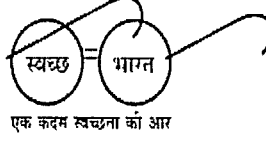




CENTRAL WAQF COUNCIL
(Ministry of Minority Affairs, Government of India)

Telephone No.: (Off.) 011-29562146-47
(Fax) 011-29562137
Website: www.centralwaqfcouncil.gov.in
E-mail: adm@wakf.gov.in
secycwc.wakf@nic.in



Central Waqf Bhawan
P- 13&14 Pushp Vihar,
Sector -6, Saket,
Opposite Family Court,
New Delhi – 110 017

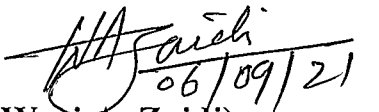
F. No. 15(4)/2021–CWC

Dated: 6th September, 2021

NOTICE INVITING SEALED TENDER FOR HIRING OF ONE VEHICLE

Central Waqf Council (CWC) invites sealed Tender / Quotation from prospective Vehicles Service providers (having a garage at New Delhi) having an annual turnover of Rs. 10.00 Lakh or more during the last three financial years and owning minimum five vehicles, at least three of them not being older than 2019 (Make: Maruti SX4/Maruti Ciaz/Swift Dezire/ Honda City/TATA Indigo or similar make) and having a valid contract for providing cars on hire/rental basis to one or more Central / State Govt. Ministries / Departments, Public Sector Undertakings, reputed Private Ltd. Companies/ Firms. Intending eligible bidders may download Bid Document from the website of this office. Bidders shall have to deposit Rs. 10,000 (Rupees Ten Thousand Only) as EMD / Bid Security Deposit in the form of Pay Order/Demand Draft alongwith the bid in favour of “Central Waqf Council”.

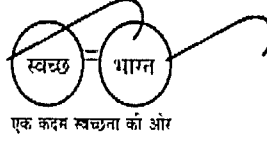
Tenders must be submitted latest by 27th September, 2021 (Till 04:00 PM) to the Secretary, CWC, Central Waqf Bhawan Plot Nos. 13 & 14, Sector - 6, Pusph Vihar, (Opposite Family Court), Saket, Delhi – 17.


(Dr. Wasi A. Zaidi)
Assistant Administrative Officer



CENTRAL WAQF COUNCIL
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Central Waqf Bhawan
P- 13&14 Pushp Vihar,
Sector -6, Saket,
Opposite Family Court,
New Delhi – 110 017

F. No. 15(4)/2021–CWC

Dated: 6th September, 2021

TENDER NOTICE FOR HIRING OF ONE VEHICLE

SEALED TENDER / QUOTATION are invited in two bid system (**Technical Bid and Financial Bid Separately**) from reputed Tours and Travels Agencies / Companies located in New Delhi, for hiring of one Taxi/Car (Make: Maruti SX4/Maruti Ciaz /Swift Dezire/Honda City/TATA Indigo or similar make) for the official use of Central Waqf Council (CWC) initially for a period of one year. The firm/ agency which fulfils the following criteria and accepts the Terms & conditions as given at **Annexure-I** may only apply:-

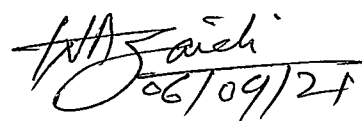
- (i) The firm should be registered with relevant authorities (Certificate of Incorporation, Registration with Service Tax/GST No., PAN No.): (Self attested copies to be enclosed)
 - (ii) The firm should have annual turnover of more than 10 lakh for each of the last three financial years,
 - (iii) The firms should have at least 05 nos. of taxis/cars registered in the name of the firm: (Self attested copies of Registration to be enclosed)
 - (iv) The firm should have three years experience of providing taxis to Central / State Govt. Ministries / Departments, PSUs, reputed Private Ltd Companies/ Firms etc. out of which there should be at least three running contract (Self attested copies of satisfactory performance certificates & work orders to be enclosed)
2. The Technical Bid in separate envelope should be submitted along with information/document as per Annexure II. A check list has also been given to ensure that this proforma containing technical parameter is properly filled up. The check list should be filled up and attached along with technical bid.

Copies of the following document are required to be enclosed along with Technical Bids.

- (i) Annual Turn-over of the firm for last three financial years duly signed by the practicing Chartered Accountant.
 - (ii) Copy of the detail of the past experience of last three years for providing services in the same field in Central / State Govt. Ministries / Departments, PSUs, reputed Private Ltd. Companies/ Firms etc, with contact persons and their telephone numbers along with satisfactory performance certificate from all the Govt. Ministries/Departments/ Major PSU /Corporate, where the transport services are being provided at present.
 - (iii) Copies of certificates of Incorporation of firm, PAN No. and Service Tax / G ST No. registration.
 - (iv) Copies of RCs for atleast 03 Taxis/Cars.
 - (v) The earnest Money Deposit of Rs.10,000/- (*Rupees Ten Thousand only*) by Pay Order/Demand Draft issued in favour of Central Waqf Council.
3. The Financial Bids in separate envelop should be strictly as per the format given in the **Annexure III**. The rates quoted in the financial Bids should be both in words and figures and quotations with any cutting or overwriting in figure will not be considered, unless corrections are countersigned. The financial bids should be properly signed and sealed.

The financial bids of only those firms will be opened whose technical bid shall be found in order by the committee of CWC.

Both sealed envelopes should be kept in third sealed envelope super-scribing "**Tender / Quotation for Hiring of Vehicle**" and address to Secretary, Central Waqf Council, Central Waqf Bhawan Plot Nos. 13 & 14, Sector - 6, Pusp Vihar, (Opposite Family Court), Saket, Delhi – 17, should **reach on or before 27th September, 2021 (Till 04:00 PM)**.



(Dr. Wasi A. Zaidi)

Assistant Administrative Officer

TERMS & CONDITIONS

1. The rates should be quoted in the prescribed format at **Annexure-III**
2. The taxi/car to be supplied should be registered in the name of the firm/owner/partner.
3. The car to be provided should be in a very good condition and should not be older than 2019 model.
4. The contract would be for one year at a time. This is extendable on yearly basis up to 3 years, based on satisfactory performance, without any revision of rates, if agreeable to both on same terms & conditions.
5. The firm should have at least 3 years of experience in the tours and travels business in providing taxis/cars to the Government/PSU Sector and own at least 05 vehicles of make Maruti SX4 /Maruti Ciaz /Swift Dizire /Honda City etc. Copy of work order in respect of their existing contract with Government/PSU may be enclosed.
6. Distance of the garage of the firm should not be more than 15 KMs from the office of Central Waqf Council.
7. The drivers of the vehicles provided must follow traffic rules and other regulations prescribed by the Govt. from time to time. Driver should be conversant with all important places in Delhi and NCR.
8. As this vehicle is to be used by the Members/Senior Officers of the Central Waqf Council. The firm should ensure that the driver being provided must possess valid Driving License with three year experience. The Driver should always carry a mobile phone with them, as it will enable the officer to contract the driver at any time. He should carry all the necessary documents (Registration Certificate, Insurance Papers, PUC certificate etc.) with him.
9. The Vehicles must be made available at any given time and day as desired by the Officer with whom the vehicle is attached.

10. The owner/firm must be able to provide services on Pan India Basis, if required by Central Waqf Council.
11. The vehicle should report to the place of the requirement as per direction of the nodal officer of Central Waqf Council. There will be no dead mileage. The kilometer age for the purpose of 'Vehicle run' and 'hour of duty' shall be reckoned from the point of reporting for duty and to the point of vehicle released. No mileage will be allowed to drivers for lunch/breakfast or for drawl of petrol/CNG etc.
12. The vehicle should be ensured comprehensively and should have necessary valid permits from the transport Department/Authority.
13. All liabilities arising out of any legal dispute, accident, breakdown etc. shall be borne / paid by the firm.
14. The transporter should provide a landline/mobile number on which he or his representative can be contacted at any time (24*7 Hrs).
15. The approved rates will not be enhanced during the period of the contract.
16. The successful bidder will also be required to submit within five days copies of the Registration certificate/Insurance Papers, PUC, Permits etc. for the car proposed to given to Central Waqf Council.
17. The antecedents of drivers to be deployed should be properly verified and their details (name, address, telephone nos etc) will have to be provided to Central Waqf Council. In case of change of driver prior intimation will be given to Central Waqf Council.
18. The firm should be in position to provide stand by cars within half an hour of reporting any break down to the contractor telephonically. All expenses are to be borne by the firm, in case of breakdown of vehicle supplied. A penalty of Rs. 1,000/- per per day shall be imposed if the transporter fails to provide car on any particular day.
19. The transporter must have all the requisite clearance certificate etc. from the concerned Govt. agencies as per rules.

20. For the vehicle, the driver is required to maintain a logbook i.e. details of various journeys performed during the day since morning till last duty.
21. No advance payment, in any case, would be made to the firm.
22. A certificate to be produced by the transporter from the Competent Authority to certify proper/status/functioning of the 'Kilometer Meter.
23. The rates should be quoted inclusive of all expenses such as taxes, fuel, maintenance, repair and servicing etc.
24. Service Tax/GST as applicable will be paid on billing.
25. The transporter has to be provided GST Compliance invoice.
26. The taxi/car to be supplied should be in very good working conditions and well maintained during the contract period. The vehicle to be supplied should be excellent mechanically as well as physically i.e. outer body/upholstery etc. should be decent looking.
27. The firm should be in a position to supply taxis/cars on short notice as and when needed. The firm would also be required to provide additional taxis/cars at the quoted rate on demand.
28. The owner/senior representative of the firm should be available round the clock on direct telephone (office as well as residence) so as to respond to the call for vehicle in emergent cases. The mobile number should also be given.
29. In case of dispute of any kind in any respect whatsoever the decision of Secretary, Central Waqf Council shall be final and binding. Any relaxation in terms and conditions in the tender notice will be at the sole discretion of Secretary, Central Waqf Council
30. The car with the driver should be placed at the disposal of Central Waqf Council as and when required. Central Waqf Council would be free to use the hired car in any manner for carrying officials, materials etc as per its requirements and the firm will not have any objection to it.

- 31.No compromise will be made by Central Waqf Council towards punctuality, cleanliness, obedience, promptness, behavior etc. if the Tenderer, at any point of time during official duty, fails to perform duties, as directed by Central Waqf Council. The Performance Security Deposit will be forfeited and contract will be cancelled forthwith without any notice by the Competent Authority.
32. Central Waqf Council will not be responsible for any challan, loss, damage, or accident to the vehicle etc.
33. In case of any compelling circumstances, the contract may be discontinued at any point of time by mutually agreed way by giving 30 days advance notice.
34. The firm must attach satisfactory performance certificate from Govt. Ministries/ Departments / PSU/ Corporate, where the transport services are being provided at present.
35. Sealed quotations (Technical Bid) will be opened by a committee on due date and time in the office of Central Waqf Council. Your authorized representative duly carrying an authorization letter from the firm/company can attend the tender opening.
36. Financial bid of the firm who qualify in the technical Bid will be opened in the presence of bidder / their representative who may like to be present.
37. The L1 firm will be decided on sum total of service, material, applicable taxes and duties (including exemption sought/granted). The L1 will be determined on total cost basis in case L1 doesn't supply the requisite quality of vehicle, Central Waqf Council has the right to place order on L2, L3 and so on as per the balance required quantity at L1 rates. In case L1 firm does not supply the requisite quantity of vehicles, Central Waqf Council has the right to place order on market as per the balance required quantity at L1 rates and the excess payment would be recovered from the L1 firm.

38. The quotation has to be accompanied by an Earnest Money Deposit of Rs. 10,000/- in the form of Pay Order / Demand Draft in favour of "Central Waqf Council" payable at New Delhi. The Successful bidder will have to deposit a Performance Security deposit @ 3% of the value of the contract with the Central Waqf Council in the form of FDR (Fixed Deposit Receipt) in favour of Central Waqf Council which shall remain valid for a period of 60 days beyond the date of completion of all contractual obligations. The security is refundable without any interest or termination of the contract after deducting any penalty/ any liability of any kind imposed by Central Waqf Council on account of unsatisfactory service.
39. If the firm after submission of bid and due acceptance of the same i.e. after the award of contract, fails to abide by the terms and conditions of these tender document, or fails to complete his contract period or at any time repudiates the contract Central Waqf Council will have the right to forfeit the performance security, if deposited by the bidder.
40. Office of the Central Waqf Council reserves the right to terminate the contract without assigning any reason by giving the contractor on calendar month notice of its intension to do so.
41. The Payment will be made on monthly basis on submission of pre-receipted bill (S) duly supported by duty slip (S) /log sheet (S) duly signed by the concerned officer or his PS/PA
42. Bids incomplete in any respect shall be liable to be rejected.

Envelope containing quotation in Annexure should be submitted at Central Waqf Council by hand or by post on or before 27.09.2021 (4.00 PM). Quotations received through other mode of correspondence will not be entertained. The Envelope should be super scribed as "Quotation for hiring of vehicles". Quotation received without EMD (Earnest Money Deposit) will not be considered.


(Assistant Administrative Officer)

TECHNICAL BIDS

S. No.	Particulars	
1.	Name and Address of the firm/Company/Agency	
2.	Telephone Number Landline/Mobile	
3.	Name, address and telephone No. of the proprietor	
4.	Copies of certificates of Incorporation of firm/Company/Agency. PAN and Service Tax registration/GST No.	
5.	Whether Annual Turnover of the firm for last three financial years	
6.	Total Nos. of Taxis/Cars registration with the agency (Copy of RCs of 05 Taxi/Cars)	
7.	Number of Employees as on	
8.	No. of years of experience in providing taxi/cars to Govt. Sector	
9.	Name and Address of the three Ministries / Department and other organizations where the firm has provided Taxi/Cars on regulars/Monthly basis	
10.	Name and address of the three Ministries / Department/PSU where the firm has three running contact with telephone Nos.	
11.	Whether EMD Rs. 10,000/- enclosed in the form of Demand Draft (DD No. and date of issuance)	

Certified that all terms and conditions of Central Waqf Council are acceptable to us. We are not in any major litigation that may have an impact of affecting or compromising the delivery of the services as required under this tender. We are not blacklist by any Central/State Government/Public Sector.

(Signature of the authorized person)
Name & Designation
Business Address with seal

Date:

Place:

FINANCIAL BID

Performa for Rates

(i) Rates for vehicle on monthly basis (Inclusive of all taxes)

S. No.	Name of the Vehicle	AC Vehicle		
		2500 KM and 250 Hrs of duty per month	Charges for extra KM of duty beyond 2500 KM	Charges for extra Hrs of duty beyond 250 hours
1.	Maruti CIAZ			
2.	Maruti Sx4			
3.	Honda City			
4.	Maruti Suzuki D'zire			
5.	Maruti Wagon R			
6.	Maruti Ertiga			
7.	TATA Indigo			
8.	Innova			

(ii) Rates for vehicle for daily need basis (Inclusive of all taxes)

S. No.	Name of the Vehicle	AC Vehicle		
		80 KM and 08 Hrs of duty per day	Charges for extra KM of duty beyond 80 KM	Charges for extra Hrs of duty beyond 08 hours
1.	Maruti CIAZ			
2.	Maruti Sx4			
3.	Honda City			
4.	Maruti Suzuki D'zire			
5.	Maruti Wagon R			
6.	Maruti Ertiga			
7.	TATA Indigo			
8.	Innova			

I /we accept the terms & conditions stipulated in your above quoted tender enquiry and agree to abide by the same.

Yours faithfully

(Signature of the tenderer with date & seal)

Name of the taxi Stand/firm Address and
Office stamp/seal with telephone Number

Check list for Technical Bid

S. No.	Document to be submitted	Yes	No	Pages Nos	Remarks
1.	Whether Annual Turnover of the firm for last three financial years attached				
2.	Copy of the details of the past experience of providing services in the same field in Ministries/Departments/PSU/ required Corporate Sectors, with contact persons and telephone Nos.				
3.	Details of this three running contact in Govt. Deptt./PSUs.				
4.	Satisfactory performance certificate from all the Govt. Deptt/ PSUs / Corporate, where the transport service are being provided at present.				
5.	Copies of certificates of Incorporation of firm/Company/Agency, PAN and Service Tax registration/GST No.				
6.	Total Nos of Taxi/Cars registered with the agency (with copies of RCs).				
7.	Whether EMD Rs. 10,000/- enclosed in the terms of Demand Draft (DD No. and date of issuance)				