

D/26020/ICBFC/CHEN

Date: 29.1.19

**NOTICE INVITING TENDER****Subject: Tender for Providing the services of Transportation Requirements (Passenger Car on hire basis (Taxi))**

Sealed tenders are invited for Annual Contract for providing Transport Facilities to Central Board of Film Certification Chennai from eligible and interested contractors having experience in the field of Tourist Car Operators/ Taxi operators. In Government offices/Public Sector undertakings for a period of One year on outsourcing basis.

S.No		
1.	Nature of tender/ work	To provide Taxi on hire basis for day to day work of this office
2.	SCHEDULE TIME	Between 9.00 am and 6.30 pm Duty should be ascertained either on previous day or on the same day before 6.30 am
3.	ELIGIBILITY OF FIRMS	Tenders are invited only from reputed registered firms who provide the service to Govt departments and have ample experience in the field
4.	EARNEST MONEY DEPOSIT	5% of the total value of the Contract amount as Security Deposit (Banker's Cheque in favour of Pay & Accounts officer, DDK, Ministry of information & Broadcasting, Chennai.) The earnest money deposit will be refunded to successful bidder on the receipt of Performance
5.	PROCEDURE OF SUBMITTING THE TENDER	Interested and eligible Firm/Agencies/Contractors can obtain the tender documents with Annexure-I directly by placing a request through email <a href="mailto:rochen.cbfc@nic.in">rochen.cbfc@nic.in</a> The duly filled in tender forms may be addressed to the Regional Officer, Central Board of Film Certification, Chennai and shall be submitted in the office premises latest by 15.2.19 Tender/Quotation incomplete in any respect shall be rejected summarily and no tenderer shall have any right to represent. Interested tenderers or their authorized representatives (with authority letter) may be present at the time of opening of the tender/quotation. <b>Tenders must be submitted in a sealed cover addressing The Regional officer, CBFC, Chennai'</b>
6.	OTHER TERMS AND CONDITIONS	The service provider must ascertain the time and venue for reporting from the Regional Officer on day to day basis - Preferably on the previous day for start of next day. Before 7.30 am every day. The contractor should provide a substitute vehicle/driver whenever need arises. The vehicle provided should be in highest runnable condition and should be maintained clean. In the event of any failure and in case the contractor fails to make good the loss/damage to the satisfaction of the competent authority, the Regional Officer, Central Board of Film Certification, Chennai at his discretion, deduct such amount from the bills of the contractor. Diesel / Petrol, Driver Batta, Maintenance charges etc shall be arranged by the contractor himself and nothing will be paid extra for the above. Income tax and surcharge / GST as usual shall be recovered from the gross amount of the contractual charges as per statutory order of government. The GSTIN number should be provided. No payment will be made in cash. All the payments will be on ECS only. All the obligations as described in this tender document. Shall be complied by Tenderer and those obligations shall be bindings on the contractor during the validity of the contract. The car will be utilized for 1000 Kms per month. If the car could not be utilized for 1000 Kms in a month, the difference in kilometers will be adjusted in the next six months. A log book has to be maintained for the purpose. Type of Vehicle - A/c Car-indigo, Etios, Swift Dzire, Ford Aspire/ Fiesta etc. (No Hatchback)

ANNEXURE - I

**CENTRAL BOARD OF FILM CERTIFICATION, CHENNAI****FORM OF TENDER DOCUMENTS TO BE SUBMITTED FOR SUBMITTED FOR CAR**

FINANCIAL BID (ENVELOPE-1)	TECHNICAL BID (ENVELOPE-2)
QUOTATION ON PER MONTH BASIS INCLUDING GST AMOUNT	NAME OF CONTRACTOR
PERCENTAGE OF GST & SGST	NAME OF COMPANY
PAN NO. (WITH PROOF)	REGISTRATION NO. IF ANY
GST NO. (WITH PROOF)	NO. OF YEARS EXPERIENCE IN THE FIELD
BANK ACCOUNT DETAILS (FIRST PAGE OF CANCELLED CHEQUE)	NO. OF CARS OWNED AND OPERATED
AADHAR NO.	TYPE & MODEL OF CAR OFFERED

**REGIONAL OFFICER  
CENTRAL BOARD OF FILM CERTIFICATION  
CHENNAI**

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