

CENTRAL INSTITUTE OF INDIAN LANGUAGES
(Ministry of Human Resources Development Dept. of Higher Education, Govt. of India)
Manasagangotri, Mysore 570 006, India.

TENDER NOTICE

The Central Institute of Indian Languages Mysore invites sealed tenders under two/dual bid systems (Technical bid and financial bid) from the reputed Tours and Travels Agencies/ Companies for hiring of Sedan Car vehicle for its office use.

Interested parties may obtain the tender documents can be downloaded from the website office of the Central Institute of Indian Languages, Mysore. The last date to submit the completed/filled tender is on **30/11/2016 till 5.00 p.m.** Detail of tender documents with complete terms and conditions are also available on Institute Website: www.ciil.org and <http://eprocureundere-publish>

Authorized signatory

Sd/-

DIRECTOR

CENTRAL INSTITUTE OF INDIAN LANGUAGES
(Ministry of Human Resources Development Dept. of Higher Education, Govt. of India)
Manasagangotri, Mysore 570 006, India.

Subject: Tender for contract for providing car only to the CIIL Mysore-reg.

SEALED TENDERS are invited in two bid/dual bid system (Technical Bid and Financial Bid Separately) from reputed Tours and Travels Agencies / companies located in Mysore having in annual turnover of Rs. 5.00 lakhs or more in the business of tours and travels/ vehicle operation, for hiring of car on monthly / daily basis for the official use of the Central Institute of Indian Languages, Mysore, initially for a period of two years. The contract can be extended or short-closed on account of unsatisfactory services rendered by the firm, at the discretion of the Director, Central Institute of Indian Languages, Mysore.

- (a) The Technical Bid should be offered in Annexure-1 containing the following details :-
- (I) Name of the Firm
 - (II) Business address of the firm
 - (III) Location of the Garage
 - (IV) Telephone No.
 - (V) Mobile No.
 - (VI) Annual turnover of the firm (Proof of the same must be attached in the form of CA's certificate/last 2 years balance sheet / profit & loss A/c
 - (VII) Copy of the details of the past experience of providing services in the same field in Government Ministries / Departments / PSUs / Reputed Corporate sectors, with contact persons and their telephone numbers.
 - (VIII) Copy of PAN No. (with proof)
 - (IX) The vehicle should be having valid pollution Control Certificate proof thereof.
 - (X) The vehicle/s should registered 201 onwards – Copy of the RCs (Registration Certificate of vehicles) to be submitted. Exemption will be granted only for those vehicles which the firm intends to purchase new, which is to be clearly indicated in the Technical Bid.
 - (XI) The Earnest Money of Rs. 10,000/- (Rs. Ten thousand only) through a Demand Draft/Pay order in favour of **The Director, CIIL**, Mysore payable at Mysore.
 - (XII) 15 digit Service Tax code number / Vat account no.

- (b) The financial Bids should be in strictly as per the format given in the Annexure II. The rates quoted in the Financial Bids should be both in words and figures and quotations with any cutting or overwriting in figures will not be considered, unless the corrections are countersigned. The financial bid should properly sealed and signed.
- (c) Financial bids of only those firms will be opened, who are short listed on the basis of the Technical bid and after inspection of their vehicles by CIIL, Mysore. The firm would be required to bring their vehicles for inspection as and when intimated by the CIIL, Mysore, before the financial bids are opened.
- (d) The Technical bid Financial bid should be put in two separate envelopes super scribed as ‘TECHNICAL BID ‘ respectively, and sealed separately. Both these envelopes should be put in a bigger envelopes super scribed as “Tenders for hiring of vehicles”, and sealed and addressed to “THE DIRECTOR, CENTRAL INSTITUTE OF INDIAN LANGUAGES, MYSORE”.

Terms and Conditions:

- I) The vehicles should be in very good working condition and well maintained during the contract period. The vehicle to be supplied should be in excellent condition mechanically as well as get-up wise, i.e. outer body / upholstery etc. Should be decent looking.
- II) Payment of hiring charges will be made on monthly basis. The bills for the use of vehicles accompanies by the duty slip/log books will be preferred by the firm after each completed month.
- III) No dead mileage would be payable from the contractor premises to the CIIL, Mysore and vice-versa. A log book for each car in the format prescribed by CIIL Mysore for each of the journey performed, duly signed by Officer and counter signed by the Head of the Departments, would be maintained and submitted by the Contractor along with the bills and duty slips.
- IV) Actual parking charges, toll tax/Interstate taxes for journeys will be reimbursed along with the hiring charges bills.
- V) In case of increase/decreased in the fuel prices NO increase or decrease in the price per vehicle. No revision would be allowed during one year contract.
- VI) The firms should have at least 2 years of experience in the Tour & Travels business in providing vehicle / vehicle in the Government sector / PSUs/Corporate sector and should have an turnover of Rs. 15 lakhs or more for the last three years.

- VII) The vehicle should not be earlier than the year 2014. The vehicle proposed to be supplied should either be registered in the name of the firm or in the name of proprietor or in the name of partner(s) if the firm.
- VIII) All expenses will have to be borne by the firm in case of breakdown of the vehicle supplied. Immediate replacement of the breakdown vehicle will have to be provided. The owner/firm shall be required to immediately provide standby vehicle in case of any breakdown.
- IX) The owner / senior representative of the firm should be available round the clock on his own direct telephone (office as well as residence) so as to respond to the call for vehicle in emergent cases. The mobile number may also be given.
- X) All the charges towards repair/servicing, salary of the Driver, petrol expenses, any other incidental expenses on operation and maintenance of the hired vehicle would be borne by the firm.
- XI) The car should be insured in all respects by the firm. All liabilities, arising out of legal disputes, accidents, etc shall be borne/ paid by the firm and CIIL Mysore shall not be liable in any matter whatsoever.
- XII) Jurisdiction for legal disputes, if any arising during the currency of the contract, will be Mysore courts only.
- XIII) The car with the driver would be placed at the disposal of CIIL Mysore as and when required. CIIL Mysore 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.
- XIV) Tenders may please quote their unconditional rates strictly in the attached proforma (Annexure-II). The price quoted in the financial bid shall remain valid during the contract.
- XV) No advance payment, in any case, would be made to the firm.
- XVI) The bills for hiring of car/s would be submitted after the completion of the month. Bills for supply of car/s for any month along with signed duty slips by the uses(s) or concerned authorized officer of this office shall be preferred in the first week of the following month of payment.
- XVII) The antecedents of drivers to be deployed should be properly verified and their details (names addresses, telephones, photograph, copy of driving license etc) will have to be provided to this office. Prior permission has to be obtained from this office before change of driver.
- XVIII) The drivers of the vehicles should be fully conversant with the routes of Mysore Region and should possess valid driving license in their name. The driver must be decently dressed, proficient in speaking local languages, well mannered, courteous with proven

integrity, healthy personal habit and should always carry a mobile phone with him.

- XIX) No compromise will be made by this Office towards punctuality, cleanliness, obedience, promptness, behavior etc. If the tenderers, at any point of time during official duty, fail to perform duties as directed by the CIIL Mysore, the Security Deposit will be forfeited and contract will be cancelled forthwith without any notice by the Competent Authority.
- XX) The vehicle and driver provided to CIIL Mysore shall not be changed except under compelling circumstances and after prior consent of CIIL Mysore.
- XXI) CIIL Mysore will not be responsible for any challan, loss, damage or accident to the vehicle or to any other vehicle or injury.
- XXII) The firm may discontinue the Contract by giving a notice of 45 days in writing.
- XXIII) **Penalty clauses would be as under :**

SL No.	Problem	Penalty
1	Late arrival a) By 10 minutes b) Between 10-30 min c) 30 minutes and beyond or does not turn up	a) Rs-50-00 b) Rs-100-00 c) Rs-200-00 In all above cases, the officer concerned, depending upon the urgency, can hire a taxi for the day or take a taxi to reach the destination, payment of which shall be borne by the contractor.
2	Attire/turnout of the driver a) Inappropriate b) Very inappropriate	a) Rs-50.00 to Rs-200-00 depending upon the on appropriateness b) The driver with the vehicle will be sent back and a penalty Of Rs-300-00 will be imposed. A taxi will be hired for the day and payment for the same will be borne by the contractor.
3	Unclean vehicle or seat covers/smell in the vehicle	Rs-50-00 for the 1st day Rs-200-00 per day for 2nd consecutive day and beyond

4	AC not working/malfunctioning	The contractor to provide another vehicle in an hour's time or else the office can hire a taxi for the day. Payment of which will be borne by the contractor.
5	Breakdown enroute	Office to hire a taxi to reach the destination, payment to be borne by the contractor.
6	Recurrent malfunctioning /dissatisfactory vehicle condition.	The vehicle will be returned. A taxi will be hired, payment of which will be borne by the contractor along with a daily fine of Rs-500-00 till such time a proper vehicle is provided.
7	Drivers poor knowledge of route	Driver to be changed by the contractor. If the contract doesn't change the driver in 3 days time, the vehicle will be sent back and a taxi hired, payment of which will be borne by the contractor, along with a fine of Rs-200-00 per day.
8	Drivers behavior	Rs-50-00 to Rs-250-00 depending upon the gravity misdemeanor if the misbehavior continues, then the driver will have to be changed by the contractor. If the contract doesn't change the driver in 3 days time, the vehicle will be sent back and a taxi hired, payment of which will be borne by the contractor, along with a fine of Rs-200-00 per day.

- xxiv) The Tender has to be accompanied by an earnest money deposit of Rs-10,000-00 (Ten thousand only) in the form of a Demand Draft/ pay order in favour of THE DIRECTOR CENTRAL INSTITUTE OF INDIAN LANGUAGES, MYSORE. The successful bidder will have to deposit a Security Deposit of Rs-50,000-00 (Ten thousand only) with the Central Institute of Indian Languages Office in the form of FDR / Bank guarantee in favour of THE DIRECTOR, CENTRAL INSTITUTE OF INDIAN LANGUAGES MYSORE for due fulfillment of the contractual obligation which is refundable without any interest on termination of the contract after deducting any penalty/liability of any kind imposed by this office on account of unsatisfactory service.
- xxv) The EMD will stand forfeited if the successful bidder withdraws or on notifying the rates, refuses to accept the tender or violates any other terms and conditions of the tender.
- xxvi) The daily record (indicating time and mileage) shall be maintained separately for each vehicle.
- xxvii) The Contract could be considered for extension based on satisfactory service performed by the firm and by mutual agreement for such further period(s) as may be agreed upon, but not exceeding one year at a time.
- xxviii) The successful bidder will also required to submit within five days copies of Registration Certificate, Insurance papers, PUC, permits etc. for the cars proposed to be given to this office which his earnest money deposit will be forfeited. Provided however that if the successful bidder proposed to purchase new vehicles, he will be given adequate time but not 15 days to do so.
- xxix) The Principal Central Institute of Indian Languages, Mysore reserves the right to reject any or all the quotations without assigning any reason thereof.
- xxx) Bids incomplete in any respect shall be liable to be rejected.
- xxxi) The rates may quoted for providing DLY/DLZ Car only to the Central Institute of Indian Languages Mysore for Official use.
- xxxii) The agency must have a 24 hours working telephone system so that the agency can be telephonically contacted at short notice and at odd hours and on holidays in case of requirement of cars. It would be contacted for duty.
2. The sealed envelopes containing the tenders marked ' TENDER FOR HIRING OF VEHICLES ' should be deposited/ put in the Tender box Kept in the campus & welfare section (C & W)of institution on or Before 5.00 pm on 30/11/2016. The quotations received without the earnest money deposit will not be entertained and will be similarly rejected.

3. The Director Central Institute of Indian Languages, Mysore reserves the right to cancel the contract at any time without assigning any reasons whatsoever.
4. The Tender document should be signed by the tenderers on each Page in ink and mention at the last page of the tender document “ The above terms and conditions laid down in the tender are acceptable to me and will be binding on us” and countersign the same.

Copy to :

1. I/c CAU section with the request to kindly upload the tender notice along with the terms and conditions on the Central Institute of Indian Languages, Mysore web site for wide publication.
2. Notice board in Central Institute of Indian Languages, MYSORE.
3. Guard file

ANNEXURE-1**TECHNICAL BID**

Name of the firm/company/ agency	
Complete Address & Telephone Number	
Location of the Garage with Telephone No. and Address	
Whether EMD of 10,000 enclosed in the form of Bank Draft / Pay order (No. and date)	
Annual turn over of the firm for two years (with proof)	
Name & Address of the departments/Ministries and other organization where, at present, vehicles are engaged on regular / monthly basis (self certified duly stamped copies of contract letters be attached)	
PAN Number (with proof)	
Total number of vehicle registered in 2014 onwards with Agency, which can be provided by the Agency for hiring purpose (with copy of RCs) / Exemption will be granted only for those vehicles which the firm intends to purchase new (which is to be indicated)	
15 Digit Service Tax Code No. and VAT A/c number (with proof)	
Name, Address & Telephone number of the Proprietor	

ANNEXURE – II

FINANCIAL BID DOCUMENTS

Rates may be quoted for providing DLY / DLZ Cars to the CIIL, Mysore for Official use.

SI No	Details	Ford Fiesta	Toyota Etios	Maruthi Ciaz	Tata Manza
1	Monthly Charges (25 days, 2000) kms and 300 hours				
2	Any other charges (Driver night charges after 10.00 pm)				

Current Rate of Taxes applicable:

“The above terms & conditions laid down in the tender document are acceptable to us and will be binding on us”.

Signature of authorized signatory with rubber stamp

- Number of cars to be provided may be mentioned along with their model/make.
- RATES of TAXES TO BE CHARGED SHOULD BE MENTIONED.