

No. 26016/1/2010-GA
Government of India
Ministry of Heavy Industries & Public Enterprises
Department of Heavy Industry
GA Section

Room No. 15, Udyog Bhavan, New Delhi.
Dated the 29th June, 2010.

To

QUOTATION

Subject : Quotations for Annual Contract of hiring of private vehicle (DLY Taxi) for official use in Department of Heavy Industry – reg.

Sir,

Sealed quotations for hiring of private vehicles (DLY Taxi) on regular basis and also on day to day need basis as given in the enclosed sheet at Annexure are invited. The quotations in sealed covers should be submitted to the undersigned at Room No. 15, Udyog Bhawan, New Delhi before 3.30 P.M. on 09.07.2010 along with earnest money deposit of Rs. 5000/- (Rs. 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 the Room No. 15, Udyog Bhavan. The terms and conditions are as under :

1. The contract will be initially for one year extendable upto three years but can be terminated an 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 Bhavan.
4. The firm should be registered with the Central Excise Department. A copy of the registration certificate along with 15 digits service tax code number may be submitted with the tender document, without which the tender will not be entertained.
5. The number of vehicles along with the vehicle number & year of model 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 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.
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 Department will not be responsible for any lapse on the part of contractor during or after the expiry of the contract.
13. Same vehicle(s) with same driver(s) should be deputed for the regular duties.
14. The drivers should wear proper uniform and be provided with 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. 1000/- per duty will be deducted 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 service 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. Fifty thousand only) in advance as security deposit in the form of a DD/FDR in favour of DDO, Department of Heavy Industry to be retained during the currency of the contract.
24. In case of violation of the above terms the contract will be cancelled and the security deposit would be forfeited.

Yours faithfully

(Mohd. Nasim Khan)


Under Secretary to the Govt. of India

Copy to : NIC, DHI with the request to upload the tender on the official site of the DHI as well as GOI's tender portal.

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

(Amount in Rupees)

Description of of Car	100 Kms / 10 Hrs. Duty	Monthly duty With 3000 KMs. and 300 Hrs. in a month	Monthly duty With 2500 KMs. and 250 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					


(Mohd. Nasim Khan)
Under Secretary to the Govt. of India