

**RAJYA SABHA SECRETARIAT**  
**RAJYA SABHA TELEVISION**  
**3<sup>rd</sup> FLOOR, TALKATORA STADIUM ANNEXE BUILDING,**  
**NEW DELHI – 110001**

No: RSTV/Admn/44(i)/2018

Dated: 8<sup>th</sup> November, 2018

**TENDER NOTICE FOR HIRING OF VEHICLES FOR RAJYA SABHA**  
**TELEVISION, NEW DELHI**

Sealed tenders are invited for **hiring of vehicles** (diesel/ petrol AC taxis, AC tempo travellers, AC mini coaches, etc.) as per the details mentioned in **Annexure-II** for a period of three years on monthly and daily basis from reputed taxi/ tour operators, hereinafter referred to as “Agency”, who fulfill the following criteria:

- (a) The Agency should have **Permanent Account Number (PAN)** under the Income Tax Act, 1961. Copy of the PAN card should be enclosed with the technical bid.
- (b) The Agency should have provided similar service to **at least two** Government Organizations/ PSUs/ MNCs/ Embassies/ TV channels of a total value of Rs.1 crore or above per annum during at least two of the financial years **2015-2016, 2016-2017 and 2017-2018**. Names and addresses of such organizations should be given in the specified space in **Annexure-I** (Technical Bid) along with copies of their work orders.
- (c) The Agency should not have been blacklisted by any government organization / PSU in the past. An undertaking in this regard should be submitted with the technical bid.

**SUBMISSION OF BIDS**

2. The Agencies should submit their bids in two parts, one containing the **Technical Bid** and the other the **Financial Bid**. Technical Bid and Financial Bid should be placed in separate sealed covers superscribed accordingly. The sealed covers containing Technical and Financial bids should be placed inside a large sealed cover superscribed “**Tender for Hiring of Vehicles**” along with contact details. The tender should be addressed to **Joint Director (Admin), Rajya Sabha Television, 3<sup>rd</sup> Floor, Talkatora Stadium Annexe Building, New Delhi-110001** and may be dropped in the drop box at the above address by **5:00 P.M. on or before 28<sup>th</sup> November, 2018** or may be sent by courier/ registered/ speed post so as to reach RSTV by **5:00 P.M on or before 28<sup>th</sup> November, 2018**.

3. The technical bid should be accompanied by an earnest money deposit of **Rs.15 lakh** (Rupees fifteen lakh only) in the form of a demand draft drawn in favour of Drawing & Disbursing Officer, Rajya Sabha Television payable at New Delhi on which no interest will be paid. Earnest money deposit of an Agency will be forfeited if it refuses to take up the job or fails to furnish performance security on its selection for the job; or if the information given by it is found to be false; or it withdraws the bid during the validity period of the bid. Earnest money deposit of the unsuccessful bidders will be returned after completion of the tender process but earnest money deposit of the successful bidder will be returned only after the bidder deposits performance security.

4. **Annexure II** (Financial Bid) indicates two sets of models of vehicles i.e. 2015 and 2018 models and the variants of the vehicles for which the agencies are required to quote the rates. The bidders will be free to bid either for part 'A' or part 'B' or both the parts of **Annexure II**. However, L1 bidder will be determined on the basis of the bids received for the respective years. Bids for 2015 model of vehicles will be evaluated/ compared amongst themselves. Similarly, bids for 2018 model of vehicles will also be evaluated/ compared on the same lines. Total number of vehicles to be hired and selection of vehicles based on their model, and type of variant shall be at the sole discretion of RSTV. The rates quoted should be inclusive of all expenses such as fuel, taxes, maintenance, repair and servicing, salary of drivers etc. but excluding GST. GST shall be payable by RSTV with no input tax credit rate at the existing rate of 5% (i.e. 2.5% SGST & 2.5% CGST). Rates so quoted will be valid for 180 days from the date of opening of the financial bids. RSTV will not be responsible and will in no way be liable towards fees, penalties, cost of fuel, payment of salary to the drivers, maintenance etc. or any other charges payable except the contract price.

5. Technical Bid should be given in the proforma attached as **Annexure-I** and Financial Bid in the proforma attached as **Annexure II**. Details of at least 20 cars each of 2015 model and 2018 model of any make owned by the Agency which must not have been registered before 1 April, 2015 and 1 April, 2018 as the case may be should be provided in the specified space in **Annexure I**. It may be ensured that there is no over-writing or correction or cutting in the bids and each page of the technical bid as well as financial bid is signed by an authorized representative of the Agency bearing the name of the signatory and office seal.

6. All the documents/ papers submitted by the bidder must be signed by the authorized signatory and legible with containing page numbers.

7. The Agency running its business in the form of partnership firm is required to provide, in addition to other documents, a copy of the partnership agreement or general power of attorney furnished on stamp paper and duly attested by a Notary Public to the effect that all the partners have executed partnership agreement. The attested copy of the certificate of registration of the firm should also be enclosed along with technical bid.

## **PRE BID MEETING**

8. A pre- bid meeting will be held on **15<sup>th</sup> November, 2018 at 3:00 p.m.** in the office of Rajya Sabha Television, 3<sup>rd</sup> Floor Talkatora Stadium Annexe Building, New Delhi-110001 where the intending bidders may seek any clarification and visit the office to have first-hand information about the requirements of RSTV. The intending bidders are requested to attend the pre-bid meeting so that there may not be any communication gap and they are aware of the requirements of RSTV.

## **OPENING OF BIDS**

9. Technical Bids will be opened on **29<sup>th</sup> November, 2018 at 12.00 noon** in the office of Rajya Sabha Television, 3<sup>rd</sup> Floor Talkatora Stadium Annexe Building, New Delhi-110001 in the presence of the bidders or representatives thereof, if any. Financial Bids of only such bidders will be opened who are found eligible in Technical Bid. Time and date of opening of the Financial Bids will be informed to the Agencies which are found eligible in the Technical Bid.

## **REJECTION OF BIDS**

10. Canvassing by an Agency in any form, unsolicited letters and post tender corrections may invoke summary rejection of its bid with forfeiture of EMD. Rajya Sabha Television reserves the right to reject any or all tenders without giving any notice or assigning any reason thereof.

## **PERFORMANCE SECURITY**

11. The Agency whose tender is accepted shall deposit an amount of Rs.36 lakh (Rupees thirty six lakh only) in the form of Account Payee Demand Draft on Bank Guarantee from a nationalized bank in favour of Drawing & Disbursing Officer, Rajya Sabha Television as Performance Security within 15 days from the date of issue of work order by RSTV. No interest shall be paid on the performance security. Performance Security will be retained by RSTV for the period of contract and till sixty days beyond the date of completion of all contractual obligations.

## **GENERAL CONDITIONS**

12. The duty point would be 12 A, Gurudwara Rakabganj Road; or Talkatora Annexe Building; or Parliament House/ Parliament House Annexe; or any other place intimated by RSTV from time to time. The mileage and time for vehicles shall be calculated from the duty point of the vehicles. However, 14 kms or actual mileage from garage of the Agency to duty point and back, whichever is less will be allowed as dead mileage per day.

13. RSTV is a 24X7 television channel which requires vehicles round the clock. The Agency shall ensure that vehicles are made available to the channel at any time as per its needs.

14. The drivers of the vehicles deployed should follow traffic rules and other regulations prescribed by the Government. from time to time. Drivers should be familiar with all important places in Delhi, New Delhi and NCR and hold valid driving license for driving taxis, tempo travelers, mini buses, as the case may be. Tampering with vehicle usage timings/ Kms, overwriting of summary/ log sheet and misbehavior of driver shall be viewed seriously, leading even to cancellation of contract.

15. The Agency shall ensure that all necessary documents (Registration certificate, Insurance papers, PUC, etc.) are available with the drivers and that the drivers are well mannered and neatly dressed in uniform. The drivers should always carry a mobile phone with them to facilitate quick contact. The names and full addresses with mobile numbers of the drivers, who will attend the duty, shall be furnished to RSTV as and when deployed.

16. The Agency shall be responsible for fulfilling all statutory obligations under various laws and Acts, like the Minimum Wages Act, the EPF Act, the ESI Act, the Bonus Act, the Service Tax Act, the Motor Vehicles Act/ Motor Vehicles Rules etc. and any other statutory requirements as applicable to the Government of NCT of Delhi/ Government of India and the rules/ regulations as amended from time to time. RSTV will have no responsibility and will in no way be liable towards taxes, fees, penalties, cost of fuel, payment of salary to the drivers, maintenance etc. or any other charges payable except the contract charges, parking charges and toll tax, if any. Consumables like lubricants, tyres, battery, repair, maintenance, taxes, insurance etc. shall be the responsibility of the Agency.

17. Agency shall ensure police verification of the drivers before deployment of the drivers in RSTV.

18. The vehicles to be provided to this Office should not be registered before 1 April, 2015 in case of 2015 models and April, 2018 in case of 2018 models and should not have run more than 1,25,000 kms and 10,000 kms, respectively as on the date of hiring. The vehicles should be owned by the Agency and registered in its name. The interior of the cars should preferably have white/ beige upholstery. Sanitation and cleanliness of the vehicles shall at all times be maintained by the Agency to the satisfaction of RSTV.

19. The Agency should have enough resources to repair their vehicles in minimum possible time when required. They should be in a position to substitute/ replace or arrange extra vehicles at a very short notice.

20. The Agency shall not further outsource/assign or sublet the work or any part of it to any other person or party.

21. The vehicles should be insured comprehensively and should have necessary permits from the Transport Department/ Authority. RSTV shall not be responsible for any challan, loss, damage and accident of the vehicle or to any other vehicle or injury to any person (s).
22. Vehicles provided should have necessary permits including permit to travel in NCR. RSTV will have a right to use the vehicles hired on monthly basis to travel anywhere in the country. However, applicable taxes for such use will be reimbursed by RSTV to the Agency. If RSTV needs any vehicle other than the vehicles hired on monthly basis, the Agency shall provide the vehicle (s), including for outstation use, at a short notice.
23. The Agency shall install GPS and emergency button in all the vehicles provided to the RSTV and GPS data will be made available as and when required by RSTV.
24. All the vehicles should be provided with duty slips/ log books to be signed by the users indicating clearly the kilometers reading and time of arrival for duty and end of duty. The drivers should be able to maintain the same independently.
25. In case of breakdown of any vehicle, the Agency shall replace the vehicle within an hour of breakdown failing which RSTV will hire vehicle from any other source.
26. Dedicated vehicles and drivers with proven integrity must be provided in view of security considerations. Any change of a vehicle or a driver will be allowed only in exceptional circumstances and that too with prior approval of RSTV. If a driver is found incompetent or indisciplined by RSTV, the Agency shall replace him immediately by a competent and disciplined driver.
27. The agency will be required to provide coordinators 24x7 for maintaining pic-ups and drops and management of cab drivers and any other related matters.
28. All vehicles should invariably be equipped with first aid box.
29. No increase in hiring charges will be accepted by RSTV during the currency of the contract period except on account of increased statutory taxes levied by the Government and any upward or downward revision in the fuel prices as per the following formula:

***Any upward or downward revision in the diesel/ petrol prices by the Government shall be dealt with by the formula of enhancement of the hiring charges by an amount equivalent to one third of the slab rate multiplied by the percentage hike in the price of the diesel/ petrol as and when the price of diesel/ petrol increases or decreases by a minimum of 10% over the previous price.***

***(The price agreed upon should specify the base level (i.e. price of fuel on the date of opening of technical bid) for calculation/determination of the price variation. The name of Oil marketing Company is also to be mentioned to enable calculation of variations in price).***

30. The successful bidder will be required to provide requisite number of vehicles as specified in part **A1** of part 'A' and 'B1' of part 'B' of **Annexure-II**, as the case may be within one month of issue of the work order.

31. The Agency shall indemnify RSTV against all damages/ charges for which it may be held liable or pay on account of the negligence of the Agency or his staff or any person under his control whether in respect of accident/ injury to any person or damages to the property of any member of the public or in executing the work or otherwise and against all claims and demands thereof. RSTV shall not be responsible financially or otherwise for any injury to the driver or person deployed by the Agency during the course of performing duties.

#### **TERMS OF PAYMENT**

32. Payment for all categories of vehicles as specified in Annexure II will be made on the basis of separate consolidated bill for each category raised on the basis of consolidated monthly mileage and hours (i.e. monthly kms per vehicle x total number of vehicles and monthly hours x total number of vehicles per month).

32.1 Payment to the Agency will be made on monthly basis on receipt of pre-receipted bill(s) supported by duty slip/ log books duly signed by the users of the vehicles or authorized signatories of RSTV. The Agency will submit monthly bills in triplicate at the end of the month. Claims towards toll tax/ parking charges should be supported by toll tax/ parking bills and should be submitted along with the original bills. Payment in normal circumstances will be released within 25 days of submission of the bill. TDS shall be deducted as per the Income Tax Act, 1961.

#### **PENALTY**

33. A penalty of Rs.2000/- per day per vehicle will be levied if any vehicle fails to meet the terms and conditions on any day or if the services of the transporter are not found satisfactory. If the agency fails to provide vehicles as per terms and conditions of the contract, RSTV will hire the vehicles from any other source, payment for which would be charged from the Agency or deduction will be made on pro rata basis from the monthly bills against absence of the vehicle (s) along with a penalty of Rs.1500/- per day per vehicle, whichever is higher.

#### **TERMINATION OF CONTRACT**

34. Both the parties to the contract shall have a right to terminate the contract at any time without assigning any reason by giving a notice of 60 days. However, if the performance of the Agency is not found satisfactory at any stage, the contract may be terminated by RSTV without any notice.

## **ARBITRATION**

35. All the disputes and differences arising out or in any way touching or concerning the Services shall be referred to the sole arbitrator appointed by the Secretary General, Rajya Sabha. Awards of such arbitration shall be final and binding on the parties of the agreement. The Courts of Delhi alone will have jurisdiction in the matter of arbitration. There will be no objection that the person so appointed is or was in the employment of the Rajya Sabha or during the course of his duties, had expressed views on all or any of the matter of difference or dispute. The award of such arbitration shall be final and binding on both the parties. The arbitration proceedings shall be held in Delhi.

**Joint Director (Admn)  
Rajya Sabha Television**

**HIRING OF VEHICLES BY RSTV**

**Technical Bid**

To be filled in by the Bidder (enclose copies of documents to support your statement)

S/No	Description
1.	Name of the Agency
2.	Postal address of the Agency
3.	Details of the contact person (a) Name (b) Telephone No (c) Mobile No (d) Fax No (e) E-mail ID
4.	Location of the Garage :
5.	Is the Agency Registered : (Attach photocopy of the document for proof) Tick as applicable Recognized by Govt. of India as Tourist Transport Operator Recognized under Shops and Establishment Act Recognized as firm Proprietorship/ Any other category (please specify)
6.	Income Tax Permanent Account Number (PAN) : (Attach a copy of PAN)
7.	GST Registration Number : (Attach a copy of GST Registration )



<b>8.</b>	<b>Details of at least two Government Departments/ PSUs/ MNCs/ Embassies/ TV Channels to which similar services have been rendered during at least two of the financial years 2015-16, 2016-17 and 2017-18 (See para 1 (b) of tender notice)</b>			
<b>S/No</b>	<b>Period during which service was provided</b>	<b>Name &amp; Address</b>	<b>Value of service provided</b>	<b>Remarks, if any</b>
<b>(a)</b>	<b>2015-2016</b>			
<b>(b)</b>	<b>2016-2017</b>			
<b>(c)</b>	<b>2017-2018</b>			

**9. Details of the Vehicles owned by the Agency (see Para 5 of tender notice)**

**A. Vehicles of 2015 MODEL**

<b>S/ No</b>	<b>Vehicle Registration No.</b>	<b>Make</b>	<b>Model</b>
<b>1</b>			
<b>2</b>			
<b>3</b>			
<b>4</b>			
<b>5</b>			
<b>6</b>			
<b>7</b>			
<b>8</b>			
<b>9</b>			
<b>10</b>			
<b>11</b>			
<b>12</b>			
<b>13</b>			
<b>14</b>			
<b>15</b>			
<b>16.</b>			
<b>17.</b>			

S/ No	Vehicle Registration No	Make	Model
18.			
19.			
20.			

**B. Vehicles of 2018 MODEL**

S/ No	Vehicle Registration No.	Make	Model
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16.			
17			
18.			
19.			
20.			

**10. Details of Earnest money**

- a) **Name of the bank** :
- b) **Demand Draft No** :
- c) **Value of the Demand Draft** :
- d) **Demand Draft drawn in favour of** :

**It is certified that:-**

- (i) That I/ we have gone through and understood the tender notice.**
- (ii) That my agency has not been blacklisted by any Government organization/ PSUs.**
- (iii) The details furnished by me/ us are true and correct.**
- (iv) That I/ we have not concealed any material fact.**

**Signature of the authorized signatory**

**HIRING OF VEHICLES BY RSTV**  
**FINANCIAL BID**

Name of the Agency :

Address :

**PART 'A'**

**A1. FOR HIRING ON MONTHLY BASIS : 2015 MODEL (Ref para 4 of the tender notice)**

S/ No	Type and variant of Cars	Tentative number of vehicles required	Rates per vehicle for 4000 Kms and 330 hrs per month (excluding tax)	Rates per vehicle for 2600 Kms and 330 hours per month (excluding tax)	Rates per Km beyond 4000/2600 Kms, as the case may be	Rates per hour beyond 330 hrs
(1)	(2)	(3)	(4)	(5)	(6)	(7)
1.	Dzire (VXI/VDI)/ Etios (V/VD)/ Honda Amaze (S)	22		Not to be quoted		
2.	Maruti ECO (5 Seater with AC)	6		Not to be quoted		
3.	Innova (G)	2		Not to be quoted		
4.	Ciaz (Delta)/ Honda City (S)/ Hyundai Verna (SV)/	5	Not to be quoted			

**A2. FOR HIRING ON DAILY BASIS WITHIN NCR REGION CONSISTING OF DELHI, GHAZIABAD, NOIDA, GREATER NOIDA, GURGAON, MANESAR AND FARIDABAD : 2015 MODEL**

S/ No	Type of Vehicles	Rates for local use (80 Kms and 8 hours) (excluding taxes)	Rates per Kilometer beyond 80 Kms	Rates per hour beyond 8 hours	Driver allowance, if any	Other allowance, if any
(1)	(2)	(3)	(4)	(5)	(6)	(7)
1.	Dzire (VXI/VDI)/ Etios (V/VD)/ Honda Amaze (S)					
2.	Innova (G)					
3.	Ciaz (Delta)/ Honda City (S)/ Hyundai Verna (SV)					
4.	Tempo Traveler (12 Seater)					
5.	BUS (AC) 40-50 seater					
6.	Mini Coach (18/21 Seater)					

**A2. FOR HIRING ON DAILY BASIS FOR OUTSTATION TRAVEL OTHER THAN PLACES GIVEN UNDER “B” ABOVE : 2015 MODEL**

S/No	Type of Vehicles	Minimum running Kms commitment per day	Rates per Km (excluding GST)	Driver allowance, if any	Other allowance, if any
(1)	(2)	(3)	(4)	(5)	(6)
1.	Dzire (VXI/VDI)/ Etios (V/VD)/ Honda Amaze (S)				
2.	Innova				
3.	Ciaz (Delta) Honda City (S)/ Hyundai Verna (SV)/				
4.	Tempo Traveler (12 Seater)				
5.	BUS (AC)( 40-50 seaters)				
6.	Mini Coach (18/21 Seater)				

**PART – ‘B’**

**B1. FOR HIRING ON MONTHLY BASIS : 2018 MODEL (Ref para 4 of the tender notice)**

S/ No	Type and variant of Cars	Tentative number of vehicles required	Rates per vehicle for 4000 Kms and 330 hrs per month (excluding tax)	Rates per vehicle for 2600 Kms and 330 hours per month (excluding tax)	Rates per Km beyond 4000/2600 Kms, as the case may be	Rates per hour beyond 330 hrs
(1)	(2)	(3)	(4)	(5)	(6)	(7)
1.	Dzire (VXI/VDI)/ Etios (V/VD)/ Honda Amaze (S)	22		Not to be quoted		
2.	Maruti ECO (5 Seater with AC)	6		Not to be quoted		
3.	Innova (G)	2		Not to be quoted		
4.	Ciaz (Delta)/ Honda City (S)/ Hyundai Verna (SV)/	5	Not to be quoted			

**B2. FOR HIRING ON DAILY BASIS WITHIN NCR REGION CONSISTING OF DELHI, GHAZIABAD, NOIDA, GREATER NOIDA, GURGAON, MANESAR AND FARIDABAD : 2018 MODEL**

S/ No	Type of Vehicles	Rates for local use (80 Kms and 8 hours) (excluding taxes )	Rates per Kilometer beyond 80 Kms	Rates per hour beyond 8 hours	Driver allowance, if any	Other allowance, if any
(1)	(2)	(3)	(4)	(5)	(6)	(7)
1.	Dzire (VXI/VDI)/ Etios (V/VD)/ Honda Amaze (S)					
2.	Innova (G)					
3	Ciaz (Zetas)/ Honda City (S)/ Hyundai Verna (SV)					
4.	Tempo Traveler (12 Seater)					
5.	BUS (AC) 40-50 seater					
6.	Mini Coach (18/21 Seater)					

**B3. FOR HIRING ON DAILY BASIS FOR OUTSTATION TRAVEL OTHER THAN PLACES GIVEN UNDER “B” ABOVE : 2018 MODEL**

S/No	Type of Vehicles	Minimum running Kms commitment per day	Rates per Km (excluding GST)	Driver allowance, if any	Other allowance, if any
(1)	(2)	(3)	(4)	(5)	(6)
1.	Dzire (VXI/VDI)/ Etios (V/VD)/ Honda Amaze (S)				
2.	Innova (G)				
3.	Ciaz (Delta) Honda City (S)/ Hyundai Verna (SV)/				
4.	Tempo Traveler (12 Seater)				
5.	BUS (AC)( 40-50 seaters)				
6.	Mini Coach (18/21 Seater)				

**It is certified that while quoting the rates terms and conditions given in the tender notice in general and the following points in particular have been kept in view :-**

- (a) The duty point would be 12 A, Gurudwara Rakabganj, New Delhi or Talkatora; Annexe Building, New Delhi; or Parliament House/ Parliament House Annexe, New Delhi; or any other place to be intimated by RSTV from time to time. Mileage and time would be calculated from the duty point where the car/ mini bus/ tempo traveller/ Bus (AC) is deployed at duty point and that dead mileage of 14 kms or actual mileage from garage to duty point and back, whichever is less, per day per vehicle will be allowed.**
- (b) Rates quoted do not include GST**
- (c) Vehicles hired on monthly basis may be used by RSTV to travel anywhere in the country. In that case, driver allowance and other allowances, if applicable, will be levied as per allowances applicable for hiring of outstation vehicles mentioned in Part C of the Financial Bid.**
- (d) RSTV reserves its right to opt for the model/ make of the vehicles.**

**Signature of the Authorized Signatory of the Agency  
Name of the Signatory.....  
Designation/Position held by the Signatory:  
Office seal**