

**Government of India**  
**Department of Atomic Energy**  
Anushakti Bhavan, C.S.M. Marg, Mumbai – 400 001.

Tender Notice No.3/2(1)/2011-SSS/258 dated 22.8.2012.

Sealed tenders are invited on behalf of the President of India by the Under Secretary (SSS), DAE from the authorised firms/travel agencies based in Mumbai and its Suburban area for providing vehicles on monthly/daily/trip basis to DAE Secretariat for a period of one year. The details of the contract and the tender form are available on the DAE website: [www.dae.gov.in](http://www.dae.gov.in). In case of any further clarification is required the parties may contact Section Officer (SSS) over telephone No.22862702.

The interested parties can download the tender form from the website at free of cost upto 1700 hours on 21.9.2012.

The tender form, complete in all respect shall be reached to the Under Secretary(SSS), Department of Atomic Energy, C.S.M. Marg, Mumbai – 400 001 on or before 1500 hours on 28.9.2012. The quotations will be opened at 1530 hours on 28.9.2012.

Sd/-  
(V. Govindankutty)  
Under Secretary to Government of India

DEPARTMENT OF ATOMIC ENERGY

**Terms and Conditions for award of contract for hiring cars**

1. Work:- The tender is for awarding contract for hiring cars alongwith drivers on monthly/daily/trip basis as per the requirements of the Department of Atomic Energy for official use. The present requirement (monthly basis) is four numbers of AC cars which may vary during the currency of the contract. The type of the vehicle may be decided while processing the contract.
2. Period:- The period of the contract will be initially for one year and the rates at which the contract is awarded will be valid throughout the contract and no claims whatsoever on account of increase in the cost of fuel and other factors such as statutory payments, minimum wages, etc., shall be entertained. It will be the responsibility of the contractor to bear such additional expenses. The Department reserves the right to curtail the period of contract or cancel the contract by giving notice of one month.
3. Earnest Money Deposit (EMD):- The tender should be accompanied with a Demand Draft of ₹25,000/- towards EMD drawn in favour of the Pay and Accounts Officer, Department of Atomic Energy, Mumbai. Tenders received without EMD will not be entertained/considered. No interest will be paid on the EMD. EMD will be refunded to the unsuccessful tenderer within thirty days from the date of issue of work order to the successful tenderer.
4. Forfeiture of EMD :- The tenderer will not be allowed to withdraw the tender after the same is received in the Department. In case the tenderer withdraws from the process the EMD will be forfeited.
5. Security Deposit :- The successful tenderer will have to deposit a security @ 10% of the total contract value for the period of contract in the form of a Demand Draft/Pay order in favour of the Pay and Accounts Officer, Department of Atomic Energy, Mumbai. EMD of the successful tenderer will be converted into the security deposit. The security deposit will be refunded to the contractor after sixty days from the date of completion of the contract period and no interest will be paid on the Security deposit. If Security Deposit is not submitted at the time of entering to the contract, the amount will be recovered from the monthly bills.
6. The tenderer should have a registered and well established Transport Agency/Firm with sufficient fleet of cars which have been registered on or after 1.1.2009. In this regard, a list of vehicles with copies of RC books of each vehicle shall be enclosed alongwith the quotation. The tenderer should also enclose a list of clients to whom service is provided by the firm.

7. 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 the cars are not found to be satisfactory, they shall be returned for immediate replacement.
8. The firm would ensure that drivers employed have valid driving licence and carry necessary registration paper, Licence, etc. and are reasonably educated and well behaved, and well conversant with the traffic rules/ regulations and city roads/ routes.
9. It is the responsibility of the contractor to conduct the character verification/antecedents check of the drivers by local police and submit report to the Department on demand.
10. The firm should have adequate number of telephones for contact round the clock. The Department can requisition the vehicle at short notice and the firm shall provide the vehicle within such time on receipt of the Department's request in writing / over phone failing which the Department is at liberty to make alternative arrangement for hiring of vehicles at the cost of the firm.
11. Department of Atomic Energy may need the vehicles to be hired, as per its requirements. The vehicles requisitioned by this Department, should reach the stipulated destinations located within Mumbai, within a maximum time of 20 minutes. It may be noted that the number of vehicle to be hired and the number of days of hiring may vary depending upon the actual requirements.
12. The firm shall comply with all statutory enactments/ provisions in relation to services offered by them.
13. It will be the responsibility of the driver of the vehicle to carry valid insurance at all times in respect of the vehicle and also the passengers. Proof of valid insurance of all the vehicles quoted by the firm should be enclosed. The Contractor shall also agree to indemnify the Department against all losses and claims arising out of any negligence or misconduct on the part of the Contractor or his agent. Necessary proof to this effect should be enclosed along with the tender. All tenders without such documents will be rejected.
14. The Department of Atomic Energy shall be liable to pay the hiring charges only. Being the owner of the vehicles, any other liability shall be borne by the contractor. If during the course of engagement of the vehicles to the services of the Department, any harm due to accidents etc., is caused either to the vehicle or to the third party, the Department 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.

15. No advance payment will be paid by the Department. 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. Bills older than six months will not be accepted. The Payment will be made only for those duty slips 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 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 Department of Atomic Energy, time of closure of duty at Department of Atomic Energy, places visited, etc.

16. The rates quoted should be excluding taxes and duties which shall be shown separately. The service tax will be paid additionally only after receiving proof of payment of the service tax. No service tax will be paid if the operator fails to provide proof of payment. PAN and Service Tax Registration certificate is also required to be submitted by the Contractor.

17. 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 firm to provide a replacement immediately. If no replacement is provided in time, alternative arrangement will be made and the cost thereof will be deducted from the payment to be made to the firm.

18. For monthly hiring, mileage and time starts from the pick up point of the officer and ends at the destination/last dropping point after the duty of that particular day. The mileage/time from garage to the pickup point and final dropping point to garage will not be taken into account for making payment. However, local/daily/trip-wise hiring the agency can charge from garage to garage.

19. Toll Tax, Entry tax and parking charges will be borne by the Department of Atomic Energy for which the original receipts with the signature of the user officer should be submitted. However, if such payments are to be done on regular basis, the party shall try to obtain monthly pass. The toll charges for the usage of Mumbai Port Road shall not be refunded.

20. The vehicles provided to Department of Atomic Energy should fulfill the norms prescribed by the Government of Maharashtra, Department of Transport for hired vehicles.

21. The firm/agency should ensure prompt service on the date and time required by the officers concerned. If the firm/agency fail to provide the service, double the rate of hired charges for that trip or the amount decided by the authority will be recovered from the bill for the month or from the Security Deposit.

22. Disputes, if any, arising out of this contract will be subject to the jurisdictions of the courts in Mumbai only.
23. In case of dispute of any kind and in any respect whatsoever, the decision of Head of the Department, Department of Atomic Energy shall be final and binding.
24. Incomplete tenders, tenders received after due date, tenders not submitted in the prescribed format, etc. shall not be considered under any circumstances. No request for extension of due date will be considered.
25. Quotations with any cutting or overwriting in the figures will not be considered.
26. The competent authority reserves the right to reject any or all quotations without assigning any reasons whatsoever.
27. The tender format can be downloaded from the website [www.dae.gov.in](http://www.dae.gov.in) at free of cost upto 1700 hours on 21.9.2012.
28. The sealed tenders with the required enclosures including EMD should be reached to Under Secretary, Secretariat Support Section, Anushakti Bhavan, C.S.M. Marg, Mumbai – 400 001 on or before 28.9.2012 (1500 hours). The parties can make hand delivery of the tender at the above address before the due date/time. The quotations will be opened at 1530 hours on 28.9.2012. Interested parties, with prior permission, can present while opening the quotations.

Sd/-  
(V. Govindankutty)  
Under Secretary to Government of India

Format of tender  
(to be filled in letterhead)

1	Name and address of the firm/agency		
2	Telephone No.		
3	Year of registration/incorporation certificate to be enclosed		
4	Number of vehicles owned	AC	
		Non-AC	
5	Annual Turn over (proof shall be produced on demand)		
6	PAN No.		
7	Service Registration No.		
8	Details of presently holding contracts with Govt/PSUs/Banks		
9	Details of EMD		
10	Authorised person of the company with telephone/mobile number		
11	Any other information		

Place :  
Date :

(Name & signature of  
the authorised person)

**Annexure-II  
(Petrol fuelled)**

S.No.	Type of vehicle	Monthly			Casual					Outstation		
		2000KMs/ 250Hrs.	For Extra KMs	For Extra Hrs.	50KMs/ 4Hrs	80KMs/ 8Hrs	100KMs/ 12Hrs	For Extra KMs	For Extra Hrs.	Per KM (min 200KMs.)	Driver's Food Allowance	Driver's Night Allowance
		₹	₹	₹	₹	₹	₹	₹	₹	₹	₹	₹
		1	2	3	4	5	6	7	8	9	10	11
1	Tata Indica Non-AC											
2	Tata Indica AC											
3	Tata Indigo Non-AC											
4	Tata Indigo AC											
5	Tata Sumo Non-AC											
6	Tata Sumo AC											
7	Maruti Swift AC											
8	Maruti Esteem Non-AC											
9	Maruti Esteem AC											
10	Innova AC											
11	Honda City AC											
12	Accent AC											
13	Qualis AC											
14	Tavera AC											
15	Mahindra Scorpio AC											
16	Logan AC											
17	Toyota Corolla AC											

(Rates shall be quoted excluding Service charges)

**Annexure-II  
(Diesel fuelled)**

S.No.	Type of vehicle	Monthly			Casual					Outstation		
		2000KMs/ 250Hrs.	For Extra KMs	For Extra Hrs.	50KMs/ 4Hrs	80KMs/ 8Hrs	100KMs/ 12Hrs	For Extra KMs	For Extra Hrs.	Per KM (min 200KMs.)	Driver's Food Allowance	Driver's Night Allowance
		₹	₹	₹	₹	₹	₹	₹	₹	₹	₹	₹
		1	2	3	4	5	6	7	8	9	10	11
1	Tata Indica Non-AC											
2	Tata Indica AC											
3	Tata Indigo Non-AC											
4	Tata Indigo AC											
5	Tata Sumo Non-AC											
6	Tata Sumo AC											
7	Maruti Swift AC											
8	Maruti Esteem Non-AC											
9	Maruti Esteem AC											
10	Innova AC											
11	Honda City AC											
12	Accent AC											
13	Qualis AC											
14	Tavera AC											
15	Mahindra Scorpio AC											
16	Logan AC											
17	Toyota Corolla AC											

(Rates shall be quoted excluding Service charges)