

**Principal Accounts Office (Administration)
O/o Chief Controller of Accounts
Ministry of Law, Justice & Supreme Court of India
& Ministry of Corporate Affairs
3rd Floor, LokNayakBhawan, Khan Market
New Delhi – 110003**

No.Pr.AO/LAW/Taxi/2015-16/509


Dated: 8th July, 2015

NOTICE INVITING TENDER FOR HIRING OF TAXI

Sealed tenders are invited for hiring of a DLY of MarutiDzireCarmake or equivalent on monthly rent basis from reputed transporters for the use in the O/o Chief Controller of Accounts, Ministry of Law, Justice & Supreme Court of India and Ministry of Corporate Affairs, New Delhi for a period of 01 year on contract basis. Detailed terms and conditions of tender can be seen of the Ministry's website i.e. www.lawmin.nic.in. Copy of the same can also be obtained from Principal Accounts Office (Admin.), M/o Law, Justice, SCI and M/o Corporate Affairs, C-wing, 3rd Floor, LokNayakBhawan, Khan Market, New Delhi.

Last date for submission of tender in this office is on or before 3:00 PM on 27 July 2015 which will be opened by the Tender Committee at 3:30 PM on 27-7-2015. In case, any holiday is declared by the Government on the day of opening, the tenders will be opened on the next working day at the same time but the tender box will be sealed on same day and time, as scheduled above. The tenders received after the above said scheduled date and time will not be considered. No tender by FAX will be entertained.

This issues with the approval of the Competent Authority.


(K.P. Sharma)
Sr. Accounts Officer (Admn)

TERMS AND CONDITIONS

1. The tender must contain the following information in the given table below:-

(i)	DLY of MarutiDzire Car make (AC only)	
(ii)	Year of Manufacturing	
(iii)	Date of Registration	
(iv)	Registration No.	
(v)	Mileage run till submission of tender	

2. Vehicle should be DLY (Yellow) number plate. The vehicle should not be more than four years old.
3. The rates quoted in tender should be final.
4. Tenders submitted with incomplete information will not be considered.
5. Tenders received upto 3:00 pm on the last day of receipt will be opened on the same day by a committee at 3:30 pm in the presence of Tenderers (if any present).
6. Payment of Toll Tax/Parking charges will have to be paid on demand by the driver only, subject to afterwards reimbursement on furnishing of the total bills/receipts during the month.
7. The vehicle alongwith driver should be made available immediately on demand.
8. The tender should accompany a demand draft of `15000/- (Rupees fifteen thousand only) towards Earnest Money drawn in favour of Pay and Accounts Officer, Ministry of Law & Justice, payable at New Delhi. Earnest Money of unsuccessful Tenderers will be returned within 30 days of award of tender. No interest will be payable on Earnest Money. For successful bidder this amount will be converted into security deposit and will be returned after completion of the work.
9. The firm will have to execute a contract with the O/o CCA, M/o Law, Justice & SCI, for hiring of the vehicle for 01 years. The contract may extended for further one more year based on performance.
10. The drivers of the vehicle provided must follow traffic rules and other regulations prescribed by the Govt. from time to time. Drivers should be familiar with all important places/route in Delhi.

11. As these vehicles are to be used by the senior officers, the firm should ensure that the driver to be provide must possess valid driving license with two years experience and carry all the necessary documents viz. RC, Insurance Paper, PUC certificate etc. with him. The driver must always be in a common uniform and must be will mannered and courteous and should always carry a mobile phone with him, as it will enable the officer to contact them at any time.
12. The vehicle required on all working days i.e. from Monday to Friday normally from 9 AM to 7 PM i.e. for 10 hrs daily and also on Saturday, Sunday and other holidays on demand as per the requirement. Saturday, Sunday and other Gazetted holidays will be covered in the definition of month.
13. Any change in vehicle or driver will be allowed only in exceptional circumstances and that too with the prior information /approval.
14. The vehicle should report to the place of requirement as per directions of the respective office/officer. The mileage will be counted from the place where the duty starts and to the place where the duty ends. The billing will be affected from the place of reporting and relieving.
15. The vehicles should be insured comprehensively and should have necessary permits from the Transport Department/Authority.
16. This office will not be responsible for any challan, loss, damage or accident to the vehicle or to any other vehicle or injury.
17. The payment will be made on monthly basis on submission of pre-receipted bill duly supported by the duty slip/log sheet duly signed by the officer. No advance payment will be made.
18. In case of repair/service/breakdown of the vehicle, the firm have to provide alternative vehicle or driver as the case may be and if not arranged, the O/o CCA will be free to engage a taxi on commercial basis till the vehicle/driver is made available and charges of the same will be deducted from the monthly hire charges payable for the vehicle.
19. The firm must have all requisite clearance certificates etc. from the concerned government agencies as per rules.

20. The daily record/log book indicating time and mileage for the vehicle shall be maintained.
21. Necessary TDS will be deducted as per rule.
22. The department reserves the right to terminate the contract without assigning any reason, any time.

27. **Bidder has to quote the price in the enclosed price schedule only.**

K. P. Sharma
Sr Accounts Officer (Admn)
O/o CCA, Law, Justice & SCI and Corporate Affairs

PRICE SCHEDULE FOR MONTHLY RATE CONTRACT VEHICLE

Details of rate quoted for requirement of vehicle on monthly basis.

Sl.No.	Rate of Vehicles to be hired on Monthly basis	DLY of MarutiDzire Car make (AC only)		
		Rate/car in Rs	No of car	Total charge
(1)	(2)	(3)	(4)	3*4(5)
01	2500 kms – 300 hours		1	
02	Rate for each additional kms beyond 2500 kms for the month		1	
03	Rate for each additional hour beyond 300 hours for the month		1	
	Sub-total			
04	Tax i.e. service tax, if any (%)		1	
	Grant Total			

Amount in words Rupees

Note:-

1. The successful bidder (L-1) will be decided based on the total cost quoted above (column 5).
2. The parking charges / toll tax and state tax, wherever applicable shall be paid at actual on submission of receipts.
3. Vehicle tax, road tax etc shall be paid by the successful bidder.
4. The bidder agrees to comply with the terms and condition of this tender.

(Signature of Tenderer)