



9th Floor, B-Wing,  
Statesman House, 148,  
Barakhamba Road,  
New Delhi-110 001  
India

Phone: +91-11-48202000

Fax: +91-11-48202013

Email: [info\[at\]nixi\[dot\]in](mailto:info[at]nixi[dot]in)

## **NOTICE INVITING QUOTATIONS**

Quotations are invited for Hiring of two no. diesel cars for office use of Officials of NIXI, New Delhi and providing cars on monthly rate basis (as & when required).

**Publishing Date: 07-09-2021**

**Bid Submission End Date : 20-09-2021**

## **NOTICE INVITING QUOTATION**

The CEO, NIXI invites Sealed Quotations for Supply of cars on rental basis from reputed firms/companies as described in Annexure-I. The detailed terms and conditions are enclosed in Annexure I, which can be helpful in furnishing the response along with the quotation. Quotation should be submitted in the sealed Envelope subscribed **“QUOTATION FOR SUPPLY OF CARS IN NIXI”** along with the other documents to be enclosed including duly filled up Annexures I & II.

The Quotation shall be sent by Registered post/courier or delivered by hand to **Mr. Shahid Hashmi (EA- Admin), Administration Department, 9th Floor, B-Wing, Statesman House, 148, Barakhamba Road, New Delhi-110 001 by 20-09-2021 (2.00 P. M.) positively.** The quotations will be opened on the same day at **4.00 P.M.** in the presence of parties who wish to be present at their own cost. Quotations received after due date and time shall invariably be rejected.

If the day fixed for opening of quotations is subsequently declared a holiday, the quotations will be opened on the next working day.

The Corporation reserves the right to accept or reject any or all the quotation without assigning any reason thereof.

Conditional quotation will not be accepted.

The terms & conditions are attached herewith for reference (Annexure-I) which should be seen by the quotationer before forwarding their quotations. The details of the quotation can be seen and downloaded from the website of NIXI.

**Enclosure:**

**Annexure I (General Terms & Conditions)**

**Annexure II (Price Bid/ Quotation)**

**Annexure III (Bid Security Declaration)**

**FOR CEO, NIXI**

**Copy to:**

- 1. Website of NIXI**
- 2. Notice Board**

**ANNEXURE-I**

# **GENERAL TERMS & CONDITIONS**

## **1. Scope of Work:**

The NIQ is for Engagement of Travel/ Transport/ Logistics company for Hiring of cars on daily/monthly basis for official use by **NIXI** as per requirement.

## **2. Description of Cars:**

The cars to be supplied on regular monthly rent basis **Maruti Dezire** and/ or **Hyundai Xcent**, or equivalent in good condition and registration not older than three years. The vehicles to be supplied should have valid taxi/ commercial number. The other cars, which are required on daily basis will be informed well in advance to the supplier from time to time (as & when required).

## **3. Period of Contract:**

The empanelment will be initially valid for a period of two years and the rates once finalized will remain valid throughout the period of contract. No claims whatsoever on account of increase in the rate of fuel and other factors such as statutory payments, minimum wages, etc., shall be entertained. It will be the responsibility of the transporter to bear such additional expenses.

## **4. Earnest Money Deposit (EMD):**

Since Government of India has advised vide **OM No. F 9/4/2020-PPD Dated 12-12-2020** that no provision of bid security i.e. EMD shall be kept in Bid Documents till 31-12-2021, the same is not insisted upon. But, every bidder has to give "**Bid Security Declaration**", failing which these quotations will not be considered.

## **4. Forfeiture of EMD:**

The quotationer will not be allowed to withdraw the tender after the same is received by NIXI. In case the quotationer withdraws from the process, the EMD deposited by him will be forfeited.

## **5. Security Deposit:**

The successful quotationer will have to deposit a security of **Rs. 10,000/- (Rupees Ten Thousand)** only in the form of a Demand Draft/Pay Order/NEFT online transfer in favour of NIXI, New Delhi with in ten days after receiving the confirmation/ offer letter. The security deposit will be refunded to the contractor within sixty days from the date of completion of the contract period and no interest will be paid on the security deposit.

## **6. Bid System:**

The Quotations have to be submitted in two parts, Part-I containing technical specifications laid down in eligibility criteria and Part-II containing financial offer as per Annexure-II.

### **A) Eligibility Criteria (Proofs shall be enclosed):**

1. Must have an average turnover of Rs 50 Lakh in last three years.
2. Must be in the business of Travels or Logistics.
2. Must have served/ serving at least one government agency.

## **B) Price Bid**

1. To be filled on the prescribed format of Annexure II

### **7. Submission of Quotations:**

Sealed tenders in the form prescribed in Annexure-I and II contained in an envelope duly super scribed – “**QUOTATION FOR SUPPLY OF CARS IN NIXI**” addressed to the “**Mr. Shahid Hashmi (EA - Admin), Administration Department, NIXI, 9th Floor, B-Wing, Statesman House, 148, Barakhamba Road, New Delhi-110 001**” should reach by 2 PM on 20-09-2021. In case that day happens to be holiday, the next working day shall be deemed to be the last date of submission of quotation. Any request for extension of submission date of quotations will not be considered.

### **8. Opening of Quotations:**

The quotations received will be opened at 4.00 PM of the last date of submission of quotation as mentioned in the above para. The authorized representative of the quoting firm (one member only) may remain present during opening of quotation, if desires so. If the day of opening of quotation will be declared as holiday, the quotations will be opened on next working day.

### **9. Evaluation of Quotations/ Offers:**

The quotations of only those parties who satisfy all the requirements/conditions stipulated in this Document will be considered. Quotation with any cutting or overwriting in the figures will not be considered.

The work will be awarded strictly to L-1 party, who can be invited for interaction and acceptance of offer based on his quoted rates. The party shall, therefore, understand the terms & conditions very meticulously. The party will appear at their own expenses to fulfil the formalities.

10. The contract so awarded will commence from the date of consent of the firm to the term and conditions. The contract so awarded can be terminated by NIXI at any time without giving any reason.

11. The quotationer should have a registered and well established Transport/ Logistics company. Proof of this effect to be enclosed along with the proposal.

12. The party submitting the quotation must be capable of arranging the cars as and when required by NIXI.

13. The vehicles should be in a very good running condition with clean interior and good upholstery and valid Pollution under Control (PUC) certificate. The successful quotationer

shall produce the Two cars to NIXI for inspection by a committee of officers within 10 days of the award of the quotationer.

14. The vehicle which will be taken on monthly basis should not be older than three years.

**15. Engaging Capable Drivers:**

The firm must ensure that the drivers employed have valid driving license and carry the necessary registration papers, security check verified and should be well behaved, properly uniformed and well conversant with the traffic/regulations and road/routers in Delhi/NCR localities. They should preferably in the age group of 21-50 years.

16. The firm should have adequate number of telephones for contact round the clock. NIXI can request for the vehicle at short notice and the firm shall provide the vehicle within such time on receipt of NIXI's request in writing/over phone.

17. NIXI may need the vehicles to be hired, as per requirement. The vehicles requisitioned should reach the stipulated destination located within Delhi and surrounding localities, within a maximum time of 30 ( $\pm 10$ ) minutes depending on the location. It may be noted that the number of vehicles to be hired and the number of days of hiring may vary depending upon the actual requirements.

18. The firm shall comply with all statutory enactment/provisions in relation to services offered by them.

19. It will be responsibility of the Drivers of the respective vehicle to carry the proper Registration Certificate and valid insurance at all times in respect of the vehicles being driven by him. The Driver must have one mobile phone with him always as a necessary condition of contract which is to be provided by the successful bidder.

20. NIXI shall be liable to pay the hiring charges only. Any other liability shall be borne by the contractor. If during the course of engagement of the vehicles to NIXI, any harm due to accidents, etc. is caused either to the vehicle or to the third party, NIXI will not be responsible. Any liability arising out of such accident will be the responsibility of the firm only. All incidental expenditure towards repair will be borne by the contractor.

21. No advance payment will be made by NIXI. The billing will be done on a monthly basis and the bill should be submitted by the firm by the first week of the following month. The payment will be made only for those duty slips/ log book, which have been signed by the officer/staff using the vehicle. It will be the responsibility of the driver to get the duty slips signed by the officer/staff on a day to day basis. No payment will be made for unsigned duty slips. Duty slips should be complete in all respects in terms of start kilometer, end kilometer, distance covered, time from, time end of duty, places visited etc.

22. The rates quoted should be exclusive of the GST. Latest income tax clearance certificate and PAN is also required to be submitted by the operator.

23. The journey to the destination and back shall be undertaken by the shortest route possible. In case of breakdown of any vehicle during official duty, it shall be responsibility of



## ANNEXURE-II

### PRICE BID for HIRING OF CAR (Monthly Basis).

Rates (all inclusive including all taxes and levies except GST, Service Tax, Toll Tax and Parking charges) for Hired Cars as indicated below:--

PARTICULARS OF VEHICLE	YEAR OF MAKE	RATE PER MONTH FOR 2400 KMS & 250 HRS	EXTRA RATE PER KM BEYOND 2400KMS	EXTRA RATE PER HR BEYOND 250 HRS	RATE OF NIGHT STAY (LOCAL)	RATE OF NIGHT STAY (OUT STATION)
Maruti Dezire						
Hyundai Xcent						

### PRICE BID for HIRING OF CAR [ Need Basis (as & when required)]

Rates (all inclusive including all taxes and levies except Service Tax, Toll Tax and Parking charges) for Hire Cars as indicated below:--

PARTICULARS OF VEHICLE	RATE FOR 8 HRS/ 80KMS	RATE FOR ADDL KM	RATE FOR 4HRS/ 40 KMS	RATE OF NIGHT STAY (LOCAL)	RATE OF NIGHT STAY (OUT STATION)	DROPPING TO & BRINGING BACK TO/ FROM DELHI AIRPORT
Maruti Dezire						
Maruti Ciaz						
Tata Indica						
Mahindra Scorpio						
Toyota Innova						
Honda City						
Hyundai i10/ i20						

Any information:--

Date:.....

Place:.....

Signature.....

Name.....

Official Stamp/ Seal.....

**Bid Securing Declaration Form**

Date:-----\_

Tender No.-----

To (insert complete name and address of the purchaser)

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I/We. The undersigned, declare that:

We understand that, according to your conditions, bids must be supported by a Bid Securing Declaration.

I/We accept that /We may be disqualified from bidding tor any contract with you for a period of one year from the date of notification if I am /We are in a breach of any obligation under the bid conditions, because /We

**a) have withdrawn/modified/amended, impairs or derogates from the tender, my/our Bid during the period of bid validity specified in the form of Bid; or**

**b) having been notified of the acceptance of our Bid by the purchaser during the period of bid validity**

**(i) fail or reuse to execute the contract, if required, or**

**(ii) fall or refuse to furnish the Performance Security, in accordance with the Instructions to Bidders.**

I/we understand this **Bid Securing Declaration** shall cease to be valid if I am/we are not the successful Bidder, upon the earlier of

**(i) the receipt of your notification of the name of the successful Bidder; or**

**(ii) thirty days after the expiration of the validity of my/our Bid.**

**Signed:**

**Name:**

**Capacity:**

On behalf of (insert complete name of Bidder)

**Dated on----- day of-----**

(insert date of signing)

**Corporate Seal (where appropriate)**

(Note: In case of a Joint Venture, the Bid Securing Declaration must be in the name of all partners to the Joint Venture that submits the bid)