

No. 1-54/2000-CR
Government of India/Bharat Sarkar
Ministry of Communications and IT
Department of Telecom

Detailed information/terms and conditions for hiring of DLY Taxis.

The Department of Telecommunications intends to hire DLY Taxis both with and without air-conditioner to meet its day-to-day requirements. The vehicles may be engaged both **on monthly basis as well as on km/hour/day basis**, depending upon the requirements. The vehicles to be deployed should be in good conditions, alongwith driver, holding valid driving licence and other documents. The registration of the vehicles should not be prior to 01.04.2008.

2. Interested parties can send their quotations with complete details about the number of vehicles and other facilities which they can provide. It may be noted that the duty point would be Sanchar Bhawan or any other place intimated from time to time and the mileage and time would be calculated accordingly, and not from Garage to Garage.

3. In case any firm is already providing the vehicles on hiring basis to any other Ministry/Department of the Central Government, details thereof may also be furnished alongwith the quotations. The rates quoted should be valid for a period of one year, or such extended period as may be mutually agreed to.

4. Sealed Quotations, duly subscribed "Quotations for DLY TAXIS" may be deposited in the Tender Box kept in CR Section, Mezzanine Floor, Sanchar Bhawan not later than 3.00 P.M. on 26.3.2010. Quotations received after stipulated date/time shall not be entertained. The quotations will be opened on 26.3.2010 at 3.30 PM in Room No.511 in the presence of the tenderers or their representatives who may like to be present.

5. The following terms and conditions may be kept in view while sending your tender: -

- a) The taxi to be supplied should be DLY (commercial vehicle) registered in the name of the firm only and in excellent condition mechanically as well get-up wise, i.e. outer body/upholstery etc. should be decent looking and should have permit to move in NCR. The vehicle should not be registered earlier than 01.04.2008
- b) The firm should have at least three years of experience in the tour and travels business in providing taxis in the Government Sector and the firm should be located preferably in the vicinity of 5-10 kms. from Sanchar Bhawan.
- c) As these vehicles are to be used by the Senior Officers of the Ministry, the firm should ensure that the driver to be provided must possess valid driving license. The drivers should be well mannered and courteous and should always carry a mobile phone with him, as it will enable the officer to contact him at any time.
- d) The owner/firm should be in a position to supply DLY taxis on short notice as and when needed.
- e) The driver of the taxi should be fully conversant with the routes of National Capital Region and should be well dressed/behaved.
- f) The owner/firm should be in a position to provide standby taxi in case of any break down.
- g) All expenses will have to be borne by the firm in case of break-down of the vehicle supplied. Immediate replacement of the break down vehicle will have to be provided.

- h) In case a vehicle is requisitioned and the same does not reach at the appointed time and juncture, the Ministry will be free to call another vehicle from the open market and the expenses on this account will be deducted from the pending Bills/security etc. Besides a penalty of Rs. 500/- will also be imposed for every such lapses.
- i) The owner/firm should be available on his own direct telephone (office as well as residence) so as to call the taxis in emergent cases. The Mobile Number should also be given. The firm should be able to provide taxis on holidays/Sundays also.
- j) The rates quoted by the tenderers will be valid for a period of one year from the date of acceptance.
- k) Compensation and connected expenses, what so ever, in case of any casualty (unforeseen) shall be borne/paid by the firm.
- l) Taxis shall be hired preferably & mainly at i.1 rates from the lowest evaluated bidder. However, the Department also reserves the right to hire taxis from other service providers at the approved rates & as per the prescribed terms & conditions in the event of the leading bidder not being willing an unable to provide the services from the desired destination.

6. An earnest money of Rs.25, 000/- has to be deposited in the form of bank draft drawn in favour of PAO, DOT (HQ), Sanchar Bhawan, New Delhi along with the quotation. The earnest money will be refunded to the unsuccessful tenderers on finalization of the contract. Successful tenderer will have to deposit security money of Rs.50,000/- in the shape of Demand Draft/ Pay Order in the name of PAO, DOT (HQ) for the period of contract. Security money will be forfeited for breach of any of the terms/conditions of our tender enquiry and if it is found at any time during the contract period that services provided by the firm are poor/deficient/ unsatisfactory. The decision of the Competent Authority in this regard shall be final and binding on the firm.

7. Tenderers may please quote their 15 digits Service Tax Code Number.

8. Tenderers may please quote their unconditional rates strictly in the enclosed Performa. Cutting/overwriting, if any, should be countersigned.

9. The undersigned reserves the right to accept or reject any tender in full or in part without assigning any reason thereof and giving any compensation. The decision of the competent authority in this regard shall be final and binding on the firm.

(S.E. Rizwi)
Under Secretary to the Govt. of India.

ANNEXURE

(DOT Tender enquiry No.1-54/2000-CR)

To

**The Under Secretary(T)
Room No.511, Department of Telecom,
Sanchar Bhawan, New Delhi.**

Sir,

With reference to your tender enquiry No.1-54/ 2000-CR dated _____, we quote our rates towards supply of DLY Taxis on hire basis:-

Sl.No	DESCRIPTION	AMOUNT (IN Rs.) FOR NON-AC vehicles In figures and in words (Ambassador/Indica)	AMOUNT (IN Rs.) FOR AC VEHICLES In figures and in words (Ambassador/Indigo/Maruti SX4/Accent)	REMARKS IF ANY
1	Monthly charges for vehicle engaged on monthly basis. (Pl. indicate 2400Kms/ 240hours per month)			
2	Vehicles on Kms/Hours per day			
	a)Upto 40 Kms and 4 hours (Half day)			
	b)Upto 80 Kms and 8 hours (full day)			
	c)Extra charges per hour in excess of 8 hours			
3	Any other charges			

2. I/ We accept the terms and conditions stipulated in your above quoted tender enquiry and agree to abide by the same.

Yours faithfully,
(Signature of the tenderer)

Date

Name of the taxi stand/firm
Address and office stamp/seal
(with telephone number)