

No.D-26016/1/2007-Protocol
Government of India
Ministry of Commerce & Industry
Department of Industrial Policy & Promotion
Protocol Section

Udyog Bhavan, New Delhi
Dated 19th March, 2009

To

As per list

Subject: - Hiring of DLY Cars (AC & Non AC) on monthly basis and Indigo, Innova etc. on required basis.

Sir,

This Department is interested in hiring DLY cars (AC & Non AC) on monthly basis and Indigo, Innova, Indica, Esteem and other premium cars like Mercedes Benz, Toyota Corrola, Ford, Ikon etc. on requirement basis. In case you are interested in the rate contract, you may send your quotations in sealed cover for the above mentioned cars to reach the Director (Protocol), Room No.254-B, Udyog Bhavan, New Delhi latest by 3.00 PM on or before 27.03.2009. The quotations will be opened on the same day at 4.00 PM in Room No.254-B, Udyog Bhavan, New Delhi, in the presence of those tenderers who desire to be present at that time.

2. The terms and conditions of the above contract on which the cars will be hiring to the successful tenderer are as follows: -

- i. The cars should not be more than three years old.
- ii. The contract will be initially for one year extendable up to three years if services are satisfactory but can be terminated at any time without assigning any reason.
- iii. The firm should have a minimum of three vehicles having DLY registration number. A copy of the registration certificate of the car should be attached to the quotation.
- iv. The same car and driver should continue the duty regularly. Frequent change of the car and driver without assigning valid reasons will not be allowed.
- v. The number of vehicles operated by the firm may be indicated. The past experience may also be indicated, separately.
- vi. The drivers should wear proper uniform and be provided with the Mobile phones. The drivers should have sufficient experience and be well conversant with the routes in Delhi & NCR.


19/3/09

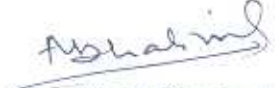
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- vii. The vehicle should be made available to the Department within thirty minutes of the receipt of the call.
- viii. In the case of breakdown of any vehicle, the agency should be able to provide another vehicle within thirty minutes.
- ix. If any duty is not attended to, an amount of Rs.500/- per duty will be deducted from the subsequent bill of your agency as a penalty.
- x. **Dead mileage (distances from garage to office and back) will not be allowed.**
- xi. No advance payments shall be made. Payments will be made on receipt of pre-receipted bills (in triplicate) during the following month.
- xii. The rates should be submitted in the company's letter-head as mentioned below. No upward revision of rates will be permissible during the contract period.

The rates should be quoted as under:

- a. Rate for 10 hours/100 KMs. Per day } on monthly basis
- b. Rate for extra KMs beyond 100 KMs } for DLY (Indica) &
- c. Rate for extra hours beyond 10 hrs. } on daily basis for
} premium cars

3. The Department reserves the right to accept or reject the tender in full or in part without assigning any reason. Tender should be accompanied by Earnest Money Deposit of Rs.10, 000/- (Rupees ten thousand) in form of Demand Draft / Banker Cheque / addressed in the name of DDO, Department of Industrial Policy & Promotion, otherwise tender will not be considered. Earnest Money Deposit of unsuccessful tenders will be returned immediately after finalizing the contract. EMD submitted by successful tenders will be kept as performance guarantee and the same will be returned after successful completion of contract.


(A.S. Dhaliwal)

Under Secretary to the Government of India
TJ. 2306-1306

Copy to: - NIC, Department of Industrial Policy & Promotion, for placing the tender Enquiry on Website of DIPP and remove the same on 30.03.2009