

**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.

