

D-26016/2/05-Admn/L&DO/49
Government of India
Ministry of Housing & Urban Affairs
Land & Development Office
Nirman Bhawan, New Delhi

Date: 09-01-2018

To,

As per list

TENDER NOTICE

Sub: Quotation for hiring of Commercial Vehicle (One Swift Dzier and Two Indica/Santro Indigo/wagnor etc A/C DLY, DLZ in Land & Development Office.

Sir,

I am directed to invite the quotation for hiring of Commercial Vehicle such as One Swift Dzier and Two Indica/ Santro/ Indigo/ wagnor A/C DLY, DLZ etc for use in this office from Registered Taxi/ Tout operators only holding valid Service Tax Number on the following terms and conditions:-

1. Condition of Vehicle:

- (i) The Vehicle should not be more than three years old and should be fully upholstered and provided with all other necessary conforms/facilities.
- (ii) Tenderer should have to ensure that driver deployments for driving the car should have valid driving license, security check as well as educated and well behaved, properly dressed/informed and well conversant with the traffic rules/regulations and city roads/routes. The vehicle should be maintained in good condition with white/ clean Seat covers.
- (iii) The point of reporting and ending of vehicle will be Section Officer/ Superintendent in charge of Admn. Section, Land & Development Office, Nirman Bhawan, (Room No. 635-A wing). The reporting place will be in Room No 635-A Wing, Nirman Bhawan and the duets will be decided as per requirement by the Section Officer/ Superintendent in charge of Admn. Section.
- (iv) The reporting place will be in Room No 635-A Wing, Nirman Bhawan and the duets will be decided as per requirement by the Section Officer/ Superintendent in charge of Admn. Section.
- (v) The driver has to maintain a logbook for keeping the records of duties performed and the logbook has to be submitted to the concerned officers in this office regularly for scrutiny.
- (vi) The meter reading on arrival/ departure time will be noted at Nirman Bhawan or at the place where the duty is assigned by the Supdt./Section Officer in charge of the Admn. Section of this Office.
- (vii) The Driver should be proficient enough to drive the vehicle and his duty should not be changed frequently.
- (viii) The agency should inform the telephone number and name of the person who can be contracted round the clock.
- (ix) DLY, DLZ Vehicles running on CNG will be preferred. All others terms and conditions remain the same as mentioned in the Tender Form.

2. The rates may be quoted for hiring of vehicle on daily Basis & Monthly basis for AC Vehicle as under:

80 Kms/ 8Hrs.

40 Kms/ 4Hrs

The rates for extra KMs/ hrs may be given separately

3. Payment:

Payment will be made on monthly basis for which regular duty signed will be maintained in the section.

Taxes/ charge due to the Government, if any, will be recovered from the monthly bill.

Parking charge during duty hours, if any, will be paid by Government.

Bill, preferably typed, in connection with the service shall be submitted to in the office.

4. Insurance:

The vehicle should have proper insurance as per Rules.

5 Service Tax:

- a. Service Tax No. should be indicated in the bill.
6. The contract can be terminated summarily any time, if the service provided is not found satisfactory, without assigning any reason. The decision of the Government on account of unsatisfactory performance or otherwise shall be final and binding on the Service Provider.
7. The undersigned reserves the right of rejecting the lowest quotation or any other quotation and also terminate the contract without assigning any reason thereof at any time.
8. The contract will remain in force for one year from the date of award of contract and no change in rate will be effected during the period of contract.
9. Land & Development Office reserves the right to accept or reject any tender without assigning any reason. Any clarification in the matter may please be obtained from the undersigned on telephone No.
10. The necessary document, i.e., Registration Certificate, Insurance paper and PUC Certificate etc. pertaining to the vehicle should be available with the drivers all the time for presentation on demand by the concerned authorities.
11. Tender should deposit Performance security money Rs. 60,000/- (Rupees Sixty Thousand Only) in form of Demand Draft in favour of "Land and Development Officer, New Delhi," performance security value of contracted. Performance security money will be refunded to the contractor only on expiry of the contract. The performance security deposit shall be forfeited in case of any default on the part of the contractor in not providing or improper providing of hiring vehicle or unsatisfactory services.
12. The Driver should be proficient enough to drive the Vehicle safety and should have valid Commercial driving license by the State Transport Authority.
13. The firm, the driver should strictly adhere to the laws, rules and regulations as applicable on commercial vehicles.
14. The quotation should reach the undersigned or should be deposited in Room No. 635-A, Land & Development Office, M/o Housing & Urban Affairs, Nirman Bhawan, New Delhi in a sealed cover super-scribed "Quotation for Annual service contract for hiring of private Taxi for official purpose" by 3.00 PM on 24.01.2018. The quotation will be opened on the same day in room of Sr. Accounts Officer on Room No. 615-A, 6th Floor, Nirman Bhawan, New Delhi in the presence of the tender's who may like to be present.

Yours faithfully,

(Rajanish Kumar Jha)
Dy. Land & Development Office

Copy for:

- 1 Publishing the invitation for quotation in L&DO website.
2. CPP Portal.
3. Notice Board for (L&DO)


Dy. Land & Development Officer