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No. D-26016/4/2013-GA  
Government of India  
Ministry of Heavy Industries & Public Enterprises  
Department of Heavy Industry  
GA Section

Udyog Bhavan, New Delhi.  
Dated the 16<sup>th</sup> Sept., 2013.

To  
M/s. City Tours & Travels  
189, Ring Road Market  
Sarojini Nagar  
New Delhi 110023

Kind Attention : Shri Nitin Singh.

**Subject : Annual Contract for hiring of private vehicles for official use in Department of Heavy Industry- reg.**

Sir,

I am directed to refer to your quotation dated 15/07/2013 on the subject and to say that this Department has decided to award annual contract to you for hiring of Private vehicles as per rates mentioned below :

(Amount in Rupees)

Description of of Car	100 Kms & 10 Hrs. Duty	Rates for Extra KM	Rates for Extra Hour
Indica/Wagon-R/ Santro	900/-	9/-	30/-
Indigo/ Manza/ Desire/ Ascent or equivalent	1200/-	12/-	50/-
Maruti SX4/ Honda City or equivalent	1500/-	16/-	70/-

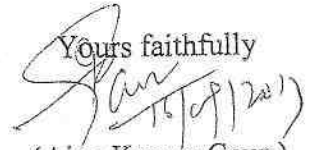
The terms and conditions of the contract will be as under:

1. The contract will be initially for one year & extendable upto three years but can be terminated at any time without assigning any reason if the services are not satisfactory.
2. The garage or the stand should be within a radius of 5-6 Kms from Udyog Bhavan.
3. The firm should be registered with the Central Excise Department. A copy of the registration certificate along with 15 digits service tax code number should be submitted.
4. The number of vehicles along with the Regn. number & year of model operated by the firm may be indicated.
5. 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.
6. The Department reserves the right to obtain the service from other sources.
7. The approved rates will not be changed during the currency of the contract.

  
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8. 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.
  9. 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.
  10. 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.
  11. Same vehicle(s) with same driver(s) should be deputed for the regular duties.
  12. 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.
  13. The car and the driver deployed with an officer will not be changed except with the prior consent of the user officer.
  14. The vehicle should be made available to the department within 30 minutes of the receipt of the call.
  15. In the case of breakdown of any vehicle, the agency should be able to provide another vehicle within 30 minutes.
  16. 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.
  17. Additional penalty can be imposed if the contractor violates any of the terms & conditions of the contract.
  18. 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.
  19. The invoice/bill of your agency should be issued as per the procedure prescribed by the Central Excise Department.
  20. 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.
  21. In case of violation of the above terms the contract will be cancelled and the security deposit would be forfeited.
2. You are requested to send your acceptance about the above rates, terms and conditions to the undersigned within three days of receipt of this letter along with performance security deposit of Rs. 50,000/- (Rupees Fifty Thousand only) in the form DD/FDR in favour of DDO, Department of Heavy Industry.

Yours faithfully

  
(Ajay Kumar Gaur)

Under Secretary to the Govt. of India

अजय कुमार गौर / AJAY KUMAR GAUR  
अध्याय सचिव/Under Secretary  
भारी उद्योग एवं सड़क परिवहन विभाग  
Ministry of Heavy Industries & Public Enterprises  
भारी उद्योग विभाग/Department of Heavy Industry  
बहाल भवन, नई दिल्ली  
Heavy Industry, New Delhi