

11. Sh. S.L. Bodat, Director  
Computer Centre,  
M/o Statistics & P.I.,  
East Block-10,  
R.K. Puram,  
New Delhi.

Sardar Patel Bhawan, Sansad Marg,  
New Delhi-110001 Dt.18.11.2008

Subject: Hiring of DLY cars and buses for official use.

Ministry of Statistics & P.I. invites sealed tenders for awarding annual contract for hiring of DLY cars/buses on monthly/daily basis as per the general terms and conditions of the contract given in Annexure-I. Interested firms based in New Delhi may send their sealed quotations, in the enclosed proforma latest by 3.00 P.M. on 1.12.2008 addressed to the Under Secretary(General), Room No.222-A, Sardar Patel Bhawan, Sansad Marg, New Delhi-110001.

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(RAM MOHAN)  
Under Secretary  
Tel.23340139

ANNEXURE-I

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

- The contract shall be for a period of one year and the rates at which the contract is awarded will remain valid throughout the period of contract. No claims whatsoever on account of increase in rate of fuel and other factors such as statutory payments, minimum wages etc. shall be entertained.
- Kilometers and time of duty will be considered from Garage to Garage subject to a restriction of maximum of 15 Kms. on the distance of Sardar Patel Bhawan, Sansad Marg, to the garage.
- 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 alongwith the bill.
- An Earnest Money Deposit (EMD) of Rs.10,000/- (Rupees Ten thousand only) in the form of a Demand Draft in favour of Pay & Accounts Officer, Ministry of Statistics & P.I. should be submitted alongwith the tenders. 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.
- The successful tenderer will have to deposit a performance security of Rs.25,000/- (Rupees Twenty five thousand only) in the form of Demand Draft in favour of Pay & Accounts Officer, Ministry of Statistics & P.I. The security deposit will be refunded to the contractor within sixty days from the date of satisfactory completion of the contract period and no interest will be paid on the Security Deposit.
- The tenderer should have registered and well established Transport Agency/firm. Proof of this has to be enclosed alongwith the tender/quotation. In case of tenderer/firm already providing vehicles on hiring basis to any other Govt. Department, details thereof may also be furnished alongwith the quotation. The tenderer should have minimum 5 years experience in tour and travel business. The cars/buses to be provided should not be more than 2 years old and should be in good running condition with clean interior and good upholstery.
- The tenderer/firm must ensure that the drivers employed have valid driving licenses and mobile phones. The drivers should be well behaved and well conversant with the traffic rules and roads/routes in the NCR. The drivers at all times should have proper Registration Certificate and valid insurance in respect of the vehicle being driven by them. The antecedents of the drivers to be deployed should be properly verified and their details should be provided to the Ministry. In case of change of driver, prior permission of the concerned user should be taken.
- The tenderer/firm should have adequate number of phones for contact round the clock. The firm should be in a position to provide the vehicles to the Ministry even at short notice failing which the Ministry will be at liberty to make alternate arrangement for hiring of vehicle at the risk and cost of the firm. In case of breakdown of a vehicle, the firm will provide alternate vehicle within one hours time at no extra charges.
- An amount of Rs.1,000/- per day per car will be deducted in case of non availability of the vehicle and Rs.200/- per day per car will be deducted in case of failure/non-functioning of A.C. of the vehicle if reported by the officer using the vehicle. All liabilities, arising out of any legal dispute, accidents etc. shall be borne /paid by the firm.
- 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

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following month. It will be the responsibility of the driver to get the duty slips signed by the officer/staff on day to day basis. No payment will be made for the unsigned duty slips. Duty slips should be complete in all respect in terms of start kilometers, end kilometers, distance covered and time etc.

- 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 need the vehicles to be hired as per the requirements. It may be noted that the number of vehicles to be hired may vary depending on actual requirement. The Ministry reserves the right to reject/accept any or all the quotations 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.

**PROFORMA FOR SUBMISSION OF RATES ON MONTHLY BASIS**

Description]	Rate for Esteem/Indigo car		Rate for Indica car		Rate for Qualis/Tavera		Rate for Bus (30 seater)	
	A.C.	Non-A.C.	A.C.	Non-A.C.	A.C.	Non-A.C.	A.C.	Non-A.C.
Fixed monthly charges for 2500 KMs/300 Hrs.								
Rates for extra Kms. Beyond 2500 Kms.								
Rates for extra Hours after 300 hours								

**PROFORMA FOR SUBMISSION OF RATES ON MONTHLY BASIS**

Description]	Rate for Esteem/Indigo car		Rate for Indica car		Rate for Qualis/Tavera		Rate for Bus (30 seater)	
	A.C.	Non-A.C.	A.C.	Non-A.C.	A.C.	Non-A.C.	A.C.	Non-A.C.
Charges for 80 Kms/10 Hrs.								
Rates for extra Kms. beyond 80 Kms.								
Rates for extra Hours beyond 10 hours								

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