

Institute for Defence Studies and Analyses (IDSA)

**1, Development Enclave, Rao Tula Ram Marg
Delhi Cantonment, New Delhi -110010**

Advertisement No. IDSA/058/2012

REQUIREMENT OF HIRED VEHICLE

Sealed tenders are invited from experienced and resourceful transport companies for providing one Esteem or equivalent Car for 365 days, for usage at IDSA. For details please visit our website

www.idsa.in

**INSTITUTE FOR DEFENCE STUDIES AND ANALYSES
(IDSA)**

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SUB : HIRING OF VEHICLES FOR OFFICIALS / SCHOLARS / GUESTS

1. Sealed tenders are invited from experienced and resourceful Tourist Transport firms for providing one Air Conditioned Indigo or equivalent petrol driven Car for transportation of officials / consultants / scholars / guests of IDSA for 365 days for a minimum running of vehicle for 1600 kms per month. It will be a rate contract for a year from the date of award of contract.

2. The tender should be accompanied with a bank draft of Rs. 7500/- (Rupees Seven Thousand and five hundred only) drawn in favour of IDSA, New Delhi as earnest money. The earnest money will be treated as security deposit in case of successful bidder which will be refundable on satisfactory completion of the contract.

3. The tenderer should be registered Tour / Taxi operator and should have been providing transport services to govt / PSUs / reputed organizations for minimum 3 years.

4. The tenderer should own a minimum fleet of following vehicles which are not more than 5 yrs old & in good condition.

- | | | | |
|----|-----------------|---|----|
| a) | Indica | - | 05 |
| b) | Indigo | - | 10 |
| c) | Innova / Tavera | - | 04 |

5. The driver provided by the tour operator, must have police verification, valid driving licence and provided with mobile phone.

6. Tender form can be obtained free of cost from the office of AD (Admin), IDSA (Room no 312) on all working days between 0930 - 1730 H from 13 Sep to 24 Sep 12. The tender along with earnest money should reach AD (Admin) by hand / through post by 05 Oct 2012, 1500 H.

7. **General Terms and Conditions.**

a) The quoted rates should be inclusive of driver's salary, fuel cost, maintenance of assigned vehicle, insurance of vehicle and all type of miscellaneous expenses which are deemed to be accrued during the contract period.

b) The registration of vehicle should not be older than one year. IDSA reserves the right to cancel the vehicle after physical verification. Decision of Estate Manager in this regard will be final and binding.

c) IDSA holds no responsibility for the credential and character of assigned driver and it will be the sole responsibility of the firm for the conduct of the assigned driver.

d) Driver should wear neat and clean uniform with name badge on the front pocket. It is the duty of firm to obtain police verification of the driver and issue a photo ID by the firm.

e) IDSA reserves the right to discontinue services of the driver on duty without assigning any reason, whereas, the firm has to take written permission from IDSA to remove the driver on duty.

f) The contract is for one year and rates shall remain firm through out the contract period irrespective of any change of any kind such as hike in fuel price, increase of minimum wages etc.

g) Payment will be made on quarterly basis on production of bills in original and duplicate thoroughly verified by Transport in-charge / Estate Manager.

h) The vehicle will be hired for 720 hrs in a quarter and no overtime will be paid for a particular day as extra hours. Overtime will only be paid in case duty of vehicle exceeds 720 hrs in three months.

j) The General timings will be 0900 H to 1700 H. However, IDSA reserves the right to amend the said timings and restrict the working hours on particular days.

k) Tenderers should submit following documents with their bids :-

i) Balance sheet for last three years.

ii) Income tax return for last three years.

iii) No of vehicles in fleet along with their registration numbers and year of registration.

iv) No of employees.

v) Details of work done with the organizations in last three years with experience certificate and copy of present assignments.

l) The rates must be quoted in prescribed format of financial bid as attached.

m) Upon acceptance of bid, no subletting / transfer would be allowed by the firm except with the prior permission of Director General, IDSA.

n) On acceptance of bid, the bidder shall be required to enter into an appropriate agreement with IDSA within a fortnight, incorporating the aforesaid terms and conditions, inter alia, in accordance with law. All expenses and statutory / regulatory levies in this regard shall be borne by the bidder.

p) A security deposit @ of 10 % of annual contract value will be deposited by the successful bidder in form of cheque / bank guarantee / draft within 15 days after signing the agreement.

q) If services of the firm found unsatisfactory, IDSA can cancel the contract with the firm without assigning any reason and the security deposit in this case will not be refunded. However, the firm has to give notice of atleast three months in advance if it does not want to continue the contract.

8. **Penalty Clause.** A penalty of Rs. 1000/- will be imposed if any misconduct / misbehavior found by the driver and vehicle found under breakdown for more than two hours, if substitute not provided.

9. IDSA reserves the right to amend / withdraw / cancel the tender notice at any stage of the process at its sole discretion without assigning any reason.

Estate Manager
IDSA

FINANCIAL BID

<u>SL</u>	<u>DESCRIPTION</u>	<u>RATES</u>
a)	Providing 01 Indigo or equivalent Car for 365 days and 720 hrs in a quarter to IDSA as per terms and conditions described in the tender document. Rates for running of minimum 1600 Kms per month.	
b)	Overtime rates per hour after 720 Hrs in a Quarter	
c)	Rates per km over & above 1600 Kms	

Note :- Half hour of overtime will not be considered.

Signature of tenderer
With Company Seal