

No. F. 3/16/2016-Admn
GOVERNMENT OF INDIA
MINISTRY OF PARLIAMENTARY AFFAIRS

94, Parliament House,
New Delhi
Dated: 20.06 2016

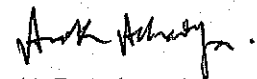
TENDER NOTICE

Subject: Inviting quotations for hiring Two Driver on contract basis (Dispatch rider and Leave Reserve Driver) - reg.

Price quotations are invited from reputed Service Providers for providing two Drivers on contract basis in the Ministry of Parliamentary Affairs for a period of one year which may be extended from time to time at the discretion of the Ministry. The interested bidders may submit their bids subject to the following conditions:-

1. Each bidder is required to submit their bid through two bid system i.e. Technical Bid and Financial Bid. The terms and conditions for Technical and Financial Bid are at Annexure.
2. The bidder must have a valid PAN No. and Tin No. and must furnish attested copies thereof.
3. Each bidder is required to submit an EMD in the form of Demand Draft/ Bankers Cheque for Rs. 10,000/- drawn in favour of "PAO, Cabinet Affairs, New Delhi". The EMD of the unsuccessful bidders will be returned on finalisation of the contract. The EMD of the successful bidder shall be retained as performance security till the contract remains in force.
4. The period of service may vary either upwards or downwards.
5. The cover containing the quotations should be sealed and superscribed "QUOTATION FOR HIRING OF TWO DRIVERS" and be sent/delivered either by post or by hand so as to reach the undersigned on or before 3:00 P.M., Thursday 30th June, 2016.
6. The bids will be opened on the same day i.e. 30th June, 2016 at 3:30 P.M. in the Chamber of Deputy Secretary (Admn), Ministry of Parliamentary Affairs, 94, Parliament House, New Delhi. Authorised representatives of the firms who wish to be present at the time of opening of the quotations may be permitted to do so subject to the submission of an identity proof and authorisation on the letter head of the firm.
7. This Tender Notice can also be downloaded from the Ministry of Parliamentary Affairs website: <http://www.mpa.gov.in> and also eprocure.gov.in (CPP Portal).
8. In the event of any dispute arising out of the execution of contract, the matter will be referred to the Joint Secretary of this Ministry.
9. For judicial adjudication of the dispute, if any, arising out of the contract/ supply order will be subject to the jurisdiction of the Courts in Delhi only.
10. Incomplete bids in any manner shall not be accepted and are liable to be rejected.
11. The Ministry of Parliamentary Affairs reserves the right to reject any or all the bids in full or part or not to award the contract to the lowest bidder without assigning any reason. The decision of the Ministry of Parliamentary Affairs in this regard shall be final and binding on all.

Yours faithfully,



(A.B. Acharya)

Under Secretary to the Govt. Of India
Tele. No.011- 23035493

Copy to:-

1. All Ministries/ Departments with the request that the suppliers engaged by them for the purpose may be requested to quote their rates, if interested.
2. Technical Director, NIC, Ministry of Parliamentary Affairs, Parliament House, New Delhi – with the request that the Tender Notice may be uploaded on the website of the Ministry and be shifted to archives on 30th June, 2016 at 3:00 P.M.

Annexure

TERMS AND CONDITIONS FOR TECHNICAL AND FINANCIAL BIDS

TECHNICAL BIDS REQUIRMENTS

- The drivers should posses the following:-
 - (i) Pass in 10th standard or equivalent from a recognized Board or Institution;
 - (ii) Possession of a valid driving licence for motor cars;
 - (iii) Knowledge of motor mechanism (the candidate should be able to remove minor defects in vehicle)
 - (iv) Experience of driving a motor car for at least three years in Delhi preferably that in a Ministry/PSU/ other Government organisation; and
 - (v) Qualifying the prescribed Test in Driving.
 - (vi) Should be conversant with roads in Delhi.
- The Drivers should be residing preferably in Central Delhi or nearby area.
- The Drivers may be required to be on duty round the clock including on holidays.
- Payment to the firm will be made on monthly basis on presentation of bill in this regard after deduction of TDS @2%.
- Payment should be paid to the drivers as per Minimum wage prescribed by the Department of Labour, Govt. of NCT of Delhi and revision may also be done as per the revision of wages from time to time by the Govt. of NCT of Delhi

FINANCIAL BIDS REQUIRMENTS

- The Minimum wages by Government of NCT of Delhi should be kept in mind while submitting financial Bid.

Signature valid

Digitally signed by ASOK
BEHARY ACHARYA
Date: 2016.06.20 13:19:56 IST
Reason: Approved