

**HSCC (India) Ltd.**  
**E-6(A), Sector-1, Noida**  
**(A Govt. of India Enterprise)**

**REQUIREMENT OF CARS ON RENTAL BASIS**

Bids are invited for providing petrol or diesel, other fuel or battery driven cars such as Altis, Ciaz, D'Zire, Innova, Ertiga, Wagon R (latest model) on rental basis. The last date of submission of tender is **1400 hrs** on **04.02.2019**. For details please visit our website [www.hsccltd.com](http://www.hsccltd.com). Or visit our office at the above address.

DGM (HRM)

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

### Terms and Conditions of Tender

1. The tenderer should quote their charges/rates clearly in the attached Format for Quotation. Cutting/overwriting, if any, should be countersigned by the tenderer. The rates quoted should remain firm and valid for one year. However, in case of variation in the rate of petrol/diesel by Rs(+ve or –ve).1/-, the rate will be revised by (+ve or –ve)Rs.250/ for petrol driven and (+ve or –ve) Rs.175/ for diesel driven cars- for 2600 KM.
2. The tenderer should quote the rates both in figures as well as in words. In case of any discrepancy the rates quoted in words will prevail. The tenderer means an agency or individual having the required vehicles and interested to provide the same on rent to HSCC. The tenderer shall have the option to quote for all or any of the items in the Format for Quotation.
3. The bid validity shall be one year from the date of opening of the tender. The last date of submission of tender is upto 14:00 hrs. on 04.02.2019. The bids will be opened at 15:00 hours on the same day.
4. The earnest money deposit of Rs.5,000/- (Rupees Five Thousand Only) in the form of a Demand Draft/Pay Order drawn in favour of “HSCC (India) Ltd.” payable at Noida/New Delhi should accompany the tender, failing which the tender shall be rejected. EMD will be forfeited for not reporting to duty within specified time after release of work order and will also be debarred from participating in future tenders.
5. The agency should inter alia furnish the following information/documents:
  - a. PAN & GST No.
  - b. Details of the Organizations where the agency is providing similar services.
  - c. In case the Agency/Individual does not have PAN & GSTN, they will have to enclose a DECLARATION that the PAN & GSTN will be submitted within 30 days from the date of award and the payment will also be released only after the submission of PAN & GSTN.
6. Rates quoted shall remain firm for the entire contract period. No escalation on any account shall be admissible except as mentioned at sl no. 1 above.
7. Sub-letting in any form is not permissible, otherwise the contract will be terminated immediately.
8. The tenderer should quote for a brand new vehicle of 2017 or later model having all the valid documents. The vehicle may be used for outstation duty also.
9. The driver running the car should have valid driving license and the vehicle should be registered with the concerned authorities. The driver of the vehicle provided must follow traffic rules & other regulations prescribed by the concerned authorities from time to time.
10. The drivers must observe all the etiquette and protocol while performing the duty. He must be neatly dressed and must carry a mobile in working condition, for which no separate payment shall be made by the department. The driver shall be bound to carry out the instructions of the department as well as the officers assigned to the vehicle.
11. The rates quoted by the agency should include monthly charges of the driver, repairs, maintenance, insurance, fuel, oil and also any other incidental expenses in running and maintenance of the car. The rates quoted should include all taxes and levies, service tax etc. **HSCC will only reimburse parking charges and toll tax against submission of documentary evidence on actual basis.**
12. The engagement and employment of drivers and payment of wages to them as per existing provisions of various labour laws and regulations is the sole responsibility of the agency and any breach of such laws or regulations shall be deemed to be breach of this contract.
13. In case of any accident or any other contingency, any claim arising out of it shall be borne by the agency only and no claim whatsoever shall be borne by HSCC.
14. The vehicle shall be at the disposal of HSCC for all the days of the month.
15. If the vehicle is out of order, the agency shall provide a substitute vehicle immediately. In case, the vehicle does not report on time/does not report at all, HSCC will have the right to hire any other vehicle from the market and the additional cost incurred on the same will be borne by the agency and will be deducted from the bill/payments due to the agency.

16. The payment shall be made by HSCC on monthly basis on the presentation of the bill within a reasonable time. However, no interest is payable on delayed payments.
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 and the agency both can terminate the contract by serving 90 days prior written notice.
19. Agency submitting the tender would deemed 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. In case of any clarification, the representative of the agency may visit the office with prior consent of the concerned HSCC officials.
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/1<sup>st</sup> Class/Scheduled Bank.
24. In case of dispute arising out of this contract, provisions of Arbitration & Conciliation of India Act, 1996 will apply.
25. Dedicated vehicles and drivers must be provided. The successful bidder shall provide vehicles within 10 days from the date of award.
26. The successful bidder shall have to provide the desired number of vehicles. However, in case the successful bidder fails or expresses his inability to provide the total no. of vehicles required, the option shall be given to other bidders to provide remaining number of vehicles at the lowest quoted rate.
27. The driver may have to put 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.
28. In case the agency withdraws or HSCC terminates the contract for violation of terms & conditions/deficiency in service during the period of contract, the performance security shall be forfeited.
29. Failure by the agency to comply with any statutory requirement and/or the terms of the agreement during the period of contract shall result in termination of the contract and subsequent disqualification from participation in future tenders of HSCC.
30. In case the driver does not report for duty replacement will be provided immediately. In the event the driver is found unsuitable, misbehaving, not found experienced enough to drive, found ever consuming liquor on duty, stealing any item, regularly not reporting duty on time, not aware of and breaking traffic rules he will be asked replaced immediately. In case no replacement is provided the contract for that vehicle will be terminated immediately.
31. Lowest bidder (L1) will be determined on the basis of rates quoted in all inclusive column against each vehicle independently. In case the agency backs-out after the award, the EMD will be forfeited.
32. The rate per car should be specified (inclusive of all taxes and duties) for 2600 km and 312 hours on monthly basis (reckoned from the time of reporting to the time of release). The charges for additional hours after 312 hours and additional distance beyond 2600 kms per month should also be clearly specified.
33. The vehicle will be parked at the HSCC office / designated place/ residence of the official using it. The driver's duty will start at 8.00 am everyday. The agency has to ensure that the vehicle is cleaned everyday and regular servicing and maintenance is done as per manufacturer's recommendation.
34. This office will not bear the cost of any dead mileage expenses. The mileage shall be calculated from the place of designated parking and so would be the timings. Any usage (mileage) and hours less than the specified monthly limit will be carried forward to the succeeding month for usage and adjustment. Similarly mileage and hours over and above the specified monthly limit will be carried forward for payment and adjustment. The mileage and hours over and above the specified monthly limit will be carried forward and may be used by the user for going outstations at the end of the year.
35. The driver shall maintain the log book (to be provided by HSCC) with signature of designate user on daily basis.

36. Bids once submitted shall not be allowed to be withdrawn and any default after acceptance of the bid shall be deemed to be non-compliance of terms of contract and would be liable to forfeiture of EMD.

**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

6. PAN : \_\_\_\_\_

7. GSTN : \_\_\_\_\_

8. No of Skilled Drivers  
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Signed .....

Bidders Name \_\_\_\_\_

### FORMAT FOR QUOTATION – I

<b>Type of petrol operated Vehicles</b>	<b>Hours/ KM</b>	<b>All Inclusive with driver (per month)</b>	<b>Extra per KM *</b>	<b>Extra per Hour **</b>	<b>All Inclusive without driver (per month)</b>
<b>Toyota – Altis</b>	<b>312hrs/2600km</b>				
<b>Maruti Ciaz</b>	<b>312hrs/2600km</b>				
<b>MarutiSwiftDzire</b>	<b>312hrs/2600km</b>				

All rates are in Indian Rupees

We also confirm that the prices quoted above are inclusive of all taxes, duties, levies, maintenance, 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. No other charges except toll tax, parking charges will be reimbursed on actual basis.

Signature of bidder

Name

\*Extra KM beyond cumulative KM running i.e. 2600 X No. of months in the total contract period.

\*\*Extra hour beyond cumulative hour running i.e. 312 X No. of months in the total contract period.

### FORMAT FOR QUOTATION – II

Type of Diesel driven Vehicles	Hours/ KM	All Inclusive with driver (per month)	Extra per KM *	Extra per Hour **	All Inclusive without driver (per month)
Toyota – Altis	312hrs/2600km				
Maruti Ciaz	312hrs/2600km				
MarutiSwiftDzire	312hrs/2600km				
Maruti Ertiga	312hrs/2600km				
Toyota Innova	312hrs/2600km				
Maruti WagonR	312hrs/2600km				

All rates are in Indian Rupees

We also confirm that the prices quoted above are inclusive of all taxes, duties, levies, maintenance, 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. No other charges except toll tax, parking charges will be reimbursed on actual basis.

Signature of bidder

Name

\*Extra KM beyond cumulative KM running i.e. 2600 X No. of months in the total contact period.

\*\*Extra hour beyond cumulative hour running i.e. 312 X No. of months in the total contact period.

### FORMAT FOR QUOTATION – III

Type of Other fuel/battery driven Vehicles	Hours/ KM	All Inclusive with driver (per month)	Extra per KM *	Extra per Hour **	All Inclusive without driver (per month)
Toyota – Altis	312hrs/2600km				
Maruti Ciaz	312hrs/2600km				
MarutiSwiftDzire	312hrs/2600km				
Maruti Ertiga	312hrs/2600km				
Toyota Innova	312hrs/2600km				
Maruti WagonR	312hrs/2600km				

All rates are in Indian Rupees

We also confirm that the prices quoted above are inclusive of all taxes, duties, levies, maintenance, 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. No other charges except toll tax, parking charges will be reimbursed on actual basis.

Signature of bidder

Name

\*Extra KM beyond cumulative KM running i.e. 2600 X No. of months in the total contact period.

\*\*Extra hour beyond cumulative hour running i.e. 312 X No. of months in the total contact period.



**FORMAT FOR QUOTATION –IV (Vehicles Regd. in 2017or later)**

<b>Type of Diesel Vehicles</b>	<b>Hours/ KM</b>	<b>All Inclusive (per day)</b>	<b>Extra KM</b>	<b>Extra Hour</b>
<b>Toyota – Altis</b>	<b>12hrs/100km</b>			
<b>Maruti Ciaz</b>	<b>12hrs/100km</b>			
<b>MarutiSwiftDzire</b>	<b>12hrs/100km</b>			
<b>Maruti Ertiga</b>	<b>12hrs/100km</b>			
<b>Toyota Innova</b>	<b>12hrs/100km</b>			
<b>Maruti WagonR</b>	<b>12hrs/100km</b>			

All rates are in Indian Rupees

We also confirm that the prices quoted above are inclusive of all taxes, duties, levies, maintenance, 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. No other charges except toll tax, parking charges will be reimbursed on actual basis.

Signature of bidder

Name