

No. VP/311/Estt/DLY(01)/09-10

Dated: 30<sup>th</sup> December, 2011

**Sub: Quotation for Hiring of Commercial Vehicles.**

Dear Sir,

The Institute intends to hire the following **commercial vehicles** on monthly basis for official use:

S. No.	Name of the Vehicle	No. of vehicle required	Kms	Duty Point
1.	Indigo/Swift Dzire (Diesel)	One	2200 Kms – 12 hours duty (per day) – full calendar month	Dwarka Sector-19, New Delhi
2.	Indica/Swift	One	1800 Kms –12 hours duty (per day)-24 days	C-24, QIA, New Delhi-16
3.	07 Seater Diesel Vehicle – Innova/Sumo/Endeavour/ Scorpio/Xylo (All seats front facing only)	One	2400 Kms –12 hours duty (per day)-22 days	Nawada, Uttam Nagar, New Delhi-59
4.	Maruti Van (CNG) (Eco - 7 Seater) (All seats front facing only)	One	2000 Kms –12 hours duty (per day) -26 days	Mukundpur, Burari, New Delhi

**The terms and conditions are as under: -**

- 1 The vehicle would be on duty in a calendar month for 12 hrs duty per day. The timing and days, however, will be flexible, limit of days in a month is mentioned against each vehicle above and the driver would be informed accordingly.
2. Licensed, reliable, experienced driver having knowledge of Delhi/Noida Roads should be deployed on the vehicle.
3. The vehicle should be in excellent running condition and model should not more than two years old.
4. There would be no revision in the tariff during the period of the contract.
5. The period of contract would be initially for 12 months which may be extended further for six months, on mutual consent basis, if services are found satisfactory. VP reserves the right to terminate the services without assigning any reasons, if the services are not found suitable/satisfactory. One month notice is required to be given by either party in case the Agreement is to be terminated during the period after completion of initial three months of contract.

6. For calculation of Kms run during duty hours, the starting and ending point of duty will be as mentioned above. If the end point where the vehicle is signed off last is other than the above, then distance from the point where the vehicle was signed off upto taxi stand would be allowed to be included. The route including start and end point, of the vehicles may be changed during the contract period, however the total Kms for the month will remain the same.
7. In case the regular vehicle is not available, then another vehicle of a similar description, as mentioned above table, should be sent as replacement. If no substitute vehicle is sent and no alternative arrangement is made, then double the pro-rata amount/day or the actual expenses incurred for hiring the vehicles whichever is more would be deducted from the bill. If service is not made available for part of a day, no payment would be made for that day.
8. Penalty as stated at Para 7 above will be imposed if vehicle breaks down on duty or does not turn up at the appointed time.
9. No payment for the day is admissible if the vehicle meets with an accident.
10. VP reserves the right to cancel any or all quotations without assigning any reasons.
11. No partial work will be awarded.
- 12. The vehicles must be registered in the name of company or the owner who is submitting the bid. The copy of the registration is required to be enclosed with bid.**
13. The quotations should be received in this office by 17<sup>th</sup> January, 2012 by 02.00 PM. Quotations would be opened on same day at 3:00 PM.
- 14. Quotation should be for all the four vehicle. Part quotations will not be accepted. All the four vehicles will be hired from single lowest-one vendor.**
- 15. Quotations as per format mentioned at Annexure-`A' above will only be accepted. Quotation not in format, will not be accepted.**
16. The vender should have a valid PAN No. and Service Tax No. and required to attach a copy of Service Tax & PAN as a Proof. Vendor will be required to submit the proof of deposition of service tax, claimed from Vigyan Prasar, to the Central Government on quarterly basis regularly.

Thanking you,

Yours Sincerely,

**(T. V. Venkateswaran)**  
**Registrar**

**Annexure – 'A'**

**Schedule of items/ services to be provided and rates to be quoted by the Agency/ Company (in space provided)**

Name of the Agency/ Company :  
Address :  
Telephone No. :  
PAN No. :  
Service Tax No. :  
E-mail (if any) :

**Type of Vehicles : Commercial Vehicles only**

S. No.	Particulars	Indigo/ Swift Dezire (Diesel)		Indica/ Swift		7 Seater Diesel Vehicle Innova/ Sumo/ Endeavour/ Scorpio/ Xylo		Maruti Van (CNG)/ Eco (7 seater)	
		2200 Kms – 12 hours duty (per day) – full calendar month		1800 Kms –12 hours duty (per day)-24 days		2400 Kms –12 hours duty (per day)-22 days		2000 Kms –12 hours duty (per day) -26 days	
		Non-AC	AC	Non-AC	AC	Non-AC	AC	Non-AC	AC
1.	Make & Model of Vehicle proposed to be provided								
2.	Monthly rate for a calendar month & 12 hours per day (in Rs.)								
3.	Rates for Extra kilometer (in Rs.)								
4.	Rate for Extra hours beyond 12 hours duty. (in Rs.)								
5.	Night duty stay charges (if any)								
6.	Date from which vehicle can be provided								
7.	Any other information/conditions								

(Signature of the contractor)