



Sealed tenders are invited for hiring of various types of DLY vehicles (Swift Dezire, Indica, Indigo, Innova, Tempo Traveler) both Ac & Non-Ac model and Bus-18 & 32 seaters (AC& Non-Ac) for local duty in Delhi & NCR region. The Rates quoted should be on the basis of 80kms/8 hrs. & 40kms/4 hrs. Apart from this rate of extra hrs/extra kms are also required to be quoted.

Sealed tender duly superscribed "Hire charges of Vehicle" addressed to Secretary, Sangeet Natak Akademi, Rabindra Bhawan, 35, Ferozeshah Road, New Delhi should reach the office of Akademi within 30days of publishing the advertisement.

A complete set of bid documents containing the terms and conditions may be downloaded from Akademi's Website [www.sangeetnatak.gov.in](http://www.sangeetnatak.gov.in) The Akademi reserves the right to reject any or all the quotations without assigning any reasons thereof.

Secretary

Sangeet Natak Akademi, New Delhi

**Sangeet Natak Akademi**  
**A National Academy of Music, Dance and Drama**  
**Rabindra Bhavan, New Delhi**

**TERMS & CONDITIONS**  
**For Pre-Qualification cum Tender Notice**

**HIRING OF VEHICLES**

Sangeet Natak Akademi - an autonomous body in the Ministry of Culture, Government of India New Delhi invites Pre-Qualification -cum- tender bids for hiring of Vehicles from the Delhi based vendors, based on competitive offers in a Two Envelope system viz. Envelope No.1: Prequalification- cum technical bid and Envelope No.2: Financial bid and both there envelopes may be places in one bigger envelope.

Interested firms/agencies should have at least five years experience in providing vehicles. They should submit the offer in a two-bid system; containing the documents & information as under:

**Envelope 1: Pre-qualification-cum-Technical bid.**

The envelope shall be super-scribed as above.

**Pre-qualification documents:**

1. Copy of PAN Number
2. Proof of WCT, VAT, ESI, PF Registration, Service Tax registration.
3. Structure of firm showing name of Director/Partners/Proprietors with technical staff etc.
4. Audited Balance sheet for previous 3 years i.e. 2013-14, 2014-15 and 2015-16.
5. Proof of at least three similar projects undertaken, each with a minimum billed amount of Rs. 10,00,000/- (Rupees ten lakhs only). Average annual financial turnover during last 3 years ending March 2016, should be at least Rs. 50,00,000 /- ( Rupees fifty lakhs only).
6. An affidavit on Non-judicial stamp paper of Rs.50/- stating that "In case any ambiguity is noticed in the documents submitted at any stage, we shall be entirely responsible and liable for any action as deemed fit under the law (List out the documents submitted).
7. All the above documents/certificate shall be submitted duly attested from the gazette officer or an officer in PSE / PSU or their CA/Notary Public.
8. The tenderer shall submit a self-certificate certifying that the Firm/Company/Organization has/have never been debarred/black

listed/sought arbitration by any Govt. /PSU. In case the tenderer has sought arbitration in past, furnish details.

The bidder shall submit the tender which satisfies each and every condition laid down in this notice, failing which the tender is liable to be rejected. The Sangeet Natak Akademi does not bind itself to accept the lowest tender or to give any reasons for their decision. The tender document including this Tender Notice shall be submitted duly signed & stamped on every paper and in the bound form, in token of acceptance of the same. In case above required documents in Envelope I (Technical bid) are not complete, the tenderer shall not be eligible and the Envelope II, containing financial bid will not be opened.

Tender documents shall be submitted to the Deputy Secretary (Admn), Rabindra Bhawan, New Delhi - 110 001 so as to reach his office not later than 30 (thirty) days from the release of the advertisement.

**Envelope II - Financial Bid shall contain the price bid on prescribed Performa.**

The envelope shall be super scribed as financial bid, name of agency etc. and the due date. Both the envelopes shall be enclosed in one Master Envelope super-scribed with Name of the Agency and due date.

N.B: The documents submitted as technical bid shall provide all details of vehicles. The tenderers are advised to quote as per the specifications mentioned in our tender. However the bidders may offer their suggestions with technical specifications separately, along with the technical bid as an alternative. It may be noted that Financial Bid would be opened only, if the technical bid is found satisfactory in all respects.

## TERMS & CONDITIONS

### **For hiring of vehicles etc.**

1. The contract shall be valid for a period of one year, renewable on yearly basis, subject to satisfactory services.
2. The parties/persons tendering for this bid shall submit a demand draft of Rs. 25,000/- (Rupees twenty five thousand only) in favour of Secretary, Sangeet Natak Akademi, New Delhi as Earnest Money Deposit ( EMD); In case of unsuccessful tenderers, the earnest money so received shall be returned immediately or after finalizing the contracts. The earnest money of successful bidders shall be adjusted in security amount of 5% of estimated yearly cost.
3. Any tenderer, whether individual or firm whose relatives or near relatives are working in the Sangeet Natak Akademi or its affiliated institutions, will not be eligible for any contract with the Sangeet Natak Akademi.
4. Persons working/employed in Govt./Semi Govt. offices and autonomous bodies shall not be eligible to enter into contracts.
5. The contracts shall be subject to cancellation without prior intimation, if the work executed or supplies made are found unsatisfactory.
6. The Akademi has the right to accept or reject any tender without assigning any reason. The decision of the Akademi in this regard will be final and no correspondence will be entertained.
7. Firms should be registered under Shop & Establishment under VAT Department/Service Tax Department or under any other such act.
8. While arriving at L-1 the dead millage from Garrage to office and back will also be taken into account.
9. No advance payment shall be made by the Akademi.
10. The bills shall be submitted along with a copy of challans signed by the concerned officer of the Akademi, not later than 15 days.
11. The work shall have to be carried out at the shortest notice.
12. In case, if at any stage, it is found that the work executed by the contractor(s) was not satisfactory and up to the standard of the status of the event/programme/activity etc., then no payment shall be made. Also, if at any stage, it is found that extra payment has been made on any bill in the past, then the same shall be recovered from the current bills. In case of non compliance of work allotted, the contractor's security deposit will be forfeited and the contractor will be blacklisted.
13. In case the contractor fails to comply with the order immediately, even at a short notice, the Akademi will be at a liberty to have the work executed from outside parties, at the risk and cost of the contractor. The additional expenditure incurred shall be deducted from his bills. As such, any liability (in full or part) arising out of contractors inability to comply with order, shall vest on the part of the

contractor(s) non-compliance of the order for the job, after acceptance of the terms & conditions.

14. Income tax shall be deducted at source from the bills as per rule, PAN No. is essential.
15. Firms & agencies having their own latest vehicles, only need to apply.
16. Every page of the tender document should be duly signed by the applicant with the seal of the firm/agency.

Certified that I/we have read and understood the terms & conditions and I/we accept all the terms & conditions mentioned above.

Signature of the  
Proprietor/ Authorized  
Person with Seal and Date

**Performa for Hiring of Vehicle**

<b>S.no.</b>	<b>Name of Vehicle</b>	<b>Particulars of Vehicle</b>	<b>Rates</b>
1.	Indigo/Esteem/Indica (AC)	80 kms & 08 hrs. (Local)	
		40kms & 04 hrs. (Local)	
		Extra kms. charges	
		Extra hours charges	
		Outstation charges	
2.	Indigo/Esteem/Indica (Non-AC)	80 kms & 08 hrs. (Local)	
		40kms & 04 hrs. (Local)	
		Extra kms. charges	
		Extra hours charges	
		Outstation charges	
3.	Innova/Scorpio/XYLO/ Brazza (AC)	80 kms & 08 hrs. (Local)	
		40kms & 04 hrs. (Local)	
		Extra kms. charges	
		Extra hours charges	
		Outstation charges	
4.	Innova/Scorpio/XYLO/ Brazza (Non-AC)	80 kms & 08 hrs. (Local)	
		40kms & 04 hrs. (Local)	
		Extra kms. charges	
		Extra hours charges	
		Outstation charges	
5.	Swift Dezire (AC)	80 kms & 08 hrs. (Local)	
		40kms & 04 hrs. (Local)	
		Extra kms. charges	
		Extra hours charges	
		Outstation charges	
6.	Swift Dezire (Non-AC)	80 kms & 08 hrs. (Local)	
		40kms & 04 hrs. (Local)	
		Extra kms. charges	
		Extra hours charges	
		Outstation charges	
7.	Tempo Traveller (AC)	80 kms & 08 hrs. (Local)	
		40kms & 04 hrs. (Local)	
		Extra kms. charges	
		Extra hours charges	
		Outstation charges	
8.	Tempo Traveller (Non-AC)	80 kms & 08 hrs. (Local)	
		40kms & 04 hrs. (Local)	
		Extra kms. charges	
		Extra hours charges	
		Outstation charges	

09.	Bus 35 seater AC	80 kms & 08 hrs. (Local)	
		40kms & 04 hrs. (Local)	
		Extra kms. charges	
		Extra hours charges	
		Outstation charges	
10.	Bus 35 seater Non-AC	80 kms & 08 hrs. (Local)	
		40kms & 04 hrs. (Local)	
		Extra kms. charges	
		Extra hours charges	
		Outstation charges	
11.	Swift Dezire/Breeza	2400 kms & 10hrs.	
		Extra kms. charges	
		Extra hours charges	
		Outstation charges	
12.	Night charges (with time)		

In addition to above, also quote the latest vehicle hiring charges not stated aforesaid

Toll charges & parking charges will be paid only on submission of receipt only.