



F. No. 9/7/2010-Adm.III

भारत सरकार

Government of India

विद्युत मंत्रालय

Ministry of Power

Shram Shakti Bhawan, Rafi Marg, New Delhi – 110001

Telephone No. 2371 5507; Fax No. 2371 7519

Dated: 30<sup>th</sup> July, 2010

As per list attached,

Subject: - Hiring of taxies in the Ministry of Power – reg.

Sir,

Reference is invited to this Ministry's Tender Notice of even number dated 12<sup>th</sup> July, 2010 on the subject mentioned above. The last date of the above tender has been further extended up to 13<sup>th</sup> August, 2010. The quotations received after stipulated date & time i.e. 3.00 PM on 13.08.2010 will not be considered. The quotations will be opened on the same day at 4.00 P.M. Other terms and conditions remain unchanged.

Yours faithfully,

(P.K. Singh)

Section Officer

Tel: No. 23766463



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Ministry of Power

Shram Shakti Bhawan, Rafi Marg, New Delhi – 110001

Telephone No. 23715507; FAX No. 23717519

Dated: 12.07.2010

To

As per list.

Sir,

Sealed quotations are invited from reputed Tours & Travels Agencies located within the radius of 8 Kms from Shram Shakti Bhawan for hiring Cars on monthly as well as on day-to-day basis for the official use in the Ministry of Power, Government of India, New Delhi for a period of one year on the terms and conditions mentioned below. It may please be noted that the quotations of the agencies/ firms located beyond the radius of 8 Kms from Shram Shakti Bhawan will not be considered.

1. The Cars to be provided should not be more than two years old or should not have run more than 30,000 Kms as on the date of hiring by the Ministry.
2. The firm should have at least two years experience in the tour and travel business in providing taxies in the Government Sector and should have at least five vehicles of their own.
3. The number of cars to be engaged is not fixed and will vary as per requirement of the Ministry.
4. The approved rates will not be changed during the period of the contract.
5. The firm shall have to comply with the relevant laws and rules issued from time to time relating to the business and pay due taxes to the concerned government agencies. The Department will not be responsible for any lapse on the part of the contractor during or after the expiry of the contract.

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Dedicated vehicles and drivers must be provided since security passes/labels for Shram Shakti Bhawan where Office of this Ministry is situated are to be arranged by the Ministry. The driver should also be fully aware of the traffic regulations as well as the geography of Delhi city.

7. The firm will have to get the police verification of the drivers at their own cost and submit to the Ministry
8. Any change in vehicle or drivers will be allowed only in exceptional circumstances and that too with the prior information/ approval.
9. The vehicle must be made available at any given time and day as desired by the Officer with whom the vehicle is attached.
10. As these vehicles and drivers are to be attached with the Senior Officers of the Ministry, the firm should ensure that the driver must carry all the necessary documents (Registration Certificate, Insurance Papers, PUC Certificate and valid driving licence) with him. The driver should be neatly dressed in dark blue uniform and must be well mannered. The driver will have to be provided with mobile phone at the cost of the firm.
11. The firm should have the capacity of repairing their vehicles in a short time and during the repair time the firm should place a substitute vehicle and driver, immediately so that there shall be no loss of time.
12. The bills for hiring of cars would be submitted after the completion of the month. The payment shall be made on monthly basis.
13. No advance payment, in any case, would be made to the firm.
14. No dead mileage will be counted. Mileage and time in a day would be counted from first duty point to last duty point only. In case the first or last duty point is more than 8 kms from the Garage or normal duty point, the difference can be claimed as dead mileage. No night charges will be paid.
15. The vehicle provided to this Ministry must have commercial permit or as per rules of the Govt. of NCT, Delhi.



16. The firm should be in position to cater to the additional requirement of cars at a short notice.
17. The Ministry shall not be responsible for damages of any kind for any mishap/accident/injury caused to the car(s)/ driver(s) while performing duty for the Ministry. All liabilities legal or monetary will have to be borne by the firm.
18. The tender document should accompany an Earnest Money Deposit (EMD) of Rs. 5,000/- (Rupees Five Thousand only) in the form of Demand Draft drawn in favour of the Pay & Accounts Officer, Ministry of Power, New Delhi. The EMD will be refunded to all the bidders after completion of the selection process of the successful bidder.
19. In case the car is not made available on any particular day, a penalty of Rs. 500/- will be levied over and above the expenditure on hiring the vehicle from other agency.
20. In case the driver reports for duty late for more than 15 minutes beyond the scheduled time, a penalty of Rs. 100/- would be levied which will be deducted from the bill.
21. Additional penalty can also be imposed if the contractor violates any of the terms & conditions of the contract.
22. The Ministry of Power reserves the right to cancel the contract at any time without assigning any reasons whatsoever. The successful bidder will have to deposit an amount of Rs. 20,000/- (Rupees Twenty Thousand only) as 'Performance Security Deposit' in the form of Demand Draft or Fixed Deposit drawn in favour of the Pay & Accounts Officer, Ministry of Power, New Delhi. The Performance Security Deposit will be refunded 30 days after successful completion of the contract period.

If the above terms and conditions are acceptable to your firm, you may send your quotations in the enclosed 'Performa' (alongwith its Annexure) in a sealed envelope containing quotations marked "QUOTATION FOR HIRING OF TAXI" addressed to the Under Secretary (GA), Ministry of Power, Govt. of India, Room No. 22, Ground Floor, Shram Shakti Bhawan, Rafi Marg, New Delhi. The quotations should be dropped in the 'Tender Box' pertaining to the Ministry of Power located at Gate No. 5 of Shram Shakti Bhawan by 3.00 PM on 27<sup>th</sup> July, 2010. The quotations received after stipulated date & time will not be considered. The quotations will be opened on the same day at 4.00 P.M. The Ministry of Power reserves the right to reject any or all the tenders without assigning any reason thereof.

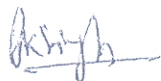
Yours faithfully,

  
**(P.K. SINGH)**  
Section Officer  
Tel: 23358267



## APPLICATION PROFORMA

Name of the Firm/Company/Service Agency	
Complete Address & Telephone No.	
Location of Garage	
No. of Vehicles owned by the Agency	
List of owned vehicles along with copy of R.C.	
No. of vehicles attached with the agency	
No. of years of experience in providing taxi in Government Sector	
Name & address of the Govt. Offices where at present taxis are engaged on regular/monthly basis. (copy of contract letter to be attached)	
PAN No.	
Service Tax Regn. No.	
Name & Telephone No. of proprietor	



ANNEXURE-I

RATES OF PER MONTH PACKAGE

Break up of Service	Name of the Vehicle		
	Tata indica / Wagon R/ & Equivalent	Maruti Esteem/ Tata Indigo/ Deziire/ & Equivalent	Others if any
Rates (per 2600Kms) & 330 Hrs.of duty.			
Rates for additional hours.beyond 2600 kms./330 Hrs.			
Rates (per 2200Kms) & 220 Hrs.of duty.			
Rates for additional hours beyond 2200 Kms/220 Hrs.			

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## DAY BASIS RATES

Break up of Service	Name of the Vehicle		
	Tata indica / Wagon R/ & Equivalent	Maruti Esteem/ Tata Indigo/ Deziire/ & Equivalent	Others if any
Rates (per 80Kms), working hours; 8 Hrs. a day			
Rates for additional hours beyond 8 Hrs/80 Kms.			
Rates (per 40Kms), working hours; 4 Hrs. a day			
Rates for additional hours beyond 4 Hrs./40 kms.			

