

No.26020/1/2009-GA
Government of India
Ministry of Commerce & Industry
Department of Commerce

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Udyog Bhavan, New Delhi,
Dated 18.11.2009

To

Subject: Hiring of Commercial Cars.

The Department of Commerce, Ministry of Commerce & Industry invites quotations for hiring of DLY AC/Non-AC cars – make - Maruti-SX4(VXi)/Esteem/TATA-Indigo/ Ambassador/Indica/Wagon-R/Swift Dzire of 2008 model and later models in excellent condition for use of its officers for a period of two year. The average requirement will be around 15 cars on each working day. The last date of receipt of quotations is by 3.00 PM on **14-12-2009**. The quotations in sealed cover superscribed “Quotation for hiring of commercial cars” should be addressed to the Section Officer (General Administration Section) Room No.27-C (Tel.No.23062521), Udyog Bhavan, New Delhi. The quotation should be accompanied with an EMD of Rs. 50,000/- drawn in favour of Under Secretary (Cash), Department of Commerce without which the quotation will not be considered. The successful bidder will be required to provide a security deposit of Rs.1,00,000/- upon award of the contract. The quotations will be opened on the same day at 4.00 PM. Those tenderers who wish to be present, may do so at the above venue.

2. The rates should be quoted in the following manner:

- (a) Rate for 2600 Kms. and 330 Hrs. per month.
- (b) Rate for 80 Kms. and 10 Hrs. per day
- (c) Rate for additional Km.
- (d) Rate for additional Hour.

3. The bidding firm should have previous experience of supplying at least 15 cars in one of more Government Department/Ministries/Autonomous Bodies/PSUs etc. Such experience should not be less than 3 years. Bidding firm should furnish copies of such contracts alongwith satisfactory certificate from the concerned Department/Ministries/Autonomous Bodies/PSUs etc.

4. The prospective bidders are requested to go through the enclosed terms and conditions of the contract carefully. The rate quoted should be inclusive of all charges but without taxes. Incomplete or ambiguous bids and bids without documentary proof will not be considered.

sd/-
(Sher Bahadur)
Section Officer

TERMS AND CONDITIONS OF THE CONTRACT

- a) The quotations should be accompanied with the copies of PAN No. and Service-Tax no. of the firm.
- b) The number of cars to be engaged is not fixed and may vary as per requirement of the Department.
- c) Initially the contract will be valid for a period two years and may be extended for one more year on satisfactory performance of the firm on mutual agreed-terms & conditions.
- d) The Department reserves the right to obtain the service from other sources.
- e) Under no circumstances, the approved rates will not be changed during the period of contract. However, 1/3rd of the rates (considered to be consumption on fuel) may be revised upwards/downwards proportionately to the revised rates of the fuel. This revision of rates would be done after one year of commencement of contract. Similar pattern would be followed, if the contract is further extended on satisfactory performance.
- f) Contractor 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 govt. agencies. The Department will not be responsible for any lapse on the part of the contractor during or after the expiry of the contract.
- g) The driver of the car should have a valid driving license, well experienced and familiar with the city roads. The driver should be neatly dressed in dark blue uniform and well-mannered.
- h) The contractor will have to get the police verifications of all the drivers at his own cost and submit to it the Department
- i) The drivers will have to be provided with mobile phones at the cost of the contractor.
- j) The car and the driver deployed with an officer will not be changed except with the prior consent of the user officer.
- k) In case the car is not made available on any particular day the Department will be at liberty to hire vehicle from any other source at your expenses.
- l) In case the driver reports for duty for more than 15 minutes beyond the scheduled time, a penalty of Rs.100/- would be levied which will be deducted from the bill.
- m) Additional penalty can also be imposed if the contractor violates any of the terms & conditions of the contract.
- n) The mileage for use of the vehicle will start from the place where the driver is scheduled to report for duty and shall also end at the same place. No night charges will be paid.
- o) The agency should be in position to cater to the additional car requirements of the Department at a short notice.
- p) Actual parking charges/toll taxes/entry taxes/state taxes in connection with the official duty will be reimbursed along with the bill.
- q) The vehicle will have to be replaced/arranged by the contractor in case of break down/accident.

- r) The driver will always keep his registration certificate, pollution free certificate and other such documents ready as required by the Govt. Authorities for inspection.
- s) The agency must have a 24 hours working telephone system so that the requirement of cars can be met at short notice at odd hours/holidays.
- t) The Ministry 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 per the contract terms. In case of any dispute, the decision of the Department shall be final.
- u) The Department 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 Department. All liabilities legal or monetary shall be borne by the firm.
- v) The security deposit will be refunded only after the satisfactory expiry of the contract.
- w) Payment of hiring charges will be made on monthly basis. Bills would be preferred in the following month.

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