

**Principal Accounts Office  
Office of the Chief Controller of Accounts  
Ministry of Information & Broadcasting,  
Room No. 701, 'A' Wing, Shastri Bhawan  
New Delhi – 110 001**

No. Pr. AO/CA/I&B/Vehicle/2013-14/3589

9 00 - 2013  
Fax: 23074286  
Phone: 23074289

**Notice inviting Tender for Hiring of Vehicle for Office use**

Sealed Tenders are invited from reputed tour and travel agencies for hiring of vehicles, for use of Principal Accounts Office, Ministry of Information & Broadcasting, Shastri Bhawan, New Delhi on the following terms and conditions:-

**Terms & Conditions**

1. The vehicle should be of 2012 model or later and should be comprehensively insured and should carry necessary permits/ clearance from the Transport Authority or any other concerned authority including pollution certificates.
2. The vehicle should be in excellent working condition and should be deputed only after checking battery, coolant, oil, air tyre pressure, etc. The vehicle should invariably reach designated place & time fixed with full fuel tank.
3. The vehicle shall always be provided with decent upholstery, clean seat covers, comfortable seat cushion and other basic fittings/accessories etc. for maximum comfort of passengers.
4. The drivers and vehicles should be earmarked for Principal Accounts Office as the office is located in Security Zone.
5. The driver should have minimum experience of 5 years and should be well behaved courteous and well conversant with Delhi/NCR roads.
6. The driver and contractor must have 24 hours working mobile phones so that they can be telephonically contacted at short notice and at odd hours and on holiday in case of exigency of car. In case of failure to turn up when required, penalty shall be imposed.
7. Parking charges, Toll tax charges etc. whenever incurred shall be reimbursed as per actual on submission of documentary proof (Original Receipt).
8. Earnest money (EMD) of Rs. 10,000/- (Rupees Ten Thousand) should accompany the Tender document. The EMD shall be paid in the form of Demand Draft/ Banker cheque from a nationalised bank/Scheduled commercial bank in favour of PAO (Main Sectt.), Ministry of I & B payable at New Delhi.
9. The EMD of successful bidder shall be retained as security towards Contract Performance Guarantee (CPG) and no interest thereon shall be payable EMD of unsuccessful bidders shall be returned after the award of contract.
10. A log book should be maintained for the vehicles in proper format.
11. The payment shall be made on monthly basis against the bill duly supported by duty slips signed by the concerned authorized officer of the office.

12. The travel agency should be in a position to provide standby car within an hour of reporting any break down to agency telephonically. All expenses in this regard including charges of alternate vehicle to be provided within an hour of matter being reported, shall be borne by the travel agency.
13. Non providing of vehicle shall result in penal charges of Rs. 500/- per day in addition to non-payment of charges for the day (s).
14. All liabilities arising out of any legal dispute accidents etc. shall be borne/paid by the travel agency.
15. Quotations in sealed envelope shall be addressed to PAO, Principal Accounts Office (Admn.), Min. of Information & Broadcasting. Room No. 744, A- wing, Shastri Bhawan, New Delhi and the same will be received up to 23.10.2013 till 3 PM on the above address. The bids will be opened on same day at 3.30 PM.
16. Any quotation submitted, if found incomplete in any manner, shall be rejected outright. No dispute or claim of any kind shall be entertained by the department.
17. The quotation should be in following format:

Schedule of work	Maruti SX4 or equivalent (Rate per month/per taxi)	Indigo or equivalent (Rate per month/per taxi)	Indica or equivalent (Rate per month/per taxi)
2500 Kms and 200 hrs. per month			
Extra Mileage beyond 2500 Kms per month			
Extra hrs beyond 200 hrs. per month			

18. Conditional quotation shall not be accepted.
19. The contract after allotment can be terminated after giving a notice of 30 days if the services are not found satisfactory or due to any other administrative reasons.
20. The Chief Controller of Accounts, Min. of Information & Broadcasting shall have the authority to accept or reject any quotation without assigning any reason thereof.
21. In case of any dispute, the decision of Chief Controller of Accounts, Ministry of Information & broadcasting shall be final and binding.

This NIT is also available on the website MIB.NIC.IN.

  
(M.C. Dagat)

Account Officer (Admn.)

To,

- (1) M/s J.P. Tours & Travels 59, Ber Sarai, New Delhi.
- (2) M/s S.K. Tours & Travels A/2 NIHFV Campus, Munrika - 67 New Delhi.
- (3) M/s Sai Deepak Tourist Taxi Service, JNU, Old Campus, Baba Gang Nath Marg, New Delhi.
- (4) M/s Inside India Tour & Travels, C-29, Mohammad Pur, New Delhi.
- (5) M/s J.K. Tour & Travels, 1/81 Aya Nagar, New Delhi.