

Government of India  
**Computer Centre**  
Ministry of Statistics & Programme Implementation  
East Block- 10, R K Puram, New Delhi-110066

**TENDER NOTICE**

**Annual Contract for Hiring Vehicle for Official Purpose**

Tender No. D-26020/1/2012-CC

Dated: 02<sup>nd</sup> April, 2012

Last date for submission : 18<sup>th</sup> April, 2012 upto 3:00 PM  
Date of Opening of Tender : 18<sup>th</sup> April, 2012 at 3:30 PM

Sealed Tender is invited from Registered Travel Agency for hiring of **One AC Taxi Car (Indigo/ D'Zire/ SX4 or equivalent model not older than 2011 model)** in Computer Centre, MOS&PI, R K Puram, New Delhi - 110066. The tendering Agency is required to enclose duly attested photocopies of the following documents along with tender:

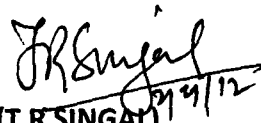
- Agency's Registration Certificate
- Copy of PAN/TAN of the Agency
- Copy of the Service Tax registration certificate
- Name of Govt./PSU/private firms where services provided during last three years.

**Terms and Conditions:**

1. The contract will be initially for a period of one year and if required may be extended for further periods of one year depending upon the satisfactory performance and on mutual agreement on the same terms, conditions and rate.
2. The driver will be required to maintain a logbook for point to point travel.
3. Counting of distance will be from the starting point of the user and closing at the point wherever user completes his/her travel.
4. Full month would imply **2400 KMs irrespective of Hours and 31 days** or as the case may be.

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5. The vehicle should be in good physical and mechanical condition i.e. neat and clean and fully upholstered and conforming to the rules of the transport department.
6. The firm should have at least 3 years experience in tour & travel business with annual turnover of Rs. 5 Lakhs.
7. The firm will ensure that all the necessary documents are in the personal custody of the driver. The firm should have valid permits for plying vehicles in Delhi. The agency should be able to provide a vehicle with NCR permit on request whenever required.
8. The firm should have the 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.
9. Toll tax, Entry tax, Permit fee for crossing border, if any, and parking charges will be borne by the Computer Centre.
10. An earnest money of Rs. 5,000/- (refundable) is required to submit with the tender.
11. The billing should be done on monthly basis and the bills should be submitted in the first week of the following month. It will be the duty of driver to get the duty slip duly signed and properly filled by the officers/ staff on day to day basis.
12. The tenderer must ensure that the driver employed has valid driving licence and mobile phone and that the driver is well behaved and well conversant with the routes.
13. The Computer Centre reserve the right to reject any or all the quotations for the contract at any time without assigning any reason thereof.
14. An amount of Rs. 500/- per day will be deducted in case of non availability of the vehicle and Rs. 100/- per day will be deducted in case of failure/non-functioning of AC of the vehicle, if reported by the officer using the vehicle. All liabilities arising out of any legal dispute, accident etc. shall be borne/ paid by the agency.
15. The sealed Tender should be addressed to the **Under Secretary, Computer Centre, M/o Statistics & PI, East Block-10, R K Puram, New Delhi- 110066**. The above Tender should reach this Centre by **18<sup>th</sup> April, 2012 upto 3:00 PM** and the same will be opened at **3:30 PM** on the same day at this Centre.

  
(T R SINGAL)

Under Secretary to the Government of India