

**BY SPEED POST**

No. 26016/1/2006/GA(i)

Government of India  
Department of Heavy Industry  
G.A.Section

Room No. 15, Udyog Bhawan  
New Delhi, Dated 26th Dec., 2007

To

**Subject:** Annual contract for hiring of private vehicles  
in Department of Heavy Industry.

Sir,

I am directed to say that the Department of Heavy Industry invites sealed quotations for hiring of private vehicles on day to day need basis as given in the enclosed sheet. The tender offers in sealed covers should be submitted to the undersigned before 3.00 PM on 10.01.2008 along with earnest money deposit of Rs 25,000/- (Rs. Twenty five thousand) only in the form of a Demand Draft/FDR in favour of DDO, Department of Heavy Industry. The tenders would be opened on the same day at 4.00 PM in room No. 15. Udyog Bhawan. The terms and conditions are as under:-

1. The contract will be initially for one year extendable upto three years but can be terminated at any time if the service provided is not found satisfactory. Taxes like service tax etc. , if any, may be quoted separately, **failing which no amount towards any tax will be paid.**
2. The firm should be registered with the Central Excise Department. A copy of the registration certificate alongwith the 15 digits Service Tax Code Number may be submitted with the tender documents, without which the tender will not be entertained.

....2/-

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3. The financial status of the firm and the past experience may also be indicated, separately.
4. The vehicles to be provided to this Department should be in good looking and running condition to the satisfaction of the user in the Department.
5. The drivers should wear proper uniform and be provided with the Mobile phones. The drivers should have sufficient experience and be well conversant with the routes in Delhi.
6. The vehicle should be made available to the Department within 30 minutes of the receipt of the call.  
In the case of break-down of any vehicle, the agency should be able to provide another vehicle within 30 minutes.
7. If any duty is not attended to , an amount of Rs. 500/- per duty will be deducted from the subsequent bill of your agency as a penalty.
8. The duty slip should be got signed from the user immediately on reporting for duty and also after the close of the duty. **No overwriting or any cutting in the duty slip will be valid.** No payment will be made without the production of the duty slip.
9. The invoice/bill of your agency should be issued as per the procedure prescribed by the Central Excise Department.
10. **Any tax apart from service tax payable to any Government agency on the vehicles provided to the Department should be duly paid by your firm.**
11. The successful contractor will have to deposit Rs. 50,000/- (Rs. Fifty thousand only) in advance as security deposit in the form of a DD/FDR in favour of DDO, DHI to be retained during the currency of the contract.
12. In case of violation of the above terms the contract will be cancelled and the security deposit would be forfeited.

Yours faithfully,

(K.K. Sharma)

Under Secretary to the Government of India

Tel. No. 23061727

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## Annexure

### Proforma for quoting rates for hiring of taxi in the Department of Heavy Industry.

Description	80 Km / 8 Hrs. Duty	40 Kms/ 4 Hrs Duty	Monthly duty with 1700 KMs and 250 Hrs in a month	Extra amount Per K.M.	Extra amount Per Hrs
Ambassador Non-AC					
Indica Non-AC					
Maruti Esteem (AC)					

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