

No. D-26011/2/2014-15-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: 20-11-2014

To

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Subject: - Hiring of AC and Non AC cars on call basis for official use.

Sir,

Sealed quotations are invited from reputed Tour & Travel agencies of Delhi for hiring of vehicles on call basis for official use either from the office which is located at Block-6, R.K.Puram, New Delhi-110066 from other designated places to this office or other offices or airport/railway station/bus stand or other specified places in New Delhi/Delhi NCR. The terms and conditions for hiring cars given in **Annexure-I**.

The quotations in prescribed format as per **Annexure-II** should 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. 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 08-12-2014**. The quotations submitted after the stipulated time and date will not be entertained.

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,


(M.Devadhasan) 20/11/14

Senior Administrative Officer & HO

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


(M.Devadhasan) 20/11/14

Senior Administrative Officer & HO

Dy. No. 2335 / 2014-15 (FOD)
आवरी संख्या. 20/11/14 / (उ.प्र.नि.सं.क.)
Date 20/11/14
संशोधन



20/11/14
M. Devadhasan

**NATIONAL SAMPLE SURVEY OFFICE
(FIELD OPERATIONS DIVISION)
HRS OFFICE, NEW DELHI**

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. 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.
2. 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 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 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 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 Competent Authority 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., New Delhi, which shall be allowed to be withdrawn on the expiry of the contract.

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एम. देवदासान / **DEVADASAN**
 वरिष्ठ प्रशासनिक अधिकारी / Sr. Admin Officer and HO & DDO
 कार्यालय/आइ.टी.ई. एवं संचित्तना अधिकारी
 भारत सरकार / Govt. of India
 सांख्यिकी एवं का. मा. मंत्रालय / M/o Statistics & P.I.
 रा. प्र. सर्व. सं. (क्ष. सं. प्र.) / N. S. S. O. (F.O.D.)
 पूर्वी खण्ड-6, रामा कृष्ण पुरम, / East Block-6, R.K. Puram,
 नई दिल्ली-110066 / New Delhi-110066

ANNEXURE-II

FORMAT FOR SUBMISSION OF QUOTATIONS FOR HIRING VEHICLE

1. Name of the firm with address:	
2. Contact Telephone No.	
3. Details of bank draft towards EMD:	

Period/Hours/KMs	Ambassador/Indica or similar (Non-AC)	Ambassador/Indica or similar (AC)	Indigo/Esteem/ Swift Dzire 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 of 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					


 एम. देवदासन / M. DE VADIASAN
 वरिष्ठ प्रशासनिक अधिकारी / Sr. Admin. Officer and HO & DDO
 कार्यालयाध्यक्ष / Officer in Charge
 भारत सरकार / Govt. of India
 सांख्यिकी एवं का. का. मंत्रालय / M/o Statistics & P.I.
 रा. प्र. सर्व. सं. (वि. सं. प्र.) / N. S. S. O. (F.O.D.)
 पूर्वी खण्ड-6, रामा कृष्ण पुरम, / East Block-6, R.K. Puram
 नई दिल्ली-110066 / New Delhi-110066