

No. F-15014/1/2011-Gen.  
Government of India  
Ministry of Statistics & P.I  
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Sardar Patel Bhavan, Sansad Marg,  
New Delhi-110001. Dt. 13-5-2011.

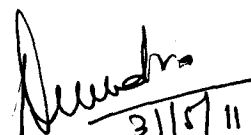
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**Subject : Tender for awarding contract for hiring of DLY cars at Delhi,  
Gurgaon, Noida, Greater Noida and Gaziabad.**

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Ministry of Statistics & P.I. invites sealed tenders for awarding contract for providing DLY cars to this Ministry on hiring basis as per terms and conditions given in **Annexure-I**. Interested reputed firms may submit their tenders in the enclosed proforma latest by 3:00 P.M. on 24<sup>th</sup> June, 2011, addressed to the Under Secretary (Administration) in Room No. 201, Sardar Patel Bhavan, Sansad Marg, New Delhi.

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(D.K. Sharma)

Under Secretary to the Govt. of India.  
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## **ANNEXURE –I**

### **GENERAL TERMS AND CONDITIONS OF THE CONTRACT**

1. Approximate cost of tender is Rs. 20 lakhs per annum. Cost may go up or down based on actual requirement. Tenderer shall have no claim what- so-ever on this account.
2. The contract shall be awarded initially for a period of one year and may be considered for extension by mutual agreement for such period as may be agreed upon, not exceeding one year. No sub letting of contract will be allowed and the rates on which the contract is awarded will remain the same throughout the contract period. No claims whatsoever on account of increase in fuel prices and other factors such as statutory payments, minimum wages etc., shall be entertained. However minimum wages as fixed by Govt. of Delhi shall be payable by the tenderer to the drivers.
3. The tenderer should be registered and well established transport agency. The tenderer must have at least 5 years experience in providing vehicles on hiring basis in Govt. Deptts./Ministries and have a fleet of his own of at least 25 cars. The cars to be provided should not be more than 3 years old and must be in good running condition with clean interior and upholstery. Penalty of Rs. 300/- per day per car shall be levied for providing cars more than 3 years old.
4. Kilometers and time of duty will be calculated from Sardar Patel Bhavan and no dead mileage shall be allowed for vehicles provided at Delhi. The vehicles hired on monthly basis will be provided by the firm for the whole month and no extra payment shall be claimed for providing vehicles on Saturdays/Sundays/holidays. The firm will ensure that the vehicles hired on regular/monthly basis remain the

same and change of the vehicles as well as drivers will not be permitted. Fine of Rs. 300 per day shall be levied for change of driver or vehicle.

5. Toll tax, Entry tax, Permit fee for crossing border, if any, and parking charges will be borne by the Ministry for which the original receipts should be submitted by the firm along with the bills.
6. An Earnest Money Deposit of Rs. **50,000/-** (Rupees Fifty Thousand Only) in the form of Demand Draft payable in favour of Pay & Accounts Officer, Ministry of Statistics & P.I. should be submitted along with the tender. Tenders submitted without EMD will not be considered. EMD will be refunded to the unsuccessful tenderers within 30 days from the date of award of contract to the successful tenderer. No interest shall be payable on the EMD amount. Earnest money shall be Rs. 10,000/- (Rupees Ten Thousand Only) for those tenderers who are quoting only for Gurgaon, Greater Noida, Noida, Ghaziabad and Faridabad.
7. The successful tenderer will have to deposit a Performance Security of Rs. 1,25,000/- (Rupees One Lakh Twenty Five Thousand Only) in the form of Demand Draft, Fixed Deposit Receipt or Bank guarantee from a commercial bank in favour of Pay & Accounts Officer, Ministry of Statistics & P.I. The Security amount will be released to the contractor within 60 days from the date of satisfactory completion of the contract period. No interest will be paid on the Security amount. Earnest money shall be refunded on receipt of performance security. Performance security shall be Rs. 25000/- (Rupees Twenty Five Thousand Only) for those tenderers who are quoting only for Gurgaon, Greater Noida, Noida, Ghaziabad and Faridabad.
8. The firm will ensure that the drivers employed are well behaved with proper clean and well pressed uniform, valid driving license and mobile phones. It will be duty of driver to open and close door for occupant and shall be courteous in

behaviour. The drivers should be well conversant with the traffic rules and roads/routes of Delhi/NCR. The drivers at all times should have proper Registration Certificate and valid insurance in respect of the vehicles being driven by them. The antecedents of the drivers to be deployed should be properly verified with the local Police. Drivers found wanting on above aspects shall be replaced immediately.

9. The firm should have adequate number of phones for contact round the clock and should be in a position to provide vehicles within 30 minutes failing which Ministry will be at liberty to make alternate arrangement for hiring of vehicle at the risk and cost of the contractor. In case of breakdown of a vehicle, the firm will provide alternate vehicle within one hours time at no extra cost.
10. An amount of Rs. 1,000 (Rupees One Thousand Only) will be deducted in case of non-availability of the vehicle within the prescribed time limit and Rs. 300/- (Rupees Three Hundred Only) will be deducted in case of failure/non/ inadequate functioning of A.C. of the vehicle if reported by officer using the vehicle. All liabilities, arising out of any legal dispute, accidents etc., shall be borne/paid by the firm.
11. No advance payment will be made by the Ministry under any circumstances. The billing should be done on a monthly basis and the bills should be submitted in the first week of the following month. A log book shall be maintained for each vehicle. Log book shall contain details such as Date, Reporting/Relieving time/mileage, signature of user/officer etc. Format of log book shall be got approved from Ministry after acceptance of tender. Original log book shall be submitted along with monthly bill for payment. It will be the duty of the driver to get the log book signed from the user, officer/staff on day to day basis. No payments will be made for the unsigned duties. Log book should be complete in all respect in terms of start kilometers, end kilometers, distance covered and

time etc. It will be duty of driver to follow shortest route, until unless specifically asked otherwise by officer using the vehicle. No payment shall be admissible for extra distance travelled by driver by not following shortest route.

12. The rates quoted should be exclusive of service tax. The service tax will be paid additionally only after receiving the proof of the service tax registration certificate. The Ministry may increase/decrease number of vehicles to be hired as per the requirements. The Ministry reserves the right to accept/reject any or all tenders and terminate the contract without assigning any reasons thereof. Any dispute arising out of the contract shall be restricted to the Jurisdiction of Delhi/New Delhi Courts.
13. The Ministry will not be responsible for any loss of vehicle/accident/traffic rules violations etc., while on duty. The safety and security of the Cars and driver will be the sole responsibility of the contractor. The Cars should be maintained properly. The contractor is not eligible for any claims and /or compensation what-so-ever from the Ministry other than the approved rates for the use of Cars. Bills will be settled as soon as possible on receipt of pre-receipted bills in triplicate. The bills should be accompanied by signed daily duty vouchers. Bills without signed duty vouchers will not be accepted. The rates should be submitted in the company's letter-head as mentioned below. No upward revision of rates will be permissible during the contract period.
14. The rates should be quoted for Cars as under :
  - a) Rate for 12 hours Per Day/1800 Kms. Per month on monthly basis.
  - b) Rate for extra Kms., beyond 1800 Kms.
  - c) Rate for extra hours beyond 12 hrs per day.

Rates may be quoted for following Cars (AC & Non-AC)

- i) Tata Indica (Non - AC)
- ii) Tata Indica (AC)
- iii) Maruti Swift D ' Zire (AC)
- iv) Honda City/Maruti SX4 (AC)

d) Rate be also quoted, if DLY Car is required for daily duty. It will be evaluated separately.

Rates may be quoted for

- I) Tata Indica -Rate for 10 hours/80 Km daily basis.  
Tata Indica-Rate for 4 hrs/40 Kms.
- II) Maruti Swift D ' Zire – Rate for 10 hours/80 Km daily basis.  
Maruti Swift D ' Zire-Rate for 4 hrs/40 Kms.
- III) Tata Indica (AC) - Rate for 10 hours/80 Km daily basis.  
Tata Indica (AC) - Rate for 4 hrs/40 Kms.
- IV) Rate for extra Kms. Beyond 80 Kms./40 Kms.
- V) Rate for extra hours beyond 10 hrs/4hrs.

15. Separate rates are invited for providing vehicles at following locations. Dead mileage shall be payable beyond location shown below. Tender may be accepted separately for each location. Tender may also be accepted in full or in part as per discretion of Accepting Officer.

- a) Delhi at Sardar Patel Bhavan.
- b) Gurgaon at Iffco Chowk.
- c) Noida at Sector 18.
- d) Faridabad at Neelam Chowk.
- e) Ghaziabad at old bus stand.
- f) Greater Noida- Pari Chowk.