



## **INVITATION OF PROPOSAL**

**FOR**

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# **Empanelment of Agencies for Hiring of Vehicles (Petrol/Diesel) on need basis for NCR and Outstation**

Consultancy Development Centre

Core IV B, 2nd Floor

India Habitat Centre, Lodi Road

New Delhi - 110 003

Phone: 24602601, 24602915, 24601533

Fax: 24602602

Website: [www.cdc.org.in](http://www.cdc.org.in)

**Data Sheet:**

<b>S. No</b>	<b>Particular</b>	<b>Description</b>
1.	Name of the client	Consultancy Development Centre
2.	Name of the assignment	Empanelment of Agencies for Hiring of Vehicles (Petrol/Diesel) on need basis for NCR and Outstation
3.	Empanelment duration	1 Year
4.	Clarifications to be sought before the Bid submission date	3 working days. No clarifications will be entertained within the last three working days from the due date of submission of proposal
5.	The proposal submission address	Ms. Shilpa Vijaivargia In-Charge(Support Services) Consultancy Development Centre Core 4B 2nd Floor, India Habitat Centre, Lodhi Road New Delhi – 110 003  Tel: 91 11 24603425; 24602601 Fax: 91 11 24602602 e-mail: Shilpa@cdc.org.in
6.	Proposals must be submitted not later than the date and time	<b>September 26, 2018 at 15:00 hrs.</b>
7.	The assignment is expected to commence	From the date as specified in the letter for Empanelment issued to the agency

## 1. Introduction:

Consultancy Development Centre (CDC) is an Autonomous Institution of the Department of Scientific and Industrial Research (DSIR), Ministry of Science and Technology, Government of India set up for Promotion, Development and Strengthening of Consultancy skills and capabilities in the country including enhancement of Export of Consultancy and Professional services.

## 2. Proposal:

The Centre invites proposals from suitable agencies for empanelment with CDC situated at 2nd Floor, Core –IV, India Habitat Centre, Lodhi Road, New Delhi – 110 003, which can provide commercial vehicle driven on Petrol/Diesel on need basis against local travel as well as official outstation tours.

## 3. Requirement – Petrol/Diesel commercial Vehicles - Maruti Swift and Innova

## 4. Terms & Conditions:

- i. The empanelment will be for a period of one year and commence from the date of issuance of letter for empanelment which may be extended on yearly basis depending upon the requirements of the centre.
- ii. Mileage will be calculated from the Starting point of duty to the End point of duty and not from garage to garage.

**Starting and Ending point of duty Address** – Consultancy Development Centre,  
2<sup>nd</sup> Floor, Core-4B, India Habitat Centre, Lodhi Road, New Delhi – 110 003

- iii. The Driver should be experienced and must have a valid Driving License, the driver shall be in proper uniform at the time of duty and well-mannered.
- iv. Agency should ensure that driver should have mobile for coordination.
- v. Log-book shall be maintained compulsorily for the usage of the vehicle. Any overwriting and partial entry in Log Book will not be allowed; hence invoice/entry slip with overwriting will be treated null and void.
- vi. Payment by Consultancy Development will be made by A/c Payee cheque on receipt of bill dully supported by Toll Tax/Parking slips or receipt etc. subject to verification with the log book.
- vii. GST No., Permanent Account Number (PAN) of the agency should be attached along with the proposal.
- viii. Proposal in sealed envelope should be addressed and sent to the **In-Charge (Support Services), CONSULTANCY DEVELOPMENT CENTER Core : 4B, 2nd Floor, India**

**Habitat Center Lodi Road, New Delhi – 110003**, by Registered Post/Speed Post/hand, as to reach in by or before **26 September, 2018** at **15:00 Hrs.** , opening of Proposals will take place on same day at **15:30 Hrs.**

- ix. Validity of the proposal will remain till 90 days from the date of the opening of proposals.
- x. Clarification on this document, if any, may be obtained from CDC immediately after uploading of tender on website till 3 days prior to due date of this document.
- xi. Tax deduction at source (TDS) will be deducted from the payment as per GST rules.
- xii. Empanelment will be terminated by Centre in case the performance is not found satisfactory without any notice. Removal from Empanelment may be done by agency by servicing two month notice period.
- xiii. Agency will be responsible for obligation under Labour Laws in respect of minimum wages and other statutory provisions for driver etc. CDC shall keep itself indemnified from all such statutory provisions for driver etc.
- xiv. The vehicle shall be comprehensively insured to provide insurance coverage for the users.
- xv. CDC reserves the right to accept or reject any or all proposals without assigning any reason. CDC reserves right to make any changes in this document. Such changes, if any will be issued on Centre's website in the form of Addendum or Corrigendum. Such Addendum or Corrigendum will be published 5 days prior to due date of this document.

**5. Format for EMPANELMENT(Commercial vehicle only)**

S.No.	Criteria	Particulars
1	Name and Registered Address of the Agency	
2.	Name and Telephone Nos( including mobile no. and email) of Proprietor/authorized signatory	
3.	The agency should be registered at least for three years considering 1 <sup>st</sup> September, 2018 i.e. Date of Registration should not be later than 1 <sup>st</sup> September, 2015	(Please enclose Copy of Registration Certificate of the Agency)
4.	PAN no. of agency	(Please enclose copy of PAN Card)
5.	The agency should have at least one(1) self-owned commercial vehicle of Maruti Swift (AC) and Innova (AC) each  a) No. of self-owned Vehicles – Maruti Swift (AC) b) No. of self-owned Vehicles–Innova (AC)	
6.	GST Registration Number	

(Authorized Signatory): \_\_\_\_\_

Name and designation of Authorized Signatory: \_\_\_\_\_

Agency Name with Seal \_\_\_\_\_

## **6. Eligibility for Empanelment**

Agencies which fulfill the requisite information as per the given format in the above table and enclose copy of required documents at sr. no. 3 and 4 will be considered Eligible for Empanelment. The agencies which do not fulfill the information as required or not enclosing required documents will not be empaneled.

CDC will inform empaneled agencies only through issuance of letter of Empanelment to them.

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