

PRASAR BHARATI
(INDIA'S PUBLIC SERVICE BROADCASTER)
DOORDARSHAN KENDRA : CHENNAI-5
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TERMS AND CONDITIONS FOR SUPPLY OF TAXIS TO DOORDARSHAN
KENDRA, CHENNAI ON ANNUAL CONTRACT BASIS

1. The Supplier/Contractor should have under his ownership and possession a minimum number mentioned below against the following vehicles, which are not more than four years old i.e., Models of 9/2010 or above, registered with the appropriate Transport Authority.

a) Ambassador/ Tata Indica (Non A/c) diesel car	08
b) Ambassador/Tata Indica (A/c) diesel car	04
c) Tata Sumo/ Qualis Car (with carrier) (Non A/c)	8
d) Tata Sumo/Qualis (A/c) Car	2
e) Tempo Traveller (with removable back seat and with all India permit)	2
f) Innova/Xylo/Honda City (A/c)	04
2. All the vehicles should be in good condition and acceptable by a Committee formed by the Head of Doordarshan Kendra, Chennai. The Contractor should be ready to give night services for dropping and picking up of employees and also undertake outstation tours.
3. Xerox copies of the Registration Certificate Book and Insurance of each vehicle, duly got attested by a Gazetted Officer of Central/ State Government should be enclosed with the quotation for verification. Quotations which are received without Xerox copies of RC books will not be accepted. The successful tenderer at the time of the execution of the agreement shall produce the original Registration Certificate of the vehicles.
4. The Supplier/Contractor may be required to supply vehicles upto maximum numbers specified above, which are the minimum he should possess. The extra expenditure, if any, that the Prasar Bharati may have to incur due to non-supply of specified number of vehicles to Doordarshan Kendra, Chennai will have to be borne by the supplier and the amount in question will be recovered from the supplier by making adjustment against any amount due to the supplier or from the security money deposited by the supplier. The balance amount, if any, shall be recovered from the supplier by deducting the same amount from the security deposit.

5. The Supplier/Contractor should be able to supply more than the number of vehicles specified at Sl.No.1 above, if emergency demands at short notice.
6. The vehicles supplied by the operator should be of yellow board registration as mandated by RTO with the facility for interstate operation.
7. The milometers of the vehicles as may be supplied should be in working order as per registration of the Transport Authority of Tamilnadu State Government.
8. The mileage reading will start and terminate at Doordarshan Kendra, Chennai-5. No mileage will be allowed for any lunch/ tea break etc.
9. The Registration number of the vehicles, name of the Driver, opening/ closing milometer reading, arrival/ departure time at/ from Doordarshan Kendra, Chennai should be got entered by the Security Guard on duty in the register kept for the purpose at the main gate. Opening/ Closing milometer reading and time of arrival/ departure at/ from the Kendra should also be indicated in log sheet and confirmation slips (duty slips) and got signed by the Security Guard on duty or any other authorized official of the Kendra.
10. The Supplier/Contractor is required to maintain an account of journeys performed by each vehicle as per requirement of Prasar Bharati and submit the same to the Head of Doordarshan Kendra, Chennai or his nominee, next day. The Supplier/Contractor shall comply with the requisitions for vehicle(s) made by the officer nominated by the Head of Doordarshan Kendra, Chennai at any time.
11. The Supplier/Contractor is required to depute a representative to personally collect a requisition order for the number of vehicles originally required for the next day from the officer authorized by the Head of Doordarshan Kendra, Chennai. The authorized officer shall have right to place further requisition orders for additional number of vehicles. The vehicle shall report at the reception/ transport section of Doordarshan Kendra, Chennai at the stipulated hours and shall remain available upto the stipulated hours/ time as indicated from time to time by the authorized officer. The said Officer shall have the right to detain the vehicle(s) beyond stipulated hours/ time without giving prior notice.
12. In case of breakdown of the hired vehicles which are under use, the additional amount spent on fulfilling the assignments by engaging other vehicles on spot will be recovered from the supplier. Cases in which such a recovery deemed as justified will be decided by the Head of Doordarshan Kendra, Chennai at his own discretion and his decision shall be binding on the suppliers.

13. The Inter-State Passenger tax, if any, shall be borne by Prasar Bharati on production of State Government receipt in this regard along with the bill of the taxis. But the Supplier/Contractor shall be required to obtain permits for all the outstation trips in advance and no charges shall be claimed by him on this account.
14. The Prasar Bharati shall not be responsible during the course of deployment of vehicles from the supplier for any accident, loss or damages etc., to his vehicles on any account.
15. The Prasar Bharati shall not be responsible for any loss of life or any injury to the Driver or to any third party during the deployment of the vehicles by Doordarshan Kendra, Chennai.
16. The Supplier/Contractor will be responsible for loss or damages or injury to any person or property caused due to negligence of his Drivers, or ill-maintenance of the vehicles hired by Prasar Bharati, the programme material, equipments or any other articles or to any member of the staff.
17. The Supplier/Contractor will be wholly responsible for any illegal conduct of any act which is prohibited under law by the State/Central Government that his driver may commit.
18. The Supplier/Contractor shall at all times keep Prasar Bharati indemnified against all claims, actions, proceedings, costs, damages incurred and awarded and compensation agreed in consequence of any breach of all or any of the covenants and warrants.
19. The Drivers on duty should behave in a courteous manner and punctual in attention assigned duties. They should under no circumstances drive the vehicles under the influence of any intoxicated drink or drugs or smoke in public places. The Prasar Bharati shall have the right to discontinue the hiring of vehicles, if in the opinion of the Head of Doordarshan Kendra, Chennai, the behaviour of the driver found objectionable and his opinion in this regard shall be final and binding on the supplier.
20. The Supplier/Contractor should ensure that the vehicles deputed for the use Doordarshan Kendra, Chennai are not committed for use to any other department/ organization.
21. The Supplier/Contractor has to make his own arrangements for parking the vehicles at odd hours/ night. Parking charges of airport or at any other place or places shall be borne by Doordarshan Kendra, Chennai on production of receipt,

which should be got verified / signed by the official of the Kendra who travelled in the vehicle.

22. It will be responsibility of the Supplier/Contractor to see that his driver possessed valid driving license and the supplier will also be responsible in case of challan to the driver due to violation of traffic rules, or for any other penalty imposed on the driver, for the vehicle for the time being in use. It will be the responsibility of the service provider to verify the character/antecedents of the drivers being engaged for duties.
23. The Supplier/Contractor should have his official/ residential telephone/ cell number for immediate communication by Doordarshan Kendra, Chennai.
24. The tender shall consist of three parts (bids) namely:

i) E.M.D.:- E.M.D. should be enclosed in a separate sealed envelope. Technical bid will be opened only of those tenderers who have submitted the required E.M.D.

ii) TECHNICAL BID: Technical bid should contain the following documents:

- a) List of Vehicles under possession.
- b) Complete set of this tender document (except Annexure – ‘A’) duly signed on every page with their rubber stamp.
- c) Photocopy of the Registration Certificate Books of the vehicles offered with self attested.
- d) Photocopy of the current insurance papers of the vehicles offered with self attested.
- e) Documentary proof of Income Tax PAN, VAT/TIN/Service Tax registration etc. with self attested.
- f) Latest 3 years Income Tax Clearance Certificate.
- g) Documentary proof of latest Service Tax paid receipts.
- h) Any other documents **not** related to rates (commercial).

Tender document Annexure – ‘A’ **should not** be placed inside the Technical bid. The envelopes should be super scribed as “**Technical Bid for Hiring of Vehicle**” and sealed with red lac or red wax. Technical bid will be opened only of those tenderers who have submitted the required E.M.D. and **attended pre bid meeting**.

iii) COMMERCIAL BID: The commercial bid should contain the price bid and acceptance of the commercial terms and conditions of these tender documents. Tenderer should quote their rates on Annexure – ‘A’ (Quotation for Hiring of Vehicles / Rate Schedule for 2015-16) and this page should be removed from the tender document & kept in the commercial bid envelop.

Tenderer should indicate their VAT/ST/CST/TIN registration number. The commercial bid envelopes should be super scribed as “**Commercial Bid for Hiring of Vehicle**” and sealed with red lac or red wax.

25. The technical bid (1 No.), commercial bid (1 No.) and EMD (1 No.) will be submitted in sealed envelopes separately with the names of the supply of Material/Work, date of opening and the bid enclosed written on the envelopes.

The above mentioned **three envelopes** should be enclosed and submitted in another large size envelope duly sealed with red lac or red wax and super scribed with the name of work, date of opening. The completed tender in all aspects shall be addressed to:

The Dy. Director General (Engg),
(By Name: Shri. A KOTESWARA RAO, Sr. Administrative Officer)
Doordarshan Kendra,
Swamy Sivananda Salai,
Chennai – 600 005.

A pre-bid meeting in connection with this tender has been scheduled at this Kendra in the conference hall on 20.04.2015 at 1500 hrs. Attendance of pre-bid meeting is mandatory to participate in the tender. The tenders submitted by the tenderer, who have not attended the pre-bid meeting will not be accepted and summarily be rejected.

26. The tenderer should quote that the rates by indicating clearly Tax components for supply of vehicles in the enclosed prescribed proforma only.
27. All the cells of the tabular column should be filled. Blank cells should be straight out. No cells should be left blank.
28. The Supplier/Contractor should submit their bills with duplicate on account of hiring of taxis for the previous month to the authorized officer of Doordarshan Kendra, Chennai by 5th of the following month for payment. The bills should be supported by log sheets, car requisitions and trip sheets (confirmation slips).
29. The tenderer should remit an Earnest Money Deposit (EMD) by a Bankers' Cheque or demand Draft for a sum of Rs.10,000/- (Rupees Ten thousand only) drawn in favour of the “Drawing and Disbursing Officer, Doordarshan Kendra, Chennai” along with the quotation. EMD will be forfeited in case the successful tenderer fails to enter into contract for supply of vehicles.
30. The Supplier/Contractor should also submit along with his quotation the latest 3 years income tax clearance certificate and Service Tax Registration Number.

31. The successful tenderer has to pay a security deposit of Rs.60,000/- (Rupees Sixty thousand only) by Banker's cheque or demand draft drawn in favour of the Drawing and Disbursing Officer, Doordarshan Kendra, Chennai at the time of entering into agreement which shall be refunded to the supplier without interest after expiry of the period of contract. In the event of the supplier committing any breach of terms of the agreement, the security deposit will be forfeited.
32. The successful tenderer has to execute an agreement in the prescribed form in a non-judicial stamp paper worth Rs.20/- (Rupees Twenty only) duly got notarized by Notary Public.
33. The quotation so submitted will be valid for a period of **ONE YEAR** from the date of execution of the agreement. This period may, however, be extended by the Head of Doordarshan Kendra, Chennai at his/her discretion after obtaining the consent of the supplier.
34. The Supplier/Contractor shall be bound by the rates quoted by him and agreed upon in the agreement and shall not ask for any enhancement of rates for the supply of vehicles during the period of agreement remains in force. Should the supplier wish to discontinue the agreement in the event of any increase in fuel charges or due to any other reasons, he shall have the right to cancel the agreement after giving 45 day's notice to the Head of Doordarshan Kendra, Chennai so as to enable him/her to make alternative arrangement. In such an event the agreement shall cease to have effect on the expiry of 45 days from the date of receipt of the notice. In such an event, the EMD will be forfeited and the Supplier/Contractor shall not be permitted to participate in future tenders in this regard.
35. The Head of Doordarshan Kendra, Chennai reserves the right to terminate the agreement at any time without giving any notice on account of breach of any of the conditions stipulated in the agreement on the part of the Supplier. The Tenderer, who were awarded the contract in earlier occasions and terminated the contract on his own or by the Office, shall not be considered.
36. The Tenderer, who had quoted the lowest in all the categories shall be awarded the contract. However, in few of the categories, where different Tenderers' rates become the lowest, the common minimum rates shall be fixed by the Kendra by taking the lowest rates and they shall be given a chance to accept for common minimum rates arrived by the Kendra.
37. The decision of the Head of Doordarshan Kendra, Chennai in respect of the terms of agreement shall be final and binding on the Supplier/Contractor.

38. The quotation should be sent in a sealed cover by Registered post/ Speed post or in person only addressed to the Deputy Director General(Engg), Doordarshan Kendra, Chennai-600 005 so as to reach him/her by 30/04/2015 before 1300 Hrs. The cover should be superscribed with the following details:-
- a) Hiring of vehicles
 - b) Reference to advertisement
 - c) Due date for opening quotation
39. The Technical bid of the quotations received during the stipulated period will be opened at 03.00 p.m. on 30/04/2015 at Doordarshan Kendra, Chennai in the presence of such Tenderers or their authorized representatives as may choose to attend. It if happens to be closed day due to some reason, the quotations will be opened on the next working day at the same time. The Deputy Director General(Engg), Doordarshan Kendra, Chennai shall not be responsible for any delay due to postal communication.
40. Commercial bid of those tenders who had been cleared by the committee based on the technical bid, only will be considered. Date of opening of commercial bid will be communicated to the technically qualified tenders in the latter stage.
41. The Head of Doordarshan Kendra, Chennai reserves the right to reject any or all the quotations even if it is the lowest without assigning any reasons whatsoever. In case of any dispute, the decision of Head of Doordarshan Kendra, Chennai shall be final and binding on the Tenderers.

(A KOTESWARA RAO)
SR. ADMINISTRATIVE OFFICER
FOR DY.DIRECTOR GENERAL(ENGG)

ANNEXURE – ‘A’
QUOTATION FOR HIRING OF VEHICLES / RATE SCHEDULE FOR 2015-2016

Sl.No.	Name of vehicles	3 Hrs. 25 Kms	6 Hrs. 50 Kms	12 Hrs. 100 Kms	Detention charges for 1 Hr. with 12 Kms.	Addl. Per Km. charges	Out Station charges per Km.	Out Station charges on Night Halt	Minimum Km per day on Out Station	Remarks.
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)
1	Ambassador / Indica Non-A/C Car.									
2	Tempo Traveller Non A/C with removable back seat & with All India Permit									
3	TATA Sumo / Tavera / Qualis Non A/C with Carrier.									
4	Indica A/C									
5	Indigo A/C									
6	TATA Sumo / Tavera / Qualis A/C									
7	Innova / Xylo / Hondacity A/C									
SERVICE TAX if any										
Discount if any										

NOTE: THE TENDERERS ARE REQUIRED TO QUOTE THEIR RATES AS SPECIFIED ABOVE

NAME & ADDRESS OF TRANSPORT CONTRACTOR:

SIGNATURE: