

**PRINCIPAL ACCOUNTS OFFICE  
MINISTRY OF INDUSTRY  
517-D, UDYOG BHAWAN  
NEW DELHI-110011**

No. Pr.AO/Admn/Taxi/11-12

Dated:-

To,

**Subject : Hiring of Taxi**

Sealed Quotations are hereby invited for providing Delhi Registered Non Air-Conditioned/Air conditioned vehicles for deploying in Budget & Accounts section (DIPP) & Budget & Accounts Section (HI&PE) from transporters on the basis as detailed below:

**A/C Vehicle and Non-A/C Vehicle (Monthly basis):-**

- 1. Rate of 325 hrs/2500 Kms Per Month.**
- 2. Rate for additional hours.**
- 3. Rate for additional Kilometer.**

**Terms & Conditions**

1. The Quotation shall be type-written/neatly written and free of any over writing/cutting. They should be submitted on official letter head of the firm/agency, as per enclosed format. Correcting fluid should not be used in any case. Alteration unless legibly attested by the authorized signatory of the agency, shall disqualify the quotations. It is mandatory to quote the rates in words as well as figures in Rupees failing which Quotations shall stand rejected.
2. Rate should be quoted for Delhi Registered Vehicle and should be valid upto One year.
3. Tenderer will be fully bound to observe all rules and regulations under various acts issued by the government from time to time and hold all legal responsibility in relation to the vehicle.
4. The vehicles should be in a very good condition with neat and clean interiors and not more than two year old on the date of submission of tender. (Copy of registration certificate, fitness certificate if applicable, pollution certificate, permit license and other relevant documents including transporter registration certificate should be enclosed along-with the tender).
5. The payment will be made only after due receipt of bill along with Duty Slip/Log Book duly verified by the officer using the vehicle.
6. In case of breakdown of the hired vehicle, the firm shall provide alternate vehicle.

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7. On any account the Government shall not be responsible for any accident, loss or damage etc. to his vehicle during the course of deployment of the vehicle from the tenderer.
8. The firm shall be responsible for any violation of traffic rules and guidelines of transport department, Govt. of Delhi & liabilities thereof.
9. Any legal disputes shall be in the jurisdiction of Delhi only.
10. This office can cancel the contract at any time without assigning any reason thereof without any prior notice.
11. After award of contract the tenderer will have to submit a security in form of a bank draft drawn in favour of "Accounts Officer PAO(IPP) equal to 05% (five) of the tender value, as security money which will be refundable after completion of the contract.
12. Once the tender is awarded, the tenderer will have no right to withdraw its services till the completion of the contract. If the tenderer does so, the security money will be forfeited.
13. No advance payment shall be made in any circumstances.
14. **PAN No. of the firm is required to be quoted in the tender.** (enclose copy of PAN card).
15. The tender complete in all respects duly signed with the stamp of the firm on each page should reach the office of the undersigned on **24/01/2012 by 1500 Hrs.** or before. In case of more than 1 quotation of same rate preference of tender awarded will be bound upon distance of the Taxi Stand from Pr. Accounts Office, Min. of Industry, Deptt. of IPP. **The tenders will be opened on the same day at 1600 Hrs** by the tender committee in presence of representatives of the tenders. Late tenders will not be accepted.
16. In case of more than 1 applicant qualify for the tender demand preference will be given to the service provider based on following criteria
  - Punctuality, discipline
  - Condition of Vehicle provided
  - Promptness of service in case of emergency calls.
17. In case of similarities of rates preference will be given to the firm having vehicle of the latest make and whose vehicle is in good condition and is neatly maintained.
18. The Principal Accounts Office, Ministry of Industry, Deptt. of IPP reserves the right to reject any tender/Quotations without assigning any reason thereof.
19. The decision of the Chief Controller of Accounts, Ministry of Industry shall be final and binding on the firm
20. Expenditure in connection with pay of the Driver, POL items maintenance, incidental charges and even charges for parking will be liability of the concerned agency.
21. The vehicle shall report in the office daily at 0930 Hrs.

22. The payment shall be released on monthly basis only.
23. The agreement would be required to be executed before engagement of the vehicle.
24. The tenderer shall provide name, addresses of the drivers along with copies of valid commercial driving license within one week of the award of the tender. During duty hours the driver shall wear uniform that shall be provided by tenderer.

**(Neelam Sharma)**  
**Sr. Accounts Officer**