

No.A-26019/02/2010-Genl./Admn.  
Government of India  
Ministry of Housing & Urban Poverty Alleviation  
(Genl./Admn. Section)

Nirman Bhawan, New Delhi  
Dated the 17<sup>th</sup> September, 2010

**NOTICE INVITING TENDER**

Sealed Tender are invited from the experienced agencies for supplying vehicles (Taxies) on hire basis for Monthly Contract or daily on KM rate basis, for the use of Ministry of Housing and Urban Poverty Alleviation, Nirman Bhawan, New Delhi. The interested travel agents with experience of at least three (03) yrs. And presently holding similar nature of work and also willing to comply with the condition annexed to this notice may submit their proposal specifically mentioning the rate to be charged on the monthly as well as daily basis for the services stated above in a sealed cover to the undersigned personally on or before 27<sup>th</sup> September, 2010 by 15:00. Hrs. The envelope should be marked as “**Quotation for hiring of vehicles**” on the top of sealed cover.

**CATERGORY AND NO. OF VEHICLES**

- i) The cars to be provided should not be more than two years old or should not have run more than 30,000 Kms. As on the date of hiring by the Ministry, one Non AC vehicles such as Ambassador/Indica to be used up to 22 to 25 days subject to average 2400Km. in a month.
- ii) Two AC vehicles such as Maruti Desire/Tata Indigo or equivalent to be used upto 25 days subject to average 2500 Kms in a month.

**TERMS AND CONDITIONS**

- 1 The vehicle should be registered with the Transport Authority of Delhi along with all valid documents such as valid insurance, road tax payment etc. The drivers should possess valid driving license issued by appropriate authority, should be well mannered/disciplined and adequately educated so as to maintain logbook.
- 2 Vehicle is to be provided maximum for 25 days in a month. However in case of urgency the vehicle may be required during Saturday/Sunday & Holiday.
- 3 The average running in a month shall be 2400 KM.
- 4 Department shall not be responsible for any damage to the vehicle in case of an accident or otherwise, theft of vehicle/part and accessories therein. Similarly, Department shall not be responsible for any third party claims. This

office also not responsible for any challan and disobeying of Traffic Rules caused by the driver.

- 5 Service Tax, Parking Charges shall be payable over and above the quoted charges but the service provider shall have to produce proof of payment of such taxes and charges.
- 6 Payment of monthly bill shall be made within one month of the presentation of the bill after submission of copy of log book along with pre-receipted bill in duplicate.
- 7 The calculation of mileage shall be from the reporting point to the relieving point and will not be calculated on garage to garage basis.
- 8 The agency shall ensure that the odometer of car supplied is properly sealed and so that no tempering is done with a view to inflate distance traveled.
- 9 The authorized officer of this Ministry may get surprised check of odometer of the car supplied from any workshop and cost thereof will be borne by the agency.
- 10 In case of any breakdown/non attending duty by the driver within the proper time the agency shall make arrangement for providing other vehicles. In such a case, mileage from garage to the point of breakdown would not be paid.
- 11 The driver should be well conversant with all traffic signals, roads and routes of Delhi and adjacent areas.
- 12 The driver should always remain with the vehicle during the entire period of duty. In case of any urgency, the driver any seek permission of the concerned officer.
- 13 The agency shall provide the names and address of the drivers and police verification reports along with copy of driving license while submitting acceptance of offer.
- 14 The agency/firm should have an adequate no. of telephones for contact round the clock. The driver shall observe all etiquette and protocol while performing the duty and shall be neatly dressed, should wear proper uniform and **must carry mobile phone in working condition**, for which, no separate payment shall be made by this office.
- 15 The rates are to be quoted separately for hiring on monthly basis and hiring on daily basis (Hrs & KMs). It shall be the sole prerogative of the Competent Authority to choose any one rate slab or a combination of rate slab in case of vehicle being hired on daily hiring charge basis.
- 16 A daily record in proper method should be maintained indicating time and mileage for each vehicle run and it should be submitted as and when directed by the concerned officer.

- 17 Once a particular driver has been attached with a particular vehicle normally service provider should not change the driver in a casual manner unless and until directed to do so by this office.
- 18 The order for providing taxies on monthly basis may be given to the agency which has quoted the lowest rates while meeting all the terms and condition given in the tender document. However, to safeguard against failure by this agency to provide desired no of vehicles/services the Competent Authority may empanel next lowest bidder who are ready to provide service as per same terms and conditions.
- 19 The successful bidder will have to furnish Bank Guarantee of ₹ 20,000 (Rupees twenty thousand) only drawn in favour of Pay & Accounts Officer, Ministry of Urban Development, New Delhi. The Bank Guarantee will be refunded after successful completion of the contract period.
- 20 In case of quality of service by the contracted agency found wanting/inadequate, the Competent Authority may terminate the contract agreement after giving seven (07) days notice. In that case the Competent Authority may forfeit the Bank Guarantee as stated above or adjust the amount from pending bills.
- 21 The service contract shall be valid for one year from the date of execution of contract. However, the Competent Authority may terminate the contract after giving seven days notice without assigning any reason thereof to the service provider.
- 22 The agency should keep necessary tools kit always with the vehicle and updated "pollution under control certificate" with the vehicles.

**(R K Kumania)**

Under Secretary to the Government of India

Tel. 23062127

To

As per list attached.

Copy to: Official Web site of the Ministry of Housing & Urban Poverty Alleviation  
alongwith soft copy.