

BY SPEED POST

No.D.26015/7/2010-PMG
Prime Minister's Office
(General Section)

South Block, New Delhi
Dated the 17th June, 2010

To

As per list attached

Subject: Quotations for hiring of Auto Rickshaw (Three Wheeler) - regarding.

Sir,

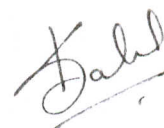
Quotations from owners of Auto Rickshaw are invited for hiring of Auto Rickshaw (Three Wheeler) with passenger seats along with a driver for delivery of official dak and other miscellaneous work of this office on the following terms and conditions:-

- i) The vehicle should be CNG based and in excellent working condition with good upkeep (make after 01.01.2008).
- ii) The vehicle is to report to Vehicle In-charge, General Section, Prime Minister's Office, South Block, New Delhi on all working days (or holidays, if required).
- iii) The drivers should be well behaved and neatly dressed. In case the driver is found to be poorly attired or misbehaves during deployment, the driver with the vehicle will be sent back and a penalty of Rs.100/- will be imposed. Another vehicle will be hired for the day and payment for the same will be done by the Contractor.
- iv) The driver should hold valid driving license and other valid vehicle documents including proper insurance. It will be the responsibility of service provider to ensure that all the documents / permit etc. are complete in every respect.
- v) The driver should be fully conversant with the routes of Delhi / New Delhi. The owner / driver should be available on mobile phone 24X7. In case, the driver is not fully conversant with the routes of Delhi / New Delhi, it will be the obligation of the Contractor to change the driver immediately.
- vi) In case it is found that the vehicle is not in proper working condition, the same would be required to be replaced immediately. In the meantime, this Office will hire another vehicle from open market and payment would be recovered from the firm.

Sd/-

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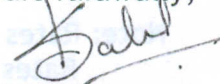
- vii) All expenses are to be borne by service provider in case of break down of the vehicle supplied.
- viii) In case of break down / under repair of the vehicle beyond reasonable time, it shall be the responsibility of service provider to provide an alternative vehicle immediately. In the meantime, this Office shall have the right to make alternative arrangement by hiring Auto Rickshaw from the market and the amount so spent will be recovered from the firm.
- ix) This Office will not be responsible for any violation of traffic rules or other laws of the land, by the driver. All claims towards violation of traffic rules or other laws of land shall be borne by the owner.
- x) In the case of any accident or any other contingency, any claim arising out of it shall be borne by the driver / agency only and no claim whatsoever shall be borne by the Office. Compensation and connected expenses, whatsoever, in case of any unforeseen causality shall be borne by the agency.
- xi) If the firm does not send the Auto Rickshaw for any day then deduction for that day will be made on daily rate basis and a penalty of Rs. 250/- will be levied in addition to that deduction. In case of delay, Rs. 50/- would be deducted for every hour. In the meantime, this Office shall have the right to make alternative arrangement by hiring Auto Rickshaw from the market and the amount so spent will be recovered from the firm.
- xii) A demand draft of Rs.2,000/- (Rs Two thousand only) in favour of "Section Officer, Prime Minister's Office" payable at New Delhi is to be enclosed as Earnest Money along with quotation failing which quotation will not be considered. The earnest money will be returned in respect of un-successful bidders.
- xiii) The successful bidder shall submit Security Deposit of Rs.5,000/- (Rs. Five thousand only), which shall be refunded after the contract period is over and all the dues are settled.
- xiv) The Office reserves the right to reject any / all quotations without assigning any reason, whatsoever.
- xv) The contract will remain in force for one year from the date of award of contract and no change in rate will be effected during the period.
- xvi) The contract can be terminated summarily, if the services provided are not found satisfactory without assigning any reason. The decision of the competent authority on account of unsatisfactory performance or otherwise shall be final and binding on the service provider.
- xvii) The Contractor can discontinue the Contract by giving notice of 45 days.
- xviii) In case of more than one bidder quoting the same rate resulting in a tie, the lowest bidder will be decided on the basis of highest amount of contract handled during the last three years. Copies of the existing contracts are to be enclosed with quotation.



xix) Quotations should be submitted in the proforma enclosed at Annexure-I and should be duly signed.

2. The quotations in a sealed cover supercribed as "QUOTATIONS FOR HIRING OF THREE WHEELER" along with the EMD and addressed to the Under Secretary (Admn), Prime Minister's Office, South Block, New Delhi - 110101 is to be delivered at the Dak Counter of the Prime Minister's Office up to 3.00 PM on or before **28.06.2010**. The quotations will be opened on the same day at 3.30 PM in the office of the Under Secretary (Admn), South Block, New Delhi in the presence of the representatives of the tenderer who may wish to be present.

Yours faithfully,



(K. Salil Kumar)

Under Secretary to the Govt. of India

Tel. No. 23018130

ANNEXURE - I

QUOTATION FOR PROVIDING THREE WHEELER - AUTO RICKSHAW
ON HIRE BASIS

I. Monthly Charges

Sl. No.	Description	Rates
a)	For 1500 km & 200 Hrs.	Rs. per month

Note: Rates for extra Km will be Rs.4/- per km
Rates for extra Hour will be Rs.15/- per hour

II. Highest amount of contract handled during the last three years 2006-07, 2007-08 and 2008-09 (year wise).

2006-2007 : _____

2007-2008 : _____

2008-2009 : _____

(Signature of authorized person)

PAN Number _____

TIN Number _____

Service Tax Number _____