



नौएडा विशेष आर्थिक क्षेत्र प्राधिकरण
(अधीनस्थ भारत सरकार)
वाणिज्य एवं उद्योग मंत्रालय, वाणिज्य विभाग
नौएडा दादरी रोड, फेस. 2, नौएडा-201305, जिला गौतम बुद्ध नगर (उ०प्र०)
NOIDA SPECIAL ECONOMIC ZONE AUTHORITY
(Under Government of India)
Min. of Commerce & Industry, Deptt. of Commerce,
Office of the Development Commissioner
Noida Dadri Road, Phase-II, NOIDA-201305, Distt. Gautam Budh Nagar (UP)

NOTICE INVITING e-TENDER

e-Quotations are invited for hiring of vehicles from the vehicle providers under financial limit of Rs. 40,000/- per month including fuel, driver, taxes and other Govt. levies, if any as per the requirement mentioned below for the Office of Development Commissioner, NSEZ, Noida-201305.

S.No.	Category	Nos. of vehicles Required	Remarks
1.	Mid-Size Diesel Car or Equivalent (Petrol/Diesel) (yellow nr. plate)	02	To be used up to 30 days or 2500 kms. in a Month. The vehicle will be under exclusive control of NSEZ Authority during 24 hours a day and 365 days in a year.

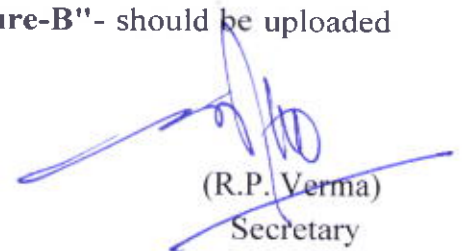
- Such tenderers may also submit details of other such Organizations to which they have extended similar services in the recent past as well as present and total number of owned vehicles with the Registration No. in their tender.
- The interested tenderers are requested to submit their bids mentioning therein the price to be charged by them (inclusive of GST). The tenderer should give GST Registration No. in their tender documents.
- The firm should have experience of providing vehicles to Govt./Private offices for last 07 years as on 01/10/2017.
- The firm should have a turnover of at least Rs. 10.00 lakhs per annum in the field.
- The firm should submit a list of at least 10 clients covering Government, Public and Private Sectors undertaking.
- The firm should be registered with Income Tax Department and have a PAN/GIR/IGST Registration No.
- The firm should be functioning in Delhi NCR.
- Interested transporters/firms/agencies should submit their Technical & Financial bids on or before 3.30 PM on 17/10/2017 on e-tender module available on the website www.nsez.gov.in.
- Last date for submission of tender is 17/10/2017 up to 03:30 P.M., which will be opened at 04:30 pm. on 17/10/2017 in the Conference Hall of NSEZ Service Centre Building in the presence of the parties or their Authorized representative(s) who wish to be present at the time of opening of the tender. The Chairman & CEO, NSEZ Authority, Noida reserves the right to accept or reject any or all tenders without assigning any reason. Tenders received after last date and time as indicated herein above Para will not be considered.
- The Earnest Money Deposit of Rs. 10,000/- (Rupees Ten thousand only)



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(Refundable, if the bid is not successful) in the form of Demand Draft/Bankers Cheque in favour of "NSEZ Authority" payable at Noida is to be submitted at the time of submission of tender in a separate envelope bearing the Name of the bidder and marked "Bid Security". Bids without the EMD shall be treated as void and will not be considered for opening. The tender without EMD and in any other form than prescribed will not be considered.

11. Incomplete, ambiguous and conditional tenders will not be entertained.
12. The bidder should submit the certificate of authorization of the Authorized Signatory/ies. (applicable in case of the Association of Person/Company/ Partnership firm)
13. The Committee may, if so desired, relax/amend one or other condition to determine eligibility of the bidder, without assigning any reason, thereof. Any enquiry, after submission of the bid, shall not be entertained.
14. In case of the withdrawal of the bid, the EMD will be forfeited.
15. The successful bidder shall be required to deposit performance security 10% of the total tender cost.
16. The successful bidder shall be required to physically produce the vehicle for inspection and the decision as regards the satisfactory condition of the Vehicle by the Development Commissioner, NSEZ shall be final. The terms and conditions are enclosed herewith.
17. Whenever, NSEZ requires extra vehicle, the awardee tenderer will have to provide on terms and conditions mentioned in the tender.
18. The detailed terms & conditions are enclosed with this Notice.
19. The format of Pre-Qualification/Technical bid is appended at "**Annexure-A**".
20. The format of financial bid is appended at "**Annexure-B**"- should be uploaded on e-tender module available on website.


(R.P. Verma)
Secretary

Copy to:-

1. Notice Board, NSEZ and NSEZ website
2. Sr. Account Officer, NSEZ



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TERMS AND CONTITIONS

1. The tenderer should have a registered and well established Car rental/Travel Agency/ Firm having latest models of Vehicles for hiring. List of Vehicles owned by the tenderer, the details of the vehicles to be provided to the Chairman & CEO, NSEZ Authority, NSEZ, Noida must be attached along with the tender documents.
2. The Vehicle proposed to be given to the Chairman & CEO, NSEZ Authority, NSEZ, Noida under this tender should not have been manufactured before the 1st January, 2017 and should not have run for more than 5000 Kms.
3. The vehicles on duty shall have to be kept in perfect running and clean condition. The seats should be comfortable and should always be covered with neat and good quality seat covers.
4. In case, condition of vehicle is not found to be satisfactory, the same shall be returned for immediate replacement. In case no replacement is provided on time the Chairman & CEO, NSEZ Authority, NSEZ, Noida would have a right to hire a vehicle from the market and the additional cost incurred will be borne by the tenderer.
5. The tenderer would ensure that the driver employed should have a valid Driving License and the vehicle should be registered with the concerned Authority of Central/State Government. The tenderer shall provide a certificate to this effect. The driver of the vehicle provided must follow traffic rules and other regulations prescribed by the Government of UP and Local Bodies from time to time.
6. The tenderer should have adequate number of telephones for establishing contact round the clock. The driver shall observe all the etiquette and protocol while performing the duty and should always be in neat & proper uniform i.e. Shirt with white trouser and Black shoes and must carry a mobile phone in working condition for which, no separate payment shall be made by the Chairman & CEO, NSEZ Authority, NSEZ, Noida.
7. The rates quoted should specifically mention the GST component.
8. The billing will be done on monthly basis, preferably typed and in triplicate, shall be submitted to this office in the 1st week of each month.
10. A daily record indicating time and mileage for the vehicle shall be maintained in a log book and log book shall be submitted to the Assistant Development Commissioner, NSEZ, Noida regularly for scrutiny and countersigning.
11. The hiring charges shall be on the basis of zero based mileage i.e. mileage starting/ending from the reporting place to the relieving place.



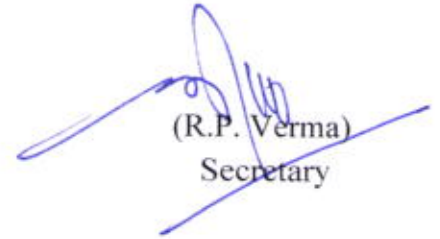
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12. Once the hiring of Car from a particular operator, the Car and Driver should not be changed unless requested by the Chairman & CEO, NSEZ Authority, NSEZ, Noida. The vehicle must be available at any time any day as desired by the officers considered.
13. The Chairman & CEO, NSEZ Authority, NSEZ, Noida, shall be liable to pay the hiring charges only and other liabilities like monthly charges of Driver, Repair and Maintenance of Vehicle, Insurance, Petrol/Diesel, Oil and any other incidental expenses etc. shall be borne by the tenderer. The liability of the NSEZ is limited to the contract value only.
14. In case of breakdown of any vehicle during Official duty, it shall be the responsibility of the firm to provide a substitute vehicle replacement immediately. In case vehicle does not report on time/ does not report at all, the Chairman & CEO, NSEZ Authority, NSEZ, Noida would have a right to hire a vehicle from the market and the additional cost incurred by the Chairman & CEO, NSEZ Authority, NSEZ, Noida will be borne by the tenderer.
15. The contract will be valid for the term of 12 months from the date of award the contract and if the services rendered by the tenderer are found satisfactory, then the contract would be considered for the further extension of period as may be agreed upon and with the mutual consent of the parties.
16. In case of the services rendered by the contractor found unsatisfactory, the Chairman & CEO, NSEZ Authority, NSEZ, Noida is entitled to terminate the contract by giving one month prior notice to the contractor. The contractor will have no claim for compensation, for any loss sustained by him owing to such action. If the contractor fails to provide the services on more than one occasion, in that case, the NSEZ reserves the right to terminate the contract without giving any prior notice to the contractor.
17. Earnest Money Deposit shall be forfeited if the successful bidder refuses or neglects to execute the contract or fails to comply with the conditions of the tender or withdraws his bid during the tender period.
18. The Chairman & CEO, NSEZ Authority, NSEZ, Noida reserves the right to reject all or any of the offers or accept more than one offer without assigning any reason whatsoever.
19. In case of any dispute of any kind and in any respect whatsoever, the decision of the NSEZ, Noida shall be final and binding.
20. The Vehicle may be available/running in the Delhi-NCR as and when the NSEZ has desired. The applicant must have a valid Taxi Permit to run in the State of UP.
21. On awarding the contract, the contractor has to furnish to NSEZ, Noida the certified copies of RC books and the comprehensive Insurance Policies.



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22. In the case of any Accident, all the claims arising out of it shall be met by the tenderer.
23. The tenderer and driver shall be bound to carry out instructions of the NSEZ, as well as of the Officers assigned to the vehicle.
24. **A penalty of Rs. 1000/- per day per vehicle may be levied if any vehicle fails to meet above terms & conditions on any day.**
25. Any matter during the period of this agreement, which has not been specifically covered by this agreement, shall be decided by the NSEZ, whose decision shall be final and conclusive.
26. No additional terms & conditions over and above the conditions stipulated above shall be entertained by this office.
27. The format of Pre-Qualification/Technical bid is appended at "**Annexure-A**".
28. The format of financial bid is appended at "**Annexure-B**".


(R.P. Verma)
Secretary



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ANNEXURE-A

(I) PRIMARY DETAILS:

1. Name of the Agency
2. Office Address
3. Contact telephone No.
4. Contact Mobile No.

(II) PRE-QUALIFICATION DETAILS:

1. If the Tenderer is a Firm/ Company (Attach proof)
2. Registration with GST (Attach proof)
3. Experience of last 07 years as on 01/10/2017 (Attach proof)
4. Turnover of at least Rs. 10.00 lakhs per annum (Attach proof)
5. The tender is duly signed with seal of company/firm (Yes/No)
6. The "financial Bid" is enclosed separate sealed envelope (Yes/No)
7. List of at least 10 clients covering Govt., Public and Private sector undertakings (Attach proof)
8. Self-declaration to the effect that they have not been black listed by the Government or any Public and Private sector undertakings.
9. The firm should be operational in Delhi-NCR (Attach proof)
10. Earnest Money Deposit in the form of bank draft of Rs. 10,000/- in favour of the "NSEZ Authority" payable at Noida (Attach Demand Draft)
11. Name of the responsible authorized representative of the firm
12. The firm should submit following declaration :

"I/We hereby declare that all the terms and conditions of tender document has/have been read by me I us and I/We accept all the terms and condition mentioned in the tender and shall comply with them strictly."

Date.....

Name & Address of tenderer
with seal and signature



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ANNEXURE-B

This format dully filled should be uploaded on e-tender module available on website www.nsez.gov.in in the name of "Financial Bid".

(I) **PRIMARY DETAILS:**

1. Name
2. Address
3. Telephone No.
4. PAN No. (Attach proof)
5. GST Registration number :

(II) **FINANCIAL BID FORMAT:**

S. No.	Make of Car & Model	Fuel Type (Petrol/ Diesel)	Rate for one month up to 2500 KM/month (including fuel & driver)	Extra Charge Per Km (In Rs.)

**** The quoted fee should be inclusive of all expenses**

"I/We undertake that the rates quoted above by me/us will not change during the Contract period and accept the payment schedule as described in the appropriate column"

Date.....

Name & Address of tenderer
with seal and signature