



PAWAN HANS LIMITED  
(A Govt. of India Enterprise)  
Northern Region, Safdarjung Airport  
New Delhi-110003

## **NOTICE INVITING TENDER**

TENDER NO. : PHL/NR/HR/1085/2017/TE-001 dtd.13/09/2017

1. DATE : 13/09/2017
2. PRIORITY : URGENT/IMMEDIATE
3. SUBJECT : ( Manual Tender Enquiry for Bidding for Hiring of Taxi  
at Pawan Hans Ltd. Base, C/o Government Hanger, B.P.I. Airport,  
Bhubaneswar(Odisha)-751020

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 for below mentioned (Taxi) service and submitted:-

DETAILS OF TENDER :

TENDER NO.	PHL/NR/HR/1085/2016/TE-001 Dated 13th September 2017
MODE OF TENDER :	SEALED BIDDING SYSTEM (Single Bid)
ESTIMATED VALUE OF TENDER:	Rs. 5,00,000.00 (Rs. Five lakh)
DUE DATE & CLOSING TIME SUBMISSION OF QUOTATION	05 <sup>th</sup> Oct. 2017(02.00 PM)
Due date & opening time of Bid	10 <sup>th</sup> Oct 2017 (10:00 AM) at New Delhi after receipt of quotations from Bhubaneswar Base
TENDER PROCESSING FEE	NIL
EARNEST MONEY DEPOSIT	Rs. 5000.00 (Rs. Five thousand only)



PAWAN HANS LIMITED  
(A Govt. of India Enterprise)  
Northern Region, Safdarjung Airport  
New Delhi-110003

Type of Organisation	:	Helicopter Service Provider (Aviation Industry)
Tender Title	:	Hiring of Taxi, Pawan Hans Ltd. Base at B.P.I. Airport Bhubaneswar (Odisha)- 751020
Tender Ref. No.	:	PHL/NR/HR/1085/2016/TE-001 dtd.13/09/2017
Product Category	:	Transport (Taxi)
Sub Category	:	LMV(Commercial)
Tender Value	:	Approx. Rs.5,00,000/- per annum (Rs. Five lacs)
Tender fee	:	NIL
Tender Type	:	Single Bid
Type of Biding	:	Sealed Quotation Based Only
Quotation submission in sealed Envelope	:	Base Manager, Pawan Hans Limited, C/o Government Hanger, B.P. i Airport Bhubaneswar (Odisha)- 751020 phone Mo. 0674-2350241, E mail:Bhubaneswar@pawanhans.co.in
First Announcement Date	:	13.09.2017
DUE DATE & CLOSING TIME SUBMISSION OF QUOTATION	:	05 <sup>th</sup> Oct. 2017(02.00 PM)
Due date & opening time of Bid	:	10 <sup>th</sup> Oct 2017 (10:00 AM) at New Delhi after receipt of quotations from Bhubaneswar Base
Work Description	:	Providing one Taxi at Pawan Hans Limited Base at B.P. I Airport Bhubaneswar (Odisha)- 751020
Pre-Qualification	:	As per tender relevant clauses ( specifically 4 & 5)
Address & telephone No. for communication in future	:	Base Manager, Pawan Hans Limited, C/o Government Hanger, B.P. i Airport Bhubaneswar (Odisha)- 751020 phone Mo. 0674-2350241, E mail:Bhubaneswar@pawanhans.co.in

PAWAN HANS LIMITED  
(A Govt. of India Enterprise)  
Northern Region, Safdarjung Airport  
New Delhi-110003

MANUAL TENDER FOR HIRING OF ONE TAXI AT PAWAN HANS LIMITED,  
Base at B.P. I Airport Bhubaneswar (Odisha)

**1. INTRODUCTION:-**

Pawan Hans Limited is a Government of India Enterprise having its Regional Office at Northern Region Safdarjung Airport New Delhi-110003. The present Tender is for Annual Rate Contract for Hiring of one Taxi at Pawan Hans Limited Base at B.P. Airport, Bhubaneswar(Odisha).

**2. DEFINITION:-**

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

2.1 PAWAN HANS LIMITED (PHL) having its office at Northern Region, Safdarjung Airport, New Delhi-110003.

2.2 Tender shall mean and include the present document titled Tender for Hiring of one Taxi for PHL Base at B.P. I Airport, Bhubaneswar (Odisha).

2.3 "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 one Taxi, Tenderers/contractors shall provide additional vehicle, if required by Pawan Hans Ltd. Base at B.P. I Airport, Bhubaneswar (Odisha).

3.2 **Period of Hiring of Vehicle:** One year and to be extended one more year on satisfactory services, which is co-terminus with the contract/agreement of PHL with Govt. of Odisha.

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

#### **4. PREQUALIFICATION OF THE TENDER:**

- 4.1 EMD to be sent through RTGS/NEFT or DD mode 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 of 02 vehicles (commercial) during the last 2 years with a minimum average annual contract value of Rs. 5,00,000/- (Rs. Five lakh) per annum. Copies of Work Orders shall be submitted in support of the same duly self certified.-Annexure-A.
- 4.3 Photocopies of Commercial Vehicles permit details duly self certified.
- 4.4 Photocopy of Registration with GST with tax deptt. duly self certified.
- 4.5 Photocopy of PAN No. duly self certified.
- 4.6 Any other condition prevalent in the state of Odisha for engagement of Commercial taxi.

#### **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 01/09/2015.
- 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 in inclusive in the prescribed format only in Annex- 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 driving license besides submission of his police verification report to PHL and wear proper uniform on duty and having Mobile Phone 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 and toll tax etc.
- 5.10 Repair of the taxi is 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 metre 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 hr. in reporting will result in penalty of Rs. 150/- per hour.
- 5.14 In case of breakdown of any vehicle the replacement of the same be provided by the contractor within 01 hrs. failing which Base Manager, Bhubaneswar 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 hrs will result in penalty of Rs. 150/- per hour subject to maximum of Rs. 1500/- per day whichever is higher.
- 5.15 Quoted rates in words do not tally with rates in figure than the rate which correspond to the amount in words shall be taken as correct.
- 5.16 Payment shall be made within 30 days of receipt of monthly bills along with copy of log book to be maintained with opening/closing km every day to be entered and verified by user, after deduction of TDS and other applicable taxes at that time. (The payment will be directly credit to the tenderer/Contractor through RTGS/NEFT should be given.
- 5.17 Tender/contract will be cancelled if any misrepresentation/suppression of fact is noticed.

#### EARNEST MONEY DEPOSIT (EMD)

The contractors/tenderers will pay Rs. 5000/- (Rupees Five thousand only) to deposit in the form of Electronic Mode through RTGS/NEFT/DD mode as per details given below and should be submitted by due date and time failing which the QUOTATION shall be **summarily rejected**.

- a. Name of the Beneficiary : Pawan Hans Limited
- b. Address : Safdarjung Airport, New Delhi-110003
- c. Telephone No. : 011-24652878, 011-24648439
- d. Bank Name : Vijaya Bank
- e. Branch Address : Extn. Counter, Safdarjung Airport, New Delhi-110003
- f. Bank Telephone No. : 011-24693496
- g. Bank Fax No. : 011-23713928
- h. Branch Code : 6801
- i. MICR Code (9 digit) of Bank : 110029006
- j. Bank Account No : 680100300008003
- k. Receiving Bank IFSC Code : VIJB 0006801
- l. Bank Account Type : Current
- m. PAN No. : AAACP1561A  
[:kb.malhotra@pawanhans.co.in,](mailto:kb.malhotra@pawanhans.co.in)
- n. E-Mail Address : [ak.yadav@pawanhans.co.in](mailto:ak.yadav@pawanhans.co.in)
- o. GST no. : 07AAACP 1561 A1Z1

## **6. PERFORMANCE GUARANTEE**

6.1 Performance Guarantee @ 10% of contract value may 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.

6.2 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 shall be forfeited without any reference to the tenderer/contractor. Earnest money of all unsuccessful tenderer/contractor will be returned within 60 days of the award of Contract of Hiring of Vehicle.

## **7. 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 through 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 mean 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 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 reserves 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, dishonesty 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 through 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 Letter of Intent/Fax of Intent.

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) Letter of Intent
- (3) Detailed Letter of Award /Acceptance along with enclosures
- (4) The Bidding Document
- (5) 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/quotation 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 Manager, Pawan Hans Limited,  
C/o Government Hanger, B.P. i Airport,  
Bhubaneswar (Odisha)- 751020  
phone Mo. 0674-2350241,  
E mail: bhubaneswar@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:**

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

**20.2** 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 B.P. I airport, Bhubaneswar (odisha).

**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.5.00 lacs.

2015-16 \_\_\_\_\_

2016-17 \_\_\_\_\_

Please enclose Minimum Average Annual 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 2015-16, & 2016-17 work order issued from clients.**

**PLACE :**

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

**DATE :**

**ANNEXURE –B**

PAWAN HANS LIMITED  
(A Govt. of India Enterprise)  
Northern Region, Safdarjung Airport  
NEW DELHI-110003

Sub : Price/Financial bid for Hiring of vehicle(AC) at Pawan Hans Limited Base at  
B.P.I Airport, Bhubaneswar

Sr No	Particulars	Rs.	Ps
1	<b>Fixed monthly charges (Full days) for 2400 kms. &amp; 300 Hrs in a month</b>		
	1.Toyota Innova	1	
	2.TataSumo	2	
	3.Scorpio	3	
	4.Tavera	4	
	5.Mahindra Xylo.	5	
2	<b>Extra Time rate per hrs beyond 300 hrs duty in a month</b>		
	1.Toyota Innova	1	
	2.TataSumo	2	
	3.Scorpio	3	
	4.Tavera	4	
	5.Mahindra Xylo.	5	
3	<b>Rate per Km beyond 2400 kms in a month</b>		
	1.Toyota Innova	1	
	2.TataSumo	2	
	3.Scorpio	3	
	4.Tavera	4	
	5.Mahindra Xylo.	5	

PLACE :

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

DATE :

## ANNEXURE -C

**CHECK LIST FOR SUBMISSION OF BID**

**BIDDER IS REQUESTED TO FILL THIS CHECK LIST AND ENSURE THAT ALL DETAILS/DOCUMENTS HAVE BEEN FURNISHED AS CALLED FOR IN THE BIDDING DOCUMENT ALONGWITH DULY FILLED IN SIGNED AND STAMPED CHECKLIST.**

<b>HEADS OF CHECK LIST ITEMS</b>	<b>PLS. TICK &amp; ENSURE COMPLIANCE &amp; CONFIRM(YES/NO)</b>
EMD to be sent through RTGS/NEFT or DD mode as per details given in para 6 on or before due date and copy of proof to be attached with quotation <b>SUBMITTED</b>	YES/NO
The tenderers/contractors should have minimum of 02 vehicles (commercial) during the last 2 years with a minimum average annual contract value of Rs. 5,00,000/- (Rs. Five lakh) per annum. Copies of Work Orders shall be submitted in support of the same duly self certified. <b>SUBMITTED</b>	YES/NO
Photocopies of Commercial Vehicles permit details duly self certified. <b>SUBMITTED</b>	YES/NO
Photocopy of Registration with GST with tax deptt. duly self certified. <b>SUBMITTED</b>	YES/NO
Photocopy of PAN No. duly self certified <b>SUBMITTED ;</b>	YES/NO
Any other condition/information prevalent in the state of Odisha for engagement of Commercial taxi. <b>SUBMITTED ;</b>	YES/NO

Signatures of authorized person

Name \_\_\_\_\_

Designation \_\_\_\_\_