

No. D-26011/3/2014-15-E-V
Government of India
Ministry of Statistics & Programme Implementation
National Sample Survey Office
(Field Operations Division)

East Block 6, Level 4-7,
R.K. Puram, New Delhi-110066

Dated: 17-02-2015

18

To

.....
.....
.....
.....

Subject: - Hiring of AC DLY Taxi cars on Monthly basis for official use - regarding

Sir,

Sealed quotations are invited from reputed Tour & Travel agencies of Delhi for hiring of DLY Taxi AC Car on Monthly basis from Dilshad Garden to East Block-6, R. K. Puram, New Delhi, official use either from the office which is located at Block-6, R.K.Puram, New Delhi-110066. The car will be used essentially for picking up a senior officer from his residence at Dilshad Garden and drop him at the office at East Block-6, R.,K.Puram and also for picking him up from the office and drop him at his residence on all working days. However, the car will also be used for official purpose in the remaining period of the day. The car should also be made available as and when required even on holidays. If the senior officer concerned is on leave or on tour, the car should report to the office at 9.30 a.m. on all working days. The terms and conditions for hiring vehicle given in **Annexure-I**.

The quotations in prescribed format as per **Annexure-II** should be submitted in sealed envelope super scribed "QUOTATION FOR HIRING CAR". The quotations must accompany an Earnest Money Deposit of Rs. 5000/- in the form of a Demand Draft drawn in favour of Pay & Accounts Officer, Ministry of Statistics & P.I. New Delhi. The quotations submitted without EMD will be rejected summarily.

The quotations addressed to **Senior Administrative Officer & HO, NSSO (FOD), Hqrs Office, East Block-6, Level-4 to 7, R.K. Puram, New Delhi -110066** may be submitted latest by **11.00 A.M on 03-03-2015**. The quotations submitted after the stipulated time and date will not be entertained.

The Competent Authority reserves the right to reject any or all the quotations or the contract at any time without assigning any reason thereof.

Dy. No. 396 DDG (CC)
अवधी सं. 396 / र.स.पि. (स.के)
Date 17.2.15
तारीख

Wb Unit

The quotation will be opened on the same day at 3.30 PM in this Office. You may depute your authorized representative to be present while opening the sealed quotations.

Yours faithfully,


एम. देवदासन / M. DEVADHASAN
वरिष्ठ प्रशासनिक अधिकारी / Sr. Admin. Officer and HO & DDO
भारत सरकार / Govt. of India
कार्यालयध्यक्ष / आहरण एवं सवितरण अधिकारी
सांख्यिकी एवं का. का. मंत्रालय / Statistics & P.I.
च. प्र. सर्वे. सं. (क्ष. सं. प्र.) / N. S. S. O. (F.O.D.)
पूर्वी खण्ड-8, रामा कृष्ण पुरम, / East Block-8, R.K. Puram,
नई दिल्ली-110086 / New Delhi-110086

✓ Copy to the Deputy Director General, Computer Centre, East Block, R.K.Puram, New Delhi, with a request to upload the tender documents on the website of MoSPI and the tenders.gov.in under tender head.


(M.Devadhasan)
एम. देवदासन / M. DEVADHASAN
वरिष्ठ प्रशासनिक अधिकारी / Sr. Admin. Officer and HO & DDO
भारत सरकार / Govt. of India
कार्यालयध्यक्ष / आहरण एवं सवितरण अधिकारी
सांख्यिकी एवं का. का. मंत्रालय / Statistics & P.I.
च. प्र. सर्वे. सं. (क्ष. सं. प्र.) / N. S. S. O. (F.O.D.)
पूर्वी खण्ड-8, रामा कृष्ण पुरम, / East Block-8, R.K. Puram,
नई दिल्ली-110086 / New Delhi-110086

TERMS & CONDITIONS FOR HIRING CAR ON MONTHLY BASIS

1. The car will be used essentially for picking up a senior officer from his residence at Dilshad Garden and drop him at the office at East Block-6, R.,K.Puram and also for picking him up from the office and drop him at his residence on all working days. However, the car will also be used for official purpose in the remaining period of the day. The car should also be made available as and when required even on holidays. If the senior officer concerned is on leave or on tour, the car should report to the office at 9.30 a.m. on all working days.
2. The vehicles should be in good mechanical condition and conform to the relevant rules of the Transport Department. The vehicles should be neat and clean and fully upholstered. In any case the vehicles should not be more than 3 years old. The time and distance of the hired vehicles will commence and terminate from the office building at NSSO (FOD), Hqrs. East Block, R.K.Puram, New Delhi. The vehicles will be required on working days. However, on exigencies vehicles must be provided on holidays also on short notice.
3. The firm should have atleast 3 years' experience in tour & travel business. Dedicated vehicles with drivers with valid driving licence and with mobile phones should be provided for security reasons. Replacement of vehicle will be allowed only in exceptional circumstances. The firm will ensure that all the necessary documents (Registration certificate, Insurance papers, PUC etc.) are in the personal custody of the driver. The dress code for the drivers as per local Govt. Directions should be followed by the firm. The firm will provide the service tax number in their quotation. The owner of the firm should be available on phone (in office as well as residence) so as to call in emergency. The firm should have valid permits for plying vehicles in Delhi and NCR area and all the taxes/penalties, if any should be paid by the firm.
4. The firm should have capacity of repairing their vehicles in a short time. In case of breakdown, the vehicle will have to be replaced immediately without claiming any extra charges for the same. While the Division has a regular requirement for hiring of vehicles, it shall have the right not to utilize the services at all or at any time for any period without giving any prior notice. The number of hired vehicles may also be increased or decreased depending on requirements of the Division.
5. Typed/ computerized bills in connection with the services rendered should be submitted to the E-V Section of the Division in the 1st week of each month.
6. Preference will be given to agencies already working with Govt. Departments.
7. The contract shall be awarded initially for one year and may be considered for extension by mutual agreement for such period as may be agreed upon, not exceeding one year. However, no sub-contracting will be allowed by the selected firm. Once the rates are finalized, no increase will be considered in the rates quoted by the firm in any case during the period of the contract. In case of any dispute of any kind and in any respect whatsoever, the decision of Additional Director General, NSSO (FOD), Hqrs. shall be final and binding.
8. **The quotations must be submitted in the format as given in ANNEXURE-II.**
9. The contract so awarded will commence from the date of consent of the firm to the terms and conditions and deposit of security amount of Rs. 10,000/- in the form of Bank guarantee/Demand Draft valid during contract period in favour of Pay & Accounts Officer, Ministry of Statistics & P.I., New Delhi, which shall be allowed to be withdrawn on the expiry of the contract.

.....



ANNEXURE-II

FORMAT FOR SUBMISSION OF QUOTATION FOR HIRING CAR

(A) Charges for monthly basis

Period/Hours/KMs	Ambassador/Indica or similar (AC)	Indigo/Esteem /Maruti Swift Dzire or similar car(AC)
Providing vehicles on monthly basis including drivers, fuel etc. On monthly basis upto 2200 KMs and 250 hours		
Rate per hours after 250 hours		
Rate for Extra KMs after 2200KMs		

