

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

Dated: 13th December 2010

Sub: Quotation for Hiring of Vehicles

Dear Sir,

The Institute intends to hire the following vehicle on monthly basis for official use:

- (a) Maruti Van (CNG) - Commercial Registration

The terms and conditions are as under: -

1. The Vehicle would be on duty for 26 days in a month for 12 hrs duty on all working days. The timing and days, however, will be flexible and the driver would be informed accordingly. The monthly limit of Kms would be 2400 Kms.
2. Licensed, reliable, experienced driver having knowledge of Delhi/Noida Roads should be deployed on the vehicles.
3. The vehicle should be in excellent running condition and not more than two years old.
4. In case the regular vehicle is not available, then another vehicle of a similar description as at (a) above 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.
5. There would be no revision in the tariff during the period of the contract.
6. The period of contract would be initially for one year which may be extended if services are found satisfactory and on mutual Agreed terms and conditions. VP reserves the right to terminate the services in the first three months, without assigning any reasons, if the services are not found suitable/satisfactory. For calculation of Kms run during duty hours, the starting and ending point of duty will be Mukund Pur. 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. Penalty as stated at Para 4 above will be imposed if vehicle breaks down on duty or does not turn up at the appointed time.

8. No payment for the day is admissible if the vehicle meets with an accident.
9. The quotation should be in the following format: -
 - Make of vehicle proposed to be provided _____
 - (a) (i) Monthly rate for 2400 Kms & 12 hours per day.
 - (ii) Rates for extra kilometer beyond 2400 Kms.
 - (iii) Rate for extra hours beyond 12 hours.
 - (iv) Rate for outstation duties (outside Delhi) involving overnight stay.
 - (v) Rate for extra days beyond the stipulated 26 days (80 Kms and 8 hours).
 - (vi) Any other information/conditions.
 - (vii) Date from which vehicle will be provided
10. VP reserves the right to cancel any or all quotations without assigning any reasons.
11. The vehicle must be registered in the name of company or the owner who is submitting the bid. The copy of the registration will be enclosed with bid.
12. The quotations should be received in this office by 22 December 2010 by 02.00 PM. Quotations would be opened on same day at 3.00 PM.
13. Quotations only for vehicles mentioned at (a) and as per format at Para 9 above will be accepted.

Thanking you,

Yours Sincerely,

(Somesh C Jhingan)
Registrar