

No. D-25011/8/2013 -14- 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: 22.01.2014

To

**Subject:** - Hiring of Two AC/Non AC cars on monthly basis for official use.

Sir,

Sealed quotations are invited by this Division from reputed Tour & Travel agencies of Delhi <sup>NER</sup> for hiring of vehicles from Dilsad Garden to R.K. Puram and Faridabad to R.K. Puram and back also to both sides as per the terms and conditions given in Annexure-I.

The quotations in prescribed format (Annexure-II) be submitted in sealed envelope super scribed "QUOTATION FOR HIRING OF VEHICLES FOR NSSO (FOD). 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. The quotations submitted without EMD will be rejected 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 07-02-2014. The quotation will be opened on same day at 3.30 PM in presence of representative of firm, if any.

Yours faithfully,



(FAKHRE ALAM)  
DY. DIRECTOR & HO

Copy to:- The DDG, computer Centre with request for uploading on MOS&PI web site& under Tenders . gov. in. under tender head.



(FAKHRE ALAM)  
DY. DIRECTOR & HO

Dy. No. 195/DDG (CC)  
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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 K.Ms and 250 hours					
Rate per hours after 250 hours					
Rate for Extra K.Ms after 2500K.Ms					



## 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 3 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 NCR area and all the taxes/penalties, 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 1<sup>st</sup> 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 Additional Director General, NSSO (FOD), Hqrs. Shall be final and binding.
- 7. The quotations must be submitted in the format as given in ANNEXURE-II.**
8. The Ministry 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.

