

Tender No. Q-11011/Admn(G)/4/2015-16/NSSTA
Government of India
Ministry of Statistics & Programme Implementation
National Statistical Systems Training Academy
NSSTA

1.1 **Notice Inviting Tender (NIT)** for hiring of vehicles for official purposes at National Statistical Systems Training Academy (NSSTA), Plot No. 22, Knowledge Park-II, Greater Noida – 201310, (UP).

1.2 Online bids are invited under Two Bid Systems (Technical Bid and Financial Bid) from reputed, experienced and financially sound firms/ agencies for hiring of vehicles for official purposes at National Statistical Systems Training Academy (NSSTA), Plot No. 22, Knowledge Park-II, Greater Noida – 201310, (UP). The vehicles to be hired are in two categories as under:

- Category I - Hiring of vehicles on Monthly basis
- Category II - Hiring of vehicles on Daily basis (as and when required)

1.3 Tender documents may be downloaded from MOSPI website www.mospi.gov.in (for reference only) and CPPP site <http://eprocure.gov.in/eprocure/app> as per the schedule as given in CRITICAL DATE SHEET as under:

Published Date	24.01.2017 (12:45 PM)
Bid Document Download Start Date	24.01.2017 (2:00 PM)
Bid Submission Start Date	24.01.2017 (2:00 PM)
Bid Document Download End Date	15.02.2017 (1:00 PM)
Bid Submission End Date	15.02.2017 (1:00 PM)
Bid Opening Date	16.02.2017 (2:30 PM)

1.4 Bids shall be submitted online only at CPPP website: <https://eprocure.gov.in/eprocure/app>. Tenderers/Contractors are advised to follow the instructions provided in the Instructions to the Contractors/Tenderer for the e-submission of the bids online through the Central Public Procurement Portal for e Procurement at <https://eprocure.gov.in/eprocure/app>.

1.5 Tenderer who has downloaded the tender from the MOSPI website www.mospi.gov.in and Central Public Procurement Portal (CPPP) website <https://eprocure.gov.in/eprocure/app>, <https://eprocure.gov.in/epublish/app> shall not tamper/modify the tender form including downloaded price bid template in any manner.

1.6 EMD Payment: Earnest Money Deposit of Rs.50,000/- (Rupees Fifty Thousand Only) is to be deposited at NSSTA, Greater Noida in the form of Demand Draft in favour of the Pay & Accounts Officer, Ministry of Statistics & Programme Implementation, New Delhi. The EMD received from the tenderers will be returned without interest immediately after the process of award of contract is over. Bidders are required to submit the details of EMD payment at the time of Bid submission.

1.7 Interested tenderers are advised to visit again MoSPI website www.mospi.gov.in and CPPP website <https://eprocure.gov.in/eprocure/app> at least 3 days prior to closing date of submission of tender for any corrigendum / addendum/ amendment.


(Pavan Kumar)

Deputy Director & HO (NSSTA)

Tele: 0120-2324952

RAVAN KUMAR
Head of Office
National Statistical Systems Training Academy (NSSTA)
Ministry of Statistics & Programme Implementation
Government of India
Greater Noida 201310

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1.2 Online bids are invited under Two Bid Systems (Technical Bid and Financial Bid) from reputed, experienced and financially sound firms/ agencies for hiring of vehicles for official purposes at National Statistical Systems Training Academy (NSSTA), Plot No. 22, Knowledge Park-II, Greater Noida – 201310, (UP). The vehicles to be hired are in two categories as under:

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- Category II - Hiring of vehicles on Daily basis (as and when required)

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(Pavan Kumar)
Deputy Director & HO (NSSTA)

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(A) Online bids are invited under Two Bid Systems for providing vehicles of different types to the National Statistical Systems Training Academy (NSSTA), Plot No. 22, Knowledge Park-II, Greater Noida – 201310 (UP) for official purposes. The vehicles to be hired are in two categories namely:

Category- I: Hiring of Vehicles on Monthly basis and

Category- II: - Hiring of Vehicles on Daily basis (as and when required).

(B) Eligibility Criteria

The tendering Agency must fulfil the following technical specifications in order to be eligible for technical evaluation of the bid.

1. The Registered Office of the Agency should be located in Greater Noida/ Noida/ Delhi/ NCR.
2. The Agency must have a minimum of two years of experience in providing vehicles to Central/ State Government Departments/ PSUs/ Reputed Institutes.
3. The Agency should have a PAN/TAN number.
4. The Agency should be registered with Service Tax Department.
5. The Agency should not be blacklisted by any Government Department/ Ministry.

(C) Instructions to Tenderers

Submission of Tender

The tender shall be submitted **online** in two part, viz., Technical bid and Financial bid. All the pages of bid being submitted must be signed and sequentially numbered by the bidder irrespective of nature of content of the documents before uploading. The offers submitted by Telegram/ Fax/ email shall not be considered. No correspondence will be entertained in this matter.

Technical Bid:

The following documents are to be furnished by the bidders' along with Technical Bid as per Annexure-I of the tender document:

- (i) Signed and scanned copy of the document/ certificates indicating that the Registered Office of the Agency is located in Greater Noida/ Noida/ Delhi/ NCR.
- (ii) Signed and scanned copy of desired experience certificate alongwith copies of work orders.

- (iii) Signed and scanned copy of previous two years Income-tax return.
- (iv) Signed and scanned copy of the valid registration certificate from Service Tax Department.
- (v) Signed and scanned copy of the duly filled in the Performa as given in Annexure-III.
- (vi) Signed and scanned copy of the duly filled in the Performa as given in Annexure- IV.
- (vii) Signed and scanned copy of PAN/TAN.

Financial Bid:

Financial bid is to be submitted as per format given in Annexure-II. Bidder shall not tamper/modify the downloaded financial bid template in any manner. In case, if the same is found to be tampered/ modified in any manner, tender will be completely rejected and EMD would be forfeited and tenderer is liable to be banned from doing business with NSSTA, MoSPI.

(D) Terms & Conditions

1. The vehicle should be in very good working condition and well maintained during the contract period. The vehicle to be deployed should be in excellent condition mechanically as well as get up wise i.e. outer body/ upholstery etc. should have decent looking.
2. The vehicle deployed with the Academy should be of model not before 2014. The firm should be in a position to supply vehicle on short notice of 30 minutes as and when needed. The firm would also be required to provide additional vehicle at the quoted rates on demand.
3. All expenses will have to be borne by the firm in case of breakdown of the vehicle deployed. Immediate replacement of the breakdown vehicle will have to be provided. The firm shall provide standby vehicle in case of any breakdown immediately.
4. All the vehicles deployed at Academy should have yellow number plates/ commercial vehicles.
5. The representative of the firm should be available round the clock on his own direct telephone (office as well as residence) and on mobile so as to respond to the call for vehicles in emergent cases. The Mobile number should also be given.
6. All the charges towards repair/ servicing, salary of the driver, petrol expenses or any other incidental expenses on operation & maintenance of the hired car would be borne by the firm.
7. The vehicles would be deployed as per discretion of NSSTA and vehicles deployed should have valid permit.

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8. The vehicles may be called/hired by the Academy at any time and on any day as per requirement.
9. Earnest Money Deposit of Rs.50,000/- (Rupees Fifty Thousand Only) is to be deposited at NSSTA, Greater Noida in the form of Demand Draft in favour of the Pay & Accounts Officer, Ministry of Statistics & Programme Implementation, New Delhi. The Bids received without EMD shall not be considered for technical evaluation. The EMD shall remain deposited with NSSTA till the period of validity of offer. The EMD received from the tenderers will be returned without interest immediately after the process of award of contract is over. Bidders are required to submit the details of EMD payment at the time of Bid submission.
10. **Security Deposit:** The successful tenderer will have to deposit a performance security/ security deposit of **Rs.2.00 lakhs** (Rupees Two Lakhs Only) in the form of Bank Guarantee/ Pay Order/ Demand Draft in favour of "Pay & Account Officer, Ministry of Statistics and Programme Implementation, New Delhi as Performance Security. The Security Deposit should be valid beyond 90 days of the completion of the contract. No interest will be paid to the Contractor for the amount of Security Deposit during the period of agreement. The Security Deposit will be returned without any interest after successfully competition of the contract. This amount, however, be confiscated in case of refusal or failure to provide satisfactory services or backing out in midstream.
11. 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.
12. The vehicle should be insured in all respects by the firm. All liabilities arising out of any legal dispute, accidents, etc. shall be borne/ paid by the firm and the Academy shall not be a party or liable in any matter whatsoever.
13. The contract will be awarded initially for a period of One year and would be extendable for one year or more years on same terms and conditions subject to rendering of satisfactory services.
14. The vehicles with the drivers should be placed at the disposal of the Academy as and when required. The Academy would be free to use the hired vehicle in any manner for carrying officials, material etc. as per its requirement and the firm will not have any objection to it. No advance payment, in any case would be made to the firm.
15. The bills for hiring the vehicle may be submitted after the completion of the month. Bills for deployment of the vehicle for any month along-with signed duty slips /photocopy of log books by the user(s) or concerned authorized officers/ officials of the Academy shall be preferred in the first week of the following month for payment.
16. The character antecedents of drivers to be deployed should be properly verified and their details (names, addresses, telephone nos., photograph, copy of driving license etc.) will have to be provided to this Academy.

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17. The driver engaged in the vehicles should have valid driving commercial license issued by Transport Authorities to operate the vehicle.
18. The drivers of the vehicle should be fully conversant with the routes of NCR of Delhi and should possess valid driving license in their name. The drivers must be dressed in uniform, proficient in speaking local language, well mannered, courteous with proven integrity, healthy personal habits and should always carry a mobile phone with him.
19. The firm will be responsible for compliance of all statutory provisions related to Minimum Wages Act, payment of wages Act, EPF, ESI etc. the tenderer will be fully responsible for payment of wages and other dues and compliance of all labour laws, welfare schemes applicable to the drivers deployed as per applicable law. The Academy shall not be a party in any disputes whatsoever regarding wages and allowance of drivers.
20. No compromise will be made by the academy towards punctuality, cleanliness, obedience, promptness, behaviour etc. of the driver. If the firm, at any point of time, fails to provide services, as directed by the Academy, the Security Deposit will be forfeited and contract will be terminated forthwith in full or part without assigning any reason by the Competent Authority.
21. The vehicle and driver deployed with Academy shall not be changed except under compelling circumstances without prior consent of the Academy.
22. The Academy will not be responsible for any challan, loss, damage, or accident to the vehicle or to any other vehicle or injury to drivers/persons.
23. In case of the Officer with whom vehicle is deployed is on leave/ tour, no leave to the driver shall be permitted for such period and vehicle will be utilized in the general pool for Official work.
24. In the event of the firm backing out of the contract midstream, without any explicit consent of the Academy, will be liable to the recovery of the higher rates vis-à-vis those contracted rates, which may have to be incurred by the Academy on transportation of officer for the remaining period of contract through alternatives means. The bill amount of the month would also be forfeited.
25. The firm may discontinue the contract by giving a prior notice of 45 days in writing.
26. Penalty Clauses would be as under:-

S No	Problems	Penalty
(i)	Late arrival a) By 10 minutes b) Between 10-30 minutes c) 30 minutes to 60 minutes d) Does not turn up.	Rs.100.00 Rs.500.00 Rs.1000.00 Rs. 3000/- per instance (In all the above cases, the officer concerned, depending upon the

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		urgency, can hire a taxi for the 1 day or take a taxi to reach the destination, payment of which shall be borne by the Contractor).
(ii)	Attire/turnout of the drive a) Inappropriate b)Very Inappropriate	(a) Rs.500.00 to Rs.1000.00. depending upon the inappropriateness (b) The driver with the vehicle will be sent back and a penalty of Rs.1000.00 will be imposed. A taxi will be hired for the day and payment for the same will be borne by the Contractor.
(iii)	Unclean vehicle or seat covers/ smell in the vehicle	Rs.100.00 for the 1st day, Rs 500.00 per day for the 2 nd consecutive day and beyond
(iv)	AC not working, malfunctioning	The contractor to provide another vehicle in an hour's time or else the office can hire a taxi for the day, payment of which will be borne by the contractor.
(v)	Breakdown en-route	Office to hire a taxi to reach the destination, payment to be borne by the contractor.
(vi)	Recurrent malfunctioning/ dissatisfactory vehicle condition	The vehicle will be returned. A taxi will be hired. Payment of which will be borne by the contractor along-with a daily fine of Rs.500.00, till such time a proper vehicle is provided.
(vii)	Drivers poor knowledge of route Driver to be changed by the Contractor	If the Contractor doesn't change the driver in 03 days' time, the vehicle will be sent back and a taxi hired, payment of which will be borne by the Contractor, along-with a fine of Rs.500.00 daily
(viii)	Driver's misconduct	Depending upon the gravity of misconduct of driver, an amount of Rs.500.00 to Rs.1000.00 will be imposed. If the misconduct continues then the driver will have to be changed by the contractor. If the contractor doesn't change the driver in 03 days' time, the vehicle will be sent back and a taxi hired, payment of which will be borne by the Contractor, along with a fine of Rs.1000.00 daily

27. The duty point would be intimated by the Academy from time to time and the kilometre/ mileage may be calculated for the purpose of 'vehicle run' and 'hours of duty' shall be reckoned from the point of reporting for duty by the Academy and release of vehicle at the last drops of officers/ officials of the Academy in the evening/ night and not from garage to garage. **There would be dead mileage of 10 Km only.**

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28. Daily record (indicating time and mileage) duly signed by the user shall be maintained separately for each vehicle.
29. The successful bidder will also be required to submit, within five days copies of Registration Certificate, Insurance papers, PUC, Permit etc. for the vehicles proposed to be deployed in the Academy, failing which his earnest money deposit will be forfeited. However, if the successful bidder proposes to purchase new vehicles, he will be given adequate time but not exceeding 3 weeks to do so.
30. The Academy reserves the right to reject any or all the bid in full or part without assigning any reason thereof. The decision of the Academy shall be final in this regard. Bids incomplete in any respect are liable to be rejected.
31. In case, during the contract period there is a change in prices of petrol, diesel CNG etc. the above terms & conditions will remain the same including the rate/ rates quoted by the successful tenderer.
32. The firm shall ensure proper conduct of its drivers. While on duty and enforce prohibition of consumption of alcoholic drinks/ drug, chewing of Paan/ Gutka/ Smoking, listening of music etc. The vehicle (Swift/ Indica/ equivalent) will stay during the night only from 5 pm to 6 am at NSSTA on all the days during the month.
33. The contract will be valid for a period of **One year** from the date of the execution of the contract. No demand for revision of rate on any account shall be entertained during the contract period. The contract may be extended for one or more years on rendering satisfactory services and completion of the present work.

ARBITRATION CLAUSE:

In case of any disputes between the parties viz. National Statistical Systems Training Academy (NSSTA) on one hand and the agency/ firm awarded the Contract on the other hand, arising out on account of scope of the work and other mandatory liabilities as stated in the Tender document/ Contract Agreement, the dispute shall be referred to an Arbitrator as per **Arbitration and Reconciliation Act 1996, in Delhi/ Noida jurisdiction.**

Criterion for Evaluation Financial bid:

The Financial Bids would be considered only of those bidders who have been technically qualified by the Tender Evaluation Committee (TEC) of NSSTA. The L-1 Bidders will be decided by considering lowest prices quoted for all type of vehicles jointly. A single index would be calculated for all type of vehicles jointly by assigning weight as per the estimate requirement of NSSTA. Accordingly following formula has been used:-

$$\mathbf{L1 = Lowest Index = .60X + .10Y + .30Z}$$

Where X, Y, Z are the index calculated separately for vehicle under category I, category II (A) and category II(B) respectively, and would be calculated as below:

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- **Monthly Basis:** The average expenditure has been calculated for estimated monthly coverage of 2000 KM by each type of vehicle as follows:-

$$X = .66A1 + .34A2$$

Where A1, A2 are the fixed monthly charge for D'zire/ Indigo/ Equivalent and Swift/ Indica/ Equivalent respectively.

- **Daily Basis (Car):** The average expenditure has been calculated for estimated coverage of 130 KM by each type of vehicle per trip/call, the formula as follows:-

$$Y = .40(B1 + 50C1) + .50(B2 + 50C2) + .10(B3 + 50C3)$$

Where B1, B2, B3 are fixed charge for 80 Kms and C1, C2, C3 are the rate for extra Kms for Swift/ Indica/ Equivalent, D'zire/ Indigo/ Equivalent and Innova/ Equivalent respectively.

- **Daily Basis (Bus):** The average expenditure has been calculated for estimated coverage of 150 KM and 12 Hour by each type of bus per trip/ call, the formula as follows:-

$$Z = .10(D1 + 50E1 + 2F1) + .30(D2 + 50E2 + 2F2) + .60(D3 + 50E3 + 2F3)$$

Where D1, D2, D3 are fixed charge for 100 Kms, E1, E2, E3 are the rate for extra Kms and F1, F2, F3 are the rate for extra hour for 18 seat, 27 seat and 35 seat bus respectively.

(E) Proforma For Technical Bid:

The agencies are requested to furnish the following information/documents for Technical evaluation. The documentary proof is required for each information:

1.	Name of the Agency		
2.	Office Address/Tel/Fax/email:		
3.	Name of the Authorise Representative (s)		
4.	Documents	Enclosed (Yes/ No)	(Indicate page no.)
	Signed and scanned copy of the document/ certificates indicating that the Registered Office of the Agency is located in Greater Noida/ Noida/ Delhi/ NCR.		
	Signed and Scanned copy of registration certificate of the agency issued by the appropriate authority.		
	Signed and scanned copy of desired experience certificate		
	Signed and scanned copy of previous two years Income-tax return.		
	Signed and scanned copy of the valid registration certificate from Service Tax Department.		
	Signed and scanned copy of the duly filled in the Performa as given in Annexure-III & IV.		
	Signed and Scanned copy of PAN/TAN.		
5.	Details of EMD Demand Draft: Bank Name: Date:		
6.	Details of the major contract handled with Central/ State Government/ PSUs/ Reputed Institutes during the last two years. The copies of work orders required to be enclosed.		

(Name & Signature of the Authorised Signatory)

Date:

Place:

(F) Proforma for Financial Bid:

Category– I: Hiring of Vehicles (AC) on Monthly basis

Description	D'zire/ Equivalent	Indigo/ Equivalent	Swift/ Indica/ Equivalent (Night Vehicle) Timings: 5:00 PM to 6:00 AM
Fixed monthly charges for 2000 Kms/ 300 hrs.			
Extra charges for additional kilometres (only for D'zire/ Indigo/ Equivalent).			
Charges per Hours beyond 300 hrs (only for D'zire/Indigo/ Equivalent).			

Category – II (A): - Hiring of Vehicles (AC) on Daily basis (as and when required).

Description	Swift/ Indica/ Equivalent	D'zire/ Indigo/ Equivalent	Innova/ Equivalent
Charges for 80 Kms/ 10 hrs			
Charges for per Kms beyond 80 Kms			
Charges for per Hours beyond 10 hrs.			

Category – II (B): - Hiring of Vehicles (AC)- Bus on Daily basis (as and when required).

Description	18 Seat (Bus)	27 Seat (Bus)	35 Seat (Bus)
Charges for 100 Kms / 10 hrs			
Charges for per Kms. beyond 100 Kms.			
Charges for per Hours beyond 10 hrs.			

Note: The rates to be quoted should be **exclusive of all taxes**. Dead mileage of 10 Km will be allowed.

(Name & Signature of the Authorised Signatory)

Date:

Place:

DECLARATION

I,.....Son/ Daughter/ Wife of
Shri.....Proprietor/Director/authorized signatory of the Agency
mentioned above, is competent to sign this declaration and execute this tender
document;

2. I have carefully read and understood all the terms and conditions of the tender
and undertake to abide by them. We are not involved in any major litigation that may
have impact of affecting or compromising the delivery of the services as required under
this tender. .

3. The information/documents furnished along with the above are true and authentic
to the best of my knowledge and belief. I/we, am/are well aware of the fact that furnishing
of any false information / fabricated document would lead to rejection of my tender at
any stage besides liabilities towards prosecution under appropriate law.

Signature(s)
(Name & Address of the Tenderer(s)
With Official Seal)

Place:
Date:

ANNEXURE-IV

UNDERTAKING BY THE AGENCY

I, _____ on behalf of _____ (Name of the firm/agency) hereby declare that there is no legal suit/criminal case pending or contemplated of legal notice having been served to this effect against the Proprietor of the Agency or any of its Directors (in case of Pvt. Ltd. Company) on grounds of moral turpitude or for violation of any of the laws in force and company is not black listed by any Government Organisation.

I, _____ on behalf of _____ (Name of the firm/agency) hereby declare that our organisation or the staff to be provided has no business or direct family relationship with member(s) of NSSTA and /or NSSTA employees or persons positioned in or on the Board of these two organisations by whatever process.

I, _____ on behalf of _____ (Name of the firm/agency) hereby undertake that all relevant statutory requirements will be complied with.

I, _____ on behalf of _____ (Name of the firm/agency) understand that if the above declaration is found incorrect, the present engagement would be terminated and _____ (Name of the firm/agency) would be debarred from any further engagement by NSSTA ever.

Signature(s)
(Name & Address of the Tenderer(s)
With Official Seal)

Place:

Date: