

Subject: Tender for supply of Commercial Vehicle on monthly package / daily hire basis to RailTel Corporation of India Limited.

Dear Sir,

1.0 RailTel Corporation of India Ltd. invites sealed Tender for providing Mid-size/luxury vehicles (Commercial) on monthly/daily hiring basis **for the executives of its Corporate office located at Plot No.143, Institutional Area, Sector-44, Gurgaon. Vehicles on monthly basis are required for the officers staying in Gurgaon (called vehicle for Gurgaon) and also for the officers staying in Delhi/NCR (like Gaziabad/Faridabad,Noida etc) (called vehicle for Delhi/NCR).** The number and category of vehicles required to be hired on monthly basis, **for the officers staying in Gurgaon/Delhi/NCR** is as under-

Category of vehicle	Number of vehicles for Gurgaon	Number of vehicles for Delhi/NCR
Mid segment (like Swift Dezire, Accent, Indigo, Toyota Etios, Honda Amaze)	5	6

The number can vary during the currency of the contract. In addition the Company may also require to hire different types/categories of vehicles on Daily basis

The Agencies are required to quote monthly rate for High Segment Vehicle (Honda city) which may also be required by RailTel in future .The rate should be quoted separately in the prescribed letter head.

2.0 The contract agreement with the Contractor for providing vehicle on hiring basis shall be for **Two years**, which may be extended or short closed at the discretion of RailTel Corporation. The detailed terms and conditions of providing commercial vehicle on hiring basis are enclosed. **The estimated value of the work is Rs.1,10,88,000/- (Rupees One Crore ten lakh eighty eight thousand only) for two years.** The value of EMD to be submitted alongwith the tender documents is **Rs.2,21,760/- (Two Lakh twenty one thousand Seven hundred sixty only)** through Demand Draft in favour of RailTel Corporation of India Ltd. payable at New Delhi.

2.1 The break up of estimated value of work and value of EMD are distributed as under:-

Subject	Vehicles for Gurgaon	Vehicles for Delhi/NCR
Estimated value of work for 2 years	Rs. 50,40,000/-	Rs. 60,48000/-
EMD to be submitted alongwith tender/bid	Rs. 100800/-	Rs.1,20,960/-

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3.0 The bidding agency may bid for provision of vehicles for officers staying in Gurgaon as per price schedule (A) (i) or for officers staying in Delhi/NCR as per price schedule (A) (ii) with respective EMD as per para 2.1 above or for both the packages under price schedule A (i) & (ii) in which case the bidder would be required to submit the total value of EMD for both packages i.e. Rs. 2,21,760/-

4.0 The sealed Bid should reach RailTel Corporation of India, Gurgaon, latest by 15.00 Hrs. of 30.05.2017 and the same will be opened on the same day at 15.00 Hrs.

Thanking you,

Yours sincerely,

Manik Sinha
(Manik Sinha)

Jt. General Manager (P&A)



Tender Document No:.....

OFFER LETTER

**Tender for supply of commercial Vehicle on monthly package / daily hire basis to
RailTel Corporation of India Limited
(A Govt. of India PSU)**

To,

RailTel Corporation of India Limited,
Corporate Office,
Plot No. 143, Institutional Area,
Sector-44,
Gurgaon.

Dear Sir,

I / We hereby submit our quote / rates for supply of **COMMERCIAL VEHICLES** on monthly package / daily hire basis to your office on the terms and conditions indicated below. The rates of package/ hire charges will be as under:

(A) **Rates for Monthly package basis**

(i) For those staying in Gurgaon (Vehicle for Gurgaon):-

Vehicle Model (AC)	Rate for monthly run of 2500 Km & 312 Hr.	Rate per extra Km. (above 2500 Kms)	Rate per extra hour (above 312 hrs.)
Mid-Segment (like Swift Dezire, Accent, Indigo, Toyota Etios, Honda Amaze or equivalent model in prices)			

Note: The applicable taxes must be shown/ indicated separately.

(ii) For those staying in Delhi/NCR (Vehicle for Delhi/NCR):-

Vehicle Model (AC)	Rate for monthly run of 2500 Km & 312 Hr.	Rate per extra Km. (above 2500 Kms)	Rate per extra hour (above 312 hrs.)
Mid-Segment (like Swift Dezire, Accent, Indigo, Toyota Etios, Honda Amaze or equivalent model in prices)			

Note: The applicable taxes must be shown/ indicated separately.

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NOTE :-

- (1) It is also desired that monthly hiring rate for High Segment (Honda City etc.) vehicle for monthly run of 2500km and 312hrs, alongwith rates for extra kilometer and extra hour, is quoted by the Agency in the following Table-

Vehicle Model (AC)	Rate for monthly run of 2500 Km & 312 Hr.	Rate per extra Km. (above 2500 Kms)	Rate per extra hour (above 312 hrs.)
High-Segment (like Honda City or equivalent model in prices)			

Note: The applicable taxes must be shown/ indicated separately.

- (2) One Agency may quote only for category (i) Or, category (ii) above Or for both the categories of (i) and (ii) above.

(B) Rates on Daily basis:

Vehicle Model (AC)	Daily Rate for run of 100 Km & 12 Hr.	Rate per extra Km. over 100 Km.	Rate per extra hour over 12 Hr.
Mid segment (like Swift Dezire, Accent, Indigo, Toyota Etios, Honda Amaze or equivalent model in prices)			
High Segment(Honda City)			

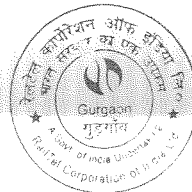
Note: The applicable taxes must be shown/ indicated separately.

(C) The bid price in the above mentioned schedules under (A) & (B) above should be in the prescribed format. No conditions/conditional-rates/rebate on rates shall be quoted in the individual schedule (A) & (B) and offers with any condition or conditional rebate in price schedules would be summarily rejected without being considered for evaluation”.

Name & Signature of the Authorized Signatory

Name & Address of the firm
with Stamp

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2. Terms & conditions:-

(A) Eligibility Condition:

- (i) The Agency should have satisfactorily provided altogether, at least 17(seventeen) Mid-segment Vehicles (like Swift Dezire, Accent, Indigo, Toyota Etios, Honda Amaze) to Govt. or other organisations, on monthly hiring basis, each car at least for one year, **during the last 3 years combined** (2013-14, 2014-15 and 2015-16) and at least 4 (four) vehicles in a single year during the last three years. **Copies of relevant contracts/agreements should be enclosed.**

(B) Evaluation Criteria :

(I) For vehicles to be hired on monthly basis:-

Bids/quotations of eligible Agencies for providing vehicles- (i) For Gurgaon and (ii) For Delhi/NCR-, shall be considered separately for the purpose of evaluation. The merit position for category (i) and (ii) above will be decided separately based on the offer of basic monthly rate combined with the rate for 100 km extra and 10 hrs extra.

(II) For vehicles to be hired on daily basic:-

Bids/Quotations of eligible Agencies shall be considered separately for each types of vehicle (Mid-Segment and High Segment) for the purpose of evaluation. The merit position will be decided based on the offer of basic daily rate for each type of vehicle, combined with the rate for 100KM extra and 10 Hours extra for that type of vehicle.

(C) General Conditions:

- (i) The agency will provide all new vehicles within two months of date of issue of LOA along with proof of purchase and registration papers in support of proof that the vehicles are "new". During the intervening period of two months vehicles not more than three years old may be provided along with proof of age of vehicle (registration papers).

The provision of this clause may have financial implications in terms of increased rates, however, keeping in view the difficulties in ensuring that the vehicles more than three years are not provided in a contract of 2+1 years as per existing clause (C) (i) from the point of view of reliability, performance and ease of compliance, it would be desirable to consider provision of only new vehicles.

- (ii) The Agency submitting the quotation should have a valid **Permanent Account Number** issued by the Income Tax Department of the Government of India and a copy of the same is to be attached with the quotation documents.
- (iii) Agency submitting the quotation should have a valid **Service Tax registration Number** and should attach a copy of the same with the quotation.



- (iv) Agency submitting the quotation should submit an affidavit that he or his firm has not been black-listed by any of the organization / government department upto the date of submission of the quotation to RAILTEL. Any such information received after the award of contract would result in summary termination of the contract on account of breach of trust.
- (v) In case the Agency is registered as partnership, a copy of the "Partnership Deed" will have to be attached along with tender documents/quotation. Any person who is in Govt. service or is an employee of RCIL shall not be a partner to the agency. The word Agency includes Partnership Firm, Sole Proprietorship Firm, Registered Companies or any other Legal entity competent to enter into valid contract under law.
- (vi) The empanelled agency should provide **commercial vehicles only**. The prescribed rates are for hiring of vehicles with driver. No additional charges will be admissible except service tax, parking charges & toll tax, which will be as per actual. However, the State Entry Taxes or any other Tax levied by the Govt. as per rules, for entry/exit of vehicles in NCR/outside Delhi, shall be paid by RailTel Corporation on documentary evidence.
- (vii) Vehicles plying from Delhi/NOIDA on regular basis should have arrangements for payment of State Entry Tax, MCD Toll Tax etc., if applicable, on monthly / annual basis. However, if the vehicle for which monthly/annual Tax has been paid, is changed, for any reason, within the period of that month/year, the Tax liability on the new vehicle for the balance period, should be borne by the Agency/Contractor.
- (viii) The Rates must be unconditional. Incomplete or conditional quotations shall be rejected summarily. The agency submitting the quotations must sign each page of the quotation.
- (ix) **In exigencies, the vehicle may be required to go beyond NCR.** As per clause 11 of the terms and conditions, in case of outstation journey **Rs.250/-** per night extra payment is admissible.
- (x) The rates in the quotation should be **in figures as well as in words**. In case of **any discrepancy in rates in figure and words, rates in words would be adopted**. Alterations, if any, should be attested by the agency or its authorized signatory.
- (xi) **The Drivers should have Mobile Phones, 7x24 hours in working condition. Drivers should also be in uniform and should have valid Commercial License/batch etc. to drive commercial vehicles.**
- (xii) RailTel reserves the right to reject all or any of the quotations, and also to accept more than one quotation.
- (xiii) (a) The agreement shall be valid for a period of two years from the date of issue of LOA engaging the bidder by the RailTel. The contract may be further extended for a further period of one year beyond the first two years on the same terms and

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conditions and the agency under the agreement would be under obligation of this contract to unequivocally accept such extension.

(b) The contract can be short closed at the discretion of the RailTel on account of unsatisfactory services rendered by the agency.

(xiv) The services upto \pm 50% of the number of vehicles may be obtained, if required. RailTel may empanel/allot the contract to more than one Agency, by splitting the whole contract.

(D) Earnest Money & Security Deposit:

(i) The Agencies participating in the tender process shall enclose (with the tender documents/Bid) demand draft, as earnest Money deposit (EMD), as under:-

Subject	Value of EMD
If intends to provide vehicles for Gurgaon and also for Delhi/NCR	Rs.2,21,600/-
If intends to provide vehicles only for Gurgaon	Rs. 1,00,800/-
If intends to provide vehicles only for Delhi/NCR	Rs.1,20,800/-

The demand draft should be in favour of "RailTel Corporation of India Limited" payable at New Delhi. In the event of the successful tenderer(s) refuses to accept the offer made by the RailTel, the EMD shall be forfeited. In other cases, the earnest money shall be returned without any interest thereon.

(ii) The EMD of the successful Bidder may either be returned or converted as a part of the Security Deposit (SD) amounting 10% of the **annual value** of the contract, as detailed hereunder, as per the option of the successful Bidder-

(a) In case EMD is converted as a part of the Security Deposit, the successful Bidder has to pay the balance amount to make the total SD amount equal to 10% of the annual value of contract, through DD only, in favour of "RailTel Corporation of India Limited" payable at New Delhi.

Or,

(b) In case the total SD amount equal to 10% of the annual value of contract is furnished in form of 'Bank Guarantee'(BG), the EMD value shall be returned to the successful Bidder. The BG should be valid for three Months beyond contract period i.e. for 27 Months from the date of issue of LOA. In case the period of contract is extended beyond 2 years, the validity of the BG is required to be extended suitably.

(E) Submission of Tender:

i) Complete set of bid documents can be obtained from the office of **Jt.General Manager (P&A)RAILTEL, Plot 143, Sector-44, Gurgaon-122003** on any day before the last date of sale of tender document except on Saturday, Sunday or Public holiday (between 9.30 hrs to 17.00 hrs) on submission of a request letter along with a non refundable cost of tender document of Rs. 1697/-(including taxes)

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by way of P/O or D.D in favour of "RailTel Corporation of India Ltd" payable at New Delhi.

The bid document will not be sent through post or courier. However, if tender is received through post or courier before the deadline, the same will be acceptable for opening at scheduled date/time of bid opening. Tender cost is non refundable.

In case, tender documents are downloaded from RAILTEL web site, the bidders are required to submit above cost of tender documents in the form of Demand Draft, in favour of "RailTel Corporation of India Ltd" payable at New Delhi, alongwith the Bid. Downloaded tender documents not accompanied with Tender cost (DD of Rs.1697/-) will not be considered for evaluation.

In case, any modification/alteration etc. vis-à-vis the original tender document posted on the web site is noticed during the scrutiny of downloaded tender documents, the bid submitted by such a tenderer is liable to be rejected.

- (ii) The completed sealed tender alongwith the required earnest money in the form of demand draft in favour of "RailTel Corporation of India Limited" payable at New Delhi will be accepted till 15.00 hrs. on **30.05.2017** and will be opened **on the same date at 15.00 hrs.** In case, **30.05.2017** is declared holiday, the tender shall be opened on the next working day at **15.00 hrs.** The tenderers are welcome to attend the tender opening event.
- (iii) The Bid/Tender documents should be submitted in one sealed cover, super scribing " **Tender for Supply of Commercial Vehicle, NOT to be opened before 30.05.2017**". The sealed cover should be addressed to **Jt.General Manager (P&A/RAILTEL, Plot 143, Sector-44, Gurgaon-122003. Each page of the tender documents shall be signed and stamped by the authorised signatory / proprietor of firm(s).**
- (iv) The envelope containing the quotation should bear the complete address of the agency very clearly so that in case the quotation is received later than the due date and time, the same could be returned to the agency without opening the same.
- (v) RailTel Corporation shall not be responsible for any postal delay resulting in late receipt/ non-receipt of quotations.
- (vi) Before submission the Tender document should be duly signed and stamped on each and every page by the authorized signatory.
3. The firm(s) shall irrevocably consent to the sole jurisdiction of the Courts of Gurgaon in connection with any action(s) or proceedings arising out of or in relation to this contract.
4. The **Terms and Conditions** binding on the agency regarding operation / maintenance of vehicles /contract are enclosed as Annexure – A.

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**Documents to be attached by the agency with the tender /quotation.
(All documents should be Self Attested)**

(A) General credentials:

- i) Credentials of the agency like profile, office address, date of incorporation, coverage of business, experience in car rental business etc.
- ii) Copy of the Permanent Accounts Number
- iii) Copy of Service Tax Registration
- iv) Affidavit by the agency that it has not been blacklisted by any Government department or other PSU/Organisation till the date of submission of Bid.
- v) A copy of the "Partnership Deed", Certificate of Registration of Company etc. whichever is applicable in the case of the intending bidder.
- vi) Demand Draft for earnest money deposit.
- vii) Demand Draft towards the cost of tender document, if downloaded.

(B) Technical Credentials

- i) Tender document in original duly signed and stamped on each and every page by the authorized signatory.
- ii) Acceptance of the terms and conditions for operation/maintenance of vehicles.
- iii) Copy of contracts for hiring of vehicles, received in the last 3 years (2013-14, 2014-15 and 2015-16) alongwith successful completion certificate from the customer [refer eligibility condition].
- iv) List of Vehicles/cars proposed to be deployed for providing services to RailTel, along with copy of RCs and Permits available with the agency .

The terms and conditions mentioned in paras Two (2) to Four (4) above are acceptable to me / us and shall be binding on me / us.

Signature of proprietor / authorized signatory.....

Name.....

Name of the firm.....

Rubber stamp of the firm.....

Address with phone number.....

[Handwritten Signature]
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**TERMS & CONDITIONS OF THE CONTRACT FOR SUPPLY OF VEHICLE ON
MONTHLY PACKAGE / DAILY RATES BASIS TO RAILTEL**

1. The contracting agency shall provide only Commercial Vehicles.

1.1 The agency shall at all times be fully responsible and accountable for any illegality arising out of any violation of rules relating to commercial vehicles at any time during the period of the contract. Even in cases where the agency resorts to sub-contracting of vehicles, it is its own duty to ensure that only registered commercial vehicles are provided without prejudice to the fact that the responsibility and accountabilities of such sub contracting rest with the agency itself and in no way, RailTel shall be held liable to undertake any kind of responsibility in any manner. It is the agency who shall keep RailTel indemnified from all losses, claims, or outgoings whatsoever if any on account of any default committed or cause to have been committed at any time by the agency or its sub-contractor(s) in providing the vehicles to RailTel under the contract.

1.2 The Antecedents of driver provided with the vehicles should be thoroughly checked by the Agency and should verify authenticity of the Identity indicated in the Driving license/badge.

2. The prescribed rates are only for hiring of vehicles with driver. In addition, RailTel will pay service tax, parking charges, toll tax, state entry tax (wherever applicable) or any tax levied by government as per rules, on actual basis. Wherever payment of tax (like toll tax, state entry tax etc.) on monthly basis is economical, the agency should arrange for monthly payment of such taxes.

3. The vehicles provided by the agency should be new at the inception of the contract and not more than three years old in case of replacement vehicles (upto seven days) in case of major breakdown/accidents etc.

4. The vehicle must be mechanically sound and decently maintained with neat and clean seat covers. The agency shall be responsible for complete maintenance of the vehicles provided by it at its own cost and provide his own staff / manpower for this purpose

5. The vehicles provided by the agency may be required to report in NCT/NCR areas like Delhi, NOIDA, Greater Noida, Gaziabad, Faridabad, etc. Vehicle provided should be fit to ply in these areas as per the rules / regulations / Acts prevailing in these areas. The officer may take the vehicle to places beyond NCR as and when required for which an extra payment of Rs.250/- per night is admissible.

6. The Empanelled Agencies shall provide prompt, punctual, efficient, safe, courteous and quality services on fixed monthly basis and on day to day basis for its offices and officials round the year including on Sundays and on Declared closed Holidays for RailTel, if required. In case the vehicle is used on Sunday/ Declared closed Holidays the extra charges for that day will be paid as under:-

Extra charge for the day = Monthly rate for 2500 KM/ 25 (days)

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7. The driver must be well-mannered, well acquainted with Delhi and NCR area and should attend the duty on time in proper and clean uniform with name badge and with valid driving license. RailTel Corporation of India Ltd. (hereinafter referred to as RCIL) has the right to ask the agency for removal of the driver of a vehicle who is not found competent, orderly or disciplined. **The Driver of the vehicle may be required to carry officer's bag, laptop etc. from vehicle to the office.**

8. The agency should provide vehicle numbers as well as names, addresses and mobile phone numbers of the drivers deployed in RailTel, within one/two days from the date of acceptance of the contract.

9. The vehicle provided by the agency will be regularly inspected by the officers nominated for this purpose and in case of non-compliance of any of these terms & conditions penalty will be imposed as under:

SN.	Description	Penalty
(i)	If at any occasion, it is ascertained that vehicle is more than 3 years old at any point of time during currency of contract.	Older than this – specification / model (year of registration): 1 Year older 10% 2 Year older 20% 3 Year older 30% 4 Year older 50% The said % of the payment will be deducted for that particular number of day(s). If no. of days in a month, when vehicle provided is not up to the specified model (year of registration) are more than 5 days no payment will be made for the entire month for that particular vehicle.
(ii)	If monthly vehicle is not sent on any day for whatever reason	Rs.1500/- will be imposed on daily basis and in addition, one day's cost on average (i.e. Monthly rate/30 days), will not be paid.
(iii)	Driver's Misbehavior such as abusing, physical intimidation or similar with the user or under the influence of any intoxicant.	Rs.1000/- on 1st instance Rs.5000/- on 2nd instance Replacement of Driver on 3rd Instance
(iv)	Excess claim of mileage	Rs.1000/- on 1st instance Rs.5000/- on 2nd instance Termination of vehicle on 3rd Instance
(v)	Meter tampering resulting in fast meter	Rs.10000/- on 1st Instance Termination of contract on 2nd

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		instance
(vi)	Any other deficiencies found in Hired Car/Hired Car Services	Rs1000/- will be imposed on daily basis for each vehicle found deficient.
(vii)	In the event of non-satisfaction of the user, either because of driver or because of vehicle, as the case may be, the same needs to be changed within three days. Failing which order of the vehicle for that particular user will be withdrawn from that agency and will be given to other agency.	

10. The kilometrage for the purpose "vehicle run" shall reckon from residence to residence. The starting and closing Kilometer, accordingly, must be recorded clearly in the logbook and signed by the user daily. From garage to residence and residence to garage (both ways) maximum of 12 kilometer extra will be permissible (six kilometers each way)
11. For Monthly package requirement, the vehicle is required for **2500 k.m.** per month with aggregated duty of **312 hrs per month**. For vehicles required on Daily basis, the vehicle is required for **100 k.m. per day** with aggregated duty of **12 hrs or beyond per day**. **The Vehicle may be required for all the 7 days in a week, including holidays in the case of vehicle on monthly basis.**
12. No mileage will be allowed for the drivers to take lunch / breakfast /dinner/ filling fuel.
13. Only those CNG driven vehicles which have been registered with the appropriate Motor Transport Authority for driving on such fuel will be accepted.
14. The air-conditioning system of the vehicles should be in good working condition.
15. Subject to the provisions under **Clause 34**, the rates quoted by the agencies shall not be revised or altered during the currency of the contract period/ extended contract period.
16. Reporting and relieving time as directed by the concerned officer should be strictly adhered to by the concerned driver.
17. Bills for hiring of vehicles for any month shall be preferred in the first week of the following month to Joint General Manager (P&A) / RailTel or his representative or other authority specifically identified. **Alongwith the Bill for the first month the Agency should submit a copy of EPF registration.**
18. The drivers of the vehicles will maintain log book to be supplied by RailTel in respect of each car. Each page of the Log book should be indicated with the Registration Number of the Commercial vehicle. The log book should indicate "Starting Place and Time" and "Ending Place and Time" on daily basis and be got signed by the officer using the vehicle. The log book should be submitted to Manager/Admin. or his representative or other authority specifically identified, on demand.

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19. The agency while claiming parking charges/toll charges etc. in addition to the monthly expenses, the receipts produced should bear the date of issue, amount and initial of the officer using the vehicle. **Parking charges / toll charges etc., duly certified by the user officer, should be entered in the log book also against the concerned date.**
20. The agency will ensure booking, supply and punctuality of the vehicles round the clock even at short notice. In case of non-supply of vehicle penalty will be imposed as per **clause 9** above.
21. In case, driver(s) engaged by the agency for driving the vehicles for RailTel do not report to work, the agency must ensure engagement of alternative driver(s)/vehicle(s) immediately to ensure continuity of service without any break.
22. Subject to the provisions contained in clause 3, in case of monthly packages, the agency will ensure that the vehicles and drivers are not changed frequently. A vehicle once engaged for one officer should not be changed other than in exceptional circumstances. Frequent changes of vehicle will also tantamount to unsatisfactory services.
23. In case of unsatisfactory service, kilometerages or in any other respect whatsoever, the decision of the RailTel will be final.
24. In case of breakdown of a vehicle or other such eventuality, alternative vehicle will be arranged by the agency immediately at its own cost.
25. Government taxes as applicable from time to time will be deducted at source by RailTel.
26. In case the agency desires to terminate the agreement, it should give one month's notice in advance.
27. The agency will be responsible for getting the vehicle checked periodically for pollution at the authorized Pollution Checking Centre. If any penalty is imposed on the vehicle for violation of prescribed vehicular pollution norms, the cost will be borne by the agency.
28. The agency shall indemnify RailTel against all damages /charges / expenses etc. for which RailTel may be held liable to pay on account of the negligence of the agency or its staff / driver or any other person under his control whether in respect of accident or injury to any person including RailTel officials and/or his/her guests travelling in such vehicle, or damages to the property of any member of the public or any other public property in execution of the work or otherwise and against all claims or demands thereof. RailTel shall not be responsible financially or otherwise for any injury to the driver or any other person deployed by the agency during the course of performance of work.

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29. The vehicle and the driver shall remain available all the time as per duty roster and shall not leave place of work without prior permission of the officer concerned. RailTel will not provide rest room or sitting room for drivers and will not allow to park the vehicles inside the office complex.

30. The agency will ensure that the tanks of all vehicles supplied to RailTel are fully filled up with fuel before these are sent for use

31. In case any officer desires, the agency shall provide roof carriers on vehicles.

32. In case of acceptance of quotations, the contract containing these terms and conditions will have to be signed and stamped by the proprietor/ partner /authorized signatory of the agency, as a token of their acceptance, failing which the offer shall be treated as non responsive and no further request in this regard shall be entertained and EMD shall be forfeited.

33. The agencies while claiming payment should furnish the bills indicating – The name of the Agency, The Registration number of the vehicle provided., the name of the official to whom the vehicle is provided along with a copy of the log book duly verified by the official. The log book should contain the vehicle run from residence to residence only.

34. The rates accepted by RailTel Corporation shall remain unchanged till the currency of the contract. In case, Government decides to increase/decrease the price of Petrol/Diesel/CNG, RailTel Corporation will increase/decrease rates depending upon the type of fuel being used as per the prescribed formula indicated below -

For increase / decrease in the petrol/diesel/CNG prices upto 10%, no change in prescribed rate will be allowed. In case the increase/decrease is beyond 10%, the rates shall be increased / decreased by 1/4th of such percentage increase/decrease in the fuel price beyond 10%. For this purpose the 'Base Rate' will be rate prevailing on the date of issue of LOA.

For example if fuel price is increased by 12% in relation to the price on the date of acceptance of the contract and the prescribed rate is Rs.20,000/- then the prescribed rate may be increased by $Rs.20000 \times 2\%$ (i.e. $12\% - 10\%$) $\times \frac{1}{4} = Rs.(20000 \times 0.02 \times 0.25)$ i.e. Rs.100/-.

For this purpose, firms are required to furnish list of petrol/diesel/CNG driven vehicles supplied by them on monthly basis. This statement must indicate petrol/diesel/CNG vehicles separately and must be furnished to RailTel Corporation along with their monthly bills. In the absence of this declaration, no increase will be permissible

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35. All applicable laws, ordinances, statutes, rules, regulations, order or decrees in effect, issued by Government of India, State Government , local Municipal and other legal governing bodies, at the time of the currency of the contract shall apply to car rental agency and its employees and representatives.

The terms and conditions mentioned in paras 1 to 35 above are acceptable to me / us and shall be binding on me / us in all circumstances.

Signature of proprietor / authorized signatory.....

Name.....

Name of the firm.....

Rubber stamp of the firm.....

Address with phone number.....


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CHECK LISTS OF DOCUMENT SUBMISSION

S.No.	Documents to be submitted	Submitted	Not submitted	Remarks
1	Copy of Registration of the Agency			
2	Agency profile			
	Proof of experience in car rental business			
3	Copy of PAN/TAN Card			
4	Copy of Service Tax Registration			
5	Affidavit / Certificate stating that the firm / agency is not black listed by any Government department or no criminal case is registered against the firm / agency or its owner / partners anywhere in India.			
6	Details of Cost of tender document			
7	Details of EMD			
8	Copy of contracts for car rental received from other organizations during the last 3 years.			
9	Copies of relevant contracts/ agreements showing that the Agency satisfactorily provided altogether, at least 33 Mid-segment Vehicles to Govt. or other organisations, on monthly hiring basis, each car at least for one year, during the last 3 years combined (2013-14, 2014-15 and 2015-16).			
10	Copies of relevant contracts/ agreements showing that the Agency satisfactorily provided altogether, at least 8 Mid-segment Vehicles to Govt. or other organisations, on monthly hiring basis, each car at least for one year, in a single year , during any one of the last 3 years (2013-14, 2014-15 and 2015-16).			

Signature of Bidder Seal of Establishment

Full Name of Bidder with address & Date


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