



## साहित्य अकादेमी

रवीन्द्र भवन, 35 फीरोज़शाह मार्ग, नई दिल्ली-110 001

दूरभाष : +91-11-2338 6626-28

फैक्स : +91-11-2338 2428

ई-मेल : [secretary@sahitya-akademi.gov.in](mailto:secretary@sahitya-akademi.gov.in)

वेबसाईट : <http://www.sahitya-akademi.gov.in>

## Sahitya Akademi

(National Academy of Letters)

Rabindra Bhavan, 35 Ferozeshah Road, New Delhi-110 001

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Fax : +91-11-2338 2428

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website : <http://www.sahitya-akademi.gov.in>

### CORRIGENDUM

SA.37/HO/DLY/6948

24.05.2018

### LIMITED TENDER ENQUIRY FOR HIRING OF VEHICLES

With regard to Tender No. SA.37/HO/DLY/4514 dated 27th April 2018 only one tender has been received within the last date i.e. 17<sup>th</sup> May 2018. Accordingly, the last date for the tender is further extended upto 31.05.2018.

(Renu Mohan Bhan)

Deputy Secretary (Admn.)



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SA.37/HO/DLY 74514

27/4/18

### **LIMITED TENDER ENQUIRY FOR HIRING OF VEHICLES**

Sealed tenders are invited for creating a panel of vehicle providers for hiring of vehicles (Registered as Commercial Vehicle) for the use by the Sahitya Akademi on need and requirement basis. Interested parties are requested to submit their bids in "Sealed cover" addressed to the Secretary, Sahitya Akademi, Rabindra Bhavan, 35 Ferozeshah Road, New Delhi - 110001 subject to the following terms and conditions :-

1. The hiring charges shall be on the basis of Zero based mileage i.e. mileage starting/ending from/at the office or place of use/reporting station.
2. GST/Taxes shall be paid extra on actual payment basis.
3. The bidder should have three years' experience in supplying vehicles to the Govt. Department/PSUs for which he should submit the name(s) of Organization(s) to whom service(s) are being provided, and number of vehicles so provided to each organization(s)
4. The Sahitya Akademi, Rabindra Bhavan, 35 Ferozeshah Road, New Delhi - 110001 shall not be responsible for any challan, loss, damage due to any accident of the vehicle or to any other vehicles or for the injury to the driver or to any other third party. The loss or damage or legal expenses on this account shall be borne by the successful bidder.
5. The Sahitya Akademi shall be liable to pay the hiring charges only. Other liabilities i.e. drivers salary, repair and maintenance of vehicles, insurance, petrol/diesel, oil and any other incidental expenses etc. and no separate payment for use of mobile phones by the driver shall be borne by the vehicle provider.
6. Road worthiness of the vehicles is to be ensured at all times by the vehicle provider.
7. The vehicle should be registered with the local transport authority of Central/State Govt.
8. In case the condition of vehicles is found  
Akademi shall have the right to hire a vehicle from the market and additional cost incurred shall be borne by the vehicle provider.
9. The vehicle provider would ensure that the driver(s) employed possesses a valid driving license.
10. The driver of the vehicle provided must follow traffic rules and other regulations prescribed by the Govt. from time to time.

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11. The driver should be without any criminal record and shall observe all etiquette and protocol while performing duty.
12. The driver shall be neatly and properly dressed and must carry a mobile phone in working condition and should be accessible during the hiring period.
13. In case of any breakdown of vehicle on duty, the agency shall make arrangement for providing another vehicle without any extra charge.
14. In case vehicle does not report within the reasonable time or does not report at all, the Sahitya Akademi would have a right to hire a vehicle from the market and the additional cost incurred by the Akademi will be borne by the Agency.
15. The successful bidder will deposit Rs. 20,000/- (Rs. Twenty Thousand Only) as non-interest bearing Performance Security in the shape of bank draft drawn in favour of the Secretary, Sahitya Akademi.
16. The validity of the contract would be initially for one year which will be considered for renewal on year to year basis maximum upto 3 years subject to the quality of service by the contracted agency.
17. In case the services are found unsatisfactory the contract/agreement may be terminate the after giving 15 days' notice at any time during the contract period.
18. Electronic payment shall be made within 30 working days' time from the date of submission of bill in duplicate duly certified by the concerned official of availing the services.
19. The Financial Bids of only those bidders shall be opened, whose Technical Bids qualifies the laid down criteria.
20. The parties or their authorized representatives with an authority letter may be present at the time of opening of the tenders.
21. Secretary, Sahitya Akademi, Rabindra Bhavan, 35 Ferozeshah Road, New Delhi-110001 reserves the right to accept or reject any or all the tenders without assigning any reason.
22. Last date for submission of tenders is 17<sup>th</sup> May 2018 up to 5 PM. Tenders will be opened on 18<sup>th</sup> May 2018 at 2:30 PM. The Technical Bid will be opened by the committee constituted by the competent authority in the Sahitya Akademi and in the presence of the parties or their authorized representatives, if any, who wish to be present during the opening of the tenders, in the office of the Secretary, Sahitya Akademi, Rabindra Bhavan, 35 Ferozeshah Road, New Delhi - 110001.

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23. The Earnest Money Deposit of Rs.10,000/- (Rupees Ten Thousand only) by demand draft in favour of Secretary, Sahitya Akademi, New Delhi shall be paid alongwith Technical Bid.
24. Any matter during the period of the agreement, which is not part of the tender or specifically has not been covered shall be decided by Secretary, Sahitya Akademi, Rabindra Bhavan, 35 Ferozeshah Road, New Delhi - 110001 whose decision shall be final and binding.
25. In case of any dispute of any kind and in any respect, whatsoever, the decision of the Secretary, Sahitya Akademi, Rabindra Bhavan, 35 Ferozeshah Road, New Delhi - 110001 shall be final and binding.
26. The interested agencies/vehicle providers who comply with the other terms and conditions annexed to this notice should submit in a sealed separate cover containing sealed Technical Bid and Financial Bid super-scribed with "TENDER FOR HIRING OF VEHICLES", addressed to the Secretary, Sahitya Akademi, Rabindra Bhavan, 35 Ferozeshah Road, New Delhi - 110001 on or before 17<sup>th</sup> May 2018 by 5 PM.
27. The prescribed tender documents with the Terms and Conditions can be downloaded from official website www.sahitya-akademi.gov.in.
28. The documents received after due date & time due to any reason including postal delay etc. shall not be accepted.

(Renu Mohan Bhan)

Deputy Secretary (Administration)

Copy to: Programme Officer (KKT)

रिप्लाइ  
27/4/18



(on the company letter head)

**ANNEXURE - A**

To,

The Secretary,  
Sahitya Akademi  
New Delhi - 110001

**Subject: Technical Bid**

Dear Sir,

In response to the e-Tender notice, I/We submit our Technical Bid for supply of vehicles/cars and enclosed the following documents duly signed and stamped.

1	Bid has been submitted in the prescribed format	Attached	Not Attached
2	Certified copy of PAN	Attached	Not Attached
3	Certified copy of GST Registration	Attached	Not Attached
4	Documentary evidence for exemption from deposit of tender cost/ EMD	Attached	Not Attached
6	Earnest Money Deposit by demand draft *	Attached	Not Attached
7	The vehicle should be in good working conditions for which the tenderer should submit the details of the vehicles giving make/type of vehicle, model/year of manufacture and the Registration Number.	Attached	Not Attached
9	Interested vehicle providers may submit details of organization(s) to which they have provided similar service in the recent past as well as of those organizations to which similar services are being provided at present.	Attached	Not Attached
10	Certificate of firm not blacklisted	Attached	Not Attached
11	Certificate of rates validity period	Attached	Not Attached
12	Certificate of acceptance of terms & conditions	Attached	Not Attached
13	Name and e-mail /mobile number of the authorised person	Attached	Not Attached

It is certified that all terms and conditions stipulated in the tender document are acceptable.

**Date: ..... Name and Signature of bidder with seal**

(on the company letter head)

**ANNEXURE - B**

To,

The Secretary,  
Sahitya Akademi  
New Delhi - 110001

**Subject: Financial Bid**

Dear Sir,

In response to the e-Tender notice, I/We submit our Financial Bid as under:-

**Rates for AC/Non-AC Cars/Innova/Tempo Traveller etc.**

Sl. No.	Type of Car offered	AC/Non-AC	Rates
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

It is certified that all terms and conditions stipulated in the tender document are acceptable.

Date: ..... Name and Signature of bidder with seal