



Office of the Addl. Director General of Foreign Trade  
Ministry of Commerce & Industry, Government of India  
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## **Tender Notice for Hiring Vehicle for Additional Director General of Foreign Trade, Hyderabad**

1. For and on behalf of O/o Additional Director General of Foreign Trade invites sealed tenders/bids from experienced and financially sound service providers to provide “Operational Vehicle” on monthly rent as per scope of work given in this document
2. The interested Service Providers are requested to submit their Tender documents in the prescribed format duly signed and stamped, along with any supporting documents in a sealed cover to “Office of the Additional Director General of Foreign Trade, 3rd Floor, Room No.302, CGO Towers, Kavadiguda, Hyderabad- 500080”. The tenders can also be sent by Registered Post/AD in doubled sealed cover.
3. Last date for receipt of Tender is 15 days from date of issue of this document.
4. Any tender/bid received later (including on account of reasons of postal delay) shall not be considered.
5. All documents submitted by service provider shall become the property of this office. This office has no obligation to return the same.
6. The service providers who wish to be present at the time of opening of Tender/Quotation may represent themselves with id proofs or authorize their representatives with an authority letter id proofs. Vehicles offered for services may also be required to be shown for Inspection to find out the actual condition thereof after opening of Technical bid.
7. Tenders shall be opened on 17<sup>th</sup> June 2019 (16<sup>th</sup> day)at 04:00 PM before the Committee.
8. Committee reserves right to accept or reject any or all tenders without assigning any reason.

### **Instructions to Service Providers**

9. The service providers need to submit both technical bid and financial bid in the format prescribed.

10. The service provider must abide by obligations as mentioned in this document. All the Statutory Rules Compliance & Taxes must be adhered to.
11. The vehicle and driver provided shall comply to requirements as mentioned in this document.
12. Canvassing in connection with this tender is strictly prohibited and the tender submitted by the service provider who resorts to canvassing shall be liable to rejection

### **Scope of Work**

13. The duration of contract is for one year from the date of signing the agreement, which may be extended for a further period subject to satisfaction of the service provided by the department on same terms and conditions.
14. The type of vehicle to be provided is Swift Dzire or equivalent.
15. The service shall be provided for a minimum monthly mileage of 1800 kms.

### **Evaluation of Bid**

16. This department reserves right to modify the evaluation process at any time without any requirement of intimating the service provider of any such change. During the process of evaluation, this office may seek any clarification which shall be provided immediately by the service provider.
17. Incomplete bids that do not fulfill the scope of work shall be rejected.
18. Bids providing information that are found to be incorrect/misleading at any time/stage shall be rejected
19. Bids that do not conform with the format prescribed shall be rejected.
20. Financial bids of only those service providers would be considered whose technical bid qualifies for the tender and final approval will be given only after actual inspection of the vehicle.
21. Bids that do not fulfill any of the requirements/conditions/obligations shall not be considered

### **Service provider Obligations**

22. Service provider shall ensure that assigned vehicle and driver report as per schedule provided by user department / buyer / individual user. In an event of delay in arrival beyond 15 minutes, user shall have right to hire other taxi services (which may or may not be of similar hired car category). The fare charges shall be charged to service provider.

23. Service provider agrees to terms and conditions of the contract and shall ensure full compliance to them.
24. Service provider to ensure that all maintenance works related to assigned vehicle shall be carried out in off duty hours.
25. Service provider to ensure that vehicle deployed shall arrive at designated location on time and with sufficient fuel.
26. In the event of any break-down, servicing and repairs of vehicle or any other event due to which vehicle cannot be provided , the service provider at his own cost shall make alternate arrangement by providing similar or higher class of vehicle(s). Failure to do so will evoke penalty or possible termination of contract.
27. The Service Provider shall not be allowed to sub-let the Contract.
28. The Service Provider shall only provide vehicles which have the comprehensive insurance.
29. Police verifications for deployed staff shall be ensured by service provider.
30. Service provider shall update the log book. Failure to do so shall be penalized as per this contract.
31. All attempts shall be made to provide quality services.

### **Requirement and Conditions on Driver / Staff Deployed**

32. The service provider shall be responsible for the acts and deeds of drivers of the vehicles.
33. The driver should have thorough knowledge of city routes and should be able to communicate in Telugu and English.
34. The drivers/staff of the vehicles deployed for user department duties maintain polite & courteous behaviour towards department users as well as to other departmental staff. Misbehaviour shall attract penalties as per provisions of the contract. Repeated instances may result in termination of services.
35. Driver should not have any criminal cases against him and should not have any past history of accidents.
36. Driver must be provided a working mobile phone and contact number be provided to user department.
37. In an event that for any reasons the driver changes his contact number during the tenure of the contract then service provider will immediately notify the user department of the above change.
38. The driver shall be reachable at all times during duty hours.
39. Only drivers that possess a valid commercial driving license shall be deployed by service provider.
40. The driver should not have indulged in any serious accident in the past three years

41. Driver should be properly dressed in neat and clean attire. if required driver should wear uniform of specific color as per Buyer's requirement.
42. The driver shall not report for duty in an inebriated state. In such an event user department shall have full rights to terminate the contract with immediate effect.
43. Any complaint from the users/staff of the user department with respect to their behaviour/ uniform will be viewed seriously and it will be brought to the notice of the service provider, who shall take suitable action.
44. Gossiping with the guests and using mobile phone during driving is not allowed. In case of urgency, driver should park the vehicle with permission from the user and talk in the mobile to the minimum duration.
45. As soon as the driver is advised to attend any guest by the administration, the driver should call /sms the guest giving his mobile and vehicle details. Charges of calls /SMSs will be on contractor's account.
46. Vehicle and driver should not be changed frequently. Any such changes should be informed by the contractor to the authority well in advance for permission.
47. It is obligatory for the agency/firm that drivers are paid not less than minimum wages prescribed under Minimum Wages Act fixed by the Government from time to time.

### **Vehicle Requirement**

48. The vehicle shall be required to have registered as taxi / in the name of the firm/Proprietor preferably in the same state as the service is requested (Telangana) and operate/travel anywhere in India for official purpose and necessary permit etc., shall be necessary.
49. The vehicle should not be older than 3 years from date of this service request
50. The vehicle(s) provided by the service provider shall have valid Registration Certificate, full comprehensive insurance to cover third party and occupants, fitness certificate, PUC, permit etc. and any other relevant permits/licenses essentially required by the RTO and any other statutory bodies for commercial operations, and must be revalidated before the expiry of the due date during the tenure of the contract period.
51. The vehicles deployed should be well maintained, cleaned thoroughly both internally and externally.
52. The vehicle shall be equipped with an emergency medical kit and a fire extinguisher.
53. It shall be ensured that all electrical connections including lights (both brake and front), horn, turn indicators, air conditioning (if requested as an add on) and other vehicle systems shall be periodically checked and maintained by service provider to avoid any inconvenience to user departments.
54. Vehicle should be parked at the place as advised by the supervisor in charge and should

be available when not booked. If the vehicle needs to be away for some reasons like refuelling, petty repairing etc. it should be with the knowledge of the controlling supervisor. Moving away without the knowledge of the controlling supervisor will be considered as non-available and will be liable for penalty.

55. Vehicle should have a mobile charger, ambient freshener.

### **Statutory Rules Compliance & Taxes**

56. The hiring charges will be inclusive of fuel cost, lubricants, spare parts, maintenance, and salary of the drivers/staff, payment of insurance/Road tax etc required for operation of vehicle in a state here service is required. However, state taxes required for operation in other states shall be provided by buyer.
57. The service provider shall take comprehensive insurance cover with third party unlimited liability risk of the vehicles detailed for the user department requirement. User shall not be liable for any damages whatsoever to public property and /or any third person due to any accident arising out of and in the course of deployment of service provider's vehicle.
58. The service provider shall be solely responsible for any claims by any third party and/or employees of user department traveling in the vehicle for any injuries caused by the driver of the vehicle whether by accident or otherwise.
59. The user department will in no way be responsible for violation of traffic rules and /or infringement of any other law for the time being in force, either by the driver of the vehicle or by the service provider. The driver as well as service provider shall comply with relevant rules and regulations of Motor Vehicles Act and Rules applicable at present or in future during the tenure of the contract and as may be enforced from time to time for which user departments would not be held liable/responsible in any manner whatsoever. Onus of compliance of all the applicable Laws/Acts/Rules including those under Motor Vehicle Acts/Rules shall rest with the service provider only and user/user departments will not be liable in any manner.
60. The service provider shall be responsible for ensuring compliance with the provisions related to Labour Law [Central/State] and specially Minimum Wages Act, Payment of Wages Act, PF, ESI Act, Payment of Bonus Act, Contract Labour [R&A] Act, Workmen Compensation Act etc. as applicable from time to time. The employees of the service provider shall not be deemed to be employees of the user department hence the compliance of the applicable acts laws will be the sole responsibility of the service provider.
61. The service provider shall be personally responsible for any theft, misconduct and /or disobedience on the part of drivers so provided by him.
62. During the contract period, if the vehicle is seized or detained or requisitioned by

- Police/Motor Vehicle Authority or any other authorities for whatsoever reasons that will be at the service provider's risk. Also, alternate vehicle of similar or higher category will be provided by Service provider without any extra charges.
63. The cars deployed for duty for the user department shall at no point of time carry any person other than personnel authorized by user department. The service provider has to ensure the safety of passengers by avoiding negligent driving by their drivers such as over speeding, rash driving, and driving vehicle without brakes/defective brakes.
  64. The service provider shall provide at his own cost proper uniform and badges as per STATE MOTOR VEHICLES RULES (amended up to date) and photo identity cards to the drivers.
  65. At the option of the Govt. user Service provider shall provide vehicle tracking system and will submit the record /data of journey including pickup time and drop time along with mileage. The mileage count will start from the location of pickup and no extra kilometres from the garage to the pickup point will be provided.

### **Billing and Accountability**

66. The billing will be done on monthly basis and bills to be submitted in triplicate by the 5th of the succeeding month.
67. The rates quoted should be exclusive of the GST component. Due GST should be paid and evidence of which to be produced after which the Department will pay the equivalent amount to the service provider. All other taxes, levy, insurance charges etc., other than GST would be borne by the Agency/Firm.
68. A daily log record indicating time, place of visit and mileage for each vehicle shall be maintained by the driver in a log book in the prescribed format as per Government's instructions and this log book shall be submitted to the concerned officer in the Division regularly for scrutiny.
69. Addl. DGFT, Hyderabad office shall be liable to pay the hiring charges and GST (if found eligible) only. Any other charges, including monthly charges of driver, repair and maintenance of vehicle, insurance, petrol/ diesel, oil and any other incidental expenses shall be borne by the agency/firm.
70. A penalty of Rs.1,000/- per day per vehicle may be levied in case of unapproved change of vehicle / driver, non-satisfactory performance or lack of proper upkeep of the vehicle or non-observance of any term or condition prescribed above. The number of days will be calculated on the basis of period during which the default continues or on the occasions of occurrence of the concerned events as applicable. However, in case of frequent violations of the terms or conditions, the contract can be cancelled forthwith without any notice.

71. If any of the terms and conditions above, is not found fulfilled during the currency of contract, the Additional Director General of Foreign Trade, Hyderabad reserves the right to terminate the contract without assigning any reasons thereof. However, this contract can be terminated with a notice period of one month by the either side. The liability of Additional Director of Foreign Trade, Hyderabad will be limited to the hiring charges agreed in the contract.
72. No Additional terms and Conditions over and above the conditions stipulated above shall be entertained by this Office.
73. In case of any dispute, the decision of the Additional Director of Foreign Trade, Hyderabad shall be final and binding. Contract can be cancelled after a prior notice of one month from either side, in the event of poor service or violation of any of the conditions stipulated and any matter not specifically covered by this agreement shall be decided by the Additional Director of Foreign Trade, Hyderabad.

(K.Hrushikesh Reddy)  
Deputy Director General of Foreign Trade  
For Additional Director General of Foreign Trade.

Encl:

1. Technical Bid
2. Financial Bid

Copy to:

1. Computer Cell for circulation in e procurement, websites.
2. Notice Board
3. Guard File

## TECHNICAL BID

1	Name, address and telephone/mobile no. of the tenderer i.e the Applicant Contractor	
2	PAN No.	
3	Service Tax/ GST registration	
4	No. of years of experience of running a fleet of vehicles on hiring basis. Enclose copies of previous contracts with any government offices.	
5	Details of the vehicle(Type,Model, year of purchase,Petrol/Diesel,Registration No etc) Attach copy of Registration Certificate of Vehicle	
6	Approximate KMs run by the vehicle upto date of filing of tender	

**Signature of Authorised person along with Stamp**



DECLARATION

1. I, \_\_\_\_\_ Son / Daughter / Wife of Shri \_\_\_\_\_  
\_\_\_\_\_ Proprietor/Director/Authorized Signatory of the  
agency/firm \_\_\_\_\_, having Office  
address at Address \_\_\_\_\_  
\_\_\_\_\_, am competent  
to sign this declaration and execute this quotation;

2. I have carefully read and understood all the terms and conditions and undertake to abide by them;

3. The information / documents furnished along-with the application are true and authentic to the best of my knowledge and belief. I / we, am / are well aware of the fact that furnishing of any false / misleading information / fabricated document would lead to rejection of my tender at any stage.

Date:

Signature of authorized person and Seal

Place: