

No. 13015/1/2011-Genl.  
Government of India  
Ministry of Heavy Industries & Public Enterprises  
Department of Public Enterprises

Public Enterprises Bhawan,  
Block No. 14, C.G.O. Complex,  
Lodhi Road, New Delhi-110003  
Dated the 24<sup>th</sup> December 2011

To

M/s

Sub: Sealed quotation/tender for annual contract for engaging the service of three Car Driver.

Sir,

Sealed tender/quotations are invited from the reputed /experienced firm/individual for all inclusive yearly contracts to engage the service of staff car drivers in this Department. The sealed quotation with earnest money of Rs. 5000/- in the form of Bank Draft in the name of DDO, Deptt. of Public enterprises, New Delhi should reach the undersigned by 2.00 PM on 20<sup>th</sup> December 2011. The tender/ quotation will be opened in room No.410 at 3.00 PM on the same day. Representative of the firm, if they desire, can be present on the date of opening the quotations: The term & conditions of the contract are, as follows:

- i. The driver should have valid driving license.
- ii. His antecedents should have been verified by the Police.
- iii. He should not be less than 18 years of age.
- iv. The quotation should indicate the amount to be charged for the whole month.
- v. The payment will be made after satisfying with the service rendered by the driver
- vi. The time of the office hours is 9.00 AM to 5.30 PM. The driver has to reach the residence of officer, if he is deputed with an officer well before 9.00AM at latter's residence.
- vii. Rate of OTA per hour may also be indicated.
- viii. The contractor will be responsible for verification of the conduct/integrity of his deployed staff and his safety during working hours.
- ix. Any compensation/ liability arising on account of this contract will be paid by the Contractor.
- x. Safety of the vehicle will be the responsibility of the contractor.
- xi. Car driver of the contractor must be wearing neat & clean uniform.
- xii. The contract firm must follow the government notifications with respect to payment of all taxes, whatsoever applicable failing which the contract may be considered for termination at his own risk. The income tax will be deducted at source and accordingly TDS certificate will be issued by the Department.

- xiii. The contractor will comply with Contract labour laws as amended from time to time.
- xiv. The security money of Rs. 10,000/- in the form of Demand Draft/Pay Order drawn in favour of Drawing & Disbursing Officer, Department of Public Enterprises, New Delhi will be deposited by the successfully bidder/tenderer. The security money will be refunded on the completion of the contract subject to performance to the satisfaction of this department. The security money will be forfeited in case the contractor could not provide satisfactory services.

Yours Faithfully

  
( G.S.Basran )  
Director  


Director, NIC is requested a copy may be published in Website of DPE.