

**GOVERNMENT OF INDIA  
DEPARTMENT OF PERSONNEL & TRAINING  
STAFF SELECTION COMMISSION  
Southern Region  
Chennai**

Sealed quotations are invited from the experienced firms/vendors for entering into annual contract for supply of vehicle as per list enclosed at **Annexure-I** for use of the Staff Selection Commission, 2<sup>nd</sup> Floor, EVK Sampath Building, College Road, Chennai - 600006. The time schedule of the tender is as under:

Tender Enquiry No.1/7/2016-SR Dated 22/03/2017

- Last date of Submission of Tender: 03 PM on 05.04.2017
- Date and Time of Opening of Tender: 3.30 PM on 05.04.2017

**Terms & Conditions of the Tender enquiry:-**

1. The contractor must be in possession of valid license for running of Private Vehicles in Chennai from proper authority and the vehicle provided may be authorized to be used as taxi and should have proper permission for the areas to be travelled.
2. The contractor should be able to provide Private Vehicles on short notice and vehicle(s) must reach the destination within 15 minutes.
3. The drivers engaged in the vehicles should possess a valid driving license to operate the vehicle, issued by the Transport Authority.
4. The contractor should have the capacity to provide 1 newly purchased vehicle, e.g. big cars like (i) Ford Fiesta / Ciaz / SX4 / Ertiga / Swift Desire / Etios/ Tata Indigo not older than two years and should not have run more than 10,000 km **on monthly charter basis**. The vehicle will be chartered on monthly basis for a minimum of 260 hours a month for 26 days in a month subject to a maximum of 2600 kms in a month. If, in any case, the 260 hours and 2600 kilometers are not utilized within a month, the un-utilized kilometres & hours will be added in the subsequent month, which will be valid for any subsequent month only.
5. The drivers on duty should be well dressed, polite in behaviour and well-versed with the areas in and around Chennai. Any laxity in the behaviour of the drivers shall be treated as breach of contract and cancellation of contract.
6. The vehicles on duty shall have to be kept clean. The working condition of the vehicles provided should be good. The seat should be comfortable. The seat shall always be covered with neat and good quality seat cover. No payment shall be made if the vehicles are found in dirty or shabby condition.

7. In case of any breakdown while on journey, alternative arrangement shall have to be made by the contractor failing which the vehicle will be hired from the open market and the expenses incurred thereon shall be deducted from the monthly / fortnightly bill of the Contractor. This will be in addition to a penalty of up to Rs.500/- per such incident.
8. SSC (SR) is entitled to terminate the contract without assigning any reason by giving one calendar month notice of its intention to do so.
9. In the event of Contractor failing to execute the work i.e. supply of vehicles on hire basis at any time to the full satisfaction of this Office, the later reserves the right to cancel the contract.
10. Billing will start from **Office premises** of SSC (SR) and not from the **Taxi stand/ garage**. In case the vehicles are required on Sundays or National holidays, driver of the vehicle may directly report to the designated person where meter reading should be got noted from the user.
11. A certificate to the effect that the driver of the vehicle to be detailed on duty on requisition, are fully experienced with Chennai Roads, may be furnished by the contractor /taxi operator.
12. A list of Vehicles with registration number and model should be given along with quotation. The vehicles should be in good working condition.
13. Copies of Income Tax returns and audited accounts including Balance Sheet of last three accounting years will have to be furnished with the Tender Bid. Without above documents the tender bid will not be considered.
14. The contractor should indicate telephone/mobile numbers (at least two numbers) for booking of vehicles. The Mobile Phones should **NOT** be in switched off mode. It should be kept Switch-on mode round the clock.
15. The successful contractor is required to submit monthly bills on completion of duties along with Log Book/Duty Slips of the vehicle (vehicles booked on monthly basis) and also to submit the fortnightly bills on completion of examination related duties along with duty slips duly completed and signed by the concerned officers (vehicles booked on daily basis) so that the payment is made through government cheque during the same month.
16. **The Contractor should obtain the signature of the vehicle users (Officers/staff) immediately after dropping them at the destination points. Contractor must have to maintain a log book for each vehicle in the format as per Annexure-II of NIT and ensure that entries have been made on a daily basis. The entries made in the log books have to be got verified either by the Assistant Director or by the Assistant Section Officer (Dealing Assistant) concerned on same day of use of vehicles, failing which no payment for the use of such vehicles will be made by the Commission.**

