



Ref. No. : 3-8/Admn/NCSCM/2013/1

5th November 2013

**INVITATION FOR QUOTATIONS FOR HIRING VEHICLES FOR LOCAL
TRANSPORTATION ON CONTRACT BASIS**

From

The Director,
National Centre for Sustainable Coastal Management,
Anna University Campus,
Chennai - 600 025.

To

Dear Sirs,

Sub: Inviting quotation for Hiring vehicles for local transportation on Contract Basis - Reg.

National Centre for Sustainable Coastal Management (NCSCM) is an Autonomous Research Institute of the Ministry of Environment and Forests and has its Office located in Koodal Building, Anna University Campus, Chennai-600025.

Sealed quotation in the form of techno commercial bids are invited for Hiring vehicles for local transportation on contract basis from travel agents (whenever required). The scope of work and other terms & conditions are mentioned here under:-

TERMS AND CONDITIONS

1. SCOPE OF WORK:

- (1) The agency should provide vehicles (whenever required), on all days in a month and at any time including holidays to take any trips whether long or short at the direction of the NCSCM and shall be used exclusively for National Centre for Sustainable Coastal Management purpose
- (2) The agency should provide Protocol service on requirement basis.

2. QUALIFICATIONS OF THE AGENCY/TERMS OF WORK

- (1) The agency should be located within the radius of 10 kms from the present office of National Centre for Sustainable Coastal Management.

- (2) The vehicles should be in good running condition, hygienically maintained, having good and decent upholstery and should be less than 2 years old. Vehicle should be maintained in perfect condition throughout the contract period. All vehicle records such as registration certificate, insurance, permit etc., should be made up to date. The agency shall also provide qualified and experienced drivers with mobile phone.
- (3) The agency shall abide by all statutory requirements for running the hiring contract. National Centre for Sustainable Coastal Management shall have no responsibility and no way be liable towards taxes, fees, cost of diesel/petrol/Mobile, and salary to drivers, maintenance etc, or any other charges payable in respect of running the car hiring contract except the contract price.
- (4) The agency shall ensure that all the necessary documents (Registration certificate, insurance papers, Pollution documents, etc.) are available with drivers, and that the drivers are well-mannered and cleanly dressed. The drivers will also be required to carry a mobile phone with them to facilitate a quick contact.
- (5) The agency should have been providing vehicles for local transportation on a hire basis atleast for a period of 3 financial years (proof to be enclosed).
- (6) The agency should have done a business of minimum Rs. 5,00,000/- per annum in the last 3 financial years (proof to be enclosed).
- (7) Agency should enclose satisfaction certificate from minimum two clients of them, with whom they have done business for Rs. 2,50,000/- per annum and above in the last two financial year (including current financial year).
- (8) Agency should provide rates based on the kind of each vehicle.
- (9) The agency should maintain date wise account of journeys performed by each vehicle in the trip sheet given and submit the same to National Centre for Sustainable Coastal Management duly countersigned by the authorized officer along with the bill. The rates quoted will remain unchanged during the contract period under any circumstance. During the period of contract toll/ parking fee etc., paid during official use will be reimbursed on production of the receipt.
- (10) The agency shall have enough resources to repair their cars in a minimum possible time. At times, they should also be in position to arrange extra vehicles immediately.
- (11) The driver should be very polite and punctual and under no circumstances drive the vehicle under the influence of any intoxicating drink or drug. The agency shall be responsible for the conduct of the drivers. National Centre for Sustainable Coastal Management have the right to discontinue hiring the vehicles if in the opinion of the officers of National Centre for Sustainable Coastal Management by whatever designation such officer is called, the behavior of the driver is found objectionable and his opinion in this regard shall be final and binding on the supplier.
- (12) It will be the responsibility of the agency to see that the driver possesses the valid driving license and has got minimum of 3 years experience in driving the vehicle. The agency will also be responsible for any penalty or legal action imposed on the driver due to violation of any rules and regulations, laid down by the Government, from time to time.



- (13) Agency as well as the driver of the vehicle shall obey all directions issued by the officers to which the contract vehicle is attached or other designated officers of National Centre for Sustainable Coastal Management.
- (14) The kilometer(km) at the time of reporting for duty/release from duty will only be reckoned for calculation of total kms run or hours used.
- (15) Kilometer reading will start and terminate at the National Centre for Sustainable Coastal Management s office. No mileage will be permitted for lunch/tea break etc. The milometer should be in good working condition and accurate and in accordance with the regulations of the Motor Vehicles Department.
- (16) The number of vehicles to be hired may increase or decrease in future depending upon the requirement and the agency is liable to supply additional vehicles on the same terms and conditions.
- (17) National Centre for Sustainable Coastal Management will not be held responsible for any loss / damage to the vehicle, other properties, life or other unforeseen incident that may occur during the period of hiring of vehicle.
- (18) The agency shall bear all expenditure connected with maintenance of the vehicle including salary of driver, cost of fuel, repair charge, service charge, etc.
- (19) A plate bearing "ON DUTY, National Centre for Sustainable Coastal Management, GOVT. OF INDIA should be displayed in the front and back number plates.
- (20) Payment will be made on the basis of log book/ trip sheet entries certified by the concerned officers. No advance payment on any account will be made.
- (21) Agency should have Service Tax Registration Numbers and PAN number.

3. GENERAL TERMS

- (1) National Centre for Sustainable Coastal Management employees or their relatives are not eligible to participate in this tender.
- (2) National Centre for Sustainable Coastal Management reserves the right to terminate any contract after serving seven days notice in writing without assigning any reason thereof.
- (3) The NCSCM shall be under no obligation to accept the lowest tender. The capability of the agency, his performance, etc will also be taken into account along with rate quoted before finalizing the award of contract.
- (4) The contract period will normally be ONE YEAR from the date of execution of the agreement. National Centre for Sustainable Coastal Management will have the right to extend the contract period for another six months or one year at the same or varied terms and conditions, subject to satisfactory services of the agency.
- (5) The decisions of The Director, National Centre for Sustainable Coastal Management or any other officer authorized by the Director, National Centre for Sustainable Coastal Management, shall be final and binding on the agency for the purpose of determining satisfactory services.

- (6) Quotation should be free from correction and erasers.
- (7) The bidder shall seal the quotation in an envelope along with the address of the bidder and addressed to **The Director, National Centre for Sustainable Coastal Management, 2nd Floor, Koodal Building, Anna University Campus, Chennai - 600 025**. The envelope will also bear the following identification:
- Quotation for **Hiring Vehicles for local Transportation**
 - Do not open before **11.00AM** on **05.12.2013**
 - Quotation ref. no. **3-8/Admn/NCSCM/2013/1**
 - Pre-bid discussion / site inspection can be had at **3.00PM** on **15.11.2013**
 - Last date for submitting the quotation : Quotations will be accepted at the reception of the National Centre for Sustainable Coastal Management till **5.30PM** on **04.12.2013**
- (8) The bids shall be opened at **11.00AM** on **05.12.2013** followed by opening of financial bid on the same day.
- (9) National Centre for Sustainable Coastal Management reserves the right to reject any or all of the tenders without assigning any reason.
- (10) Tax deduction at source (TDS) shall be deducted as per the provisions of Income Tax Law, as amended from time to time and a certificate to this effect shall be provided to the agency by this office.
- (11) **Evaluation of Bids:** Bids will be evaluated on Technical and Financial criteria. Financial bids of only those agency would be opened, who qualify the minimum requirement in technical evaluation .
- (12) Based on the financial and technical parameters National Centre for Sustainable Coastal Management may at its discretion, prepare a panel containing upto three agency for obtaining service.

S/d.
Director,
National Centre for Sustainable
Coastal Management,
Anna University Campus,
Chennai - 600 025



Annexure - I

Technical Specification of Hiring Vehicles for Local Transportation

Sl. No.	Particulars	Details to be filled by the Agency
1	Name of the Firm / Agency	
2	Registered office/business address of the agency	
3	Name of Contact Person(s)	
4	Address with telephone, Fax numbers, Email and name(s) of the contact person (s)	
5	Year of Incorporation/Constitution of the Firm/Agency	
6	Income Tax - PAN No. (Attach copy of PAN)	
7	Service Tax/ VAT No. (Attach copy of Service tax registration No./VAT No.)	
8	Whether registered with Registrar of Firms/Companies. Date of Registration (Attach copy of Registration)	
9	Customer Profile (Attach copy of orders/proof)	
10	Names, address with telephone numbers of minimum two clients may be provided for obtaining necessary confirmation regarding the standard of service and other relevant details. (Attach satisfaction certificate)	
11	Additional facilities offered like Transaction charges/service fees/other charges if any	
12	Whether the agency is prepared to provide the services on Sundays/Holidays besides normal working days also, if so required by the NCSCM	
13	Please indicate whether the agency is prepared to offer five weeks credit	
14	Extra details if any	

Authorized signature and seal of the company

Price Bid

Name of the Agency with address: _____

S.No.	Particulars	A.C.		Non AC		Extended rates (hrs/kms)	
		Rate for 5hrs /50kms	Rate for 10hrs/100kms	Rate for 5hrs /50kms	Rate for 10hrs/100kms	A.C.	Non AC
1	Rate a. Esteem/ Indigo b. Qualis/ Tavera c. Innova d. Indica e. Mini Bus f. Tourist Bus g. Others (specify)						
3	Other Charges if any						

Authorized signature and seal of the company



Annexure - III

DECLARATION (To be given on a stamp paper of Rs. 20/-)

I, Mr. / Ms. / Dr. _____ Son/Daughter/Wife
of Sri _____ Proprietor/Partner/Director, a authorized
signatory of the Company/Firm/Agency, namely M/s _____ is
competent to sign this declaration and execute this tender document;

1. I have carefully read and understood all the terms and conditions of the tender and undertake to abide by them;
2. The information / documents furnished along with the above application are true and authentic to the best of my knowledge and belief. I / we, am / are well aware of the fact that furnishing of any false information / fabricated document would lead to rejection of my tender at any stage besides liabilities towards prosecution under appropriate law;
3. I do hereby undertake that the Company/Agency/Firm shall comply with all statutory provisions relating to Service tax and any other taxes/Acts/Rules relevant to the matter and in case any liability arises on National Centre for Sustainable Coastal Management on this account, the Company/Agency/Firm shall bear the same;
4. It is also certified that the Company/Firm/Agency namely M/s _____
_____ having its registered office at _____
_____ has not been black-listed by any
Government Department / Public Sector Undertaking for engaging a travel agency.

Authorized signature and seal of the company

Date:
Place: