



CENTRAL ADOPTION RESOURCE AUTHORITY

(A Statutory Body of Ministry of Women and Child Development, Government of India)

West Block-VIII, Wing-II, 2nd Floor, R.K. Puram, New Delhi-110066,

Tel: 91-011-26760320, Fax: 91-011-26180198,

Website: www.cara.nic.in, E-mail: carahdesk.wcd@nic.in

No. CARA-GA026/3/2016-ADMN (Vol-II)

Dated : 4th May' 2017

To

Subject : Tender notice for hiring of Vehicles/Cars – reg.

Central Adoption Resource Authority (CARA) invites sealed Tenders/quotations from registered agencies with the National Capital Territory of Delhi (except those who have been specially blacklisted by the Ministries/Departments for non- performance) for hiring of AC/ non-AC vehicles for official use of the office of CARA, Office as per the terms and conditions enclosed as Annexure-I. The approximate number of vehicles required by CARA is 02 (two). The number of vehicles may be increased /decreased depending upon the requirement of CARA.

2. The bid should be submitted in a sealed cover in two parts as under:-

a. Technical Bid: Envelop should be super-scribed "Technical Bid for Hiring of Vehicles/Cars" and it should contain all technical details as per **Annexure- II** along with EMD.

b. Financial Bid: The second cover should contain the rates, etc. as per **Annexure- III**, and it should be super-scribed "Financial Bid for Hiring of vehicles/Cars".

Both of these sealed covers are to be put in a bigger cover, duly super-scribed as "Bid for Hiring of Vehicles/Cars".

3. The last date for receipt of tender is **20th May' 2017 is at 3.00 PM**. The technical bids shall be opened at **11.00 AM on 22nd May' 2017 at CARA**, West Block-8, Wing-2, 2nd Floor, R.K. Puram, New Delhi in the presence of such of the bidders or their representatives, who may wish to remain present. Financial Bid(s) of only those bidder(s) will be opened on a date decided by the committee whose bids are considered technically acceptable after evaluation. Hypothetical conditions/ incomplete bid will not be entertained. Bids received after the specified date and time shall not be considered.

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4. The bidders shall be required to submit demand draft of **Rs.20,000/- (Rupees Twenty Thousand Only)** as **earnest money to be withdrawn in favour of 'Central Adoption Resource Authority'** along with the quotation in technical bid cover. A quotation not accompanied by the demand draft along with Technical bid will be summarily rejected. The earnest money will be refunded to the unsuccessful tenderers on finalization of the contract. No interest will be payable by the CARA on the Earnest Money finalization of the contract. The successful tenderer will have to deposit **performance security at the rate of Rs.80,000/- (Rupees Eighty Thousand Only)** in the name of **Central Adoption Resource Authority (CARA)** within 10 days of award of contract. The performance security will be forfeited for breach of any of the terms / conditions of the tender enquiry, besides it may be blacklisted. Performance Security will be refunded to supplier without any interest, whatsoever, after it duly performs and completes the contract in all respects.

5. The tender document can be downloaded from the CARA's website www.cara.nic.in for any clarification as to the tender documents, **The Administrative Officer, CARA may be contacted on telephone no.26760320** or in person after prior appointment.

6. The sealed quotations in the prescribed form (technical bid and financial bid) may be addressed to **The Administrative Officer, Central Adoption Resource Authority (CARA), West Bloc-8, wing-2, 2nd Floor, R.K. Puram, New Delhi** and dropped in the Tender Box of this CARA.

7. The competent authority in the CARA reserves the right to amend/withdraw/relax/modify any of the terms and conditions contained in the Tender Documents or reject any or all applications (offers) without giving any notice or assigning any reason thereof. The decision of Competent Authority will be final and binding.



(Jitendra Nath Sharma)

Administrative Officer

Tel.No.26760320

केन्द्रीय दत्तक - ग्रहण संसाधन प्राधिकरण
Central Adoption Resource Authority
महिला एवं बाल विकास मंत्रालय
Ministry of Women & Child Development
भारत सरकार / Government of India
पश्चिमी खण्ड - 8, विंग - 2, द्वितीय तल, आर.के. पुरम
West Block-8, Wing-2, 2nd Floor, R.K. Puram
नई दिल्ली / New Delhi-110066

Terms and conditions for hiring of vehicles /cars on daily /monthly basis for Official use in the CARA, Ministry of WCD, New Delhi

1. The cars/vehicles to be provided should either be registered in the name of the firm/owner or the firm should have them on lease.
2. The AC Cars (Maruti Ciaz/ Honda City or equivalent and Maruti Swift D'zire/ Honda Amaze or equivalent) to be provided should be in very good condition and should not be of model earlier than 2016. The car should be fitted with proper upholstery and accessories, etc. The Non-AC Cars (Indica or equivalent) to be provided should be in excellent running conditions and shall not be of model earlier than 2015.
3. The period of contract shall be for one year initially from the date of award of the contract subject to further extension, thereafter, on rendering satisfactory services.
4. The drivers of the vehicles must follow traffic rules and other regulations prescribed by the Government from time to time. Drivers should be conversant with all important places in Delhi and NCR especially around Central Secretariat.
5. The firm has to ensure that the driver being provided has a valid driving license in his name for taxi operations with not less than one year experience. The drivers should be in uniform/well-mannered and courteous and should always carry a mobile phone with them, as it will enable the officer to contact the Driver at any time. He is to carry all the necessary documents (Registration Certificate, Insurance Papers, PUC Certificate, etc.) with him, while being on duty. Copy of License and Copy of Registration Certificates etc. provided to CARA shall be attached with the Technical Bid.
6. The vehicles and Drivers once offered will not be ordinarily changed and in any case not without prior written permission of the CARA. In case the Car/Driver is changed without prior consent of the CARA, 70 % of the charges payable for the day(s) would be deducted on each occasion.
7. The drivers of the vehicles are to report to the place of requirement as per the directions of CARA. There will be no dead mileage. The kilo-meterage for the purpose of 'vehicle run' and 'hours of duty' shall be reckoned from the point of reporting for duty and to the point of vehicle released. No mileage will be allowed to drivers for lunch /breakfast or for filling of fuel, etc.



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8. The duty point in respect of Non-AC vehicles/Cars would be from CARA office, R.K. Puram, New Delhi to CARA office, R.K. Puram, New Delhi, as the case may be. No dead mileage will be permissible from garage to CARA, R.K. Puram and vice versa. The mileage and time would be calculated accordingly and not from garage to garage. A log book for each of the journey(s) performed duly signed by the officer, would be maintained and submitted by the firm along with the bill(s).
9. The services shall be provided on 24x7 basis as per the requirement of the CARA.
10. The vehicles are to be insured comprehensively and should have necessary valid permit from the Transport Department/Authority. The vender/ contractor shall attached a certificate copy thereof with the Technical Bid.
11. The contractor/service provider shall be responsible for all litigations arising out of the non-payment of road tax, service tax, etc. and other dues to the appropriate authorities and also for the payment of due compensation to the drivers and any other parties involved in the event of deaths/injuries/damages arising out of accidents and due to various other causes, etc.
12. The approved rate will not be enhanced during the currency of the contract.
13. Actual parking charges/toll taxes/entry taxes/interstate taxes for journey(s) /service taxes will be reimbursed on production of original vouchers/receipt along with hiring charges bill.
14. The antecedents of driver to be deployed should be properly verified and their details (names, address, telephone nos. etc) will have to be provided to this office. In case of change of driver, prior written intimation and consequential written permission will be required to be given to the general section of the CARA and the user.
15. Firm should be in a position to provide standby cars within half an hour of reporting any break down to the contractor telephonically. All expenses, including charges for hiring taxi from open market, are to be borne by the firm, in case of breakdown of a vehicle supplied.
16. The transporter/ service provider must have all the requisite clearance certificate etc. from the concerned Government agencies as per rules.
17. The bills for hiring of cars would be submitted after the completion of the month. The payment shall be made on monthly basis against a bill duly verified by the Administrative Officer, CARA.
18. No advance payment, in any case would be made.

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19. No night charges will be payable.
20. Service tax applicable will be paid on billing and as per Government rates.
21. The vehicle to be supplied should be in a very good working condition and well maintained during the contract period. The vehicles will have to be fitted/ provided with the following mandatory additional accessories/utilities at all times.
- (i) Clean seat covers
 - (ii) Quality radio music system
 - (iii) Reading Lamp
 - (iv) Tissue paper box
 - (v) Car perfume
 - (vi) Mobile charger
 - (vii) Seat Belts (Front & Rear)
 - (viii) Umbrella during monsoon.
22. The firm should also be in a position to cater to additional requirement of cars at short notice at the quoted rates. The number of vehicles may increase/decrease depending upon requirement of the CARA.
23. The owner/senior representative of the firm should be available round the clock on direct telephone (office as well as residence) so as to respond to the call for vehicles in emergent cases. The mobile number should also be given.
24. All charges towards repair/servicing, salary of the regular driver and substitute driver, petrol expenses and any other incidental expenses on operation and maintenance of third car would be borne by the firm.
25. The contractor /service provider shall be responsible for complying with obligations under Income Tax, ESI, PF, Contract Labour (Regulations and Abolition) Act, Wages Act, Labour Laws etc and damages to third party arising due to accident, etc.
26. In case of dispute of any kind in any respect whatsoever, the decision of CEO, CARA shall be final and binding. Any relaxation in terms and conditions in the contract notice will be at the sole discretion of CARA.
27. The car with the Driver should be placed at the disposal of CARA as and when required. CARA would be free to use the hired car in any manner for carrying officials, materials etc. as per its requirements and the firm will not have any objection to it.
28. No compromise will be made by this office towards punctuality, cleanliness, obedience, promptness, behaviours, etc. If the contractor at any point of time during official duty, fails to perform duties, as directed by CARA, the security deposit will be forfeited and contract will be cancelled forthwith without any notice by the competent authority.



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29. CARA will not be responsible for any challan, loss, damage, or accident to the vehicle or to any vehicle or injury.

30. The agreement can be terminated earlier by giving one month's written notice by the Department and three month notice by the Service Provider without assigning any reason and the decision of the competent authority shall be binding on the service provider. No claims for compensation of loss of revenue due to such decision shall be entertained.

31. The vendor will also quote their 15 digits Service tax Code Number in all his bills.

32. The office of the service provider should be located in Delhi/ New Delhi.

33. Penalty will be levied, for the violation of terms and conditions of the contract in the following manner.

(Amount in Rs.)

| S. No. | Violations | Penal Amount per month per car | | | Amount deducted per day per car | Remarks |
|--------|---|--------------------------------|-----------------|----------------|---------------------------------|---|
| | | First instance | Second instance | Third instance | | |
| a. | Non-functioning of AC in a car/ vehicle | - | - | - | 500/- | - |
| b. | Failure to provide alternate arrangement within one hour of vehicle breakdown | 500/- | 1000/- | 2000/- | - | Rental charges for the day will also not be paid |
| c. | Tampering with meters of Vehicles | 500 | 1000 | 2000 | - | Competent authority has the discretion to terminate the contract along with forfeiture of performance security/blacklist of firm. |



| | | | | | | |
|----|--|--------|-------|--------|---|--|
| d. | Usage of attached vehicles for other private/commercial | 1000/- | - | - | - | For each such contravention |
| e. | Changes of driver without prior written intimation and permission from CARA. | 500 | - | - | - | On each occasion |
| f. | Delay (more than 30 minutes in reporting for duty by driver / vehicle) | 200/- | 300/- | 500/- | - | Rental charges for the day will also not be paid |
| g. | Non-compliance of any other terms and conditions | 300/- | 500/- | 1000/- | - | For each violation per vehicle. |

35. The service providers must be a tax payer and enclose copies of Income Tax Return (ITR) for the last two years.



TECHNICAL BID

The following information/documents are given:-

| | | | |
|-----|---|---|--|
| 1 | Name of firm | : | |
| 2 | Registration No of the firm/Agency | : | |
| 3 | Registered office Address of firm in Delhi | : | |
| 4 | Name of proprietor/partners of the firm and his PAN no | : | |
| 5 | Telephone no. of the firm | : | |
| 6 | Mobile no. of proprietor/partner of the firm | : | |
| 7 | PAN No./Service Tax No. (Copy to be enclosed) | : | |
| 8 | Turnover Certificate duly authorized by C.A. and income tax return/ income Tax Clearance certificate for the last two years (Copy to be enclosed) | : | |
| 9 | Minimum 03 yrs. experience in providing vehicle to Govt./Semi Govt./ Autonomous bodies and also with a certificate from the concerned Deptt. that the contract was successfully completed | : | |
| 10 | Name of the authorized signatory with necessary authority letter to sign the bid documents on behalf of the firm | : | |
| 11. | Please enclose certificate if the firm/ company is blacklisted by any Government Department or any criminal case is registered against the firm/company or its owner/partners/Director anywhere in India (If NO, an undertaking in the form of affidavit to this effect is to be attached). | : | |
| 12. | Acceptance of terms & conditions contained in the bid documents, the bidder will have to sign & put stamp of his firm/ company on each page of the bid document. | : | |
| 13. | List of copies of documents enclosed with page no. | : | |

Date :
Place :



(Signature of the authorised person)
Name :
Designation :
Seal :

Financial Bid**Subject : Notice Inviting Tenders for "Hiring Vehicle / Cars"****1. (a) Rates for AC cars (on monthly basis) :**

| Particulars | Maruti Ciaz/ Honda City or equivalent | Maruti Swift D'zire / Honda Amaze or equivalent |
|--|---------------------------------------|---|
| 2400 kms per month for 300 hours per month | | |
| For every extra kms beyond 2400 kms | | |
| Every extra hour beyond 300 hours | | |

(b) Rates for Non-AC cars (on monthly basis) :

| Particulars | Indica or equivalent |
|--|----------------------|
| 2400 kms per month for 300 hours per month | |
| For every extra kms beyond 2400 kms | |
| Every extra hour beyond 300 hours | |

2. (a) Rates for AC cars (as and when required) :

| Particulars | Maruti Ciaz/ Honda City or equivalent | Maruti Swift D'zire / Toyota Etios or equivalent |
|---|---------------------------------------|--|
| Rates for 50 kms for 6 working hours on any day | | |
| Rates for 100 kms for 12 working hours on any day | | |
| Extra charges per km. | | |
| Extra charges per Hour | | |

(b) Rates for Non-AC cars (as and when required) :

| Particular | Indica or equivalent |
|------------------------------------|----------------------|
| For 50 kms & 06 hrs per day basis | |
| For 100 kms & 12 hrs per day basis | |
| Extra charges per km. | |
| Extra charges per Hour | |



3. Rates for Innova type vehicles (as & when required) :

| Particulars | AC | Non-AC |
|------------------------------------|----|--------|
| For 50 kms & 06 hrs per day basis | | |
| For 100 kms & 12 hrs per day basis | | |
| Extra charges per km. | | |
| Extra charges per Hour | | |

4. Rate for outstation duty :

| Sr. No. | Particulars | D'zire/ Etios or equivalent | Maruti Ciaz / Honda City or equivalent | Innova or equivalent |
|---------|--|-----------------------------|--|----------------------|
| (i) | Outstation charges per km | | | |
| (ii) | Outstation charges per day (24 Hours) apart from (i) above | | | |

Signature : _____
Name : _____
Company Seal : _____

Dated : _____



Date : _____

To

The Administrative Officer,
Central Adoption Resource Authority,
Ministry of Women & Child Development,
West Block-8, Wing-2, 2nd floor,
R.K. Puram, New Delhi- 110066.

Subject : Sealed Tender for Hiring of Vehicle/Cars.

Sir,

With reference to CARA's Notice dated _____ inviting quotations for hiring of vehicle /Car, we hereby submit quotations in the prescribed form (Technical Bid & Financial Bid) duly filled in a separate sealed cover.

We have read the term and conditions and accepted the same.

Yours faithfully,

| | | |
|------------------|---|-------|
| Name | : | _____ |
| Address | : | _____ |
| Telephone | : | _____ |
| Seal of the Firm | : | _____ |

