

**फिल्म समारोह निदेशालय
सूचना एवं प्रसारण मंत्रालय**

टैक्सियाँ, कोच किराए पर लेने हेतु निविदा आमंत्रण

फिल्म समारोह निदेशालय की ओर से इस निदेशालय के 8 किलोमीटर के परिधि के भीतर आने वाले पर्यटन और यात्रा पार्टियों से किराये पर कमर्शियल गाडियों (टैक्सी, इनोवा, इंडिग, होंडासि, आदि) उपलब्ध कराने हेतु बन्द निविदाये आमंत्रित करते | प्रपः, नियम एवं शर्ते फिल्म समारोह निदेशालय, गेट संख्या 1, सिटी फोर्ट कार्यालय परिसर, खेल गाँव, अगस्त क्रांति मार्ग, नई दिल्ली - 110049 से सभी कार्यदिवसों पर निर्धारित कार्य समय में प्राप्त की जा सकती है | निविदा प्राप्त करने की अंतिम तिथि 27 जुलाई, 2012 के दोपहर 3.00 बजे तक है | निविदाये उसी दिन दोपहर बाद 4.00 बजे खोली जाएंगी | प्रपः, नियम एवं शर्ते इस निदेशालय की वेबसाइट <http://dff.nic.in> पर भी उपलब्ध हों |

DIRECTORATE OF FILM FESTIVALS
MINISTRY OF INFORMATION & BROADCASTING

INVITING TENDERS FOR HIRING OF VEHICLES FOR 2012-
2013

Directorate of Film Festivals invites sealed tenders from the interested Transport Agencies, situated within 08 kms radius to this office, to empanel them for supply of commercial vehicles (Taxis, cars, Indica/swift/Indigo/innova/Honda City/SX4 etc.) and coaches on hire basis. Terms & conditions with form can be collected from the office of Directorate of Film Festivals, Gate No. 1 Siri Fort Auditorium, Khel Gaon, August Kranti Marg, New Delhi-110049, on all working days during working hours. The last date of receipt of tender is 27, July 2012, till 3.00PM. Technical Bids will be opened on the same day at 4.00pm. The terms & conditions can also be downloaded from this Directorate's website <http://dff.nic.in>

Directorate of Film Festivals

Ministry of I &B

New Delhi, 07/07/2012

Subject: Empanelling the transport agencies for Hiring of DLY Cars/Coaches for the Directorate of Film Festivals-on rate contracts basis-reg.

Sealed tenders are invited from reputed Tours and Travel Agencies/companies allocated within the 08Kms radius to this office in New Delhi/Delhi, for empanelment of firms for hiring of DLY Cars/Coaches for official use of the Directorate of Film Festivals, initially for a period of one year, if the performance is found satisfactory the contract may be extended for another year on mutual consent/agreement on the same terms and conditions. The Technical/Financial bid should be in two separate sealed covers with technical bid marked clearly as Technical bid and financial proposal marked as Financial Bid. The quantum of business generated for hiring of taxi during 2011-12 was Rs.15.74 lac.

Technical Bid

a) The Technical bid should be offered in Annexure-I

Containing the following details:-

- Name of the firms
- Business address of the firm
- Telephone No
- Mobile No.
- Copy of the details of the past experience of providing services in the field.
- Copy of the latest Income Tax return filed and Pan No.(with proof)
- The earnest Money of Rs. 15000/- (Rupees fifteen thousand only) through a Demand Draft-Pay Order No. and dated)
- 15 digits Service Tax Code Number/VAT Account No.
- Copy of Registration No./License No. of the firm

Financial Bid

b) Financial bids of only those tenders will be opened who qualify/fulfill the technical bids. The contract will be initially awarded for a period of the one year extendable by another, year, subject to the mutual consent and condition that the services rendered are satisfactory

Terms and Conditions:

1. There will be no dead mileage. The kilometerage for the purpose of "vehicle run" and "hours of duty" shall be reckoned from the point of reporting for duty to the point of vehicle released. No mileage will be allowed to drivers for lunch / breakfast or for drawal of petrol/diesel/CNG etc.
2. The vehicles should be in very good as well as perfect working condition and are well maintained during the contract period
3. The firm should have at least 2 years of experience in the tour and travel business in providing vehicle/taxi in the Government Sector/PSUs/Private Sector/Corporate Sector.
4. The firm should be in a position to provide upto 40 vehicles on daily basis.
5. The DLY taxi/coaches to be supplied should be in excellent condition mechanically as well as get-up wise i.e. outer body/upholstery etc. should be decent looking and should have permit to go to NCR region. The vehicle should not be older than three years.
6. The owner/firm should be in a position to supply DLY taxies on short notice as and when needed.
7. The driver of the taxi should be fully conversant with the routes of Delhi NCR Region and should possess valid driving license in his name.
8. The owner/firm should be in a position to provide standby taxi in case of any breakdown.
9. All expenses will have to be borne by the firm in case of breakdown of the vehicle supplied. Immediate replacement of the breakdown vehicle will have to be provided.
10. In case a vehicle is requisitioned and the same does not reach at the appointed time and juncture, the Directorate will be free to call another vehicle from the open market and the expenses on this account will be deducted from the pending Bills/Security etc. Besides, a penalty of Rs.500/- would be imposed for every such lapse.
11. The owner/firm should be available round the clock on his own direct telephone (office as well as residence) so as to respond to the call for taxies in emergent cases. The Mobile Number may also be given. The firm should be able to provide taxies on holidays/Sundays also.
12. All the charges towards repair/servicing, salary of the Driver, petrol expenses, any other incidental expenses on operations & maintenance of the hired car would be borne by the firm.
13. The car would be insured in all respects by the firm. In case of any accident or theft etc. all the claims arising out of it will be met by the Agency and this Department shall not be liable in any matter whatsoever.
14. The car/coaches with the Driver would be placed at the disposal of this Department as and when required. This Department would be free to use the hired car in any manner for

carrying officials, material etc. as per its requirements and the firm will not have any objection to it.

15 The car/coaches would be used by this Department for a minimum of 5/10 hrs on each day, when the car is hired. The hired car could be used on any day beyond 5/10 hrs, if required.

16 If required the Department may hire vehicle on monthly basis also. The mode of hiring of vehicle would be at the sole discretion of the Department.

17 In case the car provided to this Directorate breaks down, during the period of hire, the firm will immediately provide another car.

18 The Firm will keep the car in neat and perfect working conditions.

19 Jurisdiction for legal disputes, if any arising during the currency of the contract, will be settled in Delhi courts only.

20 Tenderers may please quote their unconditional rates strictly in the attached Performa. Cutting/overwriting, if any should be countersigned.

21. No advance payment, in any case, would be made to the firm.

22. The firm will obtain the duty slips every day duly signed by the officer and will maintain the log book also daily.

23. The Bills for hiring of cars would be submitted after the completion of the month. Bills for supply of DLY cars/coaches for any month along with signed duty slips and Log-sheets by the users shall be preferred in the first week of the following month to the Deputy Director (Admn) for payment.

24. The firm will ensure that vehicles and the drivers are not normally changed. Frequent changes of vehicles and drivers will not be permitted.

25. The customers list of Ministries/Departments/PSUs etc. who have contacted your firm for hiring of cars may be enclosed while submitting quotations.

26. The Drivers must be decently dressed, well aware with Delhi city, proficient in speaking local languages, well mannered, courteous with proven integrity, healthy personal habits and should always carry a mobile phone with him. In the event of misbehavior on the part of drivers the Directorate may impose penalty as deemed fit on the firm.

27. The Directorate will not be responsible for any challan, loss, damage or accident to the vehicle or to any other vehicle or injury.

28 The tender has to be accompanied by an Earnest Money Deposit of Rs. 15000/- (Rupees fifteen thousand only) in the form of a Demand Draft/pay order in favor of , the **Pay and Accounts Officer(MS), Ministry of I&B, Shastri Bhawan, New Delhi**. The successful bidder will have to deposit with the Directorate a Security Deposit of Rs. 15,000/-(Rupees fifteen thousand only) in the form of FDR/Bank Guarantee in favor of the **Pay and Accounts Officer (MS), Ministry of I&B Shastri Bhawan, New Delhi** for the due fulfillment of the contractual

obligations which is refundable without and interest on termination of the contract after deducting any penalty and liability of any kind imposed by Directorate of Film Festivals on account of unsatisfactory services.

29. The EMD will stand forfeited if the successful bidder withdraws or on notifying the rates, refuses to accept the tender or violate any other terms conditions of the tender.

30. The daily record (indicating time and mileage) for each vehicle separately shall be maintained in the Log Book for each vehicle.

31. A penalty of Rs.500/- per day per vehicle may be levied if any vehicle fails to meet the above terms and conditions on any day

32. The Directorate reserves the right to cancel the contract at any time without assigning any reasons whatsoever

33. In case during the contract period, there is a change in prices of petrol, diesel, CNG etc., the above terms and conditions will remain the same including the rate/rates quoted by the tenderers.

34. **The sealed envelopes (separately for technical and financial bid) containing quotations marked quotation for hiring of Vehicles should be sent to this Directorate at Gate No.1 on or before 3.00 PM on 27/07/2012. The quotations will be opened on the same day at 4.00PM in office of Directorate of Film Festivals, Siri Fort Auditorium Complex, New Delhi.** The quotations received without the earnest money deposit will not be entertained and will be summarily rejected.

35. The Directorate of Film Festivals reserves the right to reject any or all the quotations without assigning any reason thereof.

36. Excess billing will not be entertained in any case. Repeated instances of excess billing will be sufficient reason for removing an agency from the panel.

37. Empanelment of maximum five firms will be done on the lowest rates quoted provided the firms other than the firm who have quoted the lowest rate agree to provide the vehicles on the lowest rate. The firms will be selected on the basis of the rates quoted by them vis-à-vis the lowest rate i.e. the firms quoting next higher rate to the lowest rate in the category will be offered empanelment first and in that order upto five firms.

38. The rates will be compared for three categories i.e. Indica/Swift, Maruti/Indigo & Innova/Honda city/SX4.

39. Empanelment does not guarantee the assignment of job. The right to assigning the job to the empanelled agencies is reserved to the Directorate of Film Festivals.

TECHNICAL BID

Name of the firm/company/Agency	
Complete Address& Telephone	
Whether EMD of Rs 15,000/- enclosed in the form of Bank Draft/Pay order	
Annual turnover of the firms for two years (with proof) in the form of CAs certificate	
Total number of vehicles with the Agency, which can be provided for hiring purpose. Please indicate clearly whether the firm will be able to provide up to 40 DLY vehicles on daily basis (Yes/no)	
Number of years of experience in providing taxi in the govt. Sector/PSU etc.	
Name & address of the Department/Ministries etc. at present taxies are engaged on regular basis (self certified duly stamped copies of contract letters be attached)	
Copy of latest Income Tax return and PAN (with proof)	
15 digit Service Tax code no./Vat A/c number (with proof)	
Copy of registration number/License No. of firm	
Name , address and telephone number of the proprietor	

Signature with name & address

Annexure-II

Proforma for submission of the Tender

S.No.	Vehicle		Rate 10 hours/80 Kms	Extra Hours (per Hr)	Extra Km (per Km.)	Remarks
1	Indica/Swift	AC				
		Non- Ac				
2	Maruti Esteem/Indigo	AC				
3	Innova/Honda City.SX4	AC				

Performa for submission of the Deluxe AC Coaches Tender

27 Seater coaches 80 kms – 10 Hrs	35 Seater 80 kms-10 Hrs	40 Seater coaches 80 Kms –10 Hrs
AC	AC	AC

Date:

Signature

Place:

Name

Seal