



सेन्टर फॉर मेटिरियल्स फॉर इलेक्टॉनिक्स टेक्नोलॉजी (सी-मेट)
CENTRE FOR MATERIALS FOR ELECTRONICS TECHNOLOGY (C-MET)
(Scientific Society, Ministry of Electronics and Information Technology (MeitY), Govt. of India)
IDA PHASE – III, CHERLAPALLY, HCL (PO), HYDERABAD – 500 051
Phone: +91-40-27265587, 27267006 Fax: +91-40-27261658 Web: www.cmet.gov.in

ENQUIRY LETTER

Enq. No. HD/30/HT/2019-20/ **11625**

Date: 13.02.2020

**Subject: Tender for Hiring of Vehicles on daily or kilometer/hourly basis
– Regarding.**

Pre-bid Meeting	20	02	2020	AT 11:00 Hours
Due date for receipt of the quotations	12	03	2020	UPTO 15:00 Hours
Opening of Tenders	13	03	2020	AT 16:00 Hours

Sir,

Centre for Materials for Electronics Technology (C-MET) is a Scientific Society under the Ministry of Electronics & Information Technology (MeitY), Government of India is a premier R & D Organization located at Cherlapally, Hyderabad would like to hire vehicles for its official purpose on daily or kilometer/hourly basis. You are requested to fill the Tender Form as per the Tender Notice enclosed and submit it before the due date.

2. The details of works to be done and terms & conditions are given at Annexure – I. C-MET reserves the right to reject any tender in full or part thereof without assigning any reason.

3. The sealed tenders complete in all respect shall be submitted to the Administrative Officer, C-MET, IDA Phase – III, Cherlapally, Hyderabad – 500051 on or before the above cited due date & time superscribing as under:

Quotation No.
Due Date
Quotation for Providing Taxi on daily or kilometer/hourly basis

Thanking you,

Yours faithfully,

(G.K.VENKATESAN)
Administrative Officer
venkatesan@cmet.gov.in

Encl: As above

To

ANNEXURE-I

Terms and Conditions for providing Taxies on Daily OR Kilometer/ Hourly basis

1. The contractor shall provide with tourist Taxi Plate and other contract carriage vehicles of any make and Type with a valid permit either All India or atleast Zonal permit (Andhra Pradesh & Telangana).
2. The Contractor shall give his quote on all types of the Car/ contract carriage vehicles as mentioned in the Tender Format the car should be available as and when it is required by C-MET
3. The cars should be those Registered after 2014 and shall be in good condition.
4. The Contractor shall provided the required car(s)/vehicles within one hours of such request or at the requested time and at the requested place.
5. Insurance, tax, fuel, lubricants and maintenance of the car in good condition shall be the responsibility of the contractor.
6. The Contractor has to provide a copy of their PAN card along with the quotation.
7. Quotation shall preferably on letter head and should contain complete details of the Contractor, such as full address and telephone etc.
8. Corrections if any, must be attested by the person quoting rates.



Administrative Officer

Other Terms and Conditions for Empanelment

1. Based on the quotation received, the C-MET shall arrive at low rates as bench mark on base price/rate per hr. & km., which will be counter offer to all the quotationers.
2. The contractors who accept the Counter Offer of C-MET, will be empanelled for hiring taxies on call basis.
3. The order of preference, for being called for additional taxies, is based on their score secured as per their original Offer submitted to C-MET and it will be informed to all the enlisted contractors. If one contractor is not able to provide the car, offer will be given to next party in the panel. If two parties in the panel secure same score, C-MET is free to call any of them for the purpose.
4. Requirement for Car shall be intimated to the Contractor through Telephone or in writing or in any other manner.
5. The Contractor shall provide the requested car at the requested place at the requested time.
6. The Taxi Car provided shall have valid permit and the Driver of the Car have valid license with Badge to drive the transport vehicles.
7. In the case, when a Contractor could not provide the requested car consecutively for three times, his name will be deleted from the panel.
8. The Contractor shall provide their bill along with Trip sheet with details place of visit, distance travel, time of reporting and time of release etc, within five days from date of hiring the vehicle. Payment will be made through Cheque or RTGS within 10 days from the date of receipt of valid bill, after effecting statutory deductions, if any.
9. Hiring charges will be calculated based on the agreed rates at different kilometer/Hourly stages or at Kilometer rates, whichever is beneficial to C-MET. Running Kilometer/ duty hours starts when the vehicle is reported at C-MET or at the place where the vehicle is directed to report. However, in all such cases additional Kilometer at actuals, subject to maximum 14 km X 2, will be allowed as distance from/to normal parking place(Garage)/ C-MET. In such cases, additional duty hours at actual, subject to maximum one hours, also be allowed for calculation of duty hours . In the cases where the vehicle is directed to report at a place, which is outside the city limits of Hyderabad, the actual Kilometer travelled and actual hour duty will be allowed for calculation of Kilometer/Hourly charges.
10. The Validity of Panel is for one year from date of approval of panel by the Competent Authority of C-MET and may be extended for another one year on mutual consent with a maximum period of 3 years.

11. The drivers should be in uniform while on duty as per guidelines of RTO. Following conditions are also to be fulfilled by the **Contractor/driver**:
- (i) The driver should have a valid driving license to drive commercial vehicles issued by RTO with experience of more than three years of driving the class of vehicle offered for hire.
 - (ii) The driver shall be provided with a mobile phone by the Contractor. The bill of the mobile phone is to be borne by the Contractor. The driver should always be reachable on mobile phone during the period of his deployment.
 - (iii) The driver should be decent and well behaved. He should not have any criminal background. It shall be the responsibility of the Contractor to verify the antecedents of the driver before deployment.
 - (iv) The Contractor shall be responsible for verification of medical fitness and suitability of driver before deployment.
 - (v) The driver should have knowledge of city routes and should be able to communicate and understand both in Hindi, English and Telugu.
 - (vi) All statutory compliance related to employment of the driver need to be adhered by the contractor.
12. All the claims/damages arising out of accident, if any, shall be settled by the Contractor. The responsibility for loss/damage of property/life due to accident of the vehicle/driver shall be of the Contractor. The C-MET/ Director of the Lab shall not be responsible for any such loss/damage.
13. The contract can be terminated at any time, without assigning any reasons, by the C-MET or the Contractor by giving 30 days notice.
14. The vehicle provided by the contractor shall have permit to carry passengers. The contractor should comply with the RTO and other Government Rules, regulations, etc. Any breach in these rules shall be at the complete risk of the Contractor. The C-MET will in no way be responsible for any damages/losses/action incurred to the Contractor arising out of this contract. Further, the C-MET may insist from time to time to produce the relevant documentary evidences pertaining to the vehicle, driver, etc., failing which the C-MET will withhold the payments or terminate the contract.
15. The vehicle shall have comprehensive insurance and fitness as per RTO Rules.
16. Certified copy of RC Books, Insurance Certificates and drivers driving licenses are to be given to the Laboratory at the time of signing the contract. Whenever a driver is changed, copy of the driving license of new driver is to be furnished.

17. The contractor to whom contract is awarded should furnish name, address and contract number of a person with whom the controlling officer of C-MET should contact, in case of any problem faced with regard to service being provided by such contractor on day to day basis.
18. Any violation of the aforementioned terms and conditions may lead to termination of contract without any notice.
19. Arbitration: In the event of any question, dispute or difference arising under this agreement or in connection therewith, except as to matter the decision of which is specifically provided under this agreement, the same shall be referred to sole arbitration of the Director, C-MET.
20. All disputes arising out of or in any way connected with the agreement shall be deemed to have arisen at Hyderabad and only courts in Hyderabad shall have jurisdiction to determine the same.
21. Please go through the tender document in all respects before submitting your offer. Please sign all pages of tender document with official seal as token of acceptance.


(G.K.VENKATESAN)
Administrative Officer

ANNEXURE-II**Quotation for for providing Taxies on Daily and Kilometer/Hourly basis**

1. Name of the Agency :

2. Permanent Address :

3. Address for Communication (with Pin code):

4. Phone No. (Land Phone and Mobile Phone):

5. PAN No. (Copy enclosed) :

6. Details of existing contracts with other establishments, if any :

I am ready to provide below mentioned taxies on daily/running Km basis at the rates specified against each, as per your terms and conditions, for a period of one year or such mutually extended period.

Sl. No.	Name of the Vehicle	Cat-egory	Rate per day for 100 Kms & 10 Hours	Rate per day for 80 Kms & 8 Hours	Rate per day for 50 Kms & 5 Hours	Rate per day for 40 Kms & 4Hours	Rate for extra hour beyond 10/8/5/4 Hours	Rate for extra Km beyond 100/80/50/40 Kms	Remarks
[1]	[2]	[3]	[4]	[5]	[6]	[7]	[8]	[9]	[10]
1	INDICA or equivalent	A/C							
2	INDICA or equivalent	Non A/C							
3	SWIFT DZIRE or equivalent	A/C							
4	INNOVA or equivalent	A/C							
5	Honda City or equivalent	A/C							
6	12 Seater Mini Bus	A/C							
7	12 Seater Mini Bus	Non A/C							

7. Quoted rates are exclusive of GST. GST/Govt. levies as on prevailing date will be billed.

8. I/We agree that I/We will provide only taxi plated commercial vehicles for your official use/purpose with all relevant documents.

9. I/We have read and understood the terms and conditions of the contract and I/We agree to abide by the same.

Signature of the Owner/

Authorized Signatory _____

Full Name _____

Name of Contractor _____

Phone/Mobile _____

Place:

Date: