TENDER ENQUIRY IN TWO-BID SYSTEM

Sealed tender are invited in two separate covers for providing services of Hiring of Vehicles (number of cars likely to be five) on monthly basis and call basis also at EPI Corporate Office New Delhi for a period of one year as per scope of work given at Annexure-I and the terms and conditions are given at Annexure-II.

Pre Qualification Criteria: Only Reputed, experienced and Registered Delhi & NCR based Transport Service providers are eligible.

The above vehicles shall be four wheelers having taxi permit.

Copy of following documents also should be enclosed by the party.

1. Copy of PAN card.
2. Proof of working with Public Sector Undertaking or other Govt. Departments (work order or experience certificate).
3. Copy of RC duly attested by bidder, PUC, permit etc.
4. Party should confirm whether his firm comes under MSME act or not if YES then enclose the certificate.
5. Copy of Service Tax Registration Certificate.
6. In case of proprietorship, an affidavit, in case of partnership firm, copy of partnership deed and in case of company, Memorandum & Articles of Association to be submitted.

Interested parties are requested to submit their offer for the subject work as per details given below:

1. **Technical Commercial Bid:**
   Techno-Commercial offer in a sealed envelope along with pre-qualification documents and Earnest Money Deposit (EMD) of Rs. 10,000/- (Rupees ten thousand only) in the form of Bank Draft/Banker’s cheque favoring Engineering Projects (India) Ltd. Payable at New Delhi is to be kept in first envelope. Tenders not accompanied with EMD are liable to be rejected.

2. **Price Bid:**
   Only Price bid in a separate sealed envelope for the scope of work mentioned in the format given at as per Annexure-I is to be submitted in the 2nd envelope.

Both the envelopes are to be the kept in 3rd envelope and superscribe No. and due date of NIT.
The offer should be valid for a minimum period for 90 days from the last date of submission of Bid.

EPI reserves the right to accept or reject any or all tenders and also the right to place orders for full or part quantities or distribute amongst various bidders or to Annual this Tender process without assigning any reason whatsoever.

Tenders to be addressed to: General Manager (Contract)
Engineering Projects (I) Ltd.
Corporate Office- HR Division
Engineering Projects (India) Ltd.
Core –3, Scope Complex, 7, Institutional Area,
Lodhi Road, New Delhi-110003
Phone No. 24361666, Fax No: 011 –24363426

Tender documents are available from EPI’s website www.epi.gov.in/ CPP-portal.

Enclosures: Annexure-I
Annexure-II
Terms & Conditions

1. Car shall report at the residence of concerned officials from the various locations in Delhi & NCR from Monday to Saturday.
2. Only Diesel vehicles are required.
3. Car should not be more than 01 year old and in good condition. The driver should be well behaved and well turned out.
4. In case car is under breakdown, operator will provide EPI with an alternative car. Timings of duty shall strictly be adhered to. If alternate vehicle is not provided than penalty shall be charged ₹ 1500/-per day.
5. Payment will be released through account payee cheque within 15 days of receipt of bill. Service Tax charged in the bill to be indicated separately.
6. If the drivers take away the vehicle without intimation to EPI, the KMs covered by him will not be paid.
7. Entry of KMs will be maintained by operator’s driver and regularly checked by EPI officials.
8. EPI will not be responsible for any damage/lose to vehicle, driver and third party/property of third party while performing the duty.
9. T.D.S will be deducted from the monthly bills as per Income Tax Rules.
10. The rates will remain firm during the tenure of the said contract including the time extension.
11. The contract period starts from the date of deployment of vehicle.
12. Car parking charges & toll tax will be reimbursed by EPI on monthly basis along with bill against documentary proof.
13. Rates shall be paid as per contract and for part on pro-rata basis.
14. The weekly off (Sunday) is allowed for maintenance.
15. The Agency shall provide the vehicle immediately on receipt/requirement by EPI over phone or otherwise, failing which EPI will hire the vehicle from any other Agency and difference if any in the rates/amount shall be recovered from the agency.
Annexure-II

Price Bid
Quoting Sheet
For Monthly Basis

1. **Type of Car**: Indigo or equivalent (AC/NON-AC) (Diesel)
2. **Duty Hours**: 12 Hours
3. **Working Days**: 06 days a week
4. **Average Run (Per month)**: AC | Non-AC
   | 2000KM | ₹………………….. | ₹………………….. |
   | 2400KM | ₹………………….. | ₹………………….. |
   | 3000KM | ₹………………….. | ₹………………….. |
5. **Extra charges per KM Beyond Limit (if any)**: ₹………………….. | ₹………………….. |
6. **Extra charges Beyond 12 hour (if any)**: ₹………………….. | ₹………………….. |
7. **Night charges (After 11PM if any)**: ₹………………….. | ₹………………….. |
8. **Charges on Holidays (if any)**: ₹………………….. | ₹………………….. |
9. **Outstation charges (if any)**: ₹………………….. | ₹………………….. |
10. **Other terms & conditions**: (As per enclosed Annexure-I)
## Price Bid
### Quoting Sheet

**For Call Basis Vehicles**

1. **Type of Car**: Indigo or equivalent (AC/NON-AC)  
   Innova or equivalent (AC/NON-AC) (Diesel)

2. **Rates per KM**
<table>
<thead>
<tr>
<th>AC</th>
<th>Non-AC</th>
</tr>
</thead>
<tbody>
<tr>
<td>Indigo or equivalent (AC/NON-AC)</td>
<td>₹…………………</td>
</tr>
<tr>
<td>Innova or equivalent (AC/NON-AC)</td>
<td>₹…………………</td>
</tr>
</tbody>
</table>

3. **Extra charges Beyond 12 hour (if any)**
<table>
<thead>
<tr>
<th>AC</th>
<th>Non-AC</th>
</tr>
</thead>
<tbody>
<tr>
<td>Indigo or equivalent (AC/NON-AC)</td>
<td>₹…………………</td>
</tr>
<tr>
<td>Innova or equivalent (AC/NON-AC)</td>
<td>₹…………………</td>
</tr>
</tbody>
</table>

4. **Night charges (if any)**
   (After 11PM if any)
<table>
<thead>
<tr>
<th>AC</th>
<th>Non-AC</th>
</tr>
</thead>
<tbody>
<tr>
<td>₹…………………</td>
<td>₹…………………</td>
</tr>
</tbody>
</table>

5. **Outstation charges (if any)**
<table>
<thead>
<tr>
<th>AC</th>
<th>Non-AC</th>
</tr>
</thead>
<tbody>
<tr>
<td>₹…………………</td>
<td>₹…………………</td>
</tr>
</tbody>
</table>

6. **Other terms & conditions**: (As per enclosed Annexure-I)