

Directorate of Film Festival
Ministry of I&B

Inviting Tender for Hiring of Vehicles

Directorate of Film Festivals invites sealed tenders from the interested Transport/Travel Agencies, situated within 08 KMS radius to this office for supply of commercial vehicles (AC Taxis, cars Swift Desire/ Indigo/ Innova/ Honda City/ Toyota/ Corolla/ Mercedes-E/ Mercedes-S and Tempo Traveler 15 seater) on hire basis. Terms & condition form can be collected from the office of Directorate of Film Festivals, Gate No. 01, Siri fort Auditorium, Khel Gaon August Kranti Marg, New Delhi-110049 on all working days during working hours. The cost of tender documents is Rs.1000/- (Not refundable) in the form of DD in favour of PAO (MS), Ministry of I&B. The same can also be downloaded from this Directorate website dff.nic.in.

The last date of Receipt of tender is till 27/06/2017 at 2.00 PM. Technical Bids will be opened on the same day at 3.00 PM.

फिल्म समारोह निदेशालय
सूचना और प्रसारण मंत्रालय

टैक्सियां, किराए पर लेने हेतु निविदा आमंत्रण

फिल्म समारोह निदेशालय की ओर से इस निदेशालय के 8 किलोमीटर की परिधि के भीतर आने वाले पर्यटन और यात्रा पार्टियों से किराए पर कमर्शियल ऐसी गाड़ियां (टैक्सी) स्विफ्ट डिजायर/ इंडिगो/इनोवा/ होंडासिटी/टोयटा करोला /मरसिडिज- ई/ मरसिडिज- एस तथा टेम्पो ट्रेवलर 15 सीट वाला) उपलब्ध कराने हेतु बन्द निविदायें आमंत्रित करते हैं। प्रपत्र, नियम एवं शर्तें फिल्म समारोह निदेशालय, गेट संख्या 1, सीरी फोर्ट कार्यालय परिसर, खेल गांव, अगस्त क्रांति मार्ग, नई दिल्ली 110049 से सभी कार्यदिवसों पर निर्धारित कार्य समय में प्राप्त की जा सकती हैं। निविदा प्रपत्र वेतन एवं लेखा अधिकारी (मुख्य सचिवालय) सूचना और प्रसारण मंत्रालय, नई दिल्ली के पक्ष में देय 1000/-रूपये (एक हजार रूपये केवल) का डिमांड ड्राफ्ट देकर निदेशालय से प्राप्त किये जा सकते हैं। यह राशि वापस नहीं की जायेगी।

निविदा प्राप्त करने की अंतिम तिथि 27.06.2017 के दोपहर 2.00 बजे तक है। निविदायें उसी दिन दोपहर बाद 3.00 बजे खोली जायेंगी। प्रपत्र, नियम एवं शर्तें इस निदेशालय की वेबसाइट dff.nic.in पर भी उपलब्ध होंगी।

Directorate of Film Festivals
Ministry of I &B

Dated: 02/06/2017

Subject: Hiring of DLY cars 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 08 Kms radius to this office in New Delhi/Delhi, for hiring of DLY cars for official use of the Directorate of Film Festivals, initially for a period of one year subject to mutual consent/agreement on the same terms and conditions. The Technical bid EMD and 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 2017-18 was approximately more than Rs.15 lac.

Technical Bid

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

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, on the same rate & conditions subject to the mutual consent and condition that the services rendered are satisfactory. The bid must be sealed in separate envelop.

Terms and Conditions:

1	The Kilometer for the purpose of "Vehicle run" and "hours of duty" shall be reckoned from Garage to Garage. No mileage will be allowed to driver for lunch/breakfast or for drawl of petrol/diesel/CNG.
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 at least 40 vehicles on daily basis.
5	The DLY taxi 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 with GPRS system . 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 & required badges as recently made mandatory by Delhi Police.
8	In case the car provided to this Directorate breaks down, during the period of hire, the firm will immediately provide another car.
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 he 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 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	No Night Charges/Bata Allowance will be allowed if the car is continue on duty in local even beyond 12 O'clock in the night. Even if the night charges are quoted the same would not be considered in deciding the lowest rates.
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	The contract will be initially awarded for a period of the one year extendable by another year/s on the same rates & conditions, subject to the mutual consent in writing and condition that the services rendered are satisfactory.
18	Jurisdiction for legal disputes, if any arising during the currency of the contract, will be settled in Delhi courts only.
19	Tenderers may please quote their unconditional rates strictly in the attached Performa. Cutting/overwriting, if any should be countersigned.
20	No advance payment, in any case, would be made to the firm.
21	The firm will obtain the duty slips every day duly signed by the officer and will maintain the log book also daily.
22	The Bills for hiring of cars would be submitted along with signed & duly filled duty slips/log-sheet to this office for payment, on monthly basis or after the particular event is over.
23	The firm will ensure that vehicles and the drivers are not normally changed. Frequent changes of vehicles and drivers will not be permitted.
24	The customers list of Ministries/Departments/PSUs etc. who have contacted your firm for hiring of cars may be enclosed while submitting quotations
25	The Drivers must be decently dressed, 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.
26	The Directorate will not be responsible for any challan, loss, damage or accident to the vehicle or to any other vehicle or injury.
27	The tender has to be accompanied by an Earnest Money Deposit of Rs. 50,000/- (Rupees fifty thousand only) in the form of a Demand Draft/pay order in favor of ' Pay and Accounts Officer(MS), Ministry of I&B, Shastri Bhawan, New Delhi '. The EMD of the successful bidder will be kept as Security Deposit for the due fulfillment of the contractual obligations which is refundable without any 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 or if not forfeited due to valid reason
28	The EMD will stand forfeited if the successful bidder withdraw or on notifying the rates, refuses to accept the tender or violate any other terms conditions of

	the tender.
29	The daily record (indicating time and mileage) for each vehicle separately shall be maintained in the Log Sheet for each vehicle provided by this office & log sheet (duly signed) by the guest should be handed over to DFF very next day of vehicles hired.
30	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
31	The Directorate reserves the right to cancel the contract at any time without assigning any reasons whatsoever
32	In case during the contract period, there is a change in prices of petrol, CNG etc., the above terms and conditions will remain the same including the rate/rates quoted by the tenderers
33	The sealed envelopes (separately for technical and financial bid) containing quotations marked quotation for hiring of Vehicles should be sent to this <u>Directorate at Gate No.1 on or before 2.00 PM on 27/06/2017. The quotations will be opened on the same day at 3.00 PM</u> in office of Directorate of Film Festivals, Siri Fort Auditorium Complex, New Delhi. The quotations received without the earnest money deposit of Rs.50,000/- in the form of DD will not be entertained and will be summarily rejected.
34	The Directorate of Film Festivals reserves the right to reject any or all the quotations without assigning any reason thereof.
35	Excess billing will not be entertained in any case. Repeated instance of excess billing will be sufficient reason for removing an agency from the panel.
36	The rates will be compared for four categories i.e. (1) Swift (2) Desire/Indigo,(3) Innova (4) Honda City/Toyota Corolla (5) Mercedes.
37	The right to assign the job to the firms reserved to the Directorate of Film Festivals
38	The extra hour's rate will be calculated on the 4% of the base rate.
39	The charges of extra KM will be calculated on the 1% of the base rate.
40	Half day rate will be calculate on prorated basis.

Annexure-I

TECHNICAL BID

1	Name of the firm/company/Agency	
2	Complete Address & Telephone	
3	Whether Tender Document Fee of Rs 1000/- enclosed in the form of Bank Draft/Pay order in favour of PAO(MS), Ministry of I&B, N. Delhi	
4	Whether EMD of Rs 50,000/- enclosed in the form of Bank Draft/Pay order in favour of PAO(MS), Ministry of I&B, N. Delhi	
5	Annual turnover of the firm for minimum two years (with proof) in the form of CAs certificate	
6	Total number of vehicles with owned, which can be provided for hiring purpose. Please indicate clearly whether the firm will be able to provide up to 45 DLY vehicles on daily basis(Yes/No)	
7	Number of years of experience in providing taxi in the govt. Sector/PUS etc.	
8	Name & address of the Department/Ministries/PSU etc. at present taxies are engaged on regular basis (self certified duly stamped copies of contract letter be attached)	
9	Copy of latest Income Tax return for last two years and PAN (With proof self attested)	
10	15 digit Service Tax code no/ Vat A/C number (with proof self attested)	
11	Registration/License no. of Establishment of travel Agency (Self attested copy of certificate)	
12	Name, address and telephone number of the proprietor.	

Signature with name & seal

Annexure-II

Performa for submission of the Financial Bid

S. No.	Vehicle	Rate 10 hours/ 80 Kms	Remarks
1	Swift Desire/Indigo AC		
2	Innova AC		
3	Honda City/ Toyota Corolla AC		
4	Mercedez-E AC		
5	Mercedez-S AC		
6	Tempo Traveler 15 Seater with AC AC		

The extra hour's rate will be calculated on the 4% of the base rate.

The charges of extra KM will be calculated on the 1% of the base rate.

Date:

Signature

Place:

Name

Seal