

HSCC (India) Ltd.
E-6(A), Sector-1, Noida

REQUIREMENT OF CARS ON LEASE BASIS

Bids are invited for providing petrol driven TOYOTA ALTIS, SX4-Zdi, Ford Fiesta Classic, SWIFT DZIRE, FORD FIESTA, NISSAN SUNNY Indigo, Innova, Tavera, Xylo, Indica Vista, Indica, WagonR, etc. on lease basis. The last date of submission of tender is **1400 hrs** on **29.12.2011**. For details please visit our website www.hsccltd.com. Or visit our office at the above address. Prospective bidders are advised to scan through HSCC website as corrigendum/amendments etc., if any, will be notified on the company's website and separate advertisement will not be made for this.

Chief Gen Mgr (HRM & Legal)

NOTICE INVITING TENDER FOR HIRING
OF TOYOTA ALTIS/SX4/SWIFT-DZIRE/
INNOVA/TAVERA/XYLO/INDICA, ETC.

APPLICATION FORM

HSCC (India) Ltd, E-6(A), Sector-1 Noida (U.P)-201301

Terms and Conditions of Tender

1. The tender forms should be clearly filled in ink or type written. The agency should quote the rates and amount tendered in figures as well as in words. Alterations, unless legibly attested by the agency, shall disqualify the tender. The tender should be signed by the owner/s of the agency himself/themselves or his or their authorized agent on his/their behalf (valid authorization should enclosed).
2. The agency should take care that the rate and amount are written in figures as well as in words. The tenderer/agency should mean as agency or individual having the required vehicle and interested to provide the same on lease. The agency/ tenderer tender has the option to quote for all or any of the items in the Format for Quotation.
3. The quotation should be valid for at least upto six month from the date of opening of the tender. The last dated of submission of tender is upto 2.00 pm on 29.12.2011. The bids will be opened at 1500 hours on 29.12.2011.
4. The earnest money deposit of Rs.5,000/- (Rupees Five Thousand Only) through a Demand Draft/Pay Order drawn in favour of "HSCC (India) Ltd." payable at Noida or New Delhi should accompany the tender, failing which the tender shall be rejected. However, those participated in the earlier tender need not submitted EMD again.
5. The agency should inter alia furnish the following information/documents:
 - a. PAN & Service Tax Number
 - b. Details of the Organizations where the Agency is providing similar services.
 - c. In case the Agency/Individual does not have PAN & Service Tax Number, they will have to enclose a DECLARATION that the PAN & STN will be submitted within 30 days from the date of award of lease.
6. No escalation in rate whatsoever is permitted on any ground.
7. The agency shall not engage the services of any sub-contractor or transfer the contract to any other person else the contract will be terminated immediately.
8. The vehicle should be brand new with clean interior and good upholstery and valid Pollution Under Control (PUC) certificate, First Aid Box. In case, the condition of the cars is not found to be satisfactory, they shall be returned for immediate replacement. Depending on the requirement the vehicle may be used for outstation duty also.
9. The agency would ensure that the drivers employed should have valid driving license and carry the necessary registration paper, insurance including third party insurance, license, etc. should be educated and well behaved, and well conversant with the traffic rules/regulations and city roads/routes.
10. The agency must ensure that the drivers reporting to duty in HSCC must exhibit good behaviour, carry mobile phones with them and report to duty in time. Drivers without this must be replaced. The driver on duty should not have any reservations for going on outstation duty.
11. The rates quoted shall be consolidated inclusive of all taxes and levies except service tax which will be paid only on the submission of service tax registration certificate. HSCC will reimburse parking charges/toll tax on submission of documentary evidence.
12. The agency shall solely responsible for any act of commission and/or the part of the staff deployed.
13. The agency shall comply with all statutory enactments/provisions in relation to service offered by him/them.
14. HSCC shall be liable to pay the hiring charges only. Being the owner of the vehicles, any other liability shall be borne by the agency. If during the course of the engagement of the vehicle to the services of HSCC, any harm due to accidents, etc. is caused either to the vehicle or to the third party, HSCC will not be responsible. Any liability arising out of such accident shall be the responsibility of the agency only. All accidental expenditure towards repair or otherwise shall be borne by the agency.
15. In case of break down of the vehicle during the official duty, it shall be the responsibility of the agency to provide replacement immediately. If no replacement is provided on time, alternative arrangement will be made and the cost thereof will be deducted from the payment to be made to the agency. In case of any inconveniences caused due to non availability of driver, **diesel**, permit, uniform, etc. charges double the rate will be deducted from the payment.
16. The vehicle provided to HSCC should fulfill the norms prescribed by the Govt. of NTC of Delhi, Department of Transport for hired vehicles.

17. In case of non compliance of any of the clause/terms, HSCC will have the right to impose penalty as deemed fit. The decision of HSCC in this regard shall be final and binding.
18. HSCC can terminate the contract by serving clear 30 days prior written notice on the other party.
19. Agencies submitting tender would be considered to have read and accepted all the terms and conditions.
20. HSCC reserves the right to accept or reject any or all tenders, without assigning any reason whatsoever.
21. The representative of the agency may visit the office with prior consent of Shri B Nayak, Mgr. (HRM) or Shri Kulvinder Singh, Sr. Executive Assistant, HSCC.
22. Any act on the part of the agency to influence anybody in HSCC would make him liable for rejection of the tender.
23. Within 10 days of the date of notification, the successful bidder shall furnish performance security/security deposit for Rs.10,000/- (Rupees Ten Thousand Only) in the form of Demand Draft drawn in favour of HSCC (India) Ltd. payable at Noida or New Delhi from a Nationalized/1st Class/Scheduled Bank.
24. In Case of Dispute arising out of this contract, provisions of Arbitration & Conciliation of India Act, 1996 will apply.
25. All vehicles must be brand new private no. (however in case of waiting not more than three months old may be considered) having AC & Heater arrangements and all other accessories including audio & video (wherever possible) facility. The vehicles are required to be provided within 15 days from the date of award of lease. The vehicle should not be changed during the lease period. If any agency backs out during the lease period another agency will be asked to provide the vehicle without further notice to the previous agency.
26. Drivers will have minimum 12 hours duty and the duty hours may vary depending on exigencies, however, there will not be any change in the rates or extra rates and also they should not have any reservations for going on outstation duty.
27. In case the driver does not report to duty replacement will be provided immediately.
28. Lease period may initially be for a period of one year and can be extended further on mutual consent.
29. L1 will be determined on the basis of rates quoted against all inclusive column against each vehicle independently. Minimum Rates offered by the Lowest Bidder for each category /type of vehicles will be offered to all the bidders in that category. If agreed they will be on panel to provide that vehicle on the lowest quoted rate.
30. All the vehicles must be top models and the vehicle will be parked at the HSCC office place/ residence. The driver's duty will start at 8.00 am. all days. The agency got to ensure that the vehicle is cleaned everyday.
31. In case of failure the agency to provide vehicle, driver or any other contracted obligation a penalty, double the rate will be charged.

BRIEF DETAILS OF THE BIDDER

1. Name of the Agency & Address : _____

Owner's Name & Address

2. Person to be contacted : _____

3. Telephone Nos (Office) : _____
Mobile No. & Emergency No.

4. Distance of Office to
HSCC Office, Noida : _____

5. Type of Cars Owned

Sl.No	Vehicle Description	Nos
1.	Economy Cars – Indica, Ambassdor, Wagon R, Santro etc.	
2.	Medium Cars – Esteem, Ford Ikon, Indigo, Baleno etc.	
3.	Luxury Cars -Honda City, Honda Accord, Lancer, Accent, Fiesta Optra, Carolla etc.	
4.	Spacious Cars: Qualis, Scorpio, Innova, Tavera, Sumo etc.	

6. Details of vehicles

S.No	Registration No	Make	Model	AC/Non-AC
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

7. No of Skilled Drivers

Signed

Bidders Name_____

FORMAT FOR QUOTATION – I

Type of Diesel Vehicles	Hours/ KM	All Inclusive (per month)	Extra per KM	Extra per Hour
Toyota ALTIS	315hrs/2100km			
SX4-Zdi	315hrs/2100km			
Ford Fiesta Classic	315hrs/2100km			
Swift Desire-Zdi	315hrs/2100km			

All rates are in Indian Rupees

We also confirm that the prices quoted above are inclusive of all taxes, duties, levies, other incidental charges etc and shall remain firm during the entire contract duration. We have also read, understood and accept all the terms & conditions of the tender.

Signature of bidder

Name

FORMAT FOR QUOTATION –II

Type of Diesel Vehicles	Hours/ KM	All Inclusive (per month)	Extra per KM	Extra per Hour
Indigo	315hrs/2100km			
Swift	315hrs/2100km			
Etios	315hrs/2100km			
Nissan Sunny	315hrs/2100km			
Indica Vista	315hrs/2100km			
Innova	315hrs/2100km			

All rates are in Indian Rupees

We also confirm that the prices quoted above are inclusive of all taxes, duties, levies, other incidental charges etc and shall remain firm during the entire contract duration. We have also read, understood and accept all the terms & conditions of the tender.

Signature of bidder

Name

FORMAT FOR QUOTATION –III (Vehicles Regd. in 2011)

Type of Diesel Vehicles	Hours/ KM	All Inclusive (per day)	Extra KM	Extra Hour
Indigo	12hrs/100km			
Indica Vista	12hrs/100km			
Wagon-R/ Indica	12hrs/100km			
Innova	12hrs/100km			
Tavera/ Xylo/Qualis	12hrs/100km			

All rates are in Indian Rupees

We also confirm that the prices quoted above are inclusive of all taxes, duties, levies, other incidental charges etc and shall remain firm during the entire contract duration. We have also read, understood and accept all the terms & conditions of the tender.

Signature of bidder

Name