



National Power Training Institute

An ISO 9001: 2000 & ISO 14001: 2004 Organization
(Ministry of Power, Govt. of India)

TENDER DOCUMENT

Empanelment of Agencies for Hiring of Vehicles

Tender Enquiry No. : NPTI/CO/Purch/ T-1/Vehicles/2012

Dated:-

NPTI Complex, Sector-33, Faridabad – 121 003
Phone No. 0129-2275448
Fax No. 0129-2277412
Website: www.npti.in

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SECTION-1
LETTER OF INVITATION

LETTER OF INVITATION

Tender Enquiry No. : NPTI/CO/Purch/ T-1/Vehicles/2012

Dated :

To

Subject: - Empanelment of Agencies for Hiring of Vehicles-reg.

Dear Sir,

1. National Power Training Institute, (hereinafter called "NPTI"), is a National Apex Body of the Govt. of India, Ministry of Power. NPTI invites bids for Empanelment of Agencies for Hiring of Vehicles, in NPTI (Corporate Office), Faridabad.
2. The Tender Documents include the following:
 - Section 1 - Letter of Invitation
 - Section 2 - Notice Inviting Tender
 - Section 3 - Instruction to Bidders
 - Section 4 - Special Conditions of Contract
 - Section 5 - Scope of Work
 - Section 6 - Pre-qualification Bid
 - Section 7 - Financial Bid
3. The Bid shall be received in NPTI (Corporate Office), Faridabad, up to 3.00 PM of 22.08.2012 and shall be opened on the same day at 4.00 PM in the presence of bidders, who choose to be present.

Thanking You

Yours faithfully

(S.N. Pandey)
Deputy Director (Purchase)
Phone No: 0129-2275448
Fax No: 0129-2277412
E-mail: snpandey@npti.in

SECTION-2
NOTICE INVITING TENDER

NOTICE INVITING TENDER

NATIONAL POWER TRAINING INSTITUTE
(Ministry of Power, Govt. of India)
NPTI Complex, Sector-33, Faridabad – 121 003
Phone No. 0129-2275448
Fax No. 0129-2277412
Website : www.npti.in

DOMESTIC COMPETITIVE BIDDING **(Through call of open Tenders)**

TENDER NO. NPTI/CO/Purch/T-1//Vehicles/2012

Dated:

Name of Work	Empanelment of Agencies for Hiring of Vehicles, Faridabad.
Estimated Value of Work	₹10.00 Lakhs
EMD	₹5,000/-
Date of Issue of Tender Document	23.07.2012
Last Date & Time for receipt of Bid	22.08.2012 up to 3.00 PM
Time and Date of Opening of Bid	22.08.2012 at 4.00 PM
Place of Opening of Bid	Board Room in Institute Building, NPTI, Faridabad
Officers from whom the tender documents can be obtained.	Dy. Director (Purchase), NPTI, Faridabad
To whom the tender documents can be submitted.	Bids shall be sent to Dy. Director (Purchase) NPTI (CO), Faridabad or may be dropped in the Tender Box within due date and time
Cost of Tender	₹500/- (non refundable)
Tenders addressed to	Dy. Director (Purchase), NPTI, Sector – 33, Faridabad.

Note :

- 1(a) The bid documents can be obtained from Dy. Director (Purchase), NPTI (Corporate Office), Faridabad from 23.07.2012 to 22.08.2012 on working days

on payment of ₹500/- towards the cost of bid documents, payable through Demand Draft/Bankers Cheque / or by Cash deposited to Accounts Section.

1(b) The bid documents can be downloaded from NPTI's website www.npti.in / www.tenders.gov.in and in such case, the bidder should enclose Demand Draft / Bankers cheque amounting to ₹500/- (Five hundred only) towards cost of bid documents and submit the same along with EMD in the envelope subscribed as "Pre-Qualification Bid".

1(c) The Demand Draft / Bankers Cheque is to be drawn in favour of National Power Training Institute, payable at Faridabad

Dy. Director (Purchase)
National Power Training Institute (CO)
Sector- 33, Faridabad
Haryana-121003

SECTION-3
INSTRUCTION TO BIDDERS

INSTRUCTION TO BIDDERS

- 1.0** National Power Training Institute, Under Ministry of Power, Govt. of India invites 'Sealed Bids' for hiring of vehicles from reputed agencies fulfilling the criteria laid down in Pre-qualification Bid format at Section - 6. The Scope of Work and terms and conditions are given in Section - 5. The format for Financial Bid is at Section - 7.
- 2.0** The bids are to be sent in two parts - one sealed envelope superscribed as '**Pre-qualification Bid**' giving details in the format given as per Section – 6 and the second sealed envelope superscribed as '**Financial Bid**' in the format at Section - 7. The two sealed envelopes as above will be placed in another sealed envelope superscribed as '**BID FOR EMPANELMENT OF AGENCIES FOR HIRING OF VEHICLES**' AND **NOT TO BE OPENED BEFORE 22.08.2012**' The bids shall be signed by a person duly authorized on behalf of the bidder firm and shall be dropped in the Tender Box placed at NPTI Office premises at NPTI Complex, Sector-33, Faridabad-121003, Haryana.
- 3.0** The sealed bids will be received by NPTI up to 3.00 PM on 22.08.2012. Any bid received after the prescribed deadline shall not be considered irrespective of rates. The Pre-qualification bids will be opened on the same date i.e. 22.08.2012 at 4.00 PM in the presence of the representatives of the bidders present. **Date of opening of financial bids of such firms which meet the prescribed Pre-qualification criteria will be notified separately.**
- 4.0** Earnest Money Deposit (EMD) of ₹5000/- (Five thousand only) should accompany the Pre-qualification bid document. The EMD shall be paid in the form of Demand Draft/Bankers Cheque from a Nationalized Bank/Scheduled Commercial Bank in favour of National Power Training Institute Payable at Faridabad. Such EMD shall not carry any interest. Any bid not accompanied by requisite EMD shall be deemed to be invalid and will be rejected by NPTI. EMD of ₹5000/- is to be given whether a bidder quotes for one category or more than one category.
- 5.0** The EMD shall be forfeited if the bidder withdraws his bid during the period of bid validity. The EMD of Bidders who are not selected will be returned within one month of allotting the contract (without any interest). The EMD may be forfeited if the bidder withdraws his bid during the period of validity specified by the bidder on the bid form, or in the case of successful bidder, if the bidder

fails to sign the contract agreement and deposit the Security Deposit within the stipulated time limit. EMD of unsuccessful bidders shall be returned after the acceptance of the Purchase Order by the successful bidder/s.

6.0 The successful bidder shall deposit ₹10,000/- as security towards Contract Performance Guarantee (CPG) and no interest thereon shall be payable. The Security Deposit shall be given in Cash or by Demand Draft in favour of National Power Training Institute, payable at Faridabad

7.0 The bid shall remain valid for a period of 6 months from the date of receipt of the bid.

8.0 The Bidder should carefully read and understand before filling in and submitting the bid. No claim whatsoever will be entertained for any alleged ignorance thereof. Tender must be submitted in original and without making any additions, alternations, and as per details given in other clauses given hereunder. The requisite details shall be filled in by the Bidder in the Tender Document wherever required.

9.0 RATES AND PRICES

9.1 Bidders shall quote the rates in the format given at Section-7. Incomplete bids will summarily be rejected. All corrections and alterations in the entries of tender papers will be signed in full by the Bidder with date. No erasing or over-writings are permissible.

9.2 All statutory duties may be clearly specified. Price quoted shall be firm and any variation in rates, prices or terms during validity of the offer shall cause forfeiture of the EMD.

10.0 TERMS OF PAYMENT

Payment will be released within a month after receipt of bill and certification by authorized officer of National Power Training Institute that the services provided during the month are satisfactory.

11.0 EVALUATION OF BIDS

11.1 National Power Training Institute will determine the substantial responsiveness of each bid with reference to bid terms and conditions as per clause 9.1 of Section-4. For this purpose a substantially responsive bid is one, which conforms to all the terms and conditions of the bid

documents without material deviations.

11.2 NPTI's determination of bidder's responsiveness will be on the basis of contents of the bid itself without recourse to extrinsic evidence. If a bid is not substantially responsive, it would be liable to be rejected and may not substantially be made responsive by the bidder by correction of the non-conformity. All decisions by NPTI on the evaluation of bids will be final and binding on the Bidders and is not subject to any scrutiny.

11.3 The evaluation of bids shall be done category-wise, on least cost basis to NPTI for each item of the individual category. Those bidders who will accept the least cost-rate of each item of the respective category shall be recommended for empanelment for that particular category. While the contract will be awarded for a period of 3 years extendable by another one year on the same terms and conditions on mutual agreement. The Institute would be free to terminate the contract after giving advance notice of 1 month in writing.

12.0 Conciliation/ Arbitration

12.1 If any dispute(s) or difference(s) of any kind whatsoever arises between the Parties, the parties hereto shall negotiate with a view to its amicable resolution and settlement through a committee appointed by Director General, NPTI.

12.2 In the event no amicable resolution or settlement is reached between the parties within 30 days after receipt of notice by one party, then the disputes or differences detailed above shall be referred to and settled as per Arbitration & Conciliation Act.

12.3 Notwithstanding the existence or any dispute or differences and/or reference for the arbitration, the Contractor shall proceed with and continue without hindrance the performance of the work under the contract with due diligence and expedition in a professional manner and the payment due to the Contractor shall not be withheld on account of such difference of arbitration proceedings unless such payment is a subject matter of the arbitration.

12.4 The arbitration proceedings shall be in accordance with the prevailing Arbitration and Conciliation Act, 1996 and Laws of India as amended or enacted from time to time.

12.5 The venue of the arbitration shall be Faridabad, India. The fee & other charges of Arbitrator shall be determined by the arbitrator in terms of the Act and shall be shared equally between the parties.

12.6 The arbitrator will give the speaking and the reasoned Award. The parties will not be entitled to any pendent-lite interest during arbitration proceedings.

13.0 FORCE MAJEURE

13.1 In the event of either party being rendered unable by Force Majeure to perform any obligation required to be performed by them under the contract, the relative obligation of the party affected by such Force Majeure shall be suspended for the period during which such cause lasts.

13.2 The term “Force Majeure” as employed herein shall mean acts of God, War, Civil Riots, Fire directly affecting the performance of the Contract, Flood and Acts and Regulations of respective government of the two parties, namely NPTI and the Contractor.

13.3 Upon the occurrence of such cause and upon its termination, the party alleging that it has been rendered unable as aforesaid thereby, shall notify the other party in writing, the beginning of the cause amounting to Force Majeure as also the ending of the said clause by giving notice to the other party within 72 hours of the ending of the cause respectively. If deliveries are suspended by Force Majeure conditions lasting for more than 2 (two) months, NPTI shall have the option of canceling this contract in whole or part at its discretion without any liability on its part.

13.4 Time for performance of the relative obligation suspended by Force Majeure shall then stand extended by the period for which such cause lasts.

14.0 APPLICABLE LAW AND JURISDICTION

All matters connected with this shall be governed by the Indian law both substantive and procedural, for the time being in force and shall be subject to the exclusive jurisdiction of Indian Courts at Faridabad.

15.0 No alternative offer shall be considered.

16.0 NPTI reserves the right to annul the bidding process at any time prior to award of contract including rejection of any or all bids after the same have been received, without thereby incurring any liability to the affected bidder or any obligation to inform the affected bidder/s on the ground of NPTI action.

17.0 NPTI reserves the right to accept/reject any bid and to cancel the bidding process at any time and reject all bids, at any time prior to placement of order, without thereby incurring any liability.

SECTION-4
SPECIAL CONDITIONS OF CONTRACT

SPECIAL CONDITIONS OF CONTRACT

1.0 RESPONSIBILITY OF THE AGENCY

- 1.1 The agency shall provide vehicles registered in Faridabad / Delhi / NCR (Petrol/Diesel/CNG) of Model registered on or after 01.01. 2009 or later as per our requirement with well behaved / skilled drivers in proper uniform having knowledge of routes & minor repairs of cars and valid driving licenses. All the cars shall carry first aid box, Stepney and toolbox.
- 1.2 If the vehicle does not report at the requisitioned time or is not found in good condition or without proper documents, the vehicle may be rejected and sent back. No payment shall be made on account of car so rejected.
- 1.3 In case of break down the contractor shall provide alternate vehicle of same category failing which the touring executive(s) will be allowed to hire any vehicle and complete the journey and the amount thus incurred shall be recovered from the bills of the contractor.
- 1.4 All kinds of repairs / maintenance cost, charges of petrol, oil, lubricant, fee towards licenses/registration taxes such as road tax, permit fee etc., challans, salary/ overtime of the driver, insurance premium etc. are the responsibility of the contractor and shall be borne by the Contractor all along. NPTI will reimburse toll tax, parking charge and state passenger tax wherever incurred on submission of original receipt. The driver should be provided with petty cash for the purpose.

2.0 LIQUIDATED DAMAGES

The agencies shall be liable for liquidated damages on contract price in the manner indicated below:

S. No	Nature of Default	% LD of per day hiring charge of requisite vehicle	Mode of Deduction as LD
1	Failing to provide vehicle after confirmed booking	20%	Deduction from Running Bill / CPG
2	Late reporting (Beyond 30 minutes)	10%	-Do-
3	Indecent behavior of driver	10%	-Do-

4	Improper condition of vehicle interior/exterior or vehicles registered before 01.01.2009	15%	- Do -
5	Driver with dirty uniform	10%	-

3.0 VEHICLE REQUISITIONING & DUTY SLIP

3.1 Booking made by authorized NPTI official(s) shall only be considered for the purpose of payment.

3.2 The agency shall maintain the duty slips, for the vehicles hired on daily basis, as per Proforma enclosed for every trip / requisition. The duty slip should be got signed by the user, which would indicate the opening and the closing meter reading with time and date at the point of starting/ending the journey by the user. It should ensure that there is no overwriting in the duty slips. Tampering with the contents of the duty slips would be viewed very seriously. In no case duty slip without signature will be accepted for payment unless specifically intimated in advance.

4.0 PAYMENT & REIMBURSEMENT

4.1 The agency shall submit bills, in duplicate within the first week of each month for the Preceding month for release of the payment within 30 days of the month complete in all respects along with duty slips and monthly statement of journey. The bill should be submitted to the Indenting department. The Indenting department shall verify the bill and submit it to finance department for release of payments. TDS as applicable shall be deducted from the bills of agency. Bills having cutting and over writing shall not be entertained. No advance payment shall be made under any circumstances.

4.2 Kms. charges for hill area shall be same as that of plain area.

4.3 Parking charges, Toll Tax, and State Passenger Tax (if applicable) wherever incurred shall be reimbursed as per actual by NPTI on certification by the user on submission of documentary proof (original receipt).

5.0 PRICE VARIATION

5.1 The prices as agreed shall remain firm throughout the currency of the contract except for variation in Fuel price. NPTI will increase or decrease the agreed transportation rates @ 0.3% for every 1% increase or decrease in respective fuel price i.e. petrol, diesel, CNG duly supported by documentary

evidence.

5.2 The base rate of fuel for the purpose of price variation shall be the rates prevalent in the place where the vehicle is registered 7 days before the date of opening of the bid.

5.3 In case of increase of fuel price, the price variation will be calculated from the date of change of fuel price.

6.0 NON-AVAILABILITY OF VEHICLE

6.1 In case of non-availability of the vehicles owned by the bidder/contractor, the contractor may provide vehicles owned by others conforming to NPTI requirements. Upgraded models or higher category cars (of models not older than 2009) may also be provided at the same rates, terms and conditions with prior permissions of NPTI.

7.0 METER TAMPERING

7.1 Agencies would ensure proper sealing of meter. NPTI reserves the right to get the meter calibrated or checked at any time at its sole discretion. Tampering of meter reading and misbehavior of driver shall be viewed seriously, leading to even cancellation/termination of contract and forfeiture of security deposit. In the event of any error/fault in the meter being noticed, the bill for the journey undertaken (including those undertaken earlier) would be adjusted, besides any other penal action.

8.0 STATUTORY REQUIREMENTS

8.1 The cars sent to our office on our requisition must have all relevant documents like Registration Book/Driving license/Insurance/Road tax Receipt/Permit for Passenger Taxi/Pollution Certificate etc. The vehicle should be licensed and shall have valid permits for plying in Delhi/NCR in case of local journey. The vehicle should conform to all Govt. rules and regulations being in force from time to time.

8.2 The driver should abide by the rules laid down by Transport Authority or any Authority relevant to the subject and should always strictly follow the Traffic rules and regulations so as to ensure safety of the passenger.

8.3 Compliance of all statutory obligations viz. Industrial Dispute Act, Workmen's Compensation Act, Contract labour (R&A) Act, shall be ensured by the agency. The agency shall indemnify and shall always keep NPTI indemnified against any liability due to non-compliance of statutory

obligations by the agency or any of its agents/servants/driver or for any reason whatsoever. The agency will be responsible for the conduct of their staff.

9.0 AWARD OF CONTRACT

9.1 The bids will be first evaluated on the parameters indicated in QR as per details given in para 10.0 of this section. Financial bids of such agencies who meet the qualifying requirements shall be opened. NPTI proposes to empanel two agencies for category A & B each having their garage at Gurgaon (As some of the faculty for its training courses are to be picked up from Gurgaon) and 04 agencies for category A & B having their garage at Faridabad/ Delhi etc. In respect of category C & D NPTI proposes to empanel 03 agencies having their garage in Faridabad/ Delhi etc. It is to clarify that agencies empanelled under category A,B,C & D provisions of para 5 of Section – 5 will apply. For each category, the sum total of all items shall be calculated and the bidders will be arranged in the order of the ascending rates on the basis of sum total of all items. Lowest rate for each item for each category shall be determined on the basis of lowest rate of 2/3/4 agencies indicated above. Thereafter the first 2/3/4 agencies as indicated above shall be asked to match the lowest rate of each item as indicated above under each category. Those 2/3/4 agencies who match the above lowest rates of each item shall be empanelled. Any such agency who does not agree to the lowest rate of each item of each category shall not be considered and chance will be offered to next bidder in sequence.

9.2 The contract will be awarded for a period of 3 (three) years extendable for another one year based on the satisfactory performance of the firm and on acceptance of same terms & conditions.

10.0 QUALIFYING REQUIREMENTS FOR BIDDERS

S. No.	DESCRIPTION	DOCUMENTS TO BE ATTACHED WITH PRE-QUALIFICATION BID
1	The bidder should have at least two (2) years experience in work of similar nature with large corporate of reputed, with an average annual turnover of Rs. 4 Lakhs during the last 2 years	<p>a) Copies of Certificate of Incorporation/copy of the partnership deed/instrument of Partnership.</p> <p>b) Certified Documentary evidence of the turnover.</p> <p>c) List of clients with names, address and contact nos. of concerned officials.</p>

2	The bidder should have Swift Dzire/ Indica/ Indigo/ Innova/ Tavera/ Honda City/ Honda Civic/ Maruti SX4/ Toyota Corolla of model 2009 or later registered as taxis in the name of company/ firm/ partner/ director/long term tie up.	Photocopies of Registration Books of at least 02 nos. cars registered as commercial vehicle under category A&B and 01 No. Car registered as commercial vehicle under category C&D along with the latest and valid insurance covers. Original documents would be physically verified before finalization of the empanelment of the parties.
3	The bidder should have his office /Garage in Faridabad/Delhi/NCR with phone/mobile connection, and capable of providing taxis round the clock.	Details to be furnished along with the Pre-qualification bid.
4	The company should be registered for SERVICE TAX payment.	Copy of registration certificate indicating Service Tax No.
5	Income Tax Return, PAN/GIR No.	Copy of ITR for FY 2010-11

Note: Agencies/Bidders not submitting full information/documents at first instance run the risk of rejection.

VEHICLE DUTY SLIP

1. Name of the Agency. : _____ Dated: _____

2. Vehicle No. : _____ Petrol/Diesel/CNG: _____
Driver Name. : _____ Mob: _____
3. Name of requisitioning Officer: _____
4. Address (where vehicle required): _____
5. Reporting Place. : _____ Reporting Time/date.: _____
Releasing Place. : _____ Releasing Time/date.: _____
6. KM.READING
 - i. (a) Opening reading in figures at the reporting place _____
(b) Address of Reporting Place _____
 - ii. (a) Closing reading in figures at the Releasing Place _____
(b) Address of Releasing Place _____

Total Kilometers _____
7. Toll tax/DND & parking charges etc. paid, if any ` _____

Certificate: It is certified that the details as indicated above have been verified & are correct.

Signature of the Employee User/Indenter
Name: _____
Designation: _____
Department: _____
Phone No. incl. Extn. _____
Any other: _____

To be filled up by the Agency

- a) Total Kilometers 6. ii (a) – 6. i (a) above : _____
 - b) Kilometers from Garage to Reporting Place : _____
 - c) Kilometers from Releasing Place to Garage : _____
- Total Kms.. : _____

Signature of Authorized person of the Agency
Name: _____
Designation: _____

SECTION-5
SCOPE OF WORK

SCOPE OF WORK

- 1.0** The scope of work covers empanelment of transport agencies for hiring vehicles and finalizing rates of different category of vehicles for NPTI, Corporate Office, Faridabad to travel within Delhi / NCR, and outside Delhi /NCR as and when required under different Categories to NPTI as per the terms & conditions of the contract specified herein and shall maintain an office with adequate staff and telephone facilities round the clock.
- 2.0** The agency shall provide AC-commercial vehicles duly registered in Faridabad/ Delhi/NCR on or after 1.1.2009 (Petrol/Diesel/CNG) and complying to emission norm of Bharat Stage III / IV (Euro III / IV) of the following categories.:-

ON DAILY BASIS (08 hrs. / 80 kms.) (As & when required), (4 hrs./40 kms.) (As & when required):

Category No.	Category Name	Vehicle Name
Category (A)	Economy Cars (2 box hatchback)	Tata-Indica / Swift/ i10/ i20/Punto/Skoda Fabia etc.
Category (B)	Medium Cars (3 box sedan)	Maruti-Swift-Dzire/Ford Fiesta/Indigo/ Logan/Chevrolet Aveo/Fiat Linea etc.
Category (C)	Deluxe Cars	City i-VTEC (Honda), Maruti SX4/ Verna/ Cheverolet Optra, etc.
Category (D)	Spacious Cars/ MUV	Tata Vectra / Scorpio / Innova / Tavera / Xylo etc.

***An agency can quote for one or more than one category.**

- 3.0** The vehicles shall be hired on daily basis as & when required only and NPTI cannot guarantee for its requirement.
- 4.0** All the vehicles to be provided should have AC facility which may require in case of journey by higher officials, if required.
- 5.0** NPTI proposes to empanel two agencies for category A & B each having their garage at Gurgaon (as some of the faculty for its training courses are to be picked up from Gurgaon) and 04 agencies having their garage at Faridabad/Delhi/NCR etc. In respect of category C & D, NPTI proposes to empanel 03 agencies having their garage in Faridabad/ Delhi/NCR etc. In respect of agencies under category A & B having their garage at Gurgaon, the agency may have to pick/drop the faculty from Power Grid office, IFFCO Chowk or residence.

In case of the agencies having their garage at Gurgaon, the maximum mileage allowed for pick & drop from Power Grid office, IFFCO Chowk

shall be 10 km or actual distance from garage to Power Grid office whichever is lower. In case of such agencies if pick & drop is from residence actual distance from garage to and fro from residence shall be allowed.

In respect of other agencies, for other categories, the maximum mileage allowed towards to and fro journey from garage to NPTI (CO) Faridabad and back shall be 10Kms each side or as actual whichever is less. In case of such agencies if pick & drop is from residence actual distance from garage to and fro from residence shall be allowed.

- 6.0** Journey within Delhi/ NCR area will be treated as local journey.
- 7.0** The vehicles deployed during the contractual period at any point of time should be well maintained and in perfect running condition as per NPTI requirement with proper pollution check and valid pollution certificate.
- 8.0** The vehicle shall always be provided with decent upholstery, clean seat covers, comfortable seat cushions and other basic fittings / accessories like radio cassette player etc. for maximum comfort of passengers.
- 9.0** Drivers of vehicles must be provided and maintain mobile phones. No extra charges would be paid by NPTI for the same.
- 10.0** The upholstery and seat covers of vehicle should be kept properly cleaned.
- 11.0** The agency shall provide well-behaved, pleasant personality, well mannered and proper Hindi or English speaking drivers in clean and proper uniform with valid driving license of minimum 02 years old and should be able to read duty slip and signboards in English and Hindi.
- 12.0** The driver should also have some knowledge of car mechanism so that he could attend minor repairs and should be well conversant with the roads and routes in Delhi/ NCR and adjacent areas.
- 13.0** In case of break down / servicing / repair, the contractor shall provide alternate vehicle of same Make and model or higher failing which vehicle shall be hired from any other source / sources at the risk and cost of the contractor.
- 14.0** Deductions in case of vehicle not meeting the specification
 - (a) If the interior of the vehicle is not in good condition, 5% deduction from the bills shall be done.
 - (b) In case Commercial Vehicle of model 2009 or later is not available, older Vehicle in good conditions must be sent with consent of NPTI. However payment at reduced rate @ 20% shall be made.
- 15.0** In case of non reporting / refusing to provide the requisite Vehicle, the same may be hired from any other source(s) at the risk and cost of the

contractor, besides any other penal action which may be even termination of contract.

- 16.0** The maintenance cost, charges of fuel (Petrol/Diesel/CNG), road tax, permit fee, passenger Tax, Border Tax, challans, salary of the driver, the overtime and mobile phone charges of driver etc. are the responsibility of the contractor and should be paid by the Contractor.
- 17.0** Insurance: The provided vehicle must be fully and comprehensively insured covering the risk to the driver and all passengers also.
- 18.0** The Contractor shall be fully responsible for any loss or damage to the vehicle or occupant and shall be liable to pay full compensation for any injury or any other loss to the passengers.
- 19.0** NPTI reserves the right to get the meter calibrated or checked at any time at its sole discretion and in the event of any error / fault in the meter being noticed, the bill for the journey undertaken (including those undertaken earlier) would be adjusted, besides any other penal action which may even lead to termination of Contract.
- 20.0** The Vehicle sent to our office on our requisition must have all relevant documents like registration Book / Driving license / Insurance / Road Tax Receipt / Permit fee / pollution Certificates / Passenger Tax / Border Tax / Mobile Phone etc. The vehicle should be licensed and shall conform to all Govt. rules and regulations being in force from time-to-time.
- 21.0** In case of non-availability of vehicles with the Agency, vehicles other than those owned by the Agency may be provided as an ad hoc arrangement only and should be replaced by own vehicle at the earliest opportunity in any case within one month.
- 22.0** The agency must provide the photocopy of the Registration Documents of the vehicle duly attested / notarized and certified by the owner of Contractor / Agency. However, the original registration paper shall be provided by the Agency on demand in case any further verification is required in case of any doubt.
- 23.0** The Agency shall maintain the duty slips, for the vehicles hired on daily basis, as per Proforma attached for every trip / requisition. The duty slip should be got signed by the user which would indicate the Vehicle No, opening and the closing meter reading with time and date at the point of starting / ending the journey by the user. It should be ensured that there is no overwriting in the duty slips. In no case duty slip without signature will be accepted for payment unless specifically intimated in advance.

SECTION-6

**PRE-QUALIFICATION BID
(CONTENTS OF ENVELOPE - 1)**

BID SUBMISSION FORM

[Date]

From: [Name, address and telephone nos. of the bidder]

To
The Deputy Director (Purchase)
National Power Training Institute
NPTI Complex, Sector –33, Faridabad – 121 003
Tel: 0129-2275448, Telefax: 0129-2277412

Subject- Submission of Pre-qualification Bid for Empanelment of Agencies for Hiring of Vehicles against your Tender Enquiry No. : NPTI/CO/Purch/ T-1/Vehicles/2012- reg.

Sir,

We, the undersigned, are submitting our Pre-qualification bid for empanelment of agencies for hiring of vehicles in accordance with your Tender Enquiry No. NPTI/CO/Purch/T-1/ Vehicles/ 2012. We are hereby submitting our bid, in a sealed envelope.

We hereby declare that all the information and statements made in this bid are true and accept that any misinterpretation or false information / documentation contained in it may lead to our disqualification.

We accept all the terms and conditions of this tender document and we are not deviating from your terms and conditions. Our bid is binding upon us. We understand you are not bound to accept any bid you receive.

Yours sincerely

Authorized Signature [*In full and initials*]:

Name and Title of Signatory:

Name of Bidder:

Address:

Telephone (Office):

Telephone (Mobile):

Fax:

Email:

HIRING OF VEHICLES - PRE-QUALIFICATION BID

1. General Particulars of the Bidders

Sl. No.	General particulars of the Agency	Details to be filled up by the Bidder			
1.	(a) Name of Firm				
	(b) Regd. Address				
	(c) Address of Office				
	(d) Address of Garage				
	(e) Year of Establishment of the firm				
	(f) Contact Person's a. Name & Designation b. Tel. No. Landline / Mobile c. Email ID d. Mobile e. Fax				
2.	Type of Firm: Private Ltd./Public Ltd./Cooperative/ NGO/ PSU. (Please enclose copy of Memorandum/Articles of Association / Certificate of Incorporation				
3.	Total Number of Taxis registered in each category	A	B	C	D
4.	Bank A/c No. (Please enclose an unsigned cancelled cheque)				
5.	Number of Cars in the name of the Firm/Partner/Director				
6.	Details of Earnest Money Deposit (EMD) DD No. : Dated: Amount : Drawn On :				

(Signature of Authorized Person with Seal)

2. QUALIFYING REQUIREMENTS DATA

S. No.	QR Parameters	QR Data					Whether required documents attached Yes/No	
1.	The bidder should have at least two (2) years' experience in work of similar nature with large corporate of repute, with an average annual turnover of `4.00 Lakhs during the last 2 years	A)	Copies of Certificate of Incorporation/Copy of the Partnership deed/Instrument of Partnership					
		B)	List of clients with names, address and contact nos. of concerned officials					
		S. No.	Name, Address, Contact No. of the Organization	Contract period (From & To)	Details of services (No. of vehicles) provided	Contracts still on (Yes/No)	Enclose Certificate of experience from Client Organization (Yes/No)	
		1.						
		2.						
3.								

			4.							
		C)	Average annual turnover of last 2 years.							
			Year	Annual Turnover	Average Turnover	Photocopy of supporting document Attached (Yes/No)				
			2010-11							
			2009-10							
2.	The bidder should have Swift Dzire/ Indica/ Indigo/ Innova/ Tavera/ Honda City/ Honda Civic/ Maruti SX4/ Toyota Corolla etc., of model 2009 or later registered as commercial vehicle in the name of company/ firm/ partner/ director/long term tie up and provide Photocopies of Registration Books of at least 02 nos. cars registered as commercial vehicle under category A&B and 01 No. Car registered as commercial vehicle under category C&D along with the latest and valid insurance covers	A)	CATEGORY- A: ECONOMY CARS (Tata-Indica/Swift/i10/i20/ Punto/ Skoda Fabia etc.)							
			No. of registered cars in the name of Firm /Partners/ Director	Date of registration	Whether Commercially Registered (Yes/No)	Photocopy of RC Book Attached (Yes/No)	Photocopy of Insurance Certificate Attached (Yes/No)			
		B)	CATEGORY - B: MEDIUM CARS (Maruti- Swift-Dzire / Ford-Fiesta / Indigo / Manza VX / Logan / Cheverlet Aveo / Fiat Linea etc.) - All AC Vehicles.							

			No. of registered cars in the name of Firm /Partners/ Director	Date of registration	Whether Commercially Registered (Yes/No)	Photocopy of RC Book Attached (Yes/No)	Photocopy of Insurance Attached (Yes/No)	
		C)	CATEGORY-C: Deluxe Cars (City i-VTEC (Honda)/Maruti SX4/Verna/Chevrolet Optra, etc)					
			No. of registered cars in the name of Firm /Partners/ Director	Date of registration	Whether Commercially Registered (Yes/No)	Photocopy of RC Book Attached (Yes/No)	Photocopy of Insurance Attached (Yes/No)	
		D)	CATEGORY-D: SPACIOUS CAR (Tata Vectra / Scorpio /Innova / Tavera / Xylo etc..)					
			No. of registered cars in the name of Firm /Partners/ Director	Date of registration	Whether Commercially Registered (Yes/No)	Photocopy of RC Book Attached (Yes/No)	Photocopy of Insurance Attached (Yes/No)	

3.	The bidder should have his office /Garage in Faridabad/Delhi/NCR with phone/mobile connection, and capable of providing taxis round the clock	A)	For Category A			
			Garage Details	Address	Phone/Mobile	
			Garage in Gurgaon			
			Garage in Faridabad/ Delhi/NCR			
		B)	For Category B			
			Garage Details	Address	Phone/Mobile	
			Garage in Gurgaon			
			Garage in Faridabad/ Delhi/NCR			
		C)	For Category C			
			Garage Details	Address	Phone/Mobile	
Garage in Faridabad/ Delhi/NCR						

		D)	For Category D			
			Garage Details	Address	Phone/Mobile	
			Garage in Faridabad/ Delhi/NCR			
4.	The company should be registered for Service Tax payment					
5.	Income Tax Return, PAN/GIR No.					

(Signature of Authorized Person with Seal)

Note: Agencies / Bidders not submitting full information / documents at first instance run the risk of rejection.

SECTION-7

FINANCIAL BID (Contents of Envelope -2)

BID SUBMISSION FORM

[Date]

From: [Name, address and telephone nos. of the bidder]

To
The Deputy Director (Purchase)
National Power Training Institute
NPTI Complex, Sector –33, Faridabad – 121 003
Tel: 0129-2275448, Telefax: 0129-2277412
website : www.npti.in

Subject- Submission of Financial Bid for Empanelment of Agencies for Hiring of Vehicles against your Tender Enquiry No. : NPTI/CO/Purch/ T-1/Vehicles/2012- reg.

Sir,

We, the undersigned, are submitting our Financial Bid for empanelment of agencies for hiring of vehicles in accordance with your Tender Enquiry No. : NPTI/CO/Purch/ T-1/Vehicles/2012. We are hereby submitting our bid, in a sealed envelope.

We hereby declare that all the information and statements made in this bid are true and accept that any misinterpretation or false information / documentation contained in it may lead to our disqualification.

We accept all the terms and conditions of this tender document and we are not deviating from your terms and conditions. Our bid is binding upon us. We understand you are not bound to accept any bid you receive.

Yours sincerely

Authorized Signature [*In full and initials*]:

Name and Title of Signatory:

Name of Bidder:

Address:

Telephone (Office):

Telephone (Mobile):

Fax:

Email:

HIRING OF VEHICLES - FINANCIAL BID

PRICE BID-1A (For Agencies having Garage at Gurgaon)

CATEGORY- A: ECONOMY CARS (Tata-Indica/Swift/i10/i20/Punto/Skoda Fabia etc.)

S.No.	DAILY BASIS	RATES (in Rs.)
	HIRING CHARGES FOR LOCAL JOURNEY	
1.	Non- AC Vehicle	
	a) Daily basis up to 80 kms, 08 hrs (full day)	
	b) Daily basis up to 40 kms, 04 hrs (half day)	
2.	AC Vehicle	
	a) Daily basis up to 80 kms, 08 hrs (full day)	
	b) Daily basis up to 40 kms, 04 hrs (half day)	
3.	Charges for Extra Kilometer/(per Km) for Non- AC Vehicle	
4.	Charges for Extra Kilometer (per Km) for AC Vehicle	
5.	Charges for extra time beyond 08 Hrs. (Per Hour)	
6.	Night stay charges (Per night) Local	
7.	OUTSTATION JOURNEY (AC Vehicle)	
	a) Charges for 200 Kms and 24 hours	
	b) Night Stay Charges per night	

Applicable Taxes:

1	Applicable tax (specify type of Tax/Rate/% age etc.)	
2	Other taxes, if any	

1. Journey outside Delhi/ NCR area will be treated as outstation journey.
2. Night stay charges for local or outstation journey shall be paid only if the vehicle is kept beyond 12:00 midnight.
3. Payment for outstation journey shall be made as per example illustrated below.

Example:- 1

Total days of utilization	= 4 Days
Nights Utilized	= 3 Nights
Total Distance Travelled	= 600 Km
Total Amount Payable will be	= Charges for 800 Km + 3 Night Charges

(Signature of Authorized Person with Seal)

Example:- 2

Total days of utilization

= 4 Days

Nights Utilized

= 3 Nights

Total Distance Travelled

= 900 Km

Total Amount Payable will be

= Charges for 800 Km + Charges for 100 Km
on Prorata basis + 3 Night stay charges

(Signature of Authorized Person with Seal)

Date:

Place:

HIRING OF VEHICLES - FINANCIAL BID

PRICE BID-1B (For Agencies having Garage at Faridabad/Delhi/NCR)

CATEGORY- A: ECONOMY CARS (Tata-Indica/Swift/i10/i20/Punto/Skoda Fabia etc.)

S.No.	DAILY BASIS	RATES (in Rs.)
	HIRING CHARGES FOR LOCAL JOURNEY	
1.	Non- AC Vehicle	
	a) Daily basis up to 80 kms, 08 hrs (full day)	
	c) Daily basis up to 40 kms, 04 hrs (half day)	
2.	AC Vehicle	
	a) Daily basis up to 80 kms, 08 hrs (full day)	
	b) Daily basis up to 40 kms, 04 hrs (half day)	
3.	Charges for Extra Kilometer/(per Km) for Non- AC Vehicle	
4.	Charges for Extra Kilometer (per Km) for AC Vehicle	
5.	Charges for extra time beyond 08 Hrs. (Per Hour)	
6.	Night stay charges (Per night) Local	
7.	OUTSTATION JOURNEY (AC Vehicle)	
	a) Charges for 200 Kms and 24 hours	
	b) Night Stay Charges per night	

Applicable Taxes:

1	Applicable tax (specify type of Tax/Rate/% age etc.)	
2	Other taxes, if any	

1. Journey outside Delhi/ NCR area will be treated as outstation journey.
2. Night stay charges for local or outstation journey shall be paid only if the vehicle is kept beyond 12:00 midnight.
3. Payment for outstation journey shall be made as per example illustrated below.

Example:- 1

Total days of utilization	= 4 Days
Nights Utilized	= 3 Nights
Total Distance Travelled	= 600 Km
Total Amount Payable will be	= Charges for 800Km + 3 Night Charges

(Signature of Authorized Person with Seal)

Example:- 2

Total days of utilization

= 4 Days

Nights Utilized

= 3 Nights

Total Distance Travelled

= 900 Km

Total Amount Payable will be

= Charges for 800Km + Charges for 100Km
on prorata basis + 3 Night stay charges

(Signature of Authorized Person with Seal)

Date:

Place:

PRICE BID-2A (For Agencies having Garage at Gurgaon)

CATEGORY - B: MEDIUM CARS (Maruti- Swift-Dzire / Ford-Fiesta / Indigo / Manza VX / Logan / Cheverlet Aveo / Fiat Linea etc.) - All AC Vehicles

S.No.	DAILY BASIS	RATES (in Rs.)
	HIRING CHARGES FOR LOCAL JOURNEY	
1.	Non- AC Vehicle	
	a) Daily basis up to 80 kms, 08 hrs (full day)	
	b) Daily basis up to 40 kms, 04 hrs (half day)	
2.	AC Vehicle	
	a) Daily basis up to 80 kms, 08 hrs (full day)	
	b) Daily basis up to 40 kms, 04 hrs (half day)	
3.	Charges for Extra Kilometer/(per Km) for Non- AC Vehicle	
4.	Charges for Extra Kilometer (per Km) for AC Vehicle	
5.	Charges for extra time beyond 08 Hrs. (Per Hour)	
6.	Night stay charges (Per night) Local	
7.	OUTSTATION JOURNEY (AC Vehicle)	
	a) Charges for 200 Kms and 24 hours	
	b) Night Stay Charges per night	

Applicable Taxes:

1	Applicable tax (specify type of Tax/Rate/% age etc.)	
2	Other taxes, if any	

1. Journey outside Delhi/ NCR area will be treated as outstation journey.
2. Night stay charges for local or outstation journey shall be paid only if the vehicle is kept beyond 12:00 midnight.
3. Payment for outstation journey shall be made as per example illustrated below.

Example:- 1

Total days of utilization = 4 Days
Nights Utilized = 3 Nights
Total Distance Travelled = 600 Km
Total Amount Payable will be = Charges for 800Km + 3 Night Charges

(Signature of Authorized Person with Seal)

Example:- 2

Total days of utilization

= 4 Days

Nights Utilized

= 3 Nights

Total Distance Travelled

= 900 Km

Total Amount Payable will be

= Charges for 800Km + Charges for 100Km on
Prorata basis + 3 Night stay charges

(Signature of Authorized Person with Seal)

Date:

Place:

PRICE BID-2B (For Agencies having Garage at Faridabad/Delhi/NCR)

CATEGORY - B: MEDIUM CARS (Maruti- Swift-Dzire / Ford-Fiesta / Indigo / Manza VX / Logan / Cheverlet Aveo / Fiat Linea etc.) - All AC Vehicles

S.No.	DAILY BASIS	RATES (in Rs.)
	HIRING CHARGES FOR LOCAL JOURNEY	
1.	Non- AC Vehicle	
	a) Daily basis up to 80 kms, 08 hrs (full day)	
	b) Daily basis up to 40 kms, 04 hrs (half day)	
2.	AC Vehicle	
	a) Daily basis up to 80 kms, 08 hrs (full day)	
	b) Daily basis up to 40 kms, 04 hrs (half day)	
3.	Charges for Extra Kilometer/(per Km) for Non- AC Vehicle	
4.	Charges for Extra Kilometer (per Km) for AC Vehicle	
5.	Charges for extra time beyond 08 Hrs. (Per Hour)	
6.	Night stay charges (Per night) Local	
7.	OUTSTATION JOURNEY (AC Vehicle)	
	a) Charges for 200 Kms and 24 hours	
	b) Night Stay Charges per night	

Applicable Taxes:

1	Applicable tax (specify type of Tax/Rate/% age etc.)	
2	Other taxes, if any	

1. Journey outside Delhi/ NCR area will be treated as outstation journey.
2. Night stay charges for local or outstation journey shall be paid only if the vehicle is kept beyond 12:00 midnight.
3. Payment for outstation journey shall be made as per example illustrated below.

Example:- 1

Total days of utilization = 4 Days
Nights Utilized = 3 Nights
Total Distance Travelled = 600 Km
Total Amount Payable will be = Charges for 800Km + 3 Night Charges

(Signature of Authorized Person with Seal)

Example:- 2

Total days of utilization

= 4 Days

Nights Utilized

= 3 Nights

Total Distance Travelled

= 900 Km

Total Amount Payable will be

= Charges for 800Km + Charges for 100Km on
Prorata basis + 3 Night stay charges

(Signature of Authorized Person with Seal)

Date:

Place:

PRICE BID-3**CATEGORY-C: DELUXE CARS (City i - VTEC (Honda)/Maruti SX4/Verna/Chevrolet Optra, etc)**

S.No.	DAILY BASIS	RATES (in Rs.)
	HIRING CHARGES FOR LOCAL JOURNEY	
1.	Non- AC Vehicle	
	a) Daily basis up to 80 kms, 08 hrs (full day)	
	b) Daily basis up to 40 kms, 04 hrs (half day)	
2.	AC Vehicle	
	a) Daily basis up to 80 kms, 08 hrs (full day)	
	b) Daily basis up to 40 kms, 04 hrs (half day)	
3.	Charges for Extra Kilometer/(per Km) for Non- AC Vehicle	
4.	Charges for Extra Kilometer (per Km) for AC Vehicle	
5.	Charges for extra time beyond 08 Hrs. (Per Hour)	
6.	Night stay charges (Per night) Local	
7.	OUTSTATION JOURNEY (AC Vehicle)	
	a) Charges for 200 Kms and 24 hours	
	b) Night Stay Charges per night	

Applicable Taxes:

1	Applicable tax (specify type of Tax/Rate/% age etc.)	
2	Other taxes, if any	

- Journey outside Delhi/ NCR area will be treated as outstation journey.
- Night stay charges for local or outstation journey shall be paid only if the vehicle is kept beyond 12:00 midnight.
- Payment for outstation journey shall be made as per example illustrated below.

Example:- 1

Total days of utilization	= 4 Days
Nights Utilized	= 3 Nights
Total Distance Travelled	= 600 Km
Total Amount Payable will be	= Charges for 800Km + 3 Night Charges

(Signature of Authorized Person with Seal)

Example:- 2

Total days of utilization

= 4 Days

Nights Utilized

= 3 Nights

Total Distance Travelled

= 900 Km

Total Amount Payable will be

= Charges for 800Km + Charges for 100Km on
Prorata basis + 3 Night stay charges

(Signature of Authorized Person with Seal)

Date:

Place:

PRICE BID-4**CATEGORY -D: SPACIOUS CAR (Tata Vectra / Scorpio /Innova / Tavera / Xylo etc..)**

S.No.	DAILY BASIS	RATES (in Rs.)
	HIRING CHARGES FOR LOCAL JOURNEY	
1.	Non- AC Vehicle	
	a) Daily basis up to 80 kms, 08 hrs (full day)	
	b) Daily basis up to 40 kms, 04 hrs (half day)	
2.	AC Vehicle	
	a) Daily basis up to 80 kms, 08 hrs (full day)	
	b) Daily basis up to 40 kms, 04 hrs (half day)	
3.	Charges for Extra Kilometer/(per Km) for Non- AC Vehicle	
4.	Charges for Extra Kilometer (per Km) for AC Vehicle	
5.	Charges for extra time beyond 08 Hrs. (Per Hour)	
6.	Night stay charges (Per night) Local	
7.	OUTSTATION JOURNEY (AC Vehicle)	
	a) Charges for 200 Kms and 24 hours	
	c) Night Stay Charges per night	

Applicable Taxes:

1	Applicable tax (specify type of Tax/Rate/% age etc.)	
2	Other taxes, if any	

OUTSTATION JOURNEY:-

- Journey outside Delhi/ NCR area will be treated as outstation journey.
- Night stay charges for local or outstation journey shall be paid only if the vehicle is kept beyond 12:00 midnight.
- Payment for outstation journey shall be made as per example illustrated below.

Example:- 1

Total days of utilization	= 4 Days
Nights Utilized	= 3 Nights
Total Distance Travelled	= 600 Km
Total Amount Payable will be	= Charges for 800Km + 3 Night Charges

(Signature of Authorized Person with Seal)

Example:- 2

Total days of utilization

= 4 Days

Nights Utilized

= 3 Nights

Total Distance Travelled

= 900 Km

Total Amount Payable will be

= Charges for 800Km + Charges for 100Km on
Prorata basis + 3 Night stay charges

(Signature of Authorized Person with Seal)

Date:

Place: