

F.No.4(74)/ATFP/2002-Vol.II
Government of India
Appellate Tribunal (SAFEMA)
Ministry of Finance, Department of Revenue
4th Floor, Loknayak Bhawan Khan Market
New Delhi-110003.

Dated the 13th July, 2018

TENDER NOTICE

SUB: HIRING OF TAXI

Sealed quotations in the enclosed prescribed pro-forma are invited from registered transporters within the National Capital Territory of Delhi for hiring of two Taxi for the use of this Tribunal on monthly/need basis. The said contract is initially for a period of 12 months which may be extended at the discretion of the Tribunal for a further period of one year.

2. The quotation may be sent to The Registrar, Appellate Tribunal, (SAFEMA), 4th Floor, A-wing, Loknayak Bhawan, Khan Market, New Delhi-110003 in sealed cover super- scribed '**Quotations for hiring Taxi latest by 3.00 P.M. on 20.7.2018.** Quotations received after stipulated date/time shall not be entertained.

3. The contract will be governed by the following terms and conditions:-

(1) The rates quoted in response to the tender will remain unchanged till the currency of the contract. In case Government decides to increase/decrease the price of petrol/diesel/CNG, Department reserves the right to increase/decrease rates depending upon the type of fuel being used as per the prescribed formula as indicated below :-

'Revision of the fare due to increase/decrease in the petrol/diesel/CNG prices shall be considered by the Department in increase/decrease announced by Government of India is more than 10%. In case the increase/decrease is beyond 10%, the rates shall be increased/decreased by 1/4th of the percentage increase/decrease in the fuel prices. For this purpose, firms are bound to furnish list of petrol/diesel/CNG driven vehicles supplied by them on a monthly basis. This statement must indicate petrol/diesel/CNG vehicles separately and must be sent to this Tribunal along with their monthly bills. In the absence of this declaration, no increase will be permissible.'

(2) The cars of 2017 onward models which are the excellent running conditions with immaculate interiors and seat covers only are to be provided. The vehicle to be supplied should be in excellent condition mechanically as well as get-up wise, i.e. outer body/upholstery etc. should be decent looking; the cars should be in good mechanical condition and confirm to all the relevant rules besides being roadworthy. Cars should be fully upholstered and provided with all other necessary comforts and facilities.

- (3) The firm shall be responsible for providing the required number of vehicles as and when required, at any time, even at short notice. The services should be available round the clock. The firm must have a 24 hours working telephone system so that the requirement of cars can be met on need at short notice at odd hours. The drivers should have mobile phones so that they could be contacted during duty hours.
- (4) The kilometer mileage for the purpose of 'vehicle run' and 'hours of duty' shall be reckoned from the point of reporting for duty to the point of vehicle released i.e. Loknaya Bhawan or other such place as selected by the Department. No mileage will be allowed to drivers for lunch/breakfast or for drawal of fuel etc. Hours are to be calculated from place of reporting and place of relieving of the vehicles. The owner will be reimbursed additional KM beyond 2600 KMs & 330 Hrs. of duty per month.
- (5) The bidder should be a reputed firm/Contractor for providing the services of Taxis with an experience of 5 years for providing the said services in Government Offices/Public Undertakings and also having sound financial standing. Bidder should indicate their yearly turnover, PAN No., Service Tax/VAT registration No. etc. (Proof needs to be attached).
- (6) The firm should have the capacity to repair their vehicles in the shortest possible time so that any given point of time the vehicles are put into service instantly, including at odd hours.
- (7) Duty hours of vehicles are normally 8.00 hours per day for all the days of a month. However, actual duty hours/days shall be specified by actual users of the vehicles.
- (8) The tenderer should have a well-established office, located within a radius of 10 KMs from Loknaya Bhawan.
- (9) The tenderer should enclosed a signed copy of the terms and conditions stipulated for award of the contract, conveying his acceptance of the same.
- (10) The tenderer will have to submit a list of all cars proposed to be supplied by them indicating their make, Registration no. model and type of fuel consumed by each car along with their letter of acceptance of this offer.
- (11) The vehicles supplied by the firm may be required to ply in NCR areas, such as NOIDA, Ghaziabad and Gurgaon and therefore, vehicle supplied should be fit to run in all such areas.
- (12) All expenses will have to be borne by the contractor in case of breakdown of the vehicle supplied. Immediate replacement of the breakdown vehicle will have to be provided. The tenderer shall be required to immediately provide standby vehicle in case of any breakdown and penalty will be imposed as in annexure.
- (13) All the charges towards repair/servicing, salary of the Driver, fuel expenses, any other incidental expenses on operations & maintenance of the hired car would be borne by the tenderer. The Department will not be responsible for any challan, loss, damage or accident to

the vehicle of to any other vehicle or injury. The car would be insured in all respects by the tenderer.

(14) All liabilities, arising out of any legal dispute, accidents, etc. shall be borne/paid by the tenderer and the Department shall not be liable in any matter whatsoever.

(15) The car with the Driver would be placed at the disposal of Department as and when required. The Department would also be free to use the hired car in any manner for carrying officials, material etc. as per its requirements and the tenderer will not have any objection to it.

(16) Vehicle supplied by the firm will be regularly inspected by nominated Officers for the purpose and in case of non-compliance of any of the conditions; if brought to the notice by the user or the inspecting Officer, a penalty on each fault will be imposed as in annexure. However, if lapses are noted for three consequent times in a row, the contract would be cancelled immediately. This is without prejudice to other stipulated terms and condition mentioned in the contract and surety amount of Rs.10,000/- (Rupees ten thousand only) may be forfeited.

(17) The Driver of the vehicle will maintain Log-Sheets (Log Book) in respect of each car. The said book/sheet will have to be signed by the actual users and these will have to be sent along with bills of each car to the Department.

(18) The driver of the car should have valid driving license from the appropriate authority and also should have experience of at least 5 years. He should be well trained to behave with senior officers, punctual and will conversant of the routes of NCR. Antecedents/police verification of driver will be provided by the firm to this Department before putting them on duty.

(19) The firm will provide well behaved and well turned out driver having thorough knowledge of road maps of Delhi/New Delhi and of NCR. The driver must carry a mobile phone in working condition, for which, no separate payment shall be made by this Department.

(20) Vehicle engaged on monthly basis will NOT be changed and the same vehicle will be deployed with a particular officer and the driver would not be changed without prior notice.

(21) The car hired on regular basis are expected to normally remain with the Department for official use during 9.30 AM to 6.00 PM on all weekdays i.e. Monday to Friday every week, but may also be required for longer hours and also on Saturday/Sunday and other closed holidays.

(22) Payment of hiring charges will be made on monthly basis. The bills for the use of cars, accompanied by duty slips/Log books/sheets will be preferred after each completed month. The bill would be preferred vehicle/officers-wise, duly certified by the officer concerned.

(23) Actual parking charges/toll taxes/entry taxes/inter-state taxes for journeys/service taxes will be reimbursed along with the hiring charges bill. The bills raised by the firm should have all tax registration numbers printed on the bills.

(24) The selected firm will have to deposit a contract surety of Rs.10,000/- (Rupees ten thousand only) in the form of FDR/Bank Guarantee hypothecated to Registrar, Appellate Tribunal which should be valid throughout the period of contract.

(25) In the event of the contractor backing out of the contract midstream without any explicit consent of this Department, he will be liable to the recovery of the higher rates vis-à-vis those contracted rates, which may have to be incurred by this Department on transportation of officer for the balance period of contract through alternative means. The bill amount of the month would also be forfeited.

(26) The Department reserves the right to cancel the contract, at any time, without assigning any reason.

(27) No night charges will be payable.

(28) No compromise will be made by the Department towards punctuality, cleanliness, obedience, promptness, behaviors etc. If the tenderer, at any point of time during official duty, fails to perform duties, as directed by Department, the Security Deposit will be forfeited and contract will be cancelled forthwith without any notice by the Department.

(29) All liabilities, arising out of any legal dispute, accidents, etc. shall be borne/paid by the tenderer and the Department shall not be liable in any matter whatsoever.

(30) Jurisdiction for legal disputes, if any, arising during the currency of the contract, will be Delhi courts only.

4. The quotations received will be opened on the same day i.e.20.7.2018 at 3.30 P.M. in the Chamber of Registrar, Appellate Tribunal, Loknayak Bhawan Khan Market, New Delhi. The tenderer or his representative may, if they so desire, be present at the time of opening of quotations.

5. The Appellate Tribunal reserves the right to accept or reject any quotation in full or part without assigning any reason thereof. The decision of this Department in this regard shall be final and binding on the firm. Any clarification in the matter may be obtained from office of this Tribunal on telephone No. 24603309.


(Ved Prakash Verma) 13/7/2018
Registrar
Tel. No.24603309

To

1. Notice Board, Appellate Tribunal.
2. Website of Appellate Tribunal