

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

REQUIREMENT OF CARS ON LEASE BASIS

Bids are invited for providing cars such as TOYOTA ALTIS, SX4-Zdi, Ford Fiesta Classic, SWIFT DZIRE, Indigo, Innova, Indica Vista, etc. on lease basis. The last date of submission of tender is **1400 hrs** on **21.02.2012**. 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.

Dy. Gen Mgr (HRM)

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 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.
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 lease 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 six months from the date of opening of the tender. The last date of submission of tender is upto 14:00 hrs. on 21.02.2012. 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. The tenderers who have recently participated against our earlier tender need not submit 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.
6. Rates quoted shall remain firm for the entire contract period. No escalation on any account shall be admissible.
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 with private number 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 except service tax which will be paid against the submission of service tax registration certificate. HSCC will also reimburse parking charges/toll tax against submission of documentary evidence.
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.
16. The payment shall be made by HSCC after the end of every month 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 can terminate the contract by serving clear 30 days prior written notice on the agency.
19. Agency submitting the tender would be 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/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. Dedicated vehicles and drivers must be provided. The successful bidder shall provide vehicles within 15 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 invoked.
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.
31. The contract will initially be for a period of one year and can be extended further on mutual consent.
32. 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.
33. The rate per car should be specified (exclusive of service tax) for 2100 km and 315 hours on monthly basis (reckoned from the time of reporting to the time of release). The charges for additional hours after 315 hours and additional distance beyond 2100 kms per month should also be clearly specified. The charges quoted for additional hours/kms shall also be considered for evaluation of lowest bidder.
34. All the vehicles must be high-end models and the vehicle will be parked at the HSCC office 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.
35. This office will not bear the cost of any dead mileage expenses. The mileage shall be calculated from the place of reporting and so would be the timings.
36. The driver shall maintain the log book (to be provided by HSCC) on daily basis.
37. 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

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			
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 2012)

Type of Diesel Vehicles	Hours/ KM	All Inclusive (per day)	Extra KM	Extra Hour
Indigo	12hrs/100km			
Indica Vista	12hrs/100km			
Innova	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

FORMAT FOR QUOTATION – IV

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

Type of Petrol Vehicles	Hours/ KM	All Inclusive (per month)	Extra per KM	Extra per Hour
Indigo	315hrs/2100km			
Swift	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