competence, integrity and character. The service provider shall immediately replace any of the vehicles or drivers, provided under this contract, if the client finds the performance of such vehicles /drivers unsatisfactory.

28. The vehicles must report in time at the place of duty or residence of the users /officers to pick them up. Punctually and decorum/ decency on the part of the driver

shall be ensured without any compromise. The drivers must have expert knowledge of maintenance of vehicles, Delhi roads and usual routes of Government officer etc and expected to have decent /polite manners to behave with the senior officers of the department.

29. The driver shall maintain a log book showing inter-alia the name of the users/officers using the vehicle, destination, time for which it is used and distance covered and gets it signed from the users/officers who has used the vehicle or from his personal staff. In case of forgery/manipulation in maintaining of log book, entire payment shall be stopped without prejudice to the right of the client to take such necessary action as may be deemed necessary including termination of contract.

30. After dropping the officer/user at office in the morning, the drivers shall report to SICOM and shall perform such duties as per their instructions/ requisition slips.

31. The service provider shall appoint a supervisor for managing the vehicle engaged by the client and shall be available during the normal period of deployment of vehicle. The supervisor shall ensure prompt availability of vehicle with drivers, arrange for extra vehicle for emergency requirements and shall ensure in maintaining strict discipline of the drivers/staff.

**(TECHNICAL BID)****To be submitted in a separate sealed envelope subscribing “Technical Bid”**

<b>1</b>	Name of the Organization/ Firms with full address with pin code, Phone No, Fax No, email etc.	
<b>2</b>	Name of all the Proprietor / Partners / Directors (Attach Certificate of Incorporation)	
<b>3</b>	PAN, and Service Tax registration copies	
<b>4</b>	List of organizations where the Service Provider if currently providing services. (Please attach the job order/ service certificate for at least 2 firms)	
<b>5</b>	List of vehicles registered in the name of the business firm	
<b>6</b>	Copies of vehicle Registration. Certificate/Insurance cover as per Motor Vehicles Act and any other permit and relevant documentation needed to operate Private Service Vehicles in Delhi/NCR (Specifically for the vehicles to be provided to SICOM)	
<b>7</b>	Name of the proposed drivers with copy of driving license and recent passport size photograph (Specifically those driver deployed to SICOM)	

**(FINANCIAL BID)  
PROFORMA FOR QUOTING RATES**

To be submitted in a separate sealed envelope subscribing "FINANCIAL BID"

S. No.	Category	Rates (In Rs.) per month with Driver (taxes as applicable)	Extra Km charges in Rs. /Km (taxes as applicable)
1	Maruti Suzuki Swift Dzire/ Toyota Etios , color- White , AC (for a month subject to a maximum of 2500Km)		
2	Maruti Suzuki Swift Dzire /Toyota Etios , color- White , AC (for a month subject to a maximum of 2500Km) As on required basis		

Signature of Authorized person with date: \_\_\_\_\_

Name & full address: \_\_\_\_\_

Telephone No: Office: Fax No: \_\_\_\_\_

Email: \_\_\_\_\_

Seal: \_\_\_\_\_