

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 08th November, 2011

19/11

To
(As per list attached)

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

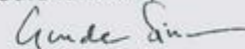
Sir,

Sealed quotations are invited in the enclosed format from reputed tours and travels agencies for inclusion in the panel for hiring cars on monthly as well as day to day basis for the official use of the Department of Public Enterprises, Ministry of Heavy Industries & Public Enterprises for a period of the following terms and conditions:-

- I. The cars to be provided should not be more than four years old as on the date of hiring by the Ministry.
- II. The Firm should have at least three years of experience in the tour and travels business in providing taxi in the Government 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. Should be familiar with all important places in Delhi.
- IV. As these vehicles are to be used by the Senior Officers of the Department, the firm 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 will 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 Ministry 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 firms should have the arrangements for repairing their vehicles in a short time and during the repair time the firm 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 arrangement for one year on Non-judicial paper for Rs. 100/-. The successful tender/ firm 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 Ministry/Department reserves the right to reject any or all the quotations.
 - XIV. The daily record indicating time and mileage for each vehicle shall be maintained and shown to the undersigned on the next day of the duty.
 - XV. Telephone facility (24 hours) must be available with the transporter/agency.
 - XVI. A certificate to be produced by the transporter from the competent authority to certify proper status/ functioning of the "Kilometer Meter".
 - XVII. The rates should be quoted inclusive of all expenses such as POL, Taxes, diesel, maintenance, repair and servicing etc.
 - XVIII. Service Tax as applicable will be paid on billing.
 - XIX. The Department reserves the right for appropriate monetary penalty in case the 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, Deptt. Of Public Enterprises, New Delhi, should reach the undersigned in Room No. 410, Block No. 14, C.G.O Complex, Lodhi road, New Delhi- 110003 by 3.00 P.M on 01st December, 2011. If the firm desires, they may send their representative at the time of opening of quotations. The received quotations will be opened on the same day at 3.30 P.M.

Yours faithfully


(G.S.Basran)

Director

Tel. No. 24360736

Copy to:-

1. NIC, DPE- with the request to put the tender on the DPE's website.
2. All Ministries/ Department for Circulation amongst their contractors.

Financial quotation (Day to Day Rates)

	Indica/ Zen/ Santro/ Alto/ Wagon R / Ambassador	Swift/ Hyundai/ Getz	Maruti Esteem/ Indigo	Honda City/ Ford Icon/ Toyato/ Innova/ Mehendra Scorpio
	A.C/ Non-A.C	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.				

Financial quotation (Monthly rates)

	Indica/ Zen/ Santro/ Alto/ Wagon R / Ambassador	Swift/ Hyundai/ Getz	Maruti Esteem/ Indigo	Honda City/ Ford Icon/ Toyato/ Innova/ Mehendra Scorpio
	A.C/ Non-A.C	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.				

(Signature with name and address)