

Date of Closing : 25.02.2013

**DIRECTORATE OF HEALTH SERVICES
STATE TOBACCO CONTROL DEPARTMENT
GOVT. OF NCT OF DELHI**

Sealed quotation is invited for hiring of **FOUR** vehicles (four wheeler Taxi/car, Non A/c, non delux) for following districts on sharing basis in Delhi.

- East & North East District - One vehicle on sharing basis
- North & North West District - One vehicle on sharing basis
- Central & South District - One vehicle on sharing basis
- West & South West District - One vehicle on sharing basis

The quotation/ tender must be submitted physically on and before last date & time of submission of tender i.e. **25.02.2013** at 4:00 PM at the Office of State Tobacco Control Department , 2nd Floor Delhi Government Dispensary Building, Delhi Government Residential Complex, Gulabi Bagh, New Delhi - 110007

TERMS AND CONDITIONS

1. The Tenderer should submit technical & financial bid.
2. The tenderer should submit the tender in following one bid. Financial Bid -should have only prices / rates quoted by the tenderers.
3. Primarily vehicles will be required at the places as mentioned above but there may be requirement in other different places in Delhi also.
4. The services will be counted from duty point to duty point and no zero milage will be allowed.
5. In a month rates may be quoted for 2000 kms, 200 hours and 25 days in a month.
6. Rates for extra Kms and extra hours of duty needs to be quoted separately.
7. The Registered Office of the Company/Firm/Agency should be located in Delhi/New Delhi. (Please Attach Certificate)
8. The Agency should attach copies of their Income Tax Returns of last two years along with copy of TAN/PAN Card.
9. The vehicles to be provided should be in good condition and well maintained with clean seat covers/upholstery, good look and should be in perfect running condition and fullfilling the latest emission norms of Delhi.
10. The drivers should possess valid driving license issued by appropriate authority and should be well mannered/disciplined and adequately educated so as to maintain logbook.
11. In case the agency is not able to provide vehicle, alternative arrangements will be made by hiring the vehicle locally and the expenditure will be debited to the agency concerned.
12. The vehicle should be registered with the Transport Authority with all valid documents such as valid insurance, road tax payment, R.C. etc.
13. The firm should have valid service Tax No.
14. TDS will be deducted as per Income Tax Act 1961.
15. The agency shall not be allowed to transfer, assign, pledge or sub-contract its service under any circumstances without written permission of the STCO/DHS.
16. The contract can be terminated by either side giving one month prior notice without assigning any reason thereof.
17. STCO/DHS shall not be responsible for any damage to the vehicle in case of an accident or otherwise, theft of vehicle/parts and accessories therein. Similarly, STCO/DHS shall not be

responsible for any third party claims. This office shall not responsible for any challan and disobeying of Traffic Rules caused by the driver.

18. The tenderer should submit the following documents as Technical Bid (Annexure 'A') along with tender, failing which the tender will not be entertained/considered:-
 - A. An earnest Money of more than 5% of total tender amount as quoted by the tenderer in form of Account Payee Demand Draft, Fixed Deposit Receipt, Banker's Cheque or Bank Guarantee from any of the commercial bank in favour of Director Health Services. Earnest money will not be accepted in the form of Cash/Money order. The bid security shall remain for a period of three months. **The EMD must be submitted physically before the last date and time of submission of tender.**
 - B. The firm should be registered with VAT/Sales Tax Deptt./Trade and Taxes Deptt., Govt. of NCT of Delhi and should also provide a copy of Sales Tax Registration/VAT/TIN Registration Certificate.
 - C. An undertaking that their firm/agency has not been black listed by any Govt./Authority/Department.
19. All the tenders will be opened on **27.02.2013 at 11.00 a.m** in the office of State Tobacco Control Department as mentioned earlier in the presence of tenderer or their authorised representatives, who wish to be present on the occasion.
20. The individual signing the tender form or any document forming part of the tender on behalf of Proprietor / Company/firm shall be responsible to produce an authenticated copy of the resolution passed by the Company, or Power of Attorney duly executed in his favour stating that he has the authority to bind other such persons of the firm as the case may be in all matters pertaining to the tender including the arbitration clauses. If subsequently, the person so signing fails to provide the said copy of resolution passed or Power of Attorney within a reasonable time, the Government, without prejudice to other civil and criminal remedies may cancel the tender and hold the signatory liable for all costs and damages. In case of registered or unregistered Partnership firm, all the partners should sign the tender. In case any person signs the agreement on behalf of any limited company or firm, he will produce letter of authority/resolution passed by the company empowering him to sign the agreement on behalf of the company or firm.
21. Each and every document submitted alongwith tender should be signed by the Prop. / Partner / Authorized signatory (in case Pvt. ltd. firm) and same should be submitted alongwith tender.
22. Any person who is in Government service or an employee of the Department should not be made a partner to the tenderer by the tenderer directly or indirectly in any manner whatsoever.
23. The rates quoted should be on monthly basis including of all Taxes as applicable.
24. The tenderer should quote only one rate as per the specification.
25. The rates must be valid for two-years with effect from the date of acceptance of the tender and may be extendable, if required by this Department. The department may increase / decrease the expected quantity to be provided as mentioned in Annexure-'B'.
26. Successful bidders / tenderer will have to submit Performance Security in form of Account Payee Demand Draft, Fixed Deposit Receipt Bank Guarantee from a commercial bank in favour of **Director Health Services** alongwith a signed contract / agreement on Stamp paper of

Rs.100/- (paid by tenderer) to supply the approved items. The performance security would be 10% of the expected annual turn over made by this department for hiring of vehicle. The earnest money draft submitted the department will return alongwith tender document on receipt of said performance security and duly signed contract/agreement for supply of approved goods. The performance guarantee shall remain valid for a period of Six months beyond the date of completion of all contractual obligation of the supplier including warranty obligations.

27. The service should be made available immediately i.e. with in 7 days from the date of receipt of the supply order or as desired in the order, failing which EMD/Performance Security submitted by the firm shall be forfeited.
28. The Department reserves the right to cancel the tender or to withhold payment in the event of non-commencement or unsatisfactory performance by the tenderer. In such eventuality, the Department further reserves the right to get the work done from open market at the cost of the contractor. Tenderer will be black listed by the Government for a period of four years to participate in any type of tender & his security money shall also be forfeited.
29. If any information furnished by tenderer is found to be incorrect or false at any time, the tender will be liable to be terminated without any notice and the security deposit is liable to be forfeited.
30. The Department reserves the right to terminate the tender without assigning any reason by giving the tenderer one calendar month's notice of its intention to do so and on the expiry of the said period of notice, the contract shall come to an end without prejudice to any right or remedy.
31. The tenderer shall indemnify the Department against all damages/charges and expenses for which the Government may be held liable or pay on account of the negligence of the tenderer or his servants or any person under his control whether in respect of accident, injury to the person or damages to the property of any member of the public or any person or in executing the work or otherwise and against all damages and demands thereof.
32. In the event of any dispute arising out in connection with the interpretation of any clause in the terms and condition of the tender agreement, or otherwise the matter shall be referred to the Arbitrator appointed by the Directorate of Health Services, Government of National Capital Territory of Delhi. The Courts at Delhi/New Delhi shall have the jurisdiction in connection with any dispute/litigation arising out of this tender.
33. Willing Agencies/firms may inquire at Phone No. 23653641 for any clarification.

**Addl. Director Health (PHW -1)
& State Tobacco Control Officer
Directorate of Health Services**

**DIRECTORATE OF HEALTH SERVICES
STATE TOBACCO CONTROL CELL
GOVT. OF NCT OF DELHI**

ELIGIBILITY CRITERIA FOR TECHNICAL BID

S.	Name of desired Documents	Whether copy of desired certificate/documents are enclosed
1.	Copy of self attested Sales Tax/VAT/TIN Regn. Certificate. & PAN Card.	Yes / NO
2.	Pay order/Bank Draft in favour of Director Health Services as Earnest Money	Yes / NO Pay order/Bank Draft No. _____ Dated _____ Name of Bank and Branch _____
3	Vehicle to be provided	Mention name, model and manufacturing year of the vehicles.
4.	Undertaking that their firm/agency is not declared black listed by any Govt./Authority/Department	Yes/No

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(Signature of Tenderer with stamp)

ANNEXURE-B

**DIRECTORATE OF HEALTH SERVICES
STATE TOBACCO CONTROL CELL
GOVT. OF NCT OF DELHI**

PROFORMA FOR FINANCIAL BID

1. Name of the Firm :
2. Contact Details & Telephone :
3. Sales Tax No. / VAT / TIN. :
4. Signature :
5. Seal of the Firm :

Sno.	Item	Quantity	Unit Price (Rs.) Inclusive all Taxes	Total Cost (Rs.) Inclusive all Taxes
1.	Four Wheeler (Non-A/c, non delux) Car/Taxis	FOUR One each at two districts on sharing basis in Delhi as mentioned in the document	<ul style="list-style-type: none">• Rate for 2000 k.m., 200 hrs and 25 days in a month.• Rate for Extra k.m.• Rate for Extra hour	Total Monthly cost inclusive of all taxes

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(Signature of Tenderer)
(Rubber Seal)