

F. No. 42/14/2022/PMU-OC  
Government of India  
Ministry of Environment, Forest and Climate Change  
Ozone Cell

1st Floor,  
9 Institutional Area,  
Lodhi Road,  
New Delhi -110003

Dated: 28<sup>th</sup> October, 2022

Tender Notice

Subject: Tender for hiring the Agency for supply of commercial vehicles to Ozone Cell, Ministry of Environment, Forest and Climate Change.

The Ozone Cell, Ministry of Environment, Forest and Climate Change intends to hire vehicles on monthly basis as per terms and conditions details out in the following paragraphs. The interested Agencies having requisite experience may submit the bid by the due date.

1. **It is intended to hire 3 commercial vehicles having specification of car for Maruti Swift Dzire/ Honda Amaze or equivalent on monthly basis for its official use.** Initially hiring shall be for a period of one year. The further extension may be done on year to year basis, subject to mutual consent and satisfactory performance of the Agency.
2. **The rates should remain unchanged during the period of one year.** The vehicles should be either new one or not prior to 2021 model. Authorized tour/taxi operators having **more than 5 commercial vehicles owned/under lease agreement** may submit their quotation latest by **18.11.2022 before 5.00 P.M. addressed to The Additional Director, Ozone Cell, 1<sup>st</sup> Floor, 9 Institutional Area, Lodhi Road, New Delhi-110003.**
3. The bid shall consist of two parts – Technical Bid and Financial Bid. Both the bids are to be placed in two separate sealed envelopes (**Clearly superscribing “Technical Bid” and “Financial Bid”**) which, in turn, are to be placed in a sealed cover. The bids of those parties whose Financial Bid are not in a separate sealed cover or the rates quoted by them find mention in their Technical Bid shall be rejected summarily. All the information sought under the head Conditions and other information to be supplied is to be given in Technical Bid while prices quoted for the same will have to be mentioned **only in the Financial Bid.** The Financial Bids of only those parties shall be opened whose Technical Bids are found to be eligible while the disqualified bidders Financial Bid shall be returned unopened.
4. The envelope containing the bids must be super scribed **“Tender for hiring the Agency for supply of commercial vehicles to Ozone Cell, MoEF&CC”** and should be submitted at Ozone Cell, 1<sup>st</sup> Floor, 9 Institutional Area, Lodhi Road, New Delhi-110003 on or before the closing date.

5. The rate of hiring of vehicles should be quoted 2500 kms and 300 hours (for 30/ 31 days in the month) per month for vehicles of the required category including charges/salary for driver, all repairs and maintenance charges of vehicle, insurance, (Petroleum, Oil and Lubricant) POL and also any other incidental expenses. Parking/toll charges, if any, may be claimed by producing valid parking/toll slips alongwith monthly bills. **Tender quoting rates for CNG driven vehicles shall also submit necessary permits/ registration / fitness certificate issued by the appropriate authority allowing them to use CNG.**

6. Tender document may be directly down-loaded from the Ozone Cell website <http://ozonecell.nic.in>

### **FORMAT OF TECHNICAL BID**

**(For providing vehicles to Ozone Cell, MoEF&CC on monthly hiring basis)**

1. Name, address and telephone No:-
2. Permanent Account No. (PAN):-
3. GST Registration No:-
4. Name and address of the Proprietor / Partner / Directors & their PAN.
5. No. of vehicles owned with documentary proof (copies of R/C to be enclosed).
6. No. of vehicles taken on lease (copy of lease agreement to be enclosed).
7. Past experience of providing vehicles to Government organizations/ PSUs.
8. Turnover for the year 2019-20, 2020-21 and 2021-22 (last three financial years) (Documents substantiating the claim should be enclosed).

**Note: 1. All documents related to above information should be signed by the bidder.**

**2. All pages of technical bid should be serially numbered.**

## FINANCIAL BID

A. The rate for hiring of vehicles should be quoted for 2500 kms and 300 hours (for 30/31 in a month) **per month for per vehicle** as per the financial bid format. Price quoted in any other format should not be considered.

**(For providing vehicles to Ozone Cell, MoEF&CC on monthly hiring basis)**

Name:

Address:

Telephone No. of Bidder:

1. Vehicle plying rate on monthly basis

S. No	Rate of vehicles to be hired on Monthly basis rate for 2500 Kms and 300 hrs.	Rate/ Maruti Swift Dzire/Honda Amaze or equivalent
		Model 2021 or Later CNG
1	Name of the Vehicle	
2	Per month 2500 kms and 300 hours	
3	For every extra kilometre beyond 2500 Kms.	
4	For every extra hour beyond 300 hours per month	

2. Rates of vehicles to be hired extra on per day basis

S. No	Rate of vehicles to be hired extra on per day basis	Rate/ Maruti Swift Dzire /Honda Amaze or equivalent	Rate/ Maruti Ciaz/ Hyundai Verna	Rate/ Toyota Innova
		Model 2021 or Later	Model 2021 or Later	Model 2021 or Later
		CNG	CNG	Petrol/Diesel/CNG
1	Per day basis 4 hrs 40 kms			
2	Per day basis 8 hrs 80 kms			

- Note: 1. Rates should be quoted in both figures and words.**
- 2. GST will be extra as applicable.**
- 3. The vendor shall have to provide vehicles as per the policy of Delhi Government like odd – even number or any other decision which is taken by it from time to time during the period of contract.**

Signature of the bidder with date and office seal:

Note: For the purpose of determination of the lowest bidder (L1), quoted rate for 2500 kms and 300 hours per month.

## Terms and Conditions

The interested parties must be capable of providing vehicles on the following terms & conditions:-

1. The vehicles to be provided to the Ozone Cell on monthly hiring basis should be 2021 or latest model and should be white in colour.
2. The vehicle shall be at the disposal of Ozone Cell. However, the user officers may require on Sundays also for which the Agency should be able to provide the earmarked vehicles on Sundays also.
3. In the case of any accident, all the claims (financial and legal) arising out of it shall be met by the Agency.
4. The vehicle will be kept neat and clean in perfect running condition. All vehicles should have good upholstery. The Driver must observe all the etiquette and protocol while performing his duty. He must carry a mobile phone in working condition for which no separate payment shall be made by the Ozone Cell.
5. If any vehicle goes out of order, the Agency shall provide a substitute commercial vehicle immediately. In case the substitute commercial vehicle does not report in time or does not report at all, the Ozone Cell/user officer would have a right to hire a vehicle from the market. The additional cost incurred in such cases by the Ozone Cell/user officer will be borne by the Agency.
6. The annual turnover of the Bidder should be at least Rs. 15 lakhs in each financial year for the last three financial years (2019-20, 2020-21 and 2021-22).
7. The drivers should have valid driving license & the vehicles should be registered with the concerned authorities.
8. The Agency shall ensure proper conduct of Drivers while on duty and enforce prohibition of consumption of alcoholic drinks/drugs, chewing of paan/gutka/smoking/listening to music while driving.
9. The Agency have to give notice of **3 months** for discontinue the service. The Ozone Cell, MoEF&CC reserves the right to terminate the contract at any time or stage during the period of contract, by giving **Fifteen Days**' notice in writing without assigning any reason and without incurring any financial liability whatsoever to the Ozone Cell, MoEF&CC.
10. **Penalty for breach of terms & conditions:**
  - In case of complaints received regarding ill maintenance of vehicles, untidy upholstery, broken lights, non-working of air-conditioner etc. and found to be correct and justified, penalty as decided by the Competent Authority will be imposed.

11. The Agency and drivers shall be bound to carry out the instructions of the Ozone Cell, Ministry of Environment, Forest and Climate Change as well of the Officers with whom the vehicles are assigned.
12. A daily record indicating time and mileage for each vehicle shall be maintained a log book. The log book shall be got signed by the user officer or his personal staff.
13. Dedicated vehicles & drivers must be provided and changes will be allowed only in exceptional circumstances. The vehicle must be available at any time of the day, as desired by the user officer concerned.
14. In the event of the award of the tender and prior to execution of work order, the Agency shall be required to show the copies of the Registration Certificate & comprehensive Insurance Policies of the vehicles being offered for hire & particulars with photographs of the drivers dedicated to each vehicle. He shall also be required to produce the vehicles in the office of the undersigned for the physical verification / inspection.
15. The letter of award may be given for a duration of one year, unless terminated earlier as provided in clause No. 9 above. The further extension may be done on year to year basis, subject to mutual consent and satisfactory performance of the Agency.
16. Based on the lowest quotation, the rates of hiring the vehicles will be fixed for the period of one year. No request for revision of rates will be entertained, under any circumstances.
17. Counting of distance will be from the starting point of the user officer and closing at the point where the user officer completes his/her journey. The distance covered in each way between reporting address and the garage/normal parking place will be allowed on actual basis or 8 kilometre, whichever is less.
18. Counting of time will start from the starting point of the user officer and closing at the point where the user officer completes his/her journey. No mileage will be allowed to drivers for lunch/breakfast or for drawal of CNG etc.
19. Duty hours of the vehicles shall be calculated on monthly accumulation basis counted in the manner prescribed in para 18 above.
20. Total kilometre run by the vehicles shall also be calculated on monthly accumulation basis counted in the manner prescribed in para 17 above.
21. The Agency shall not deploy vehicles hired by the Ozone Cell for any other purpose or any other business during the validity of the work order.
22. All Govt. taxes/levies/duties for plying the vehicles in Delhi/NCR region will be borne by the Agency. GST will paid by the Ozone Cell
23. The number of vehicles hired may increase or decrease by depending on actual requirement.

24. The bid shall remain valid for 90 days from the date of opening of bids. A bid valid for a shorter period shall be rejected by Ozone Cell as non-responsive. A Bidder accepting the request of Ozone Cell for an extension to the period of bid validity, in exceptional circumstances, will not be permitted to modify his bid.
25. Bids for vehicles other than specified models shall be treated as non-responsive and rejected.

**Debarring Conditions:-**

- I. No vehicle should be supplied having registration in the name of employee of Ozone Cell or their close relative.
- II. No sub-contracting of the Service allotted is permissible by Ozone Cell. The near relatives of all Ozone Cell employees either directly recruited or on deputation are prohibited from participation in this tender.
- III. The tempering of meter reading, vehicle usage timings, overwriting of Summary/log sheet and misbehavior of driver while on duty shall be viewed seriously, leading to even cancellation of contract.
- IV. The Agency shall not engage any person below 21 years of age.

**Ozone Cell will not have obligation:-**

- I. Ozone Cell will have no liability whatsoever for payment of wages/salaries and other benefits and allowances to drivers engaged by the Agency for vehicles provided to the office that might become applicable under any Act or Order of the Government in this regard. The Agency shall indemnify Ozone Cell against any/all claims which may arise under the provisions of various Acts, Government Orders etc. and any breach of such laws or regulations shall be deemed to be breach of terms and conditions mentioned in the tender.
- II. No direct or indirect liability arising out of such negligent, rash and impetuous driving which is an offence under relevant sections of IPC and any loss caused to Ozone Cell have to be suitably compensated by the Agency.
- III. Not be responsible for theft, burglary, fire or any mischievous deeds by his staff.
- IV. The Agency shall be the employer for his workers and Ozone Cell will not be held responsible fully or partially for any dispute that may arise between the Agency and his workers.

Yours faithfully,

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(Aditya Narayan Singh)  
Additional Director, Ozone Cell

Tel. No. 24642176