

**OFFICE OF THE DY. DIRECTOR OF EDUCATION  
DISTT NORTH EAST, YAMUNA VIHAR DELHI  
GNCT OF DELHI**

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No.f.52/DDE/NE/CTB/(NE)/ 01

Dated 12-4-2012

**TENDER NOTICE**

1. The vehicle shall be deemed to be at the disposal of the distt. North – East Directorate of Education Govt. of NCT of Delhi.
2. There will not be any dead mileage.
3. That the time and km. of the hired vehicles will commence and terminate at the respective Zone of the vehicle provides.
4. That the contractor has to supply minimum 3-vehicles every day.
5. There should be two bids one technical and other financial bid. Technical bid will be opened first and when technical bid fulfill Terms and Condition 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 (N/E) Yamuna Vihar. The earnest money will be refunded to unsuccessful bidders immediately on the next day of the bid.
7. That the vehicle provided must be in good condition and to ensure this, the model of the vehicle should not be older than 2 years. The vehicle will be kept neat and clean and in perfect running condition.
8. That log book/Duty Slips shall be maintained for each vehicle.
9. That contract charged include monthly charged 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 vehicle shall be provided by the contractor immediately. In case vehicle does not report on 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. That payment shall be made at the end of every month on the basis of actual usage of the vehicle by the department.
13. That the drivers of the vehicles provided must follow traffic rules and other regulation prescribed by the government from time to time.
14. That the contract between the Department and the transport operator can be cancelled with a notice period of 30 days.
15. That, as far as possible the same vehicle & Driver should be deployed.
16. That the drivers must observe all the etiquette and protocol while performing the duty.
17. Operator and Driver shall be bound to carry out the instructions the department from time to time.
18. That all Govt. levies like service Tax, DVAT, State Tax etc. as applicable will be paid extra to time.

19. That this contract will be effective from the day of May 2012 to 31 st March 2013 (unless terminated earlier as per clause no. 13). The contract may be renewed on the same terms and conditions for a further period as mutually agreed upon.
20. 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.
21. Only Commercial vehicle number DL 1Y , DL 1Z, DL1V shall be engaged and the vehicle should not be more than two years old on the date of award of the contract.
22. That the requirement of the number of vehicles required on each working day will be intimated to the Transporter one day in advance. The requirement may vary from time to time depending upon the actual circumstances.
23. That the penalty will be levied incase, there is disruption of 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. Vendor should provide alternate vehicle in an hour from break down.
c) If the driver report late for duty	Same as for (b) above
d) If the vehicle given is substandard	Same as for (b) above

24. That the payment of hired vehicles shall be made after completion of all codal formalities and submission of bill in order up to 7<sup>th</sup> of every month. Payment will be made on monthly basis. As far as possible the payment of the previous month will be released by 20<sup>th</sup> of the next month.
25. That the vehicle will normally be required for 10 hours/ 100Kms Per day (Monday to Saturday). However, vehicles can be called on Sunday & Holiday in case of need, for which proper timely intimation will be giver to the transporter.
26. That the vehicle will be used only in N.C.T. of Delhi.
27. That the Parking/ Toll Tax charging if any will be reimbursed to the transporter on submission of the original receipts along with the bill.
28. That the courts of Delhi shall alone have Jurisdiction to decide any dispute arising out r in respect of the contract.
29. That any change of address of the transporter should be informed to the office immediately.

30- Registration of service tax is mandatory for the firm  
**All tenders will be accept up to 2.00 PM on Dated 27/04/2012 and tender will be opened on the same day at 3.00 PM**



(R.N.SHARMA)  
 DY. DIRECTOR OF EDUCATION  
 DISTT. NORTH EAST

**OFFICE OF THE DY. DIRECTOR OF EDUCATION**  
**DISTT.NORTH-EAST**  
**B-Block Yamuna Vihar, Delhi**

ANNEXURE-I

**TECHNICAL BID (DETAILS OF THE AGENCY)**

1. Name of the Firm/agency:- \_\_\_\_\_  
(Address with Ph. No) \_\_\_\_\_
2. Address and Tele. No. of the Tender:- \_\_\_\_\_
3. Name, Desig., Address & Tele. No. of the \_\_\_\_\_  
Authorised person to deal with \_\_\_\_\_
4. Furnish /attach the following documents: \_\_\_\_\_
  - (a) Copy of Permanent Account No.
  - (b). Copy of Valid R.C. of Commercial Vehicle
  - (c). Copy of Valid Commercial Driving Licence No.
  - (d) Copy of valid Insurance Certificate of Vehicle
  - (e) Acceptance of terms and conditions as per mentioned in tender notice.
5. Details of Earnest Money Amount \_\_\_\_\_  
FD/Draft No. \_\_\_\_\_ dated:- \_\_\_\_\_  
Bank \_\_\_\_\_  
Branch \_\_\_\_\_
6. List of Referecnes; - \_\_\_\_\_  
\_\_\_\_\_

This is to certify that I/We have carefully read the contents of the tender documents and fully understood all the terms and conditions therein and undertakes myself /ourselves to abide by the same.

Signature of the Tenderer \_\_\_\_\_  
Name of the Signatory \_\_\_\_\_  
Name of the Firm/agency \_\_\_\_\_  
Seal of the Firm/Agency \_\_\_\_\_

Place:-

Date:- \_\_\_\_ / \_\_\_\_ / 2011

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ANNEXURE-II

**PRICE BID/FINANCIAL BID**

S.No.	Make/model of the vehicle (Staff Car)	Mode of Fuel	Rate for journey per 10hours/100Kms. Per day
1.			
2.			
3.			
4.			
5.			
6.			
7.			

Rate of te vehicle in case it is used more than 10Hours/100Kms. \_\_\_\_\_

(Rates are inclusive of all Taxes)

Signa-ture

Seal-