

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

Dear Sir,

Tender are invited to hire the following vehicles on monthly basis for official use:

S. No. (1)	Name of the Vehicle (2)	No. of vehicle required (3)	Kms (4)	Duty Point (5)
1.	Indigo/Swift Dzire (Diesel)	One	2800 Kms – 12 hours duty (per day) – full calendar month	Indirapuram / Noida (U.P.)
2.	Indigo/Swift Dzire (Diesel)	One	2000 Kms – 12 hours duty (per day) – 24 days	Moti Nagar (Delhi)
3.	Maruti Eco (CNG) (Eco 7 Seater) (All seats front facing only)	One	2200 Kms – 12 hours duty (per day) – 26 days	Janakpuri (Delhi)
4.	Tata Sumo/Xylo/Travera/Innova	One	2200 Kms – 12 hours duty (per day) – 26 days	Janakpuri (Delhi)

**Note:** From Sl. No. 3 & 4 only any one vehicle will be hired. However decision to hire or not to hire any vehicle will be taken at the time of award of contract.

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

- 1 The vehicle(s) would be on duty as mentioned in Col. (4) above for 12 hrs duty per day. The timing and days, however, will be flexible, limit of days in a month is mentioned above against each vehicle and the driver would be informed accordingly.

2. Licensed, reliable, experienced and cautious drivers having knowledge of Delhi and Noida routes should be deployed on the vehicles.
3. The vehicles 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 out of which first 03 months will be considered as trail period. After completion of 3 months of trail period contract would be extended for further 9 months if services are found satisfactory. The term of contract may be extended annually on mutual consent basis. However total period of contract shall not exceed three years. VP reserves the right to terminate the services without assigning any reasons, if the services are not found suitable/satisfactory during the total period. 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 up to 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 similar make and model as mentioned above should be sent as replacement. If no substitute vehicle is sent and no alternative arrangement is made, then double the pro-rata amount per 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. If any officer/user of vehicle(s) is away on tour or on leave, the said vehicle will report to Vigyan Prasar Noida Office or any other place which will be informed to the driver/contractor.
11. VP reserves the right to cancel any or all quotations without assigning any reasons.
12. The vehicles must be registered in the name of company or the owner or lease agreement who is submitting the bid. The copy of the registration and lease agreement(s) are required to be enclosed with bid.
13. The quotations should be received in this office by 17th February, 2014 by 02.00 PM. Quotations would be opened on same day at 3:00 PM.
14. Quotations as per format mentioned at Annexure-`A` above will only be accepted. Quotation not in format will not be accepted.
15. 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 with the bids. 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.
16. Contractor shall be solely responsible for payment of wages/salaries, other benefits and allowances including extra hour duty & night halts allowances to his personnel that might become applicable under any act or order of the Government. Vigyan Prasar shall have no liability whatsoever in this regards and the contractor shall indemnify Vigyan Prasar against any/all claims, which may arise under the provision of various act, government orders etc.
17. The contractor shall ensure that all statutory provisions like Insurance, Road Tax, Road worthiness Certificate etc. are complied with and shall be solely responsible for any penalty arising due to default thereof.
18. Contractor shall be fully responsible for theft, burglary, fire or any mischievous deeds by his staff.

19. All the vehicle must have maximum level of fuel at the time and point of starting. Refueling of vehicles during the course of duty is not permitted unless it is justified that total fuel has been exhausted during the course of duty on particular day. A Penalty of Rs; 200.00 will be imposed on each refueling if above condition is not metarlised.
20. Frequent change of driver(s) will not permissible unless it is beyond control and on direction/approval of Vigyan Prasar. A penalty of Rs. 1000.00 will be imposed on each occasion whenever driver is being changed. Further, In case deriver(s) are found not conversant with the various routes within Delhi/Noida, a penalty of Rs: 250.00 per day duty, per driver will be imposed to the maximum extent of 20% of total monthly invoice including taxes. Penalty will be calculated as follows.
- Rs: 1000.00 for change of driver(s) + 250.00 X number of days of duty of driver not conversant of Delhi/Noida routes.

### **Termination of Contract**

21. In case of any default by the Contractor and in any of the terms and conditions Vigyan Prasar may without prejudice to any other right/remedy which shall have accrued or shall accrue thereafter, terminate the contract, in whole or in part, by giving one month notice in writing to the Contractor.
22. All instructions, notices and communications etc. under the contract issued in writing and if sent to the last known place of business, shall be deemed to be served on the date, even in ordinary course of post, these would have been delivered to the contractor.
23. Notwithstanding anything contained herein, Vigyan Prasar also reserves the right to terminate the contract at any time or stage during the period of contract, by giving one month notice in writing without assigning any reason and without incurring any financial liability whatsoever to the contractor.

24. Bidder may quote for all or any vehicle as per tender enquiry. Monthly charges will only considered for evaluation of L1. Rates quoted should be exclusive of service tax. Payment of toll state tax etc will be paid on actual basis.
25. The bidder should send a demand draft for ₹25,000/- (Rs. Twenty five Thousand only) towards Earnest Money Deposit (EMD) and a non refundable demand draft of Rs: 1000.00 towards tender fee in favour of "Vigyan Prasar", payable at New Delhi. Bidders are requested to write their name and full address at the back of the Bank draft submitted in support of Tender document. Bids not accompanied by the requisite amount of Earnest money and tender fee with prescribed encloser shall be rejected out rightly. EMD of successful bidder will be retained by the Vigyan Prasar till completion of contract period and others will be returned after finalisation of contract. If the successful bidder, as per terms and condition of tender, fails to provide the vehicles his EMD shall be forfeited.
26. Attached all the copies of the tender documents will be duly signed by the bidder as accepting all the terms and condition of the tender with the bid.
27. Vigyan Prasar reserves the right to consider the lowest one bidder, whose aggregate charges for all the three vehicles for one month, comes out to be lowest or consider respective L1 for each vehicle. It means that rates of respective L1 vehicle wise will be calculated and aggregate rates of all the bidder will be calculated and all will be compared. Whichever will be profitable to Vigyan Prasar, the same will be considered. Bidder may contact for any query to Mr Dheerendra Kumar  
Tele: 0120-2404427 E- Mail: [dheerendra@vigyanprasar.gov.in](mailto:dheerendra@vigyanprasar.gov.in)

(Somesh C Jhingan)  
Registrar

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/ Private Vehicles

S. No.	Particulars	Indigo/ Swift Dezire (Diesel) 2800 Kms – 12 hours duty (per day) – full calendar month		Indigo/ Swift Dezire (Diesel) 2200 Kms – 12 hours duty (per day) – full calendar month		Tata Sumo/Xylo/Travera/Innvoa 2200 Kms-12 hours duty (per day)-26 days		Maruti Eco (CNG)/ (7 seater) 2600 Kms –12 hours duty (per day) -26 days	
		Commercial Registration	Private Registration	Commercial Registration	Private Registration	Commercial Registration	Private Registration	Commercial Registration	Private Registration
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.	Rates per Km for outstation duty								

Monthly charges will only considered for evaluation of L1. The bidder, whose aggregate charges for all the four vehicles for one month as per above calculations comes out to be lowest, shall be considered as L-1 bidder. Rates should be exclusive of service tax. Payment of toll, state tax will be paid on actual basis.

(Signature of the contractor)