



**NATIONAL COUNCIL FOR COOPERATIVE TRAINING (NCCT)
(Ministry of Agriculture & Farmers Welfare)**

Expression of Interest (EOI)

10.12.2015

NCCT a grantee organization of the Ministry of Agriculture & Farmers Welfare invites applications for empanelment of specialized agencies for a period of two years from 01.01.2016 having presence in NCR for undertaking hiring of vehicle on daily and monthly basis. For further details, please visit our website <http://www.ncct.ac.in> under the Tender Section. The offers should reach the undersigned within 15 days of appearance of the advertisement.

Administrative Officer

Terms of Reference & Scope of Work

National Council for Cooperative Training is a grantee organization of Ministry of Agriculture & Farmers Welfare, Govt. of India. The Council invites sealed tender quotations for the purpose of hiring of Official vehicle (**LPG strictly not allowed**) not older than 2013 model (The vehicle first time registration year with RTO shall be considered as Model). The details of requirements is given below:-

Sl. No.	Type of vehicle	Quantity	Work Type
1.	Maruti Swift Dezire/Toyota ETIOS	One	Monthly basis
2.	Maruti Swift Dezire/TATA Indigo/Toyota ETIOS	One	On need basis

General Conditions

1. The empanelment will be valid for a period of two years and NCCT reserves the right to cancel the empanelment at any time without assigning any reasons thereof. If the services of the vendor are found satisfactory after the expiry of two years, the contract can be further extended for a further period of one year.
2. Performance of the agency will be reviewed periodically and those agencies whose performance is not satisfactory may be taken off from the empanelled list.
3. The agency should provide copies of their Registration, PAN, TIN, Service Tax and VAT nos. wherever applicable.

Eligibility for submission of application

1. The agency should have atleast five years of working experience.
2. The selected vendor is liable to pay a refundable EMD (Earnest Money Deposit) of Rs.20,000/-. The EMD will be refundable after expiry/termination of the contract.

Selection Procedure

1. A Purchase Committee in NCCT will carry out preliminary screening and will shortlist the firms fulfilling the eligibility requirements.
2. Applications of agencies not submitting offers as per the requirements of NCCT shall be out rightly be rejected.
3. The Purchase Committee reserves the right to accept or reject without assigning any reasons and without incurrance of any liability on NCCT. NCCT also reserves the right to negotiate the prices with the selected agencies to bring down the prices.

Guidelines for submission of offers

1. **Sealed quotations are required to be submitted within 15 days from the date of release of the advertisement.** Conditional offers are not allowed and would be summarily be rejected.
2. The Envelope shall be super-scribed as **“Offer for Hiring of Vehicle”**.
3. The offer should be addressed to Administrative Officer, National Council for Cooperative Training, 3, Siri Institutional Area, August Kranti Marg, New Delhi-110016.
4. The Quotation/Schedule of Rates, for monthly basis as well as Need Based shall be in the requisite proformas at Annexure-I & II respectively.
5. Details of the vendor shall be as per proforma at Annexure-III, duly supported with attested photocopies of concerned documents.

SPECIAL TERMS AND CONDITIONS

1. The liability under sections of Motor Vehicles Act 1968 and IPC causing death or Permanent disability developed by the vehicle supplied by the Contractor, the hiring authority has no responsibility and will not entertain any claim in this regard under the provision of the law.
2. National Council for Cooperative Training reserves the right to disqualify such vendors who have a record of not meeting contractual obligations against earlier contract entered into with other Govt. organizations.
3. Any liability under any Act or Statute shall be of the contractor and under no circumstances shall O/o Secretary, NCCT assume responsibility.
4. The contractor shall assign the job of driving of hired vehicles to experienced drivers having appropriate license and also assume full responsibility for the safety and security of officers/officials as well as essential store items while running the vehicle by ensuring safe driving. O/o Secretary, NCCT shall have no direct or indirect liability arising out of such negligent, rash and impetuous driving which is an offence under Section 29 of IPC and any loss caused to O/o Secretary, NCCT have to be suitably compensated by contractor.

5. The contractor shall send the vehicle for periodical servicing at the cost of the contractor. O/o Secretary, NCCT will not pay any mileage run for such servicing. The cost of lubricants, repairs, maintenance, taxes, insurance etc. will be to the contractor's liability. When the vehicle is sent for the servicing then for that day any other vehicle of same or higher type is to be provided upto the satisfaction of the user.
6. Regular checking of meter by the designated transport authority may be done by the contractor and copy of the requisite certificate is to be produced in every three months to the O/o Secretary, NCCT. In addition to this the certificate may be demanded as and when the user feels the need.
7. The vehicle may be used anywhere in the territorial jurisdiction of Delhi and even outside the jurisdiction as per the need basis. The vehicle engaged by the O/o Secretary, NCCT is considered to be associated with the office and hence the same should not be used by any other organization or person during contract period. **Hence, the vehicle engaged for providing the service to the O/o Secretary, NCCT cannot be used as taxi on part time basis during contract period. If it is found that the vehicle is used as taxi after office hours or on holidays or when the controlling officer is on leave etc., then it will be considered as the sufficient reason to blacklist the contractor for a period of at least one year.**
8. Change of vehicle with similar type or higher will be allowed during break down of contract vehicle and with written approval of controlling officer.
9. TDS applicable will be deducted from the payable amount of the bill.
10. The contractor shall abide with all local/municipal/state/central laws and regulations.
11. Payment of all kinds of Government taxes or duties for supplying vehicles in Delhi will be the liability of the contractor.
12. The drivers shall be provided working mobile phones at the cost of the contractor, so as to enable the O/o Secretary, NCCT to contact them as and when required, during the period of contract. In case, it is not possible to contact the driver, due to any reason, then the same will be intimated to the contractor. It will be the responsibility of the contractor to make alternate arrangement of the driver and vehicle.
13. Tampering of meter reading, vehicle usage timings, overwriting of summary/log book sheets and "**misbehaviour**" by the drivers while on duty shall be viewed seriously and may lead to even cancellation of the contract at the discretion of the Secretary, NCCT.
14. The Service provider/contractor shall not engage any driver below the age of 18 years.

15. Vehicles up-keep shall be in good condition along with good and clean seat covers & curtains. Vehicles so hired may be inspected by user or any officer of NCCT.
16. In case of night halt, only the night halt charges will be paid and the same should not be counted for duty hours.
17. **Accuracy of Meter reading** : The accuracy of meter reading should tally with the actual distance of run at any instant and controlling/authorized officer shall have full power to check up the meter correctness and to take action to recover the actual loss to O/o Secretary, NCCT.

18. Penalties :

- I. The vehicle is to be made available at any time as and when required (including Sundays and public holidays). In case of non-availability of vehicles penalty of Rs.1000/- per day shall be imposed in addition to deduction at pro-rata basis for that day (The intimation to driver and/or contractor about requirement of vehicle and then non-availability of vehicle within one hour is sufficient to impose the penalty) also if required, the office is at liberty to engage vehicle from local market and the actual cost incurred shall be recovered from the contractor.
- II. In case of break down, vehicles have to be replaced by other vehicle (of similar type or higher) immediately or within not more than one hour. In case of non-availability of suitable vehicle (of similar type or higher) within one hour, a penalty upto **Rs.500/-** may be imposed in addition to deduction on pro-rata basis for the period. **If the number of break down exceeds two times in a month, a penalty of Rs.1000/- per break down shall be imposed.**

Annexure-I

SCHEDULE OF RATES

1. For Monthly Hiring

Maruti Swift Dezire or higher (A/c)

LPG strictly not allowed (Scheduled Works) Monthly KM hire Slab

Sl. No.	Items	Rate	Rate in words
1.	Rate for first 2000 Kms per month	Rs.-----per Km	Rs.-----per Km.
2.	Rate beyond 2000 Kms	Rs.-----per Km	Rs.-----per Km
3.	Outstation night halt charges	Rs.----per night	Rs.-----per night
4.	Extra Hours (After 300 hours in a month)	Rs.-----per hour	Rs.-----per hour

Note: Rates should be inclusive of all taxes/duties (Central, State and Municipal)

Certified that I have quoted the above rates all inclusive in figures and words and I am agreeable to the terms and conditions of the Tender Schedule.

Place:

Date:

Signature of the Bidder with Seal

SCHEDULE OF RATES**2. For Need Based Hiring**

TATA Indigo/Maruti Swift Dezire or higher (A/c)

LPG Strictly not allowed (Scheduled Works) Daily basis KM hire Slab

Sl. No.	Items	Rate	Rate in words
1.	80 km/8 hours	Rs.-----per km	Rs.-----per km.
2.	Rate per additional Km	Rs.-----per km	Rs.-----per km
3.	Rate for additional hour i.e. rate per hour beyond 8 hours	Rs.-----per hr.	Rs.-----per hour
4.	Outstation night halt charges	Rs.-----per night	Rs.-----per night

Note: Rates should be inclusive of all taxes/duties (Central, State and Municipal)

Certified that I have quoted the above rates all inclusive in figures and words and I am agreeable to the terms and conditions of the Tender Schedule.

Place:

Date:

Signature of the Bidder with Seal

Annexure-III

Application form for empanelment of Agency for Hiring of Vehicle

1.	Name of the organization/company (Registration document to be submitted) (Self attested)	
2.	Correspondence Address (Residence Proof to be enclosed)	
3.	Contact Person (Proprietor/Partner)	
4.	Contact details Tel. No./Fax No. Mobile No. Email address Website	
5.	Permanent Account No. (PAN) TIN & VAT No. (Self-attested copies to be enclosed)	
6.	Organization Profile Details of organization (documents to be submitted)	
7.	Experience In Govt./Semi Govt./PSU In Private Experience Documents to be submitted (self-attested photocopies)	
8.	Details of work/services being offered	
9.	Annual Turnover for the last three years (supporting documents to be enclosed)	

10.	Bank Details	
11.	Number of offices (in Delhi & other states/cities) Number of employees (in Delhi & other states/cities)	
12.	List of clients	
13.	Registration with other Govt./Semi Govt. supplier (if any)	
14.	Self-certification that the organization has never been blacklisted by any Govt. organization	
15.	Any other details	