



No. 11/5/2010-Adm.III

भारत सरकार

Government of India

विद्युत मंत्रालय

Ministry of Power

Shram Shakti Bhawan, Rafi Marg, New Delhi – 110001

Telephone No. 23715507; FAX No. 23717519

Dated: 4th November, 2010

To

All Ministries/Departments Govt. of India.

Sir,

Sealed quotations are invited for hiring Auto-rickshaw (TSR) on monthly package basis for the official use in the Ministry of Power, Government of India, New Delhi initially for a period of one year. The rates of package/s are to be filled up in the enclosed prescribed proforma. The terms and conditions of hiring of TSR are mentioned below:

1. The services of the Autorikshaw (TSR) is required for official use of the Ministry of Power. The main secretariat of the Ministry is at S.S. Bhawan, New Delhi.
2. The driver should also be fully aware of the traffic regulations as well as the geography of Delhi city.
3. Only such person can submit his quotation who has 'Auto Rikshaw' in his own name and having valid driving license. The owner/driver must have all the necessary documents (Registration Certificate, Insurance Papers, PUC Certificate etc.) The driver will have to carry mobile phone of his own while on duty.
4. The TSR should be in excellent working condition. The driver on duty should be in the proper uniform.
5. The TSR owner shall have to comply with the relevant laws and rules issued in respect of TSR from time to time. The Department will not be responsible for any lapse on the part of the TSR owner during or after the expiry of the contract.

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6. The TSR owner will report for duty at Shram Shakti Bhawan at 8.45 A.M. in the morning. Besides, he has to perform duty on odd hours as and when required by the Ministry of Power. Mileage and time in a day would be counted from first duty point to last duty point only. No night charges will be paid.
7. The TSR driver will be provided a log-book. The driver shall make the entries for the journeys performed by him date-wise and the same are to be signed by the concerned traveler after completion of day's duty. The log-book will be presented on the first day of the week to Section Officer(Adm.III) .
8. The bills for hiring of auto-rickshaw should be submitted after the completion of the month. The payment shall be made on monthly basis.
9. No advance payment, in any case, would be made.
10. The Autorikshaw Driver shall make alternate arrangement in case of his absence/leave. In case the vehicle is not made available on any particular day without taking prior permission and making alternate arrangement, the Ministry of Power shall make alternative arrangement by hiring Taxi/TSR for such period and the amount so spent will be recovered from the monthly bill of TSR.
11. The Ministry shall not be responsible for damages of any kind for any mishap/accident/injury caused to the vehicle (s)/ driver(s) while performing duty for the Ministry. All liabilities, legal or monetary will have to be borne by the owner.
12. The approved rates will not be changed during the period of the contract.
13. The quotation should accompany an Earnest Money Deposit (EMD) of Rs. 3,000/- (Rupees Three 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 after completion of the selection process of the successful bidder/s.
14. The successful bidder will have to deposit an amount of Rs. 15,000/- (Rupees Fifteen Thousand) 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 within 30 days after successful completion of the contract period.
15. The Ministry of Power reserves the right to terminate the contract at any time if the service of the Auto-Rickshaw Driver is not found satisfactory. The decision of the Ministry in this regard will be final.

The quotation/s may be sent in the enclosed 'Performa' (alongwith its Annexure) in a sealed envelope containing quotations marked "QUOTATION FOR HIRING OF AUTO" addressed to the Under Secretary (GA), Ministry of Power, Govt. of India, 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 22nd November, 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 quotations without assigning any reason thereof.

Yours faithfully,


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

PROFORMA FOR QUOTING RATES FOR HIRING OF THREE
WHEELERS

Name of the Owner	
Complete Address & Telephone No.	
R.C. of Vehicle	
PAN No.	

RATES OF PER MONTH PACKAGE

Break up of Service	Amount in Rs.
Rates for package of 2600Kms & 330 Hrs. in a month.	
Rates for additional Km beyond 2600 kms & beyond 330 hours	
Rates for package of 3600Kms & 400 Hrs. in a month	
Rates for additional Kms beyond 3600 kms & beyond 400 hours	