

8.	Any change in vehicle or driver will be allowed only in exceptional circumstances and that too with prior information/approval.
9.	The car should be provided with duty slips/log books. Car engaged for duty must be certified by the users indicating clearly the kilometer reading and time of arrival for duty and end of duty on duty slips/log books and the driver should be able to maintain the same independently, with proper care.
10.	Payment will be made on monthly basis on submission of pre-receipted bill(s) supported by duty slips/log book duly signed and stamped by concerned officers using the car/authorized signatories.
11.	The contractor should have enough resources to repair their car in minimum possible time when required, they should be in a position to substitute/replace or arrange extra vehicle at very short notice.
12.	The vehicle should be insured comprehensively and should have necessary permit from the Transport Department/Authority. The Department will not be responsible for any challan, loss, damage and accident to the vehicle or to any other vehicle or injury.
13.	The tender must be accompanied with the following documents failing which the tender will be rejected: <ul style="list-style-type: none"> a. Earnest money deposits of Rs. 5000/- (Rupees Five Thousand Only) in the form of a Demand Draft drawn in favour of PAO, CPAO, New Delhi which will be refundable for unsuccessful bidder after completion of tender. b. Successful bidder has to deposit Security deposit for Rs. 15000/-(Rupees Fifteen Thousand Only) in the form of DD drawn in favour of PAO, CPAO, New Delhi before entering into the contract. c. PAN number allotted by Income Tax Department and Service Tax Number allotted by Service Tax Department should be clearly mentioned in the tender and copies should also be enclosed. d. Copies of Registration Certificate of vehicle in the name of the bidder should be enclosed
14.	The rates should be quoted inclusive of all expenses such as fuel, taxes, diesel, maintenance, repair and servicing etc.
15.	The rates once quoted and approved will be valid for the period w.e.f. 01/05/2010 to 31/04/2011. No request for revision of rates will be entertained during the period.
16.	A penalty of Rs. 1000/- per day will be levied if vehicle fails to meet above terms and conditions on any day or on a complaint, if the services of the transporter is unsatisfactory.
17.	The successful bidder will have to enter into an Agreement for one year w.e.f. 01/05/2010 to 30/04/2011. The Department reserves the right to cancel/withdraw the hiring contract/agreement at any time without assigning any reason thereof and contractor shall have no right to contest against the said decision of the Department.



(H. Atheli)

Dy. Controller of Accounts

ANNEXURE-I

FORMAT FOR SENDING QUOTATIONS

Name of the firm/company/service agency	
Complete address & Telephone/Fax No. and details of contact person	
Location of Garage (Full address with telephone number)	
No. of years of experience in providing DLY care in Govt. Sector	
Name & Address of the Govt. offices where at present taxis are engaged on regular/monthly basis (copy of contract letter to be attached)	
PAN No.	
Service Tax Regd. No.	
Name, Address & Telephone No. of proprietor	

(Signature with name and address)

ANNEXURE-II

FORMAT FOR SENDING QUOTATIONS
(MONTHLY RATES)

Details of requirement Kms/Hrs.	Ambassador/Indica or similar car – Non A/C	Ambassador/Maruti Esteem/Indigo/Ford Icon/Accent – A/C
<u>Rates for 2400 kms. & 8 hrs. daily</u>		
<u>Rates for additional hours beyond 8 hrs. daily</u>		
<u>Rates per additional kilometer beyond 2400 kms.</u>		

(DAILY RATES)

Details of requirement Kms/Hrs.	Ambassador/Indica or similar car – Non A/C	Ambassador/Maruti Esteem /Indigo/Ford Icon/Accent – A/C
<u>Rates for 80 kms. & 8 hrs. daily</u>		
<u>Rates for additional hours beyond 8 hrs. daily</u>		
<u>Rates per additional kilometer beyond 80 kms.</u>		

Note : Rates may be indicated by taking CPAO , Trikoot II Bhikaji Cama Place as duty point in respect of starting of mileage and hours.

(Signature with name and address)