

**GOVERNMENT OF INDIA
MINISTRY OF POWER
PRINCIPAL ACCOUNTS OFFICE
850 – SEWA BHAWAN, R.K. PURAM
NEW DELHI – 110 066**

NIQ NO.: 236/CCA-Power/Admin/2016-17/ 9

Dated: 6 Apr 2016

To,

As per attached list

Subject: Quotations for hiring Two taxis on monthly basis in the O/o Chief Controller of Accounts, Ministry of Power, Sewa Bhawan, R. K. Puram, New Delhi.

Sir,

Sealed quotations are invited from reputed Tour & Travels Agencies for hiring Two taxi on monthly basis for the official use in the O/o Chief Controller of Accounts, Ministry of Power, Sewa Bhawan, R. K. Puram for a period of one year on the following terms and conditions:-

1. Estimated usage during the month for Vehicle-I is 2500 km and for Vehicle-II is 3000 km.
2. This office reserves the right to obtain the service from other sources.
3. The approved rates will not change during the period of contract.
4. 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.
5. The drivers of the car should have a valid driving license, well experienced and familiar with the city roads. The drivers should be neatly dressed and well mannered.
6. The firm will have to get the police verification of the drivers at their own cost and submit to this office.
7. The drivers will have to be provided with mobile phones at the cost of the contractor and should carry mobile phone with him all the time.
8. The cars and the drivers deployed will not be changed except with the prior consent of this office.
9. In case the cars is not made available on any particular day, a penalty of Rs. 500/- will be levied per day and will be recovered from the monthly bill in addition to non-payment on proportionate basis for the day.
10. In case the drivers reports for duty for more than 15 minutes beyond the scheduled time, a penalty of Rs. 200/- would be levied which will be deducted from the bill.
11. Additional penalty can also be imposed if the contractor violates any of the terms and conditions of the contract.
12. The mileage for use of the vehicle will start from the place where the driver is scheduled to report for duty and shall end at the same place. No night charge will be paid.
13. Actual parking charges/toll taxes/entry taxes/state taxes in connection with the official duty will be reimbursed along with the bill.
14. The vehicle will have to be replaced/arranged on immediate basis in case of break down/accident.
15. The agency will always keep his registration certificate, pollution control certificate, valid insurance papers and other such documents ready as required by the Government authorities for inspection.

16. The agency must have a 24 hours working telephone system so that the requirement of cars can be met at short notice and at odd hours/holidays as per requirement of work.
17. The bills shall be submitted by the firm after the end of the month. . The payment shall be made on monthly basis and no advance payment in any case would be made to the firm.
18. This office reserves the right to cancel the contract, at any time, without assigning any reason. The service provider will not be entitled to claim any compensation against such termination. However, while terminating the contract, if any payment is due to the contractor for services already performed in terms of the contract, the same would be paid to it as the contract terms. In case of any dispute, the decision of the Department shall be final.
19. This office shall not be responsible for damages of any kind for any mishap/accident/injury caused to the car/driver while performing duty for the department. All liabilities legal or monetary shall be borne by the firm.
20. The bidder has to ensure that the vehicle with suitable numbers are provided in accordance to this decision of Govt. of Delhi in this regard.
21. Toll tax if any will be reimburse by the office separately on production of proof of payment.
22. The tender document should accompany an Earnest Money Deposit (EMD) of Rs. 5,000/- (Rupees Five Thousand only) per vehicle in the form of Demand Draft drawn in favour of Pay and Accounts Officer, CEA, New Delhi, payable at New Delhi. The EMD shall be refunded to all the bidders after completion of the selection process of successful bidder.
23. The successful bidder will have to deposit an amount of Rs. 12,000/- (Twelve Thousand only) per vehicle as 'Performance Security Deposit' in the form of Demand Draft drawn in favour of the Pay & Accounts Officer, CEA, New Delhi payable at New Delhi. The performance security deposit will be refunded within 30 days after successful completion of the contract period.

Submission of the bid will be taken as proof of acceptance of the terms and conditions as mentioned above, you may send your quotations in the enclosed 'Performa' in a sealed envelope containing quotations marked "Quotations for Hiring of Taxi" to the Sr. Accounts Officer (Admin), PAO, Ministry of Power, Room No-850, Sewa Bhawan, R. K. Puram, New Delhi latest by 2.00 P.M. on or before 25th April 2016. The quotations will be opened on the next day i.e. 26th April 2016 at 3.00 P.M. This office reserves the right to reject any or all the tenders without assigning any reason thereof.


6.4.16

(P. K. Sapra)
Sr. Accounts Officer (Admin)

APPLICATION PROFORMA

Name of the Firm/Company/Service Agency	
Complete Address & Telephone No.	
No. of Vehicles owned by the Agency	
List of owned vehicles	
No. of vehicles attached with the agency	
No. of years of experience in providing taxi in Government Sector	
Name & Addresses of the Govt. Offices where at present taxis are engaged on regular/monthly basis.	
PAN No.	
Service Tax Regn. No.	
Name and telephone No. of proprietor	

Break up of Service	Vehicle-I (AC)			Break up of Service	Vehicle-II (AC)		
	Indigo	Swift Dezire	Accent		SX4	Swift Dezire	Accent
Rates (per 2500 kms) Working hours 8 hrs a day				Rates (per 3000 kms) Working hours 12 hrs a day			
Rates of additional Kms beyond 2500 kms				Rates of additional Kms beyond 3000 kms			
Rates of additional hours beyond 8 hours				Rates of additional hours beyond 12 hours			

Please mention rates with inclusive of all taxes

General Terms and Conditions

1. Bid prices:

- a. The prices shall be quoted in Indian Rupees Only.
- b. All taxes, duties, etc. leviable should be clearly stated/ indicated.
- c. The prices quoted shall remain fixed for the duration of the contract and shall not be subject to adjustment on any account.
- d. Bidders shall indicate their rates in clear/ visible figures as well as in words and shall not alter/ overwrite/cutting in the quotation.

2. Payment Terms

- a. Payment will be made on monthly basis.
- b. Payment will be released after receipt of pre-receipted bills in duplicate.
- c. No advance payment shall be made.

3. Details /Duties regarding the Driver

- a. The taxi provider should provide all necessary details/documents related to residential proof, driving licence, police verification and experience of the Driver.
- b. During the contract period, all responsibility of the driver will remain with the service provider.
- c. Any fault in the car shall be attended immediately and a substitute is to be provided by the service provider at no extra cost.
- d. The driver has to keep the car clean and has to wear a dress, whenever he is on duty.

4. Acceptance of Bids:

This Office reserves the right to accept or reject any bid or reject all and to annul the bidding process without assigning any reason thereof.

5. Above Notice/Tender documents are available on the website www.cea.nic.in and interested parties may download the tender documents from the website mentioned above.