

HSCC (India) Ltd.
E-6(A), Sector-1, Noida

NOTICE INVITING TENDER FOR HIRING OF TAXI SERVICES

Bids are invited from reputed and established Taxi Operators from NCR Region for providing AC/Non-AC diesel driven/petrol driven/CNG taxis. There shall be a requirement of two vehicles for office use on regular basis. Further, there may be requisition for additional vehicles depending upon requirement. Agencies having sound background and experience may collect the tender documents from the above mentioned address on any working day upto **30.12.2008** or download from HSCC website www.hsccltd.com and submit the sealed quotations latest by **14.30 hrs** on **31.12.2008**. Tenders will be opened at **15.00 hrs** on **05.01.2009**.

NOTICE INVITING TENDER FOR HIRING
OF TAXI SERVICES

APPLICATION FORM

HSCC (India) Ltd, E-6(A), Sector-1 Noida (U.P)-201301

Terms and Conditions of Tender

1. The tender forms should be clearly filled in ink or typewritten. The agency should quote the rates and amount tendered in figures as well as in words. Alterations, unless legibly attested by the agency, shall disqualify the tender. The tender should be signed by the owner/s of the agency himself/themselves or to his/their authorized agent on his/their behalf, (valid authorization should be enclosed).
2. The agency should take care that the rate and amount are written in figures as well as in words. No blanks should be left which could otherwise make the tender liable for rejection.
3. The quotation should be valid for at least upto two months from the date of opening of tender.
4. An earnest money deposit of Rs. 2500/- (Rupees two thousand five hundred only) through a Demand Draft/Pay Order drawn in favour of "HSCC (India) Ltd" should accompany the tender, failing which the tender shall be rejected.
5. The agency should inter alia furnish the following information/documents:
 - a. PAN number & Service Tax number
 - b. Details of other Organizations where the Agency is providing similar services.
6. Escalation clauses shall not be accepted on any grounds during the pendency of the contract.
7. The contract shall be in force for one year or the period specified from the date of award of contract.
8. The agency should have a registered and well established Transport agency. Proof to this effect to be enclosed along with the tender.
9. The agency shall not engage the services of any sub-contractor or transfer the contract to any other person.
10. The vehicles should be in very good running condition with clean interior and good upholstery and valid Pollution Under Control (PUC) certificate. In case condition of taxis is not found to be satisfactory, they shall be returned for immediate replacement.
11. The agency would ensure that drivers employed should have valid driving license and carry the necessary registration paper, license, etc. should be educated and well behaved, and well conversant with the traffic rules/regulations and city roads/routes.

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12. The agency must ensure that drivers reporting to duty in HSCC must carry mobile phone with them.
13. The agency must provide driver/s to HSCC as and when required.
14. The rates quoted shall be consolidated inclusive of all taxes and levies except service tax which will be paid only on the submission of service tax registration certificate. HSCC will reimburse, parking charges/toll tax on submission on documentary evidence.
15. The agency shall be solely responsible for any act of commission and/or the part of staff deployed.
16. The agency shall comply with all statutory enactments/provisions in relation to services offered by them.
17. HSCC shall be liable to pay the hiring charges only. Being the owner of the vehicles, any other liability shall be borne by the agency, If during the course of engagement of the vehicles to the services of HSCC, any harm due to accidents etc. is caused either to the vehicle or to the third party, HSCC will not be responsible. Any liability arising out of such accident shall be the responsibility of the agency only. All incidental expenditure towards repair shall be borne by the agency.
18. The journey to the destination and back shall be undertaken by the shortest route possible. In case of break down of any vehicle during official duty, it shall be the responsibility of the agency to provide a replacement immediately. If no replacement is provided on time, alternative arrangement will be made and the cost thereof will be deducted from the payment to be made to the agency.
19. Kilometers and time of duty for payment will be considered from Garage to Garage subject to restriction of maximum of 10 kms. on the distance of HSCC premises to Garage.
20. The vehicles provided to HSCC should fulfill the norms prescribed by the Government of NCT of Delhi, Department of Transport for hired vehicles.
21. The selection of the agency shall be based on organization's quoted rates; length of existence; relevant experience in similar establishments; No of Driver on rolls, No of vehicles, model, make etc.
22. In case of non-compliance of any of the clause/terms, HSCC will have the right to impose penalty as deemed fit. The decision of HSCC in this regard shall be final and binding.

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23. Either party can terminate the contract by serving clear 30 days written notice on the other party.
24. Agencys submitting tender would be considered to have read and accepted all the terms and conditions. No enquiries, verbal or written, shall be entertained in respect of acceptance or rejection of the tender.
25. HSCC reserves the right to accept or reject any or all tenders, without assigning any reason whatsoever.
26. The representative of the agency may visit the office with prior consent and arrangement with Shri Biswajit Nayak, Dy Mgr (HRM)/Shri Kulvinder Singh, Executive Assistant, HSCC.
27. Any act on the part of the agency to influence anybody in HSCC would make him liable for rejection of the tender.
28. Within 10 days of the date of notification, the successful bidder shall furnish performance security/security deposit for Rs.25,000/- (Rupees twenty five thousand only) in the form of Demand Draft drawn in favour of HSCC (I) Ltd, payable at Noida or New Delhi from a Nationalised/1st class/scheduled bank.
29. In case of dispute arising out of this contract, provisions of Arbitration and conciliation of India Act, 1996, will apply.

BRIEF DETAILS OF THE BIDDER

1. Name of the Agency & Address : _____

2. Person to be contacted : _____

3. Telephone Nos (Taxi Stand) : _____

4. Distance of Taxi Stand to
HSCC Office, Noida : _____

5. Type of Taxis Owned

Sl.No	Car Description	Nos
1.	Economy Cars – Tata Indica, Ambassdor, Wagon R, Alto, Santro etc.	
2.	Medium Cars – Esteem, Ford Ikon, Indigo, Baleno etc.	
3.	Luxury Cars -Honda City, Honda Accord, Lancer, Accent, Fiesta Optra, Carola etc.	
4.	Spacious Cars: Qualis, Scorpio, Innova, Tavera, Sumo etc.	

6. Details of vehicles

S.No	Registration No	Make	Model	AC/Non-AC
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

7. No of Skilled Drivers

Signed

Bidders Name _____

FORMAT FOR QUOTATION									
(Daily Basis)									

SI.No	Description	Rates							
		Economy Cars		Medium Cars		Luxury Cars		Spacious Cars	
		Non-AC	AC	Non-AC	AC	Non-AC	AC	Non-AC	AC
A	Hiring charges for local journey								
1	4 hrs/40 kms								
2	8hrs/80 kms								
3	Charges for extra KM								
4	Charges for extra hours beyond 8 hrs (per hour)								
B	Hiring charges for Oustation journey								
1	Charges per KM								
2	Night Stay Charges (per night)								

We also confirm that the prices quoted above are inclusive of all taxes, duties, levies, other incidental charges etc and shall remain firm during the enitre contract duration.

Signature of bidder

Name

FORMAT FOR QUOTATION**(Monthly Basis)**

SI.No	Description	Rates							
		Economy Cars		Medium Cars		Luxury Cars		Spacious Cars	
		Non-AC	AC	Non-AC	AC	Non-AC	AC	Non-AC	AC
C	Charges for vehicles hired on monthly basis								
1	Charges for 2000 KM /25 days per month/ 250 hrs per mth (The actual hrs/kms of utilization may vary from day to day within overall limit of 2000 km in 25 days.								
2	Charges for extra KM (per km)								
3	Charges for extra hour (per hour)								
4	Charges for extra day after 25 days for 80 kms & 10 hrs								

We also confirm that the prices quoted above are inclusive of all taxes, duties, levies, other incidental charges etc and shall remain firm during the entire contract duration.

Signature of bidder

Name

FORMAT FOR QUOTATION

Monthly basis

Daily basis

Charges for hiring of one Driver

Signature of bidder