

F.No.1-20/2009-S&S
Government of India
Ministry of Human Resource Development
Department of Higher Education
(S&S Section)

Shastri Bhawan, New Delhi
Dated the 12 February, 2013

Subject: Inviting Tenders for Hiring of Innova Vehicle for official use in the Ministry of Human Resource Development – regarding

Sealed tenders are invited from travel agencies for providing Air-Conditioned Innova vehicle (2.5 G Model) on monthly basis {minimum of 2400 kms & 300 hrs per month} to the Ministry of Human Resource Development, Shastri Bhawan, New Delhi in the prescribed format at **Annexure-I**. The details eligibility criteria and terms and conditions are at **Annexure-II**.

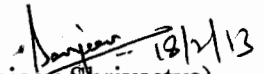
2. **A bank draft of Rs. 10,000/- (Rupees Ten Thousand only) in favour of Pay & Accounts Officer (Education), Ministry of Human Resource Development, Shastri Bhawan, New Delhi-110001 is to be deposited along with the quotation.** The sealed cover containing the tenders should be super scribed "**Quotations for Hiring of Innova Vehicle**" and should be addressed to the Under Secretary (S&S Section) and put it in the **Tender Box kept in the Information and Facilitation Centre, Ministry of Human Resource Development, Gate No. 6, Shastri Bhawan, New Delhi**. The quotations received after the last date and time prescribed and/or received in any manner other than through Tender Box would not be opened and would be summarily rejected.

3. The schedule of receipt and opening of tenders is as under:-

Last Date & Time for receipt of quotations/tenders : 11 March, 2013 (3:00 PM)

Date & Time for opening of quotations/tenders : 11 March, 2013 (3:30 PM)

4. The sealed quotations/tenders will be opened in the presence of the tenderers or their representatives who may like to be present at the time of opening the tender.


(Sanjeev Shrivastva)
Under Secretary to the Government of India
Tel. 23073109

Encl: Annexure-I containing format of quotation and Annexure-II containing eligibility criteria and terms & conditions.

Copy to:

- 1) Webmaster, NIC (MHRD) – with request that aforesaid letter may kindly be up-loaded in a non-editable version on the official website of this Ministry.
- 2) Publishing on Central Public Procurement Portal.

RATES FOR INNOVA VEHICLE ON MONTHLY BASIS:-

Rates for 2400 kms and 300 working hrs. per month	Rates per Addl. KM after 2400 kms	Rates per Addl. Hour after 300 hrs

I shall abide by the terms and conditions stipulated in the Annexure-II of this tender notice.

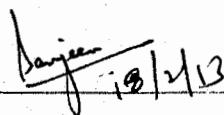
Signature of the authorized signatory of the tenderer with the seal of the firm

Danjans
28/2/13

ELIGIBILITY CRITERIA AND TERMS & CONDITIONS

1. A bank draft of Rs. 10,000/- (Rupees Ten Thousand only) in favour of PAO (Edu), Department of Higher Education, Ministry of Human Resource Development as Earnest Money is to be deposited along with the quotation/tender. If the firm is selected after finalization of the tender, and thereafter fails to enter in to contract, the earnest money will be forfeited.
2. Ministry of Human Resource Development reserves the right to reject any or all the quotations in full or part without assigning any reason there for and without giving any compensation. The decision of the Ministry of Human Resource Development in this regard shall be final and binding on all.
3. The hired vehicle should be in excellent running condition and **should not be older than 2009 model**. The vehicle to be supplied should be in excellent condition i.e. decent interior as well as outer body. The drivers should be fully conversant with routes of Delhi Region and should possess valid driving license in their names only.
4. The contract will initially be for one year and the terms of contract may be extended further provided that the services are found satisfactory on mutual consent. Initially 1 (one) Innova car is required on monthly basis and additional vehicles may be engaged as and when required. The daily-records (indicating time and mileage) shall be maintained separately for each vehicle.
5. It will be responsibility of the firm to ensure that good, efficient, well-mannered drivers are deployed. If any driver is on leave or there is break down of vehicle, alternative arrangements will have to be made by the firm as quickly as possible otherwise a penalty of Rs. 500/- for each occasion will be deducted from monthly bill.
6. The firm should all the times be available on its own direct telephone (office as well as residence) and the driver should also be available on mobile phone so as to enable this Department to call him as and when required.
7. The vehicle should be insured in all respect by the firm. All liabilities, arising out of any legal dispute, accidents etc. shall be borne/paid by the firm and Ministry of Human Resource Development shall not be liable in any manner whatsoever.
8. Charges would be paid for a distance covered for performing official duty i.e. from the reporting place to place where the duty was last performed and not from garage to garage.
9. It must be noted that the vehicle should have the permit to go to NCR Region.
10. Actual parking charges/toll taxes, entry taxes/inter-state for journeys/service taxes will be reimbursed along with the hiring charges bill. The bills raised by the firm should have all tax registration numbers printed on the bills.

Signature of the authorized signatory of
the tenderer with the seal of the firm

A handwritten signature in black ink, followed by the date '18/11/13' written in black ink.