

**No.27011/20/2013-Protocol**  
**Government of India**  
**Ministry of Micro, Small & Medium Enterprises**  
**(Protocol Section)**

....

Udyog Bhawan, New Delhi  
Dated-10<sup>th</sup> April, 2013

To

As per list attached

**Subject : Hiring of DLY Cars (AC & Non- AC) for official use in the Ministry from 1<sup>st</sup> May, 2013  
31<sup>st</sup> March, 2014-reg.**

Sir,

The Ministry of Micro, Small & Medium Enterprises proposes to hiring of DLY cars on monthly basis for official use in the Ministry on annual rate contract basis. The number of cars to be hired are expected to be more than one. The Ministry may also hire DLY cars for half day or full day and number of days of hiring may depend upon the requirement and the payment shall be made on prorated basis. Interested parties in the rate contract, may send their quotations in sealed cover to Under Secretary (Protocol), Room No.429-D Udyog Bhawan, New Delhi latest by 3:00 PM on 29.04.2013. The quotations will be opened on same day at 4.00 p.m. in Room No.429-D, Udyog Bhawan, New Delhi, in the presence of those tenderers who desire to be present at that time.

2. The terms and conditions of the above contract will be as follows:-

- i. The DLY Cars should not be more than three years old.
- ii. The contract will be from 01.05.2013 to 31.03.2014 but can be terminated at any time without assigning any reason if services are not found satisfactory. It will be solely on the discretion of the Ministry.
- iii. The firm should have a minimum of three DLY Cars. A copy of the registration certificate of the DLY Cars should be attached to the quotation. Only those cars to be deployed in respect of which registration certificate has been submitted.
- iv. The same DLY Car and driver should continue the duty regularly. Frequent change of the DLY Car and driver without assigning valid reasons will not be allowed.
- v. The number of DLY Cars operated by the firm may be indicated. The past experience may also be indicated, separately.
- vi. The driver should wear proper uniform and be provided with the Mobile phone. The driver should have sufficient experience and be well conversant with the routes in Delhi.
- vii. **The DLY Cars should be made available to the Ministry within thirty minutes of the receipt of the call. The Cars can be requisitioned at odd hours in the night also.**
- viii. In the case of breakdown of any Car, the agency should be able to provide another DLY Car within thirty minutes.

- ix. If any duty is not attended to or DLY car fails to report on time, an amount of Rs.1,000/- per duty will be deducted from the subsequent bill of your agency as a penalty.
- x. Dead mileage (distance from garage to Udyog Bhavan office and back) will not be allowed.
- xi. The Ministry will not be responsible for any loss of vehicle/accident/traffic rules violations etc. while on duty. The safety and security of the Cars and driver will be the sole responsibility of the contractor.
- xii. The DLY Cars should be maintained properly. The contractor is not eligible for any claims and/or compensation whatsoever from the Ministry other than the approved rates for the use of DLY Cars.
- xiii. No advance payments shall be made. Bills will be settled as soon as possible on receipt of pre-receipted bills in triplicate. The bills should be accompanied by signed daily duty vouchers. Bills without signed duty vouchers will not be accepted.
- xiv. The rates should be submitted in the company's letter-head as mentioned below. No upward revision of rates will be permissible during the contract period.
- xv. The rates should be quoted for DLY Cars as under:-
  - a.) Rate for 10 hours Per Day (300 hrs. per month)/2400 KMs. Per month on monthly basis}
  - b.) Rate for extra KMs. beyond 2400 KMs.}
  - c.) Rate for extra hours. (beyond 300 hrs.)

Rates may be quoted for following Cars (AC & Non AC)

I)	Tata Indica	(Non-AC)
II)	Tata Indica	(AC)
III)	Tata Indigo	(Non-AC)
IV)	Tata Indigo	(AC)
- xvi. Rate may also be quoted, if DLY car is required for daily duty occasionally. It will be evaluated separately.

Rates may be quoted for

  - I) Tata Indica – Rate for 10 hours/80 KM Daily basis.
  - II) Tata Indigo – Rate for 10 hours/80 KM Daily basis.
  - a) Rate for extra KMs. beyond 80 KMs.
  - b) Rate for extra hours beyond 10 hrs.
- xvii. Service tax, if any must be quoted failing which no amount would be paid towards service charges.

3. The Ministry reserves the right to accept or reject the tender in full or in part without assigning any reason. Tender should be accompanied by Earnest Money Deposit of Rs.10,000 (Rupees Ten thousand only) in the form of Demand Draft/Banker Cheque addressed in favor of **DDO, Ministry of Micro, Small & Medium Enterprises**, and payable at **New Delhi** otherwise tender will not be considered. Earnest Money Deposit of unsuccessful tenderers will be returned immediately after finalizing the contract. Earnest Money Deposit (EMD) submitted by successful tenderer will be kept as performance guarantee and the same will be returned after successful completion of contract. In case of violation of terms & conditions of the contract, the contract would be cancelled and the performance guarantee would be forfeited. No security would be retained for cars to be requisitioned on daily basis.

Sd/-

**(M.L. Sharma)**  
**Under Secretary to the Government of India**  
**Tel. No. 23063293**

Copy to:- Director, NIC, Ministry of Micro, Small & Medium Enterprises for placing the above tender on website of the Ministry.