

Sardar Patel Bhawan, Sansad Marg,
New Delhi-110001. Dt.30.9.2008

Subject:-Hiring of 10 DLY cars, 2 A.C. Mini buses (30 seater) and one dry vehicle with or without driver and without P.O.L.for ambulance etc. for official use at Greater NOIDA

Sir,

Sealed quotations are invited by this Ministry from reputed Tour & Travel agencies for hiring of above mentioned vehicles for official use at Greater NOIDA as per the terms and conditions given in Annexure-I.

The quotations should be super scribed "QUOTATION FOR HIRING OF VEHICLES FOR TRAINING CAMPUS AT GREATER NOIDA" and addressed to the Under Secretary(General), Ministry of Statistics & P.I., Room No.222, Sardar Patel Bhawan, Sansad Marg, New Delhi-1. The quotations must accompany an Earnest Money Deposit of Rs.10,000/- in the form of a Demand Draft drawn in favour of Pay & Accounts Officer, Ministry of Statistics & P.I. The quotations submitted without EMD will be rejected summarily. The quotations may be submitted latest by 3.00 P.M.on 14.10.2008

(RAM MOHAN)

Under Secretary to the Govt. of India.
Tel.23340139

ANNEXURE-I

TERMS AND CONDITIONS

- The vehicles should be in good mechanical condition and confirm to the relevant rules of the Transport Department. The vehicles should be neat and clean and fully upholstered. In any case the vehicles should not be more than 2 years old. The time and distance of the hired vehicles will commence and terminate from the office building at Greater NOIDA. The vehicles will be required for five days a week excluding holidays. However, on exigencies vehicles must be provided on holidays also on short notice
- The firm should have atleast 5 years experience in tour & travel business with annual turnover of Rs.50 lakh and possess more than 20 vehicles. Dedicated vehicles with drivers with mobile phones should be provided for security reasons. Replacement of vehicle will be allowed only in exceptional circumstances. The vehicles once put on duty with the Ministry must be available at any time or any day as desired by the concerned officers. The firm will ensure that all the necessary documents (Registration certificate, Insurance papers, PUC etc) are in the personal custody of the drivers. The dress code for the drivers as per local Govt. directions should be followed by the firm. The firm will provide the service tax number in their quotation. The owner of the firm should be available on phone (in office as well as residence) so as to call in emergency. The firm should have valid permits for plying vehicles in Delhi, Haryana and U.P. etc. in NCR area and all the taxes should be paid by the firm.
- The firm should have capacity of repairing their vehicles in a short time. In case of breakdown, the vehicle will have to be replaced immediately without claiming any extra charges for the same. While the Ministry has a regular requirement for hiring of vehicles, it shall have the right not to utilize the services at all or at any time for any period without giving any prior notice. The number of hired vehicles may also be increased or decreased depending on requirements of the Ministry.
- Typed/computerized bills in connection with the services rendered should be submitted to the General Section of the Ministry in the 1st week of each month.
- Preference will be given to agencies already working with Ministries/Govt. Deptts.
- The contract shall be awarded initially for one year and may be considered for extension by mutual agreement for such period as may be agreed upon, not exceeding one year. However, no sub-contracting will be allowed by the selected firm. Once the rates are finalized, no increase will be considered in the rates quoted by the firm in any case during the period of the contract. In case of any dispute of any kind and in any respect whatsoever, the decision of Joint Secretary, Ministry of Statistics & P.I. shall be final and binding.
- The quotations must be submitted in the format as given in ANNEXURE-II.
- The Ministry reserves the right to reject any or all the quotations or the contract at any time without assigning any reason thereof.
- The contract so awarded will commence from the date of consent of the firm to the terms and conditions and deposit of security amount of Rs.25,000/- in the form of Demand Draft drawn in favour of Pay & Accounts Officer, Ministry of Statistics & P.I., which shall be allowed to be withdrawn on the expiry of the contract.

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Rates for hiring of AC Mini buses (30 seater) on monthly basis

Period/Hours/KMs	
Upto 2500 KMs & 300 hours	
Rate beyond 2500 KM	
Rate after 300 hours	

Rates for hiring AC Mini buses (30 seater) on daily basis

Period/Hours/KMs	
Upto 80 KMs and 10 hours	
Rate beyond 80 KMs	
Rate after 10 hours	

Rates for hiring Dry Vehicle (for ambulance service)

	Rates for providing vehicle on as and when required basis with driver (fuel to be provided by the Ministry)	Rates for providing vehicle on as and when required basis without driver (fuel to be provided by the Ministry)
For 10 Hours & 80 Kms.		
Beyond 80 Kms		
Beyond 10 Hours		

ANNEXURE-II

FORMAT FOR SUBMISSION OF QUOTATION

Charges for monthly basis

Period/Hours/KMs	Ambassador Indica(Non-AC)	Ambassador/Indica (AC)	Indigo/Esteem (Non-AC)	Qualis/Tavera/ Honda City(AC)
Providing vehicles on monthly basis including drivers salary, fuel etc.on monthly basis upto 2500 KMs and 300 hours				
Rate after 300 hours				
Rate for Extra KMs after 2500 KMs				

Charges for daily basis

Period/Hours/KMs	Ambassador Indica(Non-AC)	Ambassador/Indica (AC)	Indigo/Esteem (Non-AC)	Qualis/Tavera/ Honda City(AC)
Providing vehicles on daily basis including drivers salary, fuel etc.for 10 hours and 80 KMs.				
Rate after 10 Hours				
Rate for extra KMs After 80 KMs.				