

BY SPEED POST

No.26016/1//06(i)GA
Government of India
Department of Heavy Industry
G.A.Section

Room No.15 Udyog Bhawan
New Delhi
Dated 21st August 2009

To

**Subject: Annual Contract of hiring of private vehicle
in Department of Heavy Industry**

Sir,

I am directed to say that the Department of Heavy Industry invites sealed quotation for hiring of private vehicles on regular and also 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 04.09.2009 along with earnest money deposit of Rs 25,000/. (Rs. Twenty Five Thousand only) in the form of a demand draft/FDR in the favour of DDO, Department of heavy industry. The tenders would be opened on the same day at 4.00PM in the 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 without assigning any reason.
2. Taxes like Service Tax etc, if any may be quoted separately, failing which no amount towards any tax will be paid.
3. Address of the garage or the taxi stand may be indicated from where the mileage will be charged. The garage or the stand should be within a radius of 5-6 Kms. from Udyog Bhawan.
4. The firm should be registered with the Central Excise Department. A copy of the registration certificate along with 15 digits services tax code number may be submitted with the tender document, without which the tender will not be entertained.
5. The number of vehicles operated by the firm may be indicated. The past experience may also be indicated, separately.
6. The vehicles to be provided to this Department should not be more than three years old and should be in good looking and running condition to the satisfaction of the user in the Department.
7. The Department reserves the right to obtain the service from other sources.
8. The approved rates will not be changed during the currency of the contract.
9. The Department reserves the right to reject the quotation without assigning any reason.
10. The Department reserves the right to cancel the contract, at any time, without assigning any reason. The service provider will not be entitled to claim any compensation against such termination. However, while terminating the contract, if any payment is due to the contractor for services already performed in terms of the contract, the same would be paid to it as per the contract terms. In case of any dispute, the decision of the department shall be final.
11. The Department shall not be responsible for damages of any kind for any mishap/accident/injury caused to the car(s)/driver(s) while performing the duty for this office. All liabilities legal or monetary shall be borne by the firm.

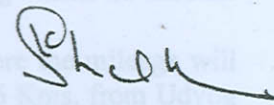
Proforma for quoting rates for hiring of taxi in the Department of Heavy Industry.

No. 28016/D/06(1)/GA
Government of India
Department of Heavy Industry

(Amount in Rs.)

Description	80 Kms/ 8 Hrs.Duty	40 Kms/ 4Hrs.Duty	Monthly duty with 3000Kms. And 300 Hrs. in a month	Extra Amount per K.M.	Extra Amount per Hrs.
Ambassador Non-AC					
Ambassador AC					
Indica Non-AC					
Indica AC					
Maruti Esteem AC					
Maruti Esteem Non-AC					
Indigo AC					
Indigo Non-AC					

- Taxes like Service Tax etc. if any may be quoted separately, failing which an amount towards any tax will be paid.
- Address of the firm or the taxi stand may be indicated from where the vehicle will be charged. The charge or the stand should be within a radius of 5-6 Kms. from the Udyog Bhawan.
- The firm should be registered with the Central Excise Department and submit the registration certificate along with 15 digits services tax code number along with the tender document, without which the tender will not be considered.
- The number of vehicles operated by the firm may be indicated, separately.
- The vehicles to be provided to this Department should not be less than 10 and should be in good looking and running condition to the satisfaction of the user in the Department.
- The Department reserves the right to obtain the service from other sources.
- The approved rates will not be changed during the currency of the contract.
- The Department reserves the right to reject the quotation without assigning any reason.
- The Department reserves the right to cancel the contract, at any time, without assigning any reason. The service provider will not be entitled to claim any compensation against such termination. However, while terminating the contract, if any payment is due to the contractor for services already performed in terms of the contract, the same would be paid to it as per the contract terms. In case of any dispute, the decision of the department shall be final.
- The Department shall not be responsible for damages of any kind for any mishap/accident/injury caused to the car(s)/driver(s) while performing the duty for this office. All liabilities legal or monetary shall be borne by the firm.

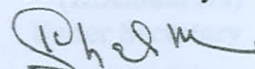


(K.K.Sharma)
Under Secretary

K. K. SHARMA
Under Secretary
Ministry of Heavy Industries &
Public Enterprises
Udyog Bhawan, New Delhi.

12. The contractor shall have to comply with the relevant laws and rules issued from time to time relating to the business and pay due taxes to the concerned government agencies. The Deptt. will not be responsible for any lapse on the part of contractor during or after the expiry of the contract.
13. Same vehicle with same driver should be deputed for the regular duties. (Amount in Rs.)
14. The drivers should wear proper uniform and be provided with the mobile phones at the cost of the contractor. The drivers should have sufficient experience and be well conversant with the routes in Delhi.
15. The car and the driver deployed with an officer will not be changed except with the prior consent of the user officer.
16. The vehicle should be made available to the department within 30 minutes of the receipt of the call.
17. In the case of breakdown on any vehicle, the agency should be able to provide another vehicle within 30 minutes.
18. If the duty is not attended to an amount of Rs. 500/. per duty will be deputed from the subsequent bill of your agency as a penalty.
19. Additional penalty can be imposed if the contractor violates any of the terms & conditions of the contract.
20. The duty slip should be got signed from the user immediately on reporting for duty and also after the close of the duty. No over writing or any cutting in the duty slip will be valid. No payment will be made without the production of the duty slip.
21. The invoice /bill of your agency should be issued as per the procedure prescribed by the Central Excise Department.
22. Any tax apart from services tax payable to any government agency on the vehicles provided to the Department should be duly paid by your firm.
23. The successful contractor will have to deposit Rs. 50,000/- (Rs. Forty thousand) only in advance as security deposit in the form of a DD/FDR in the favour of DDO, DHI to be retained during the currency of the contact.
24. In case of violation of the above terms the contact will be cancelled and the security deposit would be forfeited.

Yours Faithfully



(K.K.Sharma)

Under secretary of the Government of India

K. K. SHARMA

Under Secretary

Ministry of Heavy Industries & Public Enterprises

Udyog Bhawan, New Delhi.

✓ Copy to NIC, DHI with the request to paste the tender on the official website of the Department