

No. VI-14025/18/2014/DGCD/CD-PMU)
Directorate General FS, CD & HG
Ministry of Home Affairs, Govt of India
Project Management Unit

East Block - 7, Level - 7,
 RK Puram, New Delhi-110066

Dated the ^{15th} ~~01~~ December, 2014

To,

TENDER FOR THE AWARD OF ANNUAL CONTRACT FOR HIRING CARS
FOR OFFICIAL USE IN THE PROJECT MANAGEMENT UNIT,
DIRECTORATE GENERAL FS, CD & HG

1. The Directorate General FS, CD & HG, Ministry of Home Affairs, Govt of India proposes to enter into an annual contract for hiring of Maruti-Alto/Tata-Indica/Tata-Indigo/Swift Desire car. The terms and conditions for hiring are enclosed as Annexure-A
2. You are requested to quote rates for AC & Non-AC cars in the formats as enclosed at Annexure-B
3. You are requested to quote rates for all types of vehicles mentioned in annexure-B. In case the rate for any item is kept blank, the tender will be considered incomplete and such tender will be rejected out right.
4. This quotation calling letter is issued with no financial commitment and this Directorate General reserves the right to change or vary any part thereof at any stage. This Directorate General also reserves the right to withdraw the quotation, should it be so necessary at any stage.
5. Last date & time for receipt of quotation : ^{15th} 12 January 2015
6. Tender will be opened on : ^{15th} 12 January 2015
7. Quotation with detailed terms & conditions in sealed cover may be dropped in the tender box kept in the reception of Directorate General FS, CD & HG.
8. Tender will be opened as per above mentioned schedule at para 5 in the presence of available firm or their authorized representatives.

PRICE BID (INCLUSIVE OF TAXES)**A. Non-AC Vehicles**

Ser No.	Make/Model of the Vehicle	Rate for journey Per 08 hrs/80kms. Per day	Rate in cases vehicle used more than 08 hrs/80Kms.	
			per km	per hr
1	Maruti-ALTO			
2	Tata-Indica			
3	Tata-Indigo			
4	Swift-Dezire			

B. AC Vehicles

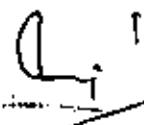
Ser No.	Make/Model of the Vehicle	Rate for journey Per 08 hrs/80kms. Per day	Rate in cases vehicle used more than 08 hrs/80Kms.	
			per km	per hr
1	Maruti-ALTO			
2	Tata-Indica			
3	Tata-Indigo			
4	Swift-Dezire			

[Signature]
01/05/2015

Per day:

TERMS AND CONDITIONS

1. During the period of contract, the rates will not be revised every time with the revision of any taxes by the Government of NCT of Delhi or by the Government of India. The prospective bidder may quote the rates accordingly taking into consideration of this aspect. The columns shall be clearly filled in ink legibly or typed.
2. The Directorate General reserves the right to terminate the contract without assigning any reason by giving the notice of 30 days to the contractor.
3. Vehicle provided to the Directorate General should have comprehensive insurance.
4. The vehicles should conform to the Pollution norms prescribed, if any, by the Transport Department of Government of NCT of Delhi.
5. The contractor shall provide vehicles as per requirement of the Directorate General.
6. The Vehicles and drivers shall remain available all the time and shall not leave place of duty without prior permission.
7. The agency shall be responsible for total maintenance of the vehicles provided by them. All the vehicles provided should be in good running condition.
8. In case of breakdown of any vehicle, the agency shall replace the breakdown vehicle within one hour failing which the Directorate General has the right to hire vehicle from any other sources at the risk & cost of the agency.
9. No advance payment will be made.
10. The bills in triplicate should be made date-wise by the agency and should be submitted to the Project Management Unit, Directorate General FS, CD & HG on a monthly basis.
11. The Directorate General FS, CD & HG will deduct Income Tax at source from the agency at the prevailing rate of such sum as income tax on the income comprised therein.
12. The Directorate General FS, CD & HG reserves the right to vary the numbers of vehicles hired as well as to relax the terms and conditions in the public interest.
13. Validity of Bids: The bids should remain valid till 90 Days from the last date of submission of the Bids.
14. Performance Security:- An amount of Rs.5000.00 will have to be deposited by the successful bidder as performance security. The Amount may be submitted in the form of an Account Payee Demand Draft, Fixed Deposit Receipt, Banker's Cheque or Bank Guarantee from any of the public sector banks or a private sector bank authorised to conduct government business in an acceptable form in favour of 'PAO Sectt (MHA), New Delhi drawn on State Bank of India, North Block, New Delhi. Performance Security should remain valid for a period of sixty days beyond the date of completion of all contractual obligations of the supplier including warranty obligations. The amount may be forfeited if the bidder withdraws or amends impairs or derogates from the tender in any respect within the validity period of the contract.
15. Corrigendum/Corrections, if any will be intimated by registered/Speed Post/Courier.


09 Jan 2015