

Telephone : 27704545
Telephone : 27704546
Fax : 27704547
Telegrams : PASSEM
Fax : 040-27705556



भारत सरकार
GOVERNMENT OF INDIA

विदेश मन्त्रालय
MINISTRY OF EXTERNAL AFFAIRS
पासपोर्ट कार्यालय
PASSPORT OFFICE

प्लॉट नं. 215 से 219,
प्रधान थियेटर के समीप, कुम्मरगुडा,
सिकन्दराबाद - 500 003
D.No. 8-2-215 to 219,
Adjacent to Prasthan Theatre,
Kummarguda,
SECUNDERABAD - 500 003.

No. Hyd/20(2)AD/88

February 28, 2014

OPEN E-TENDER NOTICE

For providing 2 non A/c Tata Indigo cars for Regional Passport Office, Hyderabad for official use:

Last Date, Time & Place for submission of Tender document	18.03.2014, 1230 hours @ O/o DPO (Admn), RPO, Hyderabad
Tender Fee to be attached with Cover-I by way of Demand Draft/ Pay Order in favour of " Regional Passport Officer, Hyderabad" payable at Hyderabad.	Rs.1,000/- (Rupees one thousand only)
Value of EMD to be attached with Cover-I by way of Demand Draft/Pay Order in favor of "Regional Passport Officer, Hyderabad" payable at Hyderabad.	Rs.50,000/- (Rupees fifty thousands only)
Date, Time & Place of Opening of Technical bids	18.03.2014, 1500 hours @ Chambers of RPO, O/o RPO, Hyderabad
Date, Time & Place of Opening of Financial bids	18.03.2014, 1630 hours @ Chambers of RPO, O/o RPO, Hyderabad

For more information and details please log on to <http://eprocure.gov.in/cppp>.

-Deputy Passport Officer (Admn)

Telephone : 27704416
Telegrams : PASSEM
Fax : 040-27705656



भारत सरकार

GOVERNMENT OF INDIA

विदेश मन्त्रालय

MINISTRY OF EXTERNAL AFFAIRS

पासपोर्ट कार्यालय
PASSPORT OFFICE

उपस्थित विदेश के अफसर, कम्मर्गुडा,
सिकन्दराबाद - 500 003.
D.No. P.O-215 to 219
Adjacent to Prashanth Theatre
Kummarguda,
SECUNDERABAD - 500 003.

No. Hyd/20(2)AD/88

February 28, 2014

Sub: Hiring of non-A/c Tata Indigo for official use of the Regional Passport Office, Hyderabad on monthly basis for a period of 2 years – calling for bids – Terms and conditions.

Regional Passport Office, Hyderabad (hereinafter referred to as 'RPO, Hyderabad') intends to hire 2 (two) non-A/c Tata Indigo cars on monthly basis for official use. Reputed tour and taxi operators based in Hyderabad (hereinafter referred to as 'Company') owning a minimum of 10 cars in the Company's name and having a minimum experience of 2 years in providing cars to Government Departments may please send bids – Technical and Financial in separate sealed envelopes in the format as in Annexure-I and Annexure – II expressing their willingness for providing cars on monthly rental basis for the period 01.04.2014 to 31.03.2016 (two years) further extendable for one more year with mutual consent on the same terms and conditions.

2. Sealed bids as per details in Annexure I, II duly superscribed "Quotations for STAFF CARS" may be submitted to Deputy Passport Officer (Admn), Regional Passport Office, Adj. to Prasanth Theatre, Kummarguda, Secunderabad – 500 003 latest by 18th March, 2014.

3. The tender documents should be signed by the owner of the company or his authorized signatory. A documentary proof establishing the status of the authorized signatory in the company should be attached along with the Technical Bid. It is mandatory to submit an ink-signed original copy of the technical and financial bid. Photocopies/scanned copies will not be considered.

4. The Technical Bids will be opened at 1500 hours on 18th March, 2014 in the Chambers of Regional Passport Officer in presence of the signatories of the bids or their duly authorized representatives. Financial bids of Companies which have qualified the technical bidding

process will be opened on the same day at 1630 hours. The Financial Bids of Companies that do not qualify in the Technical Bid stage will not be opened. The RPO, Hyderabad reserves the right to accept or reject any bid without assigning any reason thereof.

5. Companies which have submitted their technical and financial bids but are not duly represented at the time of the opening of the two bids shall forfeit their right to make any claim or challenge the tendering process at any stage.

6. The requirement of the RPO, Hyderabad is for hiring of Company owned and registered taxi cars only. The cars should be registered in Hyderabad. Only those companies which have a capacity of supplying at least 2 Company owned taxi cars of 2011 or later models should take part in the bidding process. The deposit will not be refunded if the Company/firm is unable to provide satisfactory services or an inquiry based on complaints received from the concerned official reveals that the company has violated any of the terms and conditions of the contract. In such cases, RPO, Hyderabad's decision will be final.

7. Quotations are invited on the basis of 275 hours of duty or 2500 km of mileage per month. The duty points will be intimated from time to time. Counting of distance will be from the starting point of the user and closing at the point wherever user completes his/her travel. NO EXCESS BILLING EXCEPT THAT ARISING OUT OF THE SITUATIONS WITH THE PRIOR APPROVAL OF THE REGIONAL PASSPORT OFFICER WILL BE ENTERTAINED. Bidders will be required to give an undertaking to this effect while submitting their technical bids.

8. The Transport Company bidding for the tender must possess a valid registration of their Company and shall not further assign this agreement to a third party. The vehicles should have the necessary permits to travel in the states of Telangana and Andhra Pradesh also. The transport Company will have to arrange for such permits and will have to charge on the basis of actuals. The vehicles and the drivers provided by the Company shall work under the overall supervision of the RPO, Hyderabad.

9. Dedicated cars, in view of security considerations, and drivers with proven integrity must be provided. Security clearance from the police authorities in respect of each driver should be furnished initially on commencement of the contract and within one month of their deployment in case of subsequent change of drivers. The Company shall provide the name, address, mobile number, badge number and a photocopy of driving license of each driver deployed one week prior to award of the contract by the RPO, Hyderabad.

10. There would be periodical visits to Passport Seva Kendras located out of Hyderabad and the drivers should be prepared to drive to those places and stay overnight, if required. In such circumstances, no charges for extra kilometers/hours would be paid, as long as the overall kilometers/hours for the month are covered.

11. The drivers of the cars provided must follow traffic rules and other regulations prescribed by the Govt. from time to time. Drivers should be familiar with all important places and hold valid driving license and the valid badge number issued by the transport department for driving taxis. Tampering with the mileage meter, wrong recording of cars usage timings, overwriting of summary/log sheet and misbehavior of driver while on duty may lead to cancellation of contract. The RPO, Hyderabad reserves the right to conduct checks or verify the mileage meters and other records. RPO, Hyderabad also reserves the right to terminate services of the company/firm due to alleged failure on the part of the company to comply with RPO, Hyderabad's instructions and on alleged misconduct of the company or the driver deployed by the company on the vehicle provided to the RPO, Hyderabad.

12. The Company should abide by and comply with all statutory requirements and provisions as laid down under various Labour Laws/Acts/Rules like minimum Wages, Provident Fund, ESI, Bonus, Gratuity, Contract Labour Act and other Labour/Laws/Acts/Rules in force from time to time at their own cost. In case the company or its owner is found to be violating any such statutory provision under Labour Laws or any other Law binding on the contractor, it would constitute sufficient ground for consideration of immediate termination of the contract. The Contractor will also adopt and follow industry-recognized Best Management Practices, which inter alia would include fitting of a Global Positioning system (GPS) in the vehicles provided to the RPO, Hyderabad. However, providing a GPS facility in the vehicle will be a desirable qualification and not a mandatory requirement for qualification in the technical bid.

13. Furthermore, RPO, Hyderabad requires that the drivers should be paid as per the minimum wages prescribed from time to time by the Government of India. Copies of necessary proofs of depositing the statutory contributions into the accounts of the drivers should be submitted in the first week of every month along with bill for the preceding month. Drivers will be provided uniforms, shoes as per specifications of this RPO, Hyderabad. Non-

compliance with these conditions will lead to termination of contract. Bidders will be required to give an undertaking to this effect while submitting their technical bids.

14. The RPO, Hyderabad will have no responsibility and will in no way be liable towards taxes, fees, penalties, cost of fuel, payment of salary to the drivers, maintenance of the cars etc. or any other charges except payment of the contract price and toll tax, if any. Consumables like lubricants, tyres, battery and repair, maintenance, taxes, insurance etc. will be the Company's liability. The rates in the Financial Bid should be quoted inclusive of all expenses such as fuel, taxes, insurance, maintenance, repair and servicing, employer's contribution to ESIC and CPF/PPF etc.

15. Prior to signing of the agreement for hiring of cars a copy of the (i) Fitness Certificate (ii) Insurance Paper (iii) Registration Certificate (iv) Pollution Under Control (PUC) certificate (v) valid road permit in respect of the taxi cars must be submitted to the Deputy Passport Officer, Regional Passport Office, Hyderabad.

16. The Company has to ensure that all necessary documents viz., Registration certificate, Insurance papers, Pollution Under Control (PUC) etc. are available with the drivers, and that the drivers are well mannered and neatly dressed. The drivers should always carry a mobile phone with them to facilitate quick contact. The names and full addresses with mobile numbers of the drivers, who will attend the duty, should be furnished as and when deployed. A 24 hrs helpline number of the company should also be provided.

17. The company shall not employ any driver who has not completed Twenty-one years of age and who does not have at least three years of driving experience. The driver should be physically fit as per the requirements of the job. Any change in cars and drivers will be allowed only in exceptional circumstances and that too with prior information/approval.

18. The cars should be provided with duty slips/log books. Car engaged for duty must be certified by the users indicating clearly the kilometers reading and time of arrival for duty and end of duty on duty slips/log books and the driver should be able to maintain the same independently, with proper care. The bills submitted to the transport section at the time of settlement should clearly delineate elements like monthly rate, taxes, service charges, insurance, etc. Failure to do so will also lead to summary rejection of those bills

19. The successful bidder will sign an Indemnity Bond with the RPO, Hyderabad. The Company shall indemnify RPO, Hyderabad against all other damages/charges for which RPO, Hyderabad may be held liable or pay an account of the negligence of the Company or their driver or any person under their control whether in respect of accident/injury to the

person or damages to the property of any member of the public or any person or in executing the work or otherwise and against all claims and demand thereof. RPO, Hyderabad shall not be responsible financially or otherwise for any injury to the driver or person deployed by the Company or for any challan, loss, damage to the car or any other car during the course of performing the duties.

20. Cars to be provided to this RPO, Hyderabad should be white in colour and should not be a model registered earlier than 2011. No car should have run more than 20,000 kms as on the date of hiring. The interior of the cars should be neat and clean and should have white upholstery.

21. Payment will be made on monthly basis on submission of pre-receipted bills(s) supported by duty slips/log books duly signed and stamped by the concerned officers using the cars/authorized signatories. The company/firm will also provide certification/proof that the service tax is deposited in the service account.

22. Monthly bills in respect of vehicles engaged on monthly basis shall be submitted in triplicate to the DPO (Admn) by 5th of the month following month for payment.

23. The Company should have enough resources to repair their cars in minimum possible time when required. They should be in a position to substitute/replace or arrange extra car at short notice.

24. The cars provided to RPO, Hyderabad should be insured comprehensively. The cars should have necessary permits from the Transport Department/Authority and should bear commercial Taxi Registration Numbers.

25. Operation and function of vehicles and drivers shall be governed by Motor Vehicles Act/Motor Vehicles Rules and AP Motor Vehicles Rules and these shall be the responsibility of the contractor.

26. All the drivers shall be employees of the company providing the cars and the RPO, Hyderabad recognizes no employer-employee relationship between the RPO, Hyderabad and the driver deployed by the Company. The Company shall be required to provide RPO, Hyderabad a copy of the employment contract signed between the Company and the drivers employed by them.

27. No employee of the RPO, Hyderabad who is involved in this tendering process shall have any fiduciary interest or connection with the company or its owner directly or indirectly in any manner.

28. The tender must be accompanied with the following documents failing which the tender will be rejected:-
- i. Earnest money deposit of Rs.50,000/- (Rupees fifty thousands only) in the form of Account payee Demand draft/Bankers Cheque in favour of Regional Passport Officer, Hyderabad which will be refunded for unsuccessful bidder after completion of tender process. A Company which qualifies as a successful bidder but refuses or fails to fulfill the terms of the contract shall forfeit the bid amount (Earnest Money Deposit) of Rs.50,000/-.
 - ii. PAN number allotted to the Company by Income Tax Department and Service Tax Number allotted by Service Tax Department to the Company should be clearly mentioned in the tender and copies should also be enclosed.
 - iii. Copies of Registration Certificate of at least 10 cars in the name of the bidder Company should be enclosed. The registration/model of these 10 cars should be 2011 onwards.
29. Successful bidder has to deposit fixed deposit/bank guarantee for Rs.1 lakh (Rupees one Lakh only) in favour of Regional Passport Officer, Hyderabad within 15 days of awarding the tender as security deposit/performance security. Only after deposition of such fixed deposit/bank guarantee the earnest money deposited by the bidder will be refunded.
30. The rates once quoted and approved will be valid for a period of two years w.e.f. the date of hiring of cars. No request for revision of rates will be entertained during this period.
31. The successful bidder will have to enter into an Agreement for two years w.e.f. the date of implementation of the contract on Rs.100/- Non judicial stamp paper. The RPO, Hyderabad reserves the right to cancel the Agreement at any time without assigning any reason thereof and the Company shall have no right to contest against the said decision of the RPO, Hyderabad.
32. The RPO, Hyderabad reserves the right to reject any or all the bids, without assigning any reasons(s). RPO, Hyderabad also reserves the right to vary the numbers of cars hired as well as to alter/modify the terms and conditions.
33. The Company shall furnish the information as given in the Annexure-I along with the bid.
34. Every page of the bid documents should be signed by the bidder as a token of having read and understood the terms and conditions of the tender.

35. The bids may be submitted in the prescribed format in separate sealed covers as given in the Annexure-I & II other wise the bids are liable to be rejected.

36. For more information and details please log on to <http://eprocure.gov.in/cppp>.

(L Madan Kumar Reddy)
Deputy Passport Officer

Statement of Vehicles owned and registered
in the name of the bidding Company

BIDDERS NAME: _____

COMPANY'S NAME: _____

S. N O	Registr ation No.	Model (Year)	Date of Registration	Vehicle/ Owners name	Validity details			
					Permit	Fitness	Road Tax	Insurance
1.								
2.								
3.								
4.								
5.								
6.								
7.								
8.								
9.								
10.								

Note: Use additional sheets if required

Declaration:

The details as above furnished are true and correct. I undertake to produce original documents of the above said vehicles for verification as and when called for:

DATE:

BIDDER'S SIGNATURE

OFFICIAL SEAL

UNDERTAKING

I UNDERSTAND THAT **UNDER NO CIRCUMSTANCE** EXCESS BILLING OVER AND ABOVE 275 HOURS AND 2500 KMS PER MONTH EXCEPT THAT ARISING OUT OF THE SITUATIONS SPECIFIED IN PARA 7 WILL BE ENTERTAINED.

I UNDERSTAND THAT NON-COMPLIANCE WITH THE PROVISIONS OF TO PAYMENT OF SALARIES AS PER THE MINIMUM WAGES ACT TO DRIVERS AND NON-PAYMENT OF STATUTORY DUES WILL LEAD TO CANCELLATION OF CONTRACT.

AUTHORISED SIGNATORY

Tender Ref:

TECHNICAL BID**To be filled in by the Bidder (enclose copy of documents to support your statement)**

1.	Name and Postal Address of the Company: Address:	Phone: Mobile: Fax: E-Mail:
2.	Name and Postal Address of the owner: Address:	Phone: Mobile:
3.	Is your company recognized/Registered by Government: (Attach Photocopy as a Proof)	
	Tick as applicable: Recognized by Govt. of India as Tourist Transport Operator Recognized under shops and Establishment Act Recognized as firm Proprietorship/Any other category (Please specify)	
4.	Income Tax Permanent account Number (PAN) of Company: (Attach Copy)	
5.	Service Tax Registration Number of Company: (Attach Copy)	
6.	Experience (attach performance Certificate from the Govt./PSU Companies/ Public Agencies/ Firms.) Total years in operation.	
7.	Detailed Statement of Registered cars of 2 year old or less as per Format at Annexure- IIA.	
8.	Bid documents duly signed and self attested.	

**FINANCIAL BID
FORMAT FOR SUBMITTING BIDS
(Monthly rates)**

Details of Requirement Kms/Hrs	Non-AC Indigo Cars
Rate for 2500 Kms per month & 275 hours per month	
Rate for each additional hour beyond 275 hours for the month	
Rate for each additional kilometer beyond 2500 Kms for the month	

Dear Mr Mukunda,

PFA a tender notice for supply of cars for official use by the RPO, Hyderabad.

It may please be ensured that the same notification is displayed under RPO, Hyderabad in the Passport seva portal.

This issues with the approval of the RPO, Hyd.

Rgds,

KN Murthy,
Admn,
RPO, Hyd.

upload on psp portal under RPO, Hyderabad

Kesuly
6/3/14

Message from po hyderabad <po.hyderabad@passportindia.gov.in> on Fri, 28 Feb 2014

----- 0530+ 16013192049
rpo.hyderabad@mea.gov.in
car tender :Subject

श्रीकर रेड्डी
Shrikar Reddy, IFS
नैतिक प्रमाणित अधिकारी
National Passport Officer
हैदराबाद/Hyderabad

po hyderabad
Passport Seva Project
Mailto:po.hyderabad@passportindia.gov.in
Website: www.passportindia.gov.in

This message is intended only for the person or entity to which it is addressed and *** may contain confidential and/or privileged information. If you have received this message in error, please notify the sender immediately and delete this message from *** your system

=====

Notice: The information contained in this e-mail message and/or attachments to it may contain confidential or privileged information. If you are not the intended recipient, any dissemination, use, review, distribution, printing or copying of the information contained in this e-mail message and/or attachments to it are strictly prohibited. If you have received this communication in error, please notify us by reply e-mail or telephone and

Zimbra**dipjyothi.ghosh@cmcltd.com****Fw: car tender****From :** K Mukundarao <k.mukundarao@tcs.com>

Mon, Mar 03, 2014 06:37 PM

Subject : Fw: car tender

1 attachment

To : dipjyothi ghosh <dipjyothi.ghosh@cmcltd.com>

Dear Dipjyothi,

Ticket has to be raised from RPO end.

Please coordinate & do the needful.

Best Regards

Kamaraju Vasudeva Mukunda Rao

Cluster Head - AP

Business Operations

Passport Seva Project

Tata Consultancy Services

Ph:- 04027902201

Ph:- 919885112559

Cell:- 919030006846

Mailto: k.mukundarao@tcs.com

Website: <http://www.tcs.com>

Experience certainty. IT Services

Business Solutions

Consulting

----- Forwarded by K Mukundarao/DEL/TCS on 03/03/2014 06:38 PM -----

From: "rpo.hyderabad" <rpo.hyderabad@mea.gov.in>

To: K Mukundarao <k.mukundarao@tcs.com>, Hyderabad Passem
<rpo.hyderabad@mea.gov.in>

Date: 02/28/2014 05:39 PM

Subject: car tender

Sent rpo.hyderabad@mea.gov.in
by:

immediately **and** permanently delete the message
and any **attach**ments. Thank you

 **knmurthy.pdf**
569 KB
