

**Subject : Hiring of vehicle by the NCTE – Regarding**

NCTE invites Quotations in sealed cover from reputed parties latest by 1 P.M. on 20<sup>th</sup> June,2016 for hiring of 01 vehicle of 1500cc engine capacity or more with CNG Fitted.

The bid should invariably include details as under :-

- (1) Make and model of vehicle on offer.
- (2) Experience of bidder in providing vehicle on contract to Govt. offices.
- (3) PAN and other Income Tax details of bidder.
- (4) Quotation for a monthly run of 2600 kms. and 330 hours, seven days a week.  
Extra mileage charges may be indicated.

### Terms & Conditions

The interested Parties must be capable of providing vehicle on their own  
The following terms & conditions:-

1. All the vehicles must have valid taxi permit to run in the territory of NCR.
2. The bidder must have past experience of providing vehicle on hire to at least one government organization / PSU/ a prominent private sector entity.
3. The vehicle shall be at the disposal of the NCTE throughout the contract period at all times. Dedicated vehicle number and driver shall not be changed without prior approval of hiring authority. The vehicle shall be parked either at the office or at the residence of the officer of the Department to whom the vehicle is assigned by the hiring authority at the option of the hiring authority / officer allotted the vehicle.
4. Contract charges include monthly charges of driver, repairs and maintenance of vehicle, insurance, fuel and also any other incidental expenses including penalty, fine etc.
5. In the case of any accident, all the claims arising out of it shall be met by the Contractor.
6. The vehicle will be kept neat & clean and in perfect running condition and should be provided with air conditioners heaters, neat & clean set covers.
7. If the vehicle is out of order, the Contractor shall provide a substitute vehicle 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.
8. Payment shall be made at the end of every month on presentation of the bill (in triplicate) duly verified by the user of the vehicle.
9. The Driver should have driving license and the vehicle should be registered with the concerned authorities of Central/ State Govt. A certificate to this effect should be provided. The drivers of the vehicle provided must adhere to traffic rules and other regulations prescribed by the Government/competent / authorised authority from time to time.
10. The contract between the Department and the Transport Operator can be cancelled with a notice of 30 days by the Department or the operator.
11. A penalty of Rs. 2000/- per day be levied if vehicle fails to meet the terms & conditions prescribed herein on any day. However, in case of frequent violations of the terms & conditions, the contract can be cancelled forthwith without any notice.
12. The Drivers shall observe all the etiquette and protocol while performing the duty. He shall be neatly dressed, should wear white color uniform and shall carry a mobile phone in working condition, for which, no separate payment shall be made by the Department.
13. The Transport Operator and driver shall be bound to carry out the instructions of the Department as well as of the Officers assigned to the vehicle.
14. A daily record indicating time and mileage for each vehicle shall be maintained in a log book.
15. In the event of the award of the tender and prior to execution of the contract, the contractor shall be required to submit copies of the Registration Certificates & Comprehensive Insurance Policies of the vehicles being offered for hire and particulars with two photographs of each of the drivers. He shall also be required to produce the vehicles in the office of the undersigned for the physical verification/inspection.
16. This contract will be effective for duration of 01 year from the date of signing the contract. The contract may be renewed for a further period of one year as mutually agreed upon, subject to satisfactory performance.
17. Notwithstanding anything contained in para-11 and para-16 above, this contract can be cancelled by the Department without any notice for violation of any terms & conditions of the contract.
18. The decision of evaluation Committee shall be final with regard to bids.



### **Other Information to be supplied**

The interested parties are requested to provide the following information along with the quotations:-

1. Name & Address of the Contractor
2. Nature of business
3. Income Tax assessment particulars for the last three years, Ward / Circle and PAN
4. Turnover in the past three years
5. Details of hiring of renting of vehicles done in the past:-
  - 6.1 Name & Addresses of the parties to whom vehicles were given on hire;
  - 6.2 Period for which the vehicles were hired out;
  - 6.3 Number of vehicles given on hire.
6. Details hiring of vehicles provided to Govt. /PSU/ a prominent private sector entity

### **PRICE BID**

- a) The rate for running of hired vehicles should be quoted for 2600 Kms. for 360 hours per month with option to use 7 days a week. The time and distance is to be calculated from the time & place of reporting to the time & place of release.
- b) Rates for extra Km / hour must be separately specified

Quotation should be sent in sealed covers super scribed as quotation for hiring of vehicle and should reach the office of the NCTE (Hq.) Wing II, Hans Bhawan, 1, Bahadur Shah Zafar Marg, New Delhi- 110 002 on or before 20<sup>th</sup> June, 2016 by 1 P.M. The quotation will be opened on the same day at 4 p.m. in the Conference Room in the presence of his representative of each of the bidder who wishes to be present.