

Telecommunications Consultants India Limited

TCIL / 01 / 004 /32 / II /95-SR,dt.14.01.2012

Sub: Supply of 1 No. of commercially registered vehicle on monthly hiring basis from the Registered Agencies– offer invited by TCIL-SR.

TCIL-SR is looking for the registered agencies for entering into a contract for vehicle hiring on monthly payment basis, for Southern Regional office use. Interested agencies who fulfill the eligible criteria and willing to accept the terms and conditions specified by TCIL, may submit their offers along with their rates duly quoted in the format latest **by 15.00 Hrs. 27/01/2012**. Any offer/ proposal received late by TCIL-SR after the deadline of submission shall be rejected and returned un-opened to the sender(address to be mentioned by the sender on the sealed envelope)

The detailed terms and conditions and Rate quoting format may be downloaded from TCIL's website.

Eligibility criteria and terms and conditions:

- i. The agency should be a registered under service tax (copy of registration certificate to be submitted).
- ii. The successful agency should agree to sign an offer acceptance immediately on receiving the offer letter, agreeing to all terms and conditions.. Some of the terms and conditions are indicated below (not changeable) in the notification /invitation for offer
- iii. The agency should provide a good condition(Not more than 3 years old from the date of registration to the date of deployment) non A/C Tata Indica / Vista/ Ambassdor/ Maruti Esteem Car which is commercially registered, on a uniformly applied rate basis. No sub-contracting is permissible by TCIL- SR.
- iv. The agency should provide an experienced, well behaved driver having a valid driving licence. The Driver should not be changed frequently as far as possible for the case of monthly hiring vehicle.
- v. The driver should have a mobile phone and his number should be made available to TCIL officials for contacting him, whenever required. The agency should also have a working telephone and the same should be indicated for contacting.
- vi. The vehicle should be made available regularly and at short notice(within an hour), without fail.

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- vii. Under normal conditions, vehicle will be required between 09.00 Hrs..to 19.00 Hrs. in a day, except Sundays and TCIL office holidays,. In case of any necessity, TCIL may extend beyond these hours either side(morning or evening) on any day of the week including Sundays & holidays. In the unlikely event of driver refusing to ply beyond a certain time or day or abandons the service any time, the agency will make arrangements immediately to continue the similar service at its own cost by making alternate arrangements. In such cases, the service will be counted as a continuous service for that day and no separate bill of extra vehicle will be considered for any payment.
- viii. Daily trip sheets indicating opening meter reading, closing meter reading, distance covered, time engaged duly authenticated /signed by TCIL's officers at the end of the day should be maintained and these daily sheets will be the basis for the monthly bills calculations. **Meter reading is to be computed from the first starting point of official to the place of last drop, adding only one end extra km upto the garage of the agency , limiting to a max of 10 Km.**
- ix. The payment will be made on monthly basis. All Statutory deductions like income tax (IT) will also be applicable on the payments. Any liability for whatsoever reasons in future will be fully recoverable from the agency.
- x. The agency should submit their bill during the first week of following month. In normal circumstances, the bill will be scrutinized and paid within 10 working days from the date of its submission, subject to the availability of all enclosures(duly certified slips) and the bill found being in order by the finance deptt of TCIL SR. Otherwise it will be returned and the applicable date will be considered to be the resubmission date only. In case of extra ordinary circumstances, as informed in writing by TCIL SR, the payments can be delayed and the agency has to bear the time.
- xi. The agency is eligible for claiming service tax extra and at the applicable rates (at present 4.95%). For this, the monthly bills / invoices should contain the agency service tax registration number in addition to other relevant / required details by TCIL SR finance deptt.
- xii. Parking charges if any (e.g. Railway Station, Airport, etc.) duly certified by the traveling official will be reimbursed on actuals, if paid by agency's driver.
- xiii. Toll charges if any including for any outstation trip, certified by the traveling official , if paid by the agency's driver will be reimbursed at actuals.
- xiv. The agency should maintain the car in good condition and should provide required fuel / oil / etc. at no extra cost. **TCIL will not be responsible directly or indirectly for any accident / damage etc , for whatsoever reasons and the agency will be fully responsible to bear the consequences, if any. The agency should fully indemnify TCIL / TCIL officials from such accidents.** If there is any break down in the journey, the agency should immediately arrange an alternate car, failing which a penalty of Rs.1000/- will be imposed per day.

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- xv. The rates quoted should be applicable for a minimum of 1 year from the date of acceptance of the offer letter from TCIL SR. In other words the hiring arrangement will be valid for 1 year from the date of acceptance and during this 1 year period no request for any hike in the rate for any reasons will be entertained.
- xvi. At any time if the service provided by the Company is not found satisfactory, the offer can be terminated after issuing a written notice by TCIL SR.
- xvii. Bidder should submit their quotation in the given format of sealed envelope to the following address so as to reach on or before 15.00 Hrs. of 27/01/2012. Sealed bids will be opened at 16.00 Hrs. on 27/01/2012 in the presence of bidders / or their representatives if any.

Address:

**Group General Manager,
TCIL - SR,
No:20, Potters Street, Saidapet,
Chennai – 600 015.**

SPECIAL CONDITIONS OF CONTRACT:

The vehicle is being hired for supporting the efficiency of office work. Any action, arrogance, attempt to hindrance will be taken-up very seriously and the complete damages in office / project work whatsoever will have to be borne by the Agency.

- A. In case, TCIL officials are not satisfied with the condition of the vehicle in running, maintenance, understanding and behavior of the driver, immediate replacement will be made by the agency to the satisfaction of the nodal official / representative of TCIL, without delays and within a maximum period of one month, failing which the security deposit is liable to be forfeited and work will be done at agency's risk and cost.
- B. A security deposit of Rs.5000/- (Rs Five Thousand Only) should be paid by the successful bidder by a DD from a Naturalized / Scheduled bank in favour of TCIL, within one week of acceptance of offer. All necessary actions should be done by the agency promptly for the satisfactory running of the vehicle /car, otherwise the security deposit will liable to be forfeited, against any deviation of the required performance, certified by the nodal official of TCIL. In other case of satisfactory performance, as certified by the TCIL nodal official / rep, the security deposit without any interest will be refunded at the end of the contract period, within one month time.
- C. Meters and readings will be checked by the TCIL-SR nodal official / representative every month with a surprise check. Any deviation found will be taken up very seriously and remedial action along with the payments against any loss should be done by the agency. The driver should have the proper dress code, as per the traffic rules requirement, if any.

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- D. Any delays, non-availability, withdrawal of vehicle during operations will invite the penalty of Rs.1000/- per day. The traveling officer/ nodal official will be the final authority to take a decision and inform the agency.
- E. On completion of the contract period, if the performance and services of the successful agency is fully satisfactory to TCIL SR during the contract period , TCIL-SR management reserves the right to extend the contract / offer for a further period of one year on mutually agreed terms and conditions, with the maximum extension for three years on an yearly basis review and renewal.**
- F TCIL SR management reserves the right to accept or reject any or all the offers, without assigning any reason.
- G In case of any dispute, the decision of TCIL GGM (SR) or its representative will be final and binding.
- H Trips to Chengalpet, Kanchipuram, Mahabalipuram will be considered as local trips only.

GGM (SR)

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FORMAT FOR QUOTING RATES

Monthly Hiring charges (Local and the surrounding stations)

Description		Hire charges in Rs.	
		In figures	In words
Hire charges for a month with 250 Hrs. of hiring (per month cumulative) and upto 2500 Km. per month (cumulative) covering complete month. (Rate all inclusive except Service Tax) Non AC specified vehicle on uniformly applied rate basis			
Extra hire charges per Hour beyond 250 Hrs. in a month	Charges per Hour		
Extra Km. charges per Km. beyond 2500 Km. in a month	Charges Per Km.		

Optional:

I. As and when hiring-Local and the surrounding stations (AC Tata Indica Car)

Description	Hire charges in Rs.	
	In figures	In words
Min 5 hours Hiring not exceeding 50 Km.		
Extra per Hr. beyond 5 Hr inclusive of 10 Km. per Hr. (Charges per house)		
Extra per Km. exceeding 50 Km. in the case of 5 Hr. or exceeding 10 Km for each extra hour hiring. (Charges per KM)		

II. As and when hiring for outstation trips (Tata Indica Car):

Description	Hire charges (Rs.)			
	Non-A.C. (Rs.)		A.C. (Rs.)	
	In figures	In words	In figures	In words
Per Km. (minimum chargeable 200 Km. per day)				
Driver's Batta payable extra on per day basis				
Night halt charges payable extra per halt night				

No Border Tax/Permit Fee/Passenger Tax/Road Tax shall be paid by TCIL-SR