



## **INVITATION OF PROPOSAL**

**FOR**

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### **Hiring of CAR(S) 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	HIRING OF CAR(S) ON NEED BASIS for NCR and Outstation
3.	Contract 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 Vijavargia 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>10<sup>th</sup> December, 2019, 15:00 hrs.</b>
7.	The assignment is expected to commence	From the date as specified in the letter of award

### 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. The Centre is located at 2nd Floor, Core IV-B, India Habitat Centre, Lodhi Road, New Delhi – 110 003.

### 2. Proposal:

The Centre invites proposals in two bid system (Technical Bid and Financial Bid separately) from reputed Tours and Travel Agencies/Companies located in New Delhi/Delhi for hiring of Air Conditioned (AC) commercial car on need basis against local travel as well as official outstation tours for official use of Consultancy Development Centre for the period of one year which may be extended based on satisfactory performance and feedback from CDC employees,

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

- a) **Instruction for submission of BID:** 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 Lodhi Road, New Delhi – 110003**, by Registered Post/Speed Post/hand, as to reach in by or before **10 December, 2019 at 15:00 Hrs.**, opening of Proposals will take place on same day at 15:30 Hrs in presence of bidders or their representatives, who may wish to be present.

**Two Bid System:** The bid should be submitted in a sealed cover in two parts as under:

- a) **Technical Bid:** - Envelope should super-scribed “Technical Bid for Supply of AC Car (Maruti Swift/ Equivalent and Innova/ Equivalent)” and it should contain all technical details as per **clause serial number 6** and other documents etc. as per the requirement of the bid enquiry
- b) **Financial Bid:** - Envelope should contain the rates etc. as per **clause serial number 7** and it should be super-scribed “Financial Bid for supply of AC Car for (Maruti Swift/ Equivalent and Innova/ Equivalent)
- c) Financial Bid(s) of only those bidders will be opened on a later date whose bids are considered technically acceptable
- d) Hypothetical/Conditional/Incomplete bid will not be entertained.
- e) Late Bids: Bids received after the specified date and time will not be considered.

#### 4. Terms & Conditions:

- i. The rate contract will be for a period of one year and commence from the date of issuance of letter to the agency which may be extended on yearly basis depending upon the requirements of the centre and satisfactory performance of the agency.
- ii. Meter reading will start and end from CDC office premises and not from the taxi stand.
- iii. The Driver should be experienced and well-mannered. He should be broadly aware of the major routes of Delhi/NCR.
- iv. The driver engaged in the car should have valid commercial license to operate the Car/Cab issued by transport authorities other necessary certificate like Road Tax Clearance, Pollution Certificate, insurance etc. should be in existence
- v. Agency should ensure that driver should have mobile for coordination.
- vi. Duty slip should be given for usage of the vehicle. Any overwriting and partial entry in duty slip will not be allowed; hence duty slip with overwriting will be treated null and void.
- vii. Payment by Consultancy Development Centre 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 duty slip.
- viii. GST No., Permanent Account Number (PAN) of the agency should be attached along with the proposal.
- ix. GST no. of CDC is: **07AAATC4020A1ZN** which has to be mentioned in agency's submitted bills.
- x. Validity of the proposal will remain till 90 days from the date of the opening of proposals.
- xi. 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.
- xii. Tax deduction at source (TDS) will be deducted from the payment as per rules.
- xiii. The contract will be terminated by Centre in case the performance is not found satisfactory without any notice. Removal from contract may be done by agency by servicing two month notice period.
- xiv. 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.
- xv. The vehicle shall be comprehensively insured to provide insurance coverage for the users.
- xvi. 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 and Govt. tenders website and in the form of Addendum or Corrigendum. Such Addendum or Corrigendum will be published 5 days prior to due date of this document.

### 5. Eligibility for Technically qualified

Agencies which fulfill the requisite information as per the given format in the table for Technical Bid and enclose copy of required documents at sr. no. 3, 4 and 6 or mention GST no. at sr. no. 4 will be considered technically qualified. The agencies which do not fulfill the information as required or not enclosing required documents will not be considered technically qualified.

### 6. Format for Technical Bid(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.	PAN no. of agency	(Please enclose copy of PAN Card)
4.	GST Registration Number	(Mention GST no. or enclose copy of GST Registration Number)
5.	The agency should have at least one(1) self-owned commercial vehicle of Maruti Swift (AC)/Equivalent and Innova (AC)/Equivalent each  a) No. of self-owned Vehicles – Maruti Swift (AC)/ Equivalent b) No. of self-owned Vehicles–Innova (AC)/Equivalent	
6.	The contractor/bidder/firm should have at least 1 year of experience of providing vehicles preferably to Govt./Semi Govt./PSU/Autonomous Bodies	(Please enclose copy of Workorder/letter of award)

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

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

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

7. **Format for Financial Bid(Commercial vehicle only)**

<b>Part</b>	<b>Particular</b>	<b>INNOVA/Equivalent (Outstation) Excluding GST as applicable</b>
A	200 KMs 24 hours	
	Per KM rate for extra KM	
	Per hour rate for extra hour	
	Night Charges for out of station	
<b>Part</b>	<b>Particular</b>	<b>Maruti Swift/Equivalent (Within NCR) Excluding GST as applicable</b>
B(i)	40 KMs 4 hours	
	Per KM rate for extra KM	
B(ii)	80 KMs 8 hours	
	Per hour rate for extra hour	
	Per KM rate for extra KM	
	Night Charges	

**Note:**

- i. Payment by Consultancy Development Centre will be made by A/c Payee cheque on receipt of bill(s) dully supported by Toll Tax/Parking slips or receipt etc. subject to verification with duty slip
- ii. L1 will be calculated for part A on the rate given at (200 KMs 24 hours), for part B (40 KMs 4 hours + 80 KMs 8 hours)
- iii. CDC will award contract to the agency which will quote lowest rate in part A and B, in case lowest rate received from different agencies for part A and B, CDC will give the contract for part A to the agency which quoted lowest rate for A and similarly for part B to the agency which quoted lowest rate for B
- iv. The rate will be excluding of night charges and GST as applicable

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

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

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

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(End of document)