

F.No.34011/4/2010-Genl (Pt).  
Government of India  
Ministry of Heavy Industries and Public Enterprises  
Department of Public Enterprises

Public Enterprises Bhawan  
Block No.14, CGO Complex,  
Lodi Road, New Delhi-110003  
Dated 24<sup>th</sup> February, 2015

**NOTICE INVITING TENDER FOR HIRING OF THREE WHEELER**

**Subject: Quotation for hiring of Commercial Vehicle (Three Wheeler) – reg.**

Sir,

Sealed quotations are invited for hiring of a commercial vehicle (Three Wheeler), along with a driver for delivery of official dak and other important papers, from authorized Auto Rickshaw Drivers/ Owners / Service Providers on the following terms and conditions:-

1. The vehicle should be CNG based and in excellent working conditions.
2. The vehicle will report to SO (Admn.) R & I In-charge, Department of Public Enterprises, Room No. 414, Block No. 14, CGO Complex, Lodhi Road, New Delhi -110003, on all working days or holidays, if required, at 9:15 AM Sharp. However, in emergency, vehicle may be required before 9:15 AM also.
3. The Driver should be disciplined, punctual, having no criminal background / no criminal case should be pending against him in any Court of Law. He should be well behaved, neatly dressed and should be able to read and write Hindi and English.
4. The Driver should hold a valid Badge/Driving Licences and other valid documents including pollution certificate and proper insurance of the vehicle. It will be the responsibility of the Service Provider to ensure that all the documents/permit etc., are complete in every respect. The vehicle should be free from any legal disputes.
5. The Driver should be fully conversant with the routes of Delhi / New Delhi. The owner/driver should be available on mobile phone.
6. All expenses will be borne by service provider in case of breakdown of vehicle supplied. In case of breakdown/under repair of the vehicle beyond reasonable time it shall be responsibility of service provider to provide an alternate vehicle immediately, failing which the Department shall be within its rights to make alternate arrangement by hiring Autorickshaw and the amount so spent will be fully recovered from the firm/contractor.
7. This Department will not be responsible for any violation of Traffic Rules or Other Laws of the land by the driver. It will be the duty and responsibility of the Driver/Owner to bear all costs including the cost relating to any court of law and any violation of Traffic Rule/ Other laws.

The quotation may be sent in a 'Sealed Cover' clearly indicating on the envelope Quotation for hiring of Three Wheeler at the following address:-

Smt. Kalpana Narain  
Director  
Department of Public Enterprises  
Room No. 408, Block No -14  
CGO Complex, Lodhi Road, New Delhi-110003  
Tel (O) - 011-24360218

1. A demand draft for Rs. 2,000/- (Rs. Two Thousand Only) in favour of "DDO, Department of Public Enterprises" payable at New Delhi is also to be submitted as earnest money along with quotation failing which quotation will not be considered. The earnest money will be returned in respect of unsuccessful bidders. No interest will be paid on this money. The earnest money of the successful bidder shall be converted into security Deposit and shall be refunded after the contract period is over.
2. The quotation should reach this office latest by 3:00 PM on the 10<sup>th</sup> March, 2015. The quotation will be opened at 3:30 PM on the same day in Room No. 408, Block No. 14, CGO Complex, Lodhi Road, New Delhi -110003 in the presence of members of the Standing Purchase Committee of the Department. Tenderers or their representatives may also be present if they wish.
3. The Department of Public Enterprises reserves the right to reject the lowest quotation or any other quotation and also to terminate the contract without assigning any reason there of at any point of time. At the time of awarding the contract preference will be given to the self driven auto owner.
4. The contract will remain in force initially for a period of one year from the date of award of contract and no change in rate will be effected during the period.
5. The contract can be terminated summarily, if the services provided are not found satisfactory or without assigning any reason. The decision of the Competent Authority on account of unsatisfactory performance or otherwise shall be final and binding on the Service Provider.
6. In case of more than one bidder quoting the same rate resulting in a tie, the bidder will be decided by this Department.
7. Quotation should be in the following format; Quotations which are not in the prescribed format and not submitted in a sealed cover will not be entertained and shall be rejected summarily:

- a) Monthly Charges (Minimum) for 1800 Kms. and 250 Hrs.  
Rs. \_\_\_\_\_ per month.
- b) Rate for extra (per) kilometer Rs. \_\_\_\_\_.
- c) Rate for extra (per) Hour Rs. \_\_\_\_\_.
- d) Night Charges Rs. \_\_\_\_\_.

*Kalpana Narain*  
(Kalpana Narain)  
Director