

NOTICE INVITING TENDER

(BIDDING Mode Only)

TENDER NO. : PHL/NR/HR&A/1084/2019/TE-01 dated.28/11/2019

1. DATE : 28/11/2019
2. PRIORITY : URGENT/IMMEDIATE
3. SUBJECT : (Tender Enquiry for Sealed Quotation for Hiring of TwoTaxi(Maruti Dzire/Hyundai Xcent/Honda Amaze/ Toyota Etios) at Pawan Hans Ltd. Booking Counter, upper 2nd floor, Chandigarh International Airport, Mohali, PUNJAB.

Pawan Hans Ltd. is a Government of India Enterprise, under the Ministry of Civil Aviation and providing helicopter services in the country to various Sectors such as Oil Sector, Tourism and State Governments etc. We intend to request for quote in sealed envelope for above mentioned Two (Taxi) as per subject:-

DETAILS OF TENDER :

TENDER ENQUIRY NO.	PHL/NR/HR&A/1084/2019/TE-01 Dated 28th November 2019
MODE OF TENDER :	SEALED BIDDING SYSTEM(Single Bid)
DUE DATE & CLOSING TIME OF SUBMISSION OF QUOTATION	19 th December 2019 (02:00 PM)
DUE DATE & OPENING TIME OF QUOTATION	26 th December 2019 (03:00 PM)-At Regional Office Delhi Only)
EARNEST MONEY DEPOSIT(EMD)	Rs.25500.00 (Rs. Twenty five thousand only)



PAWAN HANS LIMITED
(A Govt. of India Enterprise)
Rohini Heliport, Sector 36, Bhagwan Mahaveer Marg, Rohini
Delhi-110085

Type of Organisation	Helicopter Service Provider (Aviation Industry)
Tender Title	Hiring of Two Maruti Dzire/Hyundai Xcent/Honda Amaze/Toyota Etios Taxi, at Pawan Hans Ltd. Booking Counter, Upper 2 nd floor, Chandigarh International Airport, Mohali, PUNJAB.
Tender Ref. No.	PHL/NR/HR&A/1084/2019/TE-001 dated.28/11/2019
Product Category	Transport (Taxi)
Sub Category	LMV(Commercial)
Tender fee	NIL
Tender Type	Single Bid
Type of Bidding	Sealed Quotation Based Only
Quotation submission in sealed Envelops at	JGM(HR&A), Rohini Heliport, Rohini Sector 36, Rohini, Delhi-110085.
First Announcement Date	28.11.2019
Due date & time of submission of BID/ document	19 th December 2019 (02:00 PM)
Due date & opening time of Bids.	26 th December 2019 (03.00 PM) at Delhi
Work Description	Providing Two Maruti Dzire/Hyundai Xcent/Honda Amaze/Toyota Etios Taxi at Pawan Hans Ltd. Booking Counter, Upper 2 nd floor, Chandigarh International Airport, Mohali, PUNJAB.
Pre-Qualification	As per tender relevant clauses (specifically 4, 5 & 6)
Address & telephone/Two No. for communication/ Clarifications..	Station/Base Manager, Pawan Hans Ltd. Booking Counter, upper 2 nd floor, Chandigarh International Airport, Mohali, PUNJAB. OR Section Officer(HR&A) NR, Pawan Hans Limited, Rohini Heliport, Sector 36, Bhagwan Mahaveer Marg, Rohini, Delhi-110085 Phone/Two No. 01127902645 Email: satish.kumar @pawanhans.co.in

PAWAN HANS LIMITED
(A Govt. of India Enterprise)
Northern Region, Rohini Heliport, Sector 36, Rohini
Delhi-110085

**TENDER FOR HIRING OF TWO TAXI AT PAWAN HANS LIMITED,
Booking Counter, upper 2nd floor, Chandigarh International Airport, Mohali,
PUNJAB.**

1. INTRODUCTION:-

Pawan Hans Limited is a Government of India Enterprise having its Corporate Office, C-14, Sector- 1 Noida-201 301 and its Regional office Northern Region, Rohini Heliport, Sector 36, Rohini Delhi-110085.

The present tender is for Annual Rate Contract for Hiring of Two Maruti Dzire/Hyundai, Xcent/Honda Amaze/Toyota Etios Taxi at Pawan Hans Limited Base at Booking Counter, Upper 2nd floor, Chandigarh International Airport, Mohali, Punjab.

2. DEFINITION:-

The following terms shall have the meaning hereby assigned to them except where the context otherwise requires.

PAWAN HANS LIMITED (PHL) having its Corporate Office, C-14, Sector- 1 Noida-201301 and its Regional office at Rohini Heliport, Sector 36, Bhagwan Mahaveer Marg, Rohini Delhi-110085.

Tender shall mean and include the present document titled Tender for Hiring of Two Taxi for PHL Base at Booking Counter, upper 2nd floor, Chandigarh International Airport, Mohali, Punjab.

2.1 "CONTRACTOR/TENDERER" shall mean the person(s), firm or Company who enters into an agreement with Pawan Hans Ltd. for execution of works Covered under this tender and shall include their Executors, Administrators, Successors, permitted assignees and legal heirs.

3. PARTICULARS OF TENDER:-

3.1 **Number of vehicle required.** Initial requirement is for Two Maruti Dzire/Hyundai Xcent/Honda Amaze/Toyota Etios Taxi, the tenderers/contractors shall provide additional vehicle, if required by Pawan Hans Base at Booking Counter, upper 2nd floor, Chandigarh International Airport, Mohali, Punjab.

3.2 **Period of Hiring of Vehicle:** One year and to be extended one more year on satisfactory services and mutual understanding on same terms and conditions. OR which is co-terminus with the contract/agreement of PHL with Govt. of Himachal Pradesh.

3.3 **Availability of Vehicle:** Required Vehicles will be required monthly for 2400 km and 300 Hrs in all days of the month.

4. PREQUALIFICATION OF THE TENDER:

- 4.1 EMD to be sent to F&A through mode of RTGS/NEFT/Demand Draft (to be attached with quotation) as per details given in para 6 on or **before due date** and copy of proof to be **attached with quotation.**
- 4.2 The tenderers/contractors should have minimum 03 vehicles (commercial) during the last 2 years with a minimum average annual contract value of Rs. 8.50,000/- (Rs. Eight lakh fifty thousand) per annum. Copies of Work Orders and other details shall be submitted in support of the same duly self certified.-**Annexure-A.**
- 4.3 Photocopies of Commercial Vehicles permit and other details duly self certified.
- 4.4 Photocopy of PAN No. duly self certified
- 4.5 Any other condition prevalent in the state of Chandigarh, Punjab for engagement of Commercial taxi such as GST etc.

5. GENERAL TERMS & CONDITIONS OF THE TENDER

- 5.1 The vehicle offered under tender should be registered with State/District Transport Deptt. as applicable on or after **28/11/2017.**
- 5.2 The vehicle must have valid Registration certificate, comprehensive insurance cover policy of taxi in the name of contractor or firm or agency only & pollution under control certificate.
- 5.3 Pawan Hans Limited will not be responsible for any R.T.O, matters relating to registration of vehicle etc. No sub-contract is permissible.
- 5.4 The hiring charges/rates should include cost of fuel & cost of repairs, drivers pay and allowances, statutory implications/dues etc. The hiring charges/rates should be quoted all inclusive in the prescribed format only in **Annexure- B.**
- 5.5 In the event of any accident or damages or theft while vehicle will be on PHL's duty, PHL shall be completely free from any liability of the nature connected with the accident/damages/theft. The tenderer/contractor will be fully and exclusively responsible for any damage of vehicle(s) or any injury to driver or any other person in employment of tenderer/contractor including any third party claims. However, if damage or loss is incurred to PHL and /or its employees, as a result of any accident or any other reason involving failure of vehicle(s)/driver, tenderer/contractor shall reimburse on demand and without any demur the compensation/damages to PHL.
- 5.6 PHL shall not be responsible for any claim that arises due to damages/injuries pilferage to the tenderer/contractor's vehicle(s) under any circumstances while the vehicle is engaged on PHL duty.
- 5.7 It will be the responsibility of the tenderer/contractor to place the Vehicle(s) for inspection if called for, at his cost along with all relevant documents in original.
- 5.8 The Driver of the vehicle should be above 18 years age having current valid driving license besides submission of his police verification report to PHL and wear proper uniform on duty and having Mobile Phone one which should be in working condition. The cost of Mobile phone and monthly bill should be borne by tenderer/Contractor.
- 5.9 The successful tenderer/contractor shall ensure that sufficient cash is available with the driver at all the times to cover essential contingent expenditure, urgent repairs of the vehicle and other essential expenditures i.e. fuel, parking fee & Toll tax etc.
- 5.10 Repair of the taxi to be carried out by the tenderer/contractor during the period of hire/contract.
- 5.11 Any violation of traffic rules/regulation by driver is sole responsibility of the contractors/tenderers.

- 5.12** The vehicle meter reading will be considered either from Hotel (stay of PHL staff) or Base of PHL. Hence no payment from Garage to PHL identified location will be entertained.
- 5.13** Any delay of vehicle more than 01 Hour in reporting will result in penalty of Rs. 250/- per hour.
- 5.14** In case of breakdown of any vehicle the replacement of the same be provided by the contractor within 01 Hour failing which Base/Station Manager, Chandigarh, shall have the right to hire any other vehicle(s) against break down vehicle(s) at the expenses of the tenderer/contractor and the tenderer/contractor will be liable to pay such further sum as will be sufficient to meet the difference of cost between the tendered and those at which the hiring will be made actually or any delay in providing replacement of vehicle beyond 01 Hr. As will result in penalty of Rs. 250/- per hour subject to maximum of Rs. 2500/- per day whichever is higher.
- 5.15** The quoted rates in words do not tally with rates in figure than the rate which corresponds to the amount in words shall be taken as correct.
- 5.16** Payment shall be made at Delhi within 30 days of receipt of monthly bill along with copy of log book to be maintained with opening/closing km every day to be entered and verified by user and Station/ Base Manager, after deduction of TDS and other applicable taxes at that time. (The payment will be directly credited to the L-1 party's Bank A/C for which details of RTGS should be given.
- 5.17** Tender/contract will be cancelled if any misrepresentation/suppression of fact is noticed or **non submission of Documents as mentioned above.**

6. EARNEST MONEY DEPOSIT (EMD)

The contractors/tenderers will pay Rs. 25,500/- (Rs. Twenty five thousand five hundred only) to be deposited in the form of Electronic Mode through RTGS/NEFT mode as per details given below or Demand Draft and should be submitted by due date and time failing which the tender shall be summarily rejected.

a.Name of Beneficiary	: Pawan Hans Limited
b.Address	: Pawan Hans Limited, Rohini Heliport, Sector 36, Rohini, Delhi-110085
c. Telephone Nos.	: 011-27902656, 27902657,9999677921
d.Bank Name	: VIJAYA BANK(Now Bank of Baroda)
e.Branch address	: Rohini Sector-24, Delhi-110085
f.Bank Telephone No.	: 011-27061819
g.Branch Code	: 6089
h MICR Code (9 digit) of Bank:	110019006
i.Bank Account No	: 680100300008003
j. Receiving Bank IFSC Code	: VIJB 0006089
k.Bank Account Type	:Current
l. GST IN/Pan NO..	:07AAACP1561A1Z1/AACP1561A
m. E-Mail Address	: kb.malhotra@pawanhans.co.in
n. Service Tax no.	: AAACP 1561 AST001
o. Bank email ID.	: vb6089@vijayabank.co.in

7. PERFORMANCE GUARANTEE

- 7.1** Performance Guarantee @ 10% of total contract value to be furnished in the form of Bank Guarantee of any Nationalized Bank/scheduled bank favoring "PAWAN HANS LIMITED" payable at New Delhi should be submitted by the successful bidder within 21 days of award of contract and it should remain valid for 60 days beyond all contractual obligations.

7.2 Earnest Money Deposit and Performance Guarantee will not bear any interest during the contract period. If the successful tenderer/contractor fails to furnish the performance guarantee then the whole earnest money deposit shall be forfeited without any reference to the tenderer/contractor. Earnest money deposit of all unsuccessful tenderer/contractor will be returned **within 30 days** of the award of Contract of Hiring of Taxi.

8.JURISDICTION

The agreement including all matters connected with this contract shall be governed by the Indian Law both substantive and procedural, for the time being in force and shall be subject to the exclusive jurisdiction of Indian Courts at New Delhi

9. ARBITRATION

In case of any dispute relating to the control the matter shall be referred to a sole arbitrator for adjudication to HR&A arbitration. The arbitration proceeding shall be conducted in accordance with the provisions of the Arbitration and Conciliation Act 1996 or any statutory modification or re- enactment thereof and the rules made there under and for the time being in force, shall apply to the arbitration proceedings. The Chairman cum managing Director, PHL shall preferably nominate the Arbitrator.

10.TERMINATION CLAUSE:

Pawan Hans reserves the right for termination of the contract at any time by giving One month written notice, if the services are found unsatisfactory or for whatsoever reason either on account of administrative reason or due to inefficient services etc.

11. FORCE MAJEURE :

In the event of either party being rendered unable by Force Majeure to perform any obligation required to be under the contract, the relative obligation of the party affected by such Force Majeure shall be suspended for the period during which such cause lasts.

The term "Force Majeure" as employed herein shall means acts of God, War, Civil, Riots, Fire directly affecting the performance of the Contract, Floor and Acts and Regulations of respective government of the two parties, namely Pawan Hans Ltd. and the Contractor. Pawan Hans reserves the right to accept/reject any bid and to cancel the bidding process at any time and reject all bids, at any time prior to placement of order, without thereby incurring any liability. It also reserve the right to delete any service if not found appropriate at any time and charges shall be adjusted accordingly.

12. VALIDITY OF BID:

The Bid will be valid for a period of **90 days** from the date of opening of tender.

13.RATES DURING THE CONTRACT PERIOD

Rate quoted by Contractor/tenderer shall remain firm, fixed and valid during the contractual period will not be subject to variation on any account.

14.INDEMINITY:

The contractors/tenderers shall indemnify and shall keep PHL indemnified against acts of omission or negligence, dishonor or misconduct of the person deployed for services and PHL shall not be liable to pay any damage or compensation to such person or to a third party/parties. All damages caused by the Service Provider personnel shall be charged to the Contractor and recovered from its dues/bills and Performance Guarantees and amount of compensation as determined by PHL or otherwise a separate claim.

15. AMENDMENT OF BIDDING DOCUMENT:

PHL may, for any reason whether at his own initiatives or in response to the clarification requested by the prospective tenderers /contractors to issue amendment in the form of Addendum during the bidding period or subsequent to the receiving the bids. Any Addendum thus issued shall become a part of the Bidding Document and tenderers/contractors shall submit a copy of the Addendum duly signed and stamped in taken of its acceptance. In case, Addendum is issued during the bidding period, tenderers/contractors shall consider its impact in their Bid. In case Addendum is issued subsequent to receipt of bids, tenderers/contractors shall follow the instructions issued along with Addendum with regard to submission of impact on quoted price/revised price, if any.

16. AWARD OF WORK:

The tenderers/contractors whose bid is accepted shall be issued Letter of Award by PHL prior to expiry of bid validity period tenderers/contractors shall confirm acceptance by returning a signed copy of the Award of Letter.

PHL shall not be obliged to furnish any information/clarification/ explanation to the unsuccessful tenderers/contractors as regards non-acceptance of their bids except for refund of EMD to un-successful tenderers/contractors, PHL shall only correspond with the successful tenderers/contractors.

17 AGREEMENT:

The Successful tenderers/contractors shall be required to execute a formal agreement with PHL within 10 days from the date of issue of Letter of Acceptance. For execution of the Agreement the successful tenderers/contractors shall provide Stamp Paper of appropriate value (Rs.100.00). The cost of non-judicial stamp paper shall be borne by the tenderers/Contractor. The Contract Document shall consist of the following:

- (1) Agreement signed on non-judicial stamp paper by PHL and Tenderers/Contractor.
- (2) Detailed Letter of Award /Acceptance along with enclosures
- (3) The Bidding Document
- (4) Amendment of Bidding Document, if any
- (6) Compliance Letter Submitted by the tenderers/contractors.

18. PHL RIGHT TO ACCEPT OR REJECT A BID:

18.1 PHL reserves the right to annul the bidding process at any time prior to award of contract including rejection of any or all bids after the same have been received, without thereby incurring any liability to the affected tenderers/ contractors or any obligation to inform.

18.2 PHL reserves the right to accept/reject any bid and to cancel the bidding process at any time and reject all bids, at any time prior to placement of order, without thereby incurring any liability. It also reserve the right to delete any service if not found appropriate at any time and charges shall be adjusted accordingly.

18.3 Any clarification on the tender may be obtained from:-

Base/Station Manager,
Booking Counter, upper 2nd floor,
Chandigarh International Airport, Mohali, Punjab.

OR

Section Officer,
Pawan Hans Limited,
Rohini Heliport, Sector 36, Rohini,
Delhi-110085.
Phone/Two No. 01127902647/45
Email: satish.kumar @pawanhans.co.in

19. CANVASSING:

Canvassing in any form in connection with the tender is strictly prohibited and the tender submitted by the tenderers/contractors who resort to canvassing are liable to be rejected.

20. ALLOCATION OF WORK:

As allocation of work shall be on “Lowest Rates Basis” for type of vehicle, **hence quote reasonable and competitive rates.**

21. Sealing and Marking of Tenders

The tenderer is to seal the original tender in an envelope, duly marking the address of the purchasing office and the tender reference number on the envelope. Further, the sentence “NOT TO BE OPENED” before (due date & time of tender opening) are also to be put on these envelopes.

22. Tenderers/contractors authorized persons must initial on each page of tender besides putting the firm’s seal.

21. DECLARATION:

I/We have read and understood and accepted all the terms and conditions in totality of the tender for Hiring of Vehicle for PHL Base at

PLACE :

**SIGNATURE & NAME OF AUTHORISED OFFICIAL
OF FIRM /COMPANY WITH SEAL**

DATE :



PAWAN HANS LIMITED
(A GOVT. OF INDIA ENTERPRISE)

1. DETAILS OF CONTRACTING FIRM Proprietor/Partnership/etc.)

a) Name _____

b) Address _____

i) Tel No. Landline _____ Mobile _____

ii) Email ID _____ Website: _____

2. Type of Firm: Proprietorship /Partnership/ Private Ltd./Others (Pls. specify)

(Please tick and enclose copy of Memorandum/ Articles of Association/ Certificate of Incorporation)/Partnership deed duly self certified.)

(Pl. specify) _____ enclosed.

3(a) Date of Establishment of Firm: _____

FINANCIAL CRITERIA:

(b): Annual Average Turnover for the last 2 years :

Should not be less than Rs.8.50 lakh.

2017-18 _____
2018-19 _____

Please enclose Annual Average Turnover certificate for above years from Chartered Accountants.

4. Tenderers/Contractors must submit copies of documentary evidence for the work order for Car Rental Service Provided during the period 2017-18 & 2018-19 i.e. work order issued from clients.

PLACE :

**SIGNATURE & NAME OF AUTHORISED OFFICIAL
OF FIRM /COMPANY WITH SEAL**

DATE :

PAWAN HANS LIMITED
(A Govt. of India Enterprise)
Chandigarh International Airport, Mohali, Punjab.

Sub : Price/Financial bid for Hiring of Two vehicle(AC) at Pawan Hans Limited Base at Booking Counter, upper 2nd floor, Chandigarh International Airport, Mohali, PUNJAB and also connected sectors from Chandigarh on per Km. basis.

Sr. No	Particulars	Rs.	Rs.	Rs.	Rs.	Rs.
1	A-Fixed monthly charges (Full days) for 2400 kms. & 300 Hrs. in a month average utilization with driver and fuel. - AC Vehicle only.	SERVICES REQUIRED FROM CHANDIGARH				
		Chandigarh – Monthly Basis	Chandigarh to Shimla- Per Kilometer basis	Chandigarh to Pinjore- Per Km. Basis	Chandigarh to Kullu- Per Km. Basis	Chandigarh to Dharmshala- Per Km. Basis
	Charges (Maruti Dzire/Hyundai, Xcent/Honda Amaze/Toyota Etios (Rs)					
2	B-Extra Time- Rate per Hour beyond 300 duty in a month(Rs.)					
3	C-Extra Rate per Km beyond 2400 kms in a month(Rs.)					

Monthly Charges (Full days) in words

..... only

PLACE :

SIGNATURE & NAME OF AUTHORISED OFFICIAL OF FIRM /
COMPANY WITH SEAL

DATE :

*****END OF DOC*****