

Notice for Empanelment of Agencies to Provide Drivers

Sub: Empanelment of Agency to Provide Drivers for ITPO'S CNG Operated Trolleys (SWARAJ MAZDA) to be plied during IITF'2013 from Nov. 14 – 27, 2013– as well other trade fairs hosted in Pragati Maidan - Empanelment of Agency

India Trade Promotion Organisation(ITPO), invites sealed bids from eligible companies/Government approved contractors for appointment as an Agency of ITPO, provide drivers to operate ITPO's CNG operated Trolleys in Pragati Maidan during India International Trade Fair, 2013 from November,14 – 27, 2013 as well as other trade fairs to be held. The panel will be valid for One year from the date of award of the contract, extendable by One more year by mutual agreement.. The scope of work and Terms and Condition for empanelment of agency are enclosed herewith (Annexure – I.).

Sealed bids along with earnest money of Rs.20,000/- (interest free) by depositing cash in the office of “ India Trade Promotion Organisation, New Delhi”/Demand Draft in favour of India Trade Promotion Organisation payable at New Delhi are to be submitted latest by 3.00 P.M 11.11.2013 to the undersigned, which will be opened on the same day at 4.00 P.M. in Room No. 40-A. Interested agencies may attend the process of opening of bids. The earnest money will be retained by our office in case of successful bidder as Security deposit . In case of unsuccessful bidder it will be returned.

Thanking you,

Yours faithfully,

(Sudhakar Sachar)
Manager(General Section)
India Trade Promotion Organisation
Pragati Bhawan,
Pragati Maidan
New Delhi -110001

Scope of work and Terms & Conditions for empanelment of Agency for providing 13 Nos. of Drivers to ply ITPO's CNG operated Trolley to be plied in Pragati Maidan, during 14 – 27, 2013 and other Trade Fairs.

1. The empanelment of the agency to provide drivers to be valid for One year from the date of award of the contract, further extendable by one more year by mutual agreement.
2. The CNG Operated Trolleys(Swaraj Mazada) will be provided by ITPO are in good running condition.
3. You will provide drivers who should have the valid driving license to drive such vehicles. These trolleys will be plied during India International Trade Fair, 2013 from 14.11.2013 to 27.11.2013 between 9.00AM to 8.00PM within Pragati Maidan including Saturday, Sunday & Holidays as well other trade fairs/events to be held at Pragati Maidan in future.. The trolleys will ply from different Gates to different Halls to carry visitors in the Pragati Maidan.
4. Driver's should be well behaved and in proper uniform. Further the drivers provided for running the above vehicles should be skilled and well versed with requirements of the job besides being courteous.
5. The Fuel (CNG) will be provided /got filled by India Trade Promotion Organisation for the above Trolleys. Utmost care is to be taken while taking trolleys for filling CNG as these trolleys are not registered with Transport Deptt. GNCT, Delhi .
6. Initially the contract will be valid for a period from 14.11.13 to 27.11.13. On satisfactory performance of the firm, they may be empanelled to provide the drivers for the other fairs being organized by ITPO in the Pragati Maidan.
7. The agency will be solely responsible for the proper Cleaning, of the above vehicles to ensure they are presentable and in smooth running condition at all times.
8. The above Trolleys are insured by ITPO.
9. ITPO will provide parking facility to the above Vehicles.
10. ITPO has right to reject/accept the quotation without assigning any reason. The service provider will not be entitled to claim any compensation against such termination.
11. The drivers must have communication connectivity either Mobile or Walki - Talki.
12. All drivers should have proper uniform enable us to identify them. They should also have agency's identity cards.

13. Lunch/ Tea break should be given to drivers at staggered time so that at a given time, a reasonable number of Vehicles are available for public use.
14. During the currency of the contract no increase in rates at any ground, will be entertained.
15. If any of the vehicles deployed at the fair breaks down or is otherwise unfit for plying, it shall be the responsibility of the ITPO to repair the vehicle by the authorized service centre/ Mechanics only.
16. The agency shall keep ITPO indemnified and continue to indemnify against all claims of loss/ damage to property/life or limb caused on account of operation of the vehicles at Pragati Maidan.
17. It will be the responsibility of the agency to provide the trained drivers and to ply the trolleys in 15-20 KM per hour speed. Any accident or damage to the trolleys, persons will be the sole responsibility of the agency.
18. Payment will be made within 30 days after completion of fair and submission of bill completed in all respect.
19. In the event of any dispute arising out of or during the currency of the contract it shall be resolved through mutual consultations failing which the matter shall be referred to CMD, ITPO or his nominee to act as a Sole Arbitrator under the Arbitration & Conciliation Act, 1996. The decision of the Arbitrator shall be final and binding on both parties.
20. The matter will be subject to exclusive jurisdiction of Courts in the national Capital Territory of Delhi.
21. Agency must provide a full time supervisor to supervise the smooth movement of trolley during IITF'2013.
22. The driver/trolley must be deployed on the given time and date. Any delay between 30 minutes will attract a penalty of Rs.100/- per vehicle/driver not deploying the driver on the given time and date will attract a penalty of Rs.1500/- per driver/trolley will be imposed..
23. The Bidder should be either a Partnership/Public/Provide Company or a Government approved contractor of the same in India. Relevant papers such as copies of original documents defining constitution or legal status, or Certification of Incorporation/Memorandum/Articles of Association etc. to be provided as a supporting document.
24. The bidder should be registered under VAT/Service Tax/PAN Copies of VAT/TIN/PAN and Service Tax registration certificate may be provided as a supporting document.

25. The bidder should have satisfactorily completed at least one contract of volume not less than Rs.3.00 Lakh in last 5 years for Public/Government /Semi Govt., PSUs/Other Govt. Bodies.

26. The agency must have on their roll and be able to place 20 Drivers at ITPO disposal at short notice.

27. ITPO's CNG 13 nos. of trolleys (Swaraj Mazada) may be seen in the office of ITPO on any day before submission of the bid.

