

December 12, 2012

Sub: Quotation for Hiring of vehicles
Quotation Notice

Sealed quotations are invited by NIDM, New Delhi for hiring of Vehicles on the following terms and conditions.

1. The bidders shall have experience of minimum period of two years in the Tour and Travel business. The cars to be provided should not be more than two years old and should not have run more than 60000 k.m.s., as on the date of hiring. NIDM will need at least three dedicated vehicles and drivers as security labels, identity cards of North Block and uniform shall be arranged. The vehicles would normally be required between 0830 hrs to 1830 hrs but they must be available at any time and any day as needed by NIDM.
2. The bidders shall abide by all statutory requirements for running the hiring contract. NIDM shall have no responsibility and no way be liable towards taxes, fees, cost of diesel/petrol/Mobile, and salary to drivers, maintenance etc, or any other charges payable in respect of running the car hiring contract except the contract price.
3. The bidders shall to ensure that all the necessary documents (Registration certificate, insurance papers, PUC, etc.) are available with drivers, and that the drivers are well-mannered and cleanly dressed. The drivers will also be required to carry a mobile phone with them to facilitate a quick contact.
4. Cars shall be provided with duty slip/log book as the case may be. Cars engaged for duty must be certified by users clearly indicating the km reading and time on duty slip/log book as the case may be and the driver should be able to maintain the same independently with proper care.
5. The bidders shall have enough resources to repair their cars in a minimum possible time. At times, they should also be in position to arrange extra vehicles immediately.
6. Bidder should have a minimum 10-12 Cars and Drivers are not changed more than once in a quarter.

Bidding Procedure:

The bids should be submitted in two parts as detailed below:

Part A – Techno Commercial Bid:

Techno Commercial Bid should be submitted in prescribed format as per Annexure-A it must contain the following

3. Earnest Money Deposit of Rs. 10,000/- in the form of crossed bank draft or pay order issued by a scheduled bank in favour of NIDM, New Delhi
4. List of Clients to whom the service has been provided/being provided (Govt. and International organizations) during the last 2 years. (copy of agreement/work order shall enclosed for reference)

Part B – Price Bid

Price bid should be submitted in prescribed format as per Annexure-B

Both Bids should be submitted in separate sealed envelopes duly superscribed as **Part A Techno Commercial** and **Part B Commercial Bid**. Both the bids should then be put into a single sealed envelope.


Terms & Conditions:

1. Quotation should be free from correction and erasers.
2. Quotation received after the specified time and date will not be entertained.
3. We reserve to ourselves unfetter right to reject any or all bidders without assigning any reasons thereof.
4. All prices quoted must be firm and no revision in the price quoted is allowed after quotations are opened.
5. The terms of contract will be two years from the date of award and assumption of duty.
6. Payment will be made monthly on submission of the bills on satisfactory performance of the job.
7. Each side can terminate the contract on giving one month notice

Submission of BID and Last date:

Sealed quotation along with this form superscribed on the envelop 'Hiring of Vehicles' should reach Executive Director, National Institute of Disaster Management (Ministry of Home Affairs) 5-B I.P. Estate Ring Road, New Delhi-110002 on or before 09.1.13 by 3.00 p.m. Quotation submitted via emails/fax, telexes etc. are not acceptable. Incomplete quotations in any respect will be summarily rejected.

Date: 12.12.12


12.12.2012
(Arun Sahdeo)
Consultant

Format of Techno Commercial Bid

Sl. No.	Item	Details
1.	Name of the firm	
2.	Address for communication	
3.	Description about technical competence	
4.	List of Govt./International organization to whom the service rendered during the last 5 years	
5.	Details of Earnest Money Deposit	

Certify that the above stated information are correct and our firm fulfils the eligibility conditions stated the Tender form

Authorized signature and seal of the company

Price Bid

S.No.	Particulars (for NCR Delhi)	A.C. Bus	Car/ Bus	Non Car/ Bus	AC Bus
1.	Daily charges (100 kms & 10 hrs. for the following: a. Esteem/ Indigo/Swift Desire b. Qualis/ Tavera c. Innova d. Indica e. Mini Bus f. Tourist Bus				
2.	Rate for extra k.m. a. Esteem/ Indigo/Swift Desire b. Qualis/ Tavera c. Innova d. Indica e. Mini Bus f. Tourist Bus				
3.	Rate for extra hour a. Esteem/ Indigo/Swift Desire b. QUALIS/ TAVERA c. INNOVA d. INDICA e. Mini Bus f. Tourist Bus				
4.	Monthly charges (3000 kms & 300 hrs. Esteem/Indigo/Swift Desire INDICA				
5.	Rate for extra km Esteem/Indigo/Swift Desire INDICA				
6.	Rate for extra hour Esteem/Indigo/Swift Desire INDICA				

Authorized signature and seal of the company