

## TERMS AND CONDITIONS

### (FOR CONTRACT FOR HIRING OF 6 MID SIZE CARS)

1. The Financial Intelligence Unit-India, Ministry of Finance, Government of India, New Delhi, invites sealed quotation for **Hiring of 06 Mid Size Cars for a period of one year from 01 June 2014 to 31 May 2015**. The period of the **contract may be extended further subject to approval of the Government**.
2. The bids are invited under two bids system i.e. Technical and Financial Bid. The agencies are advised to submit two separate sealed envelopes super scribing "Technical Bid for providing Hiring of 06(Six) Mid Size Cars" and "Financial Bid for Hiring of 06(Six) Mid Size Cars". Both sealed envelopes should be kept in a third sealed envelope super scribing "Bids for Hiring of 06 Mid Size Cars" addressed to the Assistant Director (Admn), Financial Intelligence Unit-India, 6<sup>th</sup> Floor, Hotel Samrat, Kautilya Marg, Chanakypuri, New Delhi-110 021.
3. The Agency/Service Provider should submit the technical bid and financial bid in the prescribed format enclosed herewith. **No bids would be received/allowed after expiry of last date and time mentioned in the notice inviting bids.**
4. The envelope containing Technical Bid shall be opened first on the scheduled date and time in the presence of the bidder or their authorized representative who wish to be present at that time. Technical bids shall be evaluated by the Tender Committee appointed by the Director, FIU-IND. **Financial Bids of the technically qualified, eligible bidders meeting all the requisite criteria only shall be opened and L 1 bidder would be arrived at after considering the price/rate quoted for 2400 Kms and 300 Hrs. per vehicle in the financial bid.**
5. The bidder is required to make and **Earnest Money Deposit (EMD) of H 25,000/- (Rupees Twenty Five Thousand Only)**, refundable (without interest), accompanied with the Technical Bid in the form of Demand Draft/Pay Order from any of the Scheduled Banks drawn in the favour of DDO, FIU-IND, payable at New Delhi valid for a period of 90 days. Bids not accompanied by earnest money of the requisite amount or without proper validity will be summarily rejected.
6. The successful bidder shall have to **deposit a Performance Security Deposit of a sum of H 75,000/- (Rupees Seventy Five Thousand Only) within 7 days of the receipt of the offer letter. The Performance Security will be furnished in the form of the Bank Guarantee drawn in favour of DDO, FIU-IND, payable at New Delhi or Fixed Deposit Receipt (FDR) from a scheduled Bank made in the name of the Company/Firm 1 Agency but hypothecated to the DDO, FIU-IND, payable at New Delhi.** The Performance Security should remain valid for a period of 60 days beyond the date of completion of all the contractual obligations of the supplier.
7. The bidder should have **experience of a minimum period of five years** in tour and travel business.
8. He should have a past experience of providing **minimum 10 vehicles** on hire to at least **three Government Office/Government undertaking/Autonomous body. A performance report from the concerned offices may also be enclosed with the Technical Bid.**
9. The rates shall be valid for one year or for the duration of the contract and is extendable for a further period, if decided to do so by the competent authority.
10. The bidder should have **PAN Number and Service Tax Registration Number** and attach a photocopy of the same with the technical bid.
11. The model of the vehicle **should not be earlier than 2012**. The vehicle should be **registered in NCR of Delhi**.
12. The vehicle should be in good running condition and provided with clean seat covers.
13. The vehicle should be **properly and comprehensively insured** and should carry necessary permits/clearance from the transport authority or any other concerned authority including pollution certificates.

14. The office of FIU-IND shall not be responsible for any Challan, loss, damage or any accident of the vehicle or to any other vehicles or for the injury to the driver or to any other third party. The loss or damage or legal expenses on this account shall be borne by the contracted agency.
15. The time and mileage is to be calculated from the time and place of reporting to the time and place or release of vehicle and will not be calculated on garage to garage basis.
16. Vehicles shall be made available on all days including Saturday, Sunday and Holidays as per requirement.
17. Toll Tax and parking charges shall be reimbursed by FIU-IND against the production of proper documentary evidence.
18. In case of any breakdown of vehicle on duty, the contracting agency shall make arrangement for providing another vehicle in shortest possible time. In such a case, mileage from garage to the point of breakdown would not be paid.
19. The driver deputed on duty should not be involved in more than two punch or Challan for negligent driving. The contracting agency would ensure that the drivers employed have valid driving license.
20. The driver should be well conversant with roads and routes of Delhi and NCR. The operation and functions of the driver shall be governed as per Motor Vehicles Act and Rules.
21. The drivers must observe all the etiquette and protocol while performing the duty. He must be neatly dressed, should wear proper uniform and must carry a mobile phone in working condition, for which, no separate payment shall be made by FIU-IND.
22. The driver should always remain with the vehicle during entire period of duty. In case of urgency, the driver may seek permission of the concerned officers.
23. A daily record indicating time and mileage for each vehicle shall be maintained in a log book.
24. In case vehicles provided by the contacting agency run on CNG/LPG, the copy of the RC should bear the necessary endorsement.
25. All records, documents under various statutory provisions maintained by the Tenderer and vehicle officered for hiring shall be open to inspection by an authorized representative of FIU-IND and Tenderer shall produce the same as and when required for inspection.
26. The contracting agency should have an adequate number of telephones/mobile phones for establishing contact round the clock.
27. Contract charges include monthly charges of driver, repairs and maintenance of vehicle, insurance, petrol/diesel, oil and consumables and also any other incidental expenses.
28. Payment shall be processed on presentation of bill at the end of every month.
29. FIU-IND shall not be responsible for payment of wages or any other emoluments to the Drivers of the Tenderer so deployed by the Tenderer to work and it shall be the sole responsibility of the Tenderer to make payment of the said Drivers in time.
30. A penalty of `1000/- per day per vehicle may be levied if any vehicle fails to meet the terms and conditions prescribed herein on any day.
31. Dedicated Vehicles & Drivers must be provided and changes will be allowed only in exceptional circumstances or unless requested by the office of FIU-IND.

32. In the event of the award of the tender and prior to execution of the contract, the contracting agency would be required to produce the vehicles in the office of FIU-IND for physical verification/inspection.

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33. In case quality of service by the contracted agency is found wanting, the Director, FIU-IND may terminate the contract after giving one month notice.

34. The successful bidder shall have to provide the desired number of vehicles. However, in case the successful bidder expresses his inability to supply remaining number of vehicles at the lowest quoted rates, option shall be given to the next lowest bidder to supply remaining number of vehicles at the lowest quoted rates.

**FORMAT OF TECHNICAL BID FOR PROVIDING VEHICLES TO  
FINANCIAL INTELLIGENCE UNIT – INDIA**

1. Name of the bidder.
2. Complete address and contact Nos (including mobile Nos).
3. Income Tax Assessment particulars (Copy of PAN card and copy of the latest return of Income filed to be attached).
4. Service Tax Registration No along with copy of the Registration Certificate to be attached.
5. Details of vehicles along with copies of the registration paper of vehicle to be attached.
  - (a) Make/Type of vehicle.
  - (b) Model/Year of manufacture.
  - (c) Registration No of vehicle.
6. Details of vehicles given on hire in the past to government/government undertaking/government body:-
  - (a) Name and address of the parties to whom vehicles were given on hire.
  - (b) Period for which the vehicles were hired.
  - (c) Number of vehicles given on hire.

**FORMAT FOR SUPPLY OF COMMERCIAL BID FOR PROVIDING VEHICLES TO  
FINANCIAL INTELLIGENCE UNIT – INDIA**

<b>Ser No</b>	<b>Description</b>	<b>Rate (Excluding Service Taxes)</b>
1.	The rate for hiring of vehicles for 2400 kms and 300 hours per month.	` ..... per month
2.	Extra charges per km beyond 2400 kms.	` ..... per month
3.	Extra charge per hour beyond 300 hours.	` ..... per month