

GOVERNMENT OF NCT OF DELHI
DIRECTORATE OF HIGHER EDUCATION
B-BLOCK: 2ND FLOOR, 5-SHAM NATH MARG DELHI-54.

BID- DOCUMENT

1. Name of Bidder _____

2. Address of Bidder _____

3. Telephone No. _____

4. Earnest Money Rs.5000/- _____

5. Mode of payment _____

Bank Draft/Banker Cheque _____

Dated _____

Issuing Date _____

Branch _____

6. The detailed bid amount for each category of vehicle may be given on the sheet enclosed. The present requirement of the corporation may be to hire Indica (Non AC Diesel).

7. Signature of the Bidder _____

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DHE invited sealed quotation for hiring of Diesel/CNG vehicles as per following details

Sl.No	Particulars	Indica(non AC) Diesel
1.	Monthly basis 2000 Km 225 Hrs.	
2.	Full day 8 hrs 80 km.	
3.	Extra Per Kmt.	
4.	Extra Per Hour	
5.	Night Charges	

1. The rates are approved for Diesel/CNG run vehicle only.
2. The vehicles must be registered in Delhi.
3. Toll taxes/parking charges shall be paid extra.
4. The driver should have mobile phone connectivity.
5. Driver should have a valid license issued by R.T.O Delhi.
6. The dead mileage from garage will not be counted for daily mileage.
7. The computation of mileage and overtime will be on monthly basis and not on daily basis. If the Department raises its demand for complete month.
8. The bid/quotation shall be signed by a person who is legally competent to do so.
9. The bill may be submitted with verified vouchers by 5th of every month.
10. Vehicle should not be more than two year old or have covered more than 20000 KM & shall have clean seat covers and good looking, and should be in perfect running conditions.
11. No frequent change of driver will be allowed.
12. Preference will be for new Diesel/CNG vehicles.
13. The period of contract shall be initially for one year, and can be terminated at any time by Director, Higher Education.
14. The vehicles shall be properly insured and should carry necessary fitness certificate from concerned authority including pollution certificate.
15. The driver deputed on duty should not be involved in more than two punch or challan for negligence driving.
16. Directorate of Higher Education shall not be responsible for any challan, loss, damage or any accident of he vehicle or to any other vehicles or for the injury to the driver or to any other third party. The loss or damage or legal expenses on this account shall be borne by the Tenderers.
17. There is no guarantee of hiring of any specific number of vehicles. The Tenderers shall have to provide as many vehicles as may be required by the DHE.
18. The tenderers should have the PAN number and should attach a photocopy of the same.

19. The tenderers shall have to submit copy of latest income tax clearance certificate and service tax clearance certificate alongwith the tender.
20. The tenderers should submit an undertaking that he or his firm has not been blacklisted by any of the office/Government department as on the date of submission of the bid.
21. The agency shall bear all costs on account of fuel, oil, spares, comprehensive insurance, repair and maintenance etc., of the vehicles. The salary and other costs of drivers shall also be borne by the agency.
22. The agency should abide by rules laid down by any authority relevant to the deployment of vehicles.
23. In case of any breakdown of vehicle on duty, the agency shall make arrangement for providing another vehicle. In such a case, mileage from garage to the point of breakdown would not be paid.
24. Visit to any place outside Delhi shall be treated as local provided it does not involve night halt.
25. Vehicle shall be made available on all days including Sundays & Holidays as may be required.
26. The agency shall provide names and addresses of the driver and police verification report along with driving license number of the driver and copies thereof while submitting acceptance of offer.
27. The agency shall provide statutory benefits to the drivers as may be applicable.
28. Bidder should sign and stamp on all pages of this tender document as a token on acceptance of all terms and conditions stated herein.
29. Earnest Money will be forfeited if the agency fails to commence the Service as per the award letter. Except writing rates and amount the tenderers should not write and conditions or make any changes, additions, alterations and modifications in the printed form of tenders. Tenderers who are desirous to offer rebate the same should be brought out separately in the covereing letter and submitted alongwith the tender.
30. DHE reserves the right to accept, reject or cancel any or all the offers without assigning any reasons. Said terms and conditions are acceptable.

_____ Signature of the Bidder

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TENDER NOTICE

Directorate of Higher Education invites quotations/sealed bids from registered agencies for hiring of different vehicles for the use of staff/officers of the office. The details can be taken from office of the Directorate of Higher Education are also available on our website. The last date of submission of Bid/ Quotation is 17.09.2010 upto 3.00 PM. The quotation/ bid would be opened on 4.00 PM at Room No.24, GF, B-Block Deputy Director's Office on the same day in presence of the tenderers who may like to be present.

-Sd-
(KAMAL MALHOTRA)
DY.DIRECTOR (HIGHER EDUCATION)

No. DHE 2(5)Actts./08-09/5183

Dated: 13/09/2010

1. Notice Board.