

No: - 57-ITPO (77)/Genl/.2013

09/11/2013

23371749

**Short Notice for Empanelment of Agencies for hiring of Cars, AC & Non AC
for IITF'2013.**

Sub: Empanelment of Agency to Provide Commercial/DLY Cars, AC & Non AC, on hire basis during IITF'2013 from Nov. 14 – 27, 2013– as well other trade fairs hosted in Pragati Maidan -

India Trade Promotion Organisation(ITPO), invites sealed bids from eligible companies/Government approved contractors for appointment as an Agency to provide AC & Non AC cars to ITPO, during India International Trade Fair, 2013 from November,14 – 27, 2013, as well as other trade fairs to be held in Pragati Maidan . The present requirement for providing cars on hire basis is 16 to 20 Nos. AC & Non AC., which should not be older than three years. 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.

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 as per Performa in **Annexure-I (Financial Bid)** enclosed herewith latest by 2.00 P.M 12.11.2013 to the undersigned, which will be opened on the same day at 2.15 .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(Interest free) . In case of unsuccessful bidder it will be returned.

Thanking you,

Yours faithfully,

Sd/-

(Sudhakar Sachar)

Manager(General Section)

India Trade Promotion Organisation

Pragati Bhawan,

Pragati Maidan

New Delhi -110001

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SCOPE OF WORK AND TERMS AND CONDITIONS OF THE CONTRACT FOR HIRING OF COMMERCIAL/DLY CARS BY INDIA TRADE PROMOTION ORGANISATION, (ITPO) NEW DELHI for IITF'2013.

1. The number of cars to be engaged/hired for IITF'2013 from Nov. 14-27,2013 are 16-20 Nos. AC and Non AC Cars, these may be increased/decreased and may vary as per requirement of ITPO. These Cars should not be older than Three years .The agency should own a minimum fleet of 30 cars .
2. The agency should have successfully executed the implementation of at least three contracts each worth Rs. 3 lakhs in the last three years.
3. While bidding, each page of the bid documents (including this document containing five pages) should be authenticated by writing 'we accept' and affixing the signature of the authorized person thereunder.
4. The ITPO reserves the right to obtain the services from the other sources.
5. Under no circumstances, the approved quoted rates should be changed during the period of contract.
6. Contractor shall have to comply with the relevant laws and rules issued from time to time relating to the business and pay due taxes to the Govt .agencies concerned. The ITPO will not be responsible for any lapse on the part of the contractor during or after the expiry of the contract.
7. The driver of the car should have a valid driving license, well experienced and familiar with the city roads. The driver should be neatly dressed and well mannered.
8. The drivers will have to be provided with mobile phones at the cost of the contractor.
9. The car and driver deployed with an officer will not be changed except with the prior consent of the user officer.
10. In case the car driver reports for duty for more than 15 minutes beyond the scheduled time, a penalty of Rs.100/- (Rupees one hundred only) would be levied which will be deducted from the bill of the party. Additional penalty can also be imposed if the contractor violates any of the terms & conditions of the contract.

11. In case the car is not made available on any particular day, the ITPO will be at liberty to hire vehicle from any other source at the expenses of the contractor.
12. The mileage and timing will be counted from garage to garage on actual basis.
13. Night charges will be paid after 11.00 PM . Each driver of the vehicle is required to maintain record of journeys in the Log Book duly verified on day- to-day basis from the user officer.
14. The agency should be in a position to cater to the additional car requirement of ITPO at a short notice.
15. The driver will always keep his registration certificate, pollution free certificate, insurance papers and other such documents ready as required by Government Authorities for inspection.
16. Actual parking charges/toll taxes/entry taxes/ State taxes/Service tax and other taxes, if any in connection with the official duty will be reimbursed along with bill.
17. The vehicle will have to be replaced/ arranged by the contractor in case of break down/accident.
18. Each vehicle deployed by the firm with the ITPO will be issued entry/ security pass by ITPO in case the car(s) is / are required to be parked in ITPO's premises. The entry/ security pass has to be necessarily surrendered to ITPO once the vehicle is withdrawn by the firm from duty with the ITPO for any reason whatsoever.
19. The ITPO reserves the right to cancel the contract, at any time, without assigning any reason. The service provider will not be entitled to claim any compensation against such termination. However, while terminating the contract, if any payment is due to the contractor for service already performed in terms of the contract, the same would be paid to it as per the contract terms. In case of any dispute, the decision of the ITPO shall be final.
20. ITPO shall not be responsible for damages of any kind for any mishap/accident/injury caused to the car(s)/driver(s) while performing duty for ITPO. All liabilities legal or monetary shall be borne by the firm.
21. The security deposited will be refunded only after satisfactory completion of the contract.

22. The payment of hiring charges will be made on submission of pre-receipted bill(s) supported by duty slips and Log Book duly signed and stamp by the user officer or his authorized signatory.
23. In the event of use beyond this slab, additional charges payable would be in terms of each additional Km and each additional hour (as per approved rate).
24. The EMD of Rs.20000/- (Twenty thousand only) of the successful bidder will be converted in to a security deposit (interest free).
25. ITPO reserve the right to reject any or all bids without assigning any reason.
26. The agreement shall be within jurisdiction of Court at National Capital of Delhi.
27. In case of any difference or dispute, the decision of CMD, ITPO or Arbitrator appointed by CMD, ITPO shall be final binding on both the parties.

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PROFORMA FOR FINANCIAL BID

To,

The Manager (General Section)
India Trade Promotion Organisation,
Pragati Maidan, Pragati Bhawan,
New delhi-110 001

Subject:- Hiring of Commercial/DLY Cars for use in IITF'2013 - invitation of quotations.

Sir,

I/we intend to submit the quotation on the subject captioned above and hereby consent to agree/accept all the Terms and Conditions stipulated in ITPO's letter No.57-ITPO/(77)/Genl/2013 dated 9.11.2013. The information regarding financial bid as desired is as per following details:-

Sl. No.	Description		Rate (both in figures and words) for AC Cars - Tata Indigo/Maruti D'zire /Hyundai Accent/Ford Ikon or equivalent.	Rate (both in figures and words) for non-AC cars Indica/ Wagon-R/Santro/Swift or equivalent
	Hrs.	Kms	Amount in Rs. per vehicle	Amount in Rs. per vehicle
1.	10	100		
2.	Rate for each additional Km.			
3.	Rate for each additional hour			
4.	Night Charges after 11:00 PM			

I/we undertake that documents are genuine/ authentic and nothing material has been concealed and that I/we are not debarred by any Government Organisation and competent to contract. I/we understand that the contract is liable to be cancelled, if found to be having obtained through fraudulent means/ concealment of information.

(Signature of Authorized Signatory with Stamp)