



भारत सरकार / Government of India

सांख्यिकी एवं कार्य. का. मंत्रालय / Ministry of Statistics & P. I.

राष्ट्रीय सांख्यिकीय कार्यालय / National Statistical Office

क्षेत्र संकार्य प्रभाग / Field Operations Division

कार्यालय उप महानि., रा.सां.का. (क्षे.सं.प्र.), क्षे. का., अर्बन हेल्थ सेंटर के पास, नवा वाड़ज, अहमदाबाद

O/o DDG, NSO (FOD), RO, Nr. Urban Health Centre, Nava Vadaj, Ahmedabad-380013 दूरभाष सं. / Tel. No. 079-27641425 / 26

No. D-24017/RO/GUJ(W)/2020-Admn.

Date: 07.02.2020

Sub: Tender Notice for Hiring of vehicles on monthly basis for official purpose

Sealed Tenders are invited from registered operators of commercial taxis for hiring of AC Taxi(s) for the following stations in Gujarat State for four months (extendable) as specified below. The terms & conditions for hiring of taxis are given in Annexure-I

Location of office	Ahmedabad	Rajkot	Bhavnagar	Jamnagar	Surendranagar
No. of vehicles required	2	2	1	1	1

2. Interest bidders may submit their bid for a single location or more than one location in a single quotation.
3. Tender should be submitted in sealed cover superscribing 'Tender for Hiring of Taxis' on the top of the sealed envelope. The envelope containing Tender should be addressed to 'Head of Office, NSO (FOD), RO, Nr. Urban Health Centre, Nava Vadaj, Ahmedabad-380013'. Name and full address of the firm including telephone number may be mentioned at the bottom of the left-hand side of the envelope.
4. Pre-bid meeting will be held at 16:00 hrs on 18.02.2020 at office premises of this office located Near Urban Health Centre, Nava Vadaj, Ahmedabad.
5. Tenders should reach to the above-mentioned address before 16:00 hrs of 27.02.2020. Tenders received after the stipulated date and time will not be entertained. The tenders will be opened on 28.02.2020 at 11: 00 hrs in the presence of representatives of the firms who wish to attend.

6. Bid Security of Rs. 5000/- in the form of Account Payee Demand Draft or Bank Guarantee in favour of 'Head of office, FOD, RO, Ahmedabad' is to be submitted alongwith the bid.

7. While submitting the tender following points may be noted:

(i) The firm should provide documentary evidence of GST Number, PAN, registration for operating tour and/or travel business and experience of at least two years in the field of tour and travel.

(ii) Monthly rates should be quoted for 3000 Km. in a month per taxi in column no. (4) of para 2 of Annexure-II.

(iii) Tenders will be evaluated on the basis of monthly rate inclusive of taxes per taxi quoted in column no. (6) of para 2 of Annexure-II for each location.

(iv) Tender may be sent through registered Post/Speed Post/by hand. However, this office does not take any responsibility for postal delay.

8. Tender alongwith requisite documents must be submitted in the format as given in Annexure-II.

9. NSO (FOD), Ahmedabad reserves the right to reject any or all the tenders or the contract at any time without assigninig any reason.



(Jayaprakash S. Honrao)
Deputy Director & H.O.

Annexure-I

Terms and Conditions for Hiring of Vehicles on monthly basis

1. The firm should have at least 2 year's experience in tour & travel business and copy of experience certificate should be enclosed in support of that.
2. The firm should have registration for operating tour and/or travel business. Documentry evidence in support of the same is also to be enclosed.
3. Service provider shall ensure that vehicle deployed shall arrive at designated locations in time and with full/sufficient fuel.
4. The travel distance of the vehicle will be counted from point from where the journey starts by the officers of the office to the ending point where the journey ends (which will be informed to firm). The starting/ending time will be the time of reporting/leaving at the starting/ending place.
5. Only commercially registered vehicles are allowed. The firm will ensure that all the necessary documents (Registration Certificate, Insurance papers, PUC etc.) of the concerned taxi are in the personal custody of the driver. The concerned driver should have mobile number and same would be informed to this office for fast communication.
6. 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 office shall not be a party or liable in any matter whatsoever regarding wages and allowances of drivers separately. No allowance will be paid to driver or to the firm separately.
7. Firm should provide vehicle with trained drivers holding valid license to ensure safety of passengers. The manners/attitude of the driver should be positive and rash driving/involving into argument with public on the road while driving etc. should be avoided.
8. Sedan, air-conditioned Taxis with increased comfort level and of better quality than regular cars should be provided and the cars should not be older than five years. The vehicles should be neat and clean and in good mechanical condition and confirm to the relevant rules of the Transport Department.
9. In case of failure to report at the specified location by the scheduled time, a pecuniary penalty may be fixed by this office depending on the circumstances. No compromise will be made by this office towards punctuality, cleanliness, obedience, promptness, behavior etc. of the driver. If the firm, at any point of time, fails to provide services, the contract will be terminated without assigning any reason by the Competent Authority.
10. A mandatory detailed contingency plan(s) should be there in the event of mechanical break down of each vehicle for each area of operation.
11. The vehicle(s) are normally expected to report for duty at pick-up point at 08:30 A.M. and release of vehicle will be at 08:30 P.M. on Monday to Friday. Pickup



- point will be informed to service provider one day in advance. The vehicles may be required beyond these hours and/or on Saturdays and/or Sundays and/or closed Holidays also. No extra charges for extra hours or for providing the vehicle on days other than Monday to Friday will be paid.
12. Vehicle will be used for outstation trip also and during the trip night stay may also be involved. No daily or night duty driver allowance will be paid separately in any case.
 13. Rates in column (4) of para 2 of Annexure-II is to be quoted for 3000 kilometers per month & rate per kilometer should be quoted for extra kilometers thereafter in column (7) of para 2 of Annexure-II. GST on rate quoted in column (4) is to be shown in column (5) if applicable and GST on extra Km. will be applied at the applicable rate in the bill if the firm quoted the GST rate in column (5). Firm has to submit the documentary evidence in support of GST registration. Daily log book will be maintained by the driver.
 14. The rate quoted in Annexure-II will remain same at least for a period of four months from the date of signing of Agreement. The Agreement will be initially for a period of four months from the date of signing of the agreement which is extendable for another two months or more on mutual consent after satisfactory services by the firm and after the approval of Competent Authority. No increase will be considered in the rates quoted by the firm in any case during this period of four months. In case of any legal dispute of any kind in any respect whatsoever, the decision of the Deputy Director General, NSO (FOD), Ahmedabad shall be final and binding.
 15. Actual parking charges/entry taxes will be reimbursed on submission of receipt of these payments along with the hiring charges bills on monthly basis. The bill for hiring of taxi may be submitted after the completion of month along with signed duty slips/log book. The bills raised by the firm should have all tax registration numbers printed on the bills.
 16. No advance payment in any case would be made to the firm.



Proforma for furnishing details of firm and rate for hiring of taxis on monthly basis

1. Particulars of the firm:

1.	Name of Firm/Operator	
2.	Office Address Tel./Fax/Mobile no. E-mail	
3.	Goods and Service Tax No. (if not applicable, state specifically)	
	Documents	Whether copy enclosed (Yes/No)
4.	Copy of the Registration Certificate for GST	
5.	Copy of PAN/TAN	
6.	Experience certificate for providing taxis in Govt. Department/Pvt. Sector	
7.	Documentary evidence in support of registration for firm for operating tour and/or travel business	

2. Proforma of rates for hiring of taxis on monthly basis:

Sr. No.	Location	No. of Taxi(s) Type: Sedan (AC)	Monthly rate quoted for first 3000 Km. per taxi	GST @.....% per taxi if applicable	Monthly rate inclusive of GST and allowance for first 3000 Km. per taxi	Rate per km. for extra Km. after 3000 Km.
(1)	(2)	(3)	(4)	(5)	(6)=(4)+(5)	(7)
1.	Ahmedabad	2				
2.	Rajkot	2				
3.	Bhavnagar	1				
4.	Jamnagar	1				
5.	Surendranagar	1				

[Handwritten Signature]

It is certified that the information given above is true to the best of my knowledge. The firm shall stand liable if any information given is found to be false at later stage, including the forfeiture of any payment due to it. It is also certified that our firm is not black listed by any Central / State Govt. Department and or any Public Sector Undertaking in India for any reason. The terms and conditions laid down in the tender documents are acceptable to us.

Place: _____
Date: _____

Signature of the authorized person: _____
Name of authorized Signatory: _____
Stamp of the firm/authorized Signatory: _____

A handwritten signature in black ink, appearing to be 'S. K. S.', written over a horizontal line.