

**OFFICE OF THE DEPUTY DIRECTOR OF EDUCATION(5001002)
DISTRICT EAST : D-BLOCK , ANAND VIHAR, DELHI-110095
(CARE TAKING BRANCH)**

No F. DE/47(4)(26)/DDE/CT/13-14/139-14-9

Dated 01/06/2013

To

Sub : Invite quotation to hire private Car/Taxi with DLY, DL-IV No DL IRX and DL IT for the financial year 2013-14

Sir,

This office intends to hire private Car/Taxi for official use of this office on the following terms and conditions, you may, if interested, submit tender for the same.

1. The use of the Car so provided by you shall be used at the rate of 10 hours/100 K.M. Per day. The vehicle may be detained beyond 10 hours with the due approval of the DDE (East) in that case rate of extra mileage and detention charges will be settled as per codal formalities and directives of Finance Deptt. GNCT of Delhi.
2. The expenses towards petrol/Diesel/CNG will be borne by supplier.
3. The expenses towards hiring/salary etc. of driver will also be borne by the supplier.
4. Any accidental charges/damage to the vehicle or compensation to accident victims and all claims arising because of accident will be borne by the contractor.
5. The maintenance of Car viz servicing/oiling/adjustment/replacement of parts will be borne by the supplier.
6. The vendor will be fully responsible for maintenance of car viz. pollution norms/insurance cover/traffic challan's/fitness certificate from Transport Department and for abiding with other statutory laws governing commercial vehicles.
7. All fines/challans will be borne by supplier.
8. If your quotation is approved/accepted by the undersigned, it will be binding upon you to provide the vehicle on all working days at a schedule time and place failing which a penalty of Rs 1200/- (Rupees one thousand two hundred only) per day will have to be paid by you as damage to this office and it will be made on monthly basis
9. The payment towards hire charges will be made by this office on monthly basis.
10. The Start/Stop of mileage will be the first and last duty point. No dead mileage will be allowed.

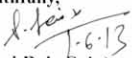
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11. Hired vehicles should not be older than two years.
12. Driver of the hired vehicle should hold a valid commercial license and should follow the traffic rules and other regulations.
13. As far as possible that the vehicles and the driver attached to a particular officer will not be changed.
14. The vehicle should be registered with transport department as commercial vehicle as per the guidelines issued by the General Administrative Department GNCT of Delhi No. F/IC/827/07/GAD /Vol-II/1876 dated 18/6/2010.
15. No escalation of cost during the tenure of the tender will be allowed and the rates quoted in tender/approved will be valid for a period of one year.
16. FDR/ Bankers Cheque/Bank Guarantee of any commercial bank in the name of DDO, Distt-East for the amount @ 5% of one year amount of hiring charges the vehicles will be made and pledged in terms of GFR 153.
17. An un-interrupted service of the vehicle be provided; deviating to which the FDR made by you in terms of GFR-153 will be forfeited.
18. Three to five vehicles be provided as per the requirement of the Distt. East for three EOs, DDE & RDE. The requirement of the vehicle for the next day will be intimated to the contractor in the evening.
19. The log book for each vehicle shall be maintained and must be signed by the controlling officer. The log book be submitted in Care Taking Branch of Distt. East after completion of the month by 10th of every next month.
20. In case the vehicle is out of order, a substitute vehicle shall be provided by the contractor immediately. In case vehicle doesn't report on time/ does not report; the report Department would have a right to higher a vehicle from the market & additional cost incurred by the department will be borne by the contractor.
21. The penalty will be levied without further hearing and issuing SCN if terms and conditions are violated. In case of recurrence of violation of terms and conditions the firm shall be blacklisted and debarred to participate in the tender in this department for a period of five years.
22. The user will verify the billing amount.

The sealed quotation along with copy of the **RC's, Permits, Insurance, Authorisation letter for Transport Department** of the vehicles offered for hiring, **Driving Licence** of the Driver alongwith the **FDR/ Bankers Cheque/Bank Guarantee in the name of DDO, Distt-East (in Original) @ 5% for No. of Taxies hire for the whole year** should reach to the undersigned by 24.06.2013 upto 12:00 A.M and the same will be opened at 02.00 P.M. on 24.6.2013. Tenders received without copy of these will be rejected out rightly.

You can depute your representative on the said date and time to witness the opening of the quotation, for which no TA/DA will be given by this office.

The undersigned reserves the right to cancel the above quotation at any time without giving reason.

Yours faithfully,

(Dr. Saroj Bala Sain)
Deputy Director of Education
Distt-East