



State Program Management Unit
DELHI STATE HEALTH MISSION
Govt. of NCT of Delhi
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**TERMS AND CONDITIONS FOR E-TENDER FOR AWARD OF RATE CONTRACT FOR HIRING
30, VEHICLES FOR OFFICIAL USE IN DELHI STATE HEALTH MISSION, DEPARTMENT OF
HEALTH & FAMILY WELFARE, GOVT. OF NCT OF DELHI, 6TH FLOOR, 'A' & 'B' WING,
NEAR METCALF HOUSE, CIVIL LINES, DELHI-110054**

Tenders are invited from reputed transporters/fleet owners having capacity to supply the required number of vehicles and having business in Delhi in this field for the last three years for the supply of vehicles on hire basis for the use of NHM, Delhi for a period of one year from the date of award of the work on rate contract basis. The prospective bidder may quote the rates in the prescribed format enclosed as annexure II. Bidder shall quote the rates in Indian Rupee for the entire contract on a 'single responsibility' basis so that the Tender price covers contractor's all obligations mentioned in or to be reasonably inferred from the Tender document. Incomplete or conditional tender will be summarily rejected. Late bids will also not be entertained. The tender shall remain valid and open for acceptance for a period of 120 days from the last date of submission of proposal for tender.

Submission of the Bids:

1. Technical Bid – (Bid which gives details of the Agency as given in annexure I)
2. Financial bid -- to be submitted online only on respective website in accordance with the prescribed format as given in annexure II
3. Bids received after the last date & time of submission will not be accepted.

Detailed Request for Proposal giving the eligibility criteria, Terms and Conditions, Guidelines for submitting the proposal can be downloaded from the website:
<http://govtprocurement.delhi.gov.in>.

Important Dates:

- i. Last date for downloading the RFP from the above Website **21/03/2016**
- ii. **Date & time of starting downloading RFP from web site 29/02/2016 at 10.30 am**
- iii. Last date for submission of the proposal to the State Health Society, Delhi office: **21/03/2016 till 2.30 pm**
- iv. Date of opening of the Technical Proposal: **21/03/2016 at 3.00 pm**
- v. Pre-bid Meeting Date, Time & Place 08/03/2016 at 11.00 am in the office of Delhi State Health Mission.

Subject: Inviting Quotations / Bids for Hiring of Vehicles (29 Non-AC Car – Commercial Vehicles) i.e. Indica, Wagon-R , Santro or likewise, (One AC Car – Commercial Vehicle) i.e. SX4, Toyota Itios or likewise and vehicle for daily basis.

E- Tenders are invited for hiring of:-

- A. 29 Non-AC Car (Commercial Vehicle) i.e. Indica, Wagon-R , Santro or likewise.
- B. One AC Car (Commercial Vehicle) i.e. **SX4** Dzire, Toyota Itios or likewise.
- C. Non-AC Car (Commercial Vehicle) i.e. Indica, Wagon-R , Santro or likewise for daily basis.

From reputed transporters / fleet owners having business in Delhi in this field for the last three years along with driver for the use of the Officers of the Delhi State Health Mission, Autonomous body of Health Department (GNCT of Delhi) on contract basis for 12 months only.

NOTE: The number of vehicles may be vary.

Terms and Conditions:

1. A. The rate should be quoted for Commercial Vehicle 18 Nos. , non-AC Car and the contract shall be for a period of 12 Months from the date of award. The rate should be quoted for 200 hours or 2000 km for 22 days per month for Indica, Wagon-R, Santro or likewise.

B. The rate should be quoted for Commercial Vehicle 1 no. AC Car and the contract shall be for a period of 12 Months from the date of award. The rate should be quoted for 300 hours or 3000 km for per month for SX4, Toyota Etios or likewise.

C. The rate should be quoted for Commercial Vehicle 11 nos. , Non-AC Car and the contract shall be for a period of 12 Months from the date of award. The rate should be quoted for 150 hours or 1500 km for 15 days per month for Indica, Wagon-R, Santro or likewise.

D. Per Day rates if any vehicle required for day basis for 8 hours and 80 Kms for Commercial Vehicle Non-AC Car and the contract shall be for a period of 12 Months from the date of award.

E. Rates beyond prescribed limits of hours/Km should be quoted separately.

F. If required toll tax will be borne by the Tenderer.
2. The firm must have minimum annual average turnover of Rs.30,00,000/- for last three years of similar work.
3. The vehicle may also be required on Saturday/ Sunday / Gazetted Holidays occasionally, for which no extra payment shall be made.
4. The tenderer shall deposit bid Security (EMD) for an amount of Rs. 1,00,000/- in the following form in favour of NUHM Flexible Pool A/C payable at Delhi.
 - A- Account Payee Demand Draft or
 - B- FDR or
 - C- Bank Guarantee from any commercial / Nationalized bank. The EMD shall remain valid for a period of 180 days from the date of deposit.

5. The successful Bidder shall have to deposit a performance security by way of an FDR/ Bank Guarantee of an amount 10% of the contract value within 10 days of intimation of award of tender. Performance Security will remain valid for a period of sixty days beyond the date of completion of all contractual obligations. No interest will be payable on this amount. The contract will be signed only after furnishing the Performance Security. In case of breach of contract by the contractor, the Performance Security shall be forfeited by the DSHM and the firm shall be blacklisted in addition to the termination of the contract.
6. Any person who is in Government service or an employee of Delhi State Health Mission should not be made partner to the contract by the tenderer directly or indirectly in any manner whatsoever.
7. During the period of contract, the rates will not be revised with the revision of any taxes by the Government of NCT of Delhi or by the Government of India.
8. Details of the vehicle along with photocopy of the RC /Fitness and permit owned by the Tenderer shall be furnished.
9. Vehicles provided by the Tenderer should not be older than 3 (Three) years and should bear Commercial Registration Number and should have comprehensive insurance and drivers so provided with the vehicle shall have valid commercial driving license and badge. The vehicles should conform to the pollution norms prescribed, if any by the Transport Department of Government of NCT of Delhi. The tenderer shall provide the name and address of the driver along with his driving license number and copies within two days of placing the order for supply of vehicles.
10. The driver should be medically fit and should not drink/be drunken while on duty. It shall also be ensured by the Tenderer, that the driver deployed has no criminal case/ record.
11. The department has the right to ask the Tenderer for removal of driver, who is not found competent, orderly or disciplined.
12. The driver deputed with the vehicle should maintain a logbook & duty slip whichever is applicable for the vehicle and get the journey verified by the using officer. The driver shall observe all the etiquette protocol while performing the duties i.e. shall be neatly dressed, should wear proper uniform & must carry mobile phone in working condition no separate payment shall be made by the DSHM/IDHS's/UNITS
13. All the vehicle should be GPS enabled.
14. No dead Mileage will be allowed under any circumstance. The mileage shall be considered from the point of duty i.e State/District/Units. In case of AC vehicle the dead milage will be considered from the residence of Mission Director. DSHM.
15. The vehicles and drivers provided by the Tenderer shall work under the overall supervision of Delhi State Health Mission. The vehicle and driver shall remain available all the time as per duty roster and shall not leave place of duty without prior permission.
16. The contractor shall not employ any person who has not completed eighteen years of age. The contractor shall comply with all the statutory provisions as laid down under various Labour Laws/Acts/Rules like Minimum Wages, Provident Funds, ESI, Bonus, Gratuity, Contract Labour Act and other Labour Laws/ Acts/Rules in force from time to time at his own cost. In case of violation of any such statutory provisions under Labour Laws or any other law applicable on the Contractor, there will not be any liability on the Department.

17. The contractor shall indemnify the Department against all other damages/charges for which the Government/Department may be held liable or pay on account of the negligence of the contractor or his staff 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 claims and demand thereof. The Department shall not be responsible financially or otherwise for any injury to the driver or person deployed by the contractor during the course of performing the duties.
18. The tenderer shall immediately provide replacement of the vehicle under repair/detained due to accident or vehicle not reporting for duty or in breakdown conditions. In case of breakdown of any vehicle the tenderer shall replace the breakdown vehicle within one hour failing which Mission Director, Delhi State Health Mission has the right to hire vehicle from any other source at the expense of the Tenderer.
19. For not providing the vehicle in time/for not providing substitute vehicle a minimum penalty of Rs. 1000/- (Rupees One Thousand Only) will be imposed per default and maximum penalty as decided by the Competent Authority shall be deducted from the monthly usage charges bill submitted by the agency to this office for payment.
20. DSHM has final a rate contract with L1 Tenderer on that basis all units of DSHM may hire vehicles and make an agreement with the vendor.
21. **The prospective bidder shall furnish the following documents :**
 - A. As part of the technical bid (Annexure-I).
 - a. Details of the Agency (to be uploaded on website).
 - b. Self attested copy of PAN card (to be uploaded on website).
 - c. Self attested copy of Service Tax Registration Number (if applicable) (to be uploaded on website).
 - d. Details of 10 commercial vehicles along with photocopy of their RC/ Fitness and permit in the name of firm/partner/ proprietor/owner to meet the requirement of vehicles for all programmes and districts all over Delhi and commercial vehicles not older than 3 years.
 - e. An undertaking to the effect that the agency has not been blacklisted by any of the Department/Organization of the Government of India/Government of NCT of Delhi and no criminal case is pending against the said firm/ agency (As per Annexure-III) to be submitted in original with technical bid.
 - f. Documentary proof of experience, tax paid & turnover of similar work.
 - g. Bid security of Rs.1,00,000/- to be submitted in original with technical bid.
 - h. Proof of registration of firm/ partnership.

*Incomplete bid will be rejected.

- B. The Price Bid (Annexure II)
 - a. Rates to be quoted as per the details in the price bid format uploaded online in PDF format.
 - b. The prices quoted should be inclusive of all charges and taxes.
 - c. In case of similarities of rates, preference will be given to the firm having Vehicle of the latest make with good condition and neatly maintained.
22. **Payment Terms**
- a. The payment shall be made on submission of the bills (In triplicate) with log book and duty slips after completion of the month, at approved rates after deducting penalties if any. No advance payment will be made. The Tenderer while raising the bill should clearly mention full vehicle number.
 - b. The department will deduct Income Tax at source under section 194-C of Income Tax Act from the bill of the contractor at the prevailing rates.

- c. The payment will be made separately by each unit where the vehicle were provided by the tenderer. The firm should raise separate bills for all units.
23. The decision of MD DSHM in all cases shall be final & binding upon all.
24. The Mission Director, Delhi State Health Mission reserves the right to terminate the contract without assigning any reason by giving a notice of 15 days to the Tenderer at any point of time during the contract.
25. The term of the contract may be extended beyond one year with mutual understanding on the same rates and terms & conditions of the NIT.
26. All the disputes shall be subject to Delhi Jurisdiction only.

Mission Director
DSHM

TECHNICAL BID (DETAILS OF THE AGENCY) FOR HIRING OF VEHICLE

1. Name & address of the Firm/Agency_____ with Phone No._____
2. Address and Telephone no of the Tenderer_____
3. Name/Designation/Address & Telephone no. of the Authorized person to deal with_____
4. Constitution of the Firm (Attach Proof)_____
5. Permanent Account No.(Attested copy of PAN)_____
6. Service Tax Regn. No. (Attested copy)_____
7. List of Vehicles along with photocopy of their RC/Fitness and permit owned by the Tenderer _____
8. Whether the firm/its sister concern have been awarded tender for supply of vehicles in the past by any Delhi Government department, if yes complete details thereof (Name & Address of the firm, period) _____
9. Whether the agency has been blacklisted by any of the Departments/Organization of the Government of India/Government of NCT of Delhi and any criminal case is pending against the said firm/agency_____
10. Proof of average annual turnover supported by audited balance sheet of the last 3 years.
11. Proof of experience sported by relevant document
12. EMD of Rs. 1,00,000.

This is to certify that I/we have carefully read the contents of the tender document and fully understood all the terms and conditions therein and undertake myself/ourselves to abide by the same.

Signature of the Tenderer_____

Name of signatory_____

Name of the Firm/Agency_____

Seal of the Firm/Agency_____

Place: _____

Date: _____

Annexure-II

Schedule of prices for Hiring of Commercial Vehicles only for the Delhi State Health Mission in the manner as specified in specifications and bidding documents.

Financial Bid

Name and Address of the Bidder: _____

Price Bid:

Price bid for the Non- AC Vehicle i.e Indica, Wagon-R, Santro, Eco or likewise.

Sl. No.	Particulars	Rate * (in Rs.).
(A)	Rates of journey for 200 hours or 2000 km for 22 days per month	
	(a) Rates for Extra KM. beyond 2000 km	
	(b) Rates for Extra Hr. beyond 200 hr	
(B)	Rates of journey for 150 hours or 1500 km for 15 days per month	
	(a) Rates for Extra KM. beyond 1500 km	
	(b) Rates for Extra Hr. beyond 150 hr	
(C)	Rates of journey for day basis for 8 hours and 80 Kms for Commercial Vehicle Non-AC Car	
	(a) Rates for Extra KM. beyond 80 km	
	(b) Rates for Extra Hr. beyond 8 hr	

Price bid for the AC Vehicle i.e SX4, Toyota Itios or likewise

Sl. No.	Particular	Rate* (in Rs.).
(A)	Rates of journey for 300 hours or 3000 km for per month	
	a) Rates for Extra KM. beyond 3000 km	
	(b) Rates for Extra Hr. beyond 300 hr	

(*Rates are inclusive of all taxes)

The prices quoted should be inclusive of all charges and taxes. During the period of contract, the rates will not be revised with the revision of any taxes by the Government of NCT of Delhi or by the Government of India. The prospective bidder may quote the rates accordingly taking into consideration of these aspects. The Tenderer should quote the number, rates and amount tendered by him/ them in figure as well as in words.

Signature of the Bidder with Stamp

Annexure-III

(An affidavit on Rs.10/ Non Judicial Stamp Paper)

It is certified that my Firm/Agency/Company has never been black listed by any of the Department/Autonomous Institutions/ Universities/Public Sectors Undertakings of the Government of India or Government of NCT of Delhi or any other State Government or Public Sector Banks or Local Bodies/Municipalities and no criminal case is pending against the said Firm/Agency as on _____

Signature of the Tenderer _____

Name of Signatory _____

Name of the Firm/Agency _____

Seal of the Firm/Agency _____

Place: _____

Date: _____

Address of units where vehicle are to be deployed

S.No	Units Name	Address	
1	DSHM	6 TH FLOOR, "A" & "B" WING, VIKASH BHAWAN-II, CIVIL LINES DELHI-54	
2	DIRECTORATE FAMILY WELFARE (RCH)	7 TH FLOOR, "A" WING, VIKASH BHAWAN-II, CIVIL LINES DELHI-54	
3	IDHS EAST	A-BLOCK, SURAJMAL VIHAR, DISPENSARY BUILDING, DELHI-92	
4	IDHS SHAHDARA	C-BLOCK, WEAVER'S COMPLEX, D.C. OFFICE COMPLEX, NAND NAGRI, DELHI-93	
5	IDHS NORTH EAST	C-BLOCK, WEAVER'S COMPLEX, D.C. OFFICE COMPLEX, NAND NAGRI, DELHI-93	
6	IDHS NORTH WEST	DELHI GOVT. DISPENSARY COMPLEX, SECTOR-13, ROHINI, DELHI-85	
7	IDHS NORTH	DELHI GOVT DISPENSARY BUILDING, 2 ND FLOOR SHAHZADA BAGH INDUSTRIAL AREA, PHASE-II, NEAR INDERLOK METRO STATION, DELHI-35	
8	IDHS SOUTH	DGD PVR SAKET COMPLEX, SAKET, NEW DELHI-110017	
9	IDHS SOUTH EAST	DGD BUILDING, 1 ST FLOOR PVR SAKET COMPLEX, SAKET, NEW DELHI-110017	
10	IDHS WEST	DGD, A-2, PASCHIM VIHAR, NEW DELHI-110063	
11	IDHS SOUTH WEST	2 ND FLOOR, DISPENSARY COMPLEX, NR.GOLOK DHAM, SECTOR-10, DWARKA, NEW DELHI-75	
12	IDHS NEW DELHI	202203 2 ND FLOOR, NEAR, POST OFFICE, DGHC NAGAL RAYA, NEW DELHI-110046	
13	IDHS CENTRAL	GALI NO.4, BAGICHI ALLAUDIN, NABI KARIM, PAHARGANJ, NEW DELHI-110055	
14	IDSP	1 ST FLOOR DTE. OF HEALTH SERVICES GOVT. OF DELHI, F-17, KARKARDOOMA DELHI-32,	
15	NLEP	GOVT. OF NCT OF DELHI, DIRECTORATE GENERAL OF HEALTH SERVICES PDCSS BHAWAN, PHASE-I, SECTOR-20, DWARKA, NEW DELHI-75	
16	NBVDPCP	1 ST FLOOR DTE. OF HEALTH SERVICES GOVT. OF DELHI, F-17, KARKARDOOMA DELHI-32,	
17	NPCB	6 TH FLOOR DTE. OF HEALTH SERVICES GOVT. OF DELHI, F-17, KARKARDOOMA DELHI-32,	
18	RNTCP	2 ND FLOOR DELHI GOVT. DISPENSARY BUILDING DELHI GOVT. EMPLOYYES COLONY, GULABI BAGH, DELHI-110007	
19	NPPCD	6 TH FLOOR DTE. OF HEALTH SERVICES GOVT. OF DELHI, F-17, KARKARDOOMA DELHI-32,	