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### NOTICE INVITING QUOTATIONS

Quotations are invited for Hiring of Two Staff Cars (Maruti Suzuki or Equivalent) for official use of GMs, NIXI, New Delhi and providing cars on monthly rate basis (as & when required)

**Publishing Date: 11-11-2022**

**Bid Submission End Date: 21-11-2022**

## **NOTICE INVITING QUOTATION**

The NIXI invites Sealed Quotations for Supply of Two Staff Cars (Maruti Suzuki or Equivalent) 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 STAFF CARS IN NIXI”** along with the other documents to be

closed including duly filled up Annexures I & II.

The Quotation shall be sent by Registered post/courier or delivered by hand to **Ms. Sheeja Suresh (E- Admin II), Administration Department, 9th Floor, B-Wing, Statesman House, 148, Barakhamba Road, New Delhi-110 001 by 21-11-2022 (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)**

**FOR CEO, NIXI**

**Copy to:**

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

**GENERAL TERMS & CONDITIONS**

**1. Scope of Work:**

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

**2. Description of Cars:**

The Staff Car to be supplied on regular monthly rent basis (Maruti Suzuki or Equivalent) should be in good condition and registration not older than two years. The vehicle to be supplied should have valid taxi/ commercial number. The other cars, which are required on casual 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 which will be reviewed on quarterly basis on the formula given below:

**Rate per KM enhancement formula**

$$\text{New rate} = \frac{\text{New petrol/ Diesel/CNG cost (litre/kg)}}{\text{Petrol/Diesel/CNG Cost of last revision}} \times \text{last revision rates}$$

And the rates once finalized will remain valid throughout the period of contract with modifications initiated. No claims whatsoever on account of increase in 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. Forfeiture of EMD:**

The quotationer will not be allowed to withdraw the quotation 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. 1,00,000/- (Rupees One lakh)** only in the form of a Demand Draft/Pay Order/NEFT online transfer in favor 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 on average.**
- 2. Must be in the business of Travels or Logistics and transport in last three years.**
- 3. Must have served/ serving at least one government agency in last two years.**

### **B) Price Bid**

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

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

Sealed quotations in the form prescribed in Annexure-I and II contained in an envelope duly super scribed – **“QUOTATION FOR SUPPLY OF STAFF CARS IN NIXI”** addressed to the **“Ms. Sheeja Suresh (Executive – Admin-II), Administration Department, NIXI, 9th Floor, B-Wing, Statesman House, 148, Barakhamba Road, New Delhi-110 001”** should reach by 2.00 PM on 21-11-2022. In case that day happensto 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 2.30 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 by giving a notice of one month in normal situation or/ and any time without notice in case the contractor violates agreement.

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 additional 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 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 two 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, 30 ( $\pm 10$ ) minutes before requested time. 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 (smart phone) 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, GST number, 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 the firm to provide a replacement within 30 minutes. If no replacement is provided on time alternative arrangement will be made by NIXI and the cost along with penalty (50% of additional cost) thereof will be deducted from the payment to be made to the firm.

24. Toll tax, Entry tax, permit fee, for crossing border, if any, parking charges will be paid by NIXI for which the original receipts should be submitted monthly.
25. The vehicles provided should fulfil the norms prescribed by the Government of NCT of Delhi, Department of Transport of hired vehicles and update from time to time.
26. Any dispute arising during the currency of contract will be resolved mutually. However, any other dispute, if any, arising out of this contract will be subject to the jurisdiction of the courts in Delhi only.
27. The Corporation will not be liable to pay any tax or license fee or loss/damages to the property or life because of negligence of driver or due to accidents.
28. The duty hours of the drivers will be for 12 Hours from the time of reporting. Normal duty hours would be 8.30 AM to 8.30 PM The time of reporting may vary sometimes. The Duty time of 12 Hours would start from time of reporting. The Overtime charges will be allowed beyond 10 Hours. In-case of non-compliance of the above terms and conditions of contract, a penalty may be levied. The penalty of defaults is as under:
  - (a) Late Reporting Rs. 100/- per Day**
  - (b) Non-Reporting: 1.5 times cost of alternate arrangement by NIXI**
  - (c) Refusal of Duties: 1.5 times cost of alternate arrangement by NIXI**
  - (d) Non-observation of Dress code Rs. 200/- per Instance**
  - (e) Change of Drivers without Prior intimation Rs. 200/- per Instance**
29. The car will be required on the working days. However, in exigency, the cars may be called on holidays.
30. The time and distance will be reckoned from the pick-up point to drop point.
31. Vehicle should have parked at the safe place as directed from time to time and the paper napkins, two newspapers (to be decided by NIXI) and drinking water shall be available in the car.
32. In case any party wants to discontinue for the unforeseen reason, they will have to give one month's notice.
33. The quotationer shall also give the certificate that my/our firm has not been black listed by any Institutional agency/ Govt. Department /Public sector undertaking for participating in the quotationer, in last 3 years.





**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: --

<b>PARTICULARS OF VEHICLE</b>	<b>YEAR OF MAKE</b>	<b>RATE PER MONTH FOR 2000 KMS &amp; 250 HRS</b>	<b>EXTRA RATE PER KM BEYOND 2000KMS</b>	<b>EXTRA RATE PER HR BEYOND 250 HRS</b>	<b>RATE OF NIGHT STAY (LOCAL)</b>	<b>RATE OF NIGHT STAY (OUT STATION)</b>
	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>
MARUTI SUZUKI						

Note: Evaluation Criteria/ formula for comparison to made among the bidders is as under:

**Evaluation Criteria**

$$[ B + 50(B) + 50(C) + 4(E) + F ]$$

**Any information: -**

**Date.....**

**Place.....**

**Signature.....**

**Name.....**

**Official Stamp/ Seal.....**