

**Gandhi Smriti and Darshan Samiti
Ministry of Culture
Govt.of India**

Tender Document

For

Hiring of Vehicle for Two Years on monthly basis

GSDS is an autonomous institution under Ministry of Culture, Govt.of India. It is registered under Societies Registration Act with an objective of propagating life, message and philosophy of Father of Nation – Mahatma Gandhi across the world.

Sealed tenders are invited on behalf of the Director, GSDS from the interested parties/contractors/service providers located in Delhi for different programmes/activities organized by Gandhi Smriti and Darshan Samiti from time to time for the registered Taxi Services located in Delhi and at the premises of GSDS viz. Gandhi Smriti, 5 Tees January Marg, New Delhi and Gandhi Darshan, Rajghat, New Delhi to provide only one vehicle.

Tender form/documents can be obtained from Gandhi Darshan, Rajghat, New Delhi. GSDS invites tenders under “Two Bid System” for selection of a DLY/Taxi service agency for GSDS office, Gandhi Darshan, Rajghat, New Delhi 110002 from reputed agencies. The contract period will be initially be for a period of two year and extendable on satisfactory performance and mutual consent on same terms and conditions on yearly basis by another one years.

Tender Form can be downloaded from our website : www.gandhismriti.gov.in up to 12.00 noon on 8th August, 2025 be remitted along with “Technical Bid”. **Tenderers should submit their bids in two separate SEALED ENVELOPES, superscribing, “Technical Bid for providing vehicles and “Financial Bid for Providing vehicle(s)”, duly complying the instructions contained in the Tender form (enclosed at Annexure-I to II),** addressed to the Administrative Officer within 7 days at the above office address. EARNEST MONEY DEPOSIT of Rs.5,000/- in the form of Demand Draft drawn from any Nationalized Bank in favour of Director, Gandhi Smriti and Darshan Samiti, New Delhi must be enclosed with the “Technical Bid” only, to avoid an outright rejection of the bid.

Both bids of the tenderers will be opened at 11.00 a.m. on 11th August 2025 in the presence of the tenderers who may like to be present.

Administrative Officer
GSDS, New Delhi

**Gandhi Smriti and Darshan Samiti
Gandhi Darshan, Rajghat
New Delhi**

Technical Bid

Tender Form for “Providing two Vehicles for Taxi/Cars in GSDS for Two Years

- A. Name of the Organization/Company
- B. Name of Proprietor:
- C. Address :
- D. Telephone/Mobile:
- E. Email:
- F. 1.GST No.
2. PAN No.
3.Registration No.
- G. Year of Experience:
Enclose supporting documents for No. of Years of experience (at least minimum 5 years)
- H. Last Date & Time for receipt of sealed tender form: 8th August, 2025 at 5.00 p.m.
- I. Date & Time of opening sealed tender: 11th August 2025 at 11.00 a.m.

Date:

Signature

Gandhi Smriti and Darshan Samiti
Gandhi Darshan, Rajghat
New Delhi

Financial Bid

“Providing one Vehicle for Taxi/Cars in GSDS for two years” on monthly basis

Sub: Details of rate to be furnished by the bidder for hiring:

2. As per terms and conditions, the Vendor may provide the rates in the following format:

	CIAZ/H.CITY	DZIRE/AMAZE	Ertiga
Monthly rate for 2500 km 300 hrs Duty/30 days			
Extra per KM			
Extra per Hours			
Night Charges After 11.00 P.M.			

Rates of travelling in Delhi and NCR region plus GST. In case of any official exigency, the vehicle can be used outside Delhi/NCR.

Any other conditions/information which the tenders would like to add:

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Telephone No.....

Date:

(Signature of Tenders)

With Official Seal

Terms and Conditions

1. The contract can be extended with approval of the Competent Authority, Gandhi Smriti and Darshan Samiti, New Delhi within the framework of the guidelines issued by the Ministry.
2. The tenderer should be duly registered with concerned Central/State Govt. authorities and should be a well established Taxi agency/firm (hereinafter referred to as the agency/firm). Such vehicle providers should also submit details of other such Govt. organizations to which they have extended similar service in the recent past as well as the present. The bidder shall sign and stamp each page of the tender document and all other enclosures appended to it as a token of having read and understood the terms and conditions contained therein and submit the same along with the technical bid.
3. The agency/firm should have sufficient numbers of the vehicles and drivers with them. In case of breakdown of vehicle or non availability of driver at any time, the firm shall provide substitute vehicle / driver as the case may be.
4. The vehicles to be provided should not be older than 2 years 6 months and should be in excellent working condition. It should have the safety features viz. Air Bags, ABS to ensure safety of driver and co-passengers. Applicant Contractor should mention the year of manufacture of the vehicles. Newer models will be given preference. The vehicles should be kept neat and clean and in perfect running condition with clean interiors and proper upholstery. The Diesel Engine vehicles shall be given preference.
5. Road worthiness of the vehicles shall be ensured at all times by the service provider. The service provider will conduct fortnightly cleaning and washing as well as servicing (as and when due) of the vehicles.
6. The vehicle should be registered with the Transport Authority having valid Insurance, Road Tax payment etc. The Contractor shall comply with Motor Vehicle Act/Rules/other statutory requirements. The Vehicles provided should have Commercial Registration as per Motor Vehicles Act.
7. The vehicle shall be provided for the exclusive use of this office and shall not be used by the contracted agency for any other purpose. The Kilometer counting of the vehicle shall start from the designated office and shall end at designated office. Only the mileage verified by the Administrative Unit , Gandhi Smriti and Darshan Samiti shall be taken into consideration by this office for making payment.
8. Vehicle to be provided for use of generally 25 days in a month (however the Vehicle shall be made available on all days including Saturday, Sunday and Holidays as and when required by the Office) and the maximum running of vehicles in a month shall be 2500 Kms for car. The shortfall

/ excess of 2500 Kms. As the case may be in the month can be carried over/adjusted in the successive months in the same financial year.

9. The service provider shall ensure that the speedometer of the vehicle provided is properly sealed so that no tampering is done with unnecessarily to inflate the distance travelled.
10. The Contractor shall provide dedicated drivers with the vehicles and any change in vehicle and/or driver should be made only in very exceptional circumstances. Replacement of the vehicle/driver should be provided in the event of a breakdown of vehicle/non-availability of driver.
11. In case the condition of the vehicles is not found to be satisfactory, they shall be returned for immediate replacement. In case no replacement is provided on time, the Administrative Officer, Gandhi Smriti and Darshan Samiti, New Delhi, would have a right to hire a vehicle from the market and the additional cost incurred by this office, will be borne by the agency / firm.
12. The drivers employed along with the vehicle should satisfy the following conditions:
 - a. Drivers should have minimum 2 years of experience of driving. They should have valid vehicle Transport Licenses for driving passenger vehicles on hire.
 - b. Drivers should be well versed with the roads and the places in Delhi & NCR and should have experience in city driving.
 - c. Once the driver has been allotted to a particular vehicle, he should remain with the same vehicle for a period of at least one year. Any change in the designated driver should be intimated to the concerned officer 24 hours before such change is affected.
 - d. Driver should be provided with a mobile phone. No expense related to mobile phone and mobile connection shall be borne by the GSDS.
 - e. Driver should be decent and well behaved and should not have any criminal cases against him and should not have any past history of accidents.
 - f. Drivers should not be addicted.
 - g. Car should be kept clean and odour free, suitable for official use.
 - h. The driver should always remain with the vehicle for entire period of duty. In case of any need, he should seek permission of the concerned officer.
 - i. The driver of the vehicle provided must follow traffic rules and all other regulations prescribed by the Govt. from time to time. The driver shall observe all the etiquette and protocol while performing duty & shall be neatly dressed in proper uniform.
 - j. In case of vehicle breakdown, a substitute vehicle shall be provided by the Contractor immediately. In case, the vehicle does not report within the reasonable time or does not report at all, the Samiti would have the right to hire a vehicle from the market and the additional cost incurred by the Samiti will be borne by the Contractor. In case, neither a substitute vehicle is provided nor a vehicle is hired by the Department, proportionate contract charges are liable to be deducted from the contract charges payable.

- k. The rates quoted should be exclusive of the Goods and Service Tax component. No Goods and Service Tax will be paid if the operator fails to provide proof of valid GST registration. All taxes, fee, levy, insurance charges etc. other than GST, Toll Tax and State Tax would be borne by the Agency/Firm.
- l. The Administrative Officer, GSDS reserves the right to reject all or any of the offers without assigning any reason thereof and the decision of this office shall be final and binding.
- m. This office shall not be responsible for challan, loss, damage or any accident of the vehicle or to any other vehicles or for the injury to the driver or any third party. However, toll taxes will be reimbursed on actual basis on production of proof of payment of such taxes by the contractor/service provider.
- n. In the event of any unsatisfactory performance, either of the vehicle(s) or of the driver and /or non compliance with the terms & conditions of the contract, the contract shall be terminated without assigning any reasons whatsoever.
- o. The contractor shall be solely responsible for correct payment of wages/salary and other benefits and allowances to his driver that might become applicable under any Act or Order of Government. The Contractee / Department shall have no liability whatsoever in this regard and the contractor shall indemnify the Contractee / Department against all claims which may arise under the provision of various Act or Order of Government etc.
- p. The contractor and the driver shall be bound to carry out the instructions of the Contractee / Department as well as the Officers assigned to the vehicle.
- q. The service provider/ bidder will comply with the labour laws in force and all liabilities in this connection will be theirs.
- r. It is made clear that the GSDS will not be under any obligation, legal or otherwise, to provide any employment to any of the personnel of the service provider during or after the expiry of the hire period. The Contractee (Department) recognizes no employer-employee relationship between the Samiti and the personnel deployed by the service provider. The Samiti shall not be responsible financially or otherwise for any injury to the vehicle or driver or person deployed by the service provider during the course of hire.

- s. The billing will be done on monthly basis. Bills in connection with the service shall be submitted to the Administrative Officer, GSDS within the first week of each successive month with concerned document.
- t. TDS and other taxes as applicable will be deducted from each bill.
- u. Financial bids of only those agencies /firms/bidders would be opened, who have qualified in respect of the technical requirements.

(Administrative Officer)
GSDS