



सत्यमेव जयते

Government of India

AIRPORTS ECONOMIC REGULATORY AUTHORITY OF INDIA

TENDER DOCUMENT

FOR

**HIRING OF VEHICLE ON CONTRACT/MONTHLY AND NEED
BASIS**

OF

**AERA Building, Administrative Complex,
Safdarjung Airport, New Delhi**

Handwritten signature in blue ink.

AIRPORTS ECONOMIC REGULATORY AUTHORITY OF INDIA

No.AERA/10015/HOV/2014

Dated: 17th December, 2014

To

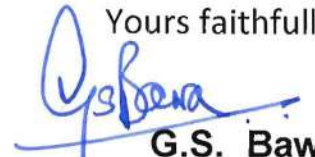
M/S _____

Subject: Tender Notice for hiring of vehicle on Contract/Monthly and need basis for use of AERA

Dear Sir(s),

1. Reference your application No. _____ Dt. _____ for issue of tender documents for the above mentioned work.
2. A set of tender documents for the said work is enclosed herewith. You are advised to go through the tender documents, **instructions and guidelines** minutely before quoting your rate.
3. Your particular attention is invited to clause regarding **mode /method of** submission of tender in two sealed covers and same must be followed. The proforma of letter regarding unconditional acceptance of AERA's tender conditions is enclosed with this tender document. The proforma may please be duly signed and submitted in cover No. 1.

Yours faithfully,



G.S. Bawa

OFFICER ON SPECIAL DUTY-I

(For & on behalf of Airports Economic Regulatory Authority of India)



AERA/10015/HOV/2014
Airports Economic Regulatory Authority of India

**AERA Building,
Administrative Complex,
Safdarjung Airport,
New Delhi-110003**

Dated 17th December, 2014

TENDER NOTICE

Subject: Tender Notice for hiring of vehicle on contract/Monthly and need basis for use of AERA.

SEALED TENDERS are invited from reputed Tours & Travels Operators/Agencies/Companies located in New Delhi/Delhi, for hiring of vehicles/taxis for the official use of Airports Economic Regulatory Authority of India. Initially two number of vehicles are required. However, maximum 5 vehicles may be requisitioned by this Authority at any point of time. The contract is for a period of one year which is extendable for a further period of 2 years (on yearly basis) on satisfactory performance of the firm and as per needs of the Authority,. Firms which fulfill the following criteria may only apply:-

- i The Bidder should be registered with relevant authorities;
 - ii The Bidder should have at **least 05 nos.** of different type AC/ Non AC Vehicle registered with appropriate authority in Delhi / New Delhi.
 - iii Four vehicles of the make/model namely Indica/Santro/Zen/Esteem/Indigo/Maruti SX4/Swift Dezire (AC/Non AC) etc. should not be manufactured & registered earlier than 2014 All vehicles should be in good running condition and mechanically sound with decent interiors with necessary accessories.
 - iv The Bidder should have at least three years experience of providing Vehicle to Central Government Ministry/ Deptt./PSUs/ Organizations etc.
 - v Bid should be valid for a period of 60 days;
 - vi Bidder should have a well established office, located within Delhi / New Delhi.
 - vii The Bidder should furnish **earnest money of Rs.20,000/-** (Rupees Twenty Thousand only) by D.D./Pay order drawn at Delhi in favour of "**Airports Economic Regulatory Authority of India**", Payable at Delhi/New Delhi from nationalized/schedule bank, failing which the tender will be rejected.
2. The quotations should contain two parts: Technical Bid and Financial Bid. Technical Bid and Financial Bid may be placed in separate **sealed covers** superscribed as "**TECHNICAL BID**" and "**FINANCIAL BID**" respectively and thereafter both the covers should be placed in a bigger third sealed cover superscribed as "**Quotations for Supply of Vehicle on contract/ monthly/ need basis**" and addressed to the OSD-I, AERA Administrative Complex Safdarjung Airport, New Delhi-110003.



3. The Technical Bids should be submitted along with information/document as per **Annexure-I**. A checklist (**Annexure-II**) to ensure that the Performa containing parameter is properly filled up should be attached along with Technical Bid. It may be ensured that self attested copies of the following documents are enclosed along with Technical Bids:
 - i Copy of details of past experience of last three years providing services in the same field in Government Ministers/Department/PSUs/Organizations with the Name of contact persons and their telephone numbers.
 - ii Performance Certificate issued by atleast one of the organizations where cars/taxis of the firms are presently engaged should be enclosed with the bids.
 - iii Copies of Certificates of Incorporation of firm, PAN No. and Service Tax Registration.
 - iv Copies of RCs for at least 05 Nos. of taxis/cars.
 - v In case of partnership firms, a copy of the partnership agreement, or general Power of Attorney duly attested by a Notary Public, should be furnished on stamped paper duly sworn or affirmed by all the partners admitting execution of the partnership agreement or the general Power of Attorney. The attested copy of the certificate or registration of firm should also be enclosed along with the tender.
4. The Financial Bids in separate envelope should be strictly as per the format given in the **Annexure-III**. The rates quoted in the Financial Bids should be written in both in words and figures. Quotations with any cutting or overwriting in figures will not be considered, unless corrections are countersigned. The Financial Bid should be properly sealed and signed by the authorized signatory of the firm.
5. Financial Bids of only those firms will be opened, who will be shortlisted on the basis of the evaluation of Technical Bids and after inspection of their vehicles by the Competent Authority of AERA. The firms would be required to bring their vehicles for inspection along with original RCs as and when intimated by the Authority before the Financial Bids are opened. The date of opening of the Financial Bids would be intimated to the bidders after scrutinizing of the Technical Bids.
6. EMD will be returned to unsuccessful bidders, without interest, after the process of tender is over. EMD without interest to the successful bidder will be returned on receipt of performance Guarantee/Security.
7. The successful bidder will have to deposit a Performance Guarantee/Security of **Rs. 1,25,000/- (Rupees One Lakh Twenty Five Thousand only)** in the form of Fixed Deposit Receipt/Bank Guarantee from any commercial bank in favour of '**Airports Economic Regulatory Authority of India**' which shall remain valid for a period of 60 days beyond the date of completion of all contractual obligations. The security is refundable without any interest on termination of the contract after deducting penalty/ liability of any kind imposed by this Authority on account of unsatisfactory services.
8. The power to accept tender rests with this Authority. The Authority will not entertain any request of the vendors for revision of rates during the tenure of the contract.
9. The tender/contract is further subject to the terms and conditions attached at **'Annexure-A'**.



10. The 'Tender Document' can be downloaded from the Authority's website www.aera.gov.in or can be collected from the O/o OSD-I, Airports Economic Regulatory Authority, Administrative Complex, Safdarjung Airport, New Delhi-110003 between 11.00 AM to 4.00 PM on all working days from 18th December, 2014 to 8th January, 2015.
11. Sealed quotations shall be delivered to OSD-I, Airports Economic Regulatory Authority of India, Administrative Complex, Safdarjung Airport, New Delhi-110003, on or before 9th January, 2015 upto 15.00 hrs. The quotations will be opened on the same day at 15.30 hrs. , in the presence of tenderers/agencies or their authorized representatives who may wish to be present. Quotations received after due date & time shall not be considered.


(G.S. Bawa)
Officer on Special Duty - I



Terms & Conditions
(Tender for hiring of Vehicles)

1. Vehicle to be supplied should be registered in appropriate authority in Delhi/New Delhi.
2. Vehicles hired on Monthly basis are normally expected to remain with the Authority for official use from 8.30 am to 6.30 pm on all working days, i.e. Monday to Friday and may be required for longer hours and may also be required on Saturdays, Sunday and closed Holidays. Therefore, the service provider shall be bound to deliver the services on all days under the Annual Rate Contract. Vehicles hired on day today / need basis should be make available as and when the requirements arise.
3. The vehicles to be supplied should be excellent mechanically as well as physically i.e. outer body/upholstery etc.
4. Vehicle should be well maintained during the contract period. Vehicle offered should be properly cleaned and washed daily before reporting for duty. In the event of the Authority not being satisfied with the functioning of the vehicle, its maintenance or cleanliness, the agency shall be bound to provide alternate vehicles. The decision of Authority shall be final in this regard and any objection by the service provider shall be deemed to be a violation of the Contract and shall render such Service Provider to termination of the Contract and shall render such Service Provider to termination of the Contract with this Authority.
5. The vehicles hired on monthly basis shall be for the exclusive use of this Authority and sharing with any other user or the service provider will not be allowed under any circumstances.
6. The contract would be initially for a period of one year and may be considered for extension for a further period of two years, on yearly basis, based on satisfactory performance and without any revision of rates, on mutual consent of both the parties.
7. The firm should have at least three (03) years of experience in tours and travel business and in providing vehicles to Government/PSU Sector. Copies of work orders in respect of their existing contract(s) with Government/PSU Sector may be enclosed.
8. The firm should have at least 5 vehicles of the make/model namely Indica/Santro/Zen/Esteem/Indigo/Maruti SX4/Swift Dezire (AC/Non AC) etc.
9. Performance certificate from at least one of the Government Department/Major PSUs/organization, where the transport services are being provided at present should attached with the Bid.
10. The firm should have minimum average annual turnover of Rs. 30 lacs during the last 3 F.Y. ended with 31/03/2014.



11. The drivers of the vehicle will be well dressed and must follow traffic rules and other regulations prescribed by the Government from time to time. Drivers should be conversant with all important places in Delhi and NCR.
12. It shall be the responsibility of the Service Provider to ensure the fitness level of the drivers. Drivers aged above 60 years will not be acceptable. The drivers deployed should possess a good knowledge of operating portable fire extinguishers equipped in the taxi, traffic rules. They should escort the officers to office/other buildings with torchlight at night or with umbrella during rains etc.
13. The firm shall ensure proper conduct of Drivers while on duty and enforce prohibition of consumption of alcoholic drinks/drugs, chewing of paan/gutka/smoking/listening of music while driving.
14. The firm should ensure that the drivers being provided possess valid driving license in their names with at least three (03) years of experience. They should be adequately trained in safe driving skills, should be in uniform/well mannered and courteous. They should always carry mobile phone with them, to enable the officers to contact them at any time. They should carry all the necessary documents (Registration Certificate, valid Insurance Papers, PUC Certificate etc.) with them.
15. In case of any misbehavior by the driver or any other deficiency noticed in the working of the driver, the bidder shall provide an alternate driver within 24 hours. No dispute can be raised by the Service provider about service condition of the driver.
16. Vehicles must be made available at any given time and day as desired by the officer with whom the vehicle is attached. Drivers deployed by the firm should be paid as per prevailing Minimum wages Act of NCT of Delhi at their end. The Authority shall not be a party in any dispute whatsoever regarding wages and allowances of drivers.
17. The antecedents of drivers to be deployed should be properly verified by the concerned Authority and their details names, address, telephone nos. photo etc.) will have to be provided to this office.
18. The vehicles and drivers deployed with the Authority shall not be changed except under compelling circumstances and only with prior consent of the Authority.
19. The duty point would be AERA Building, Administrative Complex, Safdarjung Airport, New Delhi-110003. or any other place intimated by the Authority from time to time and the kilometre/mileage may calculated for the purpose of vehicle run and hours or duty should be reckoned from the point of reporting for duty intimated by the Authority and release of vehicle at the last place of drop of officers/officials of the Authority in the evening/night and not from garage to garage or last point to AERA Building, Safdarjung Airport, New Delhi. No mileage will be allowed to drivers for lunch/breakfast or for drawl of diesel/CNG etc.
20. The vehicle should be insured comprehensively and should have necessary valid permits from the concerned Authority.
21. All charges towards repair/servicing/salary of driver, fuel expenses or any other incidental expenses on operation and maintenance of the hired vehicles would be borne by the firm.
22. All liabilities, arising out of any legal dispute, accidents, breakdown etc. shall be borne/paid by the firm.



23. Legal disputes, if any, arising out of the contract shall have exclusive jurisdiction of Courts in Delhi only.
24. The approved rate will not be enhanced during the currency of the contract.
25. The successful bidder will also be required to submit copies of the Registration Certificates/Insurance Papers, PUC, permits etc. within five days for the vehicle proposed to be given to the Authority.
26. Bidders shall enclose an ink signed copy of the Terms and Conditions [signed on each page], conveying the acceptance of the same, while submitting their bids.
27. Firm should be in position to provide standby vehicle to this Authority within half an hour of reporting any breakdown to the contractor telephonically. All expenses are to be borne by the firm, in case of breakdown of a vehicle supplied.
28. A penalty of Rs.500/- per car per day shall be imposed if the transporter fails to provide vehicle on any particular day or is delayed by 8 hours.
29. The transporter must have all the required clearance certificates etc. from the concerned Government agencies as per rules.
30. For each hired vehicle, drivers are required to maintain separate log books i.e. details of various journeys performed during the day since morning till last duty, separately and all the entries be got attested from the user(s). On the basis of log book, driver should prepare duty slip, for the day and get signature of the authority concerned.. The copy of the log Book and original duty slip will have to be attached at the time of submission of the Bill each month.
31. The bills for hiring of vehicles would be submitted after the completion of the month. The payment shall be made on monthly basis against a bill duly supported by the monthly summary of the Log Book and Duty slip duly signed by the user(s) or concerned authorized officer of the Authority.
32. No payment shall be made to the firm in advance, nor any request of loan from bank/ financial institution be recommended on the basis of the award of work.
33. A certificate to be produced by the transporter from the competent/concerned authority to certify proper status/functioning of the "Odometer"/trip meter.
34. The rates quoted in the Financial Bids shall be inclusive of all expenses such as POL, Taxes, Fuel, maintenance, repair and servicing etc.
35. Service Tax as applicable will be paid on billing.
36. The firm should be in a position to supply vehicle on short notice as and when needed. The firm would also be required to provide additional vehicle at the quoted rates on demand.
37. The owner/authorized representatives of the firm should be available round the clock on direct telephone/mobile (office as well as residence) so as to respond to the call for vehicles in emergent cases. The mobile number should also be given.



38. All relevant papers duly updated shall be available in the vehicle at all times during the service rendered to this authority.
39. Tampering of km/mileage meter/actual distance covered, if any, found in course of duty will be taken seriously; contract of the erring service provider will be terminated and the security deposit forfeited in such event.
40. In case of dispute of any kind and in any respect whatsoever the decision of Secretary, Airports Economic Regulatory Authority of India (AERA) shall be final and binding to all. Any relaxation in terms and conditions in the Tender Notice will be at the sole discretion of Airports Economic Regulatory Authority of India.
41. The vehicles with Drivers should be placed at the disposal of Airports Economic Regulatory Authority of India as and when required. Airports Economic Regulatory Authority of India would be free to use the hired car in any manner for carrying officials, materials etc. as per its requirement and the firm will not have any objection to it.
42. No compromise will be made by this office towards punctuality, cleanliness, obedience, promptness, behavior etc. If the firm, at any point of time during official duty, fails to perform duties as directed by this Authority, the Security Deposit will be forfeited and contract will be terminated forthwith without any notice, by the Competent Authority.
43. Any losses or injuries due to road accident etc. arising during the course of engagement of the vehicles by this Authority shall be handled fully by the service provider. AERA or its users will not be involved in any manner and any liabilities arising out of such accidents will be the responsibility of the Service Provider alone. The bidder/Service Provider shall be bound to render complete indemnity to the AERA/its users against any liability criminal or civil, arising on account of hiring vehicle by this Authority.
44. AERA will not be responsible for any challan, loss, damage for accident to the vehicles or to any other vehicle or injury.
45. In the event of the firm backing out of the contract midstream, without any explicit consent of this Authority, the Authority reserves the right to recover the higher rates vis-à-vis the contracted rate which may have been incurred by the Authority on transportation of officers for the remaining period of contract through alternative means. The bill amount of the said month would also be forfeited.
46. Availability of fuel has to be ensured by the Service Provider. Any excuse for non-availability of fuel will not be acceptable.
47. In case of breakdown of the vehicle or non-availability of driver, the firm must provide replacement immediately at its own cost.
48. The Service Provider would ensure that vehicles registered under commercial registration are provided.
49. The Service Provider shall be responsible for complying with obligations under income tax, ESI, PF, Contract Labour (Regulation and Abolition) Act, Wages Act, Labour Laws etc. for drivers deployed on such vehicle and damages to third party arising due to accident, etc.



50. The Service Provider shall be responsible for all litigation arising out of the non-payment of road tax, service tax, traffic violations, etc. and other dues to the appropriate authority and also the payment of compensation to drivers and any involved parties (including the on board officers/employees of this Authority) in the event of death/injuries/damages arising out of accidents and / or due to various other causes.
51. It will be the responsibility of the Service Provider to comply with all statutory obligations on his part arising out of this contract.
52. In case of breach of any terms and conditions mentioned above the authority will have the right to cancel the work order without assigning any reason thereof and nothing will be payable by this Authority in that event and security deposit of the firm shall be forfeited.
53. **The bidder should be registered with the service tax department and should provide their 15 digits Service Tax Code Number while submitting their bids.**
54. The quotation has to be accompanied by an Earnest Money Deposit of **Rs.20,000/- (Rupees Twenty Thousand Only)** in the form of Demand Draft drawn in favour of Airports Economic Regulatory Authority of India, payable at Delhi/New Delhi. The successful bidder will have to deposit with Airports Economic Regulatory Authority of India a Performance Guarantee/Security of **Rs.1,25,000/- (Rupees One Lakh Twenty Five Thousand only)** in the form of Fixed Deposit Receipt/Bank Guarantee from any Nationalized/scheduled/commercial bank in favour of "**Airports Economic Regulatory Authority of India**" which shall remain valid for a period of 60 days beyond the date of completion of all contractual obligations. The security deposit is refundable without any interest on termination of the contract after deducting penalty/liability of any kind, being imposed by this Authority on account of unsatisfactory services.
55. If the contractor, after submission of bid and due acceptance of the same i.e. after the award of contract, fails to abide by the terms and conditions of these tender documents, the Authority will have the right to forfeit the EMD or the performance security, if deposited by the bidder.
56. Bids incomplete in any respect shall be liable to be rejected.
57. The Authority reserves the right to terminate the contract without assigning any reason by giving the contractor one calendar month's notice of its intention to do so.
58. The payment will be made on monthly basis on submission of pre-receipted bill(s) duly supported by duty slip(s)/log book sheet(s) duly signed by the concerned officers or his PS/PA.
59. Income Tax and other taxes, as applicable from time to time, will be deducted from the bills of the firms.
60. Envelope containing quotations in Annexure should be sent by post or delivered personally by the said date/time. Bids sent by fax will not be considered. To avoid any confusion/complication with regard to receipt of bids, it may be noted that responsibility rests with bidders to ensure that their quotations reach this office before due date/time. Late quotes will be rejected outright.



61. The envelope should be superscribed as “**Quotation for supply of vehicles on contract monthly/need basis**”. Quotations received without earnest money will not be considered.
62. The L1 firm will be decided on sum total of service, material, applicable taxes and duties (including exemption, sought/granted). The L1 will be determined on total cost basis.
63. It would be open for bidders to ask for any clarifications through e-mail in respect of the bid. Communications in this regard may be referred to OSD-I, Airports Economic Regulatory of India, Tel No.011-24622787/24695044-47 (Ext.232/242), E-mail (gsbawainaera@gmail.com / parveengupta_aai@yahoo.com) Airports Economic Regulatory Authority of India at least 03 days prior to the deadline for submission of bids. The responses thereto would be sent to the bidder(s) who sought the clarifications and it also would be uploaded in this Authority’s website simultaneously without revealing their identity (identities).
64. The bidding firm has to give a self certified certificate that it has not been blacklisted by any Central Government Department/PSU, Bank etc. If it is subsequently found out that the bidding firm has given false information or facts or has suppressed facts or manipulated the documents, etc. the earnest money/security deposit/performance guarantee will be forfeited and the bid/contract will be rejected/cancelled.
65. The Service Provider shall ensure that the odometer of car supplied is properly sealed.
66. The Applicant should have its own Bank Account. Copy of the account statement maintained for the last three years upto December, 2014 issued by the Bank, shall be enclosed.



ANNEXURE-I

TECHNICAL BID

S.No.	Particulars	
1.	Name of the Firm/Company/Agency/ Proprietor	
2.	Address of Firm/Company/Agency/ Proprietor	
3.	Telephone No. (Firm/Company/Agency/ Proprietor)	
4.	Year of Registration/Incorporation Certificate to be enclosed.	
5.	Number of Employees as on 01.04.2014	
6.	Annual Turnover (along with proof) for F.Y. 2011-12, 2012-13 & 2013-14	
7.	15 Digit Service Tax Code No. and PAN No. (Proof to be attached)	
8.	Whether EMD of Rs. 20,000/- enclosed in the form of Bank Draft/ Pay order (No. and Date)	
9.	Name and address of the Department/Ministries and other organizations where, at present, vehicles are engaged on regular/monthly basis (self certified and duly stamped copies of contract letter be attached)	
10.	Satisfactory Service Certificates from at least one Central Government Ministries/Departments/PSU/Organisation	
11.	Name, Designation and Address of the person to whom all references shall be made regarding this tender.	
12.	Telephone No.	Office: Residence:
13.	Mobile No.	
14.	Total Number of DLY taxis/cars registered (with copies of RCs)	

It is hereby certified that I/We, before signing this tender, have read and fully understood all the terms and conditions contained herein and undertake myself/ourselves to abide of them.

Date:

(Signature of the Authorized Person)

Place:

**Name
Designation
Business Address
Seal**



ANNEXURE-II

Checklist

S.NO.	Documents to be submitted	Yes	No	Page Nos.	Remark
1.	Annual turnover of the firm for the last three financial year ended 31.03.2014				
2.	Details of the past experience of providing services in the same field in Central Government Ministries/ Department/PSUs/Organisations with contact persons and their telephone numbers.				
3.	Satisfactory performance certificate from Central Government Ministries/ Department/PSUs/Organisations, where the transport services are being provided at present.				
4.	Copies of certificates of Incorporation of firm, PAN No. and Service Tax registration				
5.	Total number of DL Taxis/cars registered with the Agency (with copies of RCs)				
6.	EMD of Rs. 20,000/- in the form of DD/Pay Order.				



PRICE BID

(To be submitted on the firm's letter head)

Subject: HIRING OF VEHICLES ON CONTRACT/ MONTHLY / NEED BASIS**(i) Monthly Basis :**

Model of Car	Minimum Distance (Kms.)	Minimum Hours	Fixed rate for 2200 Km & 220 hrs	Additional rate per km beyond 2200 Kms.	Rate for extra hours beyond 220 hrs
Indica / Santro /Zen Non-AC or equivalent car	2,200	220			
Indica / Santro / Zen AC or equivalent Car	2,200	220			
Esteem/Ford Ikon/Indigo (AC) or equivalent car	2,200	220			
Maruti SX4/Maruti Dzire	2,200	220			

(ii) Day to Day Basis:

Model of Car	5 Hours / 50 Kms.	10 Hours/ 100 Kms.	rate for extra kms	Rate for extra hours
Indica/Santro/Zen Non AC or equivalent car				
Indica / Santro / Zen AC or equivalent car				
Esteem/Ford Ikon/Indigo (AC) or equivalent car				
Maruti SX4/ Maruti Dzire				

Note :The above rates are exclusive of applicable taxes which would be levied at the applicable rates. Any request for change of rates during the tenure of the contract due to hike in fuel rate / insurance premium would not be entertained by the AERA.

All the payments shall be subject to TDS, as applicable, at the time of payment.

I / We agree to abide by the terms and conditions stipulated by AERA as mentioned in the tender document at the rates quoted above.

I / We are not involved in any litigation that may have an impact of affecting or compromising the delivery of services as required under this tender.

I / We are not black-listed by any Central/State Government/Public Sector Undertaking in India.

Yours faithfully,

Signature,

Name _____
 Designation _____
 Company Name _____
 Company Seal _____

Date :
 Place :

