

Dated : 09.12.2011

Tender No. :HSCC/HRM/NIT/10

**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-Zxi, Ford Fiesta Classic, SWIFT DZIRE on lease basis. The last date of submission of tender is **1400 hrs** on **21.12.2011**. For details please visit our website [www.hsccltd.com](http://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/DZIRE

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 typewritten. 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 to his/their authorized agent on his/their behalf, (valid authorization should be enclosed).
2. The agency should take care that the rate and amount are written in figures as well as in words. No blanks should be left (in the format for quotation) which could otherwise make the tender liable for rejection.
3. The quotation should be valid for at least upto six months from the date of opening of tender. The bids will be opened at 1500 hours on 21.12.2011.
4. An 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.
5. The agency should inter alia furnish the following information/documents:
  - a. PAN & Service Tax Number
  - b. Details of other Organizations where the Agency is providing similar services.
6. Escalation clauses shall not be accepted on any grounds during the pendency of the contract.
7. Similarly rates will be reduced proportionately in case the rate of tax/prices of petrol gets reduced. The contract shall be in force for one year or the period specified from the date of award of contract.
8. The agency should have a registered and well established Transport agency/Firm/Company. Proof to this effect is to be enclosed along with the tender.
9. 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.
10. The vehicles should be brand new with clean interior and good upholstery and valid Pollution Under Control (PUC) certificate. In case, the condition of cars is not found to be satisfactory, they shall be returned for immediate replacement.
11. The agency would ensure that drivers employed should have valid driving license and carry the necessary registration paper, license, etc. should be educated and well behaved, and well conversant with the traffic rules/regulations and city roads/routes.

:2:

12. The agency must ensure that drivers reporting to duty in HSCC must exhibit good behaviour and carry mobile phone with them. Drivers without this must be replaced.
13. The agency must provide proficient driver/s to HSCC as and when required.
14. 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 on documentary evidence.
15. The agency shall be solely responsible for any act of commission and/or the part of staff deployed.
16. The agency shall comply with all statutory enactments/provisions in relation to services offered by them.
17. 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 engagement of the vehicles 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 incidental expenditure towards repair shall be borne by the agency.
18. In case of break down of any vehicle during official duty, it shall be the responsibility of the agency to provide a 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 driver, petrol, permit, Uniform, etc. charges double the date will be deducted from the payment.
19. The vehicles provided to HSCC should fulfill the norms prescribed by the Government of NCT of Delhi, Department of Transport for hired vehicles.
20. The selection of the agency shall be based on organization's quoted rates; length of existence; relevant experience in similar establishments; No of Driver on rolls, No. of vehicles, model, make etc.
21. 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.



22. HSCC can terminate the contract by serving clear 30 days written notice on the other party.

23. Agencies submitting tender would be considered to have read and accepted all the terms and conditions. No enquiries, verbal or written, shall be entertained in respect of acceptance or rejection of the tender.

24. HSCC reserves the right to accept or reject any or all tenders, without assigning any reason whatsoever.

25. The representative of the agency may visit the office with prior consent and arrangement with Shri Biswajit Nayak, Mgr (HRM)/Shri Kulvinder Singh, Sr. Executive Assistant, HSCC.

26. Any act on the part of the agency to influence anybody in HSCC would make him liable for rejection of the tender.

27. 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 (I) Ltd, payable at Noida or New Delhi from a Nationalised/1<sup>st</sup> class/scheduled bank.

28. In case of dispute arising out of this contract, provisions of Arbitration and conciliation of India Act, 1996, will apply.

29. All vehicles must be brand new private no.s having AC & Heater arrangements.

30. 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.

31. In case the driver does not report to duty replacement will be provided immediately.

32. Lease period may be for three years.

33. In case of deviation, 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 (Taxi Stand) : \_\_\_\_\_  
Mobile No. & Emergency No.

4. Distance of Taxi Stand to  
HSCC Office, Noida : \_\_\_\_\_

5. Type of Taxis 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

(On Monthly Lease Basis)

<b>Petrol Vehicles</b>	<b>315 hours 2100 km</b>	<b>400 hours 2600 km</b>	<b>(All Inclusive)</b>	<b>Without Petrol</b>	<b>Without Petrol &amp; Driver</b>
<b>Toyota ALTIS</b>					
<b>SX4-Zxi</b>					
<b>Ford Fiesta Classic</b>					
<b>Swift Desire</b>					

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