

No. D- 26017 (1)/2006-Admn. II
Government of India
Ministry of Commerce & Industry
Office of Economic Adviser
(Admn.II Section)

Udyog Bhawan, New Delhi,
Dated, the 6th February, 2012.

To

As per list attached

Subject: - Tender for Hiring of DLY Taxi – regarding

Sir,

Office of Economic Adviser intends to hire the DLY Taxi to be used as Staff car. In case you are interested to provide a Taxi for the Official use of senior officers (Joint Secretary Level & above).in the Office of the Economic Adviser. In case you are interested to provide taxi to this office on the terms & conditions mentioned in the Annexure, you may quote your rates etc. in prescribed format given below and submit the same in a sealed cover to the undersigned on or before 20th February, 2012 by 3.00 P.M.

2. The quotations received after the due date/time shall not be entertained. The quotations shall be opened on the same date i.e. 20th February, 2012 at 4.00 P.M in the presence of all concerned. The quotations have to be accompanied by an earnest money of Rs.5,000/- (Rupees Five thousand only) in the form of a demand draft in favour of DDO, Office of Economic Adviser, Ministry of Commerce & Industry, Government of India, New Delhi. The quotations should be in the following pattern:-

(a)	Name & Address of the Agency/Operator	
(b)	Make & No. of cars available	
(c)	Whether providing service to any other Ministry/PSU/Govt. office. If so the details thereof	
(d)	Experience	
(e)	PAN Card No.	



Monthly charges (Minimum) in Rs. Including taxes:

	Charges for 25 days & 2000 KMs in a Month(10 hrs per day)	Rates for 80 Kms/10 hrs	Rate for Extra KM	Rate for Extra Hour
Indica! Ambassador (Non-AC)				
Indigo/Esteem (Non-AC)				
Indica/ Ambassador(AC)				
Indigo/Esteem (AC)				

3. Preference will be given to transporters operating within a radius of 5 Kms. **f**rom Udyog Bhawan.

4. Office of the Economic Adviser reserves the right to cancel the tendering process, if need arises. No reason thereof will be shared with the applicant.

Yours faithfully,



(Rajan Sood)
Section Officer
Tel: 23061087

Copy to:

1. All Ministries/ Departments for circulation among their contractors
- ✓ 2. Director (NIC) for placing on the website of this Office.

**Annexure to letter No. No. D- 26017 (1)/2006-Admn. II dated 6th
February, 2012**

1. The transporter will supply five Tata Indigo/Maruti Esteem on regular basis and one Ambassador/Indica (Non-AC) as and when required to this office. Taxi charges of adhoc requirement for all types of vehicle indicated in the prescribed format should be furnished in offer letter.
2. The transporter will ensure time punctuality. Total delay in morning during a calendar month will be compensated with extra hours consumed by the office.
3. Retention of vehicle up to 30 minutes will be considered grace time. No extra charges will be made for the period.
4. The transporter will ensure to provide designated vehicles to this office daily instead of changing the vehicle as it will cause inconvenience to the Senior Officers as entry of changed vehicle will also have security problem while entering into building.
5. Transporter must provide for the distance between garage and pickup/dropping point. Meter reading will start from garage and end at garage. The garage should be within the radius of 5 kms of pickup/dropping point unless and otherwise agreed to by this office. Drivers are required to wear proper uniform on duty.
6. The driver must maintain proper log-book for the vehicle and intimate the opening & closing meter reading every day which should be signed by the officer/user.
7. Transporter will provide the mobile numbers of the drivers engaged for this office. Drivers must carry mobile phone.
8. In case of any eventuality/ unforeseen circumstances where designated vehicle is not worthy to perform duty, transporter will provide necessary information to officer concerned and SO (Administration) about alternate vehicle of same type and driver details (Mob. No. etc.) at least a day before.
9. Transporter must ensure the road worthiness of vehicles.
10. The payment will be made on the monthly basis on production of proper bills supported by the daily duty slips/log book duly countersigned signed



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by the officer/user of this office. Service tax, etc., if any, should be clearly reflected in the bill.

11. Risk of vehicle and its passengers must be insured by the transporter company from any of the approved Insurance Company.
12. Traffic violations, if any, caused by the vehicle/driver would be the sole responsibility of the transporter.
13. As there are 18 Gazetted and 2 national holidays (~20 holidays) in a year, these are to be compensated with extra hours/kilometers. Holidays falling on Saturday and Sunday may be excluded.
14. In the event of the vehicle required for a part of the month, this office will pay proportionately. Such exigencies could arise due to officers proceeding on leave and that could be intimated in advance.
15. Termination of contract is reserved with Office of Economic Adviser without assigning any reason to the vendor.

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