O/o the Registrar General, India
(Ministry of Home Affairs)
Government of India

Tender call Notice D-26011/07/2013-GS dated-22.01.2014

In view of non-receipt of sufficient tenders with supporting documents/ eligibility criteria, the Tender Call Notice No.D-26011/07/2013-GS Dated 03.01.2014, is hereby cancelled. Sealed tenders are, therefore, re-invited from reputed firms / contractors for hiring of 04 (four) Vehicles for a period of one year from the date of award of the contract. The duty point would be ORGI at 2/A, Man Singh Road New Delhi, or any other place in New Delhi intimated from time to time. The time and mileage would be calculated from duty point to duty point. Occasional vehicles may also be required for Workshops/Seminars etc. and for other destination outside NCR also. The sealed quotations are to be given in the enclosed format.

2. Vehicles will be hired on the following terms and conditions and before furnishing tender documents the firm should satisfy himself that all documents are numbered & enclosed in reference to the terms and conditions. No claim on grounds of lack of knowledge, in any respect, shall be entertained.

TERM AND CONDITIONS OF CONTRACT

(a) The approved rates will be applicable within NCR on monthly basis of hiring and per km rate would be applicable for outside NCR. The vehicles should have valid permit to operate in NCR, if required.
(b) The vehicle will cover 2500 kms per month 12 hours of working day (9.00 A.M. to 9.00 P.M.) and 5 working days (Except only National Holidays)
(c) Approved rates shall remain fixed for one year irrespective of any change in Petrol /diesel/gas Prices, etc.
(d) The approved rates quoted will be exclusive of all taxes (Service Tax etc.)
(e) Vehicles shall report as per time schedule given to the individual driver by the user.
(f) The vehicles shall be required for the whole month except weekly off on Sundays and National Holidays.
(g) The payment to the contractor will be made on monthly basis on submission of pre-receipted bill(s) duly supported by duty slip(s)/log sheet(s) duly signed by concerned officers. Bills should be submitted by the company(s) by the 5th of the following month.
(h) The vehicles to be provided should be in brand new condition or good condition vehicle not more than **one year old or should not have run more than 30,000 kms as on the date of hiring by the ORGI.** The vehicles shall be kept in good running condition and it will have clean upholstery with white covers and other accessories of the vehicles will also be kept in good condition. Vehicle with damaged body due to accidents etc shall not be accepted.
(i) The firm should have at least two years of experience in the ‘’tour & travel’’ Business in providing vehicles to the Government and should have at least some vehicles in his own name.
(j) The transporter should ensure that the driver provided must possess valid driving license with two years experience and carry with him all necessary documents like registration certificate, Insurance papers, pollution control certificate etc.
(k) Change of vehicles/drivers will be allowed only in exceptional circumstances and that too with the prior approval/intimation. Drivers shall have either a police verification certificate or two character and good Conduct certificates from two Gazetted Officers of Central/State Government.
(l) The vehicles should be insured comprehensively and should have necessary permits from the Transport Department / Authority.
(m) The Authority will not be responsible for any challan, damage, injury, accident etc. to

the vehicle or to any other vehicle.

(n) The transporter must have all requisite clearance certificates from the concerned Government agencies as required under relevant rules.

(o) The transporter has to maintain proper records to show the number of hours and Mileage travelled by each vehicle. For each & every trip, the time in/time out and opening and closing meter readings should be got recorded from the concerned channels/person.

(p) The transporter has to submit a certificate, obtained from the Competent Authority. Certifying proper status on functioning of ''Kilometer Meter.'

(q) The drivers of the vehicles must follow traffic rules and other regulations prescribed by the Government from time to time. Drivers should be familiar with all important routes in Delhi including places in the **National Capital Region.**

(r) The drivers must always be in clean clothes, must be courteous and well mannered and should always carry a mobile phone with them for easy contact. The driver must not have any criminal record. Name and full addresses of the drivers who will attend duties have to be furnished along with the bids.

(s) The ORGI will pay parking/toll taxes charges when vehicle is on official duty.

(t) A penalty of Rs.2000/- per day per vehicle for default will be levied if any vehicle fails to meet the above terms & conditions on any day.

(u) The vehicles hired in no will be allowed for further rental purpose by the owner to any other firm

(v) The vehicle hired would be parked in the office premises in holidays and in nights.

(w) Those firms , who had participated earlier , need not send fresh EMD of Rs.10,000/- They ,may however, revise their rates along-with necessary documents for hiring of 04 (four) Vehicles for a period of one year, against their earlier quotations

3. The following documents should be enclosed along with the quotations:-

(i) Copy if Income Tax Assessment for the last three years.

(ii) Income Tax & PAN No. (A copy thereof may be attached

(iii) Proof of past performance of 2 years in Government Departments/Public Sector Undertakings/Autonomous Bodies under Government of India.

(iv). Copy of Registration No. of the firm/company with date and validity under Shops/Establishment ACT.

4. ORGI however, reserves the right to terminate the contract at any stage, without assigning any reason whatsoever. The contractor shall have the right to terminate the contract by giving notice of 60 days in advance.

5. Quotations received after the stipulated date and incomplete quotations will not be entertained.

6. The ORGI reserves the right to reject any quotation, in full or in part without assigning any reason.

7. DD/Pay Order for Rs.10,000/-(Rupees ten thousand only) in favour of PAO (Census) New Delhi, as Earnest Money Deposit (refundable) is to be enclosed along with filled tender form.

8. ORGI reserved the right to extend the hiring the period for another year after satisfactory service.

Quotations as per Annex I&II, supported by the prescribed documents, should be submitted in sealed envelopes duly superscripted ''Quotation for Hiring of Vehicles''. The Quotations be addressed to the Deputy Director (Ad-I) O/o the Registrar General, India, 2/A Man Singh Road New Delhi-110011, and should reach by 05.02.2014 up to 11.00 hrs which shall be opened on same day at 1530 hrs.

(Dr. RAVI SHANKAR)
DEPUTY DIRECTOR

Annexure1

TENDER FOR HIRING OF VEHICLE BY THE OFFICE OF REGISTRAR GENERAL & CENSUS COMMISSIONER, INDIA

Sl. No.	Details of Distance/ Time	Non A/C Car			A/C Car		
		WagonR/ Indicia	Indigo	Innova	WagonR/ Indicia	Indigo	Innova
Monthly Hiring Rates							
1A	Rates for 2500 kms/ per month, 12 hours per dey						
B	Rates per additional kms. beyond 2500 kms.						
C	Rates per additional hour beyond 12 hours						
Occasional Hiring Rates							
2A	Rate for 40 kms. /4 hrs. per day						
B	Rates per additional kms. beyond 40 kms.						
C	Rates per additional hrs. kms. beyond 4 hrs.						
3A	Rate for 80 kms./8 hrs. per day						
B	Rates per additional kms . beyond 80 kms.						
C	Rates for additional hrs. beyond 8 hrs.						

Name of firms	
Complete address	
Email ID	
Fax. No.	
Tel. No.	
Mobile No.	
Cheque No./ DD of the EMO	

WE ACCEPT ALL THE TERMS AND CONDITIONS MENTIONED ABOVE.

(Signature of the Authorized Signatory)

Seal of the company / firm

Annexure 2

FORMAT FOR SENDING QUOTATIONS

1.	Name of the firm/company/service agency	
2.	Complete address & Telephone No, e-mail ID's	
3.	Location of Garage	
4.	No., and type of vehicles owned by the agency	
5.	No. of vehicles attached with the agency	
6.	No. of years of experiences in providing taxi in Government/Public Sector	
7.	Name & Address of the Govt. offices where at present taxies are engaged on regular/monthly basis (copy of contract letter to be attached)	
8.	PAN No.	
9.	Service Tax Regn. No.	
10.	Name & Telephone No. and Mobile No. of proprietor	
11.	Name & Telephone and Mobile No. of the Manager	