

**NATIONAL WAQF DEVELOPMENT CORPORATION LIMITED (NAWADCO)**

(Under the aegis of Ministry of Minority Affairs, Government of India)  
Registered office: Central Waqf Bhawan, Plot No. 13 & 14 (Opposite Family Court),  
Sector - 6, Pushp Vihar, Saket, New Delhi-110017.

No. NAWADCO/15(2)/2017/

Date:25/09/2017

**Notice Inviting Tender for hiring Vehicle**

National Waqf Development Corporation Ltd. (NAWADCO) invites Tenders from prospective Vehicles Service providers (having a garage at New Delhi) having an annual turnover of Rs. 25 Lakh or more during the last three financial years and owning minimum ten vehicles, at least four of them not being older than 2014 (make: Maruti SX4/Maruti Ciaz /Swift Dezire/Honda City/TATA Indigo/ Maruti Wagon R) and having a valid contract for providing cars on hire/rental basis to one or more Central / State Govt. Ministries / Departments, Public Sector Undertakings, reputed Private Ltd. Companies/ Firms. Intending eligible bidders may download Bid Document from the website [www.minorityaffairs.gov.in](http://www.minorityaffairs.gov.in). Bidders shall have to deposit Rs. 10,000 (Rupees Ten Thousand Only) as EMD / Bid Security Deposit in the form of Demand Draft on of or before bid submission closing date & time. Tenders must be submitted latest by **14<sup>th</sup> October,2017 (Till 04:00 PM)** to the CS/Manager (HR, Admin & Estt.), National Waqf Development Corporation Ltd., Central Waqf Bhawan Plot Nos. 13 & 14, Sector - 6, Pusph Vihar, (Opposite Family Court), Saket, New Delhi – 110017 as per terms and conditions.

*Anu Aggarwal*  
25/09/2017  
Anu Aggarwal

CS/Manager (HR,Admin & Estt.)

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No. NAWADCO/15(2)/2017/

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### Tender Notice for hiring Vehicle

SEALED TENDERS are invited in two bid system (Technical Bid and Financial Bid Separately) from reputed Tours and Travels Agencies / Companies located in New Delhi, or hiring of Two Taxi's/Car's (make: Maruti SX4/Maruti Ciaz /Swift Dezire/Honda City/TATA Indigo/ Maruti Wagon R) for the official use of NAWADCO initially for a period of one year. The firm/ agency which fulfils the following criteria and accepts the **Terms & conditions** as given at **Annexure-I** may only apply:-

- (i) The firm should be registered with relevant authorities (Certificate of Incorporation, Registration with Service Tax/GST No., PAN No.): (Self attested copies to be enclosed).
- (ii) The firm should be annual turnover of more than 25 lakh for each of the last three financial years: (Verified by Chartered Accountant copies to be enclosed).
- (iii) The firms should have at least 10 nos. of taxis/cars registered in the name of the firm: (Self attested copies of Registration to be enclosed).
- (iv) The firm should have three years experience of providing taxis to three or more Central / State Govt. Ministries / Departments, PSUs, reputed Private Ltd. Companies/ Firms etc. out of which there should be at least three running contract (Self attested copies of satisfactory performance certificates & work orders to be enclosed.)

2. The Technical Bid in separate envelope should be submitted along with information/document as per **Annexure II**. A check list has also been given to ensure that this Performa containing technical parameter is properly filled up. The check list should be filled up and attached along with technical bid.

Copies of the following document are required to be enclosed along with Technical Bids.

- (i) Annual Turn-over of the firm for last three financial years duly signed by the practicing Chartered Accountant.
  - (ii) Copy of the detail of the past experience of last three years for providing services in the same field in Central / State Govt. Ministries / Departments, PSUs, reputed Private Ltd. Companies/ Firms etc, with contact persons and their telephone numbers along with satisfactory performance certificate from all the Govt. Ministries/Departments/ Major PSU /Corporate, where the transport services are being provided at present.
  - (iii) Copies of certificates of Incorporation of firm, PAN No. and Service Tax/GST No. Registration.
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(iv) Copies of RCs for the least 10 Taxi/Cars.

(v) The Earnest Money Deposit of Rs. 10,000/- (Rupees Ten Thousand Only) by Demand Draft issued in favour of National Waqf Development Corporation Limited.

3. The Financial Bids in separate envelop should be strictly as per the format given in the **Annexure II**. The rates quoted in the Financial Bids should be both in words and figures and quotations with any cutting or overwriting in figure will not be considered, unless corrections are countersigned. The financial bid should be properly signed and sealed.

The financial bids of only those firms will be opened, whose technical bid found in order by the committee of NAWADCO.

Both sealed envelopes should be kept in third sealed envelope super scribing "**Tender for Hiring of Vehicles**" and address to the CS/Manager (HR, Admin & Estt.), National Waqf Development Corporation Ltd., Central Waqf Bhawan Plot Nos. 13 & 14, Sector - 6, Pusp Vihar, (Opposite Family Court), Saket, New Delhi – 110017 should reach to NAWADCO on or before 14<sup>th</sup> October, 2017 (Till 04.00 P.M)



Anu Aggarwal  
CS/Manager (HR,Admin & Estt.)

TERMS & CONDITIONS

1. The rates should be quoted in the prescribed format at Annexure-III.
2. The taxis/cars to be supplied should be registered in the name of the firm/owner/partner.
3. The car to be provided should be a very good condition and should not be of earlier than 2016 model.
4. The contract would be for one year at a time. This is extendable on yearly basis up to 2 years, based on satisfactory performance, without any revision of rates, if agreeable to both on same terms & conditions.
5. The firm should have at least 3 years of experience in the tours and travels business in providing taxis/cars to the Government/PSU Sector and should own at least 10 vehicles of make Maruti SX4/Maruti Ciaz /Swift Dezire/Honda City. Copy of work order in respect of their existing contract with Government/PSU Sector may be enclosed.
6. Distance of the garage of the firm should not be more than 15 KMs from NAWADCO.
7. The drivers of the vehicles provided must follow traffic rules and other regulations prescribed by the Govt. from time to time. Driver should be conversant with all important places in Delhi and NCR.
8. As these vehicles are to be used by the Senior Officers of the NAWADCO, the firm should ensure that the driver being provided must possess valid Driving License with three year experience. The driver should always carry a mobile phone with them, as it will enable the officer to contact the driver at any time. He should carry all the necessary documents (Registration Certificate, Insurance Papers, PUC certificate etc.) with him.
9. The Vehicles must be made available at any given time and day as desired by the Officer with whom the vehicle is attached.
10. The owner/firm must be able to provide services on Pan India Basis, if required by NAWADCO.
11. The vehicle should report to the place of the requirement as per direction of the NAWADCO. There will be no dead mileage. The kilometer age for the purpose of ' Vehicle run ' and ' hours of duty ' shall be reckoned from the point of reporting for duty and to the point of vehicle released. No mileage will be allowed to drivers for lunch/breakfast or for drawl of petrol/CNG etc.
12. The vehicle should be ensured comprehensively and should have necessary valid permits from the transport Department/ Authority.
13. All liabilities, arising out of any legal dispute, accident, breakdown etc. shall be borne/paid by the firm.
14. The transporter should provide a landline/mobile number on which he or his representative can be contacted any time (24\*7 Hrs.).

15. The approved rates will not be enhanced during the period of the contract.
16. The successful bidder will also be required to submit within five days copies of the Registration certificate/Insurance Papers, PUC, Permits etc. for the car proposed to be given to NAWADCO.
17. The antecedents of drivers to be deployed should be properly verified and their details (name, address, telephone nos. etc.) will have to be provided to NAWADCO. In case of change of driver, prior intimation will be required to be given to NAWADCO and the user.
18. The firm should be in position to provide stand by cars within half an hour of reporting any break down to the contractor telephonically. All expenses are to be borne by the firm, in case of breakdown of vehicle supplied. A penalty of Rs. 1,000/- per car per day shall be imposed if the transporter fails to provide car on any particular day.
19. There will be no guarantee on the part of NAWADCO for use of the car for certain minimum mileage in case it is hired on daily basis.
20. The transporter must have all the requisite clearance certificates etc. from the concerned Govt. agencies as per rules.
21. For each and every vehicle, the driver is required to maintain a logbook i.e., details of various journeys performed during the day since morning till last duty.
22. No advance payment, in any case, would be made to the firm.
23. A certificate to be produced by the transporter from the Competent Authority to certify proper status/functioning of the ' Kilometer Meter'
24. The rates should be quoted inclusive of all expenses such as POL, taxes, fuel, maintenance, repair and servicing etc.
25. Service Tax/GST as applicable will be paid on billing.
26. The transporter has to be provided GST Compliance Invoice.
27. The taxi/car to be supplied should be in very good working conditions and well maintained during the contract period. The vehicle to be supplied should be excellent mechanically as well as physically i.e. outer body/upholstery etc. should be decent looking.
28. The firm should be in a position to supply taxis/cars on short notice as and when needed. The firm would also be required to provide additional taxis/cars at the quoted rate on demand.
29. The owner/senior representative of the firm should be available round the clock on direct telephone (office as well as residence) so as to respond to the call for vehicle in emergent cases. The Mobile number should also be given.
30. In case of dispute of any kind in any respect whatsoever the decision of HoD, NAWADCO shall be final and binding. Any relaxation in terms and conditions in the tender notice will be at the sole discretion of NAWADCO.

31. The car with the driver should be placed at the disposal of NAWADCO as and when required. NAWADCO would be free to use the hired car in any manner for carrying officials, materials etc. as per its requirements and the firm will not have any objection to it.
32. No compromise will be made by NAWADCO towards punctuality, cleanliness, obedience, promptness, behaviour etc. if the Tenderer, at any point of time during official duty, fails to perform duties, as directed by NAWADCO, the Performance Security Deposit will be forfeited and contract will be cancelled forthwith without any notice by the Competent Authority.
33. NAWADCO will not be responsible for any challan, loss, damage, or accident to the vehicle or to any other vehicle injury.
34. In case of any compelling circumstances, the contract may be discontinued at any point of time by mutually agreed way by giving 30 days advance notice.
35. The firm must attach satisfactory performance certificate from all the Govt. Ministries/Departments/PSU/Corporate, where the transport services are being provided at present.
36. Sealed quotations (Technical Bid) will be opened by a committee on due date and time in the office of NAWADCO. Your authorized representative duly carrying an authorization letter from the firm/company can attend the tender opening.
37. Financial bid of the firm who qualify in the technical Bid will be opened in the presence of bidder/their representative who may like to be present.
38. The L1 firm will be decided on sum total of service, material, applicable taxes and duties (including exemption sought/granted). The L1 will be determined on total cost basis. In case L1 doesn't supply the requisite quality of vehicle, NAWADCO has the right to place order on L2, L3 and so on as per the balance required quantity at L1 rates. In case L1 firm does not supply the requisite quantity of vehicles, NAWADCO has right to place order on market as per the balance required quantity at L1 rates and the excess payment would be recovered from the L1 firm.
39. The quotation has to be accompanied by an Earnest Money Deposit of Rs. 10,000/- in the form of Demand Draft in favour of "National Waqf Development Corporation Limited" payable at New Delhi. The Successful bidder will have to deposit a Performance Security deposit with the NAWADCO in form of FDR (Fixed Deposit Receipt) of Rs. 30,000/- (Rupees Thirty thousand only) in favour of National Waqf Development Corporation Limited which shall remain valid for a period of 60 days beyond the date of completion of all contractual obligations. The security is refundable without any interest or termination of the contract after deducting any penalty/ any liability of any kind imposed by NAWADCO on account of unsatisfactory services.
40. If the firm after submission of bid and due acceptance of the same i.e. after the award of contract, fails to abide by the terms and conditions of these tender documents, or fails to complete his contract period or at any time repudiates the contract, NAWADCO will have the right to forfeit the performance security, if deposited by the bidder.
41. NAWADCO reserves the right to terminate the contract without assigning any reason by giving the contractor one calendar month notice of its intention to do so.

42. The Payment will be made on monthly basis on submission of pre-receipted bill (S) duly supported by duty slip (S)/log sheet(S) duly signed by the concerned officer or his PS/PA.

43. Bids incomplete in any respect shall be liable to be rejected.

Envelope containing quotation in Annexure should be submitted at NAWADCO by hand or by post on or before 14<sup>th</sup> October, 2017 (Till 04:00 PM) Quotation received through other mode of correspondence will not be entertained. The Envelope should be super scribed as "Quotation for hiring of vehicles". Quotation received without EMD (Earnest Money Deposit) will not be considered.

*Anu Aggarwal*  
25/09/2017  
Anu Aggarwal

CS/Manager (HR,Admin & Estt.)

## TECHNICAL BIDS

### Check list for Technical Bid

S. No.	Particulars	
1	Name and Address of the firm/Company/Agency	
2	Telephone Number Landline/Mobile	
3	Name, address and telephone No. of the proprietor	
4	Copies of certificates of Incorporation of firm/Company/Agency, PAN and Service Tax registration/GST No.	
5	Whether Annual Turnover of the firm for last three financial years	
6	Total Nos. of Taxi/Cars registered with the agency (Copy of RCs of 10 Taxi/Cars)	
7	Numbers of Employees as on	
8	No. of years of experience in providing taxi/cars to Govt. Sector	
9	Name and address of the five Ministries/Departments and other organizations where the firm has provided Taxi/Cars on regulars/Monthly basis	
10	Name and address of the Ministries/Departments/PSU where the firm has three running contract with telephone Nos.	
11	Whether EMD Rs. 10,000/- enclosed in the form of Demand Draft (DD No. and date of issuance)	

Certified that all terms and conditions of NAWADCO are acceptable to us.  
We are not in any major litigation that may have an impact of affecting or compromising the delivery of the services as required under this tender.  
We are not blacklisted by any Central/State Government/Public Sector.

(Signature of the authorised person)  
Name & Designation  
Business Address with seal

Date :  
Place:



**FINANCIAL BIDS****Performa for Rates****(i) Rates for vehicles on monthly basis(Inclusive of all taxes)**

S. No.	Name of the Vehicle	AC Vehicle		
		2500 KM and 250 Hrs of duty per month	Charges for extra KM of duty beyond 2400 KM	Charges for extra HRS of duty beyond 250 KM
1	Maruti CIAZ			
2	Maruti Sx4			
3	Honda City			
4	Maruti Swift D'zire			
5	Maruti Wagan R			
6	TATA Indigo			
7	Innova			

**(ii) Rates for vehicles for daily need basis (Inclusive of all taxes)**

S. No.	Name of the Vehicle	AC Vehicle			
		Rates for 80 KM and 10 Hrs of duty	Rates for 40 KM and 5 Hrs of duty	Charges for extra KM of duty beyond 80 KM and 40 KM	Charges for extra HRS of duty beyond 10 HRS and 5 HRS
1	Maruti CIAZ				
2	Maruti Sx4				
3	Honda City				
4	Maruti Swift D'zire				
5	Maruti Wagon R				
6	TATA Indigo				
7	Innova				

I /we accept the terms & conditions stipulated in your above quoted tender enquiry and agree to abide by the same.

Yours faithfully

(Signature of the tenderer with date & seal)

Name of the taxi Stand/firm Address and Office stamp/seal with telephone Number

### Check list for Technical Parameters

S. No.	Documents to be submitted	Yes	No	Page Nos	Remark
1	Whether Annual Turnover of the firm for last three financial years attached				
2	Copy of the details of the past experience of providing services in the same field in Ministries/Departments/PSU/ reputed Corporate Sectors, with contract persons and telephone Nos.				
3	Details of this three running contract in Govt. Deptt./PSUs.				
4	Satisfactory performance certificates from all the Govt. Deptt./PSUs/ Corporate, where the transport service are being provided at present.				
5	Copies of certificates of Incorporation of firm/Company/Agency, PAN and Service Tax registration/GST No.				
6	Total Nos. of Taxi/Cars registered with the agency (with copies of RCs )				
7	Whether EMD Rs. 10,000/- enclosed in the form of Demand Draft (DD No. and date of issuance)				