

Dated - 04-03-2021

**Office of the  
Principal Director of Audit (Infrastructure)  
New Delhi**

Notice Inviting Tender

**Subject:-** Inviting sealed quotations for Hiring of Inspection Vehicles purely on contractual term for use in this office.

Sealed quotations from reputed travel agents and taxi operators are invited for the hiring of three (03) Inspection Vehicles for office of the Principal Director of Audit (Infrastructure), New Delhi as per terms and conditions detailed below:-

During the period of contract, the rates will not be revised every time with the revision of any taxes by the Government of NCT of Delhi or by the Government of India. The prospective bidder may quote the rates accordingly taking into consideration of this aspect. The columns shall be clearly filled in. The tenderer should quote the number, rates and amount tendered by him/them in figures and as well as in words. Alterations, if any, unless legibly attested by the tenderer shall disqualify the tender. The tenderer shall take care that the rate and amount may be written in such a way that interpolation is not possible. No blanks should be left which would be otherwise made the tender liable for rejection.

1. The contract shall be valid for a period of one year from 01.04.2021 to 31.03.2022. The Department reserves the right to curtail or to extend the validity of contract on the same rates and terms and conditions at the discretion of the Department.
2. The Contractor will have to provide the replacement of Driver in case of any eventuality. The Department has the right to ask the Contractor for removal of any Driver, who is not found competent or disciplined. The Driver shall provide assistance in boarding, disembarking and handling of bags, baggage etc., if required.
3. The contractor shall provide the AC fitted vehicles preferably '**Sedan**' (Dzire, Toyota ETIOS etc.) and should be in good running conditions. The vehicles provided should not be of model prior to 2019.
4. In case of breakdown of any vehicle, the contractor shall replace the breakdown vehicle within one hour failing which the Principal Director

of Audit (Infrastructure), New Delhi, has the right to hire vehicle from any other sources at the expense of the contractor.

5. The contractor shall provide names, addresses and mobile numbers of the drivers along with their driving license number and copies within one week of the award of the contract.
6. The contractor shall submit an attested copy of the RC of vehicles to be provided along with the bid failing which his bid will not be considered.
7. The contractor is required to pay earnest money of Rs. 5,000/- by means of Demand Draft drawn in favour of "**PAO Office of the AG (Audit) Delhi, New Delhi**". Bids received without Demand Draft towards earnest money will not be considered.
8. The contractor shall not deploy any driver who has not completed eighteen years of age. The contractor shall comply with all the statutory provisions as laid down under various Labour Laws/Acts/Rules like Minimum Wages, Provident Funds, ESI, Bonus, Gratuity, Contract Labour Act and other Labour Laws/Acts/Rules in force from time to time at his own cost. In case of violation of any such statutory provisions under Labour Laws or any other law applicable by the Contractor, there will not be any liability on the Department.
9. The Department will be under no legal obligation to provide employment to any of the personnel of the contractor during the period of agreement and after expiry of agreement period and the Department recognizes no employer- employee relationship between the Department and the personnel deployed by the contractor/agency.
10. Any person who is in Government service or an employee of this Department should not be made partners to the contract by the contractor directly or indirectly in any manner whatsoever.

11. The contractor shall indemnify the Department against all other damages/charges for which the Government/Department may be held liable or pay on account of the negligence of the contractor or his staff or any person under his control whether in respect of accident/injury to the person or damages to the property of any member of the public or any person or in executing the work or otherwise and against all claims and demand thereof. The Department shall not be responsible financially or otherwise for any injury to the driver or person deployed by the contractor during the course of performing the duties.
12. The Department reserves the right to terminate the contract without assigning any reason.
13. Vehicles provided to the Department should bear commercial Taxi Cab Registration Numbers & should have been essentially registered in Delhi and also should have comprehensive insurance and Drivers so provided with the vehicles shall have commercial LMV Driving License and Badges. The copy of the registration certificate of commercial vehicle will be provided by the Contractor before deployment of vehicles.
14. The vehicles should conform to the Pollution norms prescribed, if any, by the Transport Department of Government of NCT of Delhi.
15. The contractor shall provide vehicles as per requirement of the Department including public holidays, Saturdays and Sundays.
16. The vehicle and Driver shall remain available all the time as per Duty Roster and shall not leave place of duty without prior permission.
17. The contractor shall be responsible for total maintenance of the vehicles provided by him. All the vehicles provided should be in good running condition and should not be more than four years old.
18. Operation and function of vehicles and Drivers shall be governed by Motor Vehicles Act/Motor Vehicles Rules and Delhi Motor Vehicles Rules and these shall be the responsibility of the contractor.

19. The vehicle should be kept in clean and tidy condition, free of pests and odour and should be equipped with first aid box, fire extinguishers and other basic amenities. The mileage as well as time shall be calculated from the initial pick up point of the day. The closing time and mileage shall be the last destination where the official journey ends for the day. No mileage shall be allowed to drivers for lunch/breakfast or for filling fuel etc.
20. The **dead mileage** charges between the garage from where the vehicle commences for first pick up point and ends the journey/ point of release (last drop off point) shall in no case exceed 10 KM.s (covering both ways).
21. Vehicles provided should be in a very good condition and road worthy. If the vehicle is not of specified model i.e. older than 2019 year model, the tender is liable to be rejected.
22. No advance payment will be made.
23. Rate should be quoted for hiring on monthly basis for at least 2500 kilometers per month (30 days) for 360 hrs. Including all expenditure & taxes except Service Tax. The payment for service Tax will be made only after submission of proof of registration with the concerned authorities.
24. The rates in excess of the contracted mileage and hours should also be quoted.
25. The Department reserves the right to reject any quotation without assigning any/all reason thereof.
26. The bills in triplicate should be submitted to the Admn. Section of the Department on monthly basis on or before 7<sup>th</sup> of the following month along with log book/duty, slips duly signed by the user.
27. The payment towards hiring of the vehicle will be made on the basis of trip sheet approved by the officer in-charge of the vehicles.

28. The Department will deduct Income tax at source under Section 194-C of Income Tax Act from the contractor at the prevailing rates of such sum as income tax on the income comprised therein.
29. The quotation shall be submitted or sent through speed post in sealed cover envelop marked "**Tender For Hiring of Vehicle Services**" on top and addressed to Sr. Audit Officer (Admn.) O/o the Principal Director of Audit (Infrastructure), New Delhi, 3rd Floor, A-wing Indraprastha Bhawan, New Delhi-110002 **latest by 15.03.2021 (upto 12.00 noon)** Any quotations received after due date and time shall not be accepted.
30. Subject to satisfactory services of the vendor and follow up of terms & conditions, the contract may be extended further for a period of one year beyond the period of agreement.

Quotation shall be opened on the same day at 2.30 pm in the Chamber of Dy Director (Admn.). The Tenderer may depute their representative at the time of opening of the quotation with authorization letter.



**Sr. Audit Officer (Admn.)**

**Copy to:-**

1. PA to Dy Director (Admn.)
2. Notice board I.P.Bhawan, New Delhi
3. Notice Board, office
4. Travel agent nearby ITO New Delhi, Noida ,Ghaziabad etc.(List-II)
5. Other IA & AD offices nearby ITO,New Delhi as per List-I(With the request to bring contents of the notice to their contractors if any)