

No. 26016/2/2010-Genl.
Government of India
Ministry of Heavy Industries & public Enterprises
Department of Public Enterprises

Public Enterprises Bhawan
Block No-14, CGO Complex
Lodi Road, New Delhi-110003
Dated the 9th March, 2012

Subject: Hiring of vehicles on monthly and day to day basis for the official use of the Department of the Department of Public Enterprises (DPE), Ministry of Heavy Industries & Public Enterprises-calling for quotations-regarding.


Sealed quotations are invited in the enclosed format from reputed tours and travels agencies for inclusion in the panel for hiring vehicles on monthly as well as day to day basis for the official use of the Department of Public Enterprises (DPE), Ministry of Heavy Industries & Public Enterprises initially for a period of one year which can be considered for extension by the Competent Authority, on the following terms and conditions:-

- I. The vehicles to be provided should not be more than four years old as on the date of hiring by the DPE.
- II. The Firm/Service provider/Agency/Vendor should have at least three years of experience in the tour and travels business in providing vehicle in the Government/ Public Sector and should have adequate number of vehicles of its own with them.
- III. The Drivers of the vehicle provided must follow traffic rules and other regulations prescribed by the Govt. from time to time. They should be familiar with all important places/routes in Delhi.
- IV. As these vehicles are to be used by the Senior Officers of the Department, the service provider/Agency should ensure that the Driver to be provided must possess valid driving license and two years' experience and carry all the necessary documents (Registration Certificate, Insurance papers, PUC certificate, etc.) with him. The Driver should be well mannered and courteous and should always carry a mobile phone with him, as it will enable the officers to contact him at any time.
- V. Any change in vehicle or drivers would be allowed only with the prior information of the Department.
- VI. The vehicle must be made available at any given time and day as desired by the officer with whom the vehicle is attached.
- VII. The vehicle should report to the place of requirement as per direction of the Department.
- VIII. The vehicle should be insured comprehensively and should have necessary permits from the transport Department/Authority.
- IX. The DPE will not be responsible for any challan, loss, damage, or accident to the vehicle or to any other vehicle or injury.
- X. The payment will be made on monthly basis on submission of pre-receipted bill(s) duly supported by duty slip(s)/ log book sheet(s) duly signed by the concerned Officers.

- XI. The Service Provider/ vendor should have the arrangements for repairing their vehicles in a short time and during the repair time the Service Provider/ vendor will provide a substitute vehicle and driver immediately so that there is no inconvenience/ disruption in the work of Department.
 - XII. The successful bidder will have to enter into an agreement for one year on Non-judicial paper for Rs. 100/-. The successful tenderer/ firm/ Service Provider/ vendor will have to deposit Rs. 5000/- (Rupees five thousand only) as security deposit in the shape of Demand Draft in favour of "DDO Department of Public Enterprises, New Delhi". However, the Department reserves the right to cancel the Agreement at any time without assigning any reason whatsoever.
 - XIII. The DPE reserves the right to reject any or all the quotations/tenders.
 - XIV. The daily record indicating time and mileage for each vehicle shall be maintained and shown to the proper officer (which will be intimated).
 - XV. Telephone facility (24 hours) must be available with the Service Provider/ vendor.
 - XVI. A certificate to be produced by the Service Provider/ vendor from the competent authority to certify proper status/ functioning of the "Meter" indicating Kilometers.
 - XVII. The rates should be quoted inclusive of all expanses such as POL, Taxes, diesel, maintenance, repair and servicing etc.
 - XVIII. Service Tax as applicable will be paid on billing. Parking charges/ Toll charges should be submitted along with original Parking/ Toll slip and duly signed by the user who has signed the duty slip.
 - XIX. The Department reserves the right to impose a minimum penalty of Rs. 1000/- in a case if the Service provider/ vender does not fulfill any of the above conditions or does not provide vehicle on requisition.
2. The Sealed envelopes containing quotations marked "quotation for hiring of vehicles" along with earnest money of Rs. 3000/- in the form of Bank Draft in the name of "DDO, Department of Public Enterprises, New Delhi", should reach Sh. Rohtas Singh, Section Officer (Admn.) in Room No. 414, Block No. 14, C.G.O Complex, Lodhi Road, New Delhi- 110003 by 22nd March, 2012 up to 3.00 PM. If the Service Provider/vendor desires, they may send their representative at the time of opening of quotations. The received quotations will be opened on 22.03.2012 at 3.30 P.M. Service Providers/vendors who have applied against DPE earlier quotation dated 14.10.2011 are required to apply afresh by following above referred procedure.

Encl. As above

Yours faithfully


(Rajendra Kumar)
Director

Tel. No. 24360624

Copy to:-

1. NIC, DPE- with the request to upload this tender on the DPE's website and also upload on CPP Portal.
2. All Ministries/ Departments for circulation amongst their contractors.
3. Notice Board of DPE.

Financial quotation (Monthly Rates)

	Indica/ Wagon R / Ambassador/ Ecco/ Maruti Van	Maruti Esteem/ Indigo/Desire/Toyota Etios	Honda City/ Ford Icon/ Toyoto/ Innova/ Mahindra Scorpio/Qualis
	A.C/ Non-A.C	A.C/ Non-A.C	A.C/ Non-A.C
Rates for 2500 kms. For 8 working Hrs. Per day			
Rates per additional Hours beyond 8 hours			
Rates per additional Km. beyond 2500 Kms.			
Discount offered if the Actual usage is less Than 2500 Kms.			

Financial quotation (Day to Day Rates)

	Indica/ Wagon R / Ambassador/ Ecco/ Maruti Van	Maruti Esteem/ Indigo/Desire/Toyota Etios	Honda City/ Ford Icon/ Toyoto/ Innova/ Mahindra Scorpio/Qualis
	A.C/ Non-A.C	A.C/ Non-A.C	A.C/ Non-A.C
Rates for 40 Kms.			
Rates for 80 Kms.			
Rates for 100 Kms.			
Rates per additional hour			
Rates per additional Km.			

Contact No.

(Signature with name and address)