

**OFFICE OF THE DY. DIRECTOR OF EDUCATION  
DISTT. WEST-B VIKASPURI, NEW DELHI-110018.**

No. 909

Date : 05/6/13

**TENDER NOTICE**

1. The vehicle shall be deemed to be at the disposal of the Distt. West-B Dte. Of Education GNCT of Delhi.
2. There will not be any dead mileage.
3. That the time and Kilometre of the hired vehicles will commence and terminate at the respective zone of the vehicle.
4. That the contractor has to supply minimum three vehicles every day.
5. There should be two bids one technical and other financial bid. Technical bid will be open first and when technical bid fulfil terms and conditions of tender then financial bid will be opened.
6. Earnest money will be paid Rs. 5000/- as Pay Order/Cheque should be deposited in the name of DDE West-B G Block Vikaspuri. The earnest money will be refunded to unsuccessful bidders on the same day of the bid.
7. That the vehicle provided must be in good conditions and to ensure this, the model of vehicle should not be older in two years. The vehicle will be kept neat and clean and in perfect running conditions.
8. The log book/duty slips should be maintained for each vehicle.
9. That contract charges include monthly charges of drivers, repairs, maintenance of vehicle, petrol/diesel and also any other incidental expenses.
10. That in the case of any accident all the claims arising out of it shall be met by the transport operator.
11. That, if the vehicle is out of order, a substitute shall be provided by the contractor immediately. In case vehicle does not report in time/does not report at all the Department would have a right to hire a vehicle from the market and the additional cost incurred by the Department will be borne by the contractor.
12. The payment shall be made at the end of every month on the basis of actual uses of the vehicle by the department.
13. That the drivers of the vehicles provided must follow traffic rules and other regulations prescribed by the Govt. From time to time.
14. That, as far as possible the same vehicle and driver should be deployed.
15. That the Drivers must observe all the etiquette and protocol while performing the duty.
16. Operator and Driver shall be bound to carry out the instructions and department from time to time.
17. That this contract will be effective from the day of 1/7/13 to 31/3/14. The contract may be renewed on the same terms and conditions for a further period as mutually agreed upon.
18. That the vendor will be fully responsible for pollution norms/Insurance cover/Traffic challans/Registration certificate from the transport department and for abiding with other statutory laws governing the vehicles deployed with the Directorate of Education.

19. That the requirement of the number of vehicles required on each working day will be intimated to the Transport one day in advance. The requirement may vary from time to time depending upon the actual circumstances.
20. That the penalty will be levied in case, there is disruption of the services, the disruption along with the penalty amount that would be charged is given below .

a)	If vendor provides less number of vehicles for the day	Penalty of Rs. 1000/- per day per vehicle will be levied.
b)	If any vehicle provided by vendor breaks down while on duty.	Penalty of Rs. 500/- per day per vehicle will be levied. Vendors should provide alternate vehicle in an hour from break down.
c)	If driver report late for duty	Same as for ( b ) above.

21. Payment will be made on monthly basis.
22. That the vehicle will normally be required for ten hours/100 Km. Per day (Monday to Saturday). However, vehicles can be called on Sunday and Holidays in case of need, for which proper timely intimation will be given to the transporter.
23. That the vehicle will be used only in NCT of Delhi.
24. That the courts of Delhi shall alone have jurisdiction to decide any dispute arising out in r/o the contract.
25. That any change of address of the transporter should be informed to the office immediately.
26. The rate should be quoted keeping in view of the increase/decrease in fare/charge/price of CNG/Petrol/Diesel and other incidental/unforeseen charges. No further charges in rates shall be allowed during the period of contract.
27. The right to extend/curtail the period rests with Dy. Director of Education.
28. The penalty will be levied without further hearing and issuing SCN if terms and conditions are violated.

All tenders will be accept upto 2.00 PM on dated 28/6/2013 and tender will be opened on the same day at 3.00 PM.

*Suman Kataria*  
5.6.13

**(SUMAN KATARIA)**  
**DDE WEST-B**

Date :

No.

Copy forwarded to :-

1. OS IT Dte. Of Education for uploading on website of the Dte. Of Education.

*Suman Kataria*  
5.6.13

**(SUMAN KATARIA)**  
**DDE WEST-B**

**TECHNICAL BID**

1.	Name of the Firm/Company		Documents/details etc.(copy enclosed at page no. of the bid)
2.	Address of the Firm/Co. With telephone Nos.		
3.	Name of the Proprietor/partner/ Director (as the case may be)		
4.	Cell No. Of the Proprietor.		
5.	Number of vehicles with commercial registration no. I.e. DLY/DLD etc.(in words and figure).		
6.	a. Copy of registration certificate of vehicle. b. Copy of driver license of drivers.		
7.	Self attested copy of latest IT Return.		
8.	Experience if any supplying commercial vehicles to Govt. Office with proof.		