

F. NoD-25011/1/2013-14-E-V
Government of India
Ministry of Statistics & Programme Implementation
National Sample Survey Organisation
(Field Operation Division)

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

Dated: 08-07-2013

To

Subject: Hiring of Ac/Non AC cars daily and monthly bases for official use.

Sir,

Sealed quotations are invited by this Division from Tour & Travel agencies of Delhi /NCR for hiring of vehicle for official use at Delhi as per the terms and condition given in Annexure-1

The quotations in prescribed format (Annexure-II) be submitted in sealed envelope super prescribed "QUOTATION FOR HIRING OF VEHICLES FOR NSSO (FOD). The quotation must accompany an Earnest Money Deposit of Rs 5000/-in the form of a Demand Draft drawn in favor of Pay & Account Officer, Ministry of Statistics & P. I. The quotations submitted without EMD will be reject summarily. The quotations addressed to Deputy Director/HO East Block-6,Level-4 to 7, R. K. Puram, New Delhi-66 may be submitted latest by 11.00 A.M on 22-07-2013. The quotation will be opened on same day at 3.30 P.M. in presence of representative of firm, if any.

Yours faithfully,



(FAKHRE ALAM)
DY. DIRECTOR&HO

Copy to :- Deputy Director Granal, computer center with request for uploading on MOS&PI's web site & tenders. gov.in. under tender head



(FAKHRE ALAM)
DY. DIRECTOR&HO

Dy. No. 1033
संज्ञा संख्या
Date 9/7/13

9/7/13
DGC m n m.

TERMS & CONDITIONS

1. 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 2 years old. The time and distance of the hired vehicles will commence and terminate from the office building at NSSO (FOD), Hqrs. New Delhi. The vehicles will be required on working day. However, on exigencies vehicles must be provided on holidays also on short notice.
2. The firm should have atleast 3 years experience in tour & travel business. Dedicated vehicles with drivers 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 drivers. 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 in NCR area and all the taxes/ panelties, if any should be paid by the firm.
3. 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.
4. 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.
5. Preference will be given to agencies already working with Govt. Departments.
6. 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 Head of Departments NSSO (FOD), Hqrs. shall be final and binding.
7. **The quotations must be submitted in the format as given in ANNEXURE-II.**
8. The NSSO (FOD) reserves the right to reject any or all the quotations or the contract at any time without assigning any reason thereof.
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., which shall be allowed to be withdrawn on the expiry of the contract.

ANNEXURE-II

FORMAT FOR SUBMISSION OF QUOTATION

(A) Charges for monthly basis

Period/Hours/KMs	Ambassador/ Indica or similar (Non- AC)	Ambassador/ Indica or similar (AC)	Indigo/Esteem or similar (AC)	Honda City/ Accent/ Ikon or similar(AC)	Tavera/ Innova or similar (AC)
Providing vehicles on monthly basis including drivers ,fuel etc.on monthly basis upto 2500 KMs and 250 hours					
Rate per hours after 250 hours					
Rate for Extra KMs after 2500 KMs					

(B)Charges for daily basis

Period/Hours/KMs	Ambassador/ Indica or similar (Non-AC)	Ambassador/ Indica or similar(AC)	Indigo/Esteem or similar (AC)	Honda City /Accent/Ikon or similar (AC)	Tavera/ Innova or similar (AC)
Providing vehicles on daily basis including drivers , fuel etc. for 8 hours and 80 KMs					
Rate per hours after 8 hours					
Rate for Extra KMs after 80 KMs					
Providing vehicles on daily basis including drivers , fuel etc. for 4 hours and 40 KMs					
Rate per hours after 4 hours					
Rate for Extra KMs after 40 KMs					

(C) Rates for hiring Dry Vehicle on Monthly/Daily basis

Duration	Rates for providing vehicle <u>with driver</u> and maintenance of vehicle (POL to be provided by Division).		Rates for providing vehicle with maintenance of vehicle (POL & driver to be provided by Division)	
	Maruti Dezire	HondaCity/Accent/Icon or similar	Maruti Dezire	HondaCity/Accent/Icon or similar
Rate per day				
Rate per month				