

No.D-26018/1/2009-Gen.
Government of India
Ministry of Corporate Affairs

Shastri Bhawan, 5th floor,
Dr. R. P. Road, New Delhi.
Dated 21 .12 .2010

To

M/s

**Subject: Hiring of Taxies on monthly and day to day basis for the official use of
the Ministry of Corporate Affairs- calling for quotations- regarding.**

Sir,

Sealed quotations are invited in the enclosed format from reputed tours and travels agencies for hiring of 7(seven) cars (actual requirement may marginally decrease or increase) on monthly basis as well as on day to day basis for the official use of the Ministry of Corporate Affairs for a period of one year on the following terms and conditions:-

1. The cars to be provided should not be more than two year old or should not have run more than 30,000 Kms as on the date of hiring by the Ministry. The cars shall maintain good and clean upholstery.
2. The firm should have at least two years of experience in the tour and travels business in providing taxies in the Government Sector and should have adequate numbers of vehicles of its own with them.
3. Dedicated vehicles to Gazetted officers must be provided since security labels for Shastri Bhawan are to be arranged by the Ministry. Drivers shall have either a police verification certificate or two character & good conduct certificate from two Gazetted officers of Central/State Government.
4. The drivers of the vehicle provided must follow traffic rules and other regulations prescribed by the Govt. from time to time. Drivers should be familiar with all important places in Delhi.
5. As these vehicles are to be used by the Senior Officers of the Ministry, the firm should ensure that the driver to be provided must possess valid driving license with two years experience and carry all the necessary documents (Registration certificate, Insurance Papers, PUC certificate etc.) with him. The drivers must always be in a common uniform and must be well mannered and courteous and should always carry a mobile phone with them, as it will enable the officer to contact them at any time. The names and full address of the drivers, who will attend the duty, have to be furnished along with the bids.

6. Saturday, Sunday & other Gazetted holidays will be covered in the definition of month. Late sitting beyond 10.00 PM on any day will be compensated by a meals- cum- transport allowance of Rs.100/- per day.
7. Any change in vehicle or drivers will be allowed only in exceptional circumstances and that too with the prior information/approval.
8. The vehicle must be made available at any given time and day as informed by this Ministry.
9. The vehicle should report to the place of requirement as per directions of the Ministry. The mileage will be counted from the place where the duty starts up to the place where the duty ends and the billing will be effected from the place of Reporting and Relieving.
10. Mileage of all hired vehicles as per contract will be added. Mileage over & above contracted mileage of all vehicles taken together will be paid. This will not apply to payment of charges for extra hours by any driver of any vehicle.
11. The vehicles should be insured comprehensively and should have necessary permits from the Transport Department/ Authority.
12. The Ministry will not be responsible for any challan, loss, damage or accident to the vehicle or to any other vehicle or injury.
13. The payment will be made on monthly basis on submission of pre-receipted bill(s) duly supported by duty slip(s)/log sheet (s) duly signed by the concerned officers.
14. The firms should have the arrangements for repairing their vehicle in a short time and during the repair time the firm should provide a substitute vehicle and driver immediately so that there is no inconvenience/ disruption in the work of the Ministry.
15. The transporter must have all requisite clearance certificates etc. from the concerned Government agencies as per rules.
16. The daily record indicating time and mileage for each vehicle shall be maintained.
17. Telephone facility (24 hours) must be available with the transporter/agency.
18. A certificate to be produced by the transporter from the competent authority to certify proper status/functioning of the "Kilometer Meter".
19. The Ministry will pay parking charges when the vehicle is on official duty.
20. Service Tax as applicable will be paid on billing.
21. The transporter must have all requisite clearance certificates etc. from the concerned Government agencies as per rule.
22. A penalty of Rs.500/- per day per vehicle may be levied if any vehicle fails to meet above terms and conditions on any day.

23. There will be no guarantee on the part of Ministry for use of vehicle for a certain minimum mileage in case it is hired on daily basis.
24. The tender has to be accompanied by an earnest money deposit of Rs. 15,000/- (Rupees fifteen thousand only) in the form of a Demand Draft in favour of Pay & Accounts Officer, Ministry of Corporate Affairs, New Delhi, which would be converted as security/performance deposit of successful bidder.
25. The successful bidder will have to enter into an Agreement for one year on Rs.100/- Non-Judicial paper. However, the Ministry reserves the right to cancel the Agreement at any time without assigning any reasons whatsoever.
26. The contract will initially be for a period of one year extendable for another year on rendering satisfactory services.
27. The sealed envelopes containing quotations marked "Quotation for hiring of vehicles" should reach the undersigned in room No.526, A-wing, Shastri Bhawan, New Delhi by 3.00pm on or before 11.01.2011. The received quotations will be opened on the same day at 3.30 pm. The Ministry of Corporate Affairs reserves the right to reject any or all the quotations without assigning any reason thereof.

Yours faithfully

Sd.

(G.P. Sarkar)

Under Secretary to the Govt. of India

Copy to:-

1. All Ministries/Departments for circulation among their contractors.
2. E.Governance Cell for placing on the website of the Ministry.

FORMAT FOR SENDING QUOTATIONS

Name of the firm/company/service agency	
Complete address & Telephone No.	
Location of Garage	
No. and type of vehicles owned by the agency	Registration No.
	1. Wagon R 2.
	1. Accent/Indigo/Esteem 2.
	1. Innova 2.
	1. Indica 2.
	Attach a sheet for further details
No. of vehicles attached with the agency	
No. of years of experience in providing taxi In Government/Public Sector	
Name & Address of the Government offices where at present taxies are engaged on regular/ Monthly basis (copy of contract letter to be attached)	
PAN No.	
Service Tax Regn. No.	
Name & Telephone No. and Mobile No. of proprietor	

(Signature with name and address)

Financial Quotation
(Monthly rates/ Day to Day/ Daily rates)

Details of rates	Indica/Santro/ Wagon R/ Ambassador NonAC/AC	Accent/Indigo/Innova AC	Toyota Innova/ Mahendra Scorpio AC	Honda City/ Ford Icon AC
Rates for 2500 Kms. Per month For 12 working Hrs. per day				
Rates per additional hour beyond 12 hours				
Rates per additional Kilometer beyond 2500 Kms.				
Rate for 40 km for 4-5 working hours on any day				
Rates for 100 Kms. for 12 working hours per day				
Rates per additional hour				
Rates per additional Km.				

(Signature with name and address)